

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 52**

Greene, Leeds, and Turner, Maine

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Minutes of the Fourth Regular Meeting of the Board of Directors 2017-2018  
September 28, 2017                      Greene Central School

Members present: Elizabeth Bullard; Peter Ricker; Pamela Sirois; JoAnn Nickerson; Jon Woodard; Carlos Gnipp; Richard Gross

Members absent: Robert Allen; Yuri Kowalski

Others present: Kimberly Brandt, Superintendent of Schools; Michele Coates, Business Manager; Theresa Gillis, Assistant Superintendent; Eben Shaw, Leavitt Area High School Principal; Gail Marine, Tripp Middle School Principal; Kelly Marston, Turner Elementary School Principal; Ryan Patrie, Turner Primary School Principal; Mark McDonough, Greene Central School Principal; Razell Ward, Adult Education Director; Rebekah Drysdale, Director of Special Education; District Citizens; District Employees

1. Chairperson Elizabeth Bullard called the meeting to order at 6:30 P.M. and Peter Ricker led the Pledge of Allegiance.
2. The revised Minutes of the Second Regular Meeting, August 31, 2017 were approved by general consent. The Minutes of the Third Regular Meeting, September 14, 2017 were approved by general consent.
3. Communications:
  - 3.1. Superintendent Brandt reported the following resignations:

Theresa Gillis, Principal of Turner Primary School, effective July 30, 2017.
4. Adjustment to Agenda – None.
5. Committee Reports:
  - 5.1. Finance Committee-Jon Woodard reported that the committee met prior to the September 28, 2017 board meeting and the following items were discussed: usage history of and contract for propane, which includes using an average of 87,700 gallons over a 5-year period; and increase educational technician IIs at Turner Primary School from .8 to full-time to support the unanticipated pre-kindergarten enrollment at Turner Primary School (agenda item 9.7). The additional time for these positions will be paid for with savings from unfilled teaching positions. Jon Woodard reported that the previously mentioned possibility of a request for additional days for the Assistant Special Education Director to aid with the transition of the new Special Education Director is not

needed. (see attached sub-committee minutes).

- 5.2. Plant/Transportation/Building Committee – Peter Ricker reported that the committee has not met.
- 5.3. Curriculum/Policy Committee –JoAnn Nickerson reported that the committee met on September 23, 2017. The committee reviewed the new job descriptions for both Lead Nurse and Grade Level Leaders. The district has had the stipend positions of Grade Level Leaders in the past, but this job description is a new one that was written with input from teachers, administrators as well as content from the old Grade Level Leader job description, and the job descriptions for both Team Leaders and Network Leaders. These job descriptions are agenda items 9.3 (Lead Nurse) and 9.4 (Grade Level Leaders). The committee also reviewed the current policies approved in June 2017. Due to some language inconsistencies, the committee will bring these policies up for review at a future meeting.
- 5.4. Student Representatives Report –No student representatives were present.
- 5.5. Tri-Town Education Association Negotiations (Teacher) – Jon Woodard reported that this will be discussed in Executive Session, Item 9.12
- 5.6. Administration Work Agreements – Peter Ricker reported that this will be discussed in Executive Session, Item 9.14.
- 5.7. Administrator Reports: Principal Shaw shared Leavitt Area High School’s School Improvement Plan for 2017-2018. Work has been done on these school goals that center around students demonstrating proficiency of the five Guiding Principles; use of improved instructional strategies and student feedback as well as overall student engagement in their school community. These goals will become officially finalized at an upcoming staff meeting. Principal Shaw also reported a very good start to the school year with students and staff taking in stride “hiccups” such as a forty-minute loss of power on campus. Homecoming was very successful. The day began with a Fundraiser Walk for teacher Pasquale Bifulco and his family. Between 400-500 people raised over \$7000 for the Bifulco family as Mr. Bifulco undergoes medical treatment. Student booths provided a wide variety of foods for the day. The evening ended with a football game and class presentation of their floats. A highlight mentioned by Principal Shaw was the faculty/student soccer game which replaced a traditional soccer game as part of the Homecoming events. Principal Shaw gave an example of a recent field trip to Androscoggin Lake as part of Leavitt’s Exploring River Valley course. Teachers Marcia Martin and Rachel Madison along with staff from Skin Diver Paradise took students on an exploration of Androscoggin Lake. As part of this trip, students were able to practice diving skills as well as to search for the Asian Mystery Snail that has made its way into this Maine lake.

