

(REVISED)

**RSU 63 Board Meeting
Date: April 24, 2017
Location: Holden Elementary School
Minutes**

Members Present:

Town of Eddington – Rusty Gagnon, David McCluskey and Nikki More
Town of Holden – Chris Galinski, Jennifer Newcomb and Suzanne Wieland
Town of Clifton – Buzz Moore
Susan M. Smith, Superintendent of Schools

Members Excused:

Town of Holden – Daniel Allen

Chair David McCluskey called the meeting to order at 6:31 pm. A flag salute was conducted and a moment of silence was observed.

Approval of Minutes: Motion by Rusty Gagnon with a second by Nikki Moore to approve the April 3, 2017 regular meeting minutes as written.

Vote: 7 yes, 0 opposed

David McCluskey welcomed our new Board member, Buzz Moore, representing the town of Clifton.

Recognition and/or Awards of Students, Staff and Others:

Susan Smith thanked our School Nurse Dawna Bickford for organizing our Health Fair on Friday, April 14th.

The Bus Conference and Rodeo was Thursday, April 20th. The drivers took classes and participated in the bus rodeo. RSU 63 won three of six trophies. Keith Kennedy placed first for conventional nosed buses, Tom Colavito placed first for stub nosed buses, and Kimberlee Barclay placed third for stub nosed buses.

Two of Holbrook School's Grade 7 students, Lauren Starks and Sarah Johnson, have been accepted to join this year's Junior National Young Leaders Conference in Washington, D.C.

We had 22 students enter the National History Day State Contest on Saturday, April 8th at UMO. Two of our students, Paige Seymour and Emma Getchell (Grade 8 students) earned first place in the group exhibits category, marking the fourth year in a row that Holbrook will be represented at the national competition in Washington, D.C.

Acceptance of Gifts/Donations:

The Parent Volunteer Group from the elementary schools provided Good Conduct Awards for student behavior at the end of the second trimester for both the Eddington and Holden Schools. They also gave a book for each of the Eddington School students.

We received items from Donors Choose for Kristen Russell and Samantha Bedore's classrooms totaling \$1,894. Susan Smith distributed some information to the Board Members about what specific items Ms. Russell and Ms. Bedore received and the type of activities they will use these items for.

Presentation –

Susan Smith introduced Diane Dickerson, C.E.O. and Kristen Parker who does a lot of work with the after school programs from the Bangor Y.

Ms. Dickerson and Ms. Parker discussed the Y-Works After School Care Program. Bangor Y would like the Holbrook Middle School to be one of their off-site locations for the program. Y-Works is an intentional program after school where they stress the core values of caring and respect. They do programs that help with the child's self-esteem, self-confidence, conflict resolution and communication skills. RSU 63 would provide the facility and the Bangor Y handles everything else. The program is for children in Kindergarten through sixth grade after school to 6:00 pm. During snow/school cancellation days or early release days, students attending the Y-Works Program would have the option to bring their child to the Bangor Y facilities for the entire day. The parents pay a fee of \$16.00 a day or \$65.00 a week. The Bangor Y does give scholarships and has a sliding fee scale for struggling parents. The Bangor Y would use our cafeteria and outside as much as possible. RSU 63's programs would have priority on the use of any space if needed. The Bangor Y would require a space to keep a refrigerator for their healthy snacks. The Bangor Y would also bring in a cabinet, which would be locked during the day, for their supplies. The state requirement for staff to student ratio is 1 to 13, but the Bangor Y always has two staff members present. Due to licensure requirements, a state inspection of our facility would be required. Bangor Y has their own insurance coverage.

Motion by Jennifer Newcomb with a second by Rusty Gagnon to authorize the superintendent to proceed with a Memorandum of Understanding for Y Works after school care for the 2017-2018 school year.

Vote: 7 yes, 0 opposed

Questions and Comments from the Public: None

Next Meeting Dates:

Budget & Finance Committee – Thursday, April 17, 2017 at Holbrook School, 8:30 am

FY18 Budget Informational Meeting – Monday, May 8, 2017 at Holbrook School at 5:30 pm followed by a Special Board Meeting at 6:30 pm

Budget Meeting – Thursday, June 1, 2017 at Holbrook School, 7:00 pm to vote on the FY18 Budget.

There will be a Special Board Meeting at 6:30 pm prior to the Budget Meeting.

Policy Committee – Monday, May 1, 2017 at Holbrook School, 7:00 pm

Curriculum Committee – Tuesday, May 16, 2017 at Holbrook School, 3:30 pm

Technology Committee – Tuesday, March 21, 2017 at Holbrook School, 3:30 pm

RSU 63 is on the agenda for the Clifton, Eddington and Holden town meetings in May. Susan Smith will discuss the proposed FY18 budget. We will also have FY18 Budget Informational Meetings for employees after school.

Reports:

Motion by Rusty Gagnon with a second by Jennifer Newcomb to accept all reports submitted.

