

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

Minutes of the Eighteenth Regular Meeting of the Board of Directors for 2012-2013

June 6, 2013 6:30 P.M. Leeds Central School

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

Members absent: Richard Gross

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; Gail Marine, Tripp Middle School Principal; Cynthia Alexander, Turner Elementary School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education 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 6:52 P.M. The Pledge of Allegiance was led by Elizabeth Bullard.
2. The Minutes of the Seventeenth Regular Meeting, May 30, 2013 were approved under general consent.
3. Communications:
 - 3.1 Superintendent Aliberti read a thank you note from Edith Gingras for the District's contribution to HealthReach Hospice in memory of her late husband.
 - 3.2 Superintendent Aliberti reported the resignation of Steve McCarthy as Leavitt area High School Assistant Cross Country Coach, effective June 2, 2013.
 - 3.4 Superintendent Aliberti reported the resignation of David Boucher as Leavitt Area High School Varsity Boys' Ice Hockey Coach, effective June 2, 2013.
4. Adjustments to Agenda
 - 9.1 Superintendent Aliberti reported additional names have been added to the list of administrator contract extensions.
5. Committee Reports:
 - 5.1 Finance Committee: Jon Woodard reported the committee had met. He distributed minutes from the last meeting. There was a discussion about summer occupational therapy services that were needed for students. This will be discussed later tonight as it is on the agenda. The second item discussed was the food service program. There was discussion about having a policy which focused on which staff should receive a free meal versus those who should have to pay. There is also a request to increase lunches for students by .25¢ & for adults by .50¢. (See attached full subcommittee report).

- 5.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met.
- 5.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has not met.
- 5.4 Student Representative's Report: No student report.
- 5.5 Administrator's Report: Adult Education Director Razell Ward distributed the summer brochure. She distributed a sheet showing Adult Education National Honor Society inductees from graduation. At the Maine State Conference, the adult education team presented a session on academic coaching, and the essential steps to building a diploma program. Our AEFLA grant received the third highest score in the state with a score of 95.8 score. We are building a partnership with ME Androscoggin and Kennebec Valley Community College (KVCC) to offer pre-college courses. A new GED test will be administered, beginning January 1, 2014.

Food Service Director Dave Roberts reported that the District received an e-mail on June 6th from Harvard Pilgrim, awarding the District with a \$5,000 grant to promote the school lunch program. Tripp Middle School has been awarded the gold medal award for our lunch program. The District is the only middle school that has achieved this level in the State. The District also received new salad bars, estimated at \$10,000, in all four of the elementary schools.

- 5.6 Superintendent's Report: Superintendent Aliberti reported he received a phone call from Jim Rier about Maine Seed Funding. Mr. Rier said we owe the State \$123,000 due to the billing from one of our private providers. Superintendent Aliberti made follow up phone calls to surrounding schools. Lewiston School Department owes 1.1 million for this same reason. The State is offering the opportunity to have funds come from June subsidy payment and then pay the rest over three years. The District does not want to do the advanced payment option until we receive more information around the issue.
A previous audit from the State showed we owed \$90,000 due to incorrect coding. They forgave this amount and then proceeded to inform the District it owed \$263,000. The District is appealing, as are thirty other school districts, and awaiting the results. Superintendent Aliberti will contact the legislators to voice our concerns about these matters.

6. Public Comment

- 6.1 Fifty-one students from Turner Elementary School will be participating in two performances of "Excaliber" at Leavitt Area High School.

7. Old Business – None.

8. Consent Agenda:

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

8.1.1 Adult Education 2013 Summer Academic Instructors:

Larry Sirois, Math.
Kalliope Papas, English.
Ryan Melanson, Science.
Robert B Brito, History/Government/GED Prep.
Marie-Josée Castonguay, ESL.
Fatma Perry, ESL/Career.
Stacey Keniston, ESL.

8.1.2 Adult Education 2013-14 Academic Instructors:

Larry Sirois, Math.
Diana Nye, English.
Ryan Melanson, Science/Technology.
Christopher Boynton, Social Studies.
Kristina Emond, ESL/GED Prep.
Kally Pappas, English.
Kelly Cabral, Art.
Stacey Kenniston, ESL.
Raymond Beaucage, Languages.
Robert B. Brito, History/GED Prep/Technology.
Michelle Deblois, ESL.
Michelle Guillaume, English.
Susann, Hamann, C.N.A.
Vanessa Pierce C.N.A.
Martin Lang, Music.
Tricia Sawyer, Adults w/Disabilities.

