

**MINUTES**  
**RSU 13 SCHOOL BOARD MEETING**  
**THURSDAY, NOVEMBER 7, 2013**  
**MCLAIN SCHOOL**  
**6:30PM**

**Executive Session – 5:00-6:30pm**

1. Call to Order and Declaration of a Quorum

*Chair Kilgour called the meeting to order at 5:00 pm and a quorum was declared. Sherm Hoyt arrived at 5:07 pm and Darryl Sanborn arrived at 5:18 pm.*

2. Executive Session:

To go into Executive Session per MRSA 405(6)(A) to discuss a personnel issue

*It was moved by Christine Curtis and seconded by Nancy Jeffers to go into Executive Session per MRSA 405(6)(a) to discuss a personnel issue. Motion carried unanimously (Darryl Sanborn absent). Executive Session entered at 5:08 pm and Chair Kilgour declared the board out of Executive Session at 5:19 pm.*

To go into Executive Session per MRSA 405(6)(A) to discuss a personnel matter (Level III grievance hearing)

*It was moved by Darryl Sanborn and seconded by Nancy Jeffers to go into Executive Session per MRSA 405(6)(a) to discuss a personnel issue (Level III grievance hearing). Motion carried unanimously. Executive Session entered at 5:19 pm and Chair Kilgour declared the board out of Executive Session at 6:09 pm.*

To go into Executive Session per MRSA 405(6)(A) to discuss the Superintendent's evaluation form

*It was moved by Nancy Jeffers and seconded by Darryl Sanborn to go into Executive Session per MRSA 405(6)(a) to discuss the Superintendent's evaluation form. Motion carried unanimously. Executive Session entered at 6:10 pm and Chair Kilgour declared the board out of Executive Session at 6:30 pm.*

**Regular Board Meeting – 6:35 pm**

3. The Pledge of Allegiance was conducted. Chair Kilgour recognized Bill Pearce's service, noting that he will still be the representative to the Mid Coast School of Technology board. She also introduced the new board members, Steve Roberts (Rockland) and Marla McGeary (Thomaston), and Oceanside High School student representatives, Tabitha Johnston (senior) and Payton Billingsley (junior). A moment of silence was held in memory of Becky Harjula, Ed Tech at the Oceanside High School East library, who passed away suddenly on November 3, 2013.

4. Adjustments to the Agenda

*Add 6. Student Representatives – Report.*

*Add to 9. Business Items, items g. Vote on request for unpaid leave and h. vote on Level III grievance.*

*Remove from 10. Consent Agenda, Item c. Appointment of coaches for 2013-2014 who are not regular employees, (1) Jason Yates – Oceanside High School and Oceanside West Middle School Wrestling – Volunteer. The chair noted that several people had signed up to speak on that topic.*

*Add to 10. Consent Agenda, Item d. Appointment of coaches for 2013-2014 who are not regular employees, (3) Joern Steinort – Supported Study 1 & 2, (4) Scott Browing – Co-Advisory Coordinator, and (5) Marilee Robinson – Mentor – Professional Learning Community Support System.*

5. A. Staff Member of the Month Presentation

*South School Principal Lynsey Ward presented the Staff Member of the Month to Judy Lessard and Dee Thibodeau, Administrative Assistants at South School. She described both of them as dedicated, efficient, and superb. Dee ensures that all runs well with caring, humor and a no-nonsense attitude and has solutions before anyone even knows there is a problem. Judy strives to meet the needs of parents and staff despite the ever changing atmosphere in the office and always with a positive attitude. Principal Ward can't imagine doing her job without them. They received a certificate and will split the \$100 bonus and the prime parking space.*

B. Renaming South School - (taken out of order from 9. Business Items, e. Renaming South School)

*Principal Ward read a letter from the South School leadership team asking the board to reconsider renaming the school. Thousands of students have passed through their doors over the decades and they have celebrated many successes this year. They recently chose the Starfish and blue and white as their school mascot and colors (which keep with Oceanside's theme) and the parents group organized door decorating as part of Halloween week. It is a great place for staff and students, and changing the name would be a step backward in the direction the school community is moving. It was the Board's consensus to leave the name as "South School."*

