

**MSAD #72 Board of Directors
Wednesday, October 8, 2014
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

Call to Order: Bob Steller called the meeting to order at 7:00 and declared a quorum.

Members Present:

Card, Linda*
Carter, John
Dondero, Mitch
Dupuis, Steven
LeBlanc, Sharon*
Lyman, Kathleen*
Mosca, Anna
Schasel, Dean

Shorey, Kathianne
Smethurst, Kevan*
Snow, Norma
Spooner, Ed
Steller, Bob
Struven, Marie
Weston, Laurie
Williams, Jane*

Administrators

Pat Menzel
Rhonda Poliquin
Mark Schrader
Emily Kirkpatrick
David Powers

Members not Present:

Cummings, Laura
Lindblade, Carl*
Mattei, Chris
Stacy, James
Trumbull, Anne

Agenda:

1. **Public Discussion** (15-Minute):

Daymond Steer of *The Conway Sun* asked the Board to comment on Fryeburg Academy's hiring of a new maintenance/cleaning staff and the renting of the Hastings House for Academy purposes. Bob Steller responded that it was an internal issue for Fryeburg Academy and therefore the Board had no comment on it.

2. **Approval of Minutes:** From August 27th Board Meeting

A motion was made to approve the minutes from the August 27th Board Meeting.

Motion: Norma Snow

Second: Laurie Weston

Passed

All in favor

3. **Communications:**

- State Performance Plan (SPP) Compliance for IDEA

Jay Robinson said he was happy to report that there was a Special Education Compliance Audit performed and our District was found to be meeting the requirements. He congratulated Pat Menzel, Director of Special Services, and the entire Special Services staff.

- Letter of Resignation: Anna Mosca, Brownfield Board member, submitted a letter of resignation. Anna was at tonight's meeting and shared with the Board her reasons for stepping down. She hopes she may be able to serve at a later time when her children are older. Bob Steller thanked her for her service.

4. Committee Reports:

- a. Finance: Laurie Weston shared that the committee met Tuesday, October 7th. They discussed the following: FY14 budget adjustments which will be voted on later in tonight's meeting; new school project funding update; FY15 budget updates i.e.: Fryeburg Academy costs are higher, heating oil costs should be lower, teachers who retired/resigned for the current school year were at a higher pay rate than those who have been hired to replace them, transportation costs are slightly higher. The committee also began to review the fiscal management policies per the request of the Policy Committee and warrants were signed.
- b. Curriculum: Jane Williams shared that the Committee met last night. Members of committee will be observing at each school to gather information on what is working and what is not. They were given an update on the electronic Report Card system some teachers will be using called Jumprope. The Math program is changing. Teachers will be using engagenewyork.org, which offers free lesson plans and phases out Think Math. The committee also reviewed the teacher evaluation pilot program.
- c. Transportation: Marie Struven shared that the committee met tonight. Bill Bennett, who has taken on running Bennett transportation since his Dad passed away, met with the committee to update them on what is happening with transportation. The committee also began the process of reviewing policies that have to do with transportation per the request of the Policy Committee.
- d. Facilities: No report
- e. Policy: Norma Snow shared that the Committee had met this evening and continued reviewing/amending policies specifically working on section E. Other policies were turned over to transportation, facilities, finance, and food service for review. The Board will vote on four policies for First Read later in tonight's meeting.
- f. Special Education: Sharon LeBlanc reported that the committee had not met since the last Board meeting.
- g. Personnel: Norma Snow reported that the committee had not met since the last Board meeting.

5. Administrative Reports:

Highlights of First Month of School

Pat Menzel, Director of Special Services, reported that the new teachers are settling in and doing well. Approximately 80% of the staff have completed Safety Care training and the remainder should complete training by the end of this month. Staff are also becoming familiar with the new IEP and looking at expectations on writing goals set by the DOE. Pat is still looking for Physical Therapist and is hopeful we will have someone to fill the position by November.

Mark Schrader, Principal of both Brownfield Denmark Elementary and C.A. Snow Elementary spoke about what is happening at both schools. There are currently 99 students at Brownfield Denmark. All parents have been contacted by their child's teacher. The Professional Development focus is on writing instruction looking at a "ground up" approach and getting back to grass roots. Teachers have used some professional development time to work on lockdown drills. There is currently no Guidance Counselor at the school and a lack of viable applicants. Mark has contacted University of Maine to see if they know of any candidates. Kayla Marston, Guidance Counselor at Snow school, is coming over one day a week to work with students. There are currently 15 students involved in the PKA after school program. The school has a new security system where all students and staff require a fob for entrance into the building. Portables are still an issue. Terri Shaw is the new Administrative Liaison for both schools and is helping out with a great deal with Professional Development.

There are currently 206 students at Snow School. All parents have been contacted by their child's teacher. The staff is working on implementing the new reading program. Mark has begun meetings with a Parent Advisory group with will meet twice a month. They are looking at Report Cards. PKA currently has 30 students in the after school program. The staff is working on lockdown procedures.

