

**REGIONAL SCHOOL UNIT NO. 38**  
**BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**January 24, 2018, 6:30 p.m.**  
**Minutes of Meeting**

Members Present: Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Cathy Jacobs, Kaleb Pushard, Lucas Rumler, Shawn Roderick, Thomas Sneed, David Twitchell, Adam Woodford, Alexander Wright

Members Excused: Melissa O'Neal, Jeremy Payne

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, and Janet Delmar, 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. Citizens' Comments: none
3. Additions/Adjustments to the Agenda by Board and/or Superintendent:
  - G.Carr reported that he took part in the interviews with the Middle School Spotlight School visitation. He suggested that if this opportunity comes up again that more Board members participate.
  - G.Carr also reported he received a call from a resident that led to a conversation about alternative ways to make up for the no school days. He shared an idea that would allow teachers and students to make up days by taking part in webinars and then students would be quizzed on the assignments when they return to school. Kents Hill School has a similar program for their staff and students.
  - Technology Director Diane MacGregor responded that the middle and high school students are the students that are provided with laptops. Elementary students do not have individual laptops to take home. Also, not all students have internet access at home. It's not inconceivable that this could happen, but, especially for younger students, it would not be comparable to classroom time.
  - David Twitchell arrived during this discussion.
  - Chair Morrell noted this is something the Board is not prepared to discuss; but it could be added to a future agenda.
  - Request was made for figures on the percentage of students that do not have internet access at home.
4. Action/Discussion/Informational Items:
  - a. Approval of Minutes of January 3, 2018  
**MOTION** by Carr, second by Jacobs to accept the minutes of January 3, 2018 as presented.  
**Motion Carried:** 10 in favor, 0 opposed, 1 abstained (Brotherlin)
  - b. Acceptance of donations from Awesome Bear Society, Field Hockey Student Support, \$580.00; J.S. McCarthy Printers, Boys Lacrosse Team, \$200.00  
**MOTION** by Carr, second by Twitchell to accept the donations as presented.  
**Motion Carried:** unanimous  
G.Carr asked about the donations that the PTOs provide to the schools and that it would be good to recognize their donations at the board meetings.
  - c. Appointment of Interim Contract Teacher, Benjamin Braasch, HS Science, 1/5/18-6/30/18  
**MOTION** by Carr, second by Brotherlin to appoint Benjamin Braasch as HS Science Interim Contract Teacher.  
**Motion Carried:** unanimous

d. Update on Strategic Plan

Chair Morrell reported that on Monday Gary Carr, Donna Wolfrom and she met with Judy Enright to discuss a process to develop the Strategic Plan. Ms. Enright has worked with 40+ school districts in developing their Strategic Plans. They have set a tentative date of February 1, from 8:00 – 10:30 a.m. for the purpose of developing a list of citizens who would participate in the process. The Strategic Plan planning event would take place Friday night March 16 and Saturday, March 17. Ms. Enright would lead the group through activities and the Board would leave with data that would help to develop the Strategic Plan. Activities would include taking participants through where the district is and where we want to go in the future. It is important to include as many people as possible to take part in this event; there are typically 80-100 people involved. We need as many names generated as possible. Chair Morrell added that part of the process is to personally invite people to the March meetings, so at this point if Board members can either bring a list of names to the February 1<sup>st</sup> meeting or send them in, then it will be determined who should make that personal contact.

e. Update on Superintendent Search

Chair Morrell provided a handout and reported on the superintendent search. The meeting scheduled for Tuesday was cancelled due to weather. She reported that the intent of the first meeting was a planning meeting; it was not intended to leave people out of the process. She reviewed the progress that has been made to date and shared the Letter of Agreement with Maine School Management Association (MSMA).

