

*"A Caring School Community Dedicated to Excellence"*

**REGIONAL SCHOOL UNIT NO. 38  
BOARD OF DIRECTORS  
Maranacook Community High School  
January 24, 2018, 6:30 p.m.  
(previously scheduled for January 17)**

**AGENDA**

1. Call to order:
2. Citizens' Comments:
3. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
4. Action/Discussion/Informational Items: (20 min.)
  - a. Approval of Minutes of January 3, 2018\*
  - b. Acceptance of donation from Awesome Bear Society, Field Hockey Student Support, \$580.00; J.S. McCarthy Printers, Boys Lacrosse Team, \$200.00
  - c. Appointment of Interim Contract Teacher, Benjamin Braasch, HS Science, 1/5/18-6/30/18\*
  - d. Update on Strategic Plan
  - e. Update on Superintendent Search
5. Budget Workshop\*: (90 min.)
  - a. Elementary Schools
  - b. Middle School
  - c. High School
  - d. Board questions
  - e. Citizens comments regarding budget
  - f. Board discussion
6. 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 #38 BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**January 3, 2018**  
**Minutes of Meeting**

Members Present: Chair Betty Morrell, Vice Chair Gary Carr, Cathy Jacobs, Kaleb Pushard, Lucas Rumler, Shawn Roderick, David Twitchell, Adam Woodford, Alexander Wright  
 Member Excused: Wendy Brotherlin, Melissa O'Neal, Thomas Sneed, one vacant position  
 Student Reps: Hannah Woodford, Thomas Struck  
 Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar and Rick Hogan, Assistant Principal Kristen Levesque, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Curriculum, Instruction, and Assessment Director Nancy Harriman, Finance Manager Brigitte Williams

1. Call to order: Chair Morrell called the meeting to order at 6:30 p.m.
2. Student Representatives' Reports
 

High School Student Representative Hannah Woodford reported that John McLaughlin could not be in attendance due to a ski meet. Mid-terms will start soon and the semester got pushed back a week due to the number of no school days; winter sports are underway; students were issued ids so they can attend basketball games for free; a kindness tree has been set up; and the Student Senate has provided heat assistance in the amount of \$1000 to be split between two families.

Middle School Student Representative Thomas Struck reported that the middle school winter concert went very well; they are starting NWEA testing tomorrow and Friday (if there is school); the ski team is happy to have the snow but some meets have been cancelled due to the severe cold.
3. Citizens' Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
5. Action/Discussion/Informational Items:
  - a. Maine School Management Association Superintendent Search Services – Steven Bailey  
 Chair Morrell introduced Mr. Steve Bailey, Executive Director of the Maine School Management Association (MSMA) and also the Executive Director to the Maine School Boards' Association (MSBA)  
 Mr. Bailey distributed information on the services they can provide in terms of assistance with the Superintendent search and provided an overview of the services offered. The Board can decide to choose some of the services or all of them. The cost range, depending on the level of services, is \$1,500 - \$12,000. The higher range involves a broader national search and the involvement of the executive director in surveys and community forums.  
 Discussion ensued about the various searches the MSBA has been involved in, levels of advertising, community forum and questionnaires, updating the superintendent job description, and screening of applicants including creating a secure web-page and management for online review of applicants.  
 Mr. Bailey responded to questions regarding the prescreening process. He responded that instead of the Superintendent's Office being the clearing house for applicants, the applications

would be sent directly to MSMA and they would prepare the materials for the screening committee to look at (whether applications are complete, if candidate is qualified, etc.) MSMA would then make the applications available on a secure website for the screening committee to review. The background searches would be conducted by the board/committee, not MSMA.

Discussion ensued about the time it takes for the search process. Mr. Bailey responded it is typically a 10-12 week process.

Chair Morrell noted that no matter how much work the MSBA does, the Board has the responsibility to interview and hire a superintendent. The final reflection is on the Board because the Board members are the ones making the decision.

Concern was raised about the committee visiting other schools for interviews, due to the interruption of the school day whether the visit is at the schools where the applicant is currently employed or the applicant(s) visiting here. It was noted that these interviews/visits are scheduled so that they do not interrupt student class time. This is the board's decision to make whether or not to conduct visits as part of the search process.

Chair Morrell expressed interested in developing an initial survey in order to hear what people are thinking in terms of the top criteria for a superintendent. Mr. Bailey responded that if you can get people to come out, face to face interaction usually provides the best information, but it is also helpful to have a written survey for those who are unable to attend.

Question was raised about the HR Department and whether they are able to conduct this search. Human Resources manager Kate Taylor addressed the Board. We have a HR Department of one and we will be going into our hiring season for other positions. Ms. Taylor has just completed her 4<sup>th</sup> year here and she feels something would have to come off her plate to be fully invested in this process.

Comment was made to consider in-house candidates before going into a full search.

Question was raised about how much money is available for this search? Finance Manager Williams responded that there is still money in the school board legal line and some money in summer stipend work that wasn't used last summer.

Questions from audience?

Barbara Bourgoine, Literacy Instructional Coach for the District and citizen shared her thoughts regarding the search for a new superintendent. She stated that the district is at a very critical point in our transition to proficiency based education. Dr. Wolfrom has led the district through a remarkable change during her tenure, helping staff understand that the 21<sup>st</sup> century workforce skills require individuals who are collaborative, creative and life-long learners. She asked the Board to consider the following questions: What weight will instructional priorities play in your search? What evidence will you look for? How will you determine if a potential candidate has a proven track record of leading budgetary development and management while remaining true to organizational goals? How do you measure a candidate's approachability, problem-solving skills and ability to focus on solutions that achieve positive outcomes? (A copy Ms. Bourgoine's comments will be provided to the board members.)

b. Discussion and possible vote regarding School Superintendent Search

The Board discussed the information provided to them by Mr. Bailey and decided that not all decisions need to be made this evening. Discussion ensued about the makeup of the search committee. Chair Morrell noted that once you commit yourself to serving on the search committee it is important that you attend all meetings. The full board will be involved in developing the criteria and will make the final decisions.

**MOTION** by Wright to appoint a sub-committee of the Board to develop a search committee including parents, teachers, administrators, students, and citizens, and to direct the process of the search committee and parameters for the search committee. Motion was seconded by Rumler.

Discussion followed about setting criteria for the process. Chair Morrell added that as a board, it is important to keep everyone informed, but much of this will be through executive session. Discussion ensued about the make-up of the subcommittee and concern was raised about asking a sub-committee to make all these decisions. Preference would be to have a citizen from each town, decide which principals will serve and perhaps a board member from each community.

Regarding the job description and advertising; how far can we go without setting a subcommittee? Decision should first be made whether to hire MSMA.

Superintendent Wolfrom added that MSMA has the expertise. Ms. Taylor's first responsibility should be to hire best teachers available.

**Wright and Rumler withdrew the motion and second.**

**MOTION** by Roderick to hire MSMA, with a cap of \$5,000, and if more money is needed the Board can revote, to assist in the search, and advertising, and further motion that the Board Chair and Vice Chair, with board consultation, to decide what parts to include. Second by Jacobs.

**Motion Carried:** unanimous

Suggestion was made to ask MSMA to help the board determine the sub-committee piece and asked that key factors on this process include the full board.

c. Approval of Minutes of December 20, 2017

**MOTION** by Carr, second by Twitchell to approve the Minutes of December 20, 2017 as presented. **Motion Carried:** 8 in favor, 0 opposed, 1 abstained (Rumler)

d. Appointment of First Probationary Contract Teacher – Susan Halberstadt, Elementary Librarian (70%)

Superintendent Wolfrom reported Ms. Halberstadt has been serving in this position since the beginning of the year, and has just received her certification.

**MOTION** by Carr, second by Rumler to appoint Susan Halberstadt to a first probationary contract. **Motion Carried:** unanimous

e. Acceptance of donation – Awesome Bear Society, \$330.00 (Student Support – Ice Hockey)

**MOTION** by Carr, second by Rumler to accept the donation of \$330.00 from the Awesome Bear Society. **Motion Carried:** unanimous

f. Policy Second Readings: BHC/GBD, School Board Staff Communication; GCI, Professional Staff Development Opportunities; JJI, Philosophy of Athletics

Superintendent Wolfrom reported that the Policy Committee met on December 19 and reviewed the second reading policies. No additional comments or questions were submitted. The Policy Committee recommends BHC/GBD, GCI, and JJI for adoption as presented.

