APPROVED AS CORRECTED
December 14, 2015

RSU 63 Board Meeting
November 16, 2015
Holbrook School
Minutes

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 6:34 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 October 26, 2015 regular meeting minutes as written."***
Gagnon/More *8/0/0*

Recognition and/or Awards of Students, Staff and Others:
We have received a letter of commendation regarding George Cummings and his services as the computer coordinator for the district. The letter contains some very nice platitudes for what he does and different Board members have acknowledged that.

Acceptance of Gifts/Donations:
Deannie Brownell and Michelle Whitman applied for a grant to help cover the cost of our middle school gifted and talented students going to the Challenger Learning Center in December. Jennifer Therrien (Director of the Challenger Learning Center) recently informed us that we will receive $400.00 from Emera Maine to help fund the "mission" and "module."

We have received a $4,600.00 grant from the State to help with the costs of implementing our Professional Growth and Performance Evaluation (Marzano) system.

Questions and Comments from the Public:
With regards to the grants we have received, Rusty Gagnon asked if a thank you note would be going out to the providers. Yes it will.

Next Committee Meeting Dates:
Budget & Finance Committee – TBD
Policy Committee – Monday, December 7 at Holbrook School, 6:15 p.m.
Operations/Facilities Committee – TBD
Curriculum Committee – Wednesday, January 13, 2016 at Holbrook School, 5:00 p.m.
Technology Committee – Tuesday, February 9, 2016 at Holbrook School, 3:30 p.m.
New School Committee – TBD

If the Operations/Facilities Committee might not meet until December, Jennifer Newcomb asked how the committee was handling the bussing discussion as this information is something that the Budget & Finance Committee would need moving forward. One of the contractors did not want to preview their bid before an actual RFP for fear of being undercut by their competitors. The committee recommended that the Superintendent be asked to invite representatives of the different contractors to meet with Dr. Smith to get a sense of the cost of Contracted Busing. If this information were received from the contractors, the Operations/Facilities Committee would have a meeting in December. Dr. Smith will contact the different contractors and report back to the Board. If there were a significant savings possible, we would move ahead with the Operations/Facilities Committee. If no significant savings, it would be up to the Board if they want to pursue it.

Last year we had at least one project that came in under cost and that money was rolled into a project down the list. There was discussion on whether we should do it that way or hold the money for the budgeted item until the end of the year where we may need to reallocate it to some additional unexpected cost. The committee was leaning towards not spending the money until we decide what we need to do with it. There was discussion on whether we need a policy to address it. The following motion was made, seconded and passed. ***"It is moved to establish a policy regarding project outlines and scheduling."***

Doering/Gagnon *8/0/0*

The Technology Committee met on November 10 and one of the agenda items was a demonstration of Google's Chromebook device. George Cummings provided financial specifications and a comparison to the MacBook Air we currently use. Potentially there is an investment that we are not taking advantage of. The Chromebook will provide our students with everything they need at a significantly lower cost. There is a potential down the road that we could make an investment and outfit newer technology in our younger grade levels that are currently using laptops that are on their last leg. We would still keep the MacBook Air in the educators' hands. If the MLTI project did end, we would have to come up with the money up front to pay for the device at full cost. Next year is the last year of the 4-year cycle for the MLTI Project.

With regards to the Superintendent's Board Report, Jennifer Newcomb clarified that we have received suggestions on how to handle the unanticipated $150,000.00 overage for secondary school tuition. The budget is being watched. We have $94,000-$95,000 in potential expense lines that could be used to help this overage with the tuition students, but we have not made any actual budget adjustments yet.

Budget & Finance:

1) Business Manager Report: Nothing further to add to report.
2) Budget & Finance Committee: Nothing further to add to report.
3) Budget Discussion: Rusty Gagnon asked where these additional secondary school students came from. Some of the parochial schools closed, some specific grades are no longer being offered, families moved in from out of the district and some students were being home-schooled. We are trying to develop better communication between the

parents and the district and do a better job of encouraging parents to get in touch with us. We will get subsidy for these students, but not this year.

