

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
January 20, 2016, 6:30 p.m.**

AGENDA

1. Call to order:
2. Presentation: Concussion Management Team (15 min.)
3. Consent Agenda: (5 min.)
 - a. Approval of Minutes of January 6, 2016
 - b. Acceptance of donation from Winthrop Area Credit Union for Maine College Circle (MCC) Scholarship Fund, \$200.00
4. Citizens’ Comments: (5 min.)
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
6. Action/Discussion/Informational Items: (20 min.)
 - a. Appointment of first probationary teacher – Kristy Scullion, Physical Education, Mt. Vernon Elementary (30%)
 - b. Acceptance of Teacher Resignation due to Retirement, June 2016, Carleen Drapeau, Readfield Elementary School
 - c. Acceptance of Administrator Resignation, June 2016, Steve DeAngelis, HS Dean of Students (continue as HS Science Teacher)
 - d. Continued discussion on Board budget statement
7. Budget Workshop*: (90 min.)
 - a. Elementary Schools
 - b. Middle School
 - c. High School
 - d. Board questions
 - e. Citizens comments regarding budget
 - f. Board discussion
8. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School Student Center
January 6, 2016
Minutes of Meeting

Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Gary Carr, Pia Holmes, Trish Jackson, Betty Morrell, Stefan Pakulski, Shawn Roderick, Bonnie Simcock

Members Absent: Michael Apolito, Stephen Hayes, Jim Marr (excused), Michele Pino (excused)

Administrators: Superintendent Donna Wolfrom, Principals 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 Rep: Derek Kelly

1. Call to order: Chair Watson called the meeting to order at 6:35 p.m.
Vice Chair Melissa O’Neal reported that Maranacook’s graduation rate for 2014-15 is up to 91.09%. This is up from 86.84% for 2013-14, and 83.96% for 2012-13.

2. Discussion with Victoria Wallack, Director of Government Relations & Communications, MSMA, regarding communicating the budget
Superintendent Wolfrom introduced Victoria Wallack. Ms. Wallack complimented the board on beginning the meeting with good news. She spoke with the board about ways to communicate the school budget to the citizens and complimented the Board and Superintendent on the positive message they already relay to the community. She provided notes to the board and urged them to go through an exercise, asking themselves the following questions: What sets your district or school apart in the marketplace? Why should parents care enough to send their kids to you? Why should taxpayers fund public education?
Other suggestions: talk about why tax payers need to support your schools and talk about this year round; outline your goals, vision, and accomplishments; talk about what the money is going to buy and why you need it; highlight what you’ve done to try to tighten your belt; talk about your efforts to hold the line; have handouts, provide analysis of your trade-offs. She expressed the importance of everyone talking off the same page and keeping things positive; never go negative.

3. Consent Agenda:
 - a. Approval of Minutes of December 16, 2015
MOTION by Carr, second by Simcock to approve the minutes of December 16, 2015 as presented. B.Morrell noted a typographical error on section 2, 3rd paragraph (complimented).
Motion Carried: unanimous
 - b. Request for Out-of-State Travel, Debate Tournament, January 16-18, 2016, Lexington, MA
MOTION by Simcock, second by Morrell to approve the Out-of-State travel request, as presented. **Motion Carried:** unanimous

4. Student Representatives Reports:
Superintendent Wolfrom noted the middle school representatives, as well as one of the high school representatives are absent due to a Nordic Ski Meet.
High School representative Derek Kelly reported on recent activities at the high school as well as the upcoming Jazz and Chamber Singers concert on January 12th. He distributed information about

the School Spirit Challenge, sponsored by Channel 13, which runs from January 3 to February 26. The students want to make this a district wide community challenge with the goal of collecting 150,000 pounds of food for the Good Shepherd Food Bank. He noted that every dollar donated equals 5 pounds of food. Donations can be dropped off at any of the schools, or you may donate via the virtual campaign at: <https://www.gsfb.org/donate/vfd/523>

5. Citizens' comments:

Principal Dwayne Conway noted that there is another professional development night to continue the discussion of Proficiency Based Education (PBE) scheduled on Thursday, January 14 at 6:00 – 7:30 p.m. Dinner will be provided as well as babysitting.

