

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

Minutes of the Eleventh Regular Meeting of the Board of Directors for 2013-2014

February 6, 2014 6:00 P.M. Leeds Central School

Members present: Elizabeth Bullard; Peter Ricker; Robert Allen; Diana Morgan; JoAnn Nickerson; Richard Gross; Jon Woodard; Yuri Kowalski; Eric Milliken

Members absent: None

Others Present: Henry Aliberti, Superintendent of Schools; Becky Foley, Assistant Superintendent of Schools; Deborah Alden, Special Education Director; Deborah Roberts, Business Manager; Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Cynthia Alexander, Turner Elementary School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Glen Reynolds, Facilities/ Transportation Director; Karen Potvin, Technology Coordinator (6:25 p.m.); District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:03 P.M. The Pledge of Allegiance was led by JoAnn Nickerson.
2. The Tenth Regular Meeting Minutes, January 9, 2014 were accepted under general consent.
3. Communications:
 - 3.1 Superintendent Aliberti reported the resignation of Anita Marston as Food Service Assistant at Turner Elementary School, effective February 3, 2014.
4. Adjustments to Agenda – None.
5. Committee Reports:
 - 5.1 Finance Committee: Jon Woodard reported the committee has not met.
 - 5.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met. The next meeting is scheduled for February 12, 2014.
 - 5.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has met and continues to review the policies.
 - 5.4 Negotiations Committee (TTEA): Elizabeth Bullard reported there is an Executive Session later this evening to discuss negotiations.
 - 5.5 Student Representative's Report – None.
 - 5.6 Administrator's Report: Adult Education Director Razell Ward reported on what is going on in Adult Education. The General Educational Development (GED)

testing has ended and been replaced by the HiSet testing. The test will continue to assess all five subject areas. The Adult Education department had eleven out of twelve pass the GED test before the “GED testing window” closed. Adult Education received a \$5,000 grant to implement more technology. Through this grant, they are implementing a program called Schoology. iPads continue to be used in adult education, as well as QR codes. Numerous enrichment activities are being offered this spring. Most of the enrichment funding (75%) pays for the instructor. The remaining 25% pays for materials and supplies. Mrs. Ward reviewed the revenue sources to support the program. The Certified Nursing Assistant program (CNA) has been expanded. This year, the District budgeted \$60,000 to support adult education, but will probably only need \$38,000. Most of the registrations are completed online and currently we have more registrations than last year. Mrs. Ward reported the income differential for people who complete their high school diploma, in comparison to those earning an Associate’s or Bachelor’s Degree. The average age for participants in the enrichment classes are in the forty-year range, in comparison to the academic program participants being in their twenties.

- 5.7 Superintendent’s Report: Superintendent Aliberti reported that he continues to visit the schools. He met with the bus drivers about the possibility of contracting out for buses. They discussed what that meant about loss of jobs. Town revenue sharing bill was passed by the House. It still needs to be passed by the Senate. He also had an inquiry about the Maine Care audit. Pre-K analysis will be given at the next Board meeting. The meeting will be at Leavitt High School, so the Steel Drum Players can perform. Last meeting there was a discussion of course fees. There are some varying art fees: some charge \$10, photography is \$25, and for the fabric’s class, students have to purchase their own fabric. March 24th presents an opportunity for Board members to go to the State House.

6. Public Comment - None.

7. Old Business- None.

8. Consent Agenda:

- 8.1 Non-Instructional Appointments –A motion was made by Diana Morgan, seconded by Robert Allen and voted unanimously by those present to approve all Non-Instructional appointments.

- 8.1.1 Tripp Middle School 2014 Spring Coaches:
Joseph Hutchinson, 8th Grade Baseball
Jennifer Simmons, 8th Grade Softball
Brian Laflamme, Track
Eugene Holm, Assistant Track

- 8.1.2 Adult Education 2014 Winter/Spring Enrichment Returning Instructors:
Seth Turner, Lloyd Cutting, Audrie Prince, Joanne Boyington, Heidi Audet, Becky Grant, Donna Cassista, Nancy Taylor, Rudy Danforth.

- 8.1.3 Debra Arter, Adult Education Enrichment Instructor.

- 8.1.4 Kellie Chasse, Adult Education Enrichment Instructor.

