

**qwREGIONAL SCHOOL UNIT #16 SCHOOL BOARD**  
**Mechanic Falls – Minot - Poland**

**The 11<sup>th</sup> Regular Meeting of the RSU #16 School Board**  
**for 2012–2013 will be held**  
**Monday, June 17, 2013**  
**6:10 P.M.**  
**Poland Regional High School, Library**

**MINUTES**

Present: Eleanor Biron, Jennifer Boenig, Grace Gendron, Steve Holbrook, Mary Ella Jones, Tina Love, Mary Martin, Joe Parent, Scott Sawyer, Jessica Smith, Scott Tiner, Jack Wiseman  
Absent: Sue Callahan, Melissa Hodgkin, Ed Rabasco

**1.0 CALL TO ORDER:** Mary Ella Jones, Chair  
Pledge of Allegiance, 6:30 PM Pledge

**2.0 PUBLIC PARTICIPATION:**

- Austin Russell, 8<sup>th</sup> grader, freshman next year voiced some concerns about the decision of iPads for MLTI. He shared what he felt were some of the pros and cons of the iPads.

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS**

- Sue Callahan, Minot, leaving board as of July 1, 2013
- Jess Smith, Mechanic Falls, is leaving the board as of June 30, 2013
- Annette Annance, Minot, will be on the board as of July 1, 2013
- Aaron Ouellette of Mechanic Falls will be on the board as of July 1, 2013
- Suzanne Madden & Karen Fancher retiring teachers (over 30 years of teaching)
- Mike Wilhelm, retiring Superintendent.

**ACTION ITEMS:**

**4.0 AGENDA ADJUSTMENT:** 9.5 was taken up here

**5.0 PRESENTATION:** To hear a presentation from Cari Medd, High School Principal, regarding the use of high school/middle school participation fees to be used to purchase a new sound system. Cari explained that the outdoor field lights have been paid off in the amount of \$6,545 with 2012-2013 fees. She provided a handout with the details of the participation fees collected since 2010 and how they have been allocated.

**6.0 ACT ON MINUTES:**

Approve Regular Meeting Minutes of 05/13/13

Motion: by Steve Holbrook to accept the minutes of the 05/13/13 and 06/03/13 meetings

Seconded: by Jack Wiseman

Vote: Unanimous

**7.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:** Approve Financial Statement of May 2013  
Mike Wilhelm provided a handout of the current financial status. At the end of the fiscal year, we will have \$101,606 less than budgeted/anticipated. With the strategies used in curtailing spending, we will end up with \$169,191 remaining at the end of the fiscal year. Budget areas to be addressed next year are utilities and substitute lines.

Motion: by Steve Holbrook to accept the financial statement of May 2013

Seconded: by Jack Wiseman

Vote: Unanimous

Tina Love asked about the cell phone issue with US Cellular and Verizon. Mike said everyone is back under US Cellular now.

August 6, 2013

Mike also shared the final voting numbers on the budget referendum.

## 8.0 OLD BUSINESS:

8.1 To approve a recommendation to provide additional staff development time for teachers.

Mike Wilhelm provided a handout regarding the professional development proposal. This would involve a one-hour early release one consistent afternoon a week to provide about 60 hours of PD time yearly for teachers. We would eliminate the 6.5 early release days currently in the calendar. 210 parents responded to the survey we sent out, 37 parents said they would need extra childcare during that time. 135 parents said it wasn't a problem, 31 parents said they were unsure.

With regards to providing enrichment resources for students; (25) responded with 15-20 suggestions for enrichment.

With regards to parent interest in conducting an activity; (32) responded, 13 said they were interested in volunteering for enrichment activities

Tina reviewed some of the parent comments on the survey, as well. Overall, she feels the results were positive.

Motion: by Steve Holbrook to approve one early release day each week at the Superintendent's discretion regarding which day it will be.

Seconded: by Jess Smith

Vote: All in favor, except Scott Tiner

Steve Holbrook clarified the switch to early release rather than late start.

Scott Sawyer asked about the 6.5 early release days scheduled. Tina said this would replace those early release days.

PCS PTA President: She is going to talk with the after school care program to see if they can accommodate that one-hour. She asked about sports practices on those early release days. Tina said that ed techs would be supervising students on those days.

Joe Parent asked how we would bring everyone together once a month with the differing school end times. K-6 gets out at mostly the same time. We will assign the start time at the school where they are meeting and teachers will go there.

Rick Benoit said he spoke to Scott Segal at Poland Recreation who is very interested in getting something going on those days. Tina Love reminded us about communication to parents and keeping them informed about what this time is being used for and also a point of contact for parents to call if this becomes challenging for them. It will be in the newsletters and the principals will likely field some of those calls.

Scott Sawyer asked if we had to run this by the teacher's association. Tina Love asked about the effect on the 4YO Program. We will let parents know that schedule.

Jess Smith said it was a great way to handle an issue that could have been divisive and hopes the board will continue to use this type of process.

Tina Love asked about teachers who are coaches. They will need to make arrangements for their team practices, but at times they may need to be at a game or competition. Tina will let everyone know what day of the week the early release will be on as soon as possible.

## 9.0 NEW BUSINESS:

9.1 To certify the results of the June 11<sup>th</sup> referendum and sign the warrant for assessment of taxes for each town.

9.2 To set meeting dates in July/August – July 22<sup>nd</sup> and August 5<sup>th</sup> regular board meetings. Aug 19<sup>th</sup> committee meetings.

9.3 Discussion to elect a Chair and Vice Chair for the RSU #16 Board for the ensuing year. Normally, this takes place in the first regular meeting. This will be July 22<sup>nd</sup>. We will schedule board orientation, as well.

9.4 Authorize the Superintendent to hire new contracted staff during July & August (if no scheduled meetings).

Motion: by Steve Holbrook to authorize the Superintendent to hire new contracted staff during July & August (if no scheduled meetings).

Seconded: by Mary Martin

Vote: Unanimous

9.5 To appoint the following teachers to first year probationary contracts:

- Ben Smith-Poulin, high school technology at Level A of the high school salary schedule.
- Matthew Drinkard, high school math, at Level A of the high school salary schedule
- Jennifer Williamson, high School math, at Level K of the high school salary schedule
- Katie Pullyard, Minot grade 6, at t level A of the K-8 Bachelors salary schedule
- Jennifer Rosado, Minot grade 6, at level A of the K-8 Bachelor's salary schedule
- Shauna Broyer, high school special ed teacher, at Level A of the high school salary schedule pro-rated at two-thirds
- Mark Yerxa, high school special ed teacher, at Level A of the high school salary schedule

Motion: by Jack Wiseman to appoint the above teachers listed to first year probationary contracts

Seconded: by Steve Holbrook

Vote: Unanimous

9.6 To extend the following contracts for two years:

- Betty Hayes, Food Service Director
- Tom Kelly, Transportation Director
- Linda Chaisson, Information Technology Director
- Gary Purington, Maintenance Supervisor for MCS and ESS
- Tony Bennett, Maintenance Supervisor for PRHS and BWMS
- Rich Rzyski, Maintenance Supervisor for PCS

Motion: by Steve Holbrook to extend the contracts for two years of the above listed supervisory employees

Seconded: by Jack Wiseman

Vote: All in favor, except for Tina Love

9.7 To accept the resignation of Belinda Ouellette as District Registrar as of July 1, 2013.

- Mike explained that Belinda Ouellette would be moving from full-time Registrar to part-time data manager.

9.8 To eliminate the current registrar position and create a 25 hour per week Data Manager position as of July 1, 2013 and appoint Belinda Ouellette, current Registrar to the position and Jean McNally as district registrar.

Motion: by Steve Holbrook to accept the resignation of Belinda Ouellette as District Registrar as of July 1, 2013.

Seconded: Jack Wiseman

Vote: Unanimous

Motion: by Jack Wiseman to eliminate the current registrar position and create a 25-hour per week Data Manager position as of July 1, 2013 and appoint Belinda Ouellette to the position

Seconded: by Steve Holbrook

Vote: Unanimous

Jack asked if this resolves the issue of using Infinite Campus to the fullest, and Mike said he believes it does.

9.9 Create a 25-hour per week District Registrar position to combine with the current 15-hour a week Transportation secretary position and appoint Jean McNally, current Transportation/Special Ed Secretary as Registrar/Transportation Secretary.

Motion: by Steve Holbrook to create a 25-hour per week District Registrar position to combine with the current 15 hour a week Transportation secretary position and appoint Jean McNally, current Transportation/Special Ed Secretary as Registrar/Transportation Secretary.

Seconded: by Jack Wiseman

Vote: Unanimous

9.10 To hear a plan for the reorganization and scheduling of Board Committees. – Proposal is for two meetings per month, which includes one meeting per month for subcommittee meetings. Mike provided a handout regarding the suggested membership of the sub-committees.

Joe Parent clarified that essentially there are three groups that would meet on this subcommittee meeting evening.

Motion: by Jack Wiseman that we adopt the proposed calendar and add the second meeting

Seconded: by Mary Martin

Vote: All in favor except for Steve Holbrook who was opposed

9.11 To accept the resignation of Michelle Richards, high school Spanish teacher, effective August 31, 2013.

Motion: by Steve Holbrook to accept the resignation of Michelle Richards

Seconded: by Jack Wiseman

Vote: Unanimous

9.12 To accept the resignation of Susan Prince, Special Education Director effective July 1, 2013 – Susan has just accepted a job offer in RSU #57.

Motion: by Steve Holbrook to accept the resignation of Susan Prince

Seconded: by Jack Wiseman

Vote: All in favor except for Steve Holbrook who was opposed

Tina Love thanked Susan for everything and said she has been a huge help and is sorry to see her leave.

9.13 To accept the resignation of Shane Barker, middle school science teacher, effective August 31, 2013.

Motion: by Steve Holbrook to accept the resignation of Shane Barker

Seconded: by Jack Wiseman

Vote: Unanimous

9.14 To accept the resignation of Megan Rassier, middle school math teacher, effective August 31, 2013.

Motion: by Steve Holbrook to accept the resignation of Megan Rassier

Seconded: by Jack Wiseman

Vote: Unanimous

Tina Love asked about developing a structure for exit interviews. Tina Meserve suggested we develop an exit survey with a few questions and then we will have records we can look at over time.

## 10.0 POLICIES: 1<sup>st</sup> reading

10.1-10.3 DJ, DJH and GBI – Mike explained the three policies and facilitated a discussion of questions regarding purchasing and solicitation.

10.4 IJND RSU #16 Website – The only change is the web site policy is becoming reverse permission for parents. They will need to notify us if they don't want things published on the web site, social media, newsletters, etc.

10.5 JJIF Management of Concussions – This policy has been reviewed and vetted by Elizabeth Inniss, Cari Medd and Don King.

10.6 JKAA Use of Physical Restraint & Seclusion – only a slight change (1.A.1.)

10.7 JQA School Lunch Charges – The auditors suggested we have a policy that addresses school lunch charges.

## 11.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:

ATeam Reports

## 12.0 REPORTS TO THE SCHOOL BOARD:

### Sub-Committees:

12.1 Budget Committee

12.2 Curriculum Committee

12.3 Facilities Committee

12.4 Negotiations Committee

12.5 Policy Committee

12.6 Public Relations Committee – setting up another meeting

12.7 Stipend Committee

- 12.8 Superintendent Evaluation Committee – Mary Martin explained the process/tool they have come up with that will come out before the 7/22 meeting.

### Report of the Superintendent

- 12.9 Poland contributions for CIP at PCS - \$47,495 has been approved by the selectmen for PCS. Improvements will be made to the sound system, divider curtain and scoreboard in the gym, the stairway to the lower field and some lower fieldwork and wood chips on the playground.
- 12.10 Title II PreK position at PCS – We need another ½ time position at PCS that is not in the budget. We have an \$18,000 carryover in Title II and class size reduction is an approved purpose for those funds.
- Motion: by Jack Wiseman to approve adding a ½ time PreK position at PCS
- Seconded: by Tina Love
- Vote: Unanimous

A proposal will be coming to the next board meeting regarding an ESL position, which is currently a stipend position of \$3,000 to Lesley Herschlag. We need to increase it next year to a 1/3 teacher to accommodate the needs of ESL population. Lesley has agreed to fill it.

- 12.11 Charter School impact  
Mike Wilhelm received a letter (provided) from Jacinda Cotton-Castro, the Principal of the Fiddlehead Charter School in Gray, ME. She has (11) students from Poland enrolled there for the upcoming school year. This could mean up to a \$100,000 impact on our state subsidy, we are waiting for more information on this.
- 12.12 Insurance Study Committee – There is a meeting scheduled on July 27<sup>th</sup> with an alternative insurance company to see where we stand with options.
- 12.13 Newsletter
- 12.14 Betty Hayes and the Food Service Program have been awarded a Harvard Pilgrim Health Care Foundation grant of \$5,000. The grant provides resources to make healthy, nutritious lunch options more available for students.

### 13.0 COMMUNICATIONS: Communications to the School Board

Mike reminded everyone about the Pottle Hill Road Race this Saturday hosted by the Tri-Town Education Foundation.

### 14.0 EXECUTIVE SESSION: To enter into executive session regarding negotiations between the school administrators and the RSU #16 School Board pursuant to 1. M.R.S.A 405(6)(D).

Motion: by Steve Holbrook to enter into executive session regarding negotiations between the school administrators and the RSU #16 School Board pursuant to 1. M.R.S.A 405(6)(D).

Seconded: by Tina Love

Vote: Unanimous

### 15.0 ADJOURNMENT

Respectfully submitted,

Tina Meserve