

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS**  
**Maranacook Community High School Student Center**  
**February 1, 2017**  
**Minutes of Meeting**

Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Wendy Brotherlin, Jon Caron, Gary Carr, Kelly Crotteau, Joan Farrar, Malcolm Hardy, Trish Jackson, Betty Morrell, Shawn Roderick, Lucas Rumler, Adam Woodford

Student Representative: Hannah Woodford

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Adult and Community Education Director Steve Vose, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigette Williams, Director of Curriculum, Instruction and Assessment Nancy Harriman

1. Call to order: Chair Watson called the meeting to order at 6:30 p.m.

2. Student Representative Report:

High School Representative Hannah Woodford reported on recent activities at the High School including the Show Chorus/Band Concert, Teen Issues, and the recent fundraisers. Mid-terms were the week of January 16<sup>th</sup>, and Winter Carnival is coming up. The sports and academic teams are having a great season with the Debate teams placing 4<sup>th</sup> and 6<sup>th</sup>, and the math team placed 4<sup>th</sup>. The GAPP trip is scheduled for next month.

3. Citizens’ Comments: none

4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none

5. Action/Discussion/Informational Items:

a. Report from Auditor Ron Smith

Ron Smith, Principal of RHR Smith Co. reported on the District’s June 2016 audit, noting the District is at its best financially since his firm first became the auditors for the District. For 2016, RSU #38 has received an Unmodified Opinion, which is the highest opinion you can receive. The equity position was about \$582,000; last year was about (\$146,000). The food service program continues to operate in the black. A little attention is needed to student activities; warrants. Maine Care settlement – originally the audit settlement was \$800,000; it was settled for \$56,000. Page 52 will show the details of that.

b. Approval of Minutes of January 18, 2017

**MOTION** by Carr, second by Hardy to approve the minutes as presented.

Question was asked regarding the citizens’ comments section of the minutes and why the names of the parents and staff who spoke were not listed in the minutes, noting it was not the best representation of the parents speaking that evening. **Motion Carried:** 12 in favor, 1 opposed (Woodford)

c. Acceptance of donation – Cole Land Transportation Museum

**MOTION** by Morrell second by O’Neil to accept the donation from Cole Land Transportation Museum as presented. Discussion ensued. **Motion Carried:** unanimous

d. Accept resignation due to retirement – Sandy Hunter, School Nurse

**MOTION** by Carr, second by Morrell to accept the resignation of Sandy Hunter with regret.  
**Motion Carried:** unanimous

e. First Probationary Teacher Appointment, William Malsbury, HS Alternative Education

**MOTION** by Carr, second by Morrell to appoint William Malsbury a first probationary teacher contract, HS Alternative Education as recommended. Discussion ensued. **Motion Carried:** unanimous

f. Consideration of request for leave of absence, September – December, 2017, John Hirsch

Superintendent Wolfrom reported that according to Policy GCCA, an extended leave of absence for an employee may be granted at the discretion of the school board for a period of up to one school year. The overriding consideration in granting or denying any such leave will be the welfare of the students. With the current shortage of world language teachers, she expressed her concern with finding a substitute who is fluent in French for a short period of time. While the leave request meets the criteria for extended leaves, she does not support granting this leave of absence at this time.

**MOTION** by Morrell to approve the leave of absence as presented, second by Carr. Discussion ensued. Question was asked if there is a replacement for Mr. Hirsch. There is not a replacement at this time. Question was also asked about the UMaine Augusta French class Mr. Hirsch is responsible for in the Dual Enrollment Program and whether approving his request would jeopardize this program. Mr. Hirsch responded that he has not notified UMA of his request, but that the program he currently teaches is a one semester course. He has taught it over a one year period, but that is not necessary. It would be a wonderful opportunity for John and his family, policy does state we have to keep kids in mind; trouble finding world language teachers; concerned about the district; program with UMaine Augusta and John teaches in that program.

Concerns were raised regarding the District's ability to fill the position and the continuation of the Dual Enrollment class for students next year.

Chair Watson reported that she knows of someone who has an interest in filling a long-term French position.

Mr. Hirsch continued that he would be back before the end of first semester and would be back for the full second semester; it is very important to get kids to certain proficiency level, but it is not a concern of his that they will not reach proficiency and not get those credits. He added that he will put in place a series of things the students need to get done while he is not here and he will be back by the first of January to oversee their education. Mr. Hirsch reiterated that the professor was ok with the course as a one semester course, but he can talk with her about his request for a leave.

M.Hardy added that the Board's policy states overriding consideration is the well-being of the students. Can this decision be delayed for a couple of weeks while the Superintendent does a little research on this? Superintendent Wolfrom responded that she can do some research and see what we come up with.