- 8.1.5 India Baker, Adult Education Enrichment Instructor.
- 8.1.6 Donna Galipeau, Adult Education Enrichment Instructor.
- 8.1.7 Jeannie Sullivan, Adult Education Enrichment Instructor.
- 8.1.8 Leah Boyd, Adult Education Enrichment Instructor.
- 8.1.9 Richard Ciarcia, Adult Education Enrichment Instructor.

9. New Business:

- 9.1 Instructional Appointments –A motion was made by Richard Gross, seconded by Diana Morgan and voted unanimously by those present to approve all Instructional appointments.
 - 9.1.1 Garrett Christian, Turner Elementary School 3/5 Technology Teacher.
- 9.2 A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously by those present to nominate John Johnson as District Wide School Psychologist.
- 9.3 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve Tripp Middle School’s Student Council Pennies for Patients fundraiser to raise monies for the Leukemia & Lymphoma Society.
- 9.4 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve the District Wide Jump Rope for Heart fundraiser to raise monies for the American Heart Association.
- 9.5 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the job description for Special Education Coordinator.
- 9.6 - 9.11
A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to accept First Reading and Acceptance and Adoption of:
 - 9.6 Policy BBBD: MSAD 52 Board Declared Vacancy Caused by Absenteeism.
 - 9.7 Policy ILD: MSAD 52 Student Surveys and Marketing Information.
 - 9.8 Policy JLCB: Immunization of Students.
 - 9.9 Policy JRA: Student Education Records and Information and Regulations of Policy JRA.
 - 9.10 Policy BDB: Board of Directors.
 - 9.11 Policy BDE: Board Committees.
- 9.12 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the Leavitt Area High School Girls

Ice Hockey team to travel to Rochester, NH and for all other sports teams to have approval for future travel to out of states games for the remainder of the 2013-14 school year.

- 9.13 A discussion was held on the Adult Education enrichments funds. These funds were a part of the Adult Education budget; now the State requires that it be kept separate. There is no local money raised. It was suggested that it be presented during the warrant article. The actual balance will be on Warrant Article 20.
- 9.14 Special Education Director Deb Alden gave a presentation on her proposal for an autism program. This is to reduce out-of-district placement costs. Currently, the District has four students in out-of-district placements that could benefit from the program. Our current Behavior Specialist has specific experience in setting up these types of programs in public schools. Mrs. Alden has also spoken to neighboring districts that have done this. Students should be in the least restrictive environment. These programs require one-on-one staffing. She reviewed what the costs of the program would be. The total would be \$196,172, with the cost of the out-of-district placements currently costing \$240,000. This could be a cost savings to the District. The Board is interested in continuing discussion about the program. They would like to have information to answer the following questions: what other positions already support the Special Education director position? How many teachers does Mrs. Alden evaluate compared to the principals? What will be the impact on the regular students? Where are the neighboring autism programs? What are their successes? Why is this just K-2? Why is there a need for additional administration? What is the grand plan for the administrative structure? How does this fit into the whole?
- 9.15 Administrators had their budgets reviewed. For any new positions, there will be a budget justification sheet. Some positions have already been cut, but the Board will have the proposal in their packet and at the bottom of the page it will read, "Cut by administration". The positions already cut will not be reviewed this evening.

Leavitt Area High School Principal Eben Shaw reviewed Warrant Article 3: Regular Instruction. This article includes the addition of added staff in this year's budget due to enrollment numbers in Pre-K and Kindergarten. This proposal also includes a teacher at Greene Central School returning from sabbatical leave. Also, this includes an additional teacher for the math department at Leavitt Area High School. This would allow the high school to look at changing the math instruction sequence, which would get most students through Algebra II by the end of their sophomore year.

Special Education Director Deb Alden presented Warrant Article 4: Special Education. Overall, this article shows an increase of 14.6%. This budget adds three days of social work to expand their services. Mrs. Alden is requesting two additional education technicians at the elementary level. In trying to implement more inclusion, there is a need for additional personnel. Leeds Central School has fewer special education education technicians than other schools. The other education technician is for Turner Elementary School, as they have no Education Technicians III, and have fewer special

education staff. Additions from this year's budget that had not been budgeted include the addition of an Ed Tech III, and upgrading an Ed Tech II to an Ed tech III. Behavioral Health Maine Care budget line is new this year based on a change in the way Maine Care seed funds are accounted. Multi State Billing is up due to increase in child count. Out-of-district costs at the high school are declining due to three students graduating.

