

**KIDS REGIONAL SCHOOL UNIT #2  
BOARD OF DIRECTORS**

**DATE:** TUESDAY, JANUARY 13, 2009  
**PLACE:** HALL-DALE ELEMENTARY SCHOOL LIBRARY  
**TIME:** 6:00 PM REGULAR MEETING

**PRESENT:** Chair O'Neil LaPlante, Directors Joan Drappeau, Dawn Gallagher, Gary Getchell, Rich Howard, Jon Lambert, Sarah McNaughton, Cory Munsey, Mark Pearson and Tracey Woodman

**MEMBER(S) ABSENT:** Vice-Chair Jim Grandahl and Director Linda Leet

**ALSO PRESENT:** Donald Siviski, Secretary [Superintendent of Schools]  
Martha Witham  
Scott Bell  
Deborah Fisk  
John Armentrout

**GUEST(S):**

**1.0 ROLL CALL/DECLARATION OF A QUORUM**

Chair O'Neil LaPlante declared a quorum and called the meeting to order at 6:05 p.m.

**2.0 APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF DECEMBER 17, 2008 AND THE WORKSHOP OF DECEMBER 30, 2008**

Director Jon Lambert **motioned** approval of the minutes of the Regular Board Meeting of December 17, 2008 and the Workshop of December 30, 2008. Director Sarah McNaughton **seconded** the motion, **voted in favor 10-0.**

**3.0 ADJUSTMENT(S) TO AGENDA**

**4.0 PUBLIC COMMENT**

4.1 Public Comment on Agenda Items

**5.0 OLD BUSINESS**

5.1 2<sup>nd</sup> Reading of the following Policies

Director Rich Howard **motioned** approval of the following policies as amended.

- ADA – School District Goals and Objectives
- BEDC – Quorum
- BEDD – Rules of Order
- BEDF – Voting Method
- BEDFA – Abstentions
- BEDG – Minutes
- BEDH – Public Participation at Board Meetings
- BE – School Board Meetings
- BEDL – Adjournment of Board Meetings

Director Jon Lambert **seconded** the motion, **voted in favor 10-0.**

- 5.2 Budget Calendar  
Director Dawn Gallagher **motioned** approval of the Budget Calendar. Director Cory Munsey **seconded** the motion, **voted in favor 10-0.**

## 6.0 NEW BUSINESS

- 6.1 1<sup>st</sup> Reading of the following Policies  
Director Rich Howard **motioned** approval of the First Reading of the following policies.  
- BB – School Board Legal Status  
- BBBA – Board Member Qualifications  
- BEC – Executive Sessions  
- BEC-E – Maine Statutes Authorizing Executive Sessions for Maine School Units  
- BEDA – Notification of Board Meetings  
- BEDB – Agenda  
Director Jon Lambert **seconded** the motion, **voted in favor 10-0.**
- 6.2 Interim Budget Estimates  
Information was distributed to the Board.
- 6.3 Authorization to Expend Funds for (20-A 1462-2) Title Search, Deed Transfer 7/1/09 and Required Land Surveys  
Director Rich Howard **motioned** to accept the authorization to expend funds for Title Search, Deed Transfer and Required Land Surveys. Director Sarah McNaughton **seconded** the motion, **voted in favor 10-0.**
- 6.4 Authorization to Apply for \$5,000 DOE Planning Grant  
Director Rich Howard **motioned** to accept authorization to apply for a \$5,000 DOE grant. Director Dawn Gallagher **seconded** the motion, **voted in favor 10-0.**
- 6.5 Authorization to Hire Negotiations Consultant  
Director Gary Getchell **motioned** to accept authorization to hire a Negotiations Consultant. Director Cory Munsey **seconded** the motion, **voted in favor 10-0.**
- 6.6 Establish Central Office Location  
Director Jon Lambert **motioned** to establish the Reed Center as the RSU Central Office location. Director Gary Getchell **seconded** the motion, **voted in favor 10-0.**
- 6.7 Executive Session – Negotiations [1 M.R.S.A. § 405 (6)(D)]  
Director Jon Lambert **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(D) for the purpose of discussion regarding negotiations. Director Cory Munsey **seconded** the motion, **voted in favor 10-0.**  
Time in: 7:15 p.m.  
Time out: 7:49 p.m.  
Action Taken: None

## 7.0 COMMITTEE REPORTS

- 7.1 Buildings & Grounds, Food Services and Transportation Committee – Chair Rich Howard  
Hall-Dale Elementary School  
January 5, 2009 – 5:00 P.M.

