

**RSU 83/M.S.A.D. #13 BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING (RESCHEDULED)
TUESDAY, NOVEMBER 17, 2020
VALLEY HIGH SCHOOL
7:00 p.m.**

MEETING HELD VIA TEAMS.

6:30 p.m. Policy Committee Meeting

Leo Hill, Beverly Brown, Brandy Hill, Janelle Ingersoll

**Review policies: AC-Nondiscrimination/Equal Opportunity and Affirmative Action;
ACAA-Harassment and Sexual Harassment of Students; ACAA-R-Student
Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures;
ACAB-Harassment and Sexual Harassment of School Employees; ACAB-R-Employee
Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures**

The meeting was called to order at: 7:40 pm

Present: Leo Hill, Brandy Hill, Janelle Ingersoll, Beverly Brown

Motion was made by Brandy Hill and second by Janelle Ingersoll to recommend that all five policies be updated as proposed for a first reading at the December Board of Directors meeting.

Meeting adjourned 7:50 pm

I. CALL TO ORDER-The meeting was called to order at 7:00 pm by Chair Leo Hill

II. ATTENDANCE

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

Absent: Adrienne Mathieu, (Excused)

Also present: Sandra MacArthur, Melissa Lyons-Vitalone, Wendy Belanger, James Tyler, Cathy Foran, Daniel McDonald, Derek Hussey, Steve Govoni, Rebecca York, Corey Farnham, Kelly Vicneire, Caitlin McNear, Bonnie Fortin,

III. PLEDGE OF ALLEGIANCE-Conducted

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

- a) Upon a motion by Elizabeth Brochu and second by Bonnie Atwood the Board unanimously voted to approve minutes of October 13, 2020 (regular meeting); October 20, 2020 (Building & Grounds Committee); November 2, 2020 (Building & Grounds Committee); November 9, 2020 (Finance Committee)

V. PUBLIC INPUT-None

VI. ADMINISTRATIVE REPORTS

- a) Moscow Principal's Report
Moscow School has been busy working on finalizing our remote plan. We have a short-term plan and a long-term plan in place.

I spoke with the nursing home representative and we are moving forward on providing the Nursing Home with our Christmas care bags. We are looking to deliver them early so they may have time to quarantine the items before delivery. This activity ties in with our recent BE KIND school-wide kick off.

We were awarded a \$1,400 School Pantry Capacity Grant to purchase a refrigerator to store perishable items and reusable shopping bags for our school pantry.

Our attendance has been very good!

b) Valley Jr/Sr High School Principal's Report 10/30/2020

The Upper Kennebec Valley Memorial Jr/Sr High School Remote Learning plan has been prepared. Teachers have been practicing and using TEAMS with students in preparation for remote learning.

Starting November 10, Shelly Simpson will be working with staff to assist with curriculum development, Response to Intervention (RtI) program development, and using NWEA data to improve instruction.

I continue to meet online weekly with other principals through the Maine Principal's Association (MPA) and the Western Maine Education Collaborative (WMEC) principal's forum meetings to discuss trends in education during the COVID-19 pandemic.

The FLEX periods in our daily schedule have enabled us to cover classrooms when teachers have been absent.

Students in grades 8-12 participated in the PSAT, PSAT/NMSQT, and SAT assessments on October 14.

There will be a bonfire on Friday, October 30 for the Valley High School sports teams.

c) Director of Special Services Report

- Self-contained Classroom – last year at this time we were exploring setting up a space for us to educate students with significant challenges. I am pleased to say that this program is up and running and has been very successful. It would not be successful without the dedicated staff who do the day to day work with the students and they do it with a smile on their face. This genuine caring nature is felt by the students and helps them realize that they have adults in their corner looking out for them and helping them grow.

- You might have heard about a project called the BIRCH Project that we are encouraging our students to participate in. I am attaching the parent letter to this report and offering a brief synopsis here:

- o We are working with Dr. Rebecca Schwartz-Mette from UMaine who obtained a grant to partner with middle and high schools to reduce risk and promote resilience among students. The information gathered will be especially helpful when we start looking at the impacts of COVID-19 and make curricular decisions for students in our district.

- o We are inviting students to participate in research through a series of surveys and a zoom activity for which they will obtain Amazon gift cards for completion of all parts of the study. This opportunity is open to all students in grades 5 through 12 at Valley.

d) Athletic Director's Report-Provided orally.

VII. ADJUSTMENTS TO THE AGENDA

XIII – i. Change the Food Service Assistant position to Assistant Food Service Supervisor

n. Nomination of Jacqueline Abraham as the Pre-K teacher

VIII. GOOD NEWS

a) Summer Feeding Program – MSAD 13 began the Summer Feeding Program, where all students are eligible for free breakfast and lunch. This will continue through June 2021.

b) Microphones for board meetings – The new microphones have arrived, and we will be using them at the next in-person board meeting. This should allow the public to hear the board members better.

IX. COMMUNICATIONS

- a) Financial Statement-Reviewed – The district finances continue to be appropriate for the amount of time that is left in the financial year.
- b) Superintendent MacArthur's schedule-Reviewed – I am hoping to take some time off the week of Thanksgiving
- c) Resignation and acceptance of Jennifer Cates, Food Service Assistant at Valley
- d) Resignation and acceptance of Lori Gordon, Ed. Tech & Graduation Advisor at Valley
- e) Curriculum and Instruction
 - Shelley Simpson continues to work with Moscow staff on the rollout of the Writing Program. Shelley's professional development includes what a good lesson includes, how to teach writing effectively, as well as actual training on how to use the rubrics to score writing.
 - Moscow continues to work to implement school wide RTI, building off last year's work.
 - Shelley continues to work on a Data Analysis for the Moscow Elementary. She will assist staff in identifying students who have fallen behind significantly, along with chunks of concepts and skills that need to be taught in each grade level, and a strength and weakness analysis of the grade. Then she will work with the individual grade level teacher to establish their individual instructional goals for the year, as well as to review their data with them.
 - Shelley and Wendy are identifying and emphasizing best instructional practices and techniques for all grade level reading instruction.

