

*"A Caring School Community Dedicated to Excellence"*

**REGIONAL SCHOOL UNIT NO. 38  
BOARD OF DIRECTORS  
Maranacook Community High School  
February 26, 2020, 6:30 p.m.**

**AGENDA**

1. Call to order:
2. Citizens' Comments:
3. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
4. Action Items: (5 min.)
  - a. Approval of Minutes of February 5, 2020\*
  - b. Consideration of out-of-state field trip – MCHS College Tours to UNH & UNE, March 12, 2020\*
  - c. Consideration of request for leave of absence, Tricia Plourde
5. Budget Workshop: (45 min.)
  - a. Operations & Maintenance
  - b. Board questions
  - c. Citizens comments regarding budget
  - d. Board discussion
6. Adjournment:

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.

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**February 5, 2020, 6:00 p.m.**  
**Minutes of Meeting**

4a.

Members Present: Chair Gary Carr, Vice Chair Wendy Brotherlin, Patty Gordon (arrived 6:30), Rebecca Lambert, Shawn Roderick, Melissa Tobin, David Twitchell, Alexander Wright  
Member Absent: Kim Bowie, Cathy Jacobs, Betty Morrell, (two vacant positions)  
Student Representatives: Cassidy McCormack, Claire Holman  
Administrators: Superintendent James Charette, Special Education Director Ryan Meserve, Principals Jeff Boston, Dwayne Conway, Janet Delmar, Abbie Hartford, Kristen Levesque, Assistant Principal Tina Brackley, Director of Curriculum, Instruction & Assessment Nancy Harriman, Technology Director Diane MacGregor, Finance Manager Brigitte Williams, Adult & Community Education Director Steve Vose

1. Call to order: Chair Carr called the meeting to order at 6:10 p.m.
2. Executive Session to consult with Superintendent pursuant to M.R.S.A. Title 1, Section 405(6)(B)  
**MOTION** by Brotherlin second by Wright to enter Executive Session at 6:11 p.m.  
**Motion Carried:** 8 in favor, 0 opposed.  
The Board entered Executive Session at 6:11 and returned to Public Session at 6:19 p.m.
3. Executive Session to consider a student disciplinary matter pursuant to M.R.S.A. Title 1, Section 405(6)(B)  
**MOTION** by Brotherlin second by Wright to enter Executive Session at 6:20 p.m.  
**Motion Carried:** 8 in favor, 0 opposed.  
The Board entered Executive Session at 6:20 and returned to Public Session at 6:43 p.m.
4. Action Following Executive Session  
**MOTION** by Twitchell pursuant to 20-A MRSA Section 1001(9), to readmit the student under consideration on the grounds that the behavior in question is not likely to recur. Second by Brotherlin.  
**Motion carried:** 9 in favor, 0 opposed
5. Student Representative Reports:  
High School representative Claire Holman reported on activities at the high school including NWEA testing for 9<sup>th</sup> and 10<sup>th</sup> graders, mid-terms, and the start of the second semester. Recent activities included Workout Wednesday sponsored by the Health Center, and a mural being made by the Sustainability Committee. Many CATC students participated in the SKILLS USA Competition and the League of Women Voters hosted a voter registration drive. Sports teams are doing well and the Math Team came in second in their last meet.  
Middle School representative Cassidy McCormack reported on team projects. The Winter Carnival and Healthy Decisions Day is coming up.
6. Citizens' Comments: none
7. Presentations:
  - a. Auditor's Report  
District Auditor, Ron Smith, RHR Smith and Associates reported on the District's June 30, 2019 audit. Financially, the School District is very healthy. The carry over balance is about \$1,065,000, with \$450,000 of unassigned fund balance, which is an increase of about \$200,000 over FY18 to roll over next

year. Mr. Smith reported that there is a standing statute that school districts cannot carry over more than 3% of their budget. If the District does carry over more than that they need to use it for tax relief or transfer to a reserve fund. He is encouraging many of his school district clients to do this. In terms of future budgets it is good to show that you put some money away to help the tax payers. Food Service is very stable this year and for the federal grants there were no findings. He has discussed best practices with the Superintendent and Finance Manager. Overall, he commends the District financially, complimenting Business Manager Brigitte Williams; she understands her craft, and the Board is lucky to have a person of her caliber.

b. 5210 Report

Superintendent Charette introduced Rebecca Reynolds, Health Center Director and Nan Belle, local Let's Go! Coordinator. Mrs. Reynolds and Ms. Belle distributed a fact sheet, including the District's Action Plan for 2019-2020, providing the Board with an annual update.