**MOTION** by Carr, second by Twitchell to support the Letter of Agreement with MSMA.

**Motion Carried:** unanimous

Chair Morrell continued that during the meeting with Mr. Bailey, he suggested starting with a sub-committee and to let that sub-committee develop the search committee. She did not receive any concerns at the time. She heard from teachers and other staff members about their interest, and told them she would get back to them after the sub-committee met. The first meeting of the sub-committee would be to develop the structure of the search committee. She asked that Board members tell people the same thing and to not make any promises. Board members were asked to make a list of people who might be interested in serving. She also asked A-team members to provide her with names of parents, teachers, citizens, and students (HS/MS), noting that it is essential that all groups be represented, but at the same time to keep the group at a size that is workable. Human Resources Manager Kate Taylor is working on updating the district brochure and the superintendent job description. An application was developed with the assistance of Mr. Bailey. MSMA will take care of sending out and accepting applications. The draft survey provided is one of two that Mr. Bailey shared with them. The one in the packet includes ideas that are more specific. The draft survey would go out to parents, community members, students, and select boards, via email, posted on the website, and hard copies would be made available in the town offices, recycling centers, and perhaps local stores. The strategic planning work will also give the Board a lot of information regarding what the district is looking for. This information will determine how the sub-committee screens the candidates and what to ask during the interview process.

Chair Morrell asked the Board to let her know if there is anything glaring they would like to change and to get back to her in the next day or so once you have a chance to study it.

She continued that she understands two board members attended a Select Board meeting asking them to consider a part time superintendent. Most generally, a decision to approach the Select Boards would come from the School Board.

L.Rumler reported that they were approached by the Mt. Vernon Select Board asking if the Board had looked at alternative options and this is why A.Wright and K.Pushard went to the Manchester Select Board.

A. Wright added the general consensus from the Manchester Select Board was not to support it; they did not feel it was viable.

Chair Morrell added that as the sub-committee moves forward in the search that the Board needs to support and trust the sub-committee as they trust other committees to the Board. All of the

committees bring recommendations to the full Board. She asked for the support of the sub-committee concept where this group looks at the make-up of the search committee.

Concern was expressed to make sure people are choosing their own representation. Suggestion was made to select members to the sub-committee that you haven't worked closely with in the past to get other perspectives.

Chair Morrell asked if the Board wanted a sub-committee for the search or to have the full board as the search committee.

**MOTION** by Rumler to have the full board serve as the search committee.

Discussion ensued. The understanding is that the full board would need to attend all the meetings; members supported having a sub-committee but to allow all board members who expressed an interest in participating serve. Chair Morrell explained the process of selecting the sub-committee, with the intent to have one representative from each town. Originally Wendy Brotherlin and Melissa O'Neal from Manchester; Cathy Jacobs and Alex Wright from Mt. Vernon; Betty Morrell from Readfield; and Gary Carr from Wayne indicated interest. Wendy Brotherlin then said she would not be available. The selection was made to have Melissa O'Neal, Cathy Jacobs, Betty Morrell and Gary Carr serve as the Board sub-committee. This sub-committee would meet to put together an interview committee based on the suggested names from administrators, board members, and staff.

W.Brotherlin noted that since that time, she has talked with her family and she is now available to serve on the sub-committee.

Members spoke about their support of the sub-committee but also felt that allowing the 2 additional board members who expressed an interest serve. Comment was made that equal representation from each town on this sub-committee is not a concern in this instance.

Request was made to have at least 3 final candidates brought to the Board to be interviewed.

**Rumler withdrew his motion.**

Further discussion ensued. It was agreed to have the 6 board members who expressed interest and the availability to attend all meetings serve as the sub-committee to the Board.

5. Budget Workshop:

Chair Morrell referenced the green sheet in Board folders that outlined the process the Board will be using for the budget workshops.

