

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

DATE: THURSDAY, JANUARY 5, 2012
PLACE: MONMOUTH MIDDLE SCHOOL
TIME: 5:00 PM – Board Retreat
6:00 PM – REGULAR BOARD MEETING

PRESENT: Chair Dawn Gallagher, Vice-Chair Jim Grandahl, Directors Jonathan Edwards, Jeff Gosselin, Jon Lambert, Carrie Long, Bill Matthews, Annya Rice, Michael Terrell, Robin Thayer and Shawna Wells

MEMBERS ABSENT: Director Linda Leet

ALSO PRESENT: Superintendent Virgel Hammonds, Richard Amero, Steve Philbrook, Deborah Emery, Deb Fisk, Christine Chamberlain, Deb Marshall, Gordon Murray, Vicki Raymond, John Armentrout

GUEST(S): Peter Felmly (DWM Law), John Henry (UMA Vice President), Joanne Joy (Healthy Maine Partnerships), Jamye Martin, Scott Bacon (E-ducate), Christine Arsenault, Greg Henderson, Janet Gallati and students Kelsie Obi and Kristen Brezler

1.0 CALL TO ORDER/QUORUM PRESENT

The Board Chair 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 DECEMBER 1, 2011

Director Shawna Wells **motioned** to approve the minutes from the Regular Board meeting of December 1, 2011. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

3.0 ADJUSTMENT(S) TO AGENDA

A **motion** was made by Director Bill Matthews to move Item 6.7 to 4.3. The motion was **seconded** by Director Robin Thayer, **voted in favor unanimously**.

4.0 PUBLIC COMMENT

4.1 Public Comment on Agenda Items

Mrs. Boyer of Hall-Dale spoke about her concerns of bus pick-up for her children. She presented pictures for the Board.

Chair Gallagher recommended bringing this concern to the Buildings & Grounds, Food Service and Transportation Committee to discuss the State and RSU policies concerning bus pick-ups.

4.2 Monmouth Principals Update on Team Initiatives

H. Cottrell ES Principal Deborah Emery presented this report:

We are proud to announce that we have reached 97% attendance at parent conferences. Our goal of 100% will hopefully be achieved in the next week.

Since the holiday vacation we have had 7 new students register at HLC. Our student enrollment is at 215, the highest in the past eight years.

The HLC parents will be invited to a training session on Educate on January 18th at Monmouth Middle School from 6-8 pm. At this time, families will receive passwords and login information so that they can begin to use the Educate programs to support students learning.

Last summer, teachers read the book, *Leader in Me* by Steven Covey. As a staff we decided to implement the program for our students. We are seeing amazing results from reduced behavioral referrals to greater learner responsibility even from our smallest children. The tenets of Covey's work are:

Be Proactive. Stop and think, what is the right thing to do? Begin with the end in mind. Focus on the goal. Put first things first. Do the right thing. Think win-win. Try to make things work for everyone. Seek first to understand. Listen with ears, eyes and heart. Synergize. Work with others. Sharpen the saw. Take time for good health and exercise.

Monmouth MS Principal Steve Philbrook presented this report.

Parent Educate training for grades 7-12 will be taking place on Wednesday evening, January 11th, 6:30 PM at Monmouth Academy. Parents will be given login and passwords so that they can access their son/daughter's account and check on their progress any time. Superintendent Virgel Hammonds, John Armentrout, Monmouth Administrators, Technology staff, students and a number of teachers will be on hand to lead the parents through this process. This process will be repeated again next Wednesday evening, January 18th at the Monmouth Middle School for parents of students in grades K-6.

Monmouth Middle School students once again participated in the Cottrell-Taylor food drive. This year the 8th grade class took charge of this event. It started with a kick off assembly where three members of the committee came to speak on what this fund raising activity does for the community. A theme was suggested for the food drive (Stuff the Bus) and a bus was parked in the front yard to fill. Classrooms competed against each other to see who could bring in the most non perishable items. This year over 3000 items and \$200.00 in cash were collected from students and community members. More than 60 families had food and gifts provided for the holidays. Thanks to the 8th students, Mrs. Fortin and Mrs. Olmstead coordinating this event.

