

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School
March 1, 2017
Minutes of Meeting

Present: Chair Terri Watson (arrived 7:00 p.m.), Wendy Brotherlin, Gary Carr, Kelly Crotteau, Malcolm Hardy, Betty Morrell, Shawn Roderick, Adam Woodford
Members Absent: Vice Chair Melissa O'Neal, Jon Caron, Joan Farrar, Trish Jackson, Lucas Rumler
Student Rep: Hannah Woodford
Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, 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, Adult Education Director Steve Vose, Student Services Director Al MacGregor

1. Call to order: Betty Morrell called the meeting to order at 6:30 p.m.
2. Student Representative Report:
High School representative Hannah Woodford reported on activities at the High School, including Winter Carnival activities. Several fundraisers are being planned. GAPP students will be leaving next week for their trip to Germany. The Nordic team came in first in the State; two-thirds of the speech/debate students qualified; and the girls' basketball team earned the Sportsmanship Award.
3. Citizens' Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
5. Action/Discussion/Informational Items:
 - a. Approval of Minutes of February 1, 2017
MOTION by Carr, second by Hardy to accept the minutes as presented.
Motion Carried: 7 in favor 0 opposed.
 - b. Consideration of Out-of-State Travel, Boston, MA, May 11-12, 2017
MOTION by Carr, second by Hardy to approve the out-of-state travel to Boston, MA on May 11-12, 2017. **Motion Carried:** 7 in favor, 0 opposed.
 - c. Consideration of Out-of-State and Out-of-Country Travel, Washington, DC; Paris, France; Normandy, France, June 17-29, 2017
MOTION by Carr, second by Hardy to approve the out-of-state and out-of-country travel request to Washington, DC; Paris, France; and Normandy, France, June 17-29, 2017 as presented.
Motion Carried: 7 in favor, 0 opposed.
 - d. Acceptance of donations
MOTION by Carr, second by Hardy to accept the donations as presented.
Motion Carried: 7 in favor, 0 opposed.
 - e. Report from Participation Fees/Late Bus Study Group –
Wendy Brotherlin reported the findings of the Participation Fees/Late Bus Study Group. She distributed notes from the meeting and reported the committee agreed not to recommend an activity fee for next year for a wide range of reasons. The Committee also discussed the consideration of reinstating the late bus. They agreed that participation remains steady, and therefore, do not recommend reinstating the late bus at this time. As a Plan B, should the Board find that due to budgetary reasons that they need to make cuts in the co- and extra-curricular offerings, they recommend considering participation fees.
 - f. Request for Exception to Nepotism Policy
Superintendent Wolfrom reported that she received a request from a board member for the board to consider an exception to the Nepotism Policy. The Board member has an immediate

family member, living in the same household, who would like to continue subbing for the District. Superintendent Wolfrom recommends approval of this request due to the shortage the District is experiencing in finding qualified substitute teachers.

MOTION by Carr, second by Roderick to approve the request for an exception to the Nepotism Policy as outlined in the packet. **Motion Carried:** 7 in favor, 0 opposed.

- g & h. Acceptance of resignation due to retirement, June 2017, Elementary Librarian, Janet Adelberg
Acceptance of resignation due to retirement, June 2017, HS English, Paula Weisberger

MOTION by Carr, second by Hardy to accept the resignations of Janet Adelberg and Paula Weisberger, with regret. **Motion Carried:** 7 in favor, 0 opposed.

6. Budget Workshop:

- a. Update(s) from last budget workshop

Superintendent Wolfrom reported that there is no information on the insurance rates to date. She has received the preliminary ED279 from the Department of Education, and according to the preliminary subsidy figures our subsidy is decreasing by \$228,268.21. She is hoping this is a worst case scenario. The administrators and managers will be presenting the remaining original budget reports this evening.

- b. Co- and Extra-Curricular

Student Services Director Al MacGregor provided participation numbers for co- and extra-curricular activities at the Middle and High Schools. Currently, Maranacook offers 56 programs. At the Middle School there are 20 activities, 3 of which are non-athletic activities (math team, play, and yearbook). There was 30% participation in the fall and 34% during the winter. The High School has 36 programs, 6 of which are non-athletic activities (Speech and Debate, Math Team, Musical, Play, GAPP, and Student Senate). There was 50% participation in fall activities and 34% participation in the winter.

The original budget request includes one addition to the budget, for 7th grade boys and girls soccer, which could give an extra 25 boys and girls the opportunity to play a sport. This request would increase the budget approximately \$4,900 for salary/benefits and officials. Other area middle schools are looking to add 7th grade soccer back into their budgets. Mr. MacGregor will attend a meeting tomorrow where he will receive more information on this.

Questions from Board:

Approximate figures of how much it actually costs to participate in the different activities.

How much do you regulate the additional items the coaches ask families to buy? Mr.

MacGregor responded that everything goes through him.

- c. Operations and Maintenance

Director of Maintenance and Transportation Curt Morse provided an overview of the projects listed on the maintenance project list for 2017-18. He is still in the process of obtaining figures for many of the projects and having outside professionals look at the items to see if there are other ways to update the systems. He has found that some of the original estimates he received are very high and is working with other companies for estimates. Depending on the Board decision (later on agenda) regarding a bond or lease purchase, some of these items would be slated for inclusion in that issue. He will continue to provide updates as more information is available. (Terri Watson arrived during this review.)

Mr. Morse reviewed his equipment request outlining his ideas regarding hiring part time summer help for the grounds maintenance.

Questions from Board:

What about the roof for the high school? Mr. Morse reported it is not due for another year, but he has walked it and feels the roof can wait. There are some issues with some backup ice, but it is not due to the shingles. The insurance company has an engineer looking at it.

What about the heating system at MES? This is one of the projects that would be included in a bond issue.

Question regarding the science lab sink replacement. Mr. Morse responded they are in steel cabinets, the sinks and faucets are in bad shape. This was an item that was on the list for last year that was cut, so he felt it was important to add it back to the list.

When is the 5 year plan coming?

Suggestion was made to get together with Mr. MacGregor to see if ABS could help with some of the items pertaining to athletics.

d. Transportation

Superintendent Wolfrom outlined the Transportation budget. The budget includes the purchase of 2 buses; the District has been approved for a lease purchase through the State for one bus. The Administrators will be discussing the possibility of only one bus, which is what was done last year.

e. Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health, Professional Development/Curriculum, Systems Administration, Debt Service)

Adult Education – Steve Vose, Adult Education Director, reported on the staffing for his department. He reviewed the programs that are offer for enrichment classes as well as educational programs. The CDL program has 31 people enrolled and 98% of the students go on to pass the state exam. Mr. Vose reported the Adult Education budget includes two new laptops and the increase of 10 hours for office staff. It is now mandatory to switch to computer based testing and the current computers are old and can no longer be upgraded to meet the testing requirements. In the past 10 hours had been cut out of the budget and the Director took over the tasks due to the reduction in office hours; he also took over the task of putting the brochure together to publish twice a year. He is asking to have the 10 hours put back in the budget for approximately \$8,000.

G.Carr expressed concern regarding the State Trooper he arranged to speak to the CDL class.

Food Service – Superintendent Wolfrom reported the expenditure budget remains the same as last year. Mr. Bridges was present to answer any questions.

Health – Superintendent Wolfrom reported there the slight increase in the Health budget is due to salary and benefits, and the purchase of a pediatric digital audiometer. In the past the District used the pediatric digital audiometer owned by the HeadStart program. We have been informed that HeadStart will not be in the district next year so we are required to purchase one to test incoming Pre-K students (state requirement).

Health Center Director Becca Reynolds shared a new “rack card” that was produced to inform students and parents about the Health Center’s services. Student Mariah Hatch spoke about her health center experience. Ms. Reynolds provided an overview of the health center and reported that 58% of high school students access the health center services. Sandy Hunter spoke about the services the students receive at the health center.

Assessment – Nancy Harriman reported the Assessment budget is up 4.6% due to the PSAT costs which will no longer be paid by the State (\$3,308); the remaining increase is due to anticipated salaries and benefits, which includes half of the Director of Curriculum, Instruction and Assessment position.

Curriculum – Nancy Harriman reported the Curriculum budget is up 3.69%, which is all due to anticipated increases in salary/benefits. Salaries include half of the Director of Curriculum, Instruction and Assessment, half of the K-12 Literacy Coach and all of the K-12 Math Coach.

Professional Development – Nancy Harriman reported that the professional development budget is up by \$5,000 to cover the cost of anticipated summer instructional staff training due to an anticipated decrease in the Elementary and Secondary Education Act (ESEA) grant.

Question from Board:

Under the proficiency rules, if a student continues to fall below standards will he/she graduate? N. Harriman responded that according to the law we have to award proficiency based diplomas and if students do not meet this requirement they will not receive a proficiency diploma. Students have to meet the standards in order to graduate.

Systems Administration – Superintendent Wolfrom reported this budget includes school board expenses, the salary/benefits for central office staff, except for special education, and legal fees.

Debt Service – Debt Service – Superintendent Wolfrom reported the debt service budget includes the 2 new buses currently in the proposed budget and the bond payments for middle school construction, athletic fields, and high school renovations.

Finance Manager Brigette Williams reviewed the lease purchase agreement schedule as well as the debt retirement schedule. She also reported on a request to begin a bond (or lease purchase) process for some of the larger facilities projects. Hopes were to hold off for a couple of years until some of the current debt is retired. It does not appear that we can wait that long. Even if the Board votes to start the process now and the citizens approve it at a referendum vote in November, it will be the summer of 2018 before any of the work can start. She asked the Board to consider voting to take the first step toward either bonding for these projects, or a lease purchase, setting aside \$50,000-\$75,000 in the FY18 budget for an architect. The architect/engineer would inspect all the facilities and provide the Board with a prioritized list of recommendations. The Board would then decide which projects to include in the bond (or lease purchase) and vote on an amount. If bonding and the referendum passes, the amount paid to the architect would be reimbursed from the bond proceeds.

Questions from Board:

Request was made for a 5-year plan.

What would the district save if we had one building and closed the smaller buildings?

Members who spoke expressed their preference for a bond versus a lease purchase.

MOTION by Roderick to direct administration to pursue the bond process with hiring an architect once the budget is approved. Second by Carr.

Question was asked about the amount of money for the architect. This vote would authorize administration to include an amount for the architect in the FY18 budget. Once the budget passes the District would solicit Requests for Qualifications (RFQ) for an architect. Once the projects are decided upon presentations would be made to the townspeople on why the projects are needed, before the bond goes out for referendum. The Maine Municipal Bond Bank issues bonds in the fall and spring, so we would probably aim for the spring. There are a few banks that entertain smaller bonds.

Motion Carried: unanimous.

f. Board questions: above

g. Citizens comments regarding budget:

Michelle Woodford asked Mr. MacGregor about the participation numbers for 7th grade boys and girls, and asked if it includes 6th graders. Mr. MacGregor responded that in the past there have been some 6th graders. She expressed her concern about including all the middle school students in the sports; possibly consider varsity and junior varsity teams.

h. Board discussion: above

7. Informational Items: Administrators responded to questions regarding their reports.

8. Adjournment: Motion and second to adjourn at 8:36 p.m.

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