

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School Student Center
January 18, 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 (arrived 6:45), Lucas Rumler, (1 vacancy, Readfield)

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Adult and Community Education Director Steve Vose, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigitte Williams, Literacy Coach Barbara Bourgoine, Math Coach Sarah Caban

1. Call to order: Chair Watson called the meeting to order at 6:32 p.m.

2. Presentation by District Interventionists:

Superintendent Wolfrom introduced the evening’s presentation by the District’s interventionists noting that the Board and the community have been very supportive of the interventionists. This presentation will provide the board the opportunity to hear about the programs that are being offered and their plans for next steps.

Maria Runji, Reading Interventionist at Readfield Elementary presented some of the work the district literacy specialists are doing at the elementary level and explained the statistics as they relate to new students moving to the district in grades 3-5.

Sarah Caban, Math Coach and Abby Shink elementary Math Interventionist provided an overview of the interventionists’ time at each of the elementary schools as well as the number of students they provide services to. A handout was provided showing the intervention cycles for the fall and the progress the students are making.

Principal Rick Hogan outlined how the interventionists’ time is allocated at the middle school. Mr. Hogan was asked how many 8th graders will be entering the high school who will need RtI time? At this time there are 12 8th graders receiving services.

Chris St. Clair, HS literacy specialist reviewed the program at the high school and the plans to move the program forward for the next school year.

Kelsea Trefethen, HS Math teacher, and Patricia Morris, HS Business teacher reported on the goals of the Freshman Academy.

Colette Jadis, HS math interventionist reported on the success of the high school program and the plans for the next school year.

3. Citizens Comments:

Chair Watson read a statement regarding the air quality issues at Manchester Elementary School, reviewing what the District has done and reviewed the immediate plans and next steps.

Chair Watson read a public comment statement submitted by Doug Ide, Manchester resident and former school board member, expressing his confidence in the District’s administration and the Board to do what is needed to ensure the safety of the students and staff at Manchester Elementary.

Several parents spoke regarding the air quality issues at Manchester Elementary. Although they thanked the district for the steps they are taking to address the issues, they expressed their concerns with the amount of time it took to move forward with testing, the time it took to share the initial report, and questioned whether enough steps are being taken to make sure the entire school is safe for students and staff. Concern was raised for the level of transparency from administration, but are glad to hear about the next steps and are satisfied with the remediation job that was done. Question was raised about why the decision was not made to test the entire school after receiving the initial report. A list of requests was presented, which included the appointment of an oversight committee, including parents, teachers and staff; appropriate details of project goal activities; repeat air and surface testing in the basement and classrooms; carpets testing in classrooms; initial air, surface and carpet testing in all the school; and remediation and cleaning as dictated in those areas. They would also like the carpeting removed during the summer and replaced with flooring, and want to see a plan to improve all the buildings in the district. Request was also made for a copy of the insurance claim and replacement of items discarded in the basement, with priority given to things teachers need for teaching (list provided). Request was also made for parents to be provided with literature on the air quality and perhaps have a health survey taken.

Staff members at Manchester Elementary School also spoke about their initial concerns about the smell in a classroom, and their concerns about whether some of their health issues are due to the air quality in the building.

The Chair called for a 10 minute intermission at this time.

4. Additions/Adjustments: none

5. Action/Discussion/Informational Items:

a. Approval of Minutes of January 4, 2017

MOTION by Caron, second by Roderick to accept the Minutes of January 4, 2017 as presented.

Motion Carried: 11 in favor, 0 opposed, 1 abstention (Jackson)

b. Consideration of requests for two exceptions to Nepotism Policy

Superintendent Wolfrom reported that she is requesting that two exceptions be approved, to the district's Nepotism Policy as noted in the memorandum. Each request addresses an immediate need for staffing in the district.

MOTION by Carr, second by Morrell to approve the exception to hire a student worker who is an immediate family member of a board member to assist the Athletic Director during the winter sports season. **Motion Carried:** unanimous

MOTION by Morrell, second by Carr to approve the exception to hire, as a substitute teacher, an immediate family member of a board member to fill an immediate need for the district for substitute teachers. **Motion Carried:** unanimous

c. Policy Second Readings

i. *KF, Use of Facilities* – The Policy Committee made one change to this policy, adding the word “local” to section B2. **MOTION** by Carr, second by Morrell to adopt Policy KF, Use of Facilities as presented. **Motion Carried:** unanimous.

ii. *BCC/GBCA, Nepotism* – The Policy Committee revised the definition of “immediate family” to be consistent with the district's definition. Policy Committee recommends approval as presented.

MOTION by Morrell, second by Carr to adopt Policy BCC/GBCA, Nepotism as presented. **Motion Carried:** unanimous.

iii. *BDD, Board-Superintendent Relationship* – No additional changes were made to this policy. Policy Committee recommends approval as presented. **MOTION** by Carr, second by Morrell to adopt Policy BDD, Board-Superintendent Relationship as presented. **Motion Carried:** unanimous.

d. Policy First readings:

Superintendent Wolfrom reported that several policies were reviewed by the Policy Committee and are recommended for first reading. They include: ADAB, School System Commitment to Standards for Ethical and Responsible Staff Behavior (new policy); EBCA, Emergency Response Plan; GCCA, Extended Leaves of Absence; GCFB, Recruiting and Hiring of Administrative Staff. With the exception of ADAB, which is a new policy to consider, the other policies are being reviewed as part of the Policy Committee’s review of older policies (see minutes of 01/09/17).

e. Acceptance of Teacher resignation – Christine Mohlar, Math Interventionist, RES

MOTION by O’Neal, second by Farrar to accept Christine Mohlar’s resignation with regret. Discussion followed. Concern was raised in regards to having a resignation during the school year. Superintendent Wolfrom reported that legally teachers have to give a 60 day notice. **Motion Carried:** unanimous.

6. Budget Workshop:

Superintendent Wolfrom reviewed the budget information that was included in the board mailing, which included the yearly comparison of state valuation for each town, enrollment history, current enrollment, budget/subsidy history; and pie charts depicting the RSU #38 budget over the most recent three years. The mailing also included the additional programming/position sheets prepared by the principals. Superintendent Wolfrom reported that she does not expect to receive subsidy figures from the State until March.

The “original requests” budget summaries were reviewed by the principals.

a. Elementary Schools

Principal Janet Delmar presented the “original” budget requests for Manchester and Mt. Vernon Elementary Schools. Her request includes a 50% increase for math interventionist time at Mt. Vernon Elementary School. A full time interventionist in math would ensure that students identified for math intervention would have the support needed; at this time only 40% of the students identified are receiving services. The elementary schools are also requesting to increase the elementary librarian time by 20% to ensure oversight at each of the elementary schools.

Principal Delmar was recognized for her good work. She was asked if she has considered adding a quarter more or another percentage of Rtl teaching time instead of doubling the position. Principal Delmar responded there are currently 10 students on a waiting list; she is not sure if adding a quarter would fill the need, especially when considering schedules, but she will look at it.

Principal Jeff Boston presented the “original” budget requests for Wayne and Readfield Elementary Schools. He is requesting the Board consider changing the current half-time Ed Tech II position to a full time Ed Tech III at Wayne Elementary to assist in the two double-grade classrooms. Due to Wayne’s enrollment, there are 2 classrooms that have double grades (2-3 and 3-4). The Ed Tech would assist the teachers in the classrooms. His budget also includes an additional Grade 5 teacher at Readfield Elementary School due to class size (31 students). He is also requesting an increase in Art teacher time at Wayne; currently Grades K-1 have about 30 minutes of instruction time when you figure the set up and clean up time for the teacher. They are also looking at rebuilding classroom materials at Wayne. Discussion ensued about class sizes. Superintendent Wolfrom added that as we get further in the budget process they will make projections on enrollment and class sizes for the board.

b. Middle School

Principal Rick Hogan presented the Middle School “original” budget requests, which includes a full-time RtI Ed Tech III to provide support to the current RtI Literacy Specialist and the RtI Math Specialist and the students they serve. This position would allow RtI staff to go into the classrooms and work with teachers and students, as well as time for the interventionists to check in with the teachers. As a separate piece, the ed tech could work with students on their executive functions (time management, etc.).

c. High School

Principal Dwayne Conway reported that every teacher had a hand in creating the budget with learning leaders support. He is not requesting any new positions at this time. The High School has taken on a lot of new initiatives over the past few years including dual enrollment, Habits of Work, Freshman Academy, redesigning the Alternative Education program, credit recovery, Freshman home visits, professional learning community, and last year’s change of making the 2 half time Dean positions into one full time position of Assistant Principal. Requests in the high school budget include \$3,000 in supplies to match a donation from By The Board Lumber Company, \$15,000 for a CNC Router, \$1,000 for Alternative Education program supplies, and \$2,000 for Freshman visits. Discussion ensued regarding other line item increases.

d. Board Questions – questions were asked during each presentation.

e. Citizens comments regarding budget – none

f. Board discussion

Discussion ensued about how the remainder of the budget will be presented. A request was made for a listing of all original budget requests as in previous years. This list will be provided. The next budget workshop will include presentations on technology, special education, English Language Learners (ELLs), and Gifted and Talented.

7. Adjournment: **MOTION** and second to adjourn the meeting at 10:18 p.m.

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