

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

Minutes of the Thirteenth Regular Meeting of the Board of Directors for 2014-2015

March 11, 2015 6:00 P.M. Greene Central School

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

Members absent: None

Others Present: Henry Aliberti, Superintendent of School; Becky Foley, Assistant Superintendent; Deborah Alden, Special Education Director; Del Peavey, Assistant Special Education Director; Deborah Roberts, Business Manager; Eben Shaw, Leavitt Area High School Principal; Ryan Holmes, Leavitt Area High School Athletic Director; Gail Marine, Tripp Middle School Principal; Cynthia Alexander, Turner Elementary School Principal; Theresa Gillis, Turner Primary School Principal; Pam Doyen, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Kim Long, Facilities/Transportation Director; Karen Potvin, Technology Education Coordinator; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:06 P.M. The Pledge of Allegiance was led by Robert Allen.
2. The Minutes of the Twelfth Regular Meeting, February 26, 2015, were approved under general consent.
3. Communications:
 - 3.1 Superintendent Aliberti read a thank you letter for the District's donation to Central Maine Medical Family's Comfort Care Program in memory of Eileen Badich's mother.
 - 3.2 Superintendent Aliberti shared with the Board that he had received a letter of request to begin negotiations with AFSCME Council 93. The AFSCME contract expires June 30, 2015.
4. Budget Work Session
 - 4.1 Budget Session: Superintendent Aliberti reviewed the budget process that is utilized yearly. The initial budget submitted was an 8.72% increase. The Board directed the administrators to reduce the budget to a 4-5% increase. The current budget is at a 4.73% increase. Superintendent Aliberti is communicating to each community about the budget. The increase to the communities is 4.35%. This means that for a \$200,000 house, the tax increase would be approximately \$90 yearly or \$7.50 monthly.

To reach a 4-5% budget increase, the following additional budget reductions were made:

Regular Instruction - Warrant Article 3

- Flat funding for an Ed Tech III for English Language Learner (ELL)
- Two classroom teachers have been eliminated: one existing one at Turner Elementary School, and one additional requested teacher at Leeds Central School

Special Education - Warrant Article 4

- Requested transition Ed Tech III at Greene Central School
- Requested Special Education Ed Tech II at Leeds Central School
- Requested additional hours for Ed Techs for the autism program

Other Instruction - Warrant Article 6

- Existing Alpine Ski program

Student and Staff Support Services - Warrant Article 7

- Two days per week of additional nursing

Facilities Maintenance - Warrant Article 11

- Elimination of purchasing of classroom furniture, custodial supplies
- Reduction of anticipated health insurance increase. Originally budgeted at 10%, currently reduced to 8%.

Additional reduction that would equate to \$75,000. Plant/Transportation/Building (PTB) committee suggests the following reductions:

- Carpet to tile exchange at Turner Primary School in the music room.
- Grade 3 move: committee would not recommend renovations to the office space at Turner Elementary School, which is a reduction of \$4,800.

Superintendent Aliberti said this budget represents a plan where administrators feel like the District can continue moving the District forward educationally, and is financially sound. There is still a need to increase our carryover amount. The \$75,000 elimination is a restructuring of a program that will be explained at the next Board meeting.

The Board discussed the following budget items:

1. Enrollment numbers – look at reducing one additional teacher Prekindergarten – Grade 12

A motion was made by Richard Gross, seconded by Peter Ricker and voted 8 Yes (Bullard, Woodard, Soucy, Allen, Kowalski, Gross Ricker, Nickerson) and 1 Abstain (Morgan) to add to the revisit list the reduction of one additional PK- Grade 12 teacher. The motion carried. This item will be placed on the revisit list to be considered and discussed at the next Board meeting.

2. Regular Education - Warrant Article 3.

Field Trips: This line was reduced several years ago. The District has tried to increase the amount the last couple of years, but keeps returning to \$100 from \$200 per classroom for field trips.

The amount of budgeted courses in the gifted/talented line is due to the need for the current staff to become certified in the area they are teaching. This will require additional courses.

The additional Foreign Language Teacher has been eliminated due to the District requesting Extension 4 with the Proficiency Based Diploma. This extension allows us to not have to certify proficiency for all students in foreign language until 2021.

