

RSU No. 5 Board of Directors Meeting  
Wednesday, October 26, 2011 – 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 November 30, 2011 meeting).

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**CALLED TO ORDER:**

Chairperson Larkins called the meeting to order at 6:31 p.m.

**MEMBERS PRESENT:** Jane Blais, Kathryn Brown, Candace Decsipkes, Eric Dube, Brenda Kielty (arrived at 6:40 a.m.), Nelson Larkins, John Morang, John Ricker, Karin VanNostrand, Peter Murray, Beth Parker (arrived at 7:09 p.m.)

**MEMBERS ABSENT:**

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

- A. VOTED: (1)** To approve the Minutes of September 28, 2011 and October 12, 2011.  
(Murray – Morang) (9 – 0)

**5. ADJUSTMENTS TO THE AGENDA:**

**6. GOOD NEWS & RECOGNITION:**

- A. Report from Student Government – No report.
- B. *School Nutrition* Article - Small Schools See the Big Picture
- C. *Kappan* Article – Collaborative Problem Solving Can Transform School Discipline
- D. NSTA – Durham Teachers Presentation – Will Pidden, Principal reported a group of Durham Community School Teachers have been asked to present at the National Science Teachers Association on extending student thinking through scientists notebooks.

**7. REPORTS FROM ADMINISTRATORS: OPENING OF SCHOOL**

- A. Joe Makley, Curriculum Director reviewed work that has been taking place, including: training on Readers Workshop by Principals; K-8 EveryDay Math training; integration of technology with one Student Information System; digital citizenship; teacher web pages; implementation of Fountas and Pinnell; Work and College Readiness review; planning for March 7<sup>th</sup> professional development day.
- B. Ryan Gleason, Assistant Principal reported for Craig Sickels on the following: fall sports teams have done exceptionally well this season with soccer and football making the playoffs; boys and girls cross country qualified for the State competition which will be held Saturday; field hockey lost in the quarter-finals; winter season begins on November 14<sup>th</sup> for middle school; DES fall participation was 64%; FMS fall participation was 60%; FHS fall participation was at 43%; and Campus Complex Committee has met to discuss public relations going forward.
- C. Dominic DePatsy, Director of Instructional Support reported on the following: the department is made up of five areas, RTI, Special Education, Gifted and Talented, ELL and 504; work is broken down into two areas, procedural and programming; purchased Gem Care software to

track students, state reports and Maine Care billing; hired two Instructional Strategists; 20 Ed Techs completed safety care training; working on choices and functional life skills programs; and a committee has been formed to look at the Gifted and Talented academic plan.

- D. Russell Packett, Director of Recreation and Community Education reported on the programs the department provides including: recreation for adults and kids; ELL for adults; scheduling of all facilities in the RSU; Teen Center; Laugh and Learn Programs in Durham and Freeport which includes 128 kids; and OMEGA which is an afternoon program for middle school students transitioning from Mast Landing to middle school. A \$5,000 grant has been received from the Department of Agriculture.
- E. Dennis Ouellette, Director of Facilities and Transportation reported his department maintains 366,000 sq. ft. of space. Some of the projects completed over the summer include: FHS gym floor; FHS gym roof; Morse Street School main office renovation; Pownal Elementary tile replacement and radon remediation; Mast Landing School natural gas conversion; and paint in every school. Transportation was an issue at the start of school due to railroad crossing work and Flying Point road closure.
- F. Judy Goodenow, Director of School Nutrition, reported on the following: the year is off to a good start; the increase in price for elementary lunch has not affected participation; Free/Reduced participation is up 2% to 23%; new kitchen equipment is working nicely; and new Federal regulations required one person in each kitchen to attend training over the summer.
- G. Kelly Wentworth, Director of Finance and Human Resources reported on the following: successfully adjusted staff's pay as per negotiations; encumbered all payroll so it is reflected in financial statements; caught up with all new hires and staff transfers; implemented AESOP, an automated absence and substitute calling software; accounts payable paying bills bi-weekly; and cross training taking place in the business department.

## **8. SUPERINTENDENT'S REPORT:**

Superintendent Welsh reported this is the week of the Maine School Superintendents and Maine School Board's conferences. At the Superintendent's Conference today Commissioner of Education Stephen Bowen provided a brief overview of the State's Strategic Plan. There is a strong standards based focus at the State level and across the Nation. The Commissioner also talked about the Common Core Standards and the importance of having a common standard across the Nation so when looking at student performance we are comparing apples to apples. The Common Core Standards are in Math and ELA. Our current assessments, NECAP and SAT's, will change in two years.

## **9. PUBLIC COMMENTS:**

## **10. ORGANIZATIONAL BUSINESS:**

## **11. UNFINISHED BUSINESS:**

## **12. NEW BUSINESS:**

## **13. FINANCIAL REPORTS:**

- A. RSU No. 5 Financial Statement October 21, 2011

#### **14. COMMUNICATIONS (Consent Agenda):**

- A. Sub-Committee Membership

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

- A. Finance – Eric Dube reported the committee met on October 12, 2011. Kelly Wentworth discussed the need for transfers between Article 6 (contingency) and the remaining articles for changes in benefits and wages negotiated after the budget was passed. The Board of Directors voted at their meeting on October 12<sup>th</sup> to authorize the Finance Committee to make the transfers of up to 5% of the total budget between lines for the 2012 fiscal year. Kelly also reviewed the Capital Facility Plan that Director Ouellette presented to the Board on October 12<sup>th</sup>. Kelly presented the third draft of the 3-5 year financial plan to the committee. It was suggested to update 2011-2012 budget information with the transfers discussed earlier regarding wage and benefits negotiated after the budget was passed. Eric Dube requested during the budget process there is a review with the communities of the various reserve funds that are now being utilized to help stabilize the budget. Reports should include capital reserve funds, fuel reserve fund, and undesignated fund balances. Warrants were signed.
- B. Negotiations – Nelson Larkins reported Peter Murray has been working on finance subcommittee work for negotiations. Next session of negotiations is set for Saturday, November 5<sup>th</sup>.
- C. Strategic Communications – Jane Blais reported the committee met on October 6, 2011 and discussed the timeline for creation and publication of the second annual State of the Schools Report. The annual Forum has been scheduled for April 2, 2012 and discussion was held regarding whether to have someone of Angus King's caliber speak on national and international educational initiatives. The committee also discussed the possibility of student presentations. After the more global presentation, citizens would participate in focus group discussions regarding action that might be taken as a result of the Report, the Strategic Plan, and the presentation. A pre-forum dinner that would benefit a group such as Project Graduation was also discussed.

The committee discussed several communication efforts. The first one is to contact parent groups and municipal officers at the beginning of the school year and as needed throughout the year. Committee members Candy Decsipkes and Jane Blais attended Durham's PTA meeting. The second element is to work toward a common municipal election date for the RSU Board. Committee members agreed to ask municipalities to hold a June election.

#### **16. PERSONNEL:**

#### **17. POLICY REVIEW:**

- A. Policy Packet 12-2 was distributed for review with plans for 1<sup>st</sup> Read on November 30, 2011 and 2<sup>nd</sup> Read/Final Adoption on December 14, 2011.

B. 1<sup>st</sup> Read on the Following Policies: Packet 12-1

1. ADC – Tobacco Use and Possession
2. DI – Fiscal Accounting and Reporting
3. DID – Inventories
4. DIE – Audits/Financial Monitoring
5. DJ – Bidding/Purchasing Requirements
6. DJC – Petty Cash Accounts
7. DLB – Tax Sheltered Annuities
8. DM – Cash in School Buildings
9. EHB – Records Management
10. GCOA – Supervision and Evaluation of Professional Staff
11. JRA – Student Education Records and Information
12. JRA – E – Annual Notice of Student Education Records and Information Rights

**18. EXECUTIVE SESSION:**

**19. ADJOURNMENT:**

**VOTED: (2)** To adjourn at 7:40 p.m. (Blais – Morang) (11 – 0).

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