## 5.8. Superintendent's Report--Kimberly Brandt

*School Management and Leadership Centers (Regional Service Centers)*  
Chapter 123 was enacted with the biennial budget and it is encouraging the development of regional service centers to “economize on and maximize educational services.” There are incentives and disincentives tied to school funding to encourage districts to find ways to share the delivery of services and hopefully save money. There are four categories of things districts might collaborate on: Instructional Services; Education Support Services; Central Office Support Services; and Facilities and Transportation System Services. If districts can figure out a way to collaborate on one thing under at least two of these categories, they won't lose money in state subsidy for system administration. It makes sense for districts to always look for ways to collaborate to better meet our students' needs, better support staff and save money in the process. Superintendent Brandt will be looking for ways to engage with other districts. One challenge is that there are many miles between more rural districts like ours. Superintendent Brandt would love to find a way to increase the number of substitutes through collaboration. The challenge is that most districts are struggling with not enough subs already and most subs do not want to travel more than 30-40 minutes. Last year, Superintendent Brandt had preliminary conversations with Superintendents Rick Colpitts and Dave Murphy about a regional program for students with Autism that would be located in Oxford. Student travel time would be lengthy, transportation costs would be high and an IEP team determines placement. There were many unknowns and Kim did not feel she could make a recommendation to the board without knowing to what degree this would benefit our students or what costs we might incur. Another challenge is that the timeline is very condensed and, according to DWM, once you form one of these regional service centers, it will be very difficult to get out of it, even if one finds that it is costing more. The state Announced the Fund for Efficient Delivery of Educational Services (FEDES), Which is a competitive \$5 million grant to support start-up costs.

### *Classroom Visits*

Kim visited classes in all four Turner schools. It is always a highlight to see firsthand the excellent teaching and learning occurring.

### *2017 MSBA Proposed Resolutions*

The board will discuss these proposed resolutions at the October 12 board meeting. Richard Gross and JoAnn Nickerson are serving as delegate and alternate delegate.

### *Strategic Planning*

- Mission and vision statement: Principal Shaw will be involved with this work. Superintendent Brandt will email all RSU to invite interested staff members to join.

Superintendent Brandt will also invite parent and community participation in her upcoming letter to the communities.

- Technology: Jason Breton has begun work on the MSAD 52 website. Randy Swift is working on infrastructure.
- Superintendent Brandt and Assistant Superintendent Gillis are meeting with school and department staff as part of the strategic planning work. It is important to get people thinking about what we want for our students. Much of the strategic planning will be to clearly articulate work being done and goals for the future. As ideas develop, we will be asking for feedback until we get to the stage of taking proposals to the Strategic Planning Committee for final vetting and recommendation to be part of the final Strategic Plan, which will be brought to the board for approval.

*Communications: Letter from the superintendent*

Last year a newsletter and a budget book were sent to all homes in January and April respectively. This year the superintendent will send home periodic letters to meet the goal of communication and to save on the costs of printing and mailing.

*Pre-K State Mandate*

Our Pre-K application is approved and the state continues to work with the district around the higher-than-anticipated Pre-K enrollment at TPS this year. In the 2018-19 school year, the district will need to be in full compliance with the Pre-K state mandate to have an ed tech and a teacher in every Pre-K classroom with more than eight students. The board can expect to see a request for three additional ed tech IIs and possibly a half-time Pre-K teacher as part of the budget process.

6. Public Comment – None.
7. Old Business– None.
8. Consent Agenda – A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve the following Non-Instructional appointments:
  - 8.1 Non-Instructional Appointments:
    - 8.1.1. Diantha Bleau, Adult Education Enrichment Instructor.
    - 8.1.2. Mallory Murphy, Turner Elementary School PBIS Tier 1 & Advanced Tier Team (ATT).
    - 8.1.3. Michelle St. Hilaire, Leavitt Area High School Special Education Ed Tech I.
9. New Business:
  - 9.1. Instructional Nominations – None.

- 9.2. A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present for approval of Girls on the Run Maine an after-school program for Turner Elementary School.
- 9.3. A motion was made by Peter Ricker, seconded by Richard Gross and voted unanimously by those present to approve a job description for Lead Nurse. This is a new position with a stipend of \$1000, established so that the nurses in MSAD 52 will have leadership to support their work in schools, aid in ordering of materials and disseminate information.
- 9.4. A motion was made by Peter Ricker, seconded by Pamela Sirois and voted unanimously by those present to approve a new job description for Grade Level Leader. These positions will provide leadership for PK-6 similar to the positions in place for Tripp Middle School (Team Leaders) and Leavitt Area High School (Network Leaders). This is a stipend position.
- 9.5. Superintendent Brandt reported the completion of probation for the following employees:
- |                  |     |                                   |         |
|------------------|-----|-----------------------------------|---------|
| Windy Bolduc     | GCS | Library Ed Tech III               | 9-10-17 |
| Jessica Cloutier | TPS | Special Education Ed Tech III ASP | 9-14-17 |
- 9.6. Superintendent Brandt provided an update on the Department of Education's proposal of a new model for Child Development Services. Kim shared a handout on the new proposed model for the delivery of special education services to children aged 3-5 years, which is to transfer this responsibility to school districts. Special Education Director Drysdale has been in touch with MSAD 52's CDS regional office. According to information obtained, Mrs. Drysdale reports that there are currently 19 students ages 3-5 receiving special education services through the current CDS model with quite a few children in the referral process. Superintendent Brandt stressed that we welcome all children and fewer transitions are a positive. There are still uncertainties about this proposed change and funding. The DOE attributes flat state funding, rising costs in special education and a shortage in state level special education service as some reasons for this proposed change. These are some of the same challenges public schools are facing.
- 9.7. A motion was made by Richard Gross; seconded by Jon Woodard to approve an increase in the two 4/5 Turner Primary School Pre-K Ed Tech IIs to full time. The enrollment in Turner Primary School's pre-kindergarten classes is higher than anticipated. Theresa Gillis has met with the Pre-K teachers and they are in agreement that this proposal is the best way to address student needs during this school year given the number of students in each session. The cost of this proposal is \$12,000 and will be paid for with the savings from unfilled positions. The motion was voted unanimously by those present.

- 9.8. Assistant Superintendent Gillis provided a brief overview of the district Maine Educational Assessments (MEAs) from the spring of 2017. She explained that all test data is now housed in a system called the Maine Assessment and Accountability Reporting System (MAARS) which contains both a public and private portal for data viewing. This system allows school officials and the public to see results from the eMPowerME, SAT and Alternative Assessments. Access to reports varies for individuals depending on their level of school involvement. For example, Ms. Gillis, as the Data Coordinator, has access to the data from all the six district schools; while building principals have school level access; and members of the general public have access to overall data without allowing confidential access. Assistant Superintendent Gillis explained that students in grades 3-8 take the eMPowerME in both Mathematics and ELA/Literacy and students in their third year of high school take the SATs. Students in grades 5, 8 and 11 take the MEA Science assessment. A handout was provided as an overview to ELA, Mathematics and Science results for MSAD 52 schools as compared to both the district and state performance levels in 2015-2016 and 2016-2017.

