

**MSAD #72 Board of Directors
Wednesday, February 10, 2016
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

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

Members Present:

Burk, Christopher
Card, Linda*
Cummings, Laura
Dondero, Mitchell
LeBlanc, Sharon*
Lyman, Kathleen*
Myrback, Louise

Ring, Karen*
Schasel, Dean
Shorey, Kathiann
Snow, Norma
Spooner, Ed
Struven, Marie
Williams, Jane*

Administrators

Emily Kirkpatrick
Pat Menzel
Rhonda Poliquin
Jay Robinson
Mark Schrader
Rick Wohlenberg

Members not Present:

Fisher, Sharon*
Jones, Jack (Excused)
Mattei, Chris (Excused)

Ontengco, Julie (Excused)
Steller, Bob (Excused)

Trumbull, Anne (Excused)
Weston, Laurie (Excused)

Agenda:

1. Public Discussion (15-Minute):
None

2. Approval of Minutes from January 13, 2015 Meeting:

A motion was made to approve the minutes from the January 13, 2015 meeting.

Motion: Marie Struven

Second: Dean Schasel

Passed

All in favor

3. Communications:

Norma Snow welcomed the new Board member, Karen Ring, who is an Alternate from Stoneham.

- Resignation, Denise McGrath

Jay shared that he had received a letter of resignation from Denise McGrath, Alternate Board Member from Brownfield.

- Teacher Resignation, Molly Nunan

Jay shared that a letter of resignation was received from Molly Nunan, Second Grade Teacher at Brownfield Denmark School, effective at the end of the 2015-2016 school year.

A motion was made to accept both resignations with regret.

Motion: Jane Williams

Second: Marie Struven

Passed

All in favor

- **Grant Awards (Mulford Fund)**

Jay wanted to recognize the Mulford Fund and their generosity in supporting a variety of activities/programs in our School District. These are some of the ways the Mulford Fund has assisted: District nurse, Nancy Boucher, purchased new vision testing equipment for vision screenings in the schools; MESA (Maine Environmental Science Academy) added more bicycles to their existing "fleet" to use for transportation to various off-campus sites, thereby saving the District in transportation costs; Elementary Music Teacher, Christina Zahn, brought her K-2 music classes to Kinderconcerts performed by members of the Portland Symphony Orchestra; Pequawket Kids After School program has been able to provide music lessons to students; and Molly Ockett Middle School implemented the Ambassador Program.

4. **Committee Reports:**

Finance: Marie Struven reported that the committee met yesterday with Jay and Sue Frost, Business Administrator, and discussed the following: the Bond application for the new building project which is due February 18th; ED 279, State Calculation for Funding Public Education report, which looks at expenditures for staffing, special services, transportation and supplies and how that affects the fiscal requirements for education of our District towns.

Curriculum: Jane Williams reported that the committee met last Friday with the principals to teleconference with Matthew Drewette-Card, who is the curriculum coordinator in Dexter Maine. They got lots of good information. Jane also asked if there were any board members interested in serving on the curriculum committee as they are down two people.

Transportation: Marie Struven reported that the committee met January 26th and discussed the new transportation contract. They agreed that Jay would meet with Bill Bennett of Bennett Transportation to work on finalizing the contract.

Facilities: No Report

Policy: Kay Lyman reported that the committee met tonight and continued to review policies in the "I" section. There will be policies presented later this evening for first and second reads.

Special Education: No report

Personnel: No report

5. **Administrative Reports:**

None

6. Superintendent's Report:

- Building Project/Bond Application:
Jay reported that he had received the certificate of final funding approval from the State. The cost of the project has gone from roughly \$19.9 million to roughly \$19.3 million. This means the money we need to bond is lower than we originally thought. We are currently in the process of getting information from district towns which we need in order to submit the bond application. Work at the building site continues on pace as the weather has been cooperative.
- Preliminary Budget Information: (see attached Powerpoint)
Jay reported that he has received preliminary budget information from the State. He gave an overview of the preliminary funding as well as an explanation of how educational costs are determined.
- Fuel Storage Information: (See attached informational piece)
Jay reported the basic information regarding the status of our fuel tanks, what we have learned, and how we might proceed in securing fuel for the upcoming years.
- Transportation Contract Update:
Jay met with Bill Bennett of Bennett Transportation in order to discuss the mileage rate for Out-of-District transportation. Bill is receptive to working things out for both parties involved.

