

# MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 52

Greene, Leeds, and Turner, Maine

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## Minutes of the First Regular Meeting of the Board of Directors for 2017-2018

August 17, 2017

Turner Elementary School

Members present: Elizabeth Bullard, Chairperson; Robert Allen; Peter Ricker; JoAnn Nickerson; Yuri Kowalski; Jon Woodard; Carlos Gnipp; Pamela Sirois

Members absent: Richard Gross

Others Present: Kimberly Brandt, Superintendent of Schools; Michelle Coates, Business Manager; Eben Shaw, Leavitt Area High School Principal; Theresa Gillis, Turner Primary School Principal; Kelly Marston, Turner Elementary School Principals; Mark McDonough, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Randy Swift, Technology Coordinator; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:00 P.M. and Yuri Kowalski led the Pledge of Allegiance.
2. The Minutes of the Twentieth Regular Meeting, June 22, 2017 were approved by general consent.
3. Communications:
  - 3.1 Superintendent Brandt reported Brian Laflamme's revised effective retirement date will be November 30, 2017 (not the end of first trimester in November).
  - 3.2 Superintendent Brandt reported the retirement of Leavitt Area High School Custodian John Brinkler, effective September 1, 2017.
  - 3.3 Superintendent Brandt reported the following resignations:
    - Jerrie Doerr, Turner Elementary School Administrative Assistant, effective July 5, 2017.
    - Mollie Bell, Leavitt Area High School English Teacher, effective June 13, 2017.
    - Susan Shaw, Greene Central School Title 1A Ed Tech III, effective August 1, 2017.
    - Amy Mousseau, Greene Central School Ed Tech III Interventionist, effective July 10, 2017.
    - Heather Velozo-Witham, Turner Primary School Food Service Manager, effective August 2, 2017.
    - Jolene Randall, Tripp Middle School Literacy Intervention Teacher, effective August 8, 2017.
    - April Hartford, Turner Primary School Second Grade Teacher, effective August 10, 2017.
    - Karen Lacy, Tripp Middle School Special Education Ed Tech 1, effective August 15, 2017.
    - Larry Angello, Leavitt Area High School Freshman Football Coach, effective June 26, 2017.
    - Richard White, Leavitt Area High School, JV Girls Basketball Coach, effective June 28, 2017.

- Jennifer Simmons, Tripp Middle School 8<sup>th</sup> Grade Boys Soccer Coach, effective July 6, 2017.
- Jamie Juntura, Tripp Middle School 7<sup>th</sup> Grade Girls Basketball Coach, effective August 14, 2017.

#### 4. Adjustments to Agenda:

- 4.1 Leavitt Area High School Principal Eben Shaw will report out under Administrator Report.
- 4.2 Agenda Items 9.1.1, 9.9, 9.10, 9.11, 9.12 was removed from the agenda.
- 4.3 Agenda Item 10.1 was added.

#### 5. Committee Reports:

- 5.1 Finance Committee- Jon Woodard reported the committee has met and signed the warrants and reviewed June financials and WA transfers (to be discussed later this evening). The committee also discussed the need for a new Special Education Ed Tech 1, the salary for the Special Education Director and the need to transfer money from accrued teacher salaries toward summer salaries (see attached).
- 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 Representatives Report – None.
- 5.5 Tri-Town Education Association Negotiations (Teacher) – Jon Woodard reported the will have an executive session later this evening to discuss.
- 5.6 Administration Work Agreements – has not met.
- 5.7 Administrator Report – Leavitt Area High School Principal Eben Shaw reported on summer happenings at Leavitt. The new track is now completed and has been open for a few weeks, soccer has started on soccer field, pre-season for fall sports started on August 14th. Summer school classes provided students the opportunity to earn credit rather than having to take courses over again. Students have been doing academic voluntary work. As part of the summer program students are working with teacher Mike Brennan on a history project funded by the Leavitt Trustees (history of the Leavitt Institute and its history up through Leavitt Area High School). Students were nominated to participate in this project and Mr. Shaw and Mr. Brennan invited students with a letter. Students were excited about this project. The end product will be shared.
- 5.8 Superintendent's Report – Superintendent Brandt thanked staff and school board members for their work over the summer as part of summer trainings, meetings, and hiring committees. Superintendent Brandt shared information regarding the Title grants. MSAD 52 has been substantially approved for the Title I grant at \$354,000 and the Title II grant at \$83,000. A special thanks to Andrea Hammond for putting the grants together. We have unofficial word that Turner Primary School will become a school-wide Title I school. There will be more updates soon. The Administrative Team Retreat was held on August 16th. Superintendent Brandt thanked the Central Office administrative staff--Martha Bilodeau, Andrea Hammond, Pat Bassett, Jodie Maher, Ida Barker and Sally Morissette. This group

stepped up to help support the work that needed to be done this summer when we had several openings in key central office positions. Superintendent Brandt stated the Board Retreat is next Thursday, August 24th @ 6 pm.

