

**MILLINOCKET SCHOOL REGULAR COMMITTEE MEETING
STEARNS JR/SR HIGH SCHOOL CONFERENCE ROOM
PUBLIC IN-PERSON OR BY ZOOM
TUESDAY, DECEMBER 6, 2022
4:30 PM**

Kevin Gregory	Present
Kevin Libby	Present
Thomas Malcolm	Present
Donald Raymond	Present
Warren Steward	Present
Dr. Shelley Lane, Superintendent	Present
Sydney Campbell, Student Representative	Present
Gracyn Sanders, Student Representative	Present

I. Call to Order

The meeting was called to order at 4:30 PM by Warren Steward, School Board Chair.

II. Pledge of Allegiance

III. Adjustments to the Agenda

Xa. To see if the Board will hold the regular January 2023 meeting on January 17 instead of January 3 to allow staff time to provide administrative reports after Christmas break.

IV. Public Comment

None

V. Approval of Minutes

Motion: To approve the minutes of the School Board Meeting November 22, 2022, barring any errors or omissions.

Motioned by: Donald Raymond

Seconded by: Thomas Malcolm

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VI. Payroll Warrant

Motion: It was moved to direct the Superintendent of Schools to authorize payment by the Town Treasurer to each party listed herein, the sum set against each name contained in School Payroll Warrant #23-12 in the amount of 137,140.01 and #23-12D in the amount of \$39,591.08 on December 8, 2022.

Motioned by: Kevin Gregory

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VII. Payable Warrant

Motion: It was moved to direct the Superintendent of Schools to authorize payment by the Town Treasurer to each party listed herein, the sum set against each name contained in School Payable Warrant #SA23-9 (student accounts) in the amount of \$5,392.85, Scholarships #23-2 in the amount of \$15,698.45 and #23-22 in the amount of \$154,844.88 on December 8, 2022.

Motioned by: Thomas Malcolm

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VIII. First Reading of Policies

AC – Nondiscrimination/Equal Opportunity and Affirmative Action (revised)

ACA – Gender Neutral Language (new)

ACAA – Harassment and Sexual Harassment of Students (revised)

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (revised)

ACAB – Harassment and Sexual Harassment of School Employees (revised)

ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (revised)

AC-R – Grievance Procedure for Persons with Disabilities (revised and replace IHBAL)

ADAA – School System Commitment to Standards for Ethical and Responsible Behavior (revised)

ADC – Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking Devices (revised)

BE – School Board Meetings (revised)

DC – Use of Credit Cards (new)*

GCG – Substitute and Tutor Pay (revised)

***Included due to the need for a first reading by the Board**

Motion: It was moved to approve the first reading of School Board policies:

AC – Nondiscrimination/Equal Opportunity and Affirmative Action (revised)

ACA – Gender Neutral Language (new)

ACAA – Harassment and Sexual Harassment of Students (revised)

ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (revised)

ACAB – Harassment and Sexual Harassment of School Employees (revised)
ACAB-R – Employee Discrimination/Harassment and Title IX Sexual Harassment
Complaint Procedures (revised)
AC-R – Grievance Procedure for Persons with Disabilities (revised and replace IHBAL)
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior
(revised)
ADC – Tobacco-Free Schools: Use and Possession of Tobacco and Electronic Smoking
Devices (revised)
BE – School Board Meetings (revised)
DC – Use of Credit Cards (new)
GCG – Substitute and Tutor Pay (revised)

Motioned by: Kevin Libby

Seconded by: Donald Raymond

Board Discussion:

These policies were vetted by MSMA. Kevin Gregory stated that he was appreciative that the vote of the Committee is on the policies.

Thomas Malcolm stated he honestly didn't have time to review the policies, so he would vote "no" based on that.

Voted: 4 - Yes 1 - No (Thomas Malcolm) 0 - Abs

IX. Adoption of School Board policy DC Use of Credit Cards

Motion: It was moved to adopt School Board Policy DC Use of Credit Cards.

Motioned by: Kevin Gregory

Seconded by: Donald Raymond

Board Discussion:

This is a new policy and it is important since we have a credit card.

Voted: 5 - Yes 0 - No 0 - Abs

X. To see if the School Board will approve holding one meeting per month and sign warrants in Central Office for non-Board meeting weeks.

Motion: It was moved to hold one meeting per month and sign warrants in Central Office for non-Board meeting weeks.