MMS is a place where we are RESPONSIBLE, RESPECTFUL, FUN, FAIR, and we use HONESTY, HUMOR, TEAMWORK, and TREAT others the way we want to be treated.

Monmouth Academy Principal Rick Amero presented this report.

1. M.A. recently produced its first ever standards-based honor roll for trimester one. Forty-six learners were distinguished as Cum Laude, twenty-four as Magna Cum Laude, and thirteen learners Summa Cum Laude.
2. On Wednesday, January 11, at 6 p.m., we will offer Educate training for parents. At this training, information will be provided on how to log-in to Educate, how to navigate Educate, and how to determine how your child is performing academically.

3. Fourteen of our learners have been meeting with Mr. Kent Ackley, a 1985 graduate of Monmouth Academy and 1989 Brown graduate, in regards to 1BSI (also known as One Big Sustainable Island). Kent purchased a fourteen-acre island located on Annabessacook Lake in Monmouth. Kent plans to utilize the island as an educational resource for young people and adults. M.A. learners will have opportunities to assist in the development of 1BSI by creating promotional materials (including videos), researching the history of the island, completing an ecological inventory of the island, researching and creating renewable energy sources, researching and designing buildings ranging from outhouses to “tree houses” to a main lodge, and researching applicable laws and regulations.
4. Many of our students, over 70%, are busy participating in a variety of co- and extra-curricular activities. The winter sports season is in full-swing. The math team, advised by Ms. Small, continues to practice and compete in its monthly meets, the one-act play crew, advised by Mr. Price, is preparing for its March regional competition, and the academic decathlon team, coached by Mr. and Mrs. Foyt, is busy studying for its regional competition to be held on January 19 and the state championship on March 3.
5. The National Honor Society, advised by Mr. Wing, hung three beautiful holiday wreaths that adorn the front of the Academy. NHS members also assisted the Cottrell-Taylor group by assisting with the packing of sixty-five Christmas baskets.
6. The Student Council, advised by Mrs. Hunt, organized its annual "Scoop Day", which was held on the last day of school before winter vacation. Teachers volunteered to lead activities such as creating fabric boxes, holiday decorations, guitar lessons, board games, baking, skating, gym games, and bowling. It was a wonderful opportunity for teachers and students to connect outside the normal classroom.
7. Mr. Weeks has re-chartered our Future Business Leaders of America (FBLA) chapter. FBLA members recently organized and opened a school store that offers a variety of drinks and snacks to many students who stay after school for academic work and/or practices and games.

4.3 Richmond Grade 8 Class Trip to Camp Kieve

Following a presentation by Janet Gallati and students Kelsie Obi and Kristen Brezler, Director Bill Matthews **motioned** to approve Richmond MS’s Grade 8 class trip to Camp Kieve. Director Robin Thayer **seconded** the motion, **voted in favor unanimously**.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

- 6.1 Approval of Resignation(s) / Retirement(s)
 - Nancy Stetson, HDHS, Phys. Ed./Health (Retirement)
 Director Jon Lambert **motioned** to approve the retirement of Nancy Stetson, HDHS Phys. Ed. and Health teacher. Director Shawna Wells **seconded** the motion, **voted in favor unanimously**.

- 6.2 Approval of Nominated Personnel
- Robert Sinclair, HDHS, 50% Science Teacher
Director Jeff Gosselin **motioned** to approve the Superintendent's recommendation to hire Robert Sinclair as 50% Science teacher at HDHS. Director Jon Lambert **seconded** the motion, **voted in favor unanimously**.

6.3 Presentation of UMA Partnership with High Schools

UMA Vice President John Henry gave a presentation to the Board on the UMA partnership with high schools.

