

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School Student Center
September 16, 2015, 6:30 p.m.**

AGENDA

1. Call to order:
2. Presentation: (10 min.)
 - a. School Nutrition Program – Jeff Bridges
3. Consent Agenda: (5 min.)
 - a. Approval of Minutes of September 2, 2015*
 - b. Acceptance of Donation to purchase Dump Truck for CDL Adult Education Class, \$5,000.00 – Charles Kalloch and Nancy Frost
4. Citizens' Comments: (5 min.)
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
6. Action/Discussion/Informational Items: (10 min.)
 - a. Review of Policy BEDB – School Board Meetings and Agendas*
 - b. Review of Board Committee Assignments
7. Workshop Session: (40 min.)
 - a. Strategic Plan Update, Goal 1, Action Steps 1, 2, 3
8. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
September 2, 2015
Minutes of Meeting

Members Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Gary Carr, Pia Holmes, Trish Jackson, Jim Marr, Michele Pino, Stefan Pakulski (left 7:20), Shawn Roderick, Bonnie Simcock

Members Absent: Michael Apolito, Stephen Hayes, (1 vacant position)

Administrators Present: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar and Cathy Jacobs, Director of Curriculum, Instruction and Assessment Nancy Harriman, Director of Technology Diane MacGregor, Finance Manager Brigette Williams

1. Call to order: Interim Chair Watson called the meeting to order at 6:40 p.m.

2. Nomination of Officers:

a. Nomination of Board Chair

Melissa O’Neal nominated Terri Watson as Chairperson to the RSU #38 Board of Directors. The nomination was second by Pia Holmes. Discussion followed. Concern was raised regarding the possibility of having the board representation from the same town and the distribution of the balance of power. The Board was reminded that the RSU 38 Board members represent all four towns in the district, not only the towns in which they were elected from. No other nominations were brought forward.

Nomination Carried: unanimous. Terri Watson accepted the nomination as Chairperson.

b. Nomination of Board Vice Chair

Bonnie Simcock nominated Melissa O’Neal as Vice Chairperson. The nomination was seconded by Shawn Roderick.

Gary Carr nominated Trish Jackson as Vice Chairperson. The nomination was seconded by Michele Pino.

Discussion ensued regarding having two board officers (Chair and Vice Chair) from the same community. Although a concern was raised most members did not see a problem with this. There is nothing in the board bylaws or reorganization plan that stipulates what the board representation should be. Melissa O’Neal asked that members recognize the work she has done as a board member. Trish Jackson added that she agrees that Melissa O’Neal does a great job, but perhaps it would be better to have someone from two different towns.

Chair Watson called for a vote on the Nominations for Vice Chairperson:

Melissa O’Neal – 8 votes

Trish Jackson – 1 vote

Melissa O’Neal was nominated as Vice Chairperson, RSU 38 Board of Directors.

3. Presentations:

a. New Maranacook Web Site

Technology Director Diane MacGregor provided an overview of the newly designed Maranacook Web Site. She asked board members to let her know if they have any questions or if they notice any links not working properly. Request to look into adding a search function.

b. Dual Enrollment Courses at the High School

Principal Dwayne Conway, Dean of Students Kristen Levesque and French Teacher John Hirsch presented on the dual enrollment opportunities at the High School. The team shared a listing of courses currently being offered as dual enrollment courses (total of 82 credits). Everything is in place for Maranacook graduates to be eligible to earn an Associates' Degree from Thomas College at the same time they graduate High School; they are awaiting approval from the New England Association of Schools and Colleges (NEASC). (S. Pakulski left during this discussion.)

c. Recognition of outgoing Board member – John Blouin

Chair Watson reported that John Blouin has resigned from the School Board. She thanked him for his service to the RSU over the past year.

4. Consent Agenda: Request was made to take items listed in the Consent Agenda separately.

a. Approval of Minutes of June 17, 2015

MOTION by Carr, second by Pino to accept the minutes of June 17, 2015 as presented.

Motion Carried: unanimous.

b. Ratification of Teachers hired during the summer, in consultation with Board Chair/Vice Chair

Superintendent Wolfrom noted a correction in the information presented on Special Education Teacher Mary Conlon. Ms. Conlon information should read, Certification – Provisional K-8 (282) Special Education, which expires 7/2017.

MOTION by Pino, second by Jackson to ratify the teacher nominations made during the summer in consultation with the Chair/Vice Chair as corrected. Discussion followed. Superintendent Wolfrom reported that the Board voted at the June meeting to allow the hiring of staff during the summer in consultation with the Chair/Vice Chair. This vote will finalize all the hiring as presented. All positions are filled except for one part time position. **Motion Carried:** unanimous.

c. Ratification: Awarding of Lease Purchase Agreement for Maranacook campus lighting project

MOTION by Carr, second by Pino to ratify the awarding of the lease purchase agreement for the Maranacook campus lighting project, as presented, to Androscoggin Bank. Discussion followed regarding the financial institutions the bids were sent to. Finance Manager Williams noted that these are the two banks that historically have the lowest interest rates. Many banks do not bid on municipal lease purchases. She will investigate which institutions consider municipal lease purchases and add them to bid list for the future. **Motion Carried:** 8 in favor, 0 opposed, 1 abstention (Simcock).

d. Ratification: Awarding Snow Plow/Sanding Bids

Superintendent Wolfrom reported that the bids for the snow plow/sanding contracts for all 5 school campuses and the Transportation Department were opened on July 21, 2015. The bids are outlined in item 4d. Superintendent Wolfrom recommends ratification as presented.

