

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
June 17, 2015, 6:30 p.m.
AGENDA**

1. Call to order:
2. Presentation by State Music Festival Students (10 min.)
3. Recognitions: (20 min.)
 - a. Retiring staff
 - b. Outgoing Board members
4. Action from June 3, 2015 Executive Session
5. Consent Agenda: (5 min.)
 - a. Approval of Minutes of June 3, 2015*
 - b. Acceptance of Occupational Therapist resignation – Dianna Schmidt
 - c. Acceptance of Nominations of First Probationary Contract Teachers*
 - d. Approval of Contracted Meal Service Agreement between RSU #38 and Fayette School Department*
 - e. Authorize the Superintendent to file the proper and necessary application forms to participate in any and all selected federal programs for RSU #38 and otherwise act as the authorized representative for and on behalf of RSU #38 for 2015-2016
 - f. Authorize Superintendent to hire and accept resignations, in consultation with the Chair or Vice Chair, during the summer
6. Citizens’ Comments: (5 min.)
7. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
8. Action/Discussion/Informational Items: (60 min.)
 - a. Update on RSU 38 ESEA Grants
 - b. Consideration of request to go out to bid for Revenue Anticipation Note (RAN)*
 - c. Transfer of funds*
 - d. Appointment of Interim Board Chair
9. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
June 3, 2015, 6:30 p.m.
Minutes of Meeting

Members present: Chair David Greenham (arrived 7:45), Vice Chair Melissa O’Neal, Gary Carr, John Blouin, Trish Jackson, Pia Holmes (arrived 6:40), Bonnie Simcock, Terri Watson

Members excused: Michael Apolito, Steve Hayes, Shawn Roderick, (2 vacant positions)

Student Reps.: Molly Searway, Colleen Wright, Molly Whittington

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar and Cathy Jacobs, Technology Director Diane MacGregor, Special Education Director Ryan Meserve, Adult Education Director Steve Vose, Finance Manager Brigette Williams

Recognitions began prior to the call to order due to the lack of a quorum.

1. Call to order: Vice Chair O’Neal called the meeting to order at 6:40 p.m.
2. Recognitions (taken out of order):
 - c. RSU 38 Student Board Representatives:
Molly Searway, High School rep. – Honor roll, varsity letters in ski, track, and soccer.
Colleen Wright, High School rep. – Student Senate, and high school plays. Molly Whittington, MS rep. – volunteers with special needs students, Civil Rights, horse stable and homeless veterans.
 - a. Top Ten Scholars:
Elizabeth D’Angelo, Sydney Green, Ethan Harriman, Benjamin McLaughlin, Christine Miller, Annie Nielsen, Amber Ridlon, Eric Schessler, Abigail Westberry, Natalie Wicks
 - b. Eighth Grade Honors Students:
3 years at high honors: Luke Bartol, Aric Belanger, Elise Clark, Grace Despres, Madelyn Dwyer, Laura Ireland, Hannah Johnson, Derek Kelley, Natasha Renae Levigne, Nicholas Lindquist, Duncan Rogers. **3 years at honors**: Grace Bachelder, Hailey Campbell, Matthew Chalmers, Mariah Charland, Jilleon Farrell, Gabriel Fein, Claire Frohberg, Charles Hippler, Gabriel Jones, Kaylee Jones, Kathryn King, Brian McNamara, Brooke Murray, Brandon Norton, Rebecca Penczer, Madeleine Ricker, Mitchell Root, Hannah Smith, Anna Swimm, Jillian Tripp, Sierra Kathleen Weaver, Lily Welch, Evan West, Drake Wheelden, and Hannah Woodford.
3. Composite Boat Building project:
Teachers: Mr. Boyman and Mr. Stockford. Students: Michael Antanavich, and Ethan Anthony. Mr. Boyman and Mr. Stockford began working four years ago to create the boatbuilding class. Kenway Corp. of Augusta has partnered with the boat building class, offering resources of material, staff, and technical support. The students in the class have toured the Kenway facilities and spent a day working with the employees. Kenway is excited to gain skilled labor from the program that has begun at MCHS. The class is building a canoe. It has been nice to incorporate math into this program in ways of ratios for chemicals that are needed. It is the hope

of Boyman and Stockford to add components of Chemistry and History into this class. It also may be a possibility as a dual enrollment class in the future.

