

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

Minutes of the Thirteenth Regular Meeting of the Board of Directors for 2016-2017

March 16, 2017

Tripp Middle School

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

Members absent: None

Others Present: Kimberly Brandt, Superintendent of School; Thomas Ambrose, Assistant Superintendent; Del Peavey, Director of Special Education; 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; David Roberts, Food Services Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:00 P.M. and Pamela Sirois led the Pledge of Allegiance.
2. The Minutes of the Twelfth Regular Meeting, March 2, 2017, were approved by general consent.
3. Communications:
 - 3.1 Superintendent Brandt reported the retirement of Shelly Dolloff as Special Education Ed Tech III at Leavitt Area High School, effective end of the school year.
 - 3.2 Superintendent Brandt reported the retirement of Louis Gingras as Math Teacher at Tripp Middle School, effective end of the school year.
 - 3.3 Superintendent Brandt reported the resignation of Tammy Boutot as Food Service Assistant at Leavitt Area High School, effective March 31, 2017.
4. Budget Work Session
 - 4.1 Work Session on the 2017-18 budget
 - 4.1.1 Superintendent Brandt provided an update on the budget process. On February 16th, the initial proposed budget represented a 4.26% increase. It included:
 - 2.4% contractual obligations which are negotiated salaries and benefits.
 - .47% state mandate around Pre-K ratio. Every Pre-K class with more than 8 students needs to have an education technician in the room as well as the classroom teacher.
 - Needs in special education
 - 2 buses
 - 1 teacher at Greene Central School due to enrollment and a decrease of .5 Pre-K teacher at Turner Primary School.
 - Budget neutral: restructure an intervention teaching position into a classroom teaching position to meet student needs.

- \$49 million in assets that need to be maintained and cleaned regularly. Auditor's report recommends funding our maintenance and repair lines to the level that is at least 1% of our assets or \$490,000 each year. The District is currently funding these lines at about .5%.
- The District is about to embark on a collaborative strategic planning process to set goals and the direction of the District over the next five years. This strategic plan will include input from parents, community members, staff, students, research and the Board of Directors. It will become a living document – one that we all know and that guides our decisions on all levels.

For the initial proposed budget, the administrative team agreed not to propose new initiatives until they had the opportunity to develop their strategic plan.

Superintendent Brandt updated the Board on the Pre-K mandate. She has spoken with Sue Reed at the Department of Education and asked her about a waiver. Ms. Reed stated the State is not giving waivers per se, but is looking for districts to document any hardships around this mandate in the Pre-K survey application that is due to the State at the end of the month. She shared with Superintendent Brandt that Head Start is looking to partner with districts around the Pre-K and there is potential to negotiate some education technician support through a partnership.

The initial proposed budget was presented on February 16th and then, on February 22nd, the District received the ED279, which tells the District what our state subsidy will be. There are several changes in this year's ED279 as part of the Governor's proposed Biennial Budget. They include:

- Some student: staff ratios have changed. They have increased.
- There is no support for system administration in the per pupil calculation.
- The EPS per pupil rates have decreased.
- The rate for elementary students has decreased by \$157 per pupil.
- The rate for secondary students have decreased by \$146 per pupil.
- This matters because the per pupil rates are used to establish our allocation.
- Targeted funds for Pre-K students are discontinued.
- The declining enrollment adjustment is discontinued.
- Targeted funds for K-2 pupils increased from 10-15%.

Once the District had the ED279, we were able to calculate that the initial proposed budget would potentially be a 9.71% overall impact to our communities' taxes, which is too high.

The administrative team worked hard since the last Board meeting to analyze every school and department in efforts to find cuts to lessen the impact on the taxpayers and we have made every effort to identify cuts that will have less impact on students. Superintendent Brandt passed out a list of the cuts proposed by administration and explained each recommendation. Mrs. Brandt stated the District exists because of and for our students. She thanked the administrative teams for the difficult decisions that had to be made to continue meeting the needs of our students while taking fiscal responsibility to our taxpayers seriously.

The Board held a general discussion about the potential for class sizes being 25 in some elementary schools if reductions are made. Chairperson Bullard noted that these cuts are not optimal by any standards.

Turner Primary School teacher April Hartford asked if people could talk or ask questions. Chairperson Bullard stated that this is the first time the Board has seen the proposed cuts so the Board needs an opportunity to ask questions first.

Robert Allen asked about meeting the IEPs of high school students. Special Education Director Del Peavey noted that there would be a shift in the case management and teaching loads. He also said that there would be an increase in the staff responsibilities but the needs will be met.

Carlos Gnipp asked about the class size impacts at Leeds. Leeds Central School Principal Danielle Harris noted that the numbers would be at 25 in one class.

