

REGIONAL SCHOOL UNIT 40

Friendship • Union • Waldoboro • Warren • Washington
1070 Heald Highway, PO Box 701, Union, Maine 04862
207.785.2277

Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Board of Directors Meeting Thursday, January 21, 2021 Central Office or Google Meet 7:00 p.m.

Join by Computer: Audio and Visual or Join by phone: Audio Only
meet.google.com/ibn-mvvy-pex (US)+1 434-886-0076 PIN: 745 198 266#

School Board Members: Erik Amundsen, Sara Andrews, Guy Bourrie, Melissa Ehle, Morgan Hynd, Danny Jackson, Randy Kassa, Karen Kunesh, Lynda Letteney, Sandra O'Farrell, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Melvin Williams, Robert Williams

Student Representatives: Sean Sebrey, Owen Weber

Agenda

I. Call to Order

- A. Pledge of Allegiance
- B. Declaration of Quorum
- C. Note Absences
- D. Additions/Adjustments to the Agenda

II. Presentations

Chloe Maxmin – Maine State Senator District #13

III. Consent Agenda – Approve Minutes of January 7, 2021

IV. Superintendent and/or Chair Reports

- A. Superintendent's Report
- B. Board Chair's Report
- C. Business Manager's Report
- D. Student Representative Report

V. Reports from Schools

VI. Audience with the Public

VII. Action Items

- A. Approve changes in in-person instruction following required health and safety measures
 - Friendship Village School from 4 days per week to 5 days per week
 - Prescott Memorial School maintain 4 days per week
 - Miller School from 2 days per week to 4 days per week when required health and safety measures can be met
 - Union Elementary School from 2 days per week to 4 days per week
 - Warren Community School from 2 days per week to 4 days per week
 - Medomak Middle School from 2 days per week to 4 days per week
 - Medomak Valley High School from remote to 4 days per week
 - Maintain individualized schedules for students in special populations
 - Maintain remote learning option for the remainder of the school year
- B. Approve donation valued at over \$1,000 from Mexicali Blues for child face masks
- C. Approve two donations valued at over \$1,000 from Jason Mahoney and Bank of America to purchase new cheering mats for MVHS
- D. Approve donation valued at over \$1,000 from Waldoboro United Methodist Church to pay lunch balances at Medomak Valley High School
- E. Approve policy for 1st read
 - 1. GCOA – Supervision and Evaluation of Professional Staff
 - 2. GCOC – Evaluation of Administrative Staff
- F. Approve policy for 2nd read
 - 1. EBCE – School Closings and Cancellation

VIII. Executive Session 1 M.R.S. §405(6)(A) Personnel

- A. Action as a result of Executive Session

IX. Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

- A. Action as a result of Executive Session

X. Committee Meetings

- A. Policy – February 4th @ 5:30 p.m. – Central Office or Google Meet
- B. Curriculum – February 11th – 5:00 p.m. – Central Office or Google Meet

XI. Board Meeting – February 4th @ 7:00 p.m. – Central Office or Google Meet

XII. Region 8 Board Meeting – January 27th @ 7:00 p.m. – Zoom

XIII. Adjourn

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.

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Board of Directors Meeting Thursday, January 7, 2021 Central Office or Google Meet 7:00 p.m.

Join by Computer: Audio and Visual
meet.google.com/rdi-gdmm-smh

or

Join by phone: Audio Only
(US)+1 414-439-0217 PIN: 457 840 225#

School Board Members: Erik Amundsen, Sara Andrews, Guy Bourrie, Melissa Ehle, Morgan Hynd, Danny Jackson, Randy Kassa, Karen Kunesh, Lynda Letteney, Sandra O'Farrell, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Melvin Williams, Robert Williams

Student Representatives: Sean Sebrey, Owen Weber

Minutes

I. Call to Order 7:00

- A. Pledge of Allegiance
- B. Declaration of Quorum - 817 of 1000
- C. Note Absences - Guy Bourrie, Karen Kunesh, Lynda Letteney
- D. Additions/Adjustments to the Agenda
 - 1. Reverse the order of the two executive sessions

II. Presentations

COVID-19 - Dr. Cheryl Liechty, M.D., Pen Bay Medical Center, Infectious Disease Specialist
2019-20 Audit – Parker Madden, Runyon Kersteen Ouellette

