

Our Mission is to prepare and support all students within a culture of excellence to do their best and to be their best, so that each can be a successful contributing citizen, able to adapt to change and to successfully respond to the future.

RSU 16

Mechanic Falls * Minot * Poland
The 6th Regular School Board Meeting
for 2023-2024 was held
Monday, January 8, 2024 @ 6:30 p.m.
PRHS/WMS AUDITORIUM

Use the link below to join the webinar:

<https://us06web.zoom.us/j/87038027522?pwd=Z0lzSVY4UEY3QndaRGVxL0pTR2FIZz09>

Passcode: 194909

Or watch the livestream on YouTube: <https://www.youtube.com/@PolandKnights/streams> (LIVE tab)

SPECIAL OPERATIONS SUBCOMMITTEE MEETING

Monday, January 8, 2024 @ 5:00 p.m.

BEFORE the

6:30 p.m. School Board Meeting

PRHS/WMS AUDITORIUM

Minutes

REVISIONS in Bold Italic (6.0 - 3.c; 9.0 #2)

Present: Mary Martin, Joe Parent, Steve Turner, Christine Downs, Emily Rinchich, Mike Downing, Steve Holbrook, Angela Swenson, Randy Lautz, Patrick Irish, Andrea Winn, Jessica Smith, Elizabeth Martin, Sarah Robinson

Absent: Melanie Harvey

Student Rep: Emma MacMahon

1.0 CALL TO ORDER: Mary Martin, Chair

Mary opened the meeting with the Pledge of Allegiance and the Mission Statement at 6:30 p.m.

2.0 PUBLIC COMMENT: (15 minutes)

Mary welcomed the public and shared procedures and guidelines for public comment. There were no comments.

3.0 RECOGNITIONS/ACKNOWLEDGEMENTS:

- Congratulations to 7th grader, Joshua Varney, for winning the WMS Spelling Bee
- Thank you to PRHS Band and Chorus for performing a special concert for Friends of RSU 16
- Congratulations to Skip Crosby and Michael Hayashida for earning renewal of their National Board Teacher Certification.
- Thank you to the RSU 16 transportation team for all of their efforts in meeting challenges on the 12/18 storm day and the 12/21 return.
- Thank you to Adult Education, Administrators and Directors for the creation and distribution of the most recent brochure including RSU 16 updates that went out to our community.

4.0 AGENDA ADJUSTMENT:

Mary asked the Board to consider moving 9.0 to Presentations.

Motion by Andrea Winn to move 9.0 to 'Presentations'.

Seconded by Mike Downing.

Vote: Unanimous

5.0 PRESENTATIONS:

- **Skip Crosby:** Requesting permission to take a group of students to Guatemala City to work with Safe Passage. Board members were invited to ask questions about the information they had received in packets. The bulk of the anticipated \$1750 cost is borne by students for the first time, as they are limited to only 2 fundraisers now, similar to other student groups within the district. A concern was voiced that large numbers of students may be missing out on this opportunity due to financial constraints. Skip did not feel that is the case, but said there will be further meetings and discussion in the next few months about groups who are traveling.

Motion by Mike Downing to approve the 2024 trip to Guatemala.

Seconded by Steve Holbrook.

Vote: Unanimous

- **Brandi Comeau** - Principal, Poland Community School (PCS).
Brandi reported on school enrollment, effects of class sizes, and school goals including: attendance, behavior, student achievement and school initiatives (Math4ME, BARR). The Board commended PCS for reducing their Office Discipline Referrals (ODRs).
There was also discussion about data for specific tests, questions and scores.
To view the above presentations in their entirety, please view the [recording of the meeting](#).

6.0 CONSENT AGENDA INTRODUCTION:

1. Approve Meeting Minutes
 - a. Approve 5th Regular Meeting Minutes of 12/11/2023
 - b. Approve Revised 1st Special Meeting Minutes of 11/20/2023
2. Notification of Support Staff New Hire:
 - a. Jenny Scribner, Ed Tech III - PRHS
3. Notification of Retirements:
 - a. Jean Oligny-Warrow, Teacher - PCS
 - b. Wendy Benway, Ed Tech - PCS
 - c. Linda Chaisson, Technology Director - District
4. Notification of Resignation:
 - a. None
5. Sub Committee Minutes - December 2023
 - a. Operations - No Meeting (Storm Cancellation)
 - b. Personnel & Finance - No Meeting
 - c. Education Policy - No Meeting
6. Friends of RSU 16 Minutes
 - a. Next meeting at ESS on January 12th in the ESS Conference Room

Motion by Steve Holbrook to approve the Consent Agenda

Seconded by Mike Downing

Vote: Unanimous

7.0 SUPERINTENDENT'S REPORT:

Superintendent, Todd Sanders, reported on the following:

1. Audit Update - *at the request of the auditors*, we filed our first extension ever. This is through no

fault of our own.

2. WMSA Delegate Assembly Breakfast - we had 3 representatives present.
3. Thank You Letters - First Responders. Superintendent Sanders shared a sentiment from one recipient.
4. District Events attended
 - a. WMS Band/Chorus Concert
 - b. PCS Winter Concert
5. Robert's Rules of Order
 - a. MSMA Feedback is that these Rules are to *guide* the actions of the board.
6. Bus Driver Recruitment - we are short on drivers. There is a recruitment banner outside the Central Office. Bus driver requirements are mostly state ones; possibly some federal. Todd will check further.
7. He attended PRHS Alumni Day on 1/5/24. He was impressed with how many alumni attended.
8. Superintendent Goals have been shared with the Board; questions are invited.
9. Enrollment as of 1-2-24
 - a. Elm Street School - 232 (up 1)^(3rd grade)
 - b. Minot Consolidated School - 217 no change
 - c. Poland Community School - 423 (down 5)^{(1st, 4th, 5th, 6th(2) grade)}
 - d. Bruce M. Whittier Middle School - 283 (up 2)^(8th grade)
 - e. Poland Regional High School - 504 (down 6)^{(9th(1), 10th (2), 11th(2), 12th(1) grade)}Total Enrollment 1659 (down 8 from 12-4-23)

Other: January is School Board appreciation month. Thank you to board members.

A bus was broken into while at a sports event in Portland over the holiday break. Several items were taken - both district technology and personal student items. Superintendent Sanders will follow up on questions about: insurance claims; if there are cameras on that bus; and if technology can be located when turned on. We do not anticipate recovering the stolen items.

8.0 ASSISTANT SUPERINTENDENT'S REPORT:

Assistant Superintendent, Amy Hediger, reported on ongoing goal areas for the year, including Tier 1 Curriculum, Social Emotional Learning, and Professional Learning.

She reiterated Todd's sentiments of appreciation to John Hawley, transportation, food service and school staff for turning on a dime on the December 18th early release day; and she reflected on the recent Alumni Day at PRHS.

The RSU 16 Teacher Leadership team has a second session coming up to support new teacher cohorts. January 22nd is a workshop day. This will be our second annual RSU 16 conference day at PRHS. Thirty-five varied sessions are lined up - planned by our District Professional Learning Team.

Amy will be meeting with teachers 1:1 at Middle and High school level on 1/18/24 to start the collective visioning process. She will be looking for themes: What is going well with teaching and learning, what do they need help with, and what do they see as potential next steps?

She is also thinking ahead to the Strategic Planning team which begins later this month - including mission, vision and goals. Progress will be reported each month at Board meetings.

9.0 NEW BUSINESS:

1. Approve 2024 trip to Guatemala to work with Safe Passage - Skip Crosby. Moved to 5.0 above.
2. Approve Teacher Nomination, Erin Hamlin - PRHS/WMS.

Motion by Steve Holbrook to approve the teacher nomination.

Seconded by Mike Downing

Vote: Unanimous

Discussion: Funding will not be available to continue this position after ESSER grants expire this year, so nothing is guaranteed for next year. We do not have this position currently. The position provides additional

support for substance abuse services for students and is based on an increased need in this area.

10.0 OLD BUSINESS:

1. None

11.0 POLICIES:

1. Sign 1st & final readings of below listed policies, which were approved by the Board at their 12-11-23 meeting (date change corrected).
 - a. GBEC - Drug-Free Workplace
 - b. GCI - Professional Staff Development Opportunities

Motion by Steve Holbrook to approve above policies.

Seconded by Mike Downing

Vote: Unanimous

12.0 REPORTS TO THE SCHOOL BOARD:

1. Student Representatives - Emma shared her experience from the December early release storm day - and activities that were made up after. She shared Policy Committee updates and data about student interest in various clubs. She reported on Alumni day and JMG experiences. She also shared sports/team updates. She announced the Friends and Family showcase coming up at PCS on 1/26/24.

2. Report of the School Board Chair

- a. **Strategic Plan Team** - Joe, Randy, Mike have voiced interest in joining Amy Hediger in this work. Community members have also been invited. This work establishes priorities as a board and a district. Becomes a guide for making strong decisions. Can Board members attend meetings if they are not formal members? Amy said yes and asked to be notified in advance. First meeting is 1/29/24.

- b. **Budget Committee Members** - Mike, Angela, Andrea, Jessica, Mary volunteered.

- c. **Superintendent Evaluation Committee** - Mary asked the Board to think about this for the next meeting. Mary shared what the timeline and process is expected to be for this process, culminating in an Executive Session in June.

Other - Mary also asked Board members to think about Robert's Rules of Order - being more clear with making motions and amendments and what the process might be for looking at this.

3. Attendance

13.0 ADMINISTRATIVE INFORMATION:

1. ATeam Reports - Operations only

14.0 COMMUNICATIONS:

15.0 HANDOUTS:

16.0 EXECUTIVE SESSION:

1. None

17.0 REMINDERS:

18.0 ADJOURNMENT:

Motion by Steve Holbrook to adjourn at 7:36 PM

Seconded by Mike Downing

Vote: Unanimous

Respectfully submitted,

Todd E. Sanders