

**Regular Meeting**  
**Regional School Unit No. 38**  
**Board of Directors**  
**Maranacook Community High School**  
**January 22, 2014**  
**Minutes of Meeting**

Members present: Chair David Greenham, Vice Chair Lynette Johnson, Michael Apolito, Russell Evans, Stephen Hayes, Lisa Montagna, Jason Morgan, Melissa O’Neal, Bonnie Simcock, Madeline Snow (arrived 6:37 p.m.)

Members excused: David Guillemette, Marie Rodriguez, Richard Spencer

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Pia Holmes, and Cathy Jacobs, Finance Manager Brigitte Williams, Director of Curriculum, Assessment & Instruction Nancy Harriman, Technology Director Jan Kolenda, Special Education Director Ryan Meserve, Adult Education Director Stephen Vose, Literacy Coordinator/Coach Barbara Bourgoine, Math Coordinator/Coach Sarah Caban

1. Call to order: Chair Greenham called the meeting to order at 6:34 p.m.
2. Consent Agenda: It was requested to vote on the items in the consent agenda separately.
  - a. Approval of Minutes of January 8, 2014  
**MOTION** by Hayes, second by Johnson to approve the Minutes of January 8, 2014 as presented.  
**Motion Carried:** 7 in favor, 0 opposed, 2 abstentions (Apolito, Evans)
  - b. Acceptance of Donations  
**MOTION** by Simcock, second by Evans to accept the donations as presented.  
**Motion Carried:** 9 in favor, 0 opposed
  - c. Acceptance of teacher resignations due to retirement  
**MOTION** by Hayes, second by Morgan to accept the resignations of Leslie Grenier and Brian McCormick with sincere gratitude for their exemplary service.  
**Motion Carried:** 9 in favor, 0 opposed
3. Citizens Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent:  
Superintendent Wolfrom requested the addition of the acceptance of an administrator resignation due to retirement as item 5c. M.Snow arrived at this time.
5. Action/Discussion/Informational Items:
  - a. Vote on Superintendent Donna H. Wolfrom’s Administrative Contract  
**MOTION** by Simcock, second by O’Neal to extend Superintendent Wolfrom’s contract by one year, with the terms to be discussed at a later meeting.  
It was noted that the Board conducted a complete evaluation which was extremely favorable.  
**Motion Carried:** 10 in favor, 0 opposed
  - b. Update on Middle School Goals  
Superintendent Wolfrom reported that in December the middle school staff presented on their NEASC work and their goals, with the intent to provide periodic updates to the board.

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Principal Cathy Jacobs, along with teachers Aimee Reiter, Brian McCormick, Cathy Hayden, Anna Satterfield and Math Interventionist/Coach Sarah Caban presented specific information on their work and what they are doing to use consistent teacher strategies for all students.

The Board complimented the middle school staff on their work and the presentation.

c. Acceptance of resignation of Principal Pia Holmes due to retirement.

**MOTION** by Simcock, second by Montagna to regretfully accept Principal Pia Holmes' resignation due to retirement, with sincere gratitude for her exemplary service to the district.

**Motion Carried:** unanimous.

6. Budget Workshop

a. Update from previous meeting

Superintendent Wolfrom reported on the changes since the previous meeting. This budget excludes the \$150,000 from Phoenix House. Phoenix House will not be considered in the FY 15 budget. Taking into account the goals the Board voted on at the last meeting, she asked administrators to make reductions to their budgets with the three goals in mind. There still needs to be notification regarding positions so these changes have not been presented to the board at this time. The board was provided a summary of budget increases (pink) and templates that describe the increases. Other increases will be discussed as noted by the dates on the increase sheet. The budget as presented reflects a \$34,945 increase from FY 14 to FY 15, which is a decrease of \$375,720 from the original request. Superintendent Wolfrom is hoping to receive a draft EDU 279 from the State by the second week of February. Also, the Administrators have agreed to expect no raises for the FY 15 year.

b. Elementary Schools

Jeff Boston, Principal for Readfield and Wayne Elementary Schools provided an overview of the projected enrollment and class sizes for both schools. Principal Boston reported this is a no frills budget, with staffing remaining the same based on projected enrollment. The capital improvement projects at both schools are based on safety and maintenance of quality of the schools. A more in-depth review of these projects will be discussed at the February 26<sup>th</sup> budget workshop.

Pia Holmes, Principal for Manchester and Mt. Vernon Elementary Schools provided an overview of the projected enrollment and class sizes for both schools. Manchester is anticipating the need for an additional teacher due to increased enrollment at that school. They are looking at taking the art room for a classroom and art will share space with science. Principal Holmes has requested the Selectmen of Manchester to ask the Town to continue to fund the .4 FTE educational technician position in the PreK classroom. The capital improvement projects proposed at Manchester are due to the installation of a security camera at the back entrance of the school, and the maintenance of quality of the school facilities. This will be discussed further at the February 26<sup>th</sup> meeting.

c. Middle School

Principal Cathy Jacobs reviewed the projected enrollment figures, noting that they are expected to be relatively stable for next year. She is requesting \$4,000 for math supplies for consistent materials to be used across the school as they implement the Common Core Mathematical Standards. The budget includes eliminating two educational technician positions.

d. High School

Principal Dwayne Conway thanked the High School Leadership Team for their assistance in presenting a one percent decreased budget. Enrollment at the high school is expected to decrease a little, but class sizes will go up because teachers will have RTI responsibilities. The proposed budget includes \$2,000 for foreign language assessment to support the school's work toward Proficiency Based Diploma, and \$11,000 for two AmeriCorps Vista Staff members. One of the AmeriCorps Vista staff would work extensively with the high school's alternative program,

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implementing and planning service learning opportunities as well as work one on one with students to assist them in staying on track academically and help them plan for their future. The second AmeriCorps Vista staff would work with students receiving RTI support. These two positions would not replace any existing staff but would enhance opportunities for all students.

It was reported that the decrease in the Assessment line at the High School as well as the other schools, is due to the change in next year's budget where the Director of Curriculum, Instruction and Assessment position will be broken down to 50% assessment, 50% curriculum, instead of charging 1% of instructional teachers' salaries to assessment.

e. Board questions

With tight numbers in many of the elementary classes, if over the summer numbers change greatly, what is our Plan B? Superintendent Wolfrom responded that we would have to be very creative in splitting students up, possibly creating multi-age classes where there currently aren't any, or, if necessary adding staff members.

Request for a breakdown on yellow sheet, summary of budget reductions from original requests. Not all personnel have been talked with so the figures will be added in the future.

The A-Team was commended for finding a way to keep the budget at a zero increase. If the state should decide to drastically reduce the money they send to us; has any thought been given to what programs will be cut? Superintendent Wolfrom replied that the A-Team will start talking about that.

What's worse for the students – drastically reducing or eliminating programs? Why isn't eliminating programs part of the A Plan? The principals weighed in that it was better to have teachers than materials.

f. Citizens comments regarding budget

Matt Galletta, community member from Manchester spoke about his experience with Maranacook and Manchester Elementary School and how the school climate has changed. He recommended returning to having full time principals at the elementary schools, reducing standardized testing, and better use of teacher experience.

Allen Curtis, community member from Readfield and representative from the Readfield Select Board reported that the Select Board has vowed as a committee to know how the school budget process is going. Mr. Curtis' questions pertained to the facilities improvements costs in the budget. In particular the high school, Manchester, Readfield and Wayne school increases in operations and maintenance. The items listed in the budgets were briefly noted, but the review of those items will be discussed at the February 26<sup>th</sup> budget workshop. Mr. Curtis also expressed his concern that the \$204,000 that the community members thought would be in the budget to help offset next year's budget will not be there.

g. Board discussion: There was no further discussion.

7. Adjournment: **MOTION** and second to adjourn at 8:24 p.m. **Motion Carried**: unanimous.

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