

**MINUTES OF THE REGIONAL SCHOOL UNIT 1 MEETING HELD MAY 23, 2011 AT 6:00 PM AT PHIPPSBURG ELEMENTARY SCHOOL. (NOTE: These minutes are not official until approved by the Board. Such action, either to approve or amend and approve, is anticipated at the June 20, 2011 meeting).**

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**Members Present:** Timothy Harkins, Chairperson; Julie Rice, Vice Chairperson; Chet Garrison, Robin Buczkowski, , Betsy Varian, Alan Walton, David Barber; Elizabeth Young, Student Representative; William C. Shuttleworth, Superintendent of Schools

**Members Absent:** Zack Shaw

**Others Present:** Ellen Beal, Ross Berkowitz, Tom Soule, Nancy Harriman, Kari Babcock, Emily Thompson, Seth Koenig and members of the RSU 1 community

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### **CALL TO ORDER**

Chairperson Harkins called the meeting to order at 6:06 PM and the Pledge of Allegiance was recited.

### **RECOGNITION AND COMMENTS FROM CHAIR**

Chairperson Harkins thanked everyone for attending the meeting and Phippsburg for hosting the meeting.

Chairperson Harkins wished the Odyssey of the Mind teams from West Bath and Morse the best of luck as they go on to the World Finals and congratulations on their fundraising efforts.

Chairperson Harkins commended the top MHS scholars as reported in a recent edition of the Times Record. Mr. Harkins also shared his thoughts on attending the Adult Education graduation ceremony where over 40 graduates were celebrated. Mr. Harkins was genuinely grateful to be a part of the ceremony and commented on how pleased and proud the graduates were to have had this opportunity. The adult education program offers a wide variety of services for all ages and abilities and RSU 1 takes pride in providing these services to everyone in our community. Mr. Harkins stated that this kind of education comes with a cost as the state has stepped away from the level of funding they gave us in the past. It is the community's responsibility to provide this education which is a reflection on who we are and who we want to be in the future.

### **APPROVE/AMEND MINUTES OF APRIL 27, 2011 AND MAY 10, 2011**

The minutes of April 27, 2011 were amended as follows:

- Under Personnel Items – Should be “Julia” Plumb not “Julie”
- Under Adjustments to Agenda – Revise to read “Tabled” Assistant Superintendent job description
- Under Second Reading of Policy CB School Superintendent – Revise the motion to read To: “Adopt Policy CB School Superintendent as revised.”

**MOTION:** Barber

**SECOND:** Walton

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the minutes of April 27, 2011 with revisions.

The minutes of May 10, 2011 were amended as follows:

- Under Public Session, page 3, last paragraph – Revised the second sentence to read “We will continue to have a dialogue and disagreements while continuing to show respect.”

**MOTION:** Walton

**SECOND:** Varian

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the minutes of May 10, 2011 with revisions.

### **ADJUSTMENTS TO AGENDA**

The agenda was adjusted as follows:

- Under New Business – Add Item 11.3 to Vote to join Maine Municipal Association Property and Casualty Pool Program.
- Include a discussion about the possibility of setting up short Board workshop to review the process of Tuesday’s budget hearing.

### **PUBLIC SESSION**

None

### **STAFF REPORT**

None

### **WOOLWICH BUILDING COMMITTEE REPORT**

Superintendent Shuttleworth announced that the woodchip boiler arrived this afternoon and will be installed within the next week or two. We are currently working with state to revise the septic system design. We have had many discussions and have made a direct appeal to the state to have the generator included as a recognized cost at the state level. This appeal has been approved and the state has included it as a recognized cost at the state’s expense.

### **MATH COMMITTEE UPDATE**

Superintendent Shuttleworth explained that the purpose of the committee was to look at our K-12 math curriculum. Each committee member was asked to visit an area school that is considered to be high performing. Mr. Shuttleworth shared the committee’s major findings and recommendations and thanked the members of the staff, administrators, Larry Bartlett and Beth Schultz for serving on this committee. The committee found that the high performing schools were using the Everyday Math program and determined that we need to provide more support to our staff. Board member Buczkowski sat in on the last meeting and reported that she was very impressed by the level of knowledge and commitment within the committee.

## WOOLWICH CENTRAL SCHOOL SCHEDULE CHANGE

Superintendent Shuttleworth asked Woolwich Principal Tom Soule to report about discussions he has had with his staff regarding their split school schedule. Mr. Soule recommended that Woolwich Central School look into moving to a unified schedule that has school starting at 8:30 AM and dismissing at 3:00 PM for all students K-8. In order to align with the Bath Middle School athletic program, the last period of the day would be an activity period where band, chorus, RTI, extra support and an opportunity to participate in a sports program would be scheduled. Mr. Soule stated that it has been difficult to have staff meetings with the split schedule. Mr. Soule would like to implement this new schedule next year in order to iron out any issues and start the year in the new school with everything in place. A meeting has been scheduled on Thursday, May 26<sup>th</sup> to get feedback from parents.

## SUPERINTENDENT'S REPORT

Superintendent Shuttleworth reported on the following:

- Merry Chapin and Lynda Wyman are working to develop a volunteer program for the district. This program will make a big difference in the district as we need more parents and retired community members to be part of the schools.
- Food Service Director Ellen Beal received the Fresh Fruit and Veggie Grant for the Fisher-Mitchell lunch program next year.
- The music teachers met with Superintendent Shuttleworth to talk about strengthening their program and ways in which they can collaborate together.
- In reviewing the budget today, Superintendent Shuttleworth discovered that the 2.5% increase in the proposed budget would actually be a 4.4% reduction if we were presented with the current level of state subsidy.
- This year we budgeted \$63,800 for the adult education program which generated \$177,633 amount of revenue; however, the revenue, by law, has to go back into the general fund.
- The financial report dated April 30, 2011 shows we are on target to meet our budget. The district will have \$400,000 remaining in this year's budget to offset the 2011-12 school budget.
- Fundraising requests were also included in the Board packet.

## SECOND READING OF POLICY IK REPORTING OF STUDENT ACADEMIC ACHIEVEMENT

Vice Chairperson Rice reviewed the changes made to the policy since the last time it was brought to the Board. The policy was revised to change the second sentence in D. to read; "The student's classroom teacher, guidance counselor, or building administrator will be responsible for notifying parents if their child shows marked decline in school performance."

**MOTION:** Buczkowski

**SECOND:** Varian

**VOTE:** Board (7-0)

Students (1-0)

**TO:** Adopt Policy IK Reporting of Student Academic Achievement with revision.

## **ONGOING REVIEW OF BOARD GOALS**

Superintendent Shuttleworth stated that he hopes to have the documentation to report how close we came to achieving the district goal at June's Board meeting.

## **PERSONNEL ITEMS**

Superintendent Shuttleworth reported that Donna Morse will be retiring at the end of this school year as our head cook at Fisher-Mitchell School. Mr. Shuttleworth honored her over 25 years of work in the district. Chairperson Harkins thanked Mrs. Morse for her hard work and commitment to the kids in the district.

**MOTION:** Rice

**SECOND:** Barber

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the nomination of Matthew Davis, SIS and Instructional Technologies Manager for the district.

## **VOTE REQUIRED TO OBTAIN PROPER AUTHORITY TO JOIN THE MAINE MUNICIPAL ASSOCIATION PROPERTY AND CASUALTY POOL PROGRAM**

**MOTION:** Walton

**SECOND:** Garrison

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the following vote as required:

BE IT RESOLVED by the Board of Directors of Regional School Unit 1, as follows:

That Regional School Unit 1 become a member of the Maine Municipal Association Property and Casualty Pool Program and further, that the Superintendent become authorized to execute any Contract Agreement required for membership on behalf of Regional School Unit 1 and to take whatever other actions may be necessary.

## **DISCUSSION REGARDING POSSIBLE BUDGET WORKSHOP**

Chairperson Harkins asked the Board if it would be possible to schedule a budget workshop before Tuesday's meeting. The purpose of the workshop would be to discuss the process and to inform the new Board members on how the meeting is run. The Board agreed to make time for this discussion at the end of this meeting.

## **PROJECTED KINDERGARTEN ENROLLMENTS**

Superintendent Shuttleworth provided the Board with the current projected kindergarten enrollments per school for next year. There were some concerns regarding the number of students enrolled in West Bath. Due to the budget situation, Superintendent Shuttleworth stated that he could not support adding another kindergarten teacher. Chairperson Harkins inquired as to whether the administrators have discussed what our options are or have any discussion about possible creative solutions to minimize class sizes in West Bath. West Bath Principal Emily Thompson stated that part of the dilemma is that the

deadline for applying for school choice was early this year due to budget reasons. Three students were granted school choice while several others had to be turned away. The three students currently reside in Bath. Board member Varian asked why we aren't looking at ways to draw students to Phippsburg School. Mrs. Varian stated that we need to look at what is happening in West Bath that makes them so successful and what we can do better in Phippsburg. Chairperson Harkins felt it would be beneficial to have another dialogue with the principals and come back with their recommendations. Superintendent Shuttleworth will arrange that meeting and communicate the results of the discussion to the Board. Board member Buczkowski asked Phippsburg Principal Kari Babcock if she could talk to the parents to see why they chose West Bath instead of Phippsburg. Mrs. Babcock responded that she would be happy to have that discussion, but none of the school choice students came from the town of Phippsburg.

### **RECOMMENDATION TO INCREASE COST OF SCHOOL LUNCH**

Superintendent Shuttleworth stated that the food service budget is self-sustaining and currently has a deficit. A new federal law next year will require that schools' cost of school lunch equals their reimbursement rate. Food Services Director Ellen Beal reported that the district has a surplus right now of approximately \$100,000; however, our current operating budget has a deficit of \$38,000. The district loses money on every lunch we sell as we only receive reimbursement from the state of a quarter for each paid lunch. We have tried hard to keep up with maintaining our equipment but much of it is in a bad state of repair. The Obama Act will put extra costs in all of our kitchens. We will get reimbursed 6 cents more per meal if we follow their guidelines, which we will do, but it won't be without a cost. By law we will need to increase our cost of school lunch by at least 5 cents every year in order to try to catch up to where we need to be. Mrs. Beal reported that we have tried hard not to have students carry a balance; however, parents are reluctant to fill out the free and reduced lunch forms.

Chairperson Harkins suggested that the Board table the item until next month to allow some time for the public to weigh in on it. Mrs. Beal stated that she would like something in place before school starts in order to have time to notify the parents of any change. Chairperson Harkins asked Mrs. Beal to provide the Board with a copy of the proposed legislation.

**MOTION:** Garrison

**SECOND:** Walton

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Table this item until the next Board meeting.

### **APPROVE RSU1 SCHOOL HEALTH COORDINATOR JOB DESCRIPTION**

Fisher-Mitchell Principal Nancy Harriman reported that the job description is a model from the state and meets the certification requirements. Members of the School Health Leadership Council also reviewed the job description and made a few revisions. Applications for this position will be reviewed early next week with interviews scheduled for the week of June 8<sup>th</sup>. Board member Barber volunteered to serve on the interview committee.

**MOTION:** Garrison

**SECOND:** Rice

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the RSU 1 School Health Coordinator job description as presented.  
**APPROVE ASSISTANT SUPERINTENDENT FOR CURRICULUM, INSTRUCTION AND ASSESSMENT AND SPECIAL EDUCATION JOB DESCRIPTION**

The job description was revised as follows:

- Under Scope of Responsibility – Revise last sentence to read “The Assistant Superintendent provides administrative support for special education services at the secondary level.”
- Under Performance Responsibilities – Change #2 to read “Special Education Support for Secondary Students
- Change the job title to “Assistant Superintendent for Curriculum, Instruction and Assessment

**MOTION:** Barber

**SECOND:** Varian

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the Assistant Superintendent job description with revisions as recommended by the Superintendent.

**APPROVE SCHEDULE B SCALE**

Chairperson Harkins reported that the Board negotiating team met with the SEA to discuss the work done by the Schedule B committee. The committee submitted their recommendations to the union and the Board regarding the Schedule B positions and their pay scales for next year. The Board values the committee’s work; however, due to the budget situation the SEA and Board negotiating committee felt it was best to freeze the Schedule B stipends at their current levels and use the committee’s report as a starting point when negotiating the next contract. The SEA held a meeting on Friday with their membership to vote on this recommendation but at the time of the Board meeting there was no report on the final results of the vote.

**MOTION:** Garrison

**SECOND:** Rice

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Approve the Schedule B scale as presented and discussed by the SEA and the Board negotiating team.

**FIRST READING OF POLICY IHEDA POST-SECONDARY ENROLLMENT OPTIONS**

Vice Chairperson Rice reported that the policy had not been updated since 1992 and needed to align it with current practices at the high school such as students taking online and community college courses.

**PUBLIC COMMENTS**

Bath resident Patty Shuttleworth addressed the Board to express feelings over the last seven years her husband has served as the Superintendent of Schools. Mrs. Shuttleworth conveyed her pride for his work and highlighted some of his many accomplishments.

Board member Walton asked for clarification on whether Morse High School department heads have an extra free period in their schedule each day. Superintendent Shuttleworth responded that as of this year they do not have an extra period in their schedule and have the same number of classes as the other teachers.

Board member Varian distributed a letter from Monica Recknagel to the board written on behalf of her two children. Mrs. Varian also recognized Petra Platteter for the work she has done around the school.

### **VOTE TO EXTEND BOARD MEETING**

**MOTION:** Garrison

**SECOND:** Walton

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Extend the meeting beyond 8:00 PM.

### **REVIEW OF BUDGET MANAGEMENT SUMMARY**

Superintendent Shuttleworth stated the Board will elect John Morse to serve as their moderator and Mr. Morse will then provide a quick introduction to the process and move right into the articles. The Board members have been provided with a sound bite for each article if needed. The voters can make a motion to increase or decrease any of the articles and we will be prepared to make the adjustments to the bottom line. Before the end of the night, regardless of what is added or deleted, we will leave with a budget that is passed by the voters. The budget will be posted the next morning and the referendum will be held on June 7<sup>th</sup>.

Chairperson Harkins stated that the Board will be sitting on the stage with the moderator. A motion will be made to recommend the amount listed for each article. The public will have an opportunity to ask questions and make amendments. After discussing each article, everyone will cast their vote as a member of the public. The Board has already voted on this budget and we will be voting on May 31<sup>st</sup> as a public member. Mr. Harkins stated that he would like to have each member of the Board take a piece of the management summary and describe an article or discuss a cost center. Board member Garrison stated that he would find it difficult to get up and recommend parts of the budget when he voted against it. Mr. Garrison stated that he would not have a problem in addressing an article, discussing or explaining it but would rather have someone else recommend it and then he would vote on the article as a citizen of RSU 1. Board members will receive a copy of the final budget management summary with the article assignments. If any Board member has any questions about the article you are assigned, please call Debra Clark, Ruth Moore or Superintendent Shuttleworth before Tuesday's meeting.

### **NEXT MEETING DATES AND LOCATIONS**

- District-Wide Budget Meeting Vote, Bath Middle School Gymnasium, May 31, 2011 – 6:00 PM
- Morse High School Graduation, McMann Field, June 12<sup>th</sup> at 2:00 PM
- Next RSU 1 Board meeting; June 20, 2011, Morse High School Cafeteria – 6:00 PM

**ADJOURN**

**MOTION:** Garrison

**SECOND:** Walton

**VOTE:** Board (7-0)  
Students (1-0)

**TO:** Adjourn at 8:25 PM.

Respectfully submitted,

William C. Shuttleworth  
Secretary