

Amended Board Meeting Agenda- January 25, 2022- 6:30pm

School Board Members Present: Barbara Chow, Tim Kelly, Don Whittemore, Larry Whittington, Natalie Sneller, Bruce Ross, Angela Cushman, Angela Varnum, Joe Conron- Student Rep.

Staff Attending: Charlie Swan, Jason Long, Mary Dailey, Cathy Arsenault, Brian Keene, Pam Doyen, Gena Cloutier

ADJUSTMENTS TO THE AGENDA

Motion: T. Kelly
Motion Carried

1. Minutes of the January 11, 2022 Board Meeting
Motion: B. Ross Seconded: T. Kelly
Not Voting: A. Varnum
Motion Carried

None

No new communications

1. COVID cases update (Pam Doyen)

Positive and Quarantine Data

From 1/12/22-1/25/22 “masks mandatory” Change in SOP around close contact and quarantine.

	#of positive students	# students in CC quarantine	#of positive staff	#of staff CC quara
DES	38	0	7	0
DMS	20	1	2	3
DHS	17	0	3	0

Total # of students out of school: 76

Total # of staff out of work: 15

Note: Close contacts (students) are out because parents have opted to keep students home. Staff are out as close contacts when waiting for test results.

2. SOP update (Pam Doyen)

Changes in SOP since 1/11/22

1. Districts no longer have to complete contact tracing
2. Negative tests do not need to be reported to the state system

3. RSU 56 Goal Review (Goal #3)

Goal #3: To Increase Parent & Community Involvement.

By 2024, 65% of students will report that their school and community cares about them as evidence on the MIYHS survey. This has been a little more challenging mostly due to COVID.

1. Research schools that have strong parent and community involvement.
A. Superintendent: Due to Covid - Not done
2. Quarterly newsletters to all community members, showcasing the schools.
A. Superintendent, Administrators, Teachers: Goes out with budget. Not quarterly, One fall & one spring. Fiscally unattainable to do it quarterly, so it goes out twice a year.
3. Send articles and snippets to towns to put in their local papers.
A. Superintendent, Administrators
4. Utilize school space for events (breakfast with Santa, Easter Bunny, etc.)
A. Board, Superintendent, BGT Director, Club Advisors: With COVID, not done
5. Offer social events (Thanksgiving dinner, etc.)
A. Board, Superintendent, BGT Director, Club Advisors: With COVID, not done
6. On-going positive contact with parents and community members (post-cards, text messages, Facebook, etc.)
A. Principals, Teachers, Administrators: Weekly newsletter, Postcards, Facebook, website, emails, texts, calls
Pam commented she would look at getting newsletters on the website and out to parents more consistently
A. Cushman asked if parents could get it through email. B. Keene said we don't have a mast mailing option in our system but it can be put on the website each week.
7. Participate in the annual Halloween Walk (trunk or treat, scary walk down DHS hallway)
A. Board, Superintendent, Staff, Students: We did this Pre-COVID
8. Invite community experts in to provide workshops/seminars to students.
A. Teachers, principals: Guest speakers (Ex: Joe Hebert, Samantha Noyes, etc.)
9. Academic nights open to public. (History Fair, Tri-fold senior presentations, etc.)
A. Board: Senior presentations were open to public prior to COVID
10. Involve businesses whenever possible.
A. Board, Principals, Administrators:

4. Budget presentation for DES (Charlie Swan)

Goals of DES:

<u>Goal:</u>	<u>Work Done:</u>	<u>Desired Outcome</u>	<u>Status</u>
Redesign school leadership structure to be more in line with MTSS (Multi-Tiered Systems of Support)	1. Two staff members attended the MTSS conference (spring of 2021). 2. Formed three sub committees (PBIS Tier 1, Social Emotional Tiers 2/3, Academic) that are chaired by members of the leadership team. 3. New system for referring struggling students (Google Form). 4. Each committee has designed a structure to make meetings more efficient and goal orientated.	More effective and efficient process for identifying, supporting, and referring students who are struggling both academically and/or behaviorally.	On-going
Implement academic screeners and progress monitoring assessment tools at the K/1 grade levels.	1. Piloting the Early Bird literacy screener in grades K and 1. 2. Increasing use of Easy CBMs in both Tier 1 and Tier 2 interventions.	More informed intervention decisions based on data that is universally used in our early grade levels.	On-going
Select a Pre-K to grade 5 Reading Program.	1. Formed a Reading Committee and they are scheduled to meet 7 times this school year. 2. Researching reading programs used in other districts both in Maine and other states. 3. Assessing what our specific needs are for a program.	To select a comprehensive Pre-K to grade 5 reading program by May of 2022.	On-going

2021 - 2022 Goals Revisited:

Primary Goal: Math

1. Positively impact the math proficiency of our students.
2. Positively impact the connection our students make to math.
3. Positively impact the confidence and engagement our students have with math.

