

**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

Approved 01/24/18

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