

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 52**

Greene, Leeds, and Turner, Maine

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Minutes of the Twelfth Regular Meeting of the Board of Directors 2017-2018

March 1, 2018      Tripp Middle School

Members present: Elizabeth Bullard; Peter Ricker; Pamela Sirois; Robert Allen; JoAnn Nickerson; Yuri Kowalski; Jon Woodard; Carlos Gnipp; Richard Gross

Members absent: None

Others present: Kimberly Brandt, Superintendent of Schools; Theresa Gillis, Assistant Superintendent; Michele Coates, Business Manager; Rebekah Drysdale, Director of Special Education; Heidi Connelly, Assistant Director of Special Education; 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; Danielle Harris, Leeds Central School Principal; Daniel Labrie, Director of Facilities and Transportation; Razell Ward, Adult Education Director; Randall Swift, Technology Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:05 P.M. and JoAnn Nickerson led the Pledge of Allegiance.
2. The Minutes of the Eleventh Regular Meeting, February 15, 2018 were approved by general consent.
3. Communications:
  - 3.1 Superintendent Brandt reported the following resignations:

Kevin Hudner, Leavitt Area High School Assistant Track Coach, effective February 15, 2018.

Jamie Juntura, Tripp Middle School 8th Grade Boys Soccer Coach, effective February 22, 2018.
  - 3.2 Superintendent Brandt reported the transfer of Krista Brown as Ed Tech III Intervention to Ed Tech III Title 1A at Greene Central School, effective date to be determined.
  - 3.3 Superintendent Brandt read a thank you for District's donation to Fairfield Connecticut Police Athletic League in memory of Pam Lanyon's parents.
4. Budget Work Session:

4.1 Superintendent Brandt provided a summary with highlights of the FY19 proposed budget. Chairperson Bullard provided guidelines for line by line review of Warrant Article 3 Regular Instruction (PK-12) and Warrant Article 4 Special Education.

4.1.1 Warrant Article 3 - Regular Instruction (K-12) was reviewed and Warrant Article 4 - Special Education was reviewed.

4.1.2 Other – None.

4.2 Next Budget work session will be held on March 15, 2018 at Greene Central School at 6:00 P.M.

5. Adjustment to Agenda:

Agenda Item 10.6 Lexie Benson Turner Primary School Special Education ASP Ed Tech III should be Turner Primary School Pre-K Ed Tech III.

Removal of Agenda Item 8.3 Discussion of Use of School Facilities.

6. Committee Reports:

6.1 Finance Committee-Jon Woodard reported that the committee met prior to the Board meeting and discussed the need to adjust substitute salaries as a result of the increase of Maine's minimum wage. A proposal will be presented at the March 15, 2018 Board meeting and the FY19 Budget will reflect the changes (see attached sub-committee minutes).

6.2 Plant/Transportation/Building Committee – Peter Ricker reported that the committee has not met but will be meeting prior to the March 15, 2018 Board meeting. Meetings will be held to discuss budget items under capital improvements as well as long range planning bonds; improvements to the Tripp Middle School athletic field will also be discussed. Information related to these meetings will be posted on the District website (see attached sub-committee minutes).

6.3 Curriculum/Policy Committee –JoAnn Nickerson reported that the committee met prior to the Board meeting. There was a lengthy discussion of non-school users and the current requirement for them to hold liability insurance. The committee will meet again and have a proposal to bring to the Board for the March 15, 2018 meeting. There was a short discussion on Policy JL - Wellness. Assistant Superintendent Gillis will be meeting with District nurses in the near future and this policy will be on a future Curriculum and Policy meeting agenda. Policy GCSA related to employee usage of technology will be discussed at the Administrative Team level and then come back to committee for review. Policy JJJ-R - Extra/Co-Curricular Academic Eligibility Procedures - Tripp Middle School was left off of a previous policy discussion and this has now been updated to

reflect the changes in Policy JJJ - Extra/Co-Curricular Academic Eligibility.

- 6.4 Student Representatives Report –Chloe Veilleux reported that Winter Carnival was held the week before February break and was very successful. She highlighted upcoming events which include: auditions for the spring play, Honors Banquet at the University of Maine and Dancing with the Staff.
  - 6.5 Tri-Town Education Association Support Staff (ESP) – Peter Ricker reported that this will be discussed during item 10.10.
  - 6.6 Non-Teaching Negotiations (AFSCME) – Kim Brandt reported that this will be discussed during Item 10.14.
  - 6.7 Administrator Report - Leeds Central School Teachers, Jennifer Grover and Lauren King provided an overview of the work they are doing in grades 3-6 around addressing students' needs through RTI. Carrie Thurston of CSS Consulting has been working district-wide with teachers in grades PK-6. This presentation highlighted the ways in which teachers in grades three through six at Leeds Central School are implementing this work.
  - 6.8 Superintendent's Report - Superintendent Brandt and Town Managers is Greene, Leeds and Turner will be meeting to keep the lines of communication open. We have used 8 of the 10 storm days built into our school calendar. Safety continues to be our first priority in MSAD 52. We continue to review and refine our safety protocols. We are always thankful when parents, students and/or community members let us know of any concerns.
7. Public Comment – None.
  8. Old Business–
    - 8.1 Update on Regional Service Center  
MSAD 52 continues to work with Lewiston, Auburn and RSU 16 to determine if a Regional service center can be formed to focus on providing 3-5 year olds with Special education services. Additional work would concentrate on a leadership academy to support aspiring leaders in all four districts.
    - 8.2 Update on Strategic Planning  
Superintendent Brandt will announce Strategic Planning Team membership at the March 15th Board meeting.
    - 8.3 Discussion of Use of School Facilities-this item was removed from the agenda and will be discussed at the March 15, 2018 meeting.

9. Consent Agenda – A motion was made by Robert Allen, seconded by Carlos Gnipp and voted unanimously by those present to approve the following Non-Instructional appointments:

9.1 Non-Instructional Appointments:

9.1.1 Alicia Lavoie, District Wide Food Service Assistant.

10. New Business:

10.1 A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present for approval of an out-of-state field trip to the Boston Museum of Fine Arts for Leavitt Area High School’s French and Latin students.

10.2 By working collaboratively, Leavitt Area High School Principal Shaw and Student Representative Chloe Veilleux have discussed National Walkout Day, which is scheduled for March 14, 2018. Their focus has been for a way that the school can support students without taking a political stance and keep students safe. Superintendent Brandt, Principal Shaw, Student Representative Veilleux and Board members discussed this issue. Student Representative Veilleux shared that this is memorial and not a political event. Principal Shaw complimented the staff and students of Leavitt Area High School for their work to address this issue.

10.3 A motion was made by Richard Gross, seconded by Peter Ricker and voted unanimously by those present to approve the Second Reading and Adoption of Policy IKC: Weighted Class Ranks.

10.4 A motion was made by Carlos Gnipp, seconded by Peter Ricker and voted unanimously by those present to approve the Second Reading and Adoption of Policy IJJ: Selection of Educational Materials.

10.5 A motion was made by Richard Gross, seconded by Peter Ricker and voted unanimously by those present to approve the Second Reading and Adoption of Policy IJNDB: Student Technology and Internet Use.

10.6 Superintendent Brandt reported the completion of the probationary period for the following employees:

Anatalie Maclagan	GCS	Special Education Ed Tech II	03-01-18
Lexie Benson	TPS	Pre K Ed Tech II	03-01-18
Lisa Bachkovsky	LAHS	Special Education Ed Tech III	03-01-18
Krista Brown	GCS	Ed Tech III Interventionist	03-01-18
Jessica Twitchell	TPS	Pre-K Ed Tech II	03-01-18

Heather Whalen	TPS	Special Education ASP Ed Tech III	03-01-18
Randy Hausman	TMS	Special Education DTP Ed Tech III	03-01-18

10.7 A motion was made by Peter Ricker, seconded by Carlos Gnipp, and voted unanimously by those present to approve December and January Operating and Expenditure reports.

10.8 A motion was made by Robert Allen; seconded by Peter Ricker and voted unanimously by those present to enter into an Executive Session to discuss Greene Central School Effective Schools Surveys pursuant to 1 M.R.S.A. §405(6)(F) motion.

