

RSU #63 Board Meeting
Date: September 24, 2018
Location: Holden Elementary School
Minutes

Members Present:

Town of Eddington: Rusty Gagnon and Steven Carr

Town of Holden: Gavin Robinson and John Hutchins

Town of Clifton: Linda Graban

Superintendent of Schools: Susan M. Smith

Members Arriving Late:

Town of Holden: Heather Charity, arrived at 6:35pm

Town of Eddington: Christina McLeod, arrived at 6:55pm

Members Excused Absent:

Town of Holden: Jennifer Newcomb

Board Chair, Rusty Gagnon called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Approval of Minutes:

Motion by Steve Carr with a second by John Hutchins to approve the minutes from the August 26, 2018 Board Meeting.

Vote: 5 Approved; 0 Opposed

Motion by John Hutchins with a second by Steven Carr to move Personnel Actions to the beginning of the agenda.

Vote: 5 Approved; 0 Opposed

Personnel Actions:

Elections:

Motion by Steve Carr with a second by Linda Graban to approve the election of Brandy Walsh, Grade 5-8 Art/Health Teacher.

Vote: 6 Approved; 0 Opposed

Resignations:

Amy Shepherd, Special Education Educational Technician III

Reassignments:

Daniel Duran, Girls "A" Soccer Coach and Jennifer Hancock, Special Education Educational Technician III at Holbrook Middle School

Appointments

Staff:

Rachel Downs, Special Education Educational Technician III at Eddington Elementary School; Katherine Campbell, Long Term Substitute Teacher at Holbrook; Ethel Hill, Long Term Substitute at Holbrook; and Linda Kerecman, Special Education Educational Technician III at Eddington Elementary School

Fall Coaches:

John Marchelletta, Assistant Cross-Country Coach

Searches:

Searches continue for Substitutes, Bus Driver, and After School Program Instructors

Recognition and/or Awards of Students, Staff and Others: Superintendent Smith advised Kristen Russell and Dawna Bickford have been busy planning the Health Fair that is being held Friday, September 28th. A parent called regarding Terry Leavitt, Bus Driver, commending Mr. Leavitt on his efforts with the kids on safe practices when crossing the road in front of the bus and being safe on the bus.

Ms. Gagnon received a compliment from a parent about Kristen Russell. The parent was very appreciative of Ms. Russell and Mr. Spencer for their efforts in helping her student overcome a learning obstacle.

Acceptance of Gifts/Donations:

None

Presentation:

Superintendent Smith thanked Richard Modery for putting together the data for the presentation and introduced Joy Walters, Holbrook School Counselor. Ms. Walters discussed her efforts to track how well students do in their first year of high school. She met with the students at each high school (Bangor, Brewer, Hampden Academy, and John Bapst), talked with them on how they transitioned, and asked them to complete a short survey. From that survey, we are able to gather data to assess areas of strengths and needs.

Ms. Walters met with 38 high school students between the four schools. 97.4% said they were doing well in English. 86.8% said they were doing well in Math, Science, and Social Studies. 94.6% said they are doing well in other subjects. 81.6% participate in Extra-Curricular activities. Overall, students felt well prepared for high school.

Superintendent Smith discussed the Maine College and Career Ready Framework handout. This has been adopted by the Maine School Superintendent Association as a tool to gauge if students are college or career ready at the completion of high school. Attendance data is one of the major areas of focus on gauging college or career readiness.

Mr. Modery discussed RSU #63's attendance data from last year. Chronically absent means a student has missed 10% or more days of school. 88.6% of RSU #63 students attend school 90% of the time or more. The district goal is 90% of our students attending school 90% of the time or more. One tool the district has implemented this year is personal phone calls from teachers to parents/guardians of students who are at risk of becoming chronically absent. This call is more of a caring, concerned phone call than a punitive, inquisitive call. Another change implemented this year is smaller homerooms at the Holbrook School. Instead of three homerooms per grade level, there are six. This allows for more personalized attention to students, welcoming them to school each day.

Mr. Modery discussed the positive student recognition the district has implemented to encourage more positive behavior. The Student Success Committee is working on more ways to continue positive intervention.

Gavin Robinson asked what the primary drive was for truancy. Superintendent Smith explained the difference between Truancy and Chronically Absent.

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Policy Committee: Monday, October 1, 2018, at 6:00pm, at Holbrook Middle School

Budget & Finance Committee: Tuesday, October 16, 2018, at 5:15pm, at Holbrook Middle School. The auditor and a representative from ESG will be in attendance.

Curriculum Committee: Monday, October 15, 2018, at 3:30pm, at Holbrook Middle School

Budget and Finance:

The audit is done and went very well.

Superintendent's Report:

Superintendent Smith advised we received one bid for the plow truck in the amount of \$615.05.

Motion by John Hutchins with a second by Steven Carr to accept the bid of \$615.05 for the plow truck.

Vote: 7 Approved; 0 Opposed

RSU #63 Chair's Report:

Ms. Gagnon presented copies of her report regarding Superintendent Evaluation Forms and Process to the Board. All took a moment to read the report. Discussion took place regarding the categorization of staff and teachers. It was determined that Ed Techs fall under the staff category regardless of their certification level. Discussion took place on determining the weight of input according to the category. It was determined the input will not be weighed, rather it will be scored as presented. Discussion took place regarding the title of the employee survey. It was determined the title would read "Annual Evaluation of the Superintendent" and remove "Director of Curriculum and Instruction" from the survey. Discussion took place on making three or four surveys, separating each category of employees. It was determined the survey will remain as is. Discussion took place on the way the data will be collected and who will have access to the data. It was determined that George Cummings will send out the survey to all employees. He will then assign ownership of the survey to Ms. Gagnon and Mr. Hutchins. They will be the only ones to receive the results of the anonymous survey. Steve Carr advised he would be willing to help transfer the data from a spreadsheet to a graph to make the interpretation of the data easy for all. The Board agreed the Employee Survey will be sent out on October 1st and due October 5th. Ms. Gagnon, Mr. Hutchins, and Mr. Cummings will meet on October 12th at 9am to review the Employee Survey. The Board agreed they wanted the hard copy of the Superintendent Evaluation Form for Board members in an electronic format. Mr. Cummings will have this

sent to Board Members October 9th. Ownership will then be given to Ms. Gagnon and Mr. Hutchins. Feedback from Board members is due October 11th.

Acceptance of Reports:

Motion to approve written and verbal reports from Administrators, Committees, Superintendent, and Board Chair by John Hutchins with a second by Steve Carr.

Vote: 7 Approved; 0 Opposed

New Business:

Grade Level Agreements & Instructional Materials for Health: Hillari Morgan discussed the instructional materials for the Health curriculum being introduced this year at all grade levels. The goal of the Health Curriculum Committee was to find a curriculum that combined skills based and content knowledge. There are no Health curriculums that are fully skills based. The Committee found the Great Body Shop curriculum to be the best way to combine the two types of standards. The Committee created a Health curriculum map and used language from the National Health Standards and Great Body Shop. From that information, wording for the grade level brochures was created and reviewed.

Superintendent Smith referenced the Heath curriculum materials identified in the board packet. Parents will be notified in advance of the topics being discussed. Ms. Walters advised that all content is framed around healthy decision making.

Motion by John Hutchins with a second by Heather Charity to approve the grade level agreements and instructional materials for Health.

Vote: 7 Approved; 0 Opposed

Revisions to Peer Component of the Professional Growth & Evaluation System:

Superintendent Smith discussed the law changes around teacher evaluation. Mentors are now mandated by the state for all teachers new to a district. RSU #63 implemented this process last year. The law now requires three peer observations in the first year for new teachers. Revisions have been made to pages 15 and 16 of the Professional Growth & Evaluation System to reflect this change.

Motion by Steve Carr with a second by Christina McLeod to approve the changes to pages 15 and 16 of the Professional Growth & Evaluation System.

Vote: 7 Approved; 0 Opposed

Policies to Approve:

Motion by John Hutchins with a second by Linda Graban to approve policy BBB – Board Membership/Elections and Appointments; policy BDE – Committee Structure, Assignment, and Reporting; policy BEA – School Board Meetings, Procedures, and By-Laws; policy BEDB-R – Agenda Format.

Vote: 7 Approved; 0 Opposed

Policies to Rescind:

Motion by John Hutchins with a second by Linda Graban to rescind policy BE – Types of School Board Meetings.

Vote: 7 Approved; 0 Opposed

Elections of Delegate to the Maine School Board Association Assembly:

Ms. Gagnon discussed the purpose of the Maine School Board Association Assembly. The meeting is being held in Augusta on October 25th and 26th. Heather Charity advised she was interested in attending. John Hutchins and Christina McLeod advised they were interested and would check their schedules.

Motion by Gavin Robinson with a second by Linda Graban to approve Heather Charity as the RSU #63 Delegate to the Maine School Board Association Assembly. Alternate pending notification of availability.

Vote: 7 Approved; 0 Opposed

Questions and Comments from the Public: None

Adjournment:

At 8:26pm a motion was made by John Hutchins with a second by Heather Charity to adjourn the meeting.

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,



Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved: October 22, 2018