

RSU No. 5 Board of Directors Meeting
Wednesday, May 27, 2009 – 6:30 P.M.
Freeport High School Cafeteria
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 June 10, 2009 meeting).

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

MEMBERS ABSENT: Cori Holt

CALLED TO ORDER:

Chairperson Poissonnier called the meeting to order at 6:34 P.M.

3. CONSIDERATION OF MINUTES:

A. VOTED: (1) To approve the Minutes of the May 13, 2009 and May 18, 2009 meeting of the Board of Directors as presented. (Morang – Peters) (10 – 0)

4. ADJUSTMENTS TO THE AGENDA:

Chairperson Poissonnier noted items 12. A. and 13. A. will be tabled until the June 3, 2009 Board meeting. An Executive Session was added to discuss negotiations.

5. SUPERINTENDENT’S REPORT:

None

6. PUBLIC COMMENTS:

Representatives David Webster and David Van Wie reviewed activity occurring in Augusta and locally. The Governor is committed to going forward with consolidation. If legislation changing the law was brought to the Governor he would veto it. Legislation is currently being crafted to lower Pownal’s valuation which could be in the area of \$80,000 - \$90,000. MSAD #62 School Board has sent a letter to the Freeport School Committee requesting a change in the FY’09 tuition agreement.

Residents spoke about the proposed FY’10 Budget.

Durham residents: Jane Rice, Kim Mitchell

Pownal residents: Robin Hodsdon, Scott Kaplan, Cliff Ruprecht, Michael Morin, Carol Raymond

7. OLD BUSINESS:

A. Review Budget FY'10

This was the first time since March 28, 2009 the Board and public had a chance to thoroughly review the budget Article by Article. Superintendent Welsh indicated the biggest change in the budget is the way we need to report stimulus funds. The Department of Education requires that the \$620,207 in Stimulus funds be pulled out of the budget and reported separately as grant funds. The Board reviewed each article of the budget and the packet of handouts. Net budget reductions to date total \$620,465. Budgetary increases in positions and programs were discussed:

- Article 1 (Student and Staff Support): Increase due to moving the Technology Director position from .75 to full time. This increase is necessary due to the increase in responsibility of combining three towns technology departments.
- Article 3 – (Operation of Plant): Addition of a full time district-wide maintenance worker due to an increase in square footage upon becoming an RSU.
- Article 6 (Regular Instruction): Increase of 3 FTE teaching positions at the High School. This increase is due to large class sizes in some sections at the high school. This will allow the high school to add more electives and lower class sizes in grade 9. Virtual High School is an on-line program to provide students with an opportunity to access more classes 24/7. This program will be more cost effective than adding staff.
- Article 7 (Other Instruction): Stipend positions have been added due to increased participation and additional offerings for students. An Athletic Trainer is being added for the safety and welfare of the students. This is a standard of care that is expected. The trainer will work with all high school, and possibly middle school, athletes for preseason conditioning, during practices and games and with rehabilitation after injuries occur.
- Article 8 (System Administration): The addition of 1 position in the Business Office is due to the RSU taking on services previously provided by the Town of Freeport and the added responsibilities that come with joining an RSU.

The budget timeline was reviewed with the Board scheduled to adopt the budget at a special meeting scheduled for June 3rd. At that meeting the Board will once again review the budget Article by Article and make adjustment as needed. The Annual Budget Meeting is scheduled for June 16th and Budget Validation Referendum is June 25th. The public was encouraged to attend all meetings.

B. **Voted: (2)** To approve job descriptions for the following positions:

1. Director of Finance and Human Resources
2. Accounts Payable Coordinator
3. Payroll/Bookkeeper
4. Human Resources Coordinator
5. Administrative Assistant to the Superintendent of Schools

(Morang – McKechnie) (10 – 0)

C. **Voted: (3)** To approve job descriptions for the following positions:

1. Assistant Superintendent for Curriculum and Instruction
2. Director of Facilities & Transportation
3. Custodial/Maintenance & Transportation Assistant Manager
4. Director of Food Service
5. Director of Recreation and Community Education
6. Director of Student Services
7. Director of Technology

(Morang – Parker) (10 – 0)

D. **Voted: (4)** To adopt the 2009-2010 School Calendar. (Kaplan – McKechnie) (10 – 0)

8. NEW BUSINESS:

A. **Voted: (5)** To authorize a study by a State-funded facilitator of the cost sharing and debt sharing agreements and other financial information to obtain updated and projected data. (Parker – Dube) (10 – 0)

B. **Voted: (6)** To designate John Morang to represent RSU No. 5 on the Maine Vocational Regional Ten (MVR 10) Cooperative Board. (Kaplan – McKechnie) (9 – 0 – 1 Morang)

C. **Voted: (7)** Upon the recommendation of the Superintendent that the property described in the proposed deeds presented to this meeting be determined by this board to be necessary to carry out the functions of Regional School Unit No. 5 and that the superintendent be authorized and directed to submit the deeds to the school boards and, as applicable, municipal officers of the members in which such property is located and to request that such school boards and municipal officers transfer title to their respective school properties and buildings, as hereby designated, to Regional School Unit No. 5. (Dube – McKechnie) (10 – 0)

Superintendent Welsh stated that by approving the motion, the Board was determining that the school property is necessary to our function for the business of educating students. Dr. Welsh also noted that the motion authorized and directed the Superintendent to submit finalized deeds to MSAD #62 and the towns of Freeport and Durham. Freeport also has property on Pownal Road that is under discussion about whether the Town will continue to own that property or whether it will be transferred to the RSU. The Town has liability insurance on the property that will continue after July 1st. We are working cooperatively with the Town and expect resolution shortly and, if needed, will bring that deed to the board when it is prepared. Copies of the proposed deeds were provided to the Board and the public.

D. **Voted: (8)** Upon the recommendation of the Superintendent that the Resolution entitled, "REGIONAL SCHOOL UNIT NO. 5 BOND RESOLUTION FOR DURHAM ELEMENTARY SCHOOL," be approved in form presented to this meeting, and that an attested copy of said Resolution, executed by a majority of the members of this Board, be included in the minutes of this meeting. (Morang – McKechnie) (10 – 0)

Dick Spencer, attorney with Drummond Woodsum mentioned the Board will need to ratify the Resolution again at a meeting in July after they are a legally functioning Board. Mr. Spencer assured the Board that the obligation of the loan is to the Town of Durham. Copies of the resolution and agreement were available at the meeting for the Board and public.

- E. **Voted: (9)** Upon the recommendation of the Superintendent that the resolution entitled, "REGIONAL SCHOOL UNIT NO. 5 RESOLUTION TO ASSUME DURHAM ELEMENTARY SCHOOL PROJECT CONTRACTS AND PROJECT SITE," be approved in form presented to this meeting, and that an attested copy of said Resolution, executed by a majority of the members of this Board, be included in the minutes of this meeting."
(Dube – McKechnie) (10 – 0)

Dick Spencer, attorney with Drummond Woodsum mentioned the Board will need to ratify the Resolution again at a meeting in July after they are a legally functioning Board. Copies of the resolution and agreement were available at the meeting for the Board and public.

9. COMMUNICATIONS (Consent Agenda)

- A. FY'10 Revised Budget Schedule

10. POLICY REVIEW:

- A. Policies 09 Packet #3 were distributed for review with plans for 1st Read on June 24, 2009 and Final Adoption on July 22, 2009.

- B. 1st Read on 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) |
| 13. IHBAA | Referral/Pre-Referral of Students with Disabilities |
| 14. IHBAC | Child Find |
| 15. IHBAL | 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 |

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| 20. JCA | Assignment to Schools Within the District |
| 21. JKF | Disciplinary Removal of Students with Disabilities |
| 22. JKGA | Time Out Rooms and Therapeutic Restraint |

C. Voted: (10) To adopt the following policies 09 Packet #1

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| 1. AC | Non Discrimination/Equal Opportunity and Affirmative Action |
| 2. ACA | Non-Sexist Language |
| 3. ACAA | Harassment and Sexual Harassment of Students |
| 4. ACAA-R | Student Discrimination and Harassment Complaint Procedure |
| 5. ACAB | Harassment and Sexual Harassment of School Employees |
| 6. ACAB-R | Employee Discrimination and Harassment Complaint Procedure |
| 7. ACAD | Hazing |
| 8. ADA | School System Goals and Objectives |
| 9. ADAA | School System Commitment to Standards for Ethical and Responsible Behavior |
| 10. ADC | Tobacco Use and Possession |
| 11. ADF | School District Commitment to Learning Results |
| 12. AEC | Accountability Reporting to the Public |
| 13. BCE | Board Committees (Finance) |
| 14. BCF | Advisory Committees to the Board |
| 15. DI | Fiscal Reporting |

(McKechnie – Dorsey) (10 – 0)

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

- A. Policy: Kristen Dorsey reported the committee met on May 15th and finalized packets for Board consideration at the May 27th meeting. Packet 09-1 for adoption; Packet 09-2 for First Read; distribution of Packet 09-3 for feedback. The sub-committee also discussed calendar feedback and considered how to address community concerns about the calendar. The sub-committee will make a recommendation to the Board to create an advisory committee next fall that will be charged to consider calendar and instructional time concerns expressed by community members this spring. The advisory committee would make recommendations to the Policy Sub-committee who will make recommendations to the full Board.

Board member Peters noted she would like to see sexual preference added to the last line in policy JCA, Assignment to Schools within the District.

- B. Communications: Betsy Peters reported the committee met on May 18th. The Future Search Conference has been rescheduled to August 27th 5:00-8:30 P.M.; Friday, August 27th 3:00-8:30 P.M.; Saturday, August 29th 8:00 A.M. – Noon. Personal invitations will be sent out in July. A list of attendees has been distributed to Board members for feedback. The sub-committee will finalize the list at their June 1st meeting.

An agenda and press release sign up has been created on the RSU website. The public can sign up to have these notices sent to them via e-mail. The sub-committee also discussed a policy on

Broadcast of Meetings and recommends that anything to do with budget be broadcast but not necessarily workshops. Sub-committee members recommend Board members act as budget

activists and be prepared to speak to warrant articles when questions arise at the Annual Budget Meeting, with additional information from Administrators, as needed. The goal is to broadcast the Annual Budget Meeting live either by audio or audio and video.

- C. Finance: John Morang reported the committee met on May 21st. Insurance quotes were reviewed and it was decided to award the Property & Casualty and School Board Legal Liability to Massamont with Clark Insurance being the agency of record. Workers Compensation was awarded to Maine School Management Association.

The sub-committee discussed deed transfers. There is an issue with the Pownal Road property. The Durham bond was also discussed and who is liable should the RSU be dissolved.

Bank RFP responses were received from Key Bank and Bath Savings. After review by the sub-committee on May 21st the decision was made to conduct RSU banking services with Bath Savings with the stipulation they lower the target balance to \$600,000. A letter has been received by Bath Savings indicating a figure of \$615,000.

- D. Negotiations: The committee met with Durham Education Support Personnel on May 19th and will meet again on June 9th from 4:00-8:00 P.M. and June 18th 5:00-8:00 P.M. A meeting with Teachers was held on May 20th with the next meetings scheduled for June 12th 3:30-7:30 P.M. and June 22nd from 2:30-6:30 P.M. The sub-committee met with Administrators on May 21st, no additional sessions are scheduled at this time.

12. EXECUTIVE SESSION: This agenda item was tabled under 4. Adjustments to the Agenda.

- A. To enter into Executive Session as outlined in M.R.S.A § 405(6)(A) for the purpose of discussing employment of Administrators.

13. ACTION AS A RESULT OF EXECUTIVE SESSION: This agenda item was tabled under 4. Adjustments to the Agenda.

- A. Consideration of action to authorize the Superintendent of Schools to issue Administrator contracts as discussed in Executive Session.

14. EXECUTIVE SESSION: This agenda item was added under 4. Adjustments to the Agenda.

- A. **Voted: (11)** To enter into Executive Session as outlined in M.R.S.A § 405(6)(D) for the purpose of discussing negotiations. (McKechnie – Morang) (10 – 0)

Time In: 10:55 P.M.

Time Out: 11:25 P.M.

15. ACTION AS A RESULT OF EXECUTIVE SESSION:

None

16. ADJOURNMENT:

Voted: (12) To adjourn at 11:25 P.M. (McKechnie – Parker) (10 – 0)

Shannon L. Welsh
Superintendent of Schools