The Board entered Executive Session at 8:01 P.M.  
The Board returned to Open Session at 8:12 P.M.

10.9 Action as warranted - None.

10.10 A motion was made by Robert Allen, seconded by Carlos Gnipp and voted unanimously by those present to enter into an Executive Session to discuss the Tri-Town Education Association Support Staff (ESP) negotiations pursuant to 1 M.R.S.A. §405(6) (D).

The Board entered Executive Session at 8:12 P.M.  
The Board returned to Open Session at 8:21P.M.

10.11 Action as warranted - None.

Hearing no objections, Board Chairperson Bullard moved to Agenda Item 10.14.

10.14 A motion was made by Robert Allen; seconded by Carlos Gnipp and voted unanimously by those present to enter into an Executive Session to discuss information related to negotiations with Non-Teacher Association, Council #93 Local 2010 (AFSCME) pursuant to 1 M.R.S.A. §405(6) (D).

The Board entered Executive Session at 8:21 P.M.  
The Board returned to Open Session at 8:25 P.M.

10.15 Action as warranted - None.

Hearing no objections, Board Chairperson Bullard returned to Agenda Item 10.12.

10.12 A motion was made by Robert Allen, seconded by Yuri Kowalski and voted unanimously by those present to enter into an Executive Session to discuss the evaluation of the Superintendent of Schools according to 1 M.R.S.A. §405(6) (A)

The Board entered Executive Session at 8:26 P.M.  
The Board returned to Open Session at 8:47 P.M.

10.13 Action as warranted - None.

10.16 Other - None.

11 Other Business - None.

12. A motion was made by Robert Allen, seconded by Yuri Kowalski and voted unanimously by those present to adjourn the meeting at 8:48 P.M.

Respectfully submitted,

Kimberly Brandt, Secretary

**MSAD 52**  
**Business Office**  
Tel: 225-1000 Fax: 225-5608



Michele Coates, Business Manager

Sally Morissette, Accounts Payable Specialist

Ida Barker, Payroll and Benefits Specialist

**Finance Committee**  
**Meeting Agenda**  
**March 1, 2018**  
**5:30 pm**  
**Tripp Middle School**

1. Sign warrants – warrants were signed
2. December and January financials – December and January financials were reviewed. There is concern about transportation and facilities actual expenditures again this year.
3. New minimum wages amount and sub pay - continue discussion for 2018-19 budget – Michele asked that the committee review the sub rates for the upcoming budget season. It was discussed that the group will recommend raising the daily rate starting July 1, 2018 for the following:
  - Ed Techs (non-TCI trained) increase from \$70 to \$77 to meet the new minimum wage law of \$11 per hour
  - TCI trained increase from \$70 to \$83 per day (additional \$5 over non-TCI)
  - Teacher sub pay increase for those with a high school diploma and 2 or more years of college to from \$70 to \$80 per day.
  - 4 year degree will change from \$75 to \$85
  - Certified teacher or retiree will increase from \$80 to \$87 per day
  - Long term teaching subs with 2 or more years of college will increase from \$85 to \$90
  - 4 year degree plus pending certification will remain at \$105 and \$150, respectively

It was recommended that the estimated additional \$11,000 that this would cost the district be added to the budgeted. Michele will add to her list of changes to the budget.

MSAD 52 Plant, Transportation, and Building Committee  
Agenda  
Tuesday March 6, 2018  
Central Office 6:00 pm

Attending: Peter Ricker, Eben Shaw, Mark Thibodeau, Carlos Gnipp, Bob Allen, Angelo Terrari, Yuri Kowalski, Dave Cabral, Dave Coburn, Rick Peabody, Larry Hathaway, Eric Milliken, Dan Labrie, Michele Coates

**Middle School Ball Field** – Dan met with Eugene Duplessis from Sports Fields, Inc. to discuss what is needed at the middle school field. Sports Fields, Inc. gave price \$11,000 to apply weed control, aerate, top dress, overseed, and apply fertilizer and mulch. This would need to be done every third summer or we could install an irrigation system after which this would not need to be done. Dan also met with Thirsty Turf who suggested that their proposal would need 3 days install, overseed and water. This proposal of \$29,120 would include an irrigation system, all trenching and compacting. It would not include well drilling and pump systems after which it would need reseeding.