John Henry spoke about early college initiatives in Maine. He also spoke about our new partnership with the RSU and UMA. RSU 2 teachers will be vetted by UMA and teach UMaine courses. UMA is waiving all the tuition with the exception of \$50. Learners are allowed to receive UMA credit and the transcript score is issued upon passing the course and payment of the \$50 tuition.

Vice-Chair Jim Grandahl would like to have an open dialogue about what education offerings we are providing to our children. He wants to discuss what is working in other models and how others are being successful, or not, and how the RSU can establish programs that support all learners throughout RSU towns.

6.4 Presentation of Healthy Maine Partnership and Healthy Communities Update

Joanne Joy of Healthy Maine Partnerships and Janye Martin, RSU Health Coordinator, gave an update of the implementation of health programs throughout RSU 2 learning communities. Ms. Joy and Ms. Martin also presented State funding initiatives and cuts.

Director Jim Grandahl: How do we measure whether we are seeing progress with the implementation of a school health coordinator? What are the check points that allow us to understand what the program is doing in our schools?

Ms. Joy: Can provide data from schools that have implemented daily physical activity over a longer time frame. The RSU 2 school leadership council will conduct a school health index to assess progress. Ms. Martin will use a State reporting system to also assess progress.

Ms. Martin: Staffs at Richmond HS/MS and Monmouth MS have conducted a survey to address particular health needs among the adults.

6.5 Presentation of E-ducate Overview

Scott Bacon, E-ducate creator, described what parents can see in respect to how their child(ren) are progressing on the learning targets and on the measurement topics.

6.6 Monmouth Academy Out-of-Country Trip to Amsterdam, Paris and London

Following a presentation by Christine Arsenault, Director Jon Lambert **motioned** to approve Monmouth Academy's trip to Amsterdam, Paris and London. Director Jeff Gosselin **seconded** the motion, **voted in favor unanimously**.

- 6.7 Richmond Grade 8 Class Trip to Camp Kieve
Moved to 4.3.
- 6.8 Executive Session [1 M.R.S.A. § 405 (6)(A)] Personnel Issue
Moved to 8.4

7.0 COMMITTEE REPORTS

- 7.1 Buildings & Grounds, Food Service and Transportation Committee
Richmond Middle School December 8, 2011 5:00 PM
Board Members Present: Committee Chair Jon Lambert, Director Jeff Gosselin
RSU Staff Present: Superintendent Virgel Hammonds, Business Mgr. Vicki
Raymond, Directors Gordon Murray, Betty Stevenson
 - 1.0 Food Service (Director Betty Stevenson's report is attached.)
 - 1.1 HUSSC (Healthier US Schools Challenge) Update
Director Stevenson is working with RSU Health Coordinator Jayme Martin to meet the Healthier US Schools Challenge. In addition to providing our children healthier options, it will allow Ms. Stevenson to purchase \$500 in new kitchen equipment at each site.
 - 1.2 Verification – Results of 2011-12
 - 1.3 Dresden Equipment – New equipment needed for full kitchen use. A new convection oven is necessary at Dresden Elementary. Convection ovens range from \$7000 - \$10,000.
 - 2.0 Transportation (Director Katie Spear's report is attached.)
 - 2.1 MOBY Week – Comparison of past years transportation to fall 2011
 - 2.2 Update on Training Process – Results of recent training
 - 2.3 Regular Route / Mock Evacuations
Children in every community participated in bus emergency response procedures. The children performed well on these federal requirements.
 - 2.4 State Bus Inspections
All bus inspections in Richmond and Monmouth passed.
 - 3.0 Buildings & Grounds (Director Gordon Murray's report is attached.)
 - 3.1 Richmond Renovation Progress and Problems – Update on Richmond air quality job
 - 3.2 Recycling – Current practices
 - 3.3 MSMA Review and B&G Safety Committee – Recent inspections
 - 3.4 Monmouth Middle School Gym Floor
Superintendent Hammonds will speak with Monmouth Town Manager Curt Lunt to consider a partnership on Monmouth Middle School facility repairs. Superintendent Hammonds will also explore any grants related to gym floors and health initiatives.
 - 3.5 Flu and Cold Season – Steps Taken From O&M Perspective
 - 3.6 Potential for Natural Gas in RSU #2 – Looking toward future energy trends.