6. Public Comment: None

7. Old Business: None

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

8.1 Non-Instructional Appointments:

- 8.1.1 Tripp Middle School 2017-18 Stipends (Returning Personnel):  
Mark Thibodeau, Athletic Director; Lynn McHatten, UA Team Leader/ PBIS Tier 2;  
Melissa Elie, Wildcat Team Leader; Jodi Ellis, Siberian Team Leader/PBIS Tier 1;  
Renee Davis, Bengal Team Leader; Barbara Gavin, Drama Coach; Cindy Webber,  
Student Activities Advisor.
- 8.1.2 Jennifer Bradford, Tripp Middle School Yearbook Advisor.
- 8.1.3 Darcy Shaw, Tripp Middle School Game Club Advisor.
- 8.1.4 Heather Whalen, Turner Primary School Ed Tech III Autism Services Program.
- 8.1.5 Kara Murphy, Turner Primary School Special Education Ed Tech III.
- 8.1.6 Lisa Bachkovsky, Leavitt Area High School Special Education Ed Tech III.
- 8.1.7 Anatalie MacLagan, Greene Central School Special Education Ed Tech II.
- 8.1.8 Krista Brown, Greene Central School Ed Tech III Intervention.
- 8.1.9 Pearl Radziszewski, Turner Elementary School Administrative Assistant.
- 8.1.10 Tripp Middle 2017 Fall Coaches (Returning Personnel):  
Rebecca Webber, Cross Country Running; Larry Hathaway, 8th Football; Angela  
Courchesney, 8th Girls Soccer; Rick Peabody, 7th Football.
- 8.1.11 Leavitt Area High School 2017 Fall Coaches (Returning Personnel):  
Dustin Williamson, Cross Country Head Coach; Wanda Ward-MacLean, Varsity  
Field Hockey; Caroline Labrie, JV Field Hockey; Tara Giroux, Freshman Field  
Hockey; Chris Cifelli, Varsity Girls' Soccer; Hailey Mulherin, JV Girls' Soccer;  
Michael Hathaway, Varsity Football; Chris Gray, JV Football; Kolin Gauthier,  
Freshman Football Co-Coach; Neal Rioux, Cross Country Assistant Coach; Mark  
Bonnevie, Assistant Football Coach; Zac Conlogue, Varsity Boys' Soccer;  
Christopher Demerchant, JV Boys' Soccer; Dave Bochtler, Football Volunteer;  
Peter Casey, Football Volunteer; Matt Twitchell, Football Volunteer; Jim Theiss,  
Football Volunteer; Larry Hathaway, Football Volunteer; Rick Peabody, Football  
Volunteer; Marco Madison, Football Volunteer; William County, Football Volunteer;  
Kristen Schrepper, Football Volunteer; Andrew Leavitt, Football Volunteer.
- 8.1.12 Reynald Cloutier, District Wide Custodian (assigned to Leavitt Area High School).
- 8.1.13 Lexie Benson, Turner Primary School Pre-K Ed Tech II.
- 8.1.14 Meghan Brown, Tripp Middle School Special Education Ed Tech III.
- 8.1.15 Christie Grant, Turner Primary School PBIS Tier II Co-Coordinator.
- 8.1.16 Jolene Libby, Turner Primary School PBIS Tier II Co-Coordinator.

9. New Business:

9.1 Instructional Nominations – A motion was made by Robert Allen, seconded by Carlos Gnipp and voted unanimously by those present to approve the following Instructional Nominations:

- 9.1.1 Agenda item removed.
- 9.1.2 Krista Murray, Leavitt Area High School/Tripp Middle School Nurse.
- 9.1.3 Arenda LeBourdais, Turner Primary School Primary Teacher (assigned to Grade 2).
- 9.1.4 Jenna Iggulden, Leavitt Area High School English Teacher.

9.2 A motion was made by Robert Allen, seconded by Carlos Gnipp and approved unanimously by those present to nominate Theresa Gillis as Assistant Superintendent of Instruction at a salary of \$101,610 for the 2017-18 school year (pending certification).

