

**MSAD #72 Board of Directors
Wednesday, August 19, 2015
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:

Burk, Christopher	McGrath, Denise*
Card, Linda*	Myrback, Louise
Cummings, Laura	Schasel, Dean
Dondero, Mitchell	Snow, Norma
Fisher, Sharon*	Spooner, Ed
Jones, Jack	Steller, Bob
LeBlanc, Sharon*	Struven, Marie
Lyman, Kathleen*	Trumbull, Anne
Mattei, Chris	Weston, Laurie
	Williams, Jane*

Administrators

Emily Kirkpatrick
Rhonda Poliquin
Terri Mahanor
Jay Robinson
Mark Schrader

Members not Present:

Ontengco, Julie (excused)
Shorey, Kathiann (excused)

Agenda:

1. Public Discussion (15-Minute):

Daymond Steer, Conway Sun Reporter, asked if there were any major changes that the public should be made aware of in starting the new year.

Jay responded that there have been some staff changes, construction at Molly Ockett has begun and that paving would be finished in time for opening day and that the District staff is looking forward to the start of school. Rhonda Poliquin stated that the PKA after-school program had been consolidated into one District-wide program to be held at Snow School. Students from New Suncook and Brownfield Denmark School are still welcome to attend at the Snow School and buses will bring students to the after school program.

2. Approval of Minutes from July 8, 2015 Meeting:

A motion was made to approve the Minutes from the July 8, 2015 Board meeting.

Motion: Norma Snow

Second: Kay Lyman

Passed
All in Favor

3. Communications:

- **Letters of Resignation**

Jay shared that he had received letters of resignation from the following staff members: Robert Dow, 6th Grade Science Teacher; Patricia Seaver, 6th Grade Math Teacher; Catherine Wood, Literacy Teacher at Snow School; and David Powers, Director of Transportation and Facilities. Jay thanked them all for their service to the District and wished them well in their future endeavors.

A motion was made to accept the resignations of Robert Dow, Patricia Seaver, Catherine Wood and David Powers with regret.

Motion: Norma Snow

Second: Laurie Weston

Passed

All in Favor

- **Food Service Review(see attached letter)**

Jay shared that an Administrative review of the Summer Food Service Program had been conducted by the state with a favorable response. He congratulated Mary Emerson and her staff for a job well done.

4. Committee Reports:

Finance: Laurie Weston reported that the Committee met Monday and discussed the recent audit that was done; the refund of construction costs; the FY15 budget and money that needs to be transferred, which will be voted on later in tonight's meeting; the fund balance; industrial arts equipment from Molly Ockett that needs to be disposed of; and they signed warrants.

Curriculum: (Jane Williams) No report.

Transportation: (Marie Struven) No report.

Facilities: (Jack Jones) No report.

Policy: Norma Snow reported that the committee met tonight and finalized the policy JL: Student Wellness. The committee continues to review policies.

Special Education: (Sharon LeBlanc) No report.

Personnel: Norma Snow reported that the committee met tonight and reviewed information on new hires. There will be a vote later in tonight's meeting to approve some new hires.

5. Administrative Reports:

- **Teacher Hiring Practices:** Pat Menzel shared the process used for teacher hiring for both Special Ed and Regular Ed positions. Applications are reviewed by individual administrators. If there are a significant number of applications a committee made up of an Administrator, current staff members, and support staff is formed to review and narrow down the number of applicants that will be interviewed. Pat often has her committee use a rating system to determine top candidates. Interviews are scheduled and a list of questions is used for the interview process. Applicants are encouraged to ask their own questions of the committee as well. After interviews have been conducted, members of the committee discuss those

deemed to be the top candidates. Applicant references are contacted and a selection is made. The administrator meets with the superintendent to inform him which applicant will be offered the job. The administrator calls the selected candidate to offer the position. Once the candidate has accepted the position HR is contacted to do paperwork.

6. Superintendent's Report:

- **Teacher Evaluation:** Jay did a presentation on the new Teacher Evaluation process. He shared that a steering committee comprised of teacher union representatives, teacher volunteers and the administrative team met to review the teacher-evaluation process. They were fortunate to reach a consensus within steering committee and it was a collaborative process. Prior to approval from the State, the board will vote to approve the evaluation process. The Board will vote in the Spring. (Please see attached powerpoint)
- **Kindergarten Numbers:** Jay reported that unfortunately students don't enroll where teachers are available. High class numbers are not good for the Kindergarten level. The Administrative Team has been looking at enrollment and working on spreading out the students between the three elementary schools to help decrease large class size. New Suncook will offer two straight kindergarten placements and letters have been sent out to parents offering the option of attending New Suncook to help bring class sizes down to a more manageable number.

Laurie Weston: What if more kids show up to enroll in the next few weeks?

Jay: If numbers hit 25 at a school, we will need to post an anticipated position. He asked for Board approval to do that, which was granted.

