

REGIONAL SCHOOL UNIT NO. 40
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 40

Friendship * Waldoboro * Warren * Washington * Union
1070 Heald Highway * PO Box 701 * Union * Maine * 04862
(207) 785-2277 Fax (207) 785-3119

Michael Cormier, Interim Superintendent
Kimberly Schroeter, Director of Instruction

Karla Miller, Business Manager
Karen Etheridge, Director of Special Services

Board of Directors Meeting
Thursday, June 5, 2014
Medomak Middle School

MINUTES

School Board Members: Erik Amundsen, Guy Bourrie, Ann Donaldson, Dana Dow, Danny Jackson, Lynda Letteney, Margaret Massengale (arrived 8:12 p.m.), Sandra O'Farrell, Errol Silvestri (left 8:30 p.m.), Brooke Simmons, Robert Williams, Dennis Wooster (left 8:20 p.m.)

Student Representatives: Aaron Smeltzer, Olivia Ryan

Administrators: Superintendent Cormier, Justin Kangas, Julia Levensaler, Casey Lufkin, Karla Miller, Kimberly Schroeter, Susan Taylor and Linda Trenholm, Harold Wilson

Others Present: See Attached Sign-in Sheet

I. The meeting was called to order by School Board Chair, Danny Jackson, at 7:02 pm

- a. Pledge of Allegiance
- b. Declaration of Quorum: 665 – 193
- c. Note Absences: Tod Brown, Sean Donaghy
- d. Adjustments to the Agenda
 - i. Under Educational Issues
 1. Add review draft MOU with St. George
 - ii. Under Action Items
 1. Add recommendation to employ local lawyer to address families who owe money on their school lunch account

II. Audience with the Public

III. Approval of Minutes – May 15 and 29, 2014

- a. Motion to approve the Minutes: Lynda Letteney Second: Sandra O'Farrell
Vote: 610 – 0 – 55 (Guy Bourrie)

IV. Superintendent and/or Chair Reports

- a. Superintendent's Report
 - i. See written report
- b. Board Chair's Report
 - i. See written report
- c. Business Manager's Report
 - i. See written report

- d. Student Representative(s) Report
 - i. See written report

V. Presentations

VI. Reports from Schools

- a. Julia Levensaler shared Miller Grade Schools' School-wide PBIS Evaluation Tool report
- b. Kim Schroeter informed the board of the Literacy Celebration that recently took place and several members attended. She also shared with the Board that there will be a decline in the amount of federal funds that RSU 40 will be receiving next year.

VII. Educational Issues

- a. Review Draft MOU with St. George was distributed and will be on the June 19th agenda for approval.

VIII. Action Items

- a. Review and approve MVHS Spring 2016 "Best of England" trip
Motion: Sandra O'Farrell Second: Brooke Simmons Vote: 665 – 0

- b. Approve the following appointments for 2014-2015 school year:
 - i. School Physician – Dr. Kevin Davey
 - ii. Truant Officer – School Resource Officer
 - iii. Attendance Coordinator – Kimberly Schroeter

Motion: Erik Amundsen Second: Lynda Letteney Vote: 665 – 0

- c. Authorization to Accept and Apply for NCLB (Title) Grants in 2014-2015:
Motion: Guy Bourrie Second: Dennis Wooster Vote: 665 – 0

- d. Food Service Lunch Accounts in Arrears
Motion to send out a letter for a visit with Stormie Hendrickson, Food Service Director, and the School Resource Office by certified, return receipt mail to set up a payment plan with the school and family. If the meeting is unsuccessful and no money is paid on the overdue school lunch account, the account will be turned over to legal counsel for collections:

Motion: Guy Bourrie Second: Sandra O'Farrell Vote: 665 – 0

- e. Approve and Sign Warrants for a Budget Validation Referendum on June 18, 2014:

Motion: I move that the Vote entitled, "Vote to Call and Approve the Warrant for a Budget Validation Referendum," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting.

VOTE TO CALL AND APPROVE THE WARRANT FOR A BUDGET
VALIDATION REFERENDUM

That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to this meeting be and is hereby approved, and that a Regional School Unit budget validation referendum be and is hereby called for June 18, 2014 for the purpose of approving the budget for the 2014-2015 fiscal year adopted at the Regional School Unit Budget Meeting held May 27, 2014 and corrected with respect to Article 13 by the Regional School Unit Corrective Budget Meeting held June 12, 2014.