Superintendent Wolfrom provided some background information on the process. She asked that the Board members keep in mind that there is an expenditure and revenue side to the budget; right now the Board will be hearing about the expenditure side. The District can't spend more than what is represented in the budget except for areas that are grant funded. Revenues will be determined when we get our ED279; we have been told we would get them February 1<sup>st</sup>, with the understanding that there will probably be changes to it. Health insurance figures are not expected until early April so the budget information includes an estimated 10% increase. Information distributed includes:

Letter from DOE – Preliminary Guidance for release of ED279s

State valuation history

Enrollment history

Enrollment by school as of 1/11/18

Budget/Subsidy history

Pie charts for the last 3 years' budgets

New program requests; to be explained as the principals present their budgets

General Fund School Summary Budget

Each school's budget request includes technology, which will be presented at an upcoming meeting. Tonight the Principals will talk to the requests for their schools. Principal Hogan is sick today so he will present at the next meeting.

Included in the budget is an additional full time principal for the elementary schools. This would result in a having a full time principal at Manchester and Readfield Elementary Schools, and a shared principal for Mt. Vernon and Wayne Elementary Schools.

Question was asked about the bond. Finance Manager Williams responded that the architects have visited two of the schools. Whether the bond is included in this budget will depend on when we go out for the bond as to when the first payment will be due.

Is there any way we can push the maintenance report back? Mid-April is when the board votes on the budget; the maintenance budget is scheduled to be presented on the last day of presentations on February 14<sup>th</sup>. Chair Morrell noted that there will likely be changes to the budget at every budget workshop.

a. Elementary Schools

Principal Janet Delmar presented the “original” budget requests for Manchester and Mt. Vernon Elementary Schools. Her requests include new curriculum materials for the Pre-K classes and new instructional furniture for both schools. At Manchester, she will be reinstating 2 positions that are currently in the budget but were not filled; one regular education teacher and a math interventionist. The math interventionist position is currently filled with an ed. tech. III. She is proposing to maintain the current classroom teachers at Mt. Vernon Elementary. She thanked the Board for their support in providing a full time math interventionist at Mt. Vernon for this year. There is no longer a waiting list for students this year; the teacher co-plans with 3 classroom teachers each week, she pushes in and provides support in classrooms, she provides pull out math services of one on one and groups of up to 4, and does data tracking of assessments.

Questions:

What do you use to measure outcomes for the math interventionist? Increase in student success. Can you start to draw conclusions now? Student success would increase. We have had a lot of data discussion this fall. At this time just the idea that we don’t have 12-15 students on a waiting list and the interventionist has time to co-plan with teachers.

Explain the increased staff at Manchester. Superintendent Wolfrom stated that since they were unable to hire a math integrationist, the position was filled with an ed tech III. This person does a very good job but a teacher would be able to provide a different level of support to the teachers.

Request for more information on the new curriculum for Pre-K. Director of Curriculum, Instruction and Assessment Nancy Harriman responded that the district is currently using the 2005 edition of OWL, and some schools only have copies from the teachers’ manual that we got from HeadStart. An examination copy of the 2015 edition has been order to see how much it is reorganized and whether the children’s books are still the same. The Pre-K teachers will be looking at the new edition first but we know we need to update. The Pre-K teachers like the OWL curriculum but the weak link is the math. Pre-K teachers attended a BuildingsBlock Workshop and we have ordered the teachers manual for the math component, and will be doing professional development over the next 3-4 months for Pre-K teachers.

What is the breakdown for the principals right now? Manchester 60%; Mt. Vernon 40%; Readfield 70%; Wayne 30%.

Where are the sheets for the additional positions Principal Delmar mentioned? Finance Manager Williams replied that even though Principal Delmar is asking for 2 additional teachers, they are positions that are currently in the budget for this year but were not filled.

What would happen if you maintain the status quo?

Principal Delmar responded that right now there is currently one 2<sup>nd</sup> grade, and Manchester is right at the numbers where they could have two 3<sup>rd</sup> grades and two 4<sup>th</sup> grades. They are seeing a growth in these classrooms.

