

**RSU 83/M.S.A.D. #13 BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING
TUESDAY FEBRUARY 9, 2021
MOSCOW SCHOOL, MOSCOW, MAINE 04920
7:00 p.m.**

I. CALL TO ORDER-The meeting was called to order at 7:00 p.m. by Chairman Leo Hill

II. ATTENDANCE

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

Absent: None

Also present: Sandra MacArthur, Carol Hines, Doris Vermette, James Tyler, Melissa Lyons-Vitalone, Wendy Belanger, Cathy Foran, Drew Foran, Dan McDonald

III. PLEDGE OF ALLEGIANCE-Conducted

IV. APPROVAL OF THE MINUTES

- a) Upon a motion by Bonnie Atwood and second by Adrienne Mathieu the Board unanimously voted to approve the minutes of January 12, 2021 (regular meeting), January 19, 2021 (building committee), January 19, 2021 (special meeting), January 26, 2021 (negotiations committee)

V. PUBLIC INPUT

VI. ADMINISTRATIVE REPORTS

- a) Moscow Principal's Report
Moscow Teachers did a professional development day with Darlene Basset. She did work with us on guided reading. We are hoping to do some follow-up work with her on March 19th. Several teachers did a webinar last week with the author of the guided reading book we have been working with this year.
We have completed our NWEA and Aimsweb testing for winter and are noticing solid gains. We will be using this data to inform our instruction and our interventions.
- b) Valley Jr/Sr High School Report
Professional Development
The professional development day on January 15 was productive. High school teachers worked through the list of students who we believe may benefit from MTSS interventions. For each student, teachers identified tier one (regular classroom setting) interventions that may help. These are things like using text-to-speech, reducing practice problems, etc. Teachers also determined a way to measure progress for each student. We plan to follow up by checking progress on March 19th and then modify, add, or eliminate MTSS interventions as needed.
Failure Rates
The number of high school students failing classes has fallen significantly over the last month. The after-school program is being used by many students and has played a major role in getting students caught up with assignments. For students who continue to struggle, we are optimistic that MTSS interventions will help them understand course material and improve their grades.

High School Schedule

We are beginning to develop a schedule for next year with a focus on engaging, in-house electives. Dual enrollment, online college courses will continue to be an option, especially for college bound students who want to earn credits and have demonstrated an ability to work independently. We plan to offer a farm-to-school program that engages multiple grade levels, and a wildlife biology course designed by Sara Beck and Colby Atwood. We are beginning discussions about other electives as well, and I hope to be able to expand on this list next month.

Valley Jr High

Staff met on January 15 to work on MTSS interventions. Teachers used the High School form and process to identify students needing classroom interventions. Classrooms just finished up midyear NWEA testing so that current data will be added to the documents to have up to date data for students. I am meeting with Shelly on Wednesday to discuss next steps with our MTSS plan.

Maureen McDonald, our district school counselor has started working with Jr High classes. She will be in classrooms working with students for 8 weeks on issues like time management, organization, accountability, responsibility, and resiliency.

Students in grades 5 & 6 are making Valentine's Day cards for Somerset Rehabilitation residents.

c) Director of Special Services Report

Special Education

We continue to see increased needs in our students with disabilities. There has been an uptick in anxiety and depression referrals to counseling services and also for IEP evaluations in general in recent months. We continue to provide the necessary services for these students and are fortunate to have a solid crew of dedicated staff who keep showing up day after day to work with our students despite the challenges they face. We are going to start incorporating some wellness and outdoor activities, like snowshoeing and sledding into the weekly activities. Our resource room students and their staff need to get outside and moving more throughout the week.

ESEA

The ME DOE is moving ahead with requirements for the annual State assessments as the waiver request was never submitted to the federal government in anticipation of a denial from the US DOE. They have discontinued their contract with the company that has been used for the past few years and they have not announced details of any new arrangements. As of now, districts are expected to forge ahead with the Spring administration in-person and on the timeline below:

2020-2021 MEA Administration Calendar

Assessment Title	Administration Date(s)	Administration Window	Method of Delivery	Intended For
ACCESS for ELLs English Language Proficiency	1/11/21-4/16/21	13-weeks	Kindergarten: Paper Grades 1-12: Online	English Learners K-12
Alternate ACCESS for ELLs English Language Proficiency	1/11/21-4/16/21	13-weeks	Paper / Pencil	English learners in Grades 1-12 With Significant Cognitive Disabilities
MSAA ELA/Literacy & Mathematics	3/15/21 - 5/14/21	8-weeks	Online	Students with Significant Cognitive Disabilities; Grades 3-8, & 3rd Year HS
Mathematics & ELA/Literacy	TBD	TBD	TBD	Students in Grades 3-8 & 3rd Year High School
MSAA Science	3/15/21 – 5/14/21	8 weeks	Online	Students with Significant Cognitive Disabilities; Grades 5, 8, & 3rd Year HS
Science	5/17/21 - 5/28/21	2 weeks	Online	Grades 5, 8 & 3rd Year HS