6. \* Student Representatives – Report

*Oceanside High School Senior Tabitha Johnston and Junior Peyton Billingsley detailed some of the activities happening at OHS-E: Step Up Day is to help incoming sophomores familiarize themselves with the school, there was a \$1,000 contribution to the bleacher fund from Spirit Week activities, a food drive conducted for the backpack program, 40,000 bottles were collected and funds distributed amongst the classes, Key Club inducted 20 new members, assisting with Special Olympics; Nick Mazurek placed 2<sup>nd</sup> in the state for golf, several track and field hockey successes, both soccer teams went to the playoffs, football transitioned into a new league, several students volunteered at the voting on November 5, 8<sup>th</sup> and 9<sup>th</sup> graders were invited to see how their student government works, Thanksgiving baskets and Christmas presents will be made/purchased and anonymously delivered, the Aladdin musical is November 15, 16, 22, 23, and 24, the National Honor Society (NHS) will be inducting members on 12/5 (\*same night as the board meeting), and Project Graduation is holding their craft fair on December 7. Chair Kilgour asked if next year they could possibly schedule the NHS induction on another night so that the Board may be able to attend. Superintendent Collins praised the representatives for their dedication and hard work.*

7. Presentations

- a. Girls Field Hockey Team: *Coach Joanna Hall noted they are a great group of girls, both academically and civically, and she is so proud that they received the 2013 Sportsmanship Award. Several team members held the banner, which will be displayed in the gym at OHS-E. The award is determined by votes from coaches within the division. Chair Kilgour noted that character is much more valuable than any win and she thanked Coach Hall for teaching leadership.*
- b. Audit Presentation: *Ron Smith of RHR Smith has been the district's auditor for three years since the consolidation and one year prior for SAD 5. His firm audits 60-70 schools in the state. By November 1, he is required to submit assertions to the Dept. of Education.*

2014 Budget: *Loren Andrews disagreed with this being discussed and was concerned that it was a personnel issue. Regarding the concerns with overspending \$500,000 in the Special Education article (i.e., teachers not budgeted), when comparing budget to actual, the district is well within Special Education line and with the budget overall. He is confident that Special Education will not be overspent, though local entitlement funds would pick up the overspent. Regarding the general budget, there are some calculation errors, but he does not feel it will be overspent. Per questions from Superintendent Collins, the board should be concerned with what is spent and that the school lunch program is in danger of being overspent. There was discussion of when local entitlement funds are applied for and if they have been approved. The allocation is not known until into the fiscal year.*

2013 Audit: *Funds used to balance the 2014 budget are not enough and the funds allocated to Food Service are not enough to fund program in 2014 the way it's being operated. Mr. Smith has talked to*

the Dept. of Education to extend application deadline. 2013 has impacted 2014. Food Service is being shown as a lump sum report. When asked if he was confident in the integrity of the financial statements, Mr. Smith said he was not confident, as there were errors in coding (roof bond, eg) and he cannot certify accuracies. Health insurance payments and deductions were also miscoded and misallocated.

Chair Kilgour asked if the Finance Committee sees the deficit and Don Robishaw said they do not see the Food Service summary. Superintendent Collins noted the Food Service Director said we are not bringing in enough to cover the costs. Carol Bachofner asked if food cost is a cause. Sally Carleton asked how much Free/Reduced money was collected. Don Robishaw clarified that they were aware more money was spent in FY 2012 so they increased the 2013 allocation. Sherm Hoyt asked if there was the same problem in 2012. Mr. Smith confirmed it was a topic of discussion and had recommendations to address the issues. Chair Kilgour asked if recommendations were addressed and Mr. Smith felt they were not.