X. REPORT OF SUPERINTENDENT

- a) COVID 19 update – Valley Jr/Sr High School moved to remote learning on Nov 10th due to a positive COVID 19 case. There have been four staff members and three students that have tested positive at this time. Valley Jr/Sr High School is currently scheduled to return to in-person learning on Nov 30th. This could change depending on Somerset County's designation. If the county moves to red, then Valley may remain remote and Moscow Elementary may move to remote learning.
- b) Staffing update – Currently Mr. Harper, Valley Jr/Sr High School Principal is out on extended leave. In order to provide administrative coverage Cathy Foran and James Tyler have agreed to move to Lead Teacher positions. The Lead Teacher positions will provide daily coverage for the schools. Including student, parent and staff contact person, scheduling coverage when staff are not available, discipline, communication, working with outside agencies, etc. Jim and Cathy began their duties on Nov 9th. They have developed the Jr/Sr high school remote learning plan, scheduled parent teacher conferences, sent out communication to students, parents and staff. They both worked on the Nov 11th holiday and have been available to me on the holiday and weekends. They are doing a great job keeping the Jr/Sr high school moving forward, plus continuing to teach their students. Melissa and Sandra will provide support for both Cathy and Jim.

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

Finance (Elizabeth Brochu, Brian Malloy, Bonnie Atwood)
Policy (Leo Hill, Janelle Ingersoll, Brandy Hill, Beverly Brown)
Negotiations (Pauline Lagasse, Sheree Brown, Adrienne Mathieu, (alternate) Janelle Ingersoll)
Transportation (Leo Hill, Brian Malloy, Adrienne Mathieu)
Buildings and Grounds (Leo Hill, Bonnie Atwood, Pauline Lagasse, Beverly Brown)
Personnel (Leo Hill, Elizabeth Brochu, Brandy Hill, (alternate) Janelle Ingersoll)

- a) Buildings and Grounds Committee Report-Presentation by Steve Govoni, Architect/Engineer for Revolving Renovation Project (doors and windows at Valley Jr/Sr High School) – Steve reviewed the preliminary window and door designs for Valley Jr/Sr High School.
- b) Finance Committee Report-Bus 6 Bids – The finance committee had opened bids on Nov 9th and recommended that Scott Laweryson's bid of \$150 be accepted.

- c) Policy Committee Report- The policy committee reviewed the five policies and recommended that all five policies be brought forward to the board for a first reading.

XII. OLD BUSINESS

None

XIII. NEW BUSINESS

- a) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the initial design for doors & windows at Valley.
- b) Upon a motion by Pauline Lagasse and second by Beverly Brown the Board unanimously voted to approve the revised Affirmative Action Plan.
- c) Upon a motion by Beverly Brown and second by Bonnie Atwood the Board unanimously voted to approve the revised LAU Plan.
- d) Upon a motion by Elizabeth Brochu and second by Brandy Hill the Board unanimously voted to approve the Moscow Elementary Remote Learning Plan.
- e) Upon a motion by Pauline Lagasse and second by Elizabeth Brochu the Board unanimously voted to approve the Valley Jr/Sr High Remote Learning Plan.
- f) Upon a motion by Pauline Lagasse and second by Janelle Ingersoll the Board unanimously voted to approve stipends for sub coverage for the Valley Jr/Sr High School Principal position.
- g) Upon a motion by Bonnie Atwood and second by Elizabeth Brochu the Board unanimously voted to allow the superintendent the option of moving December 21 and December 22, 2020 to teacher workshop days.
- h) Upon a motion by Pauline Lagasse and second by Beverly Brown the Board voted to approve Maureen McDonald and Corey Farnham as Graduation Advisors for 2020-2021 and authorize the Superintendent to issue contracts, with all voting in favor except Elizabeth Brochu who abstained.
- i) Upon a motion by Pauline Lagasse and second by Elizabeth Brochu the Board unanimously voted to change the posting of the Food Service Assistant to Assistant Food Service Supervisor.
- j) Upon a motion by Beverly Brown and second by Elizabeth Brochu the Board unanimously voted to approve the first reading of policy ACAD-Hazing.
- k) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve the first reading of policy ADF- School District Commitment to Learning Results.
- l) Upon a motion by Janelle Ingersoll and second by Bonnie Atwood the Board unanimously voted to approve the first reading of policy ADAA- School System Commitment to Standards for Ethical and Responsible Behavior.
- m) Start-up process for Superintendent's evaluation-Board member will complete the evaluation forms and return them for review by Chair Leo Hill and Vice Chair Bonnie Atwood by Nov 30th.
- n) Upon a motion by Bonnie Atwood and second by Beverly Brown the Board unanimously voted to approve the nomination of Jacqueline Abraham as the Pk teacher and authorize the Superintendent to issue a contract.

XIV. ADJOURNMENT

The meeting was adjourned at 8:15 pm

Respectfully submitted

Sandra MacArthur
Secretary to the Board