

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

Minutes of the First Special Meeting of the Board of Directors for 2012-2013

March 28, 2013 6:00 P.M. Leavitt Area High School

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

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; Wendy Harvey, Leavitt Area High School Assistant Principal; Heidi Poulin, Leavitt Area High School Guidance Director; Derek Galway, Leavitt Area High School Dean of Students; Jeff Ramich, Leavitt Area High School Athletic Director; Gail Marine, Tripp Middle School Principal; Susan Pilote, Tripp Middle School Assistant 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; Glen Reynolds, Facilities/Transportation Director; Karen Potvin, Technology Education Coordinator; David Roberts, Food Service Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:01 P.M. The Pledge of Allegiance was led by Peter Ricker.
2. The Minutes of the Thirteenth Regular Meeting, March 7, 2013 were accepted by general consent.
3. Communications:
 - 3.1 Superintendent Aliberti reported the resignation of Penny Appleby, as half-time Performing Arts Teacher at Leavitt Area High School, effective end of school year.
 - 3.2 Superintendent Aliberti reported the retirement of Barbara Bonang, as Ed Tech III at Greene Central School, effective October 1, 2013.
 - 3.3 Superintendent Aliberti reported the retirement of Sharon Monroe, as second grade teacher at Turner Primary School, effective end of school year.
4. Budget Work Session
 - 4.1 Work Session on the 2013-14 budget
 - 4.1.1 Superintendent Aliberti recapped where the District is in the budget process. In August, there was a session between administration and the

Board. District goals were developed. In November, they were adopted and focused on the following three areas: communication, achievement, and behavior. In another work session in November, Board, Administration, community, and staff members broke into small groups and reviewed all areas of budget. The groups reviewed items in the budget that could be improved, enhanced, or deleted. All of this information was posted on the website. Directors and principals formulated and submitted their budgets. Business Manager Deb Roberts, compiled the budgets and each director/principal met with the Superintendent, Assistant Superintendent, and Business Manager to review the budgets. This led to an increase of 4% for the proposed budget. Another review was completed to look at three year spending trends in all lines which led to some lines being increased while others were decreased. This led to the development of summaries of the warrant articles and a budget proposal to the Board of a 2.4% increase. After the Board presentation, the District received news about the retirement costs being pushed down to the local level. This led to \$315,000 additional expenses in our local budget. The Board requested that administration reduce it back down to two percent which is the budget being reviewed this evening.

Transportation and Facilities Director Glen Reynolds apologized about some incorrect information he presented at the last Board meeting. In Warrant Article 11: the maintenance line includes \$3,165 for equipment to clean the wood chip boiler. It also includes \$14,000 for Tripp Middle School repairs. This includes \$7,500 for air conditioning the computer room which is a roof top unit; \$3,000 will be utilized for the gym to have high impact sheet rock to create more durable walls. Also, there are monies for replacing part of the rotting siding at Tripp Middle School and \$1,000 will be spent on needed exterior lighting.

Next, there was extensive discussion about the summary of proposed position adjustments which included the following:

Turner Primary School:

3rd grade teacher, Kindergarten teacher, and an unfilled Pre-K teacher. These cuts are due to low enrollments and for financial reasons.

Staff members encouraged the Board and administration to look at the impact of these reductions, and not just the numbers.

There was then discussion that health insurance costs were lower than projected and would net a savings of \$190,000. The impact to the proposed budget would be going from a 2% budget increase to a 1.23% increase.

Turner Elementary/Turner Primary Schools:

Reduction of one day a week for Technology Teacher

This is being recommended even if the reorganization of the technology plan does not go through due to decreased enrollment.

Greene Central School:

Reduction of half-time Assistant Principal

A motion was made by Diana Morgan, seconded by Catherine Carey and voted unanimously by those present to reinstate the half-time Assistant Principal at Greene Central School.

