

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School
April 4, 2018
Minutes of Meeting

Members Present: Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Cathy Jacobs, Jeremy Payne, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Adam Woodford (arrived 6:38), Alexander Wright

Members Absent: Melissa O'Neal, Thomas Sneed

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, Finance Manager Brigette Williams, Director of Curriculum, Instruction, and Assessment Nancy Harriman

1. Call to order: Chair Morrell called the meeting to order at 6:30 p.m.
2. Student Representatives' Reports
Middle School Student representatives Naeema O'Rourke and Thomas Struck reported that the Boys' and Girls' Alpine Ski teams were awarded state champions in February. They also reported on the projects of the individual classroom teams. Principal Hogan added that Naeema O'Rourke will be representing Maranacook Middle School at the Geo Bee finals at Farmington.
3. Report from Auditor
Auditor Bill Hall reported on the RSU #38 financial audit for the year ending June 30, 2017. He reported that the books for RSU #38 are very well maintained and that Finance Manager Williams does a very good job with the federal reporting, adding that he considers Mrs. Williams one of the top business managers in the State. He invited the Board to contact him with questions regarding the Audit. The audit is posted on the RSU #38 website.
4. MELMAC Presentation
Wendy Ault, Executive Director of MELMAC presented to the Board on Maranacook's MELMAC Grant. Her presentation included an overview of the history of the grant and statistics relating to Maranacook students compared to State of Maine and national statistics.
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
6. Citizens' Comments: none
7. Action/Discussion/Informational Items:
 - a. Approval of Minutes of March 28, 2018
D.Twitchell noted that the vote to not fund the uniforms on page 2 was incorrectly recorded; it should have read that Mr. Twitchell opposed the motion.
MOTION by Carr, second by Twitchell to approve the Minutes of March 28, 2018 as revised.
Motion Carried: unanimous
 - b. Consideration of out-of-state trip, MCHS College Tours, New Hampshire and Maine, April 26, 2018
MOTION by Carr, second by Roderick to approve the out-of-state trip for college tours to New Hampshire on April 26, 2018. **Motion Carried:** unanimous
 - c. Consideration of out-of-state trip, MCMS Gifted/Talented Art students, Boston Museum of Art, May 5, 2018

MOTION by Carr, second by Brotherlin to approve the out-of-state trip for the middle school Gifted/Talented Art students to the Boston Museum of Art on May 5, 2018.

Motion Carried: unanimous

d. Consideration of out-of-country trip, MCHS Paris, France, early December 2018

MOTION by Carr, second by Brotherlin to approve the out-of-country trip to Paris, France, in early December 2018 as presented.

Discussion ensued regarding the timing of the trip and the amount of class time students and teachers would miss, as well as the district's responsibility to hire substitutes while the teachers are away. Principal Conway addressed the concern about missed class time reporting that students will be responsible for making up all class work.

Motion Carried: 8 in favor, 2 opposed (Carr, Rumler), 1 abstained (Wright)

e. Policy Second Readings: BEDB, School Board Meetings and Agendas; IJJ, Instructional and Library-Media Materials Selection; JHB, Truancy; JJIF, Management of Concussions and Other Head Injuries; JLDBG, Reintegration of Students From Juvenile Correctional Facilities; JRA, Student Education Records and Information

Superintendent Wolfrom reported that the policies up for second reading consideration were reviewed by the Policy Committee at their last meeting. No additional comments or questions were submitted to the Policy Committee and no changes were made since the first readings.

BEDB, School Board Meetings and Agendas - **MOTION** by Carr, second by Jacobs to accept Policy BEDB as presented. **Motion Carried:** unanimous

IJJ, Instructional and Library-Media Materials Selection - **MOTION** by Carr, second by Jacobs to accept Policy IJJ as presented. **Motion Carried:** unanimous

JHB, Truancy - **MOTION** by Carr, second by Jacobs to accept Policy JHB as presented. **Motion Carried:** unanimous

JJIF, Management of Concussions and Other Head Injuries - **MOTION** by Carr, second by Jacobs to accept Policy JJIF as presented. **Motion Carried:** unanimous

JLDBG, Reintegration of Students From Juvenile Correctional Facilities - **MOTION** by Carr, second by Jacobs to accept Policy JLDBG as presented. **Motion Carried:** unanimous

JRA, Student Education Records and Information, **MOTION** by Carr, second by Jacobs to accept Policy JRA as presented. **Motion Carried:** unanimous

f. Policy First Readings: EBCE, School Closings and Cancellations; GCOA, Supervision and Evaluation of Professional Staff; IMDC, Observance of Religious Holidays; KI, Visitors to Schools

Superintendent Wolfrom reported that Policy EBCE is a new policy under consideration. Policy GCOA is being reviewed as part of the Policy Committee's process of reviewing older policies. Policy IMDC is being reviewed due to a recent request from a citizen to the Board requesting additional allowances for students being absent from school or activities due to religious beliefs. She also noted that the list of holidays that was provided will be an attachment to the Policy so that staff and coaches can refer to it prior to scheduling special classroom activities and events for the schools. Policy KI is also being reviewed as an older policy due for review.

Chair Morrell asked that any comments and/or questions regarding these policies be submitted to the Superintendent's Office for review at the next Policy Committee meeting.

g. Consideration of revised LAU Plan

Superintendent Wolfrom reported that each district is required by the state to submit a LAU Plan every 5 years that addresses meeting the needs of students with Limited English Proficiency. Diane Wadsworth, the District's ELL Teacher has reviewed the plan and made recommended changes and updates. Superintendent Wolfrom recommended approval of the RSU #38 LAU Plan as submitted.

MOTION by Carr, second by Jacobs to approve the LAU Plan as submitted.

Discussion followed.

Motion Carried: unanimous

h. Consideration of Interlocal Agreement for the Kennebec Valley Student Supports Regional Service Center

Superintendent Wolfrom reported that she has been working with Superintendents Gary Rosenthal and Bill Zima, and the DOE appointed facilitator Mike Cormier to complete Part II of the Regional Service Plan that was included in the board packet. The name of the regional service center would be Kennebec Valley Student Supports Regional Service Center. For the first several years, the service center would be managed by the Superintendents on a two year rotating basis. The three superintendents will comprise the Board of Directors and all decisions will be made by the Board. Services provided by the center would include a summer school program for credit recovery and standards proficiency, a joint program of co- and extra-curricular activities, a joint professional development program, and a joint program for recruiting, training, and retaining substitute teachers. Members may decide to discontinue purchasing services from the center, and with a 90-day notice they may discontinue their membership fee. Membership fees will be based on the number of students in each district at the rate of \$5.00/per student. There is also a withdrawal clause for districts that no longer wish to participate, and there is a dissolution clause.

RSU #38 received an additional \$16,700 in state subsidy for the submission of Part I of the application for this service center. Should the plan be approved, the service center will receive \$97,200 in state subsidy for FY19. The deadline for submission of the plan is April 15.

The RSU #38 Board needs to vote approval of the Part II application, then the citizens will be asked to vote on a warrant article supporting the agreement at the Annual meeting. The Plan also needs DOE approval. The motion for the Board to consider is in the folders.

MOTION by Carr, I move to approve the Interlocal Agreement for the Kennebec Valley Student Supports Regional Service Center in the form presented to this meeting, to authorize the Chair to sign the Interlocal Agreement on behalf of the RSU #38 School Board, and to authorize submission of the Interlocal Agreement to the Commissioner of the Department of Education for Approval. Second by Twitchell.

Discussion followed. In terms of paying administration, the 3 superintendents decided that they would oversee the program on a rotating 2 year basis at no additional charge.

Question was asked regarding what students and tax payers are actually getting. Superintendent Wolfrom replied that right now we don't have a summer school program for credit and standards proficiency. This would afford us to set up a summer school with certified teachers for credit recover and standards recovery. In terms of extra-curricular – if some of our students want to attend a program at one of the other districts that we do not provide, it would provide transportation. Right now we are all struggling for qualified substitutes. This would provide one system that all 3 districts would be part of, hopefully saving all of the district money. There are still a lot of things to work out, but the superintendents believe it will be a good opportunity for all students.

Motion Carried: unanimous

8. Budget:

Superintendent Wolfrom provided the following updates since the last meeting:

- We received notice regarding health insurance – the increase is 4.85% which reduces the draft budget by an additional \$43,016.
- The Superintendent, Finance Manager and Facilities Director met and moved more item to purchase this year or complete this year in order to reduce the proposed budget. Changes reflected are on pages 9, 10, 11, and 12 of the budget handout.
- Last week the Board voted to eliminate the \$10,600 for athletic uniforms.

All these changes are reflected in the Version 4 Summary Budget.

Superintendent Wolfrom added that the Facilities Committee met with the Architect regarding the needs assessment report. The projects slated for the bond include: district paving, including Millard Harrison Drive; MES heating; ventilation projects in some of the schools; WES septic and boiler;

high school roof; and ADA accessible bathroom at MES. Possible revolving renovation projects might include: replacing locksets throughout the district; exterior security card swipe system; and updating fire alarm systems. Possible projects that may be addressed through Efficiency Maine include updating lighting systems throughout the district. Based on the discussions there is not anything that can be removed from the FY19 proposed budget.

At this point, Version 4 of the FY19 draft budget represents a 4.49% increase over FY18, for a total of \$17,985,749.45.

Superintendent Wolfrom asked Principal Conway to talk about the needs for the ET II and Social Studies teacher at the high school.

Principal Conway reported that the additional Social Studies teacher request is a matter of credit requirements. The high school currently has 4 teachers with full time schedules; one teacher already teacher a half-credit course above the maximum requirement, by choice. Benefits include manageable classes, financial literacy class, and without this position many classes would be above 25 students; and we may not be able to offer some of the electives. Discussion ensued regarding rearranging some of the classes to include financial literacy and the research credit, and possibly integrate more Social Studies into English Language Arts.

A.Wright asked about the air compressor for the high school IA program that was discussed last week. Superintendent Wolfrom reviewed the process for staff to take if they have any needs to be addressed during the budgeting process. Principal Conway did follow up with Mr. Stockford and the item has either been ordered or will be ordered.

Principal Conway reviewed the request for the ed tech position to cover study halls. The most cost effective way to provide this is to free up teachers who are covering study halls so they can work with students directly. At any given period there are students who need intervention. Teachers who would be available, would meet with students from their study hall. Schedule wise, this may not always work, but the high school believes it should work most of the time.

Principals Janet Delmar and Jeff Boston spoke about the needs and benefits of adding an elementary principal. They spoke about the percentage of time they are assigned to each school and the reality of being an administrator of 2 schools. They are responsible for the supervision/evaluation of all staff in both schools and part of that job is professional development as well (staff meetings, instructional leader). Issues that come up when they are not in the building falls on the lead teachers, which takes the teachers out of the classroom. Also the guidance counselors, nurses and specialists are all in the buildings part time. A lot of time is spent on the building culture in the buildings, but it is very difficult to do that when they are not there; it is difficult to be an educational leader when you are in a building 6 days a month. Adding another administrator would help to address a lot of the issues pertaining to discipline, building culture, professional development, educational leadership, etc. It would provide a full time principal for Manchester and Readfield Elementary Schools, and both Mt. Vernon and Wayne Elementary Schools would share a principal, but the amount of time in each building would be more than they currently have.

The Board discussed the benefits of keeping teachers in the classroom and having administration address other issues more quickly. It was noted that having a district with 4 separate elementary schools does come at a price and it is important that voters acknowledge that. This is a cost because citizens did not want to pursue looking at a central elementary school for all 4 communities.

Chair Morrell asked for the board members' thoughts on the draft budget as it stands.

C.Jacobs noted that she spoke with the Mt. Vernon Select Board members and they believe the schools are close to the tipping point with voters. She asked if it's time to reconsider pay for play for athletics as a way to get the budget down a little more.

Finance Manager Williams reported that the sports fees brought in around \$45,000 the last year they were in place.

Further discussion ensued about the new positions being requested. The administrators and teachers were applauded in their work to try to contain costs.

Question - what did the activity fee actually pay for? B.Williams responded it helped to offset co- and extra-curricular costs; it showed as an additional revenue.

Could it be used toward uniforms? B.Williams responded it is recorded as an additional revenue source, the uniforms would be listed on the expense side of the budget, so the two would negate each other.

The last year activity fees were in place they were \$75.00 per activity for high school and \$50.00 per activity for middle school. It did include some co-curricular.

MOTION by Payne to reinstate the activity fee, with a \$100 family cap, second by Twitchell.

Discussion ensued. B.Williams noted that with a \$100 cap for families, this would not bring in anywhere near the \$45,000 the previous fees brought in.

MOTION by Payne to withdraw his motion, second by Carr. **Motion Carried:** unanimous

The previous motion to reinstate the activity fee with a \$100 cap per family was withdrawn.

Discussion about the tennis courts. S.Drinkwater reported on the conditions of the tennis courts and his concern about waiting for the bond project to resurface the courts.

Discussion regarding the truck and mule. It was noted that instead of purchasing these two pieces of equipment outright that the district could purchase them through a lease purchase agreement over three years. This would reduce these items to approximately \$16,000/year for 3 years.

Additional discussion about whether the high school ed tech position would provide the results needed if it was reduced to half time.

MOTION by Roderick to purchase the truck and mule in the facilities budget through the lease purchase option, second by Jacobs.

Discussion ensued. This would reduce the draft budget by roughly \$32,000.

Motion Carried: unanimous

The administrators will continue to review the requests and come back to the Board next week with a final recommendation to be voted on.

9. Informational Items: Administrators responded to questions.
10. Executive Session to discuss employment of officials/appointees/employees, pursuant to 1 M.R.S.A. § 405(6)(A)

MOTION by Carr, second by Wright to enter Executive Session to discuss employment of officials/appointees/employees, pursuant to 1 M.R.S.A. § 405(6)(A)

Motion Carried: unanimous

The Board entered Executive Session at 9:15 and returned to public session at 10:04.

11. Adjournment: **MOTION** and second to adjourn at 10:05.

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