7. New Business:

- **Update on School Building Project :**(See attached Handout) Bids have been done in phases with the site work bid being the first. A lot of work has gone into preparing the site so that construction may begin. On July 15th, Jay met with the State to finalize design-and-funding approval. The Bid was opened for general contractor. Jay was happy to report that the costs for site construction came in \$300,000 under budget and the costs for the actual building came in \$700,000 under the original budget

Ed Spooner: Who will be the general contractor?

Jay can let the Board know who the General Contractor will be as soon as the process is finalized. The bureau has to review the bid first. Jay did say that the potential contractor is from the local area.

All in Favor

10. Public Discussion: (15 Minutes) **Note:** Discussions/questions should pertain to items discussed at this meeting.

None.

11. Agenda Planning/Adjournment:

Next Meeting: October 14, 2015

A motion was made to adjourn the meeting.

Motion: Ed Spooner

Second: Norma Snow

Passed
All in favor

Meeting adjourned at 8:00.

Respectfully Submitted,



Heather Sheehan
Recording Secretary



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

August 4, 2015

THOMAS A. DESJARDIN
ACTING COMMISSIONER

Jay Robinson
RSU 72/MSAD 72
124 Portland Street
Fryeburg, ME 04037

Dear Superintendent Robinson:

An Administrative Review of the RSU 72 Summer Food Service Program was conducted by Andrew Hutchins on July 30, 2015. We appreciate the assistance given by your staff.

The following points were discussed during the review:

- Training was conducted and well documented. Documentation of the training topics, dates and names of the attendees was all in order. The student site supervisors were well trained in reimbursable meal identification.
- Menus were reviewed for the week of July 27 through July 30, 2015. All required components were offered and available to program participants. Good documentation and production records were in place.
- Efforts to increase coordination of summer activities at the New Suncook School could result in greater meal participation. This should be reviewed while planning out summer programs next year.

Overall the staff is well trained and the program is running very well. Thank you for participating in the Summer Food Service Program and continuing to provide nutritious meals to children.

If you have any questions, please do not hesitate to contact Andrew Hutchins at 624-6726 or email andrew.d.hutchins@maine.gov.

Sincerely,

Suzan C. Beaudoin
Director of School Finance & Operations

SCB/AH/sjs

cc: Mary Emerson

Teacher Evaluation

Educator Effectiveness Legislation: LD 1858 – An Act to Ensure Effective Teaching and School Leadership (April 2012)

- Teachers:
 - Standards of Practice
 - Multiple Measures of Effectiveness (Professional Practice and Student Growth Mandatory)
 - Rating Scale with 4 Levels of Effectiveness
- Administrators:
 - All school leaders will be evaluated annually.
 - All school leaders will engage in some form of peer review.
 - All school leaders will receive a formative evaluation by December and a summative evaluation by June of each academic year.
 - Multiple methods will be used to gather evidence on leader performance.

2014-2015

- Pilot Year for teacher volunteers
- Pilot Teachers developed Professional Learning Goals and Student Learning Objectives (SLOs)
- Staff received training on a “System Overview” and establishing “Professional-Growth Goals”
- The Steering Committee met continually to provide guidance and oversight for the system

2015-2016

- All teachers will develop one Student Learning Objective (SLO)
- All teachers will develop professional-growth goals.
- Teachers will work within cohorts made up of their peers to provide ongoing dialog and feedback about the work.
- Students will be surveyed to provide feedback on all teachers in grades 3-8 that will inform professional-growth goals.

Key Components

- **Standards of Professional Practice** (National Board for Professional Teaching Standards)
- **Multiple Measures of Effectiveness**, including Professional Practice and Student Growth Measures
- A Rating Scale with **Four Levels** of Effectiveness
- Implementation Requirements
 - Training
 - Regular Observation and Feedback
 - Peer Review Components
 - Professional Improvement Opportunities

Multiple Measures

- **Professional Practice***
- **Student Learning and Growth***
- Professional Growth
- Learner Perceptions

*Required Measures

Standards of Professional Practice

- The steering committee has developed a rubric based upon the Maine Schools for Excellence model rubric. The five standards are:
 - 1. Teachers are committed to students and their learning.
 - 2. Teachers know the subjects they teach and how to teach those subjects to students.
 - 3. Teachers are responsible for managing and monitoring student learning.
 - 4. Teachers think systematically about their practice and learn from experience.
 - 5. Teachers are members of learning communities.

Professional Practice

- Using the rubric for standards 1, 2, 3 and 5, evaluators and teachers will collect evidence showing effective practice.
- This will take place through formal/informal observations, peer observation, unit/lesson plan review, data review, etc.
- The Professional Practice standards will account for 44% of a teacher's overall score.

Student Learning And Growth

- By definition, this component measures a change in an instructional cohort's academic knowledge or skills between two points of time.
- Teachers will eventually be expected to develop two measures of growth during one school year.
- Chapter 180 also states that “comparable pre and post assessments must be given to the instructional cohort under the instruction of the teacher or the leadership of the principal whose evaluation is impacted by the cohort.”

