

# 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

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## **Board of Directors Meeting Thursday, April 15, 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/bwg-pyok-vuf](https://meet.google.com/bwg-pyok-vuf)                      (US)+1 402-759-9238 PIN: 505 530 594#

**School Board Members:** Erik Amundsen, Sara Andrews, Guy Bourrie, Morgan Hynd, Danny Jackson, Randy Kassa, 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. Executive Session 1 M.R.S. §405(6)(E) Advice from Legal Counsel**
  - A. Action as a result of Executive Session
- III. Consent Agenda** – Approve Minutes of April 1, 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 FY '22 proposed budget
- B. Approve donation valued at over \$1,000 from Medomak Youth Football to Union Elementary School
- C. Approve policy for 1<sup>st</sup> read
  - 1. IHBAA-R - Referral and Use of General Education Interventions Procedure

## **VIII. Committee Meetings**

- A. Policy – May 6<sup>th</sup> @ 5:30 p.m. – Central Office or Google Meet

## **IX. Board Meeting – May 6<sup>th</sup> @ 7:00 p.m. – Central Office or Google Meet**

## **X. Region 8 Board Meeting – April 28<sup>th</sup> @ 7:00 p.m. – Zoom**

## **XI. 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 for comments by visitors at Board meetings will be scheduled on the Board's agenda. Public input is welcomed but the Board Chair may need to limit discussion.

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## Board of Directors Meeting Thursday, April 1, 2021 Central Office or Google Meet 7:00 p.m.

Join by Computer: Audio and Visual  
[meet.google.com/snm-rofi-aog](https://meet.google.com/snm-rofi-aog)

or

Join by phone: Audio Only  
(US)+1 518-595-8543 PIN: 739 367 241#

**School Board Members:** Erik Amundsen, Sara Andrews, Guy Bourrie, Morgan Hynd, Danny Jackson, Randy Kassa, 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 p.m.

- A. Pledge of Allegiance
- B. Declaration of Quorum 761 of 903
- C. Note Absences – Lynda Letteney, Morgan Hynd
- D. Additions/Adjustments to the Agenda

**II. Executive Session 1 M.R.S. §405(6)(E) Advice from Legal Counsel**

Motion: Brooke Simmons                      Second: Melvin Williams                      Vote: 761-0-0

- A. Action as a result of Executive Session – No Action  
Time In: 7:02 p.m.                      Time Out: 7:17 p.m.

**III. Consent Agenda** – Approve Minutes of March 18, 2021

Motion: Erik Amundsen                      Second: Melvin Williams                      Vote: 577-0-111  
(Sara Andrews, Brooke Simmons) (Sandra O'Farrell, Absent)

**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 Action Items**

- A. Approve contract renewals for administrators covered under the Administrator Group Collective Bargaining Agreement

**One-year contract**

Gabrielle LaPerriere  
Casey Lufkin  
Jamie White

**Three-year contract**

Kayla Sikora

Motion: Sandra O'Farrell                      Second: Guy Bourrie                      Vote:761-0-0

- B. Approve the district calendar for the 2021-22 school year

Motion: Erik Amundsen                      Second: Melvin Williams                      Vote:761-0-0

- C. Approve a donation valued at over \$1,000 for a Baldwin baby grand piano from the estate of Wickham Skinner to Medomak Valley High School

Motion: Erik Amundsen                      Second: Melvin Williams                      Vote:761-0-0

- D. Approve policies for 2<sup>nd</sup> read

1. GBN – Family and Medical Leave
2. GBEC – Drug Free Workplace

Motion: Matthew Speno                      Second: Guy Bourrie                      Vote:761-0-0

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

Motion: Sandra O'Farrell                      Second: Julie Swindler                      Vote: 761-0-0

- A. Action as a result of Executive Session – No Action

Time In: 7:36 p.m.                      Time Out: 7:38 p.m.

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

Motion: Melvin Williams                      Second: Erik Amundsen                      Vote: 761-0-0

- A. Action as a result of Executive Session – No Action

Time In: 7:40 p.m.                      Time Out: 8:00 p.m.

**IX. Committee Meetings**

- A. Curriculum – April 8<sup>th</sup> @ 5:00 p.m. – Central Office or Google Meet

- X. Board Meeting** – April 15<sup>th</sup> @ 7:00 p.m. – Central Office or Google Meet

- XI. Region 8 Board Meeting** – April 28<sup>th</sup> @ 7:00 p.m. – Zoom

- XII. Adjourn:** 8:02 p.m.