Present: Directors Rich Howard, Jon Lambert, Mark Pearson and Sarah McNaughton, and Superintendent Don Siviski

Absent: Joan Drappeau

Also Attending: O’Neil LaPlante, Rick Cote and Martha Witham

Superintendent Siviski called the meeting to order at 5:00 p.m.

Rich Howard was elected chair of the committee, while Joan Drappeau and Sarah McNaughton will focus on Food Services, Jon Lambert and Rich Howard will focus on Transportation and Mark Pearson and Rich Howard will focus on Buildings and Grounds. The Committee determined that it was essential to confirm a candidate as Director of each of these areas of management to help construct a budget, meet various application deadlines and conduct contracted services bids with various vendors. A job description for each area will be presented to the Committee at their next meeting.

The Operations and Maintenance budget should reflect projects that address any “life safety” concerns that may have surfaced from various audits conducted. Plans should also be prepared to position the RSU to compete for any State or Federal assistance that may become available.

Budget construction will be built upon the EPS guidelines of \$935 per K-8 student and \$1,111 per 9-12 student. Special projects will be reviewed individually.

The Committee reviewed the process of deed and title transfer and determined that some plots will need to be divided by a survey and new deed description generated. The RSU Board will be asked to expend funds for Title search and survey so that the legal transfers will occur effective July 1, 2009.

Much data gathering has occurred in the Food Services Dept. in relation to district budget, end of year balance, food production, subsidy rates and technological accounts. A Director of Food Services for the RSU was discussed and encouraged to be determined to meet various commodity order deadlines and recommend safety and sanitation training as well as facility / equipment suggestions for budget consideration.

Cost efficiencies of transportation were discussed so that both immediate and long-range plans can be determined for the RSU. The Transition Team began this type of data gathering for review by the Committee. A Director of Transportation will need to be designed to deal with the vendor based service in Dresden and Hall-Dale.

The meeting adjourned at 6:30 p.m.

Respectfully Submitted,  
Donald L. Siviski  
Superintendent of Schools

7.2 Policy and Personnel Committee – Chair Tracey Woodman  
Hall-Dale Elementary School  
January 5, 2009 – 6:00 P.M.

Present: Directors Cory Munsey, Dawn Gallagher, Tracey Woodman and Rich Howard and Superintendent Don Siviski

Also Attending: O’Neil LaPlante and Martha Witham

Superintendent Siviski called the meeting to order at 6:00 p.m.

Tracey Woodman was elected chair of the committee.

Policy procedures were reviewed and the inclusion of the Administrative Team was determined to be conducted after the 1<sup>st</sup> Reading so that suggestions for edits could be received prior to the Committee’s 2<sup>nd</sup> Reading review.

During the Regional Planning Committee process and included in the proposed plan was a promise to improve the quality of education throughout the district. Seemingly there are financial and/or political barriers experienced annually so the task will never be easy yet essential to our vision in RSU #2. The Committee was provided with recent SAT scores from neighboring Capital Area districts and a brief description of 21<sup>st</sup> Century Skills that need to become the focus of public education so that our students will be successfully employed in a global market economy.

Contract Salary and Benefit comparisons will be created to serve as a reference of Administrators and Supervisors in districts serving approximately 2300-2600 students.

Contracts that extend beyond the 6/30/09 contract year will be honored if higher than the comparison and recommended to be increased if below the comparison.

Current staff in these aligned administrative supervisory roles will be invited to apply, interviewed and considered for nomination for such RSU positions based upon performance, experience and knowledge of the demands of the position.

An Administrative Evaluation policy based upon the Inter State School Leadership Licensure Consortium was requested for review and will be distributed to the RSU Board. The Committee reviewed policies that were accepted as 1<sup>st</sup> Reading for Board approval as 2<sup>nd</sup> Reading at the next meeting and also reviewed others for initial acceptance as 1<sup>st</sup> Reading.