Student Learning Objectives (SLOs)

- SLO Components:
 - Review of Data
 - Identification of Teacher of Record
 - Identification of Student Cohort
 - Development of a Pre/Post Assessment
 - Identification of Growth Targets
- Student Achievement Must be a “Significant Factor”
 - The default percentage is 20%
 - Our Steering Committee decided to go with that minimum as Student Achievement will account for 20% of a teacher’s overall summary score.

Professional Growth

- The Professional Growth Component will build upon our current use of Teacher Action Plans (TAPs).
- Teachers will also collect evidence showing effectiveness in standard 4 of the NBPTS rubric.
 - Adjustment to Instructional Plans (4.1)
 - Continuous Professional Growth (4.2)
- Professional Growth will account for 36% of a teacher's summary score.

Summary Scores

- Based upon ongoing observations, collection of evidence, and conferences with administration, teachers receive a summary score:

- Highly Effective 88+
- Effective 70-87
- Developing 58-69
- Ineffective Below 57

Rating Level Outcomes

- Highly Effective:
Self-directed, three-year Growth Plan
- Effective:
Self-directed, three-year Growth Plan
- Partially Effective:
Monitored, two-year Growth Plan
- Ineffective:
Directed, sixty-day to one-year Improvement Plan

Board's Role

- Prior to approval from the State, our teacher evaluation tool will need Board approval via a formal vote.

Building Project Update
August 19, 2015

Site Work to Date:

1. **Tree Removal** for creation of "pad" for new construction, access roads, parking, play fields, etc.
2. **Stockpiling of Topsoil** for use on project.
3. **Grading** of site for teacher and parent **parking** areas.
4. Grading of area for new construction area.
5. Addition of **Underground Utilities** including water service, storm drainage, and electrical.
6. **First Coat of Paving Material** for new roadway and parking areas (8/27).

Other:

1. **Design and Funding Approval** (Phase Two) – July 15, 2015
2. **Bid Opening** for General Contractor – July 19, 2015

Miscellaneous:

1. Sue Thurston is working with us to help provide space for practices, games that don't involve daily travel.
2. There is an area that will be accessible for recess.

EMPLOYEE COMPUTER AND INTERNET USE

MSAD#72 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. Compliance with this policy and rules concerning computer use is mandatory.

RULES

Each employee is responsible for his/her actions and activities involving MSAD #72 computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of MSAD #72 computers and examples of prohibited uses. These rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Technology Coordinator.

A. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with these rules and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of MSAD #72 computers will also result in referral to law enforcement.

B. Access to School Computers, Networks and Internet Services

The level of employee access to MSAD #72 computers, networks and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the MSAD #72 computers and networks is strictly prohibited.

C. Acceptable Use

MSAD #72 computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with MSAD #72's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using MSAD #72 computers, networks and Internet services

D. Personal Use

MSAD #72 computers, network and Internet services are provided to staff for purposes related to school programs and operations, and performance of their professional responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

E. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

1. Any use that is illegal or which violates other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. MSAD #72 assumes no responsibility for illegal activities of employees while using school computers.
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
3. Any inappropriate communications with students or minors.
4. Any use for private financial gain, or commercial, advertising or solicitation purposes.
5. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide other school employee e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
6. Any communication that represents an employee's personal views as those of MSAD #72 or that could be misinterpreted as such.
7. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. MSAD #72 assumes no responsibility for illegal software copying by employees.
8. Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the Technology Coordinator or building administrator.
9. Any malicious use or disruption of MSAD #72 computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users).
10. Any misuse or damage to MSAD #72 computer equipment, including opening or forwarding e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
11. Any attempt to access unauthorized sites, or any attempt to disable or circumvent MSAD #72 filtering/blocking technology.
12. Failing to report a breach of computer security to the system administrator;
13. Using school computers, networks and Internet services after such access has been denied or revoked; and
14. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

F. No Expectation of Privacy

MSAD #72 computers remain under the control, custody and supervision of MSAD #72 at all times. MSAD #72 reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

G. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

H. Employee/Volunteer Responsibility to Supervise Student Computer Use

Employees and volunteers who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members and volunteers are expected to be familiar with MSAD #72 policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of a student violation, they are expected to stop the activity and inform the building principal.

I. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating MSAD #72 for any losses, costs or damages incurred by MSAD #72 for violations of Board policies and school rules while the employee is using MSAD #72 computers, including the cost of investigating such violations. MSAD #72 assumes no responsibility for any unauthorized charges or costs incurred by an employee while using MSAD #72 computers.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the MSAD #72's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and/or others as he/she deems appropriate.

Employees shall be informed of this policy through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

Merge GCSA-R w/ GCSA

Adopted: 3/8/06

Amended: 8/19/15

2015 - 2016 School Board Meetings

All meetings start at 7:00

Meetings held in Molly Ockett Cafeteria unless otherwise noted.

All meetings are on Wednesdays.

October 14, 2015

November 4, 2015 (First Wednesday of the month)

December 9, 2015

January 13, 2016

February 10, 2016

March 9, 2016

April 13, 2016 (Snow School)

May 11, 2016

June 8, 2016

July 13, 2016

August 24, 2016

There will be additional meetings during budget "season"; those dates to be determined.