

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 6<sup>th</sup> Regular School Board Meeting  
for 2019-2020 was held  
Monday, January 13, 2020  
6:30 p.m.  
Poland Regional High School Library

# MINUTES

Present: Mary Martin, Steve Holbrook, Norm Davis, Mike Downing, Mike Lacasse, Laura Hemond, Melanie Harvey, Joe Parent, Ed Rabasco, Scott Lessard, Travis Ritchie (arrived at 6:44 p.m.)

Absent: Norm Beauparlant, Chelsea Clavet, Lou Goulet

Student Reps: Both absent this evening

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

\*\*\* Moment of silence – Sandi Wilson

**2.0 PUBLIC PARTICIPATION: (10 minutes)** None

**3.0 RECOGNITIONS/ACKNOWLEDGEMENTS: (5 minutes)**

Julie Rioux has resigned as a Minot School Board member – Thank you again Julie for your service

Congratulations December Optimist Student of the Month – Leia Turcotte 6<sup>th</sup> Grader from Elm Street School

Congratulations to Fred Barlow who was selected to represent the State of Maine at the 17<sup>th</sup> National Congress on School Transportation

Thank you to Ellen Dore for providing refreshments for the Whittier Ribbon Cutting.

**4.0 AGENDA ADJUSTMENT:**

**5.0 PRESENTATIONS: (20 minutes)**

Behavioral Program Presentation – Jo St. Peter-Scott & Holly Day

Ken introduced Jo St. Peter Scott and Holly Day and they gave a brief overview of the Social/Emotional Behavioral Program. Currently, grades 9-12 have a social-emotional behavioral curriculum. This is currently the only school with a social-emotional curriculum in the district. Jo St. Peter-Scott has been to several local schools to do site visits with current Social/Emotional Behavioral Programs, including the Collaborative School in Gray, Lewiston and Auburn. Currently, about 10%, or 25 students, of the identified special education population are being sent out-of-district. Holly spoke about out-of-district costs including tuition, which came in at \$1.2 million dollars. If a child has Maine Care, RSU 16 is responsible for 1/3 of the cost (currently this is at a rate of \$320,000). If a child does not have Maine Care, RSU 16 is responsible for the full amount. In terms of non-district transportation, the current cost is about \$20,000. The current identified need is at the middle school level. Staffing would include an additional special education teacher, two ed techs, a social worker and contracted OT services. Benefits for keeping students within the district were identified and included: LRE (least restrictive environment), access to district curriculum as well as extracurriculars, friendships, peer role models for academic and social skills. Cost savings for the district were also highlighted. \$140,000 in tuition and \$60,000 in Seed and non-Maine Care costs, as well as transportation costs would be saved with bringing back approximately 4 out-of-district students.

Steve Holbrook inquired about how many students would be coming back. Norm Davis asked about the likelihood of bringing in qualified special education staff. Ken spoke to the new contract that will likely attract more qualified staff. Next steps include: including the SEL program in the 2020-2021 budget, advertising quickly for the position and seeing if current staff would be interested in transferring to the anticipated middle school program. Joe Parent inquired about the possibility of transferring current staff to the anticipated program. Holly shared that some ed techs have been identified, but no teachers have been identified at this point. Holly discussed the possibility of bringing the program

down to the elementary level. She spoke briefly about re-structuring and the cost savings this would have on special education. Ed Rabasco asked how many middle school students could be a part of the program. Holly shared that they are looking at servicing 8-10 students. Steve Holbrook asked who sets the tuition/costs for out-of-district students. Holly shared that the state is responsible for the rates for tuition and costs. Ken shared the importance of these programs, but trying to take on the middle school needs would allow the district to take a budget neutral approach. He shared that he wants to make sure that the program can be successful, and beginning at the middle school level is a model approach that could be beneficial. Travis Ritchie spoke to the need for ed techs and special education teachers, and competitive wages for ed techs and that he has had success in his current district. He spoke to benefits and culture, as well in retaining special education staff. Mike Downing agreed with Travis Ritchie in providing competitive pay. Mary Martin thanked Holly Day and Jo St. Peter-Scott for their presentation and budgetary consideration for the anticipated SEL Behavioral Program.

