

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 5<sup>th</sup> Regular School Board Meeting  
for 2019-2020 was held  
Monday, December 9, 2019  
6:30 p.m.  
Poland Regional High School Library

6:00 p.m. SCHOOL BOARD TOUR OF BWMS RENOVATION

**REVISED:**

6.0 Resignations (KB & SH)  
16.0 Executive Session

# MINUTES

Present: Mary Martin, Steve Holbrook, Norm Davis, Lou Goulet, Julie Rioux, Mike Downing, Mike Lacasse, Laura Hemond, Melanie Harvey, Joe Parent, Travis Ritchie, Ed Rabasco, Scott Lessard  
Absent: Chelsea Clavet, Norm Beauparlant  
Student Reps: Amy Fryda, Lily Cote-Powell

**1.0 CALL TO ORDER:** Mary Martin, Chair called the meeting to order at 6:30 p.m.  
Pledge of Allegiance & Mission Statement

**2.0 PUBLIC PARTICIPATION: (10 minutes)**  
Mary Beth Taylor represented the Select Board of Poland. She shared that the Student Discrimination clause currently states that student "go to principal" and she would like it to include the same language as the Employee Discrimination clause so that the principal isn't the first person the student has to go to in terms of reporting discrimination.  
Mary Martin shared that the board would be looking at this later on in the meeting during a policy review.

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS: (5 minutes)**  
Congratulations November Optimist Student of the Month - Chloe Helms, 6<sup>th</sup> Grader at MCS

**4.0 AGENDA ADJUSTMENT:**

**5.0 PRESENTATIONS: (20 minutes)**

Auditor: Christian Smith

There was a high-level overview of the audit. It was a very successful audit, and improvements have been made over the years. The role of the auditor is to work with the board to express an opinion of the finances and the board hires the auditor to do this work. A clean opinion or a non-modified opinion was given for the financial statements. The general fund's actual results were shared and positive reviews were given. Favorable differences were noted. The district planned to use \$628,000 and numbers came in below this and can be used as part of the fund balance for next year. The RSU was compared to other districts and two categories, including carry-over and unassigned fund balances, were included. The state asks that RSUs not carry over more than 3%. RSU 16 is at approximately 5% right now, but the State allows three years to use the balance over 3%. There is \$2,000,000 left in the fund balance, so the district is in good shape for next year and the year following. There was \$250,000 spent on the cost of meals. The net loss for the year for the lunch program was \$11,409. This is pretty typical of most schools in the state

and similar to last years' numbers for RSU 16. Debt maturity moving forward is about \$6.2 million and that includes the middle school expansion. This will decrease to about a half a million dollars in debt next year. Federal grant money was discussed. The grant money is tested and reported in a single audit report to indicate that all of the money was spent appropriately. He stated that Stacie and the rest of the finance department do an incredible job.

Behavioral Program Presentation – Jo St. Peter-Scott & Holly Day  
(Moved to January's meeting agenda)

**6.0 CONSENT AGENDA INTRODUCTION: (5 minutes)**

Approve 4<sup>th</sup> Regular Meeting Minutes

Approve New Teacher Hire:

- Abegayle Brown, Social Worker/School Counselor

Approve Teacher Resignation:

Notification of Support Staff New Hire:

- Michelle DuBois, Ed Tech II – PCS
- Miranda Ray, Ed Tech II – ESS

Notification of Resignations:

- Molly Nelson, Ed Tech III - PRHS
- Kelley Bisbee, Ed Tech III – ESS
- Sue Hussey, Admin Assistant - MCS

Sub Committees November 25<sup>th</sup> Minutes

- Operations (attached)
- Personnel & Finance (attached)
- Educational Policy Committee: (attached)

Friends of RSU 16's 11-8-19 Minutes

Friends of RSU 16's 12-13-19 Agenda

Motion: by Steve Holbrook to approve Consent Agenda

Seconded: by Mike Downing

Vote: Unanimous

**7.0 ACCEPTANCE OF THE FINANCIAL SUMMARIES: Stacie Field (10 minutes)**

Two summaries are included in terms of finances, as Karen Hill was out on vacation and Stacie was unsure of whether she would be back in time to generate her report. The general fund was discussed. The food service was audited at \$11,409 in the red instead of \$28,806. The October food service report is now in the black by \$576. Adult Ed revenue is at \$63,000 with a \$60,000 increase in the revenue side against the \$51,000 in expenditures. Adult education is in great standing. Stacie closed by asking if there were any questions in regards to the financial summaries she shared. There were no questions from the board.