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 for comments by visitors at Board meetings will be scheduled on the Board's agenda. Public input is welcomed but the Board Chair may need to limit discussion.

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Steve Nolan, Superintendent  
Christina Wotton, Assistant Superintendent

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

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To: Members of the Board of Directors  
From: Steve Nolan  
Date: April 9, 2021  
Subject: Board Agenda for April 15, 2021

- I. Call to Order
- II. Executive Session 1 M.R.S. §405(6)(E)  
Advice from Legal Counsel
- III. Consent Agenda
- IV. Superintendent and/or Chair Reports



A. Superintendent's Report

1. Resignations/Retirements: none
2. [COVID-19: Maine Data update](#)
3. We completed the first round of interviews for the Friendship Village School principal position. I hope to have a finalist to nominate at the next regular Board meeting scheduled for May 6<sup>th</sup>.
4. Highlights of the American Rescue Plan are summarized below. More information is available at this [link](#).
  - \$411 million for Maine schools
  - Funding through September 2024
  - 20% set-aside to address learning loss
  - Set-aside for McKinney Vento (homeless) 8x current funding
  - 20% increase in IDEA funding (special education)
  - Additional funding supports child care, state and local fiscal relief, increases child tax credit, and provides \$1,400 stimulus checks
  - Separately, infrastructure proposal includes \$50 billion for school bonds and \$100 billion for high-speed internet

V. Reports from Schools

VI. Audience with the Public

VII. Action Items

A. Approve FY '22 proposed budget

You will be asked to approve the budget for the 2021-22 school year.

B. Approve donation valued at over \$1,000 from Medomak Youth Football to Union Elementary School

You will be asked to approve a donation valued at over \$1,000 from Medomak Youth Football to Union Elementary School to fund a snack/storage shed.

C. Approve policy for 1<sup>st</sup> read

You will be asked to approve the policy included on the agenda for 1<sup>st</sup> read. Please review the draft policy included in this Board packet.

VIII. Committee Meetings

IX. RSU 40 Board Meeting

X. Region 8 Board Meeting

XI. Adjourn

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Christina Wotton, Assistant Superintendent

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

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April 15, 2021

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

## **Business Office**

- Finalizing budget for FY22
- Will soon be preparing for fiscal year-end and getting ready for the auditors' preliminary visit before audit
- Reviewing of COVID and ESSR Funds

## **Facilities**

- Building update
- Summer Projects/ COVID funds
- RFP for snow removal

## **Food Service**

- Students are now in school all 5 days and participation has improved by 15%
- Continue to make meals for remote students

## **Transportation**

- Bus Garage
- RFP for fuel
- Continue to be short staffed
- Continue to deliver meals to remote students



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Karen Pike, Business Manager

Christina Wotton, Assistant Superintendent

Karen Brackett, Director of Special Services

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To: Members of the Board of Directors

From: Christina M. Wotton

Date: April 9, 2021

Subject: Board Report from Assistant Superintendent

### Staff Updates/Information

**John Gorman Foundation Grant**- RSU 40 was awarded \$20,000 to support disengaged students. Angela Arteaga is leading an after school programming effort with the YMCA in Damariscotta, this will be available to Medomak Middle and Medomak Valley High School Students. Transportation will be provided and the YMCA will offer sessions for our students to choose. The sessions will range from skills, such as CPR certification, to tennis, hiking, hang out time and more.

**Tier III Innovative Grant**- We received a three year grant from the Maine Department of Education totalling \$260,000. We will be starting an after-school program next school year for Miller and Warren Community Schools that we hope to replicate across the RSU 40 school community, emphasizing student leadership, academic enrichment with a focus on environmental science, and social-emotional learning. This will be a partnership with Kieve Wavus Education (KWE), Inc, a local nonprofit organization. Students will have the opportunity to be bussed to the Kieve campuses in groups of 45 students, rotating days. During these sessions, students will be led through experiential social-emotional learning activities with KWE Educators who will take time to make explicit connections to core curriculum content that the students are learning in school while utilizing the Kieve campus on Damariscotta Lake, formally learning environmental stewardship and science in what is functionally an outdoor education lab.