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

Approve 5<sup>th</sup> Regular Meeting Minutes

Approve New Teacher Hire:

Approve Teacher Resignation:

Notification of Support Staff New Hire:

- Robert Tingdahl, Ed Tech III – PRHS
- Steven Tufts, Custodian, PCS
- Tyler Hutchinson, JV Boys Ice Hockey Coach
- Doug Patenaude, MS Boys Basketball Coach
- Manuel Kiambuwa, JV Soccer Coach
- Jamie Karaffa, MS Girls Soccer Coach

Notification of Retirements:

- Kimberly Moisan, Teacher
- Judy Vaillancourt, Ed Tech III – ESS

Notification of Resignations:

Sub Committees Minutes (no meetings in December)

- Operations
- Personnel & Finance
- Educational Policy Committee:

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

Friends of RSU 16's 1-10-20 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)**

Stacie reported that they weren't able to meet with the finance committee in December, as there was no meeting. The School Board's line came in at 28.66%, below the expected 50% at the end of December, and this is because the School Board's audit is in this section, and it is now complete. The offset of the change from the Curriculum Director position to Assistant Superintendent was shared. Stacie also spoke about the athletic lines and has made changes to the appropriate lines after speaking with Don King. Special Ed costs have been broken down further this year per the federal government, including out-of-district placements within the tutor lines. Contracted speech for out-of-district students and the offset for the speech teacher who resigned at the beginning of the year has impacted this line. Joe Parent asked about the speech teacher and the cost for students with contracted services. He asked if competitive salaries would improve this, as the cost can be more expensive to do contracted speech services. Ken shared that it would, but contractual constraints do impact this.

Motion: by Mike Downing to accept the Financial Summary

Seconded: by Steve Holbrook

Vote: Unanimous

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

The current enrollment of Regional School Unit #16 as of January 7, 2020 is:

Minot Consolidated School (271), Elm Street School (266), Poland Community School (479), Bruce M. Whittier Middle School (259), and Poland Regional High School (483) for a grand total of (1,758) (-1 from the last report).

We had our Monthly Town Managers Monthly Breakfast Meeting on January 8, 2020 and our next breakfast will be held on February 5, 2020. Met with Building Administrators and Directors over the last month working on student, parent, community, budget and personnel issues. We continue to have discussions about the coming budget season.

Ribbon Cutting and Open House was a great success today. Everyone involved were incredible Ambassadors for our school community. I would really like to single out the RSU 16 movers and shakers of the renovation and addition

project. Shawn Vincent, Cari Medd, Linda Chaisson, Norm Davis, Norm Beauparlant, both staffs, but especially our two MVP's of the entire operation Tony Bennett and Craig Worth.

Will be attending the LRTC Advisory Committee on January 15, 2020. I will be attending the Annual Superintendent Convocation from January 16 & 17, 2020, held at Sable Oaks in south Portland.

Superintendent Goals

### **RSU 16 Superintendent Goals (2019-2020)**

**January 13, 2020**

#### **Communication and Engagement**

**Goal: Improve communication and engagement with key constituents: Students, Staff, Administration, and Community (E.4 and E.5 –Engage Effectively with Staff and Students and Engage Effectively with Towns)**  
**Activities**

- Serve as a liaison with the Lewiston Sun Journal and all other news media that results in regular and accurate reporting of RSU 16 activities, initiatives, and meetings.
- Continue to foster relationships with municipal leadership and community members by attending school events and municipal meetings.
- Review Public Participation Policy (BEDH) and Public Concern Policy (KE). Assist in developing a brochure for distribution at School Board meetings that welcomes guests and describes the policy guidelines for public participation and the process for sharing concerns.
- Work with RSU 16 School Board student representatives on the development and implementation of student feedback practices.
- Develop a communications plan to educate students, staff, administration, and the community on potential elementary school facility, staff, and reconfiguration improvements.
- Keep the School Board and community informed about the progress of the middle school addition and renovations of both the entry ways of the high school and middle school.
- Keep the School Board informed about ongoing superintendent administrative supervision.

#### **Effective Board Structure and Function**

**Goal: To improve RSU 16 School Board performance by developing common understandings of Board culture and the work of the Board. (E.2 and E.3 – Effective Board Expectations and Culture and Effective Board Structure and Function)**

##### **Activities:**

- Assist in negotiating and finalizing all employment contracts.
- Assist in School Board professional development through an annual School Board Orientation Workshop, School Board participation in MSBA conference, and as needed local workshops.
- Act as an advocate on behalf of RSU 16 students and schools at the local level and state level by being well informed about current issues, utilizing the information and support available through MSMA, and building relationships with legislators and the media.
- Assist with the development of the annual RSU 16 School Board Survey by September 15, 2020 that identifies School Board accomplishments and challenges.
- Assist with the School Board Workshop to assess 2019-2020 goals and create goals for 2020-2021 for approval at the November 2020 School Board meeting.

#### **Strategic Plan**

**Goal: By February 2020 the RSU 16 Board will identify actions and next steps for the current year and future years to ensure that the Strategic Plan continues to be a strategic document that is forward thinking and addresses the RSU 16 mission and vision. (E.1 – Monitor and Adjust Strategic Plan)**

##### **Activities:**

- Continue to monitor the effectiveness of programming as measured by a staff and community survey. Compare the ratings regarding the value of an RSU 16 education with previous surveys.

- Assist in creating a process for updating the Strategic Plan by February 2020.
- Share the Strategic Plan summary document on the RSU 16 website, at each school in print and poster format, and at sites within the communities.
- Address School Board identified priority areas (school safety, transportation, and elementary facility upgrades) through committee discussions, School Board action, and budget advocacy.
- Ensure the Assistant Superintendent participates in regular discussions/presentations on curriculum, instruction, and assessment that identify needs and next steps.

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

Amy Hediger shared that the strategic plan has been printed out on poster-size sheets and will be placed throughout the district. Amy presented that visuals are an integral part of our society so she shared pictures linked to K-6 literacy and the literacy coach, Kelly LaBonte. Amy discussed the gradual release model that Kelly uses with teachers as part of the K-6 literacy program. This is the most powerful way to be developed as a teacher is in the moment with the students. A main component is the “huddle” that occurs during the mini-lesson portion of instruction which includes a teaching point for the day. Another picture demonstrated students having a voice. Another key component is “turn and talk” and as part of the current lesson, they were to discuss how readers feel what the characters feel in the books. Students in the visual were demonstrating turn and talk. “Off you go” is a time for students to practice their own goals or the strategy they were taught that day by the teacher. This is a time for the literacy coach to meet with the teacher to provide support and answer questions. Another visual focused on the “closing and share”. The book, No, David, was being read aloud in another visual. A student pointed out how the dog must have been feeling in the book as he was accused of eating David’s homework. Flexible seating was shown in another visual as this is another important component of the literacy instruction. Another visual demonstrated how the teacher can confer with students and collaborate with other adults working to support students. Amy thanked the board for supporting the literacy coach position. Mike Downing thanked Amy for including visuals in the presentation. Finally, Amy encouraged the board to reach out to Kelly via email to thank her for her work. Mary shared that the Friends of RSU 16 are currently working on a book drive to support teachers and literacy.

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

Approval for the Superintendent to enter into a lease purchase agreement to purchase 3 vans.

Norm Davis asked about when the vans would receive the vans. Ken and Fred Barlow shared when these will be available. Mike Downing asked if all of the vans were 15 passenger vans and Ken shared that they were.

Approval for the Superintendent to enter into a lease purchase agreement to purchase 3 vans

Motion: by Steve Holbrook to allow the Superintendent to enter into a lease purchase agreement with Gorham Savings to purchase 3 vans

Seconded: by Mike Downing

Vote: Unanimous

### **10.0 OLD BUSINESS:**

#### **11.0 POLICY:**

ACAA-R – Student Discrimination & Harassment Complaint Procedure to be signed – approved at the 12-9-19 meeting; requested changes were made - gender neutral language added.

No motion needed to be made this evening, as the board just had to sign the policy.

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

Student Representatives: (5 minutes)

No students were here this evening.

Report of the School Board Chair: (5 minutes)

Mary Martin shared that a brochure is in the works that discusses how the board works, as well as how public participation works. Mike Lacasse has volunteered to help with the upkeep of the board’s section of the district website. Mary gave updates on Norm Beauparlant and Chelsea Clavet’s health, and that they both hope to attend next month’s meeting.

- School Board Goals (2019-2020)
- Attendance
- LRP/Board Governance

### **13.0 ADMINISTRATIVE INFORMATION:**

ATeam Reports

Mary publicly thanked Jenny Rose for her work on the RSU 16 Adult Ed offerings and things that were happening around the RSU. Shawn Vincent is still looking for judges for the upcoming National History Day on February 12<sup>th</sup>. People are encouraged to reach out to Logan Landry if they would like to be a judge.

**14.0 COMMUNICATIONS:**

**15.0 HANDOUTS:**

LRP Publications – January 2020

**16.0 EXECUTIVE SESSION:**

**17.0 REMINDERS:**

**18.0 ADJOURNMENT:**

Motion: by Steve Holbrook to adjourn at 7:25 p.m.

Seconded: by Mike Downing

Vote: Unanimous

Respectfully submitted,

Kenneth J. Healey