

## MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene, Leeds, and Turner, Maine

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Minutes of the Second Regular Meeting of the Board of Directors 2019-20

Sept 12, 2019      Tripp Middle School

Members present: Elizabeth Bullard; Richard Gross; Yuri Kowalski; JoAnn Nickerson; Coreene Baumann; Jessaka Nichols; Jon Woodard; Pamela Sirois (6:48pm)

Members absent: Carlos Gnipp

Others present: Kimberly Brandt, Superintendent of Schools; Theresa Gillis, Assistant Superintendent; Eben Shaw, Leavitt Area High School Principal, Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Ryan Patrie, Turner Primary School Principal; Douglas Parker, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Rebekah Drysdale, Director of Special Education; Randall Swift, Technology Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:30P.M. and Yuri Kowalski led the Pledge of Allegiance.
2. The Minutes of the First Regular Meeting, August 29, 2019 were approved by general consent.
3. Communications:
  - 3.1. Superintendent Brandt reported the following correction to June 20, 2019 Minutes. Ann Marie Dunton resigned and not Ann Marie Duncan.
  - 3.2. Superintendent Brant reported the following resignations:

Kelly Kelley, Tripp Middle School Alternative Education Teacher, effective August 30, 2019.

Rebecca Neilley, Turner Elementary School Title 1A Ed. Tech. III, effective November 1, 2019.

Debra Dufault, Tripp Middle School Special Education Teacher, effective August 22, 2019.
4. Adjustment to Agenda:
  - 4.1. Removal of Agenda Item 9.1 Instructional Nominations.
  - 4.2. Move Item 9.8 and Item 9.9 to the end of the agenda.
5. Committee Reports:

- 5.1. Finance Committee - Jon Woodard reported that the committee met prior to tonight's School Board Meeting.
- 5.2. Plant/Transportation/Building Committee - Elizabeth Bullard reported that the committee has met.
- 5.3. Curriculum/Policy Committee - JoAnn Nickerson reported that the committee will be meeting on September 18, 2019.
- 5.4. Student Representatives Report - Chase Rowe was not present as he was at a Cross Country Meet.
- 5.5. Administrators' Reports - Principal Shaw shared the Leavitt Area High School goals for the 2019-2020 school year. The goals are focused on increasing the social and emotional health of members of the Leavitt Area High School community as well as improving the overall academic success of students. There is also a focus on staff learning and continual improvement of practices. Principal Shaw noted the goals were created with input from staff and students as well as the spring school climate surveys.

Principal Gail Marine shared the Tripp Middle School goals for the 2019-2020 school year. The goals are focused on attendance with a specific focus on chronic absenteeism, math, reading, and support for students and school-wide positive supports. Last year, Tripp implemented a mid-morning break for students. During this time they were allowed to visit with students on their team and purchase a second breakfast. Based on student feedback from the spring school climate surveys, changes have been made to this break and students are now allowed to visit with friends regardless of the team to which they are assigned. The response from students has been very positive.

- 5.6. Superintendent Brandt reported that the Western Maine Superintendents Association is hosting a Legislators Breakfast at the Green Ladle in Lewiston on October 9th from 8:30 A.M. until 10:00 A.M. Superintendents are inviting their Board Chair as well as other Board members, but less than a quorum. Superintendent Brandt shared that the 360 degree survey will be given to staff in the fall and we will continue with the climate survey in the spring to gather input twice each year.
6. Public Comment - None.
  7. Old Business:
    - 7.1. Superintendent Brandt provided an update on Strategic Planning. The administrative team is planning the roll-out to staff.

