

"A Caring School Community Dedicated to Excellence"

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS

Maranacook Middle School and via Zoom

<https://us02web.zoom.us/j/86148491531>

June 1, 2022, 6:30 p.m.

AGENDA

1. Call to order:
2. Pledge of Allegiance:
3. Presentation by Sue Whitney's Manchester Elementary 5th Grade Class
4. Recognitions: (30 min.)
 - a. Students Attaining Seal of Biliteracy
 - b. Students Attaining Associates Degree
 - c. Top 10 Scholars
 - d. SKILLS USA Gold Award
 - e. Middle School Students Attaining High Honors & Honors all 3 years
 - f. RSU #38 Board Student Representatives
 - g. Students Selected to Participate in Maine All-State Music Festival
 - h. JMG Program – Kate Magnusson
5. Student Representatives' Reports: (10 min.)
6. Presentation: Review of 2021-2022 ESEA and Proposed 2022-2023 ESEA Grant Projects* (10 min.)
7. Citizens' Comments: (5 min.)
8. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
9. Reports: (10 min.)
 - a. Committees
 - Communications*
 - Facilities*
 - Health Center Advisory – next meeting via zoom, 06/02/22, 6:00 p.m.
 - Policy*
 - b. Awesome Bear Society (ABS) – next meeting, 06/08/22 via zoom
10. Action/Discussion/Informational Items: (30 min.)
 - a. Approval of Minutes of May 4, 2022*
 - b. Approval of Minutes of May 18, 2022 Annual Meeting*
 - c. Acceptance of donations*
 - d. Appointment of First Probationary Contract Teacher, MES 40% Art, Laura Damon-Therault*
 - e. Acceptance of teacher resignation effective June 30, 2022, Math Coach, Abby Shink
 - f. Acceptance of teacher resignation effective June 30, 2022, HS English, Hannah Moran
 - g. Second Reading – Policy KDB, Public's Right to Know/Freedom of Access*
 - h. Report on Data Incident Response Plan
 - i. Discussion – Board Self Evaluation
11. Executive Session to consider administrative evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Principals Jeff Boston, Tina Brackley, Janet Delmar, Abbie Hartford, Kristen Levesque, Director of Curriculum, Instruction & Assessment Karen Smith, Special Education Director Ryan Meserve, Adult and Community Education Director Steven Vose
12. Executive Session pursuant to 1 M.R.S.A. § 405(6)(D), labor contract discussions between the RSU #38 Board of Directors and the Maranacook Area Schools Staff Association
13. Action following Executive Session (if any):
14. Adjournment:

* Attachments

Any citizen who wishes to add an item to the agenda may do so by notifying the Board Chair or the Superintendent's Office, in writing, ten days prior to the Board's next scheduled meeting.



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

James Charette
Superintendent of Schools

Karen G. Smith, Ed.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education Director

Mandy Fitzgerald
Finance Director

Fax. 207-685-4703

To: RSU 38 Board of Education
From: Director of Curriculum, Instruction & Assessment
Date: May 26, 2022
Re: FY22 ESSA Summary

2021-2022 End-of-Year Report for Every Student Succeeds Act Funding

ESSA Goals (Reflective of the RSU #38 Strategic Plan 2019-2024)

Goal 1. *Develop, implement, and support rigorous educational programs (and instruction) that motivate, challenge, and engage students to support achievement by all learners in Literacy.*

Goal 2. *Develop, implement, and support rigorous educational programs (and instruction) that motivate, challenge, and engage students to support achievement by all learners in Math.*

Goal 3. *Strengthen rigorous "tiers" of instruction K-12 by leveraging effective teaching practices and providing collaborative support (embedded professional development) for Tier I and Tier II.*

Title Projects

| Family Engagement | Title I | Title V |
|--------------------------|----------------|----------------|
| FY21 Carry Over | \$3,373.08 | \$3,380.24 |
| FY22 Allocated | \$1,500 | \$500 |
| Expended to Date | \$817.77 | \$527.45 |
| Balance | 4,055.31 | \$3,352.79 |

Family Engagement. Involving families more actively in their students' education is directly related to Goal 1. Working with families to help students set goals and work toward them by celebrating their achievements with teachers and specialists is a powerful way to help students take ownership of their learning and progress in school. If families feel more confident about how to support their students' learning through interactions at home, the effect can be enhanced. There

was a substantial amount of FY21 Carry Over funds for this project. According to the 5/29/2021 ESSA Summary, “It was a challenging year due to the pandemic! Interventionists planned for Family involvement activities that were never realized due to the unanticipated continuation of hybrid status, which interfered with their ability to meet to plan and implement their plans.”

Outcomes. We did not fully realize the possible Family Engagement activities for the first half of the year because of Covid-related mitigations factors and schedule disruptions, including remote learning days and staff shortages. In January, the Director of Curriculum and Elementary Principals collaborated on a plan to promote Family Engagement for the remainder of the school year. The Literacy Specialists and Math Interventionists planned home activities that included tangibles like books, games, or puzzles. The schools coordinated bulletin boards to show progress and display student products from their home activities to enhance engagement. Additionally, the principals regularly discussed/promoted these activities periodically through afterschool/Early Release Day staff meetings, morning meetings, and other students/staff interactions. In the January 28 school newsletters, the principals explained the process to parents and families. After that, the weekly school newsletters explained each new activity and reminders to participate. Finally, students who participated received certificates to take home. The Literacy Specialists are planning a final take-home summer activity with a follow-up at the beginning of the 2022-2023 school year. We will use the remaining funds for a Summer Family Involvement Committee tasked with setting goals and planning for the 2022-2023 school year, including a Back-to-School Family Engagement event in late August and Math and Literacy Nights in September.