Discussion from the Board Members ensued. Board members are interested around the overall results for district schools, plans in place to increase student proficiency as well as what types of tests our students are taking, how often students are tested and for what purpose. Board Chairperson, Elizabeth Bullard was in agreement with other comments and it was suggested that moving forward, information related to student data and achievement be presented at School Board Meetings to keep the membership informed. This was agreed upon and at the next School Board Meeting, Assistant Superintendent Gillis will provide information related to the types of testing that our students in MSAD 52 participate in as well as the purpose of each of these assessments. Future agenda items will continue to address student proficiency and instructional practices.

- 9.9. A motion was made by Peter Ricker; seconded by Richard Gross and voted unanimously by those present for the approval of donations to Tripp Middle School football team.

Jon Woodard abstained entering 9.10 Executive Session at 7:49 P.M.

- 9.10. A motion was made by Peter Ricker; seconded by Richard Gross and voted unanimously by those present to enter into an Executive Session to conduct student disciplinary hearing pursuant to 1 M.R.S.A. 405(6)(B).

The Board entered Executive Session at 7:50 P.M.  
The Board returned to Open Session at 8:30 P.M.

- 9.11. A motion was made by Richard Gross; seconded by Carlos Gnipp and voted unanimously by those present (Bullard, Gross, Nickerson, Sirois, Ricker, Gnipp)

to expel the student.

- 9.12. A motion was made by Peter Ricker; seconded by Carlos Gnipp and voted unanimously by those present to enter into an 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 8:33 P.M.  
The Board returned to Open Session at 8:55 P.M.

- 9.13. No action taken.

- 9.14. A motion was made by Richard Gross; seconded by Peter Ricker and voted unanimously by those present to enter into an Executive Session to discuss Administrators work agreement pursuant to 1 M.R.S.A. §405(6) (D).

The Board entered Executive Session at 8:56 P.M.  
The Board returned to Open Session at 9:00 P.M.

- 9.15. No action taken.

- 9.16. A motion was made by Richard Gross; seconded by Pam Sirois and voted unanimously by those present for an Executive Session to discuss the compensation of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(C).

The Board entered Executive Session at 9:01 P.M.  
The Board returned to Open Session at 9:08 P.M.

- 9.17. No action taken.

- 9.18. Other - None.

10. Other Business - None.

11. A motion was made by Peter Ricker; seconded by Richard Gross and voted unanimously by those present to adjourn the meeting at 9:10 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

Ida Barker, Payroll and Benefits Specialist

**Finance Committee**  
**Meeting Agenda**  
**September 28, 2017**  
**5:30 pm**  
**Greene Central School**

1. Sign warrants – committee members signed warrants
2. Propane Contract and Usage History – there was discussion regarding the Murray Heutz propane contract. The 5 year contract signed requires an average of 78,700 gallons usage per year. The last two years have been warmer resulting in lower than average usage. If we end the 5 years without using the 78,700 gallons average per year there will be a 50 cent charge per unused gallon. Colder winters may resolve that.
3. Propane Pricing – 2017-18 \$1.7795 which includes 50 cents per gallon as per contract. There was discussion surrounding the 70,000 gallons lock vs the 60,000 used last year. Murray will allow us to use it past March 31<sup>st</sup> if we do not use all 70,000 gallons by March 31<sup>st</sup> but it will be at the \$1.7795 rate.
4. Pre-K request due to enrollment - There is a potential cost difference of \$12,000 in order to change the two existing pre-k Ed Techs from 4 days to 5 days due to higher than enrollment than expected at TPS. Within 2018-19, there may be a need for 3 additional Ed Techs and a half time Pre-K Teacher in order to be in compliance with the State's Pre-K mandate (Chapter 124).
5. Data on savings from newly filled teaching positions - There is salary savings with retirement and turnovers of \$84,000 plus approximately \$40k for benefits. There is also \$46k salary savings due to open administration positions.
6. Request for additional days for Assistant Director of Special Education – The new Special Ed Director does not need so this support so the request is withdrawn.