

REGIONAL SCHOOL UNIT NO. 18
BOARD OF DIRECTORS
FEBRUARY 26, 2009
MINUTES

Chair Laura Tracy called the meeting of the Board of Directors to order at 7:00 p.m. in the Board Meeting Room of the Technology Building in Oakland. Directors Lawrence Brown, Donna Doucette, Lora Downing, Elwood Ellis, Kerri Oliver, Deanne Pizzo, Kelly Roderick, Rebecca Seel, and Laura Tracy were present. A quorum was declared. Director Glen Davis joined the meeting at 7:03 p.m. Also present at all or parts of the meeting were Daniel Bowers, Caron Browne, Charles Clark, David Cotta, Lawrence Folsom, Carl Gartley, Monique Gilbert, Karen Hall Potvin, Kathy Harris-Smedberg, Mark Hatch, Linda Laughlin, Jonathan Moody, and Constance Packard.

There were no delegations to be heard.

Seel/Roderick The minutes of the February 12, 2009 meeting be approved as amended to include two amended motions as follows.

Motion carried unanimously.

Seel/Roderick The RSU No. 18 Board vote to recommend to the Selectpeople of Belgrade, Rome and Sidney to include an article in the annual meeting asking voters to change the annual election date for RSU Board members to November. If the towns choose not to adopt a November election date, the Board would ask the Selectpeople of Belgrade, Rome and Sidney to consider asking the voters to have new members elected to the RSU No. 18 Board who are elected in March begin their terms July 1.

Motion carried unanimously.

Seel/Ellis The RSU No. 18 Board request that the Selectpeople of Belgrade, Rome and Sidney ask voters to approve an article calling for terms of newly elected RSU No. 18 Board members, beginning in 2010, to take effect January 1, 2011, if the November election date is approved by the voters.

Motion carried unanimously.

The Board discussed the process for employment of a Superintendent of Schools for RSU No. 18. Superintendent Morse noted that Sandra MacArthur, Deputy Executive Director, and Dale Douglass, Executive Director, of Maine School Management Association (MSMA) will act as agents for the RSU in terms of employing a new superintendent. They have provided a MSMA "Superintendent Search Service" contract, which the Board will be asked to act on later in the meeting. Ms. MacArthur will meet with the Board on March 11 to answer any questions that the Board may have in terms of the search process and the contract. Should the Board authorize the Chair to move forward, MSMA will screen all applications to insure candidates are properly certified. Once MSMA has completed its screening process, it will forward the names of candidates to the RSU No. 18 Screening Committee. The advertising will also be done through MSMA.

When forming screening committees in the past, the District has opened up the screening process to the communities at large. Typically the superintendent would send a letter to the town

managers and selectpersons inviting them to participate in the screening process. In the past the District has also asked for teachers' association representatives, support staff representatives and student representatives, in addition to community representation. The Screening Committee will be comprised of approximately 20 to 30 people. Members of the Committee will understand that this is a screening role, and everyone will sign a confidentiality agreement. Typically the process would entail the overall screening of applications, an interview process, a second round of interviews, a visit by finalists to the school system, and ultimately an interview with the Board for the final candidates.

The Board discussed the structure of the Screening Committee for the Superintendent of Schools. Seven Board members indicated they want to serve on the Committee as official Committee members: Larry Brown, Donna Doucette, Lora Downing, Deanne Pizzo, Kelly Roderick, Becky Seel and Laura Tracy. Superintendent Morse will send a letter to the Town Managers and selectpersons asking them for names of representatives to serve on the Screening Committee, which would include one elected official and one community member from each town. A letter will also be sent to the teachers' association asking the Association to appoint a representative from each of the levels – elementary, middle school, and high school, with one representative being from the China School Department. The ESP Unit will also have a representative on the Committee. The administrators will choose amongst themselves for representation, with a representative from each level. The Assistant Superintendent, Business Manager, and one Central Office employee will also serve on the Committee. There will also be four students serving on the Committee: a Messalonskee High School student, a Messalonskee Middle School Student, a China Middle School student, and a student from Mid-Maine Technical Center. After further discussion, Donna Doucette stated she would not serve on the Screening Committee.

Superintendent Morse noted that typically there are two to three questions on the application to which each applicant is asked to respond, as a means of learning more about the applicants. He will obtain sample questions from Sandra MacArthur at Maine School Management Association and forward those questions to the Board for their review.

Ellis/Oliver The Board authorizes the Chair to enter into an agreement with Maine School Management Association regarding the superintendent search process.

Motion carried unanimously.