MOTION by Pino, second by Holmes to accept the Snow Plow/Sanding bids as presented in Item 4d. **Motion Carried:** unanimous.

e. Approval of out-of-state travel – High School Debate Tournament, Yale University, New Haven, CT, September 17-20, 2015

MOTION by Carr, second by Pino to approve the out-of-state travel as outlined in item 4e. **Motion Carried:** unanimous.

f. Acceptance of Donations

MOTION by Carr, second by Simcock to accept the donations, with appreciation, as outlined in item 4f. **Motion Carried:** unanimous.

5. Citizens comments: none

6. Additions/Adjustments:

Question was raised regarding Policy IHD, which was tabled at the June 3, 2015 meeting. Superintendent Wolfrom reported that the policy committee did not meet over the summer. This policy will be brought back to the Board for consideration once the Policy Committee has had a chance to meet. G. Carr asked about the district's suicide prevention training and requested a copy of the Law.

7. Action/Discussion/Informational Items

a. Consideration of Lease Purchase Agreements for Buses

MOTION by Carr, second by Roderick to approve the municipal lease/purchase agreements as outlined to Gorham Leasing Group.

Motion Carried: 8 in favor, 0 opposed, 1 abstention (Simcock).

b. Consideration of upgrading District-wide copiers and lease purchase agreement

Superintendent Wolfrom reviewed the recommendation from Finance Manager Williams regarding the district-wide copiers and the lease purchase agreement. This recommendation would replace several copiers throughout the district that are in need of replacement. This will not cost the district any additional money since the per copy price is being reduced as part of the agreement. Superintendent Wolfrom recommends accepting the new lease purchase agreement as presented.

MOTION by Carr, second by Pino to accept the proposal from A-Copi as presented.

Motion Carried: 8 in favor, 0 opposed, 1 abstention (Simcock).

c. Board Committee Assignments

Superintendent Wolfrom reported that the Board was provided a listing of the committees the RSU Board has and asked that everyone check the committees they would like to be on and return the sheet to Donna Foster by Friday, September 11. The listing indicates when the committees typically meet. Names in parenthesis are members who served on the committees last year. At the next meeting the Board will be provided with a draft roster.

d. Review of RSU 38 Strategic Plan

Superintendent Wolfrom reported that the district is now working towards the 2015-16 benchmarks in the Strategic Plan. This is the document administrators refer to as they work on goals and prepare budgets each year. She offered to do an update on where the administrators feel they are in the Plan. Suggestion was made to provide a document outlining the milestones reached as well as noting anything the board needs to know as they go into budget season.

8. Informational reports (included in packet):

This section of the Board packet has reports from each of the administrators as well other committees' reports/minutes and dates for upcoming meetings. Questions may be asked, but the Superintendent requested that questions be sent to her ahead of time so that they can be addressed promptly.

9. Adjournment – MOTION and second to adjourn the meeting at 8:14 p.m.

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

**REGIONAL SCHOOL UNIT NO. 38
SCHOOL BOARD MEETINGS AND AGENDAS**

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office and on the RSU 38 web site. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to Board members.

Requests for Agenda Items

Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. The request must be received a minimum of ten (10) days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent will provide to the Board such background materials and data that in his/her judgment are necessary for the Board to give informed consideration to agenda items. The Superintendent will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

Documents containing information that is exempt from disclosure under the Freedom of Access Act or other law shall be marked "confidential." Such information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by Board members should be referred to the Superintendent.

Regular Meetings

The Board of Directors holds regular meetings from September to June of each year. Meetings may be cancelled at the discretion of the Superintendent and Chairperson.

Special Meetings

A special meeting may be called by the Chairperson of the Board, at the request of the Superintendent, or at the request of any two members of the Board. No business will be transacted except that for which the meeting was called.

Emergency Meetings

An emergency meeting may be called by the Chairperson or Superintendent. No business shall be transacted except that for which the meeting was called. Notice of the agenda will be given as early as practicable.

Quorum

Unless otherwise required by law or Board policy, seven (7) members of the Board of Directors constitute a quorum for the purposes of taking action.

Additions and Adjustments to the Agenda of a Regular Meeting

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote. The item should be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. Additions to the agenda should only be made when the matter cannot reasonably wait until the next regular meeting.

All additions to the agenda must be approved by a majority vote of the members present and voting, with all additions added to the end of the published agenda except if the order of business is changed.

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by three-fifth (3/5) of the members present voting.

Legal Reference: 20-A MRSA § 1477 (RSU)
Cross Reference: BDDH—Public Participation at Board Meetings
KL—Public Concerns

Adopted: June 6, 2012