A motion was made by Yuri Kowalski, seconded by Richard Gross and voted 2 Yes (Kowalski, Gross) and 7 No (Woodard, Morgan, Soucy, Allen, Bullard, Ricker, Nickerson) to place the foreign language teacher on the revisit list. The motion failed.

The requested music software program is to assess students in music. This will serve as one of the assessments needed for the teacher evaluation plan, and to help inform instruction for teachers.

Charter schools: There are currently five students in our district attending charter schools. All of these students are at the high school level. We have one contingency place holder for a total of six budgeted positions.

3. Special Education - Warrant Article 4

A motion was made by Diana Morgan, seconded by Jon Woodard and voted 3 Yes (Morgan, Woodard, Nickerson) 6 No (Soucy, Allen, Kowalski, Bullard, Ricker, Gross) to add on the revisit list ½ hour increase for nine Ed Techs for the autism program. The motion failed.

The District has about 10 additional students with disabilities this year than last year. Thirteen students are currently in out-of- district placements. The District will have six new kindergarten students entering the autism program from out-of-district placements next year.

4. Other Instruction - Warrant Article 6

A motion was made by Peter Ricker, seconded by John Soucy and voted 6 Yes (Ricker, Soucy, Morgan, Kowalski, Bullard, Gross) and 3 No (Woodard, Allen, Nickerson) to cut the stipend positions at Tripp Middle School for boys and girls soccer. The motion carried.

A motion was made by Jon Woodard, seconded by Robert Allen and voted 8 Yes (Ricker, Soucy, Kowalski, Bullard, Gross, Woodard, Allen, Nickerson) and 1 No (Morgan) to place Leavitt Area High School Alpine skiing on the revisit list. The motion carried.

There was discussion around the Alpine Ski Program. It has existed for forty years. Currently, twelve students are in the program. The enrollment between Nordic and Alpine skiing fluctuates from year to year. Nordic is currently large and Alpine is small. Boosters support the program. Parents and students advocated for keeping the program.

5. Student & Staff Support Services - Warrant Article 7

A motion was made by Diana Morgan, seconded by Peter Ricker to reduce technology spending by \$16,000. After Board discussion, the motion was withdrawn.

There was a question on how the amount of course tuition is budgeted. Teachers are asked how many courses they plan to take, and the District looks at the three year average spent on course reimbursement to determine the budgeted amount.

A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted 2 Yes (Ricker, Kowalski) and 7 No (Soucy, Bullard, Gross, Woodard, Allen, Nickerson, Morgan) to reduce the budget to a 4% increase.

5. Adjustment to Agenda – None.

6. Committee Reports:

- 6.1 Finance Committee: Jon Woodard reported the committee has met. Committee members signed the warrants. The District's current financials are where they should be. Minutes were distributed. (See attached full subcommittee report).

Hearing no objections, Chairperson Bullard moved to 6.3

- 6.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has met and reviewed policies. There are major changes in the gifted/talented policy. Assistant Superintendent Becky Foley will do a presentation at the next Board meeting before the Board votes on the revisions.

Hearing no objections, Chairperson Bullard returned to 6.2

- 6.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee had met and distributed minutes to the Board. Half of the meeting was discussion about the budget. The other half was about advertising within the District. There was a good discussion and a good turnout of participants in the discussion. The committee is leaning toward allowing advertising on the Tripp Middle School and Leavitt Area High School sports' fields. They are feeling as if there should not be advertising within the schools, and definitely not in the elementary schools. There may be suggestions for needed policy changes. (See attached full subcommittee report).
- 6.4 Student Representative's Report - None.
- 6.5 Tri-Town Support Staff Negotiations (ESP): Peter Ricker reported the committee had met and had an excellent negotiating session. He will have more information to share with the Board during executive session later this evening.
- 6.6 Non-Teaching Negotiations (AFSCME): - There will be an executive session later in the evening.
- 6.7 Administrator's Report: Greene Central School Principal Pam Doyen showed a video showing what is going on at the school. Several students read parts of their writing, and one student showed the partial products method in math.