9. New Business:

9.1 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to act on the recommendation of the Superintendent for one-year contract extension to June 30, 2015 for the following administrators:

Eben Shaw	- Principal Leavitt Area High School
Wendy Harvey	- Assistant Principal Leavitt Area High School
Derek Galway	- Dean of Students Leavitt Area High School
Jeff Ramich	- Athletic Director Leavitt Area High School
Heidi Poulin	- Director of Guidance Services
Gail Marine	- Principal Tripp Middle School
Susan Pilote	- Assistant Principal Tripp Middle School
Cynthia Alexander	- Principal Turner Elementary School
Theresa Gillis	- Principal Turner Primary School
Pam Doyen	- Principal Greene Central School
Kimberly Spencer	- Assistant Principal Greene Central School
Danielle Harris	- Principal Leeds Central School
Becky Foley	- Assistant Superintendent
Deborah Alden	- Director of Special Education
Deb Roberts	- Business Manager
David Roberts	- Food Service Director
Glen Reynolds	- Facilities/Transportation Director
Karen Potvin	- Technology Education Coordinator
Razell Ward	- Adult Education Director

- 9.2 A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to authorize the Superintendent to offer contracts and/or hire during the summer.
- 9.3 The Board had a discussion regarding an increase in hot lunch prices. The cost of PreK-Grade 6 lunch will increase from \$2.25 to \$2.50; the middle school lunches will increase to \$2.75; the high school will increase to \$3.00 and adult prices will increase to \$4.00. This is due to an increase in food costs and to new meal patterns. Waste is minimal on our side. There is more food waste the younger the student is. A motion was made by Peter Ricker, seconded by Jon Woodard and voted unanimously by those present to increase hot lunch prices.
- 9.4 A motion was made by Peter Ricker, seconded by Jon Woodard and voted unanimously by those present to approved First Reading and Acceptance of revised Policy KE: Public Concerns and Complaints.
- 9.5 A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to approve the revised District Mission/Vision Statement.
- 9.6 A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to approve the donation of a bench for Greene Central School. This is to be coordinated with the Facilities/Transportation Director. There will be a spaghetti dinner on June 23, 2013 at the Greene Grange Hall to raise monies for the bench.
- 9.7 A motion was made by Diana Morgan, seconded by Jon Woodard and voted 2 Yes (Nickerson, Morgan), 5 No (Milliken, Kowalski, Allen, Ricker, Bullard) and 1 Abstain (Woodard) to set the hourly rate for summer occupational therapist services at \$60.00 per hour. This is for identified students. If MaineCare eligible, the District can receive reimbursement. The question was asked if our own staff are willing to work for this amount. The motion failed. Diana Morgan said she is concerned about beginning to negotiate for some summer help, but not others. Yuri Kowalski feels that offering some continuity of staff may be good for the kids and Jon Woodard agreed. A motion was made by Jon Woodard, seconded by Yuri Kowalski and voted 6 Yes (Milliken, Woodard, Allen, Kowalski, Bullard, Ricker), 1 No (Morgan) and 1 Abstain (Nickerson) to set the hourly rate for up to \$60.00 per hour for 30 hours of occupational therapy.
- 9.8 A motion was made by Diana Morgan, seconded by JoAnne Nickerson and voted unanimously by those present to nominate Deana Kane as Occupational Therapy for Extended School Year Services.
- 9.9 Leavitt Area High School Music Teacher Sarah Dow had requested steel drums through the budget, but they were cut from the budget. Instead, they are being funded through the Leavitt Trustees, music boosters, and fundraising. The drums need a place to be stored. The cost of the cages would be about \$3,500. A motion was made by Peter Ricker, seconded by Robert Allen. Some Board members were concerned about the timing of the request. These would not be additional funds, but just unexpended funds. A motion was made by Peter Ricker, seconded by Robert Allen and voted 5 Yes (Bullard, Nickerson, Woodard, Allen, Morgan), 1 No (Ricker) and 2 Abstain (Milliken, Kowalski) to purchase storage cages for the steel drums.

The Board decided they would like to review all donations made by the Leavitt Trustees.

9.10 Superintendent Aliberti reported the completion of probationary period for the following employee:

Elizabeth LeBlanc Turner Primary School Ed Tech II 06-11-13

10. Other Business – None.

11. A motion was made by Robert Allen, seconded by Diana Morgan and voted unanimously by those present to adjourn the meeting at 8:52 P.M.

