

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS

Mt. Vernon Elementary School

September 4, 2019

Minutes of Meeting

Members Present: Chair Gary Carr, Vice Chair Wendy Brotherlin, Kim Bowie, Patty Gordon, Cathy Jacobs, Rebecca Lambert, Shawn Roderick, Melissa Tobin, David Twitchell, Adam Woodford, Alexander Wright

Members Absent: Louise Ridley, (one vacant position)

Administrator: Superintendent James Charette, Special Education Director Ryan Meserve, Director of Curriculum, Instruction & Assessment Nancy Harriman, Principals Jeff Boston, Dwayne Conway, Janet Delmar, Abbie Hartford, Kristen Levesque, Director of Adult & Community Education Steve Vose, Finance Manager Brigitte Williams, Director of Maintenance & Transportation Shaun Drinkwater

1. Call to order: Chair Carr call the meeting to order at 6:30 p.m.
2. Nomination of Officers:
 - a. Nomination of Board Chair
Wendy Brotherlin nominated Gary Carr as Board Chair. The nomination was seconded by Alexander Wright. No other nominations were made. Vote: 6 in favor, 4 opposed, 1 abstained. **Dr. Gary Carr was appointed Chairperson of the RSU #38 Board of Directors.**
 - b. Nomination of Board Vice Chair
Nomination by David Twitchell to appoint Wendy Brotherlin as Vice Chair. The nomination was seconded by Alexander Wright. No other nominations were made. Vote: 6 in favor 4, opposed, 1 abstained. **Wendy Brotherlin was appointed Vice Chairperson of the RSU #38 Board of Directors.**
3. Citizens' Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
5. Action/Discussion/Informational Items:
 - a. Approval of Minutes of June 19, 2019
MOTION by Brotherlin, second by Wright to approve the minutes of June 19, 2019 as presented. **Motion Carried:** 9 in favor, 0 opposed 2 abstained (Lambert, Woodford)
 - b. Approval of Minutes of August 14, 2019
MOTION by Brotherlin, second by Wright to approve the minutes of June 19, 2019 as presented. **Motion Carried:** 11 in favor, 0 opposed 1 abstained (Woodford)
 - c. Ratification: Teacher resignations accepted during the summer
MOTION by Brotherlin, second by Wright to ratify the acceptance of the teacher resignations accepted during the summer from Dania Price and Melissa Sewall.
Motion Carried: unanimous
 - d. Ratification: Teachers hired during the summer
MOTION by Brotherlin, second by Wright to ratify the hiring of first probationary contract teachers over the summer as listed: Trudi Cormier, RES Math Interventionist; Erin Foth, Nurse, Elementary level; Rachael Holland-Mathieu, MCMS, Resource Room; Amanda Levesque, RES Grade 4; Katie Reed, District, ESL (40% FTE); and Elaine Swimm, MVES Grade 2.
Motion Carried: unanimous
 - e. Consideration of request for leave of absence – Mackenzie Kelley, English Teacher, MCHS, 2019-2020 school year (beginning September 26, 2019)

MOTION by Brotherlin, second by Jacobs to consider the request for leave of absence for Mackenzie Kelley, High School English Teacher as presented. Discussion followed. Superintendent Charette reported that Ms. Kelley plans to work until the week of September 26; they are in the process of recruiting a teacher to fill the position.

Motion Carried: 10 in favor 1 opposed (Roderick)

f. Acceptance of teacher resignation effective TBD, Don Plourde, MS Physical Education

MOTION by Brotherlin, second by Wright to accept the resignation of MS teacher Don Plourde, with regret. Question was asked about the TBD end date. Superintendent Charette reported that they are advertising to fill the position, but contractually, Mr. Plourde is required to give a 60-day notice. **Motion Carried:** unanimous

g. Acceptance of Donations

MOTION by Brotherlin, second by Wright to accept the donations as presented.

Motion Carried: unanimous

h. Update on Bond Project adjustments

Superintendent Charette reported that the September 18 meeting will be a full review of the bond projects, as well as other facilities projects that have been done over the summer. The agenda item this evening is to provide the Board with a snapshot of some of the change orders that were addressed over the summer.

Manchester Elementary, the heating system had several add-ons totaling \$40,000. The LED lighting at the school was also installed for an add-on totaling \$33,000. The project total is still under the original budget.

