

**SPECIAL MEETING  
REGIONAL SCHOOL UNIT NO. 38  
BOARD OF DIRECTORS  
Maranacook Community High School  
July 24, 2017, 6:30 p.m.**

**AGENDA**

1. Call to order:
2. Action Items:
  - a. Approval of minutes of June 21, 2017\*
  - b. Approval of minutes of July 10, 2017\*
  - c. Award bid – Diesel Tank removal/replacement
  - d. Award bid – removal of two underground tanks at Mt. Vernon and Readfield Elementary Schools
3. Executive Session to consider labor contract discussions between the RSU #38 Board of Directors and the Maranacook Area Schools Teachers Association pursuant to 1 M.R.S.A. § 405(6)(D)
4. Executive Session to discuss legal rights and duties of the school unit pursuant to 1 M.R.S.A. § 405(6)(E)
5. Adjourn

**REGIONAL SCHOOL UNIT # 38**  
**BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**June 21, 2017**  
**Minutes of Meeting**

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

Member Excused: Gary Carr, Kelly Crotteau, Shawn Roderick

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

1. Chair Watson called the meeting to order at 6:30 p.m.
2. 2017 Maine Civil Rights Team Project Writing Contest Winner Delaney Crocker  
Chair Watson introduced Delaney Crocker, 2017 Maine Civil Rights Team project writing contest winner. Delaney stated her essay was written as a civil rights issue as a whole, the fight for justice and equality. Delaney read her essay to the Board.
3. Recognitions:
  - a. Retiring staff  
The following retiring staff members were recognized by the Board: Paula Weisberger, Sandy Hunter, Janet Adelberg, Connie Irland, and Helen “Bunkie” Wilson
  - b. Outgoing Board members  
The following board members were recognized for their service: Kelly Crotteau, Mac Hardy, Joan Farrar, Trish Jackson and Terri Watson.
4. Presentation:
  - a. Technology Plan  
Technology Director Diane MacGregor provided an overview of the RSU #38 Technology Plan for 2017-2020 and reviewed the Technology Access Survey results. She responded to questions about the amount of time spent on student testing, and if some of the tests were taken away would there be better use of time for the K-5 integrationist. Ms. MacGregor responded that a lot of the test time for the elementary students comes out of the computer lab time. The technology integrator time is spent in the classroom team teaching and helping the teachers with their use of technology in the classroom.  
Question was also asked about top web sites for high school students and whether sites are filtered. Ms. MacGregor responded that there are filters in place but when students are using personal devices and their own data plans they can get around these filters.
  - b. Approval of Technology Plan  
**MOTION** by Morrell, second by Farrar to approve the 2017-2020 RSU #38 Technology Plan. **Motion Carried:** unanimous
5. Citizens’ Comments:  
High School teacher and Readfield resident Steve DeAngelis spoke to the Board about his concerns at the high school. He stated that he is convinced that the administration at the high school have the kids at heart 100%, but wanted to come tonight to let the Board know that this is the first time ever that he is looking at other jobs. Reasons for that is that since 2009 his average

pay increase has been 0.9% year, and working without a contract is disheartening. He asked the Board to ask the hard questions; why we've had tremendous turnover the last 3 years; there are things at the school that need to be worked on; encouraged the board to ask questions, and not just the Superintendent and other administrators; ask the teachers what is going on.

Chair Watson stated that the board is sorry staff have to work without a contract; but staff should go to their representatives and ask them.

Vice Chair O'Neal suggested that staff follow the chain of command if there are issues/questions.

6. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
7. Action/Discussion/Informational Items:
  - a. Approval of Minutes of June 7, 2017  
**MOTION** by Morrell, second by Woodford to approve the revised minutes of June 7, 2017 as presented. **Motion Carried:** 9 in favor, 0 opposed, 1 abstained (Farrar).
  - b. Acceptance of teacher resignations  
**MOTION** by Morrell, second by Caron to accept the resignations of Mark Emery and Susan Perry with regret. **Motion Carried:** unanimous
  - c. Authorize Superintendent to file the proper and necessary application forms to participate in any and all selected federal programs for RSU #38 and otherwise act as the authorized representative for and on behalf of RSU #38 for 2017-2018  
**MOTION** by Morrell, second by Caron to authorize the Superintendent to file the proper and necessary application forms to participate in any and all selected federal programs for RSU #38 and otherwise act as the authorized representative for and on behalf of RSU #38 for 2017-2018. **Motion Carried:** unanimous
  - d. Authorize Superintendent to hire and accept resignations, in consultation with the Chair or Vice Chair, during the summer  
**MOTION** by Morrell, second by Caron to authorize the Superintendent to hire and accept resignations, in consultation with the Chair or Vice Chair, during the summer.  
**Motion Carried:** unanimous
  - e. Appoint RSU #38 Title IX and Affirmative Action Officer – Kate Taylor, HR Manager  
**MOTION** by Morrell, second by Caron to appoint Kate Taylor as the RSU #38 Title IX and Affirmative Action Officer. **Motion Carried:** unanimous
  - f. Nomination of Interim Chair  
**MOTION** by Morrell to nominate Melissa O'Neal as Interim Chair during the summer, second by Farrar.  
 Chair Watson asked if there were any other nominations.  
**MOTION** by Rumler to nominate Gary Carr as Interim Chair during the summer, second by Woodford.  
 Melissa O'Neal addressed the Board regarding her interest in serving as Interim Chair during the summer months.  
 Nomination for Melissa O'Neal carried: 6 in favor, 4 opposed (Hardy, Johnson, Rumler, Woodford)  
**MOTION** by Rumler, second by Woodford to nominate Gary Carr as Vice Chair during the summer. **Motion Carried:** unanimous  
 Chair Watson noted that the Board will consider nominations for Chair and Vice Chair for the school year at the September business meeting.
  - g. Consideration of appointment of outgoing Board member to RSU 38 Board Negotiations Committee

Superintendent Wolfrom reported that the RSU Board has, in the past, appointed outgoing Board members to the negotiations committee so that the work that is already in progress can continue without interruption. Superintendent Wolfrom recommended the Board appoint Terri Watson to the negotiations committee.

**MOTION** by Farr, second by Caron to appoint Terri Watson to the RSU 38 Board Negotiations committee, to continue work on negotiations.

**Motion Carried:** 9 in favor, 0 opposed, 1 abstained (Woodford)

h. Consideration of late bus, funded through Gear-Up Grant for 2017-18

MS Principal Rick Hogan reported that there is an opportunity to fund the late bus for next year through the Gear Up grant as outlined in the proposal.

**MOTION** by Morrell, second by Brotherlin to approve the funding of the late bus through the Gear-Up Grant for 2017-2018, as outlined in the proposal.

Discussion ensued. Concern was raised about bringing the late bus back for only one year and then having to make the decision to cut it again due to budgetary reasons. Also, the committee that reviewed the feasibility of bringing back the late bus in the fall made a recommendation not to bring it back. Mr. Hogan reported that they are looking to find a way to access after school time to get students the help they need, and staff believe providing the late bus will help with that, and at the same time students staying after for co and extra-curricular activities can also access the bus service.

Question was asked about what mechanism is in place to collect data so if it comes to the Board next winter they will have the data needed to make the decision. Another concern was that the late bus was going to a single location to drop kids off in each town and it was just as difficult for parents to meet the bus at the drop-off location as to pick them up at school. Mr. Hogan responded that they do have the mechanism in place to collect data on the use of the late bus and will attempt to make the drop off locations as convenient as possible.

It was noted that last fall the committee recommended not reinstating the late bus, but the reason was money. It will be important to let the community know that this is grant funded, so there is no expectation for future years.

Mr. Hogan added that the Gear-Up Grant goes through 2021, so if the Gear-Up Committee finds it beneficial, there is the possibility that it could be funded in the future.

Suggestion was made to get together with the Communications Committee to find ways to market the availability of the late bus.

**Motion Carried:** 9 in favor, 1 opposed (Caron).

i. Approval of Transfer of Funds

**MOTION** by Morrell second by Caron to approve the transfer of funds as outlined in Item

7i. **Motion Carried:** unanimous

j. Vote on Assessment of Regional School Unit Tax to Member Towns

**MOTION** by Caron, second by Morrell to set the assessment of the Regional School Unit tax to the RSU #38 communities as outlined in Item 7j. It was noted that if RSU #38 receives more subsidy from the State than expected, the towns will receive revised assessment notifications.

