

**REGIONAL SCHOOL UNIT #38  
BOARD OF DIRECTORS  
Maranacook Community High School Student Center  
October 19, 2016, 6:30 p.m.**

**AGENDA**

1. Call to order:
2. Consent Agenda: (5 min.)
  - a. Approval of Minutes of October 5, 2016\*
  - b. Acceptance of donation – Yamaha keyboard, stand and bench from Robert Gersh (estimated value \$215.00)
3. Citizens' Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Workshop: Presentation regarding the Maine Integrated Youth Health Survey (MIYHS), Megan Hawkes, Hornby Zeller and Associates (45 min.)
6. Action/Discussion/Informational Items: (20 min.)
  - a. Capital Area Technical Center Cooperative Agreement\*
  - b. Annual Approval of Comprehensive Emergency Management Plan\*
  - c. Discussion/Vote of MSBA Proposed Resolutions\*
7. Adjournment:

\* Attachments

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS**  
**Maranacook Community High School Student Center**  
**October 5, 2016**  
**Minutes of Meeting**

Present: Chair Terri Watson, Wendy Brotherlin, Jon Caron, Kelly Crotteau, Malcolm Hardy, Trish Jackson, Jim Marr, Betty Morrell, Shawn Roderick

Members Absent: Vice Chair Melissa O'Neal, Gary Carr, Joan Farrar, Lucas Rumler

Student Rep: Molly Searway

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Finance Manager Brigette Williams, Technology Director Diane MacGregor

1. Call to order: Chair Watson called the meeting to order at 6:30 p.m.
2. Presentations:
  - a. High School/Middle School Advisor/Advisee System – the High School and Middle School Lead Advisors, Aimee Reiter, Mary Freeman (MS Coordinator), Kristen Levesque (HS Coordinator), Gwen Robertson Mohlar and Anna Satterfield presented a slide show that they developed depicting the advisory system. Student Jared Schmidt spoke, as well as returning graduates Jeffrey Perkins and Bonnie Gasper on what the advisor/advisee system means/has meant to them.
  - b. Update on Summer Maintenance Projects – Curt Morse, Maintenance/Transportation Director for RSU 38 presented on the maintenance projects that were accomplished over the summer at each of the schools.
3. Consent Agenda:
  - a. Approval of Minutes of September 21, 2016
  - b. Acceptance of Donations  
**MOTION** by Morrell, second by Caron to accept the Consent Agenda as presented.  
**Motion Carried:** unanimously
4. Student Representatives: High School representative, Molly Searway, reported on the recent activities at the High School. Auditions have been held for the fall play, "*Into The Woods*". The show begins the week of November 14. A writing center is starting up at the HS where tutors can advise students on their writing.
5. Citizens' Comments: Adam and Michelle Woodford, commented on the presentation regarding the advisor/advisee system and asked if there has been any talk about having such a program at the elementary school.

6. Additions/adjustments: none

7. Actions/Discussion/Informational Items:

- a. Maine School Management Association (MSMA) Fall Conference – October 27-28, 2016 – Chair Watson asked Board members to notify Donna Foster if they would like to attend the fall conference.
- b. Vote to nominate RSU #38 Board member to Maine School Boards Association (MSBA) Delegate Authority – It was reported that Gary Carr and Joan Farrar have registered for the conference at this time. The Delegate represents the RSU 38 Board at the Delegate Assembly that meets during the fall conference. The RSU 38 Board will be acting on proposed resolutions at the October 19 meeting.

**MOTION** by Morrell, second by Marr to nominate Gary Carr as the RSU 38 Delegate to the MSBA Delegate Assembly. **Motion Carried:** unanimous

**MOTION** by Caron, second by Morrell to nominate Joan Farrar the RSU 38 alternate Delegate to the MSBA Delegate Assembly. **Motion Carried:** unanimous

- c. Acceptance of bid(s) for removal of modular buildings at Maranacook Community High School

Superintendent Wolfrom reported that the Facilities Committee met and agreed the two modular buildings should be sold by bid (see meeting notes of September 14). The bid opening was Monday, October 3, 2016. One bid was received for each building for a total of \$2,800.00

**MOTION** by Morrell, second by Marr to accept the bid from Gus Rodrigue, Mid State Steel Erectors, for the purchase of the 2 modular buildings at Maranacook Community High School for a total amount of \$1,800.00. **Motion Carried:** unanimous

8. Informational Items:

Administrators responded to questions regarding the reports.