Each building should also be equipped and staff trained for emergency preparedness and policies should reflect that expectation including Automated External Defibrillators. Additionally a Wellness Committee collaborative would like to meet with the RSU Policy and Personnel Committee to present work-to-date on a draft RSU #2 policy on January 27<sup>th</sup> prior to the 6:00 p.m. Board meeting.

A job description review process was discussed and will be initiated at the next meeting. After the Policy and Personnel Committee reviews the drafts they will be forwarded to SAU personnel currently in that role for suggestions. The Committee will review the comments/recommendations and then forward to the RSU Board for approval.

The meeting adjourned at 7:30 p.m.

Respectfully Submitted,  
Donald L. Siviski  
Superintendent of Schools

7.3 Finance and Budget Committee – Chair Gary Getchell  
Hall-Dale Elementary School  
January 5, 2009 – 7:00 P.M.

Present: Directors Mark Pearson, Cory Munsey, Sarah McNaughton, Jim Grandahl and Gary Getchell, and Superintendent Don Siviski  
Also Attending: O’Neil LaPlante and Martha Witham

Superintendent Siviski opened the meeting to order at 7:00 p.m.

Gary Getchell was elected as Chair of the Committee.

A draft interim budget and estimated expenses was distributed and will be shared with the RSU Board. Department of Education legal funds are maintained at the DOE. Invoices will be forwarded to them for payment.

Business software and district financial data are being activated for a mock drill within the next weeks. Budget construction alignment with the Essential Programs and Services formula will be initiated to generate as much equity as possible. Our focus remains to improve student achievement and introduce students/staff to 21<sup>st</sup> Century learning.

The Budget Calendar was adjusted to include public meetings prior to the Public Hearing and Budget Vote on the Warrant Articles. The revised calendar will be presented to the RSU Board.

End of year surplus, balance forwards and summer accruals as well as audit expenses were discussed. Concerns were raised to share this information and expectations of transfer 7/1/09 with Selectmen and SAU Boards to insure a problem free transition. Committee members will confirm the existence / absence of summer pay accruals with town officials.

Dresden’s secondary student population percentage exercising “choice” of enrollments (15% of high school students) other than Hall-Dale is significantly decreased when you realize part of the 15% attends Richmond High School. The Committee will discuss this further as the end of the contract approaches (2014).

Technology expenditures and programming was discussed as well as the absence of an Information Technology Committee to review current services and practices. The Finance Committee will accept this responsibility. The E-Rate application deadline of January 27<sup>th</sup> should be processed by each SAU, if a vendor has been traditionally hired then other units which process their own application will be asked to assist.

The Transition Team recommended that individual districts forego the purchase of software or systems hardware until an RSU perspective can be obtained.

RSU liability insurance for situations that occurred during SAU governance was discussed and a legal opinion will be obtained. (MSMA and Drummond, Woodsum Law are sponsoring a workshop on February 24<sup>th</sup>.)

The cost of “negotiations” was reviewed and will be discussed in greater detail by the Negotiations Team and the RSU Board at the next meeting.

The meeting adjourned at 8:40 p.m.

Respectfully Submitted,  
Donald L. Siviski  
Superintendent of Schools

7.4 Negotiations Committee

**8.0 SUPERINTENDENT’S REPORT**

- 8.1 RSU Administrative Meeting – 12/18/08 and 1/22/09
- 8.2 Administrative Meeting with RSU Board
- 8.3 Evaluations, Salary & Benefits, Contract Adm. (before 3/1/09) [20-A § 13303 1A]
- 8.4 MSMA Board Orientation Workshop Invitation – 1/26/09
- 8.5 Commissioners Conference – 1/15 and 1/16/09
- 8.6 Calendars for January and February

**9.0 ITEMS FOR FUTURE MEETINGS**

- Communication Plan

**10.0 ADJOURNMENT**

Director Jon Lambert **motioned** to adjourn the meeting at 8:11 PM. Director Rich Howard **seconded** the motion, **voted in favor 10-0.**

Respectfully Submitted,

Donald L. Siviski  
Superintendent of Schools