There was much discussion about the need for the Assistant Principal position. Superintendent Aliberti said this position was identified due to the Board request that administration bring forth an administrative cut. Administrators feel the position is needed, but if there has to be an administrative cut, this is the one that is recommended. If it is cut, then an additional one day of social worker services is needed at Greene Central.

Board and staff spoke to the need of keeping the position due to the Day Treatment Program being housed there, as well as the school housing eight grade levels. There was a question of whether this was a unanimous decision by the administrative team. Superintendent Aliberti said it was not unanimous, but the team was able to come to consensus on the recommended cut. It was also the first position the team would want reinstated if possible.

A motion was made by Diana Morgan, seconded by Jon Woodard and voted 8 Yes (Morgan, Woodard, Carey, Allen, Ricker, Gross, Bullard, Milliken) and 1 No (Nickerson) to cut one day for a social worker.

Staff spoke about the need for the additional day of a social worker even with the assistant principal position reinstated as the needs of the students and staff keeps increasing.

Other 6th grade positions included 6th grade teacher being reduced due to low enrollment.

Other additional costs to the budget at Greene Central School included approval of a sabbatical leave, a 2/5 nurse, and an education technician needed for the day treatment program.

Leeds Central School:

Reduction of a First Grade Teacher due to low enrollment

A parent spoke in support of keeping the teacher because in a small school it's hard to predict enrollment when there are only one or two classrooms. There was a reminder that there is a contingency fund if additional staff is needed.

K-8 reorganization with Technology staff:

A motion was made by JoAnn Nickerson to keep the current technology structure in the district. The motion was not seconded. Motion failed.

The District utilizes a similar model with our Library/Media staff that is being proposed for Technology services. Other districts utilize the proposed model. This will be a \$25,000 savings to the budget. Currently, we are one of the very few districts that have certified teachers in every school. With this model, the District feels it can still move forward in the area of technology.

Staff, parents, and students spoke to the potential impact of this cut. There is a significant difference between having an education technician deliver services versus a certified teacher. Some staff are seeing students at the middle school coming with fewer keyboarding skills. Some spoke about the need for a more in depth computer curriculum. Some spoke about the need to look at cutting sports or implementing pay to play. There was a question whether this was a position that administration would recommend to be reinstated with the \$190,000 savings from the insurance. Superintendent Aliberti replied that it was not placed on the list of positions to be reinstated.

Chairperson Elizabeth Bullard wants to remind everyone that the savings of \$190,000 does not mean the District has a blank check to utilize.

Leavitt Area High School:

Reduction of a Half- time English teacher

A motion was made by Catherine Carey, seconded by Eric Milliken and voted 1 Yes (Nickerson) 7 No (Morgan, Woodard, Carey, Allen, Ricker, Gross, Bullard) and 1 Abstain (Milliken) to reinstate the half-time English Teacher. The motion failed.

Staff spoke to the impact on class sizes, and how NWEA scores reflect student growth.

Reduction of half-time Performing Arts Teacher

A motion was made by Richard Gross, seconded by Jon Woodard and voted 2 Yes (Gross, Woodard) 6 No (Morgan, Milliken, Carey, Allen, Ricker, Bullard) and 1 Abstain (Nickerson) to reinstate the half-time Performing Arts teacher. The motion failed.

Administration said the reduction of the position will not prevent the same courses from being offered. There is availability of staff due to eliminating four music classes at the elementary level. Administration will work on a schedule so the same classes will continue to be offered.

Staff and students spoke to the impact of the elimination of the position. It is felt it would be easier to grow the program if the position remained. There is concern that the position would not be returned if it were needed.

Reduction of Assistant Alpine Ski Coach

A motion was made by Catherine Carey to reinstate the Assistant Alpine Ski Coach. The motion was not seconded. Motion failed.

Parents and staff spoke to reinstate the position. Currently, parents and the boosters do a lot to support the program including paying for equipment, uniforms, and other items. Leavitt Athletic Director Jeff Ramich worries about what happens at races if someone gets hurt and there is only one coach available.

