

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

## MINUTES

**ATTENTION  
SUPERINTENDENT  
EVALUATION COMMITTEE:**  
*Meeting at 5:30 P.M. 3-9-20  
in the PRHS Conference Room*

Present: Mary Martin, Steve Holbrook, Norm Davis, Mike Downing, Mike Lacasse, Laura Hemond, Melanie Harvey, Ed Rabasco, Scott Lessard, Travis Ritchie, Chelsea Clavet, James Crouse, Norm Beauparlant

Absent: Lou Goulet, Joe Parent

Student Representative: Lily Cote-Powell, Amy Fryda

**1.0 CALL TO ORDER:** Mary Martin, Chair

Pledge of Allegiance & Mission Statement

**2.0 PUBLIC PARTICIPATION: (10 minutes)**

Mary Martin provided an overview of the expectations regarding the public participation.

Matt Mastergiocomo, Poland: Spoke in response to the possible reconfiguration of RSU 16. He is opposed to a reconfiguration of our schools due to how spread out the district is, the number of transitions, the length of bus rides, as well as losing the sense of community that we have with our community schools. Matt shared that he is willing to be part of any visioning that might take place within the community in regards to the reconfiguration. He stated that he understands that the board and Mr. Healey have the best interests of students in mind. He wants to work with the committee to find solutions to help support the budget that would avoid a reconfiguration of our elementary schools.

Whitney King-Buker, Minot parent and her son, Calvin. She shared they have strong community connections and her son loves math. She shared that Minot feels like a family and the school has been supportive of her son's particular needs. Her biggest concern is that they would lose the small family atmosphere, that change is hard, and that her son could potentially be separated from his brother due to the reconfiguration.

Shawn Cleary, Mechanic Falls has concerns in regards to the Everyday Math curriculum. He shared statistics in regards to the performance on state and district-wide testing. He shared his concerns in regards to spiraling and how this leads to great confusion from students and parents. He cited research from Clearinghouse and how Everyday Math has mixed reviews when it comes to its effectiveness with schools and student performance. He also shared recent district scores in math that he feels are a reflection of the negative impact this curriculum has had on student's scores. He would like to see the district reconsider our use of Everyday Math in our elementary schools.

Caitlyn Rawson, Poland, shared her concerns in regards to the budget and the amount of money that is being spent on administrative costs. She shared questions that she had in regards to the transportation funds and how those are utilized. She had additional questions in regards to the Dean of Special Education and how that position is being used. She inquired about what cuts are being offered from Central Office to help alleviate the budget needs. She shared concerns in regards to the education evaluation that was completed by the district. She inquired about when the next budget meeting would be held. Mary shared that the next budget meeting will be held on March 17<sup>th</sup> with our board. She shared that all of the documents in regards to our budget are on the website, as well as the schedule for budget meetings and town meetings.

Randy Lautz, Poland, asked the board if they are aware of the reconfiguration that has been discussed this evening. Mary shared that part of the strategic plan is to ensure that every school in our district is equitable and that every student has the same opportunity. He shared that in reviewing the minutes from past meetings, it seems that the reconfiguration has been a goal of Mr. Healey as it has been in his board reports. He shared that he has information that he has gathered in regards to the reconfiguration and would be willing to share this with any board members who are interested.

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

**CONGRATULATIONS** Carley Somma, 8<sup>th</sup> grader who achieved a Silver Key in the 2020 Maine Region Scholastic Art Awards for her film/animation entry, "The Glass Dungeon".

**CONGRATULATIONS** Oratorical Contest Winners:

-  1<sup>st</sup> Place – Ada Stenhouse
-  2<sup>nd</sup> Place – Ellia Dick
-  3<sup>rd</sup> Place – Aaliyah Merz

**CONGRATULATIONS** Hester Gilpatric and the Minot Community Club as Minot's 2020 Spirit of America recipients

**CONGRATULATIONS:** Justin Starbird and Jay Bryant as Mechanic Fall's 2020 Spirit of America recipients

**CONGRATULATIONS:** To Whittier Middle School for another successful National History Day

**CONGRATULATIONS:** To Minot's Mike Lacasse and James Crouse for being elected for another term on the school board.

### **4.0 AGENDA ADJUSTMENT:**

### **5.0 PRESENTATIONS: (20 minutes)**

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

Approve 7<sup>th</sup> Regular Meeting Minutes

Approve New Teacher Hire:

Approve Teacher Resignation:

