

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

DATE: WEDNESDAY, DECEMBER 8, 2010
PLACE: RICHMOND MIDDLE SCHOOL
TIME: 5:30 – Reception for RHS Girls Soccer Team
6:00 PM – REGULAR MEETING

PRESENT: Chair O’Neil LaPlante, Directors Dawn Gallagher, Rich Howard, Jon Lambert, Linda Leet, Sarah McNaughton, Sherry Moody, Cory Munsey, Mark Pearson, Annya Rice,

MEMBERS ABSENT: Vice-Chair Jim Grandahl and Director Bill Matthews

ALSO PRESENT: Donald Siviski, Vicki Raymond, Katie Spear, Steve Lavoie, Scott Bell, Deb Fisk, Mary Helen Williams, Steve Philbrook, Sue Hunt, Deb Marshall and John Armentrout, Troy Kendrick and about 20 students and parents

1.0 CALL TO ORDER/QUORUM PRESENT

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

2.0 APPROVAL OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 3, 2010 AND THE BOARD WORKSHOPS OF NOVEMBER 29, 2010 AND DECEMBER 7, 2010

Director Jon Lambert **motioned** to approve the minutes of the Regular Meeting of November 3, 2010 and the Board Workshops of November 29, 2010 and December 7, 2010. Director Rich Howard **seconded** the motion, **voted in favor unanimously**.

3.0 ADJUSTMENT(S) TO AGENDA

Director Jon Lambert **motioned** to move Item 6.7 to 8.5 on the agenda. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.

4.0 PUBLIC COMMENT

4.1 Recognize RHS Girls Soccer Team

Principal Deb Fisk introduced Troy Kendrick who introduced members of the RHS Girls Soccer Team. The Board congratulated the team and coach for an outstanding season.

4.2 Public Comment on Agenda Items

None

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

6.1 Approval of Resignation(s) / Retirement(s)

Michael Johnson, RHS, Math Teacher (Retirement)

Director Rich Howard **motioned** to accept the retirement of Michael Johnson, with regret, as a math teacher at Richmond High School. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.

- 6.2 Approval of Nominated Personnel
None
- 6.3 Approval of HDHS trip to Aomori, Japan
Director Linda Leet **motioned** to approve the HDHS trip to Aomori, Japan. Director Sarah McNaughton **seconded** the motion, **voted in favor unanimously**.
- 6.4 Approval of the CATC Cooperative Agreement
Director Jon Lambert **motioned** to accept the CATC Cooperative Agreement. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.
- 6.5 Approval of the Acceptance Policy for Vehicles in the Automotive Collision Program and the Automotive Technology Program (CATC)
Director Rich Howard **motioned** to accept the Policy for Vehicles in the Automotive Collision Program and the Automotive Technology Program at CATC. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.
- 6.6 Adoption of Bus Drivers' Operating Procedure Manual
Director Rich Howard **motioned** to adopt the Bus Drivers' Operating Procedure Manual. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.
- 6.7 Executive Session Re: Act on Superintendent Contract [1 M.R.S.A. § 405 (6)(A)]
Moved to 8.5
- 6.8 School Revolving Renovation Fund Referendum

Director Rich Howard **motioned**:
That the warrant and notice of election of Regional School Unit No. 2 (the "RSU") presented to the meeting be and is hereby approved and that an RSU meeting referendum be and is hereby called for January 11, 2011 for the purpose of approving the issuance of bonds or notes of the RSU for minor capital project purposes as described therein.
Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

Director Jon Lambert **motioned**:
That the Notice of Public Hearing presented to the meeting be and is hereby approved and that a public hearing on the issuance of bonds or notes for minor capital project purposes will be held on January 4, 2011 as provided therein.
Director Rich Howard **seconded** the motion, **voted in favor unanimously**.
- 6.9 Approval of Collective Bargaining Agreement
Director Jon Lambert **motioned** to approve the RSU Transportation, Food Service and Custodial Collective Bargaining Agreement, pending a Ratification Vote by the Association on 12/8/10. Director Rich Howard **seconded** the motion, **voted in favor**:
YES = 9,700 NO = 1,284 (Annya Rice).

7.0 COMMITTEE REPORTS

7.1 Policy and Personnel Committee Hall-Dale HS/MS Library November 17, 2010 5:30 PM

Present: Committee Chair Cory Munsey, Directors Dawn Gallagher and Bill Matthews, Board Chair O'Neil LaPlante and Superintendent Don Siviski
Absent: Directors Linda Leet and Sherry Moody
Also Present: Kendra Guiou

1. Second Reading of Job Descriptions

The committee reviewed the comments and suggestions received from staff performing the expectations of these positions and edited the descriptions accordingly. The committee will request the full Board to approve the following Job Descriptions on December 8th:

Athletic Director, Bookkeeper, Bookkeeper in Payroll, Director of Special Education, Library Media Specialist, Library Media Technician, Social Worker, Speech Language Pathologist and Teacher Leader

2. Consolidated District Positions

The committee reviewed the following positions for future regional consideration for reasons of programming and consistency of practice within the RSU: Director of Guidance, Nurse, Social Worker, Librarian and Athletic Director.

The Director of Special Education / Asst. Director structure was agreed to last year and will be initiated July 1, 2011. Budget construction and management responsibilities from Co-director to Director / Asst. will be instituted this spring.

3. Certification Mentor Stipends for Part Time Teachers

Certification mentors for part-time teachers were discussed with governance committee chair Kendra Guiou. The committee weighed the concerns of being a part-time employee and the 2 year probationary time period that mentors must document proficiency in all ten standards of instruction. Their decision was to grant full time mentor status to those employees working with part-time, conditional certified teachers during this first (pilot) year of operations.

4. Superintendent Search Process, Job Description, etc.

The Policy and Personnel Committee will recommend that the Board establish a 7 person screening committee (2 Board members and 5 at-large) at the December 8th regular meeting of the Board of Directors. The Board representatives should include directors who will be continuing service on the RSU school board and was recommended to include the Chair of Policy and Personnel and the Chair or Vice-Chair of the RSU Board. Given any existing conflicts that may prevent such members' service chairs of other committees will be solicited. An advertisement will be placed in local newspapers and on the RSU website seeking the participation of

one at-large member from each town in the RSU (Dresden, Farmingdale, Hallowell, Monmouth and Richmond). That representative selected to serve will be chosen from the pool of interested citizens by the Board members from each specific town. The screening committee will be determined by December school break and first meeting planned in January. The screening committee will review applications, conduct the first round of interviews and recommend a group of candidates for second round interviews.

5. First Reading Policies

The committee continued work on the “questioning and searching” policies and will draft an edition for review in December.

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.2 Curriculum Committee November 23, 2010 6:00 PM Hall-Dale High School

Present: Curriculum Coordinator Christine Chamberlain, Directors Rich Howard, Jon Lambert, Sherry Moody and Superintendent Donald Siviski
Absent: Director Annya Rice
Guests: Cynthia McGuire

Director of Curriculum and Committee Chair Christine Chamberlain explained the curriculum team structure and approval process followed in the RSU and then introduced Cynthia McGuire who presented the Hall-Dale Music Curriculum. The committee questioned how standards were developed and how they were aligned to national expectations. The next step is for an RSU curriculum to be established especially in the area of Visual (Art) and Performing Arts (Music). The committee suggested that since the Hall-Dale Music Curriculum had been critiqued by RSU music teachers and represented both required and desired programs, that it be reviewed and edited by RSU music teachers and curriculum leaders to represent the RSU music curriculum. A spring review is planned.

An RSU curriculum will also be established in the areas of Physical Education and Health as well as World Languages. A restructuring of the District K-12 teams to RSU K-12 teams in all of these areas is planned for next year.

The committee was then presented with a new approach to Physical Education / Health which is currently implemented in MSAD #17. The SPARK program article will be duplicated and distributed to RSU Physical Education/Health teachers for review and comment. The committee was interested in the MSAD #17 program and will extend an invitation to Cory Munsey to explain it in detail at the next meeting.

The committee reviewed the World Languages offerings in the RSU and how to broaden programming by reallocating time and resources of current personnel and curriculum. A plan to share current Hall-Dale teachers and programs with the grades 3 through 5 students in Dresden will be investigated.

The committee was advised that Discovery Education resources will be made available to students in the RSU and that a training session for curriculum leaders will be scheduled this spring.

The National Education Technology Plan 2010 Executive Summary will be distributed to the committee and Technology leaders in the RSU for review and critique. Many of the National goals have already been embraced by the RSU, i.e. student centered learning, standards based curriculum and access to technological resources.

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.3 Finance Committee
Hall-Dale Middle School
November 23, 2010 – 5:30 PM

Present: Committee Chair Jim Grandahl, Board Chair O'Neil LaPlante and
Director Rich Howard
Absent: Directors Cory Munsey and Linda Leet
Also Present: Donald Siviski and Vicki Raymond

The committee discussed the projected deficit in subsidy anticipated this year and then reviewed budget allocations to meet this loss of revenue.

An expected revenue shortfall of \$1,100,000 is expected which will be tempered with \$400,000 in Federal Educational Jobs funding.

In the absence of ARRA (Federal Stimulus) funds a reduction in operations and maintenance and technology will be enacted. Such measures will leave a revenue deficit of \$240,000. The committee recommended reductions in transportation, and extra and co-curricular allotments as well as savings expected from retirements. Positions becoming vacant from retirements may or may not be filled depending on student to staff ratios computed for each building.

Unknowns exist in the Health/Dental Insurance area as well as the cost of oil therefore pro-active steps will be developed for future considerations.

Continued consolidation of positions will be studied with recommendations presented to the full Board at a later date.

The annual end of year balance which is forwarded to reduce the next year's tax assessment will be targeted for a four year transition to 3% of the total budget.

The committee then constructed an agenda for the elected officials meeting scheduled on November 29, 2010.

1. Review expected subsidy reduction
2. Share population enrollments
3. Review property value computations

4. Explain shift in valuation and assessment for 11-12
5. Present referendum project at Richmond HS/MS
6. Present application information for new school in Monmouth K-8
7. Conduct question / answer on agenda topics

The meeting adjourned at 7:00 p.m.

Respectfully Submitted,
 Donald L. Siviski
 Superintendent of Schools

8.0 SUPERINTENDENT'S REPORT

- 8.1 Newly Hired, Newly Appointed Personnel
 Gayle Holden, RMS, Title One Ed. Tech. III
 Betsey Noble, RSU, Web Manager
 Roberta Hart, DES, Technology
 Jon Spear, RMS and RHS, Drama Co-Coach
 Abigail Drew, RMS and RHS, Drama Co-Coach
 Wendy Greenleaf, HDMS, 7th Grade Girls Basketball Coach
 Tyler Cummings, HDMS, 7th Grade Boys Basketball Coach
 Troy Gray, HDMS, 8th Grade Girls Basketball Coach
 Mike Ladner, HDMS, 8th Grade Boys Basketball Coach
 Andy Haskell, HDHS, Freshmen Boys Basketball Co-Coach
 Jim Patrick, HDHS, Freshmen Boys Basketball Co-Coach
 Scott Wing, MA, Varsity Girls Basketball Coach
 Angela Roy, MMS, Cheering Coach
 Lisa Sears, MMS, 'B' Girls Basketball Coach
 Jon Laverdiere, MMS, 'B' Boys Basketball Coach
 Eric Esancy, RMS, 'B' Boys Basketball Coach
 Eric Esancy, RMS, 'B' Girls Basketball Coach
- 8.2 Resignation(s)
- 8.3 December Board Events Calendar
- 8.4 Planning Decisions Population Projection Report

The Superintendent and Board have received preliminary population projection data that states the Hall-Dale Elementary School population will gradually increase over the next 5 years but not at an alarming rate.

The Superintendent recommended the following:

1. Continue to monitor population growth
2. Any available space at other Hall-Dale Schools will be filled with the current Elementary School students as they matriculate through the grades.
3. Within 7 years all schools in Hall-Dale may be at or above capacity.
4. The RSU Board of Directors will need to monitor enrollment and may need to act upon facility needs sometime in the next 5 years.
5. No change in grade level configuration is being considered.

8.5 Executive Session Re: Act on Superintendent Contract [1 M.R.S.A. § 405 (6)(A)]

Director Jon Lambert **motioned** to enter into Executive Session in order to act on the Superintendent's Contract. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

Attending: Board and Superintendent

Time in: 6:45 p.m.

Time out: 7:05 p.m.

Action Taken: The Superintendent presented a letter of retirement to the Board.

December 8, 2010

*O'Neil LaPlante, Chair of RSU #2 Board of Directors
6 Alexander Reed Road
Richmond, ME 04357*

Re: Letter of Retirement

Dear O'Neil,

On behalf of the Regional School Unit #2 Board of Directors please accept this notice of retirement effective at the end of the current employment contract 6/30/11.

On December 17, 2008 you officially became RSU #2 and embarked upon the admirable task of creating a new administrative school unit. What has been accomplished in the last 24 months is nothing short of amazing. The goals/expectation outlined in the Regional Planning Committee report accepted by our five communities by an 80% favorable vote, have nearly all been accomplished or are in the planning stages of research and consideration. Your annual goals reflect an emphasis upon standards of proficiency and 21st Century skills of teamwork, innovation and use of technology in the Teaching and Learning process.

You established an infrastructure to address the consistency of practices in the RSU with a Policy and Personnel Committee which has addressed statutory compliance and job descriptions, as well as a Buildings & Grounds, Food Service and Transportation Committee to address operations, maintenance, efficiencies of practice, renovations, and health and safety procedures.

Your Finance and Budget Committee has analyzed expenditures and revenue streams to both reduce the burden on taxpayers while still financing improvements to Teaching and Learning. District based K-12 Curriculum Committees have been organized to align what is taught with the Maine Learning Results and National Common Core and will now begin the merger towards Regional curriculum sequence and assessment practices that will inform teaching to improve student achievement.

You have incorporated technology into each of these initiatives to create efficiencies and parental access to student performance reports, lunch room expenditures, and a communication network that supports 24/7 access.

In preparation for these and other directions set for the RSU to achieve, you have supported your positions with the readings / learnings of Richard Elmore on "Distributive Leadership", Rick DeLorenzo on "Delivering on the Promise" and Tony Wagner's "Global Achievement Gap". Your focus to make a positive difference within the RSU has been experienced by every employee. I am humbled to have been a participant and inspired by your perseverance and compassion for children.

The last sentence in Wagner's book references an ancient quote from Rabbi Hillel, "If not you, then who? If not now, then when?" You have become the "who" during these difficult yet rewarding last two years. I am proud to have participated on this journey with you.

*Sincerely,
Donald L. Siviski
Superintendent of Schools*

Director Rich Howard **motioned** to accept Superintendent Donald Siviski's retirement with extreme regret and extended an invitation to him to serve as an interim superintendent if the RSU needs his assistance after June 30, 2011. Director Jon Lambert **seconded** the motion, **voted in favor 8-1: YES = 11,099 NO = 1,140 (O'Neil LaPlante)**

The Board also accepted the following protocol to begin the superintendent search process.

1. An advertisement in the Kennebec Journal, Times Record, Lewiston Sun Journal and website will solicit letters / emails of interest from citizens who wish to participate as a town representative on the Screening Committee. Such requests will also be posted at each Town Office and requested to be included on each town website. Letters or emails must be received at the Central Office by December 24th.
2. School Board members from each town will select their town representative on December 27th and a first meeting of the Screening Committee is scheduled on January 6th at the Central Office.
3. In addition to the 5 community members and 3 Board members, a teacher representative and an administrative representative will be selected by the Board Chair to serve on the Screening Committee. Letters or emails of interest will be selected from these groups and need to be received at the Central Office by December 24th.
4. Three Board members have been appointed to the Screening Committee: Dawn Gallagher, Cory Munsey and Rich Howard. All participants of the Screening Committee are required to attend all meetings and interviews.
5. Maine School Management Association will be used as a consulting organization to assist in the process.
6. Advertising for a Superintendent will be conducted in the Portland, Bangor, Lewiston weekend newspapers as well as electronic job posting websites. Weekend publications of 12/11, 12/12, 12/18, 12/19, 1/8, and 1/9 will contain the advertisements.
7. The spokesperson of the Board, by Policy, on all RSU issues is the Chair O'Neil LaPlante.

9.0 ITEMS FOR FUTURE MEETINGS

10.0 ADJOURNMENT

Director Cory Munsey **motioned** to adjourn the meeting at 7:35 p.m. Director Rich Howard **seconded** the motion, **voted in favor unanimously.**

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

DLS/src