

# 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 Central Office Thursday, July 15, 2021 7:00 p.m.

Join by computer:  
[meet.google.com/ozi-mbrj-tof](https://meet.google.com/ozi-mbrj-tof)

or

Join by phone:  
(US)+1 385-645-7981 PIN: 707 102 375#

**School Board Members:** Julia Abernethy, Erik Amundsen, Guy Bourrie, Morgan Hynd, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Melvin Williams, Robert Williams

**Student Representatives:** Natalie Dean, Owen Weber, Elizabeth Swan (alternate)

### Agenda

#### I. Call to Order

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

#### II. Consent Agenda – Approve Minutes of July 1, 2021

#### III. Superintendent and/or Chair Reports

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

#### IV. Educational Issues - ESEA grant application – Project goals for 2021-22 Christina Wotton

#### V. Audience with the Public

**VI. Action Items**

- A. Approve teacher nominations
  - 1. Amanda Brewer – Teacher – Medomak Middle School
  - 2. Amber Russo – Teacher – Medomak Middle School
- B. Approve a donation valued at over \$1,000 from the Waldoboro United Methodist Church to Medomak Valley High School for student lunch accounts
- C. Approve annual update of the RSU 40 Comprehensive Education Plan
- D. Approve nominations for the Personnel/Negotiations Committee
- E. Approve nomination for the Dropout Prevention Committee
- F. Approve nomination for the Wellness Committee
- G. Approve job descriptions as recommended by the Personnel Committee
  - 1. Business Manager
  - 2. Van Driver
  - 3. Transportation Aide

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

- A. Action as a result of Executive Session

**VIII. Committee Meetings**

- A. Finance – August 19<sup>th</sup> @ 5:30 p.m. – Central Office

**IX. Board Meeting – August 5<sup>th</sup> @ 7:00 p.m. – Central Office**

**X. Region 8 Board Meeting – August 25<sup>th</sup> @ 7:00 p.m. – Region 8**

**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. 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 limit discussion.

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## Board of Directors Meeting Central Office Thursday, July 1, 2021 7:00 p.m.

Join by computer:  
[meet.google.com/tkv-qtj-abn](https://meet.google.com/tkv-qtj-abn)

or

Join by phone:  
(US)+1 413-418-4339 PIN: 268 810 350#

**School Board Members:** Julia Abernethy, Erik Amundsen, Guy Bourrie, Morgan Hynd, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Melvin Williams, Robert Williams

### Minutes

#### I. Call to Order - 7:00 p.m.

- A. Pledge of Allegiance
- B. Declaration of Quorum 803 of 931
- C. Note Absences - Guy Bourrie, Sandra O'Farrell
- D. Additions/Adjustments to the Agenda - None

#### II. Annual Reorganization of the Board

##### A. Election of Chair

Motion to elect Danny Jackson  
Motion: Brooke Simmons

Vote: 657-0-73  
(Danny Jackson)

##### B. Election of Vice-Chair

Motion to elect Morgan Hynd  
Motion: Brooke Simmons

Vote: 661-0-69  
(Morgan Hynd)

##### C. Committee assignments

#### III. Consent Agenda – Approve Minutes of June 17, 2021

Motion: Melvin Williams

Second: Randy Kassa

Vote: 688-0-42  
(Brooke Simmons)

#### IV. Superintendent and/or Chair Reports

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

**V. Audience with the Public**

**VI. Action Items**

A. Approve principal nomination

A. Scott White – Union Elementary School

Motion: Melvin Williams                      Second: Brooke Simmons                      Vote: 803-0-0

B. Approve teacher nomination

A. Kristina Moro – Teacher –Union Elementary School

Motion: Morgan Hynd                      Second: Mathew Speno                      Vote: 803-0-0

C. Approve a memorial bench in memory of Zachary Michael Winpenny to be placed on the Union Elementary School grounds

Motion: Morgan Hynd                      Second: Julie Swindler                      Vote: 803-0-0

D. Approve student representatives to the Board of Directors for the 2021-22 school year

1. Natalie Dean

2. Owen Weber

3. Elizabeth Swan, alternate

Motion: Julie Swindler                      Second: Brooke Simmons                      Vote: 803-0-0

E. Approve policies for 2<sup>nd</sup> read

1. BEDD – Rules of Order

2. JLDA – Wellness

Motion: Matthew Speno                      Second: Brooke Simmons                      Vote: 803-0-0

**VII. Committee Meetings**

A. Finance – July 15<sup>th</sup> @ 5:30 p.m. – Central Office

**VIII. Board Meeting – July 15<sup>th</sup> @ 7:00 p.m. – Central Office**

**IX. Region 8 Board Meeting – August 25<sup>th</sup> @ 7:00 p.m. – Region 8**

**X. Adjourn - 7:38 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. 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 limit discussion.

# REGIONAL SCHOOL UNIT 40

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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: July 9, 2021  
Subject: Board Agenda for July 15, 2021

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



- 1. Resignations: None
- 2. The Comprehensive Emergency Management Plan will be on the next Board agenda for approval. Please contact Karen Overlock if you would like a paper copy to review prior to our next regular Board meeting scheduled for August 5<sup>th</sup>.
- 3. [The Ever Increasing Burden of America's Public Schools](#)  
This is a story about America's public schools as told by nationally acclaimed author Jamie Vollmer. Specifically, it's about how we, as a society, have changed what we ask our public schools to do. How we respond to this story will affect everyone's future, whether or not we have children in school. America's first schools appeared in the early 1640s. They were designed to teach children—white boys—basic reading, writing, and arithmetic, while cultivating values that served a democratic society. The founders of these schools assumed that families and churches bore the major responsibility for raising a child. Gradually, some civics, history, science, and geography were introduced, but the curriculum remained focused for 150 years. By the beginning of the 20th century, America's leaders saw public schools as the logical place to assimilate immigrants and select and sort young people into groups of thinkers and doers to meet the needs of the industrial age. We began to shift non-academic duties to the schools. The trend has accelerated ever since.

4. [What Works Best in Education: The Politics of Collaborative Expertise](#)

*“The greatest influence on student progression in learning is having highly expert, inspired and passionate teachers and school leaders working together to maximize the effect of their teaching on all students in their care. There is a major role for school leaders: to harness the expertise in their schools and to lead successful transformations. **There is also a role for the system to provide the support, time and resources for this to happen.** Putting all three of these (teachers, leaders, system) together gets at the heart of collaborative expertise.”*

J. Hattie

Our greatest opportunity to improve student learning requires both an increased emphasis on what works best and decreased emphasis on everything else.

IV. Educational Issues

V. Audience with the Public

VI. Action Items

A. Approve teacher nominations

You will be asked to approve teacher nominations. Please review the new hire information included in this Board packet.

B. Approve a donation valued at over \$1,000 from the Waldoboro United Methodist Church to Medomak Valley High School for student lunch accounts

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

C. Approve annual update of the RSU 40 Comprehensive Education Plan

You will be asked to approve updates to the RSU 40 Comprehensive Education Plan. Please review the draft revisions included in this Board packet.

D. Approve nominations for the Personnel/Negotiations Committee

You will be asked to approve nominations for the Personnel/Negotiations Committee.

E. Approve nomination for the Dropout Prevention Committee

You will be asked to approve a nomination for the Dropout Prevention Committee.

F. Approve nomination for the Wellness Committee

You will be asked to approve a nomination for the Wellness Committee.

G. Approve job descriptions as recommended by the Personnel Committee

You will be asked to approve job descriptions. Please review the draft job descriptions included in this Board packet.

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

VIII. Committee Meetings

IX. RSU 40 Board Meeting

X. Region 8 Board Meeting

XI. Adjourn

**2021-2022 Elementary and Secondary Education Act (ESEA) Funds**

This year we plan on supporting the following positions and services through the ESEA Grant Application.