Notification of Support Staff New Hire:

- Mandi Jack, Title I Literacy Ed Tech – ESS
- Adam Chaplin, Custodian – District
- Larry Brackley, Bus Driver (transferred from Van Driver)
- Coach, MS Softball - Ashley Farrell
- Coach, MS Indoor Track – Joshua Kennison

Notification of Retirement:

- Ann Turgeon, Ed Tech – MCS

Notification of Resignation:

Sub Committees Minutes (February)

- Operations
- Personnel & Finance
- Educational Policy Committee

Motion: by Norm Beuparlant to approve Consent Agenda

Seconded: by Mike Downing

Vote: Unanimous

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

Stacie presented Warrant number 17 at 34.6% remaining. She reported the same areas below as previous months. She distributed the food service report. We had a loss in the month of February of \$4,000. That brings the total loss for food services to roughly \$50,000. Stacie reviewed what other surrounding districts contribute to their programs and that area schools are also facing losses with food services, and are having to supplement from their local budgets to cover the losses due to food services. Norm Davis asked if this amount included the funds that were in collections. Ed Rabasco asked how Falmouth and Oxford are able to keep their numbers lower. Mary Martin shared that this has been a growing issue amongst many schools in the State of Maine.

Motion: by Mike Downing to approve financial summaries

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

Donald Drake (PCS) reports a very generous donation from Sporthaus of Bridgton, Maine of \$2,150 worth of ski helmets donated for our Special Olympics team for the 2021 season.

The current enrollment of Regional School Unit #16 as of March 6, 2020 is:

Minot Consolidated School (266), Elm Street School (274), Poland Community School (481), Bruce M. Whittier Middle School (258), and Poland Regional High School (479) for a grand total of (1,758) (-5 from the last report).

We had our Monthly Town Managers Breakfast Meeting on March 4, 2020 and our next breakfast will be held on April 1, 2020. This still continues to be a great local resource for RSU 16.

The A-Team presented the proposed the school budget to the budget committee on February 25, 2020. The budget committee then met on March 3, 2020 in order to come up with a budget that could be sent to the full RSU 16 Board of Directors for consideration. Our focus has been and will continue to be the salary and benefit increases for our staff. The proposed budget and predicted tax impact are currently posted on the RSU 16 website. The next budget meeting is a Special School Board meeting to be held on March 17, 2020 @ 6:00 PM in the PRHS Library, where the full Board of Directors will consider the proposed budget that will go to the Budget Informational Meeting on March 31, 2020 @ 6:00 PM in the Minot Consolidated School Gym.

Last week I had the joy of reading to several classes in both the Elm Street School and the Minot Consolidated School. I also had an opportunity to speak to these classes giving students a chance to ask me questions about my job as Superintendent.

I attended the March 6, 2020 MSSA Drive-In Workshop. Some of the topics presented were Legislative Update, Negotiations, Pick the Brain of Veteran Superintendents, Traps to avoid when conducting investigations, and DOE Pandemic Planning. This last topic is in the minds of almost everyone. The following guidelines were provided: Follow the CDC recommendations about prevention (wash hands, don't touch your face, sneeze into your sleeve or tissue, stay 6 feet away for someone showing symptoms, and if you are sick stay home). The DOE has also asked us to develop educational continuity plans (2 weeks of sub plans, distant or remote learning, and educational packages to go home). I will ask our School District Nurse to speak. I will now ask Craig Worth to speak in regards to facilities and buses. The DOE came out with the following advisory this afternoon:

Maine Department of Education (DOE) continues to advise school administrative units (SAU) to exercise flexibility with respect to student and staff absences in the event that a community (or our state) is impacted by COVID-19.

We intend to model such flexibility at DOE with respect to remote school days and/or school cancellations. When/if a superintendent and school board make the decision (in consultation with, or based on guidance from Maine CDC) to close school or to offer remote school days, Maine DOE will waive state rules that would penalize the SAU for such a decision. Regarding remote school day plans: we will honor the professionalism and judgment of the local SAU/school board who will provide approval of such plans. Regarding the required 175 school days: if CDC guidance indicates that a district should close one or more schools due to COVID-19, and if the closure exceeds the capacity of the school or district to provide continuity of education through remote school days, and if the school board requests a waiver with respect to the length of the school year, we will honor that request.