Football and soccer are tough on the fields. Peter is concerned regarding the amount of use from outside entities. Doing an irrigation system may alleviate some of the usage issue as well.

Dan also spoke with Mike Melanson and Goodwin's Well Drilling. There are three wellheads all tied together. Another wellhead could not be added. The high school water usage is at capacity as well. Eben suggested that if we do an irrigation system we should do it right rather than deal with water issues at the high school. Josh at Thirsty Turf said there is a 6000 gallon storage tank for water of which 3000 gallons is reserved for the fire sprinkler system. Danny at Goodwin's was able to give Dan a price for a well and pump just for the middle school field and baseball field. A rough estimate would be \$20-\$25k for the pump and well just for those two fields and we would still need to build a small shed to store the electrical panel and pump and run electricity to it.

Angelo asked if it was possible to use a gravel well since this would be for drinking water. This had not been explored as an option. Yuri asked about the pond. It was the feeling that the pond cannot support the water demands this would create.

Option 1. \$60k to fix the all-purpose field which would include the well and irrigation and reseeding (the baseball field would cost an estimated additional \$20k).

Option 2. Do nothing this year.

Option 3. Spend money on a temporary fix. It was the feeling that the quick easy fix would be a bandaid only and should not be an option.



There was discussion that as a special warrant article requesting money for a field reserve project could be requested.

Peter advised that if anything were to be done this year there would be a period where the fields would not be usable. If we irrigate and reseed would need to skip a fall sports season as well. Mark Thibodeau checked with Sue Pilote on field usage. Those affected during the summer would be the U-12 tournament, TAA football camp and 7 on 7 football. Possibly the last week of October might be a better time to work on the fields. It was the suggestion that the recommendation be to do the full blown project. The field when originally built only had 6 inches of loam on it and it was suggested originally that this set up would only work if there was irrigation.

There has been discussion regarding a long term sports bond. If we do a bond Peter and Eben would like tennis courts. Carlos felt as though we should put together the entire wish list to be worked on for next year's budget and do the bare minimum this year.

Current annual maintenance includes aerating, filling in holes, weed control, top dressing/seeding, etc.

Dan got information that a water wheel could be an interim solution but it was the feeling that this might not be a good option as we would still need a well and pump.

Angelo asked if the fire department was ever asked to do training on the field. Mark said the field could use a crown but doesn't need to be ripped up.

Peter would like a big mound by the football field so two rows of people can watch football.

1. Catwalk request for GCS – update from Dan on harness and ladder possibility  
Dan met with a contractor who said he can build it from pressure treated and handrail for \$4k.  
Dan spoke with Ed Antz from MSMA regarding insurance requirements. Ed indicated that OSHA requires a 42" handrail.

Yuri felt strongly that the project should be done right even if it means spending \$9755. Dan indicated that this is very visible as well and would look more commercial if done with metal rather than pressure treated. There was a recommendation that Dan look at other metal fabricators for additional estimates and that we cut the budget to match that.

2. Minor capital improvements list for FY19 Budget – the group reviewed each item on the 2018-19 facilities maintenance list. The following items will be recommended to be cut from the facilities budget for FY19.
  - Replace stair treads CO \$3,500
  - Install panel and outlets for tire shop storage building DW \$1,600
  - Paint remaining 3 walls in gym to yellow, repair, patch, paint old wing ceiling \$3000
  - Entry foyer ceramic tile GCS \$2000
  - Catwalk – get additional estimate for metal and reduce to that amount

- Replace worn out carpet at LCS \$600
  - Professional cleaning of carpets that have paint on them TES \$200
  - 2 entryway carpets TES \$900
  - Possibly cut Intercom Access Doors for security (Norris to install keypads for secretaries as other school buildings have in their main office) if there is no concrete plan \$10,000
3. Long range facilities planning – another meeting will be set up in the future to discuss long range facilities planning.