**MOTION** by Carr, second by Rumler to adopt policy BHC/GBD, School Board Staff Communication as presented. **Motion Carried:** unanimous

**MOTION** by Carr, second by Roderick to adopt policy GCI, Professional Staff Development Opportunities as presented. **Motion Carried:** unanimous

**MOTION** by Carr, second by Roderick to adopt policy JJI, Philosophy of Athletics as presented. **Motion Carried:** unanimous

g. Policy First Readings: EBAA, Chemical Hazards; GCQG, Exit Interviews; JCA, School Assignment; JFC, Dropout Prevention Student Withdrawal from School; JKD, Suspension of Students

Superintendent Wolfrom reported that the Policy Committee met and reviewed the above policies (see minutes of January 19, item 6c below). The Board was asked to review the revisions and submit any questions or comments to the Superintendent's Office or Policy Committee member prior to the January 23<sup>rd</sup> meeting.

h. Schedule make up day for Middle School and High School Staff

Superintendent Wolfrom reported that the Staff Association was asked to come up with a day to make up for the safety day on November 28<sup>th</sup> when there was no school for the middle and high schools. All other schools attended that day.

Question was asked to why the staff was offering a half day instead of a full day. Superintendent Wolfrom responded that this came from the Association; it is the day their vacation was supposed to start. Mr. Rumler added what is important is what is done with that half day.

**MOTION** by Woodford, to set April 13 as a full day make up day for November 28. Second by Roderick.

Discussion followed. Concern was raised that because it was already a day off before vacation.

Superintendent Wolfrom added that really wasn't staffs' fault that the day was cancelled.

**Motion failed:** 1 in favor (Carr), 7 against, 1 abstained (Pushard)

**MOTION** by Wright, second by Twitchell to set April 13 as a half day to make up for November 28. **Motion Carried:** 8 in favor, 1 against (Carr)

i. Fiscal Year 19 Budget Review/Goals

The Board reviewed previous years' budget goals. Chair Morrell asked if the Board would like to keep last year's goal, make modifications, or adopt something completely different.

**MOTION** by Carr, second by Twitchell to keep FY18's budget goal, "Promoting student success in all areas as we strive for academic excellence, while maintaining fiscal responsibility."

**Motion Carried:** unanimous

6. Informational Items: (provided in board packet)

Administrators responded to questions about their reports.

7. Adjournment: **MOTION** and second to adjourn at 8:18 p.m.

Respectfully submitted,  
Donna H. Wolfrom, Superintendent/Secretary  
D. Foster, Recorder

Position	Science Teacher- Maranacook Community High School	
Candidate	Benjamin Braasch	
Educational Preparation	Boston College - CAS Special Education	1978
	Lesley College - Master of Education	1975
	University of Maine - BA Psychology	1973
Related Experience	Gifted and Talented Instructor - MSAD #61	2012-2015
	Special Education Teacher -MSAD #15	2004-2012
	Special Education Teacher - Sanford	1993-1995
References	Jeanne Manley- Special Education Director- Retired	
	Stella Smith -Special Education Director, Kittery Academy	
	Jen Allen - Supervisor, The Study Hall	
Certification	Science Physical 7-12 (350) Professional	7/1/2018
	Science Life 7-12 (395) Professional	7/1/2018
	Social Studies 7-12 (200) Professional	7/1/2018
	Special Ed. Consulting (079) Professional	7/1/2015
Salary	\$38,046.58 Degree: CAS Level 28 (\$65,325.43 Prorated )	
Board Hire Date	1/17/2018	
Replacing	Steve DeAngelis (LOA)	

