

EAST MILLINOCKET SCHOOL BOARD
Wednesday, December 14, 2016, 5:30pm
SCHENCK HIGH SCHOOL LIBRARY

East Millinocket

Dan Byron

Angel Danforth – Vice Chairperson (a)

John MacLeod

Mark Wallace

Ryan Whitehouse - Chairperson

1. Call to order

The meeting was called to order at 5:34 pm by Ryan Whitehouse, Chairperson

2. Adjustments to the agenda: Added 8A and 8B: Copier votes

3. Approval of the minutes of the November 17, 2016 school board meeting

A motion was made by Mark Wallace and seconded by Dan Byron to approve the minutes of the November 17, 2016 school board meeting barring any errors or omissions.

Discussion: None

Vote: 4 yes 0 no 0 abs

4. Public comment: none

5. Administrator reports

- Catharine Steeves, Principal, East Millinocket Schools
 - Enrollment Schenck - 119 (0) Opal - 135 (+3) Pre-K - 19 (0)
 - Parent Teacher Conferences were moderately attended. Opal teachers had 103 appointments and Schenck teachers had 33 scheduled.
 - Christmas concerts are scheduled and the building is full of holiday music as students practice.
 - Schenck High School - Wednesday, Dec. 14th at 7:00PM
 - Opal Myrick Concert - Friday, Dec. 16th at 12:30PM
 - The annual wreath lighting, sponsored by the Rec Dept., is scheduled for Friday, Dec. 9th at 1:00PM
 - Four elementary teachers attended a workshop on Positive Classroom Management. Topics presented were: How using classroom layout, rules, routines and relationships to prevent problems with discipline; setting limits by utilizing "the look"; group incentives systems; and the importance of having a back-up system for positive classroom management.
 - Mr. Page and I attended a workshop titled "Rethinking teacher Evaluation." This presentation was by Kim Marshall who authored the rubrics we have adopted for the East Millinocket and Medway evaluation system.

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- I have completed the first round of three informal observations. Each teacher was observed for at least 15 minutes and observation notes were shared with the teacher after the evaluation.
- The staff and I wish you all a Merry Christmas and Happy New Year!
- Teachers have their budget templates.
- Changing the time for graduation was mentioned and is being considered, no decision was made
- Mrs. Chambers was successful in obtaining a \$400 grant to the school
- Dawn C. Pray, Principal, Medway Middle School
 - Enrollment: 108 students
 - We had our monthly Pre-K meeting before Thanksgiving vacation. Penquis is working very hard to increase our enrollment and were planning to have a booth at the annual Christmas in Katahdin in December. After the first of the year, we will allow 3 year olds to enroll to fill up any empty slots.
 - The 8th grade is continuing to do fundraisers for their class trip. They had a very successful parent vs. student basketball game! They also had a booth at the craft fair at Schenck and plan to sell duct tape to tape me to the wall! It should be a great time!
 - Our building is in constant use! We have many groups using the building for meetings, etc: Recreation department, Pitch Club, TOPPS, Katahdin Region Holiday Committee, Planning Committee- Comprehensive Town Plan and an Adult Volleyball group.
 - We had our annual wreath lighting on December 1st. Thank you to the recreation department for the beautiful wreath and snacks! Thank you to Ms. Ouellette and Mrs. Thompson for making all the popcorn. Also, thank you to Mrs. Page for organizing our entertainment. Our jazz band played and they sounded wonderful!
 - Our State Assessment scores were published last week. We are going to spend time after the holidays looking at that data, along with our local NWEA assessment data, to build student growth goals for teachers. We will now dive deeper into the information, build goals for teachers, and then implement strategies to help students improve.
 - Our Historical Society group is meeting regularly and we can't wait to see what they come up with after the holidays. Thank you to the mentors who come in and work with our students—this is a great opportunity for both our students and the community.
 - Our Christmas concert was the best one yet! The kids sounded great and we even had some student choreographed dancing to go along with the music.
 - I attended the Maine Small Schools Coalition meeting at UMaine on December 9th. Many superintendents filled the room, discussing how the upcoming legislature will impact our small, rural, schools. They invited several Representatives and a Senator to join us in our discussion in hopes that we can have a united voice in Augusta.
 - Our Penquis Superintendent Association meeting on the 15th will include several Representatives from the Education Committee. It is important to share our needs and concerns with those who can impact our funding and state mandates. There is a lot of concern around Question #2, Proficiency-based Diploma requirements, Special Education costs, etc.

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- Show Choir will be in full swing after Christmas Break! It is going to be another great show!
- The regional superintendents will begin drafting next year's school calendar in January.