What has been accomplished:

1. New math program Implemented.
2. All classroom teachers received the initial training from the math company.
3. Started work with Dr. Overall, UMF math/elementary education professor.
4. Teams are working through the math units and aligning with our math standards.

Secondary Goal: Improve Staff Feedback

1. Provide more frequent and tailored feedback to staff.
2. Provide more informal feedback.
3. Continue to implement and monitor our formal feedback procedures.

What has been accomplished:

1. Increased number of ed tech & teacher visits (43 from September to December).
2. Working with the RSU 56 Evaluation Committee to reshape our Evaluation Plan.
3. Surveys to all RSU 56 teachers & ed techs have been administered and discussed by the evaluation committee.

Pre-K to Grade 5

The proposed budget reflects both materials and staff to support regular instruction. The budget for the upcoming school year continues to include monies for workbooks, classroom libraries, PBIS materials, classroom supplies, field trips, and salaries/benefits of teachers.

- A. This budget makes continued use of a two day a week Oxford County Mental Health school support personnel. This person works with the DES guidance counselor to provide group and individual social and emotional support to our students. They also act as a liaison, linking struggling families to resources in our community.
- B. This budget continues with the same number of staff that was budgeted in the 2021/22 school budget. We do have 1.5 additional staff members who are being paid out of our Covid-Relief funds. Below is a look at the expected enrollment for each grade for the 2022/23 school year:

Grade	Current Number	Anticipated	# of Teachers 2022/23	Ratio	Notes
Pre-K	36	?	2	?	Enrollment in Pre-K decreased with Covid.
K	43	50	3	16-17/1	Enrollment in K decreased with Covid.
1	50	50	3	16/17/1	
2	61	55	3	18/1	
3	57	65	4	16/1	

4	52	60	4	15/1	
5	50	55	3	18/1	

Budget Increase at DES:

- A. DES is requesting one additional stipend position for our leadership team. We currently have three positions, but with 7 grade spans and over 50 teacher/ed techs three does not provide a great representation of the school. The cost of this has already been removed from the DES lines that I can control.

5. Budget presentation for TWKDMS (Jason Long)

Mission of T. W. Kelly Dirigo Middle School:

The mission for T. W. Kelly Dirigo Middle School is to foster the full development of each child's intellectual, emotional, cultural, creative, and physical capabilities, and to educate each child to live and work effectively and cooperatively with others.

Grades 6 through 8

The proposed budget reflects both materials and staff to support regular instruction. The budget for the upcoming school year continues to include funds for co-curricular and extracurricular activities, classroom supplies, the TWKDMS library, the main office, and the salaries/benefits of staff. Any line increases were covered by reductions elsewhere, resulting in a reduced budget-to-budget figure.

- A. **ENROLLMENT:** Total enrollment at TWKDMS has fluctuated around 170 students for several years (currently 173).
- B. **STAFFING:** The recommended staff configuration for 2022-2023 is to continue to have 9 full-time teachers at the middle school and 2 interventionists. There are 1.5 teachers for each of the four major content areas: ELA, Math, Science, and Social Studies. TWKDMS staff also offer Health and Physical Education. Additionally, Music, Foreign Language (ESSR funded), and Visual Arts instruction is offered at TWKDMS by staff shared with the elementary school or high school. The Essential Program and Services calculation for TWKDMS recommends 10 full-time teachers, however past experience indicates that the school is better served by ed-tech III interventionists in Math and Reading. This configuration was established in 2020-2021 and represented a net decrease from the 2019-2020 school year (as presented last year) and improved services due to greater schedule flexibility for intervention.
- C. **CO- and EXTRA- CURRICULAR ACTIVITIES:** Maintain current level of co- and extra-curricular activities.
- D. **STUDENT SUPPORT SERVICES:** Maintain contracted social work position as well a part time librarian ed-tech III. TWKDMS has a full-time nurse at this time due to the impact of COVID relief funds.
- E. **OFFICE OF THE PRINCIPAL:** Continue with Principal/Curriculum Coordinator and Administrative Assistant to the TWKDMS Principal and Curriculum Coordinator.
- F. **ADDITIONAL REQUEST (not yet reflected in proposed budget):** None requested.
- G. **OTHER FUNDING SOURCES:** As a response to the impact of COVID-19, federal relief funds

have been used to support improved technology access and an Alternative Education Program serving at-risk students. This essential program will continue. Grants and PTO fundraising have also been used to make building improvements, address costs associated with homelessness, purchase supplies, and support struggling families.

6. Budget presentation for Dirigo High School (Pam Doyen)

Mission of Dirigo High School:

The mission of Dirigo High School is to be a safe and respectful community with a rigorous and diverse curriculum that offers opportunities for students to develop skills, gain knowledge, and aspire to make lifelong productive choices.

Grades 9 through 12

The proposed budget reflects both materials and staff to support regular instruction. The budget for the upcoming school year continues to include funds for co-curricular and extra-curricular activities, classroom supplies, the DHS library, classroom supplies, and the salaries/benefits of staff. Overall, the controllable lines in the DHS budget are down slightly.

- A. ENROLLMENT:** Total enrollment at DHS has fluctuated around 210 students this year.
- B. STAFFING:** Maintain current staffing at DHS. This includes 2.5 teachers in each of the three major content areas: ELA, Math, and Science and 3 teachers in Social Studies. This also supports the continuation to offer foreign language, health/PE, music and art.
- C. CO- and EXTRA- CURRICULAR ACTIVITIES:** Maintain current level of co- and extra-curricular activities.
- D. STUDENT SUPPORT SERVICES:** Maintain Academic Dean of Students (guidance), guidance secretary and social work positions at DHS as well as the part time librarian ed-tech III. DHS also has a full-time nurse paid for with ESSER funds. Funds were reassigned to allow for \$5,000 toward college course costs for DHS students, formerly paid for by Gear Up.
- E. OFFICE OF THE PRINCIPAL:** Continue with Superintendent/Principal, full time AP/AD, and office secretary.
- F. ADDITIONAL REQUESTS (not reflected in proposed budget):** 1. Add an ed-tech to the DHS Alt Ed program to support the diverse needs of students. 2. JMG has asked if RSU 56 would pay a third of the cost of the JMG program, \$25,000, which would be shared between DHS and TWKDMS if the board opted to do so.

L. Whittington & B. Chow would like more information about the JMG program request, since their funding is shrinking and would like some help in covering the program.

This is not in the budget, it will be an add on for additional requests along with the Ed-tech request for Alt Ed.

B. Chow asked how many students are taking college classes. Also how many students are in Alt Ed currently. Pam said there are a lot of students that are in Alt Ed now.

J. Conron spoke to the merits of college classes being available at DHS.

7. Budget presentation for Curriculum, Instruction and Assessment (Jason Long)

Mission of RSU 56 :

The mission of RSU56 is to prepare our students to become purpose-filled, skilled members of the local and global communities.

Grades K through 12

The proposed budget reflects both materials and staff to support curriculum, instruction and assessment for grades PreK-12. (PreK assessment is in the PreK budget.) Overall decrease of \$1,131.00. The budget for the upcoming school year continues to include funds for the following:

- A. Summer School:** Funds summer school for DHS and TWKDMS. \$1,050 reduced from the DHS Summer School lines. With ESSER funds we are able to cover summer school.
- B. Student Assessment:** Covers AP exams, NWEA, SATs, PSATs, Etc. Added Easy CBM cost for DES assessments, increase of \$1356.00 but reduced elsewhere so no overall increase.
- C. Improvement of Instruction:** Funds curriculum work wage, Curriculum Coordinator (25%), Admin Asst. to Curriculum Coordinator (25%), WMEC membership, dues, etc.

Other areas - Health Services, GT, ELL, etc. will be reviewed under All Other categories on March 8, 2022.

B. Chow- asked how the admin asst is working out. Jason said it is going well. The big thing is that the Admin Asst is becoming trained to be more useful to the curriculum coordinator.

8. Security Camera Project at DES/TWKDMS (Brian Keene)

1 camera at DES, 1 at DMS.. Just prior to the meeting Brian found out from the manufacturer that due to stock issues, pricing and everything things had changed.

Looking at cameras that are out of date. DMS needs more coverage outside and in half of the gym. Looking at 12 new cameras at DES. 30 replacement cameras at DMS (some in new locations). Plan is to use Northeast Technologies as we have used that company in the past.

Brian is working on a grant for the high school.

Pam added that the reason Brian is reporting out is because he would like to go with a preferred vendor rather than go out to bid.

Brian did not want to give out numbers at this time to wait until he finds out the prices from the vendor before anything is decided about moving forward.

A. Varnum asked if there is a policy that says district has to go out to bid for projects over a certain price. B. Chow said she would check. She knows there is some wording around going with a vendor that has been previously used.

A. Varnum asked how it was determined how many cameras were needed. B. Keene said it depends on the building and doing a walk through and checking for coverage of the building.

9. Second reading of Policy ACAB: Harassment and Sexual Harassment of School Employees

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

10. Second reading of Policy ACAB-R: Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

11. Second reading of Policy GCFB: Recruiting and Hiring of Administrative Staff

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

12. Second reading of Policy GBEB: Staff Conduct with Students

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

13. Second reading of Policy GBN: Family and Medical Leave

Motion: L. Whittington

Seconded: D. Whittemore

Motion Carried

14. Second reading of Policy BCB: Board Member Conflict of Interest

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

15. Second reading of Policy AC: Non-Discrimination/Equal Opportunity and Affirmative Action

Motion: B. Ross

Seconded: T. Kelly

Motion Carried

16. Second reading of Policy BCC: Nepotism

Motion: B. Ross

Seconded: D. Whittemore

Motion Carried

OLD BUSINESS

1. Review the RSU 56 Return to Classroom Instruction Framework

Per the ESSER requirements the board has to review this every 6 months. It's been awhile this would be a six month review. At this time Pam would not suggest any changes, however on Page 5 it talks about contract tracing. We do not have to do contract tracing anymore but Pam would not recommend a change at this time on the off chance we do have to go back to it.

SUPERINTENDENT'S REPORT AND CORRESPONDENCE

Superintendent' Report: I am hoping that everyone was able to attend or watch the concert last Thursday evening. (If not, you can find it on the Dirigo Athletics page.) It was an immense pleasure to have music in our district again. Huge shout out to Mr. James Hamalainen (and his wife who participated in a supporting role for the event) as well as Mrs. Charity Webster K-8 music teacher, who is preparing our students to enter middle school ready to participate in band and chorus. Music is alive and well in RSU 56.

The new curtains have been installed in the gym as well as the stage curtains here in the SCC. They look wonderful. Other than tinting the windows in the gym, the gym renovation is now considered complete. It has been such a joy to see and hear community members' reactions when they enter our gym for the first time.

Administrator's Report: Mary Dailey

The audit for fiscal year 2020-2021 is almost complete. The auditors didn't come onsite in October but instead I uploaded all the necessary documents to the firm's secure portal. The audit report is now going through the approval process by the auditing firm. That process should be completed by the end of February and I will provide the full audit report to you as soon as it is available.

As for an update on COVID funding, the district's application for ESSERF 3 was approved in the fall. ESSERF 1, 2 and 3 are all now available to the district. ESSERF 1 has to be completely used by September 30, 2022. The use of CRF 1, CRF 2, and CRF Day Programming funds ended June 30, 2021. The district also was granted some COVID funds specifically for homeless students. The award amount for the American Rescue Plan for Homeless Children and Youth 2 is \$9896.68. These funds are available for use until September 30, 2024.

Besides the budget process, I will be working on the property and casualty insurance bid process from now through June. I will be attending the training offered by Maine School Management Association.

COMMITTEE REPORTS

1. Student Representative Report: Joe Conron- New Student Rep. - Joe is a Junior. He is part of National Honor Society- The new semester has started. Mr. Karavas is covering some of the upper level math classes in the interim of getting a new teacher. Sports are in full swing, Girls have a game tonight in the gym.
2. Policy Committee: Met today, there will be more revised policies coming
3. Finance Committee: Needs to set a meeting date
4. Curriculum Committee: Have not met
5. Buildings & Grounds Committee: There will be a meeting Friday, 1/28 at 1pm. D. Whittemore cannot attend
6. Negotiations Committee: There are 3 bargaining units to work with. Started with 1 unit. Will work with the units individually.
7. Personnel Committee: Nothing to report
8. Ad-hoc Committee (1st Thursday of each month, via zoom): Have not met

BOARD MEMBER COMMENTS

B. Ross: As for buildings/grounds, the district is in the best shape it has ever been. Staff does a great job maintaining the buildings. The community should be proud of the 3 buildings.

B. Ross: Asked if games are restricted to the number of spectators. Pam replied that only home fans are allowed to come. They do keep track to make sure capacity isn't exceeded.

B. Chow: Commented that Nick Karavas is teaching upper level math so he's doing double duty right now.

ADJOURNMENT

1. Motion to adjourn

Motion: B. Ross

Seconded: D. Whittemore

Motion Carried

Meeting adjourned at 8:03pm