

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

**The 2<sup>nd</sup> Regular Meeting of the RSU #16 School Board**  
**for 2012–2013 was held**  
**Monday, September 10, 2012 at 6:45 P.M.**  
**Poland Regional High School in the Library**  
**MINUTES**

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

Absent: None

**1.0 CALL TO ORDER:** Mary Ella Jones, Chair, Pledge of Allegiance at 6:50 PM  
Mary Ella welcomed Mary Martin, Mechanic Falls, to the school board.

**2.0 PUBLIC PARTICIPATION:** None

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS**

Mike Wilhelm announced that Shannon Shanning from Whittier Middle School has been named Maine Teacher of the Year. There was a surprise assembly this morning with the DOE Commissioner and many other dignitaries. Kudos to Shawn Vincent for managing the whole thing and keeping it a surprise. The school year is off to a great start.

- 3.1 Tom Kelly, Jean McNally and all bus drivers...Patience and flexibility adjusting to last minute changes to pick-ups and drop-offs.
- 3.2 Gary Purington, Tony Bennett, Rich Rzycki and all maintenance crew...Buildings and grounds are in great shape for the start of school.
- 3.3 District instructional and support staff...Bringing enthusiasm and energy to the start of school. - Mike thanked everyone who has helped get the school year off to a great start. Transportation, maintenance, food service, all office staff, etc.

**ACTION ITEMS:**

**4.0 AGENDA ADJUSTMENT:**

**5.0 PRESENTATION:** Summer School Program – Amy Robinson

Amy Robinson, Angie Taylor and Susan Prince did a presentation about the 2012 K-6 Summer School Program. They shared data regarding improvements in literacy and numeracy. There was hands-on learning and individualized instruction. They talked about how students were identified for the program and how teachers were chosen. There is small group instruction, co-teaching, integration with special education, technology integration and individualized instruction. It was district wide teacher collaboration. A weekly newsletter was sent home to parents and a summative report for each student was sent home at the end of summer school. They shared feedback from the parents and kids.

Jen B. said her son attended and she is a fan of the program. Jack asked if they should add to the program next year. Angie Taylor said they would like to add more teachers and students next year. First grade is a huge year for early interventions.

Tina Love said they did a great job with everything. She loved the assessments and it might be beneficial to check and see how they did in the first quarter of the school year.

**6.0 ACT ON MINUTES:** Minutes for 8-13-12 & 8-27-12 will be in the October packet  
Tina asked if board presentations could be posted on the web site along with the minutes.

**7.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:**

7.1 Approve Financial Statement of August 2012

Motion: by Joe Parent to accept the financial statement of August 2012

Seconded: by Melissa Hodgkin

Vote: Unanimous

Mike provided a handout on the financial statement. 1/6 of the way through the year. We have 15% of our revenue so far, no miscellaneous revenue yet, have spent about 10% of the budget so far.

Expenditures worth noting:

1. Software repairs and maintenance up - getting some things straightened out.
2. Postage lines because schools have preordered postage.
3. Employee training this summer on iPads in the classroom.
4. Prof/Tech services, HVAC contracts.
5. Substitute custodians - used to hire summer help to get the schools clean.
6. All school supply lines and books lines due to purchasing for the school year.
7. Student assessment spent on NWEA.
8. Curriculum Coordination - included is cost for contracted tuition reimbursement for teachers (used to be in school individual cost centers).
9. Added course reimbursement line for ed techs.
10. Special Education - ESY program - spent down due to summer program for special ed kids.

Tina Love asked if all the expenses spent so far were expected and planned? Mike, yes.

Mary Martin asked about summer school tuition under revenue - that is the high school program.

## 8.0 OLD BUSINESS:

8.1 Choose a facilitator to help RSU #16 develop a strategic plan

Motion: by Steve Holbrook to choose Good Group Decisions as the facilitator to help RSU #16 develop a strategic plan

Seconded: Ed Rabasco

Vote: Motion passed 509 - 402 with one abstention. See weighted vote tally attached.

The Public Relations committee will schedule a meeting and let everyone know when it is. The whole board has to agree on any spending outside the amount budgeted which was \$19,000.

(1st) (8.1 is second) Establish board goals for the 2012-2013 school year - goals were established in the workshop before this meeting.

To establish a committee to hire a superintendent and to develop and implement a superintendent evaluation process.

To engage our communities in a strategic planning process to develop a 3-5 year plan for RSU #16.

To define board roles, responsibilities, practices and procedures and to establish a method of evaluating board policies.

Motion: by Joe Parent to accept the goals established by the board for this school year with the possibility of some fine-tuning by subcommittees.

Seconded: by Steve Holbrook

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

## 9.0 NEW BUSINESS:

9.1 To create a \$3,360 stipend to provide English as a Second Language instruction - obligation under law to provide this for three (3) students at ESS and one (1) student at PCS.

Motion: by Jack Wiseman to create a stipend of \$3,360 to provide ESL instruction

Seconded: by Sue Callahan

Vote: Unanimous

Tina Love asked how we dealt with this last year. Our ESL instructor left the district; she was a special ed teacher.

9.2 To create a \$500 stipend to provide teacher support for the use of Moodle

Motion: by Joe Parent to create a stipend to provide teacher support for the use of Moodle

Seconded: by Ed Rabasco

Vote: All in favor except for Tina Love, Eleanor Biron and Sue Callahan who were opposed

The cost for this will come out of the technology budget.

9.3 To create a \$2,000 stipend for website support across the district

Motion: by Ed Rabasco to create a stipend for website support for the district

Seconded: Joe Parent  
Vote: All in favor except for Sue Callahan, Scott Tiner, Jessica Smith, Eleanor Biron and Tina Love who were opposed. Motion passes.

Jack - we can't lose sight of the fact that we eliminated computer classes knowing we would have a technology integrator so the kids would get that technology education.

Cari Medd - At the high school we took a professional development cut by having the money go into the Tech Integrator position. We have had three years of a Tech Integrator. We need to determine if it is still as necessary as it was then or if we want to put the funds back in professional development.

The district Technology Plan expires June 2013 and we will be forming a committee to work on the development of an updated plan.

Scott Tiner - My vote against is a vote for support of a full time technology integrator.

Mike - \$1,800 in the technology budget to cover some of these stipends. The Technology Integrator left that was paid for out of Title II money. We can move a bit of the money from Title II into the technology budget to support this. Sue asked if we were going to hire another tech integrator. Mike said the administrators are talking about it. They may use the Title II money differently; they are looking at the needs for a technology integrator vs. the needs for staff development in reading and math. We need to move quickly, as we have no one to maintain the website currently.

Jack - This will allow us to keep the website current, while also giving us the time to determine if we do need a technology integrator.

Tina - What if we do hire a technology integrator? Wouldn't it be part of their role to do the website? Mike explained that the administrators feel the greater need is support for teachers for reading and math instruction. They want to get some professional development and coaching for teachers. We have used it for technology integration in the past, but that is not purely professional development.

Ed Rabasco - Don't you have the authority to do this without board approval? Mike explained that they couldn't create a stipend without the authorization of the board.

Sue C. - If we stipend this position, the community is going to feel we don't need a technology integrator.

9.4 To consider changing the dates of October 8<sup>th</sup> (holiday) to October 1<sup>st</sup> or 15<sup>th</sup> and November 12<sup>th</sup> (holiday) to November 1<sup>st</sup> or 19<sup>th</sup>.

Mary Ella said MSMA could come here on 10/29 to do a superintendent selection workshop.

Proposing October 1st as the regular meeting and October 29th workshop on the superintendent selection process as October meetings. We can determine in October if we need a November meeting.

Motion: by Ed Rabasco to have October 1st as the regular meeting and October 29th a workshop on superintendent selection.

Seconded: by Joe Parent

Vote: All in favor except for Sue Callahan who was opposed and Tina Love who was out of the room.

Mike explained there is no contingency line in the budget, so when you have unforeseen circumstances you have nowhere to go to find the money and you have to find it within the correct warrant article. Most districts have a contingency line; you need a place in your budget to provide for unanticipated things. If a large class came in and you had to hire an additional teacher you have no place to go to find that money.

9.5 To consider changing the school board meeting venue from the high school to the three elementary schools for the next three (3) meetings.

Motion: by Ed Rabasco to change the board meeting venue to the three elementary schools for the next three meetings with the chair or administration to determine the order.

Seconded: by Jack Wiseman

Vote: Unanimous

Mary Ella - Would like to go to each K-6 school, have a brief tour of the school with the principal, followed by the board meeting.

Steve Holbrook - We voted as a board years ago to do this and we haven't done it.

9.6 To consider the formation of a committee to oversee the superintendent search and to consider a workshop with MSMA on their superintendent search. - Item was tabled until after the 10/29/12 workshop.

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

JK – Student Discipline

JKAA – Use of Physical Restraint & Seclusion

JKAA-R – Procedures on Physical Restraint & Seclusion

JKF – Disciplinary Removal of Students with Disabilities

JKF – R – Administrative Procedure on Disciplinary Removal of Students with Disabilities

KDB – Public's Right to Know/Freedom of Access

Ed reviewed the updated and new polices as recommended by the school attorneys.

Motion: by Jack Wiseman to accept the first reading of the above policies

Seconded: by Joe Parent

Vote: Unanimous

Email Ed or Mike with comments or questions on these policies. Tina Love said they weren't listed on the website. It was clarified that they are under the Union 29 section until they are updated to RSU policies.

## 11.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:

Mike - everyone is reporting a good start to the school year. There is a 3% increase in student enrollment across the district.

Sue C - Elm Street School is using the middle school model in grades 5/6. Minot can't do that, are you going to look at that in terms of transitions for kids and consistency of experiences for all kids?

## 12.0 REPORTS TO THE SCHOOL BOARD: Sub-Committees:

12.1 Budget Committee - Will let people know

12.2 Curriculum Committee - N.A.

12.3 Facilities Committee - High school cameras are installed

12.4 Negotiations Committee - Ongoing

12.5 Policy Committee - Ed will schedule another meeting

12.6 Public Relations Committee - Haven't met recently

12.7 Stipend Committee - Meeting Wednesday night at 5 PM

Joe Parent asked about the solar panels presentation and whatever happened with it? Jack Wiseman said there was a question about getting the cost down and working within a proposal expiration date.

Jen Boenig reported that in Mechanic Falls they looked at this and the payback period to make your money back is difficult in this economy.

## Report of the Superintendent

12.8 MSMA Fall Conference, October 25<sup>th</sup> - 26<sup>th</sup> - Mary Ella said there is money in the budget to attend. Let her or Mike know if you want to attend.

12.9 Support Staff New Hire:

- Angelina Atwell, Ed Tech 111 – Elm Street School
- Jenn Bartlett, Ed Tech 11 – Poland Community School
- Coach 7<sup>th</sup> Gr Boys Soccer - Mark Yerxa
- Coach JV Boys Soccer – Ben Poulin

12.10 The opening of schools summary.

## 13.0 COMMUNICATIONS TO THE SCHOOL BOARD:

## 14.0 EXECUTIVE SESSION:

## 15.0 REMINDER:

**Wednesday, Sept 12<sup>th</sup> – RSU #16 school funding formula meeting at PRHS, Auditorium at 630PM**

## 16.0 ADJOURNMENT:

Motion by: Steve Holbrook to adjourn at 8:25 P.M.

Respectfully Submitted,

Mike Wilhelm

October 4, 2012

