

Our Mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful contributing citizen, able to adapt to change and to successfully respond to the future.

RSU #16
Mechanic Falls * Minot * Poland
The 4th Regular School Board Meeting
for 2018-2019 was held
Monday, November 19, 2018
6:30 p.m.
Poland Regional High School

MINUTES

Board Attendance: Steve Holbrook, Laura Hemond, Lou Goulet, Aaron Ouellette, Mary Martin, Joe Parent, Mike Downing, Norm Beauparlant, Julie Rioux, Norm Davis, Travis Richie (arrived 6:43), Scott Lessard, Lisa Dulac and Melanie Harvey

Absent: Ed Rabasco

Student Representative: Lily Cole-Powell (Gavin Bourgoin, absent)

1.0 CALL TO ORDER: Mary Martin, Chair
Mary called the meeting to order at 6:30 p.m.

2.0 PUBLIC PARTICIPATION: (10 minutes)

3.0 RECOGNITIONS/ACKNOWLEDGEMENTS: (5 minutes)

Congratulations October Optimist Student of the Month, Marlee Sullivan – 6th grader at PCS

Congratulations November Optimist Student of the Month, Laney Paradis – 6th grader at MCS

Congratulations on the Veteran's Day Celebration – Ms. Hampton & Ms. French, 4th Grades @MCS

Congratulations to Anne Printup, P.E. Teacher of the Year!!

Discussion:

- Julie Rioux was able to attend Ferry Beach with the 6th graders and she was very impressed at the learning and was proud of our students. Additionally, proud of Minot Veteran's day celebration. Also, enjoys "golden sneaker" laps at MCS.
- Mary attended student leadership meeting at PRHS and was impressed. Congrats to WMS for a successful 5K run.
- Norm Beauparlant recognized PRHS students who are working at LRTC in the culinary program.
- Norm Davis recognized PRHS students participating in the ELHS band.

4.0 AGENDA ADJUSTMENT: Table policy discussion in item #11.

5.0 PRESENTATION: (15 minutes)

Title I Literacy – Amy Hediger, Jacque Russo and Kelly Labonte.

Amy: Kelly from ESS is providing reading PD to all K-6 teachers across the district; Jacque works at PCS. Title 1 is Federal money with guidelines. Our program is called "Core and More." Students receive core instruction from their teacher and then get additional instruction from the Title 1 teacher. All students may access Title 1 if they go through the screening process. An IEP cannot indicate student services, only those who are in the bottom 20% in grades K - 2, then bottom 10% in grades 3 - 6. The focus is on providing services to PreK - 2 first, to ensure there is early intervention for kids. In response to a dip in test scores, all teachers are implementing the "Workshop Model."

Kelly Labonte: The District is in the process of reviewing district reading curriculum. Have created a K - 2 reading screener this year to test all 351 students to gauge their reading skill. Ideally, we want 80% of our students on grade level, in RSU 16 grade K this year, 20% were on grade level; in grade 1, 19% were on grade level; and in grade 2, 45% were on grade level. We know from research that if we intervene early we can prevent gaps. For 1st graders who are not on grade level, research tells us that they are in crisis. This leads us to add services to our K students to "stop the bleeding." We want the student trajectory to improve.

This year was the first time we have screened all students across the district as a title team, rather than just by building. The staff met, calibrated the screening and practiced the process to ensure that all screening was done the same. Early

release Wednesdays have been used to look at the data from the screeners and make plans for them. Jacque shared parent voices and quotes families shared about their experiences with Title 1.