UPCOMING EVENTS:

Dec 21st: Early Release Day and PAW Assembly @ 10:00AM

Dec 22nd-Jan 3rd: Christmas Vacation

Jan 16th: Martin Luther King, Jr. Holiday

December 15th Regional Superintendents meeting

- Eric Steeves, Guidance 9-12
 - PSAT scores are in and look good
 - There is one new student at the high school
 - College and career prep is being done with the juniors
 - Mr. Byron asked that the light be changed to cover the school name
- Stacie Smith, Special Ed Director, Guidance 5-8, 12
 - The Special Education teachers and I are beginning to work on next year's budget, ensuring that funds are in place to provide cost effective delivery of services that also meet the needs of students.
 - Met with Katahdin Area Special Education Directors on December 7, 2016 at RSU 67. I shared information from the MADSEC board. Reviewed possible upcoming changes in Special Education law and the impact the laws will have on IEP development, identification, and the evaluation process.
 - Twenty one IEP/504 meetings were conducted during the months of November and December.
 - Initial/re-evaluation special education referrals for many students are in process.
 - Training for teachers in the MSAA Alternate Assessment has begun. Students identified with significant cognitive disabilities will be tested using an alternative assessment to the eMPower MEA assessment. The alternative assessment ensures that all students with significant cognitive disabilities are able to participate in an assessment that is a measure of what they know and can do in relation to the grade-level Common Core State Standards.
 - The Special Education teachers and I have been focusing on Standards Based goal writing for our students. We have met as a team to share exemplars and to review state guidelines for Standards Based Goals.
 - Step 1 of the Maine DOE Special Education Audit is complete. Future deadlines include December 30th and March 30th. The site visit will occur in April.

School Counseling Services Director (K-8), Senior Counselor

- Counseling sessions for individual students dealing with loss, family change, and behavior management have been the most recent focus of needed support.
- School Counseling Classroom sessions at Medway MS are focusing on empathy and citizenship.
- Planning a 7th/8th grade field trip to KATEC to occur in February.

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- The first round of college applications have been submitted! 17 out of 30 students have completed applications to at least one college. Now, we wait.

- John Montgomery, Athletic Director

- High School

- Winter Sports

- Boys Varsity team has 14 players and two managers.
 - Boys JV have 9 players-(Five that will play both JV and Varsity).
 - Total 18 players in the boys program.
 - Girls Varsity has 12 players and two managers
 - Girls JV have 9 players- (Five that will play both)
 - Total 16 players in the girls program.
 - Cooperative sports are being discussed by the principal's association.
 - There are questions about school classifications for next year.

- Middle School

- Winter Sports

- Boys program has 24 players and two managers
 - Girls program has 22 players and three managers

I have attached both High School boys and girls game schedule along with the Medway Middle School Schedule.

6. Region III report – included in your packets

- a. Students delivered about 1,300 food baskets locally

7. Financial report

Year-to-date Report

- A Revenue & Expenditure report through November 2016 is in your packet.
- In regards to expenditures:
 - As of the end of November, we have completed week 22 of the FY and 11 payrolls.
 - July – June overall: Expected: 42.3% spent / 57.7% remaining
Actual: 33.06% spent / 66.94% remaining ☺
 - September – August accounts: Expected: 26.92% spent / 73.08% remaining
Actual: 27.54% spent / 72.46% remaining ☺
 - September – June accounts: Expected: 32.56% spent / 67.44% remaining
Actual: 26.07% spent / 73.93% remaining ☺

Audit

- We are reviewing the draft of the audit. When the final version is completed, you will each receive a copy of it and we will schedule to have the auditor here to present it to you.

Budget

- We are already working on the 2017-2018 budget. We will be collecting the budget requests from staff and administrators after Christmas vacation.

Minimum Wage Increase effective January 1, 2017

- The new minimum wage takes effect January 1, 2017. The second reading of the proposed policy change to “GCG Substitute Rates” is on tonight’s agenda. The rate will increase on January 1st each year, so we will have to revisit this

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annually, unless you would like to update the policy to address the next four years at this time.

Department of Labor – new FLSA rules on hold

- The new Fair Labor Standards Act rules are on hold for now. On November 22, 2016, the US District court for the Eastern District of Texas issued an order enjoining the US DOL from implementing or enforcing the new FLSA regulations. The new rules may be implemented in the future, but for now, they are on hold.

Copiers

- We received 4 copier proposals and are in the process of reviewing them and reaching out to Gorham Savings Bank to discuss a Lease Purchase as we have done in the past. The four bids summarized are in your packet.

