

**REGIONAL SCHOOL UNIT #16 SCHOOL BOARD**

**Mechanic Falls – Minot - Poland**

**The 1<sup>st</sup> Regular Meeting of the RSU #16 School Board**

**for 2013–2014 was held**

**Monday, July 22, 2013**

**6:30 P.M.**

**Poland Regional High School, Library**

**MINUTES**

- Present:** Jennifer Boenig, Grace Gendron, Annette Hemond, Melissa Hodgkin, Steve Holbrook, Mary Ella Jones, Tina Love, Mary Martin, Aaron Ouellette, Joe Parent, Scott Sawyer, Scott Tiner, Jack Wiseman
- Absent:** Ed Rabasco, Delaney Woodford.

**1.0 CALL TO ORDER:**

Tina Meserve called the meeting to order at 6:33 PM with the Pledge of Allegiance.

Welcome new board members: Annette Hemond, Minot and Aaron Ouellette, Mechanic Falls

➤ Elect a Chair

Motion: by Jack Wiseman to nominate Mary Ella Jones as Chair

Seconded: by Mary Martin

Vote: Motion failed by weighted vote; Mary Martin 439, Mary Ella Jones 265, Tina Love 107

Motion: by Steve Holbrook to nominate Mary Martin as Chair

Seconded: by Melissa Hodgkin

Vote: Motion passed by weighted vote; Mary Martin 439, Mary Ella Jones 265, Tina Love 107

Motion: by Scott Tiner to nominate Tina Love as Chair

Seconded: by Jen Boenig

Vote: Motion failed by weighted vote; Mary Martin 439, Mary Ella Jones 265, Tina Love 107

Motion: by Steve Holbrook to close nominations for Chair

Seconded: by Jack Wiseman

Vote: Unanimous

*Discussion:* All nominees said they would be willing to fill the position if elected.

➤ Elect a Vice Chair

Motion: by Jen Boenig to nominate Jack Wiseman as Vice Chair

Seconded: by Mary Ella Jones

Vote: Unanimous

**2.0 PUBLIC PARTICIPATION:**

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS – Tina Meserve**

- Jason Thornton, PRHS – Lowe’s Toolbox for Education grant - \$5,000
- WMS – U.S. Dept. of Ed Bulletin, June 2013 “Teaching Matters”.
- Quinn Ferguson, WMS – Spoke to U.S. Senate panel on Type 1 Diabetes

**ACTION ITEMS:**

**4.0 AGENDA ADJUSTMENT:**

Some revisions were made to 9.0

**5.0 PRESENTATION:**

None

**6.0 ACT ON MINUTES:**

Approve Regular Meeting Minutes of 06/17/2013

Motion: by Steve Holbrook to approve the minutes of the 06/17/2013 meeting

Seconded: by Jack Wiseman

Vote: Unanimous

**7.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:**

The June & July financials will be on the August agenda.

**8.0 OLD BUSINESS:**

**9.0 NEW BUSINESS:**

- Approve the Special Education Director nomination – Holly Day

Motion: by Jack Wiseman to approve the nomination of Holly Day as Special Education Director

Seconded: by Steve Holbrook

Vote: Unanimous

*Discussion:* Tina Meserve introduced and welcomed Holly Day and reviewed her qualifications and experience.

- Approve the following teacher nominations:
  - Michael Nieman, Math teacher – PRHS
  - Heidi Lachapelle, Math/Science teacher – WMS
  - Abbey Greslick, Spanish teacher – PRHS
  - Aaron Gagnon, Music teacher K-6 - ESS & MCS
  - Michelle Bureau, PreK teacher – PCS
  - Travis Dunbar, teacher – MCS
  - Mariah Krauss, teacher - PRHS

Motion: by Jack Wiseman to approve the above teacher nominations

Seconded: by Steve Holbrook

Vote: Unanimous

*Discussion:* Scott Sawyer asked if they were new positions or replacing existing ones? They are not new, with the exception of the ½ time Pre-K position at PCS that was approved by the board. The administrators introduced all the new teachers and reviewed their experience and qualifications. Joe Parent asked if we could add French, given Abbey Greslick's background? Cari said that possibly next year we could look at this. We would not be able to do it this year due to complications with numbers and scheduling.

- Approve a new ELL position - 1/3 time

Motion: by Steve Holbrook to approve a new 1/3 time ESL position

Seconded: by Melissa Hodgkin

Vote: Unanimous

**Discussion:** Scott Sawyer asked if we budgeted for this. Tina said it was not budgeted. We brought this up at the last meeting and our legal obligation to meet the needs of our ELL students. Leslie Herschlag has been our ELL Coordinator up to this point and when we reviewed the ELL students' needs, we determined we need to add this position so we can provide these services. Leslie will be taking the position; we will accommodate her salary with a buffer in the salary line due to resignations/new hire changes.

- Approve a 2/3 increase for the RTI position

Motion: by Steve Holbrook to approve a 2/3 increase for the RTI position

Seconded: by Jack Wiseman

Vote: Unanimous

**Discussion:** Tina explained that Leslie used to be ½ time special education teacher, ½ time RTI interventionist and received a stipend for ELL. This RTI position will be a 2/3 position for Leslie and she will be 1/3 ELL.

- Approve the school board established superintendent evaluation process

Motion: by Mary Ella Jones to approve the school board established superintendent evaluation process and continue with the finalization of the process.

Seconded: by Scott Sawyer

Vote: Unanimous

**Discussion:** Mary Martin and Joe Parent gave an update to the board on the research process and provided a handout describing the evaluation process, timeline, standards and indicators. Tina Love asked how the evaluation process is aligned with specific superintendent goals and the strategic plan? Mary Martin and Tina Meserve explained how those things are aligned in the process. Jack thanked the committee for their work and that it is a much more effective evaluation tool. Mary Ella Jones clarified that we would be voting on the status of the superintendent's contract a year in advance of the renewal and she also likes the format.

- Approve the school board committee structure

Motion: by Scott Sawyer to approve the school board sub-committee structure

Seconded: by Jack Wiseman

Vote: all in favor, except Steve Holbrook who was opposed

**Discussion:** Mary Ella explained that the structure shown in the handout would be the format for the second meeting of the month. There would be three subcommittees; Facilities & Transportation, Personnel & Finance and Educational Policy. Each committee would have a chair. Joe Parent said it is a well thought out process and provides the committees with flexibility. Scott Tiner suggested an alternate meeting location to allow for more attendance. Tina Meserve explained that the transportation room at central office is quite large and would accommodate public participation. There is also another room close by for breakout groups. Scott Sawyer agreed that there needs to be a different location. Mary Ella suggested that the admin team determine the best school location for this meeting schedule to accommodate the public and the breakout sessions, as well.

Tina explained that the board chair is listed in the manual as the person who determines who is on each sub-committee. She suggested that each member submit two choices to Mary Martin about their committee preferences.

Tina Love explained that she thought the goal was that all board members are on two out of the three committees. We should put our choices as 1, 2, and 3. Also, indicate if you want to be on the regular budget committee.

Mary Ella explained that there could only be (7) official members on each committee or it would create a quorum. The meeting calendar will be distributed.

## 10.0 POLICIES:

## 11.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:

### 12.0 REPORTS TO THE SCHOOL BOARD: Report of the Superintendent

- Budget Update – Tina Meserve provided a handout on the budget update. We are receiving an increase in GPA of \$249,000. It will be put in as revenue, but we are going to try not to spend it unless there is an emergency. It will go towards the fund balance. If we do have to spend it, it will need to be approved by the voters at referendum. Scott Tiner suggested it would be confusing to voters if we go to them next February or March asking if we can spend “free” money.
  - ❖ We have been notified of nine students attending FiddleHead Charter School. That could mean a potential loss of \$90,000. This is before the legislature, nothing is official yet.
  - ❖ Anticipated loss of revenue of \$34,000 for the sale of laptops to a recycle vendor that fell through due to the state surplus 6-month hold rule. We are expecting to break even on the laptops, but some revenues are still possible.
  - ❖ We have an 18% increase in liability due to recent legal issues, total increase is approximately \$10,000.
  - ❖ 6.04% loss in local entitlement due to the sequester.
  - ❖ Expecting a positive buffer in our salary line due to resignations and retirements.
- Insurance Committee – Looking at other options. Scott Sawyer and Tina were going to meet with Clark Associates. Tina was advised to get an insurance broker to solicit bids for you. There is no cost for this process; the broker gets a commission from the insurance company if they get a sale. Mary Ella reminded the board that we have to involve the teachers union in this process. Tina Meserve suggested we have one board member from each town to be on the insurance committee as well.
- Revised School Calendar – A new calendar was provided that shows that every Wednesday during the school year will be an early release day of one hour. We will be doing a phone burst in the near future to notify parents of this, posting it on the web site and will have information available at each school.
- **Resignations:**
  - Heidi Strait, teacher – Minot
  - Judy Vaillancourt, teacher – ESS
  - Jenny Cyr, Science teacher - PRHS
  - Pam Rawson, teacher – PRHS
  - David Rawson, teacher – PRHS
  - Cheryl LaFlamme, teacher – MCS
  - Amy Kimball - PCSMotion: by Steve Holbrook to accept the above named resignations  
Seconded: by Tina Love  
Vote: Unanimous

### 13.0 COMMUNICATIONS: Communications to the School Board

- ❖ August 26<sup>th</sup> is the staff's first day for the district gathering.
- ❖ Mary Martin thanked Mary Ella and thanked the board for supporting her in her new position and working as a team.

### 14.0 EXECUTIVE SESSION:

### 15.0 ADJOURNMENT

Motion: by Steve Holbrook to adjourn at 8:10 PM.

Respectfully Submitted,

October 6, 2013