

**RSU 63 Board Meeting
Date: August 22, 2016
Location: Eddington School
Minutes**

Members Present:

*Town of Clifton – Dola Hincklely; and
Town of Eddington – Rusty Gagnon, David McCluskey, and Nikki More; and
Town of Holden – Daniel Allen, Chris Galinski, and Jennifer Newcomb.
Dr. Kenneth Smith, Superintendent of Schools.*

Member Excused:

Town of Holden – Suzanne Wieland

The meeting was called to order at 6:32 p.m. A flag salute was conducted and a moment of silence observed.

Approval of Minutes: Motion by Jennifer Newcomb with a second by Nikki More to approve the June 27, 2016 regular meeting minutes as amended.

Vote: 7 yes, 0 opposed

Recognition and/or Awards of Students, Staff and Others: None

Acceptance of Gifts/Donations: None.

Holbrook School has been chosen as a “Sponsor a school” site for FY 16. Periodically the Holden Circle K store will have a designated pump called “Fueling Our Schools K-Spirit Pump!” with the Holbrook Devils logo displayed on it. A percentage of the sales from that particular pump will go to Holbrook School and will be paid in quarterly increments.

There was no presentation.

Questions and Comments from the Public: None

Next Meeting Dates:

Budget & Finance Committee – September 20, 2016 at Holbrook School, 4:00 p.m.

Policy Committee – September 13, 2016 at Holbrook School, 6:15 p.m.

Operations/Facilities Committee – TBD

Curriculum Committee – TBD

Technology Committee – TBD

New School Committee – TBD

Pre-K Advisory Committee – TBD

Budget & Finance: The Budget & Finance Committee have been meeting all summer. The committee did discuss the Attorney General's Office lack of action regarding the forensic audit. The Board has discussed sending a letter to the Attorney General's Office to receive some type of confirmation from them if they are going to proceed or not with a case. It would be good to get some kind of closure on this matter. Possibly if every Board member signed the letter, it might get more attention than the superintendent calling their office several times over the school year with no action. Dr. Smith had a very good discussion with the investigator on the case today, and he plans to schedule a meeting with the Attorney General on Wednesday. Dr. Smith suggested we let the process carry out. He does not think it would be helpful for us to apply pressure. It is still under investigation. It was agreed that the superintendent would update the Board every month in his Board Reports.

Superintendent Report: We have hired some excellent people and Dr. Smith is very happy with the quality of individuals we have hired. You have a lot more options in this area than in many other areas. Our staff has worked very hard at all levels to interview all our candidates.

RSU 63 Chair's Report: No report.

Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve the written and oral reports as submitted.

Vote: 7 yes, 0 opposed

Old Business:

- 1) Discussion of the Elimination of the Transportation/Facilities Committee: Motion by Rusty Gagnon with a second by Nikki More to eliminate the Transportation/Facilities Committee as a standing committee.

Rusty Gagnon has not found any bylaws on this but there is a policy that lists the different committees as a standing committee, which includes this committee. Most of the conversations around transportation and facilities would go through the Budget & Finance Committee and through the budget process. If we do this, David McCluskey's concern is that there is no direct route from transportation or facilities to the Board. There was a brief discussion on how the structure would work if the committee were eliminated. Jake Morgan can still put transportation and facilities' issues and topics in his monthly report to the Board members. If the issue does not tie back to dollars, the Transportation/Facilities Director would discuss with Dr. Smith to go to the full Board if necessary. If the issue ties back to dollars, it would go to the Budget & Finance Committee.

Vote: 7 yes, 0 opposed

New Business:

- 1) Motion by Rusty Gagnon with a second by Nikki More to approve a one-year special assignment stipend to Susan Smith, Director of Curriculum and Instruction in the amount of \$200.00 to act as the Affirmative Action Officer and in the amount of \$300.00 to act as the Homeless Liaison.

Vote: 7 yes, 0 opposed

- 2) Motion by Jennifer Newcomb with a second by Nikki More to authorize the superintendent to accept resignations.

The law is unclear. There are a number of laws on who should be accepting resignations and who should not. Sometimes it is the superintendent and the Board, but generally speaking a counsel will recommend a superintendent be authorized to do it. We have to accept a resignation before we can advertise for the position so waiting a month until the Board meets can be very costly.

Vote: 7 yes, 0 opposed

- 3) Motion by Rusty Gagnon with a second by Nikki More to authorize the principals to suspend pupils.

One of the responsibilities of the Board is to authorize the principal to suspend students up to a maximum of 10 days for infractions of the school rules. The Board is the only one authorized to expel a student. We currently do have Policy JKD, Suspension/Expulsion of Pupils on the books. Jennifer Newcomb asked if this is what we are talking about or something different. It is the same idea. Specifically you have to give that authority to the principals on a yearly basis.

Vote: 7 yes, 0 opposed

- 4) Motion by Rusty Gagnon with a second by Jennifer Newcomb to increase the price of hot lunch as follows: Holden/Eddington Schools increase by \$.10 to \$2.60 and Holbrook Middle School increase by \$.15 to \$2.75.

Our per meal cost is over \$3.00 and last year the subsidized rate was \$2.72. Until our per meal cost is either lower than the subsidized rate or we are charging what our per meal cost is, we will have to continue to increase our prices. Commodities have been limited over the last few years and costs are increasing for items. There will be no change to breakfast or milk. Dola Hinckley asked how we handle delinquent accounts. We developed a policy last year and we can send them to collections, but we try very hard not to do that. At Holbrook School we give them an alternative meal. We try to make payment arrangements with the parents.

Vote: 7 yes, 0 opposed

- 5) Motion by Nikki More with a second by Rusty Gagnon to approve request from the Penobscot County Conservation Association to lease a RSU 63 bus on March 10, 11, and 12, 2017.

Do we want to lend out our buses to other groups and what criteria should we be using? What is the Board willing to support? Would one of RSU 63 bus drivers be used? Yes. Is the fee adequate to cover all the costs and how is the insurance coverage handled? Policy KF does address some of these issues, but not the monetary side of the request (contract, exchange of money). Dr. Smith said that we are developing a form, which would answer a lot of these questions and clearly list all the expenses. This puts a lot of wear and tear on our buses, so the maintenance and depreciation costs for the buses would have to be included. The Penobscot County Conservation Association raises money to send children to college and gives scholarships to children every year. By the end of the year they have probably given out \$65,000 - \$75,000 in scholarships for children to go to conservation camps. The Penobscot County Conservation Association pays a flat rate per mile (salary plus cost per mile) and it is calculated from the time they leave the bus garage to the time they get back to the bus garage.

Nikki More withdrew her motion and Rusty Gagnon withdrew her second. Dr. Smith, Kelly Theriault and Jake Morgan will work on the parameters and bring it back to the Board in September.

6) Policies:

- a) Motion by Jennifer Newcomb with a second by Nikki More to approve on First Reading Draft Policy JB – Equal Educational Opportunities; Draft Policy JE – Compulsory Attendance Ages; Draft Policy JEB – Entrance Age for Students; Draft Policy JF – Student Residency; Draft Policy JFAB – Non-Resident Secondary Students; Draft Policy JFABA – Non-Resident Elementary Students; Draft Policy JFBC – Secondary School Tuition, and Draft Policy JLCA – Physical Examinations.
Vote: 6 yes, 0 opposed and 1 abstained (Chris Galinski)

- b) Policy JLCAA – Handling of Body Fluids: This is a new policy that came out of negotiations with the teachers. This policy specifically addresses the issue of teachers having to clean up bodily fluids, in particular Pre-K and Kindergarten. This policy identifies the circumstances which an Ed Tech, school nurse, and limited amount the teachers will handle it. Don Spencer would like to get some feedback from our school nurse before the Board takes action. One parent in the audience did note that under the RN license in the state of Maine, it is her/his job to take care of the child's medical issues.

Policy JLCAA was tabled until the next Policy Committee meeting.

- c) Policy EEAEAA-R – Drug and Alcohol Testing on School Drivers & Covered Employees: In the current policy the breath alcohol content can be .02. According to Maine D.O.T. laws, which apply to school bus drivers, it can't be changed to .00. It can't fall below .02, which is why the testing facilities are set up to test for .02. Also, according to federal regulations, we need to add mechanics, as they work on the buses and have to test drive them, and van drivers, as they are transporting our students. The policy sets down the rules if someone comes back with a positive test and what has to be done.

Motion by Nikki More with a second by Jennifer Newcomb to approve on First Reading Draft Policy EEAEA-R.

Jake Morgan explained the procedure he uses to notify a driver when she/he is randomly selected for a drug and alcohol test. The time between a bus run and the time tested for a driver is usually between one and three hours. When we receive the names of the drivers to be tested, a lot of the drivers have already started working. The Board asked if it would be possible to get the names at different times so we get the drivers before they start driving. If a driver tests between .02 and .04, according to law he/she must be off for 24 hours. When a driver is off after a positive test, it is unpaid time. If a test is positive, the facility notifies the employees first and then they call us. As a parent Jennifer Newcomb feels the risk is too great to let the bus driver continue to drive after a positive test. She feels .02 is grounds for dismissal.

Vote: 7 yes, 0 opposed

d) Policy KF – Community Use of School Facilities & RSU 63 Equipment: Policy KF tabled until the next Policy Committee Meeting.

e) Policy AA – School District Legal Status, Free Choice Selection of High School: Rusty Gagnon explained the change made to the policy. We added an exception to be grandfathered in for any student who had already been accepted by, or enrolled in, a secondary school charging room and board prior to March 1, 2016. **It was agreed to move Policy AA to Executive Session at the end of the agenda.**

7) Motion by Rusty Gagnon with a second by Nikki More to approve the Employee Handbook for Support Staff revisions as recommended by the Budget and Finance Committee. Jennifer Newcomb reviewed the content revisions. There were also some grammatical changes made.