Reduction of a Math Teacher

Administration said this would increase class sizes, but students will still be offered the same math courses.

Reduction of a Resource Teacher

Administration looked at numbers and needs before recommending this cut. It will increase the number of students each special education teacher will have to case manage. Staff and parents worry about the impact to students and staff, and would like the Board to consider reinstating the position.

District Wide:

Educational Technician III

Administration spoke about the impact being less student support and the need to be creative with scheduling and clustering for next year.

A motion was made by Peter Ricker, seconded by Diana Morgan and voted 6 Yes (Morgan, Milliken, Carey, Allen, Ricker, Bullard) 2 No (Gross, Woodard) and 1 Abstain (Nickerson) to reinstate one of the two educational technician III positions.

A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to extend the meeting beyond 10:00 P.M.

Transportation Specialist

Administration explained what the Transportation Specialist would be doing.

Bus and van drivers have already been approved for 12-13 and are now being reflected in the proposed budget.

The non-general fund budget positions were reviewed.

Food Service Assistant

There have been additional hours given to cooks and assistant cooks due to increased participation in the food program at the high school. The increased costs will be covered by increased participation.

The non-personnel budget adjustments were reviewed. There was a question concerning the need for a subsidy transfer for the Adult Education 16-20 year old program. This is due to the inability of the Adult Education program being unable to run in the black. The laws prohibit being able to charge for the academic program unless it is summer school. The District is looking at ways to prevent this from happening in the future by looking at the offerings and attempting to cap the costs of the program. There is a two year lag for being reimbursed for the courses.

There was a question concerning whether busing costs had been reviewed. It has been done in the past but was not reviewed for this year.

A motion was made by Peter Ricker, seconded by Robert Allen and voted 5 Yes (Allen, Ricker, Gross, Woodard, Milliken) and 4 No (Carey, Bullard, Nickerson, Morgan) to have a proposal for reducing an equivalent half-time administrative position at the high school for the next Board meeting.

Administration and staff spoke about the impact of such a cut including progress with PBIS, staff evaluations, student interactions, discipline, RTI, and special education support, including the Day Treatment program. Part of the Dean of Students position is paid through Local Entitlement funds.

This recommended cut will be discussed at the April 4th Board meeting at Greene Central School. There will be a Special Board meeting on Tuesday, April 9th at 6:00 P.M. in the Conference Room at Central Office.

Superintendent Aliberti agreed to generate a list of staff ideas for budget cuts that he has received.

A motion was made by Elizabeth Bullard, seconded by Catherine Carey and voted unanimously by those present to form a committee for Pay-to-Play Sports. The three towns will need to be looked at and review of the previous composition of the committee. District citizen Lawrence Hathaway requested to serve on this committee.

A motion was made by Elizabeth Bullard, seconded by Peter Ricker and voted unanimously by those present for administration to look into contracting bus services. To be included in this is how the District is currently maintaining our fleet.

A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to form a committee to research the feasibility of installing a wood chip boiler.

The Curriculum/Policy Committee will look at formalizing a curriculum for Technology.

5. Adjustments to Agenda:

9. Consent Agenda

9.1.7 Tripp Middle School 7th Grade Softball Volunteer Coach

10. New Business

10.13 Approval of a field trip to Boston for Leavitt Area High School's Latin and French classes

10.14 Request for an Executive Session to discuss information in confidential records pursuant to 1 M.R.S.A. § 405(6)(F)

10.15 Action as warranted

6. Committee Reports:

6.1 Finance Committee: Jon Woodard reported the committee had met on March 7th and some items discussed will be agenda items for this evening.

6.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met.

6.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has not met.

6.4 Student Representative's Report: No student report.

6.5 Administrator's Report: Postponed until April 4, 2013 Board meeting.

6.6 Superintendent's Report: Superintendent Aliberti reported he has received a proposal for Special Education Audit. He will discuss at a future Board meeting.

