

RSU No. 5 Board of Directors Meeting
Wednesday, February 29, 2012 – 6:30 p.m.
Freeport High School Library
Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the March 28, 2012 meeting).

CALLED TO ORDER:

Vice -Chairperson Dube called the meeting to order at 6:34 p.m.

MEMBERS PRESENT: Jane Blais, Kathryn Brown, Eric Dube, Brenda Kielty (arrived at 6:50 p.m.), John Morang, Karin VanNostrand, Peter Murray, Beth Parker, John Ricker

MEMBERS ABSENT: Candace Decsipkes, Nelson Larkins

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

- A. VOTED: (1)** To approve the Minutes of January 25, 2012 and February 8, 2012.
(Blais – Morang) (8 – 0)

5. ADJUSTMENTS TO THE AGENDA:

6. GOOD NEWS & RECOGNITION:

- A. Report from Student Government – Nick Sweet reported on the following: parent-teacher conferences will be held March 15th and 22nd with sign up taking place on-line; seniors have ordered their caps and gowns; some sophomores will be going to SMTC to learn about the programs offered; Mr. Amory and four students will be attending Engineer Week at UMO; One-Acts start this weekend; and sports awards were held last night.
- B. 2011 MAHPERD Physical Education Teacher of the Year Joe Cormier was recognized for this award. Principal Grogan spoke of Joe's dedication to the students to keep them engaged; his leadership among staff; coaching of sports teams; and integration of new programs into the school.

7. REPORTS FROM ADMINISTRATORS:

8. SUPERINTENDENT'S REPORT:

9. PUBLIC COMMENTS:

10. ORGANIZATIONAL BUSINESS:

11. UNFINISHED BUSINESS:

12. NEW BUSINESS:

- A. VOTED: (2)** To support the CBEA Health Insurance Work Group and appoint Kathryn Brown to the committee. (Parker – Murray) (8 – 0)

13. FINANCIAL REPORTS:

- A. RSU No. 5 Financial Statement February 21, 2012

14. COMMUNICATIONS (Consent Agenda):

- A. Freeport High School 2012-2013 Program of Studies
- B. Job descriptions for the following positions:
 - 1. Field Maintenance Supervisor
 - 2. Maintenance Working Foreman
 - 3. Facilities and Transportation Secretary

15. BOARD COMMENTS (Reports from Sub-Committees):

- A. Finance – Eric Dube reported the committee met on February 8, 2012. The committee discussed a joint meeting with the RSU5 member communities to review the 3-5 year plan and the budget priorities approved by the Board of Directors. The meeting was set for March 14, 2012 from 6:00-7:00 p.m. A personal invitation to each Board/Council member has been sent to their home address and by e-mail. Town Manager/Administrative Assistants were also invited. Kelly Wentworth reported that the CBEA Superintendents and the Business Managers/Directors had met to discuss the formation of a Health Insurance Exploration Group. Recent legislation passed allows for districts to receive their health insurance loss ratings. This would allow for a competitive RFP to be sent out. Members of the CBEA would explore the feasibility of this and report findings. The Finance Committee was in support of this and the Board approved this item this evening as well. Kelly Wentworth reported the audit has been completed. Extra time was spent this year reviewing Adult and Community Education and recommendations have been implemented to improve the financial reporting of this department. The Department of Education released a revised preliminary ED279 and shows an increase in State Aid to Education over 11/12 of \$317,081. These numbers will be used in the creation of the 12/13 school budget but may be revised as the legislature works to balance the budget. Warrants were signed. The next meeting is scheduled for March 14, 2012.
- B. Negotiations – Peter Murray reported the group continues to meet but had a brief break from meetings over school vacation. We are currently focusing on some of the bigger issues outstanding and continue to make progress. The tone is generally good. Meetings start up again next week with two meetings scheduled each week for the next couple of weeks.
- C. Strategic Communications – Jane Blais reported the committee met on January 24, 2012. Significant work has been done with staff on development of Work and College Readiness Standards. A discussion draft has been developed that articulate the standards as well as rubrics to guide curriculum, instruction, and assessment. Heidi McGinley, consultant, is meeting with groups of staff to facilitate this work. The goal is to test the rubrics with existing opportunities to learn and demonstrate these skills. Staff will then begin to identify and develop additional opportunities. The expectation is that these will be considered by the Board for adoption by the end of this school year. The Strategic Framework targets 2012-2013 as the baseline for this assessment data. The Committee discussed the fact that it may take longer and will need work to determine what we will gather and report for this element. We will continue to work and