**Title I Reallocation Grant** - We received \$23,248 from the Maine Department of Education for summer school programming at Miller and Warren Community Schools. We will be using additional COVID funding to support summer school programming at our other elementary schools.

**Project AWARE Final Report from Hart Consulting** - This is a very detailed 48 page report from Hart Consulting that shows the progress we made during our two years of the AWARE grant. We continue this work through title V funding.

**Anti-Bias Training** - April 29th, Virtually 5:30-7pm - “To achieve basic human rights — including the right to life, liberty, free speech, health, and education — we must address both historic and contemporary ways in which bias, racism, discrimination, and rising extremism are used to undermine them. Mindbridge applies the vast realm of psychology and neurobiological research to these ends.” (Mindbridge)

Mindbridge. (March 10, 2021). *Eliminating Racism and Discrimination*. Mindbridge Center.

<https://www.mindbridgecenter.org>

*“Keep your face to the sunshine and you cannot see a shadow.” ~Helen Keller*

## *Medomak Valley High School*

320 Manktown Road  
Waldoboro, Maine 04572  
Office: (207) 832-5389  
Guidance: (207) 832-7270  
Fax: (207) 832-2280



Linda M.D. Pease, Principal  
Tamra S. Philbrook, Assistant Principal  
Matthew S. Carlson Assistant Principal  
Matthew J. Lash, Athletic Director

April 8, 2021

### Staff Updates/Information:

- MMS Spring Coaching Staff: Lorraine Knight Track, Amanda Shelmerdine Track Assistant, Shep Brown 7<sup>th</sup> Baseball, Andrew Havener 8<sup>th</sup> Baseball, Stacey Eaton 7<sup>th</sup> Softball, Andrea Williamson 8<sup>th</sup> Softball.
- MVHS Spring Coaching Staff: George Gould Girls' Track, Chuong Nguyen Boys' Track, Katlin Puchalski Track Assistant, Emily Wotton JV Softball, Richard Vannah Varsity Softball, Ryan DiPompo JV Baseball, Greg Rice Varsity Baseball, Marcia Robbins Girls' Tennis, Bill Hinkley Boys' Tennis

### Student Updates/Information:

- MVHS Spring Sports Participation numbers: Boys' Tennis 15, Girls' Tennis 9, Track 35, JV & Varsity Softball 26, JV & Varsity Baseball 28
- MMS Tryouts for 7<sup>th</sup> Baseball & Softball, 8<sup>th</sup> Baseball & Softball and Track begin April 12<sup>th</sup>.

### Staff & Student Recognition:

- Congratulations to the MVHS Cheering Squad as they completed their 2021 season as KVAC Class B Champions and MPA State Class B Runners-up!
- Congratulations to the MMS Cheering Squad as they won their Middle School Division at the Wells Cheers For the Hearts competition!
- The average GPA of all six MVHS winter teams was a 3.48! Five out of six were above a 3.2. Varsity Girls' Basketball is the 2021 winner with a 4.42! JV Girls' Basketball finished runners-up with a 4.12.
- We held MVHS Girls' Basketball Sports Awards on Tuesday, March 23rd, Boys Basketball Wednesday March 24th and Cheer Saturday, March 27th.

### Other:

- We hosted our first spring sporting event yesterday. On April 7<sup>th</sup>, our Varsity Softball team hosted Mt. Ararat. It was our first spring event since 2019!

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

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April 8, 2021

### **Other News:**

In the past couple of weeks, we have had both Damariscotta and Rockland Hannaford reach out to us to say that they were holding a certain amount of Covid vaccination appointments specifically for RSU 40 staff in the effort to help get as many people in the education system vaccinated as possible. We had very short notice in which to give Hannaford the information but we were able to do it and more staff were able to get a vaccination appointment. I believe we had around 25 staff members for the Damariscotta location as we gave them the information but for Rockland Hannaford the staff signed up themselves so I do not have that number. We certainly appreciate both Hannafords reaching out to the district and holding these vaccination appointments for us!

I know there has been some discussion about how determinations are made for IEP service minutes and there really is no simple answer to that question as it really is based on specific individual needs in all areas. I can give you some general examples but understand that it is really different for each student. For example, for resource services some students are able to stay in the mainstream class with push in support from educational technicians to help them keep pace with the grade level work or work at a differentiated grade level. Other students may receive lessons in the mainstream classroom and then when it is time for independent work, they go to the resource room to get support from the special education teacher or educational technician. Other students may receive a different developmentally appropriate lesson in the resource room with a small group. These services can be from 30 minutes, to 45 minutes, to 60 minutes per academic area. Then there can be other supports such as supported study halls or consultation where the special education teacher consults with the mainstream teacher about different ways to teach and work with students.