7. Public Comment – None.

8. Old Business:

8.1 A motion was made by Robert Allen, seconded by Diana Morgan and voted unanimously by those present to not approve Bruce Robertson as Leavitt Area High School Softball Volunteer Coach.

9. Consent Agenda:

- 9.1 Non-Instructional Appointments - A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve all Non-Instructional appointments.
- 9.1.1 Paul Albert, Tripp Middle School 7th Grade Baseball Volunteer Assistant Coach.
 - 9.1.2 Joseph Derocher, Tripp Middle School 7th Grade Baseball Volunteer Assistant Coach.
 - 9.1.3 Claire Parker, Leeds Central School Administrative Secretary.
 - 9.1.4 Mark Herman, Tripp Middle School 7th Grade Baseball Coach.
 - 9.1.5 William Whitman, Adult Education Enrichment Instructor.
 - 9.1.6 Andrew Rines, Tripp Middle School 8th Grade Baseball Volunteer Assistant Coach.
 - 9.1.7 Tina Nadeau, Tripp Middle School 7th Grade Softball Coach.

10. New Business:

- 10.1 A motion was made by Diana Morgan, seconded by Robert Allen and voted unanimously by those present to approve donation of a microwave oven to Tripp Middle School.
- 10.2 A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve a fundraiser for Leavitt Area High School's Key Club for the Leukemia and Lymphoma Society.
- 10.3 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve a fundraiser for Tripp Middle School's Student Council for the Leukemia and Lymphoma Society.

10.4 & 10.5

A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to approve Second Reading and Adoption of Policy JICK: Bullying. Review of Regulations of Policy JICK-R: Bullying – Administrative Procedures and Exhibitions of Policy JICK: E1-E4 and Second Reading and Adoption of Policy JJIF: Management of Concussions and Other Head Injuries and review of Exhibitions of Policy JJIF: E1- E2.

- 10.6 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the January Expenditure and Operating Reports.
- 10.7 A motion was made by Peter Ricker, seconded by Robert Allen and voted 7 Yes (Bullard, Ricker, Allen, Woodard, Morgan, Gross, Carey) 1 No (Nickerson) and 1 Abstain (Milliken) to approve proposed 2013-14 salary increases for Non-contract Personnel.
- 10.8 A motion was made by Catherine Carey, seconded by Robert Allen and voted 7 Yes (Bullard, Ricker, Allen, Woodard, Morgan, Gross, Carey) 1 No (Nickerson) and 1 Abstain (Milliken) to approve a salary increase adjustment for Payroll/Benefits Specialist as recommended by the Finance Committee. The Committee's recommendation is \$1,000 increase for the 2013-14 fiscal year and \$1,000 increase for the following year.

10.9 A motion was made by Catherine Carey, seconded by Peter Ricker and voted 7 Yes (Bullard, Ricker, Allen, Woodard, Morgan, Gross, Carey) 1 No (Nickerson) and 1 Abstain (Milliken) to approve a salary increase adjustment of \$1,500 for Food Service Director for the 2013-14 fiscal year.

10.10 A motion was made by Catherine Carey, seconded by Peter Ricker and voted unanimously by those present to approve an out of state field trip for Leeds Central School 6th grade students to New England Aquarium in Boston.

Hearing no objections, Chairperson Bullard moved to Agenda Item 10.13

10.13 A motion by Diana Morgan seconded by Peter Ricker and voted unanimously by those present to approve a field trip to Boston for Leavitt Area High School's Latin and French classes.

Hearing no objections, Chairperson Bullard returned to Agenda Item 10.11

10.11 Agenda item postponed.

10.12 No action taken.

Hearing no objections, Chairperson Bullard moved to Agenda Item 10.14

10.14 Agenda item postponed.

10.15 No action taken.

11. Other Business – None.

12. Meeting was adjourned at 11:27 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Aliberti".

Henry Aliberti, Secretary