7. New Business:

- Policies for Second Read
IHCDA: Secondary Enrollment Options
IKB: Homework
IMD: School Ceremonies and Celebrations
IMG: Animals in Schools

A motion was made to approve the policies listed above for Second Read.

Motion: Jane Williams

Second: Mitch Dondero

Passed
All in Favor

- Policies for First Read
IJND: MSAD #72 Web-Site
IJNDB: Student Computer and Internet Use
IJNDB-R: Student Computer and Internet Use Rules
IJNDB-E1: MLTI Device Take Home Agreement
IJNDB-E2: Personal Device Agreement
IMBB-R: Procedures Governing Exemption from Required Instruction

A motion was made to approve the policies listed above for First Read.

Motion: Jane Williams

Second: Marie Struven

Passed
All in Favor

- Policies for Deletion
IMG-R: Animals in Schools Rules (Merged with IMG)

A motion was made to approve the policies listed above for Second Read.

Motion: Kathiann Shorey

Second: Jane Williams

Passed
All in Favor

8. Unfinished Business:

None

9. Personnel Action:

None

10. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting.

Mark Schrader recognized Ashley Chaine, Snow School parent, who was instrumental in obtaining grant money from Memorial Hospital. This allowed for the purchase of exercise equipment to use with the students at Snow school for a variety of activities.

11. Agenda Planning/Adjournment:

Next Meeting: March 9, 2016

A motion was made to adjourn the meeting.

Motion: Ed Spooner

Second: Dean Schasel

Passed
All in Favor

Meeting adjourned at 7:30.

Respectfully submitted,



Heather Sheehan
Recording Secretary

MSAD 72 Budget Preview

FY17

Major Factors

- Student Count
- Valuation
- Mill Rate for Education

Student Counts by Town

	# Pupils					Difference
	12-13	13-14	14-15	15-16	16-17	
Brownfield	202	215	209	208.5	210.5	8.5
Denmark	160	150.5	137.5	132.5	131.5	-28.5
Fryeburg	521	527.5	525.5	505.5	494	-27
Lovell	182.5	170	162.5	147	139.5	-43
Stoneham	24	31	34.5	35.5	30	6
Stow	53	52	46	50.5	48.5	-4.5
Sweden	52	50	51.5	46.5	41	-11
	1194.5	1196	1166.5	1126	1095	-99.5

Valuation

	STATE VALUATION						Difference	% Change
	2011-12	2012-13	2013-14	2014-15	2015-2016	2016-2017		
Town:								
Brownfield	176,350,000	173,600,000	174,000,000	172,250,000	170,466,667	168,833,333	-7,516,667	-4.33%
Denmark	302,300,000	291,650,000	266,950,000	267,100,000	267,300,000	268,466,667	-33,833,333	-11.60%
Fryeburg	387,350,000	368,400,000	372,500,000	367,050,000	364,050,000	358,583,333	-28,766,667	-7.81%
Lovell	547,950,000	548,950,000	545,450,000	537,800,000	529,883,333	516,350,000	-31,600,000	-5.76%
Stoneham	79,600,000	79,100,000	78,350,000	76,800,000	76,283,333	75,000,000	-4,600,000	-5.82%
Stow	48,900,000	48,300,000	47,100,000	46,500,000	46,166,667	45,750,000	-3,150,000	-6.52%
Sweden	87,050,000	87,300,000	85,900,000	84,675,000	84,183,333	83,600,000	-3,450,000	-3.95%
Total	1,629,500,000	1,597,300,000	1,570,250,000	1,552,175,000	1,538,333,333	1,516,583,333	-112,916,667	-7.07%

State Funding

- Two Calculations:
 - Required Local
 - State Contribution

Costs Per Municipality by Percentage

	# Students	% Students	Total Municipal Distribution
Brownfield	210.5	19.2%	2,469,447
Denmark	131.5	12.0%	1,543,083
Fryeburg	494	45.1%	5,795,877
Lovell	139.5	12.7%	1,636,876
Stoneham	30	2.7%	352,044
Stow	48.5	4.4%	569,181
Sweden	41	3.7%	481,812
	1095		

