

“A Caring School Community Dedicated to Excellence”

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
January 21, 2015, 6:30 p.m.**

AGENDA

1. Call to order:
2. Consent Agenda: (5 min.)
 - a. Approval of Minutes of January 7, 2015*
 - b. Acceptance of Donations*
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. Acceptance of Teacher Resignations due to Retirement:
 - Sharon Chaplin, Elementary School Nurse (MES, RES)
 - Laurel Danforth, Wayne Elementary School
 - Mary O’Brien, Manchester Elementary School
 - Mark Wicks, Maranacook Community High School
6. Budget Workshop*: (90 min.)
 - a. Elementary Schools
 - b. Middle School
 - c. High School
 - d. Board questions
 - e. Citizens comments regarding budget
 - f. Board discussion
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.

REGIONAL SCHOOL UNIT NO. 38 BOARD OF DIRECTORS
Maranacook Community High School
January 7, 2015, 6:30 p.m.
Minutes of Meeting

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

Members excused: Michael Apolito, Russell Evans, Shawn Roderick, Richard Spencer

Student Reps: Molly Whittington, Molly Searway, 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, 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. Consent Agenda:
 - a. Approval of Minutes of December 17, 2014 - **MOTION** by Carr, second by Simcock to approve the minutes of December 17, 2014 as presented. **Motion Carried:** unanimous
3. Student Representatives Reports

High School representatives Molly Searway and Collen Wright reported on educational, and fundraising activities at the high school as well as providing an update on the sports teams. Middle School representative Molly Harrington reported on the various projects underway by the middle school teams.
4. Citizens’ Comments: none
5. Additions/Adjustments to the Agenda by Board and/or Superintendent:

Steve Hayes requested, if time permitted at the end of the meeting, to provide a quick overview of the Governor’s inaugural speech as it pertains to education.
6. Action/Discussion/Informational Items:
 - a. Policy Second Readings: (see Policy Committee minutes, Item 7d)
 - AEB, Recognition By School Board Guidelines – **MOTION** by Simcock, second by Blouin at accept Policy AEB, Recognition By School Board Guidelines as presented. **Motion Carried:** unanimous.
 - BCB, Conflict of Interest – **MOTION** by Simcock, second by Watson to accept Policy BCB, Conflict of Interest as presented.

Steve Hayes suggested including wording from state statute pertaining to direct or indirect pecuniary interest for municipalities (Title 30-A §2605). Discussion followed and it was agreed to table the vote until the Policy Committee can take time to review the statute and consider additional wording to the policy. **MOTION TABLED.**
 - BGC, Policy Errors and Inconsistencies – **MOTION** by Watson, second by Simcock to accept Policy BGC, Policy Errors and Inconsistencies as presented. **Motion Carried:** unanimous.
 - DJ, Bidding/Purchasing Requirements – **MOTION** by Watson, second by Holmes to accept Policy DJ, Bidding/Purchasing Requirements as presented.

Question was raised as to who determines whether competitive bids are practical and cost effective (Section B, Par. 1). Concern that the superintendent shouldn't be the only decider. It was reported that when these decisions are made the Finance Manager as well as other administrators/managers are involved depending on the purchase. Suggestion was made that rather than have a dollar limit, the board may want to consider taking the clause out all together, and make the limit \$10,000 – \$15,000. Other consideration may be whether it is a contract renewal. It was agreed to table the vote until the Policy Committee can take another look at this section. **MOTION TABLED.**

