

RSU No. 5 Board of Directors Meeting
Wednesday, October 28, 2009 – 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 18, 2009 meeting).

MEMBERS PRESENT: Kristen Dorsey, Eric Dube, Cori Holt, Jennifer Kaplan, Brenda Kielty, Nelson Larkins, Melinda McKechnie, John Morang, Beth Parker, Elizabeth Peters, Laurie Poissonnier

MEMBERS ABSENT:

CALLED TO ORDER:

Chairperson Larkins called the meeting to order at 6:31 P.M.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: (1) To approve the Minutes of the September 23, 2009 and October 14, 2009 meetings of the Board of Directors. (Morang – Poissonnier) (11 – 0)

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS & RECOGNITION:

A. Technology Presentation: Diane Atwood, Social Studies teacher at Freeport High School and an online instructor, provided an overview of Virtual High School. Virtual High School is a new program at the high school that allows students to take online elective courses. There are over 200 courses offered through Virtual High School for students to choose from. Currently there are four Freeport High School students taking courses through Virtual High School.

B. Report from Student Government – Lucy Whitacre and Shelby Colvin reported on activities that the Student Government have taken on. The school year started with a Spirit Day, followed by a Halloween Costume dance this past Friday. On December 11th there will be an Arts Fair and a Winter Carnival will be scheduled for January or February. Elections were held and Freshmen members have joined Student Government.

7. REPORTS FROM ADMINISTRATORS/EDUCATION COMMITTEES:

A. Professional Development Report Out by Curriculum Director and Principals – Sarah Simmonds, Curriculum Director, started by reporting out on the activities that took place at the Early Release Day today. Pownal and Freeport staff were able to meet together K-5 at Mast Landing and 6-8 at Freeport Middle School. K-5 staff discussed opportunities to share; resources to share; and challenges. Grade 6-8 teachers worked with the Literacy Strategist on vocabulary development.

Each building principal spoke about professional development that is taking place in each building this school year. Common themes between buildings are technology, school culture, Every Day Math and Response to Intervention.

- B. H1N1 Update – Joan Nason, Student Services Director reported on the three vaccine clinics taking place in Freeport, Pownal and Durham over the next week. The seasonal and H1N1 vaccines will be available. This has been a group effort between the Rescue departments in each town, Freeport Medical, CHANS, the school nurses, the School Physician, and many volunteer nurses and physicians.
- C. Anticipated Subsidy Reduction – Diane Boucher, Finance Director, informed the Board of possible subsidy reductions to the current school budget. We are looking at a possible reduction of \$658,000 which may be even larger, depending upon state revenues. Diane walked the Board through the list of known savings, anticipated revenues, and anticipated building level savings. Superintendent Welsh discussed with the Board the possible reduction to the vacant nursing positions in Freeport and Pownal by using CNA's instead of filling the positions with nurses which would result in a savings. Superintendent Welsh discussed next steps would be sending a message to staff and the communities.

8. SUPERINTENDENT'S REPORT:

- A. Strategic Plan Feedback: Superintendent Welsh reported the Plan has been sent out through the parent e-mail lists, the website and an e-mail has been sent out to all participants of the Sept. 14th forum. Superintendent Welsh has held meetings with staff and will be meeting with students on October 28th. Great Schools will revise the Plan based on feedback. The Strategic Planning Committee will meet on November 3rd to review the revised Plan which will be presented to the Board on November 4th.

9. PUBLIC COMMENTS:

Mary Moore, Eliza Damone, Dorothy Hall-Riddle and Julia Colvin, RSU No. 5 Library Media Specialists requested wording changes to Policy IJJ – Instructional and Library-Media Materials Selection.

10. UNFINISHED BUSINESS:

None

11. NEW BUSINESS:

- A. **Voted: (2)** to approve a Use of Time Advisory Committee Charge as amended by adding "Consideration should be given to current district initiatives such as the Strategic Plan, NEASC report, and Professional Learning Communities". (Poissonnier – Peters) (11 – 0)

12. FINANCIAL REPORT:

- A. RSU No. 5 Financial Statement October 20, 2009
- B. RSU No. 5 Start Up Budget

