

MAINE SCHOOL ADMINISTRATIVE DISTRICT No. 52
Greene, Leeds, and Turner, Maine

Minutes of the Fourth Regular Meeting of the Board of Directors for 2013-2014
September 19, 2013 6:30 P.M. Greene Central School

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

Members absent: Eric Milliken and 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; Danielle
Harris, Leeds Central School Principal; Razell Ward, Adult Education
Director; Glen Reynolds, Facilities/ Transportation Director; Karen Potvin,
Technology Coordinator; David Roberts, Food Service Director; District
Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:34 P.M. The Pledge of Allegiance was led by Diana Morgan.
2. The Third Regular Meeting Minutes, September 5, 2013, and the workshop meeting minutes, August 19, 2013, were approved under general consent.
3. Communications:
 - 3.1 Superintendent Aliberti reported that an unfilled Ed Tech III position at TMS will be utilized to fill a need for an Ed Tech II to be shared between Turner Elementary and Turner Primary School.
 - 3.2 Superintendent Aliberti reported the resignation of Kathy Buckley-Jeffcoats as Turner Primary School Special Education Teacher effective September 16, 2013.
4. Adjustments to Agenda:
 8. Consent Agenda – Items to be acted upon collectively unless a Board member asks that a specific item be acted upon individually.
 - 8.1 Non-Instructional Appointments
 - 8.1.3 Additional Tripp Middle School Volunteer Coach
 9. New Business
 - 9.6 First reading and **Second Reading and Approval** Acceptance of Policy ACAD – Hazing

- 9.7 First reading and **Second Reading and Approval** ~~Acceptance~~ of Policy AD – Educational Philosophy
- 9.8 First reading and **Second Reading and Approval** ~~Acceptance~~ of Policy ADA – School District Goals and Objectives
- 9.9 First reading and **Second Reading and Approval** ~~Acceptance~~ of Policy ADAA – School System Commitment to Standards for Ethical and Responsible Behavior
- 9.10 First reading and **Second Reading and Approval** ~~Acceptance~~ of Policy ADAAB – Standards for Ethical and Responsible Behavior
- 9.11 First reading and **Second Reading and Approval** ~~Acceptance~~ of Policy ADC – Tobacco Use and Possession

5. Committee Reports:

5.1 Finance Committee: Jon Woodard reported that they met. The committee looked at the financials and they are on track. There is a deficit of \$37,600 for the 2012/13 year in adult education. The finance committee suggests transferring funds from the adult education enrichment fund in the amount of \$6,000. The remainder would come from the general fund in the amount of \$31,625. The subsidy dollars generated from the 16-20 year old academic program goes into the general fund.

9.2 A motion was made by Jon Woodard, seconded by Diane Morgan and voted unanimously by those present to transfer \$6,000 from the enrichment fund.

A motion was made by Jon Woodard, seconded by Peter Ricker and voted unanimously by those present to transfer \$31,625 from the general fund to the adult education fund.

The deficit is due to a lot more students needing academic support. Three years ago, the enrichment type activities were separated out (yoga, basket weaving, etc.). The enrichment fund is not being entirely depleted.

Looking forward to this year, in the current budget, there is \$60,000 budgeted to cover the deficit. Each adult education course is .1 funding for students. If they take fourteen classes, they bring in more funds than a regular full time high school student.

There were other options considered for making up the deficit such as discontinuing the January session, but the finance committee did not recommend this. This option prevents programming from being eliminated. Board members would like us to be more transparent at budget time about how we are expending the different lines in the adult education budget. There was a question of whether a clear explanation could be constructed to share with the public.

5.2 Plant/Transportation/Building Committee: Peter Ricker reported the committee has not met.

- 5.3 Curriculum/Policy Committee: Joann reported that they met. Policy JJJ, the policy on eligibility requirements around extra-curricular activities, continues to be discussed. This will be discussed again. All policies not reviewed in the last five years will be reviewed. All of the policies are using the wording "MSAD 52" rather than RSU 52 or M.S.A.D.52. The committee is attempting to be consistent in the way the District is referred to in the policies.
- 5.4 Student Representative's Report: No student report.
- 5.5 Administrator's Report: Gail Marine, Tripp Middle School Principal, said they had a smooth beginning. The first student recognition will be next Friday. Eben Shaw, Leavitt High School Principal, reported that they had a good beginning. The gifted/talented young writers' program has begun. Sharon Hathaway's students have been going to the River Valley Farms, investigating fiber at the Common Ground Fair, and interning at Brigeen Farms. The high school is preparing for homecoming. Dave Roberts, Food Service Director, reports that Andropay is up and running with Tripp Middle School having the most transactions. There has been a price increase to the lunches. Food service employees are preparing for the Harvest Meal. The District received a letter from Michele Obama congratulating Tripp Middle School for being a gold medal school. There was an additional \$5,000 grant awarded to the food service program. The money will be used for equipment, a printer, and a camera. Glen Reynolds, Transportation Director, reports that the beginning has been smooth. They have been able to shorten the time students have spent on the bus. With all of the rain, it has been difficult to keep up on all of the grounds' maintenance. There have been a few issues with special transportation due to a third party the District is required to work with in transportation.

Deb Alden, Special Ed Director, has been working on staffing, but not as much as in previous years. The newly created functional life skills program just received another student. Transportation in sped is especially difficult with the new agency that the District is having to utilize. Oct. 1 we will review the special education numbers. Razell Ward, Adult Education Director, noted that their first week has been orientation week, filled with team building exercises, and assisting students with time management and organization. The CNA courses have begun. The last time to test before the revised GED goes into effect is right after Thanksgiving. Karen Potvin, Technology Director, reports that they are getting new equipment distributed. There has been a great turnout at the middle school parent informational nights on the Ipads and Mac Airs. There continues to be ongoing professional development. The computer teacher from Leeds is covering for TES currently. Danielle Harris, Principal at Leeds Central School, reports that her fifth grade is full with 24 students. She reports that she has great new hires with Kelly Kelley, Resource Room Teacher; Kristin Eberdt, Guidance Counselor; and Faye Jean, Speech Therapist. The Monument Hill Hike is tomorrow.

- 5.6 Superintendent's Report: Dr. Aliberti reported that he attended a law conference where new legislation and possible policy implications were discussed. The District is required to implement Suicide Awareness Training within two years which we have begun to discuss. The new sign at the high school is being installed. Long range planning committees have begun meeting. The sports committee is reviewing pay to play, advertising, and cost/ratio. Their next meeting is October 7th. More committees

are scheduled for next week. Patience Norman nominations are due Oct. 18th. The 40th annual fall conference is on Oct. 24th and 25th, and board members are invited to attend.

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 Bob Allen and voted unanimously by those present to approve all Non-Instructional appointments.

8.1.1 Greene Central School Ed Tech III – Amy Mousseau

8.1.2 District-wide Bus Driver – Krystal Whitmore

8.1.3 Tripp Middle School Volunteer Coaches – Jamie Boucher and Paul Albert

8.1.4 Leavitt Area High School Afterschool Chorus – Jason Paquette

8.1.5 District-wide Attendance Officer - Elgin Physisic

8.1.6 Adult Education Academic Instructor- Garret Christen

9. New Business:

9.1 Instructional Nominations – A motion was made by Diana Morgan, seconded by Jon Woodard and voted unanimously by those present to approve all Instructional appointments.

9.1.1 Sabrina Ouellette, Greene Central School Half-time Pre K Teacher

9.1.2 Emily Libby, Turner Primary School Half-time Pre K Teacher

9.2 Action was taken under Finance Committee Report.

9.3 When public charter schools began, schools began getting billed for students who live in the District as the student is still our responsibility. Currently two students in the District are attending a public charter school and the cost to the District is \$15,000. Some districts are having a much heavier burden. Board members encouraged Dr. Aliberti to contact our legislators and selectman to make them aware of this impact.

9.4 Due to specialized transportation, the District is in need of another van driver. We may possibly need another van in the near future. The van driver should be a minimal impact to the budget as we are sharing the cost with another district. A motion was made by Peter Ricker, seconded by Jon Woodard and Voted unanimously by those present to approve hiring an additional 6-hour van driver.