Motion: Guy Bourrie Second: Ann Donaldson Vote: 665 – 0

- f. School Union 69 Office Space Lease
Authorization to negotiate 2-year lease agreement with School Union 69 for office space in the Superintendent's Office with the Agreement returning to the Board for approval.

Motion: Guy Bourrie Second: Ann Donaldson Vote: 665 – 0

- g. Summer Meeting Schedule
Approve one board meeting in July to be held July 17th and two meetings to be held in August on August 7th and 21st.

Motion: Ann Donaldson Second: Sandra O'Farrell Vote: 665 – 0

- h. Paving
George contacted 3 vendors for estimates on the paving projects at each of our schools. JA Gilbert & Sons out of Bremen was the only vendor to provide an estimate to date of how much it would cost to complete the paving.

Motion that we accept the estimates provided from JA Gilbert & Sons of \$168,425.00, without going out to bid, to complete the paving projects.

Motion: Maggie Massengale Second: Sandra O'Farrell Vote: 734 – 0

IX. Committee Reports

- a. **Personnel Committee – TBD**
- b. **Curriculum Committee – TBD**
- c. **Facilities -Transportation Committee – June 4 @ 4:00 p.m. – Central Office**
- d. **Finance Committee – June 3 @ 5:00 p.m. – Central Office**
- e. **Negotiations Committee — TBD**
- f. **Policy Committee – TBD**
- g. **Region 8 Committee – June 25 @ 7:00 p.m. – MCST**
- h. **Technology Committee — TBD**
- i. **Many Flags Committee – June 12 @ 6:30 p.m. – Rockland – Main St.**
- j. **Anti-Bullying Committee – June 12 @ 3:30 p.m. – MMS**

X. Other Items/Adjournment

The meeting adjourned at 8:36 p.m.

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.

To: Members of the Board of Directors
From: Mike
Re: Board Agenda of June 5, 2014

IV. Superintendent, Chair, Business Manager and/or Student Representative(s) Reports

A. Superintendent's Report

It has been a busy time with the ending of the school year, budget adoption, graduation, Top 8 Awards Assembly, end of the year celebrations and functions.

Included with the agenda is a draft Memorandum of Understanding with St. George. It is currently at legal counsel for review.

As you now know, we have to hold a special budget meeting to correct the figures in Article 13. The special budget meeting will be on June 12th with the validation vote TBD.

I have granted teacher transfers to Laura Freeman, she will become the full time art teacher at Miller School, and Erin Clark's request to move from grade 1 at Warren to grade 1 at Prescott. I also have assigned Liz Drury to the 6th grade opening in Union. Liz is returning from her year of sabbatical at Harvard. (This will not preclude her from applying for any administrative openings within the district. I need to have a placement for her for next year. Christina is aware of this option and supports the assignment.)

Valerie Young has resigned as the kindergarten teacher in Friendship. Her family is moving. We wish her well.

We are continuing to work on funding for the second piece of the Siemen's project. Hopefully, we might have some information by the board meeting date.

VII. Educational Issues

Review Draft MOU with St. George

Enclosed is a draft for your review. Bill Reinhardt and Terry Driscoll, from St. George, will attend the meeting in case there are questions. Tod and Ann met with Karla and me and Bill and Terry to review the document you have enclosed with this packet.

VIII. Action Items

1. Review and approve MVHS Spring 2016 “Best of England” trip

See enclosure. Recommend approval.

2. Approve the following appointments for 2014-2015 school year:
School Physician - Dr. Kevin Davey
Truant Officer – School Resource Officer
Attendance Coordinator – Kim Schroeter

Recommend approval of all appointments

3. Authorization to Accept and Apply for Grants in 2014-2015

Recommend approval

4. Parent with Hot Lunch Accounts in Arrears

We will have information for you at the meeting. I recommend that we employ a local lawyer to take these families to small claims court to re-coop the money. These families have received numerous notices and ignore the district. We have sent them forms to complete regarding eligibility for free or reduced lunch and they have not returned them. The children are in the early grades and we can't refuse to feed them. But in order for us to go to court, we need the board's authorization and support and we also need to know that you will follow through, otherwise we shouldn't go down this road.

5. Set date and sign warrant for Budget Validation vote.

We have a recommended date, motion, and warrants for you to sign at the meeting.