Title V: Rural School MTSS Support. The Director of Curriculum, Instruction, and Assessment facilitated a new district-wide Multi-Tiered System of Supports (MTSS, formerly RtI) Leadership Team (to coordinate the efforts of school-based MTSS teams). Specialists worked collaboratively with classroom teachers to ensure all students get high-quality instruction tailored to their individual needs to make reasonable growth in math or literacy. This project contributed toward the salary of a math or literacy interventionist in our one K-5 non-Title I eligible school. Professional development to support increased capacity for implementing Tier II MTSS plans was intended to support the ESSA Professional Development Project. This project addresses District Goal 1 (student achievement) and Goal 2 (increasing capacity for Tier I instruction and diverse learning needs).

| Rural School RTI Support | Title V |
|---------------------------------|----------------|
| FY21 Carry Over | \$301.98 |
| FY22 Allocated | \$29,355.36 |
| Expended to Date | \$21,384.96 |
| Balance | \$8,272.38 |

Outcomes. These funds were expended to support interventionist salaries at the non-Title I eligible schools. We also made progress on the MTSS goals district-wide. First, we established an MTSS Leadership Team representing stakeholders from across the district. Systems-level problem-solving is an essential foundation of an MTSS model. It provides the support for educators to come together to meet the needs of individual students. While structures are in place at each school, a goal for us this 2021-2022 school year was to scale up to a system-level approach. Building staff meets regularly to address individual student needs within a school. However, we do not have a way to come together as district leadership to determine the needs at the systems level.

This collaborative problem-solving work is critical for student success and effective MTSS. The MTSS Leadership Team will leverage data to problem-solve the answers to system-level questions by using valid and reliable universal screeners, progress monitoring tools, and other sources of student information to inform decision-making. By implementing and establishing an MTSS framework, the district can improve the experiences and outcomes for all students by increasing attendance, elevating student engagement, lessening concerns about behavior, improving school climate, enhancing social and emotional well-being, and boosting academic performance.

ESEA Program Coordinator. The Director of Curriculum, Instruction, and Assessment who coordinated the ESEA projects retired as of July 1, 2021. However, she continued her services on a contractual basis to complete the FY21 Performance Report and proposal for FY22. She also collaborated with the Principals of the two Tier III Title I schools to oversee and support Title I. Additionally, she supported the new Curriculum Coordinator in implementing this year's planned projects and preparation/management of the grants for future years.

| ESEA Program Coordinator | Title I | Title II | Title V |
|---------------------------------|----------------|-----------------|----------------|
| FY21 Carry Over | \$543.91 | \$104.56 | \$219.13 |
| FY22 Allocated | \$7,000 | \$2,000 | \$1,000 |
| Expended to Date | \$2,211.59 | \$581.04 | \$457.37 |
| Balance | \$5,332.32 | \$1,523.52 | \$761.76 |

Outcomes. The former Director of Curriculum, Instruction, and Assessment worked collaboratively with stakeholders to complete and submit the FY 2022 ESEA Application, the FY21 ESEA Performance Report, and FY22 Title-1 Applications, and engage in other ESSA-related work, including attending Maine DOE sessions.

Other Professional Development. Given the continued impact of the pandemic and its disruption of learning, it is critical to gauge the overall status and effectiveness of the curriculum across the district in response to the changing academic and social/emotional needs of the student population. As mentioned above, as part of our efforts to strengthen instruction and accelerate learning, we formed a district MTSS Leadership Team led by the new Director of Curriculum. The team focused efforts on leveraging existing structures and building systems-level capacity for implementing supports for all students.

Another focus this school year was to create system-level structures to support the development and oversight of curriculum, instruction, and assessments. We established a district-level Subject Area Committee (SAC) Leadership Team to organize and lead the curriculum and assessment process. Using a team approach is also a practical way to ensure the many leadership tasks that must take place in our thriving schools are executed efficiently and effectively. The SAC Leadership Team's primary goal for the 2021-2022 school year was to guide the SACs in evaluating current curriculum documents, practices, and assessments to help prioritize, focus, and reinforce their work and place student learning in new contexts. This work will lay the foundation for the SACs to begin the vertical alignment process, including linking standards, units/lessons, skills, and assessments as a holistic, inclusive, student-centered experience. Additionally, this work is instrumental in determining professional development needs and opportunities.

| Professional Development | Title I | Title II | Title V |
|---------------------------------|----------------|-----------------|----------------|
| FY21 Carry Over | 0 | \$12,067.72 | 0 |
| FY22 Allocated | \$5,700 | \$49,188.59 | \$252.45 |
| Expended to Date | \$250 | \$25,353.63 | 0 |
| Balance | \$5,450 | \$35,902.68 | \$252.45 |

This project also included hiring a consultant to provide professional learning through mentoring and advocacy to improve the district's classroom practice of new teachers and student learning and achievement. This support is in addition to the district's regular peer support and mentoring component of the Teacher Performance Evaluation and Profession Growth (PEPG) system. The district partnered with a newly retired faculty member from a teacher preparation program at a local university. This individual has 25 years of experience mentoring, supervising, and evaluating student teachers in school districts across the state. The consultant engaged in group meetings with the new staff, provided regular individualized mentoring, offered open office hours via Zoom on nights and weekends, and gave feedback to the building principal, Director of Curriculum, and Superintendent on new teacher professional development needs and support. The district added this project in response to the high teacher turnover at Wayne Elementary School, with approximately 70% percent of the overall staff new to the building since January 2020.

Additionally, one teacher position was left unfilled, leading to an increased workload on all staff. WES is historically a high need school identified as a Title I school for over a decade. Furthermore, the school is in its second year as a Tier III School. While the pandemic has undoubtedly been a factor in student learning loss, the 2021-2022 school year's high teacher turnover will likely further contribute to the low student achievement without adequate support for the new staff. The abovementioned factors far exceed and exhaust the resources typically provided with the district's state-required mentoring program. Research shows that high-quality induction and mentoring supports can increase teacher retention and student achievement. Considering the high cost of teacher turnover, investing in mentoring and induction programs also reduces the costs for the district. These professional learning activities are designed to support Goal #3: Strengthen rigorous "tiers" of instruction K-12 by leveraging effective teaching practices and providing collaborative support (embedded professional development) for Tier I and Tier II. In addition to the description of priority needs in the District Needs Assessment section.

NOTE: Title I funds are only used for supporting professional development activities at Schoolwide Title I K-5 schools or for teachers of Title I students at the K-5 TI Targeted Assistance School. Title II funds may support professional development experiences at any school in our district, including MES (the one non-Title I eligible K-5 school) and grades 6-12.

Outcomes. August, September, and October comprised of PD activities involving the implementation of instructional materials, including the piloted (now adopted) math programs in grades K-5. The October 8, 2021, Teacher Workshop was planned by the Literacy and Math Coaches, Specialists, Interventionists, and Technology Integrators. The sessions focused on teacher training in implementing the literacy and math programs, integrating technology in the classroom, and SAC/MTSS audits. Additionally, the Reading Recovery network provided continued support for elementary literacy interventionists. Also, several K-5 teachers, administrators, literacy

specialists, and paraprofessionals have participated in an online course on ways to bring the science of reading into the balanced literacy classroom.

In consultation with the teacher advocate, we reassessed the needs of the newly hired teachers mid-year and decided to include two other new teachers from other schools in the district. Feedback from the teachers receiving this support via focus group discussions and surveys has been positive. The consensus from the group is that the district would benefit from continuing this support for new hires in the future.

By participating in the MTSS/SAC audit activities, school staff will have the opportunity to develop a comprehensive plan that includes carefully reviewing curriculum programs and materials and determining professional development activities. For example, the math curriculum team worked diligently at adopting a K-5 program and has committed to a plan moving forward. MTSS/SAC Summer Workgroup representing stakeholders from across the district will continue to analyze the audit information and current student data to begin curriculum revisions and determine goals for the 2022-2023 school year, including areas for professional development. These working groups will engage in Micro PD opportunities to improve instruction across the Tiers. Ideally, multiple stakeholders have an active role throughout the process as this curriculum work continues over the summer and into the next school year.

Mt. Vernon Elementary and Wayne Elementary Schoolwide Readfield Elementary Targeted Assistance

The intent and purpose of the Title IA programs are to provide supplemental academic support services for Grades K through 5 in literacy and math, provide professional development to enhance academic support services for literacy and math, K-5, and support family involvement for ALL students, including those needing literacy and math academic support services for literacy and math, K-5.

| Title IA | MtVES | WES | RES |
|-------------------------|--------------|------------|------------|
| FY22 Allocated | 85,587.74 | 20,767.25 | 53,885.53 |
| Expended to Date | 54,682.76 | 14,891.23 | 34,700.98 |
| Balance | 30,904.98 | 5,876.02 | 19,184.55 |

MtVES and WES. Both are Schoolwide Title I schools meaning all students are considered eligible for support. Both schools are also identified as Tier 3 Title I schools, so each has a Leadership Team that meets one to two times per month to self-assess the school on instructional practices and student growth. (To the extent possible, we have aligned the Tier III projects with the overall ESSA district-level projects. At MtVES and WES, Title I and the Tier III Innovative grant provided funding for interventionists (and a TI educational technician at MTVES). At MtVES, these ESSA Title I funds support 40% of the full-time Literacy and Math Specialists and at WES, 25% of the full-time Math Specialist salary and benefits.

RES. Funds in this project support 40% of the salary and benefits for the full-time Literacy Specialist and 40% of the salary and benefits for an Educational Technician III who supports students in need of literacy intervention at RES. The full-time literacy specialist (with the assistance of the literacy ed. tech.) and the full-time math specialist provided targeted instruction for Title I students identified as significantly below grade level benchmarks. In addition, the

Specialist supported classroom teachers in providing robust, intentionally planned Tier I instruction.

Outcomes. This project addressed District *Goal 1*: Develop, implement, and support rigorous, educational programs (and instruction) that motivate, challenge, and engage students to support achievement by all learners, and *Goal 2*: Strengthen rigorous “tiers” of instruction by leveraging effective teaching practices and providing collaborative support for literacy by classroom teachers and the literacy specialist.

FY23 ESSA Proposed Projects

| Anticipated Entitlement Funding | | | |
|--|-----------------|-----------------|----------------|
| Title I | Title II | Title IV | Title V |
| \$178,512.71 | \$54,726.83 | \$18,237.97 | \$12,297.78 |

Title I. Tier III schools will continue with their plans to raise student achievement by strengthening Tier I classroom-based instruction. Continue to use Title I funding to help support K-5 Math and Literacy specialist positions in Title I schools (and use some Title IV and V funding to support them at the non-Title I eligible school).

Family Involvement. Providing more opportunities to exchange information about what is taught, how, and what families can do to support their students’ learning in different content areas continues to be a need in our district. Traditionally these efforts have been primarily at the K-5 level, as this is an explicit requirement for Title I schools.

Professional Development. Projects are being planned to support professional development for staff in mathematics, literacy, and other subject areas and address diversity and inclusion within our curriculum. Also, we are identifying effective practices for achievement recovery and acceleration and ongoing professional development to support staff in implementing these practices. Additionally, we are using ESSER (Elementary and Secondary School Emergency Relief) funds for learning resources and programs in complementary, coordinated ways to strengthen teaching and learning, PreK-12.

This report was submitted by Dr. Karen G. Smith, Director of Curriculum, Instruction, and Assessment, on 5/26/2022. Please send any feedback to karen_smith@maranacook.com by June 15, 2022.

RSU 38 Communications Committee
April 27, 2022, 6:00 - 7:45 p.m.
Minutes

9a.

