

# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

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REVISED

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

August 11, 2016

Turner Elementary School

Members present: Elizabeth Bullard, Chairperson; Diana Morgan, Vice Chairperson; Jon Woodard; Yuri Kowalski; Richard Gross; Peter Ricker (6:37 P.M.); JoAnn Nickerson; Robert Allen; Carlos Gnipp

Members absent: None

Others Present: Kimberly Brandt, Superintendent of School; Thomas Ambrose, Assistant Superintendent; Deborah Alden, Special Education Director; Deborah Roberts, Business Manager, Gail Marine, Tripp Middle School Principal; Theresa Gillis, Turner Primary School Principal; Razell Ward, Adult Education Director; Karen Potvin, Technology Education Coordinator; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:30 P.M. and the Pledge of Allegiance was led by Peter Ricker.

2. The Minutes of the Twentieth Regular Meeting, June 23, 2016; The Minutes of the First Special Meeting, July 7, 2016 and The Minutes of the Second Special Meeting, July 14, 2016 were approved under general consent.

3. Communications:

3.1 Superintendent Brandt reported the following transfers:

Erin Twitchell from District Wide 3/5 Occupational Therapist to District Wide full time Occupational Therapist.

Heather Velozo from Leeds Central School Food Service Manager to Turner Primary School Food Service Manager.

3.2 Superintendent Brandt reported the following resignations:

Karlie Thibodeau, Leeds Central School Special Education Teacher, effective August 1, 2016.

Jennifer Desjardins, Turner Elementary/Turner Primary Special Education Teacher, effective July 15, 2016.

Tracy Goodwin-Smith, Turner Elementary School 6th Grade Teacher, effective August 31, 2016.

Julie Projansky, Turner Elementary School 4th Grade Teacher, effective August 31, 2016.

Linsey Holst, Turner Primary School Special Education Ed Tech III Autism Service Program, effective July 28, 2016.

Alice Totman, Tripp Middle School Special Education Teacher, effective August 31, 2016.

Stephanie Pelkey, Leeds Central School Special Education Ed Tech III, effective July 25, 2016.

Brenda Poland, Turner Primary School Food Service Manager, effective July 18, 2016.

Frank Burns, Tripp Middle School Math Intervention Teacher, effective July 17, 2016.  
Elisha Morris, Tripp Middle School Special Education Teacher Day Treatment Program, effective August 31, 2016.

Brianna Palmer, Greene Central School Special Education Ed Tech III Day Treatment Program effective July 14, 2016.

Jessaka Nichols, District Wide Occupational Therapist, effective July 1, 2016.

Cheryl Degone, Leavitt Area High School Administrative Assistant to Principal, effective July 8, 2016.

Christopher Guerrette, Turner Primary School Kindergarten Teacher, effective August 31, 2016.

Cynthia Alexander, Turner Elementary School Principal, effective July 31, 2016.

Peggy Gibbings-Gaumont, Leavitt Area High School Office Support Assistant, effective July 6, 2016.

Julie Wilson, Greene Central School Special Education Ed Tech III Day Treatment Program, effective June 29, 2016.

Tanya Ducharme, Tripp Middle School Special Education Ed Tech III Functional Skills Program, effective July 28, 2016.

Nicole Dutil, Turner Elementary School Special Education Ed Tech II, effective August 11, 2016.

4. Adjustments to Agenda – None.

5. Committee Reports:

- 5.1 Finance Committee: Jon Woodard reported the committee met earlier this evening and discussed changing a 4-hour per day bus driver into a 6-hour per day bus driver position, an additional mid-day 2 hour run bus driver position (Wednesdays only), and a 4 hour per day van driver position. These positions are on the agenda for this evening for Board action. The committee also discussed a compensation package for Turner Elementary School principal and signed financial reports.
- 5.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met.
- 5.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee met and discussed Policy JJJ: Extra/Co-Curricular Academic Eligibility Leavitt Area High School and Tripp Middle School for handbooks and will be presented at the next Board meeting.
- 5.4 Student Representative's Report – None.
- 5.5 Tri-Town Support Staff Negotiations (ESP): Peter Ricker reported we will need the executive session on the agenda this evening to discuss the fact finding.
- 5.6 Tri-Town Education Association Negotiations (Teacher) – Jon Woodard reported the committee met and no executive session is needed this evening.
- 5.7 Administration Negotiations: Peter Ricker reported the executive session is needed this evening to discuss.
- 5.8 Administrator's Report – None.

5.9 Superintendent's Report – Superintendent Brandt has begun the entry plan process and is looking forward to sharing her learning with the Board in the future. Opening of school is coming up soon. The Administrative team meeting is next week and there will be a Board retreat on August 18th and information will be coming out this week. We have a nomination for a stellar new principal tonight and we will begin the process of hiring a new principal for Greene Central School. Superintendent Brandt reported receiving good news on the track bid that will be discussed as an agenda item this evening.