Loren Andrews objected and felt the discussion was a set up for a certain employee and it should be stopped. It felt choreographed and was inappropriate. Sally Carleton noted this is not a new problem. Mr. Smith said the magnitude of the situation is FY 2013 doubled from 2011 and 2012. He hopes to have a final product by December 15. Chair Kilgour asked the Finance Committee to consider having Mr. Smith come back.

- c. Special Education Programs: Special Ed Director Erin Frazier thanked Superintendent Collins for access to the Adori program, which has helped to locate deficiencies in the department. Several areas of the state's audit ranged from 46% to 85% as non-compliant. In 46 days, those issues have improved to 93% to 100% compliant. IEPs are also being processed at Central Office, with 237 written notices (to change or add a service to an IEP) being produced since the start of school. Approximately 95% of those written notices were from actual meetings. Special Education is now required to align with Common Core State Standards on IEPs and beginning in 2014-15, 99% of students will be assessed using the Smarter Balanced Assessment. Out of district placements were reviewed. A number of dismissals were due to misclassification, as well as completion of their program. Our Board Certified Behavior Analyst now helps students develop skills to successfully interact in a regular classroom. Our Autism program is highly effective and provides quality programming to our K-4 students.

8. Public Participation: Citizens are welcome to speak to agenda matters before the Board (up to 30 minutes total)

Several people had signed up to speak about Coach Yates but left after learning the item had been deleted from the Consent Agenda. The following remained and chose to speak:

- Reagen Billingsley: has been involved for four years, the program has helped him physically and with discipline.
- Thomas Curtis: supports Coach Yates, who taught him discipline and treated everyone with respect.
- Connor McGonagle: started with the middle school program, wrestling has helped to get through things, and Coach Yates helped him win four national titles.
- Ian Goff: started two years ago and had thought of it as WWE but found it was a lot different. Coach Yates always treated kids with respect. The program helped him physically and to gain courage to be himself.
- Alex McLaughlin: found wrestling to be a sport he enjoyed, Coach Yates took him right in and always expected good sportsmanship.
- Irene McGonagle: the program has struggled to grow, but Coach Yates has stuck by them – he just wants to develop a great program (they started with 4 and now have 20). There is a deadline and if they miss the first meet they are out for the season (11/18 season starts, 11/30 first meet).
- John McGonagle: has coached several sports at many levels for this district. This program is fully self-funded, with Coach Yates volunteering his time, but they need to start practicing.

- Hope Billingsley: wants to continue with Coach Yates, and does not support the allegations nor has she seen anything to support them.

Don Robishaw moved to go into Executive Session to discuss a personnel matter. Superintendent Collins advised against it, as not all parties are present (the Athletic Director, for example) and more information would be needed. Don Robishaw withdrew the motion. Carol Bachofner motioned to schedule an Executive Session as soon as possible to discuss the issue. Don Robishaw seconded. It was confirmed that weigh-ins of (wrestling) team members can be done without the coach. Carol Bachofner amended her motion so as to meet within five (5) business days. Don Robishaw approved the amendment. Motion carried 916 – 84 (Steve Roberts abstained).

## 9. Business Items

### a. Approval of art donation to Cushing Community School

Cushing Community School Principal Ainslee Riley presented information about the donation of Bernard Langlais' art pieces from the Kohler Foundation and Colby College. It was moved by Darryl Sanborn and seconded by Loren Andrews to accept the donation. Don Robishaw asked about the value and if it should be declared on our insurance. Principal Riley said the Foundation said it was up to us on how to insure them. The district does need to promise to return the pieces to the Foundation if we are unable to care for or keep them. The pieces will be hung soon, possibly with assistance from the Foundation. Chair Kilgour asked for an open house event to showcase it. Motion carried unanimously.