- d) Athletic Director's Report-reviewed

VII. ADJUSTMENTS TO THE AGENDA

- a) XIII (m) Vote to approve Crystal Rollins as Girls JV Basketball Coach

VIII. GOOD NEWS

- a) Building Project Bids - **Special Board Meeting-Tuesday, February 23, 2021-Moscow School-7:00 p.m.**
b) CARES allocation \$320,685.17

IX. COMMUNICATIONS

- a) Financial Statement-This year's budget continues to be solid and should provide a solid carry forward amount for next year's budget.
b) Superintendent MacArthur's March schedule
c) Curriculum and Instruction

It has been a productive month for all three schools in MSAD#13. I continue to be amazed by the dedication and devotion of the staff through all of that is going on right now. They truly are the utmost professionals and want what is best for all students.

Moscow Elementary School

- Moscow's three initiatives for this year were originally to be Writing, Jan Richardson's Guided Reading, and MTSS work. Wendy Belanger and I have met via TEAMS several times to discuss these initiatives. It was decided due to the Pandemic, we would put the Writing initiative on hold until next year. However, the Jan Richardson's Guided Reading work has stepped up a level, due to the fact I was able to bring in an ELA specialist that provides Professional Development with the Jan Richardson's model. They had a full PD day with Darlene Bassett on January 15 to begin their work. The work has continued, and teachers are using the learned techniques and practices with their students in the classroom. The next step will be to bring Darlene back on March 19 to continue the model and emphasize the best practice of using Foundational Skills in guided reading groups. When I did a data analysis two years ago, it was evident that Foundational Skills was an area of needed improvement. Since then, many of these components and practices have been brought into the classrooms on a daily basis. What this PD will do, is to fine tune those strategies and techniques as well as to individualize student needs. In addition, additional resources from Pioneer Valley were recommended to assist teacher's with Guided Reading on a daily basis. The ELA initial training will continue through May this year, with the intent that I will continue to provide what is needed next year for the teachers.
- Also, MTSS, the new RtI term, has broadened at Moscow. Wendy has stepped up the interventions and is using the Support Staff to assist. After February vacation, I will provide additional PD in the area of MTSS, so we may fine tune the interventions as well as train the support staff on how best to instruct students based on their needs. Our next step will be for Wendy and I to meet to find ways to utilize the MTSS Team as well as to review the MTSS schedule. The work being done in the area of ELA will also assist with these interventions.

Junior High

- After the initial MTSS PD day in December, Cathy and the staff worked on the March PD day to find ways to further strengthen the Tier 1 Core Instruction. Our next steps will be to follow up on that day and to work on creating an MTSS Team for the Jr. High. We are in the process of setting up a time to meet to discuss all of this.

High School

- Jim and I have met several times to discuss various items. After the MTSS PD in December, he also had the staff discuss ways to strengthen their Tier 1 Core Instruction. The staff generated ideas to help individual students using a variety of different strategies, interventions and techniques. Our next step will be to form an MTSS Team to begin working on formalizing a Team and how to best make it work at the High School. This work will begin after the February break.
- I am also beginning my work with six teachers in the area of curriculum, planning, interventions, standards, assessment, and instruction. We are in the process of setting up days and times to meet, beginning next week. I am looking forward to working with each of them in hopes of helping them be the best they can be.

Other:

- Meetings with you, the Superintendent, have not only been enjoyable, but most helpful. I find us to be a great working team and look forward to continued connections.
- Being a member of the MCLA has allowed me to connect with other professionals through networking. I was able to attend an NWEA webinar on the effects of the Pandemic on learning. It was certainly an eye opener and made me realize we, as Educators, are going to have to adjust our expectations accordingly. Research shows that students have lost 2-3 years of learning from this Pandemic to date. If we are unable to move forward teaching the way we know it, it will have even a greater effect. Because the district is able to have the students in school on a daily basis, your effects may be lessened. I will keep you up to date on the happenings in the NWEA world. On another note, in reviewing your scores this Fall, over all you have done a nice job. We will need to keep a close watch on the Winter Interim scores as we move forward with our MTSS work.
- I also had the opportunity to meet with Curtis twice for some I-observation training. I am going to find accessing the resources a great help when working with the staff. This program offers a wealth of information, tools, and resources. Thank you for arranging that!

That closes out January and I am certainly looking forward to February and my continued work with the staff. It is such an honor and a privilege to be a part of the district and to help make a difference for students and staff. If there is anything else I can do to assist, please do not hesitate to reach out to me.