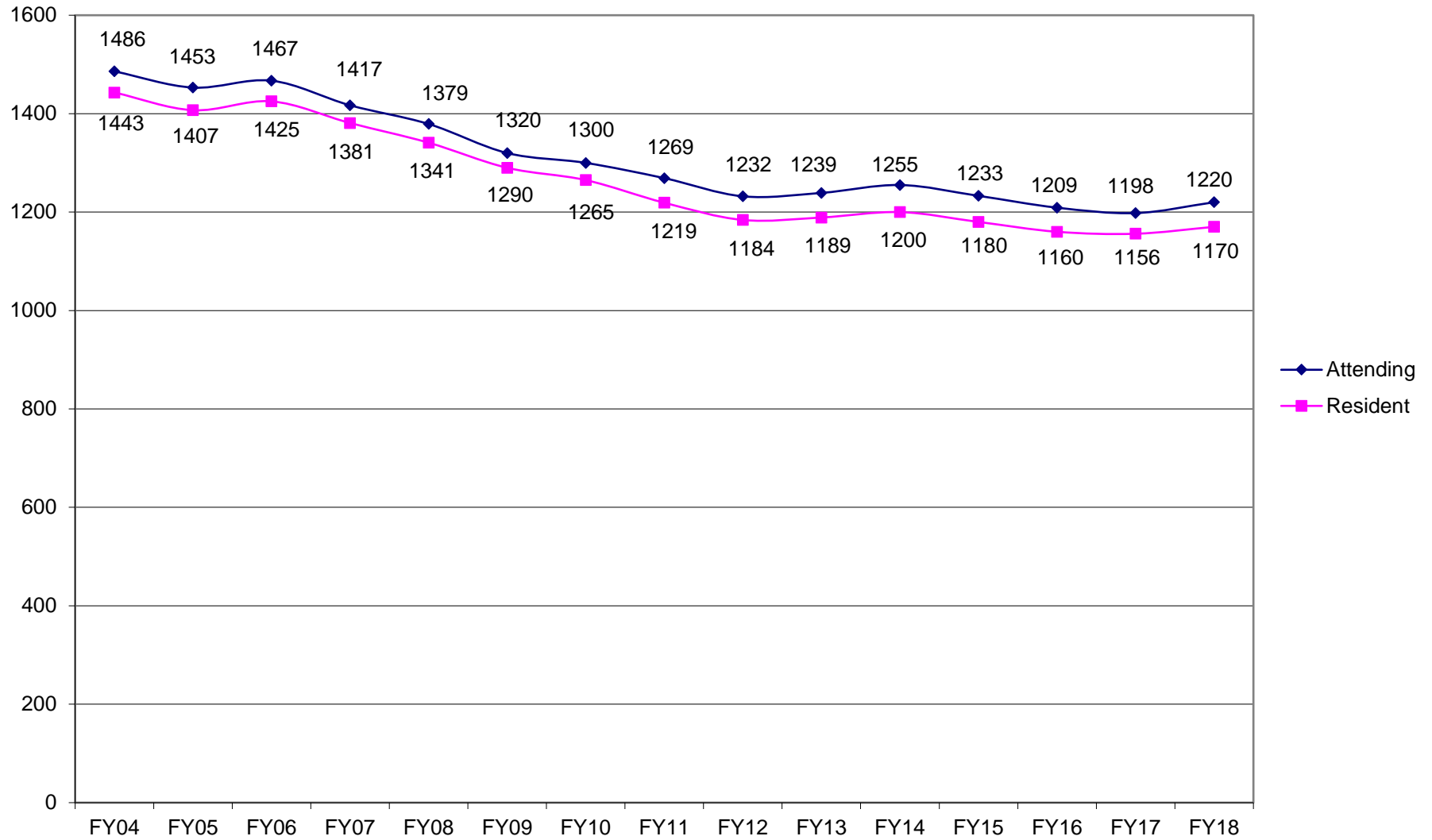
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5.

**REGIONAL SCHOOL UNIT NO. 38**  
**State Valuation**  
**Yearly Comparison**

School	Historical Information					Current Year Increase/Decrease				7 Year Comparison	
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Difference	% Chg.	\$ Increase	% Increase
Manchester	304,650,000	301,900,000	301,200,000	301,450,000	310,050,000	316,700,000	317,550,000	850,000	0.27%	12,900,000	4.23%
Mt. Vernon	245,050,000	248,550,000	243,550,000	240,650,000	245,000,000	255,600,000	247,500,000	(8,100,000)	-3.17%	2,450,000	1.00%
Readfield	270,050,000	266,100,000	268,550,000	264,850,000	260,950,000	262,500,000	260,100,000	(2,400,000)	-0.91%	(9,950,000)	-3.68%
Wayne	203,900,000	200,850,000	193,850,000	187,600,000	187,450,000	188,500,000	190,100,000	1,600,000	0.85%	(13,800,000)	-6.77%
District Total	1,023,650,000	1,017,400,000	1,007,150,000	994,550,000	1,003,450,000	1,023,300,000	1,015,250,000	(8,050,000)	-0.79%	(8,400,000)	-0.82%