**Title I Funds**

- A. Miller School: \$308,000, this includes:
  - a. 1.0 Grade level classroom teacher
  - b. 2.0 Interventionist positions
  - c. 0.5 Remote learning coordinator position
  - d. Family Engagement
- B. Warren Community School: \$210,626.31, this includes:
  - a. 2.0 Interventionist positions
  - b. 0.5 Remote learning coordinator position
  - c. Family Engagement
- C. Homeless Transportation and Supplies: \$25,000

**Title V Funds**

- A. 0.3 Physical Education position - shared between Union/FVS/Prescott: \$33,774
- B. EduPlanet21 (Curriculum Planning/Professional Development tool): \$18,800
- C. Professional Development and team collaboration for teachers/staff: \$10,000
- D. PLC Activator Training: \$43,000
- E. Implicit Bias Training for staff: \$700
- F. Restorative Justice Practices Training: \$20,000
- G. District-Wide Mental Health Coordinator: \$73,726

Title Name	FY 22 Final Allocations
Title I	\$543,626.31
Title V	\$200,283.86
<b>Total Titles</b>	<b>\$743,910.17</b>

Miller and Warren also will be receiving \$20,000 each for planning and professional development outside of these funds due to their status as Tier III schools.

**Describe the high need areas identified as a result of the comprehensive needs assessment.**

- A. Improve student learning both academically as well as socially and emotionally
- B. Increase the effectiveness of all RSU 40 staff
- C. Vertical/horizontal curriculum alignment
- D. Professional Learning Community support
- E. Supports for multi-tiered frameworks
- F. Implicit training for staff
- G. Classroom size reduction at Miller School
- H. Technology needs
- I. District-Wide Mental Health Coordinator
- J. Increase physical education time for small elementary schools



## **District Level Goals**

### **Goal #1 Increase student learning of all students.**

21-22 outcomes:

1. 65% of students in grades, K-8 and third year of high school will meet or exceed their reading benchmark using Fountas and Pinnell and/or NWEA by June 2022.
2. 60% of students in grades K-8 and third year of high school will meet or exceed their growth goal for math by June 2022.

### **Goal #2**

#### **Increase the effectiveness of all RSU 40 educators.**

21-22 outcomes:

1. 100% of teaching staff will be provided professional development/collaboration time through weekly Professional Learning Communities. All Principals, Superintendent, Assistant Superintendent, Director of Special Services, and Assistant Director of Special Services will monitor and support PLC work through weekly exit slips and visits.
2. 95% of teachers, Pre-K through grade 8 will implement the Second Step social and emotional learning curriculum.
3. 95% of teachers Pre-K through 12 will participate in Understanding by Design training for curriculum development.

### **Goal #3**

#### **Thoughtfully, effectively, and collaboratively plan and implement curriculum, instruction, and assessment that is horizontally and vertically aligned to a shared set of district-wide learning goals, guided by the Understanding by Design framework.**

21-22 outcomes:

1. 100% of teachers, Pre-K through grade 12 will implement our agreed-upon framework, based on the Understanding by Design framework to identify learning expectations and to provide continuity for curriculum development.
2. 100% of teachers Pre-K through grade 12 will learn and utilize the EduPlanet21 platform.

### **Homeless/Foster Care Project**

RSU 40 will provide homeless students and their families the support and programming necessary to enable access to RSU 40's educational programming. Students who are experiencing homelessness or foster care placement require transportation to continue to receive their educational programming. The Homeless Liaison will work with school personnel to identify homeless children and youth for appropriate services and academic supports. The Homeless Liaison works closely with district school counselors and social workers to assist homeless students and their parents to locate and access helpful resources. The liaison also works with local agencies such as the Knox County Homeless Coalition caseworker to support these families. Title I funds will be used, as needed, to meet basic needs such as clothing, school, and health supplies to ensure students can attend school as their peers and have academic success.

## Title V Project

- A. Understanding by Design Professional Development- we will continue our Understanding by Design work as a district through our Professional Learning Community model to develop our curriculum. This will pay for our trainer to support our work through professional development opportunities, virtual training, feedback on our curriculum units, and stipends for teachers to work beyond their contract day.
- B. We will revamp our Professional Learning Communities. To do so, we will train one or two teachers from each grade level/content area who would be compensated as a PLC+ Activator. These teacher(s) will attend two work sessions this summer and help design our plan for the next school year and beyond. A high-functioning PLC team doesn't just happen by chance. We need educational leaders who keep the team discussion focused on goals and on what the team needs to do to move forward. PLC+ Activators not only facilitate the group but also add ideas, ask questions, notice nonverbal cues and help the team make decisions.
- C. PLC+ Activator Responsibilities
  - a. Attend training in August
  - b. Meet four times next school year with our administrative team to discuss the vertical and horizontal alignment of curriculum
  - c. Help with vertical and horizontal alignment planning for RSU 40
  - d. Ensure curriculum units are updated in EduPlanet
  - e. Support PLCs with a professional collaborative process
- D. SEL/Math/Literacy PD- We will support our teachers by providing professional development in the area of Social and Emotional Learning, Math Instruction, and Literacy. This will pay for an instructor to teach an onsite mini-course, professional development opportunities, instructional materials, substitute teachers, and stipends for teachers to work beyond their contracts.
- E. EduPlanet21- we will continue our unit design work in EduPlanet21. This year we will move from a volunteer group of teachers to 100% of staff using EduPlanet21 to house our curriculum work. This will pay for the collaboration of PLC teams to design units, a trainer, the software program, and stipends for teachers to work together.
- F. Physical Education Position- we will support adding two days of time for our physical education teacher.
- G. District Mental Health Coordinator
  - i. Connect students with mental health supports
  - ii. Support 7 school PBIS/MTBF Team development and implementation
  - iii. Connect staff with training for their level
  - iv. Support families with training
- H. Finally, the project will support the collaboration of teams for PBIS/MTBF teams to develop and implement a tiered approach to responding to behaviors and creating a positive school climate.
  - a. Restorative Justice Practices Training

RSU 40 New Hire and Change of Status  
Professional Staff

Date: 07/03/2021

Administrator: Katherine Race

Effective date: 08/31/2021

Employee name: Amber Brewer

Position: Health Teacher

Type of Change: New Hire

FTE: 1

Replacing: Jackson Fortin

School: Medomak Middle

Department: Regular Instruction

Certification: 520 Health (K-12)

Type of certification: Professional

Highest degree: Masters

Year: 23

Salary Amount: \$71,992

Funding source: 1000-1100-1000-51010-010

References checked by: Kate Race

Business Manager Approval: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_

Met with Superintendent: July 8, 2021

Scheduled for Board Approval: July 15, 2021

RSU 40 New Hire and Change of Status  
Professional Staff

Date: 07/03/2021

Administrator: Katherine Race

Effective date: 08/31/2021

Employee name: Amber Russo

Position: Writing Teacher

Type of Change: New Hire

FTE: 1

Replacing: Ashley Bissonnette

School: Medomak Middle

Department: Regular Instruction

Certification: 100S English (7-12)

