

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

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

April 2, 2015 6:00 P.M. Turner Elementary School

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

Members absent: John Soucy

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; 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 6:01 P.M and led the Pledge of Allegiance.
2. The Minutes of the Fourteenth Regular Meeting, March 26, 2015, were approved under general consent.
3. Communications:
 - 3.1 Superintendent Aliberti reported the resignation of Peter Higgins as Leavitt Area High School Varsity Softball Coach, effective February 3, 2015.
 - 3.2 Superintendent Aliberti reported the resignation of Irwin Gurney as Leavitt Area High School JV Softball Coach, March 18, 2015.
4. Budget Work Session
 - 4.1 Work Session on the 2015-16 Budget
 - 4.1.1 The District is at a 6.79% increase in the current proposed budget. Two percent is due to the energy project expenses, which will be paid for with the Efficiency Maine rebate with no impact to the taxpayer.

Currently, the increases to the communities will be 4.46% for Greene, and 4.30% for Leeds and Turner. The District has not received health increase rates, but they are in the mail, and we should have this tomorrow. This could be anywhere from -2 to a 5% increase. The District currently has 5% budgeted. Each percentage point equates to \$25,000. Superintendent Aliberti read how the budget motion could be presented so that any additional health savings could be reflected in the final warrant article.

- 4.1.2 The maintenance equipment line was reviewed. A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted unanimously by those present to reduce the line item to \$35,000.
- 4.1.3 A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to eliminate an Ed Tech 1 assigned to English Language Learner (ELL).

A motion was made by Diana Morgan, seconded by Richard Gross and voted unanimously by those present to eliminate the position of Leavitt Area High School In-house Suspension Monitor.

A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to eliminate the position of Transportation Office Support Assistant (school year).

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to eliminate the position of Leavitt Area High School Alpine Ski Assistant Coach.

A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve the position of Ed Tech III (6 hours per day) assigned to the English Language Learner (ELL) Program.

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve the position of Technology Teacher (one day per week) assigned to Turner Elementary School/Leeds Central School.

A motion was made by Diana Morgan, seconded by Richard Gross and voted unanimously by those present to approve the position of School Nurse (one day per week).

A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve the position of Social Worker (one day per week) assigned to Turner Elementary School.

A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve five additional workdays per year each for two District Technology Technicians.

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve the position of Special Education Ed Tech III (7 hours per day) assigned to Autism Program.

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A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve the position of Special Education Ed Tech III assigned to Tripp Middle School Functional Skills Program.

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve the position of Transportation/Facilities Administrative Secretary (year round).

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to approve the position of Permanent Substitute Bus Driver for Transportation.

Superintendent Aliberti reminded the Board of upcoming budget dates. They are: First Special Meeting on April 9, 2015, 5:30 p.m. at Leeds Central School to sign the budget warrant articles. The Tri-Town Selectmen meeting is at 6:00 p.m. this same evening. May 5, 2015 is the District Budget Meeting at Leavitt Area High School auditorium at 6:00 p.m. May 19, 2015 is the Budget Validation Referendum to be held at local polling places from 1:00 p.m. – 7:00 p.m. All of the dates are on the website.

- 4.2 A motion was made by Yuri Kowalski, seconded by Diana Morgan and voted unanimously by those present to approve the 2015-2016 District budget in the amount of \$25,922,810, however subject to reduction by the amount of any savings in health insurance premiums announced by Maine Education Association (MEA) prior to April 9, 2015.

A motion was made by Diana Morgan, seconded by Yuri Kowalski and voted unanimously by those present to authorize the Superintendent of Schools to formally notify the employees of position eliminations and/or reductions.

5. Adjustment to Agenda:

9. Consent Agenda

9.1.1 District Wide Bus Driver

10. New Business

10.9 Instructional Nominations – To be acted upon collectively after nomination have been read by the Superintendent

10.9.1 Adult Education Instructor

6. Committee Reports:

- 6.1 Finance Committee: Diana Morgan reported that the Finance Committee had met and signed warrant articles. There is a position in Adult Education that is being filled at the proposed amount of \$33,500 for 185 work days. Benefits include ten non-cumulative sick days per year, District contribution for health insurance single plan coverage 85/15%, and twelve hours of professional development. The committee also discussed the auditor's recommendations and these will be discussed in a future agenda item. The auditor recommends that the District set aside \$81,000 per year to put toward the summer salaries for the next ten years. The February 2015 financials are on track.
- 6.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met but will be meeting after the District Budget vote to discuss long range facilities planning.
- 6.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has met and hope to finish the five year review of all policies in the month of May.
- 6.4 Student Representative's Report: Nate Allen reported that spring sports have started at Leavitt and the last quarter is getting ready to start.
- 6.5 Tri-Town Support Staff Negotiations (ESP): Peter Ricker reported that the committee will meet next week.
- 6.6 Non-Teaching Negotiations (AFSCME): Peter Ricker reported the Board will be updated in Executive Session later this evening regarding negotiations.
- 6.7 Administrator's Report: Facilities/Transportation Director Kim Long reported that transportation has been working very hard on improving bus maintenance procedures. There are about 40 items that the drivers check daily on their buses. The drivers are doing a great job. They want a successful bus inspection this spring from the Department of Transportation. All evacuation drills have been completed once, and bus drivers are participating in PBIS training. Bus videos have been created for schools to use as a resource. Drivers will be participating in some professional development on April 24th in Farmington. Bus drivers are integral staff to the efficient running of the District. The facilities and maintenance staff have been working very hard keeping our buildings and grounds as clean as possible. The floors will be a focus during April vacation. Employees are anxious for the good weather and getting their buildings in shape in preparation for year-end activities and graduation. Kim Long participated in trainings with Pat Hinckley learning about the new NEO facilities program. She also trained in The Comprehensive School Integrated Pest Management Training with Kathy Murray from the Department of Agriculture. Another training included the School Dude training classes. This is the new software program that the District is using for tracking work orders in the maintenance department. Custodians need to be appreciated for their hard work in keeping all of the buildings clean and operational.
- 6.8 Superintendent's Report: Superintendent Aliberti shared with the Board he had attended the advisory meeting of the Lewiston Regional Technical Center on March 27th. At the USA Medal Competition, Leavitt Area High School students Eric Basinet earned a Bronze Medal in Diesel Equipment, Alex Allaire earned a Silver Medal in Automotive Service Technology, and Caleb Marston earned a gold medal in Electrical Construction Wiring.