Thank you!

Shelly A. Simpson

- d) Preliminary 279s-MSAD 13 will receive basically flat funding with approximately a \$4,000 increase. Neighboring districts have lost significant funding.
- e) Budget Timeline-May need to modify slightly due to absentee ballots. Meeting with administrators and department heads are complete. Central Office has proposed budgets from everyone and plans to create the first draft of the 2021-2022 budget during the week of February 15-19.
- f) Budget Validation Timeline
- g) Board Powers and Responsibilities (BBA & BBAA), Ethics (BCA), and Communication with Staff (BHC) Policies-Chairman Hill reminded board members about appropriate board behavior. Superintendent MacArthur reminded the board about executive sessions and confidentiality.
- h) Thank you note from Adrienne Mathieu.
- i) Bingham Recreational Department use of Moscow Gym.

X. REPORT OF SUPERINTENDENT

- a) State Tuition Rate \$11,275.09 State per Pupil Cost is the Operating Expenses/Resident Students

b) Recommendation for administration staffing 5-12 for 2021-2022

January 25, 2021

3 Ed Techs paid from Title I Funds

3 Ed Techs paid from Local Entitlement Funds

4 Ed Techs paid from District Funds

10 Total Ed Techs

Moscow has 56 students enrolled 11.5 staff = 4.9 students per staff person

53 attending in-person (3 students in other settings) 3 Pre-K students (due to COVID concerns)

Teachers

Jackie - PK and 2nd Wendy (1/2) 2nd and principal

Kattie - 4th Jena - K

Vanessa – 3rd Becky – 1st

Educational Technicians

Gerry Ed Tech II

Paula Ed Tech II

Kelly Ed Tech II

Connie Ed Tech II

Alicia Ed Tech I

Jr. High has 57 students enrolled 6.5 staff = 8.8 students per staff person

57 enrolled (3 students in other settings)

Teachers

Cathy 5 & 6 English and Social Studies

Mary 5 & 6 Science and Math

Crystal 7 & 8 English and Social Studies

Joy 7 & 8 Science and Math

Bethany ½ time Special Education

Educational Technicians

Lisa Ed Tech I

Jolene Ed Tech I

1– Ed Tech II has not been filled

Sr. High has 62 students enrolled 5 staff = 12.5 students per staff person

60 enrolled

Teachers

Jim (1/2) - English and Special Education

Colby – Social Studies

Josline - English

Christian - Math

Dan - Science

2 Educational III positions have not been filled at the high school

Reset room has 3 students to 3.5 staff = .86 students per staff person

Teacher

Bethany ½ time

Educational Technicians

Dulcie – Ed Tech III

Laura – Ed Tech III

Sara – Ed Tech III (has resigned and will not return after Feb break)

Annual costs of the 3 unfilled Ed Tech Positions

Ed Tech II Jr High School - \$18,604

Ed Tech III High School - 22,253

Ed Tech III Reset Room - 20,188
 Sub-Total \$61,045
 Ed Tech III High School - 22,253 (Annual costs of 1 unfilled Ed Tech Position) has not been filled since Oct 2019)
 Plus Ins 9277
 Total \$92,575
 Previous Principal Salary and Insurance Proposed for 2021-2022
 Assistant Principal/Conditional Principal
 Salary - \$84,500 \$83,500
 Insurance 20,358 13,134
 Total \$104,858 \$96,634 Savings \$8,224
 James Tyler – Current Proposed for 2021-2022 – Alternative Ed
 Salary \$51,775 \$37,500
 Sp Ed Stipend 10,000
 Insurance 13,134 9,277 (single insurance) – 20,358 (full family)
 Total \$74,909
 \$46,777 single insurance - \$57,858 full insurance Savings \$28,132 - \$17,051
 Proposed Special Ed Teacher instead of filling 3 Ed tech positions \$61,045
 Salary \$37,500 37,500
 Insurance 9,277 single insurance 20,358 full family insurance
 Total \$46,777 \$57,858 Savings \$14,268 - \$3187
 Total Savings for 2021-2022 (this does not include the Ed Tech III position at HS with insurance that has not been filled).

\$50,624 single insurance \$28,462 full family insurance

I am requesting that I continue to receive \$10,000 as an annual stipend for the additional responsibilities that I will continue with.

