

**REGIONAL SCHOOL UNIT NO. 38**  
**BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**February 14, 2018, 6:30 p.m.**  
**Minutes of Meeting**

Members Present: Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Melissa O'Neal, Jeremy Payne, Kaleb Pushard, Shawn Roderick, David Twitchell, Adam Woodford, Alexander Wright

Members Absent: Cathy Jacobs (excused), Lucas Rumler, Thomas Sneed

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Curriculum, Instruction, and Assessment Director Nancy Harriman, Finance Manager Brigitte Williams, Adult Education Director Steve Vose

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

2. Citizens' Comments: none

3. Additions/Adjustments to the Agenda by Board and/or Superintendent:

Chair Morrell called attention to policies in the board folders, which included BCA, Board Member Code of Ethics, in particular section F, reminding board members to refer citizen complaints or concerns to the superintendent; BDD, Board-Superintendent Relationship, reminding that the Superintendent is responsible for running the schools; BEDB, School Board Meetings and Agendas; and BHC/GBD, School Board Staff Communications. She encouraged the board to read Chapter 2 in the Drummond Woodsum booklet, Maine School Law and Practice for Board Members, as well as the policies Bruce Smith shared with the board at the September workshop.

4. Action/Discussion/Informational Items:

a. Approval of Minutes of February 8, 2018

**MOTION** by Carr, second by Twitchell to accept the Minutes of February 8, 2018 as presented. **Motion Carried:** 8 in favor, 0 opposed, 1 abstained (Pushard)

b. Update on Strategic Plan

Chair Morrell reported the Future Search Event planning team is moving forward to contact people on their list for the event on March 16 and 17<sup>th</sup>. She asked that Board members let Donna Foster know whether they will be attending. Confirmation letters will be sent out next week as well as a press release for various local papers. (Jeremy Payne arrived at 6:35).

5. Budget Workshop:

a. Updates since last budget workshop

Superintendent Wolfrom provided the following updates:

Good news, the district is approved for 2 new buses for next year; costs for the buses are included in the FY19 expenditure budget, but they will be reimbursed in the following year.

Regarding the question as to whether the district experienced a security breach, there was one breach at the beginning of year, but we were able to resolve it.

Regarding a question whether the teachers supported the addition of a technology integrationist position, Technology Director Diane MacGregor conducted a survey with elementary and middle school teachers about the addition of this position. Ms. MacGregor explained the difference between tech support and tech integration. A Technology Integrationist is about teaching and learning in the classroom. Both are very important but there also needs to be support for the teachers as they use the technology. She sent out a quick 3 question survey and talked to staff about this proposal. Seventeen staff respond: 10 middle school, 7 elementary; 16 were in favor. The one person that didn't favor the position felt that if there was money, perhaps it should go toward additional RtI support.

Regarding the question to develop a middle school IA program, Superintendent Wolfrom asked High School IA teacher Jeff Stockford to compile a list of minimal tools and supplies to start up a program. To run a woodworking program, the equipment is estimated at \$41,825, supplies about \$8,500; and a teacher about \$55,000, for an estimated total of \$105,325. This would need to be added to the budget. Also, Principal Hogan and Superintendent Wolfrom talked about what needs to be done before a new program is implemented. Some things that would need to be done include a survey regarding student interest, research of various middle school IA programs in Maine; development of a curriculum; and determine how it would be scheduled in to the current schedule. There are several steps to go through before implementing a new program. Superintendent Wolfrom recommended that if the Board is serious about considering a new program, that they appoint a sub-committee to research it. Policy BBAH states that the Board has to approve a new course of study.

Overview of the Department of Education ED279 as of January 30, 2018. Things to consider when reviewing this form: the per pupil EPS does not take into consideration that we have 4 elementary schools spread out over a large geographic area; it does not consider extra-curricular; and it counts art and music teachers as classroom teachers. The last page shows the \$16,146 for the regionalization and efficiency assistance.

Review of Revenue sheet and Local Dollar Calculation based on the original request budget and the preliminary ED279 (green paper). The revenue sheet includes a \$500,000 balance forward.

b. Co- and Extra-Curricular

Student Services Director Al MacGregor reported that the winter activities are winding down. The boys' basketball team will be playing against Yarmouth in the Quarter Finals on Saturday; the Alpine and Nordic teams are heading up north to compete in the State Championships. Mr. MacGregor reported that Maranacook offers 19 activities for middle school students, 2 are non-athletic (play and math team). The high school offers 35 activities; 31 are funded by the district, 2 partially funded, 4 parent funded; 5 non-athletic activities; overall there are 54 activities with 50 being funded by district. He shared participation numbers for the fall and winter offerings at the middle school and high school.

The FY19 budget proposal is up 5.5%, in part this is due to increases in the negotiated agreement. He is proposing to begin a 5 year rotation to start replacing uniforms, which is \$6,800 for the high school and \$3,800 for the middle school. This does not include Football and Lacross, and it does not include Cross Country and Nordic because they say they are fine for right now.

Question – have you noticed an increase in participation since we dropped activity fee? Mr. MacGregor thinks participation has stayed pretty much the same. He will get those figures.

c. Operations and Maintenance

Operation and Maintenance Director Shaun Drinkwater, thanked the Board and Donna Wolfrom for giving him the opportunity to fill the director position. He also thanked Brigitte

Williams for her assistance. He shared photographs of some of the renovation projects he would like to complete in the coming year. He reported that all egresses have to be cleared before school can open; on this campus alone we have 35. It was originally thought that schools had 24 hours to have all egresses cleared.

The Architects are coming next week to assess all of the facilities and grounds.

Question – did we add summer staff last year? Yes, we added 2 people for 3 months, but would like them again and expand one to 6 months instead of 3 months for mowing and to help work on the gardens.

Question – Equipment such as the chain saw, sweeper, and floor machines, is this equipment on a rotation schedule? The Board approved the purchase of some of this equipment last year but wanted to see a rotation schedule. Request was made to rank order the requests.

d. Transportation

Superintendent Wolfrom reviewed the original request Transportation budget. The district just received approval for 2 buses; the budget includes \$47,000 that would be used to purchase them on a lease purchase for 4 years. The budget also includes increases in salary and benefits as supported by the negotiated agreement. Two buses will be paid for this year.

Question was asked about a recent Transportation Committee meeting for the purchase of a bus. Finance Manager Williams responded that originally for FY18, we put in for 2 buses but were approved by the State for one bus. Then, last fall we were approved for the second bus, so that was brought to the Transportation Committee for consideration. That bus is now on order.

Question – What about the undercoating that was discussed? Mr. Drinkwater will get pricing.

e. Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health, Professional Development/Curriculum/Assessment, Systems Administration, Debt Service)

*Adult Education* - Adult and Community Education Director Steve Vose provided a general review of the programs offered. He reviewed current office staffing. Approximately 900 people have attended enrichment classes over the last year, and there are currently 8 students in the HiSet program; he expects 6 will graduate by the end of the year. The FY19 budget includes a proposal to increase office support by 5 hours/week. To help defray the costs, he is requesting that the local share go from \$63,000 to \$65,000. Mr. Vose believes he can make up the remainder with extra revenue from the summer CDL program.

*Food Service* – Superintendent Wolfrom reported that last year there was a reduction in the district's free/reduced subsidy, so the district added another \$20,000 to support the program. This proposal includes the \$20,000 as well as \$5,000 in the equipment line to begin a replacement program for old equipment.

Discussion ensued regarding the price of meals. The State sets the reduced meals at .40 per meal, lunch prices at the elementary and middle schools are \$2.75 and \$3.00 at the high school. Question was asked about the number of families that can't afford to pay for lunch but don't qualify for free or reduced. Food Services Director Jeff Bridges replied that he tries to work with the families. There may be times when they are going through a rough time due to divorce or sickness and if he knows about those cases he can work to help them out. If a child's account reaches \$30 they will be offered a bag lunch; this is done discretely so that it looks like it came from home.

*Health* – Superintendent Wolfrom reported that there are two budgets – one for the nurses and the other is the health center. The nursing salaries and benefits have gone up according to negotiated agreement. Health Center Director Rebecca Reynolds reported that the \$30,000 that is being requested contributes to general services, but the Health Center offers much more: teacher

training; presenters to schools, parent presenters, and student health advisory, to name a few. The Board previewed a video the Student Health Advisory Council is working on; it is still in the editing process. Students Laura Parent and Lily Welsh read 2 testimonies that were presented to the Health and Human Services Committee at the State House in support of LD 1710. They also shared a list of local Legislators that was distributed to students and staff, and distributed a student health advisory petition.

Question – Are records kept on the number of students who visit the health center and actually get treated? Ms. Reynolds responded that they keep very detailed records and the health center staff works with administrators and teachers to keep unnecessary traffic to a minimum.

Suggestion was made that when speaking to the Legislature about school based health centers to include discussion about school based health centers in the state as a whole. There is opportunity for more success if you can show the need throughout the state.

*Professional Development* – Director of Curriculum, Instruction, and Assessment Nancy Harriman report on the Professional Development budget. This portion of the budget pays for stipends for certification committee members, mentors for new teachers, QuickShop and Book Study. One new product that was purchased this year is a site license for Zoom, and we want to renew that.

*District Curriculum* – This budget includes half the salary for curriculum coordination as well as half of K-12 literacy coach and the K-12 math coach. This budget includes collaborative summer work on district curriculum.

*Assessment* – This budget includes the other half the salary for the curriculum coordination and costs for NWEA, Jumprope and other assessments.

*Systems Administration* – Superintendent Wolfrom reported this portion of the budget includes contracted services for items such as fact finding, the future search, expanded recruiting process, and salary and benefits as negotiated for business office administration, and fiscal services.

*Debt Service* – The board was provided with documents that outline the District’s debt service payments. All the bonds are through the Maine Municipal Bond Band. Ms. Williams reported that the MMBB is very aggressive when they see we can drop the interest rates.

f. Board questions

Any insurance figures yet? No, we did get our experience rating, but don’t feel comfortable decreasing the 10% estimate at this time. Anticipate figures at the end of March, early April.

g. Citizens comments regarding budget: none

h. Board discussion:

Middle School IA program – request for information in writing.

Co- and Extra-Curricular current participation numbers compared to when there were activity fees.

What is the total salary increase? We will have it for next meeting. Out of the 7.43% increase how much is salary?

Concern with the 8.39% increase; would not support it if it was cut in half.

6. Adjournment: **MOTION** and second to adjourn at 8:10 p.m.

Respectfully submitted,  
Donna H. Wolfrom, Superintendent/Secretary  
D. Foster, Recorder