Turner Primary School Principal Theresa Gillis reported that students participated in JumpRope for Heart and raised a substantial amount of money. Pre-K and Kindergarten registration will be on March 19th at 6:00 P.M. The spring concerts and book fair will be coming up soon. Third graders have been leading the Pledge of Allegiance each morning. Kindergarteners showed students winter procedures during a school assembly. First graders will present at the next assembly. All assemblies have been around the theme of safe, respectful, and responsible.

- 6.8 Superintendent's Report: Superintendent Aliberti reported that he attended a joint education/cultural committee meeting. The purpose was to hear testimony of the state education budget. There is a \$39 million cost shift related to teacher retirement costs to the local districts. Charter school funding is difficult to predict. A bill is in place that will shift the cost to the State level.
7. Public Comment – None.
 8. Old Business:

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to adopt the resolution regarding Siemen's Energy Performance contract project and financing. The budget will look inflated, but there is a net effect of zero.

9. Consent Agenda:

9.1 Non-Instructional Appointments: A motion was made by Yuri Kowalski, seconded by Jon Woodard and voted unanimously by those present to approve the following Non-Instructional appointments.

9.1.1 Mark Herman, Tripp Middle School 7th Grade Baseball Coach (Non-stipend).

9.1.2 Mark Thibodeau, Tripp Middle School 7th Grade Softball Coach (Non-stipend).

9.1.3 Tripp Middle School 2015 Spring Coaches (Returning):

Joe Hutchinson, 8th Grade Baseball Coach.

Jennifer Simmons, 8th Grade Softball Coach.

Brian Laflamme, Track Coach.

9.1.4 Donna Oberton, District Wide Bus Aide.

9.1.5 A motion was made by Robert Allen, seconded by Diana Morgan and voted unanimously by those present to enter into Executive Session to discuss the Leavitt Area High School Varsity Softball appointment.

The Board entered Executive Session at 8:59 P.M.

The Board returned to Open Session at 9:31 P.M.

A motion was made by John Soucy, seconded by Peter Ricker and voted unanimously by those present to approve Kevin Leonard as Leavitt Area High School Softball Coach.

Several parents and speaker voiced their concern about the hiring process and their concern about why the junior varsity coach was not offered the position.

9.1.6 A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to approve Leavitt Area High School 2015 Spring Coaches (Returning):

Chris Cifelli, Varsity Boys Baseball Coach.

Wendell Strout, Junior Varsity Baseball Coach.

Larry Angello, Volunteer Baseball Coach.

Heidi Richards, Girls Varsity Track Coach.

Jamie Juntura, Boys Varsity Track Coach.

Kevin Hudner, Assistant Track Coach.

Caroline Bochtler, Volunteer Assistant Softball.

Chuck Gurney, JV Softball Coach.

Lorien Mathieu, Volunteer Assistant Softball Coach.

10. New Business:

Hearing no objections, Chairperson Bullard moved to Agenda Item 10.3.

10.3 Some parents and health practitioners would like to see chiropractors added to the District's current policy to allow chiropractors to approve students returning to play sports after having a concussion. Superintendent Aliberti reported that chiropractors are not identified within the current policy. Dr. Reeder spoke about his concerns regarding our current policy. Superintendent Aliberti and Assistant Superintendent Becky Foley will review the current policy and bring suggested changes to the Curriculum/Policy Committee.

A motion was made by Peter Ricker, seconded by Diana Morgan and voted 8 Yes (Ricker, Morgan, Bullard, Woodard, Soucy, Allen, Gross, Nickerson) and 1 No (Kowalski) to extend the meeting beyond 10:00 P.M.

Hearing no objections, Chairperson Bullard returned to 10.1

JoAnn Nickerson left the meeting.

10.1 A motion was made by Richard Gross, seconded by Yuri Kowalski and voted unanimously by those present to approve the 2015-16 school calendar.

10.2 Superintendent Aliberti reported the completion of probationary period for the following employees:

Suzanne Lawrence	District Wide Bus Driver	3/6/15
Lacey Jackson	TPS Special Education Ed Tech II	3/6/15
Diane O'Donnell	TPS/LCS Ed Tech III	3/6/15
Julie St.Hilaire	LCS Ed Tech III	3/9/15

10.4 A motion was made by Yuri Kowalski, seconded by Richard Gross and voted unanimously by those present to approve Second Reading and Adoption of revised Policy IKF: Graduation Requirements.