We then have all our self-contained programs where the students are in those programs for a majority of their day, which greatly increases their service time. Then there is the addition of related services that any individual student may require that also are service times on their IEP.

The basis of special education is that it is individualized and based on individual needs.

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**Date: April 8, 20201**

### **Technology Department Board Report**

#### **Other News:**

The technology department is implementing several large initiatives this spring in order to gather feedback and remedy any issues before full implementation in the fall. These include online registration for students, a student internet use monitoring program that allows us to comply with the CIPA (Child Internet Protection Act), and an add-on to Infinite Campus (our student information system) that allows for digital signatures.

We are preparing for end of the year procedures for student device turn-in. I feel it is important to use any additional COVID funding for the purchase of end-user hardware as our use has increased without adequate resources to support it. We will need to replace 600-800 student devices and about 130 staff devices by SY 22/23 and using COVID money now would enable us to push this obligation for local funding into the future and give us time to adequately assess and plan for changes resulting from the pandemic.

Meeting the needs of staff and students and system/ network security have been keeping the tech department busy. I am very impressed with the amount of dedication, foresight, knowledge and professionalism the tech department has shown this year given the great many challenges we have faced.

Linda Trenholm, Technology Director

## **Referral Procedure and General Education Interventions**

RSU 40 will refer to the IEP Team all school-age students suspected of having a disability that requires special education and related services. Referrals to the IEP Team may be made by a child's parent, by professional school staff, or by others with knowledge of the child. Referrals should be made and processed consistent with these procedures.

**Referrals by Parents.** A parent may refer their child to the IEP Team at any time. That referral will be made in writing directly to the office of the Director of Special Services. Should the parent seek to make a referral through other professional staff (such as teachers, guidance counselors, or administrators), that professional staff member will directly assist the parent in making the referral in writing to the office of the Director of Special Services. Should a parent attempt to make a referral orally, professional staff will assist the parent in reducing that referral to writing and submitting it to the office of the Director of Special Services.

A parent referral will be processed consistent with these procedures and governing timelines even if the child is receiving interventions pursuant to the school unit's general education interventions. Those general education interventions will continue during the referral process, however.

**Referrals by Staff.** Any professional employee of RSU 40 may refer a child to the IEP Team regardless of the results of initial child find activities, but only after completion of any general education intervention process used by the school unit. The school unit may move directly forward with the referral process in those circumstances where RSU 40 staff and parent agree to do so. Even in that situation, however, general education interventions will continue during the referral process.

Professional school staff will prepare a referral in writing and will submit that referral directly to the office of the Director of Special Services.

**Referrals by Others.** Individuals or agency representatives (including representatives of the Department of Health and Human Services) with knowledge of the child may refer that child to the IEP Team regardless of the results of initial child find activities, but only after completion of any general education intervention process used by the school unit. The school unit may move directly forward with the referral process in those circumstances when RSU 40 staff and parent agree to do so. Even in that situation, however, general education interventions will continue during the referral process.

Should such a person attempt to make a referral orally, professional staff will assist that person in reducing that referral to writing and submitting it to the office of the Director of Special Services.

**Receipt of Referral.** Regardless of the source of the referral, a referral is received by RSU 40 on the date that the written referral is received by the office of the Director of Special Services. It will be signed and dated by the Director/designee, thereby indicating the date of the receipt of that referral.

**Time Line for Processing Referral.** Once the referral has been received in the office of the Director of Special Services, the IEP Team will review existing evaluation data and determine the need for additional evaluations. The IEP Team may conduct its review without a meeting. If additional evaluations are needed, RSU 40 must send a consent to evaluate form to the parent within 15 school days of receipt of the referral. Also upon receipt of the referral (from any source), RSU 40 will send the parent its Written Notice form documenting that referral.

Once the office of the Director of Special Services receives the signed consent for evaluation back from the parent, the local unit will have 45 school days to complete the evaluation and to hold an IEP Team meeting to determine whether the student qualifies for special education services. If the student is identified as a child with a disability in need of special education, the Team should develop an IEP for that child either at that same meeting, or within 30 calendar days of determining that the student is eligible.

RSU 40 will implement the IEP as soon as possible following the IEP Team meeting when the child is found eligible, but no later than 30 calendar days after that meeting.

**Transfer Students.** Students who have already been identified as in need of special education services and who transfer into RSU 40 from another school unit *within Maine* (and who had an IEP that was in effect in a previous school unit in Maine) will on enrollment and in consultation with the parent be provided with FAPE (including services comparable to those described in the child's IEP from the previous school unit) until RSU 40 either adopts the child's IEP from the previous unit or develops, adopts and implements a new IEP.

Students who have already been identified as in need of special services and who transfer into RSU 40 from another school unit *from outside of Maine* (and who had an IEP that was in effect in a previous school unit in another state) will on enrollment and in consultation with the parent be provided with FAPE (including services comparable to those described in the child's IEP from the previous school unit) until RSU 40 conducts an evaluation (if

determined to be necessary by RSU 40) to determine whether the student is eligible for special education, and if so, develops, adopts and implements a new IEP.

If the transfer student's current IEP from their prior school unit is not available, or is believed to be inappropriate by either the parent or the school, RSU 40 should develop a new IEP through appropriate procedures within a short time after the student enrolls at the school.

If a child transfers into RSU 40 after the referral time line has begun in the previous school unit but before an eligibility determination has been made, the time line referenced above for completing that process will not apply if RSU 40 is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and RSU 40 agree to a specific time when the evaluation will be completed and the eligibility decision made.

### **General Education Interventions**

General education interventions are general education procedures involving regular benchmark assessment of all children, using curriculum based measurements, to monitor child progress and identify those children who are at risk of failing. Children who are at risk receive responsive interventions in the general education program that attempt to resolve the presenting problems of concern. General educators are encouraged to confer with specialists and teaching professionals, but general education personnel are responsible for the implementation of the intervention.

RSU 40 will implement general education interventions. These interventions will include:

- a. Documentation that every child, prior to entering the general education intervention process, was provided with appropriate instruction in reading, including the essential components of reading instruction (as defined in section 1208(3) of the Elementary and Secondary Education Act of 1965 (ESEA), appropriate mastery based instruction in math, appropriate instruction in the writing process, and positive behavioral supports;
- b. A team-based decision-making process;
- c. Screening at reasonable intervals to determine whether all children are progressing toward meeting the content standards of the parameters for essential instruction and graduation requirements;
- d. Data Analysis of screening results focusing on determining to what extent all children are progressing toward meeting the content standards of the parameters

- for essential instruction and graduation requirements and identifying which children are not making adequate progress towards these goals and are in need of targeted general education interventions;
- e. A determination as to whether a child's assessed difficulties are likely the result of linguistic or cultural differences;
  - f. Provision of research-based general education interventions targeted at the child's presenting academic and/or behavioral concerns as determined by screening results;
  - g. Repeated formative assessments of student response to targeted interventions, conducted at reasonable intervals, that generate rate based measurable data for both specifying academic and behavioral concerns and monitoring child progress during general education interventions;
  - h. Documentation that parents were notified about the process, given the opportunity to participate in instructional decision-making, and kept informed of their child's progress during targeted general education interventions;
  - i. A team will review the child's progress no later than 60 school days after the start of formal general education interventions and approximately every 30 school days thereafter. At each meeting the team will review data on the child's progress to determine if modifications to the general education interventions are needed and/or if a referral to special education is indicated; and
  - j. Provisions for targeted general education interventions to continue during any subsequent special education referral.

The parent of a child receiving general education interventions may request that the agency conduct a full and individual evaluation for possible special education eligibility determination at any time during the RSU 40's established general education intervention process.

The general education interventions developed through this pre-referral process will continue in the event of a referral while the referral is being handled by the IEP Team, and the resulting data will become part of the child's special education file.



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**INSTRUCTION**

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**IHBAA-R**

Legal Reference: MUSER Reg. ch. 101, §§ II(16), III, IV(2)(D), (E), V(4)(A) (2017).

Cross Reference: IHBAC – Child Find  
IHBAA – Referral and General Education Interventions

Adopted:

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## Facilities/Transportation Committee

Thursday, January 21, 2021

Central Office/ Google meet

4:00 p.m.

Join by Computer: Audio and Visual  
[meet.google.com/rgx-ppco-fqq](https://meet.google.com/rgx-ppco-fqq)

or

Join by phone: Audio Only  
(US) +1 413-685-2694 PIN: 776 144 628#

**Committee Members:** Erik Amundsen, Morgan Hynd, Karen Kunesh, Sandra O'Farrell, Julie Swindler, Bob Williams

**Ex-Officio Members:** Danny Jackson/Board Chair, Brian Race/Facilities Director, Karen Pike/Business Manager, Steve Nolan/Superintendent, Ernie Vannah/Transportation Director

### Minute

#### I. Call to Order 4:03

- A. Declaration of Quorum 4 of 5
- B. Note absences - Morgan Hynd
- C. Additions/ Adjustments to the Agenda

#### II. Consent Agenda -Approve minutes of November 19, 2020

Motion: Erik Amundsen                      Second: Erik Amundsen                      Vote 4-0-1  
(Danny Jackson)

#### III. Action Items

#### IV. Other Items

- A. Facilities
  - i. Phase 2 of MVHS/MMS campus project (ditching)
  - ii. Storage sheds at each school
  - iii. Rear exit repairs at Miller school
  - iv. Exit road at MMS
  - v. MVHS gymnasium
- B. Transportation
  - i. Bus driver retirement
  - ii. Bus Garage

#### V. Adjourn 4:22

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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Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager  
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### **Finance Committee Meeting Thursday, January 21, 2021 Central Office/Google meeting 5:30 p.m.**

Join by Computer: Audio and Visual  
[meet.google.com/cwz-kdmc-anq](https://meet.google.com/cwz-kdmc-anq)

or

Join by phone: Audio Only  
(US) +1 413-438-7325 PIN: 483 841 494#

**Committee Members:** Sara Andrews, Guy Bourrie, Melissa Ehle, Lynda Letteney, Sandra O'Farrell and Matthew Speno

**Ex-Officio Members:** Danny Jackson/Board Chair, Steve Nolan/Superintendent, Karen Pike/Business Manager

#### **Minutes**

- I. Call to Order 5:30**
  - A. Declaration of Quorum 6 of 6
  - B. Note absences -None
  - C. Additions /Adjustments to the Agenda
  
- II. Consent Agenda – Approve minutes of November 19, 2020**  
Motion: Lynda Letteney Second: Guy Bourrie Vote: 6-0-0
  
- III. Sign Warrants-N/A until in person meetings per board**
  
- IV. Financial Reports**
  
- V. Action Items**
  
- VI. Other Items**
  - A. CRF fund spending
  - B. Budget Process
  - C. Food Service current year
  - D. New ERRER funds
  
- VII. Adjourn 6:20**

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.



reintroduce Psychology but the dual enrollment Criminal Justice class will not be offered. World History will become World Geography so the course incorporates current world geography along with important historical topics. This will allow for more flexibility to connect the curriculum with current events. The English PSAT PREP will be eliminated and the SAT PREP will change to Nonfiction Reading which will still prepare those students who do want to take the SAT.

**For discussion at a future Curriculum Committee meeting: discuss lack of health and world languages at the elementary level.**

**MOTION:** Melvin moved to approve the Courses of Study document to send to full board and Erik Amundsen seconded the motion. The Committee voted unanimously to send to whole board for approval.

B. Curriculum – Social Studies, what is being taught?

i. Elementary School (15 min.)

a) Gaylea Hynd, 5<sup>th</sup> grade teacher Friendship Village School: reviewed what is covered in the 5th grade curriculum. Lack of time to devote to social studies makes it challenging to get through as much of the curriculum as they would like. They have 20 minutes in a day to devote to either social studies or science. It is incorporated into the ELA as much as possible.

b) Edie Berger, 6<sup>th</sup> grade teacher Miller School: When ELA and social studies are completely integrated it is more effective. Intrigued by history through geography, which connects with economics and culture. 6th graders sometimes are assigned a passion project that covers westward expansion.

There is alignment between the different grade levels/schools, but each of the schools have different resources. Gigi also suggested that there should be more coordination of which grade levels are addressing which points in history.