8. Additions/Adjustments to the Agenda by Board and/or Superintendent: none

9. a. Reports:

In addition to the reports included in the board packet, administrators provided updates on recent activities/accomplishments.

Discussion ensued about the NWEA results included in the reports and concerns about the scores for literacy and math. It was noted that in the elementary schools, Illustrated Math has been running for 5 months. Staff is currently working on disseminating the testing results to get a better understanding of what is happening and why the scores have decreased. Superintendent Charette will plan to report back toward the end of March for an extended discussion, once a thorough review of the testing results is complete.

b. Facilities Committee

Mr. Wright reported on the Facilities Committee. The next meeting is scheduled for February 25, 6:00 p.m. at the Superintendent's Office.

c. Policy Committee

Ms. Gordon reported on the Policy Committee. There was a lot of discussion regarding Policy GBEBB, Staff Standards of Conduct With Students. The next meeting is scheduled for February 11, 6:00 p.m. at the Superintendent's Office.

Superintendent Charette added Policies IGA, Curriculum Development and Adoption, and JL, Student Wellness, are included in the board packet for First Readings. Any questions or comments should be submitted to him or one of the Policy Committee members before the next meeting.

10. Action Items:

a. Approval of Minutes of January 15, 2020

**MOTION** by Brotherlin, second by Lambert to approve the Minutes of January 15, 2020 as presented. **Motion Carried:** unanimous

b. Approval of Minutes of Special Meeting January 29, 2020

**MOTION** by Brotherlin, second by Lambert to approve the Minutes of January 29, 2020 as presented. **Motion Carried:** 8 in favor, 0 opposed, 1 abstained (Roderick)

c. Acceptance of donations

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

**Motion Carried:** unanimous

d. Discussion/review of Board Self-Assessment/Reflection Form

Ms. Gordon reported the Board Self-Assessment/Reflection was brought to the full board from the Policy Committee to consider whether to use it and, if so, to determine how often. Discussion ensued. Consensus was to use the form once a year in June.

- e. Consideration of overnight trip, Wayne Elementary School Grades 4-5, University of Maine 4-H Camp, Bryant Pond Maine, May 11-12, 2020  
**MOTION** by Brotherlin, second by Wright to consider the overnight trip for the Wayne Elementary Grades 4-5 trip to the University of Maine 4-H Camp on May 11-12, 2020.  
**Motion Carried:** unanimous
- f. Consideration of Out-of-Country Travel, Guatemala, May 2-10, 2020  
**MOTION** by Brotherlin, second by Twitchell to consider the out-of-country travel request to Guatemala on May 2-10, 2020.  
 Teacher Kelsea Bickford provided an overview of the trip. Discussion ensued about fundraising efforts, number of participants and concerns about the destination. Ms. Bickford reported on her previous travels to Guatemala as well as her experience with Safe Passage. She reported that this is a club trip, of the Interact Club which is affiliated with the Rotary Club in Augusta.  
**Motion Carried:** unanimous
- g. Acceptance of teacher resignation due to retirement, June 2020, Barbara Godfrey, Elem. PE  
**MOTION** by Brotherlin, second by Wright to accept the resignation of Barbara Godfrey with regret. **Motion Carried:** unanimous
- h. Ratification of awarded contracts for Board approved projects  
**MOTION** by Brotherlin, second by Wright to ratify the awarding of the following contracts: Robert H. Lord Company, Inc. for High School bleachers project; Siemens Industry, Inc. for the Middle School Heating System Controller and Software Conversion and the District-wide univentilators replacement projects as requested. **Motion Carried:** unanimous
11. Informational – Upcoming meetings:
- Curriculum Committee - 02/12/20, Superintendent’s Office, 4:00 p.m.
  - Health Center Advisory - 03/24/20, MCHS, 6:00 p.m.
  - Ad Hoc Group: Awesome Bear Society – 02/12/20, MCHS Media Ctr., 6:30 p.m.
12. Budget Workshop:
- a. Student Support Services – (Technology, Special Education, English Language Learners (ELL), Gifted & Talented)  
 Superintendent Charette provided a PowerPoint presentation on the Technology, Special Education, ELL, and Gifted & Talented proposed budgets for FY21.  
 Technology – the overall technology budget is down due to the MLTI bridge year. After next year the technology budget will go back up as the District enters a new contract for one-to-one laptops for grades 6-12. The networks will also need to be updated during the FY22 school year.  
 Special Education – the number of eligible students has increased since last year and the budget includes an out-of-district placement. In order to plan for the out-of-district placement and still meet the overall budget goal, some positions that were not filled this year have been removed from the budget. It is important to note that this budget best represents what we know about our special education enrollment for next year; the budget can change depending on who moves in, enrollment, and what level of service may be needed.  
 English Language Learners (ELL) – Current staffing is recommended due to students being in various schools in the district; there are no recommended changes for FY21.  
 Gifted & Talented – the State limit for students enrolled in G&T is 10% of the student population. Staffing is anticipated to remain at the same level, which is 2.2FTE for K-12; program costs should also be comparable.
- b. Board questions  
 Question was raised about the I-pads from five years ago. Technology Director MacGregor responded that there was a buy-out through the State. This will not happen again this year. Mrs.