Food Service- December

HUSSC

Jamye has been gathering information on physical and nutritional education requirements needed. All Elementary schools meet the physical ed. Requirements. Marcia Buker & HLC meet the nutritional requirements. We're still gathering information on Dresden and HDES. We hope to submit our application this Spring. If we qualify for the Bronze award we will receive \$500.00 for each school.

Verification

Each year we are required to verify income on 3 percent of eligible applications. We use error-prone applications to choose from. These are applications that are within \$100.00 of the income guidelines. This year we were required to verify seven. The results were two households didn't respond-5 students changed to full pay, one household was reduced and 1 student was changed to full pay, Three households were free and their status was changed to reduced-6 students and one household remained at the reduced status. Families can reapply at any time but will still need to provide proof of income in order to qualify.

State Inspections

Dresden

A new convection oven and stove top or combi-oven is needed for Dresden. Their kitchen has antiquated equipment and in need of some paint and cosmetic work. Gordon and I have talked about painting and putting in some mop boards hopefully over the Christmas break to improve it's appearance.

Hall-Dale HS is also in need of some tile repair and door frames are rusting in both the cafeteria and kitchens. These items were noted by the state inspectors on their yearly visit.

Transportation Report

Dec. 6, 2011

The spread sheet you have is a comparison of the last three years of big week. Through collaboration and cooperation between the Principals, Athletic Director, Guidance Counselor and my self we have reduced the number of trips and hours for those trips that went out Big Week. It has become much more manageable and cost effective. Students have still been able to attend their respective class trips for the week. Being short a regular route driver this year made it a real challenge. Mr. Amero and Mr. Turner having home games that week helped to manage hours and was a huge help.

The spread sheet doesn't include any hours for regular routes or the vocational run.

We have done our first round of mandated evacuations from all regular route buses in Richmond and Monmouth. In Monmouth we conducted them with all seven buses at once after we arrived at the Academy. The drivers in Richmond have conducted them individually. These are done with the pre-school runs as well. The students are taught how to safely evacuate a school bus using emergency doors, windows, and hatches. The drivers explain how to shut off the bus, set the brake, and use the radios. Older students are assigned jobs such as helping with all students exiting the back door, managing the smaller students as they practice moving away from the bus and waiting for help. The students are helpful and eager to learn.

We have been inspected in Richmond and in Monmouth by the state inspectors. All of the inspectors were pleased with the condition of the buses and found no out of service defects. Any issues that they found have had parts ordered and are near completion or completed. I expect those to be finished by the end of the week. Rick Ballard was present both days of inspections and got a head start on repairs before the inspectors left the properties. They are appreciative that Rick is here and can fix most of the issues before the inspectors leave.

I am pleased to report that Karl MacCabe the gentleman that has been training the last month went for his road test Monday Dec.5th and is now a licensed school bus driver. He will start to train on the run and take over Route 74 on Monday the 12th of December.

Buildings and Grounds Report 12.8.2011

Richmond Renovation:

This project has gone fairly well considering the scope and time frame for completion. The end of the project consist of a few punch list items which they are addressing and some damper issues that have required much of my time. There seems to be specification issues and a disagreement with the contractor regarding ownership and installation of these dampers. I will see how this goes and consult our attorney if needed. We are currently holding all retainage and about \$18,000.00 for unfinished work. We will see what happens in the next 2 weeks.

