

RSU No. 5 Board of Directors Meeting
Wednesday, June 24, 2009 – 6:30 P.M.
Freeport High School Library
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 July 8, 2009 meeting).

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

MEMBERS ABSENT: Jennifer Kaplan

CALLED TO ORDER:

Chairperson Poissonnier called the meeting to order at 6:36 P.M.

3. CONSIDERATION OF MINUTES:

A. **VOTED: (1)** To approve the Minutes of the June 3, 2009 and June 10, 2009 meetings of the Board of Directors as presented. (Holt – Morang) (10 – 0)

4. ADJUSTMENTS TO THE AGENDA:

Chairperson Poissonnier noted there will be two items under Old Business added to the agenda. Item 7. A. Amended Deed language for Freeport and 7. B. Amended Deed language for MSAD #62.

5. SUPERINTENDENT’S REPORT:

A. Superintendent Welsh informed the Board the meeting would not be videotaped because there wasn’t anyone available to tape. The minutes will be posted on the website and Betsy Peters offered to put her name as a contact if a member of the public wished to have a conversation about items discussed at the meeting.

Superintendent Welsh congratulated everyone on the budget and the great turnout for the Annual Budget Meeting. The next step is the Budget Validation Referendum on June 25th. After the polls close on the 25th and the votes are counted the town clerks from the three towns will call with the results. The budget passes or fails by a simple majority of the combined voters from the three towns. An e-mail will be sent to the Board notifying them of the results. If the budget fails the budget process will be repeated with the adoption of a budget by the Board, an Annual Budget Meeting of the voters from the three towns, and another Budget Validation Referendum. The district would then operate under the Board adopted budget until a new budget is approved by the voters.

B. As of July 1st the Board will be an official Board, no longer an interim one. The July 8th meeting will be an organizational meeting. A Chairperson, Vice-Chairperson and sub-committee members will be elected. A list of sub-committees was provided to the Board members with a brief explanation of the duties and time commitment of each committee. Superintendent Welsh read through the list. In addition to the list provided there will be ad-hoc committees for Board

members to sit on. One of the ad-hoc committees will be the Interview Committee for the vacant Freeport Middle School Principal position and the Curriculum Coordinator position. Board members were asked to start thinking about which committee they would like to be on.

Chairperson Poissonnier informed the Board she would not seek re-election as Chair because she has been offered and accepted a 5th grade teaching position.

6. PUBLIC COMMENTS:

None

7. OLD BUSINESS:

- A. **Voted: (2)** That the proposed deed of Freeport school real estate to Regional School Unit 5 previously approved by this Board be amended in substantially the form presented at this meeting and that the Superintendent be authorized to accept the deed with that change. (Morang – Parker) (10 – 0)
- B. **Voted: (3)** That the proposed deed of Maine School Administrative Unit No. 62 school real estate to Regional School Unit 5 previously approved by this Board be amended in substantially the form presented at this meeting and that the Superintendent be authorized to accept the deed with that change. (Parker – Morang) (10 – 0)

Superintendent Welsh notified the Board the Durham Selectmen voted on June 23rd to sign the deed. The Freeport Town Council also voted on June 23rd to transfer the deeds with an amendment that the deeds from all three towns be filed at the same time. MSAD #62 also met on June 23rd but delayed their vote and requested more information from the attorney. This morning Superintendent Tomaszewski, the MSAD #62 Board Chair and the attorney spoke by telephone and resolved questions from the MSAD #62 Board. The MSAD #62 Board is scheduled to meet again on June 25th in the morning to transfer the deed.

8. PERSONNEL:

Superintendent Welsh explained the hiring process to the Board. An interview team is created to screen applications and conduct interviews. References are then checked and the top two candidates have a second interview with the Superintendent and Principal. A final nomination is then made to the Board. Hiring is a three-step process: the Superintendent nominates; the Board approves the nomination; the Superintendent hires. Board members indicated they were pleased there was a large pool of applicants to choose from.

- A. **Voted: (4)** To employ Kathleen Hardy as Pre Kindergarten/Kindergarten Teacher at Pownal Elementary School for the 2009-2010 school year. (Dube – Peters) (10 – 0)

Kathleen Hardy was present at the meeting and thanked the Board for this opportunity, she is thrilled to be here.

- B. **Voted: (5)** To employ Jason Ward as Music Teacher at Pownal Elementary School for the 2009-2010 school year. (Morang – Peters) (10 – 0)

Superintendent Welsh clarified that the Music Teacher position is a .8 position. Previously the position was .8 Music and .2 Gifted and Talented. We are looking at doing something different with the .2 Gifted and Talented position, possibly the teacher who retired this year will return.

Dr. Welsh met with Cherie White, Principal of Morse Street School, to see if there was a way to combine the open .5 music position at Morse Street with the .8 Pownal position and have one full time position. Dr. Welsh also spoke with Board member Jen Kaplan about the possibility of combining the positions. The recommendation is to keep the .8 position at Pownal Elementary and .5 Time at Morse Street School.

9. NEW BUSINESS:

- A. **Voted: (6)** To approve a Teacher Certification Plan for the RSU.
(Peters – Parker) (10 – 0)

Superintendent Welsh held a meeting with the Certification Chairs from the three towns to discuss a Certification Plan for the RSU. A Certification Plan is a Plan for teachers by teachers and the RSU must have one in place for July 1st. The Certification Plans from all three towns were reviewed and merged together by Anne-Marie Spizzuoco, Freeport's former Certification Chair. Because a Chair must be in place for July 1st to sign off on teacher recertification applications the following wording was added to the plan: "The superintendent will appoint the first RSU5 certification chairperson and the subsequent chair will be elected by the following process". This statement will be placed in front of the election process described in the Plan. Once the Board approves the Plan it will be forwarded to the Maine Department of Education and a Chair can be appointed.

- B. **Voted: (7)** That the votes presented to this meeting providing for an \$860,000.00 cash flow loan from Bath Savings Institution be adopted in form presented to this meeting, and that a copy of said votes be included in the minutes of this meeting. (Morang – Peters) (10 – 0)

Voted: That the offer of Bath Savings Institution to purchase revenue anticipation note(s) of the Regional School Unit No. 5 (the "RSU") in the original principal amount not to exceed Eight Hundred and Sixty Thousand Dollars (\$860,000.00) with an interest rate per annum on the outstanding principal amount thereof equal to 2.25%, payable quarterly, with principal and remaining interest payable no later than the scheduled maturity date on September 30, 2009, be and the same hereby is accepted and approved.

Voted: That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1490 and 15695, the Chairperson of the School Board and the Treasurer of Regional School Unit No. 5 (the "RSU") be and they are hereby authorized to borrow in anticipation of revenues from Bath Savings Institution in the name and on behalf of the RSU the sum of up to Eight Hundred and Sixty Thousand Dollars (\$860,000.00) at the per annum interest rate of 2.25%, and that the Chairperson of the School Board and the Treasurer be and they are hereby authorized to issue general obligation securities of Regional School Unit No. 5 in an aggregate principal amount not to exceed Eight Hundred and

Sixty Thousand Dollars (\$860,000.00) and to execute and deliver a note or notes under the seal of the RSU attested by the Secretary, dated on or about July 1, 2009, in such form as the Chairperson of the School Board and the Treasurer may approve; and that the appropriate officials of the RSU be and hereby are authorized to execute and deliver on behalf of the RSU such other documents and certificates as may be required in connection with such borrowing; and that no part of the proceeds of said borrowing shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the notes to be "arbitrage bonds" or "private activity bonds" within the meaning of sections 148 or 141, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the revenue anticipation notes issued pursuant hereto be designated as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of said Code; and that the Chairperson of the School Board and the Treasurer be and they are hereby authorized to covenant on behalf of the RSU to file any information report and pay any rebate due to the United States in connection with the issuance of said notes, to take all other lawful actions necessary to insure the interest on the notes will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the notes to become includable in the gross income of the owners thereof.

Diane Boucher explained to the Board a line of credit might be needed to meet our financial obligations, specifically a payroll on July 2nd. The town's tax obligations to the schools are due and payable on the 20th of each month, and it is uncertain what day of the month state funding will be posted to our accounts. The RSU can't send an assessment bill to the towns without a budget passed. The RSU will only be charged interest on the amount we use. The vote will also give approval for the Chair and Superintendent to sign and access these funds.

10. COMMUNICATIONS (Consent Agenda)

A. RSU No. 5 Financial Statement June 15, 2009

Diane Boucher provided an update on the start-up budget for the RSU. At this point 22% of the budget has been expended and there are still outstanding bills. Freeport's portion of the budget will be received on Monday, June 29th. This account can be carried through into the RSU as a separate fund to be used after July 1st for items pertaining to the start up costs, for example ADS bills and moving expenses. Areas that we do not expend can go into the RSU contingency account.

11. COMMUNICATIONS (Consent Agenda)

A. 2009-2010 Board of Directors Meeting Schedule

Board members had a discussion about the summer meeting schedule. Superintendent Welsh noted July 8th would be an organizational meeting; August 12th would be planning for the year; August 26th last minute hires. It was suggested to move the August 12th planning session to the August 26th meeting. The Board decided to hold two meetings during the summer, July 8th and August 26th.

12. POLICY REVIEW:

A. 1st Read on the following policies: 09 Packet #3

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| 1. | BBA | Board of Directors Powers and Responsibilities |
| 2. | IHCDA | Post-Secondary Enrollment Options |
| 3. | IJJ | Instructional and Library-Media Materials Selection |
| 4. | IJJ-E | Citizen's Challenge of Educational Media Form |
| 5. | IKE | Promotion, Retention and Acceleration of Students |
| 6. | ILA | Tests/Assessment |
| 7. | ILD | Educational Research: Student Submission to Surveys, Analyses, or Evaluations |
| 8. | IMBB | Exemption from Required Instruction |
| 9. | JEA | Compulsory Attendance |
| 10. | JFABD | Admission of Homeless Students |
| 11. | JFC | Dropout Prevention Student Withdrawal from School |
| 12. | JICH | Drug and Alcohol Use by Students |
| 13. | JICIA | Weapons, Violence and School Safety |
| 14. | JICK | Bullying |
| 15. | JK | Student Discipline |
| 16. | JL | Student Wellness |
| 17. | JLCB | Immunization of Students |
| 18. | JLCC | Communicable/Infectious Diseases |
| 19. | JLCD | Administration of Medication to Students |
| 20. | JLDBG | Reintegration of Students from Juvenile Correctional Facilities |
| 21. | JRA | Student Education Records and Information |
| 22. | JRA-E | Notification of Rights Under FERPA |
| 23. | KBF | Parent Involvement in Title I |
| 24. | KBF-E1 | RSU No. 5 School Department Title I Parent Involvement Policy |
| 25. | KBF-E2 | RSU No. 5 School Title I Parent Involvement Policy |

Superintendent Welsh noted the Policy Sub-committee reviewed feedback from the school nurses and edits were made to the policies as needed. The adoption date will change to July 8th.

B. Voted: (8) To adopt the following policies 09 Packet #2

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| 1. | BE | Board of Directors Meetings |
| 2. | EBCC | Bomb Threats |
| 3. | ECB | Pest Management in School Facilities and on School Grounds |
| 4. | EEAEAA | Drug and Alcohol Testing of School Bus Drivers |
| 5. | EFE | Competitive Food Sales – Sales of Foods in Competition with the School Food Service Program |
| 6. | GBEC | Drug-Free Workplace |
| 7. | GCFB | Recruiting and Hiring of Administrative Staff |
| 8. | GCFB-R | Recruiting and Hiring of Administrative Staff – Procedures |
| 9. | GCI | Professional Staff Development Opportunities |
| 10. | GCOA | Supervision and Evaluation of Professional Staff |
| 11. | GCOC | Evaluation of Administrative Staff |
| 12. | IHBA | Individualized Education Programs (IEPs) |

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| 13. IHBA | Referral/Pre-Referral of Students with Disabilities |
| 14. IHBAC | Child Find |
| 15. IHBAI | Independent Educational Evaluations (IEPs) |
| 16. IHBAL | Grievance Procedure for Persons with Disabilities |
| 17. IHBG | Home Schooling |
| 18. IHBGA | Home Schooling – Participation in School Programs |
| 19. IHBGB | Supplemental Statement of Rights for Private School Students with Disabilities |
| 20. JCA | Assignment to Schools Within the District |
| 21. JKF | Disciplinary Removal of Students with Disabilities |
| 22. JKGA | Time Out Rooms and Therapeutic Restraint |

(Holt – McKechnie) (10 – 0)

Superintendent Welsh noted a few of the policies will need to be revisited for example: Supervision and Evaluation of Professional Staff and Recruiting and Hiring of Administrative Staff.

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

- A. Communications: Betsy Peters reported the committee met on June 15th. The Committee created signs and discussed ways to get the word out about voting on the budget on June 16th and 25th. The Committee discussed a Robocall system: Dial my calls.com. This is a message distribution via phone. A Robocall test was done with 215 phone numbers of parents, 90% of the calls were connected. The Communications Committee recommends adding Durham and Pownal parents to the existing message system (School Messenger) for \$1,125 for the 09-10 school year. The current use is limited to emergency announcements such as snow days, etc. The Communications Committee would like to consider additional parameters such as absences; school announcements; and district announcements. Parents would have the option to opt-out if they didn't want to receive the phone calls.

The Communications Committee recommends a website framework be put in place that links the RSU District page with the current school websites. This target date continues to be August 15, 2009. The District Technology Committee will use the district's vision for the use of technology to create a Technology Plan and timeline for training and implementation of the new website and other technology systems. Currently the three towns use three different Student Information Systems. The Plan will include recommendations and expectations regarding staff utilization of e-mail and websites as communication tools, student information and electronic grading systems. The Plan will be completed by January 1, 2010. A second target date of March 15 was established for implementation of these elements with the rollout of information beginning in January.

It was explained to the Board that Superintendent Welsh would draft a process and implementation plan for community involvement in naming the RSU. This will be presented to the Board for consideration of action in September. The goal is to have as many people as possible involved in the process and that is difficult this time of year.

Committee members discussed the revised Future Search participant list and made additional changes based on Board feedback. If no additional revisions are needed, this final draft will be included on the July 8th agenda under Communications as a consent agenda item. July 15th is the target date for inviting all potential participants. The Committee is working on a headliner to speak to really inspire the group, possibly Duke Albanese or Angus King

- C. Finance: John Morang reported the committee met on June 16th. John Kellar and Cathy Messmer were at the meeting to discuss the Durham construction process and how to authorize payments. A requisition requires five signatures to process and pay. The next requisition meeting is scheduled for July 6th. The Finance Sub-committee will then need to sign off on this requisition in order for it to be paid. Durham citizens are paying for the geothermal system, pitched roof and larger gym for the new elementary school. The bond anticipation note will cover construction costs through August. The RSU will go out for a bond in mid-August.

The Committee also discussed where we are in process with the deeds, a line of credit and the Annual Budget meeting.

- D. Negotiations: Laurie Poissonnier reported negotiations ongoing and the Board will have an Executive Session later tonight.

14. EXECUTIVE SESSION:

- A. **Voted: (9)** To enter into Executive Session as outlined in M.R.S.A § 405(6)(D) for the purpose of discussing negotiations for RSU No. 5 (Holt – Parker) (10 – 0)

Time In: 7:55 P.M. Time Out: 9:33 P.M.

15. ACTION AS A RESULT OF EXECUTIVE SESSION:

- A. **Voted: (10)** To ratify the 2009-2011 collective Bargaining Agreement for the Coastal Education Association for Durham Educational Support Personnel (Holt – Peters) (10 – 0)

- B. **Voted: (11)** To authorize the Superintendent to establish wages and benefits as discussed in Executive Session. (Morang – McKechnie) (10 – 0)

16. ADJOURNMENT:

- Voted: (12)** To adjourn at 9:36 P.M. (Holt – Peters) (10 – 0)

Shannon L. Welsh
Superintendent of Schools