

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 52
Greene, Leeds, and Turner, Maine**

Minutes of the Eleventh Regular Meeting of the Board of Directors for 2016-2017
February 16, 2017 Tripp Middle School

Members Present: Elizabeth Bullard, Chairperson; Carlos Gnipp; Robert Allen (6:09); Peter Ricker; Pamela Sirois; JoAnn Nickerson (6:11 P.M.); Jon Woodard

Members Absent: Yuri Kowalski; Richard Gross

Others Present: Kimberly Brandt, Superintendent of Schools; Thomas Ambrose, Assistant Superintendent; Del Peavey, Director of Special Education; Deborah Roberts, Business Manager; Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Theresa Gillis, Turner Primary School Principal; Mark McDonough, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Karen Potvin, Technology Education Coordinator; Razell Ward, Adult Education Director; Kimberly Long, Facilities/Transportation Director; David Roberts, Food Service Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:30 pm and the Pledge of Allegiance was led by Jon Woodard.
2. The Minutes for the Tenth Regular Meeting, January 19, 2017 were approved under general consent.
3. Communications:
 - 3.1. Superintendent Brandt read a thank you note for the District's donation in memory of Winston "Chip" Gilbert, Jr's. father.
 - 3.2. Superintendent Brandt reported the resignation of Shelly Rau as District Wide 3/5 Occupational Therapist, effective August 31, 2017.
 - 3.3. Superintendent Brandt reported the resignation of Jeannie Prince as Half-time Pre-K Teacher at Turner Primary School, effective end of the 2016-17 school year.

Robert Allen joined the meeting at 6:09 P.M.

- 3.4. Superintendent Brandt reported the resignation of Ericka Rivard as Greene Central School Special Education Ed Tech II at Greene Central School, effective January 19, 2017.
- 3.5. Superintendent Brandt reported the resignation of Amanda Lowell as District Wide 6-Hour Bus Driver, effective March 2, 2017.
- 3.6. Superintendent Brandt reported the resignation of Marie Fowler as Six Grade Teacher at Greene Central School, effective February 10, 2017.

Joanne Nickerson joined the Meeting at 6:11 pm

4. Budget Work Session:

4.1. Work Session on the 2017-18 budget: Administrators shared reflections of items that were funded during the 2015-16 school year.

4.1.1. Superintendent's initial Budget Overview: Superintendent Brandt presented the 2016-2017 initial budget overview.

4.1.2. Principals and Directors executive summaries: Administrators presented the executive summaries.

4.1.3. The initial budget book was distributed:

Mrs. Roberts proposed a separate warrant article in order to complete the roof restoration at Turner Primary School and Leeds Central School using unexpended Efficiency Maine rebates received during the 2015-16 school year as part of the energy performance report.

Shall the District authorize the School Board to expend up to \$200,000 from the Capital Repair and Remodeling Reserve Fund for roof repairs at Turner Primary School and Leeds Central School and to transfer up to \$200,000 to that Reserve Fund from available fund balances from Efficiency Maine rebates?

Mr. Ricker asked if these funds could only be spent on roofs, etc. The unexpended Efficiency Maine rebates as of June 30, 2016 became part of the undesignated fund balance and cannot be expended on anything without voter approval.

Mr. Woodard asked what will happen if it is voted down. Mrs. Roberts said that we would not be able to move forward with the roof restorations.

Mr. Ricker asked if we are trying to use this process to keep the budget down. Mrs. Roberts said that this article increases the transparency by specifically allocating the funds.

Mrs. Bullard noted that it seems more transparent than the last process with use of the Efficiency Maine rebates.

Mrs. Bullard asked if there needs to be a vote. Mrs. Roberts noted that it would be voted on in April as part of the full budget warrant, but the board could vote now as well. Mrs. Bullard asked for general consent about the warrant article. The board did not vote at this time.

Mr. Ricker asked about the budget books for the town of Turner. Mrs. Roberts said they are ready to distribute to each town office.

