

**REGIONAL SCHOOL UNIT #16 SCHOOL BOARD**

**Mechanic Falls – Minot - Poland**

**The 6<sup>th</sup> Regular Meeting of the RSU #16 School Board**

**for 2012–2013 was held**

**Monday, January 14, 2013**

**6:30 P.M.**

**Minot Consolidated School, Conference Room**

**Minutes**

**Present:** Eleanor Biron, Jennifer Boenig, Grace Gendron, Melissa Hodgkin, Steve Holbrook, Mary Ella Jones, Tina Love, Mary Martin, Joe Parent, Ed Rabasco, Scott Sawyer, Jessica Smith, Scott Tiner, Jack Wiseman, PRHS Student Representative Delaney Woodford

**Absent:** Sue Callahan

**1.0 CALL TO ORDER:** Mary Ella Jones, Chair, Pledge of Allegiance

Mary Ella Jones called the meeting to order at 6:31 PM with the Pledge of Allegiance.

**2.0 PUBLIC PARTICIPATION:**

N/A

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS**

- Mikayla Jackson, 6<sup>th</sup> grade at MCS was named Optimist Club December Student of the Month
- Jordan Hall, PRHS student – Took first place in the Lewiston Regional Technical Center USASkills Electrical competition. Jordan will compete in the State competition in Bangor in March.
- Mary Ella Jones announced the above recognitions.
- Mary Ella also thanked the four high school students – *Jessica Morghan, Deidra Ball, Brooklyn Moran and Jordan Hall* - who have attended the Strategic Planning meetings, provided input and answered questions.

**ACTION ITEMS:**

**4.0 AGENDA ADJUSTMENT:** None

**5.0 PRESENTATION:** Christian Smith of MacDonald Page on the RSU #16 FY '12 Audit  
Christian Smith reviewed the recent audit done for the district. He reviewed the various reports that were provided as a result of the audit and went over some key points.

*Discussion:*

Steve Holbrook asked how much money we will have to put towards next year's budget if all was spent. \$255,668 is the number.

Jen Boenig asked if the things in the recommendations have to be done. There was one significant deficiency that needs to be corrected; the remaining seven comments are best practice recommendations that should be strongly considered.

Tina Love asked a pension plan clarification question.

**6.0 ACT ON MINUTES:** Approve Regular Meeting Minutes of 12/10/12

Motion: by Steve Holbrook to accept the minutes of the 12/10/12 meeting

Seconded: by Jack Wiseman

Vote: Unanimous except for Scott Sawyer who abstained

**7.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:** Approve Financial Statement of Dec 2012

Motion: by Steve Holbrook to accept the Financial Statement of December 2012

Seconded: by Jack Wiseman

Vote: Unanimous

*Discussion:*

Mike provided a list of the auditor's recommendations and his responses to them.

1. Accuracy of capital assets, Wendy made an adjustment, has been taken care of.
2. ADS does not include an interfund accounts payable feature which would allow us to better calculate where we are at with the budget over the course of the year.
3. Signing the warrants - Eight people have to sign the warrants. This is a list of how we are spending the money. They recommend we have fewer people do it, and a week before they are signed the board members look at the warrants and ask questions if there are any.
4. We do not collect the money due to schools for lunches, because sometimes we can't. We need a board policy that deals with how we go about addressing that and what we do about the loss.
5. Receipt book for student activity at ESS did not have numbered receipts.
6. Two sets of eyes need to be on the bank statements at the high school and middle school.
7. Some things such as job descriptions and evaluation reports weren't up to date and they are working on that.

## 8.0 OLD BUSINESS:

- 8.1 To approve the 2012 – 2014 Support Staff contract negotiated between the RSU #16 Board of Directors and the RSU #16 Educator's Association.

Motion: by Jack Wiseman to approve the 2012-2014 Support Staff contract

Seconded: by Mary Martin

Vote: Unanimous

Discussion:

Mike handed out the support staff contract. The association has voted to accept the contract, along with the side letter concerning the ed techs meeting the increased contact hours to upgrade their status.

Mike and Tina met with the association and certification representatives and decided they would let the ed techs keep the documentation on how they meet their hours. Cheryl McPhearson said they are still waiting to talk to MSR about the impact on ed techs concerning social security, it appears it will be minimum.

Eliminated the *in lieu of part of insurance* and make a one time payment to everyone for that. Everyone would now be paying the same percentage; support staff and teachers.

A little over 100 people are covered by this contract. The overage will be covered in the existing salary lines. Bus drivers are not included in this.

- 8.2 Policies: To undertake the 2<sup>nd</sup> reading and approval of the following policies:

- BB – School Board Legal Status
- BBAA – School Board Member Authority & Responsibilities
- BBBE – Unexpired Term Fulfillment/Vacancies
- BCA – Board Member Code of Ethics
- BCB – Conflict of Interest
- BCC - Nepotism
- BDA – Board Organizational Meeting
- BDB – School Board Officers
- BDD – Board – Superintendent Relationship
- BDE – School Board Standing Committees
- BDF – Board Advisory Committees
- BDG – School Attorney/Legal Services
- BE – School Board Meetings
- BEA – School Board Use of Electronic Mail
- BEC – Executive Sessions
- BEDD – Rules of Order
- BEDF – Voting Method
- BEDFA – Abstentions
- BEDH – Public Participation at Board Meetings
- BEDI – Board Relations with the Media

- BEDJ – Broadcasting/Taping of Board Meetings
- BEDL – Adjournment of Board Meetings
- BHC – Board Communications with Staff
- DJA – Policy on Use of Credit & Debit Cards
- IMG – Animals in school
- IMG A – Service animals
- KCD – Public Gifts/Donations to the School

Motion: by Steve Holbrook to accept the 2nd and final reading of the above policies

Seconded: by Melissa Hodgkins

Vote: Unanimous

Jessica asked if all the changes have been made that were discussed last time.

Tina Love – Regarding BCB Conflict of Interest and volunteers. Board members as volunteers, board members can't be the primary person responsible for an activity.

Policy BE - School board meetings – it says meetings are once a month. Sometimes we skip one in the summer. Are we breaking the policy? Mary Ella said we can postpone a meeting and it averages out to once a month, it's ok if we vote to combine two meetings.

Policy - BEDH - Public Participation, Agenda being published in advance - are we doing this? Yes they are sent out.

Policy KCD - Public Gifts – Why does it specify amounts in excess of \$300 instead of just any amount? Ed said it could be higher or lower, it's just a number.

Policy DJA - Use of credit and debit cards – only the Superintendent and Financial Coordinator hold these. The Financial Coordinator is Wendy, both her and Mike can approve purchases made with district credit cards.

Tina Love asked if we should have a policy regarding a student member on the board. Mary Ella said they will look into it. Delanie Woodford reported that Mr. Wilhelm had a write-up for her and that the Student Review Board is coming up with something too.

## 9.0 NEW BUSINESS:

- 9.1 To appoint Ben Smith-Poulin to a probationary contract as 2/6ths Technology Teacher at PRHS at Camp A at a pro-rated salary of \$5,000.

Motion: by Melissa Hodgkin to appoint Ben Smith-Poulin to a probationary contract as 2/6ths Technology Teacher at PRHS at Camp A at a pro-rated salary of \$5,000.

Seconded: by Jack Wiseman

Vote: Unanimous

Joe Parent asked to have the fraction explained.

- 9.2 To accept an invitation from the Center for Education Policy, Applied Research and Evaluation at USM for the high school to participate as a case study school in the Center's study on standards-based education.

Motion: by Mary Martin

Seconded: by Jack Wiseman

Vote: Unanimous

Jessica Smith mentioned that this came up as an important issue at the community forum.

Steve Holbrook asked that if Cari Medd wasn't willing to allow this, would it have come to the board? Mike said probably not. Steve asked why should this type of information be withheld from the board. Mike responded that the school has to figure out if they can do it first. Mary Ella agreed it can be a distraction and they have to determine if it's worth it.

- 9.3 To look at student enrollment and to consider class size guidelines.

Mike provided a handout of Student Enrollment per class. For budget purposes, the board should decide the maximum and minimum class size at each grade level.

Mary Martin - Grades 4-6 should be grouped together. Also, what if two classes combined is too many but doesn't meet optimum? This will go to the policy committee to work on.

9.4 To hear a report from the Superintendent regarding the curtailment of FY '13 subsidy and factors influencing the FY '14 budget.

Mike explained that we are losing \$133,000+ in state subsidy due to the curtailment. 52% of our budget dollars remain for the rest of the fiscal year. Some things were paid up front for the year.

We froze discretionary spending in the budget. We have about \$188,000 that we can spend judiciously and have some left over. The salary amount that we budgeted vs. how much we are going to be spending shows a savings of \$78,600. Inside the Central Office account, we have saved money on the auditor and will probably save some on legal fees. There is also some left over from summer school.

Concerned about the teacher substitute line. \$127,000 budgeted, only \$39,000 left due to maternity leaves, long term illness, the flu, etc.

Tina Love asked about the details of the curtailment. Mike said he is not sure. They are talking about pushing the subsidy for the last two weeks of this fiscal year to the first two weeks of the next fiscal year. That is different from the curtailment.

#### FY'14

We have an \$18.5M budget we are working from. We are putting together a budget that is comparable as much as possible, unless some things are different such as teacher and support staff salaries due to contracts. Insurance may go up again.

We carried \$270,000 fund balance into this budget. We can apply some to next year's budget plus any left over at the end of this year can go towards the fund balance. We have about \$66,000 left in CIP fund. The Governor proposes carrying the curtailment into next year; it could be more or less.

Regarding schools paying the State's share of Maine State Retirement, Mike explained what that might look like. If the state takes away municipal revenue sharing, the towns are going to be losing considerable amounts of money.

Among possible revenue sources for next year is the sale of our MLTI laptops.

We can save \$19,000 out of strategic plan process, less in auditors, possibly some other places.

Steve Holbrook asked if teachers pay into the state pension fund. Yes, the state has been paying the match, now they may want us to pay it. Mike said he will let the board know about this.

9.5 To consider the District's continued participation in the Maine Schools for Excellence TIF 4 Grant.

Mike explained that very little detail was given throughout the application process and we have now discovered it will cost the district a considerable investment. He suggested we should pull out of the grant due to the costs associated with it. We can meet some of these same needs for less money. We do have a Steering Committee that has been assembled, and that group is still willing to work on the evaluation process without the grant funds. We can support them via Title 2 funds that are earmarked for staff development.

Tina and Mike met with the grant representative before Christmas break and expressed the cost concern and they found out in January the actual costs. Mary Martin said she supports this group of committed people to move forward with the process and they will own it and be invested in it. The board reached consensus to go along with Mike's recommendation to pull out of the grant.

9.6 To consider charging maintenance needs at Elm Street School to the Capital Improvement Fund.

Twelve smoke detectors had to be replaced at MCS because they had exceeded their life span and were giving faulty alarms. At ESS, a deck had to be built above the gym that met OSHA standards so that maintenance could be performed on the air handler. There is \$67,909 left in the CIP fund.

Motion: by Steve Holbrook to authorize both amounts \$2,652 out of CIP

Seconded: by Jack Wiseman

Vote: Unanimous

Steve asked if each school has a maintenance line and if they are drawn down low.

**10.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:**

ATeam Reports

**11.0 REPORTS TO THE SCHOOL BOARD:**

**Sub-Committees:**

12.1 Budget Committee - They are meeting after this meeting to set a date

12.2 Curriculum Committee - N.A.

12.3 Facilities Committee - N.A.

12.4 Negotiations Committee – N.A.

12.5 Policy Committee – N.A.

12.6 Public Relations Committee - Tina Love – we have had two meetings so far for Strategic Planning. They have been well attended and a very engaged group. Jen Boenig said we are improving communication between the board and the community. Jack Wiseman agreed it has been going well, feedback has been very positive. Joe Parent said some of the people who attended were a bit frustrated at the lack of attendance.

12.7 Stipend Committee – N.A.

12.8 Superintendent Search Committee - Mary Martin reported that they have had one meeting so far. Reviewed and edited the schedule. Final interviews 3/18 to 3/22. Board meets with finalists 3/25 to 3/29. Discussed attributes and qualifications, discussed and distributed survey to send out. We will use that to determine priorities. They will find out on Jan 25th how many applications they have and they will get them from MSMA.

**12.0 COMMUNICATIONS:** Communications to the School Board

**13.0 EXECUTIVE SESSION:** To enter into executive session with representatives of the RSU #16 Education Association pursuant to 1 M.R.S.A. 405 (6) (A) to consider a grievance.

Motion: by Steve Holbrook to go into Executive Session with representatives of the RSU #16 Education Association pursuant to 1 M.R.S.A. 405 (6) (A) to consider a grievance at 8:25 PM

Seconded: by Jack Wiseman

Vote: Unanimous

Motion: by Steve Holbrook to deny the grievance request

Seconded: by Ed Rabasco

Vote: Unanimous vote for yes to deny, except Scott Sawyer who was opposed

**14.0 REMINDER: \*\*\*\*\* Sign policies**

**15.0 ADJOURNMENT**

Motion: by Melissa Hodgkin to adjourn at 8:56 PM.

Respectfully submitted,