6. Public Comment – None.

7. Old Business:

7.1 The Board received two bids on the Leavitt Area High School track bond. Ray Labbe & Sons bid came in at \$516,704.00. With all other items added in the total project cost is at \$596,054.00. Labbe & Sons bid proposal included cost to loam and top seed entire soccer infield. Our project budget didn't account for that. We only need portions of it done. Labbe & Sons bid proposal also included \$12,383.00 for lawn maintenance which the district did not include in our project budget.

Recommendations to approve the Labbe & Sons bid at \$464,221.00 and then recommend how to handle the top seed and loam on the soccer field.

Move that the vote entitled, "Vote to Award Contract for Track Project," be adopted in form presented to this meeting and that an attested copy of this Vote be included with the meeting minutes.

"Whereas, pursuant to an Invitation for Bids (second round) for Track Replacement at Leavitt Area High School, bids were timely received on July 27, 2016, from Ray Labbe & Sons, Inc. and E.L. Vining and Son, Inc.; and

Whereas, the Superintendent, in consultation with District staff and appropriate professionals, has determined that the bid of \$464,221.00 (after appropriate deducts) of Ray Labbe & Sons, Inc. constitutes the low bid for the project;

Now therefore, the School Board of Maine School Administrative District No. 52 hereby votes to accept the recommendation of the Superintendent and accept the bid of Ray Labbe & Sons, Inc., subject to execution of a construction contract in accordance with the terms of the Invitation for Bids (second round) and the specifications thereto."

A motion was made by Diana Morgan, seconded by Richard Gross to approve the Labbe & Sons bid.

Chairperson Bullard asked about the irrigation and Mrs. Roberts explained that the irrigation was left out due to affordability.

The Board discussed the various pros and cons of accepting the bid and adjusting the plan for the track project. Peter Ricker noted that we could wait on the scoreboard and raise money. Business Manager Deb Roberts noted that she feels we have "wiggle room" with some items to still have a great track project. Peter Ricker asked about the irrigation at \$8,731. He wondered if we should irrigate instead of buying a score board. Leavitt Area High School Assistant Principal Derek Galway said that he feels the irrigation would be helpful. Chairperson Bullard asked if the Board accepts the bid would the Board be able to

make some adjustments. Mrs. Roberts said that the Track Committee would meet and come up with a recommendation. Mr. Galway noted that we would need some kind of score board. Peter Ricker noted that close to 100 students have a great potential for fundraising. Chairperson Bullard asked if this project can work. Both Mrs. Roberts and Mr. Galway said that they felt that the project should move forward and that the Board should accept the bid. There was more discussion about the particulars of the bid and process.

The Board voted all in favor to accept the bid.

## 8. Consent Agenda:

- 8.1 Non-Instructional Appointments: A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously to approve the Non-Instructional appointments:
- 8.1.1 Alaina Gendron, Greene Central School Special Education Ed Tech III Day Treatment Program.
  - 8.1.2 Sarah Ingalls, Greene Central School Special Education Ed Tech III Day Treatment Program.
  - 8.1.3 Garrett Vainio, Greene Central School Special Education Ed Tech III Day Treatment Program.
  - 8.1.4 Dana Monbleau, Turner Elementary School Half-time Ed Tech II.
  - 8.1.5 Elizabeth Cook, Leeds Central School PBIS Tier II Co-Coordinator.
  - 8.1.6 Amy Legere, Leeds Central School Special Education Ed Tech III Functional Skills Program.
  - 8.1.7 Molly Hibler, Leeds Central School Special Education Ed Tech III.
  - 8.1.8 Charles Stratton, District Wide Custodian (assigned to Leavitt Area High School).
  - 8.1.9 Turner Elementary School PBIS Tier I and Tier II Coordinators:  
Mallory Murphy, Tier I Coordinator.  
Jane Campbell, Tier II Coordinator.
  - 8.1.10 Turner Primary School PBIS Tier I, Tier II & III Coordinators:  
Jeanne Prince, Tier I Coordinator.  
April Hartford, Tier II & III Coordinator.
  - 8.1.11 Zachary Conlogue, Leavitt Area High School Varsity Boys Soccer Coach.
  - 8.1.12 Neal Rioux. Leavitt Area High School Assistant Cross Country Coach.
  - 8.1.13 Leavitt Area High School 2016 Fall Coaches & Volunteers (Returning):  
Dustin Williamson, Cross Country Head Coach; Wanda Ward-MacLean, Varsity Field Hockey Coach; Caroline Labrie, JV Field Hockey Coach; Kristen Schrepper, Field Hockey Coach Volunteer; Chris Cifelli, Varsity Girls Soccer; Hailey Mulherin, JV Girls Soccer; Michael Hathaway, Varsity Football; Chris Gray, JV Football; Kolin Guathier, Freshman Football Co-coach; Larry Angello, Freshman Football Co-coach; Mark Bonnevie, Assistant Football Coach.  
Football Volunteers:  
Dave Bochtler, Jim Theiss, Matt Twitchell, Eric Theiss, Larry Hathaway, Doug Conn, Rick Peabody, Marco Madison, Wes Sirois.
  - 8.1.14 Leavitt Area High School 2016-17 Stipends:  
Alicia Sirois, Student Council Advisor  
Wendy Schlotterbeck, Yearbook Advisor  
Kelly Bean, Pi-Cone Advisor  
Laura Esty, NHS Advisor  
Jason Ouellette, Young Writers Advisor  
Isaiah Davis/Jason Ouellette, Co-Class Advisor – Seniors  
Jamie Juntura, Class Advisor - Juniors  
Georgia Vallee/Iva Damon, Co-Class Advisor – Sophomores