Type of certification: Professional

Highest degree: Masters

Year: 14

Salary Amount: \$57,649

Funding source: 1000-1100-1000-51010-010

References checked by: Kate Race

Business Manager Approval: \_\_\_\_\_

Superintendent Approval: \_\_\_\_\_

Met with Superintendent: July 8, 2021

Scheduled for Board Approval: July 15, 2021

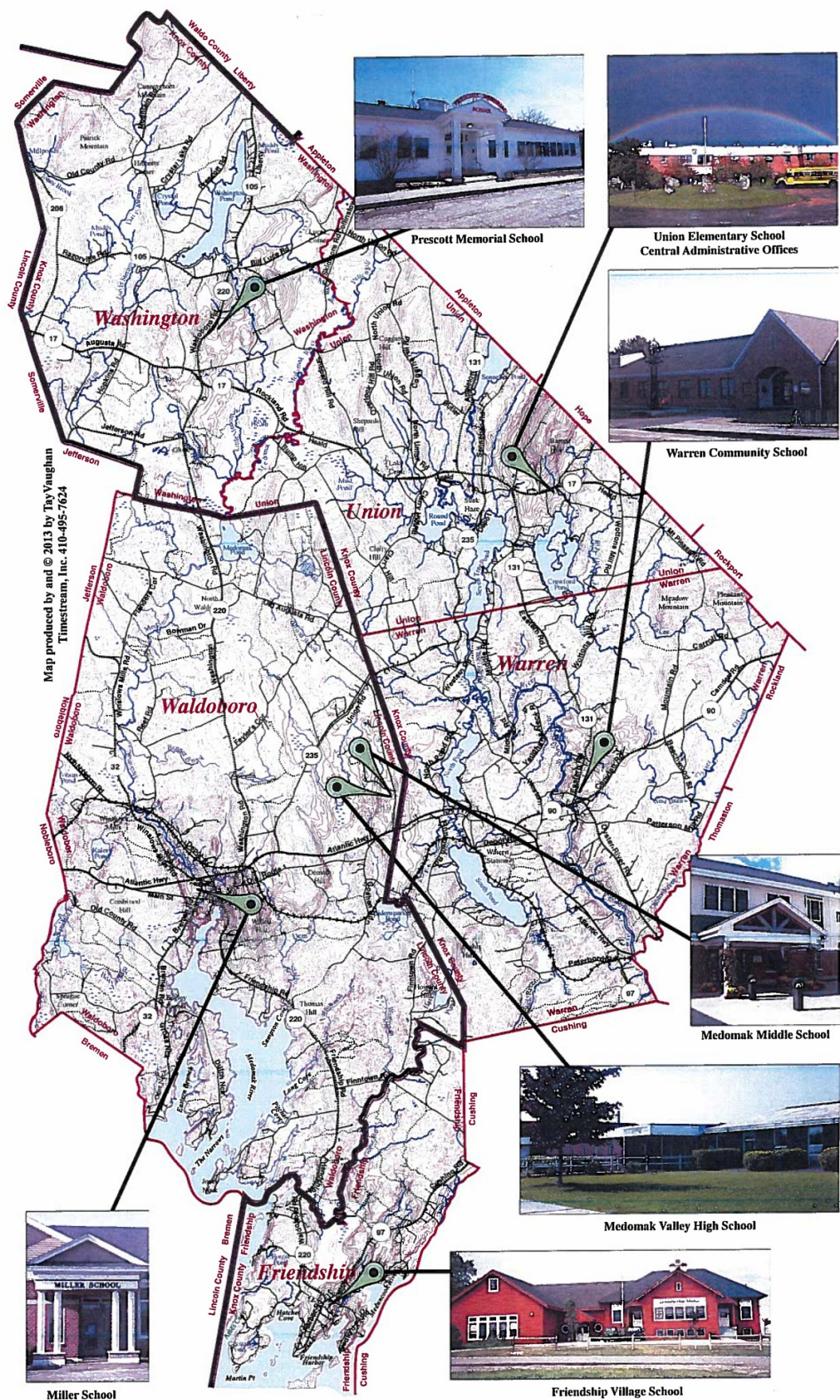


# Regional School Unit 40

Proudly Serving Friendship, Waldoboro, Warren, Washington, and Union

Comprehensive Education Plan  
2017-2022





Map produced by and © 2013 by TxyVaughan  
 Timestream, Inc. 410-495-7624



Prescott Memorial School



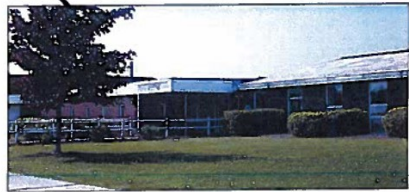
Union Elementary School  
 Central Administrative Offices



Warren Community School



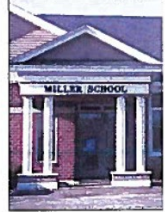
Medomak Middle School



Medomak Valley High School



Friendship Village School



Miller School



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## Comprehensive Planning Team

**Danny Jackson**

Board Chair, Waldoboro

**Steve Nolan**

Superintendent

**Karen Brackett**

Director of Special Services

**Tod Brown**

Board Member, Warren

**Natasha Irving**

Board Member, Waldoboro

**Karla Miller**

Business Manager

**Sandra O'Farrell**

Board Member, Waldoboro

**Linda Pease**

Assistant Principal,  
Medomak Valley High School

**Kim Schroeter**

Director of Instruction

**Dan Swindler**

Parent, Warren

**Linda Trenholm**

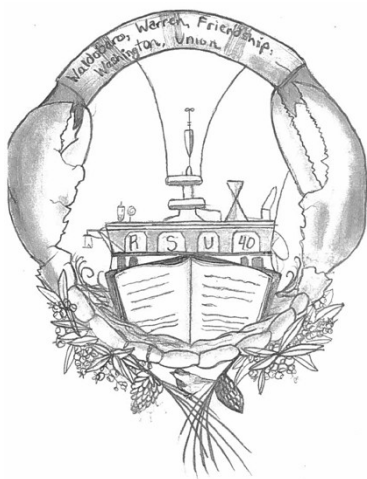
Director of Technology

**Patrick White**

Student, Medomak Valley High School

**Bob Williams**

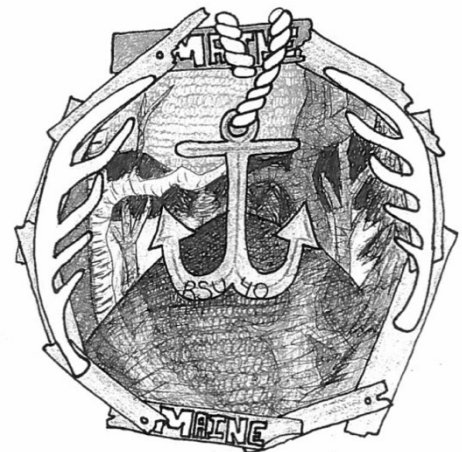
Board Member, Union



William Cox



Kaitlyn Schweiker  
Class of 2017



Juliette Keene  
Class of 2019



## Executive Summary

In the fall of 2015, a survey was conducted to solicit input from parents, students and staff members throughout the district to learn the values and priorities community members want to see in their school system. After the Administrative Team and the Board of Directors reviewed the survey results, a Comprehensive Education Planning Team was developed to guide the work set forth in this document. This team includes representatives from different stakeholder groups in the towns served by Regional School Unit 40: students, parents, staff, administration and community members.

The Team began its work in April 2016 by reviewing the data from the community survey, existing district guiding documents and the Maine regulations which outline the expectations for school approval (Chapter 125). From that review, the team identified the broad areas of work to be addressed in the comprehensive plan: Student Achievement Learning, Personnel Development and Support, and Facilities and Finance Financial and Facilities Oversight. Team members served as co-chairs of each of the committees which met on a regular basis from June 2016 through April 2017. Each committee shared its work with the Comprehensive Education Planning Team at their monthly meetings and solicited feedback from other stakeholders throughout the process.

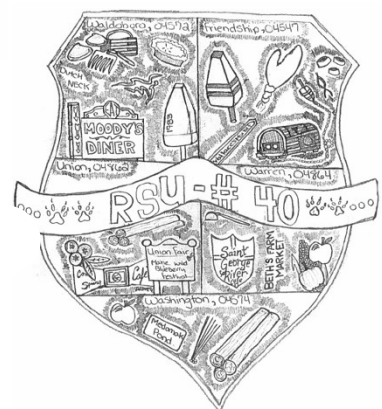
The results of the community survey formed the basis for the clarification of the mission, vision, core beliefs and values. An extensive review of existing programs by the respective committees served to define the objectives and strategies for each of the goal areas; unless otherwise noted, references in the text (e.g., Section 4.02 are to Chapter 125 Basic Approval Standards: Public Schools and School Administrative Units.



Hattie Watmough  
Class of 2019



Kaitlyn Schweiker  
Class of 2017



Kaitlyn Genthner  
Class of 2020

## Vision, Mission & Values:

### Vision:

Inspire students to achieve life-long success.

### Mission:

Graduate all students with the knowledge, skills and understandings needed for success in the 21<sup>st</sup> century.

### Values:

- ~~Create a safe learning environment for students and staff~~ Ensure the safety and well-being of all students and staff
- Challenge students with a rigorous curriculum
- Use a variety of approaches and activities to help students learn
- Assign school work that is meaningful to students
- Give regular feedback about what students need to do to improve
- Provide students with extra help when they need it
- Take responsibility to ensure all students learn
- Help students to be self-confident, self-directed learners
- Work with community organizations to enrich student learning



## Outline of Goals and Objectives

### Goal 1: Student Achievement Learning

~~Increase the achievement of~~ Improve learning for all students.

**Objective 1 – Curriculum:** Thoughtfully, effectively, and collaboratively plan and implement curriculum instruction, and assessment that is horizontally and vertically aligned to a shared set of district-wide learning goals, guided by the Understand by Design framework.

**Objective 2 – Professional Development Learning Communities (PLCs):** Provide professional development time and support to plan, monitor and adjust instruction to impact student learning.

**Objective 3 – Resources:** Provide resources needed to support teaching and learning ~~in all buildings in terms of staff, professional learning, teaching materials and system structures.~~

### Goal 2: Personnel Development and Support

**Increase the effectiveness of all RSU 40 staff.**

**Objective 1 – Health and Safety:** Ensure the safety and well-being of all students and staff in RSU 40.

**Objective 2 – Professional Development:** ~~Provide training and support for all staff, to promote excellence in every position.~~ Provide embedded professional development to support the personal learning and growth of all staff.

**Objective 3 – Professional Growth:** Implement district-wide models for professional practice and growth.

**Objective 4 – Quality:** Ensure the quality of educational all personnel in RSU 40.

### Goal 3: Facilities and Finances

~~Ensure all buildings, school nutrition, transportation and budgets~~ schools have the resources to support student learning.

**Objective 1 – Facilities:** Ensure the facilities are safe and supplied healthy to meet students' learning needs.

**Objective 2 – Food Service:** Ensure the school nutrition program has the resources to provide an appealing, nutritious and healthy breakfast and lunch to all students, regardless of their ability to pay.

**Objective 3 – Transportation:** Provide safe and efficient transportation for all resident students to and from school, on field trips and to co- and extra-curricular activities.

**Objective 4 – Finances:** Manage finances and budgeting at an appropriate level.

## Goals, Objectives and Strategies

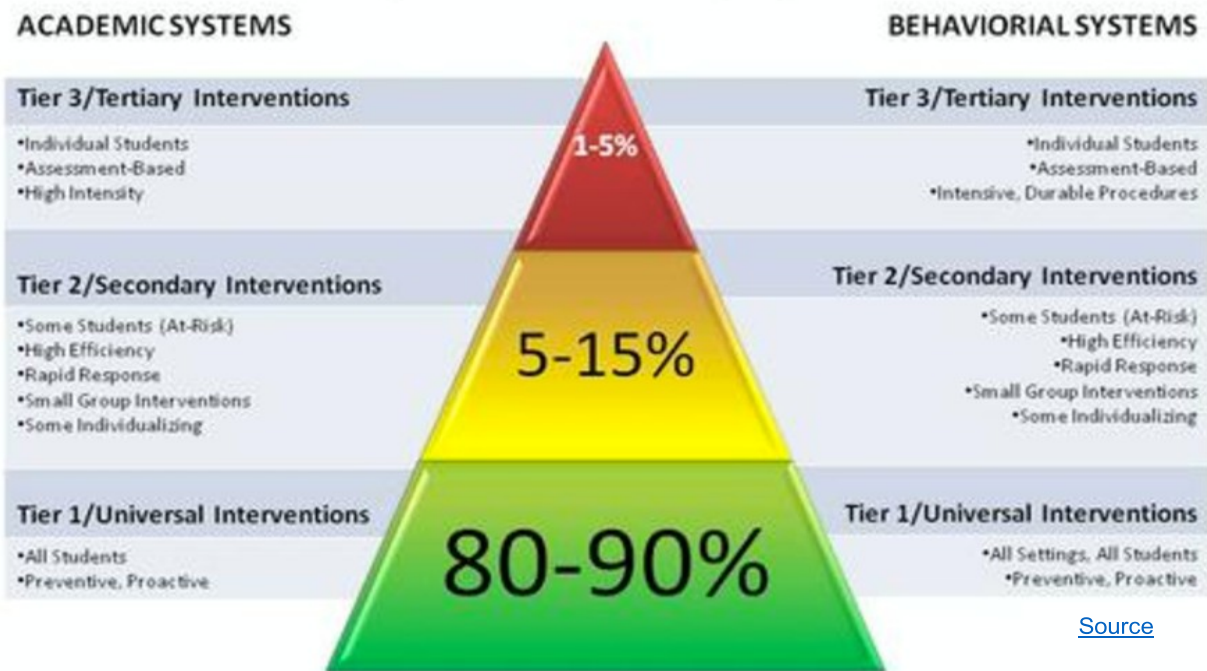
<b>Goal 1: Student Achievement <u>Learning</u></b> Increase the achievement of <u>Improve learning for all students.</u>	
<b>Objective 1 – Curriculum:</b> Thoughtfully, effectively, and collaboratively plan and implement curriculum instruction, and assessment that is horizontally and vertically aligned to a shared set of district-wide learning goals, guided by the Understand by Design framework.	
<b>Strategy 1</b>	Implement an agreed upon <del>framework</del> <u>curriculum</u> based on the Understanding by Design <del>model</del> <u>framework</u> to identify learning expectations and to provide continuity for curriculum development. <i>Section 4.02.E.2.c; E.8; Section 5.04 2.04</i>
<b>Strategy 2</b>	Design or select common assessments aligned with the district's learning expectations and transfer goals. <i>Sections 4.02.E.2.e; Section 5.02; 5.03 2.01 &amp; 5.07</i>
<b>Strategy 3</b>	Design instructional units that provide learning experiences aligned with the learning expectations and transfer goals.
<b>Strategy 4</b>	<del>Implement a software program that</del> Use Eduplanet 21 to tracks and communicates the learning expectations and <del>long-term</del> goals for each student <u>content area</u> PreK-12 <u>and share this information with students, families and our community.</u>

<b>Objective 2 – Professional <del>Development</del> <u>Learning Communities (PLCs):</u> Provide professional development time and support to plan, monitor and adjust instruction to impact student learning.</b>	
<b>Strategy 1</b>	Ensure that time is provided for <del>Professional Learning Communities (PLCs)</del> <u>PLCs</u> to meet.
<b>Strategy 2</b>	PLCs focus on four essential questions: <ul style="list-style-type: none"> <li>• What do we want students to understand, know, and be able to do?</li> <li>• How will we know when they have learned it?</li> <li>• How will we respond when some students don't learn?</li> <li>• How will we respond when some students already know it?</li> </ul> <i>Sections 2.01, 2.04 &amp; 5.07</i>
<b>Strategy 3</b>	Monitor and support PLC work to ensure a focus on learning, a collaborative culture, and a focus on results.
<b>Strategy 4</b>	<del>Provide embedded professional development to support the personal learning and growth of all staff.</del>
<b>Strategy 5</b>	<del>Consider additional teacher days for planning and in-service professional development.</del>



<b>Objective 3 – Resources: Provide resources needed to support teaching and learning in all buildings in terms of staff, professional learning development, teaching materials, and system structures.</b>	
<b>Strategy 1</b>	Provide necessary instructional and library media resources to support teaching and learning. <i>Section 4.02-E.4 5.04</i>
<b>Strategy 2</b>	<del>Provide</del> <u>Ensure</u> necessary staffing / personnel as recommended by the Maine Department of Education (Chapter 125). <i>Sections 4.02-E.3; Section 7.02; Section 8; Section 9 5.02 &amp; 5.08</i>
<b>Strategy 3</b>	Procure technology tools and services that support student <u>achievement learning</u> objectives as outlined in the District Learning Technology Use Plan. <i>Section 9.03-C 5.04</i>
<b>Strategy 4</b>	Provide multiple pathways to support teaching and learning. <i>Section 4.02-E.2-a, b; 4.02-E.9 5.01</i>
<b>Strategy 5</b>	<u>Implement Response to Intervention (RTI) processes for all schools. Develop and implement a multi-tiered system of support, Pre-K-12, that provides each child with differentiated learning experiences and/or assistance to achieve social and emotional development, meet the content standards of the system of Learning Results, and graduation requirements. The multi-tiered system of support will be shared with students, families and our community.</u> <i>Section 4.02-E.2-a, b 5.18</i>

**School-Wide Systems for Student Success:  
A Response to Intervention (RtI) Model**



## Goal 2: Personnel Development and Support

Increase the effectiveness of all RSU 40 staff.

