

RSU No. 5 Board of Directors Meeting
Wednesday, January 27, 2010 – 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 February 24, 2010 meeting).

CALLED TO ORDER:

Chairperson Larkins called the meeting to order at 6:35 P.M.

MEMBERS PRESENT: Jonathan Dawson, Kristen Dorsey, Eric Dube, Brenda Kielty, Nelson Larkins, John Morang, Beth Parker, Elizabeth Peters, Laurie Poissonnier

MEMBERS ABSENT: Cori Holt, Melinda McKechnie

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

- A. VOTED: (1)** To approve the Minutes of November 18, 2009, December 10, 2009 and January 13, 2010. (Morang – Peters) (9 – 0)

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS & RECOGNITION:

- A. Report from Student Government – Josh Sturtevant, President of the Student Council, reported on activities happening at Freeport High School. Mid-term exams took place last week and second semester has begun. Many seniors have received college acceptance letters and those acceptances are posted on the college board in the hallway. Winter sports are well underway. The Earth Club recently received a \$200 grant to purchase a composting system that they plan to utilize at school. JMG has also implemented a milk container recycling system. Figures of Speech and the One Acts are underway. The One Act play is student written titled Red List. The Winter Carnival is scheduled for February 12th and on February 13th a benefit concert for Haiti will take place at the Community Center. Josh noted that the high school has a very involved student body.
- B. Recognition of the H1N1 Planning Team – Joan Nason, Director of Student Services, reported nine vaccination clinics were held between the end of October and the second week in January. Six of the clinics were initial vaccinations and three were booster. Vaccinations were given to 50% of the student body. The CDC gave permission to use the left over vaccines for a staff clinic. We will look at what went really well and what could we change for future clinics. Ms. Nason thanked the members of the Planning Team and the volunteers who helped with the clinics. A special thank you goes to Brenda White and Paul Conley. Dr. Welsh thanked Ms. Nason for her leadership of the process.
- C. Technology Report – Jeff Brazee introduced Gabby Bousquet, an 8th grade student at Freeport Middle School. Gabby demonstrated how her Language Arts class incorporates technology by using a Wiki page to post pod casts the students have created in Garage Band. The students make their stories come to life by creating different voices for each of the characters in the story.

7. UNFINISHED BUSINESS:

None

8. REPORTS FROM ADMINISTRATORS/EDUCATION COMMITTEES:

(8.A. was reported under Good News and Recognitions)

- B. Use of Time Committee Update – Sarah Simmonds, Curriculum Director, provided an update on the committee's work to date under their charge to consider the optimal use of time to benefit students and staff while balancing the needs of families and the community. The Committee has met five times since November 19th with Heidi McGinley from the Department of Education as the facilitator. The committee has looked at the current make up of days in each town; researched professional development; and looked at the make up of other district's calendars. Focus groups and electronic surveys have been provided to staff and community members to gather feedback. A recommendation on a calendar structure will be presented to the Board on February 10th with a first read on the calendar scheduled for March 24th and action on April 28th.
- C. Transportation Analysis – Eric Dube of the Finance Sub-Committee reported the committee has spent the last few months gathering and analyzing data regarding student transportation. The goal is to provide a quality system at the most cost effective method possible. Several options were considered including owning our own buses and employing drivers; contracting services for drivers and buses; leasing buses while employing drivers; and options that combined these in different ways. Full deliberation and public comment on the information will be held at the February 10th Board meeting with Board consideration of action anticipated at the February 24th meeting. Mr. Dube walked the Board through the analysis and answered questions. The analysis will be posted on the RSU website along with a video clip of the presentation in order to provide staff and community members the opportunity to provide feedback.

9. SUPERINTENDENT'S REPORT:

- A. Strategic Plan Feedback: Superintendent Welsh reported the Strategic Planning Committee met on January 19th and the Strategic Framework has been revised slightly based on feedback recently received. Superintendent Welsh reviewed the revisions and the Strategic Framework timeline with the Board. The goal is for the Board to adopt the Framework at their meeting on February 24th. The revised Framework will be posted on the RSU website for feedback.
- B. Legislative Update – Superintendent Welsh reported the Education Committee met on January 25th. The morning session was a report from the Department of Education regarding the impact of the consolidation legislation. In the afternoon the Education Committee listened to testimony on the law. Superintendent Welsh spoke several times regarding the three areas the Board would like amended including; adding an opt out clause; creating one common Board member election date; and having either a Town Meeting or Budget Validation Referendum instead of both. The Education Committee will hold a work session on February 1st to create language for LD 570. It is anticipated the language of the bill will be finalized by February 5th.
- C. Budget FY'11 – Superintendent Welsh reported she hoped to have information from the State to share with the Board this evening but unfortunately the information will not be available from

the Department of Education until next week. We continue to hear a reduction in state subsidy in the \$1.6 - \$1.8 million range. We will have one more year of stimulus money that will lower the reduction to about \$1.2 million. Superintendent Welsh will be hosting a series of budget meetings at the schools during the month of February to present information about the anticipated reduction. The goal is to inform parents, staff, and community members about the financial impact and hear their thoughts, concerns and suggestions. The input will be used to prepare and present a budget for the next school year.

10. PUBLIC COMMENTS:

Hank Ogilby, CEA President asked questions about the transportation report including surveys, job descriptions and historical research.

Angela Anderson, Freeport resident, asked about the housing of Durham buses and evacuation plans.

11. NEW BUSINESS:

A. Request for a sabbatical leave was tabled.

B. **VOTED: (2)** To approve job descriptions and evaluations for the following positions.
(Poissonnier – Peters) (9 – 0)

1. Educational Technicians I, II, III
2. Head Custodian
3. Custodian
4. Bus Driver
5. Mechanic
6. Maintenance Worker
7. Maintenance, Fields and Grounds
8. Office Secretary
9. Administrative Secretary
10. Printing Clerk
11. Cook/Manager Specialist I
12. Cook/Specialist II
13. Cook/Manager
14. Food Service Assistant

C. **VOTED: (3)** To adopt the RSU No. 5 Teacher Certification Plan. (Poissonnier – Morang) (9- 0)

12. FINANCIAL REPORT:

A. RSU No. 5 Financial Statement January 22, 2010

13. COMMUNICATIONS (Consent Agenda)

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

- A. Communications – Betsy Peters reported the committee met on January 7th and 21st. At the January 7th meeting the committee reviewed communications efforts during the past 6-8 months and discussed plans for the future. The committee discussed what went well and areas for improvement. One method of increasing the frequency of communication is for Superintendent Welsh to distribute a bi-weekly update entitled “Delivering on the Mission” to keep people informed about district news and accomplishments.

The January 21st meeting focused on redesigning the website. Kristen Stetson, a web designer from Pownal, volunteered to help with the design of RSU5.org with a focus on clarity of message and ease of use.

The committee also discussed the idea of communication volunteers to highlight one school per week with a target date for the first publication by late February/early March. The committee is working on a job description for the volunteer position. The next meeting is scheduled for February 4th at 7:30 a.m.

- B. Finance – Eric Dube reported the committee met on January 13th and January 19th. At the January 13th meeting the curtailment for this school year of \$651,872 was discussed. The committee also discussed the anticipated state subsidy reduction of \$1.8 million for next year’s budget (2010-2011). The transportation analysis was further reviewed with requests for additional information. The January 19th meeting focused on finalizing the presentation to the Board on the Transportation Analysis. Warrants were signed at both meetings. The next meeting is scheduled for February 10th at 3:45 p.m.
- C. Negotiations – Nelson Larkins reported two sets of negotiations are underway, Pownal support staff and teachers. The next session with Pownal support staff is scheduled for the end of February. A meeting was held with the teacher negotiating team to meet and greet and to schedule sessions. The first session is scheduled for the end of February.
- D. Policy – Kristen Dorsey reported the committee met on January 8th to finalize packet 10-3 for 2nd read/adoption for action tonight. A revision was made to policy DFF on how the senior class disburses funds after graduation. The committee discussed the draft Board Self-Evaluation form and added it to packet 10-4. Packet 10-5 was prepared for draft feedback. Included in Packet 10-5 will be the draft Superintendent’s evaluation instrument. The next meeting is scheduled for February 12th 9:15 a.m.
- E. Strategic Planning – Superintendent Welsh reported on Strategic Planning under Superintendent’s Reports.

15. PERSONNEL:

A. Staff Retirements:

1. Walter Libby, Freeport High School Teacher
2. Laura Arsenault, Mast Landing School Teacher
3. Deb Wescott, Freeport High School Teacher
4. Sandra Lemmerman, Freeport High School Teacher

5. Karin Gamache, Freeport Middle/High School Teacher
6. Anita Wakely, Freeport High School Teacher
7. Donna Wilhelm, Freeport High School Teacher
8. Mark Wakely, Freeport Middle School Teacher
9. Clay Carkin, Freeport Middle School Teacher
10. Joan Nason, Director of Student Services

16. POLICY REVIEW:

- A. Policies Packet 10-2 was distributed for policy book update.
- B. Policies Packet 10-5 was distributed for review with plans for 1st Read on February 24, 2010 and 2nd Read/Final Adoption on March 24, 2010.
- C. **Voted: (4)** To adopt the following policies: Packet 10-3 with the following revision to DFF Student Activities Funds: Remaining funds at the end of the calendar year five years after the class has graduated and any interest earned on these funds will be transferred to a scholarship fund from which any graduating student is eligible to benefit.
(Morang – Peters) (9 – 0)

1. CA – Administrative Goals/Priorities Objectives
2. CB – School Superintendent
3. CC – Administrative Organization
4. CCA – Organizational Chart
5. CHA – Development of Administrative Procedures
6. CHD – Administration in the Absence of Policy
7. DA – Fiscal Management Goals/Priority Objectives
8. DB – Annual Budget
9. DBG – Budget Adoption Process
10. DFF – Student Activities Funds
11. DID – Inventories
12. DIE – Audits/Financial Monitoring
13. DJ – Bidding/Purchasing Requirements
14. DJC – Petty Cash Accounts
15. DLB – Tax Sheltered Annuities
16. DM – Cash in School Buildings
17. DN – School Properties Disposition
18. DO – Approval for New Programs

- D. 1st Read on the Following Policies: Packet 10-4

1. Board of Directors Self-Evaluation
2. IGA – Curriculum Development and Adoption
3. IHA – Basic Instructional Program
4. IHBEA – Program for Limited English Proficient Students
5. IJND – School Web Site Policy
6. IJNDB – Student Computer and Internet Use
7. IJNDB – E – Student Computer/Internet Use Acknowledgment Form

8. IJNDB – R – Student Computer and Internet Use Rules
9. IJOA – Field Study and Expeditions
10. IJOC – School Volunteers
11. IK – Student Achievement/Evaluation of Student Achievement
12. IKAB – Report Cards/Progress Reports
13. IKB – Homework
14. IKC – Grade Point Average – Class Rank
15. IKF – Graduation Requirements
16. IKFA – Early Graduation
17. IKFB – Graduation Exercises
18. IKFC – High School Credits for Pre-High School
19. IMBB – Exemption from Required Instruction

17. EXECUTIVE SESSION:

- A. **VOTED (4):** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(D) for the purpose of discussing administrator, teacher and support staff negotiations for RSU No. 5. (Dube – Peters) (9 – 0)

Time In: 9:00 P.M.

Time Out: 10:13 P.M.

18. ACTION AS A RESULT OF EXECUTIVE SESSION:

None

19. ADJOURNMENT:

Voted: (5) To adjourn at 10:13 P.M. (Morang – Parker) (9 – 0)

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