

“A Caring School Community Dedicated to Excellence”

**REGIONAL SCHOOL UNIT #38
BOARD OF DIRECTORS
Maranacook Community High School
February 24, 2016, 6:30 p.m.**

AGENDA

1. Call to order:
2. Recognitions: Maine State Championship in Public Forum Debate – Jacob Ide, John Parent (Coach Amy Trunnell)
3. Consent Agenda: (5 min.)
 - a. Approval of Minutes of February 3, 2016*
 - b. Acceptance of teacher resignation, Robin Westcott, HS science
4. Citizens’ Comments: (5 min.)
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
6. Action/Discussion/Informational Items: (5 min.)
7. Budget Workshop*: (90 min.)
 - a. Updates since last workshop
 - b. Co and Extra Curricular
 - c. Operations & Maintenance
 - d. Transportation
 - e. Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health, Professional Development/Curriculum/Assessment, Other Regular Education Services, Systems Administration, Debt Service)
 - f. Citizens comments regarding budget
 - g. Board discussion
8. Executive Session to discuss negotiations pursuant to 1 M.R.S.A. §405(D)
9. Adjournment:

* Attachments

Any citizen who wishes to add an item to the agenda may do so by notifying the Board Chair or the Superintendent’s Office, in writing, ten days prior to the Board’s next scheduled meeting.

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School Student Center
February 3, 2016
Minutes of Meeting

Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Michael Apolito, Gary Carr, Stephen Hayes, Pia Holmes, Jim Marr, Betty Morrell, Stefan Pakulski, Bonnie Simcock
Members Excused: Trish Jackson, Michele Pino, Shawn Roderick
Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Cathy Jacobs, Director of Curriculum, Instruction and Assessment Nancy Harriman, Adult and Community Education Director Steve Vose, Director of Special Education Ryan Meserve, Finance Manager Brigette Williams, Technology Director Diane MacGregor
Student Reps: Molly Searway, Dana Reynolds, Robert McKee

1. Call to order: Chair Watson called the meeting to order at 6:30 p.m.
Chair Watson opened the meeting by noting a recent article in Kennebec Journal announcing the new degree partnership between Thomas College and Maranacook Community High School.
2. Consent Agenda: Approval of Minutes of January 20, 2016
MOTION by G.Carr second by J.Marr to accept the minutes of January 20, 2016 as presented.
Motion Carried: 8 in favor, 0 opposed.
3. Student Representative Reports:
HS representative Molly Searway reported on the recent and upcoming fundraising activities at the high school as part of the School Spirit Challenge. The goal is to collect 150,000 pounds of food by February 26th. She also reported on the winter sports and co-curricular activities. John Parent and Jacob Ide won the State Championship in Public Forum Debate and are National Qualifiers. The Spain trip will be the first week of March.
MS representatives Dana Reynolds and Robert McKee reported on Healthy Decisions Day and provided reports on various team projects. Eighth grader Jack Galletta is the school GEO Bee winner and will be representing the middle school at the State Championship. (Stefan Pakulski and Steve Hayes arrived during the student reports.)
4. Citizens’ Comments: None
5. Additions/Adjustments: none
6. Action/Discussion/Informational Items:
 - a. Report from Auditor Ron Smith
Auditor Ron Smith presented the June 30, 2015 RSU #38 Audit, reporting on the financial condition of the District as of June 30, 2015. He reported that improvements have been made over last year in the fund deficit, which was mostly due to unspent cost centers. He noted that the District has always improved its financial position, stating that the staff is very frugal. The monitoring of school lunch program has improved, having a surplus of \$60,000.
 - b. Acceptance of teacher resignation, effective June 2016, Karen Toothaker, PreK, MES
MOTION by B.Simcock, second by P.Holmes to accept the resignation of Karen Toothaker with regret.
Motion Carried: unanimous

- c. Acceptance of teacher resignation due to retirement, effective June 2016, Lucinda Beane, MS

MOTION by G.Carr, second by B.Morrell to accept the resignation of Lucinda Bean.