6. Summer Meeting Schedule

Danny would like the board to set the dates for summer meetings.

Board Chair Report 6/5/14

- 1) I want to thank Harold, Andrew, Kate, Mike, Tod, Erik, Bob, and Ann for attending and helping out at the School Board Academic Achievement Awards.
- 2) I have handed out the Co-op Agreement for Region 8. I'm not asking for action tonight. It will be on the agenda for June 19th.
- 3) I would like Board Members to look over the Board list to verify their information is correct on the website.
- 4) I would like to remind Board Members they need to respect each other's votes. We don't always agree but need to respect the way each has voted.

RSU 40 / MSAD 40
Financials for Month Ended - May, 2014

GENERAL FUND -- KINDERGARTEN THROUGH GRADE TWELVE

		Percent of Fiscal Year Remaining: 8.33%				
		Adopted	Spent to	Encumbered	Amount	Percent
		FY 2014	FY 2014	to Date	Remaining	Remaining
		Budget		FY 2014	FY 2014	FY 2014
Regular Instruction:		8,335,032.24	7,439,028.74	35,071.67	860,931.83	10.33%
	22. Regular Instruction Programs					
	Medomak Middle School	1,346,841.11	1,247,519.80	10,960.35	88,360.96	6.56%
	Miller School	1,341,393.85	1,191,588.98	8,403.14	141,401.73	10.54%
	Prescott Memorial School	532,734.59	462,915.28	-	69,819.31	13.11%
	Union Elementary School	606,730.90	526,051.38	1,254.00	79,425.52	13.09%
	Warren Community School	1,399,074.80	1,281,464.54	1,254.00	116,356.26	8.32%
	Friendship Village School	481,402.79	371,169.91	1,901.71	108,331.17	22.50%
	Medomak Valley High School	2,366,830.93	2,082,071.97	9,519.47	275,239.49	11.63%
	12. K-2 Instruction Programs					
	19. Other Instructional Programs					
	<i>English as a 2nd Language</i>	20,981.58	17,572.04	-	3,409.54	16.25%
	<i>Alternative Education</i>	184,674.65	179,577.46	1,779.00	3,318.19	1.80%
	<i>Gifted and Talented</i>	54,367.04	79,097.38	-	(24,730.34)	-45.49%
Special Education:	26. Special Ed Programs / Administration	3,466,336.22	3,406,610.15	3,131.02	56,595.05	1.63%
CTE Instruction:	2. CTE Instruction or Assessment	754,109.84	691,267.37	62,842.47	-	0.00%
Other Instruction:		375,792.17	290,998.73	2,124.65	82,668.79	22.00%
	3. Co-curricular	60,587.25	43,332.31	964.28	16,290.66	26.89%
	6. Extra-curricular	301,447.92	245,845.72	1,160.37	54,441.83	18.06%
	19. Other Instructional Programs					
	<i>Summer School</i>	13,757.00	1,820.70	-	11,936.30	86.77%
Student and Staff Support:		2,065,927.95	1,608,215.60	10,892.91	446,819.44	21.63%
	<i>Student Support Services</i>					
	7. Guidance Services	538,616.67	451,009.99	-	87,606.68	16.27%
	8. Health Services	268,382.50	220,602.63	1,350.74	46,429.13	17.30%
	11. Instructional Technology	603,377.06	458,391.53	5,870.85	139,114.68	23.06%
	20. Other Student Support Services	8,770.00	3,277.95	-	5,492.05	62.62%
	<i>Staff Support Services</i>					
	9. Improvement of Instruction	262,429.18	113,067.08	1,461.00	147,901.10	56.36%
	13. Library Services	379,187.54	345,637.66	2,210.32	31,339.56	8.26%
	28. Student Assessment	5,165.00	16,228.76	-	(11,063.76)	-214.21%
System Admin	29. System Administration	605,748.76	457,006.84	-	148,741.92	24.56%
School Admin	23. School Administration	1,333,077.10	1,145,946.40	5,972.40	181,158.30	13.59%
Transportation:	30. Transportation	1,603,508.66	1,504,175.29	-	99,333.37	6.19%
	Student Transportation	1,397,226.20	1,365,073.54	-	32,152.66	2.30%
	Out-of-District Transportation	180,000.00	116,209.06	-	63,790.94	35.44%
	Vocational Transportation	26,282.46	22,592.69	-	3,689.77	14.04%
	Homeless ransportation	-	300.00	-	(300.00)	0.00%
Facilities & Maintenance:		2,062,879.64	1,826,562.45	4,294.00	232,023.19	11.25%
	18. Operation & Maintenance of Plant					
	<i>Maintenance/Custodial</i>					
	Medomak Middle School	285,266.51	211,210.78	659.00	73,396.73	25.73%
	Miller School	235,879.46	217,973.63	659.00	17,246.83	7.31%
	Prescott Memorial School	91,310.73	79,376.20	659.00	11,275.53	12.35%
	Union Elementary School	160,221.32	130,245.81	659.00	29,316.51	18.30%
	Warren Community School	283,831.47	251,166.24	659.00	32,006.23	11.28%
	Friendship Village School	89,278.40	81,673.81	-	7,604.59	8.52%
	Medomak Valley High School	449,067.25	401,523.96	999.00	46,544.29	10.36%
	<i>Maintenance of Buildings</i>	435,513.73	394,230.00	-	41,283.73	9.48%
	<i>Security</i>	-	26,651.25	-	(26,651.25)	0.00%
	<i>Capital Renewal & Renovation</i>	32,510.77	32,510.77	-	-	0.00%
Debt Service:	5. Debt Service Payments	1,520,018.00	1,506,381.27	-	13,636.73	0.90%
All Other Expend:	24. Food Service Transfer	25,000.00	25,000.00	-	-	0.00%
Total General Fund Expenditures		22,147,430.58	19,901,192.84	124,329.12	2,121,908.62	9.58%

RSU 40 / MSAD 40
Financials for Month Ended - May, 2014

GENERAL FUND -- KINDERGARTEN THROUGH GRADE TWELVE

	Adopted FY 2014 Budget	Spent to Date FY 2014	Encumbered to Date FY 2014	Amount Remaining FY 2014	Percent Remaining FY 2014
Percent of Fiscal Year Remaining: 8.33%					
General Fund Revenues:	Adopted	Received		Amt Remaining	% Remaining
Local Assessments					
Waldoboro	4,604,862.91	4,221,124.32	383,738.59	-	0.00%
Washington	1,305,671.30	1,196,865.34	108,805.96	0.00	0.00%
Union	1,953,021.37	1,790,269.58	162,751.79	-	0.00%
Warren	3,377,139.83	3,095,711.52	281,428.31	-	0.00%
Friendship	1,681,753.32	1,541,607.21	140,146.11	-	0.00%
	<u>12,922,448.73</u>	<u>11,845,577.97</u>	<u>1,076,870.76</u>	<u>0.00</u>	<u>0.00%</u>
Tuition					
Regular Education Secondary	70,000.00	47,226.32	14,211.32	8,562.36	12.23%
Special Elementary/State Agency	20,000.00	7,241.63	3,451.13	9,307.24	46.54%
Special Secondary/State Agency	10,000.00	53,849.76		(43,849.76)	-438.50%
Miscellaneous					
Investment Income	5,000.00	5,521.94		(521.94)	-10.44%
Misc Rev and Fees	20,000.00	6,674.57		13,325.43	66.63%
Refund from Prior Years	-	1,100.00		(1,100.00)	0.00%
State Subsidy	8,659,981.85	8,474,754.35	595,907.27	(410,679.77)	-4.74%
Balance Forward	440,000.00	-		440,000.00	100.00%
Total General Fund Revenues:	22,147,430.58	20,441,946.54	1,690,440.48	15,043.56	0.07%

RSU 40 / MSAD 40 - ADULT EDUCATION
Financials for Month Ended - May, 2014

	Adopted FY 2014 Budget	Amount to Date FY 2014	Encumbered to Date FY 2014	Amount Remaining FY 2014	Percent Remaining FY 2014
Expenditures					
Administration	87,142.89	82,906.21	-	4,236.68	4.86%
Workforce Training/Retraining	3,675.00	2,009.93	-	1,665.07	45.31%
High School Completion / GED	300.00	84.34		215.66	71.89%
Total Expenditures	91,117.89	85,000.48	-	6,117.41	6.71%
Revenues					
Local Assessments	45,000.00	40,761.97	4,238.04	(0.01)	0.00%
Workforce Training Fees	24,117.89	3,928.87	-	20,189.02	83.71%
Miscellaneous	2,000.00	12,775.00		(10,775.00)	-538.75%
State Subsidy	20,000.00	15,671.87	-	4,328.13	21.64%
Total Revenues	91,117.89	73,137.71	4,238.04	13,742.14	15.08%
AEFLA Grant					
Expenditures	4,000.00	1,602.19	-	2,397.81	59.95%
Revenues	4,000.00	2,700.00	-	1,300.00	32.50%
Adult Enrichment					
Expenditures	4,355.00	14,655.28	-	(10,300.28)	-236.52%
Revenues	4,355.00	11,304.58	-	(6,949.58)	-159.58%