Wayne Elementary septic system project had a few things that needed to be addressed once the tank was uncovered for a total of \$6,050; the project still came in under budget.

Millard Harrison Drive project had a couple add-ons which included the circle at the schools and the Central Office parking lot. The project still came in under the original budget by \$150,000. These add-ons were approved by the Board at the June 19 meeting.

Additional paving was done at Mt. Vernon, Readfield, and Wayne Elementary Schools due to recommendations by the paving company. The person that developed the original quote left the company, and when the new person came in, they provided additional information on the projects which required more work than originally expected, at a cost of \$242,000.

Total project summaries will be provided at the September 18 meeting.

Chair Carr added that Shaun Drinkwater did a lot of work that was originally included in the bond which saved the district a tremendous amount of money.

Mr. Roderick asked about the hundreds of thousands of dollars in add-ons. This is a lot of money on large projects. He asked about the process of the Facilities Committee approving the changes and whether they should have made a recommendation to the full Board for approval versus approving the add-ons.

Mr. Woodford also raised concerns over funds being spent without Board approval.

Chair Carr reported that the budget figures provided by Oak Point were higher than the projects actually came in on. Discussion ensued about the additional project expenditures and the process for approving the additional expenditures.

Mr. Twitchell noted that the towns and the Board did vote on these particular projects, and it could be interpreted that these add-ons were approved as part of the specific projects.

It was noted that the paving of the circle at the High School and Middle School, as well as the paving at the Superintendent's Office was voted on by the Board at the June 19 meeting.

Questions – were certain things taken out? What is the role of the Board if the Facilities Committee has the authority to make these decisions?

It was noted that in previous summers the Board has been asked to convene for quick meetings for these types of things.

Ms. Gordon noted that it is her understanding that under Item K of the agenda, the Board will discuss the role of the committees of the RSU Board.

Question was asked about what the limits are when working with bond monies. Can the bond amount be reduced, or used for other projects? Finance Manager Williams will get this information for the September 18th meeting.

i. Discussion and Motion on funding of High School Bleachers

Superintendent Charette reported that the project of the High School Bleachers were approved as a lease purchase. Since there will be funds remaining from the bond, the Facilities Committee is recommending approximately \$70,000 for the bleachers be paid out of the bond. There is \$20,000 built into the budget for bleachers or roll it into the bond. The Facilities Committee met and recommends that the Board vote to approve moving the expenditure for the bleachers to the bond, eliminating the need for the lease purchase agreement.

Suggestion was made to wait on this vote until the full presentation of the facilities projects at the next meeting.

MOTION by Wright, second by Twitchell to table this discussion and vote until the presentation at the September 18 meeting. **Motion Carried:** unanimous

Maintenance Director Shaun Drinkwater requested clarification regarding the Board's discussion about his work to save the District money in some of the bond projects so that the savings can be put toward other facilities projects versus putting the money saved toward the next year's budget. Mr. Woodford thanked Mr. Drinkwater for his work in saving the district money, but expressed his concern that each budget season the Board is presented with a list of projects to be addressed in the next school year, and as the Board gets closer to finalizing budget they are told things are being paid for out of the current budget. In most cases the Board would likely support the recommendations from administration, but it appears the Board has no say in what projects move forward.

j. Approval of Food Services Agreement between RSU #38 and Fayette School Department

MOTION by Brotherlin, second by Wright to approve the Food Services Agreement between RSU #38 and the Fayette School Department as presented.

Motion Carried: unanimous

k. Discussion - Board Committees and Assignments

Ms. Gordon asked for a discussion of how the sub-committees of the Board work. Since the workshop training last month, Ms. King spoke about what we need to do to be well functioning. She asked if it would be helpful to talk about the committees, what the goal is for each committee, and how to move forward. Regarding the Policy Committee, she asked how the Policy Committee determines which policies to review. Superintendent Charette reported that the Policy Committee reviews older policies as their regular work as well as other policies that are recommended to be reviewed or proposed to the board. She asked when policy review is outside the regular process if it should be brought to the full board.

Discuss ensued about the Falmouth Public Schools Policy, included in the board packet, regarding board committees. Mr. Wright reported that this is a policy he was looking at as a suggestion for consolidating some of the committees. Instead of having 8 small groups, the Board could consider consolidating some of them so that there would be 4 larger committees.

Ms. Lambert asked whether each Committee has a work plan they are responsible for. She stated she has a lot of experience working with governance boards, and suggested each committee could look at the strategic plan; and bring back information to the full board.