Recycling:

Dresden is the last of our schools to start a paper recycling program. All of our facilities have programs that work quite well. The criteria that we adhere to is that it is performed without any additional cost to the schools, it involves volunteer staff leadership and it is part of student learning. Our schools recycle paper, cardboard and some have started on tin but this is done with caution as it is more labor intensive. We are also mandated by law to have a universal waste program in place. I am the designated person for this and keep all records at the Central Office. This disposal of old computers, monitors, keyboards and batteries does come with a cost to the RSU. We have annual disposal dates to keep us in compliance and the program is occasionally reviewed by outside authorities. RSU #2 is working to reduce the waste stream, minimize disposal fees, comply with State and Federal guidelines and do our part in green procedures.

MSMA Review:

We were recently reviewed by our insurance company and the purpose of this visit was to look at our risk management plans, safety plans, inspection records etc. Most of the B&G committee are new but one of the functions of this committee is to act as a "Safety Committee". All safety concerns brought up at this meeting should be reflected ion the minutes and an periodic walk through of buildings should be put on future agendas. Many of our safety issues are dealt with on a daily basis by local staff. This committee should understand and look at the big picture safety issues. I will include this in a future report.

Monmouth Middle School gym floor:

Initial investigation on a remedy proved to be quite expensive. To remove the old floor and install a new subfloor and a Greenlay surface, the total would be approximately \$65,000.00. There may be options to decrease this some but the O&M budget would certainly not support these kinds of funds when we are looking at a deficit due to oil prices and cuts over the last few years.

Flu and cold season:

Over the past few years the RSU has increased our efforts to decrease the spread of germs that cause colds, the flu, MRSA and the like. There is hand sanitizer dispensers throughout our facilities. We have increased the use of touch free devices like paper towel dispensers in most of our locations and have

started retrofitting some of the bathroom fixtures in all of our facilities. The custodial staff performs contact point disinfection twice a day during the winter months. Door handles, push bars, stair railings are all areas that are targeted for increased disinfection.

Potential for natural gas use in for RSU #2 Schools:

We have all read the papers regarding the pipeline for natural gas and the possibility of serving some of our school buildings in the future. Natural gas is less expensive and would cut maintenance cost in our heating plants. Much of this will be contingent on town votes and TIF approvals. There could be significant savings for the RSU as some of our large fuel users would be in affected proposed areas. Most of the current boilers would have to be replaced as they are too old and inefficient for any type of conversion.

7.2 Curriculum Committee

Richmond Middle School December 8, 2011 6:00 PM

Board Members Present: Director Shawna Wells

RSU Staff Present: Superintendent Virgel Hammonds, Directors Chris Chamberlain and John Armentrout

Community Members Present: Lori Umberhind (Richmond)

- I. Update on recent Measurement Topic completions - Members of the committee and public will be provided an update of any recently completed and/or changed Measurement Topics.

Chris Chamberlain, RSU 2 Curriculum Director, discussed how each Measurement Topic was created. Ms. Chamberlain explained the curricular partnership between the RSU and the other districts within the Maine Cohort for Customized Learning.

- II. Overview of MT score tracker software, Educate - A parent and learner view of Educate will be provided to the committee. Members of the committee and public will be able to see the Measurement Topics are assigned to a grade or course and how learner evidence is tied to the Measurement Topics.

Ms. Chamberlain and John Armentrout, RSU 2 Technology Director, provided an overview of the Educate software. Individual “snap shots” of children were shown, with the permission of parents present at the meeting, to educate committee members and the public on the tools within the score tracking software. Parents present were able to see how they can support their children in providing measurement topic evidence. Committee members and parents were also able to see how their children were progressing on the measurement topics and what assessments / tasks have been given to them up to this point in the year.

Respectfully Submitted,
Virgel A. Hammonds
Superintendent of Schools

7.3 Communications Committee
Richmond Middle School December 15, 2011 6:00 PM

Board Members Present: Committee Chair Robin Thayer, Directors Carrie Long
and Jonathan Edwards

RSU Staff Present: Superintendent Virgel Hammonds, Director John Armentrout
and Betsey Noble

- I. Elect a chair
 - a. Board Directors will select a chair to facilitate the meetings and establish a RSU 2 communication plan.
 1. Jonathan Edwards nominated Robin Thayer, seconded by Carrie Long. Vote was unanimous.
- II. Communications discussion
 - a. What has been done in the past?
 1. John Armentrout navigated the website and its communication tools including email blasts and calendars.
 - b. Where can we improve?
 1. Speak with principals about sharing information about website and communication tools including Infinite Campus tools as well.
 2. Include board members in email blasts sent by each school.
 3. Send school and RSU newsletters via email to encourage parents to log into electronic communication tools.
 - c. What ideas have the public shared with school board directors, teachers, administrators and the central office?
 1. The "Learner-Centered News" section of the website has been of great help; however, the community and board would like to see how learners can earn level 3 and 4 scores in a particular course or grade level. The Educate software will help, but it would be beneficial to see examples on the RSU's website as well.
- III. Establish communication goals
 - a. Board will consider communication goals for the RSU and its communities.

Respectfully Submitted,
Virgel A. Hammonds
Superintendent of Schools

7.4 Finance Committee
Monmouth Middle School
January 4, 2012 6:30 PM

Board Members Present: Committee Chair Jim Grandahl, Directors Jon Lambert,
Jeff Gosselin and Mike Terrill

RSU Staff Present: Superintendent Virgel Hammonds and Business Mgr. Vicki
Raymond

I. Update on Budget YTD

Vicki Raymond, Finance / HR Director, discussed the high need for FMLA leave this year. Currently, \$110,000 of the budgeted \$112,000 has been exhausted.

II. Budget Planning cycle: 2012-2013

Superintendent Hammonds is working with principals to establish budgets and employee needs. In the next two weeks, Mr. Hammonds and the principals will have finalized cost center budgets.

III. Balance Forward Summary document draft

Jim Grandahl, Committee Chair, provided an explanation of balance forward and the inception of balance forward within the RSU.

IV. Assessment of MMS – Cost/Priorities

Vicki Raymond will work with Gordon Murray, Facilities / Maintenance Director, to establish a list of costs related to the necessary health and gym repairs at Monmouth Middle School.

V. Updates – Major Financial Impact Items

- a. Update on Richmond Forbearance Agreement
- b. Update on Association discussion/impact on 2012-2013 budget
- c. Update on transportation evaluation

Respectfully Submitted,
Virgel A. Hammonds
Superintendent of Schools

8.0 SUPERINTENDENT'S REPORT

8.1 Newly Hired, Newly Appointed Personnel

- Karl MacCabe, Monmouth, Bus Driver
- Barbara Robertson, MA, Food Service Worker
- Joy Trott, MBES, Food Service Worker
- Jessica Anderson, RMS/HS, 50% First Responder
- Kerry Gardner, MBES, 50% First Responder
- Shari Smith, MMS, Spec. Ed. Tech. III

8.2 Resignation(s)

- Andrew Munzing, MBES, Special Ed. Tech. I

8.3 January Board Events Calendar

- 8.4 Executive Session [1 M.R.S.A. § 405 (6)(A)] Personnel Issue
Vice-Chair Jim Grandahl **motioned** to enter into Executive Session to discuss a personnel issue. Director Jeff Gosselin **seconded** the motion, **voted in favor unanimously**.
Present: Board, Superintendent of Schools and Peter Felmly (DWM Law)
Time in: 7:43 PM
Time out: 8:46 PM
Action Taken: None

9.0 ITEMS FOR FUTURE MEETINGS

10.0 ADJOURNMENT

Director Jon Lambert **motioned** to adjourn the meeting at 8:50 p.m. Vice-Chair Jim Grandahl **seconded** the motion, **voted in favor unanimously**.

Respectfully Submitted,

Virgel A. Hammonds
Superintendent of Schools

VAH/src