

**RSU 63 Board Meeting
Date: January 25, 2016
Location: Eddington School**

Minutes

Members Present:

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

Members Excused:

Town of Holden – *Chris Doering*

The meeting was called to order at 6:33 pm. A flag salute was conducted and a moment of silence observed.

Approval of Minutes:

Motion: Nikki More, Second: Dola Hinckley. ***"It is moved to approve the December 14, 2015 regular meeting minutes, as amended."***

Vote: 5 yes, 0 opposed, 1 abstention (David McCluskey)

Motion: Nikki More, Second: Rusty Gagnon. ***"It is moved to approve the January 7, 2016 special meeting minutes as written."***

Vote: 5 yes, 0 opposed, 1 abstention (Suzanne Wieland)

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

Acceptance of Gifts/Donations: We have already acquired approximately \$11,000 worth of free educational materials, chairs, and equipment from Ruth's Reusables, a nonprofit organization located in South Portland.

Presentations: None

Questions and Comments from the Public: None

Motion: Rusty Gagnon, Second: Nikki More. ***"It is moved to adjust the agenda and move Item #1 under New Business on the agenda to the last item under New Business for discussion."***

Vote: 6 yes, 0 opposed.

Meeting Dates:

Budget & Finance Committee – Thursday, February 11, 2016 at Holbrook School, 5:00 p.m.
Policy Committee – Monday, February 1, 2016 at Holbrook School, 6:15 p.m.
Operations/Facilities Committee – Tuesday, February 9, 2016 at Holbrook School, 1:00 p.m.

Curriculum Committee – Wednesday, May 11, 2016 at Holbrook School; time of the meeting to be determined.

Technology Committee – Tuesday, February 9, 2016 at Holbrook School, 3:30 p.m.

New School Committee – TBD

PK Advisory Committee – The next meeting date is to be determined pending Board recommendations after discussion this evening.

RSU 63 Pre-K Advisory Committee:

Nikki More discussed why we are looking at the Pre-K program. The Pre-K Committee recommends continuing to provide two sessions of Pre-K a day, and would like the Board to consider offering transportation in the morning, mid-day and afternoon to help increase enrollment. The Committee was divided on keeping the program at 4 days or going to 5 days.

The Pre-K Advisory Committee is looking for Board direction, thoughts and recommendations on the following: 1) number of days per week, 4 or 5, 2) offering “childcare” for Pre-K students during the second half of the day they do not have classes run either by the District or an outside organization, and 3) if Pre-K enrollment/interest exceeds the student to staff ratio, should an additional section be added, turn students away, hold a lotto, etc.

The cost to add mid-day bus runs for Pre-K students would be approximately \$16,503. If we increased Pre-K to 5 days a week, the additional cost for the educational tech position for the fifth day would be approximately \$3,466 a year. There would be no additional teacher cost, as the teacher currently works five days a week. Transportation is a big factor and many parents feel it is easier to find childcare for five half days versus four half days and one full day. Suzanne Wieland feels it would be a good idea to talk to other districts, i.e. Brewer buses their Pre-K students and Dedham offers child care services, to see if they have issues with the way they are doing it.

The Board members discussed who would pay for the childcare costs, i.e. the District absorbs the costs or the parent pays for it, and the space we have available in the District for childcare services.

David McCluskey asked if the additional expenses would be picked up by additional revenue. Is it worth the cost if we only have a few student slots to fill? We do get the full tuition rate for elementary students from the state. Kelly Theriault briefly explained how the funding cycle works and how the tuition rate is calculated. She estimated the state subsidy to be approximately \$8,000 per student this year. Transportation is not a reimbursable cost.

Rusty Gagnon would like to see all day childcare, and feels it would be cost beneficial and educationally beneficial for the children.

David McCluskey suggested the Committee do this as two projects. The first project would be to prepare a pre-school budget to include projections of how our revenue would change with an increase in the number of students and busing for the students. The second project to run concurrent with the first one would be a projection for us to offer "childcare" services. The Board would also like to see cost comparisons for a 4 day Pre-K Program versus a 5 day Pre-K Program.

Budget & Finance: Nothing further to add to Business Manager and Budget & Finance Committee written reports.

Superintendent Report:

Dr. Smith met with Pat Hinckley, Transportation and Facilities Administrator for the Department of Education, last Friday in Augusta. Ms. Hinckley is also involved with school construction. She gave Dr. Smith some excellent suggestions to use in our transportation system. The first being the use of free software that among other things can schedule bus routes. Some systems have saved considerable dollars, one almost \$200,000. Depending on the size of the transportation system varying savings should occur. Due to the many connecting bus routes and the number of different schools we transport to and from, Ms. Hinckley feels RSU 63 is ideally suited for the software.