Motion: by Mike Downing to accept the financial summaries

Seconded: by Norm Davis

Vote: Unanimous

**8.0 SUPERINTENDENT'S REPORT: (20 minutes)**

Donations: Policy requires board notification of grants/gifts received.....

✚ Jess Madsen (ESS) donation of \$150.00 for the purchase of books from J. Philip Doerr

✚ Jess Madsen (ESS) donation of \$1,000 to support our library from the Robert & Penny Emery family

The current enrollment of Regional School Unit 16 as of December 9, 2019 is:

Minot Consolidated School (271), Elm Street School (265), Poland Community School (479), Bruce M. Whittier Middle School (259), and Poland Regional High School (485) for a grand total of (1,759) (+3 from the last report).

We will have our monthly Town Managers breakfast meeting on December 11<sup>th</sup>.

Elm Street School received a \$1,000 donation from the Emery family to support our library and \$150 donation from J. Philip Doerr for the purchase of books.

Poland Regional High School received a grant of \$1,400 from the Rural U Book and Fee Scholarship Funds. These funds must be used to help Rural U students purchase books/materials and pay fees for UMFK courses being taken this current semester (or year if it is a full year concurrent enrollment course).

Attended the November 8<sup>th</sup> "Take a Veteran to Lunch Day" at the Minot Consolidated School it was a great event. It is really wonderful to see how our staff and students understand and appreciate the importance of those who served to preserve their freedoms.

Helped serve breakfast and lunch at the Poland Community School on November 26<sup>th</sup> during Grandparent's Day. This too was a great event to see and be a small part of.

The Fact-Finding Report for the Teamsters was issued on November 26<sup>th</sup>, we will be discussing the report later in executive session.

Attended the Annual Educate Maine Conference on Friday December 6<sup>th</sup>, where they recognized both Skip Crosby and Michael Hayashida for obtaining their National Board Teacher Certification.

I will be on vacation from December 23<sup>rd</sup> – 31<sup>st</sup>. During my absence, Assistant Superintendent Amy Hediger will be in charge.

### **ASST. SUPERINTENDENT'S REPORT (5 MINUTES)**

Amy Hediger shared some of the work that is being done with Title I's push in services, specifically at Elm Street School with Jacque Russo, and included several photographs that allowed the board to see some of the successes that are occurring in the classroom in terms of reading instruction and Title I reading services.

Mary Martin shared that part of the Strategic Plan's goal was to include the Assistant Superintendent in the board report.

Julie Rioux thanked Amy for sharing the pictures that went along with her presentation, as it helped to capture a moment in time in the classroom and gave her a better understanding of the work that's being done.

### **9.0 NEW BUSINESS: (15 minutes)**

Approval for the Superintendent to enter into a lease purchase agreement to purchase a bus.

Stacie shared that the financing was put out to bid to three banks and Gorham Savings Bank came in the lowest.

Budget Transfer \$70K for Special Education Transportation

Stacie shared that the main portion of this funding is more accurate in the transportation of students.