5. Adjustments to the Agenda: None

6. Committee Reports:

- 6.1. Finance Committee: Jon Woodard reported the committee has not met.
- 6.2. Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met, but would like to set a meeting date.
- 6.3. Curriculum/Policy Committee: JoAnn Nickerson reported that the committee has not met.
- 6.4. Student Representative Report: None
- 6.5. Tri-Town Education Association Negotiations (Teacher): Jon Woodard reported there will be an Executive Session later this evening.
- 6.6. Administrator Report: None
- 6.7. Superintendent's Report: Mrs. Brandt stated that we have had seven snow days to date. Mrs. Brandt thanked Kim Long and the maintenance staff for their hard work. She reported that the last day of school is now June 21st. Mrs. Brandt noted that districts can extend the school day by one hour per day for five weeks under certain circumstances. Mrs. Brandt shared that she has received several thank you cards from the students at Turner Elementary School through the TES Kindness project. Mrs. Brandt talked about the lack of attendance at open entry plan forums. She said that outreach has been far more effective than an open invitation to meet.

Leavitt Area High School Field Hockey Coach Wanda Ward MacLean informed Mrs. Brandt that four of our players have been selected to the National Field Hockey Coaches Association High School Academic Squad.

Mrs. Brandt congratulated the Leavitt Area Robotics Club for coming in first place in the January competition against 32 teams from across the State. They also received the Judges Award for teamwork, professionalism, and being role models for other teams.

7. Public Comment: None
8. Old Business: None
9. Consent Agenda:
 - 9.1. Non-Instructional Appointments: A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to approve the Non-Instructional appointments.
 - 9.1.1. Gary Swinton, Adult Education Enrichment Instructor.
 - 9.1.2. Marty Elkin, Adult Education Enrichment Instructor.
 - 9.1.3. Karen Hellekson, Adult Education Enrichment Instructor.
 - 9.1.4. Carol Cottrill, Adult Education Enrichment Instructor.
 - 9.1.5. Diantha Bleau, Adult Education Enrichment Instructor.
 - 9.1.6. Jason Irish, Adult Education Enrichment Instructor.
 - 9.1.7. Karen Shumac, Adult Education Enrichment Instructor.

- 9.1.8. Melissa Carbajal, Adult Education Enrichment Instructor.
- 9.1.9. Chris Wood, Adult Education Enrichment Instructor.
- 9.1.10. Lori Ireland, Adult Education Enrichment Instructor.
- 9.1.11. Sergie Slusky, Adult Education Enrichment Instructor.
- 9.1.12. James Prescott, Adult Education Enrichment Instructor.
- 9.1.13. Mark Austin, Adult Education Enrichment Instructor.
- 9.1.14. Robert Harvey, Adult Education Enrichment Instructor.
- 9.1.15. Ann Long, Adult Education Enrichment Instructor.
- 9.1.16. Kristen Carey, Adult Education Enrichment Instructor.
- 9.1.17. Lori LaRochelle, Adult Education Enrichment Instructor.
- 9.1.18. Susan Kane, Adult Education Enrichment Instructor.
- 9.1.19. Lashell Moon, Adult Education Enrichment Instructor.
- 9.1.20. Rick Peabody, Adult Education Enrichment Instructor.
- 9.1.21. Leavitt Area High School Competition Cheering Volunteers:
Jennifer Langlin, Sara Thurstonk Rachel Madison
- 9.1.22. Adult Education 2017 Winter/Spring Enrichment Instructors (Returning):
Kellie Chasse, Pam Lanyon, Mike Burd, Donna Cassista, Paul Martin, Sybil Hibbard, Bonnie Honaker, Heidi Audet, Tanya Quarterman, Mary Crane, Rudy Danforth, Richard Ciarcia, Tim McDonald, Brad Rounds, Iva Damon, Sandi Cirillo David Roberts, Jane Karker, Joyce Pratt, Lori Hammond, Charles Beale, Katy McCarty
- 9.1.23. Leavitt Area High School Stipends:
Emily Vining, Young Writers Advisor.
Caroline Labrie, Co-Class Freshman Advisor.
Marcia Martin, Co-Class Freshman Advisor.
Laura Esty, One Act Play.
Myranda Michaud, Spring Play Advisor.
- 9.1.24. Bill Trommer, Tripp Middle School Nordic Volunteer.
- 9.1.25. Lawrence Angello, Leavitt Area High School Varsity Baseball Coach.