There is a one year extension to pilot the teacher/principal evaluation system. This will not go into the effect until the year 2016-2017.

Superintendent Aliberti commended the administrators and Technology Education Coordinator Karen Potvin for their work administering the new MEA computerized test. He

also acknowledged Facilities/Transportation Director Kim Long on her handling of the disruption of the boiler room at Leavitt Area High School. Thanks to her, Paul Collins, and the custodians at the high school for their work. It was handled in an efficient manner with Kim Long documenting the incident well.

7. Public Comment – None.

8. Old Business: - None.

9. Consent Agenda:

9.1 Non-Instructional Appointments: A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to approve the following Non-Instructional appointments.

9.1.1 Norma Jackman, District Wide Bus Driver.

9.1.2 Rick Peabody, Tripp Middle School 7th Grade Baseball Volunteer Assistant Coach.

9.1.3 Lorien Mathieu, Tripp Middle School 8th Grade Softball Volunteer Assistant Coach.

9.1.4 Susan Shaw, Tripp Middle School 8th Grade Baseball Volunteer Assistant Coach.

9.1.5 Eben Shaw, Tripp Middle School 8th Grade Baseball Volunteer Assistant Coach.

9.1.6 Lawrence Hathaway, Tripp Middle School 8th Grade Football Coach.

10. New Business:

10.1 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the Second Reading and Adoption of revised Policy IHBB: Gifted and Talented Education and Regulations IHBB-R.

10.2 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the First Reading and Acceptance of revised Policy JJIF: Management of Concussions and other Head Injuries and review of Exhibitions of Policy JJIF: E1- E2. Superintendent Aliberti reiterated that the District nurses are well trained in noticing symptoms of a concussion, but they are not allowed by their licensure to diagnose a concussion.

10.3 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the First and Second Reading and Adoption of revised Policy IHD: MSAD 52 Adult and Community Education Positive Action Advisory Council.

10.4 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve the First and Second Reading and Adoption of revised Policy IHBAC: Child Find Policy.

10.5-10.6

Agenda items not needed.

Hearing no objections, Chairperson Bullard moved to agenda item 10.9.

10.9 Instructional Nominations – A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the following Instructional nomination, at a salary of \$33,500.

10.9.1 Robert Bryan Brito, Adult Education Instructor

Hearing no objections, Chairperson Bullard returned to agenda item 10.7.

10.7-10.8

Agenda items not needed.

11. Other Business – None.

12. A motion was made by Diana Morgan, seconded by Richard Gross and voted unanimously by those present to adjourn the meeting. The meeting adjourned at 6:50 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Aliberti". The signature is written in a cursive, flowing style.

Henry Aliberti, Secretary

MINUTES
Finance Committee
4/2/2015

Attending: Diana Morgan, Jon Woodard, Peter Ricker, Deb Roberts, Henry Aliberti , Razell Ward

1. Warrants were signed by Jon, Peter, and Diana.
2. Adult Ed Director Salary: There is a vacant position of lead teacher for Adult Ed. This is an existing position. The lead teacher works three more days than a K-12 teacher. Recommend annual salary of \$33,500 for 185 work days, 10 non cumulative sick days, and health insurance. Peter and Diana were ok with this. Jon was not there for this discussion.
3. Discussion on auditor recommendations: The auditor recommended we stop using the carry over to offset the operational budget each year and develop a plan to fully fund summer salaries earned prior to June 30th fiscal year end, but not paid until July and August each year. There is currently \$829,000 in summer salaries that are unfunded. It was recommended by administration we reduce this by \$81K a year over the next five years starting in 2016-17. It was also recommended we allocate the \$81K of the undesignated fund balance annually over the next 10 years until summer salaries are fully funded. (see attached). This will go to full board for discussion for next budget cycle.
4. February financials were reviewed and are where they should be.

Other: Deb got notice that the health insurance figures are ready, but we do not have them yet. They are in the mail. She called and explained we have a board meeting tonight and we needed to know the figure. They refused to give her the final number over the phone or by email until tomorrow (Friday 4-3) at noon. It is possible there will be a reduction.

Minutes prepared by: Diana Morgan