Superintendent:

The voters passed the referendum for RSU #63 to withdraw from AOS #81. We will stay as we are now until June 30 and as of July 1 there will be no AOS #81.

Dr. Smith distributed a Student Residency Verification Form and Affidavit that was developed by our attorney. We currently have a one-page document that does not provide a lot of information. This new form puts the onus on the parent and is specific to us. This form states specifically that we will not pay for room and board. The heading on the form states Maine School Administrative District No. 63, but the Board has a choice to be called Maine School Administrative District No. 63 or Regional School Unit No. 63. The Board agreed to stay with Regional School Unit No. 63.

Dr. Smith discussed the Tulou kingdoms, large rammed earth circular residential buildings shaped like a donut in China. He brought in a replica of the communal living quarters. In the middle of the building in all the villages is a one-room schoolhouse. They have a well on each side of the schoolhouse – one for drinking and one for washing laundry. At times 1,000 people could reside in a tulou.

RSU #63 Chair:
Regarding RSU #63 withdrawal from AOS #81, Mr. McCluskey has contacted the Department of Education regarding the next steps that they need RSU #63 to take in this process.

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) New School Committee: We are expecting the architect's report in November and should be formally ready to distribute the report to the Board in December. The next step would be to have the community get involved with the architects for a concept design. Rusty Gagnon is anticipating in January there will be news out to the community – parents, taxpayers, and town representatives – to come to the initial meeting about what we need to do to come up with this concept design. The important thing is not to think of what we do now but rather think about what we want to provide our students in this district in 10-20 years out.
2) Teachers' Contract Negotiations: The Teachers' Association has given the RSU #63 Board Negotiation Team some dates they would be available for the first meeting and asked if we would get back to them. The Board could meet on December 16. Maddy Roberts, a Holbrook teacher in the audience will check with the Teachers' Association. The Administrators' Negotiation Team will meet with the RSU #63 Board on December 16 before the teachers' association negotiation meeting.

3) School Construction Process: Once we receive the School Facilities Study, we can start to make some decisions.
4) School Facilities Study: We are expecting the architect's report in November and should be formally ready to distribute the report to the Board in December.
5) Comprehensive Enrollment Projection: This is tied in with our School Facilities Study.
6) New Board Member Orientation: Mr. McCluskey asked that discussion on the New Board Member Orientation be tabled until the December Board Meeting.

New Business:

1) Policies:

a) Policies DI, JKAA-R, JKAA, IKE, and IK: The following motion was made, seconded, and passed. *"It is moved to approve on first reading Draft Policy DI, Fiscal Accounting & Reporting as amended; Draft Policy JKAA-R, Procedures on Physical Restraint and Seclusion as written; Draft Policy JKAA, Use of Physical Restraint and Seclusion as written; Policy IK, Student Achievement/Evaluation of Student as written; and Draft Policy IKE, Promotion, Retention, and Acceleration of Students as written."*

Gagnon/Newcomb *8/0/0*

b) Policy GCBBB: Rusty Gagnon made the following motion and Chris Doering seconded the motion. *"It is moved to approve on first reading Draft Policy GCBBB."*

This is a new policy and Rusty Gagnon explained why this policy was developed. The purpose for creating such a policy is to protect the district budget. If we do not have a policy, we could end up in a situation where the district would have to pay for accumulated vacation, sick, and/or personal days earned but not taken when an individual terminates his/her employment. Board members and staff change so if you do not have a policy to refer back to you could end up in the same situation. David McCluskey asked about the structure of leave time for different personnel – administrators, support (at-will) staff and teachers. Chris Doering asked Rusty if Section III meant sick leave could be accumulated over the term of the person's employment. If so, he feels something should be added/changed to indicate sick leave can be rolled over. Jennifer Newcomb's concern with the policy is the timing of the policy ahead of negotiations eliminates that level of negotiations with the administrators. She agrees we need one, but would like negotiations to move along a little more and then see where we are. Rusty would like the policy in place subject to review based on what comes out of negotiations. David McCluskey asked what impact this policy would have on existing contracts. It would apply. Chris Doering stated that administrators entered into a contract with a certain understanding and established contract and then half way through the contract it changes. Chris Doering called the question.

A vote was taken on the motion to approve Policy GCBBB. The motion failed by a vote of two in favor and six against the motion. Rusty Gagnon and Chris Doering voted for the motion. Jennifer Newcomb, Suzanne Wieland, Nikki More, Dola Hinckley, Chris Galinski and David McCluskey voted against the motion.

Gagnon/Doering *2/6/0*

It was agreed to revisit the policy after negotiations are completed.

c) Policy BCC: Rusty Gagnon made the following motion and Nikki More seconded the motion. *"It is moved to approve on first reading Draft Policy BCC."*

Nikki More felt that brother-in-law should be included in the list of immediate family members in Section I (B). Nikki More asked if we currently have employees currently supervised by family members and if so, should we not have a grandfather clause in the policy or is the Board instructing the Superintendent to terminate the employees that violate this policy? Do we have a plan in place to fix this for any employees that violate this policy? Nikki More wants to make sure we are not putting anyone's job at risk by putting this policy into effect. Rusty Gagnon suggested the creation of an intermediary supervisory position between the department head and the employees within the department in order to remove any potential conflict. We do have employees currently supervising family members, but the superintendent said the revised policy could be implemented.

A vote was taken on the motion to approve Policy BCC. The motion passed unanimously.

Gagnon/More *8/0/0*

The following motion was made, seconded and passed. *"It is moved that no present employee of the district shall lose his or her job due to Policy BCC as of November 16, 2015."*

Doering/Gagnon *8/0/0*

2) Director of Curriculum Position: Dr. Smith reviewed the two items added to the existing job description for the Director of Curriculum. Dr. Smith also recommended we change the job title from Director of Curriculum to Director of Curriculum & Instruction. The following motion was made, seconded and passed. *"It is moved to approve the Revised Director of Curriculum & Instruction job description as presented."*

Gagnon/More *8/0/0*

3) RSU #63 Withdrawal from AOS #81: The following motion was made, seconded and passed. *"It is moved that the Computation and Declaration of Votes (Attachment A) dated and attached hereto be and it is hereby approved. It is further moved that the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 63 (the "District"). It is further moved that a certified copy of the*

Computation and Declaration of Votes be sent to each of the Municipal Clerks within the District."

Gagnon/More *8/0/0*

The certified results of the public referendum to withdraw from AOS #81 will be sent to the Department of Education. The Department of Education will then get in touch with CSD #8 to see what their plans are. Dr. Smith is discussing with CSD #8 what we jointly feel is necessary for next year. CSD #8 may opt to check out other school systems and their services. There is no guarantee they will stay the way they are, but Dr. Smith is working closely with the Board members and Lead Teacher to try to come up with something we think will work. It would be for less money than now as their needs are different.

Rusty Gagnon made the following motion and Dola Hinckley seconded the motion. *"It is moved that the RSU #63 Board enter into negotiations with Dr. Kenneth Smith for a one or two year contract as continuing Superintendent of Schools to be effective under RSU #63 July 1, 2016, subject to contracted services with CSD #8 if requested."*

Every year you have a performance evaluation of a superintendent. Chris Doering feels we should be a little bit further along and have the performance evaluation behind us. He feels the motion might be premature. If Dr. Smith and this Board can't come to terms on a subsequent contract, then we have to start another Superintendent Search. Rusty Gagnon's concern is that if you do not start by December 1, you can't get what you are looking for and in place by July 1. Jennifer Newcomb feels we need a bigger discussion on our direction moving forward and this might be premature. The longer we sit with an interim we are not getting to our end place, which is having a superintendent for long term to develop a relationship. We need time to think about how we need to be led and decide where we are going. Rusty Gagnon feels another year of continuity and consistency would be beneficial for the district and reassuring for the staff. David McCluskey suggested we put this on the agenda for December, which would give the Board members time to think about it.

