

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

DATE: WEDNESDAY, FEBRUARY 3, 2010
PLACE: HALL-DALE ELEMENTARY SCHOOL
TIME: 6:00 PM

PRESENT: Chair O'Neil LaPlante, Vice-Chair Jim Grandahl, Directors Dawn Gallagher, Gary Getchell, Rich Howard, Jon Lambert, Linda Leet, Bill Matthews, Cory Munsey, Mark Pearson, Catherine Squires and Superintendent Donald Siviski

MEMBERS ABSENT: Sarah McNaughton

ALSO PRESENT: Martha Witham, Deb Marshall, Sue Hunt, Steve Lavoie, John Armentrout, Gordon Murray, Rick Cote, Steve Philbrook, Scott Bell, Deb Fisk, Tom Leonard, Chris Chamberlain, Katie Spear, Deborah Emery, Vicki Raymond and Superintendent Don Siviski and about 50 citizens and employees

1.0 CALL TO ORDER/QUORUM PRESENT

Chair O'Neil LaPlante declared a quorum and called the meeting to order at 6:03 p.m.

2.0 APPROVAL OF MINUTES OF THE REGULAR MEETING OF JANUARY 6, 2010

Director Jon Lambert **motioned** to approve the minutes of the Regular Board Meeting of January 6, 2010. Director Bill Matthews **seconded** the motion, **voted in favor unanimously**.

3.0 ADJUSTMENT(S) TO AGENDA

Director Rich Howard **motioned** to move Item 6.9 to 8.4 and Item 6.10 to 8.5 on the agenda. Vice-Chair Jim Grandahl **seconded** the motion, **voted in favor unanimously**.

4.0 PUBLIC COMMENT

4.1 Hall-Dale High School – Apple Distinguished School for 2009-2010
Superintendent Siviski read a congratulatory letter from Apple to the students and staff at Hall-Dale High School. A formal presentation will be made on February 12th.

4.2 Public Comment on Agenda Items
Stacy Chubbuck spoke regarding the Finance Committee Report.

5.0 OLD BUSINESS

5.1 Approval of Second Reading of Policies

Director Jon Lambert **motioned** to approve the Second Reading of the following policies as amended:

- KF – Community Use of School Facilities
- KF-E1 – Risk and Agreement
- KF-E2 – Facility Use Application Form
- KF-R – Rental Rates for Use of Facilities
- KFD – Non School Sponsored Student Groups

- IJOA – Athletic Trips, Field Trips
- IJOA-R – Out of Country Field Trip Form
- IJOA-E1 – Out of Country Medical Form
- IJOA-E2 – Out of Country Health Form

Director Bill Matthews **seconded** the motion, **voted in favor unanimously**.

6.0 NEW BUSINESS

- 6.1 Approval of Resignation(s) / Retirement(s)
- Bruce Bell, Monmouth Academy, Tech. Ed. Instructor

Director Rich Howard **motioned** to approve the retirement of Bruce Bell, as Monmouth Academy's Tech. Educator with sincere thanks for teaching and volunteering. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

- 6.2 Approval of Nominated Personnel - None

- 6.3 First Reading of Policy and 2010-2011 School Calendar

Director Jon Lambert **motioned** to approve the first reading of policy ICA – School Calendar and the policy ICA-E - School Calendar for the 2010-2011 school year. Director Rich Howard **seconded** the motion, **voted in favor unanimously**.

- 6.4 Approval of RMS's Field Trip to New York City
Director Cory Munsey **motioned** to approve Richmond Middle School's 8th grade field trip to New York City. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

- 6.5 Approval of HDES's Fifth Grade Field Trip to Boston
Director Jon Lambert **motioned** to approve Hall-Dale Elementary School's 5th grade field trip to Boston. Director Bill Matthews **seconded** the motion, **voted in favor unanimously**.

- 6.6 Approval of DES's Fifth Grade Field Trip to Boston
Director Gary Getchell **motioned** to approve Dresden Elementary School's 5th grade field trip to Boston. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

- 6.7 Recommendation of Appointment to Ad Hoc Committee Standards Based Student-Centered Education
Vice-Chair Jim Grandahl **motioned** to approve the formation of a Standards Based Student-Centered Education Ad Hoc Committee. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

- 6.8 Approval of the Transfer of Authority for Richmond Scholarship Accounts from Martha Witham to Donald Siviski
Director Jon Lambert **motioned** to approve the transfer of Authority for Richmond's Scholarship Accounts to Superintendent Donald Siviski. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

- 6.9 Executive Session – Negotiations [1 M.R.S.A. § 405 (6)(D)] – Ed. Tech. and Secretary Contract
Moved to 8.4.