Lunch Program

- Increased Breakfast participation is continuing:

	<u>2015</u>	<u>2016</u>	<u>Additional Subsidy</u>
September	1,260	2,808	\$2,279
October	1,105	2,708	\$2,250
November	373	1,907	\$2,226

Wellness Program

- Our Wellness Team is currently running a Blood Pressure Challenge, where employees check their blood pressure once a week for 4 weeks. We have a weekly drawing for a prize for those participating.
- We will be holding a Health & Wellness Fair for staff on Thursday, February 2, 2017. We are currently contacting local business and organizations to participate with us. We are taking a holistic approach: not just physical activity and nutrition, but also spiritual and financial health and well-being.
- MLTI buyout costs have been received
- The board was given a handout concerning changes in the financial software – Infinite Visions. Migration of data and training of staff is approximately \$20,000. This money could be set aside over several budget cycles in preparation for the change.

8. Copier discussion

The business manager reviewed the copier bids.

8. A A motion was made by Dan Byron and seconded by Mark Wallace to award the copier proposal to A-Copi Imaging Systems for the following machines:

Toshiba 6508A (1)	\$4,821.00
Toshiba 4508A (2)	\$3,354.00 each (6,708.00)
<u>Toshiba 6560c (1)</u>	<u>\$6,223.00</u>
Total:	\$17,752.00

Discussion: This is the best price.

Vote: 4 yes 0 no 0 abs

8. B A motion was made by Dan Byron and seconded by Mark Wallace to approve Superintendent Eric Steeves to enter into a 3-year municipal lease-purchase agreement with Gorham Savings Bank for the above copiers commencing December 20, 2016. This

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lease-purchase will have a fixed interest rate of 3.4% with 3 annual payments of \$6,131.06 due on January 15, 2017, January 15, 2018 and January 15, 2019 respectively.

Discussion: This type of agreement is not done by local financial institutions.

Vote: 4 yes 0 no 0 abs

9. Resignations/retirements

Rosemary Pooler Art
Mary DeSantis Superintendent's Office

A motion was made by Dan Byron and seconded by Mark Wallace to accept the above retirements.

Discussion:

Vote: 4 yes 0 no 0 abs

10. Stipend approval

Justin Page RTI Coordinator \$250.00

A motion was made by Dan Byron and seconded by Mark Wallace to approve the above stipend.

Discussion: None

Vote: 4 yes 0 no 0 abs

11. First reading of policies

- a. New Policies.
 - i. ACAA-A & R: Transgender Student Guidelines/Procedure
 - ii. GCK: Professional Staff Assignments and Transfers
 - iii. IJOA: Field Trips and Other Student Travel
 - iv. JN: Student Fees, Fines and Charges
- b. Revised Policies
 - i. EEA: Student Transportation
 - ii. IMG: Service Animals in Schools
 - iii. JJ: Co and Extra Curricular Activities

A motion was made by Mark Wallace and seconded by Dan Byron to approve the first reading of the above new and revised policies.

Discussion: The policy committee has reviewed the policies.

Vote: 4 yes 0 no 0 abs

12. Second reading of policies:

- a. ACAA: Harassment and sexual harassment of students
- b. GCG: Substitute rates

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- c. IHBA & (R): Referral to the Individual education program team
- d. IHBA & (R): Referral to the Individual Education Program Team
- e. IHBAC: Child Find
- f. JKAA (R): Use of physical restraint and seclusion
- g. JICK-R, E1-3 Bullying

A motion was made by Mark Wallace and seconded by Dan Byron to approve the second reading and to adopt the above policies.

Discussion: No changes from the first reading.

Vote: 4 yes 0 no 0 abs

13. Superintendent report

Budgets templates were been given to staff on December 13th. Budgets workshops will be held in the same format as last year, it was very successful. The budgets are due from teachers by January 30.

EMCC is being look at for the Bridge Program.

14. Future meeting dates

- a. January monthly meeting: 11th, 5:30
- b. Budget meetings

15. Executive session pursuant to 1 M.R.S.A. (405) (6) Superintendent's Evaluation

A motion was made by Mark Wallace and seconded by Dan Byron to enter into executive session pursuant to 1 M.R.S.A. § (407) (6) (A)

Vote: 4 yes Time in: 6:10 Time out: 7:30

Action taken as a result of executive session: None, the board expressed their satisfaction with the performance of Mr. Steeves.

16. Adjourn

A motion was made by Mark Wallace and seconded by John MacLeod to adjourn.

Vote: 4 yes Time adjourned: 7:31 pm

Respectfully submitted,



Eric W. Steeves
Superintendent of Schools