I am recommending that the liaison position 5-8 be eliminated next year. \$5,000 Savings

- c) Transportation contract with MSAD 54-MSAD 13 has not been transporting the SCTC early childhood education students this year so the contract has been voided. (\$2,159)
- d) Valley gymnasium lights – Efficiency Maine rebate \$1,814, cost to district \$15,953 plus the rental of a lift.
- e) Old shop – Possible usage is Outdoor/Nature Education. Will need sprinkler system, second exit, and ADA bathroom.
- f) Old phone system was sold to Redington Fairview Hospital through the bid process for \$1,080.
- g) Review 5-yr capital improvement plan-The following items have not been completed at this time.
 - a. Replace lighting Valley Gym – Efficiency Maine Grant
 - b. Permanent Teachers’ Room
 - c. Unisex and ADA bathrooms

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)

XII. OLD BUSINESS

- a) Upon a motion by Bonnie Atwood and second by Janelle Ingersoll the Board unanimously voted to approve the second reading of Policy JICK-Bullying.
- b) Upon a motion by Beverly Brown and second by Adrienne Mathieu the Board unanimously voted to approve the second reading of Policy JICK-R Bullying-Administrative Procedure.
- c) Upon a motion by Pauline Lagasse and second by Adrienne Mathieu the Board unanimously voted to approve the second reading of Policy GCFB-Recruiting and Hiring of Administrative Staff.
- d) Upon a motion by Bonnie Atwood and second by Beverly Brown the Board unanimously voted to approve the second reading of Policy JJA-Student Organizations.
- e) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the second reading of Policy JJAA-Athletic Clubs (7-12).
- f) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to amend the contracts for the administrative coverage 5-12 from annual stipends to school year stipends, \$278 per week per person (Cathy Foran, Melissa Lyons-Vitalone, and Sandra MacArthur,) and \$417 per week for James Tyler.

XIII. NEW BUSINESS

- a) Upon a motion by Adrienne Mathieu and second by Brandy Hill the Board unanimously voted to approve the Bookkeeper's contract and authorize the Superintendent to issue a contract for 2021-2022 at a rate of \$25/hour and a 40-hour work week.
- b) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the Administrative Assistant to the Superintendent's contract and authorize the Superintendent to issue a contract for 2021-2022 at a rate of \$24/hour plus a \$750 longevity stipend.
- c) Upon a motion by Bonnie Atwood and second by Janelle Ingersoll the Board unanimously voted to approve the Administrative Assistant to Director of Special Services and District Data Entry Clerk's contract and authorize the Superintendent to issue a revised 2020-2021 contract due to change in job description. Beginning February 10, 2021, the hourly rate will increase by \$1 per hour from \$19.00 to \$20.00.
- d) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to enter Executive Session pursuant to 1 M.R.S.A. §405(6)(A) for the purpose of discussing the evaluation of the Athletic Director. Entered executive session at 8:20 p.m. Adjourned executive session at 8:34 p.m.
- e) Upon a motion by Pauline Lagasse and second by Adrienne Mathieu the Board unanimously voted to approve Daniel McDonald as the Athletic Director and authorize the Superintendent to issue a contract with an annual increase of \$500.
- f) Upon a motion by Sheree Brown and second by Pauline Lagasse the Board unanimously voted to enter Executive Session pursuant to 1 M.R.S.A. §405(6)(A) for the purpose of discussing the grades 5-12 Principal/Assistant Principal contract. Entered executive session at 9:07 p.m. Adjourned executive session at 9:15 p.m.
- g) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve James Tyler as grades 5-12 Assistant Principal for 2021-2022 and authorize the Superintendent to issue a contract with an annual salary of \$83,500. (includes teaching 2 classes)
- h) Upon a motion by Adrienne Mathieu and second by Janelle Ingersoll the Board unanimously voted to approve Isaac Davis as grades 5-12 Outdoor Education Teacher and authorize the Superintendent to issue a contract.
- i) Upon a motion by Beverly Brown and second by Brandy Hill the Board unanimously voted to approve Cynthia Chillington as grades K-8 Special Education Teacher and authorize the Superintendent to issue a contract.

- j) Upon a motion by Bonnie Atwood and second by Brandy Hill the Board unanimously voted to approve the adjustments (snow days will not be made up, May 12, and June 15 early release days will be full day teacher workshop days) to the 2020-2021 school calendar. The last student day will be a full day on June 14, 2021.
- k) Upon a motion by Bonnie Atwood and second by Pauline Lagasse the Board unanimously voted to approve the school calendar for 2021-2022.
- l) Upon a motion by Janelle Ingersoll and second by Brandy Hill the Board unanimously voted to approve the job description for Administrative Assistant to Elementary Principal.
- m) Upon a motion by Pauline Lagasse and second by Sheree Brown the Board unanimously voted to approve Crystal Rollins as JV Girls Basketball coach and authorize the Superintendent to issue a contract.

XIV. ADJOURNMENT

The meeting was adjourned at 9:34 p.m.

Respectfully submitted,



Sandra MacArthur
Secretary to the Board