At the request of Richard Gross, Technology Education Coordinator Karen Potvin explained the reorganization of the technology department. She noted that the new position would be year-round and that the two district technicians would be year-round. Richard Gross asked if this change is feasible. Karen Potvin noted that it is feasible but it would be a struggle. Chairperson Bullard asked about other like-sized districts and specifically where are we in comparison? Karen Potvin noted that we do have some benefits that other districts do not have. She said that our District is not unique in the number of people we have covering different roles. She also stated that we are not tremendously high in staff but we are not tremendously low in staff. There are pros and cons to the change: more coverage year round but not as many people.

Richard Gross asked about ELL, Assistant Superintendent Thomas Ambrose answered that the reduction would be covered by the two 4/5 teachers.

Jon Woodard asked how long the bus runs would be with the bus driver reduction. Facilities/Transportation Director Kim Long talked about the changes and that the runs would be a little longer. She also mentioned that there would be more students on the bus.

Jon Woodard asked about the IEPs at the high school and the proposed cut. Special Education Director Del Peavey said that it will increase the stress on staff but it is still manageable. He also said that the cuts would increase caseload to 18-20 students per case manager.

Jon Woodard asked about the Intervention teacher at Tripp Middle School. Tripp Middle School Principal Gail Marine noted that the students involved would be placed in restructured groups. Pamela Sirois asked about the grouping in math classes. Gail Marine noted that there would be changes in the grouping with a focus on ability groups.

Peter Ricker asked about the technology purchases with E-rate funds. He asked if something was replaced with the E-rate funds. Karen Potvin noted that

some E-rate money has been guaranteed and we received funds recently. Those funds will be used for purchases.

Pamela Sirois asked about the reduction of one day of Occupational Therapy. Del Peavey said that the position was vacant this year. He stated that the caseloads are high but we will watch them and put additional backup into the local entitlement.

Leavitt Area High School Special Education Teacher Sherri Pelletier said she wanted to talk about the impact of the loss of the special education teaching position at Leavitt. She said that the caseloads are not the problem; it is the number of services that are an issue. The incoming class has 90 services when the outgoing seniors have 30 services.

Leavitt Area High School Special Education Teacher Shawn Fanjoy said that he felt that it would be hard to continue the number of interventions with the reduced positions. Co-teaching would also be reduced if service time increases. He noted that this impacts regular education as well as special education.

District Citizen Michelle Ouellette spoke. She said that she has two children in special education. This year will be her 28th IEP meeting and she does not support the position being cut at the high school because it will affect her daughter. She noted that there is so much more paperwork and help for students that needs to be done. She said she is not comfortable with taking a teacher away.

Turner Primary School teacher April Hartford talked about the numbers representing kids. She wants the Board to ask about the students. How many are special education, how many have mental health issues, how many have behavioral challenges? She talked about the data and the importance of the needs of the students, not just the numbers. She said the staff have not had a say in the budget and everyone needs to be involved. She talked about the hardships of working with a substitute all year and asked that the Board look at the data not just the numbers.

Tripp Middle School Math Teacher Darcy Shaw talked about the history of the Math Intervention Teacher position. It was created to help struggling math students. She reported that in 2009, 30% were meeting expectations and last year we were 7th in the State above Cape Elizabeth. We need to keep the position because the students in math lab are not at grade level. She asked that the Board consider putting the position back in the budget for next year.

Melissa Eli, team leader of the Wildcats at Tripp Middle School spoke against "ability grouping" because she felt that it is not helpful to the students who struggle. She said there is research that supports lower students working with higher students. Chairperson Bullard noted that this is some food for thought.

Chairperson Bullard asked Superintendent Brandt to talk about some questions that were asked by Board members. Superintendent Brandt reviewed a number of questions (almost six pages) and she talked about some highlights. They are:

1. Changes to special ed funding

- a. Special ed funding is based on the prior year's expenditures. The formula is complicated. In the second year of the biennial budget the idea is to rewrite the special education formula, which will potentially have a huge impact, but it is unknown as of yet.
2. ELL staffing
The District currently have 2 ELL teachers, each at .8 and one FTE ELL ed tech.
3. Sub lines all show changes--why?
Business Manager Deb Roberts calculates the last 3-year average to determine the numbers for the sub lines.
4. What is LAHS Alternative Ed tuition?
This line supports students in taking courses we do not offer. This could be an academic course like Chinese or a welding course or a course through Adult Ed so a student can obtain an elective credit toward graduation.
5. System administration--what does this mean?
An amount for system admin used to be used in the calculation for the EPS rates per pupil--I believe it was \$233 per pupil. That has been removed/discontinued.
6. Why is transportation auto insurance up 50.26%?
We have had several small dings that have resulted in increased insurance costs.
7. Is it possible to fill .8 Pre-K ed tech positions really?
We shall see.
8. How does EPS deal with co and extra-curricular?
On the ED279 an amount for co and extra-curricular is used as part of the per pupil calculation. We get \$53,567 for elementary and \$60,065 for secondary. That is added to allocation for teachers, guidance, admin, etc. and then the total is divided by the number of students to determine our calculated EPS rates per pupil.
9. Any possible cuts in administration?
 - a. We are restructuring the technology department, which will reduce one administrative position.
 - b. Do we need a superintendent and an assistant superintendent?
 - i. An assistant superintendent is certified to have knowledge in education and special education law and in school finance and can theoretically step into the role of the superintendent if needed.
 - ii. A curriculum coordinator specializes in professional development and student learning.
 - iii. This would represent about a \$15k savings in salary, but insurance benefits would be unknown.
10. GT---what are we doing with this programming?
Currently we have 1 FTE teacher and 1 FTE ed tech who serve about 100 students in grades 4-12. We have a state approved GT plan. Working with small groups of students as well as consulting with classroom teachers to meet students' needs.
11. Freshman football could be consolidated into JV and Varsity?
Would be a lot of kids, possibly many 9th graders not ready for JV.

Superintendent Brandt said the administrative team will be meeting next Tuesday to talk about the remaining Board budget questions.

Chairperson Bullard said that if people had questions could they send them along. Chairperson Bullard asked about the GT program and said that we might want to look at that.

4.1.2 The Board responded to the initial budget questions under Agenda Item 4.1.1.

4.1.3 Peter Ricker asked about how to proceed with the review of the budget. Mrs. Brandt said that it is a choice the Board can make. Chairperson Bullard said that in the past, the Board has gone through the budget line by line and then made a revisit list. Peter Ricker asked about the beginning of the next meeting. He suggested that each item be discussed when it comes up in the line-by-line review. Pamela Sirois said that she did not feel that we need to tweak it at all, we can just take items away as the Board does the line by line. Richard Gross agreed that he did not want to reprint the entire budget; he just wanted to deal with cuts in each section. Leavitt Area High School Principal Eben Shaw asked about procedural actions for the cuts. Chairperson Bullard said that she would like direction from the Board about the cuts. She said the next meeting is when the Board would have to finalize the budget and then vote on it on April 6. Peter Ricker said the new items are not a part of the budget book yet, they will need to discuss the cuts at the end of the process. They could move the whole list, but he is not asking to have them removed from the budget today. Peter Ricker said that the time frame was not as important as doing the budget right. Chairperson Bullard asked if the Board wanted updated budget books that reflect recommended cuts. The Board agreed to have the recommended budget changes be added to a revisit list to consider at the next meeting. Peter Ricker noted that the Board has to vote to put the items on the revisit list. Yuri Kowalski asked if the list could be organized by article and when the Board looks through the budget book could they have some indication of where the reductions would be located. Superintendent Brandt agreed to organize the list by article and line.

Greene Central School Guidance Counselor Jennifer Simmons said she wanted to know what percentage the Board is looking to get to. Chairperson Bullard said that the Board is looking to get the percentage down from almost 10% to the taxpayer to closer to 6%. Mrs. Simmons noted that she is opposed to the cuts for classroom teachers.

4.2 The next Budget Work Session is be March 30, 2017 at Greene Central School at 6:00 P.M.

5. Adjustments to Agenda:

9.1.2 Removal of Tripp Middle School 7th Grade Baseball Coach (Returning).

9.1.4 Tripp Middle School 7th Grade Baseball Coach.

10.9 & 10.10

Agenda item was removed.

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.
- 6.3 Curriculum/Policy Committee – Richard Gross reported that the committee met and reviewed policies that will be presented to the Board at the next meeting and will continue to work on the policy involving private school students participating in school activities.
- 6.4 Student Representatives Report – Madeline Hanscom said that this week was Arts Gala week. A bunch of different artists came to Leavitt and taught students about what they do. Students displayed what they learned and there was an Arts Gala night. Students' artwork was hung on the walls.
- 6.5 Tri-Town Education Association Negotiations (Teacher) – Jon Woodard reported the committee had met and will be discussing it in executive session later this evening.
- 6.6 Administrators Report – None.
- 6.7 Superintendent's Report – Superintendent Brandt reported out on a number of topics. She shared with the Board Greene Central School teacher Aubray Futera was nominated for 2017 Androscoggin County Teacher of the Year. Mrs. Futera has elected to go through with the process. Superintendent Brandt shared she had received a lovely letter from a parent who is very happy with the work of Greene Central School Literacy Interventionist Ed Tech III Amy Mousseau. Superintendent Brandt informed the Board she attended the Tri-Town Selectmen's meeting with Chairperson Bullard, Yuri Kowalski, and Business Manager Deb Roberts. They answered questions about the proposed budget and potential tax impact of the initial proposal. Mrs. Brandt shared with the Board she has been attending staff meetings in each school as part of her entry plan and to gather ideas for strategic planning. She reported she had attended the MSMA workshop on the changes in the ED279. Superintendent Brandt and Leavitt Area High School Librarian Judith Lashman will be attending Turner Public Library on April 4th to meet with Anthony Shostak to discuss how the schools might partner and collaborate and what the vision is for libraries in our schools. She shared she had met with Principal Shaw, Principal Marine and Tripp Middle School teacher Doug Bishopp to discuss the Robotics club. The Leavitt Trustees are interested in a proposal about how to expand and broaden the District's robotics club and STEM education. Superintendent Brandt informed the Board that Turner Primary School held an academic triathlon assembly on March 9. The school raised \$4,659. This money will be used to buy books for classroom libraries. Mrs. Brandt thanked Turner Primary School custodian Grizz Grenier for his updates on the water issues at the school recently and thanked Facilities/Transportation Director Kim Long, custodial and maintenance personnel, and our bus drivers for all of their hard work during the recent snowstorm.

