

**MSAD #72 Board of Directors
Wednesday - February 14, 2018
Meeting Minutes
Molly Ockett School
7:00 PM**

Call to Order: Norma Snow called the meeting to order at 7:02 and declared a quorum.

Members Present:

Brain, Judith
Burk, Christopher
Chatman, Patricia*
Dondero, Mitch*
LeBlanc, Sharon
McKenzie, Rose*
Nash, Annabel
Naughton, Laura

Ontengco, Julie
Robey, Frank*
Shorey, Kathiann
Snow, Norma
Spooner, Ed
Struven, Marie
Weston, Laurie
Williams, Jane

Administrators

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

Members not Present:

Card, Linda (Excused)
Cummings, Laura
Jones, Jack (Excused)

Lyman, Kathleen* (Excused)
Mattei, Chris (Excused)
Rebmann, Tom*

Agenda:

1. Public Discussion (15-Minute):
None

2. Approval of Minutes from January 10, 2018 Meeting:
A motion was made to approve the Minutes from the January 10, 2018 meeting.
Motion: Laura Naughton Second: Julie Ontengco Passed
All in favor

3. Communications:
- Adult Education Update - Madelyn Litz, Director
Madelyn spoke to the Board about what is happening with Adult Education and she also shared a few stories regarding people who are taking advantage of the many opportunities offered through Adult Education. (See attached handout)

- Letter of Resignation

Jay shared a letter of resignation from Alison Wolfe, K-4 Physical Education Teacher at New Suncook and Brownfield Denmark Schools. He thanked her for her many years of service to the District.

A motion was made to accept the resignation of Alison Wolfe with regret.

Motion: Laurie Weston

Second: Kathiann Shorey

Passed
All in favor

4. Committee Reports:

Finance: Laurie Weston reported that the committee met yesterday with Jay and Sue Frost. Bill Hall, our auditor, met with the committee as well and discussed the audit. The budget workshop schedule has been updated per feedback by the Board at the last meeting (See attached); Food Service Director Mary Emerson reported to the committee that using the USDA price equity tool calculation it has been determined that we will not have to raise our lunch or breakfast costs. There has been an 8% increase in paid lunches this school year; Jay spoke about the ED279 Report; an update on court case was given and warrants were signed.

Curriculum: Jane Williams reported that the committee met Monday with the 4 principals and Jay. For the past four years the committee has been researching the literacy programs used throughout the District. When they began Brownfield Denmark School was using a basal program from Pearson Educational Corporation called “Reading Street”, New Suncook was using Columbia University Teachers College’s “Units of Study” program and C.A. Snow school did not have a designated program and subsequently began using “Reading Street”. As a group it was decided that all schools should be using one program so that all students would have the same basic education as they came together at the Middle School. Also the group considered that professional development would be most cost effective, efficient and productive with one program rather than two. During this time period the committee has visited the kindergarten through fourth grade classes at each school, met with teachers, talked with reading specialists, reviewed research on both programs and reached out to specialists from other districts throughout the state. The District chose to use “Units of Study” writing program a couple of years ago and has been pleased with the results. This past year the District has been using “Units of Study” reading program in grades 2 through 5. A decision is needed for which program to use in Kindergarten/First Grade. At the Monday meeting the committee voted and decided to proceed with using “Units of Study” throughout the District because they believe that the underlying philosophical basis of this program best suits the goals for our students which is to develop self-sufficiency, independence and creativity enabling our children to become critically thinking adults and citizens. The committee believes this program not only gives our children a strong basis for learning to read, but also will encourage a love of reading as a lifelong endeavor. A motion to use “Units of Study” will be made later in tonight’s meeting.

Transportation: Marie Struven reported that the committee met tonight. They discussed the need for 2 new buses and an additional van for Out-of-District students. One of our current buses has 200,000 miles and is in need of significant repairs. We will be discussing buses in the budget process. They also discussed the mini-bus routes and tried to come up with a solution to reduce the number of those routes. They also discussed concerns about buses exceeding the speed limit with children on the bus.

Facilities: Jane Williams reported that the committee met and reviewed projects that will have to be done or may have to be done. Rick Wohlenberg is getting pricing for these projects. They also discussed custodial staffing for Molly Ockett School, snow removal for Molly Ockett School which has not been ideal due to equipment. and the drainage project for New Suncook. Rick is in the process of obtaining bids for the New Suncook project in hopes the project will be completed this coming summer.

Policy: Norma Snow reported that the committee met and continued revising current policies and reviewing new policies. There are multiple policies up for First Read later in tonight's meeting.

Special Education: Sharon LeBlanc reported that the committee met tonight and discussed Out-of-District placements and the possibility of creating a new program at New Suncook to assist in bringing some of these students back into the District. They also discussed the addition of Cheryl Baker as Assistant Director for the 18/19 school year.

Personnel: Kathiann Shorey reported that the committee did meet and has started the process of contract negotiations with professional staff.

5. Administrative Reports

None

6. Superintendent Report

- Update of workshop schedule.(See attached)
Jay reported that he and Sue Frost will do their best in getting budget materials to the Board a week prior to the Budget Workshops.
- ED279 Draft (See attached)
Jay gave an overview of the preliminary budget information. He explained how funding is determined as we have several new Board members who will be going through the budget process for the first time this year.

7. New Business

- Policies for Second Read
KBF: Parental Involvement in Title I

A motion was made to approve Policy KBF for a Second Read.

Motion: Ed Spooner

Second: Laura Naughton

Passed
All in favor

- Policies for First Read
BHC: Board Relations with Staff
CBI-R: Administrative Procedure for Evaluating the Superintendent

A motion was made to approve Policy BHC and CBI-R for First Read.

Motion: Annabel Nash

Second: Kathiann Shorey

Passed
All in favor

GBB: Staff Involvement in Decision Making
GBJ: Personnel Records and Files

A motion was made to approve Policy GBB and GBJ for First Read.

Motion: Marie Struven

Second: Christopher Burk

Passed
All in favor

IJOC: School Volunteers
IJOC-R1: School Volunteers Regulations
IJOC-E1: Volunteer Application Form
IJOC-E2: Volunteer Agreement Form

A motion was made to approve the Policy IJOC, IJOC-R1, IJOC-W1 and IJOC-E2 for First Read.

Motion: Annabel Nash

Second: Kathiann Shorey

Passed
10 in favor, 1 opposed, 1 abstention

- 2018-2019 School Calendar (First Draft)
There was discussion regarding Early Release Days. One change was requested to move the Early Release day scheduled in November to the prior week.

8. Unfinished Business

- K-1 Literacy Program Adoption

A motion was made to adopt Columbia University's "Units of Study" as the English Language Arts program to be used throughout the District for both K-1 Reading and Writing.

Motion: Ed Spooner

Second: Marie Struven

Passed

10 in favor, 1 opposed, 1 abstention

9. Personnel

None

10. Public Discussion: (15 Minutes)

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

None

11. Agenda Planning/Adjournment:

Next Meeting: March 14, 2018

April 11, 2018 - Regular Meeting/Budget Workshop

April 25, 2018 - Budget Workshop

A motion was made to adjourn.

Motion: Ed Spooner


Second: Mitch Dondero

Passed

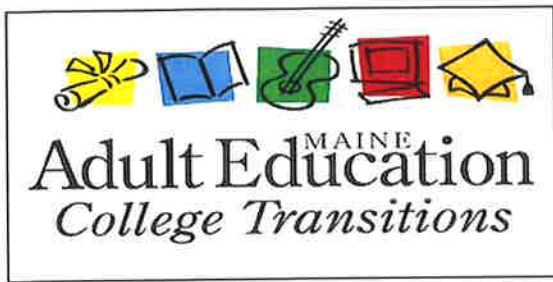
All in favor

The meeting adjourned at 8:08.

Respectfully Submitted,



Heather Sheehan
Recording Secretary



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207-627-4291
AX: 207-627-3113
adulthood@lakeregionschools.org

College is Possible
Don't put college on the backburner any longer!
Work with instructors and advisors here in Fryeburg!

Lake Region and Fryeburg Area Adult Education's College Transitions program offers opportunities to help prepare students for college level work.

- **Career and College Advising:** An opportunity to meet with an advisor to research careers that fit your skills and interests, and explore educational programs that will get you closer your goals.
- **College Success Class:** A blended learning class combining face-to-face classroom sessions with online learning assignments and interaction. This course will focus on the essential skills of a successful college student which will include **study skills, time management, decision making strategies, financial literacy, career pathways exploration and academic readiness.** This class fulfills a required college graduation credit at both Central and Southern Maine Community Colleges.
- **ACCUPLACER Prep:** Work with an instructor on skills to prepare you to successfully take your ACCUPLACER placement tests.
- **Math "Boot Camp":** An opportunity to work on math skills, which will prepare you to successfully take the ACCUPLACER Math placement test and enter a college level math class. Don't let math get in the way of your college and career goals.

Interested students should call the Adult Education office at #207-627-4291 or email Rhonda.jacobson@lakeregionschools.org

MSAD 72 Board Meeting Notes
February 14, 2018

- A new MOU has been signed by the Fryeburg Town Manager and Library Director. It is for a year vs. 6 months. Our College and Career Advisor and instructors continue to be available in Fryeburg on Thursday and most Fridays by appointment. We also have students we meet at the Lovell Library as well.
- We are working with students from both districts at our Naples location which is located behind Lake Region Vocational Center. Instruction, Accuplacer testing, HiSET examination, and all career advising, and college transition services are available at all 3 locations: Fryeburg, Naples, and Casco, and Lovell.
- Currently we've estimated that approximately 1,100 student hours of instruction have occurred so far this year. That would equate to approximately 750 instructional hours (more than 1 student with 1 instructor), and a base instructional cost of over \$20,000
- One of our instructors is currently attending the Adult Numeracy Institute in Augusta to support increased effectiveness of math instruction to adult populations.
- In November we offered a Customer Service Training through the Mt. Washington Valley Chamber – of which Fryeburg and Brownfield are part of their service area. Of the 23 people attending this workforce training workshop, 4 were residents of MSAD 72 towns.

Last year our total enrollment was 21. We are already at 16 YTD:

- Enrollment figures for FY 18 YTD:
 - High School Diploma 2
 - High School Equivalency 4
 - College Transition 6
 - Adult Transition 1
 - ESL 2

HSD and HSE: As we get closer to the end of April we'll be able to determine graduation numbers and if any of the enrolled students will be likely to graduate.

CT: Of the enrolled CT students, one is enrolled in their first semester of college this semester (Spring, 2018), and 4 are enrolled to start in the Fall of 2018.

As an off-campus site for SMCC we are currently holding 4 classes on the LRHS campus: Sociology, Eng Comp, Intro to Lit, and Col Algebra

- Anticipate 2 – 3 high school graduates from this district. All HiSET. Math is definitely holding some back from progressing more quickly. Two of these students are receiving instruction at our Naples location.

MSAD #72 Student stories

HiSET student:

One of our students is a mother of a young girl who is a student at New Suncook School, she has realized that having a high school diploma is important in order for her to move forward with her career and financial goals. Her husband was injured on the job and is out of work. She is motivated and works with an instructor 1 to 2x/week at the Lovell Library. She also has the ability to move through the HiSET materials using our Schoology curriculum in Math, English and History.

Once she finishes her HiSET, she will continue to work with us in our College Transitions program and begin college and work towards a degree in Human Services.

College Transitions student:

This particular student is a mother of a 5th and 8th grader at Molly Ockett School. She is working on transitioning into a degree program at CMCC. She works with our College Transitions advisor on financial aid, skills development, Accuplacer testing, and acceptance and enrollment into college for the Fall 2018 semester. She is also currently enrolled in our College Success class which will earn her 1 credit at the community college. She is a great example of a community member that is looking to improve her family's financial situation and is a great role model to her children.

Meeting Schedule:

- April 11, 2018 - Regular Meeting/Budget Workshop
- April 25, 2018 - Budget Workshop
- May 2, 2018 - Regular Meeting – Formal Vote for Final Budget Approval
- May 9, 2018 - Special Meeting - Sign FY18 Budget Warrants
- May 23, 2018 - District Budget Meeting

April 11th:

- Debt Service
- Food Service
- Facilities
- Transportation
- System Administration
- Student and Staff Support
- Other Instruction

April 25th:

- Regular Instruction
- Special Education
- School Administration

Budget Presentations:

- BDES – May 14th @ 6:30 PM
- MOS - May 15th @ 6:30 PM
- New Suncook – May 17th @ 6:30 PM

ED279

Initial FY19 Budget Information

Factors Driving Funding

- Essential Programs and Services (EPS):
 - Student Counts
 - Town Valuations
 - Mill Expectation

Student Counts

- In past years, the student counts were the result of the yearly April and October counts. This year, student counts are taken once, in October.
- The percentage of **costs assigned to each town** in the funding formula is the result of the town's share of the overall student population:
 - Brownfield 214.5 (19.58%)
 - Denmark 126.0 (11.50%)
 - Fryeburg 498.5 (45.50%)
 - Lovell 142.0 (12.96%)
 - Stoneham 28.0 (2.56%)
 - Stow 49.5 (4.52%)
 - Sweden 37.0 (3.38%)

Valuations

• The valuations are the overall “worth” of the property of the town that is considered in the calculation, which for FY19 is the 2016 – 2017 State Valuation.

• Brownfield	181,250,000
• Denmark	279,075,000
• Fryeburg	369,825,000
• Lovell	500,650,000
• Stoneham	74,275,000
• Stow	46,200,000
• Sweden	86,200,000

Mill Expectation

- To determine the “**Local Required**” amount that all towns are expected to pay toward educational costs, the state funding formula assigns a **mill expectation** that is multiplied by each town’s valuation.
- Any amount over that product (mill rate x valuation) is provided for towns in the form of **State Subsidy**.
- Towns whose costs do not meet the mill expectation pay all education costs without the support of state subsidy (with minimal exceptions such as the “circuit breaker” for debt service, which provides four of our towns with some subsidy to apply to the bond payment).

Local Required

	FY18	FY18
	Valuation	Max Required
	8.19	
Brownfield	171,233,333	1,402,401.00
Denmark	273,066,667	2,236,416.00
Fryeburg	361,000,000	2,956,590.00
Lovell	505,950,000	4,143,730.50
Stoneham	74,650,000	611,383.50
Stow	45,816,667	375,238.50
Sweden	84,116,667	688,915.50

FY19 Local Required and Subsidy

	FY18		FY19	
	Mill Expectation (8.19)		Mill Expectation (8.51)	
	Local Required	Subsidy	Local Required	Subsidy
Brownfield	\$ 1,402,401	\$ 1,500,186	\$ 1,542,438	\$ 1,383,157
Denmark	\$ 1,543,233	\$ 116,854	\$ 1,601,196	\$ 117,106
Fryeburg	\$ 2,956,590	\$ 3,735,038	\$ 3,147,211	\$ 3,651,286
Lovell	\$ 1,799,994	\$ 81,340	\$ 1,852,876	\$ 83,575
Stoneham	\$ 346,861	\$ 22,373	\$ 359,599	\$ 22,910
Stow	\$ 375,239	\$ 269,455	\$ 393,162	\$ 282,205
Sweden	\$ 467,569	\$ 34,999	\$ 471,698	\$ 33,333
	\$ 8,891,887	\$ 5,760,245	\$ 9,368,179	\$ 5,573,572

Local Required Continued

	FY18	FY18	FY18	FY19	FY19	FY19
	Valuation	Max Required	Valuation	Max @ 8.19	Max @ 8.51	Difference
	8.19					
Brownfield	171,233,333	1,402,401.00	181,250,000	1,484,437.50	1,542,437.50	58,000.00
Denmark	273,066,667	2,236,416.00	279,075,000	2,285,624.25	2,374,928.25	89,304.00
Fryeburg	361,000,000	2,956,590.00	369,825,000	3,028,866.75	3,147,210.75	118,344.00
Lovell	505,950,000	4,143,730.50	500,650,000	4,100,323.50	4,260,531.50	160,208.00
Stoneham	74,650,000	611,383.50	74,275,000	608,312.25	632,080.25	23,768.00
Stow	45,816,667	375,238.50	46,200,000	378,378.00	393,162.00	14,784.00
Sweden	84,116,667	688,915.50	86,200,000	705,978.00	733,562.00	27,584.00

Summary

- The FY19 **Local Required** is \$476,292 higher than it was in FY18.
- The FY19 **State Subsidy** is \$186,673 less than it was in FY18.
- The **State Share** of our educational costs has gone from 39.31% in FY18 to 37.30% in FY19 (a decrease of 2.01%).

PARENTAL INVOLVEMENT IN TITLE I

The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs

For the purpose of this policy, "parents/guardians" include other family members involved in supervising the child's schooling.

I. DISTRICT -LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school unit will develop jointly with, agree on with, and distribute to parents of children participating in the school system's Title I programs a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school unit's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school unit that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's achievement standards.
- B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

- C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents and reasonable access to staff.

III. PARENT INVOLVEMENT MEETINGS

Each school receiving Title I funds shall convene an annual meeting to which all parents/guardians of eligible children shall be invited to inform them about the school's participation in Title I and to involve them in the planning, review and improvement of the school's Title I programs and the parent involvement policy.

These meetings shall be used to provide with:

- A. Information about programs the school provides under Title I;
- B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through payment of transportation and childcare costs.

IV. PARENT RELATIONS

Parents/Guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, material and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school unit's Title I plan, programs and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement policy.

Legal References: 20 U.S.C. § 6318

Adopted: 2/14/2018