**Objective 1 – Health and Safety: Ensure the safety and well-being of all students and staff.**

<b>Strategy 1</b>	<p>Provide equitable nursing and health aide coverage to service all district schools. Appoint a school physician and certified school nurse to supervise and coordinate health services.</p> <p><i>Sections 10, 10.01 5.02 &amp; 5.13</i></p>
<b>Strategy 2</b>	<p>Implement a <u>Support our</u> school-based health and wellness center to meet the needs of the entire school community.</p>
<b>Strategy 3</b>	<p>Provide each school with social workers and/or school counselors to address issues related to mental health, behavior, and substance abuse.</p> <p><i>Section 9, 9.02 5.08</i></p>
<b>Strategy 4</b>	<p>Provide school health services that meet all applicable statutory requirements and rules of the Maine Department of Education and the Department of Health and Human Services.</p> <p><i>Section 10, 10.01</i></p>



**Objective 2 – Professional Development: Provide training and support for all staff to promote excellence in every position. Provide embedded professional development to support the personal learning and growth of all staff.**

<b>Strategy 1</b>	Identify and schedule all required trainings. <i>Section 5.11</i>
<b>Strategy 2</b>	Update job descriptions for every position.
<b>Strategy 3</b>	<del>Offer on-site graduate courses.</del> <i>Section 8.08</i>
<b>Strategy 4</b>	<del>Recruit and train all staff and substitute teachers, and compensate competitively within our region.</del> <i>Section 8.5.11</i>
<b>Strategy 5</b>	<del>Recruit and train mentors for new teachers and identify grade level and content-specific specialists.</del> <i>Section 8</i>
<b>Strategy 6</b>	<del>Maintain directory information for all employees of the district.</del> <i>Section 12, 12.03</i>
<b>Strategy 7</b>	Train administrators, teachers and educational technicians in The Mandt System or Safety Care System and Chapter 33 regulations. <i>Section 8.08 5.12</i>
<b>Strategy 8</b>	Ensure all appropriate staff receive training for evidence-based universal social and emotional learning strategies, behavioral supports, and screening for behavioral health needs. <i>Sections 5.08 &amp; 5.12</i>
<b>Strategy 9</b>	<u>Consider additional teacher days for planning and in-service professional development.</u>

**Objective 3 – Professional Growth: Implement district-wide models for professional practice and growth.**

<b>Strategy 1</b>	<del>Review hiring and retention patterns to identify reasons staff seek employment in RSU 40; why they stay and why they leave.</del> <i>Section 4, 4.02</i>
<b>Strategy 2</b>	Provide training and support for teachers <u>and principals</u> in the Performance Evaluation and Professional Growth system. <i>Section 4, 4.02</i>
<b>Strategy 3</b>	<del>Provide training and support for administrators in the Professional Evaluation and Professional Growth system.</del> <i>Section 4, 4.02</i>
<b>Strategy 4</b>	Use summative rubric scores for teachers <u>and principals</u> to inform professional development. <i>Section 4, 4.02</i>

<b>Strategy 5</b>	Use summative rubric scores for administrators to inform professional development.  <i>Section 4, 4.02</i>
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**Objective 4 – Quality: Ensure the quality of educational all personnel in RSU 40.**

<b>Strategy 1</b>	<u>Review hiring and retention patterns to identify reasons staff seek employment in RSU 40; why they stay; and why they leave.</u>  <i>Section 4, 4.02 5.02</i>
<b>Strategy 2</b>	<u>Recruit and train all staff and substitute teachers, and compensate all staff competitively within our region.</u>  <i>Section 8</i>
<b>Strategy 3</b>	Employ a sufficient number of certified administrative and professional personnel to deliver the approved instructional programs of the district.  <i>Section 8, 8.01 5.02</i>
<b>Strategy 4</b>	Employ a superintendent of schools certified in the State of Maine to oversee the operations of the district’s schools.  <i>Section 8, 8.02 5.02</i>
<b>Strategy 5</b>	Employ full-time certified principals for each school in the district to supervise the operation and management of each school and school property.  <i>Section 8, 8.03 5.02</i>
<b>Strategy 6</b>	Ensure all professional personnel hold certification appropriate to their assignments and any state licenses required by statute and Maine Department of Education Rule Chapter 115.  <i>Section 8, 8.04 5.02</i>
<b>Strategy 7</b>	Ensure all support personnel meet all applicable state requirements for authorization or approval, as specified in Maine Department of Education Rule Chapter 115.  <i>Section 8, 8.05 5.02</i>
<b>Strategy 8</b>	Appoint an attendance coordinator who is certified or registered in mental health, social welfare, or educational systems and approved by the Commissioner.  <i>Section 8, 8.06 5.02</i>
<b>Strategy 9</b>	<del>Appoint a school physician annually to advise the school board on school health issues, policies, and practices.</del>  <i>Section 8, 8.07</i>





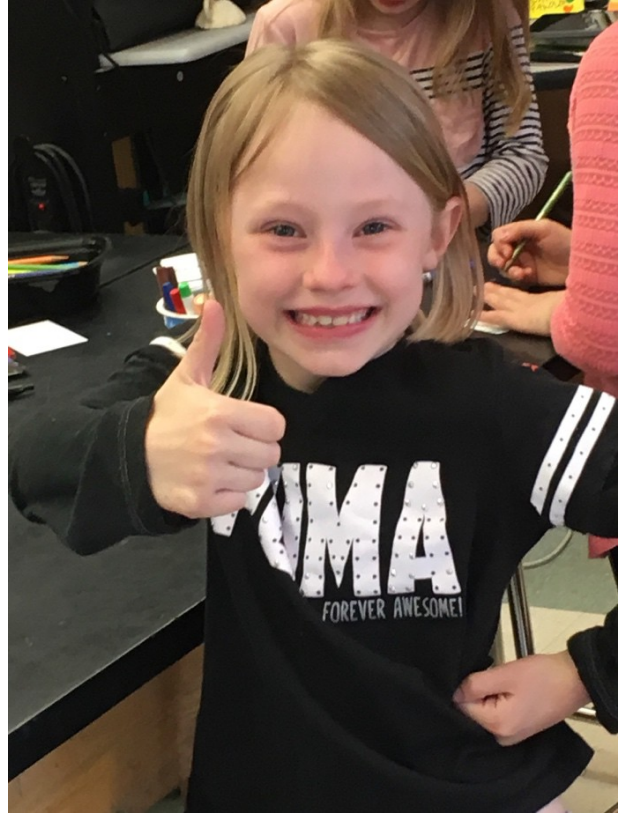
**Goal 3: Financial and Facilities Oversight**  
**Ensure all buildings, school nutrition, transportation and budgets schools have the resources to support student learning.**

**Objective 1 – Facilities: Ensure school facilities are safe and supplied healthy to meet students’ learning needs.**

<p><b>Strategy 1</b></p>	<p><del>Plan and budget for</del> <u>Conduct</u> engineering studies <del>on</del> <u>at</u> Medomak Valley High School <u>and</u> Miller School and Friendship Village School <del>for structure; apply for school construction applications for funding to evaluate options and inform plans to renovate/upgrade each school.</del></p> <p style="text-align: right;"><i>Section 44.04 5.03</i></p>
<p><b>Strategy 2</b></p>	<p>Maintain a 5-year maintenance plan for HVAC, plumbing and electrical, roof systems, as well as interior and exterior of the buildings. Budget each year for maintenance, personnel resources and unexpected maintenance issues.</p> <p style="text-align: right;"><i>Section 5.10 and Chapter 64, Section 2(B)</i></p>
<p><b>Strategy 3</b></p>	<p>Plan and budget for a 10-year capital improvement plan and allocate a sum of money to fund the improvements.</p> <p style="text-align: right;"><i>Chapter 64, Section 2(C)</i></p>







**Objective 2 – Food Service: Ensure the school nutrition program has the resources to provide an appealing, nutritious and healthy breakfast and lunch to all students, regardless of their ability to pay.**