Discussion:

Julie asked about the 20% rule and if there is still a large population not getting services. Kelly said we don't have the staffing to see them all. This is also why Kelly is providing PD to teachers to improve general instruction. Julie asked if this is connected to the dyslexia screening that came up last year. Amy clarified that is not part of the Title process, but we do screen all students for this. Melanie asked what helps students who don't qualify for Title 1, but are below grade level. Jacque created office hours for classroom teachers to work with her to create interventions for individual students. Jacque also takes a larger group of students who choose to work with her to get extra reading help (7 to 9 kids). Steve asked why the percentage is so high at the early grades. Kelly says we need to educate parents, and the lack of exposure to reading is also part of this. Mary reviewed that the elementary principals are calling for a literacy coach in the district. Kelly explained what a literacy coach is. They support and instruct teachers to help students who have big needs. We need to teach teachers how to work with a diverse range of readers. Aaron asked how literacy coaching impacts student outcomes. What is the return on investment? Kelly didn't have data from her previous coaching experience in another district, but she knew that teachers weren't changing their practices nor were they implementing curriculum. Kelly said that she saw increases in scores with literacy coaches. Norm B asked about how technology can help reach out to parents. Amy said we do have parent engagement events. Amy and the staff have brainstormed using cell phones to connect with parents and Jacque allows parents to sign out learning games. Melanie asked if a literacy coach supports Title 1. Kelly says it supports all teachers.

6.0 CONSENT AGENDA INTRODUCTION: (5 minutes)

Approve 2nd Regular Meeting Minutes 9-10-18***

Approve October 2018 Sub Committee Minutes

- Operations
- Personnel & Finance
- Educational Policy Committee

Friends of RSU 16 – October Minutes attached

Notification of Support Staff New Hires:

- Coach MS Boys Basketball - Spencer Emerson
- Coach RHS Winter Cheer – Tammy Swett

Notification of Resignations:

- Pat DeCoster, Custodian - MCS

Motion: by Norm Beuparlant to accept consent agenda with one correction below. by Norm Beuparlant

Seconded: by Mike Downing

Vote: Unanimous approval

Correction: Norm B clarified that the regular meeting minutes above should say 3rd regular meeting minutes 10/15/18

7.0 ACCEPTANCE OF THE FINANCIAL STATEMENTS: (10 minutes)

Approve Financial Summaries for August & September

Motion: by Steve Holbrook to approve Financial Summaries for August & September Seconded:

Seconded: by Julie Rioux

Vote: Unanimous

Discussion:

Stacie reviewed financial statements. Stacie focused on lines that have less than 50% remaining. Technology, leases, summer school and instructional furniture all contain items paid early in the year. Food service lost money over the summer feeding program. Auditors will present in January. Adult Ed is in the red right now because revenues are below expenditures, but we are waiting for subsidy and an internal transfer. Will be in good shape. Travis asked about employee travel in adult ed being below 50% and whether or not accurate (p. 104). It's only \$100 - so it could be just one conference. Norm D asked about how we are doing with collections in food service. Stacie says lots of people are paying and Ellen continues to reach out to families who owe. We used to use a collection agency, but they take 22%. Subcommittee is looking to reach out to towns to see if they can help with getting families to pay their bills.

8.0 SUPERINTENDENT'S REPORT: (20 minutes)

Hiring of Transportation Director – Fred Barlow

Introduction of Fred Barlow.

The current enrollment of Regional School Unit #16 as of November 19, 2018 is:

Minot Consolidated School (265), Elm Street School (291), Poland Community School (473), Bruce M. Whittier Middle School (269), and Poland Regional High School (466) for a grand total of (1,764).

Teamster School Board Negotiation Team is meeting tomorrow Tuesday, November 20th, @ 5:00 p.m. here at Central Office.

School Resource Officer – As of yet I have been unsuccessful at finding a partner to cover the summer months for the SRO. The county is exploring whether they can absorb the summer month's salary and benefits for next budget year. I have asked them to draft a contract for us to employ an SRO starting in January or February 2019. They are also looking to see if we can purchase one of their used cruisers that is ready for trade-in. We do have sufficient money in this year's budget to pay for the salaries and benefits and a used cruiser, if we can find an employable SRO.

Homeland Security Grant - Received a \$7,778.51 Homeland Security Grant to upgrade the three elementary school's security posture, by adding a keyless entry system and security camera upgrades. The original grant request was for \$87K, so we will not be able to accomplish all of the requests at once. I still need to complete an Environmental Planning and Historic review on all three buildings before we can access any of the grant money. We will come to the Operation's Subcommittee and present a plan on how best to utilize this original grant money sometime early next calendar year.

Acting Principal - I had the honor to serve as the Acting Principal at the Minot Consolidated School on November 6th. I'm pleased to say the kids and staff took it easy on me. It never seems to surprise me at the degree of difficulty working with the younger students for someone like me, so traditionally experienced in the high school level. Kudos to all those who work daily with our elementary level students, especially the principals. Also, being at MCS for the Veteran's Day luncheon was very special.

Security and Safety Committee Meeting – The newly formed RSU #16 Security and Safety Committee met on November 15th. This Committee will be co-chaired by Craig Worth and Pat D'Amboise. The committee is expected to meet on a monthly basis, the next meeting is scheduled for January 3, 2019 at 9:00 AM and we are awaiting to see if the Poland Fire Department will house the meeting. We will be looking for one School Board member to be on the committee. The goal of the committee is to further enhance the security posture and practices of the school district. Although not all invitees were able to attend the first meeting, we did have a nice balance of local and regional emergency responders at the meeting, as well as school employees.

PRHS Student Government - Attended the PRHS Student Government Meeting on Thursday, November 15th. The faculty advisor invited both Mary Martin and me to attend this meeting. It was exciting to witness the level of passion our student leaders have for their school and community. This is in no small part due to the great faculty advisors and the school's administrative team.

Donation - Adult Ed received a \$5,000 grant from *Wish You Well Foundation* for tables and chairs. Per our Donation policy, I have drafted a *Thank You* letter to this wonderful organization. Donations received over the past three months will be on the December 2018 agenda.

I will be attending the Annual Education Symposium on December 7, 2018, being held in Portland, Maine in order to honor our very own teacher of the year from Androscoggin County, Katie Toothaker. Additionally, Michelle Smith will be honored for her National Board Certification.

Do I have any questions?

Discussion: Mike Downing asked for clarification on student numbers and Ken reviewed them. Also asked for clarification on donations. Aaron volunteered to join the Security & Safety committee, and thanked Ken for thinking outside of the box on various issues.

9.0 NEW BUSINESS: (15 minutes)

To authorize the superintendent to enter into a five-year lease purchase agreement with Gorham Leasing Group, for the purpose of purchasing a 2018-2019, 29-seat passenger bus, at a cost of \$49,189 at 4.05% fixed interest.

Motion: by Steve Holbrook to authorize the superintendent to enter into a five-year lease purchase agreement with Gorham Leasing Group, for the purpose of purchasing a 2018-2019, 29 passenger bus, at a cost of \$49,189 at 4.05% fixed interest.

Seconded: by Mike Downing seconded

Vote: Unanimous approval

Discussion:

Ken shared the process for getting the bid. District received two bids, and he recommends the lowest interest rate. Norm B asked how we procure buses. Stacie said that the State tells us who we have to buy buses from and we determine the lease-purchase agreement. Stacie looked into a 3-year lease, but we might lose subsidy if we don't lease for the approved 5 years. The State reimburses us for the cost of the bus, but not interest.

Motion: by Mike Downing to accept the 2018 - 2019 School Board Goals

Seconded: by Norm Davis

Vote: Unanimous

Discussion:

Mary shared that the board has agreed to continue with the same board goal categories as previous year. At the board workshop, suggestions were given and then shared with the policy subcommittee. The subcommittee added activities for each goal.

10.0 OLD BUSINESS:

11.0 POLICIES: (15 minutes)

Approve 1st & Final Reading.....

- JLF – Reporting Child Abuse & Neglect
- JLF-E – Child Abuse & Neglect Form
- JLF-R – Reporting Child Abuse & Neglect Administrative Procedure

Motion: by Norm Beauparlant to table above policies

Seconded: by Mike Downing

Vote: Unanimous

12.0 REPORTS TO THE SCHOOL BOARD:

Student Representatives: (5 minutes)

Lily shared her report. Mary and Ken were welcomed by SRB and students were happy with visit. Winter sports begin tonight. Last week classes had administrative team visits in the classrooms.

Report of the School Board Chair: (5 minutes)

Form a Superintendent Evaluation Committee:

Mary shared what is expected on this committee for new members. Monthly meetings between now and June. Tools will be developed by next June and shared with the board. Committee volunteers include:

Julie Rioux, Lisa Dulac, Joe Parent and Ken Healey. December 3rd will be the first meeting at Minot School at 6:00 p.m.

Review of MSBA Conference:

Workshops that were particularly interesting. Delegate assembly discussed resolutions for upcoming legislative session: CDS moving to public school supported, but needs clarity for full funding, and not part of school subsidy, from state; another on comprehensive school safety resolution was also supported; the proficiency-based diploma resolution failed in favor of letting locals decide; special education reform to support students and control escalating costs was supported; longer school year of 185 for students and 10 extra days for teachers failed out of fear of cost; additionally, starting pay of \$40,000 for teachers also failed over concerns around funding; finally, proposal to use State rainy day fund money to support school construction and repairs was supported.

Shared new DOE State school report card. State will offer support to schools that are not doing well on the report card scores. Norm D expressed concern about state funding and whether or not it will continue.

Mary also attended a presentation from a district with math coaches in RSU 4. Learned about the role of the coach with supporting professional development for teachers.

Review Negotiation Training:

Collective bargaining training for school board members will be attended by Mary, Norm Davis, Joe, Lisa, Norm B and Ken.

Attendance

Next subcommittee meeting at PRHS on Monday, November 26th.

13.0 ADMINISTRATIVE INFORMATION:

A Team Reports

- Kaitlynn Brown – oral report, as well

Kaitlynn presented on Title 1 and core instruction. Shared RTI pyramid of increasing intensity of interventions to help students. Math MEA data at MCS - percentage of students meeting math standards on MEA up to 57%. Reading percentage has gone down. Kaitlynn says similar dip in reading scores in other district schools. Shared NWEA scores for grades 3-6. In most of grade levels, general trend is up in scores. This is the 3rd year of implementation of the new math program and scores going up. In reading, NWEA scores sliding a little. We have seen improvements in math with new program. But reading scores have continued to slip. To address reading scores, we are starting to implement a reading program. Kaitlynn described a Reading Workshop Model. Using this model is a shift for teachers, so new learning is happening. Kelly Labonte has done a great job providing professional development for teachers. The literacy coach is a key part of teachers learning to improve their practice.

Discussion:

Norm B asked for an example of a reading strategy. Kaitlynn provided some. Steve asked how many school districts have 80% of kids meeting standards? Kaitlyn didn't know, but said we are above average in the State. Amy shared that the State wants to see 20% growth in all student subgroups.

Mary highlighted Roundtable at PRHS. Lily shared her Roundtable experience. Aaron shared his experiences with Roundtable as a parent. December 5th is the band and chorus concert for HS. Holly shared Ed Techs who earned BHP training.

14.0 COMMUNICATIONS:

15.0 HANDOUTS:

16.0 EXECUTIVE SESSIONS:

To enter into Executive Session regarding a personnel issue pursuant under 1 M.R.S.A. § 405 (6) (A)

Motion: by Steve Holbrook to enter into executive session at **8:22 p.m.** regarding a personnel issue pursuant under 1M.R.S.A. § 405 (6) (A)

Seconded: by Julie Rioux

Vote: Unanimous

Open session reconvened at 8:29 p.m.

Motion: by Lisa Dulac to allow Ed Tech A to take a leave of absence from January 2019 - May 2019

Seconded: by Julie Rioux

Vote: Unanimous

To enter into Executive Session regarding labor contract negotiation discussions – Transportation staff pursuant under 1 M.R.S.A. § 405(6) D

Motion: by Norm Beuparlant to enter into executive session at **8:30 p.m.** regarding labor contract negotiation discussions – Transportation staff pursuant under 1 M.R.S.A. § 405(6) D

Seconded: by Julie Rioux

Vote: Unanimous

Open session reconvened at 8:37 p.m.

17.0 REMINDER:

18.0 ADJOURNMENT:

Motion: by Steve Holbrook to adjourn at **8:37 p.m.**

Respectfully submitted,

Ken Healey