- 7.2. Business Manager Coates provided an update on Facilities. The paving project is mostly done with the exception of the change order which will be discussed as it is an agenda item. Siemens will be meeting with PTB on October 1st at 5:30 to roll out their proposal for Phase II for the district.
8. Consent Agenda – A motion was made by Yuri Kowalski, seconded by Richard Gross and voted unanimously by those present to approve the following Non-Instructional appointments:
  - 8.1. Non-Instructional Appointment(s):
    - 8.1.1. District Wide Bus Aides/Subs:  
Susan Poto, Cindy Schrepper, Lacey Jackson, Lori Russell, Wanda Poland, Rhaina Goewey, Marsha Shink, Dylan Stefani, Terri Williams.
    - 8.1.2. Tripp Middle School 2019 Stipends:  
Mark Thibodeau, Athletic Director; Jodi Ellis-Mathers, PBIS Tier I Coordinator; Jennifer Bradford, Yearbook; Felicia Mayo, PBIS Tier II Coordinator; Mary Learned, Activities Advisor
    - 8.1.3. Jason Crowe, District Wide Sixth Grade Level Leader.
    - 8.1.4. District Wide 2019 Stipends:  
Sarah Dow, VPA Coordinator; Maria Giffune, Lead Nurse.
    - 8.1.5. John Parkin, Tripp Middle School 7th Grade Girls Soccer.
    - 8.1.6. Johnathan Schomaker, Tripp Middle School Volunteer Cross Country Assistant Coach.
    - 8.1.7. Edna Morris, District Wide Bus Driver.
    - 8.1.8. Philip Wing, District Wide Bus Driver.
    - 8.1.9. Robert Harvey, Adult Education Enrichment Instructor.
9. New Business:
  - 9.1. Instructional Nominations - Agenda Item removed
  - 9.2. A motion was made by Richard Gross, seconded by Jon Woodard and voted unanimously by those present to approve donations of school supplies from various groups/businesses for Greene Central School.
  - 9.3. A motion was made by Richard Gross, seconded by Coreene Baumann and voted unanimously by those present to approve the laptop insurance rates for Tripp Middle School.
  - 9.4. Jason Breton shared information related to MSAD 52's District Website. After researching options for different types of websites, Jason presented on the benefits of using SchoolBlocks as a web platform. A motion was made by Richard Gross, seconded by Pam Sirois and voted unanimously by those present to proceed with the proposed change in the District website.

- 9.5. Superintendent Brandt shared information regarding the Patience Norman Award. The selection committee will be made up of Coreene Baumann, Jessaka Nichols and Yuri Kowalski.
- 9.6. A delegate and alternative delegate were selected to attend the Maine School Board Association meeting on October 24, 2019. Richard Gross will be the delegate again this year. JoAnn Nickerson will be the alternate delegate.
- 9.7. A motion was made by Yuri Kowalski, seconded by Richard Gross and voted unanimously by those present to approve the change order for the paving project. The change order was for \$36,600 in order to take care of the curbing behind the high school. Facilities/Transportation Director LaBrie shared specifics related to a change in the plan from the paving project. This cost would be offset by \$2,600 that would not need to be done to patch the curbing as a temporary fix, \$30k to \$33k anticipated to be left over from the well pump project and \$3,000 left over from the high school nitrogen tank install.

Hearing no objections, Board Chair Bullard moved to Agenda Item 9.10

- 9.10 A motion was made by Richard Gross, seconded by Jon Woodard and voted unanimously to approve a fundraiser for Greene Central School Wellness Committee to benefit a local food bank and backpack program.
- 9.11 A motion was made by Yuri Kowalski, seconded by Richard Gross and voted unanimously to approve a fundraiser for Leavitt Area High School's Key Club to benefit Trick or Treat for UNICEF.
- 9.12 Business Manager Coates reviewed the needs that came up during the 2018-2019 school year. The over expenditure in transportation was due to unanticipated special education transportation needs and unanticipated repair costs for buses and vans. Business Manager Coates recommended the Board of Directors to transfer \$128,969.27 from Warrant Article 3 Regular Instruction to Warrant Article 10 Transportation. A motion was made by Jon Woodard, seconded by Richard Gross and voted unanimously to approve the transfer of funds from Regular Education to cover over expenditures in FY19 Transportation.
- 9.13 There is a need for four (4) additional vans to transport special education and homeless students. There is \$40,000 in special education that can be used to purchase a 10-person van and three (3) 5-person vans. A motion was made by Jon Woodard, seconded by Yuri Kowalski and voted 7 Yes (Sirois, Nichols, Woodard, Bullard, Kowalski, Gross, Nickerson) to 1 No (Baumann) to approve the purchase of four additional vans of a cost up to \$40,000.