Motion Carried: unanimous

- d. Science Curriculum Report

Superintendent Wolfrom reported the Science Curriculum being presented this evening is the work of a group of professional staff across the district who have worked tirelessly for over a year. She is recommending the board adopt the curriculum after hearing the presentation this evening.

Nancy Harriman introduced some of the members of the Science Curriculum committee: Jean Roesner, HS Biology Teacher; Rebecca Henry, Grade 5 Teacher MES, and Robin Terrell, Grade K Teacher also from Manchester. They presented the Science Curriculum showing examples of pre-assessment push and pull, examples of fourth grade work on design and engineering, and changes in the high school curriculum. They reported on the collaborative work being done across the district. This work was recognized by the National Science Teachers' Association, and our teachers were invited to present at the NSTA about the topic in 2014.

The team responded to questions about transitions, sequencing, whether there will be gaps for students, and whether the curriculum will be worth keeping in four years. N.Harriman stated that she believes that the NextGen is a better bet than the old Maine Learning Results; it is more apt to have resources to draw on although there are no guarantees that anything will stay the same. The Board was provided with paper copies of the curriculum, but the teachers have it on their desk tops. It is a dynamic curriculum and it is being improved upon all the time.

How do the kids keep up if it is always evolving? The pre-assessments are always being improved upon. The curriculum is based on the standards. What is stable is the standards. The materials and methods are changing based on the needs of the students. Would like to think the curriculum is more gap proof.

How applicable is this to the rest of the content areas? There is a huge overlapping across the curriculum. Sarah Caban and HS teacher Cheryl Marvinney spoke about the work being done across content areas.

Gary – question on whether students will have 2 grades – letter grade and rubric grade?

What about students not meeting the standards? N.Harriman responded they are trying to put enough resources in so that if some students need more experience in units we will be able to provide it. HS teacher Cheryl Marvinney spoke about the grouping of the subjects in science.

MOTION by B.Simcock, second by P.Holmes to accept the Science Curriculum based on the NextGen Standards as presented. **Motion Carried:** unanimous.

- e. Policy Second Readings: ADC, Use of Tobacco on School District Premises Prohibited; EEAEFA, Video Surveillance on School Property and School Buses (new); JICH, Drug & Alcohol Use By Students

MOTION by G.Carr, second by M.O'Neal to accept *Policy ADC* as presented.

Motion Carried: unanimous

MOTION by B.Morrell, second by G.Carr to accept *Policy EEAEFA* as presented. Discussion ensued regarding striking the third paragraph; concern that by striking it out, it might give someone the perception that it is not going to be used for monitoring activity. It was noted that this is a new policy so this paragraph is not being stricken from a current policy. Superintendent Wolfrom commented this change is recommended based on another board member's concern that this sentence implied that someone was monitoring the cameras all the time. The last paragraph seems to address this.

The **motion was tabled** so the Policy Committee can consider the additional comments received this evening.

MOTION by G.Carr, second by M.Apolito to accept *Policy JICH* as presented.

Motion Carried: unanimous

- f. Policy First Readings: BEDH, Public Participation at Board Meetings; GBEC, Drug-Free Workplace; JLCD, Administration of Medication to Students; KCD, Gifts/Donations to the Schools; KE, Public Concerns and Complaints; KFC, Playground Use

Superintendent Wolfrom provided an overview of the Policy Committee discussion on the first reading policies listed above. The Policy Committee recommends these policies for first reading as revised. She ask that any comments/suggestions be submitted to the Superintendent's Office prior to the next Policy Committee meeting on Monday, February 8, 6:00 p.m. It was noted that a citizen comment was received regarding Policy KE and that the Policy Committee will review those comments.

7. Budget Workshop:

Superintendent Wolfrom provided updates from the last budget workshop – sheet depicting post-secondary experiences for Maranacook graduates, and a list brainstormed by the Communications Committee that can serve as a start for developing a list of talking points.