10.5 A motion was made by Yuri Kowalski, seconded by Diana Morgan and voted unanimously by those present to approve Second Reading and Adoption of revised Policy EBCC: Bomb Threats and Threats Of Any Other Toxic Or Hazardous Substances.

10.6 A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve Second Reading and Adoption of Policy IKAB: Grading System – Reporting Student Proficiency.

10.7 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously to approve the December and January Expenditure Operating reports.

JoAnn Nickerson returned to the meeting.

10.8 The Board held a discussion to discontinue Medicare Billing for Section 65 services. The District does not benefit financially for Section 65 services. By eliminating the billing, the district can increase social worker availability within Green Central School and Tripp Middle School by one and a half days a week.

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

The Board entered Executive Session at 10:07 P.M.
The Board returned to Open Session at 10:24 P.M.

10.10 No action was taken.

10.11 A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to enter into 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 10:25 P.M.
The Board returned to Open Session at 10:30 P.M.

10.12 No action was taken.

11. Other Business

11.1 Business Manager Deb Roberts shared with the Board the opportunity to apply for a Green Grant through Maine Community Foundations. This is a \$100,000 grant to support the District's Performance Contract with the Siemen's Company. The grant is due March 12, 2015.

12. The meeting adjourned at 10:32 P.M.

Respectfully submitted,



Henry Aliberti, Secretary

MSAD # 52

Finance Committee Meeting Minutes

February 26, 2015

Attending: Jon Woodard, Diana Morgan, Peter Ricker, Deb Roberts, Henry Aliberti, Deb Alden, Del Peavey

1. Warrants were signed by committee members.
2. Discussion on Maine Care: Del did a review of our Maine Care billing practice for section 65 (behavioral health) so the Finance committee and the Board could decide if this was something the District should continue doing. The State deducts any reimbursement from what they send us and also send 37% for seed money directly to DHHS. Not billing for behavioral would free up about 8 hours per month per student that is billable of social worker time. This would equal one full day at GCS and .5 day at TMS. The only benefit to billing Maine care is that we follow DOE recommendation to seek out and access all available revenue sources. We would continue to bill Maine Care for OT, PT and speech services so would still cover this recommendation. Also, the vendor has been billing on a per student basis and starting next year will bill a percent of revenue, which would be a \$3,000 increase to the fy16 budget. After discussion, it is the consensus of the Finance Committee that MSAD 52 discontinue billing Maine Care for behavioral health, section 65. This will go on the agenda for the next board meeting for a board discussion and vote.
3. December 2015 and January 2015 financials were reviewed. December marks the half way point and we were at 52% for revenue and 50% for expenses, so we are on track for the year. January we ended at 60% for revenue and 58% for expenses.

Respectfully,

Diana Morgan

PTB meeting notes

March 5, 2015

Attending: Peter Ricker, Yuri Kowalski, Bob Allen, Deb Roberts, Kim Long, Henry Aliberti, Danielle Harris, Eben Shaw, Cynthia Alexander, Pam Doyen

1. Advertising policy – Peter – first question is there anyone absolutely opposed to advertising in our schools?

Pam- can we clarify? I don't personally want any more at Greene but I'm not against it for other schools in the district.

Peter- What I do want is guidelines that are for the entire district, not different rules for different schools.

Pam – What about differences between elementary and secondary levels?

Peter – Yes

Eben – Are we looking at a policy where we're advertising in buildings, or on exterior surfaces? I see them as two different things. There are not sports fields in Leeds or Greene.

Peter – there is an advertising policy. We need criteria in place to be able to implement the policy.

Peter – We also need to figure out pricing for any advertising.

Yuri – What is permitted now for advertising?

Henry – We adopted a new policy. It is an extensive policy and quite a change from what we had for a policy.

Peter – I think we need direction on size and placement and then communicate it out to our communities.

Deb or Henry can call other districts and get going rates from other school districts.

Yuri – So once we do sell advertising and collect funds, where does that money go?

Peter – I feel like it needs to go to a general fund, not to a specific fund.

Eben – I would think it would go into a general fund to help with repairs and support to our athletic facilities. If we were looking at the auditorium then we could set a fund up for supporting the auditorium.

Peter – Who would be deciding how the money is spent?

Deb – I'm not sure we have control of putting this money in a designated account. Deb will check with the auditor.

Peter – do we have any interest in advertising in buildings?

Bob – I feel it should be outside entertaining venues.

Cynthia – Would yearbook fall under this policy?

Eben – my phys ed classes are outside for 3 seasons so it just seems different when it's outside. As for the yearbook, the advertising isn't on school property, not affixed to our facilities.

Peter - I don't have an issue with a percentage of our outside facilities to have advertising, or for our auditoriums.

Yuri – How much money do you think it will raise?

Eben – I'm thinking about \$5000

Yuri – My feeling is that if we were going to raise \$50,000 then it's worth it, but for \$2 to 3k it's not worth it and maybe worth it just to keep our facilities advertising free.

Peter – How about outside only?

Eben – I would suggest the grades 7 -12 sports complex only.

Eben – Would it make sense for us to take a look around and assess what area we have available and an estimate of what we may potentially be looking at for possible monies for advertising?

Peter – What would be the time frame that the signs would be up. Maybe the season?

Eben – That would create a big hassle. I would suggest they stay up for a year and if the vendor doesn't pay, then the sign comes down.

Cynthia – Who is responsible for damage?

Peter – Kim would be responsible for taking down any sign that is damaged.

Peter – We need to decide on a consistent size, how many signs. Cost for each sign?

Yuri – So this would make it really simple – MSAD 52 has so many signs at a particular cost per year, first come first serve and will stay up for a year.

Eben – Last thing on regulations – larger than \$1000 donation language. The other thing is bulletin item on front page – firearms language – we have one community member who would really like to advertise his business.

Peter – I'd like to see the policy changed so that any large donations for advertising be taken out and put language in referring them to the donations policy.

Someone in administration has to take charge of the process of collecting the money, making sure the signs go up.

Deb – Who makes the signs?

Peter – Those that pay to advertise will provide the signs.

We won't set another meeting date until we have all of these homework items completed.

2. Capital projects -

Grade 3 move

Cynthia – explained her handout with rationale as to why renovations are needed.

Peter – I understand your rationale. I'm not going to be able to support it. I'm not saying that maybe next year we can't, but this year is just too tight. I fell like it's doable, although not convenient. I went to look at it, and I know it's going to be tight. You'll still have the conference room if needed for some meetings. We may need to have that smaller room. The smaller room is used now isn't it?

Cynthia- 1 day per week Spurwink uses the space. The office is currently not used.

Peter – I just can't support it at this time.

Cynthia – Just a comment of the conference room, it's in with a pod of classrooms. It's not private and confidential like this space would be.

Peter – could you switch with guidance?

Cynthia – I can't medically work in that space.

Bob – I've made a visit to the space as well. I can understand the rationale for the request. It's difficult for me in tough budget times for an expense like these when we have adequate, although not optimal, space that can work. We could allocate this area to other places in the budget that are more necessary.

Yuri – I think that the list of things requested for that building was longer than other buildings. I'd defer for that money to go to another area that has other health and safety issues to address other than to spend the money on.

PTB Committee recommends cutting \$4,800

Turner Elementary School – library shelving – Kim clarified that there is some shelving we currently own that we will use but we also need to purchase more shelving.

PTB has no recommended changes to the budget proposal for this project.

Replacement of sinks and countertops- Kim shared that there are 17 sinks/countertops. The cause of this is leaks due to poor design during installation. We are proposing breaking this out over the next three years with 5 in wing c to be done first. We will use existing sinks, and use proper sealant to prevent leaking issues going forward. This was in the current proposed budget but was cut.

Yuri asked why we wouldn't spend the extra \$70 per sink and get new ones.

Kim said according to the plumber to replace with stainless steel the cost would be \$300 apiece. He feels that with buffing the ones we have they will last.

PTB has no recommended changes to the budget proposal for this project.

Leeds – intercom system – we check with Siemen's and they are not able to tie a system with their equipment.

PTB has no recommended changes to the budget proposal for this project.

Turner Primary School –

Music room carpet – Kim shared the price alternative for tile instead of carpet. The savings would be \$408 to the proposed budget. Kim also shared information from the building principal and music teacher why they advocate for carpet.

Peter – I'm going to strongly encourage tile. Every class sits on the floor. Our goal has been to get rid of all of the carpet in the district. Bob and Yuri agreed.

PTB recommends cut of \$480 and replace with tile instead of carpet

Leavitt – keyless card entry system

Kim shared information that 5 exterior doors would be fitted with this project. The others will be disengaged. There are 30 exterior doors. We would recommend adding one more key reader in the 2016-17 budget.

Peter – two questions – did we do bids?

Deb – We don't do bids until it is approved in the budget.

PTB has no recommended changes to the budget proposal for this project.

Video security system –

Kim shared information that we have 12 cameras that run on this server. The server is 10 years old and cannot handle any more software updates.

Yuri – Is the system functioning well?

Eben – It goes down quite a bit and when it goes down the whole system goes down.

PTB has no recommended changes to the budget proposal for this project.

Meeting adjourned at 8:15 pm

Additional Information Requested by PTB Committee

Capital Repair Projects for 2015-2016

Turner Primary School

Replacement of music room carpet – Status: In the budget

Carpet replacement estimate cost is **\$3700.00**.

An alternate vinyl tile estimate cost is **\$3291.00**.

The school is requesting carpet instead of tile replacement due to its central location in the building, therefore less wear and tear, and its use as a music room.

Theresa & Melissa Newcomb's recommendations for carpet replacement instead of tile:

- 1. Acoustics - the noise level in the music room from the instruments, singing voices, and stereo is always loud. Carpet helps reduce the echo of all these things thus making it easier for students to hear the pitch, rhythm, and quality of music better. It is very beneficial for students with hearing impairments. Carpet also helps reduce the noise level that can disrupt classrooms and other offices around the music room. The carpet basically helps to absorb the sound.*
- 2. Sitting on the floor - many of our games and activities require sitting on the floor so obviously carpet is better. Sitting on a cold tile floor is not appealing to anyone. An area rug would not really solve this issue because we take up a very large space when sitting on the floor circle singing or games and when doing written work students spread out around the room to work. We also use instruments such as the bookmakers that have a better sound quality when played on carpet.*
- 3. Because the carpeting in this room does not receive nearly the wear and tear that classrooms receive, the carpeting should last longer.*
- 4. If tile is selected, I would request that a very large carpet be purchased to go on top of the tile flooring for the reasons listed in #2 above.*

Additional Information Requested by PTB Committee

Capital Repair Projects for 2015-2016

Leavitt

Keyless Card Entry System – Status – In the budget (revisit)

Equipment & Installation cost is **\$13,644.00**.

Electric strikes key readers will be installed at 5 exterior doors: Rear door to hall/stairway near custodial, rear door to gym wing near locker rooms, entry from courtyard, staff entry near auditorium, main entry near reception office. Exterior door locks will be left as is and kept locked.

Budget 2016-2017, requests may be made for additional exterior doors to have keyless cards entries. Additional readers have an estimated cost of \$2700.00 each.

If exterior door locks are to be changed, Fortier's will rekey 6 exterior locks with new tumblers and master keys. They will also disengage the remaining 24 exterior door locks. This additional cost will be \$1692.00 and includes 6 master keys. Additional keys are \$8.00 each. Additional master keys are \$17.00 each. These funds will be paid out of general repairs.

Please see documents labeled Leavitt Access & Fortier's Estimate for more specific equipment information.

Video Security System – Status: In the budget

Equipment & Installation cost is **\$5851.00**.

Our current video server is 10-years-old. It is run by Windows XP software and does not allow any updates. Servers of this type have a life expectancy of 5 years. Norris has recommended replacing this server due to its age and life expectancy. They feel that at any time this can fail and they will not be able to repair. Currently there are 12 cameras. This cost includes an Exacqvision video server, license transfer, set up and programming, and a complete turn-key installation. This new server will accommodate additional cameras.