Vote: 7 yes, 0 opposed

Budget and Finance:

1) Business Manager Report – Nothing further to add to written report.

2) Budget & Finance Committee – The Board members discussed the draft Central Office Support Handbook and Wage Scales for the Central Office Support Staff. It was agreed a footnote with the Date and RSU 63 Central Office Handbook needs to be added to every page and the old Vision Statement replaced with RSU 63's new Vision and Mission Statement. Motion by Rusty Gagnon with a second by Nikki More to approve the Central Office Support Handbook with the above-mentioned amendments and the Wage Scales for the Central Office Support Staff.

Vote: 7 yes, 0 opposed

3) Budget Discussion – Susan Smith presented three options for the addition of the Gifted and Talented Teacher/Curriculum Coordinator to the Budget & Finance Committee on how we move forward in FY18. Plan A is currently in Version 3 of the Proposed Budget, which is a 3-day per

week year round position. In Plan A the person would be doing the curriculum coordination, Gifted and Talented coordination overseeing the program but not providing direct instruction to the students, and making sure the after school and summer programs run smoothly. Plan A has more administrative support in curriculum work and Gifted and Talented reports. Plan B is a half-time Gifted and Talented teacher focusing on English Language Arts at the middle school and working during the school year under a Teacher's Contract. They would have a couple of periods of instruction and a couple of periods consulting, not only around ELA but also with Gifted and Talented students at the Holden School. The STEM and middle school math teachers would provide higher end math courses and technology. We would stipend a position to help with the after school academic programs. We would stipend a Teacher-Leader to facilitate an Instruction and Curriculum Committee to work on curriculum and instruction changes and implementation. We would stipend a Teacher-Leader to facilitate a Student Success Committee to work on behavioral issues. Susan Smith expressed her concerns with using stipend positions for the curriculum pieces, but feels it can work. The last possibility discussed was Plan C. In Plan C the Gifted and Talented programming/cost would be the same as in FY17 and would be provided through the consultation model with a middle school teacher being assigned Gifted and Talented for one 30 minutes period per day. The After School, Curriculum, and Professional Development pieces would be the same as in Plan B mentioned above. In order to be fully reimbursed the following year by the state, we need a teacher with Gifted and Talented certification. We have training money in the budget. Plan B serves the students the best. Plan B would save approximately \$6,000 from the FY18 Budget and provides more direct instruction to our Gifted and Talented students. The Board consensus was to put Plan B in the Budget.

The Budget & Finance Committee made some decisions on funding reserve accounts. Susan Smith is working with Brann & Isaacson on the wording on our warrant articles for reserve funds, as well as the warrant article, if and when the subsidy amount from the state changes. We will use a sizable amount from undesignated fund balance to offset our FY18 budget cost to towns. The Committee is confident that a revised ED279 will provide additional funding to the district and will help replenish the additional undesignated funds being utilized in FY18 Budget.

Jennifer Newcomb attended the last Brewer School Department Board Meeting. Brewer High School has been without a principal this year. Jenn was on the hiring committee for a principal. There were six candidates and the committee narrowed it down to two candidates. At the next Brewer Board Meeting, a name should be brought forward to the Board members for approval. In their pending budget for the high school, they are looking at opening a STEM Program in partnership with Thomas College. They have moved forward with the proficiency- based model for the high school, with Latin honors and the 4-point scale for the fall 2017. Recently there was a student at Brewer High School that took his life. Brewer will be hosting outreach programs.

Superintendent's Report:

In addition to the superintendent's written report, Susan Smith informed the Board that we did an air quality test at Holden School last week. The test came back clean with no signs of extra mold or spores.

RSU 63's Chair Report:

David McCluskey reminded all Board members to submit their evaluation for the superintendent to him. The Board discussed opening up the superintendent's evaluation to the administrators and other staff in a survey.

We will be voting on the RSU 63 Chair and Vice-Chair for the next school year at the June Board Meeting. David McCluskey informed the Board Members that he would not be running for Board Chair again.

Motion by Rusty Gagnon with a second by Nikki More to accept all reports.

Vote: 7 yes, 0 opposed

Old Business:

- 1) **Traffic/Safety Issues** – The larger numbers for the Eddington sign are on order. Susan Smith and Jake Morgan are meeting with Bruce Mattson on Tuesday, May 2 to look at traffic at the Holbrook School and discuss different options for the sign heading east at the Holden School. George Cummings trained some individuals on how to work the flashing lights at Holden School. It would cost \$6,000 for each set of signs for the hardware to program the signs remotely plus a \$300 software fee each year.
- 2) **Pre-K Childcare Update** – At this point, we have had 28 students register for Pre-K. Of the 28 students, only 2 or 3 parents intend to take advantage of the childcare option. In order for Ms. Wilkerson to run the program, she needs a minimum of 12 students. The 2 or 3 students would go to Pre-K in the morning and childcare in the afternoon. Ms. Wilkerson would stay open until 5:00 pm. The afternoon slots would be available to Pre-K students first and then offered to other students in Kindergarten and Grade 1. Nichole Wilkerson will be at the Eddington School Fair on May 12, 2017 to introduce herself to the RSU 63 community.