- GBEBB, Staff Standards of Conduct With Students – **MOTION** by Simcock, second by Watson to accept Policy GBEBB, Staff Standards of Conduct With Students as presented. **Motion Carried:** unanimous.
 - JJE, Student Fundraising (current DF) Superintendent Wolfrom reported that the Policy Committee added A2 to the policy and recommends approval as revised. **MOTION** by Carr, second by Watson to approve Policy JJE, Student Fundraising as presented. **Motion Carried:** unanimous.
 - JJIAB, Public Charter School Students – Access to Non-Charter Public School Extracurricular and Interscholastic Activities – This is a new policy. **MOTION** by Carr, second by Watson to accept Policy JJIAB, Public Charter School Students – Access to Non-Charter Public School Extracurricular and Interscholastic Activities as presented. **Motion Carried:** unanimous.
- b. Policy First Readings:
- DFF, Student Activity Funds – This is a new policy for consideration. Chair Greenham asked member of the board to read the policy over and communicate with the policy committee any questions and/or suggestions before they come to the board for approval at second reading.
 - DJH, Purchasing and Contracting: Procurement Staff Code of Conduct – This is a first reading of a revised policy. It was suggested to consider making reference to the state statute defining financial interest.
- c. Fiscal Year 16 Budget Review/Goals – Superintendent Wolfrom reported that she asked the administrators to submit budgets that reflect the best possible results for students. Superintendent Wolfrom outlined items included in the “original” budget request: insurance, MainePERS, additional kindergarten teacher at Mt. Vernon, additional time for art, music and computer at Mt. Vernon (due to additional classroom), universal PreK. These requests brought the budget up just over \$1 million. Knowing this is too much, the administrative team met to deliberate what can be removed from the original request. The first draft budget will be presented to the board at the next meeting on January 21. As we move into the proficiency based diploma requirements the administrative team recommends that the focus of the FY '16 budget be on “providing support for student in order to promote academic success.”

Discussion followed on how insurance costs are estimated and whether there is a better way to represent those numbers until we get the rates for next year. In terms of fuel oil we are locked in for this year, but will be working with the town officials to lock in soon for the next year; those anticipated savings have not been worked into the preliminary budget.

Superintendent Wolfrom distributed some talking points to share with citizens, which outlines some of the initiatives and successes for the school district. Chair Greenham also pointed out the budget schedule. Request was made to be more specific on the budget discussion topics as the dates approach as well as making the items listed on the web page more searchable for citizens. Chair Greenham cautioned individual board members regarding their presentation of budget information and representing the board when not at a formal meeting.

Superintendent Wolfrom asked that the Board consider voting on a goal statement to guide their work on the FY '16 budget. The Administrative Team recommends

“providing support for students in order to promote academic success”. Several options were discussed. Some members recommended staying away from setting a percentage to adhere to. Concern was raised that in using the words “academic success” it may be interpreted to include only the basics; people might start taking things out like band and theater. The Board reviewed the mission statement and the actions the board and staff have taken to provide services to students. The administrative team’s requests are based on the mission statement.

MOTION by Holmes to adopt the goal for the FY’16 budget year as follows, “providing support for students in order to promote academic success.” The motion was seconded by Carr. **Motion Carried:** 6 in favor, 0 opposed, 2 abstentions (Hayes, Watson)

7. Informational Items: Principles responded to questions about their reports.

It was agreed to forego the discussion on Governor LePage’s inaugural speech as it pertained to education. Steve Hayes will forward a brief summation of the speech via email.

8. Adjournment: **MOTION** and second to adjourn at 8:30 p.m.

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

Acceptance of Donations
January 21, 2015

2b.