### RSU #38 Enrollment History

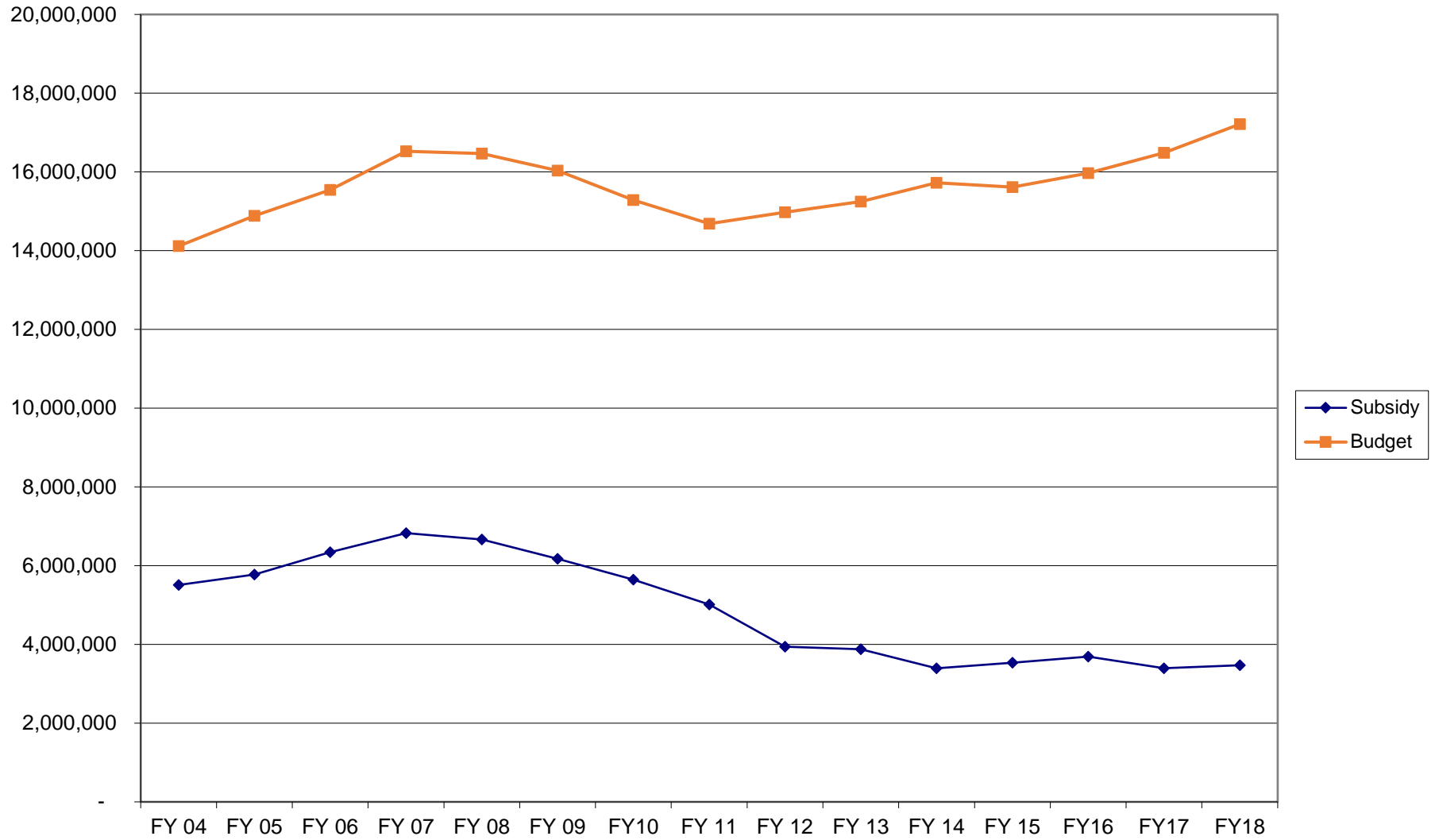




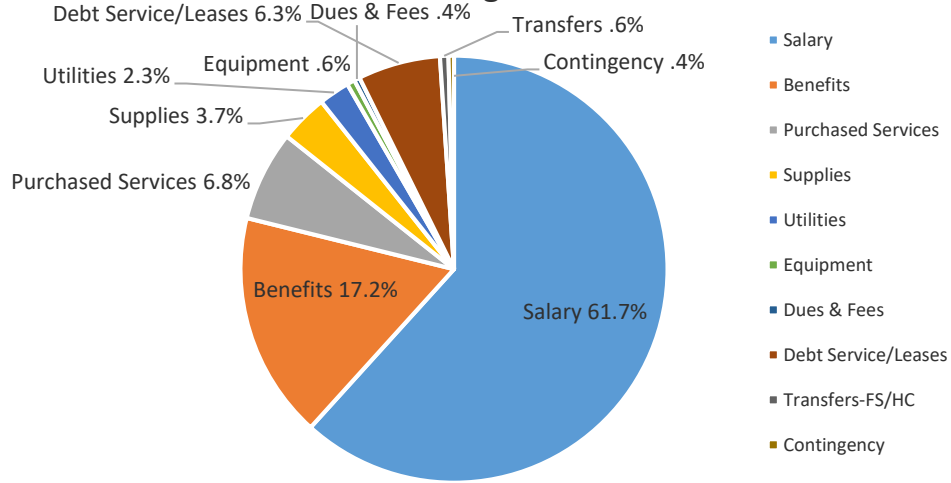
## RSU #38 ENROLLMENT

Actual Class Size - January 11, 2018								
	Pre K	K	1	2	3	4	5	Total Students
Manchester	14 / 11	13 / 12	17 / 18	23	17 / 12	23	22	
	25	25	35		29			2.8 FTE Ed Tech
Mt. Vernon	10	11	14	20	13 / 12	20	19	
					25			1.4 FTE Ed Tech
Readfield	13 / 16	15 / 16	14 / 14	17 / 17	22	17 / 17	15 / 16	
Readiness Skills			1	4	2	2		
	29	31	28	34		34	31	1.8 FTE Ed Tech
Wayne		12	12	12	10	11	11	2 FTE Ed Tech
Totals	64	79	89	89	86	88	83	578
Averages	13	14	16	19	14	20	18	District Average: 16/1
Actual Enrollment - January 11, 2018								
Middle School								
Grade	6	7	8		Total			
Students	100	97	98		295			
High School								
Grade	9	10	11	12	Total			
Students	86	92	93	89	360			

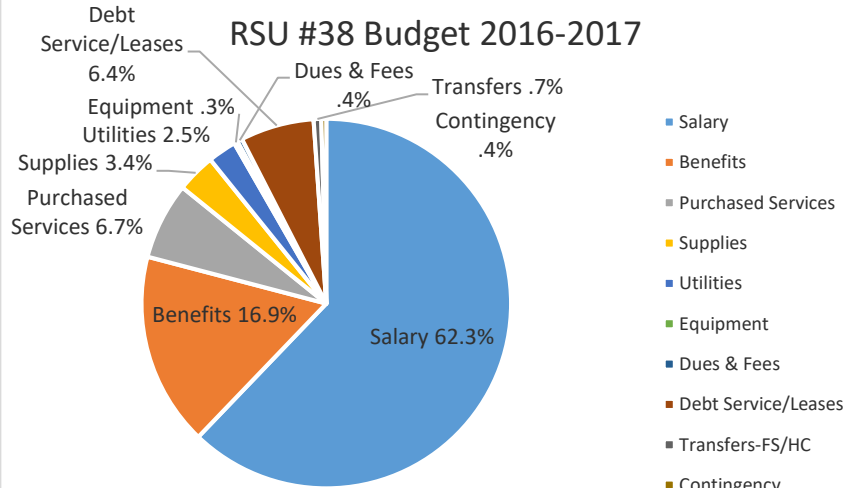
### RSU #38 / UNION #42 BUDGET/SUBSIDY HISTORY



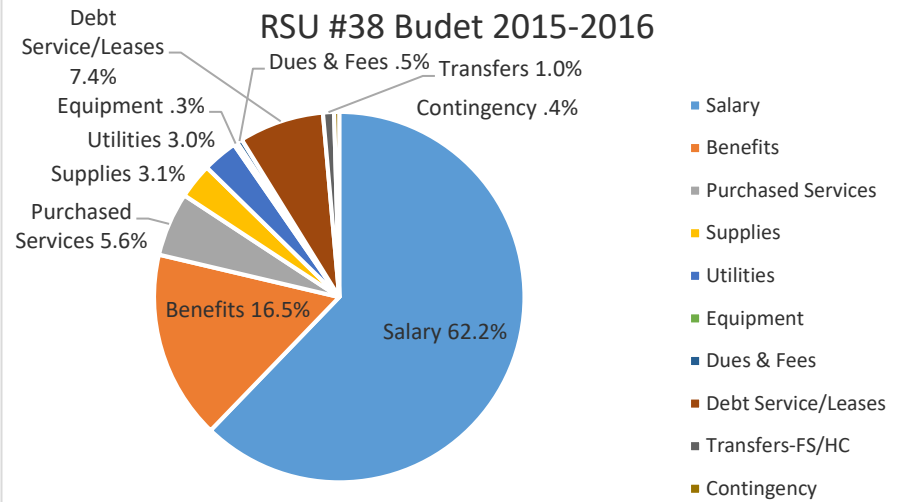
**RSU #38 Budget 2017-2018**



**RSU #38 Budget 2016-2017**



**RSU #38 Budget 2015-2016**



**New Program / Position / Purchase Request**

<b>Program Title:</b> Owl Curriculum	<b>School/Grade/Department:</b> MES PreK
<b>Brief Program Description:</b>	
<b>Program Objectives:</b>  Comprehensive PreK program requested by RSU#38 Curriculum Coordinator, Nancy Harriman	
<b>Projected Number of Students to be Served:</b>  26	
<b>Program Costs:</b>  \$3,100	