Present(online): Keltie Beaudoin (left at 6:35 pm), Patty Gordon, Tyler Dunn, Rebecca Lambert (arrived at 6:45 pm), Jay Charette

Absent: Shawn Roderick

1. Review and make suggested changes to Policy BHC/GBD to Policy Committee
 - a. Discussion ensued about current policy and the MSMA sample policy. Information was cross referenced from the previous meeting with staff.
 - b. Keltie Beaudoin will begin the process of drafting suggested changes to the policy based on tonight's discussion. Jay will provide word versions to Keltie for editing purposes.
 - c. At the next meeting Keltie will share the draft. Please note suggested changes for this policy will need to go through the policy committee which will be meeting after the summer break at the earliest.

2. Organize school board visits to individual schools.
 - a. Set expectations and protocols.
 - b. Set regular dates to provide advance notice and planning logistics
 - Suggestion made to return to board meetings going to ALL schools to include a tour - including a meet and greet with staff.
 - Question was asked about traveling technology - Jay will speak to the tech department for implications.
 - Discussion to set 2-3 times a year where Town Hall style meetings happen - suggestion of some of 2nd meetings of the month to replace workshops.
 - Discussion of invites and summaries from the board chair to be sent to all staff.

3. Continue the facilitation of use of Focus Groups to be used with the communication committee
 - a. All members agreed that this could be part of the communication committee work. The group agreed that due to the remaining time in the current school year it would not be possible for another group this year. The group wants to revisit this in the fall to plan logistics and groups.

4. Define and engage in activity that rebuild trust with community and parents by welcoming these groups back into the schools.
 - a. All agree to begin this process and believe Focus groups could help us determine what actions, steps, and/or information gathering could be used to engage in dialogue with these groups. All agreed that this is a necessary focus when convening in the fall of the next school year.

5. Other - Committee may explore a July meeting to set dates and agenda for #2.

RSU 38 Facilities/Transportation Committee
May 17, 2022
Minutes

9a.

Present: Rebecca Lambert, Betty Morrell, Shaun Drinkwater, David Guillemette, Kelly Thompson, Jay Charette

Guests: Brant Remington, Maria Rungi, Matt Lajoie, Ronn Gifford

1) Transportation Update

- a) Transportation Manager Kelly Thompson provided the following updates:
 - i) The department is fully staffed! However, ongoing training and recruitment remains a priority as we head into the summer months.
 - ii) Thank you to the Committee for supporting the 20 hour a week admin assistant. It has made a world of difference.
 - iii) Randy Souther has done a great job keeping our fleet running smoothly!
 - iv) Work continues on accommodating field trips, it is still a challenge but everyone has pulled together to make as many as possible fall into place.
 - v) Radios are in the demo phase but going well overall. Working out the bugs with the technology department!

2) Energy Discussion

- a) Goals are to save money, invest in available renewable energy, and provide educational opportunities.
 - i) Although some may want to invest in solar to have on site that is not something the full committee supports.
 - ii) As we investigate options we do have a contact to look at other companies. Mandy will investigate to see if comparable to previous presentations and report back to committee.

3) Facilities:

- a) HS Softball Field, "Make A Wish" request
 - i) Student service director reported the following:
 - (1) This wish was granted to a student. The project includes work to existing softball fields. The Maranacook Educational Foundation will act as the financial agent through fundraising for remaining work to include: backstop, dugouts, field drainage, seeding and landscaping.
 - (2) Committee unanimously agreed to support this wish.
- b) RES Softball Field - Discussion about maintenance of the fields. Maria and Matt seek permission to do some work to the field to make it playable.
 - i) Shaun Drinkwater will provide contact information for a company so they can begin exploring costs as well as plan next steps.
 - ii) Committee voted unanimously to support this work.

- c) RES well - Facilities director Shaun Drinkwater reported
 - i) A discussion with Darren Braun when filling out an application with the state uncovered some concerns if seeking to drill a deeper well. The end result may be the need for a filtration system to be added at great additional expense.
 - (1) Shaun asked that instead he begin the process of updating toilets to automatic flushing as way to control water usage. He also request doing this with the bond funds.
 - (2) Committee agreed to request.
 - d) Update on Fire panels
 - i) Shaun reported that the updated quotes went up by \$15,000 dollars.
 - ii) He is requesting to do the 3 schools and use money from the well project to offset the increase.
 - iii) Committee agreed to the request.
- 4) Other
- a) Committee asked that a possible June meeting be scheduled for further consideration of next steps for renewable energy options.

RSU #38 Policy Committee
May 10, 2022, 6:00 p.m. via Zoom
Minutes of Meeting

9a.

Present: Keltie Beaudoin, Cathy Jacobs, Jay Charette

Absent: Patty Gordon, Dane Wing

Guests: Jean Roesner, Tina Brackley

1. Review for Second Reading:
 - a. KDB, Public's Right To Know/Freedom of Access – no comments or questions were submitted. The Policy Committee recommends Policy KDB for second reading as written.

2. Review:
 - a. IJJ, Instructional and Library-Media Materials Selection – Committee members reviewed the current policy as well as the MSMA sample policy. This policy is under review as a recommendation from the Curriculum Committee. Policy Committee recommends Policy IJJ for first reading as revised.

Note: Since the 5/10/22 Policy Committee meeting, the committee members agreed that more work is needed on this policy. It will be added to the first Policy Committee meeting agenda in the fall.

- b. BHC/GBD, School Board/Staff Communications – Cathy Jacobs summarized the need for a revised policy and procedure for visiting schools. Discussion ensued including:

- Lines of communication and acceptable use of these lines
- Possibly a procedure to include building administrators
- Educate everyone on the role of board members

Next steps:

- First draft – Keltie Beaudoin will draft possible language based on current policy and MSMA sample along with information gathered through this discussion.
- This first draft will be brought to the committee at the first fall meeting of the 2022-2023 school year.

DRAFT

DRAFT

DRAFT

10a.

RSU #38 Board of Directors
 Maranacook Community Middle School & via Zoom
 May 4, 2022
 Minutes of Meeting

Members Present: Chair Cathy Jacobs, Vice Chair David Twitchell, Kim Bowie, Patty Gordon, David Guillemette, Rebecca Lambert, Betty Morrell, Shawn Roderick, Dane Wing

Members Absent: Keltie Beaudoin, Tyler Dunn, Jade Parker, Melissa Tobin

Student Members: Eric Nelson, Esm'e Jamison (arrived 7:30)

Student Representatives: Carter Bennett, Joseph Couture, Abigail Allen, Cassidy McCormack

Administration Present: Superintendent Jay Charette, Principals Jeff Boston, Tina Brackley, Janet Delmar, Abbie Hartford, and Kristen Levesque, Interim Principal Michael Harris, Director of Curriculum, Instruction, and Assessment Karen Smith, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Director Mandy Fitzgerald

1. Call to Order: Chair Jacobs called the meeting to order at 6:30 p.m.

This business meeting is being held both in person and virtually, through zoom in compliance with RSU #38 policy BED Remote Participation in School Board Meetings. The meeting is being recorded and will be posted on the maranacook.org YouTube channel.

The "microphones" of the viewing audience will be muted except during the identified portions of public comments. If you would like to speak during any public comment section of the agenda, please use the chat feature to signal to Mrs. MacGregor and she will communicate with the Board Chair. In-person speakers please sign up on the clipboard. All individuals that wish to speak, whether in person or virtual, please identify yourself with first and last name and the town you live in. Please note that individuals that do not live in our member communities may or may not be granted permission to speak at the discretion of the Chair. Speakers are asked to limit individual comments to 2 minutes and if someone speaks ahead of you that has a similar view please reference the comment. All votes will be taken by Roll Call.

2. Pledge of Allegiance:

Chair Jacobs reported that Esm'e Jamison and Eric Nelson, two students from Maranacook Community High School, will be serving as full-fledged board members.

3. Student Representatives Reports:

MS Representatives – Carter Bennett and Joseph Couture reported on Team projects and school wide activities.

HS Representatives – Abigail Allen and Cassidy McCormack reported on school wide activities.

4. Presentation: ReVision Energy

Superintendent Charette introduced Tina Meserve of ReVision Energy. Ms. Meserve presented earlier in the year to the Facilities Committee. Ms. Meserve explained how the program works and how the credits would show on the district's CMP bills. Typical savings have been 12-20%, but new Legislation is in place that limits the size of the projects, so the savings will be less. It takes about a year to build a project, so it could be a year before the district will see a benefit. There is a guaranteed placement clause. ReVision Energy has signed on about 25 school districts in the state and most of them are represented by Drummond Woodsum, so the process has been streamlined.

Superintendent Charette added the next steps would be to give the Board time to process the information provided. The Facilities Committee will discuss this again at their May meeting and will discuss making a recommendation to the full Board. If the Board decides to move forward, they would vote to have the Superintendent talk with Drummond Woodsum. No decisions would be made without the Board voting to move forward in each stage.

DRAFT

DRAFT

DRAFT

5. Citizens' Comments:

Kim Bowie, School Board member and Manchester resident addressed the board as a parent. Ms. Bowie reported that she has gone through the proper channels, speaking with both the principal and superintendent about this issue. She also understands the need to maintain the budget and the expectations for class size. She spoke about the particulars around high school core classes, on behalf of a very small group of students who have chosen since the 8th grade to do the necessary process of wanting to take certain AP classes, specifically for English and math. Their coursework allows them by year 4 to take an AP course or college course. AP Calculus is listed as a course of choice, however, next year it will not be offered because there are only a few interested in taking it. It is important for some students to have AP science or math listed on their transcript to enter certain colleges. It is a core class and it is important for those few students. Instead they have been offered the choice of intro to Calculus, or to take AP Calculus through a local college which would be asynchronous. The class size of 10 should not be for these core classes.

6. Adjustments/Additions: none

7. Reports/Committees:

a. Reports

Ms. Brackley shared a Celebration for Wayne Elementary School.
No questions were asked about the written reports.

b. Committee reports

Communications – Ms. Gordon reported that the Committee had a really good beginning step in addressing the Board's communication problems. This meeting focused mostly about staff and talked about the district policy and what is acceptable, what are seen as barriers, and possible steps to take to improve. Teachers felt they would like to see board members in the schools, and there was a lot of misinformation about what board members have done in the past evaluating staff. Next steps will be to review the policy and develop focus group for parents and then specific groups of staff.

Chair Jacobs added that there was a common theme; they feel we need to all work together to make the community feel more welcome in our schools. Students will also be included in the conversations.

Curriculum – Chair Jacobs reported on the most recent Curriculum Committee.

Policy – Ms. Gordon reported that the Committee is looking for input from staff on the Board/Staff Communication Policy. Policy KBB, Public's Right to Know is having a first reading tonight. Please forward any questions and comments to the Policy Committee before the next meeting on May 10th.

8. Action/Informational Items:

a. Approval of Minutes of April 13, 2022 Meeting

MOTION by Twitchell, second by Morrell to approve the Minutes of April 13, 2022 as presented. Roll Call Vote - **Motion Carried:** unanimous

b. Appointment of First Probationary Contract Teacher, Gifted & Talented, 50%, beginning 9/1/22, Caroline Karnes

MOTION by Morrell, second by Lambert to approve the appointment of first probationary contract teacher, Gifted & Talented, 50%, beginning 9/1/22, Caroline Karnes.

Roll Call Vote - **Motion Carried:** unanimous

c. Appointment of Second Probationary Contract Teachers

MOTION by Guillemette, second by Lambert to approve the appointment of second probationary contract teachers as listed. Roll Call Vote - **Motion Carried:** unanimous

d. Appointment of First Continuing Contract Teachers

DRAFT

DRAFT

DRAFT

MOTION by Morrell, second by Gordon to approve the appointment of first continuing contract teachers as listed. Roll Call Vote - **Motion Carried:** unanimous

- e. Acceptance of teacher resignation effective 6/20/22, RES, Marissa Tarrio

MOTION by Morrell, second by Lambert to accept the resignation of RES teacher Marissa Tarrio effective 6/20/22. Roll Call Vote - **Motion Carried:** unanimous

- f. Acceptance of teacher resignation effective 6/30/22, MCMS, Margot Gyorgy

MOTION by Guillemette, second by Morrell to accept the resignation of Middle School teacher Margot Gyorgy Tarrio effective 6/30/22. Roll Call Vote - **Motion Carried:** unanimous

- g. Consideration of nomination of High School Principal, Michele LaForge

MOTION by Morrell, second by Twitchell to approve the nomination of High School Principal Michele LaForge as recommended by the Superintendent. Roll Call Vote - **Motion Carried:** unanimous

- h. Consideration of overnight trip, Grade 8, Stave Island (Little Dear Isle), 6/12-13/22

MOTION by Morrell, second by Lambert to approve the Grade 8 overnight trip as presented. Roll Call Vote - **Motion Carried:** unanimous

- i. Consideration of out-of-state trip, MCHS, Advisee Day, Boston, MA, 6/8/22

MOTION by Morrell, second by Lambert to approve the out-of-state trip for MCHS on 6/8/22 as presented. Roll Call Vote - **Motion Carried:** unanimous

- j. Consideration of overnight trip, MCHS All States Music Festival, Orono, ME 5/19-21/22

MOTION by Lambert, second by Twitchell to approve the overnight trip for MCHS to attend the All States Music Festival as presented. Roll Call Vote - **Motion Carried:** unanimous

The Board expressed their appreciation to Mr. Dan Gilbert for his commitment to the students.

- k. May 18, 2022 Annual Meeting process

Superintendent Charette provided an overview of the process for the RSU 38 Annual Meeting on May 18, 2022. He reminded everyone that by law this meeting cannot be attended via zoom.

- l. Update on Health and Safety Procedures and Protocols

Superintendent Charette reviewed his written report, noting that he is suggesting the Board keep the procedures as they stand for the remainder of the school year, and that he will remove this item from the June agenda.

9. Adjournment: **MOTION** and second to adjourn at 8:08 p.m.

Respectfully submitted,
James Charette, Superintendent of Schools
D. Foster, Recorder

**ANNUAL MEETING OF THE
REGIONAL SCHOOL UNIT NO. 38
Maranacook Community Middle School
May 18, 2022
Minutes of Meeting**

Members Present: Chair Cathy Jacobs, Vice Chair David Twitchell, Keltie Beaudoin, Kim Bowie, Tyler Dunn, Patty Gordon, David Guillemette, Rebecca Lambert, Betty Morrell, Jade Parker
Member Absent: Shawn Roderick, Melissa Tobin, Dane Wing
Student Members: Asm'e Jamison, Eric Nelson

Call To Order: Superintendent James Charette called the meeting to order at 7:00 p.m.
Superintendent Charette entertained a motion to nominate a moderator to preside at the meeting.

Article 1 To choose a moderator to preside at the said meeting.
MOTION and Second to nominate Richard A. Spencer to preside at the said meeting.
No other nominations were brought forward.
Richard A. Spencer was appointed to preside at the said meeting.
Moderator Richard A. Spencer was sworn in to preside at the meeting.
Ballot Clerks were sworn in.

Article 2 To see what sum the RSU will be authorized to expend for Regular Instruction, including Alternative Education, ELLs (English Language Learners) Instruction, and Gifted & Talented Education. School Board Recommends: \$8,395,203.00
MOTION and Second to approve Article 2 as recommended.
This article includes negotiated salaries and benefits for regular education instructional staff, supplies, professional development, contracted services, and copier maintenance costs.
Article 2 Passes.

Article 3 To see what sum the RSU will be authorized to expend for Special Education. School Board Recommends: \$2,928,387.00
MOTION and Second to approve Article 3 as recommended.
This article includes negotiated salary and benefits for special education administration and instructional staff, special education legal costs, tuition costs for out of district placements. Special Education provides services as required by law.
Article 3 Passes.

Article 4 To see what sum the RSU will be authorized to expend for Career and Technical Education, Coop/Pathways Program and Capital Area Technical Center (CATC) Tuition. School Board Recommends: \$0
MOTION and Second to approve Article 4 as recommended.
The State of Maine has changed funding and expense for CATC, so we no longer need to budget this tuition.
Article 4 Passes.

Article 5 To see what sum the RSU will be authorized to expend for Other Instruction (co-curricular, extra-curricular, and regular education summer instruction).
School Board Recommends: \$521,993.00

MOTION and Second to approve Article 5 as recommended.

This article includes activities in the middle school and high school such as sports, plays, math team, speech and debate, student senate. The expenses in this article are for coaching salaries, officials' services, supplies, equipment, dues & fees. This article also includes salaries and benefits for summer regular education instructional programs.

Article 5 Passes.

Article 6 To see what sum the RSU will be authorized to expend for Student Support (guidance, health, technology) and Staff Support (improvement of instruction and staff training, curricular, library, assessment). School Board Recommends: \$2,083,833.00

MOTION and Second to approve Article 6 as recommended.

This article includes negotiated salary and benefits for staff and directors in the above mentioned departments, district wide professional development, and other assessment testing and supplies.

Article 6 Passes.

Article 7 To see what sum the RSU will be authorized to expend for System Administration (School Board and Superintendent's Office). School Board Recommends: \$728,625.00

MOTION and Second to approve Article 7 as recommended.