<b>Strategy 1</b>	Allocate sufficient resources to the school nutrition program for personnel, training and equipment. <i>Section 10.09</i>
<b>Strategy 2</b>	Develop a survey for students to find out why they do not participate in the breakfast and lunch programs and address the issues. <i>Section 10.09</i>

**Objective 3 – Transportation: Provide safe and efficient transportation for all resident students to and from school, on field trips and to co- and extra-curricular activities.**

<b>Strategy 1</b>	Plan to Purchase or construct a bus garage.
<b>Strategy 2</b>	Maintain buses and replace buses on a ten-year <u>an appropriate</u> cycle. <i>Section 10.08</i>
<b>Strategy 3</b>	Allocate resources for required physicals and random drug testing for bus drivers. <u>Fund and execute bus and van drivers' physicals and random drug testing.</u>

<b>Objective 4 – Finances: Finance and budget at an appropriate level.</b>	
<b>Strategy 1</b>	Educate the towns <del>residents about</del> of the district on the district's <del>current</del> financial standing throughout the year to include current needs and the <u>associated</u> costs <del>associated with the needs</del> .
<b>Strategy 2</b>	Establish <u>and maintain</u> a five-year plan to increase the budget to a <del>level that will decrease the deficit</del> fund balance up to the amount allowable by law and create reserves for maintenance projects and capital improvements. <i>Section 12.04</i>
<b>Strategy 3</b>	Build a budget that accurately reflects the <del>increase the district requires</del> and the <del>community can support</del> <u>supports</u> the needs of the district. <i>Section 12.04</i>







Katie Wescott  
Class of 2017

## **Regional School Unit 40**

1070 Heald Highway

Union, ME 04862

[www.msad40.org](http://www.msad40.org)

(207)785-2277

Friendship Village School  
Miller Grade School  
Prescott Memorial School  
Union Elementary School  
Warren Community School  
Medomak Middle School  
Medomak Valley High School

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## BUSINESS MANAGER

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**Job Title:** Business Manager

**Qualifications:**

- a. Bachelor's degree in business administration, finance or accounting; a Master's degree in business administration desirable
- b. Experience in an educational institution or a minimum of three years' equivalent ~~commercial~~ business experience demonstrating progressively greater management responsibilities.
- c. Knowledge of school business management and accounting procedures.
- d. Effective skills in problem analysis, decision-making, communication and judgement.
- e. Effective organizational ability.
- f. ~~Ability to apply technology to business practices and procedures.~~ Strong computer background as applied to business practices and procedures required
- g. Self-motivation and discipline
- h. Ability to develop and implement innovative ideas
- i. Strong sense of personal professional ethics
- j. Experience in food service, transportation, maintenance and cleaning of facilities is desirable
- k. ~~Physically able~~ ability to perform the duties as described with or without reasonable accommodations

**Reports to:** Superintendent of Schools

**Supervises:**

- ~~Finance Office personnel~~
- ~~Food Service Director~~
- ~~Transportation Director~~
- ~~Facilities Director~~
- ~~Such other staff members as designated by the Superintendent of Schools~~

**Job Goal:**

~~The Business Manager shall~~ Provide leadership in and responsibility for planning, organizing, and overseeing the business, and operational and classified program areas of the school district. This ~~individual business manager~~ will work closely with the Superintendent of Schools and will provide assistance ~~to the Superintendent~~ in assuring ~~ensuring~~ that all work is performed in accordance ~~the district is in compliance~~ with the applicable laws of the State of Maine, the United States, at both the state and federal levels, as well as all district ~~the existing policies of the MSAD #40 School Board of Directors, and generally accepted accounting principles.~~ The business manager will provide fiscal guidance to the Superintendent and the Board as well as help facilitate improvements throughout the district to provide a safe learning environment for students and staff which includes clean safe facilities, healthy meals and appropriate transportation.

**Key Responsibilities:**

- a. ~~Primary responsibility shall be~~ Financial management for the school district to ensure that all accounts are maintained in a manner that accurately reflects and currently shows the financial condition of the district.
- b. ~~Assumes responsibility for the~~ District budget management on a daily basis including the active management of cash.
- c. ~~Together~~ In conjunction with the Superintendent of Schools, the Business Manager will prepare the preliminary district budget for review and approval by the School Board of Directors and for submission to the voters including. ~~Will also be responsible for~~ providing assistance to administrators in the preparation of departmental and building cost center budgets and will coordinate their integration into the district budget.
- d. Advises the Superintendent of Schools and the School Board of Directors of future financial requirements of the district and make recommendations for their attainment
- e. ~~Makes accurate and timely reports to the appropriate agencies, including keeping the Superintendent of Schools and the School Board of Directors informed and current.~~
- f. Monitor, manage and invoice for all grant funding
- g. Develops and maintains up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state Department of Education and the district auditors, including accurate and timely reports to the appropriate agencies.
- h. Assures that proposed expenditures fall within budget constraints.
- i. Advises the Superintendent of Schools and the School Board of Directors on financial policies of the district and recommends any desirable changes to budgetary or accounting procedures and district operations.
- j. Provide leadership and support to the Facilities Director ~~Directs and supervises the district's building in the maintenance of all district buildings and grounds, including the development and execution of a capital improvement plan and budget of maintenance and duty while ensuring the safety of students and staff schedules, plans and being in for compliance with safety all regulations. for school facilities and recommendations for needed repairs and maintenance that need to be included in the budget.~~
- k. ~~Assumes responsibility for and administers through the appropriate supervisor~~ the Provide leadership and support to the Transportation Director in regards to the district's transportation system, including the maintenance and safety inspection of all transportation equipment, maintaining a program for training and safety and overseeing the bid process for purchasing new buses vehicles.
- l. ~~Assumes responsibility for and administers through the appropriate supervisor~~ Provide leadership and support to the Food Service Director in regards ~~the to the~~ district's food service program, ensuring that the district runs a quality nutritional program that meets ~~the~~ state and federal guidelines as well as being cost-effective
- m. Maintains a full and complete inventory of real and personal property of the district
- n. Maintains and manages the district's insurance programs
- o. Maintains and manages the program for the purchase of supplies and equipment
- p. Assumes responsibility for the district's bidding purchasing process
- q. Maintains the district's payroll records
- r. Maintains a working knowledge of state subsidy regulations and federal laws pertaining to the reimbursement of public schools
- s. Oversee R ~~recruitings, supervises~~ supervisings, train ~~training and, provides~~ staff development and evaluates ~~evaluating~~ of all staff that reports or indirectly reports to the

- business manager support staff, excluding educational technicians, in cooperation with the Administrative Team.
- t. Prepares recommendations and proposals for the financial ~~computer subsystem of the district computer system software~~ based on operational needs, coordinating the acquisition and operation of the equipment and software with the ~~Technology Director of Technology~~.
  - u. Attends appropriate meetings of state and other educational agencies serving the public school system and keeps the Superintendent informed of local, state and national issues that affect school districts.
  - v. Attends meetings of the ~~School Board of Directors~~ and its committees as requested by the Superintendent ~~of Schools and/or the School Board of Directors~~.
  - w. Serves as the financial information official for the district, keeping the ~~B~~board and staff informed about the general financial condition of the district, current salary information of the district, and the ~~comparability of~~ comparability of other similar districts
  - x. Be a member of the negotiations team, ~~P~~prepares a cost analysis and impact report on preliminary and final negotiated contracts, as well as any other necessary studies requested by the ~~board or S~~uperintendent.
  - y. ~~C~~arryies out all assignments in an efficient, effective and professional manner
  - ~~z. Assumes any other duties as may be requested by the Superintendent of Schools with the consent of the School Board of Directors.~~

**Evaluation:** Performance of this job will be evaluated annually by Superintendent of schools

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**Job Title:** Van Driver

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Valid Maine driver's license with excellent driving record
- d. Pass annual physical
- e. Comply with RSU 40's drug testing policies
- f. Demonstrated aptitude or competence for assigned responsibilities
- g. Ability to interact well with students, staff and community