**Motion Carried:** unanimous

k. Acceptance of Nomination of First Probationary Contract Teachers

**MOTION** by Morrell, second by Farrar to appoint Jorjeanne Barley, Middle School Spanish, and Ross Chicoine, Middle School Special Education teachers to a first probationary contract as outlined in the board packet. **Motion Carried:** unanimous

l. Acceptance of donation

**MOTION** by Morrell second by Woodford to accept the donation from the Awesome Bear Society as outlined in the packet. **Motion Carried:** unanimous

8. Executive Session to consider negotiations between the RSU #38 Board of Directors and the RSU #38 Bus Drivers, pursuant to 1 M.R.S.A. §405(D)  
**MOTION** by Morrell, second by Hardy to enter Executive Session to consider negotiations between the RSU #38 Board of Directors and the RSU #38 Bus Drivers, pursuant to 1 M.R.S.A. §405(D). **Motion Carried:** unanimous

The Board entered Executive Session at 7:53 and returned to Public Session at 8:15 p.m.

9. Executive Session for labor contract discussions between RSU #38 Board of Directors and the Maranacook Area Staff Association, pursuant to 1 M.R.S.A. §405(D)  
**MOTION** by Hardy, second by Morrell to enter Executive Session for labor contract discussions between the RSU #38 Board of Directors and the Maranacook Area Staff Association, pursuant to 1 M.R.S.A. §405(D). **Motion Carried:** unanimous

The Board entered Executive Session at 8:17 and returned to Public Session at 8:55 p.m.

10. Action following Executive Sessions  
**MOTION** by Morrell, second by Farrar to accept the negotiated agreement between the RSU #38 Board of Directors and the RSU #38 Bus Drivers as presented.  
**Motion Carried:** unanimous

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

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

**SPECIAL MEETING  
REGIONAL SCHOOL UNIT NO. 38  
BOARD OF DIRECTORS  
Superintendent of Schools Office  
45 Millard Harrison Drive, Readfield  
July 10, 2017  
Minutes of Meeting**

Members Present: Interim Chair Melissa O'Neal, Wendy Brotherlin, Jon Caron, Cathy Jacobs, Betty Morrell, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Adam Woodford, Alexander Wright

Members Absent: Interim Vice Chair Gary Carr (excused), Thomas Sneed

Administrators: Superintendent Donna Wolfrom, Principal Janet Delmar, Finance Manager Brigette Williams, Maintenance/Transportation Director Shaun Drinkwater, Technology Director Diane MacGregor

1. Call to order: Interim Chair O'Neal called the meeting to order at 6:30.

2. Award bid - heat recovery univentilators project at Manchester Elementary School

Superintendent Wolfrom provided a brief overview of the Manchester Elementary School (MES) air quality project. In the spring it was determined that we needed to install heat recovery univentilators to provide fresh air flow into some of the classrooms. The bid opening was held on June 29 and the Facilities Committee met on July 6 to review the proposals. The Facilities Committee recommends the Board accept the bid from Mechanical Services, Inc.

Maintenance Director Shaun Drinkwater reported that a member of the Facilities Committee asked about the cost to convert the univentilators to water, when the time comes to replace the boiler at MES. He was informed it would cost about \$500 per unit plus labor. The company did not want to estimate the labor at this time.

Discussion ensued about the pros and cons of the Mechanical Services bid and the Trane bid. Although the Mechanical Services bid came in at about \$1,300 more than the Trane bid, the district has had very good service from Mechanical Services on other projects; they are also a local company. The Board discussed the pros and cons of having programmable switches versus motion sensors. The Board felt the programmable switches would be better and there is no difference in the cost.

Mr. Drinkwater informed the Board about a conversation he had with Mr. Powers from Trane. During their discussion Mr. Powers provided additional information about the programmable switches, remarking that he felt the units would run more efficiently than units with motion sensors. There is no difference in the cost. It was Mr. Drinkwater's personal opinion that having the past experience with Mechanical Services and that it is a local company that the bid should be awarded to Mechanical Services. He also felt that if the units need to be serviced the district would use up the \$1,300 quickly in service calls for a company in southern Maine versus Augusta.

Wendy Brotherline asked if there would be Co2 meters in the rooms. Superintendent Wolfrom responded that the units to be installed include monitoring systems and they are designed to meet ASHRA standards. Ms. Brotherline reported that she has researched the hand held monitoring systems and they cost about \$120 each. She also tried contacting the Manchester Fire Department and Town Office to see if they have Co2 meters should the school feel it necessary to check the Co2 level(s) at any time. She did not get a response. Lucas Rumler will follow up on this.

Adam Woodford asked about the stage area, noting this was a concern with the staff; they felt the air on the stage was a problem. The stage area has been remediated and the gymnasium, which

the stage is part of, already has a univentilator. Brigette Williams added that there are air diffusers in the stage area itself.

Shaun Drinkwater will check to see if the units store the data regarding the Co2 levels and if so, how we can access the data. We can also get the units inspected each year as we do with other mechanical units in the schools.

**MOTION** by Morrell, second by Caron to award the bid for the heat recovery univentilators project to Mechanical Services, Inc.

Further discussion ensued about the \$1,300 difference between the Mechanical Services bid and the Trane bid. The Board expressed their desire to have the programmable units versus the motion sensor units.

**Motion Carried:** unanimous

3. Award municipal lease/purchase agreement - elementary school computers

Technology Director Diane MacGregor explained that the elementary schools are currently using the old white MacBook's that were passed down to them from the HS and MS. They can no longer be upgraded and are very slow for the testing that is required by the students. The bid included 25 units per school for each of their computer labs. We will be supplementing the classrooms in grades 4 and 5 with some 4 year old I-pads. This is a 4-year lease for 100 machines.

The Superintendent is recommending the Board accept the bid from Androscoggin Bank as outlined in the packet.

**MOTION** by Morrell second by Woodford to accept the bid for the lease purchase agreement with Androscoggin Bank as outlined. **Motion Carried:** unanimous

4. Discussion (and possible vote) regarding Request For Qualifications (RFQ) for proposed bond projects

Superintendent Wolfrom reported that last year the board voted in support of moving forward with a bond for several major projects that need to be completed in the next few years. One of the ways to do this is to hire an architect to evaluate the school district's properties and buildings to help us determine what needs to be done. Finance Manager Brigette Williams has been in contact with Attorney Bill Stockmeyer and he provided her with additional information on ways to proceed. The information was shared with the Facilities Committee last week and was included as part of the board packet. There are certain projects that are energy saving projects that can be covered under "ESCO" contracts. In this case we would look at HVAC companies and the Board would select the best company that would meet our needs. The vendor you pick would also be the vendor who would do the work. If it's important to a district that you have a specific vendor this is the way to go. There are other projects in the district that are not energy saving projects that will need an architect. Either way the district has to hire an architect. At the time the Board voted to pursue a bond, they were adamant that we would pursue the bond process which requires voter approval.

Brigette Williams added that she does not feel we need to rush this. At this time staff is looking for direction from the Board as to how to proceed. The Superintendent requested a vote authorizing staff to put out the RFQ for the architect.

**MOTION** by Twitchell, second by Morrell to authorize the Superintendent to put out the RFQ for the architect.

Discussion ensued about some of the major projects that will be part of the bond as well as a discussion regarding possible Revolving Renovation Bonds that may become available while we are going through the steps of preparing the bond package for referendum.

**Motion Carried:** unanimous

Brigette Williams noted there will be a need for another special meeting in the next few weeks. The Facilities Committee discussed one of the projects that originally was anticipated to be part of the bond, which is the replacement of the diesel tank (see minutes of July 6, 2017 Facilities Committee). This spring the tank failed and it was found that the exterior wall is cracked. Quotes

were obtained and to repair the current tank will cost \$85,000 (if the crack is at the top of the tank). To replace the tank with a new in-ground tank it would cost approximately \$124,000; an above ground tank would be \$110,000. At this time it has been recommended that we replace the current tank with a new above-ground tank. The district has just advertised for bids to replace the tank.

We have also requested bids to remove to underground tanks; one at Readfield Elementary, and one at Mt. Vernon Elementary. These tanks have not been used for several years and are due to be removed. Once the bids are opened the Board will need to take action on acceptance of a bid for each of these projects.

Question was asked about where we are on teacher negotiations. Superintendent Wolfrom responded that there is a fact finding meeting set for July 18. After this date teachers and the board have 30 days to continue negotiating before the results of the fact finding becomes public. She explained that since this is a special meeting, no agenda items can be added without prior notification. Request was made to add an executive session to update board members on negotiations at the next meeting.

5. Adjournment: **MOTION** and second to adjourn at 7:30 p.m.

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