New Business:

1) **Policies to Approve:**

- a) Motion by Nikki More with a second by Rusty Gagnon to approve Draft Policy IHBA – Special Education Policy & Procedure as written, Draft Policy Policy IHBA – Referral & Use of General Education Interventions as amended, Draft Policy IHBA-R – Referral & Use of General Education Interventions, Administrative Procedure as amended, and Draft Policy Policy IHBAI – Independent Education Evaluations as written on 1st Reading.

Vote: 7 yes, 0 opposed

- b) Motion by Jennifer Newcomb with a second by Nikki More to approve Draft Policy IHBAJ – Special Education Student Oversight Agreement as written, Draft Policy IJND – MLTI MacBook Air Usage at Home as amended, Draft Policy JKAA – Use of Physical Restraint & Seclusion as written, Draft Policy JKAA-R – Use of Physical Restraint Seclusion, Administrative Procedures as amended, and Draft Policy JLF – Reporting Child Abuse and Neglect as amended on 1st Reading.

Vote: 7 yes, 0 opposed

- 2) **Policies to Rescind:** – Motion by Nikki More with a second by Jennifer Newcomb to rescind Policy IHBAG – Individualized Education Programs (IEPs), Policy IHBAG-R – Programming in the Least Restrictive Environment, Administrative Procedure, Policy IHBAG-R – Delivery of Evaluation Reports, Policy IHBAG – Disciplinary Removal of Students with Disabilities, and Policy KDE – Check Sheet for Use by Crisis Intervention Team.

Vote: 7 yes, 0 opposed

Personnel Actions:

1. Resignations: Substitute Teacher Cory Dunning has resigned.
2. Leaves: None
3. Elections: Susan Smith nominated the following employees to go from a Probationary Year 1 Contract to a Probationary Year 2 Contract: Helen Allen-Weldon – K-4 Art Teacher, Katie Ames – Grades 7/8 Special Ed Resource Room Teacher, Sandra Brown – Literacy Specialist Teacher at Holden School, Desiree Doughty – Grade 6 Teacher, Bill Meehan – Grades 5-8 Special Ed Composite Room Teacher, and Kaitlin Michaud – Speech & Language Pathologist at Holden and Eddington Schools. Motion by Jennifer Newcomb with a second by Nikki More to approve the nominations

brought forth by the Superintendent for a Probationary Year 1 Contract to a Probationary Year 2 Contract.

Vote: 7 yes, 0 opposed

Susan Smith nominated the following employees to go from a Probationary Year 2 Contract to a Probationary Year 3 Contract: Alexandria Cerkovitz – Special Ed Composite Room Teacher at Holden School, Samantha Bedore – Grade 1 Teacher, Kelsey Linscott – Kindergarten Teacher, Billie-Jo Lovley – Grade 4 Teacher, Erin McDonald – Grades 5/6 Special Ed Resource Room Teacher, Danielle Nason – Grade 2 Teacher, Monica Norris – World Language Teacher at Holbrook School and Kristen Russell – Special Ed Resource Room Teacher at Eddington School. Motion by Nikki More with a second by Rusty Gagnon to approve the nominations brought forth by the Superintendent for a Probationary Year 2 Contract to a Probationary Year 3 Contract.

Vote: 7 yes, 0 opposed

Susan Smith nominated Krista-Rae Helms, Grade 1 Teacher at Eddington School to go from a Probationary Year 3 Contract to a Continuing Contract. Motion by Nikki More with a second by Jennifer Newcomb to approve the nomination brought forth by the Superintendent for a Probationary Year 3 Contract to a Continuing Contract.

Vote: 7 Yes, 0 opposed

4. Appointments: The following appointments to RSU 63 have been made since the last board meeting: Kendra Threeton and Josie Wallace, Substitute Teachers.
5. Searches: We are currently searching for a full-time Occupational Therapist, Administrative Assistant to the Superintendent, Special Service Secretary, Substitute Bus Drivers, Bus Drivers, Substitute Teachers, and Summer School Staff for Springboard and Math Camp. Tom Lwowski has passed his air brake test and is now a Substitute Bus Driver and Terry Leavitt is back driving for us as a Substitute. Based on where our budget is now, we would like to start advertising for some additional anticipated positions, such as Grades 5-8 STEM Teacher, ½ Time Prekindergarten Teacher, Part-time PreKindergarten Educational Technician III, Educational Technician III for Grades 2 through 4 Math Support, Grade 2 Teacher and Grade 4 Teacher.
6. Reassignments: None

Questions and Comments from the Public: None

At 8:07 p.m. a motion was made by Nikki More with a second by Rusty Gagnon to adjourn the meeting.

Vote: 7 yes, 0 opposed.

Sincerely,



Susan M. Smith
Superintendent of Schools