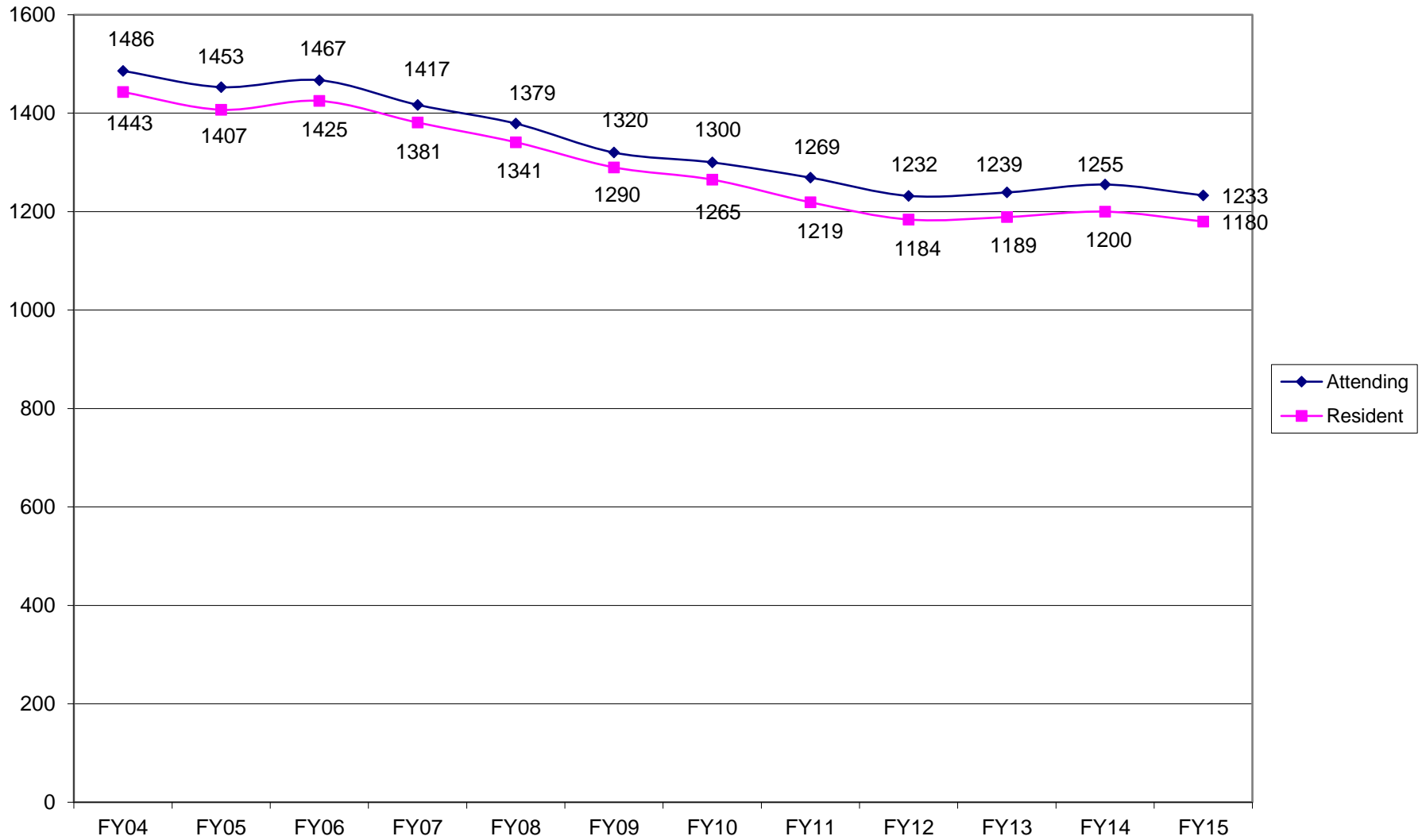
Donor	Amount	Department
Michael S. Haenn	\$1,000.00	Food Pantry (food and clothing)
David & Kathryn Markovchick	\$ 200.00	Food Pantry

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REGIONAL SCHOOL UNIT NO. 38
State Valuation
Yearly Comparison

School	Historical Information					Current Year Increase				7 Year Comparison	
	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	Difference	% Chg.	\$ Increase	% Increase
Manchester	301,350,000	312,600,000	309,150,000	304,650,000	301,900,000	301,200,000	301,450,000	250,000	0.08%	100,000	0.03%
Mt. Vernon	238,300,000	257,850,000	254,500,000	245,050,000	248,550,000	243,550,000	240,650,000	(2,900,000)	-1.19%	2,350,000	0.99%
Readfield	262,350,000	282,950,000	282,150,000	270,050,000	266,100,000	268,550,000	264,850,000	(3,700,000)	-1.38%	2,500,000	0.95%
Wayne	195,950,000	203,850,000	206,600,000	203,900,000	200,850,000	193,850,000	187,600,000	(6,250,000)	-3.22%	(8,350,000)	-4.26%
District Total	997,950,000	1,057,250,000	1,052,400,000	1,023,650,000	1,017,400,000	1,007,150,000	994,550,000	(12,600,000)	-1.25%	(3,400,000)	-0.34%