6. Additions/adjustments: none

7. Action/Discussion/Informational Items:

a. Vote on Superintendent Donna H. Wolfrom's Administrative Contract

MOTION by Carr, second by Holmes to extend Superintendent Wolfrom's contract by one year to June 30, 2018. Discussion followed. Chair Watson reported that Superintendent Wolfrom's evaluation was exceptional and the Board is very pleased that she has committed to the district for this additional time. **Motion Carried:** unanimous

b. Acceptance of Administrator Resignation due to retirement, June 2016, Cathy Jacobs

MOTION by Carr, second by Simcock to accept the resignation of Principal Cathy Jacobs with regret. **Motion Carried:** unanimous

c. Removal of Obsolete Policy, Second Reading, GBGA, Staff Members with HIV/AIDS

MOTION by Carr, second by O'Neal to remove Policy GBGA, Staff Members with HIV/AIDS.

Motion Carried: unanimous

d. Policy Second Readings: IMDC, Observance of Religious Holidays; JJIBA, Hiring and Evaluation of Coaches (current Policy GCFC)

MOTION by Carr, second by Morrell to accept Policy IMDC, Observance of Religious Holidays, as presented. **Motion Carried:** unanimous

MOTION by Morrell, second by O'Neal to accept Policy JJIBA, Hiring and Evaluation of Coaches (current Policy GCFC) as presented. Superintendent Wolfrom noted one change to the policy since the first reading, removing the sentence stating that coaches' job descriptions will be approved by the Board. This is not current practice.

Motion Carried: unanimous

e. Policy First 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

Superintendent Wolfrom reviewed the recommended changes from the Policy Committee on the first reading policies. Trish Jackson expressed her concerns about the Video Surveillance policy, requesting more information on the location of the video surveillance cameras and how they are monitored. The policy implies that the cameras can be used for monitoring. Superintendent Wolfrom asked that she submit her questions/concerns in writing for the Policy Committee to review at their next meeting. Any comments/questions on the three first reading policies can be submitted to Donna Foster at the Superintendent's Office. The Committee will be reviewing the policies at their next meeting on Tuesday, January 12th.

f. Fiscal Year 17 Budget Review/Goals

Superintendent Wolfrom provided the Board with a listing of the interventionists' schedules/student numbers as requested at a previous meeting.

Chair Watson reported that last year, in coming up with a budget goal, the board defined where they wanted to be and talked about the goal from 2 years ago. Last year the board decided to go with a statement that says we want to do what is necessary so we can be sure every student succeeds. She added, that every time the board examines what we do, we have to think about the stakeholders, but hope we go in the way of meeting our mission as school board members.

M.O'Neal liked the process last year. The administrators presented their perfect budget, putting in what was needed and then the board worked backwards from that. G.Carr agreed.

B.Simcock added the importance of showing the cost efficiencies.

Superintendent Wolfrom noted the Board has always had a slogan that can be used in the updates and to refer to constantly. The first goal of the Strategic Plan is a good thing to reflect on; people have heard it a lot; it is a good message to be sending out this budget season, with being fiscally responsible to our citizens.

Last year's statement was, "providing support for students in order to promote academic success." Perhaps have a snappier statement that says, "Success for all students," with an added statement, "fiscally responsible to our taxpayers." Another suggestion, "Promoting student success for all while maintaining fiscal responsibility."

Chair Watson asked board members to think about the message they want to send. There are a few members absent tonight and it is important to have everyone's input on the message they want to send to the community. This item will be added to the next agenda.

Questions were asked regarding the data provided on the interventionists' sheet: how many of the 42 students noted in the high school as not receiving literacy services are failing? What do you want the school board to do about the 42 student this year? Principal Conway responded that some students are receiving spotted service through RTI, but he would like the interventionist next year to help them more fully. What about peer tutoring and AmeriCorps? Principal Conway responded that the peer tutoring is great at helping students on individual topics. AmeriCorps hasn't worked out in the past. Maranacook was approved two years in a row but then the positions were not able to be filled. This past year we did not apply.