Respectfully submitted,

Henry Aliberti, Secretary

1. Food service end of year balance: Dave Roberts, Food Service Director, reported that this has been a challenging year expense wise. Year to date 2012-2013 expenses are \$940,509 vs. 2011-2012 was \$874,691, and this is with one more month of expenses left to add. Salaries were up \$30K and food was up \$30K. Revenues are increasing but not as fast as they have in the past. Even with participation increasing, we have declining enrollments, so the market is saturated. He has some ideas for 2013-2014 to help. We project a deficit year-end balance this year of about \$60,000.00.
2. Lunch price increase: Dave proposed a \$0.25 increase to all student meals K-12 and \$0.50 for adult meals. This would result in approximately \$26,500 more revenue based on a flat meal count. There was no meal price increase last year (12-13). This is on the agenda for tonight's board meeting.
3. Dave has ideas for cost savings that would be put into place effective Fall 2013 as follows:
Staff reductions based on enrollment going down. No positions will be cut, but a total of 2.5 hours per week for three employees would be cut with this recommendation. Savings would be \$5,340. This recommendation will go to the board on June 20.

Revisions to the earned meal policy: Currently kitchen staff, food service director, and custodians who clean the kitchen get free meals, with Dave's proposal only the kitchen staff would get a free meal. This would save \$3,150 per year. This does not need board approval but will be communicated to the board.

The total impact of the meal increase, staff and meal reductions would be \$36,990 per year.

Peter wanted to know how much waste there was, and Dave said it was minimal. Henry pointed out that the difference program loss is \$60K, and Dave's proposal is about \$30K. Where is the other \$30K coming from?

Dave said his goal in the program was to break even, which he feels is a function of district size and needs about 2,500 students. Dave is still trying to break even. Current local subsidy is \$28,500.

Some factors that should be considered are that food costs are up, revenue is leveling off due to enrollment, contracted salaries are increasing and benefit elections are expanding. (for example one person changed from single to a full family resulting in a \$15K increase.).

Henry said there are some families that we chase for money, but not significant, about \$3,000 now but only one school has a negative balance.

Finance committee is fine with these changes.

Peter asked if the cold lunch kids could get the fruit and veggie bar, Dave said he would look into it. It's a matter of working with the staff on logistics.

Dave also reported to finance that the food service program received a \$5,000 grant from Harvard Pilgrim. This will be used for printers, etc. to be used for advertising the food service program.

Deb had some items for future consideration: Why are we asking for \$28,500 in local subsidy if this is half of the program shortfall. We should be tying the amount of local subsidy to some cost in the food service program. One idea is to tie it to benefits for food service less cash in lieu or single plan. Using next year's figures this would be \$41,008. This will stabilize the benefit costs that the program has to absorb when an employee makes a change in benefit selection or a new employee is hired.

Another idea is to monitor food costs and if goals are not met, make changes to the meal options as warranted in order to be able to meet the goals.

Dave said we have a simplified bid process in the cooperative purchasing program we belong to so now we look at cost only as the determining factor.

4. Hourly rate for summer OT (Occupational Therapy) services: Deb Alden reported that the district has extended school year services for some program including occupational therapy (OT). In the past she has asked our existing OT staff to see if they wanted to work in the summer to provide these services to our students. This year, as in the past, none do. There are six kids this year that need services totaling 60 hours a week. In the past, because our staff didn't want to work these hours, we have contracted for these services. We are no longer able to do this. Deb has found someone who will do this as an employee. As a contractor they would make \$60/hour, so that is what Deb would like to offer this person. An OT who is in our employee would get about \$45/hour. Deb is not sure what to do. The OT's are not on the teachers' contract. We can contract with an agency but not an individual. \$60 an hour for 30 hours is \$1,800, and these funds come from the Local entitlement grant. We asked Henry if the union would have a problem with this rate, and Henry said no, because these positions are not part of the TTEA collective bargaining agreement. We do have to provide these services by law. Another thing that Deb has done in the past if we can't offer the services is to offer to pay for private sessions if it is on the student's IEP. We would get the bill from the provider, we can't get from family. Deb does not believe this can be done now due to the contractor issue. This is on the board agenda for tonight, and finance wants full board discussion.

Meeting adjourned at 6:15 PM.

Respectfully submitted,

Diana Morgan