Motioned by: Donald Raymond

Seconded by: Thomas Malcolm

Board Discussion:

This will be the policy from now on unless there is a reason we need to hold a special meeting.

There was discussion regarding not letting the work build up and calling special meetings if needed.

Voted: 5 - Yes 0 - No 0 - Abs

Xa. To see if the Board will hold the regular January 2023 meeting on January 17 instead of January 3 to allow staff time to provide administrative reports after Christmas break.

Motion: It was moved to hold the regular January 2023 meeting on January 17 instead of January 3 to allow staff time to provide administrative reports after Christmas break.

Motioned by: Donald Raymond **Seconded by:** Thomas Malcolm

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

XI. To see if the Board will approve a change in the name of Alumni Field.

Motion: It was moved to change the name of Alumni Field to Arthur Greenlaw Alumni Field

Motioned by: Thomas Malcolm **Seconded by:** Donald Raymond

Board Discussion:

The Buildings and Grounds Committee discussed this on a recommendation from the Alumni Association.

Mr. Greenlaw has been instrumental in our community in athletics and this is a good way to honor him.

Voted: 5 - Yes 0 - No 0 - Abs

XII. Notification of New Hires

Matthew Cyr was hired as an Ed Tech III at Stearns on 11-28-22, step 10, hourly rate of \$18.60

Jessica Lucarelli was hired as an Ed Tech I at Granite on 12-5-22, step 1, hourly rate of \$14.60

XIII. Notification of Increase in Minimum Wage on January 1, 2023

It will increase on January 1, 2023. It will effect 6 of our employees. There are no other area schools that this affects. There was discussion regarding the low wages for these employees.

XIV. Student Representative Reports

Sydney Campbell reported:

- Senior class has received their senior apparel and are all very happy with the outcome of the design.
- The Senior class had two fundraisers at the marathon craft fair over the weekend. A 50/50 raffle along with admission by donation to get into the fair.
- Seniors had their senior superlatives pictures taken for the yearbook by Mike Peterson.

Gracyn Sanders reported:

- Mock trial had their second competition this past Saturday on Dec. 3, 2022. Competed With MDI and was a few points off from making it to states.
- Basketball season has started. Varsity boys and girls scrimmaged Katahdin on Nov. 30th, 2022, both teams won.
- Junior class is auctioning off a \$400 Preble oil gift card, and selling cookbooks at the marathon.
- The freshman class sold books and crafts at the marathon this past weekend.

XV. Administrative Reports

Beth Peavey, Stearns Principal reported:

- The peer counselors sponsored a food drive for the Stearns food pantry. We collected 117 non-perishable food items.
- Stearns karate class was tested and promoted to their next level of yellow belt. They will now start training for the next level (7th Kyu Orange) which will require more skills to be learned and more polishing of skills they have already learned
- Alignment to standards and mapping are being worked on during Professional Development, along with CPR and Special Education training.
- We have many groups fundraising and working on the marathon.
- The school nurse, Katie Carr, reports that:
 - 100% of our students meet the State of Maine requirements.
 - All students are compliant with vaccines and we are meeting state requirements.
 - We are currently working on vision, hearing, height and weight screenings for Pre- K, Kindergarten, grades 1, 3, 5, 7 and 9 per state requirements.
 - Like every fall we have seen an increase in illnesses. Please keep your student home if they have a fever, harsh cold symptoms, nausea/vomiting or diarrhea.
 - We continue to offer Covid-19 rapid tests to symptomatic staff and students.

- Boosters Updates

Nick Cullen, Stearns Assistant Principal/Athletic Director reported:

- Basketball ball season is in full swing. Both Junior High and High School have started and we are looking forward to a great basketball season.
- The All State Field Hockey banquet occurred on 12/4/22 and Sydney Campbell represented Stearns High School for her great goalie play!
- The LTC Football Banquet occurred on 12/4/22 with Stearns sending 8 players who received first and second team honors. Aidan Sanders was the recipient of the Silvernail scholarship for a total of 7,500.
- The Athletic Boosters and Girsra Auto body have joined forces to purchase a new scoreboard for the softball field!!!!