9.3 A motion was made by Peter Ricker, seconded by Carlos Gnipp and approved unanimously by present to nominate Rebekah Drysdale as Director of Special Education at a salary of \$92,500 for the 2017-18 school year.

9.4 A motion was made by Peter Ricker, seconded by Jon Woodard and approved unanimously by those present to approve the June Expenditure and Operating reports.

9.5 A motion was made by Peter Ricker, seconded by Yuri Kowalski and voted unanimously by those present to move monies from 2016-17 unexpended teacher salaries funds to accrued teacher summer salaries in the amount of \$241,000. There was money remaining because of unfilled positions. This motion is based on a recommendation from the MSAD 52 audit and Deb Roberts, former Business Manager.

9.6 Approval of transfer of funds between warrant articles to cover over expenditures in the following areas:

- Other Instruction: The over expenditure in this warrant article is due to an error in budgeting for the changed position of shared Leavitt Area High School Assistant Principal/Athletic Director. This position was budgeted totally in School Administration, but should have been split 50/50.

A motion was made by Jon Woodard, seconded by Peter Ricker and approved unanimously by those present to transfer \$27,060.60 from School Administration to cover the overage of the Other Instruction warrant article.

- Systems Administration: The over expenditure in this warrant article is due to significant unanticipated legal fees.

A motion was made by Peter Ricker, seconded by Jon Woodard and approved unanimously by those present to transfer \$6,195.24 from School Administration to cover the overage in the Systems Administration warrant article.

- Facilities: The over expenditure in this warrant article is due to costly unanticipated repairs, long-term substitute costs to cover a long-term sick leave absence and more overtime than was budgeted for snow clean up.

A motion was made by Jon Woodard, seconded by Peter Ricker and approved unanimously by those present to transfer \$73,402.89 from School Administration to cover the overage of the Facilities warrant article.

9.7 A motion was made by Jon Woodard, seconded by Peter Ricker and voted unanimously by those present to enter into Executive Session to discuss the Tri-Town Education Association Teachers (TTEA) negotiations pursuant to 1 M.R.S.A. §405(6) (D)/

The Board entered Executive Session at 6:59 P.M.

The Board returned to Open Session at 7:36 P.M.

9.8 No action was taken.

9.9 – Agenda items were removed.

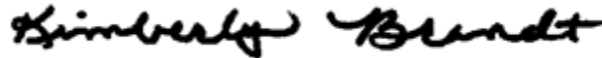
9.12

10. Other Business:

10.1 A motion was made by Jon Woodard, seconded by Peter Ricker and approved unanimously by those present to create an Ed Tech I position for a State Agency client student at Greene Central School.

11. A motion was made by Jon Woodard, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting at 7:43 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Kimberly Brandt". The signature is written in a cursive style and is enclosed within a thin black rectangular border.

Kimberly Brandt, Secretary



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



Michele Coates, Business Manager

Sally Morissette, Accounts Payable Specialist

Ida Barker, Payroll and Benefits Specialist

**Finance Committee**  
**Meeting Minutes**  
**August 17, 2017**  
**5:45 pm**  
**Turner Elementary School**

1. Sign warrants –  
Committee members signed warrants.
2. June financials –  
Michele Coates presented the financials for June 2017 and full year 16-17 ending June 30, 2017.
3. Warrant article transfers –  
The amounts that need to be transferred between warrant articles were discussed.

Other Instruction ended Over by \$27,060.60 due to a budgeting error for the Leavitt Assistant Principal/Athletic Director. Salary and benefits for the position were budgeted totally in School Administration but should have been split 50/50 with Other Instruction.

Systems Administration was over by \$6,195.29 due to significant legal fees this year.

Facilities was over by \$73,402.89 due to costly unanticipated repairs, long term substitute costs to cover staff out on long term sick leave and extra overtime for snow cleanup than was budgeted.

The recommendation made from Michele Coates to Kimberly Brandt is that the remaining funds from School Administration be used to cover all three areas. There were funds left in that warrant at year end due to unused budgeted professional development, positions that were open part of the year and reduced salaries for the replacements for those positions.

4. Transfer \$246k from accrued teacher salaries toward summer salaries  
The amount to be transferred to summer accruals from amount remaining in regular teacher salaries at year end was changed to \$241,062 to reflect adjusted year end teacher salaries. It was agreed that this would be a start towards funding summer accruals as is recommended by the auditor annually.
5. Benefits package for new Special Ed Director  
Superintendent Brandt presented a salary package for the new Special Ed Director at \$92,500, travel stipend \$1600, 20 paid sick days, 25 vacation days.