

*"A Caring School Community Dedicated to Excellence"*

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS  
Maranacook Community High School  
March 13, 2019, 6:30 p.m.  
AGENDA**

1. Call to order:
2. Recognition Ceremony – Girls’ Alpine and Boys’ Nordic Ski Teams, State of Maine Class B Champions (15 min.)
3. Report from RHR Smith & Co. (15 min.)
4. Citizens’ Comments (items not on the budget): (5 min.)
5. Joint Meeting with Local Select Boards re: FY20 School Budget: (60 min.)
  - a. Review of FY20 Budget
  - b. Updates since previous meeting
  - c. Questions and Comments from Members of the Select Boards
  - d. Questions and Comments from RSU Board
  - e. Citizens Comments regarding Budget
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (20 min.)
  - a. Approval of Minutes of March 6, 2019\*
  - b. Consideration of 2019-2020 School Calendar\*
8. 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**  
**March 6, 2019, 6:30 p.m.**  
**Minutes of Meeting**

Members Present: Chair Gary Carr, Vice Chair Wendy Brotherlin, Patty Gordon, Cathy Jacobs, Betty Morrell, Jeremy Pare, Kaleb Pushard, Shawn Roderick, Melissa Tobin (arrived 6:43), David Twitchell, Adam Woodford, Alexander Wright

Member Absent: Crystal Sullivan

Student Reps: Esm'e Jamison, Malachi Vazquez-Carr, Dana Reynolds

Administrators: Superintendent James Charette, Principals Dwayne Conway, Janet Delmar, Abbie Hartford, and Kristen Levesque, Director of Curriculum, Assessment & Instruction Nancy Harriman, Technology Director Diane MacGregor, Special Education Director Ryan Meserve, Finance Manager Brigette Williams, Adult and Community Education Director Steve Vose

1. Call to order: Chair Carr called the meeting to order at 6:30 p.m.

Chair Carr announced that agenda item 6b, will be taken up after the Student Representative Reports.

2. Student Representatives' Reports

High School representative Dana Reynolds reported on recent activities at the High School, including that both the Alpine and Nordic ski teams are the Class B State Champions, and the high school play begins Thursday evening.

Middle School representatives Malachi Vazquez-Carr and Esm'e Jamison reported on team projects as well as school-wide activities such as Winter Carnival, and Arts Night. The school play will be March 29 and 30<sup>th</sup>.

Item 6b. (moved forward) Consideration of out-of-country travel, Spain, March, 2020

Spanish Teacher Kelly Frey reported on the request for out-of-country travel to Spain in March 2020. The cost per student is \$3,095.00.

High School Senior Grace Bachelder reported about her experiences on being part of the Spain trip last year; it taught her to be more independent and her favorite part of the trip was the beautiful paintings at the art museums and the cathedrals.

**MOTION** by Morrell, second by Brotherlin to approve the out-of-country trip to Spain in March, 2020 as presented. **Motion Carried:** unanimous

3. Budget Workshop:

- a. Co- and Extra-Curricular

Director of Student Activities Brant Remington reviewed the FY20 draft budget for Co- and Extra-Curricular for the Maranacook Middle and High Schools. There are 5 new programs/positions included in the request. They include: Student Advisory Advisor (Student Government) for the Middle School. This is a student-based civic organization designed to help promote school spirit and leadership among students. This position is part of the negotiated agreement, but has not been filled for a few years. The cost is \$2,302.00 (stipend). There is also a request for a Middle School Cross Country Assistant Coach and Middle School Nordic Assistant Coach. Both programs have seen an increase in participation with 40 student athletes. The

Assistant Coaches would assist the Coaches in working with students at the entry level of both sports. The cost for these stipend position is \$1,886.00 each. The budget also includes a request to fund a High School Robotics Team, which includes a stipend of \$2,355.00 for the coach, and transportation and equipment for a total of \$7,355.00. Mr. Remington reported that he is also seeking funds to start a uniform replacement program where team uniforms would be replaced on a rotating schedule every 5 years. This request total \$10,600.00 for the first year (MS - \$3,800; HS - \$6,800)

Question – were there any coaching positions not filled this year? Fall had one position not filled at the middle school, where the 7<sup>th</sup> and 8<sup>th</sup> grade soccer didn't have enough teams to play so it was cut back to one team each. The winter teams were all filled, spring season has one more position to fill. From the numbers he's seen the numbers are not going down; the numbers are higher for spring than he and the coaches expected. He added that in working with Winthrop, both girls and boys lacrosse should field a full playing schedule this year.

Question – is there a minimum number of students to have an activity continue? It depends on the activity.