TBD, Class Advisor – Freshmen  
 Debbie Knapp, Math Network Leader  
 Mike Hathaway, Science Network Leader  
 Jason Ouellette, English Network Leader  
 Michael Brennan, Social Studies Network Leader  
 Wendy Schlotterbeck, Humanities Network Leader  
 Sherri Pelletier, Special Education Network Leader  
 TBD, One Act Play  
 TBD, Spring Play Advisor  
 Band Director, Sarah Dow  
 Choral Director, Sarah Dow

- 8.1.15 Tyler Lessard, Leavitt Area High School JV Football Volunteer Coach.
- 8.1.16 Bill County, Leavitt Area High School Football Volunteer.
- 8.1.17 Agenda item removed.
- 8.1.18 Nicole Poliquin, Greene Central School Special Ed Tech III Day Treatment Program.
- 8.1.19 Lindsey Laverriere, Turner Primary School Special Education Ed Tech III Autism Service Program.
- 8.1.20 Tara Giroux, Leavitt Area High School Freshman Field Hockey Coach.

9. New Business:

9.1 Instructional Nominations – A motion was made Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the following Instructional Nominations.

- 9.1.1 Melanie North, Adult Basic Education Coordinator.
- 9.1.2 Elizabeth Cook, Leeds Central School Guidance Counselor.
- 9.1.3 Jordan Hersom, Tripp Middle School Health Teacher.
- 9.1.4 Jennifer Vadnais, Turner Primary School Primary Teacher (assigned to Kindergarten).
- 9.1.5 Linsey Holst, Turner Primary School Primary Teacher (assigned to Kindergarten).

9.2 No agenda item.

9.3 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve the May and June Expenditure and Operating Reports.

9.4 Superintendent Brandt reported the completion of probationary period for the following employees:

Kara Getty	TPS/TES	G/T Ed Tech III	June 12, 2016
Jeremey Hersey	District Wide	Weekend Custodian	June 13, 2016
Jenny Myers	TES	Ed Tech II	June 15, 2016

9.5 A motion was made by Diana Morgan, seconded by Peter Ricker to transfer \$42,271.77 from Student and Staff Support to cover the overage of the Special Education warrant article and to transfer \$2,052.09 from Regular Instruction to cover the overage in the Transportation warrant article.

Robert Allen asked why we had to transfer the funds. Superintendent Brandt explained that the amount is to cover Maine Care Seed. She noted that the amount is very difficult to predict because

of the funding. She also noted that second amount is due to special education transportation and out of district placements. Superintendent Brandt noted Special Education Director Deborah Alden would be presenting about special education in late September. Deborah Alden noted that special education is increasing annually and she is not sure what can be done to reign it in, if anything can.

The Board voted unanimously by those present to transfer funds between warrant articles to cover over expenditures.

- 9.6 A motion was made by Diana Morgan, seconded by Robert Allen to approve the increase of a 4-hour per day bus driver into a 6-hour per day bus driver position.

Peter Ricker emphasized that all three agenda items 9.6-9.8 were discussed by the Finance Committee. He said that this is not just a transportation issue; it is a special education issue. Robert Allen noted that he feels there is virtually nothing that can be done about special education costs because it is legally mandated.

Business Manager Deborah Roberts noted that the transportation costs were covered buy contingencies in the 2016-2017 budget. Peter Ricker reiterated that he wants the administrators to very carefully consider finances when making decisions and streamline things as much as possible.

The Board voted unanimously by those present to approve the increase of a 4-hour per day bus driver into a 6-hour per day bus driver position.