Karla Rutherford, Granite Street School Instructional Interventionist reported:

- The students in the library are making Christmas Cards to be distributed to the area nursing homes and Assisted Living places. They are really enjoying doing this
- All Granite Street students went to Stearns to watch the dress rehearsal of Beauty and the Beast.
- The trimester ended November 18th with report cards going home November 22nd. Parent Teacher Conferences were held December 1st.
- Computer class at Granite looks a lot different this year. Taylor is currently in the process of entering each PreK - 5th grade student with a personal log in to Keyboarding Without Tears so that all students will learn how to be efficient typers by the time they reach middle school. This will be a huge help to not only the students, but also the middle and high school teachers. Taylor will be able to track students' progress live. Currently, grades 1-5 are wrapping up on a big unit on cyberbullying. They have learned to put a STOP to cyberbullying by Stepping away, Telling a trusted adult, Going to Okay sites/apps, and Pausing and thinking while online. This has been a very insightful unit and has focused a lot on SEL as well as digital citizenship.
- Art classes at Granite have been busy as usual. Over the past few weeks PreK - 5 wrapped up our unit on the artist Wassily Kandinsky.

Pre K - 2 practiced use of various shapes & created abstract art using watercolor resist methods. This is a great unit especially for PreK - K to get introduced to watercolor & just have fun exploring. 1-2 get more in depth learning how to use other elements of art with the shapes & concepts like positive space vs. neg. space, size variations, overlapping, etc.

3-5 focused on the musical side of Kandinsky who was heavily influenced in his art by music. He would often paint to music & "visualize" music in his shapes, colors, etc. Students listened to a variety of songs in class & illustrated what they saw, felt, etc. in response to the music. This was a great activity not only for art but for their exposure to

some music history & various types of music.

Over the next couple of weeks we will be working with the local nursing home Katahdin Health Care to create holiday artworks & cards for the residence. Katahdin Health Care reached out & asked if it would be possible to do a project like this for the residence since for many the holidays can be a lonely time & they thought the student's artwork would really raise their spirits.

- Students in grades three and four used a portfolio to showcase their work to share with parents during **Student-Led Conferences.** Through the process of student-led conferences, students were able to see how their strengths, weaknesses and behaviors affect them as learners. It gives them the opportunity to take more responsibility for, and control over, their achievement in school. Parents had the opportunity to listen to their students as they showcased samples of their work and reflect on their learning.

Students in both grades spent the week before preparing and practicing together. All students lead a conference with a parent or another adult. When the need arose, they conferenced with a staff member on Friday, during school hours.

- The wreath lighting at Granite was held Friday December 2 ...Mr. McEwen led the students in a couple of Christmas songs and then there was a countdown to lighting the wreath!

Cody Clinton, Director of Technology reported:

None

Louie DiFrederico, Facilities Director reported:

- November is a busy month for facility use with Football playoffs, The fall musical, Voting/Elections, Veterans Day Program.
- Stearns Gym floor refinishing: We are one of the very schools left that still perform this work in-house and have for over 40 years. Most all schools now contract out this work, however doing this ourselves provides not only considerable cost savings but also a higher quality end result. The Stearns gym is one of the largest north of Bangor at 13,500 sqft. If contracted out, this work would cost a minimum of .80 cents per sqft or nearly \$11,000. Doing this work in-house reduces this expense by more than Half! The gym sanding and re-finishing process is performed annually. This is done not only to protect the floor making it bright and shiny again, but of greater importance, the fresh finish provides a new safe and slip resistant playing surface making players less prone to injury.

Mia Charette, Food Service Manager reported:

- There were 4,693 breakfasts and 4,815 lunches served.
- The new refrigeration unit was delivered to Granite Street School on 12/1. Its large storage capacity will allow us to keep more fresh fruits and vegetables on site.

- Food service teams served a full Thanksgiving dinner to students at both schools on 11/22.
- We have two new additions to our food service sub list with the potential for a third.
- Stearns students have enjoyed the new menu items offered in November. Especially the Chili w/Cornbread, the Baked Potato Bar, and the Chicken Caesar Wraps.
- Granite Street students have also been enjoying some different lunch options. The three snack packs (Pizza/Deli/Yogurt) were a clear favorite.

Michelle McGreevy, International Student Coordinator reported:

CURRENT

- 2 International students at Stearns this year.
- A student from Italy, and another from France.
- They both say they LOVE it here. Everyone is very nice! Millinocket is a small town but that's ok....Because we have SNOW!
- The Dual Diploma Program in China is in full swing.
- 93 students enrolled.
- 12 students will graduate in the spring w/a Stearns diploma.
- Met w/the UMaine International Admissions Director
Our past agreement offered \$12,000 / year for 4 years scholarship....INCREASE to \$20,000/year for any Stearns International Graduate with a 3.0 GPA or higher including DDP.

FUTURE

- We just signed a 2023-2024 contract with an agency who represents students from European countries. This agency will have more information in early spring as to the number of students interested in coming to Millinocket.
- We are currently looking for host families. If you'd like to be a host family, contact me at mmcgreevy@millinocketschools.org or 723-6400. You have the option to host a student for 1 semester or the full year. You also receive a monthly stipend.
- Because the lack of housing has been an issue for the program, we are working with the town to find solutions to improve and expand the program. We are looking at various options at this time. Hopefully at the next board meeting, I'll have more information.
- International Summer Camp 2023: I am working on hosting a summer camp. There are many pieces that need to come together including lodging, food, transportation, staffing, etc. Hopefully at the next board meeting I'll have more details.

Jolene Maynard, Assistant Special Ed Director reported:

- I want to start by saying it is a pleasure to work with the district in my current role of Assistant Special Education Director. It has been fast paced, busy and challenging, but I am up to the task. We started the year off with 106 students for our October Child Count for the state report. We have had 73 meetings as of the end of November; 67 of those meetings were IEP's and 6 were 504's. We have had around 7 referrals for testing to see if a child qualifies for services under an IEP or a 504 Plan. We have had 8 students move in to attend Stearns with IEP's and 1 with a 504 Plan. We have had around 5 or 6 move in to attend Granite with IEP's and 1 with 3 with 504 Plans. We have had 5 leave the district with IEP's and 2 with 504 Plans.
- We are contracting out for our cognitive testing and psychological testing. We have 2 outside Occupational Therapists, and our part-time in-house speech therapist. We have contracted out for additional teletherapy for speech and language services due to the number of students we have needing speech and language services. We have a BCBA contract for a couple of students who are in our district with this service specifically listed on their IEP's to meet their current needs.
- I have been diligently working on trying to fill positions for Speech and OT, both full-time positions, as well as a special education teacher for my old room, and life skills room. As of this time, Jen Jandreau has graciously moved to take over the life skills room and program, RandiLee Bishop is going to be teaching grades 9-12, and Katie Leavitt will be teaching grades 6-8. This is for the remainder of the year, at which time, we will reevaluate and make decisions for next year. I want to thank these teachers for coming up with this plan together and being so willing to solve a problem we needed to solve.
- I attended the MADSEC 2-day conference in Portland in November. I found it very informing and helpful. I was able to meet with state officials to go over our grants, Local Entitlement Funding, CDS contacts, as well as learning more about the Unorganized Territories and how they operate, especially since we have several students we serve from these areas. I was able to talk with vendors we use as well as some vendors we don't to gather more information.
- I am part of a support group for new directors MADSEC and the state has provided for us. It is a great resource and I am learning a lot. Also, we have our Katahdin Area Directors Dr. Lane and I are a part off, and I am also attending RAB in the Bangor Area, so I can make even more contacts and people I can reach out to for support.
- We had our State Special Review Training November 30th, and we are now working on submitting and correcting errors that were found. We were praised by the state for having several categories with 100% compliance which is hard to do.
- I am currently working towards my Special Education Director's Endorsement. I just completed 1 of my required courses through Maine Consortium, and I am currently enrolled to take 3 classes this Spring, two are through the Maine Consortium, and 1 is through UMaine to get my Master's in Special Education. I will only need to take 2 more through the Maine Consortium, and 3 more through UMaine to be finished up, so I will march in May of 2024.

- We have hired several new ed techs in order to meet our continuing needs of our special education population. We are higher than the state average of 15%. We are between 25-30%. We are seeing more students move into the district with IEP's, which mean we need to provide more services to meet the needs of our students.
- I want to recognize and say thank you to the amazing group of special education teachers and ed techs who go above and beyond each and every day to support, encourage, teach, and guide our students with the highest of needs in our district. It has not gone unnoticed and I appreciate all of your efforts.

Josh Deakin, Business Manager reported:

- The minimum wage in the state of Maine is set to increase to \$13.80 in January 2023. We have created a list of employees whom this will affect and are taking actions to adjust their wage accordingly in January.
- I will be initiating a rewrite of the ESSER 3 Grant as soon as our latest invoice in the queue is approved. The process should take a week to complete and then two to three weeks for review. During this time, no invoicing can be done.
- The FY23 Local Entitlement and Title 1 applications have been submitted.
- The Audit is still underway. I have been assisting Ron Smith with any inquiries he has in regards to our financials. The firm have assured us a complete draft by December 31.
- Initial FY24 Budget meetings to commence in December with Budget Workshops taking place in January and February.
- Our FY23 Budget and first quarter financials have been reviewed and accepted by the DOE.

