RSU 63 Board Meeting
September 28, 2015
Holden Elementary School
Minutes

NOV 12 2015

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

The meeting was called to order at 6:30 p.m. A salute to the U.S. Flag was done and a moment of silence observed.

Approval of Minutes: The following motion was made, seconded and passed. *"It is moved to approve the August 24, 2015 regular meeting minutes as written."*
Gagnon/Newcomb *8/0/0*

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

On August 24 we recognized our staff for their many years of service in our district. Attached is the list of employees we recognized at our Opening Day Workshop. (See Attachment A)

Acceptance of Gifts/Donations:

We received word last week of the $1,500.00 grant we applied for from the Cole Foundation. This will help fund Reading Recovery at the Eddington School.

RSU #34 (Old Town) received too many Math in Focus materials from the publishing company. The company said not to ship them back, so RSU #34 offered the books to us. Susan Smith picked them up Thursday, September 17 and was able to distribute them to our Kindergarten, Special Education, and Grade 5 teachers. We will not need to order many Grade 5 workbooks next year.

Terry Leavitt, one of our bus drivers, very kindly dropped off a case of spiral notebooks as a gift to our district. This will help fill the need of "WRITEscience" journals for our third and fourth grade teachers students.

Questions and Comments from the Public: None

Presentation:

Last spring was the first time Maine students in grades 3 through 8 were tested on the new standards for Literacy (Reading, Writing, Listening, and Speaking) and

Mathematics. Susan Smith and the Administrative Team shared the results of the testing we had with our students last spring. Last spring we assessed our students in grades 3 through 8 in Literacy (Reading, Writing, Listening, and Speaking), Math and Science. The students took the SBAC (Smarter Balanced Assessment Consortium) assessment for Literacy and Math. Ninety-eight percent of our students participated in this test, and it was the first time our students were tested on the new standards in Math and English Language Arts. Compared to other students in the state, our students performed very strongly. But we are not yet satisfied where our students are, and our goal is to have 80% of our students meet the standards. The MEA (Maine Educational Assessment) is only given to fifth and eighth grade students in Science.

The biggest change for Math this year is the implementation of a new program Math in Focus for grades 2 through 5. The new program provides the teachers with the tools we feel they need to grow in the Math area. We are piloting this program in Kindergarten and grade one. Last year we selected a program that is aligned with the Common Core. At this point, the teachers are very happy with the new program, but they have noticed that we have to slow down the pace. We had one workshop day in August and will have another workshop day in November for the Math program. We will continue with the Math Master Club after school for students that need some more support in Math. Mr. Walsh will continue with his classes to provide Math support for the students. Right now this is happening in third and fourth grade.

Overall we performed well in ELA (English Language Arts). Previously writing was only assessed in grades five and eight, and our students had been struggling in writing. We have been working on different projects, such as the Lucy Calkins Writing Program in all three areas of writing (narrative, argumentative and informational), to increase our writing scores and it has continued to pay off. Mr. Modery discussed our students' relative strength by grade level as follows:

Grade 5 – Informational Text
Grade 6 – Composing Full Test
Grade 7 – Informational Text and Structure

Mr. Modery discussed our students' relative weakness by grade level as follows:

Grade 3, 4, and 6 – Informational Writing

Cindy Badger discussed the results from the MEA Assessment in Science. The students performed very well with 88% meeting or exceeding the standards last spring. This year, we are implementing our new grade level science agreements and using the new instructional materials in Pre-Kindergarten through Grade 5. Along with our participation in the Elementary Science Partnership with the University of Maine, we believe these actions will strengthen our PK-5 Science program.

Last spring was the first time we gave the SBAC assessment and it will be the last time we will give that test to our students due to changes at the state level. So we will not be able to do comparative data analysis over time. But we have been able to learn some things from that test and this was the first time students were tested on the new standards. We want to make sure we have a viable curriculum. We use research-based instructional strategies and resources, such as the Marzano Framework that we use with our Professional Growth and Evaluation for our teachers and administrators. We have a very caring and professional staff and they always ask what they can do better to help our students.