Property Tax Rate to Raise Local Share of Education Costs

- 8.44 Mills x Town Valuation:

	13/14/15 Average Valuation	Mill Expectation	Distribution by Mill
Brownfield	168,333,333	8.44	1,424,953
Denmark	268,466,667	8.44	2,265,859
Fryeburg	358,583,333	8.44	3,026,443
Lovell	516,350,000	8.44	4,357,994
Stoneham	75,000,000	8.44	633,000
Stow	45,750,000	8.44	386,130
Sweden	83,600,000	8.44	705,584

State Contribution

- Municipalities whose costs exceed the dollars generated when the mill rate is multiplied by the town's valuation receive the difference in State funding:

	# Students	% Students	Total Municipal Distribution	Distribution by Mill	
Brownfield	210.5	19.2%	2,469,447	1,424,953	-1,044,494
Denmark	131.5	12.0%	1,543,083	2,265,859	722,776
Fryeburg	494	45.1%	5,795,877	3,026,443	-2,769,434
Lovell	139.5	12.7%	1,636,876	4,357,994	2,721,118
Stoneham	30	2.7%	352,044	633,000	280,956
Stow	48.5	4.4%	569,181	386,130	-183,051
Sweden	41	3.7%	481,812	705,584	223,772

Other Factors

- Statewide property valuations have decreased by \$1.4 billion. This generates less educational dollars when last year's mill rate is applied (8.23), which is causing an increase to 8.44 mills. This increase shifts more burden to local taxpayers before State subsidy kicks in for towns meeting the threshold.

Other Factors

- The cost for education – number determined by the DOE through the EPS model – is increasing by roughly \$12 million.
- This is the result of an increase in special-education costs (up by \$2.3 million) as well as an increase in teachers' salaries.
- Based on the proposed budget, 131 districts are "losing money" next year. Our State subsidy has decreased by roughly \$112,000 from last year.

Final Thoughts

- We are currently in the process of completing an application to the Maine Municipal Bond Bank for the **Building Project**. FY17 will be the first year of payment, although it will only be an interest payment. This will change the ED279 from what appears on the preliminary draft.

Fuel Tank Update

- An **initial DEP permit** gave us until July 1, 2016 to either discontinue the use of the fueling facility (by removal of pumps, tanks, piping, etc.) or to upgrade the facility to comply with the requirements of the Environmental Protection Agency 40 CFR 112 SPCC Plans by adding **structural measures to capture and contain surface runoff from the fuel pump island area** by August 31, 2016.
- In working with the architect, no one had a good handle on the potential costs for the upgrade. One number thrown out initially was **\$50,000**. They spoke with PDT Architects regarding the brand new two-tank (gasoline and diesel) fueling depot they designed for the Lake Region Schools in Naples. This facility was located over an aquifer (similar to much of Fryeburg) and included a partial building. The estimated cost for this facility in 2010 was approximately **\$275,000**. This included everything from tanks, pumps, dispensers, alarms, fire suppression, building, and containment.
- Rick consulted with the gentleman from Petroleum Professional who performs our inspections, and he felt that our current set-up is at or above the current DEP standards. That resulted in additional conversations between with the **DEP regarding EPA rules (OMG)**. The current thinking is that if we follow what is outlined in the Spill Prevention Control and Countermeasure (SPCC) plan in terms of training employees, that we will not have to invest any additional money into the tanks regardless of what is decided.
- I spoke with David Mealey, who is the contact person for the **DOT site** in town, and he gave me the following information:
 - We would have to sign a cooperative agreement to utilize the fueling depot.
 - This agreement would allow us, but not require us, to get our vehicle fuel there.
 - The agreement is ongoing, and once signed they assured me that the only reason for termination of the agreement would be if we are not in compliance with the agreement or if they eliminate the fueling facility altogether.
- What have we learned?
 1. We can perform the employee training and continue to use our current set-up without investing additional money.
 2. We can sign an agreement and take advantage of the DOT's lower rates without being "locked in" to anything long-term.
 3. We can determine the long-term fate of the current tanks when they present the need for additional expenditures.
 4. The total cost to decommission the MSAD 72 fuel depot (including tank cleaning, removal of excess fuel, and removal of tanks, piping, etc.) is **\$32,150**.

POST-SECONDARY ENROLLMENT OPTIONS

The intent of this policy is to establish the requirements for District student enrollment in post-secondary courses taken before high school graduation.

Eligible Institutions

Students may take courses at eligible post-secondary institutions.

Student Eligibility Requirements

A student may take no more than two courses per semester and four courses per academic year.

A student must meet the following criteria prior to enrolling in a post-secondary course:

- A. Have a minimum of a "B" average in his/her courses overall;
- B. Meet the course admission standards of the eligible institution;
- C. Provide evidence of parent/guardian approval for taking the course; and
- D. Obtain approval from the Head of School (or designee) and guidance counselor.

Exceptions to Eligibility Requirements

A student enrolled in grade 11 or 12 who does not meet the "B" average in his / her classes overall is eligible to take a post-secondary course provided that he / she:

- A. Has been assessed and received a recommendation to take the course from the school administration; and
- B. Has been approved for participation in the course by an eligible institution.

Exceptions to Course Limits

Exceptionally capable student may apply to the Head of School (or designee) to exceed the allowed number of courses

Awarding Credits

The eligible institution shall grant full credit to any student who successfully completes a course.

High school graduation credit for a course taken under this policy shall be awarded as follows:

- A. The course must meet for a minimum of one semester.
- B. The student must earn a passing grade in the course.
- C. Attendance must satisfy the instructor's requirements.
- D. If the above criteria are met, the student shall receive one-half (1/2) unit of high school credit for each course.

Financial Assistance

- A. The Maine Department of Education shall pay applicable tuition costs for any student enrolled in a course under this policy if the eligible institution requires tuition payment.
- B. The student and his/her parent/guardian are responsible for paying for all textbooks, course fees and transportation costs. In hardship cases the student may apply to the High School to pay some or all these costs. Any decision to pay will be at the discretion of the school based on its estimation of the need and the availability of funds within its high school related budget allocations.

School Unit Reporting Requirements

The Head of School (or designee) shall ensure that information concerning post-secondary enrollment options is made available to parents and students and shall provide an annual report to the School Board regarding the number of students taking courses at post-secondary institutions and the courses taken.

Ref: 20-A § 4771-4775

Adopted: 10/14/98

Amended: 12/8/99

Amended: 2/10/16

HOMework

Homework is a flexible, individual instructional responsibility of the teachers in our District and is also an essential tool for teachers to both extend the learning that takes place in the classroom and to get the feedback needed to support the learning of each and every student. It is an important part of becoming an independent, responsible learner.

However, because of the individual differences and needs of pupils, it is unsound to require all pupils to experience the same kind of homework in connection with their school instruction.

Homework should supplement, complement and reinforce classroom teaching and learning.

Types of homework:

- a. drill and additional practice on skills introduced in the classroom.
- b. completion of unfinished classroom assignments.
- c. long or short term projects
- d. research activities in locating facts and data
- e. independent reading
- f. guided reading of library books

Amount of homework:

The extent to which homework is used in a classroom is up to the discretion of the individual teacher, but the following guidelines are helpful in determining appropriate amounts for each grade level:

Kindergarten:	10 - 20 Minutes
First Grade:	20 Minutes
Second Grade:	20 Minutes
Third Grade:	30 Minutes
Fourth Grade:	40 Minutes
Fifth Grade:	50 Minutes
Sixth Grade:	60 Minutes
Seventh Grade:	70 Minutes
Eighth Grade:	80 Minutes

Purposeful homework varies from day to day with each pupil, depending on his educational capacity, potential, and need. Completion of such homework will be required.

Adopted: September 1977

Reviewed: 9/9/98

Amended: 2/10/16

SCHOOL CEREMONIES AND OBSERVANCES

a. Holiday decorations or displays placed in a school buildings may not include religious symbols or insignia unless part of a content neutral display. These decorations shall be removed prior to vacation, where such applies. Live trees or other flammable objects shall not be used.

b. Celebrations shall follow Policy JL and must be approved as to time and manner by the Administration.