Pamela Sirois asked about the snow days. Superintendent Brandt noted the District has nine days built in to the calendar in June. Although we may go longer in June, it is less problematic than trying to find days in the existing calendar now.

Chairperson Bullard noted that the time meeting with the selectmen was productive.

7. Public Comment – A member of the public thanked the choir director from Leavitt Area High School in helping Madelyn Hanscom to sing the national anthem at the Greene town meeting on Saturday. Assistant Superintendent Ambrose shared about his visits to PLC's and plans for

professional development. Leavitt Area High School Principal Eben Shaw noted that Music Teacher Sarah Dow was also nominated for 2017 Androscoggin County Teacher of the Year as well.

8. Old Business - None

9. Consent Agenda:

9.1 Non-Instructional Appointments: A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously to approve the Non-Instructional appointments:

9.1.1 Scott Maheux, Tripp Middle School Softball Volunteer Coach.

9.1.2 Tripp Middle School Spring Coaches (Returning):
Angela Courchesney, Track and Field.
Jennifer Simmons, 8th Softball.
Joe Hutchinson, 8th Baseball.
Brian LaFlamme, Track and Field.
Drew Leavitt, 7th Grade Softball Volunteer.

9.1.3 Leavitt Area High School Spring Coaches (Returning);
Wendell A. Strout, Jr., Junior Varsity Baseball.
Jamie Juntura, Boys Varsity Track.
Kevin Hudner, Assistant Track.
Caroline Bochtler, JV Softball.
Kevin Leonard, Varsity Softball.
Alana Leonard, Volunteer Softball.
Laura Reny, Volunteer Softball.
Annette Caldwell, Volunteer Track.
Andrew Oliver, Volunteer Track.

9.1.4 Susan Shaw, Tripp Middle School 7th Grade Baseball Coach.

10. New Business

10.1 Instructional Nominations – A motion was made by Richard Gross, seconded by Robert Allen and voted unanimously to approve the Instructional appointment.

10.1.1 Papawadee Yooman, Tripp Middle School Social Worker.

10.2 A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted unanimously to approve the overnight field trip to Orono for Leavitt Area High School's National Honor Society.

10.3 A motion was made by Yuri Kowalski, seconded by Peter Ricker and voted unanimously to approve the First Reading and Acceptance of Policy JHB: MSAD 52 Truancy Policy.

10.4 A motion was made by Richard Gross, seconded by Peter Ricker and voted unanimously to approve the First Reading and Acceptance of Policy JEA: MSAD 52 Compulsory School Attendance.

10.5 A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted unanimously to approve the First Reading and Acceptance of Policy IHDA: Adult Education and Regulations IHDA-R: MSAD 52 Adult Education Administrative Procedures.

10.6 Superintendent Brandt reported the completion of probationary employees:

LAHS	Jennifer Langlin	Office Support Assistant	3-10-17
TES	Kathleen Bennett	Special Education Ed Tech II	3-10-07
TES	Katie Charest	Special Education Ed Tech II	3-10-17

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

11. Other Business – None.

Hearing no objections, Chairperson Bullard returned to Agenda Item 10.7

10.7 A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously to enter into an 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 into Executive Session at 7:46 P.M.
The Board returned to Open Session at 8:11 P.M.

10.8 None.

10.9 & 10.10

Agenda Items was removed. [Request for an Executive Session to discuss Administrators work agreement discussion pursuant to 1 M.R.S.A. §405(6) (D)]

12. A motion was made by Robert Allen, seconded by Richard Gross and voted unanimously to adjourn the meeting at 8:13 P.M.

Respectfully submitted,



Kimberly Brandt, Secretary