The general fund school summary budget, original request #2, dated 02/03/16 reflects the following changes. Based on the district's health insurance experience rating, the projected increase in health insurance cost was dropped from 10% to 6%, which is a decrease of \$76,921. We also received notice of a reduction in the interest of some of our bonds totaling \$72,000, for a total of \$148,921. The revenue sheet provided is based on the preliminary ED279 from the State and shows a decrease of \$279,000. With these changes the total budget stands at an increase of 5%. The staff will continue presenting department budgets this evening which includes: Technology, Special Education, English Language Learners (ELLs), and Gifted & Talented.

Technology Director Diane MacGregor introduced members of the Tech Team: Brett Trefethen, K-8 Technology Integrator (5 schools); Lori Twiss, HS Technology Integrator, and Norm Robichaud district Network Manager. Not present this evening is Jeff Tracy Technology Support Technician and two elementary education technicians who run the computer labs in our elementary schools. D.MacGregor reviewed a listing of the technology that we currently have in our schools and a listing of courses at the high school. She reviewed the new requests that consist of: wireless access points for the elementary schools; a UPS unit for the intraschool network located at the high school; and 4 Smartboards (one for each elementary school). Manchester Elementary School 4th grade teacher Jenny Galletta reported on one of the many ways the Smartboard has improved instruction in her classroom.

The major increase for the Technology department consists of new laptops for the elementary teachers. They are currently using the white MacBooks that are 7-10 yrs. old that cannot be upgraded anymore. She worked with Apple representative Tara Maker and Brigette Williams to come up with some options for the district. The proposal presented represents a 4-year lease for an annual cost of \$20,424.

Special Education Director Ryan Meserve reported he is projecting slightly higher overall special education services for next year. There are 3 major areas of increase - nursing, educational technician support, and speech/language services. They do pertain to needs for specific students. He reminded that Board that the special education budget is a moving target; this is his best estimate based on what he is projecting.

Questions surrounded whether reimbursement could be obtained and whether there is a regional program available for the child that would be more cost effective. R.Meserve responded that he would check into whether the services provided could be reimbursed but at this time it is the district's responsibility to provide the services based on the Individualized Education Program and medical needs. Tuitioning outside the district would be much more costly.

Superintendent Wolfrom presented the English Language Learners (ELLs) budget. The budget is made up of salary/benefits and minimal supplies for the teacher. The program serves 16 students district-wide.

Director of Curriculum, Instruction, and Assessment Nancy Harriman presented the Gifted & Talented budget. The budget is similar to this year; many of the percentage changes are because costs are now

broken out across schools. Students served in this program are limited by the state to 5% of K-12 students which is 60 students total.

Citizens Comments: none

Board discussion:

Question regarding the Summary of Budget Requests sheet. Superintendent Wolfrom responded the sheet includes requests presented to this point. Suggestion was made to list everything and explain it as the budgets are presented.

8. Informational Items:

Question regarding how many people participate in the Adult Education program. Adult and Community Education Director Steve Vose responded there are currently 6 students in the HighSet program and 850-900 in enrichment classes.

Request was made for the principals to provide more data in their reports on the students whose needs are not being addressed.

9. Adjournment: MOTION and second to adjourn at 8:55 p.m.

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

Program / Position / Account Evaluation Template
Presented 2/24/16

7.

Program Title: RSU #38 Maintenance Projects 2016-2017		School/Grade/Department: All Schools / Pre-K - 12 / Maintenance
Brief Program Description: To maintain district buildings & grounds safely & efficiently. Routine maintenance will help to prolong the life of the district facilities.		
Program Objective: To maintain district facilities safely & efficiently and to prolong their life.		
MES - Gym Roof	44,000	Gym roof shingles very deteriorated
MES - Kindergarten Roof	15,800	Kindergarten roof shingles very deteriorated
MES - Painting	7,000	Interior & exterior painting
MES - Carpet	3,000	Carpet two classrooms
MES - Walkway	2,000	Walkway repair back side of school
MTV - Painting	7,000	Interior & exterior painting
MTV - Roof	4,000	Small section of roof needs repair
MTV - Carpet	11,350	Replacement of hallway carpet
MTV - Walkway	4,100	Walkway repair
RES - Painting	7,000	Interior & exterior painting
RES - Roof	180,000	Majority of roof shingles very deteriorated
RES - Windows	2,000	Window replacements
RES - Toilets	1,200	Toilet replacements
WES - Painting	7,000	Interior & exterior painting
WES - Windows	4,200	Replace office windows
WES - Siding	500	Repair a section of building rot
MCS - Tennis Court	27,110	Repair & resurface of tennis courts
MCMS - Painting	5,000	Interior & exterior painting
MCMS - Gym Floor	1,850	Gym floor recoat
MCHS - Painting	5,000	Interior & exterior painting
MCHS - Dugout	6,700	Dugout repair - sinking
MCHS - Carpet & Sink Removal	5,000	Carpet one classroom & remove sink
MCHS - Carpet	3,500	Carpet PAC stairs & ramp
MCHS - Biolab Sink Replacement	25,000	Replace all sinks in Biology Lab
MCHS - Gym Floor	1,990	Gym floor recoat
MCHS - Electrical	500	New outlets for Computer Brain Room
MCHS - Siding	2,500	Repair a section of building rot
TRANS - Painting	7,000	Exterior walls need painting
Total Projects in the Budget	391,300	
Total of Building Project 2015-2016	124,116	
Increase in Cost of Building Projects	267,184	
Projected Number of Students to be Served:	1200	
Program Costs:		
Maintenance Project Costs Increase	267,184	

Program / Position / Account Evaluation Template
Presented 2/24/16

Program Title: Maintenance - Equipment	School/Grade/Department District Maintenance			
Brief Program Description: Maintenance of district buildings, grounds and the safety of students and staff.				
Program Objectives: Replace equipment needed for the safety of students and staff.				
Projected Number of Students to be Served: <p align="right">300</p>				
Program Costs: <table border="0"> <tr> <td>Middle School Ice Machine</td> <td align="center">\$</td> <td align="right">1,950</td> </tr> </table>		Middle School Ice Machine	\$	1,950
Middle School Ice Machine	\$	1,950		

**MARANACOOK AREA SCHOOLS
ELECTRICITY EXPENSE**

School	Location	FY2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016 Budget	FY 2017 Budget	Increase / Decrease
Manchester	Entire School	21,246.49	18,822.92	16,348.52	16,993.88	16,853.34	15,665.76	17,000.00	17,000.00	-
Mt. Vernon	Entire School	10,588.89	9,063.89	9,539.11	9,836.90	9,008.04	9,147.04	9,700.00	9,700.00	-
Readfield	Entire School	21,078.29	20,046.55	18,172.17	18,039.98	17,623.93	15,978.69	18,000.00	17,000.00	(1,000.00)
Wayne	Entire School	11,102.14	8,369.54	7,580.67	8,453.84	8,246.18	7,485.81	8,400.00	8,000.00	(400.00)
Maranacook	Middle School	54,932.00	48,572.18	44,620.84	47,449.63	41,372.20	38,618.55	45,000.00	41,000.00	(4,000.00)
	High School	71,012.16	61,073.51	59,468.13	56,060.01	53,864.02	50,049.19	54,000.00	53,000.00	(1,000.00)
Misc. Bldgs.	Trans Property	4,880.33	5,306.11	5,413.01	5,159.05	7,276.29	7,306.00	7,000.00	7,500.00	500.00
	Central Office	1,529.33	1,924.37	2,171.69	2,090.73	1,387.95	1,169.95	1,750.00	1,500.00	(250.00)
Total Purchases		196,369.63	173,179.07	163,314.14	164,084.02	155,631.95	145,420.99	160,850.00	154,700.00	(6,150.00)

**MARANACOOK AREA SCHOOLS
FUEL PURCHASES**

School	Location	2010 Gallons	2011 Gallons	2012 Gallons	2013 Gallons	2014 Gallons	2015 Gallons	FY2016 \$ Budget	FY 2017 Est. Gallons	FY 16 Price Per Gallon	FY 2017 \$ Estimate	FY 2017 \$ Budget	Increase / Decrease
Manchester	Entire School - #2	12,331.20	11,335.60	6,500.00	11,563.00	12,646.00	10,033.40	26,000.00	12,000.0	2.112	25,344.00	25,500.00	(500.00)
	Kitchen-Propane		271.40	200.90	209.00	197.00	201.50	400.00	250.0	1.399	349.75	400.00	-
Mt. Vernon	Entire School-Propane	7,328.40	11,694.15	7,656.20	8,783.00	10,832.00	11,035.70	15,000.00	11,000.0	1.399	15,389.00	15,500.00	500.00
Readfield	Entire School-Propane	12,007.40	13,385.12	13,707.60	17,557.00	19,878.00	21,052.90	27,000.00	21,000.0	1.399	29,379.00	29,500.00	2,500.00
Wayne	Entire School - #2	10,699.20	8,922.40	7,512.00	7,941.00	8,761.00	9,495.30	21,000.00	9,500.0	2.242	21,299.00	21,500.00	500.00
Maranacook	Middle School - #2	19,005.10	12,890.20	10,126.00	19,113.00	13,118.00	19,075.00	28,000.00	15,000.0	2.112	31,680.00	32,000.00	4,000.00
	MMS-Propane		9,364.81	9,006.00	5,099.00	5,620.00	6,481.80	13,000.00	7,000.0	1.399	9,793.00	10,000.00	(3,000.00)
	High School - #2	23,025.30	27,932.40	26,388.60	27,300.00	29,293.00	28,916.60	63,000.00	29,000.0	2.242	65,018.00	65,000.00	2,000.00
	HS Kitchen-Propane	2,161.80	1,439.40	1,622.70	1,488.00	1,401.00	1,290.90	2,000.00	1,400.0	1.399	1,958.60	2,000.00	-
	Ski Hut - K-1		455.60	402.20	367.80	436.00	509.60	1,500.00	500.0	3.179	1,589.50	1,600.00	100.00
Supt. Office	Central Office - #2	1,048.90	544.00	541.70	553.00	619.00	591.70	1,400.00	600.0	2.242	1,345.20	1,400.00	-
	Bus Garage/PDCC-#2	2,036.00	2,342.77	2,052.80	2,882.00	3,127.00	3,122.80	7,000.00	3,120.0	2.242	6,995.04	7,000.00	-
	Trans Office-Propane						-	-	715.0	1.399	1,000.29	1,000.00	1,000.00
Total Fuel Oil Purchases		89,643.30	100,577.85	85,716.70	102,855.80	105,928.00	111,807.20	205,300.00	111,085.0		211,140.38	212,400.00	7,100.00
Diesel	Bus Fuel	39,597.30	48,018.00	37,647.80	30,828.00	38,630.00	35,002.00	85,000.00	38,000.0	2.216	84,208.00	85,000.00	-

Program / Position / Account Evaluation Template
Presented 2/24/16

Program Title: Transportation - School Bus Purchase	School/Grade/Department District Transportation								
Brief Program Description: Transporting students to and from school, field trips, and co & extra curricular activities.									
Program Objectives: To purchases buses on a rotating basis to replace aging buses. Buses are replaced approximately every 12 - 14 years. To purchase two new buses to replace buses which are 14 & 15 years old and have over 180,000 miles on them. Requested two replacement buses from the State of Maine. The State currently has only approved one replacement bus. The second replacement bus will be put into round two approvals, but those approvals will not take place until this summer/fall.									
Projected Number of Students to be Served: All Students									
Program Costs: <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">2 New Replacement Buses</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 15%; text-align: center;">48,000</td> <td style="width: 15%;">4 Year Lease Purchase</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">48,000</td> <td></td> </tr> </table>		2 New Replacement Buses	\$	48,000	4 Year Lease Purchase	Total	\$	48,000	
2 New Replacement Buses	\$	48,000	4 Year Lease Purchase						
Total	\$	48,000							

