

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS**

Manchester Elementary School

October 17, 2018, 6:30 p.m.

AGENDA

1. Call to order:
2. Presentations: (20 min.)
 - a. Facilities Update (summer work)
 - b. Technology Update
3. Citizens' Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Action/Discussion/Informational Items: (10 min.)
 - a. Approval of Minutes of October 3, 2018*
 - b. Approval of Transfer of Funds*
 - c. Approval of Capital Area Technical Center (CATC) Cooperative Agreement*
6. Discussion on upcoming Bond Project with Oak Point Architects representative (45 min.)
7. Adjournment:

* Attachments

~Notice~
School Tour
5:45 – 6:25 p.m.

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Mount Vernon Elementary School
October 3, 2018, 6:30 p.m.
Minutes of Meeting

Members Present: Chair Gary Carr, Vice Chair Wendy Brotherlin, Patty Gordon, Cathy Jacobs, Kaleb Pushard, Shawn Roderick, Crystal Sullivan, Melissa Tobin, David Twitchell, Alexander Wright

Members Absent: Scott Lyons, Shawn Roderick, Adam Woodford

Administrators: Superintendent James Charette, Principals Dwayne Conway, Janet Delmar, Abbie Hartford, and Kristen Levesque, Director of Curriculum, Assessment & Instruction Nancy Harriman, Finance Manager Brigitte Williams

1. Call to order: Chair Carr called the meeting to order at 6:30 p.m.
2. Presentations:
 - a. Maranacook Education Foundation
 Dr. Thomas Cook spoke to the Board about the mission of the Maranacook Education Foundation (MEF) and the types of projects they provide funding for. Dr. Cook recommended that Board members visit the MEF website.
 - b. Facilities update (summer work) – This presentation is postponed to October 17.
3. Student Representatives' Reports:

Middle School student representatives Esm'e Jamison and Malachi Vazquez-Carr presented on the middle school team projects for this trimester, as well as school wide activities.

High School student representatives Dana Reynolds and Ella Stevens reported on high school activities including Homecoming, preparations for Make A Difference Week, the upcoming musical "Footloose", the work of the Peer Counselors and Suicide Prevention Awareness Month. They are also putting together a Substance Awareness Month, and there is a new Outdoor Club.
4. Citizens' Comments:

Dawn Kliphan, Manchester Selectperson reported about funding sources that could be beneficial to the RSU. The State has a renovation fund where they will provide grants for up to \$1 million for school renovations. At this time the fund is depleted but funds could be available in one to two years. Ms. Kliphan offered her assistance to prepare a grant when new funds become available. There is also a new construction grant that comes around every 7 years. Last year was the last year, but she hopes the Board will think about these funding sources as they become available.
5. Action/Adjustments to the Agenda by Board and/or Superintendent:

Additions:

Request for overnight trip – Middle School/High School GEAR Up Maine Student Leadership Conference: October 13, 14, 2018. **MOTION** by Wright, second by Jacobs to approve the overnight trip as presented. **Motion Carried:** unanimous

Letter from Maranacook Area Staff Association (MASA)
 Chair Carr reported that he received a letter from the MASA notifying the school board of its intent to negotiate a successor contract for the next fiscal year.

6. Action/Discussion/Informational Items:

a. Approval of Minutes of September 19, 2018

MOTION by Morrell, second by Twitchell to approve the minutes of September 19, 2018 as presented. **Motion Carried:** unanimous

b. Acceptance of Donations

MOTION by Morrell, second by Jacobs to accept the donations as presented.

Motion Carried: unanimous

c. Appointment of First Probationary Teacher, Mt. Vernon Elementary, Grade K – Colleen Walsh

MOTION by Wright second by Jacobs to appoint Colleen Walsh to a first probationary teacher contract as presented. **Motion Carried:** unanimous

d. Consideration of overnight trip, Ambleside Living History, Phillips, Maine – October 26-29, 2018

Chair Carr reported additional information has been provided. The cost of the activity is \$2,250 and the transportation cost is \$596; and the project is included in the budget.

MOTION by Morrell, second by Brotherlin to approve the overnight trip to Ambleside Living History in Phillips, Maine as presented. **Motion Carried:** unanimous

e. Review of MSBA draft resolutions

MOTION by Morrell, second by Brotherlin that the MSBA Constitution and Bylaws be amended as follows, “The association membership classification be amended to include Regional Service Centers.” **Motion Carried:** unanimous

The school board reviewed the MSBA Proposed Resolutions

CDS Move to Public Schools (section 4) – the board was in agreement that the MSBA should hold on this until there is a plan and until there is funding.

School Safety (section 2) – Superintendent Charette reported that this resolution is more focused on the idea of trying to catch a safety problem before it happens and that school districts have a plan in place. Chair Carr added that Mr. Drinkwater has been working on addressing some of the safety issues on the list.

Gun-Free Schools (section 2) – This resolution reinforces the policy not to bring any guns on school property.

Proficiency-Based Diplomas (section 4) – Chair Carr noted that the school board made a decision that they would continue the District’s work and keep Proficiency-Based Diplomas.