RSU 40 / MSAD 40 - FOOD SERVICE PROGRAM

Expenditures	958,700.90	827,984.80	-	130,716.10	13.63%
Revenues	958,700.90	819,034.86	-	139,666.04	14.57%
		(8,949.94)			

Administrator's Monthly Report

School/Department: Miller School

Month: June 5, 2014

Staff Updates/Information:

1. Fifth grade teacher, Scott Kady, and G/T teacher Linda Hoffman are hosting an afterschool robotics class in May and June.
2. Administrators completed our graduate literacy class.
3. Several district administrators attended a workshop on the Marzano evaluation model for school leaders.

Student Updates/Information:

1. Second grade had visitors from the Owls Head Transportation Museum. They showed students demonstrations about force and motion.
2. K-2 students went to Kinderkonzert by the Portland Symphony Orchestra.
3. First grade went to the Boothbay Aquarium after they studied the ocean.

Staff and Student Recognition(s):

Other News:

1. NS Design wants to donate a handmade double bass valued at \$2,000.

Administrator's Monthly Report

School/Department: Friendship Village School

Month: June 5, 2014

Staff Updates/Information:

1. Administrators completed our graduate literacy class.

Student Updates/Information:

1. Second grade is studying plants. They planted lima beans in clear plastic cups and are observing their growth.
2. First grade put on several Reader's Theater presentations and invited family and friends to celebrate with them.
3. Third grade had an Ice Cream Celebration for Multiplication.
4. Kindergarten did an author study on David Shannon, and author and illustrator of several very popular children's books. They are using his techniques in their reading and writing.
5. K-2 students went to a Kinderkonzert by the Portland Symphony Orchestra.
6. Kindergarten and Third grade book buddies went on a trip to the Friendship library.

Staff and Student Recognition(s):

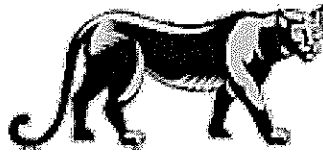
1. The "Almost Annual" FVS Talent Show was held and long time FVS teacher Bonnie Robinson was recognized for her years of service to the children of Friendship.
2. Four students earned a pizza party for reading at least 10 Maine Student Book Award books.

Other News:

WARREN COMMUNITY SCHOOL

117 Eastern Road, Warren, ME 04864
(tel) 207/273 – 2001 (Fax) 207/273 – 3207

Deborah F. Howard
Principal



Justin Kangas
Assistant Principal

RSU/MSAD 40 - Administrator's Monthly Report - JUNE 2014

School/Department: Warren Community School

Month: June 2014

Staff Updates/Information:

Celebration of Literacy was held in the library at WCS on Thursday May 29th for all those who completed a graduate course through the University of Maine as part of our district wide literacy initiative. Great projects were shared and conversations held.

Student Updates/Information:

The second grade took a Puffin Cruise out of New Harbor where students got to experience a boat ride on the ocean and explore the shore! Students discovered seals, puffins, crabs, eels etc. in a fun filled trip that took student's learning from Seabird Sue and brought it to life!

The 3rd and Kindergarten classes took field trip to the Coastal Maine Botanical Gardens in Boothbay as part of their gardening unit.

The 6th Grade went on their class trip to the Challenger Center (spaceship simulator) and the Cole Transportation Museum to interview veterans as a culminating trip. This was a culminating trip that brought a science unit around space to a close that also included several live interviews with NASA astronauts via the internet.

The 1st graders took a trip to the Bangor Children's Museum!

Staff and Student Recognition(s):

A month of testing is behind us! An amazing effort on students and staff for organizing, administrating and taking the MEA Science and NWEA math, reading and language tests!

Other News:

N/A

FAIRNESS + HONESTY + KINDNESS + RESPECT + RESPONSIBILITY

A Caring Community, Growing Together