3. Consent Agenda:

a., b. Approval of Minutes of May 6, 2015 and May 13, 2015

Motion by Carr, second by Blouin to approve the Minutes of May 6, 2015 and May 13, 2015 as presented. **Motion Carried:** 6 in favor, 0 opposed, 1 abstained (Simcock)

c. Acceptance of teacher resignations: Laura Friedman, Mt. Vernon Physical Education; Danielle Judkins, Mt. Vernon Pre-K/District ELLS Teacher

Motion by Carr, second by Blouin to accept the teacher resignations with regret and appreciation for their service. **Motion Carried:** Unanimous

d. Acceptance of Nominations of First Probationary contract Teachers

Motion by Carr, second by Blouin to accept the nominations of first probationary contract teachers as listed in the packet. **Motion Carried:** Unanimous

e. Acceptance of donations

Motion by Carr, second by Blouin to accept the donations with appreciation.

Motion Carried: Unanimous

5. Student Representatives Reports:

Molly Whittington reported on end of year activities at the Middle School.

Molly Searway and Colleen Wright reported on high school spring sports, Humanities Night and the election for Student Senate officers.

6. Citizens' Comments: None

7. Additions/Adjustments to the Agenda by Board and/or Superintendent:

Trish Jackson spoke to the great time she had at the Black Bear Boogie 5K race held by the Junior Class in Wayne on Memorial Day. It was nice to see all the parents, advisors and community organizations working so well together at this event. She would encourage all to join next year.

Gary Carr brought up the Channel 6 broadcast that spoke to free and reduced lunch funding. Superintendent Wolfrom advised that we do not qualify at this time.

8. Action/Discussion/Informational Items:

a. Policy Second Readings IHBGA- Home Schooling – Participation in School Programs

Superintendent Wolfrom reported that action on this policy was tabled at the May 6, 2015 meeting. The policy committee reviewed the questions and revised the policy as outlined in the minutes. Policy Committee recommends approval as presented.

Motion by Watson, second by Holmes to accept Policy IHBGA as presented. Discussion followed. **Motion Carried:** unanimous.

IHD- Adult and Community Education Community Education council Roles and Responsibilities

Motion by Carr, second by Watson to accept Policy IHD as presented. Discussion followed. Simcock expressed concern that the revisions to the policy were not accurate to the discussion at the Policy Committee meeting. **Vote was tabled** until the Policy Committee can take another look at the policy.

b. Policy First Reading: IJOA – Field Trip & Other Student Travel

Discussion ensued regarding the access of all students to the foreign travel opportunities. It was agreed to bring the foreign language teachers into the discussion on this policy, and invite them to a Policy Committee meeting to help draft this policy.

c. Acceptance of Property and Casualty Insurance Bid
Motion by Carr, second by Watson to accept the Property and Casualty Insurance Bid as presented in Item 8c, awarding the contract to MSMA Property and Casualty Trust.

Motion Carried: Unanimous

d. Consideration of motion on real estate request

Superintendent Wolfrom reported that she and Brigitte Williams met with the Town of Readfield Code Enforcement Office, Mr. Gary Quintal. Mr. Quintal suggested that the sale of the piece of property be 50 x 250 rather than 30 x 250 due to the requirements of a road that serves 3 houses and the need for a 50' wide turnaround.

Motion by O'Neal, second by Watson to sell the 50 x 250 parcel of property as discussed to Mark and Ginger Ishkanian. **Motion carried:** 7 in favor, 0 opposed, 1 abstained (Carr)

9. Informational Items:

10. Executive session to consider administrative evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Boston, Dwayne Conway, Steve DeAngelis, Janet Delmar, Nancy Harriman, Cathy Jacobs, Al MacGregor, Diane MacGregor, Ryan Meserve, Steve Vose

Motion by Watson, second by Carr to enter Executive Session to consider administrative evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Boston, Dwayne Conway, Steve DeAngelis, Janet Delmar, Nancy Harriman, Cathy Jacobs, Al MacGregor, Diane MacGregor, Ryan Meserve, Steve Vose

Motion Carried: unanimous

The Board entered executive session at 7:50 and returned to public session at 8:35.