9.5 A motion was made by Diana Morgan, seconded by Bob Allen and voted unanimously by those present to accept the donation of Ipads from Farm Credit.

A motion was made by Peter Ricker, second by Diana Morgan and voted unanimously by those present to approve 9.6-9.11.

9.6 First and second reading and Approval of Policy ACAD – Hazing

9.7 First and second reading and Approval of Policy AD – Educational Philosophy

9.8 First and second reading and Approval of Policy ADA –School District Goals and Objectives

9.9 First and second reading and Approval of Policy ADAA – School System Commitment to Standards for Ethical and Responsible Behavior

9.10 First and second reading and Approval of Policy ADAAB – Standards for Ethical and Responsible Behavior

9.11 First and second reading and Approval of Policy ADC – Tobacco Use and Possession

10. Other Business:

10.1 The new sign for Leavitt Area High School will be installed by the first of December.

11. A motion was made by Diana Morgan, seconded by Peter Ricker and voted unanimously by those present to adjourn the meeting at 8:28 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Henry Aliberti".

Henry Aliberti, Secretary

MSAD 52 Finance Committee Meeting
9-19-2013 5:30 PM

Attending: Diana Morgan, Jon Woodard, Henry Aliberti, and Deb Roberts

Absent: Peter Ricker

Guests: Karen Potvin and Razell Ward

1. Discuss options to reduce expenditures in the Adult Education Program:
Deb provided two handouts, one showing the revenue and expenditures for the adult ed program and other revenue sources, and one showing some ideas to reduce costs.

As of 6-30-2013 there was a deficit balance in adult education fund 1500 of \$37,625.

A few years ago there was a state mandate that the revenue from the enrichment programs offered by adult ed had to be kept separate. Deb, Razell and Henry feel comfortable moving \$6,000 from the enrichment program fund. This will leave a balance of \$6,000 in the enrichment program fund. There will need to be a motion and board vote to move these funds.

The remaining deficit balance of \$31,625 will need a board vote to transfer funds from the general fund. This will eliminate the deficit balance for 2012-2013.

It is expected that if no changes are made there will be a deficit in 2013-2014 as well. The Adult ed program receives subsidy for 16-20 year olds enrolled in classes, and this subsidy has always gone into the general fund. The question was asked if the adult ed subsidy could go to adult ed instead of the general fund. That could be looked at, but we have only had the problem of a deficit balance in adult ed in the last couple of years. This is due to an increase in the 16-20year old students and the subsidy being a year or two behind. Any subsidy that comes out of the general fund is less money we will have in the general fund.

There were ideas shared to reduce expenses:

There was a staff member who left who had single parent insurance. When the position is filled only single insurance will be offered. This position is not covered by any collective bargaining agreement, and this benefit limit will follow along with other non-contract staff. The salary for the replacement will be less than the employee who resigned. These two things will save \$7,000.

There was a staff member that was part of a RIF in 2012-13 and had been collecting unemployment, the unemployment is ending which will save \$4,173.

Two other ideas were to eliminate the summer program and the January semester.

Henry and Razell need to gather more information on eliminating the summer program as there are high school students who use the summer program for credit recovery.

They will work with Eben to gather this data. Last year there were 14 students who utilized credit recovery. This would save \$5,000.

The January semester is offered between the fall semester and the spring semester. If the spring semester were to start in January, that would be before the second quarter ends at the high school and if there are students who need classes, starting the classes before the end of the quarter would not help them. This would save \$5,200.

One thing to keep in mind with the eliminating these semesters is that it would be fewer classes and therefore reduce the 16-20 year old subsidy. These are two ideas that have the least impact on the adult education program. They will have an impact, however.

Diana stated that if we are about educating students, the students in the diploma/GED program were probably difficult to get back into the class room. By eliminating the January semester, they would have a long period of time with no classes and it is more likely they will not come back. Jon agreed and the finance committee will not recommend cutting the January semester.

In the meantime, all expenditures are being looked at very closely.

2. July and August financials were reviewed and as of August YTD 19% of revenue has been received and we have spent 14% of what is in the budget. The district is on track.
3. Warrants were signed.

Adjourned at 6:15

Respectfully submitted,

Diana Morgan