Special Education Reform (section 4) – Superintendent Charette reported that Special Education Director Ryan Meserve is in favor of this resolution.

Starting Teacher Pay and Longer School Year (section 2) Superintendent Charette reported that we currently have 175 student days and 182 teacher days. MSBA wants to increase that to 180 student days with an additional 4 professional development days for teachers. They are also looking at increasing the starting salary for teachers to \$40,000. This is a suggestion; it will come down to the funding formula. Betty Morrell commented that the board has worked at increasing the starting pay for teachers but are not there yet. Wendy Brotherlin asked if anyone has thought about snow days and kids using computers to address added days; perhaps elementary students could be given packets to take home. Principal Conway commented that they are not too far from that. Technology Director Diane MacGregor added that she has been researching this and would welcome an opportunity to present the information she has found on that to the Board. Superintendent Charette will schedule this for an upcoming presentation to the Board.

DRAFT

DRAFT

DRAFT 5a.

School Attendance at Age 5 (section 2) Superintendent Charette noted this would make the compulsory attendance at age 6; currently it is age 7.

f. Acceptance of teacher resignation – Grade 2, WES, Marlee Collins

MOTION by Morrell second by Jacobs to accept the teacher resignation of Marlee Collins.

Motion Carried: unanimous

7. Informational Items:

In addition to the reports included in the board packet, the principals reported on activities at each of the schools and responded to questions.

Nancy Harriman provided an update about how the district is moving forward with the loss of the Literacy and Math coaches. The literacy specialists met yesterday with Barbara Bourgoine and Barbara has agreed to work with the literacy specialists once a month to help them through the next few months. She is hoping that a similar arrangement can be made for the math interventionists. The Board will be kept updated on the progress of filling both positions and alternative arrangements being made in the meantime.

Question was asked about the Regional Service Center and how many students really need to attend summer school. Principal Conway responded that the high school does have a lot of students that take part in credit recovery each year. Superintendent Charette spoke about the work the RSC is doing to consolidate their summer school programs. They are currently meeting twice a month. He will report back to the board as developments are made.

8. **MOTION** and second to adjourn 7:45 p.m.

Respectfully submitted,
James Charette, Superintendent/Secretary
D. Foster, Recorder



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

James Charette
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

5b.

To: Regional School Unit No. 38 School Board
From: Brigette Williams
Date: 10/11/18
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.”

Per auditing standards, summer staff salaries and district insurance premiums are actually owed at the end of a school year, even though it is actually paid in the next fiscal year.

Over time I have been able to accrue the summer salaries owed when the balance forward was more than anticipated. This was finally accomplished with the FY2016 audit.

This year we also had a larger balance forward than anticipated, so I worked with the auditors to finally get this additional audit requirement accrued for district summer premiums for health and dental insurance. Making this entry caused three warrant articles to over expend with a need to transfer funds between warrant articles.

Warrant Article Transfers		
Budgeted Warrant Article	Expending Warrant Article	Amount
Facilities Maintenance	Transportation	\$ 15,000
Regular Instruction	Student & Staff Support	\$ 10,000
System Administration	School Administration	\$ 2,000

Per Original Document dated 11/23/82

5c.

COOPERATIVE AGREEMENT 2018 -2019

Pursuant to Title 20-A, Section 8404 of the Maine Revised Statutes, the undersigned, being the duly authorized members of the Advisory Committee of the Capital Area Technical Center do hereby enter into the following Cooperative Agreement and do devise a formula for sharing costs:

1. The Capital Area Technical Center Advisory Committee shall consist of:
 - a) The Superintendent, or his/her representative, of each member administrative unit and
 - b) One School Board member, or trustee, appointed or elected by the school authorities from the administrative units served by the Superintendents. In any situation where a superintendent serves more than one unit, the school authorities of the units served shall cooperatively appoint a single representative. Each Superintendent and each representative shall have one vote on the Advisory Committee. When challenged a weighted vote shall be used.

Quotas & Weighted Vote Current Figures: October 1, 2018

Administrative Unit	Slots	Vote (%)
Augusta	134	34%
Cony	134	
Erskine Academy	75	19%
RSU 12	33	(8%)
RSU 18	19	(5%)
AOS 92	16	(4%)
AOS 93	7	(2%)
MSAD 11/Gardiner H.S.	53	13%
RSU38/Maranacook	32	8%
Winthrop H.S.	20	5%
RSU 2	83	20%
Hall-Dale H.S.	45	
Richmond H.S.	15	
Monmouth Academy	23	
Maine Virtual Academy	1	.50%
Maine Connections Academy	1	.50%
TOTAL	399	100%

2. The Advisory Committee shall meet at least quarterly each year, to include at least one meeting annually with the Augusta Board of Education.

At its initial organizational meeting and annually thereafter at the first meeting of the fiscal year, the Advisory Committee shall elect from its members a Chairperson and Vice-Chairperson.