The requirements have not changed, but the state legislature decided not to continue with this particular test. In order to receive federal monies from the state, we are required to test our students, consequently a new test must be approved. The Department of Education is not involved in this decision, but rather the Education Committee of the legislature makes the recommendation to the full legislature. We will be testing the same standards, but it will be an entirely new test. It will be a new baseline, so we can only compare the results to the State results and not to last year's students test results. Rusty Gagnon feels it is too difficult for the schools to bounce from one test to another test.

Rusty Gagnon made the following motion and Dola Hinckley seconded the motion. *"It is moved to have the Board of Directors submit a letter to the Education Committee at the State Legislature urging them to give strong consideration to whatever testing standard they select with a commitment that they will maintain that same test for no less than three years to allow for comparative data to be collected."*

The motion failed by a vote of three in favor and five against the motion. Chris Doering, Chris Galinski, David McCluskey, Nikki More and Suzanne Wieland voted against the motion.

Gagnon/Hinckley *3/5/0*

Jason Spear, Holden community member, asked if we had the ability to compare our data with the top ten schools in the state. It could be done but it would take some time.

Budget & Finance:

1) Business Manager Report: Nothing further to add to written report.
2) Budget & Finance Committee Report: Nothing further to add to written report. The next Budget & Finance Committee meeting is Wednesday, October 14, 2015 at the Holbrook School at 5:30 p.m.

Superintendent:

We have just received a resignation from our Cross Country Coach, Maynard Walton, who has taken a job in Florida. We are trying to find someone to complete the season. We have pro-rated the stipend.

We received the audit report today for FY14. Kelly Theriault, the Budget and Finance Committee and I will review the audit report and at the next meeting the Board members will receive a copy of the audit. The fund balance for FY14 was $215,820.00. So for two years we have had a fund balance, and it is always good to have some money left over.

RSU 3 Chair:

Over the past month, Mr. McCluskey joined the discussions with the architect firm. He has had discussions with Dr. Smith about nursing services and CSD #8. He has been working on orientation of new Board members. He is not sure how well we do on orienting our new Board members on their roles and responsibilities, possible conflicts of interest, and Board conduct. Mr. McCluskey is looking for feedback from the Board members on what should be in an orientation packet, what type of information do the Board members need – their roles and responsibilities, possible conflicts of interest, Board conduct, limits of the Board, organizational chart, how the financials work, buildings and transportation/number of buses, and so on. Mr. McCluskey contacted Dr. Connie Brown from MSMA for resources on this. Mr. McCluskey distributed a draft orientation packet to all Board members and asked them to review the draft. He will be asking for the Board feedback at the next Board meeting on October 26.

Nikki More asked if we have measurements to know if we hit the mark in our long-range district-wide goals to have our students take pride in and responsibility for their behavior while upholding our behavioral expectations and an RSU #63 Professional Growth and Evaluation System that supports effective instruction and enables teachers and administrators to continuously improve their craft so students can achieve high standards. Yes we do. We look for an increase in kudos cards, bus slips for good behavior, gold slips and student surveys. We have data with our iObservation software that shows how many observations we are conducting and if we are giving quality feedback. We give teachers notes and comments and not just numbers.

Nikki More asked if we had something in place should something happen to the bus drivers who have only Kindergarten and first graders on his/her bus. We do have bus drills and the largest student who is on the bus the longest learns how to operate the two-way radio and open the back door. Jake Morgan distributed school bus information to the Board members showing miles traveled, fuel used, and other information. Last year we drove approximately 30,000 miles less, but used about the same amount of fuel. Jennifer Newcomb asked what was the reasoning behind

that. Mr. Morgan stated this has happened before and does not know the reason for it at this time.