### b. Update on legislative effort for funding changes

Superintendent Collins presented an update of his legislative activities. Our bill regarding changing the EPS funding formula did not get through committee, and it is highly unlikely those changes will be addressed in the upcoming election year. There is the possibility of engaging with a lobbying firm but not during an election year. He asked Loren Andrews if he thought he could find support. This is very much a non-partisan vote and would need to find 76 other districts in a similar situation in order to support it.

### c. Policies in Second Reading

Don Robishaw suggested taking the Policies in Second Reading separately.

#### 1) Policy JJIF – Concussions and Other Head Injuries

It was moved by Carol Bachofner and seconded by Sally Carleton to accept Policy JJIF – Concussions and Other Head Injuries in Second Reading. Motion carried unanimously.

#### 2) Policy IJOC – School Volunteers

It was moved by Carol Bachofner and seconded by Sally Carleton to accept Policy IJOC – School Volunteers in Second Reading. Don Robishaw noted that it was forgotten to specify "RSU 13" as the school unit. It was questioned as to who was covering the cost of the background checks. Superintendent Collins hasn't done a cost analysis yet. Carol Bachofner was concerned with the wording "two occasions." It was moved by Don Robishaw and seconded by Carol Bachofner to table Policy IJOC – School Volunteers. Motion carried 911 – 89 (Loren Andrews absent).

#### 3) Policy IKE – Promotion, Retention, and Acceleration of Students

It was moved by Carol Bachofner and seconded by Sally Carleton to accept Policy IKE – Promotion, Retention, and Acceleration of Students. Motion carried unanimously.

#### 4) Capital Reserve Fund – Facilities and Transportation

It was moved by Don Robishaw and seconded by Darryl Sanborn to withdraw Capital Reserve Fund – Facilities and Transportation indefinitely at this time. Superintendent Collins explained that the district's hands shouldn't be tied with this policy. Motion carried unanimously.

d. Clinical Nurse Practitioner Job Description

*It was moved by Nancy Jeffers and seconded by Sally Carleton to approve the Clinical Nurse Practitioner job description. Motion carried 910 – 90 (Christine Curtis absent).*

e. Renaming of South School – Discussion

*Discussed above as Item 5. B.*

f. Award Snow Plow Bid

*It was moved by Don Robishaw and seconded by Sally Carleton to award the bids as presented. Superintendent Collins would like contracts that detail the scope of work before issuing payment. There was discussion regarding past practice. It was moved by Darryl Sanborn and seconded by Carol Bachofner to allow up to a 10% pre-payment at the Business Manager's discretion. Motion to award bids carried unanimously. Motion to allow 10% payment carried unanimously.*

g. \* Vote on request for unpaid leave

*It was moved by Carol Bachofner and seconded by Darryl Sanborn to approve the request for unpaid leave. Motion carried unanimously.*

h. \* Vote on Level III grievance

*It was moved by Nancy Jeffers and seconded by Christine Curtis to uphold the Superintendent's Level II decision on the Level III grievance. Motion carried 916 – 84 (Carol Bachofner opposed).*

*It was moved by Loren Andrews and seconded by Carol Bachofner to add an item to the agenda – Set a Date of Completion of the Evaluation of the Superintendent. The Board must have a meeting to discuss the evaluation by December 30. Motion carried 574 Yes – 426 No (Christine Curtis, Nancy Jeffers, Tess Kilgour, Steve Roberts, and Don Robishaw opposed).*

9. Communications

*No communications.*

10. Consent Agenda

a. Approval of Minutes of Meetings of August 21, 2013 (corrected), October 3, 2013, October 17, 2013, and October 24, 2013

b. Approve the employment of:

(1) Michael Reese, Special Ed, RDMS

c. Appointment of coaches for 2013/2014 who are not regular employees:

(1) Samantha Wiley – Oceanside High School Girls JV Basketball Coach

(2) Ashley Geel – Oceanside High School Girls Freshman Basketball Coach

(3) Teel Foster – Oceanside West Girls 7<sup>th</sup> Grade Blue Basketball Coach

(4) Jason Skarka – Oceanside West Boys 7<sup>th</sup> Grade Blue Basketball Coach

d. Appointment of stipend positions for 2013/2014 who are not regular employees:

(1) Barbara Hendricks – HS Drama Vocal – Fall

(2) Marlene Hall – HS Drama Instrumental – Fall

(3) \* Joern Steinort – Supported Study 1 & 2

(4) \* Scott Browning – Co-Advisory Coordinator

(5) \* Marilee Robinson – Mentor – Professional Learning Community Support System

*It was moved by Carol Bachofner and seconded by Christine Curtis to approve the Consent Agenda. Motion carried 916 – 84 (Steve Roberts abstained).*

## 11. Reports

- a. Report of the Superintendent: *Superintendent Collins had forwarded his report earlier via email.*
  - b. Report of the Board Chair: *Chair Kilgour asked for kindness and thanked Julie Ryan's SGS art students for their display of artwork.*
- *Darryl Sanborn left the meeting at 9:22 pm.*

## 12. Committee Reports and Upcoming Meetings

- a. Curriculum: Chair Sally Carleton reported the committee met October 8, 2013. Next meeting is November 21, 2013, at 5:30 pm.
- b. Facilities & Transportation: Chair George Emery reported the committee did not meet. Next meeting is December 3, 2013, at 5:30 pm.
- c. Finance & Insurance: Chair Don Robishaw reported the committee met October 10, 2013. Next meeting is November 14, 2013, at 6:00 pm.
- d. Policy: Superintendent Collins reported the committee met October 21, 2013. Next meeting is November 18, 2013, at 4:00 pm.
- e. Technology: Chair Loren Andrews reported the committee did not meet. Next meeting is November 25, 2013, at 3:00 pm.
- f. Many Flags/One Community: Loren Andrews reported the committee met October 17, 2013. Next meeting is November 21, 2013, at 11:30 am.
- g. MCST: George Emery reported the committee met October 23, 2013. Next meeting is December 10, 2013, at 7:00 pm.

## 13. \* Set a Date of Completion of the Evaluation of the Superintendent

*Loren Andrews suggested December 18, 2013. Sherm Hoyt noted this issue has divided the board and suggested the use of a facilitator. Carol Bachofner respectfully disagreed - help is not needed to fill out form but should have one to help with discussions. Loren Andrews wanted forms completed and copies distributed and to set a date. It was moved by Loren Andrews and seconded by Nancy Jeffers to accept the evaluation form. Motion carried 920 – 80 (Darryl Sanborn absent).*

*Chair Kilgour suggested having the forms returned to Central Office by November 25, 2013.*

- *Superintendent Lew Collins left the meeting at 9:47 pm.*
- *Nancy Jeffers left the meeting at 9:48 pm.*

*There was discussion about possible dates and whether we can meet without the Superintendent present. Chair Kilgour respectfully asked to wait for the facilitator.*

*It was moved by Loren Andrews and seconded by Marla McGeady to meet December 3, 2013. Loren Andrews called the question. Steve Roberts commented that the facilitator isn't going to change the reviews of the board members.*

*It was moved by Loren Andrews and seconded by George Emery to continue the meeting past 10:00 pm. Motion carried 494 – 342 – 164 (Christine Curtis, Tess Kilgour, Steve Roberts, and Don Robishaw opposed, Nancy Jeffers and Darryl Sanborn absent).*

*Carol Bachofner suggested setting the date based on the facilitator's availability within first two weeks of December. Loren Andrews clarified and amended his motion to set first meeting within the first two weeks of December and for completion of the evaluation by December 16, 2013. Marla McGeady approved the clarification/amendment. Motion passed unanimously.*

14. Adjournment: *It was moved by Loren Andrews and seconded by Tess Kilgour to adjourn at 10:10 pm.*

**The next meeting of the RSU 13 School Board  
will be December 5, 2013, at 6:30pm.**