9. Executive Session to discuss administrative salaries pursuant to 1 M.R.S.A. §405(6)(A)

MOTION by Carr, second by Roderick to enter Executive Session to discuss administrative salaries pursuant to 1 M.R.S.A. §405(6)(A). **Motion Carried:** unanimous.

The Board entered executive session at 8:14 p.m. and returned to public session at 9:28 p.m.

MOTION by M.O'Neal, second by B.Morrell to raise Dr. Wolfrom's annual salary to \$110,000, with the addition of a 30 sick day buy-out clause upon retirement, not to exceed \$10,000, and the addition of 3 personal days per year. Discussion followed. **Motion Carried:** 8 in favor, 1 opposed (Carr), 0 abstentions.

MOTION by G.Carr, second by S.Roderick to raise Brigitte Williams' annual salary to \$66,000, and to raise Ryan Meserve's annual salary to \$82,000. **Motion Carried:** unanimous.

10. Adjournment: Motion and second to adjourn at 9:35 p.m.

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

Position	Physical Education Teacher - Mount Vernon Elementary School	
Candidate	Kristy Scullion	
Educational Preparation	University of Maine at Orono,	2003
	B.S. Elementary Education	
Related Experience	M.S.A.D # 57	
	<i>5th Grade Teacher</i>	2005-2008
	<i>Health Coordinator/Teacher K-6</i>	2003-2005
References	Lynda Green, Superintendent, M.S.A.D #57	
	Patricia Durgin, Principal, Line Elementary School	
	Kelli Karish, Teacher, Line Elementary School	
Certification	Waiver Physical Education Teacher (510)	8/31/2016
	Professional K-8 (020) General Education	7/1/2020
Salary	\$5,700.29 Degree: BA Level 4 (30% position)	
Board Hire Date		
Replacing	Laura Friedman	

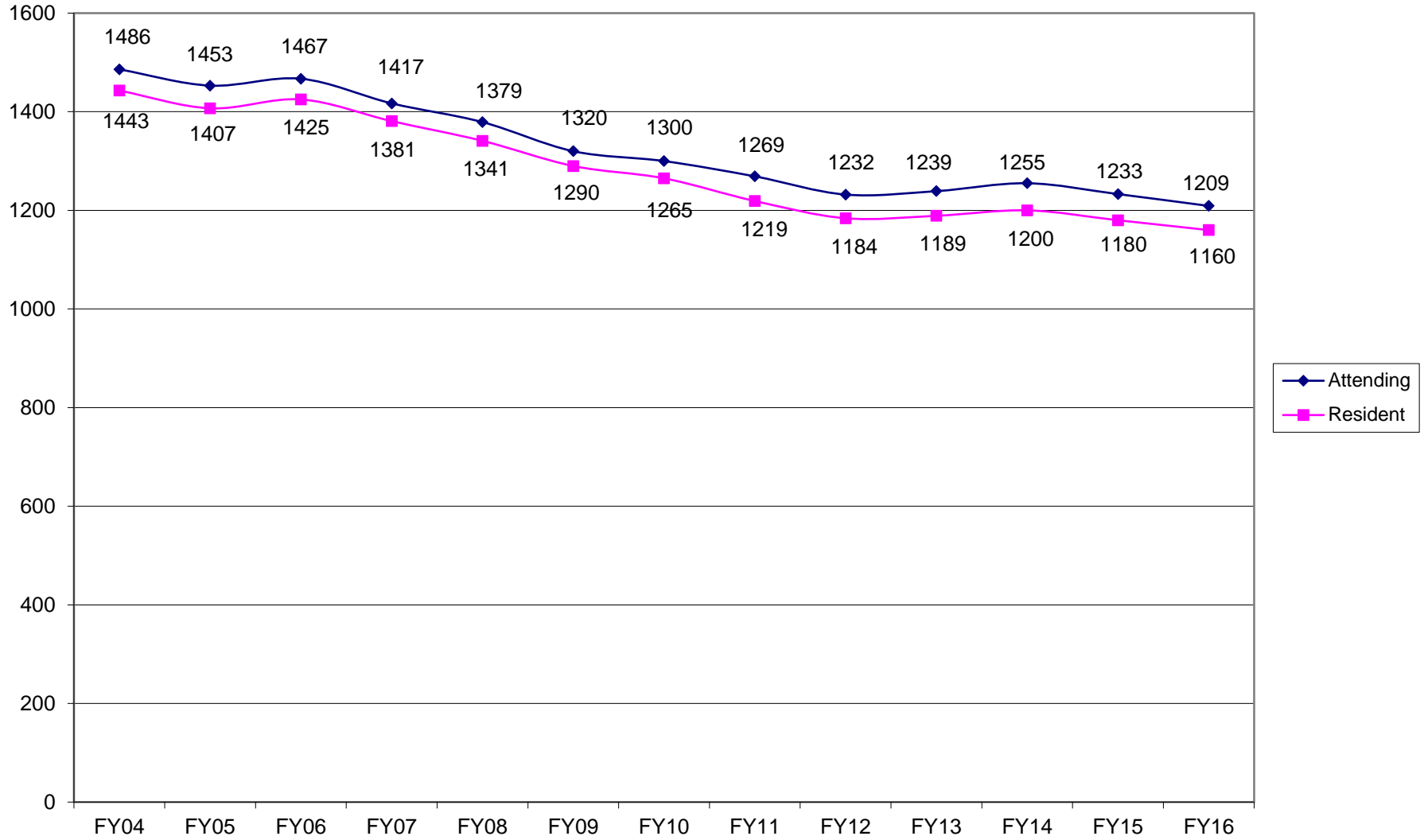
A Caring School Community Dedicated To Excellence

7.

REGIONAL SCHOOL UNIT NO. 38
State Valuation
Yearly Comparison

School	Historical Information					Current Year Increase				7 Year Comparison	
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Difference	% Chg.	\$ Increase	% Increase
Manchester	312,600,000	309,150,000	304,650,000	301,900,000	301,200,000	301,450,000	310,050,000	8,600,000	2.85%	(2,550,000)	-0.82%
Mt. Vernon	257,850,000	254,500,000	245,050,000	248,550,000	243,550,000	240,650,000	245,000,000	4,350,000	1.81%	(12,850,000)	-4.98%
Readfield	282,950,000	282,150,000	270,050,000	266,100,000	268,550,000	264,850,000	260,950,000	(3,900,000)	-1.47%	(22,000,000)	-7.78%
Wayne	203,850,000	206,600,000	203,900,000	200,850,000	193,850,000	187,600,000	187,450,000	(150,000)	-0.08%	(16,400,000)	-8.05%
District Total	1,057,250,000	1,052,400,000	1,023,650,000	1,017,400,000	1,007,150,000	994,550,000	1,003,450,000	8,900,000	0.89%	(53,800,000)	-5.09%

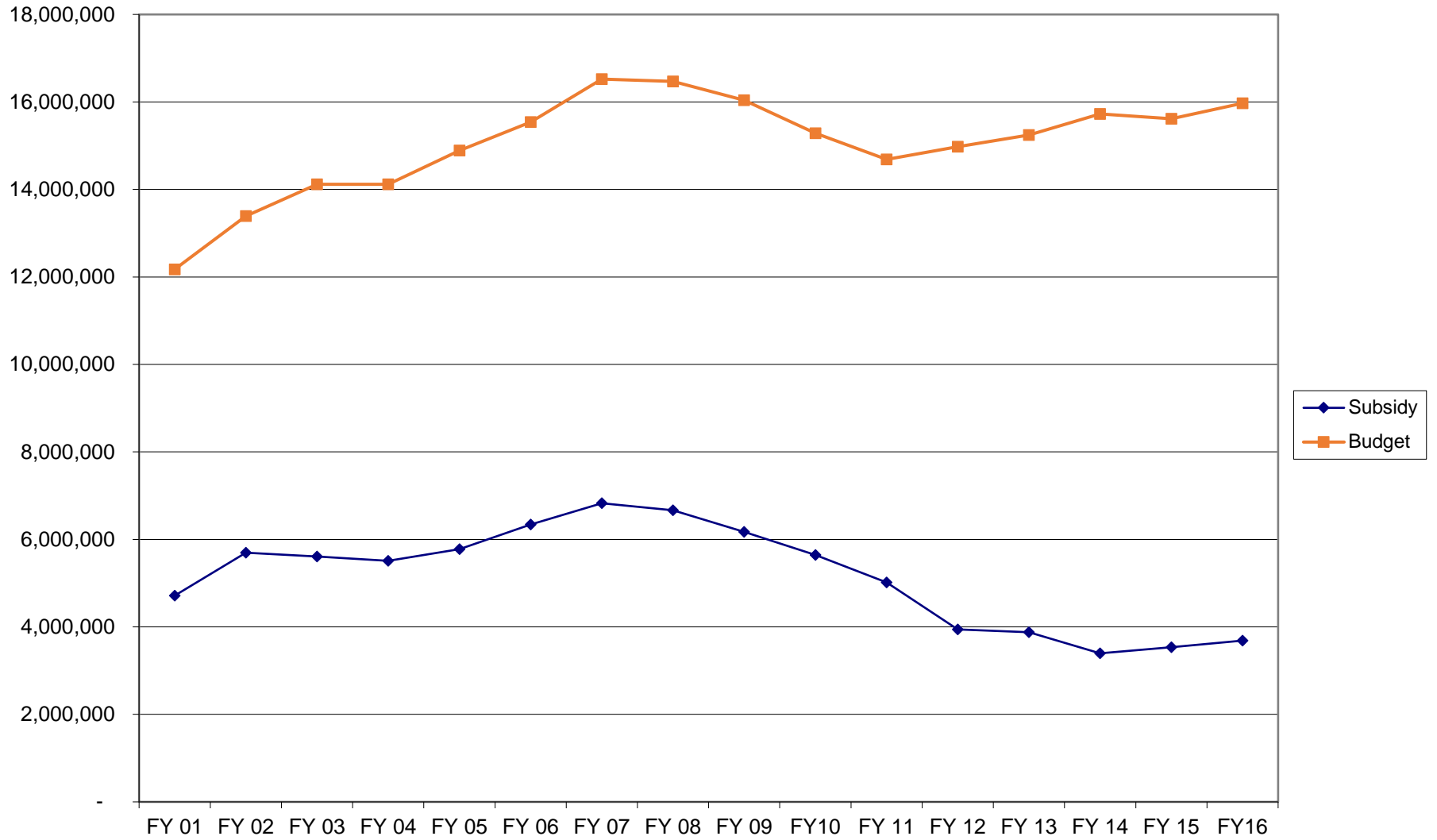