Tripp Middle School Principal Gail Marine reviewed Article 6: Other Instruction. There is an increase of 6.56% due to historical expenditures. The athletics portion is increased due to a proposal to pay a stipend for volunteer coaches in soccer. This is a three year phase in plan. In co-curricular activities, 9-12 is showing a slight decrease.

Assistant Superintendent Becky Foley reviewed Warrant Article 7: Student & Staff Support Services. Overall, this shows an increase of 4.79%. The increase is due to an increase of three days in the guidance counselor at Tripp Middle School. This would allow the guidance counselor to do all needed scheduling as well as meet the needs for parents and students. It also includes an addition of one-fifth social work services at Turner Elementary School to meet the needs of the students there. This is being proposed instead of asking for an additional teacher. It is felt this will be more effective and more efficient. Funds are being requested to purchase the Units of Study K-6. These writing units are Common Core aligned and grade level specific. Lastly, monies are being requested to expand the NWEA testing to K-2 to meet the requirements of the new teacher evaluation system.

Technology Education Coordinator Karen Potvin reviewed the Technology Budget which includes: replacement of high school laptops and iPads minis for the high school physical education classes. The iPads will help track their activities, and integrates math and science. The server structure, supporting students and staff, will be updated. This budget also includes the next phase of virtualization projects. E-rate funds have gone down due to our phone efficiencies.

Superintendent Aliberti reviewed Warrant Article 8: System Administration and Warrant Article 9: School Administration. No new positions are being requested.

Warrant Article 8 - This includes School Board, Elections, Office of the Superintendent, Affirmative Action, and the Business Office. Increases are due to salary and benefit changes as well as a fax machine replacement. Overall, increase of 2.69%.

Warrant Article 9 - Represents all administrative offices in each building. This is an increase of 2.68%.

Facilities/Transportation Director Glen Reynolds reviewed Warrant Article 10: Transportation. There is an increase of 10.54%. This includes three new buses through a lease purchase program. We are having a difficult time finding bus drivers. A recommendation is being made that the District hires a permanent sub bus driver. Mr. Reynolds presented Warrant Article 11:

Facilities Maintenance. There is an increase of 11.39% over current budget. This includes adding summer custodial help, and an expansion of preventative maintenance on heating and HVAC equipment. Budgeted minor capital projects: restoring roof at Turner Elementary and Leeds Central Schools; air handler replacement at the middle school; outdated electric system; replace water softener at the high school; finish the Leeds Central School girls' bathroom. Plant/Transportation/Building subcommittee will review all of the maintenance projects.

Food Service Director Dave Roberts reviewed Warrant Article 13: All Other Expenditures. Food Service is requesting \$56,780, which is quite a bit of an increase. Staffing has been adjusted. There has been a price increase to meals. New standards have created new expenses. Forty-seven percent of District's participation in the lunch program are showing a decline. Part of the increase is due to salaries and benefits. Turner Primary School is scheduled for a new three bay sink. Leeds Central is scheduled for a new steam cooking unit. The food service van that is in use needs to be replaced, as it will not pass inspection for another year.

Adult Education Director Razell Ward reviewed Warrant Article 20: Adult Education. This is an increase of 7%, but without the Certified Nursing Assistant (CNA) courses there is only a slight increase.

Business Manager Deb Roberts reviewed a proposal template to replace six photocopiers in the District. Most were bought in 2009. Some are getting a lot of maintenance as they continue to break. Each school will receive one new copier with this proposal.

- 9.16 A motion was made by Robert Allen, seconded by Diana Morgan and voted unanimously by those present to enter into Executive Session to discuss information related to negotiations with Non-Instructional Salaried Employees (NISE) pursuant to 1 M.R.S.A. § 405(6)(D).

The Board entered Executive Session at 8:09 P.M.
The Board returned to Open Session at 8:20 P.M.

- 9.17 No action was taken.

- 9.18 A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to enter into Executive Session to discuss information related to negotiations with Tri-Town Education Association (TTEA) pursuant to 1 M.R.S.A. § 405(6)(D).

The Board entered Executive Session at 8:22 P.M.
The Board returned to Open Session at 8:45 P.M.

- 9.19 No action was taken.

10. Other Business – None.

11. A motion was made by Robert Allen, seconded by Diana Morgan and voted unanimously by those present to adjourn the meeting. The meeting adjourned at 8:46 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Aliberti". The signature is written in a cursive, flowing style with some capitalization.

Henry Aliberti, Secretary