

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

DATE: TUESDAY, JANUARY 27, 2009
PLACE: HALL-DALE HIGH SCHOOL LIBRARY
TIME: 5:45 PM RECEPTION WITH ADMINISTRATORS
6:00 PM REGULAR MEETING

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

MEMBER(S) ABSENT: Vice-Chair Jim Grandahl and Director Joan Drappeau

ALSO PRESENT: Donald Siviski, Secretary [Superintendent of Schools]
Rick Cote, Deb Fisk, Deb Soule, John Williamson, Troy Kendrick, Sue Hunt,
Scott Bell, Steve Philbrook, Deb Emery, Chris Chamberlain, Steve Lavoie,
Blayne Frost and Don Ferrara

GUEST(S): John Armentrout, Leon Duff and Martha Witham

1.0 ROLL CALL/DECLARATION OF A QUORUM

Chair O'Neil LaPlante declared a quorum and called the meeting to order at 6:00 p.m.

2.0 APPROVAL OF MINUTES OF REGULAR BOARD MEETING OF JANUARY 13, 2008

Director Cory Munsey **motioned** approval of the minutes of the Regular Board Meeting of January 13, 2008 as amended. Director Linda Leet **seconded** the motion, **voted in favor 10-0.**

3.0 ADJUSTMENT(S) TO AGENDA

Move 5.3 to 8.6

4.0 PUBLIC COMMENT

4.1 Administrator Introductions

Each administrator introduced him/herself and presented a brief "bio" of their experiences in education and job responsibility in their current districts.

4.2 Public Comment on Agenda Items

None.

5.0 OLD BUSINESS

5.1 2nd Reading and Approval of Policies

Director Cory Munsey **motioned** approval of the following policies as amended.

- CB – School Superintendent
- CB-R – Superintendent of Schools Job Description
- CBD – Superintendent's Contract
- CHD – Administration in the Absence of Policy

Director Rich Howard **seconded** the motion, **voted in favor 10-0.**

5.2 Administrative Flow Chart

Director Dawn Gallagher **motioned** approval of the RSU Administrative Flow Chart.

Director Jon Lambert **seconded** the motion, **voted in favor 9-1 (Mark Pearson).**

5.3 Executive Session – Negotiations [1 M.R.S.A. § 405 (6)(D)]

Moved to 8.6

6.0 NEW BUSINESS

- 6.1 Revenue Anticipation Note
Director Gary Getchell **motioned** approval to authorize the Superintendent to obtain a Revenue Anticipation Note to meet financial obligations. Director Jon Lambert **seconded** the motion, **voted in favor 10-0.**
- 6.2 Insurance Policy Attachment to Existing for Three Years
Director Rich Howard **motioned** approval to authorize the Superintendent to merge four district insurance policies with the individual district policy that expires at the latest date. Director Sarah McNaughton **seconded** the motion, **voted in favor 10-0.**
- 6.3 1st Reading of Policies
Director Linda Leet **motioned** to approve the 1st reading of the following policies.
- AC – Nondiscrimination/Equal Opportunity and Affirmative Action
- ACAA – Harassment and Sexual Harassment of Students
- ACAA-R – Student Discrimination and Harassment Complaint Procedure
- ACAB – Harassment and Sexual Harassment of School Employees
- ACAB-R - Employee Discrimination and Harassment Complaint Procedure
- ACAD - Hazing
Director Cory Munsey **seconded** the motion, **voted in favor 10-0.**
- 6.4 Oil Bid Action
Director Dawn Gallagher **motioned** to accept the oil bid proposal from the Maine Power Options Collaborative. Director Linda Leet **seconded** the motion, **voted in favor 10-0.**

7.0 COMMITTEE REPORTS

- 7.1 Buildings & Grounds, Food Services and Transportation Committee – Chair Rich Howard
Hall-Dale Elementary School Computer Room
January 20, 2009 – 5:00 P.M.