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

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

October 4, 2016

**COOPERATIVE AGREEMENT 2016 -2017**

Pursuant to Title 20-A, Section 8404 of the Maine Revised Statutes, the undersigned, being the duly authorized members of the Advisory Committee of the Capital Area Technical Center, do hereby enter into the following Cooperative Agreement and do devise a formula for sharing costs:

1. The Capital Area Technical Center Advisory Committee shall consist of:
  - a) The Superintendent, or his/her representative, of each member administrative unit and
  - b) One School Board member, or trustee, appointed or elected by the school authorities from the administrative units served by the Superintendents. In any situation where a superintendent serves more than one unit, the school authorities of the units served shall cooperatively appoint a single representative. Each Superintendent and each representative shall have one vote on the Advisory Committee. When challenged a weighted vote shall be used.

**Quotas & Weighted Vote  
Current Figures: October 1, 2016**

<b>Administrative Unit</b>	<b>FTE slots</b>	<b>Slots</b>	<b>Vote (%)</b>
<b>Augusta</b>	<b>69</b>	<b>138</b>	<b>36.22</b>
<b>Total RSU 38</b>	<b>22</b>	<b>44</b>	<b>11.54</b>
<b>RSU #2</b>	<b>38</b>	<b>76</b>	<b>19.95</b>
<b>Total RSU 12</b>	<b>13.5</b>	<b>25</b>	<b>6.56</b>
<b>MSAD 11</b>	<b>29</b>	<b>58</b>	<b>15.22</b>
<b>Total RSU 18</b>	<b>12</b>	<b>24</b>	<b>6.30</b>
<b>Winthrop</b>	<b>5</b>	<b>10</b>	<b>2.62</b>
<b>Vassalboro AOS 92</b>	<b>2</b>	<b>4</b>	<b>1.05</b>
<b>Fayette</b>	<b>.5</b>	<b>1</b>	<b>.26</b>
<b>Jefferson AOS 93</b>	<b>.5</b>	<b>1</b>	<b>.26</b>
<b>Totals</b>	<b>190.5</b>	<b>381</b>	<b>100.00</b>

2. The Advisory Committee shall meet at least quarterly each year, to include at least one meeting annually with the Augusta Board of Education.

At its initial organizational meeting and annually thereafter at the first meeting of the fiscal year, the Advisory Committee shall elect from its members a Chairperson and Vice-Chairperson.

3. The time, place and dates of the regular meeting of the Advisory Committee shall be established in June by the Advisory Committee with the recommendation of the Director.
4. The Chairperson and/or Director may call special meetings of the Advisory Committee as long as each unit has at least 24 hour notice of the meeting.
5. The Chairperson and Director shall determine the agenda and order of business. Members of the Advisory Committee can have items placed on the agenda by notifying the Director 5 days prior to the meeting. Urgent items can be filed on the day or night of the meeting at the discretion of the Chairperson.
6. A quorum must be present to conduct Advisory Committee business. Representatives or designees from five school districts constitute a quorum.
7. The latest edition of Robert's Rules of Order shall govern parliamentary procedures of the Center's Advisory Committee when applicable and if not in conflict with the Cooperative Agreement of the Center.
8. With respect to the governance of the Capital Area Technical Center, the primary responsibility of the Advisory Committee is to make informed and timely recommendations to the Augusta School Board on all matters relating to the Center. To achieve this objective, all recommendations concerning the management and operation of the Center which are submitted to the Augusta Board for action shall first be presented to the Advisory Committee for review. Any resolution formally adopted by the Advisory Committee as a result of such a review shall be transmitted by the Augusta Superintendent of Schools to the Augusta Board with the original recommendation.

This review process shall apply to all matters relating to the Capital Area Technical Center submitted to the Augusta School Board for action including the appointment of the Director, the modification of instructional programs and student services, the budget for each fiscal year and any adjustments proposed after its adoption, the acquisition of equipment, and major repairs and renovations to the physical plant.

9. The Advisory Committee will review and comment upon any program applications for state and federal funds to serve vocational students prior to submission to the funding source to ensure regional coordination through the

Center. The intent of this article is to provide regional coordination and encourage and protect local incentive.

10. Member units may request to withdraw from the Center by vote of its school committees or Board of Directors with proper notice to the Advisory Committee by January 1<sup>st</sup> before the beginning of the next fiscal year. Actual withdrawal must be carried out in accordance with applicable State Law.
11. The Director shall meet such qualifications as may be prescribed by the State Board of Education and State Law.
12. The Director shall serve as chief administrative officer of the Center and its satellites and have all the authority and obligations of a secondary school principal in the school administrative unit operating the Center.
13. The hiring and dismissal of the Director and staff of the Technical Center shall be the responsibility of the Augusta Board of Education. The Advisory Committee shall, however, be involved in the screening and interviewing of applicants for the position of Director.
14. The Advisory Committee for the Center at one of its meetings held no later than February of each year shall recommend the operating budget for the next fiscal year. In case a school board or school trustee member is unable to attend the meeting at which the budget is approved, the Superintendent or his/her representative for the unit not represented may vote on the budget. The Director will present an overview of the proposed budget at least one month prior to submittal to the Augusta Board of Education.

The Director shall prepare and submit an annual report of the Technical Center and vocational satellite programs to the State Board and to each sending unit and advisory member served by the Center.

15. Beginning with the 2013-2014 fiscal year, the costs due from each school administrative unit that is affiliated with the CATC shall be satisfied by the CATC's receipt of the state subsidy allocation for career and technical education.  
School units that send students to Capital Area Technical Center and do not subscribe to the above billing method will be assessed at the tuition rate set by the SAU's Business Manager. This assessment may be increased up to ten percent (10%) should the actual number of sending unit students, for the school year, be less than the base estimate used in determining the initial tuition rate. The adjustment to the assessment will be reflected in the fourth quarter billing. Billing for these sending units will be done on a quarterly basis.
16. A complete financial report shall be made to the Advisory Committee quarterly by the Director.

17. If the Technical Center ceases to exist, the Augusta Board of Education shall ensure that the proceeds for, the disposition of the equipment purchased after July 1, 1987, will be distributed proportionately in accord with the formula set forth in #1. It is understood however; that any equipment purchased by the Augusta School Department, and not charged through the formula, shall be fully owned by the City of Augusta School Department and that the proceeds from any future sale of such assets shall not be subject to distribution to sending units.
18. The Cooperative Agreement is subject to ratification by all of the school committees or Board of Directors of the participating administrative units; eligible to vote on same by state law.
19. This agreement shall be reviewed and adopted annually with a copy of the original agreement being submitted to the Commissioner of Education.
20. Other such business not covered in this document should be processed in accordance with the best interest of the Center as determined by the Advisory Committee.

IN WITNESS WHEREOF, we the undersigned hereby place our hands

(date) \_\_\_\_\_.

**Augusta – Public Schools**

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 School Board Chairperson School Board Chairperson

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 Superintendent of Schools Superintendent of Schools

**RSU# 2**

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 School Board Chairperson School Board Chairperson

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 Superintendent of Schools Superintendent of Schools

**MSAD #11**

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 School Board Chairperson School Board Chairperson

By: \_\_\_\_\_ Print: \_\_\_\_\_  
 Superintendent of Schools Superintendent of Schools

**RSU #12**

By: \_\_\_\_\_ Print: \_\_\_\_\_

School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

School Board Chairperson

Print: \_\_\_\_\_  
Superintendent of Schools

**Fayette**

By: \_\_\_\_\_  
School Board Chairperson

Print: \_\_\_\_\_  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: \_\_\_\_\_  
Superintendent of Schools

**RSU #38 Maranacook**

By: \_\_\_\_\_  
School Board Chairperson

Print: Terri Watson  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: Donna H. Wolfram  
Superintendent of Schools

**Jefferson AOS #93**

By: \_\_\_\_\_  
School Board Chairperson

Print: \_\_\_\_\_  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: \_\_\_\_\_  
Superintendent of Schools

**Winthrop Public Schools**

By: \_\_\_\_\_  
School Board Chairperson

Print: \_\_\_\_\_  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: \_\_\_\_\_  
Superintendent of Schools

**China RSU #18**

By: \_\_\_\_\_  
School Board Chairperson

Print: \_\_\_\_\_  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: \_\_\_\_\_  
Superintendent of Schools

**Vassalboro AOS #92**

By: \_\_\_\_\_  
School Board Chairperson

Print: \_\_\_\_\_  
School Board Chairperson

By: \_\_\_\_\_  
Superintendent of Schools

Print: \_\_\_\_\_  
Superintendent of Schools



RSU #38  
Comprehensive Emergency Management Plan

The purpose of the Emergency Management Plan is to make town citizens, government, school officials, and administration aware of their responsibility in an emergency situation. This plan, upon implementation will provide the basis for coordinating protective actions prior to, during, and after any type of emergency.

Each of the RSU 38 schools, as well as the Superintendent's Office has an Emergency Management Team that meet regularly to review, and update as needed, the protocol for dealing with emergency situations. District-wide meetings are held periodically and include members from each of the schools' teams, law enforcement officials and members of the towns' emergency and fire-fighting personnel.

Each of the schools has a designated chain of command when dealing with emergencies, which includes contacting the Superintendent's Office. All communications to parents and the general public during an emergency will be from the Superintendent of Schools. Means for conveying information to parents and the general public (as needed) will be in the form of telephone calls, Instant Message Alerts, letter from the Superintendent, and/or school newsletters.



6c.

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**September 30, 2016**

## MSBA Proposed Resolutions Packet

**TO:** School Board Chairs and Superintendents of Schools

**FROM:** Becky Fles, President  
Kim Bedard, Chair, Resolutions Committee  
Dale A. Douglass, Interim Executive Director

Linked below is the 2016 Proposed Resolutions packet that will be considered by the MSBA Delegate Assembly. These resolutions include: 1) Local Control of Student Transfers; 2) Teacher Retirement Costs; 3) Department of Education Leadership; 4) Special Education Costs; and, 5) School Unit Collaboration.

Please share these Proposed Resolutions with your school board members. Also note that it is not uncommon for events to unfold during the next month that may require additional proposed resolutions to be presented to the Delegate Assembly.

This preliminary packet is being provided at this time to allow local boards to review the resolutions and give feedback to their elected Delegate. Please be reminded that each Delegate must be elected by their local school board and must be registered, with the appropriate documentation, prior to the MSMA Annual Fall Conference. If you haven't registered your Delegate yet and need a form, please contact Debbie Swift at MSMA (1-800-660-8484).

Please contact Elaine Tomaszewski at MSMA with any questions regarding the MSBA Delegate Assembly.

[2016-17 Proposed MSBA Resolutions](#)



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## **MSBA Proposed Resolutions**

The MSBA Board of Directors has forwarded the following resolutions for consideration at the MSBA Delegate Assembly on Oct. 27.

### **Resolution**

#### **4.37 Local Control of Student Transfers**

The Maine School Boards Association would like to reconfirm our position that a student transfer should be a local decision made by two superintendents involved in a request. If both agree, the decision should be binding and not subject to an override at the state level. We request this be enshrined in statute after a legislative review process that examines the criteria used by the Department of Education and the State Board of Education to make its determination in an appeal of a local decision. We further call for the creation of a commission composed of stakeholders to develop criteria that would be subject to substantive rulemaking.

### **Rationale**

Recent history shows us that interpretation of current law on student transfers is at best unpredictable and subject to change with little warning. In the 2015-2016 school year, the commissioner's office overruled local superintendents on 189 student transfers. Only 12 appeals were denied. This is a record in recent history.

While the pace of overrides appeared to have slowed, a recent notification from the DOE indicates the department is looking, once again, to tighten restrictions.

The great irony is the vast majority of transfer requests – around 92 percent – are approved by superintendents at the local level based on the best interest of the student.

It is time we amended the statute to make clear that student transfers through superintendent agreements are and should remain a local decision.

### **Resolution**

#### **4.41 Teacher Retirement Costs**

The Maine School Boards Association strongly reiterates its opposition to rising teacher retirement costs that were shifted onto school districts by the state in 2013 – costs which continue to grow at an alarming rate with no legislative oversight. Those costs went from \$30 million a year in the 2013-2014 biennium to \$38 million a year in the current biennium. They are going up to an unprecedented \$46 million a year starting in 2017-2018. The Legislature needs to conduct an immediate examination to determine why these rates are rising so rapidly and adopt legislation that involves legislative oversight and a public review of how the rates are set.

### **Rationale**

When the Legislature voted in 2013 to shift retirement costs for working teachers from the state onto

school districts it was done to balance the state budget, with no discussion about how fast these costs would rise. There still has been no public discussion in Augusta about the rates despite the fact they went up 25 percent in fiscal years 2015 and 2016 and will go up another 18 percent in the next biennium. That represents a 53 percent increase since the cost shift was made. This is unsustainable growth and an unfair burden on school districts that threatens to crowd out student-centered programs in schools.