11. Actions following Executive Session - none

12. Adjournment: **Motion** and second to adjourn at 8:35.

Respectfully submitted,
Donna H. Wolfrom, Superintendent/Secretary
Recorded by: K. Thompson

Appointment of First Probationary Contract Teachers – 2015-2016 school year

Emily Bennett	Grade 1 – Mt. Vernon Elementary School
Emily Brittelli	Grade K – Mt. Vernon Elementary School
Justin Fecteau	German – Maranacook Community High School
Anthony Lufkin	Art – Manchester Elementary School (40%)
Lori Twiss	Technology Integration Specialist – Maranacook Community High School

Position	1st Grade Teacher - Mount Vernon Elementary School	
Candidate	Emily Bennett	
Educational Preparation	University of Maine at Farmington,	2015
	B.S. Elementary Education	
Related Experience	Substitute Teacher, Winslow Elementary School	2015
	Student Teacher, Kingfield Elementary School	2014
References	Kathleen A. Miles, Student Teaching Supervisor, UMF	
	Melissa Hoisington, Teacher, Kingfield Elementary School	
	John P. Krasnavage, Student Teaching Supervisor, UMF	
Certification	Provisional K-8 (020) General Education	pending
Salary	\$32,184.16 Degree: BA Level 1	
Board Hire Date	6/17/2015	
Replacing	Linda Smith	

Position	Kindergarten Teacher -Mount Vernon Elementary School	
Candidate	Emily Brittelli	
Educational Preparation	Simmons College	1981
	B.A. Early Childhood Education & Social Studies	
Related Experience	Teacher Pre K - 8 Monhegan Island School	9/14-6/15
	Teacher, Hilltop School	6/12-8/14
References	William Shuttleworth, Superintendent, Monhegan Island School	
	Stacy Shaffer, Executive Director, Hilltop School	
	Tracy Garrow, Teacher, Hilltop School	
Certification	Provisional Early Childhood 029 (K-3)	7/1/2017
	Professional 081 Pre-K	7/1/2019
Salary	\$33,149.68 Degree: BA Level 2	
Board Hire Date	6/17/2015	
Replacing	Michelle Hood (transferring to 1st Grade)	

Position	German Teacher - MCHS	
Candidate	Justin Fecteau	
Educational Preparation	Oregon State University, BA German	2015
	Universitat Salzburg, Salzburg, Austria, Study Abroad	2006
	Berufsbildende Schulen Papenburg, Germany Study Abroad	2003-2004
Related Experience	Student Teacher, Oregon State University	2014-2015
	Student Teacher, Cony High School	2014
References	Catherine Liggett, Instructor of German Oregon State University	
	Amanda Jorgenson, Instructor of German, Oregon State University	
	Deborah Orth, German Teacher, Cony High School	
Certification	Provisional K-8 (020) General Education	pending
Salary	\$32,184.16 Degree: BA Level 1	
Board Hire Date	6/17/2015	
Replacing	Anne Archambault (transferring to MS)	

Position	Art Teacher - Manchester Elementary School	
Candidate	Anthony Lufkin	
Educational Preparation	University of Maine, Orono M.Ed. In Elementary/Secondary Curriculum, Assessment, and Instruction	2011-Present
	University of Maine, Orono BA Art Education	2007
Related Experience	Art Teacher K-8 , Union #69 Hope, Maine	2011-2015
	Art Teacher K-4, RSU #68, Dover-Foxcroft, Maine	2007-2011
	Title 1 Math Instructor, RSU # 68	2010-2011
References	Susan Stilwell, Principal, Appleton Village School	
	Buffy Ludwick, Dept. Teacher, Appleton Village School	
	Andrea Curtis, Education Project Manager, Farnsworth Art Museum	
Certification	Professional Visual Arts 620 (K-12)	7/1/2019
Salary	\$15,371.82 (40%) Degree: BA Level 7	
Board Hire Date	6/17/2015	
Replacing	Katharine Ayer	