**MOTION** by J.Caron to table the vote on this request until the next meeting, seconded by M.Hardy.

Chair Watson asked for a vote on the original motion to grant the request.

**Motion Carried:** 9 in favor, 3 opposed (Caron, Carr, Hardy), 1 abstention (O'Neal).

g. Update on Manchester Elementary School

Superintendent Wolfrom reported that the Facilities Committee met on January 26 and invited two parent representatives from Manchester, Craig Garofalo and Jeremy Payne, to work with them on the issues that pertain to the Manchester Elementary School air quality. The Superintendent reviewed the next steps as outlined in the minutes from the Facilities Committee meeting.

S. Roderick commented regarding an email that several board members received, but excluded him. The email mentioned his name specifically regarding the mold issue. The email asserts he was rude with emotions and facial expression, and that he was playing with his phone at the last meeting. He apologized if he offended anyone, stating he was dealing with personal issues at the time. The

email further asserts that people on the Board don't care about children. He hopes the Board gets back to starting the meetings with something that is good. He thanked Principal Delmar and Superintendent Wolfrom for the handling of the Manchester situation.

A. Woodford added that it is a hard thing for this Board to understand, that the people who are coming to the Board have already talked to administrators. The employees that brought it forward should be commended.

h. Policy Second Readings

*EBCA, Emergency Response Plan* – **MOTION** by Carr, second by Caron to accept Policy EBCA as presented. **Motion Carried:** unanimous

*GCCA, Extended Leaves of Absence* – **MOTION** by Carr, second by Morrell to accept Policy GCCA as presented. **Motion Carried:** unanimous

*GCFB, Recruiting and Hiring of Administrative Staff* - **MOTION** by Carr, second by Morrell to accept Policy GCFB as presented. **Motion Carried:** unanimous

i. Policy First Readings: ABB/GBB, Staff Involvement in Decision Making; ADAA, School System Commitment to Standards for Ethical and Responsible Behavior; CHA, Development of Administrative Procedures; GCOC, Evaluation of Administrative Staff; IKB, Homework Guidelines; KHB, Advertising in the Schools (new); KHC, Distribution of Non-School Materials (new); Removal of Policy KH, Advertising/Solicitation in Schools (replacing with KHB and KHC)

Superintendent Wolfrom reviewed the changes being recommended by the Policy Committee as outlined in the Policy Committee minutes of January 23, 2017.

Discussion/Questions - Pertaining to Policy ADAA, it was requested that the Student Code of Conduct also be reviewed since it was last updated in 2003; there is also an error in that it refers to eight basic qualities, and only seven are listed.

Regarding Policy KHC request was made to add something that states not-for-profit organizations can still send flyers home.

Superintendent Wolfrom asked that any comments and/or questions regarding the list of policies under first reading should be forwarded to her or Donna Foster prior to the next Policy Committee meeting on February 13<sup>th</sup>.

6. Budget Workshop:

a. Updates from last budget workshop

Superintendent Wolfrom reported that the original budget includes an anticipated health insurance increase of 10%, which includes several changes in employee health care benefits (changes in plans) in the amount of \$338,000. Also the required Maine PERS match (retirement) has increased by 18%, going from 3.36% to 3.98%; for a total increase in the FY18 budget by \$60,000. No information has been received regarding the state subsidy, but the Maine School Superintendents Association sent a letter to the Commissioner of Education expressing the need for districts to have this information as we work on developing our budgets. The names of the District's legislative delegates are included in board member folders and will be added to the website. Superintendent Wolfrom reminded board members that the budgets being presented are "original request" budgets and that administrators will continue to work on these budgets throughout the next months with the board's budget goal in mind, "Promoting student success in all areas as we strive for academic excellence, while maintaining fiscal responsibility."

b. Technology

Director of Technology Diane MacGregor presented the Technology budget. She shared a story about the resourcefulness of the department and how they were able to take advantage of

donations from Kents Hill School (10 SmartBoards), and purchase 8 SmartBoards from Ruth's Reusables at a cost of \$200.00 each.

The original budget request for the Technology department includes upgrading the elementary school computer labs, and hiring a K-5 technology integrator (80%).

The equipment currently being used in the computer labs are the old MacBooks and they have been updated as far as they can go. Upgraded equipment is also needed to administer state and local testing to students.

Currently RSU 38 contracts tech support to the Fayette School for one-half day a week. The proposal includes hiring an 80% technology integrator for the elementary schools. Fayette would pick up 20% of the person hired, which would create a full-time position. This would enable the technology department to provide "just in time" support for the elementary school teachers. This proposal would increase MS to 100% technology integrationist

D.MacGregor reminded the Board that when the District did the MLTI refresh last year it was late in the season to make the switch; MLTI kept the cost of year 1 the same as it would have been year 4 of the MLTI contract. For FY18 the cost will be \$31.00 more per computer. Year 2 payments for MLTI will be \$3,086 more for the middle school and \$11,966 more for the high school. The high school is more because the district gets assistance from the State of Maine for the grade 7 and 8 computers.

Questions from Board:

Explain the technology staff at MS and HS.

High School – Lori Twiss, teacher; Jeff Tracy, technician repairs computers for the 3 labs at the high school as well as the office computers and adult education office computers.

The Middle School has a 60% technology integrator (about 3 days); and this person also provides a half-day each at the elementary schools. Norm Robichaud, IT Manager/Tech Support, repairs computers at the middle school and elementary schools. Both Norm and Jeff provide support at the Central Office, bus garage and food service. Diane MacGregor oversees the Technology Department. There are also 2 elementary ed tech IIIs who run the computer labs at the elementary schools: 3 days at MES, 2 days at MVES, 1 day at WES and 3 days at RES.

What would it do to your program if we went from 25 to 12 computers in the elementary labs?

Who develops the overarching curriculum for IT? Is programming part of that curriculum?

There is a technology plan, and there is a curriculum. The High School offers programming courses.

c. Special Education

Special Education Director Ryan Meserve reviewed the department's staffing level at the schools, noting that the staff had a lot of math professional development this year. He is not proposing any new staffing at this time, but explained the possibility of new students at any time and having to accommodate them. There will be some shifting of staff from building to building.

Question from Board

Why is there such an increase at Mt. Vernon Elementary? This is due to a benefits change.

d. English Language Learners (ELLs)

Superintendent Wolfrom reported that there are no changes planned for the ELLs program, but, as with special education, needs may change based on enrollment. The increase is due to projected salary and benefit increases.

e. Gifted and Talented

Director of Curriculum, Instruction and Assessment Nancy Harriman reported that for Gifted and Talented they are projecting a slight decrease, with very few programmatic changes. Staffing includes 3 fully certified, highly qualified G/T teachers serving the district, which has a very positive impact on programming. She reviewed how students are identified as well as plans to provide curriculum based field trips by allocating funds in the amount of \$500 for each level. They will also be

updating testing by shifting to an online format. The department was able to save in other areas so there is not additional costs for these improvements.

Questions related to whether families have access to certain programs at home. There is nothing specific that the district is paying subscriptions for children to use at home but the elementary ed techs maintain a porta portal that is available for anyone that has internet access to use at home.

f. Board Questions on budget: (department questions asked after each presentation)

Request for a chart on staffing going back to when the district consolidated.

g. Citizens comments on budget: none

h. Board discussion: see above

7. Informational Items:

Discussion/questions regarding the Principals' reports:

What about technology to help you improve the scores at the elementary level?

Administrators spoke on the importance of the infrastructure being up to date; there's nothing more frustrating than to have a student make it through a percentage of a test and have the infrastructure fail and they have to take it over again. Updated infrastructure will make a difference in how the curriculum is implemented.

Request for statistics on students who "partially meet" and "do not meet", as well as historical data on testing statistics. Would like to see this data shared in the reports.

Question – Have you tried having a teacher from another school to administer DRA tests instead of the classroom teacher? Principal Delmar responded no, the classroom teacher administers it; for students receiving special education services the test is administered by the special education teacher. This is a time consuming assessment and requires more time in scoring. She explained the importance of calibrating the test; teachers who administer the test also co-score so that they are on the same page. This benefits the students so that their teachers will see what the strengths of the student are as well as the weaknesses. Classroom teachers are responsible for this and use this information for their instruction to the students.

Middle School Principal Rick Hogan was asked if he could use more interventionist support. R.Hogan replied that if he had this data when he put his budget together the ed tech request would have been for an interventionist. He added that his staff is also looking at technology such as i-Ready.

Mr. Hogan was also asked about the Habits of Work and Habits of Works Rubrics - how will those be connected to the HS. He replied that he is not sure yet; the staff has accessed the HS rubrics as well as other middle schools' rubrics. They want to make sure they put in place something that is similar to the HS but not identical. He hopes to have a working draft by the end of the year to start using next year.

8. Adjournment: **MOTION** and second to adjourn at 9:00 p.m.

Respectfully submitted,  
Donna H. Wolfrom, Superintendent/Secretary  
D. Foster, Recorder