

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 5th Regular School Board Meeting
for 2018-2019 was held
Monday, December 10, 2018
6:30 p.m.
Poland Regional High School

MINUTES

Board Attendance: Steve Holbrook, Laura Hemond, Louis Goulet, Scott Lessard, Julie Rioux, Aaron Ouellette, Ed Rabasco, Mary Martin, Joe Parent, Mike Downing (arrived 6:45), Norm Beauparlant, Travis Richie, Norm Davis and Melanie Harvey

Absent: Lisa Dulac

Student Representatives: Gavin Bourgoin, Lily Cole-Powell

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. RECOGNITIONS/ACKNOWLEDGEMENTS: (5 minutes)

Congratulations on their National Board certification for Michael Hayashida, a math teacher at PRHS and Skip Crosby, a Spanish Teacher at PRHS.

Thank-you to Amy Hediger and Jenny Rose for the Adult Education district flyer.

4.0 AGENDA ADJUSTMENT:

New Business: Middle school building timeline

Administrator reports will be moved up to the presentation

Consent Agenda: Notification of resignation of Carol Withers, Accounts Payable/Benefits Specialist

5. PRESENTATION: (15 minutes)

Karen Hill provided an update on our new RSU 16 website that was launched on November 30th. She shared that:

- Approximately, 10% of the links still need to be activated.
 - 60% of the content for the site has been completed.
 - ADA compliance issues still need to be addressed on our website, but we are working to address those.
 - Would like to add teacher connections, live data updates, more elaboration on co-curricular activities, the nurses would like to have their own information on their site.
 - High school and middle school should have more information on their courses and academic requirements for parents and families to see.
 - Additional involvement from students with photos and to also showcase some of the student work that is being completed in the schools.
 - More updated events, and add specific content to what each of the events are.
 - Elementary websites need additional work, and we would like to get input from the teachers and hear from the elementary parents about what they would like to have on the website.
 - Training for administrative assistants to update the website with newsletters.
- Google Analytics has shown that we have over 6,000 hits to the new site so far. We can see what areas are being hit the most and what parts of the site aren't being visited regularly.

Questions:

- Norm Beuparlant asked questions about who will be able to update the sites. Karen explained that the schools will have key individuals targeted within the schools to provide the updates to the sites.
- Norm Beuparlant asked about updating the minutes from the school board. Karen explained that they would be able to put the school board agendas on the website. Norm explained that it would be helpful to include the links from the notes and administrator reports could be directly linked to the board reports to help individuals access them more efficiently by locating the topics they were interested in learning more about.
- Scott Lessard mentioned that some of the links for athletics and the schedule were not working last night. Karen stated that she is accepting any feedback from parents, schools and school board members about ways to improve the site or if parts of the site aren't working properly.
- Aaron Ouellette mentioned to Karen that he has received some good feedback from community members on the new website.

6.0 CONSENT AGENDA INTRODUCTION: (5 minutes)

Approve 4th Regular Meeting Minutes 11-19-18

Approve November 2018 Sub Committee Minutes

- Operations
- Personnel & Finance
- Educational Policy Committee

Approve December 2018 Superintendent Evaluation Committee Minutes

Friends of RSU 16 – No Meeting in November

Notification of Support Staff New Hires:

- Asst. Coach, Indoor Track - Mike O'Leary
- Asst. Coach, Indoor Track – Nancy Walker

Notification of Resignation:

- Spencer Emerson – Math Teacher, WMS; Head Football Coach
- Carol Withers – Accounts Payables/Benefits Specialist

Motion: by Norm Beuparlant to approve consent agenda

Seconded: by Steve Holbrook

Vote: Unanimous

7.0 ACCEPTANCE OF THE FINANCIAL STATEMENTS: (10 minutes)

Approve Financial Summary for October

Motion: by Steve Holbrook to approve Financial Summary for October

Seconded: by Julie Rioux

Vote: Unanimous

8.0 SUPERINTENDENT'S REPORT: (20 minutes)

Donations: Policy requires board notification of grants/gifts received.....

Sasha Hampton (MCS) Kidney Table (\$312); Katie Toothaker (MCS) Conference Grant \$500;

Jessica Harvey (ESS) Book Club \$500; Anonymous (PCS) \$1,000 for the Christmas Giving Tree. **Total - \$2,312.**

The current enrollment of Regional School Unit #16 as of December 10, 2018 is:

Minot Consolidated School (267), Elm Street School (292), Poland Community School (469),

Bruce M. Whittier Middle School (269), and Poland Regional High School (465) for a grand total of (1,762)

(-2 from the last report).

Teamster School Board Negotiation Team is meeting tomorrow Wednesday, December 10th, @ 5:00 p.m. here at Central Office.

I attended the Annual Education Symposium on December 7th, in Portland in order to honor our very own teacher of the year from Androscoggin County, **Katie Toothaker**. Additionally, **Michelle Smith** was recognized for her obtainment of National Board Teacher Certification.

Attended Collective Bargaining Training with five School Board Members on November 30th.

Had our monthly Town Managers breakfast meeting on December 5th.

Will be attending our re-scheduled Friends of RSU 16 Meeting @ the Elm Street School on Friday, December 14th at 9:00 a.m.

Superintendent Goals- RSU 16 Superintendent Kenneth J. Healey's Goals (2018-2019)

• **Communication and Engagement**

- **Goal:** Improve communication and engagement with key constituents: School Board, Students, Staff, Administration, and Community (E.4 and E.5 –Engage Effectively with Staff and Students and Engage Effectively with Towns)

○ **Activities:**

- Serve as a liaison with the Lewiston Sun Journal and the Country Connection to ensure that results in these publications are regular and accurate reporting of RSU 16 activities, initiatives, and meetings.

- Coordinate with the RSU 16 School Board to develop and implement a communication plan for the School District.
- Continue to use the new website and social media to reach citizens who do not have children in RSU 16 schools.
- Provide regular community updates on the middle school building project to the School Board and Community.
- Assist the School Board to expand membership and to build a foundation of support through regular meetings of Friends of RSU 16.
- Oversee the new RSU 16 website implementation, ensuring transiting through the site is smooth and efficient that simplify policy searches, permit timely updates, allow site use monitoring, showcase student achievements through text and pictures and encourage community feedback.
- Effective Board Structure and Function
- **Goal:** To assist the RSU 16 School Board performance by developing common understandings of Board culture and the work of the Board. (E.2 and E.3 – Effective Board Expectations and Culture and Effective Board Structure and Function)
- **Activities:**
 - Conduct annual training for all School Board members, reviewing the role of the Board and Board norms at the annual Board Orientation Workshop, and, as necessary, to ensure effective Board function.
 - Advocate on behalf of RSU 16 students and schools at the local level and state level by being well informed about current issues, utilizing the information and support available through MSMA, and building relationships with legislators and the media.
 - Include Board and Administrator Newsletters, in the monthly board packet and engage in a short review/discussion of content during the Board meeting.
 - Help develop an RSU 16 Board Survey by September 15, 2019 that identifies Board accomplishments and challenges.
 - Help refine an assessment of RSU 16 School Board goals by September 30, 2019 and present the goal assessment at the Board meeting in October 2019.
- **Strategic Plan**
 - **Goal:** By November 2019, assist the RSU 16 School Board identify actions and next steps for the upcoming year(s) to ensure that the Strategic Plan continues to be a strategic document that is forward-thinking and addresses the RSU 16 mission and vision. (E.1 – Monitor and Adjust Strategic Plan)
 - **Activities:**
 - Continue to monitor the effectiveness of programming as measured by a staff and community survey. Compare the ratings regarding the value of an RSU 16 education with previous surveys.
 - Finalize and share the updated Strategic Plan on the RSU 16 website, at each school in print and poster format, and at sites within the communities.
 - Support 2018-2019 school and district goals in the focus areas of student achievement, assessment, competitive salary schedules, school safety, and facility improvement through budgetary support, advocacy, and Strategic Plan updates.
 - Monitor progress of the Strategic Plan through review by the Educational Policy Committee in January and March.

Questions:

Melanie Harvey asked Ken about his plans or strategies for engaging the students and teachers by visiting the schools. There was discussion around if that is considered an activity rather than a goal. Ken shared that he has been in every building numerous times since the start of the school year. Ken also shared that last week he met with all of the administrators in their buildings and completed a tour of their schools with the administrators. He plans to do these kinds of meetings on a monthly basis.

Travis Ritchie asked about when the annual training for school board members takes place. Ken explained that at the beginning of the year there was training provided to the school board members before the first meeting took place.

9.0 NEW BUSINESS: (15 minutes)

Approve Budget Development Budget Committee Meeting Schedule

Mary Martin discussed the proposed timeline for the budget process that was put forth by the Personnel and Finance Committee Meeting. She explained that during the budget process last year the budget committee met for a whole day to hear the budget proposals for each building and department. She highlighted that the difference between last year and this year is that during the full day budget presentation the committee only heard the presentations for the schools; however, this year Ken feels that they can do all the presentations in one day with one follow up meeting which would be for revision and finalizations. The Budget Development Budget Committee has proposed that the one-day meeting to hear the full budget take place on Tuesday, February 26th from 9:00am to 4:30 pm at the Poland Fire Station with a snow day date of February 28th. On Tuesday, March 5th, there will be an additional meeting at the PRHS library at 6:00 p.m. to discuss any revisions and finalizations for the proposed budget. On Tuesday, March 19th there is a special school board meeting in the PRHS library at 6:00 p.m. to draft a budget to present to the full school board and to finalize the budget. On March 26th there will be an informational public meeting in the Elm Street School gymnasium at 6:00 p.m. According to the proposed schedule, the final approval from the full school board would happen on April 8th and the District Budget Meeting would take place in the PRHS auditorium at 6:30 on April 24th. Mary shared that this proposed schedule for this year's budget process is about one month earlier than it was last year. Another difference highlighted by Mary Martin was that the budget validation referendum would be on a separate day and would not be connected to a local/municipal vote. There was continued discussion and sharing of the budget by the board members.

- Julie Rioux feels the schedule is an improvement because sports schedules won't conflict with community involvement in the budget process.
- Norm Davis wondered if this would impact the towns since it is not connected to a municipal vote. Ken is working with the towns to determine if there will be additional costs since the voting will take place on a different day.
- Norm Beuparlant asked if the goal of the first meeting would be to bring a complete proposed document to the meeting. Ken explained that they will send out a copy of the proposed budget two weeks prior to the full day meeting. The principals will present their budgets for their buildings. Ken has asked the A-Team members to present a budget that is status quo with no increase. The items that they would like to present as additional items will go through a vetting process with the A-Team, and then we will produce the final items for presentation to the school board. Mary Martin stated that during the second meeting with the budget committee, they would identify the items that will go through and they will serve as an advisory to the school board. Ken has spoken with the towns in regards to getting community involvement with the budget process.
- Aaron Ouellette asked if the preliminary budget information would go out to the budget committee or if it would go to the full school board. Aaron highlighted that in the past that they have gone to committee first to help speed up the process of getting a budget to present to the school board. There was continued discussion of who should see the budget prior to the full day. Aaron Ouellette feels that since the budget committee is going to be vetting budget items prior to the full board presentation, that it would speed up the full day for the budget review.
Norm Beuparlant would like to see the budget in full form prior to the budget team seeing it as it would allow them time to review the items and present questions or concerns to the committee prior to February 26th. Aaron Ouellette agreed that would be beneficial if members of the school board received the proposed budget as well and they shared their concerns with the proposed budget to the Budget Committee.

Determining the committee members to be on the Budget Committee. Members volunteering Scott Lessard, Norm Davis, Aaron Ouellette, Lou Goulet and Norm Davis.

Steve Holbrook has brought concerns forward regarding the high number of snow days. He questions what should happen to help address the high number of days we have had already. The committee would like to see the A-Team work with Ken to discuss ways to help alleviate the high number of days and be proactive with presenting a plan to the board. Ken agreed with the recommendation of bringing it to A-Team for consideration. Mary Martin agrees that we should begin the discussion sooner rather than later.

Middle School Building Project Timeline: January 9th, the project goes out for bid. January 16th is the pre-bid walk through. The bids will be open for acceptance on February 5th. The original school board vote on the building project is scheduled for February 11th. They have asked to re-schedule the board meeting to February 13th to give the building committee enough time to gather the information from the bid process. Norm shared there are 6 general contractors that are already interested in the project. The notice and the application process is on the website. Mary Martin asked how the two days would improve the process. Norm explained that they would be able to create a spreadsheet with the comprehensive information needed to provide a complete bid. Craig Worth explained the engineers need to look at the changes that are being offered to make sure that the quality has not been changed in the bidding process. Norm highlighted that it is important to give them the time they need to put forth a good proposal.

Motion: by Ed Rabasco to change the school board meeting from February 11th to the 13th.

Seconded: by Norm Davis

Vote: 12-3 (opposed by Julie, Aaron and Laura)

10.0 OLD BUSINESS:

11.0 POLICIES: (15 minutes)

Approve 1st & Final Readings.....

DFA – Revenues from Investments

Motion: by Steve Holbrook to approve 1st & Final Readings

Seconded: by Julie Rioux

Vote: Unanimous

Discussion of the policies information. Refinements were fund balanced and no risk

12.0 REPORTS TO THE SCHOOL BOARD:

Student Representatives: (5 minutes)

SRB is preparing for Spirit Week taking place next week. Planning a food drive, National Honor Society is doing a blood drive and they encouraged school board members to help support the drive. Senior Celebration is keeping students busy. Mary Martin was at a leadership meeting and talked about a “brain break” activity. The student representatives shared what this day is about. The students will be able to take a break from their day and participate in events like cookie decorating, karate, etc. There are 359 students who have signed up to participate in the brain break activities. Lily shared that Sophomores and Juniors are awaiting their PSAT/SAT results.

Report of the School Board Chair: (5 minutes)

- Mary talked about the conference that committee members attended last week. Mary asked who would like to be on the Negotiation committee. She noted that they will be sharing the information that they received at their collective bargaining training. The Negotiation team would take place once a month. There was discussion about the days and times that the meetings would take place.
- Formation of Budget Committee members: Scott Lessard, Norm Davis, Aaron Ouellette, Lou Goulet, Norm Davis and student representative, Gavin Bourgoin.
- Formation of future Negotiation team: Melanie Harvey, Joe Parent, Mike Downing, Norm Davis, Norm Beauparlant and Mary Martin.
- Mary shared information from the school board newsletter. She shared that the board is asked to be a link between the schools and the community. Mary feels that the goals written by the board are good.

Attendance:

- Julie Rioux asked that if a meeting was moved, would the board members still be paid if they were not able to attend the re-scheduled meeting. Mary Martin stated that the board decided that members would only be paid if they were present at the meeting on the date that the meeting actually took place. Mary Martin suggested that the stipend information would have to be brought to the personnel and finance committee for further discussion, as the language in the stipend distribution would have to be changed to address this.
- Travis Ritchie asked for discussion around the special education reports regarding the need for educational technicians. Travis provided a summary of the differences between salaries for Lewiston and RSU 16. He highlighted that the board should look at ways to help support the hiring of educational technicians to fill these open positions. There was discussion around increasing the salary. Mary Martin stated that salaries are discussed through the contract negotiation process.

13.0 ADMINISTRATIVE INFORMATION:

A Team Reports

- Karen Hill’s oral report was moved to presentations.

14.0 COMMUNICATIONS:

15.0 HANDOUTS:

16.0 EXECUTIVE SESSIONS:

17.0 REMINDER:

18.0 ADJOURNMENT:

Motion: by Steve Holbrook to adjourn at 7:43 p.m.

Respectfully submitted,

Kenneth J. Healey