Present: Directors Mark Pearson and Jon Lambert, Board Chair O’Neil LaPlante and Superintendent Donald Siviski

Absent: Committee Chair Rich Howard, Directors Joan Drappeau and Sarah McNaughton

Guests: Betty Stevenson and Rick Cote

The Committee reviewed the Administrative Flow Chart for Directors of Information Communication Technology, Buildings and Grounds, Food Services and Transportation. Sample job descriptions were collected and distributed by Rick Cote for committee members to review. A job description chart of salary and benefits is being compiled for like-sized district positions and will be distributed at the next meeting. Once the full Board approves the Administrative structure and job descriptions interested candidates in the RSU will be invited to apply for these positions. Members of the Committee will participate in the interview process.

The Committee was informed that Senator Seth Goodall has submitted legislation for the RSU to acquire the Reed Center for its Central Office functions. They were also advised of President Obama’s economic stimulus package that includes school building upgrades and technology infrastructure.

Betty Stevenson updated the Committee on the Food Service software program that reduces paperwork and increases efficiency and accuracy of reporting. Parents can view their child's account and add to the balance electronically. All records are kept for a full year and tech support/upgrades are completed by remote access. Richmond, Monmouth and Hall-Dale use this program and Dresden will be adopting it next year. Betty informed the Committee the State reports for the RSU can be compiled by simply merging the individual school reports.

The Superintendent advised the Committee that RSU #2 is participating in the Maine Power Options fuel bid to be conducted on January 27th. Local dealers have been invited to participate in the pool of 190 vendors. The Superintendent will be informed of the bid prices and in collaboration with the Chair will need to lock in a price/contract before 2:00 on the 27th. The full RSU Board will be informed of the decision at 6:00 p.m.

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 Computer Room
January 20, 2009 – 6:00 P.M.

Present: Committee Chair Tracey Woodman, Director Cory Munsey, Board Chair O'Neil LaPlante and Superintendent Donald Siviski and Martha Witham
Absent: Directors Dawn Gallagher and Rich Howard

The Committee was updated on the DOE interpretation of the start of the first term of RSU Board members as December 9th. The Committee questioned that decision and asked the Superintendent to seek a second opinion from MSMA and/or our school attorney.

Board elections must follow the municipal calendar and new members are seated immediately after the official court/decision.

RSU #2 will be on-line with the State sponsored Student Information System (Infinite Campus) by the start of the school year. Training for staff will be scheduled this summer and during in-service days before the start of school.

The DOE will provide information to RSU's regarding 218 (Social Security) and PLD (Participating Local Districts in State Retirement) agreements after a January 27th meeting of the IRS, Attorney General, DOE and Maine Retirement Board.

Job Descriptions for Central Office Administrative Assistant, Business Manager/Human Resources Director and Bookkeeper, Principal, Asst. Principal, Administrative Secretary, Secretary and Office Manager were distributed for review and the Administrative Flow Chart was discussed.

A Public Forum will be held on February 10th at Messalonskee Auditorium to review the Standards Based Stakeholders Recommendation to the legislature.

The Superintendent requested that the RSU Administrative Team meet with the RSU Board of Directors on January 27th to get to know one another and to share brief vitae of each administrator. Additionally, Administrative Evaluations need to be conducted and contracts adjusted prior to March 1st therefore a second meeting (Executive Session) is tentatively scheduled for February 23rd.

The Committee then proceeded to work on policies for 1st and 2nd Reading and adjourned at 7:30.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

7.3 Finance and Budget Committee – Chair Gary Getchell
Hall-Dale Elementary School Computer Room
January 20, 2009 – 7:00 P.M.

Present: Committee Chair Gary Getchell, Directors Mark Pearson and Cory Munsey, Board Chair O’Neil LaPlante and Supt. Donald Siviski
Absent: Directors Jim Grandahl and Sarah McNaughton
Guest(s): Vicki Raymond

The Committee was updated on the DOE’s intention to help districts with start-up cost by distributing the financial penalties from non-compliance districts. Cost for data entry for student and business software programs are targeted for assistance. Additional requests were made to the DOE for license transition, boilers, elevators, kitchens, oil storage tanks, title search, surveying, deed transfers and bus lettering.

Summer accruals exist in Hall-Dale and will exist in Dresden. Surplus will be used in Richmond to partially address the summer salaries. No information was received from Monmouth. The Superintendent was advised to check with the DOE and/or school attorney for assessing this tax liability expectation upon the SAU and municipal officials.