Mr. Wright further reviewed a document he provided entitled Codifying School Board committees and consolidating current committees, with the purpose of consolidating some of the smaller committees that meet less frequently with the larger committees.

Discussion ensued regarding the make-up of the committees and whether to consolidate some of the committees. Mr. Roderick stated he would like to see more staff and committee updates at board meetings, providing highlights. The key is better communication.

Superintendent Charette referred the Board to page 22, to review the list of committees. He provided an overview, noting which committees were Board committees and which ones had Board representation.

Ms. Gordon suggested taking the more active committees, such as Curriculum, Facilities, Negotiations, and Policy and ask people to sign up for them. Then those members of the committee can develop a work plan for the board to review.

Superintendent Charette stated he would email the list of committees to members on Thursday, along with the list of members who served on each last year. Then members can email him with their committee selections. Question was asked if committees could be made bigger. Superintendent Charette responded yes, but cautioned the Board with exceeding 5 members on a committee.

Mr. Twitchell asked if the Board should address committee decision making. This will be discussed once the committee assignments are made and the committees can submit their plans to the full board.

l. Consideration of request to review Policy BCC/BCA, Nepotism

Chair Carr reported that the State Law has changed and we are out of date. State Law is to the 4th degree.

MOTION by Brotherlin, second by Wright for the Policy Committee to review Policy BCC/BCA, Nepotism. **Motion Carried:** unanimous

m. Consideration of request to develop new Policy IKA, Grading and Reporting System

Chair Carr reported that the development of this new policy comes from requests from the public. The Policy Committee would like to review this and present it to the Board so it is a standard that is used throughout the system.

Discussion ensued. Concern was raised that the request for the policy did not come from staff. It was noted that the Board already has 2 policies that are over-arching enough. Recommendations for changes or a new policy in this area should come from administration and teachers. It was noted that there have been a lot of meetings about PBE and grading systems; there are groups of people meeting at the high school and middle school that are working on this at this time. Is it the role of the Board to do anything with this right now? Suggestion was made to take this back to the new Policy Committee to recommend whether this should go to the Board? Mr. Woodford responded that it doesn't need to go back to the Policy Committee because it puts the Board in the position of telling staff how to do their job.

Mr. Roderick added that it is not the role of Policy Committee to even talk about this.

Mr. Twitchell stated it would be helpful to have an update from Administrators and staff regarding what is happening in this area at the different grade levels. Superintendent Charette reiterated that there are 2 committees that have been charged with this work at the middle and high schools.

n. Self-evaluation of Board

Ms. Gordon brought this up as a follow up of the Board Workshop in August with MSMA where the presenter talked about ways the Board could be more effective in communicating and take time to evaluate themselves. It would provide an opportunity for the Board to reflect how they are doing as a Board? Is this something the Board is interested in?

MOTION by Wright, second by Twitchell to look into a self-evaluation of board policy.

Motion Carried: 8 in favor, 3 opposed (Jacobs, Roderick Woodford)

o. Discussion of Board policies BBA, Board Powers and Duties; BDD, Board-Superintendent Relationship; and BCA, Board Member Code of Ethics

Superintendent Charette reported these policies were added to the Board packet to provide the Board an opportunity to review them as a group.

6. Informational Items:

In addition to the written reports, the administrators reported on the start of school and plans for the year.

7. Executive Session to consider labor contract proposal between RSU #38 Board of Directors and the Maranacook Area Schools Staff Association pursuant to 1 M.R.S.A. §405(6)(D)

MOTION by Brotherlin, second by Jacobs to enter Executive Session to consider the labor contract proposal between RSU #38 Board of Directors and the Maranacook Area Schools Staff Association pursuant to 1 M.R.S.A. §405(6)(D).

Motion Carried: unanimous

The Board entered Executive Session at 8:19 and returned to public session at 9:08.

8. Action following Executive Session:

MOTION by Brotherlin, second by Wright to accept the negotiated agreement between the RSU #38 Board of Directors and the Maranacook Area Schools Staff Association Professional Staff as presented.

Motion Carried: 10 in favor, 1 opposed (Woodford).

9. Adjournment: **MOTION** and second to adjourn at 9:10 p.m.

Respectfully submitted,
James Charette, Superintendent/Secretary
D. Foster, Recorder