### **Resolution**

#### **4.42 Department of Education Leadership**

In recognition of the important relationship between school districts and the state Department of Education, the Maine School Boards Association is calling on the governor's office to outline the process and qualifications it wants in a permanent commissioner and to nominate a candidate for legislative approval in the upcoming session. The absence of a permanent commissioner has left the state without an official leader to articulate education policy and direction and has caused disruption and turnover among DOE staff, whom districts rely on for information and guidance.

If the governor's office does not put forth a permanent commissioner nominee, the next Legislature needs to express and advance viable options for filling this key position.

### **Rationale**

The department and its leadership have been in a state of flux in recent years, with two commissioners leaving, followed by two acting commissioners – the most recent now serving as deputy commissioner with no one in the permanent commissioner's role.

School districts depend on the Department of Education and its commissioner in their day-to-day operations and for guidance on critical issues from statewide assessments to implementation of the new federal Every Student Succeeds Act.

School districts and the DOE must work together when it comes to required data reporting; compliance with state and federal rules; distribution of General Purpose Aid; student transfer requests; compliance with special education law; Medicaid reimbursement; and so much more.

The current uncertainty around the position has diminished the department's stature and also created instability among its staff. This has been an ongoing problem since the end of 2014, and the concern is it will continue for the more than two years remaining in the governor's term.

### **Resolution**

#### **4.43 Special Education Costs**

The Maine School Boards Association is calling on the 128<sup>th</sup> Legislature to form a stakeholder task force to make recommendations to address the rising cost of special education while maintaining quality services that accommodate the needs of all children. It is critical that we find innovative and efficient ways to deliver services because the 46 percent cost increase we have seen in special education over the last 10 years is unsustainable.

The federal Individuals with Disabilities Education Act is overdue for a revision and action is anticipated. Maine needs to have a voice in any proposed changes through a stakeholder group made up of people in public education, including a representative from MSBA. This resolution also directs the MSBA officers

to connect with Maine's congressional delegation to make them aware of the current levels of concern on this critical issue.

### **Rationale**

Special education has been identified as a key driver by the Department of Education in the overall inflation of education costs statewide.

There are many reasons for the increases in special education spending, including the federal requirement of maintenance of effort that discourages innovation and efficiency in the way students are served; Maine's high identification rate of students with special needs; and, litigation costs tied to due-process hearings.

As school leaders, we need to be a part of the solution by recommending changes in state and federal law that assure student needs are still being met while controlling costs. The solution will have to involve changes to the federal Individuals with Disabilities Education Act because federal requirements currently drive state mandates.

### **Resolution**

#### **4.44 School Unit Collaboration**

The Maine School Boards Associations directs MSMA staff to prepare and submit to the First Regular Session of the 128<sup>th</sup> Maine Legislature a package of legislative proposals to facilitate voluntary joint efforts to improve educational outcomes for students by clarifying and strengthening the statutes relating to inter-local cooperation and by eliminating unnecessary legal barriers to cooperation among the different types of Maine school units.

### **Rationale**

This resolution would cause the development of a package of legislative proposals that would facilitate voluntary cooperation among Maine school administrative units by eliminating unnecessary legal barriers to such voluntary cooperation. The proposed legislative package would address unnecessary barriers to cooperation such as the following:

1. There are separate laws governing inter-local agreements, special education cooperative agreements, other cooperative agreements, and collaborative agreements. These laws have never been coordinated with each other, and it is unclear what purposes each is intended to serve;
2. Under current law, a regional entity that is created by inter-local agreement does not have authority to borrow money on a tax-exempt basis, which prevents voluntary regional groupings of Maine school administrative units from financing or constructing needed school facilities;
3. It is not clear whether or not a career and technical education region is a school administrative unit under the statutes authorizing inter-local cooperation, and there is no statute clearly allowing them to participate in such voluntary arrangements;
4. Although almost all SADs have been converted to RSUs, there are a few SADs the Department still considers SADs and that are governed by a different set of laws; and

5. There are separate laws governing SADs, CSDs, RSUs and municipal school units in numerous areas where there is no logical basis for the differences.

Addressing these barriers would facilitate cooperation. Some examples include:

- Allowing a group of school units to construct and finance joint school facilities;
- Establishing regional special education programs;
- Enabling districts to more readily clarify or modify cost-sharing agreements;
- Allowing Career and Technical Education regions to participate in inter-local agreements; and,
- Eliminating confusion about what laws apply to an SAD, RSU, AOS or municipal district.