3. The time, place and dates of the regular meeting of the Advisory Committee shall be established in June by the Advisory Committee with the recommendation of the Director.
4. The Chairperson and/or Director may call special meetings of the Advisory Committee as long as each unit has at least 24 hour notice of the meeting.
5. The Chairperson and Director shall determine the agenda and order of business. Members of the Advisory Committee can have items placed on the agenda by notifying the Director 5 days prior to the meeting. Urgent items can be filed on the day or night of the meeting at the discretion of the Chairperson.
6. A quorum must be present to conduct Advisory Committee business. Representatives or designees from five school districts constitute a quorum.
7. The latest edition of Robert's Rules of Order shall govern parliamentary procedures of the Center's Advisory Committee when applicable and if not in conflict with the Cooperative Agreement of the Center.
8. With respect to the governance of the Capital Area Technical Center, the primary responsibility of the Advisory Committee is to make informed and timely recommendations to the Augusta School Board on all matters relating to the Center. To achieve this objective, all recommendations concerning the management and operation of the Center which are submitted to the Augusta Board for action shall first be presented to the Advisory Committee for review. Any resolution formally adopted by the Advisory Committee as a result of such a review shall be transmitted by the Augusta Superintendent of Schools to the Augusta Board with the original recommendation.

This review process shall apply to all matters relating to the Capital Area Technical Center submitted to the Augusta School Board for action including the appointment of the Director, the modification of instructional programs and student services, the budget for each fiscal year and any adjustments proposed after its adoption, the acquisition of equipment, and major repairs and renovations to the physical plant.

9. The Advisory Committee will review and comment upon any program applications for state and federal funds to serve vocational students prior to submission to the funding source to ensure regional coordination. The intent of this article is to provide regional coordination and encourage and protect local incentive.
10. Member units may request to withdraw from the Center by vote of its school committees or Board of Directors with proper notice to the Advisory Committee by January 1st before the beginning of the next fiscal year. Actual withdrawal must be carried out in accordance with applicable State Law.
11. The Director shall meet such qualifications as may be prescribed by the State Board of Education and State Law.
12. The Director shall serve as chief administrative officer of the Center and its satellites and have all the authority and obligations of a secondary school principal in the school administrative unit operating the Center.
13. The hiring and dismissal of the Director and staff of the Technical Center shall be the responsibility of the Augusta Board of Education. The Advisory Committee shall, however, be involved in the screening and interviewing of applicants for the position of Director.
14. The Advisory Committee for the Center at one of its meetings held no later than February of each year shall recommend the operating budget for the next fiscal year. In case a school board or school trustee member is unable to attend the meeting at which the budget is approved, the Superintendent or his/her representative for the unit not represented may vote on the budget. The Director will present an overview of the proposed budget at least one month prior to submittal to the Augusta Board of Education.

The Director shall prepare and submit an annual report of the Technical Center and vocational satellite programs to the State Board and to each sending unit and advisory member served by the Center.

15. Beginning with the 2013-2014 fiscal year, the costs due from each school administrative unit that is affiliated with the CATC shall be satisfied by the CATC's receipt of the state subsidy allocation for career and technical education.
School units that send students to Capital Area Technical Center and do not subscribe to the above billing method will be assessed at the tuition rate set by the SAU's Business Manager. This assessment may be increased up to ten percent (10%) should the actual number of sending unit students, for the school year, be less than the base estimate used in determining the initial tuition rate. The adjustment to the assessment will be reflected in the fourth quarter billing. Billing for these sending units will be done on a quarterly basis.
16. A complete financial report shall be made to the Advisory Committee quarterly by the Director.

- 17. If the Technical Center ceases to exist, the Augusta Board of Education shall ensure that the proceeds for, the disposition of the equipment purchased after July 1, 1987, will be distributed proportionately in accord with the formula set forth in #1. It is understood however; that any equipment purchased by the Augusta School Department, and not charged through the formula, shall be fully owned by the City of Augusta School Department and that the proceeds from any future sale of such assets shall not be subject to distribution to sending units.
- 18. The Cooperative Agreement is subject to ratification by all of the school committees or Board of Directors of the participating administrative units; eligible to vote on same by state law.
- 19. This agreement shall be reviewed and adopted annually with a copy of the original agreement being submitted to the Commissioner of Education.
- 20. Other such business not covered in this document should be processed in accordance with the best interest of the Center as determined by the Advisory Committee.

IN WITNESS WHEREOF, we the undersigned hereby place our hands

(date) October 2, 2018.

Augusta – Public Schools

By: _____	Print: _____
School Board Chairperson	School Board Chairperson

By: _____	Print: _____
Superintendent of Schools	Superintendent of Schools

RSU# 2

By: _____	Print: _____
School Board Chairperson	School Board Chairperson

By: _____	Print: _____
Superintendent of Schools	Superintendent of Schools

MSAD #11

By: _____	Print: _____
School Board Chairperson	School Board Chairperson

By: _____	Print: _____
Superintendent of Schools	Superintendent of Schools

RSU #12

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Fayette

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

RSU #38 Maranacook

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Jefferson AOS #93

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Winthrop Public Schools

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

China RSU #18

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Vassalboro AOS #92

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools