

**RSU 83/M.S.A.D. #13 BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING
TUESDAY DECEMBER 13, 2022
VALLEY JR/SR HIGH SCHOOL BINGHAM, MAINE
6:00 P.M.**

I. CALL TO ORDER-The meeting was called to order at 6:00 p.m. by Vice Chair Bonnie Atwood

II. ATTENDANCE

Present: Leo Hill, Elizabeth Brochu, Bonnie Atwood, Pauline Lagasse, Brandy Hill, Beverly Brown, Brian Malloy, Ann Ingersoll, Karin Stevens, Janelle Ingersoll

Also present: Sandra MacArthur, Wendy Belanger, Melissa Lyons-Vitalone, James Tyler, Cathy Foran, Drew Foran, Amanda Perkins

III. PLEDGE OF ALLEGIANCE-Conducted

IV. APPROVAL OF THE MINUTES (Regular meetings – will not be done at special meetings)

- a) Upon a motion by Pauline Lagasse and second by Ann Ingersoll the Board unanimously voted to approve the minutes of November 10, 2022 (policy committee), November 10, 2022 (regular meeting), November 22, 2022 (finance committee), December 6, 2022 (personnel committee)

V. PUBLIC INPUT-None

VI. ADMINISTRATIVE REPORTS

- a) Moscow Principal's Report

Our poinsettia fundraiser was a huge success. We have a field trip planned for the whole school on December 16th. We have a private movie showing at The Strand Cinema. We have been chosen to participate in Winter Kids again. The theme is "My Wild Winter".

- b) Valley Jr/Sr High School Report

Fund raising: Classes have had several successful fund raisers this year. In addition to the junior and senior classes running the haunted hayride, the freshman class raised \$156 with a bake sale, and the sophomore class raised \$478 with a bake sale.

National Honor Society: Our National Honor Society application packets were distributed to eligible students on November 29th. Applications are due December 22, and we are on track for an induction ceremony in January.

MEEA Grant: Mr. Davis has placed a large order (\$1,500) for clothing and gear for our outdoor education students. Gear purchased includes coats and boots that will stay with the program and ensure we can equip our kids for outdoor classes through the winter. This was funded by an environmental education grant that Mr. Davis applied for and received.

Publishing School News and Student Accomplishments: I have submitted a couple press releases to centralmaine.com/*The Kennebec Journal* this year and have not received responses. I reached out looking for a more direct contact and did hear back from a reporter with an e-mail and phone contact to use for press releases moving forward. We will publish this year's NHS inductees this winter and honor roll moving forward.

c) Director of Special Services Report

MaineCare Billing

Sandy and Pam have been working on re-enrolling the district in the required systems so that we are authorized to begin billing MaineCare again. We were previously enrolled, so it is a matter of re-activating and updating applications. I completed the BHP Train-the-Trainer program on November 17 which allows me to train our staff so they are certified to bill for behavioral health services. Once we have an estimated start date, I will roll out the training to all special education staff and any regular subs who provide behavioral health services for our students. Staff will need to finish the first two-hour module to be authorized to bill and then we have one year to fully train staff. The full training is 35 hours. We will spread this out over a year to minimize upfront training costs.

MEA Data

The Maine DOE assessment now uses NWEA. Data is publicly available on the <https://www.maine.gov/doe/dashboard>. It is also linked at the top of the Admin page on our website as required per federal funding guidelines. This makes the data accessible to all. You can navigate through the different data pages at the link. You can search data for all Maine school districts and access many different views. For example, you will see on the attached sheet, a breakdown of assessment results for males and females in our district. The DOE recently changed from eMPower to NWEA so data is not comparable to past MEA results. This year, they changed from requiring assessments from 3rd-8th and 11th grade students to requiring it for students in 3rd – 8th and 10th grades.

Outdoor

Kelly Vicneire continues to seek funding to support outdoor learning opportunities for students. She has applied for a \$500 grant through Teens to Trails to fund a field trip to the Orono planetarium for special education students. I wrote the following letter to support her application.

Dear Samantha,

I am writing this letter of support for our school's outdoor adventures club and its advisor, Kelly Vicneire. Kelly has worked tirelessly to establish and grow a Teens to Trails outing club for the Upper Kennebec Valley Jr./Sr. High School over the past two years. She goes above and beyond to make sure planned activities and trips are accessible for our students with disabilities. These activities allow our students to truly experience nature which ultimately deepens the connections they are able to make from being able to actively engage in learning outdoors. It also helps bring concepts to life beyond what is capable within the confines of a school building. Fortunately, we are centered in the heart of the Upper Kennebec Valley which offers an abundance of nature for us to explore. One of the activities we are most proud of accomplishing is when we took a large group of students on a hike up Pleasant Pond Mountain. It was even highlighted on the DOE website. Pictures and a summary can be seen at <https://mainedoeneews.net/2021/12/03/msad-13-moscow-and-bingham-students-hike-pleasant-pond-mountain/>. In general, our teachers are very supportive of providing immersive experiences such as this to supplement classroom learning.

Our school community continues to fund outdoor educational opportunities for our students. We currently provide elective courses such as agricultural education, wildlife studies, and outdoor education at the jr. high and high school grades and we staff a full-time outdoor education teacher. Our administrative team, including our school board, is very supportive of continuing these efforts so they can keep building steam. This new grant opportunity would help us fund a field trip to the planetarium at the University of Maine at Orono in the winter. The involvement in this activity would allow our students who have mobility issues to have access to an engaging experience that will support further outdoor learning. The outdoor advisor plans to engage students in activities at the school to supplement the learning that would occur at the planetarium. We appreciate your consideration of our application to allow us to supplement our outdoor adventures club budget with additional funding.

- d) Athletic Director's Report
All winter sports are on track and all teams are currently practicing. Varsity will have their first season game against Forest Hills on 12/02/2022.
Valley Middle-School basketball teams have signed-up for an additional tournament in Madison on 12/28/2022. Additional games have been added for the middle-school teams against Rangeley and Carrabec.

VII. ADJUSTMENTS TO THE AGENDA

VIII. GOOD NEWS

- a) Full Plates Grant-approximately \$5,000 to be used for equipment for the breakfast programs
- b) New garbage disposal installed at Valley kitchen – funded by a grant

IX. COMMUNICATIONS

- a) Financial Statement – The district accounts including scholarship accounts at Camden National will earn 2.5% going forward. Carroll Lavallee has signed an MOU with MSAD 13. The labor rates are \$60.00/hr for the vans and \$80.00/hr for the buses. The MOU is in effect until June 30, 2023.
- b) Superintendent MacArthur's January schedule
- c) Resignation and acceptance of Bonnie Fortin, Administrative Assistant at Moscow Elementary
- d) School Board expiring terms:
Beverly Brown-Bingham
Brian Malloy-Bingham
Janelle Ingersoll-Moscow
Karin Stevens-Moscow

X. REPORT OF SUPERINTENDENT

- a) Enrollment update-Total enrollment is at 186
- b) Paperwork submitted to EPA for electric bus and charging station. Waiting for approval.
- c) Process has begun to bill Maine Care for approved special education services. Working to activate an old number that is assigned to MSAD 13. Waiting for approval.

XI. SUB-COMMITTEE REPORTS (Finance Committee, Policy Committee, Negotiations Committee, Transportation Committee, Buildings and Grounds Committee, Personnel Committee)

- Finance (Bonnie Atwood, Elizabeth Brochu, Brian Malloy)
- Policy (Leo Hill, Janelle Ingersoll, Brandy Hill, Beverly Brown)
- Negotiations (Pauline Lagasse, Adrienne Mathieu, Janelle Ingersoll, (alternate) Beverly Brown)
Chairman Leo Hill appointed Karin Stevens to the Negotiation Committee
- Transportation (Leo Hill, Brian Malloy, Adrienne Mathieu)
- Buildings and Grounds (Leo Hill, Bonnie Atwood, Ann Ingersoll, Beverly Brown)
- Personnel (Leo Hill, Elizabeth Brochu, Brandy Hill, (alternate) Janelle Ingersoll)
- a) Policy Committee report

XII. OLD BUSINESS

- a)

XIII. NEW BUSINESS

- a) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve the Superintendent's recommendation of Amanda Perkins as Administrative Assistant at Moscow Elementary and authorized the Superintendent to issue a contract.

- b) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the first reading of policy AC-Nondiscrimination/Equal Opportunity and Affirmative Action
- c) Upon a motion by Janelle Ingersoll and second by Bonnie Atwood the Board unanimously voted to approve the first reading of policy ACAA-Harassment and Sexual Harassment of Students
- d) Upon a motion by Janelle Ingersoll and second by Brandy Hill the Board unanimously voted to approve the first reading of policy ACAA-R-Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures as amended.
- e) Upon a motion by Ann Ingersoll and second by Beverly Brown the Board unanimously voted to approve the first reading of policy ACAB-Harassment and Sexual Harassment of School Employees
- f) Upon a motion by Ann Ingersoll and second by Brandy Hill the Board unanimously voted to approve the first reading of policy ACAB-R-Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures as amended.
- g) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve the first reading of policy GCFB-Recruiting and Hiring of Administrative Staff
- h) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the Food Service Supervisor job description
- i) Upon a motion by Pauline Lagasse and second by Bonnie Atwood the Board unanimously voted to approve the Food Service Assistant-Moscow School job description
- j) Upon a motion by Bonnie Atwood and second by Ann Ingersoll the Board unanimously voted to approve the Food Service Assistant-Valley Jr/Sr High School job description
- k) Upon a motion by Pauline Lagasse and second by Ann Ingersoll the Board unanimously voted to approve the Educational Technician I job description
- l) Upon a motion by Pauline Lagasse and second by Beverly Brown the Board unanimously voted to approve the Educational Technician II job description
- m) Upon a motion by Ann Ingersoll and second by Beverly Brown the Board unanimously voted to approve the Educational Technician III job description
- n) Upon a motion by Pauline Lagasse and second by Janelle Ingersoll the Board unanimously voted to enter Executive Session at 6:47 p.m. for the purpose of evaluation of the Superintendent pursuant to 1 M.R.S.A. §405 (6)(A). Adjourned executive session 6:58 p.m.
- o) Upon a motion by Brandy Hill and second by Janelle Ingersoll the Board unanimously voted to extend the Superintendent of Schools' contract for one year, July 1, 2023-June 30, 2024, and provide for the operation of the Superintendent of Schools including office assistants, supplies, utilities, and other expenses. Benefits will remain the same and salary will be increased by 5%.

XIV. ADJOURNMENT-The meeting was adjourned at 7:00 p.m.

Respectfully submitted,



Sandra J MacArthur
Secretary to the Board