Emily Kirkpatrick, Principal of Molly Ockett Middle School, shared they currently have 93 sixth grade students, 91 seventh grade students and 79 8th grade students. She was happy to report she has not needed to send out any truancy letters. They have had three fire drills and yesterday had their first lockdown drill with the Fryeburg Fire and Police chiefs present. They were very impressed with the drill and gave feedback for future drills. Molly Ockett is still looking for 6th grade ELA Teacher and Lauren Potter, former New Suncook Teacher, is filling in until they find one. Professional Development topics are related to school wide goals to support student learning. Teachers are working in data groups during planning time to figure out where students are academically. They meet on weekly basis. This year RTI "Response to Intervention" replaces the weekly ASP time. RTI time is built into the daily schedule to provide students with additional support beyond classroom instruction. Also new this year are advisory groups. All students are assigned to an Advisory Group and they meet with a Staff member each day for 15 minutes prior to classes beginning. The focus of these meetings is to build positive connections, to organize for the day, and to answer questions in order to prepare for a positive

school day. Staff have established clear protocols to build consistency across grade levels. Also the staff are establishing student celebrations recognizing positive choices kids are making and there will be monthly assemblies to honor students. Homework club started this week. Any students can choose to come or a teacher can recommend that a student attend. There are many after school activities for students to be involved in including: Art club, which meets once a week, Early Act, Student Council, Sports, Music instrumental lessons, Band and Chorus. Students in the MESA program are overseeing composting/recycling during lunch. School communications include a weekly parent newsletter, grade level Homework hotline and website information. Molly Ockett hosted an open house last month and Parent /Teacher conferences are coming up.

Rhonda Poliquin, Principal at New Suncook School, shared that they had a smooth start to the school year. They have 189 students. They are using staff teams to form instructional groups for all grade levels. Each team consists of support staff and special services staff. They are meeting two times a week; once with teachers and the other with Special Services staff. The staff is working on learner centered strategies; codes of cooperation regarding students' school habits and behavior: classroom expectations for classrooms, hallways, and playground. Students continue to be recognized for positive behavior. Each week students who have earned a set amount of tickets are recognized with having their picture taken and placed in the newsletter. When a student has earned enough tickets his/her name will be placed on the Hall of Fame at New Suncook. There is a new program called LEAP led by teachers Brianne McInnis and Courtney Smith. They work with students who need guidance learning how to interact with other students. The school goals have a focus on literacy and math. Teachers are analyzing student work together to improve instruction and they place a heavy focus on reading by working with a consultant on a monthly basis to redefine instructional practices. The PTA is working through the National PTA organization to have New Suncook recognized as a school of excellence. This is a multi-step process which includes surveying parents and School Board members to help see how we can improve. Rhonda will be sending surveys out to board.

Kevan Smethurst: What were the children's reactions to having a Lockdown drill?

Emily: Responded that there were discussions with the students prior to the lockdown to share why we would need to have a lockdown and what the expectations for the drill were. The students were very quiet and took the drill seriously; Becky Seacrest will hold a table-top exercise with the whole staff to have a question and answer period regarding lockdown drills.

6. Superintendent's Report:

Teacher and Administrator Evaluation

Jay shared that the process of Teacher and Administrator evaluation is changing significantly. Traditional teacher evaluations have been very one-sided and not very collaborative between the teacher being evaluated and the person doing the evaluation. The new evaluation process will look at professional growth and professional practice through observations, a student achievement component, set targets and student feedback component. The evaluation should define what good teaching looks like and reflect that the teacher is being efficient and effective. Defining it more clearly will help show how administration can support teacher growth.

Jay shared that the staff has been very helpful and collaborative through the process of looking at a new evaluation system. The pilot of this evaluation process should be in place before end of the year. The Board will have to vote on the system. Jay also shared many districts are not prepared to pilot a new evaluation process and we are in good shape because we did a lot of work last year. It is a work in progress that has the capacity to better support teachers.

7. New Business:

- Motion that pursuant to section 1485(4) of Title 20-A of the Maine Revised Statutes this board transfer the following amounts in the fiscal year 2013-2014 budget: \$66,000 from Article 1:
 - Transfer of \$18,500 from Article 1 to Article 2.
 - Transfer of \$47,244.71 from Article 1 to Article 8.

Discussion: This transfer needs to happen because we overspent in Transportation and Special Services for the 2013-2014 Budget due to Out-of-District placements, the need for a new van, paying for a taxi to transport out-of-district student. Note: The Board can transfer up to 5% from one line item to another to cover unanticipated costs. This has no effect on balance forward.

Motion: Laurie Weston

Second: Marie Struven

Passed

All in favor

- Policies for First Read:

ADC: Tobacco Free Schools

ADC-R: Tobacco Free Schools Procedures

JICH: Substance Abuse

JICH-P: Substance Abuse Procedure

A motion was made to approve policies ADC, ADC-R, JICH and JICH-P for First Read.

Motion: Norma Snow

Second: Mitchell Dondero

Passed

All in favor

8. Unfinished Business:
None

9. Personnel Action:
None

10. Agenda Planning/Adjournment:
Next Meeting: November 12th, 2014

A motion was made to adjourn.

Motion: Ed Spooner

Second: Steve Dupuis

Passed
All in Favor

The meeting adjourned at 7:40PM.

Respectfully submitted,

Heather Sheehan
Recording Secretary