Additional guidance: To ensure educational continuity in the event of significant staff absences or extended school closures due to COVID 19, we advise SAUs as follows:

- Other than local school board approval, the Department is not requiring any additional approval be sought for educational continuity plans developed for COVID-19 related school closure. We have created a [portal](#) for SAUs to share plans with each other as a resource. Once you have created your plan, please consider sharing it in the [Information Gathering Portal](#).
- To prepare for staff and student absences, please consider such measures as having two weeks of substitute lesson plans available in an accessible place and format; developing plans for provision of FAPE to students with disabilities; explore online learning platforms and the accessibility of this for students; have teachers develop buddy-systems or teams to share instructional responsibilities.

For more information and resources regarding education continuity, please visit our [webpage](#) or contact Beth Lambert, Coordinator of Secondary Education and Integrated Instruction, [beth.lambert@maine.gov](mailto:beth.lambert@maine.gov), 207-624-6642, or Page Nichols, Chief Innovation Officer, [page.nichols@maine.gov](mailto:page.nichols@maine.gov), 207-624-6692.

The Maine Department of Education (DOE) continues to work with Maine Center for Disease Control and Prevention

(CDC) to ensure our school communities have the most up to date and relevant information available. We are involved in daily briefings and will continue to provide information as rapidly as possible. Please check [our website](#) frequently for resources and information.

Melanie Whited, the district nurse, shared the education that has been taking place within the schools in regards to the COVID-19 virus. The nurses are posting signs reminding students to wash their hands frequently, to cough into their sleeve, to avoid touching their face area and to maintain a safe distance from others. Principals are giving reminders of these expectations in their morning announcements. The nurses are requiring any students who have a fever to stay out of school for 24 hours of being fever free. The CDC has asked that any students with a fever wear a mask until they are picked up at school. Melanie provided handouts to the board in regards to the signage and the guidance that is being shared in the buildings with staff, students and the community. Mary Martin asked about where things stand with the influenza virus and if there has been any impact in our district. Melanie shared that we are still having staff members and students diagnosed with influenza. Ed Rabasco asked if there were differences in avoiding Coronavirus versus the steps one would take to avoid influenza. Melanie shared that at this time, the guidelines are the same for both.

Craig Worth, Facilities Director, shared the updated cleaning techniques that they have been using in the schools. Touch surfaces are being hit a few times a week with sanitizer. There are additional sanitizing stations in each of the schools. We have an electric static fogger that has been used at Elm Street School since December. Since using the machine, Elm Street School, on average, has had fewer students absent from school than Minot Consolidated School and Poland Community School. MCS had a 14 percent rate of absenteeism, Poland had a 13 percent absenteeism rate, and Elm Street School had a 9 percent absenteeism rate, which is showing that the static fogger is proving to be beneficial in the schools. They are going to begin utilizing the fogger in all three schools. The custodial staff has plenty of spray bottles, latex gloves and disinfecting wipes for the teachers to use in their classrooms. In addition to fogging the schools, they will begin fogging the buses, as well. Custodial staff will concentrate on cleaning classrooms that have a high absenteeism rate. Since the CDC has recommended that we use an alcohol-based hand sanitizer, we will be using those in our classrooms and in the sanitization stations. The district will continue to encourage staff and students to routinely and regularly wash their hands and avoid touching their face.

Ken Healey added that we will model flexibility with school cancellations or closures due to the number of infected staff with any illness. Maine DOE will waive the rules that would penalize a school that for closing. We would not close a school without CDC or DOE making that recommendation to do so. If there were a confirmed case of Coronavirus, we would need to evaluate the need to close the school based on the level of contact. If we are not able to do 175 school days due to the Coronavirus, the State is saying we would be given a waiver for those days. The board would need to make determinations in regards to the next steps if there were any closures related to the Coronavirus illness.

I will be spending March 19, 2020 as Principal for The Day at the Minot Consolidated School. This will allow the Principal and some key school leaders to attend a Trauma Informed Readiness and Response Workshop.

#### **9.0 ASST. SUPERINTENDENT'S REPORT (10 minutes)**

Amy Hediger, the Assistant Superintendent shared about the ongoing work of the ELA task force and a recent survey that was given to students in the three elementary schools in the RSU. The ELA task force evaluated their mission statement and the goals they have for students in literacy. The goals of the task force were to help students maximize their potential, provide quality instruction to meet the needs of our students and that the students would be given time to choose, read and communicate about books. The results of the survey indicated that 51% of our students in the RSU note that independent reading time is their favorite part of their lesson. Amy also highlighted areas that students noted to be the most challenging and what type of reading they have enjoyed most. The final areas highlighted by Amy were the ways that students identified areas of growth for them this year. The highest areas of growth for students noted were their enjoyment of reading, choosing just the right books, note taking and stamina/focus.

