

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

DATE: WEDNESDAY, APRIL 6, 2011
PLACE: MONMOUTH ACADEMY
TIME: 6:00 PM

PRESENT: Chair O'Neil LaPlante, Vice-Chair Jim Grandahl, Directors Dawn Gallagher, Rich Howard, Jon Lambert, Linda Leet, Bill Matthews, Sherry Moody, Cory Munsey, Mark Pearson and Annya Rice

MEMBERS ABSENT: Sarah McNaughton

ALSO PRESENT: Donald Siviski, Debora Marshall, Vicki Raymond, Gordon Murray, Christine Chamberlain, John Armentrout, Deborah Emery, Steve Philbrook, Deb Fisk, Katie Spear, Mary Helen Williams and 24 members of the public

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 MARCH 2, 2011, THE WORKSHOP OF MARCH 10, 2011, AND THE SPECIAL BOARD MEETINGS OF MARCH 16, 2011, MARCH 17, 2011 AND MARCH 23, 2011

Director Jon Lambert **motioned** to approve the minutes of the Regular Meeting of March 2, 2011, the Workshop of March 10, 2011, and the Special Board Meetings of March 16, March 17 and March 23, 2011. Director Rich Howard **seconded** the motion, **voted in favor unanimously**.

3.0 ADJUSTMENT(S) TO AGENDA

Director Rich Howard **motioned** to approve the following adjustments to the agenda.

- Move Item 6.10 to 4.2 and 6.11 to 4.3.
- Add to Item 6.1 – Linda Wheeler and Thomas Leonard
- Add to Item 8.2 – Mary Carleton and Kim Esancy

Director Sherry Moody **seconded** the motion, **voted in favor unanimously**.

4.0 PUBLIC COMMENT

4.1 Public Comment on Agenda Items

Six members of the public spoke to the agenda for 30 minutes.

4.2 Monmouth Middle School Field Trip to Boston

Following a presentation by parent Michelle Neal, Director Rich Howard **motioned** to approve the Monmouth Middle School field trip to Boston. Vice-Chair Jim Grandahl **seconded** the motion, **voted in favor unanimously**.

4.3 Hall-Dale HS Senior Class Project Graduation trip to Six Flags

Director Jon Lambert **motioned** to approve the Hall-Dale HS Senior Class Project Graduation trip to Six Flags in Massachusetts. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.

5.0 OLD BUSINESS

5.1 Second Reading and Approval of Job Description

Director Linda Leet **motioned** to approve Second Reading of the Policy and Personnel Committee's recommendation for the First Aid Responder job description. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

5.2 Second Reading and Approval of Policies

Director Linda Leet **motioned** to approve, as amended, the Second Reading of the Policy and Personnel Committee's recommendation of the following policies.

- BCA – Board Member Code of Ethics
- KHB – Advertising in the Schools
- KHC – Distribution of Non-School Materials
- DJH – Purchasing and Contracting
- JIH – Questioning and Searches
- JIH-R – Questioning and Searches of Students Administrative Procedure
- JIH-E – Student Search Checklist
- KLG – Relations with Law Enforcement Authorities
- IJND – Kennebec Intra-District Schools Website
- IJNDB – Student Computer and Internet Use
- JFCK-R – Rules for Student Use of Cellular Telephones and Other Personal Electronic Devices
- GCSA – Employee Computer and Internet Use
- GCSA-R – Employee Computer and Internet Use Rules

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

6.0 NEW BUSINESS

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

Director Rich Howard **motioned** to accept, with regret, the retirements of the following professional staff as well as the resignation of one administrator.

- Kay Hockenberry, HCES, 1-2 Teacher (Retirement)
- Linda Wheeler, RHS, Computer Teacher and Technology Integrator (Retirement)
- Thomas Leonard, HDES, Principal (Resignation)

Director Linda Leet **seconded** the motion, **voted in favor unanimously**.

6.2 Approval of Nominated Personnel None

6.3 First Reading of Job Description

Director Linda Leet **motioned** to approve the First Reading of the Policy and Personnel Committee's recommendation for the Van Driver job description. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

6.4 First Reading of Policies

Director Cory Munsey **motioned** to approve the First Reading of the Policy and Personnel Committee's recommendation for the following policies.