XVI. Superintendent's Report

- I struggle with these reports because I follow such great anecdotes and updates about our school! I see my role as supporting their ability to "get the work done". So now that you have been entertained ...I will follow with a few less exciting details.
- This one is exciting!! *Beauty and the Beast* - I certainly will not be the only one to mention this but for me, being my first year here, the production exceeded my expectations! The audience, props, costumes, orchestra box, etc... It was truly outstanding! I am so lucky to have my office on the music wing of the building. I can open the door and hear the practices. I enjoy it.
- The Policy Committee met last Thursday to begin reviewing policies. We started with the A's and will move through addressing particular ones along the way that need attention. Some policies were last reviewed in 1978! Our work is guided by the Maine School Management Association. They have a policy advisor who we look to for vetted policy examples then make them fit our system.

- I'd like to thank Kyle Leathers and Sue Buzzell for working together to write and submit a Melmac \$20,000 grant to support college and career prep curriculum. Also, to Mia Charette who wrote a grant for a new refrigerator and was recently awarded it! We appreciate their extra effort for the benefit of our system.
- Weekly meetings with principals, SEPD, and District Admin Team continue to be informative and a vehicle to brainstorm, develop, implement and plan for the system. To date we have assessed the need for a couple forms to help track particular tasks, improve efficiency and we are evaluating our progress in each major area of our system. We are in the process of developing a five year strategic plan and we welcome your input. If you have ideas, concerns or programs of interest please let us know. We have tightened up

letters to students regarding matters related to the school, we have reviewed the Code of Conduct and without reinventing the wheel see changes that would make the process of application fair and equal. We are discussing practices and procedures to evaluate certification, mentoring, and student success. We are in the business of education and working hard towards securing programs and procedures that support each and every student. A lot of the work I participate in is not reportable but the results of some are what I have just listed.

- Josh met with Ron Smith, from the audit firm, last week. We are “guaranteed” a draft by the end of December. He needed to turn in a few additional documents to confirm items but in general it was reported to be looking fine.
- Town Council members have planned youth activities in conjunction with our buildings for the benefit of our youth. We are rebuilding bridges between the two boards. Great effort from both sides.
- I participated in the exit meeting Mia Charette had with David Hartley from the Child Nutrition program and I want to say publicly she and her team have done very well. David is a strong reviewer with the expectation to follow the guidelines set by the Federal and State level. There are a few things to follow up with but in general “great work”. He reiterated that wavers for Covid are gone.....we are back to rules for each type of food service program. That is why you see or may see a few changes.
- I participated in a SPED training with Jolene and the SPED team. As part of the CAP (Corrective Action Plan) training was mandatory as it provided tools to correct what was needed. The CAP will be completed in 2023. Great team working on this.
- The next District Announcement will be out tomorrow at 4PM. This is a communication tool. If you have anything you'd like in the announcement, it will go once a month.

I would like to wish everyone a very Merry Christmas as you participate in family traditions or create new traditions! Enjoy and see you in the New Year!

XVII. To see if the Board will enter into Executive Session 1 MRSA § 405(6)(A) evaluation of the Superintendent

Motion: To enter into executive session pursuant to 1 MRSA § 405(6)(D) evaluation of the Superintendent

Motioned by: Thomas Malcolm

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

Time In: 5:39 PM **Time Out:** 6:37 PM

Result of executive session:

Motion: To offer Dr. Shelley Lane a 2 year contract extension with a 1 year option, salary and benefits to be negotiated.

Board Discussion:

In order to meet the Maine law, the Board is required to evaluate the Superintendent and make a decision on a contract for the following year by December 31.

Motioned by: Thomas Malcolm **Seconded by:** Donald Raymond

Voted: 5 - Yes 0 - No 0 - Abs

XVIII. Adjournment

Meeting adjourned at 6:39 PM.

Motion by: Warren Steward **Seconded by:** Donald Raymond

Voted: 5 – Yes 0 - No 0 - Abs

UPCOMING MEETINGS:

January 17, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 6, 2023

Respectfully submitted,

Dr. Shelley Lane
Superintendent of Schools