**New Program / Position / Purchase Request**

<b>Program Title:</b> Classroom/ Instructional Furniture	<b>School/Grade/Department:</b> MES
<b>Brief Program Description:</b>  kidney shaped tables, magnetic wall mounted white boards	
<b>Program Objectives:</b>  Replace "shower wall" whiteboards with magnetic whiteboard & add reading kidney shaped table.	
<b>Projected Number of Students to be Served:</b>  184	
<b>Program Costs:</b> <b>\$1,500 X .20 (shipping) = \$1,800.</b>	

**New Program / Position / Purchase Request**

<b>Program Title:</b> Owl Curriculum	<b>School/Grade/Department:</b> MtVES Pre-K
<b>Brief Program Description:</b>	
<b>Program Objectives:</b>  Comprehensive PreK program requested by RSU#38 Curriculum Coordinator, Nancy Harriman	
<b>Projected Number of Students to be Served:</b>  16	
<b>Program Costs:</b>  \$3,100	

**New Program / Position / Purchase Request**

<b>Program Title:</b> Classroom/Instructional Furniture	<b>School/Grade/Department:</b> MtVES
<b>Brief Program Description:</b>  wall mounted whiteboards & kidney shaped reading tables	
<b>Program Objectives:</b>  replace broken table legs/tables with new tables	
<b>Projected Number of Students to be Served:</b>  120	
<b>Program Costs:</b> <b>\$1,500 X .20 (shipping) = \$1,800.</b>	

**Program Title:**  
Science/Social Studies

**School/Grade Levels:**  
RES K-5

**Brief Program Description:**  
Non-fiction leveled texts by grade level.

**Program Purpose:**  
To provide students with leveled texts to support the science curriculum.

**Program Objectives:**

- 1) To support the science curriculum and standards.
- 2) To support students' understanding of concepts and vocabulary by providing leveled texts.
- 3) To reinforce fluency and comprehension skills.
- 4) Recommendations made by our district Science Committee.

**Projected Number of Students to be served:** 209 students

**Current Number of Staff:** 11

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:**  
Purchasing non-fiction leveled texts by grade level = \$3,500

**Evaluation of Outcomes (data available):**

**Recommendations:**



**Program Title:**  
Owl's Curriculum

**School/Grade Levels:**  
RES Pre-K

**Brief Program Description:**

**Program Purpose:**

Comprehensive Pre-K program requested by RSU #38 Curriculum Coordinator, Nancy Harriman

**Program Objectives:**

**Projected Number of Students to be served:** 26 students

**Current Number of Staff:** 1

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:** \$3,100

**Evaluation of Outcomes (data available):**

**Recommendations:**

**Program Title:**  
Classroom Equipment/Furniture

**School/Grade Levels:**  
RES K-5

**Brief Program Description:**

Need to replace, in some cases, acquire classroom equipment which spans from easels to tables to bookcases.

**Program Purpose:**

To improve our classrooms with needed equipment to service our students.

**Program Objectives:**

- 1) To acquire equipment to service our students.
- 2) Currently, there is a need to replace obsolete equipment.
- 3) To improve the school and classroom environment.

**Projected Number of Students to be served:** 209 students

**Current Number of Staff:** 12

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:** ( $\$5,034.65 \times .20$  shipping costs =  $\$1,006.93$ ) =  $\$6,041.58$

- 5 ft. round table (Gr. 1) = \$172
- Bookcase 4 shelf (4 - \$229.56 each) = \$918.24
- Symphonic music stand (4- \$34.95 each) = \$139.80
- Tract phone w/ prepaid minutes = \$100
- Primary Teaching Easel (2 - \$299 each for grade 1 and 4) = \$598
- Two-shelf utility cart = \$61
- Horseshoe Activity Teaching Table = \$381.56
- Adjustable-height rectangle activity table (3 - \$183.55 each) = \$550.65
- Conference table = \$503.40
- Conference table chairs = (6 - \$160 each) = \$960
- Podium w/ wireless mic = \$650

**Evaluation of Outcomes (data available):**

**Recommendations:**

**Program Title:**  
Student Support

**School/Grade Levels:**  
WES Gr. 2-3

**Brief Program Description:**  
Leveled Literacy Intervention Kit (Blue Gr. 2-3)

**Program Purpose:**  
To provide students with early reading intervention (Tier II) to improve their reading skills.

**Program Objectives:**

- 1) Tier II reading intervention support for students identified.
- 2) To demonstrate improvement with students' reading skills and academic growth (reading on grade level).