Adopted:

Amended: 11/12/98

Amended: 2/10/16

ANIMALS IN SCHOOLS

MSAD #72 is intent on providing a healthy learning environment for all students. The school recognizes that animals can play a beneficial part in the learning experience at school for students. We also understand that for some students animals can trigger an undesired reaction.

The intent of this policy is to balance the value of having animals in school to provide learning experiences with the need to protect the health and safety of students and staff and to provide humane living conditions for animals that are residing in the classroom.

For the purpose of this policy “animals” includes mammals, reptiles, amphibians, birds, insects, and fish. This policy does not apply to the presence of service animals that have been or are being specifically trained for the purpose of assisting a person with a disability.

1. Animals, with the exception to law enforcement animals, are prohibited from school buildings and grounds unless approved by the building principal for educational purposes related to the objectives of the instructional program. Staff, students or parents who wish to bring animals to school for educational purposes must complete the “Animal Approval Form Packet” and submit the completed packet, along with any other required certifications, to the building principal for approval. This approval packet will remain on file with the building principal.
2. The presence of an animal residing in the classroom must be directly related to the objectives of the instructional program. The classroom teacher must complete the “Animal Approval Form Packet” annually, carrying out all the necessary steps including alerting parents that animals are residing in the classroom during the school year. Animals kept in classrooms must be housed in suitable cages or containers and fed and otherwise cared for appropriately. Only the teacher or students designated or supervised by the teacher may be allowed to handle these animals. Animal waste must be removed on an as-needed basis and in a sanitary manner. Only staff members or adult volunteers will be allowed to clean cages or containers or remove animal waste.
3. Parents are expected to notify the school if their child has an allergy or other health condition that will be affected by the presence of animals in the school. The building principal and staff will respond appropriately when health considerations are brought to their attention. An animal will not be housed in a classroom if a student in that classroom has a documented adverse reaction to the animal.
4. Animals may not be transported in school vehicles.
5. No domestic mammals/pets (including dogs, cats, ferrets, and primates) or livestock will be allowed in school unless current proof of rabies and/or other vaccination is provided.

Smaller mammals such as mice, hamsters, gerbils, guinea pigs, and rabbits do not need to be vaccinated against rabies. Bats, as they may be carriers of rabies, are not allowed in the schools.

Parrots, parakeets and other psittacine birds (birds that carry psittacosis, a severe infectious human respiratory disease) shall not be brought to school unless they have been tested and certified as psittacosis-free.

Red-eared turtles (also known as painted turtles) and many reptiles are carriers of salmonella and shall not be kept in the classroom without written documentation from the supplier that they are salmonella-free.

6. No wild, exotic, aggressive or poisonous animals will be allowed in school unless under the control of an individual trained in the care and management of the animal and properly licensed by state or federal agencies as appropriate (e.g. zookeepers, veterinarians, biologists, Maine Fish and Wildlife personnel). Students will not be permitted to handle such animals.

7. No animals will be allowed free range of the classroom or the school. All animals brought to school must be restrained by the owner/handler. The teacher is responsible for the proper supervision and control of students whenever there is an exhibit or activity involving animals in school.
8. If a student is bitten/injured by an animal on school premises, the principal, school nurse, and parent/guardian must be notified as soon as possible. If a staff member or visitor is bitten/injured, the principal must be notified. The principal must notify appropriate public health authorities and the Maine Department of Health and Human Services Center for Disease Control of each incident. An accident/injury report must also be completed and forwarded to the Superintendent.
9. If a stray or wild animal appears on school grounds, students shall not be allowed in the area until the animal has left the premises or is removed by the local animal control officer, game warden, or other appropriate official.
10. No animal may be used as part of a scientific experiment or for any other purpose in which the normal health of the animal is interfered with or which causes pain or distress. No person may practice vivisection or exhibit a vivisected animal in schools. Dissection of dead animals shall be confined to the classroom and to the presence of students engaging in the study of dissection and shall not be for the purpose of exhibition.

Legal Reference: Americans with Disabilities Act (42 U.S.C. § 12101 et. seq.)

7 MRSA § 3971

22 MRSA §§ 801-825

Adopted: 7/21/2010

Amended: 2/10/16