At Miller school they are teaching Native American studies through 4th grade.

ii. Medomak Middle School (15 min.)

a) Mark Davis, MMS Social Studies Teacher: Mark was unable to attend but sent in a video that outlined how MMS approaches social studies in combination with reading.

iii. Medomak Valley High School (15 min.)

a) Samantha Burke, Social Studies Teacher: Sammy teaches Government and other electives and reinforced the need for repetition of content to make sure the students retain the information over time. In her Humanities course they look at cultures around the world. Her Maine history class is being redeveloped to incorporate more about Wabanaki studies. This has been an interesting year and half for the teaching of Government. Integrated civics resources for all of the teachers in the district would be great for the district to think about.

b) Scott Hastings, Social Studies Teacher: Freshman take World History and some take the AP Human Geography. Sophomores don't have a requirement for social studies because graduation only requires 3 years. Junior year is US History with an AP option. Senior year is Government & Economics. See Courses of Study document for more on elective options.

C. Diversity Equity and Inclusion Recording (5 min.): This recording is now available and will be shared with the full Board. It is available on the district's wellness page: <https://sites.google.com/msad40.org/rsu40-community-wellness/home>

The implicit bias training will also be available soon.

D. How is in person instruction going? (5 min.): Feedback so far is that school is going very well and some schools are feeling like they may be ready to open to 5 days a week. The High School's honor roll was well populated despite the challenges of pandemic learning.

E. +/-Delta Exercise (5 min.) Not completed due to time constraints.

**IV. Adjourn:** The meeting was adjourned at 6:37.

Curriculum Committee Norms:

- Start and end meetings on time
- Follow the agenda
- Maintain positive intentions for each meeting
- Listen respectfully without side conversations and be open to different opinions
- Ensure evidence-based decision-making with students at the forefront of all decisions

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**REGION 8 COOPERATIVE BOARD MEETING (via Zoom)  
February 24, 2021**

The regularly scheduled meeting of the Region 8 Cooperative Board was held on February 24, 2021

**Those in attendance were:**

CSD	Tori Manzi, Bob Duke, Diego Guterrez	(69.62/ea.)
Islesboro		(11.94)
RSU 13	Bill Pearce, Joseph Steinberger, Loren Andrews, Gerald Weinand	(77.82/ea.)
SAD 40	Danny Jackson, Seth Hall, Randy Kassa, Matthew Speno	(77.89/ea.)
SAD 7	Jerry White	( 7.49)
SAD 8	Yvonne Thomas	(24.58)
St. George	Alane Kennedy	(54.68)

Bobby Deetjen, Director; Sherry Moody, Business Mgr., Scott Browning, Assistant Director; Kristy Hastings, Student Services Coord.; Danica Wooster, Teacher

**Absent** – Marcus Mrowka, John Gorham

Bob Duke, Chair, opened the regular meeting at 7:00 P.M. **Total weighted votes: 762.73**

**PUBLIC COMMENT** – None

**ADJUSTMENTS** – Additional discussion on establishing the Mission and Vision Committee

**APPROVAL OF MINUTES**

MOTION by White, seconded by Pearce, to approve the minutes of the regular January 27<sup>th</sup> board meeting

Motion approved

**Total weighted votes: 684.84**

<b>Andrews(77.82): Abs</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Abs</b>	<b>Jackson(77.89): No</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

**Ad Hoc Mission and Vision Committee**

Bobby reviewed the Advisory Committee Policy BDEA for the Ad Hoc Mission and Vision Committee. Bobby and Yvonne have discussed holding committee meetings just prior to board meetings each month. The first meeting would commence on March 24<sup>th</sup>. Bobby felt the committee would probably conclude their work in January or February of 2022. (Hall and Andrews arrived 7:05 PM.)

MOTION by White, seconded by Hall, to approve that the Ad Hoc Committee begin meeting and follow the established protocols set by the Board in Policy BDEA

Motion approved

**Total weighted votes: 918.44**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): Yes</b>

<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

**Board Vote on Hourly Salary Increases**

Tori reported that last month when the Personnel Committee recommended hourly increases, two staff member hourly recommendations were missed.

MOTION by Manzi, seconded by White to approve the hourly salary increases as recommended by the Director

Motion approved

**Total weighted votes: 840.55**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): No</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

**Discussion and Approval of 2021-22 Calendar**

Bobby advised the area Superintendents meet with him and discuss a regional calendar. The state requires the calendar have five or fewer dissimilar days within the region. The discussion has allowed the focus to be turned to CTE and how the programming is affected by sending school schedules.