Downing/Doucette The Board advertises for the superintendency of RSU No. 18 on ServingSchools.com, in the *Boston Globe*, and in the *Maine Sunday Telegram*.

Motion carried: 9-1.

For: Brown, Davis, Doucette, Downing, Ellis,
Pizzo, Roderick, Seel and Tracy

Opposed: Oliver

The Board reviewed some sample advertisements from Maine School Management Association for the Superintendent of Schools.

Roderick/Doucette The Board use the wording in sample advertisement #2, excluding any reference to salary, and run the ad as a 2 column x 3” ad in the *Maine Sunday Telegram* and as a 2 column x 2” ad in the *Boston Globe*, running the ad for two successive weekends.

Motion carried: 9-1.

For: Brown, Davis, Doucette, Downing, Ellis,
Pizzo, Roderick, Seel and Tracy

Opposed: Oliver

Linda Laughlin, Assistant Superintendent, noted that the Educational Programming Transition Subcommittee did not meet since the last Board meeting, but that the Subcommittee is scheduled to meet on Thursday, March 5, at 5:30 p.m. at the Central Office in Oakland.

Constance Packard, Business Manager, provided a report of the Finance and Facilities Transition Subcommittee. The Subcommittee met on February 2 and reviewed policies from Section D, Fiscal Management, of the Policy Manual. The Subcommittee recommended 17 policies for adoption to the Policy Transition Subcommittee. Also reviewed was a list of activities to complete related to assets, liabilities, licenses, bids and accounting and the timeline for completion of the tasks. The Subcommittee also reviewed recommendations for bid actions for the RSU. Recommendations include deferment of audit services bids for one year, deferment of banking services bid for one year, and preparing insurance coverage comparisons for China, with no bid. The next Finance and Facilities Transition Subcommittee meeting is scheduled for Monday, March 2, at 6:00 p.m. at the Central Office in Oakland.

Superintendent Morse noted that the Policy Transition Subcommittee has done a great deal of work with policies and will have recommendations for the Board later in the meeting.

The Board discussed the plans for the Board training workshop scheduled for Wednesday, March 11, 2009. One of the items that was postponed from the last meeting was to determine a date when the Board could complete a visioning exercise. Linda Laughlin noted that she attended a RSU Planning Meeting sponsored by the Department of Education this afternoon. One group indicated that their District adopted three themes by which they would be guided as they move through organization of the new school system: (1) kids first, (2) equity in programming, and (3) opportunities to improve programming. Mary Jane McCalmon will be on hand to meet with the Board on May 14 at 4:00 p.m. to discuss with the Board what some of the common themes or vision might be as the Board works through issues related to policy, budget, and programming.

The Board conducted a reading of Section B, Board Governance and Operations, required policies of the Policy Manual.

Doucette/Davis The Board adopts the policies listed below for Regional School Unit No. 18.

- File: BBA, School Board Powers and Responsibilities
- File: BBAA, Board Member Authority and Responsibilities

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- File: BBBA, Board Member Qualifications
- File: BBBDA, Board-Declared Vacancy Caused by Absenteeism
- File: BBBE, Unexpired Term Fulfillment/Vacancies
- File: BCA, Board Member Code of Ethics
- File: BCC, Nepotism
- File: BDB, Board Officers

Motion carried unanimously.

Constance Packard, Business Manager, reviewed with the Board the results regarding bids for #2 fuel oil. There were four vendors that quoted fixed prices for #2 fuel oil.

Doucette/Downing The Board accepts the bid of Dennis K. Burke, Inc. of \$1.9850 fixed price per gallon of #2 fuel, with 7cents taken off the per gallon price for a price of \$1.9150 if number of gallons are locked in, for the 2009-10 school year (July 1, 2009 through June 30, 2010).

Motion carried unanimously.

Constance Packard, Business Manager, reviewed with the Board the bid requirements for the procurement of insurance for the 2009-10 school year.

Brown/Downing In order to comply with the statutory waiver exception, the Board is in the opinion that an emergency exists that requires the immediate procurement of insurance, due to the formation of the RSU and the need to have coverage prior to July 1, 2009. The stated circumstances constitute an emergency within the meaning of section 1001(14)(A)(1) of Title 20-A, waiving the statutory procurement process set forth in section 1001(14), and authorizing the procurement of insurance by another specified method.

Motion carried unanimously.