The Committee discussed whether sufficient reserve funds were available to meet the cash flow of two payrolls prior to the receipt of subsidy and tax assessment funds in July and replenish those accounts over time as subsidy and assessment funds were received during the year. The full Board will be apprised of this concern.

Since all four SAU’s currently are clients of MSMA Insurance fund, all may piggy-back upon the latest expiring contract as an RSU. At that time the RSU would need to prepare and present an insurance package to any and all vendors for bid. Vicki Raymond, on behalf of the four Central Office Staff from the SAU’s, updated the Committee on our preparedness for the July 1st business transaction expectation. Many differences had to be ironed out which included budget software, vendors, budget codes, 2 employer W-2’s in 2009, preparation in payroll and accounts, licenses for kitchen, boilers, elevators, etc., Federal Title Accounts, fuel reimbursement, pay schedule calendar alignment, as well as track benefits and pay scales on over a dozen different contracts. The Committee was very appreciative of the work these four people have generated and will consider an honorarium proposal to the full Board.

The Committee also received information that Senator Seth Goodall has been asked to support a bill to improve the efficiency of RSU budget process, by repealing the costly Budget Validation Referendum. The Committee also supports inviting RSU Legislators to attend a February meeting of the RSU Board of Directors (Feb. 9th) to share concerns with them regarding a host of issues (Reed Center acquisition, Penalty/Incentives for start up cost, repeal of unfunded mandates, i.e. budget validation referendum, technology 1:1 in grades 9-12 and Board members.)

The Committee was also briefed on the RSU training and implementation of Infinite Campus by September 2009, E-Rate process of SAU application this month and RSU distribution this summer, audit expectations that SAU's complete their fiscal year with an audit that closes all accounts so the RSU will have accurate accounting of budgets and balances. They also considered bidding the audit contract for the FY' 10 RSU this spring to work with the auditor during the year in preparation of accounts, etc.

A review of the DOE Ed 279 subsidy report was postponed until such time as an RSU report is generated. Also Essential Programs and Services charts have been prepared to present a student to staff ratio comparison across the district for each position listed.

The Committee received a draft job description for the Information Communication Technology Director, Asst. ICT Director and Technology Specialist to review. Once job descriptions are approved, staff will be interviewed and nominated for these positions to help construct a budget they will be responsible for administering next year.

The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

7.4 Negotiations Committee

8.0 SUPERINTENDENT'S REPORT

- 8.1 February 9th Invitation to Legislators
- 8.2 Education Planning Grant
- 8.3 February 10th Standards Based Diploma - Oakland
- 8.4 Calendar for February
- 8.5 Communication Plan

The Board considered these activities to be incorporated into the RSU #2 Communication Plan:

1. Press Release to Constituents
2. Communication Committee – local weekly and/or monthly news release
3. Celebrate Good Things in Schools
4. Flier – local, stores and newspapers
5. RSU #2 News logo / title
6. Advertise website for archived information
7. Create an inventory of newspapers and schedule deadlines
8. Tracey Woodman to lead effort with Sue Corbett at Central Office

- 8.6 Executive Session – Negotiations [1 M.R.S.A. § 405 (6)(D)]
Attending: Board and Superintendent
Director Rich Howard **motioned** to enter into Executive Session for the purpose of discussing negotiations. Director Cory Munsey **seconded** the motion, **voted in favor 8-0**.
Time in: 8:20 p.m. Time out: 8:53 p.m.

Action taken: Director Cory Munsey **motioned** that the RSU prefers and recommends three bargaining units [teacher (Professional Staff), secretary and educational technicians (Educational Specialists) and custodians, bus drivers, food service (Support Staff)] be recognized in the collective bargaining organizational structure. Director Rich Howard **seconded** the motion, **voted in favor 8-0**.

9.0 ITEMS FOR FUTURE MEETINGS

- Negotiations
- Letterhead and Logo
- Sub Committee Job Descriptions

10.0 ADJOURNMENT

Director Rich Howard **motioned** to adjourn the meeting at 8:55 PM. Director Mark Pearson **seconded** the motion, **voted in favor 8-0**.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools