

# MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52

Greene, Leeds, and Turner, Maine

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## Minutes of the Third Regular Meeting of the Board of Directors for 2015-2016

September 10, 2015    6:30 P.M.    Leeds Central School

Members present: Elizabeth Bullard; Diana Morgan; John Soucy; Robert Allen; Yuri Kowalski; Peter Ricker (6:35 P.M.); Richard Gross; JoAnn Nickerson; Jon Woodard

Members absent: None

Others Present: Henry Aliberti, Superintendent of School; Thomas Ambrose, Assistant Superintendent; 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; Theresa Gillis, Turner Primary School Principal; Pam Doyen, Greene Central School Principal; Danielle Harris, Leeds Central School Principal; Karen Potvin, Technology Education Coordinator; Razell Ward, Adult Education Instructor; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:31 P.M. and JoAnn Nickerson led the Pledge of Allegiance.
2. The Minutes of the Second Regular Meeting, August 27, 2015 were approved by general consent, with corrections.
3. Communications:
  - 3.1 Superintendent Aliberti reported the resignation of Eileen Letourneau, Leavitt Area High School Special Education Ed Tech III, effective September 11, 2015.
4. Adjustments to Agenda:
  9. New Business
    - 9.12 Board consideration for approval of an outside sponsored fundraiser at Leavitt Area High School football games.

Peter Ricker joined the meeting at 6:35 P.M.

5. Committee Reports:
  - 5.1 Finance Committee: Jon Woodard reported that the committee has not met.
  - 5.2 Plant/Transportation/Building Committee: Peter Ricker reported that the committee is scheduling a meeting and there is nothing to report at this time.
  - 5.3 Curriculum/Policy Committee: JoAnn Nickerson reported the committee has met earlier in the evening and discussed a number of policies and there are a few to approve this evening.

- 5.4 Student Representative's Report – Nate Allen reported out on the start of school, homecoming, student council preparations, and lots of sports are happening.
- 5.5 Tri-Town Support Staff Negotiations (ESP): Peter Ricker reported a meeting has been set for September 22<sup>nd</sup> and nothing to report out at this time. Executive session will not be needed this evening.
- 5.6 Non-Teaching Negotiations (AFSCME): Peter Ricker stated there is nothing to report at this time and no executive session will be needed this evening.
- 5.7 Administrator's Report – Turner Elementary School Principal Cynthia Alexander reported grade three students have adjusted well, shared a story about student bussing. Tuesday night was open house for curriculum: parents met with staff by grade level to discuss academics and PBIS; also talked about lock downs being required by law. Great feedback from parents and Principal Alexander was very proud of the staff. In a couple of weeks, the school will have their annual PBIS evening and there are lots of activities for children of all ages. Peter Ricker was there and it was very well done but he was concerned about the turnout for sixth grade. Could there have been sports events? Principal Alexander said that slightly less than half at sixth grade attend and there is typically a decline as the kids mature and that they always struggle with conflicts with sports. Peter Ricker mentioned a concern about drills during breaks. Principal Alexander stated that at Turner Primary School they practice for these scenarios. Peter Ricker clarified that his concern was more about Tripp Middle School and Leavitt Area High School. Elizabeth Bullard shared she was in attendance at the open house and said that the event was excellent despite the heat. She noted the positive work on the presentations for Everyday Math.

Business Manager Deb Roberts reported that facilities were ready for first day opening. The efficiency is working and they are working nights and weekends at this point. Transportation has gone very well overall. Elizabeth Bullard asked what the changes were like before the first day of school. Ms. Roberts explained that there were close to 40 bus changes the day before school.

Yuri Kowalski asked about the heating systems. Ms. Roberts said that we have hot water everywhere and they feel that they are on track for the fall.

Peter Ricker talked about Portland and younger kids going to the end of the roads or in groups. Ms. Roberts stated that the board has a policy for the distance children can walk and that this could be revisited in the future.

Tripp Middle School Principal Gail Marine talked about the start of school. She said that things have started off well. The 8th graders have been great role models. Color guard will be at the middle school through youth athletics in the cafeteria for kids. Sports have started. Tomorrow is picture day and students will meet with advisors. This year the open house and MLTI meeting will be on the same night. Newsletters went home today and Mrs. Marine distributed copies to the Board. Principal Marine talked about computer insurance and the small window to get information in.

Leavitt Area High School Principal Eben Shaw said that start at the high school has been a little warm but smooth. 9th graders came in and ran through schedules and had some team building with Kieve. Upperclassmen showed up on the next day and had a great start. Principal Shaw talked about some of the experiential course offerings in connection with KVVC. Homecoming is next weekend and there has been a lot of work on the floats. Open

house has been set for September 15th. It has been a very good start and anticipates a very good year.

Food Service Director David Roberts reported five new food service staff members have been hired. The two new Food Service Managers are doing very well and had previous experience. Mr. Roberts talked about equipment purchases - some planned and some due to breakdowns. He shared the list of equipment changes with the Board. He reported on an equipment failure in a walk in freezer at Turner Primary School. The Siemens contract covered it and the new compressor is in-house and will be installed. The food was saved by a mobile unit and the hard work of staff. Free breakfast for Pre-K students has been successful. This year will be lunch and breakfast and the federal and state pay for the food. It is a good investment for the program because participation increases as a result of having the young children participate.

Adult Education Instructor Razell Ward reported adult education is shifting to standards based diploma program. All curriculums have been aligned with college and Career Readiness standards. Two new Epson Brightlink interactive presentation systems have been installed in classrooms. A Foundations class for ABE/ESL students has been created. This is a skill building class for diploma courses. Ms. Ward shared with the Board the demographics of students entering into Adult Education. She presented a postcard they developed based on a survey for outreach purposes. Elizabeth Bullard commended the efforts of Adult Education.

Leeds Central School Principal Danielle Harris was pleased to say that the first and sixth grade have been good with regard to class size. There was no new staff hired from outside this year, all were district internal hires. Having a nurse five days a week has been great and has had only one behavior incident referral so far this year. PBIS seems to be having a positive impact, three (3) fire drills have gone well and Pre-K was eased into the fire drills. EM 4 is more concise and has now gone up through grade 6. Teachers college writing has been easier in the second year and now we are starting to move to the Teachers College Readers Workshop. Leeds Central has been using data to plan instruction through PLC's. The PTC has really taken off this year. Parents of younger students are really getting involved and planning the hike we have each fall and we have a book fair coming up combined with the Title 1 night. She talked about using the email list to send home notices.

Special Education Director Deb Alden reported the office is working hard to get the entire move in/move out students settled in the system. It feels as though it has been a typical start and that there has not been any big changes. Mrs. Alden shared with the Board she had filled 20 positions this summer and is still working to fill two positions. Everything is going smoothly. She has visited all but two schools, and she will report out the the data in two weeks.

Technology Education Coordinator Karen Potvin reported out to the Board various projects done throughout the summer. The virtualization upgrade has led to no downtime since the project was completed and there have been a lot of positive comments from staff. Wireless connections issues have been resolved and the department updated and cleaned up wiring closets in several locations. The Inventory System modules of School Dude have been implemented and new battery backup system has been installed. The technology department has been working with Siemens to connect the buildings for system monitoring. Still working on this, but hope to have it up and running soon. The internet connections in the schools have been updated and two hundred Chromebooks have arrived at the high School. Ms. Potvin updated the Board on the transition to the MSAD 52 domain.

- 5.8 Superintendent's Report: Superintendent Aliberti reported he had met with Greene Town Manager Mr. Noonan and talked about the disposal of the property in Greene. The District

had sought legal advice and that the District can sell the property without a referendum and that the Board was interested in working with a realtor. The selectmen in Greene may be interested in purchasing the property. Sports practices were discussed at the last meeting and Superintendent Aliberti referenced some materials provided to him by staff regarding climatization and the ways students are acclimated to heat in practices. Charted items from the Board retreat will be brought forward as agenda items so the Board and Administrative Team can discuss them in the future. Superintendent Aliberti concurred that we had a great opening to school and he and Mr. Ambrose visited the schools. Building administrators and directors did a great job and Superintendent Aliberti noted that the start of school was positive in part due to the electronic mandatory policy reviews. Superintendent Aliberti talked about the enrollment numbers he distributed to the Board and referenced the numbers at Turner Elementary School and the plan to monitor the numbers and the students before making a decision. At the September 24<sup>th</sup> Board meeting he will provide information about the classes and the options available should a remedy be needed.

Peter Ricker said that PTB did discuss a bus garage and that it was not feasible to use for that purpose because it is out of the bus route. He asked if the District will talk to a realtor before talking to Greene. Superintendent Aliberti stated that there could be parallel conversations with a realtor and Greene simultaneously. Peter Ricker mentioned that an appraisal might be a good idea. He motioned to move forward with an appraisal for sale. The Board held a discussion about the process and decided to take one step and have an appraisal before the decision to sell.

A motion was made by Peter Ricker, seconded by John Soucy and voted unanimously by those present to have an appraisal done on the property on Sprague Mills Road.

Peter Ricker asked if there was excess property in Turner. Superintendent Aliberti state that he would have Business Manager Deb Roberts look into it.

6. Public Comment – None.

7. Old Business – None.

8. Consent Agenda:

8.1 Non-Instructional Appointments: A motion was made by Diana Morgan, seconded by Elizabeth Bullard and voted unanimously by those present to approve the following Non-Instructional appointments, with adjustments.

8.1.1 Jeannine Sumner, Tripp Middle School Functional Skills Program Special Education Ed Tech III.

8.1.2 Adult Education 2015 Fall Enrichment Instructors (Returning):  
Kellie Chasse, Heidi Audet, Lloyd Cutting, Tanya Quarterman, Paul Martin, Sandi Cirillo, Bonnie Honaker, Anne Beal, Anna Low, Brad Rounds, Michael Mayo, Rudy Danforth, Donna Cassista, Debra Arter, David Roberts.

8.1.3 Diane Handler, Adult Education 2015 Fall Enrichment Instructor.

8.1.4 Nancy Titus, Adult Education 2015 Fall Enrichment Instructor.

8.1.5 Claire Guy, Adult Education 2015 Fall Enrichment Instructor.

8.1.6 Barbara Hathaway, Adult Education 2015 Fall Enrichment Instructor.

8.1.7 Tripp Middle School Co-curricular/Extra-curricular stipends:  
Team Leaders: Lynn McHatten, Evelyn Bush, Melissa Elie, Jodi Mathers.  
Barbara Gavin, Drama Coach, Cindy Webber, Student Activities Advisor,  
Louis Gingras, Yearbook.

- 8.1.8 Nathan Melanson, Leavitt Area High School Weight Room Supervisor.
- 8.1.9 Leslie Bilodeau, Greene Central School Food Service Manager.
- 8.1.10 Other

9. New Business:

- 9.1 A motion was made by Yuri Kowalski, seconded by Peter Ricker and voted unanimously by those present to approve Second Reading and Adoption of revised Policy JJIF: Management of Concussions and other Head Injuries.
- 9.2 A motion was made by Yuri Kowalski, seconded by Peter Ricker and voted unanimously by those present to approve Second Reading and Adoption of revised Policy JJJ: Extra/Co-Curricular Academic Eligibility Leavitt Area High School and Tripp Middle School.
- 9.3 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve First Reading and Acceptance of Policy IGA: Curriculum Development and Regulations IGA-R.
- 9.4 A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve review of Policy JJE: Fund-Raising Activities
- 9.5 Superintendent Aliberti reported out on the legal advice from Drummond Woodsum Attorney William Stockmeyer. The Board should not make a unilateral vote to override Article 22. He also noted that Attorney Stockmeyer felt that the subsidy should be returned at the end of the year or go back out to vote. The Board may want to have a change in a future warrant article. Elizabeth Bullard noted that Superintendent Aliberti had given the Board the information they asked him to research. Peter Ricker said that the town feels that they will assume a good faith effort and have set their rate assuming that the schools will return overage. Elizabeth Bullard noted that the Board could have a discussion in the future about changing the article.
- 9.6 Diana Morgan asked if there would be funds to help cover students who cannot pay. Superintendent Aliberti stated that Ms. Marine works hard to find ways to provide options for kids to access technologies not limited to finding an anonymous donor for one family. Jon Woodard said that he felt uncomfortable requiring a payment from parents for the technology. He felt it is part of the education and should be free. Students asked if rates are going up or down. Mrs. Marine said the insurance rates would remain the same.

A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve iPad insurance rates at Tripp Middle School.

- 9.7 Elizabeth Bullard asked if approval for out of state games for all high school sports was for the current school year.

A motion was made by Peter Ricker, seconded by Diana Morgan and voted unanimously by those present to approve out of state games for all high school sports for the 2015-16 year.

9.8 – 9.11

Agenda items removed.

- 9.12 A motion was made by Peter Ricker, seconded by Jon Woodard and voted unanimously by those present to approve an outside sponsored fundraiser at Leavitt Area High School football games.

10. Other Business:

- 10.1 Chairperson Elizabeth Bullard noted that the television coverage is excellent and asked the Board if they would like to continue the coverage. She noted that the overall feeling was positive about the coverage.
  - 10.2 Richard Gross noted that the Maine School Management Association's (MSMA) conference is coming up. Superintendent Aliberti stated he will send out information about the two day conference soon and anyone that wants to attend should contact Martha Bilodeau.
11. A motion was made by Peter Ricker, seconded by Robert Allen and voted unanimously by those present to adjourn the meeting. The meeting adjourned at 7:53 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**  
**August 27, 2015**

Attending: Diana Morgan, Yuri Kowalski, Deb Roberts, Betsy Bullard, Kurt Schaub (Town Manager Turner), Angelo Terreri (selectman Turner) and Glen Chatuiver (selectman Greene), and Jeff Timberlake (State Representative), and Henry Aliberti, and Jon Woodard (arrived late)

1. Signed Warrants
2. Discussion on anticipated additional state subsidy for 2015-16 - we have been notified that we anticipate receiving \$310,273 more than we were anticipating and what was used in the budget. Warrant article 22 was approved by the Towns during the budget and indicates the overage we actually receive would be returned to the towns at the end of the fiscal year. This is done just in case as these are preliminary numbers and may change during the year if adjustments by the State are done. We should have a known number by mid May. The district can either reduce the town's subsidy in June or write them a check for their share of the additional amount received. Mr. Schaub stated this topic came up at their meeting last week while setting the town's mill rate. The question came up asking if the town could get a revised assessment from the school district. Henry said no because of the budget that was voted on by the towns. Mr. Schaub wondered about reducing the amount from the town by the amount for each payment, but they need to budget for it or not. They are trying to get the town budget set and reflect the additional amount the school is getting as reflected in the school budget. Deb stressed that the amount is preliminary until the end of the fiscal year. Mr. Timberlake thinks the board can vote to accept an amount less of its subsidy to reflect the increased amount from the State. This money, at the state level, was intended to be property tax relief, nothing to do with education.

Betsy asked if the district had the legal ability to reduce the towns' payments because this is not what the warrant article indicates should happen. Henry said he would need to look into it. Betsy stressed that it is the district's intention to return the funds to the towns at the end of the fiscal year. The amount the town's need to pay the district have been set per the budget, and the towns would like the amount reduced, which is what Henry needs to look into.

3. Review of June 2015 Financials: Two of the warrant articles, Special Education and transportation, were over budget and require a Board vote to transfer funds which is allowed by State Statute up to 5% of any cost center. Special Ed was over due to Mainecare SEED. The recommendation is that the vote to transfer \$66258.57 from student and staff support and \$11,207.31 from system administration to cover this overage in special education.

Transportation due to unanticipated special education transportation needs, 2013-2014 diesel costs not recorded until 2014-15 and unanticipated repair costs for buses and vans. The recommendation to the Board is to vote to transfer \$181,506.04 from regular instruction to cover the overages in transportation.

The other warrant articles were within budget.