Principal Jeff Boston presented the “original” budget requests for Wayne and Readfield Elementary Schools. Principal Boston thanked the Board for their support last year with the new laptops and new chairs in the computer labs, as well as the support for additional texts. Readfield acquired 29 new students over the summer, which makes it the largest elementary school in the district; Wayne enrolled an additional 10 students. He reviewed the request for additional classroom texts as well as additional furniture for the classrooms. The big jump in furniture at Wayne Elementary is due to the cost of a stage curtain.

Questions:

Why is the Wayne Elementary budget reduced compared to the other elementary schools? Last year there were several large maintenance projects included in the budget which will decrease \$42,000; there was also a special education ed tech position and they only needed a half time person; also there were additional grant money helping to support the math interventionist.

At Wayne, grades 4/5 are together with an ed. Tech.; is there any reason why you are not asking for an additional teacher? Need to wait and see what the numbers look like.

What is the need for a trac phone? Wayne loses power often and staff use their personal cell phones; with a trac phone they could use that.

b. Middle School – to be presented at next meeting.

c. High School

Principal Dwayne Conway explained the process for developing the high school budget. Increases in staffing include a full time social studies teacher and a full time ed. tech. II. The Social Studies teacher is needed as the high school works toward Proficiency Based Education (PBE). All students need to meet 3.5 social studies credits, with at least one experience each year. The high school doesn't have the staff necessary to provide this to the students. The ed. Tech. position would be used to cover study halls for teachers, which would free up 8 teaching periods for classroom teachers to aid in standards recovery and RtI.

In regards to a previous discussion about classroom furniture, Principal Conway reported that he feels they can get at least 3 classrooms updated out of this year's budget, 4 next year and the remainder out of 19-20 budget.

Other increases include professional development in various courses (AP, Business Education, Industrial Arts, Math); textbooks for AP class and \$7,000 for a robotics course. There is a teacher who is willing to teach the robotics class; Mr. Stockford and Mr. Ferraro are also offering an Industrial Arts metals class.

Questions:

Last year there was a discussion about math classes and students not being able to access math classes due to scheduling. Principal Conway reported that this is more of a district issue and the students being prepared to enter high school math classes.

What was the Industrial Arts best budget? Principal Conway responded \$1,000 for professional development and \$1,800 for the metals class.

d. Board questions

Most questions were asked during the individual presentations.

Questions:

Has the middle school teacher who will be going out on sabbatical been budgeted for? Finance Manager Williams responded yes.

Regarding the maintenance issues that were brought up during the high school tour, are those concerns addressed in the budget. Superintendent Wolfrom noted that the maintenance/facilities budgets for the schools will be presented at the February 14 meeting.

e. Citizens comments regarding budget - none

f. Board discussion

Request for more information about the benefits of adding an additional principal; the benefits to staff.

Superintendent Wolfrom reported that currently the elementary schools have lead teachers who take care of discipline and emergencies when the principal is out the building. This pulls away from their students. There have been situations when there have been major issues and investigations cannot be done until the principal is back in the school and the impact of instructional time for the lead teachers; inability to address issues in a timely manner; there are more students with major needs; and the elementary school numbers are steadily increasing. The EPS formula allows 1:275; Principal Delmar is a little over that; Principal Hogan is at that level; and Principal Boston is a little under that, but the formula does not take into account a principal covering 2 separate buildings at different locations. For the support of students and staff, Superintendent Wolfrom believes it is time to do this.

Approved 02/08/18

Comment was made that it seems like the student enrollment has stayed pretty much the same, with the transition of leadership and this is also a leadership position, it would be better served once we have new leadership.

In contrast, to that we are shutting off the new administration to make that decision if we don't budget for it. Do we want to take the probable needs and leave it in there and have a stipulation that the new leadership would make the decision?

Where did this request come from? Superintendent Wolfrom responded that she has heard from teachers and parents frequently about considering this increase for the elementary schools.

Question about the impact of accepting Fayette students. Fayette tuition students impact the middle and high schools.

Request to provide the Board with figures of students from other districts attending RSU 38.

6. Adjournment: **MOTION** and second to adjourn at 8:23 p.m.

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