13. COMMUNICATIONS (Consent Agenda)

- A. 2009-2010 Board of Directors' Meeting Schedule

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

- A. Communications – Betsy Peters reported the Committee met on October 22nd to discuss communications to support the Strategic Plan process. The Committee discussed ways to encourage public comment on the Strategic Plan at the Community Forum on November 18th by doing the following: sending a flyer to all households in the district; sending e-mails and robo calls to parents in the district; submitting an update to Shopping Notes and the Forecaster.
- B. Drop Out Prevention – Brenda Kielty reported the Committee met on October 8th with representatives from all grade levels, guidance and community members. There are a lot of great things in place to support At-Risk students. Data on drop-outs is hard to read and the measures keep changing. Freeport High School had at least 23 students between 2006 and 2009 that did not receive a diploma. The three key issues in keeping students in school are: attendance, getting them to come to school; attachment, a critical adult that cares; achievement, being successful at something. The Committee will meet again in December/January.
- C. Finance: Eric Dube reported the Finance Committee met on October 14th. The RSU warrant was signed. An update on the facility/capital plan was heard. A representative from each town will be on the Facility Committee. A 3-5 year capital plan will be created and presented to the Finance Committee. A transportation snap-shot was presented to the committee outlining previous year expenditures and the current FY10 budget. The Committee was updated on possible state subsidy reductions. RFP for loans for the purchase of the two new buses were presented to the Committee. The RSU start up budget was reviewed.

On October 20th the Finance Committee met with Jim Rier from the Department of Education to discuss the development of a 3-5 year financial plan for the district. The discussion started with “How do you make a plan”, define the driving elements, develop ways of looking at them, changes and adjustments. Jim reviewed with the committee how EPS (Essential Programs and Services) subsidy allocations are determined by the state and components in EPS that will effect it going forward. The next meeting will include information entered into the template.

- D. Negotiations – Nelson Larkins reported negotiations are still ongoing with the three groups.
- E. Policy – The Policy Committee met on October 16th. The Committee discussed feedback received on packet 10-1 which is up for adoption. The feedback pertained to Policy IJJ – Instructional and Library-Media Materials Selection. The Committee recommends keeping the policy general in nature. The Committee also reviewed and prepared policy packet 10-2 for 1st Read. A meeting will be set up for consideration of the Board self-evaluation and the Superintendent job description/evaluation.
- F. Strategic Planning – Superintendent Welsh reported the Committee met on October 8th. A summary of that meeting was provided to the Board on October 14th. The Committee will meet again with Great Schools on November 3rd to review feedback on the draft Strategic Plan.

15. PERSONNEL:

None

16. POLICY REVIEW:

A. Policies Packet 10-3 was distributed for review with plans for 1st Read on November 18, 2009 and 2nd Read/Final Adoption on January 27, 2010.

B. 1st Read on the following Policies: Packet 10-2

1. BEDA – Notification of Board of Directors Meetings
2. BEDB – Agenda
3. BEDBA – Agenda Format
4. BEDC – Quorum
5. BEDD – Rules of Order
6. BEDF – Voting Method
7. BEDFA – Abstentions
8. BEDG – Minutes
9. BEDH – Public Participation at Board of Directors Meetings
10. BEDI – Board of Directors Relations with the Media
11. BEDJ – Broadcasting/Taping of Board of Directors Meetings by the Public
12. BG – Board of Directors Policy Process
13. BG-R – Policy Adoption Procedure
14. BHC – Board of Directors Communications with Staff
15. BIA – New Board of Directors Member Orientation
16. BIB – Board of Directors Member Development Opportunities
17. BIC – Board of Directors Member Freedom of Access Training
18. BIC-E – Certification of Completion of Freedom of Access Training
19. JHB – Truancy

C. **Voted: (3)** To adopt the following policies: Packet 10-1 (McKechnie – Poissonnier) (11 – 0)

1. BBA – Board of Directors Powers and Responsibilities
2. BBAA – Board of Directors Members Authority and Responsibilities
3. BBBA – Board of Directors Member Qualifications
4. BBBDA – Board of Directors-Declared Vacancy Caused by Absenteeism
5. BBBE – Unexpired Term Fulfillment/Vacancies
6. BCA – Board of Directors Member Code of Ethics
7. BCB – Board of Directors Member Conflict of Interest
8. BCC – Nepotism
9. BDA – Board of Directors Organizational Meeting
10. BDB – Board of Directors Officers
11. BDD – Board of Directors – Superintendent Relationship
12. BDE – Board of Directors Standing Committees
13. BDF – Board of Directors Advisory Committees
14. BDG – School Attorney/Legal Services

15. BEA – Board of Directors Use of Electronic Mail
16. BEC – Executive Session
17. BEC-E – Executive Session Law
18. BEDL – Adjournment of Board Meetings
19. GCG – Teacher and Educational Technician Substitute Policy
20. IJJ – Instructional and Library-Media Materials Selection
21. IKE – Promotion, Retention and Acceleration of Students
22. ILA – Tests/Assessment
23. ILD – Educational Research: Student Submission to Surveys, Analyses, or Evaluations

17. ADJOURNMENT:

Voted: (4) To adjourn at 9:21 P.M. (McKechnie – Poissonnier) (11 – 0)

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