- 6.10 Executive Session – [1 M.R.S.A. § 405 (6)(A)] – Evaluation of Principals and Special Ed. Directors
Moved to 8.5.

7.0 COMMITTEE REPORTS

7.1 Policy and Personnel Committee

Committee Chair Cory Munsey reported on the activities of the Committee to the Board.

Policy and Personnel Committee Meeting – 1/13/10

Present: Committee Chair Cory Munsey, Directors Bill Matthews, Dawn Gallagher, Catherine Squires and Board Chair O’Neil LaPlante

Also Present: Donald Siviski, Martha Witham and Kimarie Soule

Policy

The committee reviewed the Facility Policies [KF, KF-E1, KF-E2, KF-R and KFD] and Field Trip Policies [IJOA, IJOA-R, IJOA-E1 and IJOA-E2]. Item 1.5 - "Have written parental notice for student's participation in trips that are within the school day." was added to policy IJOA and the Committee agreed to present these policies as a Second Reading for approval by the full Board.

Policy BDF - Advisory Committees expectations were reviewed for the creation of a Standards Based Ad Hoc Advisory Com for the RSU with representation for the participating communities. Expectations outlined in Section A through J were considered and the Superintendent was directed to draft the mission of the committee to be presented to the Board on February 3rd.

A rough draft of the 2010-2011 School Calendar was distributed that aligns with the CATC Advisory Board recommendations.

The Policy ICA - School Calendar will be presented as a first reading so comment and suggestions can be obtained.

Policy IKA-R was modified on the suggestion from the HDHS Principal and RSU Curriculum Director to address the imbalance that currently exists in weighted grade computation for Honor Roll determination. Specifically standards within a course will be averaged for a single grade instead of each standard being of equal weight in the overall computation of a grade point average.

Personnel

The process for evaluating the Asst. Supt. was discussed and determined to be held with the Board on February 3rd and include the expectations of the RSU administrator and Superintendent evaluation criteria.

The Committee was updated on the application of Policy CDA - Administrative Evaluations. Each administrator completed a self-evaluation and narrative of goals which will be presented to the Board in Executive Session on February 3rd. With the termination of previous district contracts this year all RSU administrators will be offered the same benefits package for the next fiscal year.

Other policy and personnel topics

High School schedules were studied with a discovery of many single digit enrollment courses becoming the focus of shared courses across the RSU utilizing video technology and a reduction of many study halls each period in all three high schools.

A same schedule has been investigated and changes are proposed so that courses begin and end at the same time to accommodate attendance and availability of students regardless of their location.

Operations and management budget allocations will follow the EPS formula with an additional amount for continued renovations and energy use upgrade.

Food Services Director Betty Stevenson is approaching a positive budget balance throughout the RSU. Subsidy for her salary is the only budget item included in the budget. All other expenses are supported from product revenue and state/federal subsidy.

The letter to all employees referencing the need to follow contract language was distributed to the Committee members. Past practices will be honored with all necessary documented evidence received.

The Committee entered Executive Session to discuss Negotiations on a motion from O'Neil LaPlante, seconded by Bill Matthews and voted in favor 4-0 at 8:05 p.m. The Committee was declared out of Executive Session at 8:45 p.m. No action was taken.

The meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

7.2 Buildings & Grounds, Food Service and Transportation Committee
Committee Chair Rich Howard reported on the activities of the Committee to the Board.

Buildings & Grounds, Food Service and Transportation Committee Meeting – 1/20/10
Members Present: Committee Chair Rich Howard, Directors Jim Grandahl, Jon Lambert and Board Chair O'Neil LaPlante
Also Present: Donald Siviski, Vicki Raymond, Gordon Murray, Katie Spear and Betty Stevenson

Buildings and Grounds

Director of Buildings and Grounds Gordon Murray reported that within the first six months of the consolidation the Department has become significantly more responsive and effective and the standard of care increased on many levels. Activities at each building were presented for committee review and analysis.

