

“A Caring School Community Dedicated to Excellence”

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
December 17, 2014, 6:30 p.m.**

AGENDA

1. Call to order:
2. Consent Agenda: (5 min.)
 - a. Approval of Minutes of December 3, 2014*
 - b. Approval of Out-of-Country Travel – German American Partnership Program (GAPP)*
 - c. Acceptance of Capital Area Technical Center (CATC) Cooperative Agreement*
 - d. Appointment of first probationary contract teacher, Middle School Foreign Language, Tesse Rau*
3. Citizens’ Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Action/Discussion/Informational Items: (5 min.)
 - a. Vote on Superintendent Donna H. Wolfrom’s Administrative Contract
6. Board Workshop: (30 min.)
 - a. Report from Universal Pre-K Study Committee
7. Adjournment:

* Attachments

Any citizen who wishes to add an item to the agenda may do so by notifying the Board Chair or the Superintendent’s Office, in writing, ten days prior to the Board’s next scheduled meeting.

A Caring School Community Dedicated To Excellence

Regular Meeting
Regional School Unit No. 38
Board of Directors
Maranacook Community High School
December 3, 2014
Minutes of Meeting

Members present: Chair David Greenham, Vice Chair Melissa O’Neal, John Blouin, Gary Carr, Steve Hayes, Bonnie Simcock, Terri Watson

Members absent: Michael Apolito (excused), Russell Evans (excused), Pia Holmes (excused), Shawn Roderick (excused), Richard Spencer (excused), Madeline Snow

Student Reps: Molly Whittington, Colleen Wright

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

1. Call to Order: Chair Greenham called the meeting to order at 7:15 p.m.
2. Consent Agenda:
 - a. Approval of Minutes of November 19, 2014
MOTION by Carr, second by Blouin to accept the minutes of November 19, 2014 as presented. **Motion Carried:** unanimous
 - b. Acceptance of donations
MOTION by Hayes, second by Watkins to accept the donations as listed, with gratitude.
Motion Carried: unanimous
 - c. Approval of Out-of-Country Travel, Fredericton New Brunswick, May 2015
 - d. Approval of Out-of-State Travel, Speech & Debate, New Jersey, December 4-7, 2014
MOTION by Watson, second by Blouin to approve the out-of-country travel to Fredericton New Brunswick and out-of-state travel to New Jersey as requested. **Motion Carried:** unanimous
3. Student Representatives Reports: Reported prior to call to order.
4. Citizens’ Comments: none
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
6. Action/Discussion/Informational Items:
 - a. Policy First Readings: DJ, Bidding/Purchasing Requirements; JJE, Student Fundraising (current DF); JJIAB, Public Charter School Students – Access to Non-Charter Public School Extracurricular and Interscholastic Activities (new) – reviewed prior to call to order
 - b. Acceptance of bus bids (sale of 4 obsolete buses)
MOTION by Simcock, second by Hayes to accept the bids as requested by the Superintendent.
 Discussion followed regarding how the bidders take possession of the buses when they are sold. Finance Manager Williams will look into it.
Motion Carried: 6 in favor 0 opposed, 0 abstained (Carr out of room)
7. Informational Items: Discussed prior to call to order.

8. & 9. Executive Sessions:

Superintendent Wolfrom requested that the executive session be taken up out of order.

MOTION by Simcock, second by Watson to enter Executive Session for the purpose of discussing labor contract proposal between Central Office Support Staff and RSU #38 Board of Directors pursuant to 1 M.R.S.A. § 405(6)(D)

Motion Carried: unanimous

The Board entered Executive Session at 7:23 and returned to public session at 8:00 p.m.

MOTION by Carr, second by Blouin to accept the labor contract proposal between the Central Office Support Staff and RSU #38 Board of Directors as presented in Executive Session.

Motion Carried: unanimous

MOTION by Carr, second by Watson to enter Executive Session for the purpose of Evaluating Superintendent Donna Wolfrom pursuant to 1 M.R.S.A. § 405(6)(A)

Motion Carried: unanimous

The Board entered Executive Session at 8:05 and returned to public session at 9:10 p.m. No action was taken.

10 Action following Executive Session (see above).

11. Adjournment: **MOTION** and Second to adjourn at 9:10 p.m.

Respectfully submitted,

Donna H. Wolfrom, Superintendent/Secretary
Recorded by: D.Foster

Please submit request to office at least 3 weeks prior to field trip

Out-of-State Field Trips must be sent directly to the Superintendent for School Board approval.

School: MCHS Date of trip: Apr 2-23 '15

Destination: Austria & Germany

Departure time (from school): 1:30pm Return time (to school): 9:00pm
(Bus must be back to school no later than this time)

Teacher: Archambault/Morris Grade level(s): _____

Number of students: 26 Number of chaperones: 3

Cost of activity: \$2500 Cost of transportation: \$1305⁰⁰ plus * bus to Boston
Paid By: Students & fundraising
(School, Parent Association, Other)

Educational objectives: (include description of activities, pre-trip activities, correlation with curriculum, concepts/skills learned, follow-up lessons.)
Speaking German, Geography, WWII, Cold War, Music, Art, Glacial formations, Thermal waters, Meeting w/German & cultural exchange, Family life, public transportation

Planned Stop(s): Salzburg Austria for a week, Munich & Berlin
Sites(s) have been notified: Yes _____ No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) N/A
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made. please specify:
Public Transpo to Boston - Lufthansa to Europe & back

Storm Date: N/A

Dwayne Conway Recommended Not Recommended _____
Principal's Signature Date 12/11/14

- 2 copies to Transportation Director
- 1 copy to Food Service Director
- 1 copy to Principal and Teacher
- 1 copy to Accounts Payable

* Based upon cost per mile as determined through budget process (driver, bus, gas, depreciation)

Bus Transportation Office Use		
Bus Driver	Departure Date	
Return Time	Driver down time	Total mileage
Approved Schedule followed <input type="checkbox"/> Yes <input type="checkbox"/> No		

November 17, 2014

COOPERATIVE AGREEMENT

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, 2014

Administrative Unit	FTE slots	Slots	Vote
Augusta	67	134	36%
Gardiner	23	46	12%
Dresden RSU #2	2.5	5	
Farmingdale RSU #2	6	12	
Hallowell RSU #2	3	6	
Monmouth RSU #2	6	12	
Richmond RSU #2	6.5	13	
Total RSU #2	24	48	13%
Fayette AOS 97	1.5	3	
Winthrop AOS 97	8.5	17	
Total AOS 97	10	20	5%
China RSU 18	12	24	
Sidney RSU 18	1.5	3	
Belgrade RSU 18	0.5	1	
Total RSU 18	14	28	7%
Vassalboro AOS 92	6	12	3%
Jefferson AOS 93	2.5	5	1%
Chelsea RSU 12	7.5	15	
Palermo RSU 12	3	6	
Somerville RSU 12	1	2	
Whitefield RSU 12	4.5	9	
Windsor RSU 12	7	14	
Total RSU 12	23	46	12%
Manchester RSU 38	4.5	9	
Mt. Vernon RSU 38	3	6	
Readfield RSU 38	9.5	19	
Wayne RSU 38	2.5	5	
Total RSU 38	18.5	39	10%
Totals	188.5	377	99%

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 hours 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 1st 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

RSU #38 Maranacook

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

(4.)

RSU# 2

Jefferson AOS #93

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

RSU #11 Gardiner

Winthrop Public Schools

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

RSU #12

China RSU #18

By: _____
School Board Chairperson

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

By: _____
Superintendent of Schools

Fayette

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

Vassalboro AOS #92

By: _____
School Board Chairperson

By: _____
Superintendent of Schools

POSITION	MS Teacher-Foreign Language				2d.
CANDIDATE	Tesse Rau				
EDUCATIONAL PREPARATION	U Maine	MA	Arts in English Candidate	Fall 2012	
	U Maine	BA Minor	English Political Science	May-10	
RELATED EXPERIENCE	Assistant Director		Manchester Summer Rec	2013-Present	
	Teaching Assistant		UMO	2012	
REFERENCES	E. Patrick Gilbert, Town Manager, Manchester, ME.				
	Mary Anne Libby, Ed Tech III, RSU No. 38				
	Benjamin Bachelder, Summer Rec Director, Manchester, ME				
	Tricia Thomas, UMF				
CERTIFICATION	Targeted Need, 440 K-12 Spanish			7/1/2015	
	Conditional, 100 7-12 Secondary English			7/1/2015	
	Ed Tech III			2/1/2018	
	CHRC Approval K-12			6/22/2018	
SALARY	\$27,389	(\$31,550 pro-rated)	Degree: BA	Step: 1 on 12-13 scale	
BOARD HIRED DATE	29-Sep-14				
REPLACING	Brett Trefethan				