10. New Business:

- 10.1. Instructional Nominations – A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the following Instructional Nominations.
 - 10.1.1. Sarah Griffin, Tripp Middle School Special Education Teacher (assigned to Day Treatment program).
 - 10.1.2. Olivia Wandear, Greene Central School Teacher (assigned to Grade 6).
- 10.2. The Board held a discussion on elementary report cards. Mrs. Brandt mentioned that it had come to her attention that there were questions about process used to adjust elementary report cards. Mr. Ambrose reported that the elementary administrative team worked this fall on reformatting the K-6 report card in support of Art and Music teachers. He outlined the process they followed and noted that the administration stopped the process when teachers expressed concern in January. He shared that administration heard and responded to the concerns raised by teachers. Because of the concern, the team reverted to the previous report card format with an additional page for physical education and music.

He also noted that administration would be reconvening a K-6 report card committee in preparation for the 2017-18 school year. Mr. Ricker expressed concern about the process and the lack of inclusion of teachers from the beginning. He noted that the administration did respond appropriately, when concerns were raised. Chairperson Bullard echoed the concerns raised by Mr. Ricker. Mr. Ambrose acknowledged the concern and noted that teacher voice is very important and that District is reinstating the grade level leaders for PreK-6 in support of teacher voice.

- 10.3. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to act on the list of continuing contract teachers who will be issued annual salary agreements for the 2017-18 school year as presented by Superintendent of Schools, and to authorize payments of salaries (see attached listing).
- 10.4. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve a field trip for Leavitt Area High School AVEC Contemporary Issue students to Canada.
- 10.5. The Board discussed the FY15-16 audit. Chairperson Bullard noted that the audit report seemed "opaque". Mrs. Bullard asked if Mrs. Roberts and Mrs. Brandt had any guidance on looking in any more detail on the asset piece and asked questions about what percentage the auditor had seen in other districts for overall maintenance of buildings and grounds. Mrs. Brandt said that she would work on this with Mrs. Roberts and the finance committee.

A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the FY15-16 audit.

- 10.6. The Board discussed the composition of subcommittees. Chairperson Bullard noted that the Finance Committee is the only committee currently mandated as a group of three members. She said it was her understanding that if a sub-committee has four members and the Chair attends there would be a quorum. Mr. Ricker noted that he understands the concern, but he said he would like to be able to attend subcommittee meetings as a member of the community. He asked how it could be a meeting if the subcommittee cannot make any decisions. Mrs. Bullard clarified that if the subcommittee has a "hot topic" item and more than three board members want to attend, the Board usually brings it up as a regularly scheduled agenda item. Mrs. Brandt noted that in another District she worked in Board Members could attend but had to sit in the audience.

Mrs. Brandt said she would research the issue. Ms. Nickerson noted that she believed "Board Members may attend but only committee members may vote."

- 10.7. Mrs. Brandt noted that we had placed money in the budget for laptops and we saved money on the purchase of the computers. Mrs. Brandt asked if we could put the money toward the lease to lower the payments over three years.

A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to approve to expend remaining designated monies toward computer lease

this year to lessen lease payment over the next three years.

10.8. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the fundraiser for Leavitt Area High School Wellness students for American Foundation for Suicide Prevention.

10.9. Superintendent Brandt reported the following employees have completed their probationary period:

Charles Stratton Leavitt Area High School Custodian	2-3-17
Andrew Parsons District Wide Bus Driver	2-8-17

10.10. A motion was made by Jon Woodard, seconded by Peter Ricker and voted unanimously by those present to accept the First Reading of Policy JJJ: Extra/Co-Curricular Academic Eligibility Leavitt Area High School and Tripp Middle School and Regulations JJJ-R.

Chairperson Bullard asked if the changes were primarily to bring our policies in line with MSMA recommendations. Mr. Ambrose answered yes.

10.11. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to accept the First Reading of Policy AC: MSAD 52 Nondiscrimination/Equal Opportunity and Affirmative Action.

Chairperson Bullard asked if the changes were primarily to bring our policies in line with MSMA recommendations. Mr. Ambrose answered yes.

10.12. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to accept the First Reading of Policy JICK: Bullying and Regulation JICK-R, and Exhibits JICK E1, JICK E2, JICK E3, JICK E4.

Chairperson Bullard asked if the changes were primarily to bring our policies in line with MSMA recommendations. Mr. Ambrose answered yes.

10.13. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve a fundraiser for Tripp Middle School student council for the Greater Androscoggin Animal Shelter.

Hearing no objections, Chairperson Bullard moved to Agenda Item 11.