A vote was taken on the motion. The motion failed by a vote of one in favor and six against the motion. Dola Hinckley abstained. Rusty Gagnon voted for the motion. Chris Doering, Suzanne Wieland, Jennifer Newcomb, David McCluskey, Nikki More, and Chris Galinski voted against the motion.

The vote to withdraw from AOS #81 changes the Administrative Negotiation Team for RSU #63. We may only have one individual from AOS #81 who may want to apply to this Board or the Administrative Unit to see if the Administrative Unit will accept that individual as a member of the bargaining unit. Once the RSU #63 does or does not accept the petition to positions, you would then file with the Labor Relations Board to approve the amendment to the change. On the advice of the attorney the Business Manager should not be in the bargaining unit, as this is a protected/confidential position.

Personnel Actions:

1) Resignations: None
2) Leaves: None
3) Elections: The following motion was made, seconded and passed. *"It is moved to elect Jennifer Fiske and Diane Eichenlaub as Speech & Language Pathologists for RSU #63."*

Gagnon/Newcomb *8/0/0*

4) Appointments: The following motion was made, seconded and passed. *"It is moved to approve the following appointments to RSU #63: Caroline DeRoche, Cheering Coach and Colleen Johnson as Chess Coach."*

Gagnon/More *8/0/0*

5) Searches: None
6) Reassignments: None

Questions and Comments from the Public: Jake Morgan commented on Policy BCC, Nepotism to make a clarification. The first nepotism policy came into effect in 2005 because the principal at Holbrook School supervised the kitchen and his spouse worked in the kitchen. In 1997 Jake Morgan hired his sister to drive the van long before the nepotism policy. In 1999 the principal at Holbrook School hired his brother-in-law to be the custodian. In 2000 Jake Morgan hired his niece as a substitute van driver. He has hired no relatives since this policy came into existence and is not related to anybody else in this district. If there was an issue with any of these three individuals why hasn't any superintendent ever gone to Jake to talk to him about this?

The following motion was made, seconded and passed. *"It is moved to extend the Board Meeting past 8:30 p.m. if necessary."*

More/Newcomb *8/0/0*

Executive Session:

At 8:25 p.m. Nikki More made the following motion and Rusty Gagnon seconded the motion. *"It is moved to go into executive session to discuss the acquisition of property pursuant to 1 M.R.S.A. § 405(6)(C)."*

Roll call was taken with all members replying "Yes".

More/Gagnon *8/0/0*

At 8:42 p.m. David McCluskey declared the Board out of executive session.

At 8:43 p.m. a motion was made, seconded and passed to adjourn the meeting.

More/Newcomb *8/0/0*

Sincerely,

Kenneth Smith, EdD
RSU #63 Superintendent of Schools

ATTACHMENT A.

REGIONAL SCHOOL UNIT NO. 63
COMPUTATION AND DECLARATION OF VOTES

The total number of votes cast in all of the municipalities within Regional School Unit No. 63 (the "District") in the affirmative and in the negative on Article 1 of the Warrant and Notice of Election of the District Referendum held November 3, 2015, relating to the RSU #63 withdrawal from AOS #81 is as follows:

ARTICLE 1:

	AFFIRMATIVE	NEGATIVE
Town of Clifton	83	60
Town of Eddington	221	159
Town of Holden	333	189
TOTAL	***637***	***408***

The School Board hereby declares that said Article has **passed.**

Dated: November 16, 2015

A majority of the School Board of Regional School Unit No. 63

A true copy, attest: _____
Dr. Kenneth Smith, Secretary