The Board discussed the possibility of hiring two additional support staff members for RSU No. 18 for the 2009-10 school year. Superintendent Morse noted that as the plan is developed to consolidate, one of the issues that the District is facing is that the Central Office is designed to service the operation as it is today. As the RSU is developed, there will be a need to hire new staff. One of the staff members would serve the administrative office, the special education office, and the business office. The other staff member would serve the business office, assisting in processing accounts payable and payroll. The recommendation would be to advertise within the Messalonskee School District and the China School Department. Dr. Morse is recommending advertising for these positions now internally within the two school units so that the Unit can draw the expert staff from the current offices.

Oliver/Pizzo The administration be authorized to advertise internally for two Central Office positions for Regional School Unit No. 18 as presented, with a hire date of July 1, 2009.

Motion carried unanimously.

Becky Seel asked a follow-up question related to a question asked in February about soliciting input from employees related to the budget development process. Superintendent

Morse indicated that during the last budget cycle a Web page was established where employees could post their questions and suggestions anonymously, and the same will be done this year.

Kerri Oliver asked about the status of the willingness of Downing Energy to provide tanks at the transfer stations. Superintendent Morse indicated that this issue is still being discussed.

Kerri Oliver asked if the District is renting any large equipment for snow removal. Superintendent Morse stated that the District is leasing a bucket loader. He indicated that it has cut the time of snow removal in half and has been extremely cost effective.

Kerri Oliver noted that the Messalonskee High School girls' basketball team will be playing in the state championship game on Saturday, February 28, at 7:00 p.m. at the Augusta Civic Center. There will be a pep rally at Messalonskee High School on Friday at 1:45 p.m.

Lora Downing asked if the people in the room could introduce themselves, as there are some new members on the Board. The staff and members of the audience introduced themselves.

Roderick/Doucette The meeting be adjourned.

Motion carried unanimously.

Time: 8:13 p.m.

Respectfully submitted,

Dr. James C. Morse, Sr.
Superintendent of Schools

MEETINGS

Wednesday, March 11, 2009 - RSU Board Workshop with Maine School Management Association – Supper 5:30 p.m., Workshop 6:00 p.m., Board Meeting 7:30 p.m. – Technology Building – Oakland

Monday, March 23, 2009 - Budget Workshop – 6:00 p.m. – Regular Instruction, Career Technical Education, Adult Education, Debt Service – Messalonskee Middle School – Oakland (Presentation of 2009-10 Budget to RSU Board)

Wednesday, March 25, 2009 - Budget Workshop – 6:00 p.m. – Special Education, Gifted and Talented, Other Instruction, Transportation, Summer School, Extracurricular – Messalonskee Middle School – Oakland

Thursday, March 26, 2009 - Budget Workshop – 6:00 p.m. – Student and Staff Support (Guidance/ Health/Information Technology/Library/Assessment), Facilities, All Other/System Administration, School Administration – Messalonskee Middle School - Oakland

Thursday, March 26, 2009 - RSU Board Meeting – 7:00 p.m. – Messalonskee Middle School – Oakland

Thursday, April 9, 2009 - RSU Board Meeting – 7:00 p.m. – Technology Building – Oakland

Thursday, April 16, 2009 – RSU Board Meeting – 7:00 p.m. – Technology Building – Oakland (Adoption of 2009-10 RSU No. 18 Budget)

Monday, April 27, 2009 - Public Hearing Regarding Proposed Budget for 2009-10 – Messalonskee Middle School - Oakland – 6:00 p.m. (legally required public hearing)

Wednesday, April 29, 2009 - Public Hearing Regarding Proposed Budget for 2009-10 – China Middle School - China – 6:00 p.m.

Thursday, April 30, 2009 - Public Hearing Regarding Proposed Budget for 2009-10 – James H. Bean School – Sidney – 6:00 p.m.

Monday, May 4, 2009 - Public Hearing Regarding Proposed Budget for 2009-10 – Belgrade Central School - Belgrade/Rome – 6:00 p.m.

Wednesday, May 13, 2009 - District Budget Hearing – 6:00 p.m. – J. Duke Albanese Performing Arts Center - Messalonskee High School - This is the hearing where citizens will discuss, make motions and vote on the budget.

Thursday, May 14, 2009 – RSU Board Workshop – 4:00 p.m. (Vision Planning and Strategic Planning) – Technology Building – Oakland

Wednesday, May 20, 2009 - District Budget Referendum – 12:00 p.m. – 8:00 p.m.

Thursday, May 28, 2009 - RSU Board Meeting – 7:00 p.m. – Technology Building – Oakland

Thursday, June 11, 2009 – RSU Board Meeting – 7:00 p.m. – Technology Building – Oakland

Thursday, June 25, 2009 – RSU Board Meeting – 7:00 p.m. – Technology Building – Oakland