The following motion was made, seconded and passed. ***"It is moved to approve all written and oral reports as presented to the Board."***

Gagnon/Newcomb *8/0/0*

Old Business:

1) AOS Withdrawal: No discussion

2) School Reconfiguration: Dola Hinckley asked how the school reconfiguration is going? Don Spencer feels it is working well in the elementary schools and the students have transitioned well. Transportation is going well, and we are receiving less and less phone calls about bus problems/issues as the school year goes on. The Board members discussed the flashing lights in front of the Holden Elementary School and how difficult it is to try and pull out on to Route 1A. We have a lot of people trying to get out in a short period of time. The Board members discussed the possibility of law enforcement by the school when the students are released to help direct traffic on Route 1A. Rusty Gagnon suggested that we could hire off duty police officers to direct the traffic. We have no money in the budget this year, but we could possibly approach the town of Holden to see if this would be possible for next year. A community member pointed out that the long line of parents waiting to pick up their children might be a symptom of the long bus rides for the students in the afternoon.

3) New School Committee: In Rusty Gagnon's report to the Board, in the second paragraph, the last line should read Mt. View School, Vinalhaven School, and Falmouth Elementary.

   Rob Tilletson mentioned that if we want to be applying for grants from foundations for the new school we would probably need a 501(3)(C) non-profit component to make those applications. Perhaps the committee should look into pursuing this as it does take some time. Rusty Gagnon would like to start the research on this now. Kelly Theriault is working with the auditors again this week and this is one of the items on her list she planned to ask them about. We are exempt as a government entity, both federal and state. Mrs. Theriault feels we don't need a 501(3)(C) status for a contributor to be exempt. She would like to talk to the auditors to see if we really need it before we go through that whole level.

4) Teachers' Contract Negotiations: Dr. Smith met with the co-presidents of the Teachers' Association this afternoon. They will be meeting monthly

to make sure we know about things before they come up at a meeting. The teachers, as well as the administrators, are ready to negotiate.

5) School Construction Process: We are waiting on Oak Point Associates for their evaluation report. After that we move into the concept design process.

6) School Facilities Study: Oak Point Associates visited our schools last Thursday.

7) Comprehensive Enrollment Projection: They will be starting their study with the October 1 enrollment numbers. There are two critical days for funding. The first is October 1 and the second is April 1.

New Business:

1) MSMA Annual Fall Conference, October 22-23, 2015: The following motion was made, seconded and passed. *"It is moved to appoint Rusty Gagnon as the Delegate and Nikki More as the Alternate to the Delegate Assembly of the Maine School Boards Association."*

Newcomb/Gagnon *8/0/0*

The following motion was made, seconded and passed. *"It is moved to fund and register three Board members to attend the MSMA Fall Conference on October 22 and 23 with no reimbursement for mileage."*

Doering/More *8/0/0*

Rusty Gagnon, Nikki More, Jennifer Newcomb and Suzanne Wieland will be attending the conference.

2) Vote to Call and Approve Notice of Public Hearing: The following motion was made, seconded and passed. *"It is moved that the form of Notice of Public Hearing presented to this meeting be and is hereby approved."*

Gagnon/More *8/0/0*

3) Vote to Call and Approve the Warrant for the District Referendum on November 3, 2015: The following motion was made, seconded and passed. *"It is moved that the Warrant and Notice of Election for the District Referendum presented to the meeting be and is hereby approved, and that the District Referendum be and is hereby called for November 3, 2015 for the purpose of voting on the Regional School Unit No. 63 withdrawal from Alternative Organizational Structure No. 81 as of the beginning of the 2016-2017 school year."*

Gagnon/Newcomb *8/0/0*

4) Policies:

a) Policy BEA: The following motion was made, seconded and passed. *"It is moved to approve on first reading Draft Policy BEA, School Board Meetings, Procedures and By Laws as written."*

Gagnon/Newcomb *8/0/0*

b) Policy BEDB-R: The following motion was made, seconded and passed. *"It is moved to approve on first reading Draft Policy BEDB-R, Agenda Format as amended."*

Gagnon/More *8/0/0*

c) The following motion was made, seconded and passed. *"It is moved to approve on first reading Draft Policy DN – School Properties Disposal Procedure as written, Draft Policy EEAAA – School Vehicle Operating Procedures as written, Draft Policy EEAEC – Student and Rider Conduct on School Vehicles as written, Draft Policy EFC – Food Services Program as written, Draft Policy EFCA – RSU #63 Free and Reduced Price Meal Program as written, Draft Policy EFC R-1 – Procedures Relating to the District's Free and Reduced Meal Food Services as written and Draft Policy GCQC – Exit Interview Opportunities for Resigning District Personnel as written."*

Gagnon/Newcomb *8/0/0*

5) Clarification of Nursing Services: The School Nurse, employed by RSU #63, has been performing a service to Airline CSD #8 for the past five years. She has been devoting one day a month for that service. As soon as Dr. Smith was informed of this situation, he asked the school nurse to stop going to Airline CSD #8 until further notice. With all other employees, we have agreements and contracts. We calculate with salary and benefits the value of the school nurse's time at CSD #8 is approximately $13,000.00 over that five-year period. The following motion was made, seconded and passed. *"It is moved to approach Airline CSD #8 to discuss a contract for one day a month for school nurse services."*

Gagnon/More *8/0/0*

The following motion was made, seconded and passed. *"It is moved to adjust the Board Meeting Agenda and remove the Executive Session item at the end of the agenda."*

Gagnon/Newcomb *8/0/0*

Personnel Actions:

1) Resignations: The following motion was made, seconded and passed. *"It is moved to accept with regret Gracey Malm and Michael York's resignation."*

Gagnon/Newcomb *8/0/0*

2) Leaves: None

3) Elections: The following motion was made, seconded and passed. *"It is moved to elect Samantha Bedore for the position of Grade 1 Teacher at Eddington School."*

Gagnon/More *8/0/0*

4) Appointments: The following motion was made, seconded and passed. *"It is moved to appoint Melissa Egolf as the Classroom Ed Tech III at Eddington School and Chris Nile as the "B" Soccer Coach."*

Gagnon/Newcomb *8/0/0*

The following motion was made, seconded and passed. *"It is moved to accept with regret Maynard Walton's resignation as the Cross Country Coach."*

Gagnon/Newcomb *8/0/0*

Questions and Comments from the Public: Rusty Gagnon thanked the selectmen, councilmen and Board members who attended gathering at 5:30 p.m. earlier tonight to meet and get to know the new Superintendent Dr. Smith.

Adjournment: At 8:15 p.m. a motion was made, seconded and passed to adjourn the meeting.

Gagnon/Newcomb *8/0/0*

Sincerely,

Kenneth Smith, EdD
RSU #63 Superintendent of Schools

ATTACHMENT A.

2015 RECOGNITION AWARDS FOR RSU 63 PRESENTED TO STAFF ON OPENING DAY (AUGUST 24, 2015):

5 Years of Service –

Eddington School:
Ashley Perry – Grade 1 Teacher
Elizabeth Zimmer – Kindergarten Teacher

Holbrook School:
Marie Baillargeon - Cook
Michelle Whitman – Grade 7 Teacher

Special Education:
Jeanne Hamm – Ed Tech I at Eddington School
Kathy Neill – IEP Coordinator

Transportation/Maintenance:
Tom Colavito – Bus Driver
Ken Robichaud – Custodian at Holden School

10 Years of Service –

Administration:
George Cummings – Technology Coordinator

Holden School:
Susan Harriman – Grade 2 Teacher
Valerie Palmer – Grade 3 Teacher

Special Education:
Stephanie Erb – Certified Occupational Therapist Assistant
Ann Haley – Speech & Language Pathologist

Transportation/Maintenance:
Kimberlee Barclay – Bus Driver
Bonnie Brown – Bus Driver

15 Years of Service –

Eddington School:
Wendy Giguere – Cook

Special Education:
Judy Cluff – Ed Tech III at Holden School

25 Years of Service –

Holbrook School:
Polly Sparhawk – Physical Education Teacher