This article includes negotiated salary and benefits for central office staff, school board stipends, contracted services for legal and audit, legal liability insurance, supplies for school board and central office.

Article 7 Passes.

Article 8 To see what sum the RSU will be authorized to expend for School Administration (principals' offices). School Board Recommends: \$1,270,074.00

MOTION and Second to approve Article 8 as recommended.

This article includes negotiated salary and benefits for principals and secretaries, principal professional development, accreditation costs, supplies, dues, and fees.

Article 8 Passes.

Article 9 To see what sum the RSU will be authorized to expend for Transportation and Buses. School Board Recommends: \$1,155,638.00

MOTION and Second to approve Article 9 as recommended.

This article includes negotiated salary and benefits for transportation administration, mechanic and bus drivers, mandated physicals and drug testing, repairs, vehicle insurance, fuel, supplies, and lease purchase payments.

Article 9 Passes.

Article 10 To see what sum the RSU will be authorized to expend for Facilities Maintenance.
School Board Recommends: \$2,866,128.00

MOTION and Second to approve Article 10 as recommended.

This article includes negotiated salary and benefits for maintenance administration and custodians, utilities (electricity, oil/propane, telephone), contracted services for snowplowing, heating systems and roof monitoring, building repairs and projects, painting, and supplies. It also includes the facilities repair bond principal and interest payment.

Article 10 Passes.

Article 11 To see what sum the RSU will be authorized to expend for Debt Service and Other Commitments. School Board Recommends: \$97,104.00

MOTION and Second to approve Article 11 as recommended.

This article includes bond payments for the school construction project for the high school addition and renovations.

Article 11 Passes.

Article 12 To see what sum the RSU will be authorized to expend for All Other Expenditures (Food Services, Reimbursable Transportation).
School Board Recommends: \$114,287.00

MOTION and Second to approve Article 12 as recommended.

This article includes local dollar support of the food service program and reimbursable transportation provided for RSU #38 towns and recreation programs.

Article 12 Passes.

Moderator Spencer explained an error was found in Article 13, however the total to be raised is unchanged. He requested a Motion and Second on the original Article 13, then he will entertain an Amendment to Article 13 with the correct figures.

Article 13 To see what sum the RSU will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the RSU will raise and assess as each municipality’s contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

School Board Recommends: amounts set forth below

| <i>Total appropriated (by municipality)</i> | | <i>Total raised (School Unit assessments by municipality)</i> | |
|--|-----------------------|---|-----------------------|
| <i>Manchester</i> | <i>\$4,065,101.00</i> | <i>Manchester</i> | <i>\$2,381,410.00</i> |
| <i>Mount Vernon</i> | <i>\$2,977,953.00</i> | <i>Mount Vernon</i> | <i>\$1,744,539.00</i> |
| <i>Readfield</i> | <i>\$4,060,486.00</i> | <i>Readfield</i> | <i>\$2,378,707.00</i> |
| <i>Wayne</i> | <i>\$2,081,996.00</i> | <i>Wayne</i> | <i>\$1,219,671.00</i> |
| <i>School Unit Total Appropriated <u>\$13,185,536.00</u></i> | | <i>School Unit Total Raised <u>\$7,724,327.00</u></i> | |

MOTION and Second to approve Article 13 as recommended.

State-Mandated Explanation: RSU #38’s contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that RSU #38 must raise and assess in order to receive the full

amount of state dollars. *In other words, this article gives the minimum amount that each town will pay based on the ED 279 (state subsidy report) and that RSU #38 must raise and assess in order to receive the full amount of state dollars.*

MOTION and Second to Amend Article 13 as follows:

For Manchester: I move the appropriation DOWN to \$4,060,179 and the amount to be raised DOWN to \$2,376,606.

For Mount Vernon: I move the appropriation DOWN to \$2,788,315 and the amount to be raised UP to \$1,821,742.

For Readfield: I move the appropriation UP to \$4,397,454 and the amount to be raised DOWN to \$2,032,612.

For Wayne: I move the appropriation DOWN to \$1,627,161 and the amount to be raised UP to \$1,493,367.

For the Total amounts: I move the appropriation DOWN to \$12,873,109 and the school unit total raised AS WRITTEN (in other words, no change) at \$7,724,327.”

Amendment for Article 13 Passes.

Article 13 Passes as Amended.

- Article 14** To see what sum the RSU will raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the RSU’s contribution to the total cost of funding public education from pre-kindergarten to grade 12.
School Board Recommends: \$97,104.00

MOTION and Second to approve Article 14 as recommended.

State-Mandated Explanation: Non-state funded debt service is the amount of money needed for the annual payments on RSU #38’s long term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters. *This long term debt is for the High School addition and renovation project.*

Article 14 Passes.

- Article 15** To see what sum the RSU will raise and appropriate in additional local dollars in support of the food service program. School Board Recommends: \$105,000.00

MOTION and Second to approve Article 15 as recommended.

This money helps fund the schools’ food service program and equipment replacement.

Article 15 Passes.

WRITTEN BALLOT REQUIRED

Article 16 To see what sum the RSU will raise and appropriate in additional local funds (Recommend \$5,181,228.00), which exceeds the State's Essential Programs and Services allocation model by (Recommend \$5,181,228.00), as required to fund the budget recommended by the School Board.

The School Board recommends \$5,181,228.00 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$5,181,228.00.

The \$5,181,228.00 that exceeds the 100% EPS funding level is needed to continue programs and services presently offered by the RSU which are not covered, or not fully covered, by EPS such as: contingency - \$71,000.00, co-curricular program (athletics, theater, math team, debate, etc.) - \$427,530.00, operations and maintenance - \$1,413,413.00, transportation - \$406,899.00, special education - \$493,594.00, system administration - \$572,362.00, regular education instruction - \$1,763,984.00. The funding from the state (\$5,148,782.00) is 40% of the total Essential Programs and Services (EPS) allocation. This allocation covers only a portion of the above noted programs. This article describes the additional funds that RSU #38 needs to raise to achieve the RSU #38 school district budget.

MOTION and Second to approve Article 16 as recommended.

State Mandated Explanation: The additional local funds are those locally raised funds over and above RSU #38's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the RSU 38 budget for educational programs.

Written Ballot: Article 16 Passes – 23 Yes, 0 No.

Article 17 To see what sum the RSU will authorize the School Board to expend for the fiscal year beginning July 1, 2022 and ending June 30, 2023 from the RSU's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools. School Board Recommends: \$20,161,272.00

MOTION and Second to approve Article 17 as recommended.

This article authorizes the School Board to spend the recommended budget in Fiscal Year 2023. The School Board cannot spend an amount above the authorized budget.

Article 17 Passes.

Article 18 In the event that the RSU receives more state education subsidy than the amount included in its budget, shall the School Board be authorized to use all of the additional state subsidy to decrease the local cost share expectation, as defined in Title 20-A, section 15671-A(1)(B), for local property taxpayers for funding public education as approved by the School Board? School Board Recommends: OUGHT TO PASS

MOTION and Second to approve Article 18 as recommended.

This article authorizes the School Board to use the entire additional State subsidy to reduce local assessments.

Article 18 Passes.

Article 19 Shall the RSU appropriate (Recommend \$272,115.00) for Adult Education and raise (Recommend \$75,000.00) as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program? School Board Recommends: OUGHT TO PASS

MOTION and Second to approve Article 19 as recommended.

This article covers academic and vocation as well as enrichment programs offered through the adult education program.

Article 19 Passes.

Article 20 Shall the School Board be authorized to expend other revenue from State, Federal, local and private sources for the support of the schools?
School Board Recommends: OUGHT TO PASS

MOTION and Second to approve Article 20 as recommended.

This article allows the School Board to pursue and use funds that may be received through unexpected grants or donations, and grant applications that are made by members of the Regional School Unit staff or community. We do not include a specific amount due to the unpredictability of the receipt of the funds and because most are dedicated to a specific project or purpose. Examples of some of the funding we received in 2021-2022 are: Title IA \$175,440.00; Title IIA \$40,190.00; Title IV \$18,165.00; Title V-Rural Low Income \$12,945; Local Entitlement \$366,150.00; and other miscellaneous grants \$50,000.00. Also, in 2021-2022, we received federal allocations tied to COVID19: ESSERF \$1,424,470.00. The estimated income for the upcoming year is \$1,378,700.00.

Article 20 Passes.

Adjournment: MOTION and Second to adjourn the meeting at 7:35 p.m.

Respectfully submitted,

James Charette, Superintendent/Secretary
D. Foster, Recorder

Acceptance of Donations

10c.

June 1, 2022

| Donor | Amount | Department |
|--------------------|---------------|------------------------|
| Jane Matrisciano | \$100.00 | Maranacook Food Pantry |
| Corda Kinzie | \$200.00 | Maranacook Food Pantry |
| MEF | \$350.00 | Essay Contest |
| NAS Properties LLC | \$5,000.00 | Scoreboard |

10d.

| | | |
|-------------------------|--|--------------|
| Position | 40 % Art Teacher -Manchester Elementary | |
| Candidate | Laura Damon-Therault | |
| | | |
| Educational Preparation | University of Southern Maine | 2009 |
| | BFA- Art Education | |
| | University of Maine-Farmington | 2006 |
| | BS-Elementary Education | |
| | Concentration in Visual Performing Arts | |
| | | |
| Related Experience | RSU #2- Dresden Elementary -Art Teacher | 2021-Present |
| | RSU #2- Monmouth Academy -Art Teacher | 2009-2021 |
| | West High School - English & Journalism Teacher | 2002-2005 |
| | | |
| References | Richard Amero, Director/Superintendent, WCTC | |
| | Sarah Derosby, Principal , Dresden Elementary School | |
| | Alyssa Littlefield, Teacher, Monmouth Academy | |
| | | |
| Certification | Visual Arts K-12 (620) Professional | 7/1/2026 |
| | General Elementary K-8 (020) Professional | 7/1/2026 |
| | | |
| Salary | \$19,351.61 Degree: BA +15 (2021-2022 Salary Scale) | |
| Hire Date | 6/1/2022 | |
| Replacing | Not filled 2021-2022 School Year | |
| | | |

REGIONAL SCHOOL UNIT #38
PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent, and to act in the absence of the Superintendent, the Finance ~~Director~~ Manager as the Public Access Officer for RSU #38.

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's Office. Requests for all other public records shall be made, preferably in writing, to the Superintendent, specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five working days of the request.

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

The school unit is not required to create a record that does not exist.

ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, the school unit will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that the school unit is not required to provide access to an electronically stored public record as a computer file if the school unit does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. The school unit is not required to provide access to a computer terminal.

REVISED POLICY – SECOND READING

FEES

Except as otherwise provided by law or court order, RSU #38 may charge fees as follows:

- A. A fee of 10¢ per page to cover the cost of copying.
- B. A fee of ~~\$15.00 per hour after the first half hour~~ \$25.00 per hour for each hour after the first two hours of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information.
- C. If conversion of a public record into a form susceptible of visual or aural comprehension or into a usable format is necessary, a fee to cover the actual cost of conversion.
- D. A charge for the actual mailing costs to mail a copy of the record.
- E. No fee shall be charged for inspection of public records, unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies.

As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds ~~\$30.00~~ \$50.00, RSU #38 will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to RSU #38 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BEC – Executive Sessions
 GBJ – Personnel Records and Files
 JRA – Student Educational Records

Adopted: 04/02/14

Reviewed: 03/12/19

Revised: