

**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

Steve Nolan, Superintendent  
Kimberly Schroeter, Director of Instruction

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

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**Board of Directors Meeting**  
**Thursday, August 21, 2014**  
**Central Office**

**MINUTES**

**School Board Members:** Erik Amundsen, Guy Bourrie, Tod Brown, Ann Donaldson, Dana Dow, Danny Jackson, Robert Jones, Lynda Letteney, Sandra O'Farrell, Brooke Simmons, Robert Williams, Dennis Wooster, Errol Silvestri

**Administrators:** Steve Nolan, Karen Etheridge, Deborah Howard, Christina Labbe, Casey Lufkin, Kate Race, Kim Schroeter, Susan Taylor, Linda Trenholm, Harold Wilson, Christina Wotton,

**Others Present:** see attached list

**I. Opening**

- A. The meeting was called to order at 7:02 pm
  - 1. Pledge of Allegiance
  - 2. Declaration of Quorum: 789 – 931
  - 3. Note Absences – Maggie Massengale, William Moody
  - 4. Adjustments to the Agenda
    - i. Superintendent nominations
      - 1. Remove first name from nomination list

**II. Audience with the Public**

**III. Consent Agenda**

Approve minutes of August 21, 2014

Motion: Dennis Wooster

Second: Ann Donaldson

Vote: 716 – 0 – 73

**IV. Superintendent and/or Chair Reports**

**A. Superintendent's Report – see attached**

**B. Notification of Transfers**

- a. Dan Weeks to Medomak Middle School from Medomak Valley High School
- b. Esther Chamberlin to Friendship Village School from Warren Community School

**C. Notification of Resignations**

- a. Elizabeth Drury – 6<sup>th</sup> Grade Teacher – Union School
- b. JC Bakley – Ed Tech III Day Treatment – MVHS
- c. Kimberly Meuse – Ed Tech III Day Treatment – MMS
- d. Gabriel Schuft – Rivers Alternative Education Teacher – MMS

- e. Rachel Winchenbach – Ed Tech III Lifeskills – MMS
- f. Gayla Dever – Ed Tech I – Miller School

**D. Priorities for 2014-15**

- a. The administrative team identified five goals from the Long Range Plan as priority areas for this year.
- b. Goal 1 will be a future agenda item for further discussion. Board members would like to part of Goal 1. The administrative team will revisit the actions and develop the timeline.

**V. Board Chair's Report**

- a. October – Region 8 is going through a remodeling process. Region 8 will be having a community forum to inform the public of its remodeling process.

**VI. Business Manager's Report**

- a. Financials attached

**VII. Presentations – None**

**VIII. Reports from Schools**

Chris Wotton mentioned the Anti-Bullying Committee sponsored walk/run on September 20, 2014. Registration at 7:00 a.m. District website has more information.

Brooke Simmons moved that the current rule set forth in policy concerning charges to advisory committees be suspended temporarily until a revised policy, now in committee, can be adopted: This in order to allow both the Anti-Bullying and Adult Education Advisory committees to conduct meetings. Second: Bob Williams      Vote: 789 – 0 – 0

Harold Wilson, Principal MVHS informed the board that the enrollment at Medomak Valley High School is 564.

Accreditation Letter dated August 7, 2014 (see attached letter).

Kim Schroeter, Director of Instruction informed the board that the Federal fund application has been submitted and one section has been approved.

Casey Lufkin, Assistant Principal Miller School announced that Pre-K has 27 students signed up. Open house is Wednesday, August 27<sup>th</sup>.

Deborah Howard, Principal WCS mentioned that she has 8 new staff members this year.

**IX. Educational Issues – None**

**X. Action Items**

- A. Review superintendent nominations
  - a. ~~Alanna Starr – 6<sup>th</sup> Grade Teacher – Union School – removed~~
  - b. Karla Busmanis – Resource Room Teacher – Medomak Valley High School
  - c. Jennifer Dowdy – Literacy Interventionist – Warren Community School
  - d. Michelle Slack – 6<sup>th</sup> Grade Teacher – Warren Community School
  - e. Megan Seneca – ½ time Science Teacher – Medomak Valley High School
  - f. Marcus Benner – 2 day/week Health/Phys. Ed. Teacher – Medomak Middle School/Prescott Memorial

- g. Karen Wheelis – 6<sup>th</sup> Grade Teacher – Union School
  - h. Lisa Sturgis – 1<sup>st</sup> Grade Teacher – Warren Community School
- Motion: Dennis Wooster    Second: Brooke Simmons    Vote: 789 – 0 – 0

**XI. Committee Reports**

- A. Personnel Committee – TBA
- B. Curriculum Committee – September 10<sup>th</sup> @ 7:00 p.m. - MMS
- C. Facilities-Transportation Committee – September 11<sup>th</sup> @ 4:00 p.m. - TBD
- D. Finance Committee – September 9<sup>th</sup> @ 5:00 p.m. – Central Office
- E. Negotiations Committee TBA
- F. Policy Committee – September 16<sup>th</sup> @ 5:00 p.m. - MMS
- G. Region 8 Committee – September 24<sup>th</sup> @ 7:00 p.m. – MCST Rockland
- H. Technology Committee – TBA
- I. Many Flags Committee – September 11<sup>th</sup> @ 6:30 p.m. –Rockland, Main Street
- J. Safe Schools – September 16<sup>th</sup> @ 3:30 p.m. – MMS

- XII.** Motion to enter into Executive Session 1 MRSA § 405 (6) (A) Personnel Issue  
Motion: Lynda Letteney                      Second: Brooke Simmons    Vote: 789 – 0 – 0
- a. Time In:            7:45 p.m.
  - b. Time Out:        7:52 p.m.

**XIII.** There was no action as a Result of Executive Session

**XIV. Other Items/Adjournment**  
The meeting adjourned at 7:52 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.

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

Board of Directors Meeting  
Sign In Sheet  
(PLEASE PRINT CLEARLY)  
August 21, 2014

NAME	TOWN
Abigail Z. Hayward	Warren
Christina Weston	UES/Prescot
Casey Wilkin	Somerville (Miller)
Julia Levensaler	Waldoboro (Miller)
Keren Ethende	CAE
Arnold E. Wilson	MWH
Kate Rae	WMS

To: Members of the Board of Directors  
From: Steve Nolan  
Re: Board Agenda for August 21, 2014

- I. Opening
- II. Audience with the Public
- III. Consent Agenda
- IV. Superintendent and/or Chair Reports

- A. Superintendent's Report

- 1. Notification of Transfers

- Please see the agenda for information about transfers

- 2. Notification of Resignations

- Please see the agenda for information about resignations

- 3. Priorities for 2014-15

- As an outcome of our administrative team meeting last week, we identified five goals from the Long Range Plan as priority areas for this year. Those goals include:

- Goal #1:** To update and revise the district mission, belief statements, and develop a district "brand"

- Goal #2:** Adopt new teacher/administrator evaluation systems in accordance with State statute

- Goal #3:** Provide suicide prevention education for all district employees in accordance with State statute

- Goal #7:** Provide an aligned curriculum to Maine's Learning Results that will develop the learner to their fullest academic, emotional and social potential

- Goal #11:** Move instructional practice and student performance toward proficiency education

- 4. Research Base

- I want to share brief summaries of some of the sources that shape my thinking. Please review the "District Leadership That Counts" summary included with this packet.

V. Presentations - None

VI. Reports from Schools

Medomak Valley High School accreditation update. Please review the NEASC letter included in this packet.

VII. Education Issues – None

VIII. Action Items

1. Review superintendent nominations

Please review the information about each candidate included in this packet. You will be asked to approve hiring these candidates.

IX. Committee Reports

X. Other Items/Adjournment

## **District Leadership That Works**

The following information summarizes Robert Marzano's findings regarding district-level leadership behaviors associated with student academic achievement.

### **Ensuring Collaborative Goal Setting**

Effective district leaders include central office staff, building-level administrators, and board members in establishing goals for their districts. In particular, they ensure that principals are heavily involved in the goal-setting process since these are the individuals who, for all practical purposes, will implement the goals. Once stakeholders reach an acceptable level of agreement regarding district goals, all stakeholders agree to support the attainment of those goals.

### **Establishing Nonnegotiable Goals for Achievement and Instruction**

Effective district leaders ensure that the collaborative goal-setting process results in goals for (1) student achievement and (2) classroom instruction. This means that the district sets specific achievement targets for the district as a whole, for individual schools, and for subpopulations of students within the district. Once agreed upon, the achievement goals, and an action plan is created for those goals.

With respect to goals for classroom instruction, this responsibility *does not* mean that the district establishes a single instructional model that all teachers must employ. However, it *does* mean that the district adopts a broad but common framework for classroom instructional design and planning that guarantees the consistent use of research-based instructional strategies in each school.

### **Creating Board Alignment With and Support of District Goals**

In effective districts, the local board of education is aligned with and supportive of the goals for achievement and instruction. The board ensures that these goals remain the top priorities in the district and that no other initiatives deflect attention or resources from accomplishing these goals. Although other initiatives might be undertaken, they must directly relate to these two primary goals. Indeed, publicly adopting broad five-year goals for achievement and instruction and consistently supporting these goals, both publicly and privately, are precisely the board-level actions that are most directly related to student achievement.

### **Monitoring Achievement and Instruction Goals**

Effective superintendents continually monitor district progress toward achievement and instructional goals to ensure that these goals remain the driving force behind the district's actions. Effective superintendents ensure that each school regularly examines the extent to which it is meeting achievement targets. Discrepancies between articulated goals and current practices are interpreted as a need to change or redouble efforts to enhance student achievement.

### **Allocating Resources to Support the Goals for Achievement and Instruction**

High-performing districts ensure that the necessary resources, including time, money, personnel, and materials, are allocated to accomplish the district's goals. This can mean cutting back on or dropping initiatives that are not aligned with district goals for achievement and instruction. It is clear from our analysis that a meaningful commitment of funding must be dedicated to professional development for teachers *and* principals. The professional development supported with this funding should be focused on building the requisite knowledge, skills, and competencies teachers and principals need to accomplish district goals.

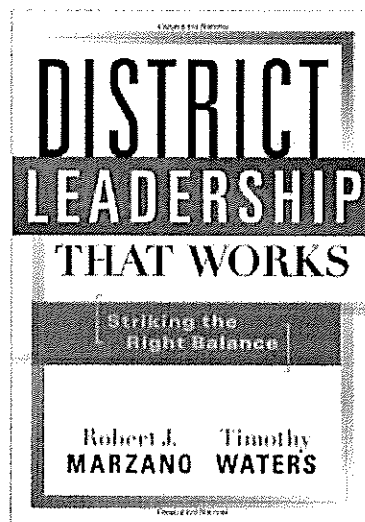
### **A Surprising and Perplexing Finding: Defined Autonomy**

The superintendent who implements an inclusive goal-setting process that results in board-adopted goals for achievement and instruction, who assures that schools align their use of district resources for professional development with district goals, and who monitors and evaluates progress toward goal achievement is fulfilling multiple responsibilities associated with high levels of achievement. This superintendent has established a relationship with schools we refer to as *defined autonomy* when he or she also encourages principals and others to assume responsibility for school success.

*Defined autonomy* means that the superintendent expects building principals and all other administrators in the district to lead *within the boundaries defined by the district goals*. District-level leadership contributes positively to student achievement when an understanding of defined autonomy is shared and honored by all district office personnel.

### **The “Bonus” Finding**

Our meta-analysis produced one finding that initially was not a focus of the study, but emerged from the analysis of the reports in our study. Two studies that we examined reported correlations between superintendent tenure and student academic achievement. Specifically, this finding implies that the longevity of the superintendent has a positive effect on the average academic achievement of students in the district.





**RSU 40 / MSAD 40**  
**Financials for Month Ended - July, 2014**

**GENERAL FUND – KINDERGARTEN THROUGH GRADE TWELVE**

		Percent of Fiscal Year Remaining: 91.67%				91.67%
		Adopted FY 2015 Budget	Spent to Date FY 2015	Encumbered to Date FY 2015	Amount Remaining FY 2015	Percent Remaining FY 2015
<b>Regular Instruction:</b>		<b>8,481,886</b>	<b>1,121,905</b>	<b>78,397</b>	<b>7,281,584</b>	<b>85.85%</b>
	22. Regular Instruction Programs					
	Medomak Middle School	1,279,567	167,397	11,521	1,100,649	86.02%
	Miller School	1,393,804	160,371	30,294	1,203,139	86.32%
	Prescott Memorial School	545,626	91,791	4,155	449,680	82.42%
	Union Elementary School	609,412	87,574	503	521,335	85.55%
	Warren Community School	1,390,627	177,219	309	1,213,099	87.23%
	Friendship Village School	486,381	70,304	1,812	414,265	85.17%
	Medomak Valley High School	2,424,612	334,150	27,666	2,062,796	85.08%
	12. K-2 Instruction Programs					
	19. Other Instructional Programs					
	<i>English as a 2nd Language</i>	18,601	2,119	-	16,482	88.61%
	<i>Alternative Education</i>	209,578	18,509	2,137	188,931	90.15%
	<i>Gifted and Talented</i>	123,677	12,469	-	111,208	89.92%
<b>Special Education:</b>	26. Special Ed Programs / Administration	<b>4,103,275</b>	<b>334,313</b>	<b>29,769</b>	<b>3,739,193</b>	<b>91.13%</b>
<b>CTE Instruction:</b>	2. CTE Instruction or Assessment	<b>708,782</b>	<b>118,130</b>	<b>-</b>	<b>590,652</b>	<b>83.33%</b>
<b>Other Instruction:</b>						
	3. Co-curricular	396,102	13,581	19,621	362,900	91.62%
	6. Extra-curricular	60,683	275	310	60,108	99.04%
	19. Other Instructional Programs	335,409	12,012	19,311	304,086	90.66%
	<i>Summer School</i>	-	1,294	-	(1,294)	0.00%
<b>Student and Staff Support:</b>		<b>1,928,762</b>	<b>248,545</b>	<b>52,281</b>	<b>1,627,937</b>	<b>84.40%</b>
	<i>Student Support Services</i>					
	7. Guidance Services	543,800	65,742	-	478,057	87.91%
	8. Health Services	264,001	23,426	3,300	237,276	89.88%
	11. Instructional Technology	553,682	86,596	7,003	460,082	83.10%
	20. Other Student Support Services	5,270	672	-	4,598	87.24%
	<i>Staff Support Services</i>					
	9. Improvement of Instruction	216,809	27,600	31,500	157,709	72.74%
	13. Library Services	322,450	29,025	10,478	282,947	87.75%
	28. Student Assessment	22,750	15,483	-	7,267	31.94%
<b>System Admin</b>	29. System Administration	<b>594,300</b>	<b>67,689</b>	<b>899</b>	<b>525,712</b>	<b>88.46%</b>
<b>School Admin</b>	23. School Administration	<b>1,444,338</b>	<b>134,591</b>	<b>8,021</b>	<b>1,301,727</b>	<b>90.13%</b>
<b>Transportation:</b>	30. Transportation	<b>1,664,472</b>	<b>255,599</b>	<b>-</b>	<b>1,408,873</b>	<b>84.64%</b>
	Student Transportation	1,474,242	247,880	-	1,226,362	83.19%
	Out-of-District Transportation	160,000	7,719	-	152,281	95.18%
	Vocational Transportation	27,730	-	-	27,730	100.00%
	Homeless Transportation	2,500	-	-	2,500	100.00%
<b>Facilities &amp; Maintenance:</b>		<b>2,086,162</b>	<b>192,454</b>	<b>-</b>	<b>1,893,708</b>	<b>90.77%</b>
	18. Operation & Maintenance of Plant					
	<i>Maintenance/Custodial</i>					
	Medomak Middle School	240,487	15,587	-	224,900	93.52%
	Miller School	238,892	12,690	-	226,203	94.69%
	Prescott Memorial School	89,486	6,364	-	83,123	92.89%
	Union Elementary School	149,294	7,778	-	141,516	94.79%
	Warren Community School	300,887	18,719	-	282,168	93.78%
	Friendship Village School	89,696	6,284	-	83,413	92.99%
	Medomak Valley High School	435,093	29,188	-	405,905	93.29%
	<i>Maintenance of Buildings</i>	475,815	63,334	-	412,481	86.69%
	<i>Security</i>	34,000	-	-	34,000	100.00%
	<i>Capital Renewal &amp; Renovation</i>	32,511	32,511	-	-	0.00%
<b>Debt Service:</b>	5. Debt Service Payments	<b>1,460,491</b>	<b>-</b>	<b>-</b>	<b>1,460,491</b>	<b>100.00%</b>
<b>All Other Expend:</b>	24. Food Service Transfer	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>100.00%</b>
<b>Total General Fund Expenditures</b>		<b>22,893,570</b>	<b>2,486,807</b>	<b>188,987</b>	<b>20,217,776</b>	<b>88.31%</b>

**RSU 40 / MSAD 40**  
**Financials for Month Ended - July, 2014**

**GENERAL FUND -- KINDERGARTEN THROUGH GRADE TWELVE**

	Adopted FY 2015 Budget	Spent to Date FY 2015 Received	Percent of Fiscal Year Remaining:		
			Encumbered to Date FY 2015	Amount Remaining FY 2015	91.67% Percent Remaining FY 2015
General Fund Revenues:	Adopted	Received		Amt Remaining	% Remaining
<b>Local Assessments</b>					
Waldoboro	4,541,414	378,451	-	4,162,962	91.67%
Washington	1,290,064	107,505	-	1,182,558	91.67%
Union	1,953,599	162,800	-	1,790,799	91.67%
Warren	3,488,879	290,740	-	3,198,139	91.67%
Friendship	1,714,352	142,863	-	1,571,490	91.67%
	12,988,307	1,082,359	-	11,905,948	91.67%
<b>Tuition</b>					
Regular Education Secondary	70,000	-	-	70,000	100.00%
Special Elementary/State Agency	20,000	-	-	20,000	100.00%
Special Secondary/State Agency	10,000	-	-	10,000	100.00%
<b>Miscellaneous</b>					
MaineCare Reimbursement	200,000	181	-	199,819	99.91%
Investment Income	5,000	-	-	5,000	100.00%
Misc Rev and Fees	20,000	449	-	19,551	97.76%
Refund from Prior Years	-	-	-	-	0.00%
Rebates (Committed FY 2015)	-	-	-	-	0.00%
<b>State Subsidy</b>	8,900,262	633,828	-	8,266,434	92.88%
<b>Balance Forward</b>	680,000	-	-	680,000	100.00%
<b>Total General Fund Revenues:</b>	<b>22,893,570</b>	<b>1,716,817</b>	<b>-</b>	<b>21,176,753</b>	<b>92.50%</b>