Vote: 7 yes, 0 opposed

Personnel Actions:

- 1) **Resignations:** The following employees have resigned for various reasons: Molly Shields – Literacy Specialist at Holden School, Theresa Richardson – Grade 5-8 Special Ed Composite Room Teacher at Holbrook School, Lindsey Baillie – Holbrook School Librarian, Tracy Goodrich – Holden School Secretary, Michelle Whitman – Grade 7 Math/Writing Teacher at Holbrook School, and Donnette Cameron – Cook at Holden School. Donnette Cameron will still be driving for us.
- 2) **Leaves:** The following employees have qualified under FMLA for family medical leave – Joe Jordan – Bus Driver, Kimberlee Barclay – Bus Driver, and Wendy Giguere – Cook at Eddington School.

3) Elections:

Dr. Smith nominated the following individuals for positions in RSU 63: Sandra Brown – Literary Specialist at Holden School; Katie Ames – Grade 7/8 Special Ed Resource Room Teacher at Holbrook School, and William Meehan – Grades 5-8 Special Ed Composite Room Teacher at Holbrook School.

Motion by Rusty Gagnon with a second by Jennifer Newcomb to elect Sandra Brown, Katie Ames and William Meehan.

Vote: 7 yes, 0 opposed

4) Appointments:

Dr. Smith nominated the following individuals for appointment to RSU 63: Desiree Doughty – Holbrook School Library Ed Tech; Rick Slowikowski – Boys Soccer Coach; Sherri MacLaren – Girls Soccer Coach; Erin McDonald – Cross Country Coach; Michelle Petty – Long Term Substitute for Grade 4 at Holden School, and Jeanne Hamm – Cook at Holden School.

Motion by Rusty Gagnon with a second by Nikki More to approve Dr. Smith's nominations for appointment to RSU 63.

Vote: 7 yes, 0 opposed

Dr. Smith nominated the following individuals for appointment to RSU 63: Nicole Goss – Ed Tech at Holbrook School and Dodie Smith – Ed Tech at Eddington School.

Motion by Rusty Gagnon with a second by Nikki More to approve Dr. Smith's nominations for appointment to RSU 63.

Vote: 7 yes, 0 opposed

Dr. Smith introduced Jesse Gauthier. Mr. Gauthier will be our new Director of Special Services and he should make a tremendous impact in our district.

- 5) Searches: We are still looking for a Grade 6 Math/Writing Teacher at Holbrook School, tutor to provide 4 hours per week of in-home support, bus drivers (2 full-time and 1 sub), B Soccer coach and Cross Country Assistant Coach. Jake Morgan should know by tomorrow if we have filled the bus driver positions.

- 6) Reassignments: Heather Kiley will be moving from the Educational Technician position at Holbrook School to the Secretary at the Holden School. Laurie Smith has been temporarily reassigned from the Cook position at the Holbrook School to the Cook position at the Eddington School while Wendy Giguere is on leave. Colleen Johnson will be moving from the Grade 6 Science/Social Studies teaching position to the Grade 7 Math/Writing teaching position at Holbrook School.

Motion by Rusty Gagnon with a second by Nikki More to add a second executive session at the end of the agenda.

Vote: 7 yes, 0 opposed

Motion by Nikki More with a second by Rusty Gagnon to extend the meeting past 8:30 p.m.

Vote: 7 yes, 0 opposed

Questions and Comments from the Public:

As a taxpayer and a parent, a community member expressed her concern for the safety of our children and Policy KF needs to cover the community and us. If we lease out our buses, would it not have to go the public to vote. No, you elect us so we have responsibility to make the decision.

Executive Session:

At 8:35 p.m. motion by Rusty Gagnon with a second at Jennifer Newcomb to go into executive session to discuss a personnel issue pursuant to 1 M.R.S.A. § 405(6)(A).

Roll call was taken with all members replying "Yes". **Vote: 7 yes, 0 opposed**

At 9:50 p.m. David McCluskey declared the Board out of executive session.

At 9:55 p.m. motion by Rusty Gagnon with a second by Jennifer Newcomb to go back into executive session to discuss a personnel issue pursuant to 1 M.R.S.A. § 405(6)(A).

Roll call was taken with all members replying "Yes". **Vote: 7 yes, 0 opposed**

At 10:02 p.m. David McCluskey declared the Board out of executive session.

At 10:03 p.m. motion by Rusty Gagnon with a second by Nikki More to adjourn the meeting.
Vote: 7 yes, 0 opposed.

Respectfully submitted,



Kenneth Smith, EdD
Superintendent of Schools