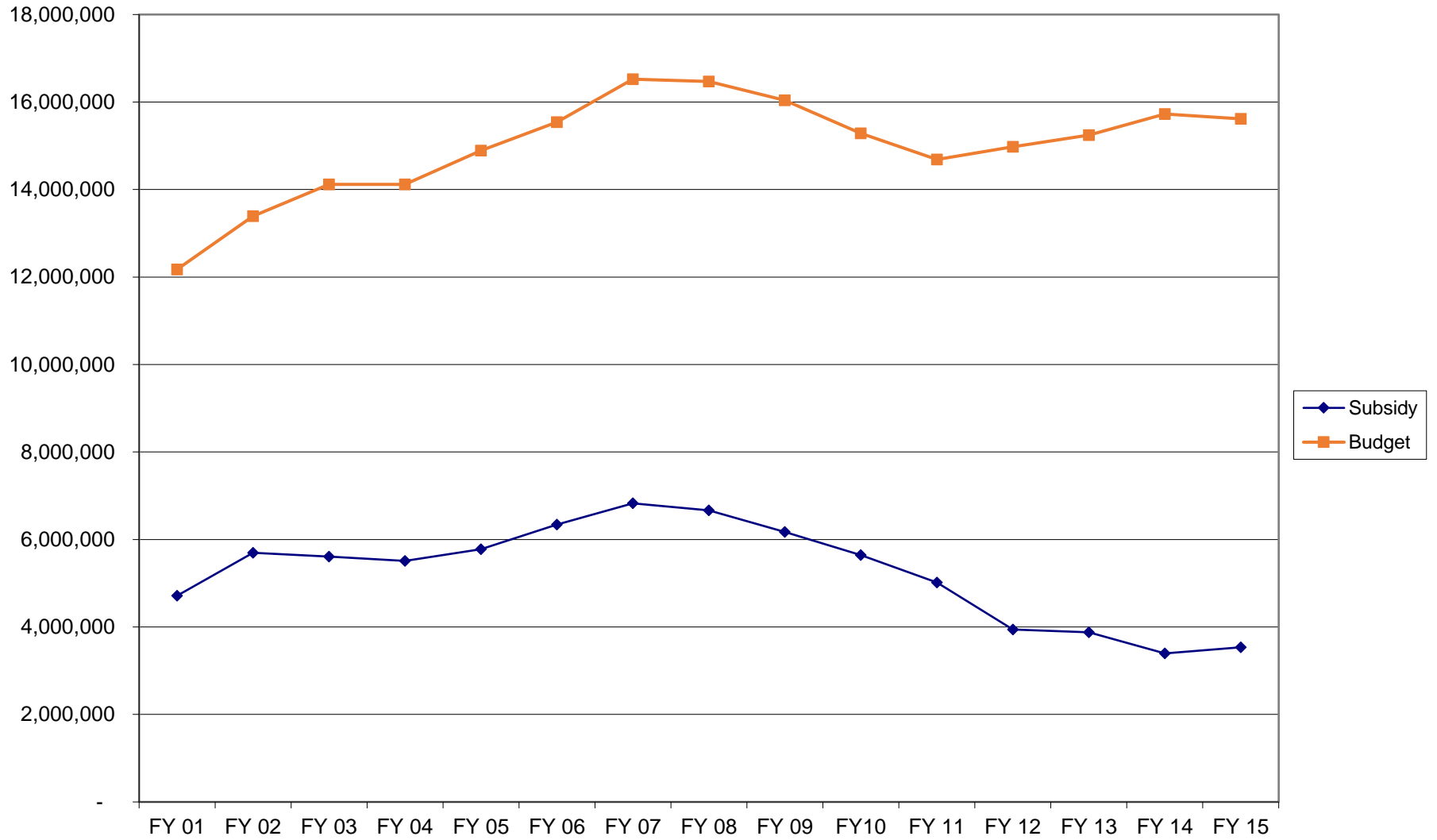
RSU #38 Enrollment History

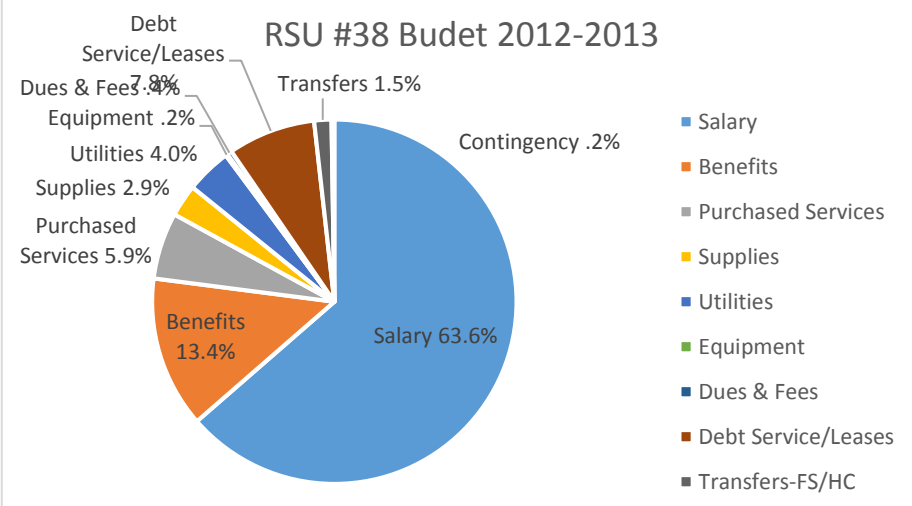
