

MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene, Leeds, and Turner, Maine

Minutes of the Nineteenth Regular Meeting of the Board of Directors 2018-2019

June 6, 2019 Greene Central School

Members present: Elizabeth Bullard; Richard Gross; Yuri Kowalski; JoAnn Nickerson; Carlos Gnipp; Coreene Baumann; Jessaka Nichols; Jon Woodard,

Members absent: Pamela Sirois

Others present: Kimberly Brandt, Superintendent of Schools; Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Douglas Parker, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Razell Ward, Adult Education Director; Rebekah Drysdale, Director of Special Education; Randall Swift, Technology Director; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:58 P.M. and JoAnn Nickerson led the Pledge of Allegiance.
2. The Minutes of the Eighteenth Regular Meeting, May 23, 2019 were accepted under general consent.
3. Communications:
 - 3.1 Superintendent Brandt reported the following resignations:
 - Paige Knowlton, Turner Elementary School PBIS Tier I Co-Coordinator, effective end of school year.
 - Corinne Ryan, District Wide Van Driver, effective May 30, 2019.
 - Amanda Morin, Greene Central School Special Education DTP Ed Tech III, effective June 19, 2019.
 - Theresa Castagna, District Wide 3/5 Speech Language Pathologist, effective August 21, 2019.
 - Anatalie MacLagan, Greene Central School Special Education Ed Tech III, effective June 19, 2019.
 - Maura Broberg, Turner Elementary Special Education Ed Tech III for ASP, effective June 19, 2019.
 - Brandon Melville, Leavitt Area High School JV Boys' Soccer Coach, effective May 29, 2019.
4. Adjustment to Agenda:

4.1 Removal of Agenda Item 9.1.5

5. Committee Reports:

- 5.1. Finance Committee - Jon Woodard reported that the committee met this evening. Some of the items they discussed are agenda items. They are recommending salary increases for non-contracted personnel of 2%. This includes van drivers, bus aides, OT's, and others. The tutor rate of pay will go from \$20 to \$25 per hour for certified teachers. They also discussed where they are for the finances for the year. Transportation may be a bit high, but with savings in other areas of the budget, we should be able to cover it. Business Manager Michele Coates said it's going to be very close in that warrant article... Facilities is also going to be close.
- 5.2. Plant/Transportation/Building Committee - Elizabeth Bullard reported that the committee has not met. They will meet on June 20, 2019.
- 5.3. Curriculum/Policy Committee - JoAnn Nickerson reported that they have not met.
- 5.4. Student Representatives Report - Chase Rowe reported that seniors are excited and the junior class has put on a lot of the senior activities this past week.
- 5.5. Administrators' Reports -
 - Turner Elementary School Principal Kelly Marston reported that Turner Elementary School leadership team spent two days in July last summer setting three goals. The first was around writing and using a common measuring tool. Students wrote to a school wide prompt that used a picture instead of text and there were better results. The second goal was looking at growth and assessments to inform instruction. They did 6-week data cycles in reading. The third goal was fostering a positive school culture.
 - Greene Central School Principal Doug Parker shared the goals that Greene worked on this year. Effective School Survey was used at the beginning of the year. He did a lot of 1-on-1 meetings with staff and he met with over 60% of the staff members. These meetings were 10 - 90 minutes long. "One staff, one school, our students" has been the motto this year. Flexible grouping in grades 2 & 3 took place. Revamping is always continuing. Monthly newsletters. Coffee and conversation was scheduled. PBIS acknowledgement system is being looked at. Teachers working collaboratively and using data. Safety, attendance, truancy and chronic absenteeism are also being looked at.
 - Leeds Central School Principal Danielle Harris shared that her chronic absenteeism has decreased from 7.73% to about 4.5% this year and she expects it to be even lower next year. She has a plan for working with a

couple of students to improve their attendance next year. The preliminary results of the NWEA spring tests are coming in and the results are mixed so far, but they are too early to report at this time. She shared about how Leeds has found an excellent counselor through Spurwink that has worked out really well for Leeds Central School and who will be returning for the next school year. She also shared how the school is addressing food insecurity for students.

The NWEA testing is going well this spring but there have been a few glitches.

- 5.6. Superintendent Brandt reported that Jason Breton learned that the State is going to cover approximately \$18,000 of our PowerSchool costs. Leavitt Area High School is very busy with graduation activities such as marching practice, class night, the senior banquet and graduation at 3:00 P.M. on June 9th at the Colliseum in Lewiston. All schools are planning and participating in end-of-year activities to celebrate a good year, foster community and send students off feeling connected and valued. There will be a lot of summer professional development work happening including 504 and Safety Care training.
6. Public Comment: Coreene Bauman wanted to share congratulations for Razell Ward and the Adult Education graduation. Chairperson Elizabeth Bullard echoed the sentiment.
7. Old Business
 - 7.1. Update on Strategic Planning - Superintendent Brandt shared that a final proposed draft will be brought to the next board meeting for review and adoption.
 - 7.2. Update on Regional Service Center - Lewiston, Auburn, RSU 16, and MSAD 52 have worked together. There are only 2 of the 4 superintendents left who began this work, but they are committed to making it successful.
 - 7.3. Update on Facilities - Facilities/Transportation Director Dan Labrie update the Board on the paving project. He has met with people to discuss how the process will work with events happening this summer. Before the 4th of July week, they are going to do the work at Leavitt Area High School. Starting July 8th, work will begin at Tripp Middle School and then Turner Elementary School. Director Labrie will be communicating with Turner Public Library, the Leavitt Institute, the church, Music for Mavis and the community about the project and timelines. The water will need to be turned off for about a week at some point this summer. It is going to be an active construction site and people will need to stay away from it as much as possible. Director Labrie will send out a weekly email to let everyone know the status of the project. Information will be available on the District website and Facebook page. Communication will be key.