RSU #38 Enrollment History



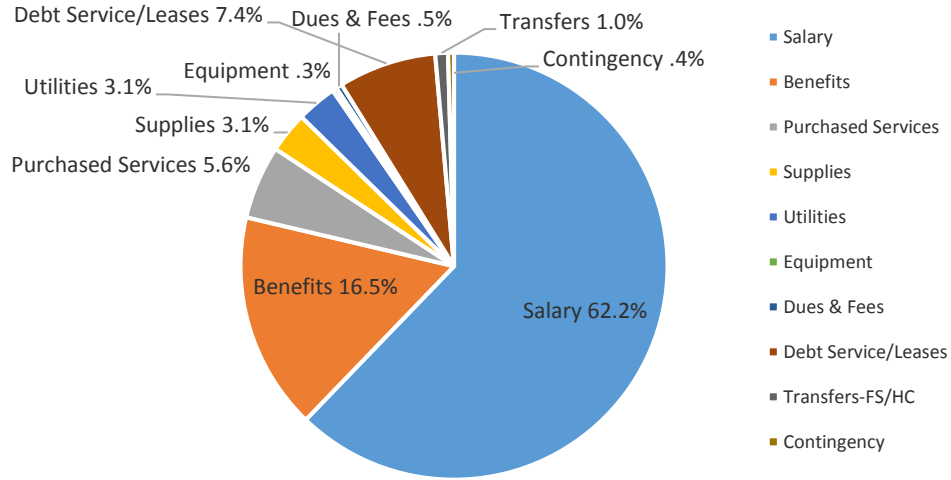
RSU #38 ENROLLMENT

Actual Class Size - January 14, 2016										
	Pre K	K	1	2	3	4	5		Total Students	
Manchester	13 / 15 28	13 / 13 26	16 / 17 33	21	13 / 11 24	15 / 13 28	23		1.8 FTE Ed Tech	183
Mt. Vernon	7	11 / 12 23	11 / 14 25	15	17	18	20		1 FTE Ed Tech	125
Readfield	13* / 7 20	16 / 15 31	10 / 10 20	16 / 15 31	12 / 15 27	20	14 / 16 30		1 FTE Ed Tech	179
Wayne		10	14	10	12	10	9		1 FTE Ed Tech	65
Totals	55	90	92	77	80	76	82			552
Averages	12	13	13	17	15	17	18	District Average: 15/1		
* Readfield has additional classroom support from SKCDC										
Actual Enrollment - January 14, 2016										
Middle School										
Grade	6	7	8	Total						
Students	89	82	87	258						
High School										
Grade	9	10	11	12	Total					
Students	90	90	103	110	393					

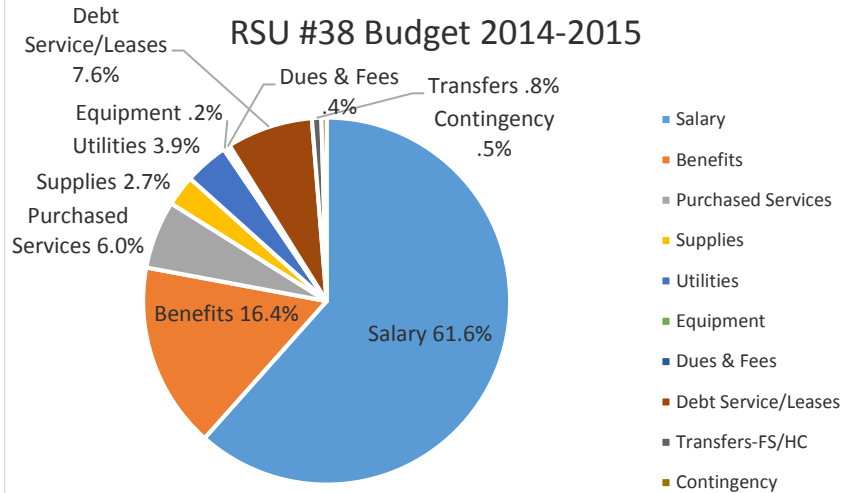
RSU #38 / UNION #42 BUDGET/SUBSIDY HISTORY