Mary Martin shared that he was happy to see that students are enjoying reading.

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

##### **Approve 403(b)**

Stacie Field shared that the IRS has made a change to the 403(b) regulations. Employees can have a hardship distribution and can now continue with their contributions.

Motion: by Mike Downing to approve new business

Seconded: by Norm Beuparlant

Vote: Unanimous

##### **Approve RSO Contract**

Ken Healey spoke in regards to the School Resource Officer's contract and provided documents to the board in regards to his salary, which is shared with Androscoggin Sheriff's Department

Motion: by Mike Downing to approve new SRO Contract

Seconded: by Norm Beuparlant

Vote: Unanimous

##### **Superintendent's recommendation for renewal of Principal Jess Madsen's contract**

Motion: by Norm Beauparlant to approve new business  
Seconded: by Chelsea Clavet  
Vote: Unanimous

#### **11.0 OLD BUSINESS:**

#### **12.0 POLICIES:**

Approve 1<sup>st</sup> & Final Reading of the following policies:

- BEDFA – Abstentions  
Motion: by Mike Downing to approve policies  
Seconded: by Steve Holbrook  
Vote: Unanimous
- GBEBB – Staff Conduct with Students  
Motion: by Mike Downing to approve policies  
Seconded: by Norm Beauparlant  
Vote: Unanimous
- IHBB – Gifted & Talented Education  
Motion: by Mike Downing to approve policies  
Seconded: by Steve Holbrook  
Vote: Unanimous
- JFABD – Admission of Homeless Students  
Motion: by Steve Holbrook to approve policies  
Seconded: by Mike Downing  
Vote: Unanimous

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

##### **Student Representatives: (5 minutes)**

Amy Fryda shared that this past weekend was the one act play at Mount Blue. Speech and Debate is starting to fundraise for their trip to Chicago. Six students are going Memorial Day weekend to spend five days doing college tours and participating in Speech/Debate competitions.

Lily-Cote Powell shared that we are moving closer to graduation. Seniors are participating in the senior celebrations and their upcoming class trip, whitewater rafting.

##### **Report of the School Board Chair: (5 minutes)**

Budget Committee meeting update:

Next budget meeting takes place Tuesday, March 17 at Poland Regional High School at 6:00 p.m. We will be working on the proposal that was provided by the budget committee for consideration of the board.

Reminder to board members to check the attendance sheet and ensure that it is correct.

Friends of RSU 16 Minutes of 2-14-20

Friends of RSU 16 Agenda for 3-13-20

LRP/Board Governance

#### **14.0 ADMINISTRATIVE INFORMATION:**

ATeam Reports:

Mary Martin wanted to highlight a quote that Jenny Rose from adult education shared on her board report that she found inspirational.

Kaitlynn Brown – Oral Report

Kaitlynn shared that through her leadership team they have outlined three goals that they have been working on as a school. The areas were identified through surveys to the staff and by examining the school vision and mission statement. The first goal was to work towards full implementation of the new literacy curriculum, Units of Study. The teachers focused on a strong mini-lesson, anchor charts and to work on management/ tone in the classroom. Their primary focus as teachers was to strengthen their grade level team meetings to help support the implementation of the curriculum. She shared quotes from students who spoke to the work that has been completed with the implementation of Units of Study. The second goal was in regards to grade level and vertical team meeting times. The master schedule built in grade level team meeting times and also built in topics for the teams to discuss during their team meetings. We have also used our district professional development days to allow for vertical team meetings and planning. The third goal for this year was in regards to PBIS (positive behavioral interventions/supports). This year, the team has focused on Tier 2 and Tier 3 interventions to support students with behaviors. The team is focusing primarily on how to use school-wide data to devise interventions to individual students. Kaitlynn shared how important the professional development time on Wednesdays has been in completing this work.

#### **15.0 COMMUNICATIONS:**

#### **16.0 HANDOUTS:**

LRP Publications – February 2020 & March 2020

**17.0 EXECUTIVE SESSION:**

**18.0 REMINDERS:**

**19.0 ADJOURNMENT:**

Motion: by Steve Holbrook to adjourn at 8:06 PM

Seconded: by Mike Downing

Vote: Unanimous

Respectfully submitted,

Kenneth J. Healey