**Reports to:** Transportation Director

**Job Goal:** To provide safe, clean and efficient transportation of students

**Essential Functions:**

- a. Follow verbal, written or demonstrated instructions, and communicate verbally and in writing as necessary
- b. Obey all traffic laws
- c. Follow all mandatory safety regulations
- d. Supervise and maintain discipline of students in the vehicle to ensure safety and report all discipline issues to the building administrator
- e. Keep assigned vehicle clean
- f. Interpret directions and understand assigned route in order to maintain schedule effectively and efficiently
- g. Complete thorough pre-trip and post-trip inspections of assigned vehicle, and report defects on appropriate form and transportation director notified
- h. Notify the transportation director in case of mechanical failure or lateness
- i. Discharge students only at authorized stops
- j. Exercise responsible leadership at all times
- k. Transport only authorized students, staff and chaperones
- l. Report all accidents and complete required reports
- m. Follow all district policies
- n. Participate in professional growth activities in order to have the knowledge required to perform the job successfully
- o. Maintain student and staff confidentiality
- p. Demonstrate a respect for the legal and human rights of students and staff
- q. Follow health and safety procedures established by the district
- r. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- s. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- t. Perform other duties and responsibilities as assigned

**Evaluation:** Performance of this job will be evaluated annually by the Transportation Director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DRAFT

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## TRANSPORTATION AIDE

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**Job Title:** Transportation Aide

**Qualifications:**

- a. High School Diploma or equivalent
- b. Criminal History Record Check (CHRC)
- c. Demonstrated aptitude or competence for assigned responsibilities
- d. Ability to interact well with students, staff and community

**Reports to:** Transportation Director

**Job Goal:** To help provide safe, clean and efficient transportation of students

**Essential Functions:**

- a. Follow verbal, written or demonstrated instructions, and communicate verbally and in writing as necessary
- b. Ensure all students are secure in their seatbelt, wheelchair, or car seat when required
- c. Assist in maintaining a clean vehicle
- d. Supervise students and maintain discipline to ensure safety
- e. Maintain positive student interactions at all times
- f. Maintain a professional atmosphere
- g. Follow all district policies
- h. Maintain student and staff confidentiality
- i. Participate in professional growth activities in order to have the knowledge required to perform the job successfully
- j. Follow all mandatory safety regulations
- k. Demonstrate a respect for the legal and human rights of students and staff
- l. Follow health and safety procedures established by the district
- m. Arrive and depart punctually, notifying appropriate personnel about absences and coverage
- n. Demonstrate dependability, integrity, and loyalty when representing RSU 40
- o. Perform other duties and responsibilities as assigned

**Evaluation:** Performance of this job will be evaluated annually by the transportation director in accordance with policy.

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To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# 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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## Curriculum Committee Meeting Thursday, April 8, 2021 Virtual or at Central Office 5:00 p.m.

Join by Computer: Audio and Visual  
[meet.google.com/ubi-enjt-cmn](https://meet.google.com/ubi-enjt-cmn)

or Join by phone: Audio Only  
(US) +1 302-643-2539 PIN: 961 428 283#

**Committee Members:** Sara Andrews, Erik Amundsen, Morgan Hynd, Emily Trask-Eaton, Bob Williams and Melvin Williams

**Ex-Officio Members:** Danny Jackson/Board Chair, Steve Nolan/Superintendent, Christina Wotton/Assistant Superintendent and Linda Pease/Principal Medomak Valley High School

### Minutes

#### I. Call to Order : 5:02

- A. Declaration of Quorum
- B. Note Absences: Emily Trask-Eaton (excused)

#### II. Consent Agenda - Approve Minutes from March 11, 2021

Motion: Erik Amundsen      Second: Melvin Williams      Vote: 4-0-1 (Sara Andrews)

#### III. Action Items : none

#### IV. Other Items

- A. [Comprehensive Plan](#) (15 min)
  - 1. Connecting Diversity, Equity and Inclusion

Motion to send addition of language referring to Diversity, Equity, and Inclusion to goal 2, strategy 2, objective 8 of the Comprehensive plan to the Board for approval.

Motion: Bob Williams      Second: Erik Amundsen      Vote: 6-1-0 (Sara Andrews)

- 2. Community Connections
- B. Review of our goal and plan for title funds for 2021-2022 (15 min)
  - 1. [Diversity, Equity and Inclusion](#)
  - 2. Band/Chorus
  - 3. Thoughts for next year's plan
- C. Grants (20 min)
  - 1. Tier III Innovative Grant
  - 2. John Gorman Foundation
- D. [EduPlanet/Curriculum Design](#) (20 min)
- E. +/-Delta Exercise (5 min.)

**V. Adjourn: 6:35**

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

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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Steve Nolan, Superintendent  
Christina Wotton, Assistant Superintendent

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

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## Curriculum Committee Meeting Thursday, May 13, 2021 Virtual or at Central Office 5:00 p.m.

Join by Computer: Audio and Visual  
Only [meet.google.com/ubi-enjt-cmn](https://meet.google.com/ubi-enjt-cmn)

or  
(US) +1 302-643-2539 PIN: 961 428 283#

### Minutes

**Committee Members:** Sara Andrews, Erik Amundsen, Morgan Hynd, Emily Trask-Eaton, Bob Williams and Melvin Williams

**Ex-Officio Members:** Danny Jackson/Board Chair, Steve Nolan/Superintendent, Christina Wotton/Assistant Superintendent and Linda Pease/Principal Medomak Valley High School

### Minutes

#### I. Call to Order 4:59

- A. Declaration of Quorum
- B. Note Absences

#### II. Consent Agenda - Approve Minutes from April 8, 2021

Motion: Melvin Williams      Second: Erik Amundsen      Vote: 6-0-0

#### III. Action Items

#### IV. Other Items

- A. Mental Health Coordinator supports
  - 1. How many students are being served through our partners
  - 2. SEL Curriculum Updates
  - 3. School-Based Health Center update
- B. Loren Andrews Training Feedback
- C. Anti-Bias Training Feedback
- D. Restorative Justice Practices opportunity
- A. +/Delta Exercise (5 min.)

## V. Adjourn 6:13

### 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

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.

# 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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## Facilities/Transportation Committee

Thursday, May 20, 2021

Central Office/ Google meet

4:00 p.m.

Join by Computer: Audio and Visual  
[meet.google.com/gdx-yrqs-rxp](https://meet.google.com/gdx-yrqs-rxp)

or

Join By Phone: Audio Only  
(US)+1 609-800-2137 PIN: 437 258 648#

**Committee Members:** Erik Amundsen, Morgan Hynd, 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

### Minutes

#### I. Call to Order

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

#### II. Consent Agenda -Approve minutes of April 15, 2021

Motion: Erik Amundsen                      Second: Morgan Hynd                      Vote 4-0-0

#### III. Action Items

#### IV. Other Items

##### A. Comprehensive Plan Discussion

- A. To discuss the current comprehensive (2017-2022) and the vision of the next 5 years

Link to the current plan [Comprehensive Plan](#)

Motion is to recommend the changes to the full board

Motion: Sandra O'Farrell                      Second: Erik Amundsen                      Vote: 4-0-0

##### B. Facilities

- 1. Ventilation Project - MVHS/Miller/FVS
- 2. Boiler Replacement – Miller
- 3. Modular Classroom – MVHS
- 4. Window Replacement - MVHS & Prescott



## 5. Tick & Brown Tail Moth Treatment

### C. Transportation

#### 1. Bus garage

## **V. Adjourn 4:38**

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.

## REGIONAL SCHOOL UNIT 40

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207.785.2277

Steve Nolan, Superintendent  
Christina Wotton, Assistant Superintendent

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

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### **Finance Committee Meeting Thursday, May 20, 2021 Central Office/Google Meet 5:30 p.m.**

Join by Computer: Audio or Visual  
[meet.google.com/aoy-rgoe-vvy](https://meet.google.com/aoy-rgoe-vvy)

or

Join by Phone: Audio Only  
(US)+1 402-282-0355 PIN: 170 499 162#

**Committee Members:** Sara Andrews, Guy Bourrie, 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**

- A. Declaration of Quorum - 4 of 4
- B. Note absences – Matthew Speno
- C. Additions /Adjustments to the Agenda

##### **II. Consent Agenda – Approve minutes of April 15, 2021**

Motion: Sandra O'Farrell      Second: Danny Jackson      Vote: 4-0-0

##### **III. Sign Warrants-N/A until in person meetings per board**

##### **IV. Financial Reports**

##### **V. Action Items**

##### **VI. Other Items**

###### **A. Comprehensive Plan Discussion**

- A. To discuss the current comprehensive (2017-2022) and the vision of the next 5 years

Link to the current plan [Comprehensive Plan](#)

Motion is to recommend to send the language as proposed to the full board

Motion: Danny Jackson      Second: Sara Andrews      Vote: 4-0-0

Motion to send policy BDE to the policy committee for review

Motion: Guy Bourrie      Second: Danny Jackson      Vote: 4-0-0

## B. Governor's school funding proposal

### **VII. Adjourn 6:37**

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.

**REGION 8 COOPERATIVE BOARD MEETING  
May 26, 2021**

The regularly scheduled meeting of the Region 8 Cooperative Board was held on May 26, 2021

**Those in attendance were:**

CSD	Tori Manzi, Bob Duke, Diego Guitierrez	(69.62/ea.)
Islesboro		(11.94)
RSU 13	Bill Pearce, Loren Andrews	(77.82/ea.)
SAD 40	Danny Jackson, Seth Hall, Randy Kassa, Matt 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, Asst Director; Kristy Hastings, Student Services Coord.; JC Bakley, Suzanne Stewart

**Absent –** John Gorham, Marcus Mrowka, Joseph Steinberger, Gerald Weinand

Bob Duke, Chair, opened the regular meeting at 7:00 P.M. **Total weighted votes: 762.8**

**PUBLIC COMMENT –** None

**ADJUSTMENTS –** Remove Executive Session from the agenda

**APPROVAL OF MINUTES**

MOTION by White, seconded by Jackson, to approve the minutes of the regular April 28<sup>th</sup> board meeting

Motion approved

**Total weighted votes: 762.8**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Absent</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): Absent</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Absent</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Absent</b>
<b>White(7.49): Yes</b>		

**BOARD DISCUSSION OF REVISED COOPERATIVE AGREEMENT**

Bill advised that Policy Committee and Administration are both recommending approval of the revised document. Tori explained the board will vote on the agreement next month. Matt asked about the cost sharing agreement.

**COMMITTEE REPORTS**

**FINANCE**

**Warrants and Budget**

Matt reported the committee met and reviewed the warrants for May and the April 30<sup>th</sup> financial report.

MOTION by Speno, seconded by Jackson, to accept and approve the warrants for May and budget report for April.

Danny asked about Food Services and Sherry will report to the board next month.

Motion approved

**Total weighted votes: 762.8**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Absent</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): Absent</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Abs</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Absent</b>
<b>White(7.49): Yes</b>		

## **POLICY COMMITTEE**

MOTION by Pearce, seconded by Kassa, to approve second reading of Policy BCA– Board Member Code of Ethics (revised) and BDF- Superintendent’s Advisory Committee (revised)

Motion approved

**Total weighted votes: 762.8**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Absent</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): Absent</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Abs</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Absent</b>
<b>White(7.49): Yes</b>		

MOTION by Pearce, seconded by Hall, to approve first reading of Policy BDEA – Board Advisory Committees (Delete) and Policy CBI – Evaluation of Director (Revised)

Seth asked for amendment to Policy CBI – changing should to shall in item 4.

Motion approved

**Total weighted votes: 762.8**

<b>Andrews(77.82): Yes</b>	<b>Duke(69.62): Yes</b>	<b>Gorham(11.94): Absent</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): Absent</b>	<b>Pearce(77.82): Yes</b>	<b>Speno(77.89): Yes</b>
<b>Steinberger(77.82): Abs</b>	<b>Thomas(24.58): Yes</b>	<b>Weinand(77.82): Absent</b>
<b>White(7.49): Yes</b>		

## **CURRICULUM COMMITTEE**

Seth reported the committee met today and had a discussion with members of the teachers association. The teachers are frustrated with the program evaluation tool and will bring back some suggestions to the committee next month. Matt asked about best practices statewide regarding program evaluation criteria. Seth felt the committee can provide some new ideas about the criteria to the Board at a future meeting. Bobby explained that the current evaluation tool being used is not current and not useful to teachers when evaluating their programs with their PAC members. The goal is having a tool that teachers can use. Loren asked about our recruitment plans for next year to attract the younger students (middle school students).

### **MISSION/VISION AD HOC COMMITTEE**

Yvonne reported the committee met and looked at existing data the school collects focusing on aspirations and outcomes. This led to a conversation about student aspirations, job sorting tools and how to connect kids to the needs of industry in the mid-coast area. They talked about idea pathways, post-secondary options and how most students intend to go on to post-secondary opportunities (including the workforce, military and college). The committee will continue to look at data and look at the mission and visions of our sending schools. Bob added that perhaps one or two teachers might want to join the committee. Bobby advised that the committee had planned to expand the committee membership to include teachers, community members and students.

### **ADULT ED ADVISORY COMMITTEE**

Diego reported the committee met and caught up with what is happening with Adult Ed. The committee has not met in a while and discussed expansion of Adult Ed opportunities. Seth asked about re-introducing tractor trailer training at Mid-Coast. Bobby explained that a discussion for a regional program has taken place.

### **CHAIR UPDATE**

Bob enjoyed the Mission/Vision Committee conversation and found the meeting very productive.

### **DIRECTOR UPDATE**

Bobby reported Cindy Harris will be retiring after thirty year in education and Lindsay Farmer, School to Career Coordinator, is also resigning. Governor Mills has committed \$20 million to CTE but we probably won't see much of the money as our school is in such good shape (both facility and equipment wise). He met with David Grima from the Dept of Labor Career Center. We have been talking about having the career center offer services at Mid-Coast and they would hold office hours for both high school and adult students. We had a meeting with the State Board of Ed CTE committee and ultimately will start to look at how the ESSA3 funds will be distributed. They recommend a list of needs be created to send to the Governor's Office. Mid-Coast needs include mental health counseling services due to the emotional toll of the past year on our students. We would like to have a person on campus more than a day a week if funds were available. Kristy has been meeting with school counseling departments about student acceptance into our programs. Bobby was elected to the MACTE Executive Committee. Our Senior Recognition ceremony will be held in-house next week. This idea came from the students. We plan to return to the Owls Head Transportation Museum next year. The equipment from the RUS grant will be coming soon and going out to the islands. Bobby expressed his pride in what our staff has accomplished this school year and has allowed us to hold in person classes the entire year.

### **ADJOURNMENT**

Bob declared the meeting adjourned at 7:51 PM.

Next Board Meeting: June 23, 2021

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Robert Deetjen, Board Secretary

# 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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## Personnel/Negotiations Committee Meeting Thursday, May 27, 2021 Central Office or Google Meet 5:00 p.m.

Join by Computer: Audio and Visual or  
[meet.google.com/jtz-cbxj-xqg](https://meet.google.com/jtz-cbxj-xqg)

Join by phone: Audio Only  
(US)+1 650-779-0316 PIN: 900 323 216#

**Committee Members:** Randy Kassa, Brooke Simmons, Julie Swindler, Emily Trask-Eaton, Melvin Williams

**Ex-Officio Members:** Danny Jackson/Board Chair, Steve Nolan/Superintendent

### Minutes

#### I. Call to Order – 5:00 p.m.

- A. Declaration of Quorum
- B. Note Absences: Brooke Simmons, Randy Kassa, Emily Trask-Eaton
- C. Approve minutes of September 24, 2020  
Motion: Danny Jackson Second: Melvin Williams Vote: 3 – 0 – 0
- D. Adjustments/Additions to the Agenda

#### II. Other Items

- A. [District Comprehensive Plan](#) review
  - 1. Goal 2: Personnel development and support
- B. Job Descriptions
  - 1. [Business Manager](#)
  - 2. Van Drivers (new)
  - 3. Transportation Aide (new)

#### III. Adjourn – 5:43 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 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.