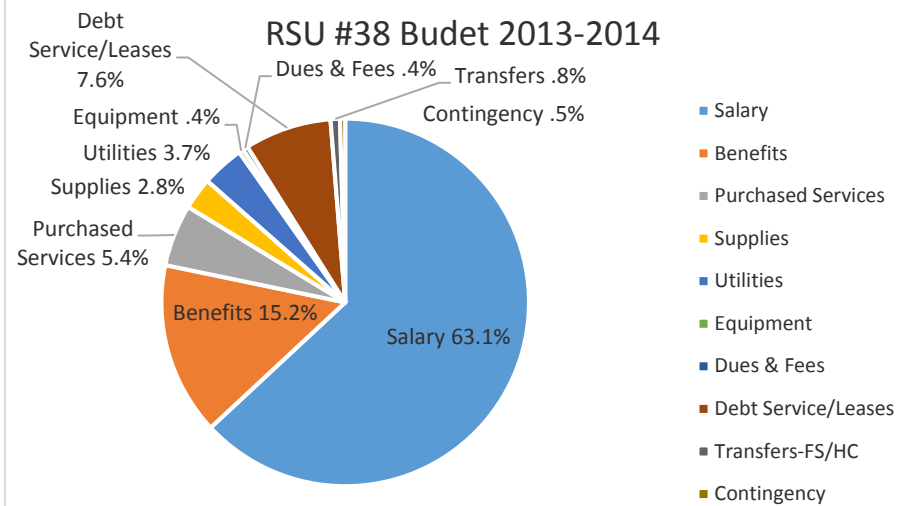
RSU #38 Budget 2015-2016



RSU #38 Budget 2014-2015



RSU #38 Budget 2013-2014



New Program / Position / Purchase Request

REVISED

Program Title: Staffing - Nursing	School/Grade/Department: RES, WES, MES, MVES
Brief Program Description: Increase elementary nurse time by .5 FTE to meet student needs.	
Program Objectives: <ol style="list-style-type: none">1. Upgrade current positions from 1.5 nurses to 2 FTE nurses at the elementary schools.2. Reassign nursing coverate (RES/WES and MES/MVES) based on student need.3. Properly support student medical needs with qualified personnel, which will reduce the impact on secretarial responsibilities.	
Projected Number of Students to be Served: Additional 57 students	
Program Costs: Cost to increase part time nurse to full time would be \$16,500	

New Program / Position / Purchase Request

Program Title: Staffing	School/Grade/Department: MtVES & RES PreK
Brief Program Description: PreK classroom support at a 1:8 ratio in Mt. Vernon morning PreK classroom and Readfield afternoon PreK classroom.	
Program Objectives: To allow for a maximum of 16 students per session in Mt. Vernon and Readfield.	
Projected Number of Students to be Served:	32
Program Costs:	\$ 19,100 Two 40% Ed Tech IIs, one for each program

New Program / Position / Purchase Request

Program Title:

MES Curriculum Supplies & Books

School/Grade/Department:

MES PreK - 5

Brief Program Description:

Curriculum needs and to update outdated school books and supplies.

Program Objectives:

Supplies and books to develop fine motor skills, replace outdated chapter books to meet current student and curriculum needs, improve classroom libraries with a variety of reading levels, genres and non-fiction texts, multiple copies of reading texts for district curriculum common units, and science curriculum non-fiction books and supplies.

Projected Number of Students to be

Served:

185

Program Costs:

Handwriting Without Tears Workbooks	\$	1,159
Outdated Chapter Book Replacements	\$	3,000
Update Classroom Libraries	\$	2,000
Reading Texts - District Common Units	\$	4,427
Science Non-Fiction Leveled Text	\$	3,500
Science Lab Consumables & Equipment	\$	1,088

New Program / Position / Purchase Request

Program Title: Staffing	School/Grade/Department: MtVES K-5
Brief Program Description: One Behavior Intervention Ed Tech III to provide student(s) supports.	
Program Objectives: To provide support for students with behavior needs.	
Projected Number of Students to be Served:	130
Program Costs:	\$ 32,000

New Program / Position / Purchase Request

Program Title:
MTVES Curriculum Supplies & Books

School/Grade/Department:
MTVES PreK - 5

Brief Program Description:
Curriculum needs and to update outdated school books and supplies.

Program Objectives:
Improve classroom libraries with a variety of reading levels, genres and non-fiction texts, multiple copies of reading texts for district curriculum common units, and science curriculum non-fiction books.

Projected Number of Students to be Served: 130

Program Costs:

Update Classroom Libraries	\$	3,000
Reading Texts - District Common Units	\$	3,220
Science Non-Fiction Leveled Text	\$	3,500

New Program / Position / Purchase Request

Program Title:

RES Curriculum Supplies & Books

School/Grade/Department:

RES PreK - 5

Brief Program Description:

Curriculum needs and to update outdated school books and supplies.

Program Objectives:

Supplies and books to develop fine motor skills, replace outdated chapter books to meet current student and curriculum needs, improve classroom libraries with a variety of reading levels, genres and non-fiction texts, multiple copies of reading texts for district curriculum common units, and science curriculum non-fiction books and supplies.