MOTION by Jackson, seconded by White, to approve the 2021-22 Calendar as presented\*

\*The February break dates need to be fixed in the Days of Note section

Motion approved

**Total weighted votes: 918.44**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): Yes</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

**FY22 Budget Presentation**

Sherry reviewed the FY22 budget documents with the board members. The FY22 general fund budget has an overall decrease of 3.5% over the FY21 budget. The proposed district assessment has a decrease of 6.03% over last year's assessment. The Adult Education budget has a small increase of 3.27% which is mainly salary and benefits for staff and instructors.

MOTION by White, seconded by Andrews, to approve the 2021-22 General Fund Budget in the amount of \$5,682,504.00 and Adult Education budget in the amount of \$236,200

Motion approved

**Total weighted votes: 840.55**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Absent</b>
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<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): No</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Absent</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

## COMMITTEE REPORTS

### FINANCE

#### Warrants and Budget

Matt reported the committee met and reviewed the warrants for January and February and the January 31<sup>st</sup> financial report.

MOTION by Jackson, seconded by White, to accept and approve the warrants and budget reports for January and February

Motion approved

**Total weighted votes: 918.44**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): Yes</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

## POLICY COMMITTEE

MOTION by Pearce, seconded by Manzi to approve second reading of Policies GBP– Earned Paid Leave (NEW), JK – Student Discipline (Revised), JKD – Suspension of Students (Revised), JLF – Reporting Child Abuse and Neglect (Revised), JLIE – Student Motorized Vehicle Use and Parking (Revised), KLG-R – Relations with Law Enforcement Authorities Administrative Procedure (Revised)

Motion approved

**Total weighted votes: 918.44**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): Yes</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Yes</b>
<b>White(7.49): Yes</b>		

## PERSONNEL COMMITTEE

Tori advised the committee met and would like the board to approve the CNA Clinical Instructor job description. The committee also reviewed the Director's evaluation form. They would like the evaluation questions to mesh with the Director's actual job description. Also, they will be recommending a new evaluation system instead of the current 1 to 5 rating. Danny asked about making the form interactive instead of a paper form.

MOTION by Manzi, seconded by White, to approve the CNA Clinical Instructor job description

Motion approved

**Total weighted votes: 840.62**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Abs</b>
<b>Gutierrez(69.62): Yes</b>	<b>Hall(77.89): Yes</b>	<b>Jackson(77.89): Yes</b>
<b>Kassa(77.89): Yes</b>	<b>Kennedy(54.68): Yes</b>	<b>Manzi(69.61): Yes</b>
<b>Mrowka(69.62): Abs</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Yes</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Abstain</b>
<b>White(7.49): Yes</b>		

#### **CURRICULUM COMMITTEE**

Seth reported the committee met and continued previous discussions about data gathering and the program evaluation process. The committee discussed the various sources of data collection and Bobby will be presenting more information to the committee next month. Seth is planning to set up a meeting with the teacher's association, as well.

#### **CHAIR UPDATE**

No report.

#### **DIRECTOR UPDATE**

Bobby reported he met with the Camden Rotary and discussed how the school is fitting in with the mid-coast workforce development. He also spoke at the Rockland Rotary Club meeting. Bobby attended a State Board of Education meeting and spoke on the certification issues for CTE teachers in Chapter 115 rules. He is working with the DOE on how to amend the rules surrounding teacher certification. We are starting to work with the DOE and several local organizations on exploring a future aquaculture program at Mid-Coast. Bobby met with Mike Felton, Superintendent of St. George MSU, on setting up a pilot program for a Middle School CTE program at the St. George School. Bobby received an email from Terry Colby, Head of Nursing at UMA, about using lab space at our school for their nursing students. He also received a call from the President of KVCC about starting up nursing courses at MCST. Bobby is receiving calls from around the state about our 9<sup>th</sup> and 10<sup>th</sup> grade CTE program. He will be presenting information about our program to some of these School Boards. Bobby reported that we did not get selected for the Working Communities Grant that we participated in. We received a Public Improvement award from the Pen Bay Chamber of Commerce .

#### **ADJOURNMENT**

Bob declared the meeting adjourned at 8:03 PM.

Next Board Meeting: March 24, 2021

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Robert Deetjen, Board Secretary