8. A motion was made by Carlos Gnipp, seconded by Yuri Kowalski and voted unanimously by those present to approve the following Non-Instructional Appointments.

8.1. Non-Instructional Appointment(s):

8.1.1-8.1.10 Adult Education Enrichment Instructors/Coaches:

Greg Gilbert, Jocelyn Gray, Michael Marston, Will Parkin, Amy Peet, Shelly McGuire, Kendra Boulay, Ryan LaRoche, Avalon Amador, Hailee Mulherin.

8.1.11 Adult Education Summer Enrichment Instructors/Coaches (Returning):

Jim Flagg, Donna Cassista, Penny Jaskelen, Donna Harris, Michele Gibbert, Lynn Deeves, Joyce Pratt, Jen Carver, Sara Thurston, Wendy Milliken, Tom Menendez, Jim Theiss, Ben Redstone, Jamie Juntura, Michael Hathaway, David Gerrish, Wanda Ward-McLean, Tara Giroux, Angela Courchesney, Mark Bonnevie, Dave Bochtler, Chris Gray, Matt Twitchell, Rick Peabody, Wes Sirois, Marco Madison, Drew Leavitt, Zachary Conologue, William County, Larry Hathaway, John Cadman, Bruce Jordan, Dawn Gilbert, Jen Carver, Dave Coburn

8.1.12 Adult Education Summer 2019 Academic Program:

Larry Sirois, Ryan Adams, Stacey Keniston, Melanie North, Nate Vlahakis, Pam Lanyon, Tricia Sawyer, Kelly Cabral, Bryan Brito

8.1.13 Michele Bosse, Turner Elementary School Special Education Leader.

9. New Business:

9.1. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present to approve the following Instructional Nominations:

9.1.1. Samantha Albert, Turner Elementary School Elementary Teacher (assigned to Grade 3).

9.1.2. Myia Linck, Turner Elementary School Elementary Teacher (assigned to Grade 4).

9.1.3. Amanda Capen, Greene Central School Teacher (assigned to Grade 5).

9.1.4. Milagros Velasque-Caruso, Leeds Central School Elementary Teacher (assigned to Grade 4).

9.1.5. Agenda Item was removed.

9.1.6. Jennifer Mason, Greene Central School Special Education DTP Teacher.

9.2. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present to approve the 2019-2020 Board of Directors Meeting Calendar. The calendar was discussed. There will be 20 Board

meetings as required by policy. The first Board meeting will be August 29th and there will be weekly Budget Workshop meetings during March and part of April to support the budget development process.

- 9.3. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present to approve a 2% increase for non-contracted personnel. Business Manager Michele Coates shared a list of the positions that would be affected. The "Other- stipends" did not change.
 - 9.4. A motion was made by Yuri Kowalski, seconded by Richard Gross and voted unanimously by those present to extend administrator contracts as recommended by the Superintendent.
 - 9.5. A motion was made by Yuri Kowalski, seconded by Carlos Gnipp and voted unanimously by those present to certify the votes from the Budget Validation Referendum.
 - 9.6. A motion was made by Carlos Gnipp, seconded by Richard Gross and voted unanimously by those present to approve the assessment to the towns for 2019-2020.
 - 9.7. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present to approve the March and April Operating and Expenditure reports.
 - 9.8. A motion was made by Jon Woodard, seconded by Carlos Gnipp and voted unanimously by those present to approve the rate of pay for tutors who are certified teachers to be \$25 per hour.
10. Other Business - There was a discussion about the PBIS surveys and ability of staff to give feedback to administrators. The discussion will be continued.
11. A motion was made by Richard Gross, seconded by Carlos Gnipp and voted unanimously by those present to adjourn the meeting at 8:07 P.M.

Respectfully submitted,



Kimberly Brandt, Secretary

MEMO

**MSAD 52
Business Office
Tel: 225-1000 Fax: 225-5608**



Michele Coates, Business Manager

Sally Morissette, Accounts Payable Specialist

Andrea Hammond, Payroll and Benefits Specialist

**Finance Committee Meeting Notes
June 6, 2019, 6:00 pm
Greene Central School, Teachers' Lounge**

Attending: Jon Woodard, Yuri Kowalski, Richard Gross, Coreene Baumann, Kim Brandt, Michele Coates, Rebekah Drysdale

Absent: None

- Sign warrants – the committee members signed payroll and accounts payable warrants.
- Review March and April financials – Michele reviewed March and April Net Asset Summary, Expenditures, and Revenues. Transportation is getting close to being at/over budget by year end. Special Ed van drivers, special ed bus aides, vehicle parts, maintenance and tires are the reason for high expenditures. Maintenance cost might be close but they should come in at or close to budget.
- Non-contract personnel rate of pay proposal – Michele and Kim made a recommendation to increase all non-contract personnel by 2% with the exception of the miscellaneous non-contract stipends which will remain the same as the 18-19 rates. There are no additional benefits that will be added for those employees over and above what they currently get.
- Tutor pay proposal - Rebekah proposed raising the tutor pay \$5 per hour from \$20 per hour to \$25 per hour to be more competitive with Lisbon, Lewiston, Auburn and Oxford Hills. She is having difficulties getting tutors at the districts' current rate of \$20 per hour. These tutors are used for summer, hospitalized, expelled, etc students. There was discussion regarding the comparisons. They were made based on a group that Rebekah is involved with. The costs would be split between fund balance and local entitlement. The amount that was expended from general fund expenditures was approximately \$1000 year to date. The committee was ok with proposing the increase.