11. Other Business: None

Hearing no objections, Chairperson Bullard returned to Agenda Item 10.14

10.14. A motion was made by Jon Woodard, seconded by Robert Allen and voted unanimously by those present to enter into Executive Session to discuss the Tri-Town Education Association Teachers (TTEA) contract pursuant to 1 M.R.S.A. §405(6)(D).

The Board entered Executive Session at 8:22 pm

The Board returned to Open Session at 9:08 pm

10.15. No action was taken.

12. A motion was made by Robert Allen, seconded by Robert Allen and voted unanimously by those present to adjourn the meeting at 9:09 P.M.

Respectfully submitted,

A handwritten signature in black ink, reading "Kimberly Brandt", is enclosed in a thin black rectangular box. The signature is written in a cursive style.

Kimberly Brandt, Secretary

Continuing Contract 2017-2018

District Wide

Paula Aldrich	Theresa Castagna	Christina Cloutier	Maria Giffune
Laura Howe	Faye Jean	Linda Miles	Ruth Mueller
Melissa Newcomb	Candice Northrup	Susan Swan	

Leavitt Area High

Marlene Aguilar	Edward Baehr	Kelly Bean	Pasquale Bifulco
Suzanne Boutot	Michael Brennan	Timothy Brown	Alicia Chapman
Christopher Cifelli	Iva Damon	Isaiah Davis	Laura DeHaas
Nicole Drew	William Desoi	Laural Dingley	Sarah Dow
Debra Dufault	Laura Esty	Shawn Fanjoy	Jake Foster
Scott Grimshaw	Michael Hathaway	Jeffrey Hawes	Harry Haylock
Jamie Juntura	Deborah Knapp	Caroline Labrie	Judith Lashman
Richard Lent	John Lipofsky	Rachel Madison	Nicole Marcotte
Christine Marcous	Marcia Martin	Cassandra McMurry	Tracy Michaud
Sherri Pelletier	Wendy Schlotterbeck	Julie Schmidt	Alicia Sirois
Jessica St.Pierre	Kyle Stockwell	Matthew Strong	Jessica Talbot
Georgia Vallee	Emily Vining	Wanda Ward-MacLean	Dustin Williamson
Angela Wright-Bouffard			

Tripp Middle

Andrew Barnes	Steven Barter	Douglas Bishopp	Jennifer Bradford
Renee Davis	Maribel DelaGarza	Matthew Drewal	Cynthia Duguay
Melissa Elie	Barbara Gavin	Louis Gingras	Kelly Kelley
Brian Laflamme	Mary Learned	Brian Lemont	Jodi Mathers
Lynn McHattan	Tina Nadeau	Jolene Randall	Katherine Sealy
Darcy Shaw	Mark Thibodeau	Cynthia Veilleux	Cindy Webber
Kristine Wing			

Turner Elementary

Monique Angers	Joanne Blouin	Gail Bussiere	Jane Campbell
Jason Crowe	Mavis Fitch	Christian Gurney	Colleen Hamel
Gary Herrick	Karen Lafrance	Mallory Murphy	Ellen Stevens

Turner Primary

Victoria Ballou	Jennifer Carver	Amy Duguay	James Fotter
Christie Grant	Rachel Hanley	April Hartford	Jessica Irving
Melissa Kimball	Emily Libby	Joleene Libby	Katherine Manchester-Cilley
Jillian Merrill	Lynelle Morin-Towers	Jennifer Rombalski	

Turner Elementary/Turner Primary

Sigrid Rausch	Claire Sabine
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Turner Elementary/ Leeds Central

Garrett Christen

Leeds Central

Hillary Basinet	Claudeen Bergeron	Rebecca Kent	Michelle Kyllonen
Sheila Lyman	Judith Neptune	Tammy Scott	Donna Storer

Greene Central

Tammy Anderson
Michelle Chick
Duane Fournier
Christie Kyajohnian
Sabrina Ouellette
Kimberly Thurston

Jennifer Bassett
Lucianne Davis
Sara Gaudin
Cheryl Maheux
Jennifer Simmons

Sarah Bubier
Nancy Ellis
Stephanie Girouard
Linda Martin
Bethany Theberge

Elizabeth Capen
Nancy Flick
Derek Jordan
Sara Michaud
Timothy Thompson