III. Consent Agenda – Approve Minutes of December 3, 2020

Motion: Melvin Williams Second: Morgan Hynd

Vote:775-0-42
(Brooke Simmons)

IV. Superintendent and/or Chair Reports

- A. Superintendent's Report
- B. Board Chair's Report
- C. Business Manager's Report
- D. Student Representative Report

V. Reports from Schools

VI. Audience with the Public

VII. Action Items

- A. Approve donation valued at over \$1,000 to Miller School from Waldoboro Lion's Club
Motion: Melvin Williams Second: Sandra O'Farrell Vote: 817-0-0
- B. Approve policy for 1st read
1. EBCE – School Closings and Cancellation
Motion: Matthew Speno Second: Brooke Simmons Vote: 817-0-0
- C. Approve policies for deletion
1. EBBCA – Fragrance Free Environment
2. EEAF – Special Use of Buses
Motion: Matthew Speno Second: Sandra O'Farrell Vote: 817-0-0
- Motion to go to Executive Session Negotiations:
Motion: Melvin Williams Second: Matthew Speno Vote: 817-0-0

VIII. Executive Session 1 M.R.S. §405(6)(D) Negotiations with MVEA

- A. Action as a result of Executive Session - none
In: 8:37 Out 9:05

Motion to suspend the policy in order to extend the meeting beyond 9:30
Motion: Morgan Hynd Second: Matthew Speno Vote: 817-0-0

Motion to go to Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

Motion: Melvin Williams Second: Morgan Hynd Vote: 817-0-0
In: 9:10 Out 9:43

IX. Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

- A. Action as a result of Executive Session - none

X. Committee Meetings

- A. Curriculum– January 14th @ 5:30 p.m. – Central Office or Google Meet
B. Facilities – January 21st @ 4:00 p.m. – Central Office or Google Meet
C. Finance – January 21st @ 5:30 p.m. – Central Office or Google Meet

XI. Board Meeting – January 21st @ 7:00 p.m. – Central Office or Google Meet

XII. Region 8 Board Meeting – January 27th @ 7:00 p.m. – Zoom

XIII. Adjourn 9:47

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

To: Members of the Board of Directors
From: Steve Nolan
Date: January 15, 2021
Subject: Board Agenda for January 21, 2021

- I. Call to Order
- II. Presentations
- III. Consent Agenda
- IV. Superintendent and/or Chair Reports
 - A. Superintendent's Report



1. Resignations:

Christina Labbe - Principal - Friendship Village School
Tracie McLain - Ed Tech - Medomak Middle School

Retirements:

Rebecca Lash - Teacher - Medomak Valley High School
Robert Steinmeyer - Bus Driver - District Wide

2. [COVID-19](#) update

3. Lincoln and Knox Counties remain categorized as "green" as of January 15th.

Categorization as "green" suggests that the county has a relatively low risk of COVID-19 spread and that schools may consider in-person instruction, as long as they are able to implement the required health and safety measures. Schools in a "green" county may need to use hybrid instruction models if there is insufficient capacity or other factors (facilities, staffing, geography/transportation, etc.) that may prevent full implementation of the health and safety requirements.

Statewide, the number of new cases in the last 30 days in schools per school staff and students is 27 per 10,000 people, compared to 113 per 10,000 people statewide, 24% of the statewide rate.

The next update is expected on January 29th.

4. Please review [Schools and the Path to Zero](#) for important information regarding schools and in-person instruction.

V. Reports from Schools

VI. Audience with the Public

VII. Action Items

- A. Approve changes in in-person instruction following required health and safety measures

You will be asked to approve changes in in-person instruction.

- B. Approve donation valued at over \$1,000 from Mexicali Blues for child face masks

You will be asked to approve a donation valued at over \$1,000.

- C. Approve donation valued at over \$1,000 from Jason Mahoney and Bank of America to purchase new cheering mats for MVHS

You will be asked to approve a donation valued at over \$1,000.

- D. Approve donation valued at over \$1,000 from Waldoboro United Methodist Church to pay lunch balances at Medomak Valley High School

You will be asked to approve a donation valued at over \$1,000.

- E. Approve policy for 1st read

You will be asked to approve the policies included on the agenda. Please review the draft policies included in this Board packet.

- F. Approve policy for 2nd read

You will be asked to approve the policy included on the agenda. This policy was included in the previous Board packet.

VIII. Executive Session 1 M.R.S. §405(6)(A) Personnel

IX. Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

X. Committee Meetings

XI. RSU 40 Board Meeting

XII. Region 8 Board Meeting

XIII. Adjourn

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

January 21, 2021

To: School Board Members
From: Karen Pike, Business Manger
Re: Board Report for Business Office, Facilities, Food Service and Transportation

Business Office

- Next school year budget
 - Budget committee meetings start the first Monday in March
- CRF Grant funds
- Child Care grant
- New ESSER fund

Facilities

- Phase 2 of MVHS/MMS campus project (ditching)
- Storage sheds at each school
- Rear exit repairs at Miller school
- Exit road at MMS
- MVHS gymnasium

Food Service

- Continuing to prepare meals to be delivered to remote learners
- New Equipment

Transportation

- Delivering of food to remote learners
- New vans and buses are arriving. Vans will be used for delivery of foods in between transporting students
- Bus driver retirement

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Steve Nolan, Superintendent

Karen Pike, Business Manager

Christina Wotton, Assistant Superintendent

Karen Brackett, Director of Special Services

To: Members of the Board of Directors
From: Christina M. Wotton
Date: January 15, 2021
Subject: Board Report from Assistant Superintendent

Staff Updates/Information

Other

We sent out our second 40/40 Feedback Survey on December 18, 2020, and closed the survey on January 8th. We had 1,053 responses from our family members, staff and students. We will be sending out our next opportunity for feedback in February.

- [40/40 Feedback Results - Families](#)
- [40/40 Feedback Results - Staff](#)
- [40/40 Feedback Results - Students](#)
- [Question 5](#)
- [One Word](#)

Q10 The past few months have been challenging. Using one word, how are you feeling this week?

Drained Proud Challenged Content Sad Annoyed Worried Refreshed Okay
 Discouraged Grateful Depressed Fine Ready Frustrated
 Nervous Exhausted Defeated Good Concerned
 Stressed Happy Tired Relieved
 Overwhelmed Uncertain Hopeful Surviving Ok well
 Great Angry Thankful Awful Optimistic Underwhelmed SCHOOL Scared
 Anxious



**RSU 40 Adult Education
320 Manktown Road
Waldoboro, Maine 04572
832-5205/fax 832-2280**

**Administrator's Monthly Report
Completed by Kayla Sikora, M.Ed., Director of Adult Education**

January 21, 2021

Staff Updates/ Program Updates/Information:

We just mailed out our postcard with a link to our digital brochure. We decided to send out a postcard instead of printing a brochure in hopes to save money. Although we are offering enrichment classes, we are not generating the revenue that we normally do, so we are hoping our cost saving efforts work. We are promoting the digital brochure on our social media accounts and already have community members enrolling in our enrichment courses. We are offering mostly online/virtual enrichment courses this semester and are happy to safely serve our community members.

Student Updates/Information:

Our HiSET program has seen steady enrollments. We are working with the high school to help students who may need to transition into adult education. We are also offering a new college transitions class, Exploring Careers, which we are very excited about. Overall we are excited that students are seeking out our services and happy to help students complete their high school equivalency and also people students who would like to further our education by utilizing our college transitions program.

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Karen M. Brackett, Director
Casey Lufkin, Assistant Director
Office of Special Services

January 14, 2021

Staff Recognition:

I want to formally recognize **Tracie McLain**. Tracie is resigning from her educational technician/behavioral health professional (BHP) position at the end of the month. Tracie has worked for the district for **27** years and all of those years have been in the life skills/LEAD programs at Prescott, Miller and Medomak Middle School. Tracie has been one of the most loyal, dedicated, hard-working, and amazing BHP's that I have had the pleasure of working with. She is going to leave a huge void in our LEAD program that is going to be hard to fill. I wish Tracie all the best as she moves on to her next adventure! You will be missed!

I also want to formally recognize our district nurses, **Sherri Vail, Heather Emerson, Michele Cooney and Sandra Lufkin**. The nurses have been working tirelessly during this school year to navigate everything that has to do with COVID-19. They have been solid and extremely professional as they have dealt with positive cases, contract tracing, working with the CDC, working with building administration and more. This is all while they still do their daily nursing duties as a school nurse! They have worked many, many hours beyond their contracted time! As of this date, combined they have worked **110.75** hours above and beyond their contracted hours. A HUGE thank you to all of them for their work and dedication to the health and safety of all us in RSU 40.

From the beginning of school to today's date, we have had a total of 29 positive COVID-19 cases in the district which includes staff and students.

The nurses have also been instrumental in helping to get vaccinations for approximately 30 staff members that are all considered to be in the health and mental health field in the district. This includes themselves as the nurses, health aides, health office back up staff, social workers, board certified behavior analysts, speech and language pathologists, occupational therapists, physical therapist, and school psychologists. Again, a huge thank you to them in helping to get vaccinations started in the district.

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Date: January 15, 20201

Technology Department Board Report

Other News:

In developing the technology budget, we will be looking at existing resources and how those meet anticipated needs for school year 2021-2022. The amount and age of devices, their distribution, and software needed to provide needed services efficiently and safely are main considerations. The pandemic has increased the need for technology equipment as well as changes in the way services are provided. Some of the changes, such as increased security, providing online access for functions normally provided in-person, and improved access to online learning have been changes that have improved the way we deliver educational services and will most likely continue regardless of the learning model for next school year.

Some Cares act funding has been used for technology but there are both hardware and software needs that either did not qualify for cares act funding or not prioritized for inclusion at the district level. Also, budgeting is complicated by not knowing what, if any state support may be coming. For example, the state said that the MLTI program that supplies the laptops for grades 7 and 8 may not be providing devices this year (and they did not last year) and for districts to manage with existing inventory. Buying the old devices from the MLTI program has always been a way that we have inexpensively provided devices to our elementary students and support staff and without that option this year; it will impact how our tech budget is formed.

Linda Trenholm, RSU 40 Technology Director

Supervision and Evaluation of Professional Staff

A well planned and systematic system of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the RSU 40 Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation system will address all aspects of teaching performance.

The system will provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. Probationary teachers will in any event be evaluated at least once in each year of their probationary employment.

- A. Criteria used for evaluation will be in written form and made permanently available to the teacher;
- B. Evaluations will be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;
- C. Results of the evaluations will be put in writing and will be discussed with the teacher;
- D. The teacher being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations will be kept in confidential personnel files maintained at the Superintendent's office.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skill.

While supervision and evaluation policies are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706; 13802

This is a required policy.

Adopted: January 4, 1999

Revised: September 3, 2009
October 15, 2015
September 15, 2016
Revised: January 7, 2021

Evaluation of Administrative Staff

The Superintendent shall implement and supervise an evaluation system for all administrative personnel.

Formal evaluations will be made at least once a year, but more often during the first two years in an administrative capacity. Evaluations will be conducted according to the following guidelines:

- A. Evaluative criteria for each position will be in written form and made permanently available to the administrator;
- B. Evaluations will be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations will be put in writing and will be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations will be kept in confidential personnel files maintained at the Superintendent's office.

Legal Reference: 20-A MRSA §§13701---13706; 13802
Me. Dept. of Ed. Rule Ch. 180

This is a required policy.

Adopted: July 17, 2014

Revised: October 15, 2015
September 15, 2016
Revised: January 7, 2021

6. [JICIB - Bomb Threats](#) (current)

[JICIB - Bomb threats](#) (sample)

Motion to mark reviewed and put back into policy binder: Danny Jackson

Second: Guy Bourrie

Vote: 3-0-0

III. Adjourn - 6:13 p.m.

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Regional School Unit 40 promotes a fragrance-free workplace. Thank you for not wearing any of the following during your visit: cologne, aftershave lotion, perfume, perfumed hand lotion, fragranced hair products, scented laundry detergent and/or similar products. Students and staff thank you for keeping our environment safe.

FRAGRANCE FREE
WORK
ENVIRONMENT

 AMERICAN
LUNG
ASSOCIATION.