MacGregor stated there is a lot of value left in the MacBook Airs and she is confident we can get a 5<sup>th</sup> year (Bridge Year) out of them, and then we can share them with the younger grades.

- c. Citizens comments regarding budget - none
- d. Board discussion - none

13. Adjournment: **MOTION** and second to adjourn at 8:18p.m.

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

RSU #38

Maranacook Area Schools – Field Trip Request Form

4b.

Please submit request to office at least 3 weeks prior to field trip

Out-of-State and/or Overnight Trips must be sent directly to the Superintendent for Board approval

Select One: (for full definitions, please refer to Policy IJOA)

Field Trip – takes place during the school day and is organized and conducted by one or more RSU 38 employees as a means of accomplishing particular curricular objectives.

Competition Trip – related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams.

Other School-sponsored Trip – organized and conducted by one or more employees as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization.

Non-school-sponsored Travel – organized by employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip.

School: MCHS Date of trip: 3/12/2020 Destination: UNH + UNSE

Departure time (from school): 7:00 AM Return time (to school): 4:00 PM

Bag lunches will be needed (please confirm with Food Service 1 week before trip)

Teacher: Ray / Chisholm / Babbitt Grade level(s): 10-11

Number of students: Up to 40 Number of chaperones: 3/4 Cost of activity: \$500 (lunch)

Cost of transportation: \$1200 Transportation paid by: Melmac / Guidance  
(if not paid by school, please include billing information including mailing address)

Paid By: \_\_\_\_\_  
(School, Parent Association, specific student activity account, other)

Educational objectives: (Include description of activities, pre-trip activities, correlation with curriculum, concepts/skills learned, follow-up lessons.)  
(Use back side or attach sheet for objectives if needed.)

To Bring Sophomores and Juniors to college campuses to promote post-secondary aspirations.

Planned Stop(s): \_\_\_\_\_  
Sites(s) have been notified:  Yes  No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) \_\_\_\_\_  
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: Coach bus

Storm Date: \_\_\_\_\_

Dwayne Conway  
Principal's Signature

Recommended  Not Recommended

2/4/20  
Date

\*Cost of transportation based upon cost per mile as determined through budget process (driver, bus, gas, depreciation)

Copies: send electronically ONLY

- 1 copy to Transportation Director
- 1 copy to Food Service Director (if during lunch)





# MARANACOOK AREA SCHOOLS

*A Caring School Community Dedicated to Excellence*

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Superintendent of Schools

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Director of Curriculum, Instruction & Assessment

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4c.

TO: RSU #38 Board of Directors

FROM: Jay Charette, Superintendent of Schools

SUBJECT: Request for leave of absence, Tricia Plourde

DATE: February 20, 2020

Concerning Tricia Plourde's request, Educational Technician at Readfield Elementary School, I recommend the leave be approved. Ms. Plourde is requesting 7 days of unpaid leave for the care of an immediate family member following surgery. Ms. Plourde has exhausted her sick and personal days and does not qualify for Family Medical Leave.

JC/d