Position	Technology Integration Specialist-MCHS	
Candidate	Lori Twiss	
Educational Preparation	University of South Florida, Tampa	1981
	BA Secondary Education, Science	
Related Experience	Technology Integrator, Edward Little High School	1995-2015
	Biology Teacher, Buckfield Jr-Sr High School	1993-1995
	Physical Science Teacher, Oxford Hills High School	1992-1993
	Physical Science Teacher, Masenic Reg. High School	1991-1992
References	James, H. Miller III, Principal Edward Little School	
	Candy Gleason, Dept. Chair, Edward Little High School	
	W. James Horn Asst. Principal, Edward Little High School	
Certification	Professional Computer Technology 680 (K-12)	7/1/2015
	Professional Science-Physical 350 (7-12)	7/1/2015
	Professional Science-Life 395 (7-12)	7/1/2015
Salary	\$58,628.16 Degree: BA 15 Level 29	
Board Hire Date	6/17/2015	
Replacing	Sean Wasson	

CONTRACTED MEAL SERVICE AGREEMENT

Agreement for school food services between Regional School Unit No. 38 and the Fayette School Department.

The Regional School Unit No. 38 School Food Services Program will provide, deliver, and serve meals for reimbursable school breakfast and lunch services at the time specified by the Fayette School Department for the school days for the 2015-2016 school year commencing August 31, 2015.

A. The Fayette School Department agrees to:

1. Notify the parents of Fayette Elementary School students via a letter of the meal program and request parents to submit applications for students to be eligible to receive meals at free or reduced reimbursement rates.
2. Verify Free and Reduced applications and notify parents within 10 days of dated application, and continue to update RSU No. 38 of any changes in status.
3. Provide the RSU No. 38 Food Services Program a daily meal count recorded on a prepayment program through Roster or PowerLunch for all students whether free, reduced, or full paid, and adults may prepay in the same program at price indicated below. Students may purchase milk through the same prepay system.
4. Notify the RSU No. 38 Food Services Program or the Food Services Director by 7:00 a.m. each day the Fayette School Department will not be in session. Contact phone numbers for Jeff Bridges are 242-0327, 685-4923 ext. 1085, or jeff_bridges@maranacook.org.
5. Provide RSU No. 38 Food Services Program with a school calendar year no later than August 14 of that beginning school year.
6. Notify RSU No. 38 Food Services Program with any school activities that will effect the lunch program service time (examples, field trips, schedule lunch service time, half days, special days.)
7. Fayette School Department is responsible for any and all fees that the federal or state guidelines require.
8. Fayette School Department is responsible for maintaining any pest control contract and/or notifying parents of chemicals that may be used.
9. RSU No. 38 is not responsible for maintaining Fayette School Department Equipment. We will recommend services to be offered with RSU No. 38. Any breakage of equipment will be the responsibility of the Fayette School Department.

10. Reimburse the RSU No. 38 Food Services Program for meals and milk or juice at the following rates:
 - a. \$.50 for each 1/2 pint of milk ordered in addition to milk for each meal
 - b. \$.50 for each unit of juice ordered in addition to milk for each meal
 - c. \$2.60 for each meal served to students at full price
 - d. \$.40 for each meal served to students at reduced price
 - e. \$4.25 for each meal served to adults for lunch
 - f. \$1.00 for each breakfast meal served to students at full price
 - g. \$.0 for each breakfast meal served to students at reduced price
 - h. \$1.75 for each breakfast served to adults

Reimbursement will be based upon milk ordered daily and upon meal records for each meal.

An additional amount not to exceed \$16,320 yearly (\$1,632 per month for 10-months) will be paid to the RSU No. 38 Food Services Program to augment the costs associated with the program. RSU No. 38 will also receive all State/Federal reimbursements for eligible students (free/reduced eligible students.) All monies collected including state and federal reimbursements, and commodities for this program by Fayette will be accounted for and turned over to RSU No. 38 to underwrite the program.

The Fayette School Department is responsible for all unpaid student food service account balances at the end of the school year.