Dr. Smith and Kelly Theriault spoke with Walter Beesley, Child Nutrition Specialist with the Department of Education. Our recent audit stated, annually, we are spending too much money on Food Service consequently the Food Service Fund Balance is decreasing. Mr. Beesley will visit our three school food service programs in February and make suggestions for improvements. He did state that it is expensive to provide food service programs in all three schools.

RSU 63 Chair Report: David McCluskey noted that he will not be in attendance at the February 22 Board Meeting.

Motion: Nikki More, Second: Rusty Gagnon. ***"It is moved to approve all written and oral reports as presented to the Board."***

Vote: 6 yes, 0 opposed.

Rusty Gagnon noted that several of the committee reports have recommendations about materials and expenditures. Approval of the reports by the Board means the Board is acknowledging receipt of those reports but not a commitment to those particular financial recommendations, which need to go to Budget & Finance first so that they can be incorporated into the budget for approval by the Board.

Old Business:

- 1) New School Committee: Rusty Gagnon reported, we are waiting to get direction from Oak Point Associates and Dr. Smith. Where in the process do you have to identify the property for a new school? Early on you sit down with the Department of Education officials and get approval for a piece of property. Once you get

approval, you have to negotiate which then becomes part of the total cost of the project.

- 2) Teachers and Administrators' Contract Negotiations: Negotiations are ongoing. The Board Members will be meeting with the Administrators' Negotiations Team on February 3 and the Teachers' Negotiations Team on February 10.
- 3) School Facilities Study: An interior designer and architect met with teachers and other staff to hear about some of the educational issues they are currently faced with and what teachers and staff need to do their jobs.
- 4) Comprehensive Enrollment Projection: We have been in contact with Planning Decisions to see when the report will be ready.
- 5) New Board Member Orientation: David McCluskey distributed an RSU 63 Board Orientation 2016 Handbook. Mr. McCluskey asked Dr. Smith to look at the structure in the book and asked all Board members to review the book and get back to him with their comments and suggestions on additions to the book.

New Business:

- 1) Recommendations on How To Settle AOS 81 Expenses After June 30, 2016: AOS 81 will terminate on June 30 and we will continue to have expenses, which will run into FY 17. The suggestion would be to continue the way we process warrants, but have RSU #63 pay for the little expenses and get reimbursed from the AOS 81 Fund Balance after the completion of the FY 16 audit. Kelly Theriault would keep track of the expenses and the time, such as her time and the Bookkeeper's time, which would be included in the AOS 81 close out costs, so at the end AOS 81 will have a clean slate and RDU 63 will be reimbursed the full amount it paid for expenses on AOS 81's behalf. We would keep the AOS 81 expenses separate and book them in the General Ledger side, all expenses back to June 30, even though the checks would be dated after June 30. Rusty Gagnon asked about how we would handle the fixed assets, such as the filing cabinets. This would be up to the AOS 81 Board.
- 2) Policies:
 - a) Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to approve for a first reading Draft Policy CB, Superintendent of Schools; Draft Policy CB-R, Duties and Responsibilities of Superintendent; Draft Policy CBD, Superintendent's Contract; Draft Policy CHC, Communications of Regulations; Draft Policy CHCA, Approval of Handbooks; Draft Policy GCBI, Annual Evaluation of the Superintendent; Draft Policy JFABD, Admission and Education of Homeless Students; Draft Policy JJIF, Management of Concussions and Other Head Injuries; Draft Policy JK, Student Discipline; Draft Policy JRA, Student Educational Records and Information; Draft Policy JRA-E, Student Educational Records and Information Notification of Rights Under FERPA, and Draft Policy JRA-R, Student Educational Records and Information Administrative Procedure."**
Vote: 6 yes, 0 opposed
 - b) Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to approve for a first reading Draft Policy DBAA, Conservation of Budgeted Project Funds as amended."**

Vote: 6 yes, 0 opposed

- c) Motion: Rusty Gagnon, Second: Nikki More. *"It is moved to approve the following policies for deletion from the RSU #63 Policy Book: Policy GBA – Affirmative Action Plan, Policy GBAA – Discrimination & Harassment Complaint, Policy ILA – Student Assessment/Local Assessment System, Policy BEAA – Annual Joint Board Meeting, and Policy EDC-1 Technology Use Policy."*

Vote: 6 yes, 0 opposed

Jennifer Newcomb arrived to the meeting at 8:05 p.m.

- 3) FY16 Teacher Retirement Offer: If the Board decides to offer a teacher retirement incentive this proposal is tied into a clause in the Maine Public Retirement System of 30 days. So if a teacher retires, they can cash in their sick time up to 30 days. We would take the highest salary the teacher is making this year, FY 16, and divide it by 183 days (contracted teacher days) times 30 days, the maximum number of days allowed by Maine State Retirement towards retirement to come up with a figure. The offer would be based on the per diem daily rate at the time of retirement equal to up to 30 days of available sick leave. The **maximum** allowable one time retirement offer by education background would be as follows: PhD Degree \$10,598, Certificate of Advanced Graduate Study (C.A.S.) \$10,249, Master's Degree at step 27 \$9,899 or Bachelor's Degree at step 27 \$9,550. We estimate we have a maximum of twelve teachers that would qualify.

Motion: Rusty Gagnon, Second: Jennifer Newcomb. *"It is moved that the district entertain the offering of a teacher retirement incentive package for FY17 with the decision by any teachers who are interested in taking the package must notify the superintendent in writing by March 1, 2016."*

Vote: 6 yes, 1 opposed (David McCluskey)

Motion: Rusty Gagnon, Second: Jennifer Newcomb. *"It is moved to approve the teacher retirement incentive formula presented by Dr. Smith."*

Vote: 6 yes, 0 opposed, 1 abstention (David McCluskey)

Motion: Rusty Gagnon, Second: Nikki More. *"It is moved that the Superintendent put the Teacher Retirement Incentive Package together and distribute to the teachers in the form of this is the amount of money and if interested must submit their intent in writing to the Superintendent by the March 1 deadline."*

Vote: 7 yes, 0 opposed

- 4) Professional Growth and Evaluation System for Administrators: Motion: Rusty Gagnon, Second: Nikki More. *"It is moved to approve the Professional Growth and Evaluation System for Principals, Director of Special Services and Director of Curriculum & Instruction as written."*

Rusty Gagnon asked, since there are so few individuals in this particular group and all have rather specialized functions, who is going to do the peer reviews? Who knows the administrators' job functions well enough to do an evaluation on what they are suppose to do? How do we know we will get a fair, objective and

knowledgeable evaluation? Peer reviews could be done with other administrators in RSU #63 or with administrators from other districts. It is part of the superintendent's job to evaluate the administrators.

Jennifer Newcomb asked about the examples given on page 9, particularly around the frequency and use of results from surveys and communications with parents and others. This is an example of one of the options. Additional examples are detailed in the "Full Scales and Evidences for the Marzano School Leadership Model" provided in the board packet. The prioritization of the elements, the type of evidence collected, and the frequency in which it is collected is based on what the superintendent is looking for.

A vote was taken on the motion. Vote: 7 yes, 0 opposed.

Personnel Actions:

- 1) Resignation: Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to accept with deep regret Elizabeth DeMerchant's resignation."**
Vote: 7 yes, 0 opposed.
- 2) Leaves: None
- 3) Elections: None
- 4) Appointments: Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to approve the following appointments: Lindsey Baillie – Library Ed Tech III at Holbrook School and Andrew Meehan and Jesse Gauthier as After School Math Tutors."**
Vote: 7 yes, 0 opposed
- 5) Resignation: Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to accept Andrew Meehan's resignation."**
Vote: 7 yes, 0 opposed.
- 6) Searches: We are still looking for two more after school math tutors.

Questions and Comments from the Public: None

Motion: Rusty Gagnon, Second: Jennifer Newcomb. **"It is moved to extend the Board Meeting past 8:30 p.m."**

Vote: 6 yes, 0 opposed, 1 abstention (Chris Galinski)

Executive Sessions:

At 8:33 p.m. motion by Rusty Gagnon with a second by Nikki More. **"It is moved to go into executive session to discuss the condition of property pursuant to 1 M.R.S.A. § 405(6)(C)."**

Roll call was taken with all members replying "Yes". Vote: 6 yes, 0 opposed

At 8:55 p.m. David McCluskey declared the Board out of executive session.

At 8:58 p.m. motion by Rusty Gagnon with a second by Dola Hinckley. **"It is moved 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: 6 yes, 0 opposed

At 9:13 p.m. David McCluskey declared the Board out of executive session.

Motion: Jennnifer Newcomb, Second: Rusty Gagnon. *"It is moved to direct the Board Chair David McCluskey to begin negotiations with Dr. Kenneth Smith for a 1 or 2 year contract contingent on public approval."*

Vote: 6 yes, 0 opposed

At 9:15 p.m. a motion was made, seconded and passed to adjourn the meeting.

More/Gagnon

6/0/0

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth Smith", written over a horizontal line.

Kenneth Smith, EdD
RSU #63 Superintendent of Schools