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

	Adopted FY 2015 Budget	Amount to Date FY 2015	Encumbered to Date FY 2015	Amount Remaining FY 2015	Percent Remaining FY 2015
<b>Expenditures</b>					
Administration	91,013	9,789	-	81,224	89.24%
Workforce Training/Retraining	3,675	-	-	3,675	100.00%
High School Completion / GED	300	-	-	300	100.00%
<b>Total Expenditures</b>	<b>94,988</b>	<b>9,789</b>	<b>-</b>	<b>85,199</b>	<b>89.69%</b>
<b>Revenues</b>					
Local Assessments	55,000	4,583	-	50,417	91.67%
Workforce Training Fees	10,000	-	-	10,000	100.00%
Miscellaneous	6,288	-	-	6,288	100.00%
Other Grants	500	-	-	500	100.00%
State Subsidy	23,200	-	-	23,200	100.00%
<b>Total Revenues</b>	<b>94,988</b>	<b>4,583</b>	<b>-</b>	<b>90,405</b>	<b>95.18%</b>
<b>AEFLA Grant</b>					
Expenditures	4,000	-	-	4,000	100.00%
Revenues	4,000	-	-	4,000	100.00%
<b>Adult Enrichment</b>					
Expenditures	4,355	201	-	4,154	95.38%
Revenues	4,355	-	-	4,355	100.00%

**RSU 40 / MSAD 40 - FOOD SERVICE PROGRAM**

Expenditures	895,342	14,858	-	880,484	98.34%
Revenues	895,342	43	-	895,299	100.00%



Founded in 1885

NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES, INC.  
COMMISSION ON PUBLIC SCHOOLS  
COMMITTEE ON PUBLIC SECONDARY SCHOOLS

**Director**

JANET D. ALLISON  
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**Executive Assistant to the Director**

DONNA M. SPENCER-WILSON  
direct line (781) 425-7719  
dspencerwilson@neasc.org

August 7, 2014

Harold E. Wilson  
Principal  
Medomak Valley High School  
320 Manktown Road  
Waldoboro, ME 04572

Dear Mr. Wilson:

The Committee on Public Secondary Schools, at its June 22, 2014 meeting, reviewed the Special Progress Report of Medomak Valley High School and continued the school's accreditation. While the Committee acknowledges that progress has been made as noted below, until all cited concerns have been satisfactorily resolved the school will remain on probation for the Standards for Accreditation on Curriculum and Community Resources for Learning.

The Committee was pleased to commend the following:

- the closing of an additional portable building which had housed two classrooms
- the plan to relocate the clay studio to a repurposed room in the main facility
- the initiatives currently underway, some of which are aligned with the Standards for Accreditation
- the initial progress in reviewing the school's core values and beliefs and in reviewing each of the Standards for Accreditation in advance of the school's upcoming self-study
- the offering of Advanced Placement courses and new elective course offerings
- the dual enrollment program with Thomas College
- the ongoing work of the Facilities Committee in preparation for seeking funding from the Maine Department of Education to discontinue the use of the remaining portables

While the Committee recognizes the ongoing work within the school district through local funding to eliminate the use of the portable classrooms, it has requested that school officials submit a Special Progress Report by December 1, 2014 updating any additional progress made by the Facilities Committee related to seeking funding from the Maine Department of Education in the future once funding becomes available.

**Deputy Director**

GEORGE H. EDWARDS  
direct line (781) 425-7735  
gedwards@neasc.org

**Associate Director**

EDWARD J. GALLAGHER, III  
direct line (781) 425-7722  
egallagher@neasc.org

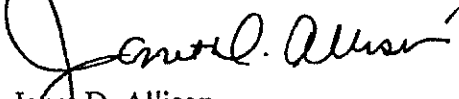
**Associate Director**

ALYSON M. GEARY  
direct line (781) 425-7736  
ageary@neasc.org

Harold E. Wilson  
August 7, 2014  
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The school's probationary status will be reviewed when the Committee considers the Special Progress Report. Consistent with the Committee's follow-up procedures, the Special Progress Report should include an electronic signature of the principal and chair of the school's Follow-Up Committee and be sent electronically to the Committee office at the following address: [cpssreports@neasc.org](mailto:cpssreports@neasc.org).

Sincerely,



Jane D. Allison

JDA/rt

cc: Steve Nolan, Superintendent, MSAD #40  
Danny Jackson, Chairperson, MSAD 40 Board of Directors  
Robert E. Littlefield, Chair, Committee on Public Secondary Schools