- 9.14 A motion was made by Jon Woodard, seconded by Richard Gross and voted unanimously to approve the reclassification of four sub van drivers to regular van drivers.
- 9.15 Business Manager Coates explained that there is currently \$1,050,645.03 that has been set aside over the course of the last 10 years from unexpended teacher salaries toward accrued summer salaries. The total for last year was \$627,083.96. This would fully fund summer salary accruals. There needs to be some clarification on whether or not a warrant article is needed to start accruing next year. This would transfer this amount on the balance sheet from undesignated to designated. A motion was made by Richard Gross, seconded by Yuri Kowalski and voted unanimously to approve the transfer the remaining balance of teacher salaries to accrued salaries and benefits.

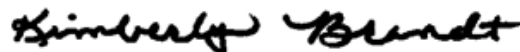
Hearing no objections, Board Chair Bullard returned to Agenda Item. 9.8

- 9.8 A motion was made by Richard Gross, seconded by Coreene Baumann and voted unanimously by those present to enter into an Executive Session to discuss pay averaging pursuant to 1 M.R.S.A. §405 (6) (A).

The Board entered Executive Session at 8:01 P.M.  
The Board returned to Open Session at 8:17 P.M.

- 9.9 No action was warranted.
10. Other Business - None.
11. A motion was made by Jon Woodard, seconded by Richard Gross and voted unanimously by those present to adjourn the meeting at 8:18 P.M.

Respectfully submitted,



Kimberly Brandt, Secretary

MEMO

# MSAD 52 Business Office

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Michele Coates, Business Manager

Sally Morissette, Accounts Payable Specialist

Andrea Hammond, Payroll and Benefits Specialist



## Finance Committee Meeting Notes September 12, 2019, 5:30 pm Leeds Central School, Art Room

**Attending:** Yuri Kowalski, Jessaka Nichols, Jon Woodard, Kimberly Brandt, Rebekah Drysdale, Michele Coates

1. **Sign Warrants** - May, June and July warrants were signed
2. **Review May, June, July Financials** - Financials were reviewed for May, June and July. Student staff and support ended the year with \$236k remaining due to an open tech position, open guidance and librarian positions. Special education was under by \$622k due to open positions as well as less out of district tuition costs than were expected. Transportation ended the year over budget by \$128,969.27 due to over-expenditure of substitute drivers, vehicle maintenance, tires, and parts and out of district transportation. Regular instruction as well as systems administration percentages are traditionally heavy in July due to annual dues being paid as well as orders being placed for instructional supplies.
3. **FY19 year end – transfer of funds for summer accruals, transfer of funds to cover over expended transportation** Michele discussed the history of the summer accruals. The board started saving in 2008 to fund the summer accruals. With four transfers from undesignated fund balance to the designated summer accrual fund balance we currently have \$1,050,645.03. Michele will recommend transferring \$627,038.96 to this to fully fund this for next week. Michele is getting clarification from Drummond Woodsum and the auditor on whether or not a warrant vote is needed by the town. Michele will also be recommending a transfer from regular instruction to transportation to cover the over expenditure in that warrant article.
4. **Special Education Transportation needs – vehicles and drivers** Special Education is currently running 20 different runs. We are currently utilizing 10 sub van drivers on a daily basis and would like to offer 4 of the 10 regular positions in the district. They would receive 5 vacation days, 8 paid holidays and are offered health insurance at 100% cost borne by the employee. The district currently has 22 vans, three of which are not safe for students. There is a need for 4 more vans. Dan, Rebekah and Michele met earlier in the week to brainstorm ideas. Rebekah has Local Entitlement carryover money and she is proposing that we use \$40,000 from regular special education. Rebekah would transfer some of her out of district tuition to

local entitlement expenditures to free up that money. Dan would like to purchase 1 - 10 passenger van at \$18k, one owner with 45k miles and then up to \$22k to purchase 3 additional 5 person van.