

**MINUTES OF THE REGIONAL SCHOOL UNIT 1 MEETING HELD October 30, 2018 AT 6:00 PM AT MORSE HIGH SCHOOL. (NOTE: These minutes are not official until approved by the Board. Such action, either to approve or amend and approve, is anticipated at the November 19, 2018 meeting).**

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**Members Present:** Stephen August, Chairperson; Lou Ensel, Vice Chairperson; Anita Brown, Megan Fuller, Bill Perkins, Alan Walton; Hayden Platteter, Student Representative; Patrick Manuel, Superintendent of Schools

**Members Absent:** Jennifer Ritch-Smith, Sydney Hollingsworth

**Others Present:** Debra Clark, Katie Joseph, Eric Varney, Julie Kenny, Brandon Ward, Sagadahoc County Sheriff Joel Merry, Bath Police Chief Mike Field

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**CALL TO ORDER**

Chairperson August called the meeting to order at 6:01 pm and the Pledge of Allegiance was recited.

**RECOGNITION AND COMMENTS FROM CHAIR**

Chairperson August announced that Hayden Platteter will be joining the Board as the new student representative from the junior class at Morse High School. Mr. August stated that the location of the Board meeting was changed from Phippsburg School to Morse due to the ALICE presentation; however, we will schedule a meeting to take place in Phippsburg later this year.

**APPROVE/AMEND MINUTES FOR SEPTEMBER 17, 2018**

**MOTION:** Perkins                      **SECOND:** Ensel                      **VOTE:** Board (7-0)

**TO:** Approve the minutes of September 17, 2018 as written.

**ADJUSTMENTS TO AGENDA**

The agenda was adjusted to include Item 14.2 Executive Session pursuant to 1 M.R.S.A. § 405 (6)(E) discussion of legal rights and duties of school unit. No action will be taken on this item.

**PUBLIC SESSION**

None

**BATH YOUTH CITIZEN AWARD**

Superintendent Manuel reported that RSU 1 is fortunate to have two students receive the 2018 Bath Youth Citizen Award; Morse High School senior Mae Winglass and Bath Middle School 7<sup>th</sup> grader Addie Hinds. Dr. Manuel provided an overview of all the activities Mae and Addie are involved in that made them so deserving of this award. Addie was present at the meeting and talked about this year's yellow tulip HOPE Garden initiative. Addie recognized Jamie Dorr from Midcoast Community Alliance for her support with this project. There are currently 30-35 students and members of the community involved with the HOPE Garden project.

## ALICE SAFETY APPROACH

Superintendent Manuel reported that the ALICE Safety Approach is just one component of the district's crisis plan. The district has done a lot to be proactive by installing safety and security upgrades, reestablishing the Student Resource Officer position, increasing social work, guidance and health education positions, implementing PreK-12 behavior support programs, and professional development on suicide prevention and youth mental health first aid. Midcoast Community Alliance has been a tremendous resource for students, staff and the community. RSU 1 also maintains a close collaboration with our local law enforcement officials. We require fingerprinting and background checks on all of our employees, volunteers, and substitutes. Each school has practice drills and emergency kits, and each of the police cars have swipe keys and plans to all of our buildings.

Chuck Reece, Student Resource Officer presented the Board with an overview of the ALICE (Alert Lockdown Inform Counter Evacuate) Safety Approach. Brunswick Officer Tom Stanton, Sagadahoc Sheriff Joel Merry and Bath Police Chief Mike Field were also present at the meeting. The ALICE program is designed to prepare citizens to respond to a violent intruder. Officer Reece explained the importance of evacuation and why it should be the first priority if you have that option. If the threat is too close and you can't evacuate then the next course of action would be to barricade yourself in the classroom. Victims can also change what the intruder is doing by creating a distraction in order to buy some time. This can be accomplished by making noise or throwing something which will change the intruder's focus. Lockdown originated in California for drive-by shooters and was designed for a threat that was never going to enter the school or building. Active shooters and violent intruders are now completely different because the threats are coming into our buildings. The language and actions used in these circumstances are different at the high school, middle school and elementary school level. Officer Reece reported that teachers felt empowered by the ALICE training and now have a greater understanding of how to respond to a threat. In going forward, the elementary staff will have an opportunity to participate in the training as well as anyone that didn't have the training in June. Parents will have a chance to attend an informational meeting where they can ask questions about the ALICE Safety Approach to get a better understanding of the program. Officer Reece spoke about the close working relationship that the Bath Police Department has with the Sagadahoc Sheriff's office and other law enforcement personnel in Topsham and Brunswick. The biggest challenge is to communicate what the program is with the community.