- 9.7 A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to approve an additional mid-day 2 hour run bus driver position (Wednesdays only).
- 9.8 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve a 4-hour per day van driver position.
- 9.9 Superintendent Brandt explained that the District's website is changing and the Affirmative Action information will be available on the home page.
- 9.10 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to nominate Kelly Marston as Turner Elementary Principal, at a salary of \$88,000 for the 2016-2017 year. Superintendent Brandt spoke of her skills and her history of being an exceptional instructional leadership. Richard Gross noted that Mrs. Marston was his first choice for principal. He commented about her instructional observation skill.
- 9.11 A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to enter into Executive Session to discuss information related to negotiations with Tri-Town Education Association Support Staff (ESP) pursuant to 1 M.R.S.A. §405(6)(D).

The Board entered Executive Session at 7:33 P.M.  
The Board returned to Open Session at 8:44 P.M.

- 9.12 No action taken.

- 9.13- Agenda items were removed.

- 9.14

9.15 A motion was made by Diana Morgan, seconded by Richard Gross and voted unanimously by those present to enter into Executive Session to discuss information related to negotiations with Administrative Group pursuant to 1 M.R.S.A. 405(6)(D).

The Board entered Executive Session at 8:45 P.M.

The Board returned to Open Session at 9:03 P.M.

9.16 No action taken.

9.17 A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to enter into Executive Session to update the Board on Administrative search pursuant to 1 M.R.S.A. § 405(6)(A).

The Board entered Executive Session at 9:04 P.M.

The Board returned to Open Session at 9:12 P.M.

9.18 No action taken.

10. Other Business – None.

11. A motion was made by Robert Allen, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting at 9:13 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Kimberly Brandt". The signature is written in a cursive style and is positioned above a thin horizontal line.

Kimberly Brandt, Secretary

**MINUTES**  
**Finance Committee**  
**August 11, 2016**

Attending: Diana Morgan, Peter Ricker, Deb Roberts, Jon Woodard, and Tom Ambrose, Kim Brandt

1. Signed Warrants
2. Discussed impact of request to increase 4-hour per day bus driver to 6-hour per day bus driver due to a handicap student residing in Leeds and needing to be transported to TMS and an ADA van being needed to do this. Increases budget by \$8,011.21.
3. Discussed impact of request to create an additional mid-day 2 hour bus run for Wednesdays only for early dismissal for day treatment students and life skills student. Students are dismissed early on Wednesdays to allow time for teaching staff to do paperwork and planning required for the programs. It is not logistically possible for drivers to do this as well as existing runs. Increases budget by \$1,486.62
4. Discussed impact of request to create a 4 hour per day van driver position due to increase special education enrollment a van is needed to transport 3 students to GCS for day treatment program. This increases the budget by \$10,484.95

The total increase for these three items is \$19,982.77. There is a contingency in the transportation budget of \$30,000 that will cover this. We may also need bus aides and that would come out of this contingency as well. Peter said for future budget discussions he would like to know how much of transportation is sports vs. other. Deb said that sports/co-curricular transportation is under that warrant article (6) and education transportation is under transportation. Deb gave kudos to Kim Long for the time and effort she has put into the transportation. The finance committee recommends these position requests.

5. Discussed proposed compensation package for TES Principal position. Kim is nominating a person tonight and used the matrix that was developed last year to come up with a salary proposal which is the same way the GCS salary was arrived at. Kim said we currently give elementary principals 40 vacation days which is higher than the 20-30 days in our area. She is offering 30 vacation days and would suggest this for any future elementary principals hired. Based on the matrix and 10 fewer vacation days (\$+1,500) she arrived at a salary of \$88,000. The finance committee will recommend this when the nomination is made.
6. Review of the June 2016 financials showed what Deb had predicted, overall for the year we were below budget on expenses but over in Special Ed and Transportation. \$2,052.09 will need to be moved from another article (Deb suggested Regular Ed) to Transportation and \$42,271.77 will need to be moved to Special Ed (Deb suggested from Student and staff Support).

This is the second year in a row the Board has had to move funds for these two articles. Deb said she and administration are working hard to get some contingencies built into the budget to



cover unexpected expenses which is primarily how we came to be over. Some items we have a difficult time estimating accurately are out of district placements and Maine Care Seed costs.

There were some unexpended funds from salaries and benefits being lower, delayed roofing projects, and we budgeted for charter schools and we didn't need to. These went to the fund balance. Deb reminded the committee that we put \$405,000 of fund balance to offset next year's taxes and we still have over \$800,000 in summer salaries we have yet to accrue.

Deb also mentioned the woodchip boiler may need to be replaced in 10-15 years and need to figure out how to address this.

Revenues were right on, the extra subsidy was returned to the towns, and there are still some Efficiency Maine Rebates we will receive over the summer.

Minutes prepared by: Diana Morgan