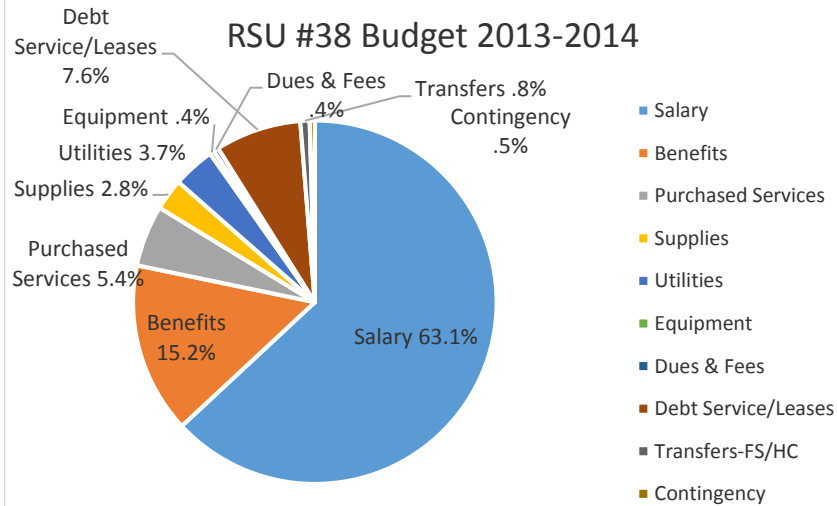
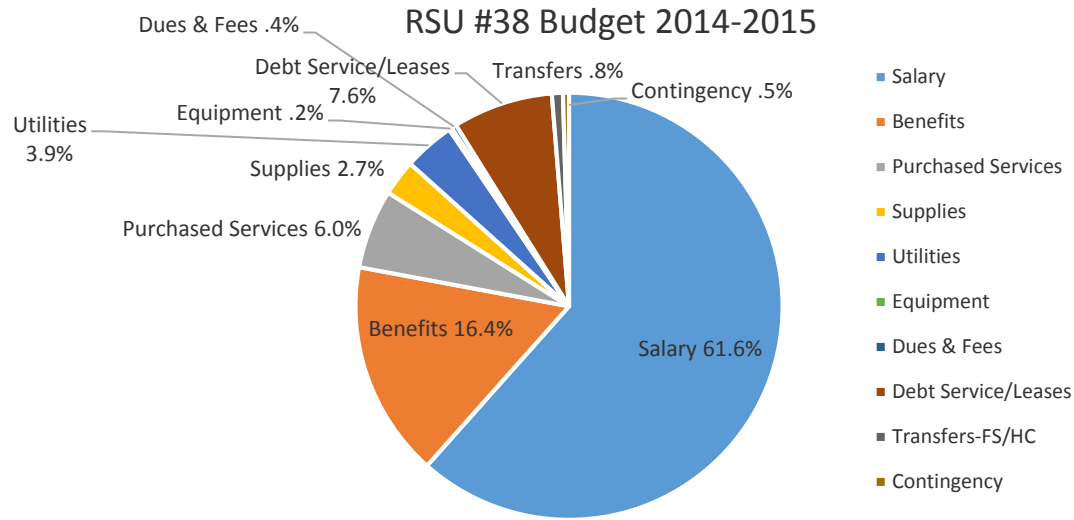


RSU #38 ENROLLMENT

Actual Class Size - January 5, 2015									
	Pre K	K	1	2	3	4	5		Total Students
Manchester	11 / 8	16 / 18	11 / 11	13 / 14	13 / 15	21	17 / 17		
	19	34	22	27	28	21	34	1.8 FTE Ed Tech	185
Mt. Vernon	18	14 / 14	16	20*	18	24	16	1 FTE Ed Tech	140
		28							
Readfield	16 / 8	12 / 13	15 / 15	12 / 12	19	29	15 / 17	1 FTE Ed Tech	
	24	25	30	24			32		183
Wayne		16 [1]	10	9	10 [1]	10 [1]	9	1 FTE Ed Tech	64
Totals	61	103	78	80	75	84	91		572
Averages	12	15	14	15	15	24	17	District Average: 15/1	
<p>[] denotes WRAP students with 1:1 ed tech</p> <p>* denotes ed tech support</p> <p>** Mt. Vernon and Readfield have additional classroom support from SKCDC</p>									

RSU #38 / UNION #42 SUBSIDY HISTORY





New Program / Position / Account Evaluation Template

Program Title: MES Ed Tech II	School/Grade Levels: Pre-K	
Brief Program Description: To have a certified teacher and ed tech II in the afternoon Pre-K session, funded by RSU #38 as recommended by the Pre-K Study Committee. The afternoon ed tech was previously funded by the Town of Manchester. This will allow for up to 16 Pre-K students to be served in the afternoon session, per the new State of Maine proposed regulations of 1 teacher to 8 students.		
Program Purpose: For RSU #38 to fund the afternoon Pre-K ed tech, which was previously funded by the Town of Manchester.		
Program Objectives: For RSU #38 to provide Universal Pre-K within RSU #38, as recommended by the Pre-K Study Committee		
Projected Number of Students to be Served: <div style="text-align: right;">16</div>	Current Number of Staff: <div style="text-align: right;">1</div>	Other Individuals/Groups Impacted by Programming:
Program Costs: 40% Ed Tech II (4 afternoons/week) \$ 11,000		
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Mt. Vernon Staffing	School/Grade Levels: 1/2 Day of Art, Music, and Computer Instruction	
Brief Program Description: Due to adding an additional Kindergarten classroom in the current year, and the anticipation of adding an additional classroom next year, there is a need to increase the time for Music, Art, and Computer Instruction. Each specialist will be increased by 1/2 day.		
Program Purpose: To ensure all students have instruction in Music, Art, and Computer Instruction.		
Program Objectives: To schedule all classes with Music, Art, and Computer Instruction.		
Projected Number of Students to be Served: 11 to 15 students	Current Number of Staff: 0	Other Individuals/Groups Impacted by Programming:
Program Costs:		
Increase of 1/2 day Music Specialist	\$	6,000
Increase of 1/2 day Art Specialist	\$	5,300
Increase of 1/2 day Computer Ed Tech	\$	3,500
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: RES Ed Tech II	School/Grade Levels: Pre-K	
Brief Program Description: To have a certified teacher and ed tech II in the afternoon Pre-K session. This will allow for up to 16 Pre-K students to be served in the afternoon session, per the new State of Maine proposed regulations of 1 teacher to 8 students.		
Program Purpose: For RSU #38 to fund the afternoon Pre-K ed tech, which will allow for up to 16 students to be served.		
Program Objectives: For RSU #38 to provide Universal Pre-K within RSU #38, as recommended by the Pre-K Study Committee.		
Projected Number of Students to be Served: <div style="text-align: center;">16</div>	Current Number of Staff: <div style="text-align: center;">1</div>	Other Individuals/Groups Impacted by Programming:
Program Costs: 40% Ed Tech II (4 afternoons/week) \$ 11,000		
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Staffing	School/Grade Levels: WES Literacy Specialist	
Brief Program Description: .5 FTE Literacy Specialist at WES		
Program Purpose: Currently, WES is the only school in RSU #38 without a literacy specialist.		
Program Objectives: 1) Current position needs to be upgraded from half-time literacy ed. tech to half-time literacy specialist. 2) WES is currently the district's largest Title 1 school (55% FRL)		
Projected Number of Students to be Served: <div style="text-align: right;">30</div>	Current Number of Staff: <div style="text-align: right;">0</div>	Other Individuals/Groups Impacted by Programming:
Program Costs: .5 FTE Literacy Specialist - \$25,000		
Evaluation of Outcomes (data available):		Recommendations:

New Program / Position / Account Evaluation Template

Program Title: Staffing	School/Grade Levels: WES/MTV Guidance	
Brief Program Description: To increase the amount of guidance support at WES and MTV due to student needs.		
Program Purpose: Due to the number of social/emotional student needs we are experiencing and the lack of guidance support we are requesting to increase the guidance position to 80% (2 days at WES and 2 days at MTV).		
Program Objectives: 1) To increase guidance time and support within WES and MTV. 2) Provide individual support for students with social/emotional needs. 3) Collaborate with teachers and parents on developing plans to support student needs, so they may be successful in the mainstream classroom.		
Projected Number of Students to be Served: <div style="text-align: right;">201</div>	Current Number of Staff: 20% at WES 25% at MTV	Other Individuals/Groups Impacted by Programming:
Program Costs: Increase position from 45% to 80% = \$15,000 (WES - \$10,000 and MTV - \$5,000)		
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Staffing	School/Grade Levels: WES/MTV Grades K-5	
Brief Program Description: Full time math interventionist to be shared by the two elementary schools.		
Program Purpose: To provide early intervention and support to students needing Tier II & Tier III math intervention.		
Program Objectives: 1) Provide early intervention to K-3 students in closing the achievement gap in math. 2) Pull out and push in model for support 3) Review data, meet with teachers and improve student achievement in math with students in grades K-5		
Projected Number of Students to be Served: 15-20	Current Number of Staff: .25 at WES at MTV???	Other Individuals/Groups Impacted by Programming:
Program Costs: Math Interventionist - \$45,000		
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: RTI Behavior Interventionist		School/Grade Levels: MCMS 6-8	
Brief Program Description: This teacher would develop a preventative program that supports students, teachers and administrator with the management of student behavior. This person would exhibit skills that would enable him/her to work with students having difficulty with their behavior and therefore are a disruption to the overall learning environment. The program emphasis would be in developing skills necessary for students to self regulate and take responsibility for their behaviors. For lasting behavioral changes, behavioral skills must be taught and self management skills must be practiced in order to replace negative behaviors. There needs to be a trained person specifically and consistently working with these students.			
Program Purpose: To more effectively support students who struggle with their behavior so that their academic achievement can improve.			
Program Objectives: To provide students who struggle with their behavior the targeted support they need to learn the skills that will enable them to self regulate their behaviors and therefore be able to succeed academically. It will also enable our reading and writing RTI interventionists to be able to better focus on teaching the reading and math skills to the students in their classes without the behavioral disruptions.			
Projected Number of Students to be Served: 20 Although there are many other students who are impacted by these disruptive behaviors	Current Number of Staff: 0	Other Individuals/Groups Impacted by Programming: All students and staff	
Program Costs: 1 FTE Behavior Interventionist \$ 45,000			
Evaluation of Outcomes (data available):		Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Middle School Lucy Calkins Writing Kits	School/Grade Levels: Grades 6 - 8	
Brief Program Description: The Lucy Calkins Writing Kits include 5 units of study per grade level for Grade 6, 7, & 8, a teacher's resource book on assessment, and a CD of resources for the units. Developed at the Reading and Writing Center at Columbia Teacher's College each unit includes a detailed explanation of how to teach writing and lesson plans.		
Program Purpose: The units of study provide field-tested instructional strategies and lessons to help students reach or exceed the level of rigor expected in the Common Core writing standards. They are designed to provide professional development and to provide tools to implement a coherent K-9 writing curriculum.		
Program Objectives: To increase the proportion of students in RSU #38 who are proficient writers. To implement a consistent, research-based, rigorous writing program K-8.		
Projected Number of Students to be Served: All Middle School Students	Current Number of Staff:	Other Individuals/Groups Impacted by Programming:
Program Costs: 10 Writing Kits @ \$500 each \$ 5,000		
Evaluation of Outcomes (data available): We have been using the K-5 Units for two years now and observed significant growth in writing skills. In 2014-15 we purchased one Gr. 6-8 kit per team and are piloting one Calkins Writing Unit in common assessment. This data will be used as a baseline to assess students' growth in 2015-16 when hopefully all teachers will have ready access to all the units and resources.		

New Program/ Position/ Account Evaluation Template

Program Title: Math Interventionist **School/ Grade Level:** MCHS/ 9-12

Brief Program Description: The math interventionist would be a licensed teacher with specialized skills working with students struggling with math. The interventionist would provide any MCHS student that has a math deficit with the skills and targeted instruction to bring each student up to grade level in their math abilities. The interventionist would teach specialized courses to help get students where they need to be academically in math. The interventionist would also be a prominent member on the high school's RTI team.

Program Purpose: To bring all students up to grade level in math. To help the high school students ultimately graduate by getting each student to meet proficiency and the common core standards for math.

Program Objectives:

- To have all MCHS students get to their grade level competencies in math
- To have all MCHS students meet the common core standards for math
- To provide all MCHS students with customized instruction, to meet each student's needs
- To help students stay engaged in school by improving their math skills.

Projected Number of Students to be Served: Appx. 40-60 at any given time. This number will fluctuate throughout the year.

Current Number of Staff: 0 **Cost/ Salary:** Annual Teacher's Salary

Other Individuals/ Groups Impacted by Programming: Math and science courses would benefit from this position. Students would be receiving instruction for their math gaps allowing for the student to progress more effectively, with each student graduating from MCHS successfully completing through Algebra 2.

Evaluations of Outcomes: Data from the 2013-14 Spring NWEAs illustrated that MCHS has 40 students in grades 9-11 who are scoring below the 21% in Reading. This is 13.1% of the students in grades 9-11. The goal will be to bring this percentage down to 5% of the students in grades 9-11 testing below the 21% in the Math portion of the NWEAs.

Recommendations:

New Program/ Position/ Account Evaluation Template

Program Title: Literacy Interventionist **School/ Grade Level:** MCHS/ 9-12

Brief Program Description: The literacy interventionist would be a licensed teacher with specialized skills working with students struggling with reading and/or writing. The interventionist would provide any MCHS student that has a reading or writing learning gap with the skills and targeted instruction to bring each student up to grade level in their reading and writing abilities. The interventionist would teach specialized courses to help get students where they need to be academically in reading and writing. The interventionist would also be a prominent member on the high school's RTI team.

Program Purpose: To bring all students up to grade level in reading and writing. To help the high school students ultimately graduate by getting each student to meet proficiency and the common core standards for reading and writing.

Program Objectives:

- To have all MCHS students get to their grade level competencies in reading and writing
- To have all MCHS students meet the common core standards for reading and writing
- To provide all MCHS students with customized instruction, to meet each student's needs
- To help students stay engaged in school by improving their literacy skills.

Projected Number of Students to be Served: Appx. 40-60 at any given time. This number will fluctuate throughout the year.

Current Number of Staff: 0 **Cost/ Salary:** Annual Teacher's Salary

Other Individuals/ Groups Impacted by Programming: All classes at the high school should be positively impacted by this position. As a result of this, students should be able to comprehend reading materials and be able to write more effectively in all of their classes.

Evaluations of Outcomes: Data from the 2013-14 Spring NWEAs illustrated that MCHS has 26 students in grades 9-11 who are scoring below the 21% in Reading. This is 8.5% of the students in grades 9-11. The goal will be to bring this percentage down to 3% of the students in grades 9-11 testing below the 21% in the Reading portion of the NWEAs.

Recommendations: