

Our Mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful contributing citizen, able to adapt to change and to successfully respond to the future.

RSU #16  
Mechanic Falls \* Minot \* Poland  
The 7<sup>th</sup> Regular School Board Meeting  
for 2014–2015 was held  
Monday, January 12, 2015  
6:30 P.M.  
Poland Regional High School, Library

# Minutes

**Present:** Mary Martin, Jack Wiseman, Melissa Hodgkin, Mary Ella Jones, Steve Holbrook, Annette Hemond, Aaron Ouellette, Scott Sawyer, Jennifer Boenig and Melanie Harvey (7:10)

**Absent:** Grace Gendron, Ed Rabasco, Tina Love, Scott Tiner, Julie Rioux

**1.0 CALL TO ORDER:** Mary Martin  
Pledge of Allegiance & Mission Statement

**2.0 PUBLIC PARTICIPATION:** None

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS**

Congratulations to Michala Magofna, Optimist Club Student of the Month, who is a 6<sup>th</sup> grader at Minot Consolidated School.

Exceptional job to Nathan Drouin, PCS 6<sup>th</sup> grader who won the Bus Safety Poster Contest.

An Outstanding job to 7 PRHS students, 1 Minot Consolidated student and 1 parent/staff member of PCS on raising \$8,500 for the Special Olympics 2015 Lobster Dip. Their team, named Fire Breathing Rubber Duckies, consisted of Maverick Archer (PRHS), Robbie Cleaves (PRHS), Brendan McClellan (PRHS), Caleb Hodgkin (PRHS), Beka Stone (PRHS), Kayla Millett (PRHS), Dawson Archer (MCS), and Donnie Drake (staff at PCS).

Congratulations to Minot Consolidated School for being nominated by the DOE as a Blue Ribbon School. More information will be coming about this National Recognition Program.

**ACTION ITEMS:**

**4.0 AGENDA ADJUSTMENT:**

**5.0 PRESENTATIONS:**

**Jenny Rose, Adult Education:** The goal of Jenny's presentation is to inform the Board about Adult Ed and its recent visioning work. Adult Ed offers a number of programs and services such as High School Completion, Adult Basic Education (basic literacy and math), Citizenship Exams, Driving Tests, CNA Recertification, College Prep, Career Advising, Community Classes and Enrichment.

Jenny provided an update from Adult Education's fall semester and shared the process that her staff used over the past year to develop their vision and objectives. She noted that there will be increased focus on College

Preparation and Career Advising in the coming months, as Adult Education now aligns to the new College and Career Readiness Standards as well as the Workforce Innovation and Opportunity Act. Jenny is confident that the program is in good shape to address these changes. The number of 16-20 year olds who participated in Adult Ed in 2014 was comparable to 2013. The State provides subsidy for students in this age group. Jenny also outlined measures taken to specifically capture non-completing students from PRHS, who are also generally in the 16-20 year old age range. Jenny noted that there is increased rigor in the HiSet, particularly in math.

### **Christian Sands - Audit Financial Report Provided**

The Auditor gives RSU #16 the highest level of assurance they can that our accounting practices are in accordance with sound accounting practices. There were no issues in performing the audit.

The reports included in the audit were reviewed:

- Page 30 - Reviewed Statement of Revenues, Expenditures and Changes in Fund Balance. \$275,000 of the Fund Balance is already committed to this year's budget. That puts us at about the 3% of the total budget that the State wants to see. The State doesn't like to see more than 3% but the enforcement of that percentage is minimal.
- Pages 13 and 14 – School Lunch Program: Strict federal guidelines mandating the sale of healthier foods and accumulating debt from unpaid accounts are contributing to the losses shown in Food Service. The State sets a limit on what we can charge for a hot lunch meal.
- Pages 7 and 8 show the Statement of Net Position in a more business format, which includes full disclosure of our assets and debt load.
- Page 28 shows our debt maturities by year. Our debt load is relatively low overall. Much is subsidized by the State, so when the debt goes away so does this subsidy—it's a wash.
- Each year the Auditors include a Comments Letter that makes some recommendations. This year there are six relatively minor recommendations that we are now addressing. All prior year recommendations have been satisfied.
- It was suggested that we consider having the Auditor present this information to the Finance Committee and have this committee present to the full Board so there is time to digest the information and ask questions.

### **6.0 ACT ON MINUTES:**

Approve Regular Meeting Minutes of 12-8-14

Motion: by Steve Holbrook to approve the 12-8-14 regular meeting minutes

Seconded: by Aaron Ouellette

Vote: Unanimous

**Discussion:** Page 2 under Budget Committee Member Selection: It looks like Scott Sawyer seconded the motion on his own nomination. This was corrected. Absences were updated.

Motion: by Aaron Ouellette to approve with changes

Seconded: by Scott Sawyer

Vote: Unanimous

### **7.0 ACCEPTANCE OF THE FINANCIAL STATEMENT:**

Approve Financial Statement of December 2014

Motion: Steve Holbrook

Seconded: Jack Wiseman

Vote: Unanimous

**Discussion:** We can expect that most overall lines will be at around 50%. A number of factors contribute to lower or higher percentages. Kim went through the financials and explained these percentages. Our out-of-district placement costs continue to be higher than what we have budgeted. Holly Day will report an update at each Board meeting.

## **8.0 OLD BUSINESS:**

Budget Committee Meeting Dates – Much of the process used last year will remain the same this year. There will be two changes this year: We will begin Budget Committee meetings in late February with the hopes of having or soon having the ED 279, which tells us our subsidy for next year. Our first Budget Committee meeting will be a full day workshop so that all schools, special education and technology can present, offering committee members a thorough understanding of student learning needs.

Budget Committee Membership includes Lionel Ferland from Poland, Bonnie Payette from Mechanic Falls and Bernice Fraser and Colleen Quint from Minot.

## **9.0 NEW BUSINESS:**

The Board votes to accept the generous donation to the PCS Giving Tree.

Motion: by Scott Sawyer

Seconded: by Aaron Ouellette

Vote: Unanimous

The Board votes to include the stipend for the PRHS National Honor Society, which is budgeted but was left out of the contract.

Motion: by Jack Wiseman

Seconded: by Melissa Hodgkin

Vote: 9 - 1 (Steve Holbrook opposed)

## **10.0 POLICIES:**

### **11.0 ADMINISTRATIVE INFORMATION – REPORTS TO THE SUPERINTENDENT:**

A-Team Reports:

Holly Day informs the Board that we have contracted with an outside agency to cover speech and language needs at Elm Street School. She also has a second interview with a potential candidate. We still have several openings.

### **12.0 REPORTS TO THE SCHOOL BOARD:**

**Report of the Student Representative:** Not in attendance

#### **Sub-Committees:**

Facilities & Transportation – No December meeting

Personnel & Finance – No December meeting

Educational Policy – No December meeting

#### **Report of the School Board Chair:**

Scott Tiner (Minot) will finish this year, but will not re-run.

Mary reports the progress of the Teacher Evaluation Committee. Cari has taken the lead on this with Tina's support.

We are using the evaluation tool this pilot year. The Superintendent's evaluation happens in the spring and there is a Committee involved in that work.

#### **Report of the Superintendent:**

Overcrowding at the Middle School: – Kim Brandt met with construction specialists at the DOE. Our first step is to do a formal demographics and enrollment projection study to determine if the enrollment is likely to remain steady, increase or decrease. This study will strongly influence the determination to move forward with additional portables or consider an addition. The DOE provided Request for Proposal guidelines for retaining an architect. There is no State money available for an RSU project. There is a competitive application process for portables. A vernal pool study needs to be completed in the spring. The cost of the enrollment projection study will be covered by money budgeted for the feasibility study.

MEA English Language Arts/Literacy and Math Assessments are aligned with the CCSS and the rigor has

increased.

ESS and MCS piloted these assessments last year. There are three parts to both the ELA and the Math assessments: The Computer Adaptive Tests, the Classroom Activities and the Performance Tasks. Professional Development to prepare teachers to administer the tests will be provided on early-release Wednesdays and our two remaining workshop days.

Maine's Truancy Law asserts that the parent is responsible for assuring their child's attendance. For elementary students, truancy is defined as five consecutive or seven total unexcused days. For grades 7-12, truancy is defined as seven consecutive or ten unexcused days. Currently there are no truant elementary students. There is currently one truant student at BWMS and four truant students at PRHS. Staff at both schools are working with students and families to correct the truancy.

**Support Staff New Hires:**

- Melissa Wing, School Bus Driver
- Jeannine Potvin, Elm Street School Part-Time Secretary
- Katie Shaw, Minot Consolidated School Ed. Tech. II

**Resignations:**

- Jeffrey LaCombe, Foodservice Manager - ESS
- Carolyn Kennison, Ed Tech II & III - PCS

**13.0 COMMUNICATIONS:**

**14.0 REMINDER:**

**15.0 EXECUTIVE SESSION**

**16.0 ADJOURNMENT:**

Motion: by Steve Holbrook to adjourn at 8:18 p.m.

Respectfully submitted,

Kim Brandt  
Assist. Superintendent