An Architects and Engineering contract has been processed. Next, principals will become involved in completing the educational components of the application.

Energy use is being monitored and oil futures are studied daily. Maine Power Options state-wide bid will once again be utilized for a fixed price for 2010-2011.

The RSU has received inquiries from municipalities to participate in “plowing/sanding” bids.

A Stevens Campus \$1.00 lease for the Reed Center has been secured through September 30, 2011 from the Bureau of General Services. Discussions continue on a permanent location for Central Office.

Facility Use policies are anxiously awaited to ensure consistency amongst all communities of the RSU.

Board members requested an update on the “pest control” procedure at H. Cottrell Elementary School.

Food Services

Director of Food Services Betty Stevenson reported that the entire RSU Food Services financial picture has recently achieved a positive balance. Since Food Services is an “enterprise” account (no tax payer subsidy) modifications in the menu, the addition of a sandwich bar and new food preparation appliances has nearly doubled student participation.

Needs for next year include a van to transport food from kitchen to satellite sites and additional kitchen equipment.

The DOE School Nutrition Dept. has conducted a review of Richmond and Monmouth Food Services. Both districts did not receive any citations and all financial protocols have been followed. Given the citations received last spring this review is extremely positive and complimentary to the RSU.

Transportation

Director of Transportation Katie Spear reported that given the elevated per pupil cost of transportation in Monmouth a single run, morning pick-up and afternoon drop-off is being investigated to save funds while the three high schools align daily schedules.

Educationally, school “start” time after 8:00 a.m. is supported by extensive positive academic research.

She also reported that there was an issue with the radio on one of the busses, which will be addressed immediately.

Finally, The Superintendent reported that due to many financially stressed municipal budgets plowing and sanding practices have been changed which significantly affects the decision of “snow day” cancellations and early dismissal.

The meeting adjourned at approximately 5:25 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.3 Finance Committee

Committee Chair Jim Grandahl reported on the activities of the Committee to the Board.

Finance Committee Meeting – 1/27/10

Present: Committee Chair Jim Grandahl, Directors Mark Pearson, Board Chair O’Neil LaPlante

Also Present: Donald Siviski, Vicki Raymond, Tom Leonard and Martha Witham

The Superintendent presented the developmental sequence used in constructing a formula based budget. All computations were determined from an analysis of the eleven cost centers and a per student allocation for expenditures.

Each administrator received a lump sum amount and was asked to determine allocations that meet the needs of their student staff and program. Those decisions were then entered into the budget.

Collective Bargaining Agreement costs were then entered and a percent place holder increase for health and dental insurance was included. Debt Service expectations were computed and entered. The Operations and Maintenance budget was also based upon the EPS allocation per student and a repair/renovate adjustment was then added. Transportation costs are being analyzed and a single run pick up/drop off is being investigated.

The Finance Committee then entered into Executive Session on a **motion** from Board Chair O’Neil LaPlante, **seconded** by Committee Chair Jim Grandahl and **voted unanimously 3-0** for the purpose of reviewing personnel matters at 7:00 p.m. Jim Grandahl declared the Committee out of Executive Session at 7:30 p.m. The Committee agreed to propose the following list of position reductions / elimination to the Association and full Board for review and approval. A Board workshop was recommended at the end of the Regular Board meeting on February 3rd.

A summary of current information for each cost center was then presented and the committee was informed that a tentative subsidy report would arrive February 1st. The next meeting of the Finance Committee is scheduled for Wednesday, February 24th.

Essential Programs and Services

Eliminate / Reduce

1. Alternative Education Director
HS Asst. Principal to manage Adm.
2. Special Education Ed. Tech. I’s to II’s
(Re: II’s and III’s do not need 1:1 supervision.)
3. HDMS: Eliminate .5 Music position.
(Have 1.8 music teachers at HS assume MS responsibilities.)
Reduce .2 Asst. Principal of .8
(Ratio requires a reduction, person would teach .4.)

4. HDHS: Eliminate .5 Phys. Ed. at HS
Eliminate .5 Home Economics at HS.
Reduce .2 Asst. Principal and add .2 Alt. Ed. Adm.
Reduce Secretary to 208 work year schedule.
5. DES: Special Ed., Ed. Tech. I's (2) to Ed. Tech. II's (1)
Eliminate .2 Library Aide.
Reduce .5 Nurse to .2 Nurse.
Reduce day Custodian 8 hours to 4 hours.
Eliminate 8 hour kitchen position.
(Combine 4 hour Custodian and 4 hour Kitchen = 1 position.)
6. MBES: Eliminate 1 Teacher
(Population directs ½ 4th and ½ 5th classroom.)
Add .5 Guidance.
7. RMS: Eliminate 1 Teacher
Reduce .5 Library Ed. Tech.
Eliminate .25 Asst. Principal.
8. RHS: Eliminate Teacher or Portion of position (.5 to 1.0)
Reduce/Eliminate .25 Library Ed. Tech., .25 Adm. Asst. Principal, .5 Clerical
9. HCES: No change.
10. MMS: Eliminate 1 Teacher
11. MA: Eliminate 2.5 Teachers
Reduce Clerical .5 and Adm. .5

Program Reduction Consideration

1. Adult Education – HD (Keep – Diploma GED)
2. ES Extra Co-Curricular Activities (All)
3. MS/HS Extra/Co-Curricular Activities (Few)

2011-2012 Considerations – Formal Notice

1. Reorganize Special Ed. Adm. from 2 Directors to 1 Director and 1 Asst. Director
2. Reorganize Athletic Director from 3 Directors to 1 Director and 2 Site Managers

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

8.0 SUPERINTENDENT'S REPORT

- 8.1 Newly Hired, Newly Appointed Personnel
The Superintendent reported on the following new hire.
- Brittany Chadbourne, HDES, Spec. Ed. III

- 8.2 Resignation(s)
The Superintendent reported on the following resignations.
- Kelleen Longfellow, HDES, Title One Ed. Tech. III
- Laura Foulke, Central Office, Spec. Ed./CO Adm. Asst.
- 8.3 February Board Events Calendar
- 8.4 Executive Session – Negotiations [1 M.R.S.A. § 405 (6)(D)] – Ed. Tech. and Secretary Contract

Director Cory Munsey **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(D) for the purpose of ratifying the Hall-Dale and Dresden Ed. Tech. and Secretary Contract.

Attending: Board of Directors and Superintendent of Schools.

Director Jon Lambert **seconded** the motion, **voted in favor unanimously.**

Time in: 6:45 p.m.

Time out: 6:56 p.m.

Action Taken: Director Cory Munsey **motioned** to ratify the Agreement between the Hall-Dale and Dresden Ed. Techs. & Secretaries and the RSU #2 Board of Directors.

Director Jon Lambert **seconded** the motion, **voted in favor unanimously.**

- 8.5 Executive Session – [1 M.R.S.A. § 405 (6)(A)] - Evaluation of Principals and Special Ed. Directors

Director Jon Lambert **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(A) for the purpose of evaluating the Principals and Special Ed. Directors.

Attending: Board of Directors and Superintendent of Schools and Principals and Directors.

Director Rich Howard **seconded** the motion, **voted in favor unanimously.**

Time in: 6:58 p.m.

Time out: 7:42 p.m.

Director Cory Munsey **motioned** to accept the Superintendent's recommendation for salary and benefits for the Administrators' contracts. Vice-Chair Jim Grandahl **seconded** the motion, **voted in favor unanimously.**

9.0 ITEMS FOR FUTURE MEETINGS

March Board Meeting: Communications Policy BE- School Board Meetings

10.0 ADJOURNMENT

Director Jon Lambert **motioned** to adjourn the meeting at 7:45 p.m. Director Bill Matthews **seconded** the motion, **voted in favor unanimously.**

A report on the Board Financial Workshop follows.

At 8:00 p.m. The Board entered into a Financial Workshop to address preliminary budget considerations and the loss of \$1,500,000 in state subsidy. After efficiencies of removing redundant services and the allocation of funds based upon a per student formula the Board must consider how to address the \$1,000,000 reduction in state aid.

The Superintendent recommended position cuts and a 1% tax increase, while acknowledging that the cost of oil and health insurance as well as collective bargaining agreements have yet to be finalized.

The workshop adjourned at 8:45 p.m.

Respectively Submitted,

Donald L. Siviski
Superintendent of Schools