

**REGIONAL SCHOOL UNIT #16 SCHOOL BOARD
Mechanic Falls – Minot – Poland**

**The 5th Regular Meeting of the RSU #16 School Board
for 2011–2012 was held
Monday, December 12, 2011 at 6:30 P.M.
Poland Regional High School in the Library**

MINUTES

Present: Terri Arsenault, Carl Beckett, Sue Callahan, Jennifer Boenig, Melissa Hodgkin,
Steve Holbrook, Mary Ella Jones, Tina Love, Joe Parent, Ed Rabasco,
Scott Tiner, Jack Wiseman

Absent: Jeanne Manley, Scott Sawyer

1.0 CALL TO ORDER: Mary Ella Jones, Chair

The meeting was called to order by Mary Ella Jones at 6:37 PM with the Pledge of Allegiance.

2.0 PUBLIC PARTICIPATION:

- None

ACTION ITEMS:

3.0 AGENDA ADJUSTMENT:

4.0 PRESENTATIONS:

Adult Ed – Jenny Rose

- Jenny Rose, Adult Ed Director, did an update on the Adult Ed Program. She talked about the staff of five and herself and their different roles as teachers. Adult Ed is located in the former middle school wing at Elm Street School. They have a separate entrance there. She provided photos of the new space and described how it is used. She talked about the numbers and ages of the students in the program and the goals they have. It has been very successful.

PRHS – RTI (Response to Intervention)

- Cari Medd, Patrick Flynn, Maggie Thornton, Lesley Herschlag and Heather Manchester did a presentation on RTI and the process of how they identify students who need additional support. Cari described the Three-tiered Pyramid Response to Intervention and what the supports might look like. They described all the work they are doing at the high school at each level of the tiers including curriculum, school structure, home supports, etc., and the success they have seen as the result of this work.

5.0 ACT ON MINUTES: The minutes will be included in January's packet.

6.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:

Approve Financial Statement of November 2011

Motion: by Terri Arsenault to approve the Financial Statement for November 2011

Seconded: by Steve Holbrook

Vote: Unanimous

Food service is losing money this year and is being supplemented from the budget. Terri asked why we don't see the food service budget and would like to see it more often. Dennis said he would do that.

7.0 NEW BUSINESS:

Superintendent's Contract

- Mary Ella reviewed the contract. The salary amount this year is the same as it was last year. Dennis did not take his 1.3% salary increase. Next year he will earn what he would have earned this year.
- Steve Holbrook asked about reimbursements and how they get processed and paid. Dennis explained how he submits for reimbursement. Dennis has the same insurance as the other administrators. There will be a vote next month on the contract.

Superintendent's Evaluation Form

- Mary Ella explained that the evaluation form should be filled out and back to her by January 4, 2012.
Joe Parent asked if he could get a copy of the Superintendent's job description. Sue reminded us the evaluations should remain confidential. Dennis explained what he would like to see as part of the evaluation process with goals and feedback.
- Terri said that in the past, there were evaluation forms for administrators, board members and a few teachers to fill out.
- Joe said he would like to change the format of the form; this current one doesn't seem to have much value. Dennis agreed we need a new evaluation tool. Terri suggested we form a subcommittee to start working on the new evaluation tool. Mary Ella said we need to work on something prior to July 1st, if people just want to do a narrative that is fine.

Recess for five minutes at 7:58 PM

8.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:

A-team Reports

- Terri asked if Patrick Flynn would start doing a quarterly report outlining his new strategies, etc. Tina asked for a breakdown of what types of behavior referrals are being generated.
- Scott Tiner suggested he would like to hear more from Ayesha about classroom space needed in the middle school. Ayesha said right now she could use two classrooms, we have people sharing space and the space issues limit our ability to expand our programming. There is no more space in the HS to spare and we want to keep our MS kids in our own space. We are hopeful we will have 2–4 more classrooms in the near future.
- Dennis said we are going to want to look at if we want to put an addition onto WMS and what that would look like. It is part of the goal setting process. We saved approximately \$120,000 per year by consolidating the middle schools, plus the students are receiving more programming.

9.0 REPORTS TO THE SCHOOL BOARD:

Sub-Committees:

- Budget Committee – Terri reported the budget committee met and talked about the process and involving the town budget committee representatives. Talked about schedules, end of January for preliminary numbers for next year. Next meeting on January 3rd at 6 PM at ESS. Joe will be joining the budget committee.
- Curriculum Committee – Haven't met yet, will get together after the holidays.
- Facilities Committee – Carl reported that they met and talked about changing a room around at PCS to put in a Life Skills room. The cost would be a little over \$10,000. Dennis explained that they received a donation of appliances from Agren Appliance. They are going to move the computer lab. Capital improvements fund will be used and the work will be done over the holiday break.

Motion: by Steve Holbrook to authorize \$10,152 for electrical, plumbing, and carpentry upgrades to the computer lab for the Life Skills program at PCS

Seconded: by Carl Beckett

Vote: Unanimous

Dennis also added that we are looking at security cameras (\$20,000) for the high school parking lot. There are a lot of questions to be answered and it has been tabled until spring.

- Negotiations Committee – Ongoing, meet again this Wednesday night here at PRHS 5–7 PM.
- Policy Committee – Ed Rabasco – met twice, made some progress, and finished two policies that will be coming to the board in January. Meeting again in January.
- Public Relations Committee – Joe Parent. Have met a few times. Have talked about board decorum first on the list and they are working on that, began to work on a policy about how we handle public participation at board meetings and regaining public trust in the board. Jen Boenig will be joining the PR committee.

Report of the Superintendent – Dennis Duquette

- 12/21/11 is a full day of school, the last school day before the holiday break.
- Jenny Cyr has taken the job as Curriculum Coordinator for the remainder of the school year. Terri asked about the AP Bio students. We have five weeks to find the right replacement. Jenny will help with the transition. This will happen at the semester break.
- Mold/mildew issue in the MCS library. The Minot library is closed down and they have taken samples of the air and carpet. Carpet sample should come back this week; there is no mold in the air. They are doing a full inspection and it will be solved by the time we come back to school on January 2nd. Gina is using the computer lab and in the classrooms while this work is being done.
- Mary Ella brought up the topic of having a student representative for the board to see if the board is interested and if there are any students interested.

- Joe Parent asked if it was possible to get the packet electronically instead of printed. Dennis will look into it.
- Budget Update – (above)
- Support Staff New Hires:
 - Michelle Gagnon, Ed Tech III – Minot Consolidated School
 - Lori Estes, Bus Aide – RSU #16
 - Mark Yerxa, Coach, Boys’ Basketball – PRHS
 - Bryant Cyr, Technical Director for Plays – PRHS
- **Resignations:**
 - Mary Whittier, Elm Street School – Long-term employee is retiring on 12/21/11. WMS is named after her husband.
- **Handouts:**
 - LePage: More trades training needed in Maine
 - Bridging our “skills gap” long-term
 - Penn State and the Perils of Loyalty
 - Girls Just Want to Go to School

10.0 COMMUNICATIONS: Communications to the School Board

11.0 EXECUTIVE SESSION:

12.0 REMINDER:

13.0 ADJOURNMENT:

Motion: by Steve Holbrook to adjourn at 8:40 PM.

Respectfully submitted,

Dennis J. Duquette