**Projected Number of Students to be served:** 23 students

**Current Number of Staff:** 5

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:**  
LLI Kit (Blue Gr. 2-3) = \$3,080.00  
Shipping Costs (15%) = \$462  
Total Cost = \$3,542.00

**Evaluation of Outcomes (data available):**

**Recommendations:**

**Program Title:**  
Science/Social Studies

**School/Grade Levels:**  
WES K-5

**Brief Program Description:**  
Non-fiction leveled texts by grade level.

**Program Purpose:**  
To provide students with leveled texts to support the science curriculum.

**Program Objectives:**

- 1) To support the science curriculum and standards.
- 2) To support students' understanding of concepts and vocabulary by providing leveled texts.
- 3) To reinforce fluency and comprehension skills.
- 4) Recommendations made by our district Science Committee.

**Projected Number of Students to be served:** 66 students

**Current Number of Staff:** 4

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:**  
Purchasing non-fiction leveled texts by grade level = \$2,000

**Evaluation of Outcomes (data available):**

**Recommendations:**

**Program Title:**  
Classroom Equipment/Furniture

**School/Grade Levels:**  
WES K-5

**Brief Program Description:**

Need to replace, in some cases, acquire classroom equipment which spans from easels to tables to bookcases.

**Program Purpose:**

To improve our classroom with needed equipment to service our students.

**Program Objectives:**

- 1) To acquire equipment to service our students.
- 2) Currently, there is a need to replace obsolete equipment.
- 3) To improve the school and classroom environment.

**Projected Number of Students to be served:**

69 students

**Current Number of Staff:** 4

**Other Individuals/Groups Impacted by Programming:**

**Program Costs:** ( $\$12,796.58 \times .20$  shipping costs =  $\$2,559.32$ ) =  $\$15,355.90$

- Bookcase 4 shelf (4 -  $\$229.56$  each) =  $\$918.24$
- Tract phone w/ prepaid minutes =  $\$100$
- Horseshoe Activity Teaching Table- Gr. K-3 and interventionist (4 x  $\$381.56$  each =  $\$1,526.24$ )
- Adjustable-height rectangle activity table (2 -  $\$183.55$  each) =  $\$367.10$
- Desk Chair =  $\$150$
- Podium w/ wireless mic =  $\$650$
- Stage Curtain =  $\$8,000$
- 24-Outlet Table Charging Cart - Gr. 4th/5th =  $\$560$
- Classroom Chairs - Gr. 4th/5th ( $\$35$  each x 15) =  $\$525$

**Evaluation of Outcomes (data available):**

**Recommendations:**

## New Program / Position / Purchase Request

<b>Program Title:</b> FT Social Studies Teacher	<b>School/Grade/Department:</b> MCHS, grades 9-12
<b>Brief Program Description:</b>  <p>The high school would like to have 1 additional full time social studies teacher to teach primarily upper level high school social studies classes.</p>	
<b>Program Objectives:</b> <p>The high school is moving towards PBE and all students need to meet 3.5 credits worth of social studies courses, with at least 1 experience each school year. With this increased demand (before MCHS required 3 credits (equivalent to 3 experiences) of social studies), we need another full time social studies teacher. We currently have 4 social studies teachers. Our other core departments have: 5 English teachers (and 1 interventionist), 5 Math teachers (and 1 interventionist), and 5 Science teachers. Adding 1 more social studies teacher will put this department on par with the other core departments.</p>	
<b>Projected Number of Students to be Served:</b>  <p style="text-align: center;">100</p>	
<b>Program Costs:</b>  <p style="text-align: center;"><b>\$55,000</b></p>	

## New Program / Position / Purchase Request

<b>Program Title:</b> FT Educational Technician II	<b>School/Grade/Department:</b> MCHS 9-12 English , Math, Science & Social Studies
<b>Brief Program Description:</b>  <p>We would like to add a full time educational technician position to cover study halls for teachers. This full time position would free up 8 teaching periods for classroom teachers to aid in standards recovery and RtI.</p>	
<b>Program Objectives:</b>  <p>Currently we have around 370 students in grades 9-12. We have two interventionists to work with teachers and students. These interventionists focus primarily on the 9th grade students with some 10th grade students being served. Freeing up math and English teachers from running studyhalls would allow them to focus on standards recovery and some response to intervention (RtI) tier 2 work.</p>	
<b>Projected Number of Students to be Served: 370</b>	
<b>Program Costs: 33,500</b>	