- IJNDB-R – Student Computer and Internet Rules
- IJND-R – Web Site Rules and Guidelines

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

6.5 Recommendation for HS Athletic Directors

Director Jon Lambert **motioned** to approve the Policy and Personnel Committee's recommendation to establish a position of RSU Athletic Director in Charge of Purchasing for next year. Director Rich Howard **seconded** the motion, **voted in favor unanimously**.

6.6 Bid Award RHS/MS

Director Jon Lambert **motioned** to award the bid the RSH/MS heating and ventilation renovation project to ABJ, Inc. at a bid of \$826,000 (Base bid), \$77,547 (Alt. 1) and \$14,000 (Alt. 2) for a total of \$917,547. Director Rich Howard **seconded** the motion, **voted in favor unanimously**.

6.7 Budget Hearing Dates: May 23, 24, 25, 26, 2011

Vice-Chair Jim Grandahl **motioned** to set the Budget Hearing Dates for May 23rd in Dresden, May 24th at Hall-Dale, May 25th in Richmond and May 26th in Monmouth. Director Linda Leet **seconded** the motion, **voted in favor unanimously**.

6.8 Budget Meeting Dates, Place: May 31, 2011 at Richmond HS

Director Linda Leet **motioned** to set May 31st for the RSU Budget Meeting at Richmond HS. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

6.9 Budget Referendum Date: June 7, 2011

Director Linda Leet **motioned** to set June 7th as the Budget Referendum date. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

6.10 Monmouth MS Field Trip to Boston

Moved to 4.2.

6.11 Hall-Dale HS Project Graduation Field Trip to 6 Flags

Moved to Item 4.3.

6.12 Guidance Curriculum

Director Jon Lambert **motioned** to approve the Curriculum Committee's recommendation for the RSU Guidance Curriculum. Director Rich Howard **seconded** the motion, **voted in favor 10-1 (Mark Pearson abstained)**.

6.13 Budget Position Reduction

Vice-Chair Jim Grandahl **motioned** to approve the following position reductions in FY'12.

- 1 Teacher at HDHS (Retirement)
- 1 Teacher at HCES (Retirement)
- 1 Ed Tech at HD Alternative Ed. (Retirement)
- .25 Secretary at Monmouth MS

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

6.14 Recommendation of Increase in Meal Rates at MS and HS Levels

Director Jon Lambert **motioned** to approve the Buildings & Grounds, Food Service and Transportation Committee's recommendation to increase the meal rate by \$.10 at the middle school and high school levels in FY'12. Director Rich Howard **seconded** the motion, **voted in favor unanimously.**

6.15 Declaration of Surplus Vehicles: 2 buses (1 in Richmond and 1 in Monmouth)

Director Rich Howard **motioned** to accept the Buildings and Grounds, Food Service and Transportation Committee's recommendation to declare 2 buses surplus due to failed inspections. Director Linda Leet **seconded** the motion, **voted in favor unanimously.**

6.16 Transportation Committee Report

March 31, 2011 6:00 a.m. at Hall-Dale High School

Members Present: Director Rich Howard, Board Chair O'Neil LaPlante, Vicki Raymond, April Pinkham and Keith Morang

Also Present: Board Vice-Chair Jim Grandahl, Directors Cory Munsey, Annya Rice and Sherry Moody, Deb Marshall, Katie Spear, Donald Siviski and about 50 members of the public

Rich Howard opened the meeting at 6:00 p.m. with a welcome to all attending and an outline of the purpose of the committee, their task and the evening's agenda. O'Neil LaPlante then outlined the budget challenge the RSU was facing as a \$900,000 gap and entertained questions concerning how the Board would be addressing these financial issues. Vicki Raymond presented a Power Point and offered an explanation in regards to how the figures were computed. A comparison was presented between an estimate offered by a current vendor, \$3.02/mile, and the current RSU cost, \$3.90/mile, which would generate a savings of \$122,000 per year.

A question and answer period then followed.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.0 COMMITTEE REPORTS

- 7.1 Buildings and Grounds, Food Service and Transportation Committee
March 9, 2011 10:00 a.m. at the RSU Central Office
Members Present: Directors Jon Lambert, Sarah McNaughton
Members Absent: Committee Chair Rich Howard
Also Present: Supt. Donald Siviski, Gordon Murray, Betty Stevenson, Katie Spear and Vicki Raymond

Gordon Murray provided the committee with an update on the district's projects, repairs and preparation for renovation at Richmond HS/MS. He also provided information on the surplus equipment at Monmouth Academy. Herb Whittier visited the area and inspected the equipment stating it would probably be moved this spring once storage space has been located.

The bus loop at Monmouth Middle School necessitates a permit which is currently being processed. State Fire Marshall Tom Fuller was contacted and informed Gordon that their participation is not required.

The Richmond HS/MS renovation project will involve contractor "walk throughs" 3/9/11 with a bid opening scheduled for 3/29/11 and Board vote on April 6th. (The new school priority of needs list was released on 3/9/11 at 2:30 p.m. Monmouth's two applications were rated #9 and #56 from a total of 71.)

Betty Stevenson reported that State Subsidy for School Breakfast programs has been restored for the rest of the year. Federal food subsidy regulations will require an increased local share in order to qualify for current allocations. The committee recommends an increase in the middle and high school meals from \$2.00 to \$2.10 for the next school year. Elementary meal rates will remain the same at \$1.75.

Vicki Raymond reported that the Board had activated a collective bargaining clause to form a transportation study committee. The committee met once and has other meetings planned both public and an additional for employees involved.

Don Siviski reported that changes in personnel at the Bureau of General Services have seemingly slowed the process of the Steven's Campus sale. Legislation may be required to ensure that the RSU #2 Central Office continues to be protected beyond 8/31/11.

Gordon updated the committee on the development of the H. Cottrell Elementary School playground. All design plans and construction process will need to be reviewed by the Committee and approved by the Board.

Katie Spear informed the Committee that a Richmond Bus (2001 Freightliner) with 130,000 miles has failed inspection and has been taken off the road because of structural concerns. A Monmouth bus (1997 GMS) with 239,000 miles has also failed inspection and has been removed from service. The committee will ask the Board to declare them surplus and advertise for their sale.

The meeting adjourned at 10:50 a.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.2 Curriculum Sub Committee – 3/14/11
March 14, 2011 5:30 p.m. at Dresden Elementary School
Present: Board Chair O’Neil LaPlante, Directors Sherry Moody and Jon Lambert,
Curriculum Coordinator Christine Chamberlain and Superintendent
Donald Siviski
Absent: Directors Rich Howard and Annya Rice

The Comprehensive Guidance Plan presented to the committee last month was reviewed.
Each of four sections:

- Guidance Curriculum
- Responsive Services
- Individual Student Planning
- System Support

were reviewed for the percentage of time recommended by the counselors at each developmental level.

The Curriculum will be presented to the full Board for approval.

Director of Curriculum Chris Chamberlain reviewed the New England Comprehensive Assessment and Instruction Program scores that each grade 3-8 school received in Math and Reading. Trend analysis data was also analyzed as some groups of students matriculate from one grade to the next. It became painfully apparent that an absence of sequenced curriculum is preventing groups and individual students from achieving to their full potential.

Chris outlined steps that are being taken to intervene with more instructional attention and allotted time for Math and Reading. She also stated that the high schools are included in our focus upon achievement and have begun to review schedules to provide intervention time during the day in addition to Saturday and school vacation week.

The Administrative Team has created and is following a Strategic Plan to address student achievement throughout the RSU. A detailed plan was presented to the committee and will be presented to the full Board as a response to the plan of action the RSU will follow over the next few months.

The meeting adjourned at 6:45 p.m.

Respectfully Submitted,
Donald L. Siviski
Superintendent of Schools

7.3 Policy and Personnel Committee – 3/22/11
March 22, 2011 5:30 p.m. at the Dresden Elementary School
Present: Committee Chair Cory Munsey, Director Sherry Moody, Board Chair
O’Neil LaPlante
Absent: Directors Dawn Gallagher and Linda Leet
Also Present: Donald Siviski and John Armentrout

Committee Chair Cory Munsey opened the meeting with a review of the packet of information prepared by the Superintendent.

The committee reviewed and recommended Policies IJNDB-R, JFCK-R, GCSA, GCSA-R and IJND-R be presented to the Board as a 1st Reading. I.T. Director John Armentrout shared the challenges of writing policy to stay abreast of the developments of technology.

The committee reviewed and recommended the job description of “Van Driver” be presented to Board as a 1st Reading.

The committee reviewed and edited policies BCA, KHB, KHC, DJH, JIH, JIH-R, JIH-E, KLG, IJND and IJNDB for 2nd Reading and Board Approval.

The committee reviewed and recommended the job description for “First Responder” to the Board as a 2nd Reading and approval.

The committee reviewed the reductions proposed in the Extra and Co-Curricular account line as an equal allocation of funds per student at each level (MS and HS). The committee also recommended that each High School have an athletic director and that one become the RSU oversight for bulk purchase of supplies, uniforms, equipments, etc.

The committee also recommended that a Director of Guidance be enacted to bring the Program of Studies and Graduation requirements at our three High Schools closer to a more rigorous and equal RSU expectation. The position would also be responsible for coordinating all guidance services throughout our schools.

The committee reviewed the Program of Studies at each High School in the RSU and accepted HDHS and RHS. The Monmouth Academy Program of Studies was returned for editing and adjustments to reflect a more student centered philosophy and practice. Chair Cory Munsey will send a letter of explanation to the Principal and Guidance Counselor.

The meeting adjourned at 7:50 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 newly hired and newly appointed personnel.

- Melissa Weston, DES, Food Service Worker
- Jeremy Kalloch, Richmond Van Driver
- Scott Kemp, Monmouth Bus Driver
- Steve Acedo, HDHS, Varsity Baseball Coach
- Kristen Davis, HDHS, Varsity Track (change to 50%)
- Jarod Richmond, HDHS, Varsity Track (50%)
- Kristen Davis, HDHS, JV Track (50%)
- Jarod Richmond, HDHS, JV Track (50%)
- Tyler Cummings, HDHS, JV Baseball (change to 50%)
- Tim Holbrook, HDHS, JV Baseball (50%)
- Troy Gray, HDMS, 8th Grade Softball (change from 7th grade)
- Tyler Cummings, HDMS, 7th Grade Baseball (change to 50%)

- Tim Holbrook, HDMS, 7th Grade Baseball (50%)
- Lisa Sears, MA, Softball Coach
- Tyler Tracy, MMS, Baseball Coach
- Scott Wing, MMS, Softball Coach
- Amy Dennis, Mentor (50%) for Jennifer Kam
- Corri Ferguson, MMS, Yearbook
- Melissa Goding, MMS, Yearbook

8.2 Resignation(s)

The Superintendent reported on the following resignations and retirements.

- Mary Bowker, DES, Food Service Worker
- Kim Esancy, RSU Van Driver
- James Pearson, HDHS, Alternative Program Ed. Tech. (Retirement)
- Mary Carleton, MMS, Custodian (Retirement)
- Erin Brown, HDHS, Special Ed. Tech.
- Karen Ouellette, HDES, Title One Ed. Tech.
- Cindy Turcotte, Mentor for Jennifer Kam
- Jean Menice, MMS, Yearbook
- Cindy Ferguson, MMS, Yearbook

8.3 Budget Workshop Date: April 25, 2011

8.4 List of Needs Points Process – DOE Construction

8.5 April Board Events Calendar

8.6 Budget Report Cost Centers

9.0 ITEMS FOR FUTURE MEETINGS

- Guidance Director for RSU

10.0 ADJOURNMENT

Director Jon Lambert **motioned** to adjourn the meeting at 8:12 p.m. Director Cory Munsey **seconded** the motion, **voted in favor unanimously**.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

DLS/src