report out on our efforts. Jane also reported This year's Community Forum is scheduled for April 2, 2012. Commissioner Stephen Bowen is confirmed as our keynote speaker. The Communications Committee will detail the specifics for the evening's presentation at our meeting in March. The RSU5 Homepage now includes a "Current Communications" tab on the left hand side of the page. This tab will be used to make it easier for people to find information about current topics. We are also creating a protocol for communications expectations so advisory committees and others know where and how to send communications. The Committee also discussed items that may be on Durham's upcoming Town Meeting and the Board's goal of working toward a common municipal election date for the RSU Board. In conducting research about this issue, we have learned that all municipal elections must be held on the same date so our request would require the towns to move their elections as well. The Committee would like to give this issue more thought so are suggesting we table it at this time. The next meeting is scheduled for March 15, 2012

- D. Facilities – Peter Murray reported the FHS Facilities Committee has been working with the architect from Portland Design Team to reach out to all three communities. Meetings have been held with Town Council/Selectmen in all three towns as well as public meetings in Freeport and Pownal. A public meeting is scheduled in Durham on March 6, 2012 at 6:30 p.m. at the Durham Community School. The next committee meeting is scheduled for March 8, 2012.

16. PERSONNEL:

A. Staff Retirements:

1. Zoann Guernsey – Mast Landing School Classroom Teacher
2. Ted Ray - Custodial/Maintenance & Transportation Assistant Manager

17. POLICY REVIEW:

- A. Policy Packet 12-3 was distributed for policy book update.
- B. Policy Packet 12-6 was distributed for review with plans for 1st Read on March 28, 2012 and 2nd Read/Final Adoption on April 25, 2012.
- C. 1st Read on the Following Policies: Packet 12-5
1. GCF – Professional Staff Hiring
 2. GCFB – Recruiting and Hiring of Administrative Staff
 3. GCFB-R – Recruiting and Hiring of Administrative Staff – Procedures
 4. GCG – Teacher and Educational Technician Substitute Policy
 5. GCI – Professional Staff Development Opportunities
 6. GCK – Professional Staff Assignments and Transfers
 7. GCOC – Evaluation of Administrative Staff
 8. GCQC – Resignation of School Unit Employees
 9. GCQCA – School Unit Employee References
 10. GCQCA-E – Authorization to Disclose Information/Release of Claims/Indemnity

D. VOTED: (3) To adopt the following policies: Packet 12-4 (Blais – Parker) (9 – 0)

1. GAB – Job Descriptions
2. GBEBB – Staff Conduct with Students
3. GBGAA – Bloodborne Pathogens
4. GBGAA-E1 – Hepatitis B Vaccine Declination Form
5. GBGAA-E2 – Consent to be Tested for Human Immunodeficiency Virus (HIV) Antibodies
6. GBGE – Return to Work and Light-Duty Assignments
7. GBJ – Personnel Records and Files
8. GBJC – Retention of Application Materials
9. GBN – Family and Medical Leave
10. GBO – Family Care Leave

18. EXECUTIVE SESSION:

A. **VOTED (3):** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(D) for the purpose of discussing administrator contracts for RSU No. 5. (Parker – Brown) (9 – 0)

Time In: 7:03 p.m.

Time Out: 8:30 p.m.

19. ACTION AS A RESULT OF EXECUTIVE SESSION:

VOTED: (4) To authorize the Superintendent to issue contracts as discussed in Executive Session. (Blais – Parker) (8 – 1 Ricker)

20. ADJOURNMENT:

VOTED: (5) To adjourn at 8:32 p.m. (Parker – Murray) (9 – 0).



Shannon L. Welsh, Ed.D.
Superintendent of Schools