RSU No. 38 will provide the staff to account for these funds and collect the student lunch count. The cost of this person's time will be \$525.00 for the school year (anticipated as one additional hour per day) if an RSU staff member collects funds and completes lunch counts.

11. Provide a maximum of two (2) student workers each day of meal service at noon until the meal is served (optional).
12. Provide all necessary equipment and service of meals, refrigerator space for storage of sample meals and access to water for cleaning service area.

B. The RSU No. 38 Food Services Program agrees to:

1. Provide 1/2 pints of milk for resale by the Fayette School Department and the School's Ala Carte Program.
2. Provide the Fayette School Department with printed menus, applications for free/reduced priced meals, deposit slips, check deposit stamp, locking deposit bag to Savings Bank of Maine and return of empty bag, and other record keeping supplies requested to support accountability for meals and funds.

3. Serve breakfast and lunch, and maintain a production of foods used. RSU No. 38 will ensure food is available daily for breakfast and lunch.
4. Provide an itemized listing of daily meal counts, milk counts, food costs, labor costs and supply costs for meals provided.
5. Prepare the monthly claims and other required documents for approval by the Fayette School.
6. RSU No. 38 is responsible for the kitchen, excluding the kitchen floor.

This agreement may be terminated by either the Fayette School Department or the RSU No. 38 Board of Directors or the Principal/Superintendent of the Fayette School Department by providing sixty (60) days notice in writing to the other party.

For the Fayette School Board

For the Regional School Unit No. 38
Board of Directors

(DATE)

(DATE)

Copy approved by MDE, SNP _____

(DATE)

Maranacook Area School District

Regional School Unit No. 38

A Caring School Community Dedicated to Excellence

Donna H. Wolfrom, Ed.D.
Superintendent of Schools

Nancy Harriman, Ph.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education

Director

Brigette Williams
Finance Manager

Fax. 207-685-4703

Memorandum

8b.

To: Donna Wolfrom
From: Brigette Williams
Date: 06/08/15
Re: Revenue Anticipation Note Request

I am requesting that RSU #38 be allowed to obtain a Revenue Anticipation Note (RAN) for the 2015-2016 fiscal year for the maximum amount of \$400,000. This RAN would be obtained through a bid process.

Since becoming an RSU we have routinely requested and been granted the ability to go out to bid and obtain this RAN. The cash flow is extremely tight during late summer and fall. This is when the majority of expenditures for instructional supplies for the school year are made, when yearly lease purchase agreement payments and fall bond payments are made, as well as yearly payments for property/liability insurance and copier maintenance.

Maranacook Area School District

Regional School Unit No. 38

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Special Education Director

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8c.

To: Regional School Unit No. 38 School Board
From: Brigette Williams
Date: 06/11/15
Re: Transfers Between Warrant Article Cost Centers

Statute allows for 5% of a warrant article to be transferred to another warrant article. This statute also requires the school board to approve this transfer. Exact language is below:

“Transfer between budget cost center lines. During the year for which the budget is approved using the cost center summary budget format, the regional school unit board may transfer an amount not exceeding 5% of the total appropriation for any cost center to another cost center or among other cost centers without voter approval.”

Four warrant articles will be over expended at the end of this school year. The transfers below are higher than the anticipated overages, but because there is still an additional month of the fiscal year I wanted to make sure there was some cushion for unexpected expenses.

Below is an explanation of the articles that will be over expended:

Regular Education Instruction will be over expended due to retiree payments being made in June and to substitute teacher costs being higher than budgeted due to staff long term medical needs.

School Administration will be over expended due to administrative assistants' changes through negotiations and overtime.

System Administration will be over expended due to legal fees and adjustments to central office support staff salaries.

All Other Expenses will be over expended due to summer recreation reimbursable transportation being more than anticipated.

Warrant Article Transfers		
Budgeted Warrant Article	Expending Warrant Article	Amount
Special Education Instruction	Regular Education Instruction	\$ 90,000
Student & Staff Support	School Administration	\$ 6,000
Student & Staff Support	System Administration	\$ 10,000
Transportation	All Other Expenses	\$ 4,000