Projected Number of Students to be

Served:

180

Program Costs:

Leveled Literacy Intervention Kit	\$	5,462
Handwriting Without Tears	\$	1,159
Classroom Magazines	\$	1,306
Update Classroom Libraries	\$	3,000
Reading Texts - District Common Units	\$	4,427
Science Non-Fiction Leveled Text	\$	3,500
Science Lab Consumables & Equipment	\$	1,088

New Program / Position / Purchase Request

Program Title: Staffing	School/Grade/Department: WES Literacy Specialist
Brief Program Description: .5 FTE Literacy Specialist	
Program Objectives: Currently WES is be serviced by a shared Literacy Specialist with MTV (30% WES/70% MTV).	
Projected Number of Students to be Served:	
	57
Program Costs:	\$25,000 Funded with Title IA Grant Previously a .5 FTE Ed Tech III was funded with Title IA Grant but will now be funded through the General Fund

New Program / Position / Purchase Request

Program Title:

WES Curriculum Supplies & Books

School/Grade/Department:

WES PreK - 5

Brief Program Description:

Curriculum needs and to update outdated school books and supplies.

Program Objectives:

Improve classroom libraries with a variety of reading levels, genres and non-fiction texts, multiple copies of reading texts for district curriculum common units, and science curriculum non-fiction books and supplies.

Projected Number of Students to be

Served:

65

Program Costs:

Leveled Literacy Intervention Kit	\$	3,171
Update Classroom Libraries	\$	2,000
Reading Texts - District Common Units	\$	2,415
Science Non-Fiction Leveled Text	\$	2,000
Science Lab Consumables & Equipment	\$	1,792

New Program / Position / Purchase Request

Program Title: Increase administrative office coordinator from school year only to full time.	School/Grade/Department: MCMS, Grades 6-8
Brief Program Description: During the summer, the office coordinator has to not only perform her end of the year duties such as MEDMS information but, she also has to prepare for the following school year by performing a number of essential tasks such as entering data into PowerSchool, doing all of the student schedules, registering new students, processing outgoing students, preparing opening day packets, updating the school and district calendar, and many more. In order to complete this work in her current allotted time, she has to take time off during the school year, which means we have to hire a sub. We would not need a sub if we increased the position to full time. Not having a full time consistent person in the front office is not good practice.	
Program Objectives: Support all middle school staff, students and families.	
Projected Number of Students to be Served: 275 students	
Program Costs: <p align="center">\$5,250</p>	

New Program / Position / Purchase Request

Program Title: Wellness Center Administrative Assistant	School/Grade/Department: MCMS, Grades 6-8
Brief Program Description: Increase Wellness Center administrative assistant hours from 12.5 to 19.5 hours per week.	
Program Objectives: To help cover the needs of a full school day and to allow more hours for data entry. There is no Wellness Office coverage from 8:00 - 9:00 a.m. or 1:30 - 2:30 p.m. three days a week. This often leave the Wellness Center uncovered. So far this year, 303 visits have occurred during uncovered hours.	
Projected Number of Students to be Served: 275 students	
Program Costs: <p style="text-align: center;">\$4,300</p>	

New Program / Position / Purchase Request

Program Title: Middle School Afterschool Offerings		School/Grade/Department: Grades 6 - 8	
Brief Program Description: To offer students additional afterschool offerings in Robotics, Volleyball, and Archery.			
Program Objectives: To offer additional afterschool offerings to engage more students.			
Projected Number of Students to be Served:		50	
Program Costs:		\$ 5,000	Robotics
		\$ 2,000	Archery & Volleyball

New Program / Position / Purchase Request

Program Title: High School Tech Ed Program		School/Grade/Department: Grades 9 - 12	
Brief Program Description: To offer students instruction in newer vocational technology.			
Program Objectives: Instruct students in the use of CAD software, a CNC router, and a 3D printer.			
Projected Number of Students to be Served:		50	
Program Costs:	\$	3,500	CAD Software
	\$	17,500	CNC Router & 3D Printer

New Program / Position / Purchase Request

Program Title: High School Literacy Interventionist	School/Grade/Department: Grade 9-12 students; total population of 400.
Brief Program Description: The interventionist will work with students who are below grade level in ability or achievement. Students are identified in a number of ways including academic grades, standardized test scores, Habits of Work scores, behavioral issues, and teacher recommendation.	
Program Objectives: We are currently structured to provide services to students who are acquiring skills at the traditional pace. The interventionist will help students who are not meeting the benchmark.	
Projected Number of Students to be Served: 40+ students, which are not stagnate. Students will move in and out of RTI based on progress.	
Program Costs: <p align="center">\$50,000</p>	