Concern was raised about the amount of fundraising being done to raise money for uniforms, and that businesses are being approached from several teams asking for money.

b. Transportation

Finance Manager Brigitte Williams reported that there are no changes in staffing being proposed for the Transportation department. The District was approved for two new buses through the VW Settlement Fund for next year, with the settlement covering 80% of the cost of each bus. The equipment line is increased by \$58,000 for the District's share of the 2 buses, and radios and cameras for both buses. The District will fully own these buses so there will be no lease purchase involved. There will be a decrease of \$53,000 on the lease line with 2 buses going off.

c. Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health Center, Professional Development/Assessment/Curriculum, Systems Administration, Debt Service)

*Adult Education* – Adult and Community Education Director Steve Vose introduced his assistants Susan Simons and Nicole Cushing. He provided an overview of the Adult and Community Education Program, reporting that 900 people have attended enrichment classes this year and 8-10 students are on schedule to earn their HiSET diploma. Fifty participants took the Commercial Driving Licensure program for free this year. He is requesting an additional \$12,000 to expand the commercial driving licensure program to allow up to 4 high school students to take the course. He would match this amount by writing grants. The students completing the course will earn a state class B truck driving certification and one high school credit.

Mr. Vose spoke about the need to start a carry-over account to use for vehicle replacement, maintenance and hopefully program expansion in the commercial driving program. He is hoping to do this by having a carry-over this year.

*Food Services* – Finance Manager Brigitte Williams reported that Food Services is not anticipating any additional requests for next year over the \$105,000 included in this year's budget, which includes \$5,000 for equipment.

Question – how much is owed in unpaid lunch accounts? Mrs. Williams responded that the last time it was checked there was a \$2,000 deficit. Discussion ensued about how the schools handle providing lunches for students with unpaid lunch accounts. S.Roderick reported that he believes the law on this will pass, so we will need to come up with another policy. Superintendent Charette stated that Food Services Director Jeff Bridges is working on this, and the A-Team will be discussing this to make sure there is no food shaming.

*Health Center* – Health Center Director Rebecca Reynolds, provided an overview of the Health Center services and accomplishments. Junior Dana Reynolds read the testimony she

presented at the Legislature. The Health Center is requesting an additional \$7,000.00 to cover funding that has typically been provided by the State of Maine and Family Planning grant funds. The goal is to budget an additional \$7,000.00 per year for the next five years in case the grant is no longer funded.

Question – what is the status of state funding at this point? Ms. Reynolds responded there are 2 bills before the legislature right now. One is for existing school based health centers and one is to fund new school based health centers.

*Professional Development/Assessment/Curriculum –*

Director of Curriculum, Assessment and Instruction Nancy Harriman reported that the in-district staff development budget is up about 8% this year, which is mostly due to the negotiated agreement. Also, there are 4 more teacher mentors than the previous year. The District assessment budget covers the district level assessments paid per student to administer and score student data, and it covers 50% of Dr. Harriman's salary. There is a \$100.00 increase in the NWEA contract for next year, the rest is contracted salary/benefits. The Curriculum budget covers salary and benefits for any staff beyond their contracted year and time, as well as 50% of Ms. Harriman's salary, and some limited curriculum supplies. This budget is up 16%, but much of that is due to shifting part of the literacy coach from Title I and Title II to the general fund budget. There are no handouts because the staffing is the same as last year, with the only major change being the shift of the literacy coach funding from grant funds.

*Systems Administration –* Finance Manager Williams reported that the Systems Administration budget covers the school board and superintendent's office. There are no staffing changes in this account. Salary and benefits are those negotiated and the supply lines have been kept the same. The only change in this department is that it now covers the Regional Service Center dues, and now that it is up and running we realize the fees are \$4,000, as well as the \$1,200 dues for NESDEC.

*Debt Service –* Finance Manager Williams reviewed the Debt and Equipment Lease/Purchases sheet that depicts where the District's debt stands as of June 30 of this year; it does not include the new bond. Four Lease/Purchase energy retrofit projects will come off at the end of next year. Budgeted is an estimated first interest payment of \$90,000 on the bond that was approved in January.

Question – how confident are we with the construction costs? Mrs. Williams responded that they took the numbers the architects provided and built in a construction contingency for increased costs as well as unknowns. Work has started. S. W. Cole will be here this week to conduct soil tests on the road and they have met with Mr. Drinkwater regarding the water tanks at the MS.

d. Budget Summary

Superintendent Charette reviewed the First Draft of the General Fund Summary Budget dated March 6, 2019. The Summary Budget is based on the requests the Board has seen, and totals over \$1.5 million, which is a budget to budget increase of 8.78% over FY19. He also reviewed the Summary of Budget Changes dated March 6, 2019, which lists all the requests that have been presented as well as a second page that shows the known budget decreases. The summary of budget changes total \$1,572,503.00. Finance Manager Williams added that the decreases listed are decreases that naturally occur, no cuts have been made.

