

**RSU 83/M.S.A.D. #13 BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING
THURSDAY NOVEMBER 10, 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 Chairman Leo Hill

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, Lindsey Cirell, Britani Cabassa

III. PLEDGE OF ALLEGIANCE-Conducted

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

- a) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve the minutes of October 11, 2022 (regular meeting), October 25, 2022 (special meeting), November 7, 2022 (building & grounds committee)

V. PUBLIC INPUT-None

VI. ADMINISTRATIVE REPORTS

- a) Moscow Principal's Report
Our poinsettia fundraiser was a huge success! We earned over \$800. They will be delivered to us on the 30th. Our students had a great Halloween. They loved visiting the high school. The staff and students made them feel very special.
- b) Valley Jr/Sr High School Report
Parent-Teacher Conferences: Report cards were mailed today, and our junior high teachers are scheduling parent-teacher conferences. A letter went home with report cards reminding parents that our teachers are reachable by phone or e-mail and available for individual meetings throughout the school year. At the high school, Mr. Nevins will be scheduling intervention conferences for struggling students. These meetings will include the parent, student, guidance, the principal, the advisory teacher, and teachers whose classes the student is struggling in.
Hayride Fundraiser: Isaac Davis organized a haunted hayride fundraiser for the senior class. Mrs. Adamse organized the junior class to sell concessions at the hayride. In total, the classes raised about \$600. The hayride was initially scheduled for the Saturday before Halloween but was rescheduled due to the housefire in town and took place on November 5. Both the junior and senior classes elected to donate half their proceeds to the family who lost their home.
College Applications: Mr. Nevins has started working with our collegebound seniors to complete the Common App and other school-specific applications. Students who are applying early decision have applications due as early as the first week of December. Mr. Nevins reports that our collegebound students are on track to have all application materials completed on schedule.

c) Director of Special Services Report

Cavalier Cupboard

- Micro Grant – Pam applied and received an \$800 grant through the Good Shepherd Food Bank for a new refrigerator as the one we were using stopped working and was going to be too expensive to fix.
- In 3 months, we have received and distributed approximately 18,000 pounds of food!

Special Education

Staffing challenges – We continue to work through challenges related to staffing schedules to ensure that everyone is able to get a duty-free break and prep time. In order to meet student needs, staff are doing some heavy lifting which is taking a toll on their mental and physical health and breaks are necessary for them to reset and come back to working with their student(s) with a clear mind.

Cav Café

Last year, it took about 6 months to make \$1,000 in profit. This year, the business is being refined to be more efficient and after 1 month, we have \$1,000 in profit. The biggest difference is in refinement of the menu offerings. Last year, the menu was more elaborate which required constant adjustments from all aspects. This year, the focus is on teas and more simple breakfast options. This allows the students to gain experience which can evolve into more complex offerings. The Cav Café team would love to schedule a time to present some new ideas to the school board for feedback.

d) Athletic Director's Report

VII. ADJUSTMENTS TO THE AGENDA

VIII. GOOD NEWS

- a) Nomination for Business Friend of Education Award Jimmy's Market was nominated by the MSAD 13 Board of Directors. Leo will deliver the certificate to Todd West that Maine School Board Association sent in recognition of the nomination.
- b) Thanksgiving dinner volunteers-Moscow & Valley. – Thanksgiving dinner will be served at both schools on Nov 17th. The following board members volunteered to assist with serving dinner. Pauline Lagasse, Ann Ingersoll, Beverly Brown, Leo Hill, and Brian Malloy.

IX. COMMUNICATIONS

- a) Financial Statement- The board reviewed the financial statement. The Finance Committee will meet on November 22, 2022, at 1:00 p.m. to discuss scholarship funds
- b) Superintendent MacArthur's December schedule
- c) Superintendent's evaluation-Due to board chairman by Dec. 8.

X. REPORT OF SUPERINTENDENT

- a) Enrollment update total enrollment at 181.
- b) Minimum wage-Expected to be raised up to \$13.80 in January 2023. At the present time some of our support staff positions would not meet this requirement.

Bus Driver	Step 1	\$13.67
Food Serv. Asst.	Step 1 & 2	\$13.03, \$13.49
Ed Tech I	Step 1 & 2	\$13.03, \$13.49
Ed Tech II	Step 1	\$13.76

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)

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)

XII. OLD BUSINESS

- a) Upon a motion by Bonnie Atwood and second by Beverly Brown the Board unanimously voted to approve the second reading of policy EBCB-Emergency Evacuation Drills.
- b) Upon a motion by Ann Ingersoll and second by Brandy Hill the Board unanimously voted to approve the second reading of policy GBGAA-Bloodborne Pathogens.
- c) Upon a motion by Beverly Brown and second by Pauline Lagasse the Board unanimously voted to approve the second reading of policy GDO-R Administrative Guidelines for Evaluation of Support Staff.
- d) Upon a motion by Janelle Ingersoll and second by Pauline Lagasse the Board unanimously voted to approve the second reading of policy JLD-Guidance and Counseling.

XIII. NEW BUSINESS

- a) Upon a motion by Pauline Lagasse and second by Beverly Brown the Board unanimously voted to approve Lindsey Cirell as Ed. Tech III and authorized the Superintendent to issue a contract
- b) Upon a motion by Elizabeth Brochu and second by Pauline Lagasse the Board unanimously voted to approve the opening plan
- c) Upon a motion by Ann Ingersoll and second by Pauline Lagasse the Board unanimously voted to approve the Superintendent job description
- d) Upon a motion by Bonnie Atwood and second by Janelle Ingersoll the Board unanimously voted to approve the Network Administrator job description
- e) Upon a motion by Ann Ingersoll and second by Pauline Lagasse the Board unanimously voted to approve the Payroll Clerk/Bookkeeper job description
- f) Upon a motion by Brandy Hill and second by Pauline Lagasse the Board unanimously voted to approve the following co-curricular/extra-curricular positions and authorize the Superintendent to issue contracts:

Yearbook (co-advisor)	Joy West
Math team advisor	Alex Thieffry

XIV. ADJOURNMENT-The meeting was adjourned at 6:31 p.m.

Respectfully submitted,



Sandra J MacArthur
Secretary to the Board