Officer Reece described the skill building process which includes a 45 minute presentation with a question and answer period to follow. The questions involve topics such as the definition of barricade and how to evacuate. Staff participates in drills that includes 3 or 4 different scenarios which leads to conversations, questions and problem-solving in order to get a better understanding of how to respond to a threat.

Superintendent Manuel stated that we have an obligation to make the schools as safe as we can for students and staff. Dr. Manuel felt that for the majority of our staff the training in June went well. We will offer support to staff when we offer future training. After more discussion and Board support, we plan on scheduling some informational parent nights and after school drills to help our staff become more comfortable with different scenarios.

Officer Reece talked about the "see something, say something" program that has been advertised throughout the country through social media. Officer Reece reported that students are quick to let him know if something looks out of place or if they think something may be wrong. Chief Field shared ways in which the Bath Police Department and the RSU are working together to create better security measures in our schools. A lot of proactive things are happening in our community such as the work with Midcoast Community Alliance and youth mental health training. Sheriff Merry stated that it has become a greater part of our culture to speak up if something doesn't feel right or is out of place; however, this is just one component. We also need to know how to respond to a threat and what the school community can do to prepare staff and students. There are various initiatives including early

identification and early screening for mental health concerns which can help to keep our community and our schools as safe as possible. Sheriff Merry reported that the law enforcement agencies in RSU 1 have a very good working relationship. Phippsburg Chief Skroski regularly visits Phippsburg School and uniformed Sagadahoc County deputies stop into Woolwich Central School on a regular basis. Law enforcement officials have a much greater presence in the schools now than 3 or 4 years ago.

Chairperson August asked the public to reach out to the Board with any questions or concerns as we move forward.

## **MHS BUILDING PROJECT UPDATE**

Superintendent Manuel reported that the project is on target and the blasting continues. Dr. Manuel has a meeting with the Department of Education to review the final plans and get approval for the project on Wednesday. We will be putting out a notice to general contractors for request for qualifications on November 21<sup>st</sup>. Bidding documents will be sent out no earlier than January 3<sup>rd</sup> with construction starting in March 2019. An update on the fundraising campaign from Leslie Manning was provided in the Board backup. Currently \$512,500 has been raised which is almost 75% of the goal of \$700,000. The community will be given an opportunity to contribute towards the project on a smaller scale by purchasing bricks and seats in the auditorium at a later date.

## **CURRICULUM ASSESSMENT AND INSTRUCTION UPDATE**

Assistant Superintendent Katie Joseph reported that the staff attended the ACTEM computer and technology conference in Augusta during the October professional development day. Afterwards the staff participated in a survey to share their thoughts on the conference and the majority of the staff gave positive feedback and described how they are going to implement what they learned into their classrooms. The next professional development day will be on November 6<sup>th</sup> which will include work on building goals and proficiency based assessment/curriculum work. Elementary teachers will be working on three initiatives: literacy, science, and RTI behavior. The Morse faculty will be working with two experts on curriculum and assessment from the University of Southern Maine. The final professional development day will be held in March.

Ms. Joseph reminded the Board that the budget was increased slightly within the gifted and talented line to include a new program. The GATE days program gives gifted and talented students in grades 4 and 5 an opportunity to go to Bath Middle School once a month for an in-depth inquiry based program that is taught by three gifted and talented teachers. The purpose of the program is to increase community among that group of students and help with the transition to the middle school approach.

Ms. Joseph reported that RSU 1 ended the 2017-2018 school year with 36 homeless students enrolled in our schools. Currently we have 11 students which is about where we were last year at this time. The numbers tend to rise as the weather becomes colder.

The proficiency based learning vision statement is posted on the RSU 1 website and a letter was sent home from Ms. Joseph for families. Ms. Joseph is working with Morse Principal Eric Varney and Vocational Director Julie Kenny to merge some of the language in the current RSU 1 graduation policy with some of the components we are keeping from proficiency based learning. A draft of the policy will be available for review in the near future.

The first progress report with the new system at the middle school went home. Ms. Joseph reported that the transition went well with just a few calls from parents. The middle school principals held a question and answer session for parents during their open house. Ms. Joseph went over the biggest questions from the parents and how those questions were answered. A survey will be available after the first report card is issued to parents to get their feedback.

## SUPERINTENDENT'S REPORT

Superintendent Manuel reported on the following:

- RSU 1 had over 250 staff members attend the ACTEM conference and 11 staff members presented at the conference.
- Ferry Beach Ecology School and the FLOW program, two of our outdoor learning experiences, have concluded for the year. Dr. Manuel sent the Board a link to the blog to see the pictures and write-ups.
- The Riding for Focus Program is very active with 40 Bath Middle School students involved with the program. The group is split so that half of the students ride in the morning and half in the afternoon.
- Dr. Manuel shared the end of the season results of some of our athletic teams.
- RSU has two student teachers from the University of Maine system and 5 interns from Bowdoin College working with our teachers this year.
- Dr. Manuel and Board member Walton attended the annual MSMA Fall Conference last week.
- Congratulations to our Morse High School students that performed well on their AP exams. We had 23 students that earned AP Scholar designations.
- Board member Walton reported that the MSMA conference was a great learning opportunity. There were many presentations to choose from and Mr. Walton came back with some materials that he will share with the building administrators.

## FINANCIAL REPORT

Business Manager Debra Clark provided the Board with the Financial Report for the month ending September 30, 2018. To date, \$4.6 million has been spent from this year's budget which is a little higher than last year at this time. The district has received 25% of the budgeted revenues. The new tuition rates will be published in December. In looking at the number of tuition students for our revenue, we had 131 students included in our budget and actually have 132 students. The only tuition we pay out now is for outside placement which is a big difference from when we consolidated and had 81 tuition students. We have spent \$4.2 million on the high school project as of the end of September. We will be going out to the final bond of \$75 million in May and the first interest payment due in the 2019-2020 budget year. Rob Morris resigned his position at Central Office and Annmarie Harkins, who was our part-time finance clerk, is now working full-time. The auditors are working in Central Office this week.

## SECOND READING OF POLICY EFA – STUDENT MEAL ACCOUNTS

The policy was amended as follows:

- Second paragraph – Remove “in grades K-8” in the second sentence.

**MOTION:** Perkins

**SECOND:** Fuller

**VOTE:** Board (6-0)  
Student (1-0)

**TO:** Approve the second reading of Policy EFA – Student Meal Accounts as amended.

## PERSONNEL ITEM

Superintendent Manuel reported that Martha Simpson, Foreign Language teacher Morse High School will be retiring at the end of the school year and Charles Fear, Science teacher at Bath Middle School has resigned his position effective December 21, 2018.

## APPROVAL OF 2018-2019 BOARD GOALS

**MOTION:** Walton

**SECOND:** Perkins

**VOTE:** Board (6-0)  
Student (1-0)

**TO:** Approve the 2018-2019 Board Goals as written.

## APPROVE NEW PROGRAMS OFFERED AT BRCTC

Superintendent Manuel reported that the Board approved proceeding with the application process for two new BRCTC programs during the April 24, 2017 Board meeting. The Department of Education now requires a specific motion and commitment from the Board in order to secure funding for these programs. BRCTC Director Julie Kenny stated that due to the new funding formula the assigned funding for 2020 needs to be approved this year. The Department of Education recommended that the Board approve both programs now in order to guarantee funding.

**MOTION:** Ensel

**SECOND:** Perkins

**VOTE:** Board (6-0)  
Student (1-0)

**TO:** Move that we approve Bath Regional Career and Technical Center to offer a Cosmetology program in year 2020-2021 and Criminal Justice beginning in year 2021-2022.

## FIRST READING OF BOARD POLICIES

- DMA – Cash Management for Federal Funds – Superintendent Manuel stated that this is a new policy that was a recommendation as a result of an audit of our Special Education Program.
- DKC – Expense Authorization and Reimbursement – The administrators in attendance reviewed the reimbursement procedures used by all staff.
- JLDBA – Suicide Prevention, Intervention, and Response – The Board requested that the last sentence in the first paragraph be deleted.

## PUBLIC SESSION

None

## NEXT MEETING DATES AND LOCATIONS

- Next regular RSU 1 Board meeting; Monday, November 19, 2018 in the Dike-Newell cafeteria – 6:00pm.

## EXECUTIVE SESSION

**MOTION:** Walton

**SECOND:** Perkins

**VOTE:** Board (6-0)  
Student (1-0)

**TO:** Enter into executive session pursuant to 1 M.R.S.A. § 405 (6)(E) discussion of Legal rights and duties of school unit at 7:40 pm.

## RETURN TO GENERAL SESSION

**MOTION:** Walton

**SECOND:** Ensel

**VOTE:** Board (6-0)

**TO:** Return to general session at 8:00 pm.

## **ADJOURN**

The meeting was adjourned at 8:02 pm.

Respectfully submitted,

Patrick M. Manuel  
Secretary