Approval for the Superintendent to enter into a lease purchase agreement to purchase bus

Motion: by Steve Holbrook to allow the Superintendent to enter into a lease purchase agreement with Gorham Savings Bank to purchase a bus

Seconded: by Julie Rioux

Vote: Unanimous

Approval of Budget Transfer for \$70K for Special Education Transportation

Motion: by Steve Holbrook to approve budget transfer for \$70K for Special Education Transportation

Seconded: by Julie Rioux

Vote: Unanimous

### **10.0 OLD BUSINESS:**

### **11.0 POLICIES:**

Approve 1<sup>st</sup> & Final Reading of the following policies per the Educational Policy Committee's Recommendations:

AC – Non-Discrimination/Equal Opportunity & Affirmative Action

ACA – Gender Neutral Language

ACAA – Harassment & Sexual Harassment of Students

ACAA-R – Student Discrimination & Harassment Complaint Procedure

Julie Rioux asked who the three people are (principal, director, designee) that employees can report to in terms of the "designee." Ken shared that this would be someone outside of the principal and direct supervisor. The language will be changed to a "responsible adult and ultimately to the building principal" instead of "to the building principal" as some students may be more comfortable reporting to a teacher, roundtable advisor, school counselor or social worker. (Change was made). Joe Parent also pointed out that the board decided to make language gender neutral. Changes will be made as there are some policies where the language still states "he" or "she".

ACAB – Harassment & Sexual Harassment of School Employees

ACAB-R - Employee Discrimination & Harassment Complaint Procedure

ACAD – Hazing  
IHBA – Referral & General Education Interventions  
IHBA-R – Referral & General Education Intervention Procedures

Motion: by Steve Holbrook to approve 1<sup>st</sup> and final reading of policy AC – Non-Discrimination/Equal Opportunity & Affirmative Action; ACA – Gender Neutral Language; ACAA – Harassment & Sexual Harassment of Students; ACAA-R – Student Discrimination & Harassment Complaint Procedure; ACAB – Harassment & Sexual Harassment of School Employees; ACAB-R – Employee Discrimination & Harassment Complaint Procedure; ACAD – Hazing

Seconded: by Julie Rioux

Vote: Unanimous

Motion: by Steve Holbrook to approve 1<sup>st</sup> and final reading of policy GCOA - Supervision & Evaluation of Staff and GCOC- Evaluation of Administrative Staff

Seconded: by Julie Rioux

Vote: Unanimous

Motion: by Steve Holbrook to approve 1<sup>st</sup> and final reading of policy IHBA – Referral & General Education Interventions and IHBA-R – Referral & General Education Intervention Procedures (changes made for gender neutral language)

Seconded: by Ed Rabasco

Vote: Unanimous

## 12.0 REPORTS TO THE SCHOOL BOARD:

Student Representatives: (5 minutes)

Amy Fryda shared that SAT results came out for sophomores and juniors. Spirit Week will be held next week.

Lily Cote-Powell shared that Senior Celebration proposals were due approximately two weeks ago and teachers have reviewed them and handed back any work that needs to be revised. She also shared that early decision to colleges and universities is in process for seniors. Five students will be attending the Choral Festival at UMaine and this is a first for PRHS.

Report of the School Board Chair: (5 minutes)

Mary Martin shared that the budget committee needs to be determined and is looking for volunteers. The budget schedule was approved. A day-long meeting is scheduled for February 25<sup>th</sup>, 2019. Evening meetings will be held on March 3<sup>rd</sup> and 17<sup>th</sup>, 2020. Town representatives will be shared with the board once available. Budget Committee Board Members will be Ed, Scott, Mary and Mike Lacasse

- No Subcommittee Meeting in December

At the last subcommittee meeting it was determined that the committee did not need to meet in December.

- School Board section of website

Mary Martin shared that there will be a need for the board to work on their portion of the RSU 16 website and she is looking for volunteers.

- Attendance

Mary Martin shared corrections that were made in regards to attendance at meetings.

- LRP/Board Governance

Monthly Newsletters for the Board were discussed. Mary Martin shared the roles and responsibilities summaries of the board. Mary encouraged the Board to read the informational document that was included in their board packets.

## 13.0 ADMINISTRATIVE INFORMATION:

A Team Reports

Holly Day publicly recognized her special education team for all of their work and collaborative efforts.

Oral Report – Jessica Madsen

Jess Madsen shared her Board presentation beginning with targeted needs that were identified by staff in 2018. Jess outlined the identified areas and what is currently being done to meet these goals. She shared the names and positions of the members of the leadership team and the shared leadership model being implemented. Staff turnover was greatly reduced this year. Upon Jess being hired there were 10 open positions, while there were only 2 openings this year to be filled. Jess shared the committee structure that is in place at ESS. A team of 6 staff recently attended a Staff Culture and Climate professional development workshop and a staff survey was shared to get a pulse on the current reality of the culture and climate at ESS. Jess highlighted community outreach as part of the Staff Culture goal. Behavior was another targeted need that was identified by staff. Jess

touched upon building systems and structures in terms of classroom management. Giving students tools and strategies to use in the classroom was also discussed. Jess shared the Social-Emotional Learning curriculum, Second Step, and showed a short video of Mr. Shev teaching a lesson in a 3<sup>rd</sup> grade classroom. This has had a positive impact on students and has been shown to decrease behaviors. Assemblies, whole-class lessons given by the Dean of Students, Amy Jenkins, covering targeted topics such as bullying awareness, teaching tolerance and kindness were shared. The PBIS Committee meets regularly and provides common expectations for student behavior, common language for teaching expectations and school celebrations for positive behavior. Restorative practices were also shared. Response to Intervention was the final targeted need that was identified by Jess. She shared that the primary focus has been on building solid Tier I instruction. Regularly scheduled Student Services Team Meetings are held to address behavioral, academic, social/emotional interventions and needs. Some key next steps will include formalizing the RTI process with teachers. In terms of Tier II instruction, the Check In-Check Out mentor program and process is working well in supporting students with meeting school-wide expectations. Jess ended her oral report by asking if there were any questions. The board thanked her for giving the oral report.

#### 14.0 COMMUNICATIONS:

An oral communication was shared by Julie Rioux. Julie has asked that her resignation be accepted as of the conclusion of the December 9<sup>th</sup> board meeting. Julie shared her resignation letter aloud with the board. Julie is looking forward to spending more time in the schools in the RSU that she couldn't do while being a member of the board. Mary Martin thanked Julie for her time and commitment over the past six years as a member of the board.

#### 15.0 HANDOUTS:

LRP Publications – November & December 2019

#### 16.0 EXECUTIVE SESSION:

To enter into Executive Session regarding labor contract negotiation discussions – Support staff pursuant under 1 M.R.S.A. § 405(6)D

Motion: by Steven Holbrook to enter into Executive Session regarding labor contract negotiation discussions – Support staff pursuant under 1 M.R.S.A. § 405(6)D at 7:39 p.m.

Seconded: by Julie Rioux

Vote: Unanimous

*Open session reconvened at 7:57 p.m. p.m.*

Motion: by Julie Rioux to accept the support staff contract as presented

Seconded: by Mike Lacasse

Vote: Unanimous

To enter into Executive Session regarding labor contract negotiation discussions-Transportation staff pursuant under 1 M.R.S.A. § 405(6)D

Motion: by Julie Rioux to enter into Executive Session regarding labor contract negotiation discussions- Transportation staff pursuant under 1 M.R.S.A. § 405(6)D at 7:58 p.m.

Seconded: by Steve Holbrook

Vote: Unanimous

*Open session reconvened at 8:24 p.m.*

Motion: by Julie Rioux to adjourn at 8:24 p.m.

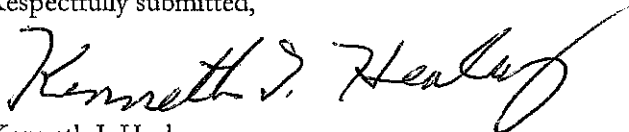
Seconded by: Steve Holbrook

Vote: Unanimous

#### 17.0 REMINDERS:

#### 18.0 ADJOURNMENT:

Respectfully submitted,



Kenneth J. Healey