

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS**  
**Manchester Elementary School**  
**November 15, 2017**  
**Minutes of Meeting**

Members Present: Chair Betty Morrell, Vice Chair, Gary Carr, Wendy Brotherlin, Cathy Jacob, Melissa O'Neal, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Adam Woodford, Alexander Wright

Member Excused: Jon Caron, Thomas Sneed

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigitte Williams, Director of Curriculum, Instruction & Assessment Nancy Harriman

1. Call to order: Chair Morrell called the meeting to order at 6:30.  
Announcement was made that the Maranacook Boys Soccer Team won the State Championship. They will be invited to the December 6<sup>th</sup> meeting for a brief recognition ceremony.
2. Presentation: Report Card Update  
Nancy Harriman reported on the new report cards for the different grade levels reflecting the requirements of the proficiency based work.  
There is a PBE Night scheduled at the high school the evening of November 28<sup>th</sup>.
3. Citizens' Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent:  
Chair Morrell recommended moving item 5c. forward in the agenda.  
**MOTION** by Carr, second by Rumler to move item 5c to be discussed next in the agenda. **Motion Carried:** unanimous
5. Action/Discussion/Informational Items:
  - c. Consideration of Architectural Firm for District Facilities and Grounds Assessment –  
(taken out of order)  
Rob Tillotson, President and Tyler Barter, Architect for Oak Point Associates came before the Board to answer any questions about the Facilities and Grounds Assessment work for RSU #38.  
The Facilities Committee interviewed four firms that submitted RFQs for the Assessment work. The Facilities Committee unanimously recommend the procurement of Oak Point Associates to conduct the District Facilities and Grounds Assessment.  
Mr. Barter and Mr. Tillotson spoke about the services their firm provides and how they will work with staffs in all the schools as well as the central office staff to develop a facilities needs assessment for the district. There will be a lot of hands-on investigation in the buildings before they generate an overall report in the end.  
Chair Morrell commented how she was impressed with how they work with communities in their other projects.

They added that they would like to engage the community to let them know all the great things that are going in the buildings. They also recommend at least one community forum when the report is presented.

Gary Carr added that they will also help us through the bonding process, as well as looking for other funding sources such as Efficiency Maine.

**MOTION** Carr, second by Wright to accept Oak Point Associates to conduct the RSU 38 Facilities and Grounds Needs Assessment as outlined in the packet.

**Motion Carried:** unanimous

a. Approval of Minutes of November 15, 2017

**MOTION** by Carr, second by Brotherlin to approve the minutes of November 15, 2017 as presented. **Motion Carried:** 11 in favor, 0 Opposed, 1 abstained (Rumler)

b. Consideration of out-of-country student international exchange – GAPP (German American Partnership Program) March 9-30, 2019

**MOTION** by Carr, second by Wright to approve the out-of-country student international exchange – GAPP for March 9-30, 2019. **Motion Carried:** unanimous

c. Consideration of Architectural Firm for District Facilities and Grounds Assessment (above)

d. Discussion regarding Strategic Plan Development Process

Chair Morrell reported that the current RSU 38 Strategic Plan ends in 2017. In the packet are some options to consider for the strategic plan process, as well as a copy of the current plan. There is also a sample from RSU 21 and an article from the Harvard Business Review in your folders. No action is needed tonight.

Superintendent Wolfrom added that the Administrative Team reviews this document periodically to see where we are in the plan. She will do a presentation to the Board in December.

Discussion/Questions:

Are we where we should be? Supt. Wolfrom responded that we are, but there were some things that threw us off such as when the state changed the assessment tests. But we now have 2 years of data and hopefully we are back on track. A huge piece is the curriculum piece and we are almost at the point where we need to be. Another large piece is the teacher/principal evaluation and we are almost there. The strategic plan is a living/breathing document.

What about the Board piece? Supt. Wolfrom responded that we have not done that. Now that the teacher/administrator piece is in place, next would be the Board piece.

Three-4 year olds; is that a state requirement? Special Education Director Ryan Meserve responded that there is a proposal that public schools would take over special education for students 3, 4, and 5 year olds. There is a lot of robust discussion happening, and weekly meetings; most days it looks like it will be pushed forward; initially they wanted it to start next year. We would take on the eligibility of 3 year olds who have needs for special education. CDS would still hold on to the birth to age 2 group. There would be a huge amount of money shifted to the districts.

At this point what is the funding proposal? R.Meserve – there is no formal funding proposal at this time. This is the 5<sup>th</sup> week of weekly meetings and there is another next week.

In your professional opinion is this better for the kids? R.Meserve – there would be a lot of pros, but until we know the specifics it's hard to tell. There are still a lot of questions in terms of facilities and funding. Even though we offer Pre-K in our schools, special education is provided by CDS for this age group.

M.O'Neal spoke about her experience with the strategic planning process back in 2012, which include community members, administrators, teachers, students and board members (Option 5). She believes it would be helpful to invite the community to do this again. People walked away feeling that we did something great for the District. Perhaps we could go through a SWOT analysis (strengths, weakness, opportunities, threats). Supt. Wolfrom added that she has talked with someone who could facilitate the process if we choose that route.

e. Update regarding Regionalization

The Legislative Council convened and approved LR 2558, An Act To Repeal Certain Provisions Regarding the System Administration Allocation Affecting Maine School Districts in the 2018-2019 Biennial Budget, sponsored by Senator Jackson of Aroostook. This means the bill will be moving forward.

The Western Maine Education Collaborative (WMEC) decided not to submit a plan due to having too many unanswered questions. Some school districts are working with Dick Spencer of Drummond Woodsom to make plans to submit a service center for their group. Supt. Wolfrom also met with Joe Mattos, the new Superintendent for Fayette, and they are not interested in submitting a plan with us. They are really low subsidy receivers, only for Special Education, and feel that joining in on a partnership would have little benefit for them at this time.

There are several small planning grants through the Fund for the Efficient Delivery of Educational Services (FEDES) to assist in financing the cost of local and regional initiatives. One of the grants would be a planning grant for regional alternative education programs and opportunities. This has the potential to lead to a future regionalization plan.

Supt. Wolfrom did contact Jennifer Pooler at DOE to see if they could send a staff member to meet with the Board to discuss this initiative. Her response was forwarded to the board.

Suggestion was made to send a letter to the DOE stating that we did approach Fayette and asked that they consider submitting an application with us, to put it on the record. The letter could also include what we are doing with the WMEC.

Question - why don't we bill out for MaineCare? Ryan Meserve explained the history behind the District billing for MaineCare. In some ways it is not connected with the educational plans for students so we would need to bill through a secondary agency, and add licensed clinical social workers to our staff. There is a balance of when it makes sense to do this and for a school district of this size it is not cost effective. He added that he does still stay in contact with the stakeholder group.

f. Consideration of overnight trip, MCHS – Thomas College, Waterville, ME, 12/1-2/17

**MOTION** by Carr, second by Wright to approve the overnight trip to Thomas College, December 1 and 2, 2017 as presented. **Motion Carried:** unanimous

6. Adjournment: **MOTION** and second to adjourn the meeting at 7:38p.m.

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