

REGIONAL SCHOOL UNIT NO. 38 BOARD OF DIRECTORS
Readfield Elementary School
February 4, 2015
Minutes of Meeting

Members present: Chair David Greenham, Vice Chair Melissa O’Neal, Michael Apolito, John Blouin, Gary Carr, Steve Hayes, Pia Holmes, Trish Jackson, Shawn Roderick, Terri Watson

Members absent: Russell Evans, Bonnie Simcock (excused), one vacant position (Wayne)

Student Reps: Molly Whittington, Molly Searway

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, Special Education Director Ryan Meserve, Finance Manager Brigitte Williams

1. Call to order: Chair Greenham called the meeting to order at 6:30 p.m.
2. Promethean Board Presentation – Third Grade Teacher Abby Shink and students demonstrated the use of a Promethean Board in their classroom.
3. Consent Agenda:
 - a. Approval of Minutes of January 21, 2015
 - b. Acceptance of donations

MOTION by Carr, second by Watson to accept the Consent Agenda as presented.
Motion Carried: unanimous
4. Student Representatives Reports

Middle School representative Molly Whittington reported on the various projects underway by the middle school teams, as well as the upcoming Dance-A-Thon planned for Friday evening. The Dance-A-Thon is a fundraiser for Mr. Scarpone’s class to attend the Festival of Bands & Choirs in May.

High School representatives Molly Searway reported on fundraising activities for local families by the Student Senate and sports teams activities. She reported that the NWEA testing has been spread out due to storm days and with the semester change focus time has been moved from Wednesdays to Mondays to accommodate more students.
5. Citizens’ Comments: none
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
7. Action/Discussion/Informational Items: (30 min.)
 - a. Acceptance of teacher resignations due to retirement:
 - Diane Curtis, Manchester Elementary
 - Cathy Hayden, Middle School
 - Deyanne Worcester, High School

MOTION by Carr, second Hayes to accept the resignations listed above due to retirement with thanks for their many years of service.

G.Carr asked about the trend of resignations the Board has seen over the past two meetings. Superintendent Wolfrom explained that per the negotiated agreement teachers who plan

to retire have until February 1 to submit their resignations if they want to collect a portion of their accumulated sick time.

Motion Carried: unanimous

b. Action on Tabled Vote, Policy BCB, Conflict of Interest

Superintendent Wolfrom reported this policy was further reviewed by the policy committee based on the discussion and tabling of the vote at the January 7, 2015 meeting. Reference to MRSA Title 30-A§2605, (4) was added to the policy.

MOTION by Watson, second by Carr to approve Policy BCB, Conflict of Interest as presented. **Motion Carried:** unanimous

c. Action on Tabled Vote, Policy DJ, Bidding/Purchasing Requirements

Superintendent Wolfrom reported this policy was further reviewed by the policy committee based on the discussion and tabling of the vote at the January 7, 2015 meeting. Under Section B, paragraph 3, the first sentence was revised to include the phrase, "together with the Finance Manager and the Administrator/Director ..."

MOTION by Watson, second by Blouin to approve Policy DJ, Bidding/Purchasing Requirements as presented. G.Carr noted that the problem still exists with the policy in that section B does not follow the law as stated in section A. Further discussion ensued.

Motion Carried: 9 in favor, 1 opposed (Carr)

d. Policy Second Readings:

- DFF, Student Activity Funds

This is a new policy being presented for second reading. The Policy Committee reviewed this policy at the January 12 meeting and recommends approval as revised.

MOTION by Watson, second by Apolito to approve Policy DFF, Student Activity Funds as presented. **Motion Carried:** unanimous

- DJH, Purchasing and Contracting: Procurement Staff Code of Conduct

This policy was also reviewed at the January 12 Policy Committee meeting. It was further edited to include reference to MRSA Title 30-A§2605, (4). Policy Committee recommends approval as presented.

MOTION by Watson, second by Carr to accept Policy DJH, Purchasing and Contracting: Procurement Staff Code of Conduct as presented. **Motion Carried:** unanimous

e. Policy First Readings:

- EFC, Free and Reduced Price School Lunches
- EGAD, Copyright Compliance
- GBI (GBEBC), Gifts and Solicitations to Staff

The above policies are being presented for first readings. They are part of the policy review schedule to review all policies with an adopted/revised date older than 2005. Any comments/questions regarding these policies should be submitted to the Superintendent's Office prior to the next Policy Committee meeting of February 9, 2015.

f. Report from Auditor Ron Smith

School District Auditor Ron Smith presented to the Board the annual state of the state of RSU #38. Last year the district was at an operating definite of \$600,000 due to its obligation for summer salaries; that figure has improved and is now down to a \$375,000 deficit. Recommendations in the management letter dealt mainly with student accounts in which remedies have already been put in place. Finance Manager Brigitte Williams reported that the Audit has been posted on the website.

8. Budget Workshop:

a. Updates from last workshop

Superintendent Wolfrom noted the free and reduced averages since FY 2010 were included in the board packet, as well as revised changes to the general fund school summary budget (First

Draft, Version 1b). The summaries of budget reductions and increases have also been revised to include items up to tonight's meeting.

b. Technology

Technology Director Diane MacGregor presented the new requests for the Technology budget. It includes the plan to install one Promethean Board in each elementary school to enhance student learning. At this time Readfield Elementary is the only school that has them (currently 2) and those were originally installed based on the needs of a student. The next proposal pertains to increase technical support. Some cutting and rearranging of staff was done last year and the department needs more support. This request would increase the high school technician from 20 hrs/week to 32 hrs/week. It also includes \$3,200 to offer additional PowerSchool software training for staff. The third request includes various technology equipment and upgrades for the district (outlined in new program request sheet) in the amount of \$18,015.

Discussion followed. Suggestion was made to look into purchasing small Apple Express Boxes to alleviate the network; and replacing LCD projectors to larger screen televisions and with a much better picture. Questions regarding the purchase of Promethean Boards pertained to whether the proposal could be reduced since Readfield Elementary already has 2 in the school and how the decision is made in terms of what classroom get the Boards.

c. Special Education

Special Education Director Ryan Meserve reported that they are not projecting much change in the number of students in the program for next year. Based on this projection the overall budget is similar to this year. He is proposing increasing the legal line by \$5,000. Mr. Meserve reported on the new Readiness Program at Readfield Elementary School. Discussion followed.

d. English Language Learners

Superintendent Wolfrom reported that the ELLs program services 17 students this year. They are students whose main language in the household is other than English as well as our foreign exchange students. Proposing to restructure the staffing for the program that would increase the teacher time by .3FTE and eliminate the educational technician position at a savings of \$3,450. This will result in all of our ell students to be served by a certified ELL teacher.

e. Gifted & Talented

Nancy Harriman, Director of Curriculum, Instruction and Assessment reported that the program presently serves 107 students; 57 extra enrichment; 50 in the arts. Anticipate serving about the same number of students next year. Staffing: one person shared between the Middle and High Schools and 2 are shared among the 4 elementary schools. Propose increasing the staff by .2FTE at the Middle and High Schools. This increase would provide a base program at Maranacook having a staff person to work with parents and teachers and to monitor the program. Discussion followed.

f. Board Questions – (during presentations)

g. Citizens comments regarding budget

Readfield resident Bob Marvinney expressed his concern at seeing a large budget increase through these many proposals especially since our enrollment is decreasing or flat. Hope you will look hard at these proposals. Support technology and it is something we have to do; key is that it has to come with support.

h. Board discussion

Superintendent Wolfrom distributed folders of information based on the new information presented. A request was made to send this information prior to the presentations so that the information can be reviewed ahead of time. No additional discussion.

9. Informational Items: The Curriculum Committee minutes were provided in Board folders.

10. Executive Session for the purpose of discussing labor contract proposal between RSU #38 Bus Drivers and RSU #38 Board of Directors pursuant to 1 M.R.S.A. § 405(6)(D)

MOTION by O’Neal, second by Carr to enter Executive Session for the purpose of discussing labor contract proposal between RSU #38 Bus Drivers 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 8:32 and returned to Public Session at 8:56.

11. Executive Session for the purpose of discussing labor contract proposal between Maranacook Area Schools Staff Association and RSU #38 Board of Directors pursuant to 1 M.R.S.A. § 405(6)(D)

MOTION by Hayes, second by Holmes to enter Executive Session for the purpose of discussing labor contract proposal between Maranacook Area Schools Staff Association 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 8:57 and returned to Public Session at 9:40.

12. Action following Executive Sessions

MOTION by Hayes, second by Watson to accept the negotiated agreement between the RSU #38 Bus Drivers and the RSU #38 Board of Directors as presented.

Motion Carried: unanimous

MOTION by Hayes, second by Watson to accept the negotiated agreement between the Maranacook Area Schools Staff Association and the RSU #38 Board of Directors as presented.

Motion Carried: unanimous

13. Adjournment: **MOTION** and second to adjourn at 9:44.

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