There are a couple budget items that cannot be reported on. The Board is currently in negotiations. The draft budget includes the total figure that the Board agreed in Executive Session was a good faith figure. It is important to remember that 80% of the budget is salary and benefits. The fuel line is also projected to increase 7-9%. The budget includes an estimated 10% increase for health benefits and figures are not expected before the first of April.

Chair Carr asked about the 3-year budget and whether this was available. Superintendent Charette responded that the Administrative Team (A-Team) will talk about large items they can see coming down the line in the next 3 years and which of those items are not included in the FY20 requests. Chair Carr reminded that they also need to think about the bond and the increase that will cause in upcoming budgets.

Superintendent Charette requested some guidance from the School Board regarding the draft budget and how they would like him to proceed. Chair Carr noted that with a 3-year budget the board could see what is coming down the road so that they can plan accordingly and not put items off that are requested this year if there are other increases that they see coming the following 2 years. Discussion ensued about giving the administrators a certain percentage or dollar figure. Suggestion was made to request the administration to bring the increase down to 5%, others stated they would prefer to see the increase below 5%. Last year's budget to budget increase was 4.1% above FY18.

Discussion ensued surrounding the Strategic Plan and how the requests from administrators include what is needed to meet the goals of the Strategic Plan, and the need to make sure the goals of the vision statement are met with what the administrators are asking for. It will help to justify what these figures mean.

The Board struggled with making a specific number request and suggestion was made to wait until they hear from the town select boards next week. The importance of having the administrators prioritize the requests rather than the board giving them a number to work toward was stressed.

Question was asked about school funding for next year? Superintendent Charette responded that Governor Mills' ED279 came out and the State will fund 31% of budget, which is a change from 30% last year, but the District has very high property valuations so we won't see a big fluctuation in state support.

Comment – when looking at budget decreases from last year, is there more there? Superintendent Charette responded that when it comes to the RSC, they talked about team sharing and that was one of the things that started the discussion. What was found is that this is already happening and involving the RSC was clouding what they were trying to do.

Comment – perhaps something can be done with transportation for teams?

Superintendent Charette summarized the Board would like the A-Team to prioritize the requests and that the Board is not prepared to request the budget hit a certain number until they hear from the select boards. Chair Carr added a 3-year budget.

Question – is it reasonable to request all this between now and next week?

B.Williams added that in preparing a 3-year budget it's not just the total student count, you have to look at the student counts in each school; it takes some time.

Question was asked if it was the whole board's request that we have a 3-year budget. Is this important for Brigette, Jay and the administrators to put their focus on right now? Are you hearing from community that we should look 3 years out?

Chair Carr stressed the importance of knowing what is happening in the next 2 years; can something slide this year into the next 2 years?

Question/Comment - By asking the administrators to prioritize will that do what you are asking? Looking ahead at big items is good, but asking them for a 3- year budget next week is too much.

e. Board Questions – above

f. Citizens' comments regarding budget

Victoria Townley, 4th grade parent advocated for an additional 5th grade teacher at Readfield Elementary next year. The 4<sup>th</sup> grade class currently has 22 students, before winter break

there were 25 students. The class is a diverse group of needs and abilities. Concerned they will see similar increases next year. As they enter 5th grade having all the students in one class will not adequately prepare them for 6th grade.

Sarah Firth, President of the Awesome Bear Society (ABS) commented that she was expecting to make an argument for the uniforms in the budget. She is impressed with the complexity of the Board's job and will defer what she was going to stay to the prioritization of the A-Team.

g. Board Discussion – above

4. Citizens' Comments (items not on the budget): none

5. Additions/Adjustments to the Agenda by the Board and/or Superintendent: none

6. Action/Discussion/Informational Items:

a. Approval of Minutes of February 27, 2019

**MOTION** by Brotherlin, second by Wright to approve the Minutes of February 27, 2019.

**Motion Carried:** 11 in favor, 0 opposed, 1 abstained (Pare)

b. Consideration of out-of-country travel, Spain, March, 2020 – considered above

c. Policy First Reading to Rescind: EFE, Competitive Food Sales – Sale of Foods in Competition With the School Food Service Program

Superintendent Charette reported that Policy EFE was put in place through Chapter 51. The State has repealed Chapter 51, and most of this policy has migrated to the Student Wellness Policy.

**MOTION** by Brotherlin, second by Wright to rescind Policy EFE, Competitive Food Sales – Sale of Foods in Competition With the School Food Service Program as recommended by the Policy Committee. **Motion Carried:** unanimous

d. Policy Second Readings: JLC, School Health; JLCB, Immunization of Students

Superintendent Charette reported that the Policy Committee met to review these two policies following last month's first readings. No additional comments or questions were presented. The Policy Committee recommends approval of Policy JLC and Policy JLCB as presented.

**MOTION** by Morrell, second by Brotherlin to approve Policy JLC, School Health, as presented. **Motion Carried:** unanimous

**MOTION** by Brotherlin, second by Morrell to approve Policy JLCB, Immunization of Students as presented. **Motion Carried:** unanimous

e. Further discussion and vote on Five-Year Strategic Plan

C.Jacobs commented that she had some questions for the Superintendent and he answered them. One other question was whether the goals on the last 5-year plan were met, and if not, how are they incorporated in the new plan

Superintendent Charette responded that in last year's annual report, Dr. Wolfrom did state that all the goals have been met. He presented binders on each of the goals tracking the work completed and offered to Board members to come to the office and review them. He added that he will provide annual updates on the Plan to the Board, and plans to keep track of the goals in a similar fashion.

C.Jacobs commented that in going through the plan she found that most of the responsibilities are those of the A-Team, there is nothing assigned to the Board. She made a suggestion that under Goal 5, Outcome 3 that perhaps the Board Communications Committee

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should be part of that outcome. Ms. Jacobs thanked everyone who put work into the Strategic Plan. Superintendent Charette stated he would make that change.

**MOTION** by Morrell, second by Brotherlin to approve the Five-Year Strategic Plan.

**Motion Carried:** unanimous

7. Informational Items:

Administrators responded to questions from Board members on the reports included in the board packet.

Request was made for the Policy Committee to look into bringing forward a policy on personal freedom.

8. Adjournment: Chair Carr adjourned the meeting at 8:40 p.m.

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

2019

2020

**H - SCHOOL HOLIDAYS**

**AUGUST**

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	W	W	F1	F2	30	31

**JANUARY**

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**SEPTEMBER**

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29	30					

**FEBRUARY**

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**OCTOBER**

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27	28	29	30	31		

**MARCH**

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29	30	31				

**NOVEMBER**

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**APRIL**

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**DECEMBER**

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**MAY**

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31						

High School  
Late Start Days (LS)  
(classes begin at 9:00 a.m.)

Sept. 18	Feb. 26
Oct. 23	March 25
Dec. 11	April 29
Jan. 29	May 20

**JUNE**

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28	29	30				

- September 2 - Labor Day
- October 14 - Columbus Day
- November 11 - Veterans' Day
- November 28 - Thanksgiving Day
- December 25 - Christmas Day
- January 1 - New Year's Day
- January 20 - Martin Luther King, Jr. Day
- February 17 - Presidents' Day
- April 20 - Patriots' Day
- May 25 - Memorial Day
- W Staff In-Service (no school students)
- F1 First student day, Grades Pre-K - 6, 9, 12
- F2 First student day, Grades 7, 8, 10, 11
- G Graduation
- WI In-Service Comp Day (no school students)
- \* Designated Early Release Day (see below)
- LS Gr. 9-12 Late Start Day (classes begin at 9:00)
- V Vacation
- L Last Student Day (if 7 emergency days used)
- Δ Flex Day

- Aug. 26, 27 Professional Days
- Aug. 28 1<sup>st</sup> Student Day, grades Pre-K - 6, 9, 12
- Aug. 29 1<sup>st</sup> Student Day, grades 7, 8, 10, 11
- Oct. 11 Professional Day
- Nov. 27 In-service Comp Day (no school)
- Nov. 28-29 Thanksgiving Break
- Dec. 23-Jan. 3 Winter Break
- Feb. 17-21 February Break
- March 20 Professional Day
- April 17 In-service Comp Day (no school)
- April 20-24 Spring Break
- June 14 Graduation**
- June 19 Last student day (if 7 emer. days used)
- June 22 Last staff day (if 7 emer. days are used)

182 teacher days; 175 student days  
Calendar includes 7 emergency days

Designated Early Release Days (student dismissal at 11:40 a.m.; content to be determined by Professional Development Committee and A-Team; final approval by RSU Board)

September 13	February 5
October 25	April 2
December 5	May 5

**Trimester Dates**

	<b>K-5</b>	<b>Middle School</b>
T1	Aug. 28 – Nov. 8	Aug. 28 – Nov. 26
T2	Nov. 12 – Feb. 28	Dec. 2 – March 13
T3	March 2 – June 19	March 16 – June 19

(Days between T2 and T3 may change due to storm days.)

Approved by RSU 38 Board: \_\_\_\_\_