

**MILLINOCKET SCHOOL REGULAR COMMITTEE MEETING
STEARNS JR/SR HIGH SCHOOL CONFERENCE ROOM
PUBLIC IN-PERSON OR BY ZOOM
TUESDAY, FEBRUARY 14, 2023
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	Excused
Gracyn Sanders, Student Representative	Excused

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

None

IV. Public Comment

None

V. Approval of Minutes

Motion: To approve the minutes of the School Board Meeting January 17 and February 10, 2023, barring any errors or omissions.

Motioned by: Kevin Gregory

Seconded by: Kevin Libby

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 #23-16 in the amount of \$120,119.96, #23-16-2 in the amount of \$372.31, #23-16D in the amount of \$34,535.74 and #23-16D-2 in the amount of \$31.87 on February 2, 2023, MainePERS #23-21 in the amount of \$206.79, Maine PERS

#23-22 in the amount of \$7,431.77, MainePERS #23-23 in the amount of \$28,250.05, #23-17 in the amount of \$136,867.31 and #23-17D in the amount of \$38,970.58 on February 16, 2023.

Motioned by: Donald Raymond

Seconded by: Thomas Malcolm

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 #SA23-13 (student account) in the amount of \$3,584.80, Scholarships #23-6 (student account) in the amount of \$1,300.00 and #23-29 in the amount of \$160,473.21 on February 2, 2023, #SA23-14 in the amount of \$42.46, #SA23-15 in the amount of \$5,136.73 (student accounts), #23-30 in the amount of \$168,716.85 and #23-31 in the amount of \$33,423.00 on February 16, 2023.

Motioned by: Thomas Malcolm

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VIII. First Reading of Policies

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

- BEB – Board Member Use of Social Media (New)
- BEC – Executive Sessions (Revised)
- BEC-R – Executive Session Procedure (New)
- BEDA – Notification of Board Meetings (Revised)
- BEDB – Agenda (Revised)
- BEDB-R – Agenda Format (Revised)
- BEDC – Quorum (New)
- BEDD – Rules of Order (New)
- BEDG – Minutes (New)
- BEDH – Public Participation at Board Meetings (Revised)
- BEDI – Board Relations with the Media (Revised)
- BEDJ – Broadcasting/Taping of Board Meetings (Revised)
- BEDL – Adjournment of Board Meetings (New)
- BF – Joint Meetings with Town Council (Revised)
- BHC – Board Communications with Staff (Revised)
- BIA – New Board Member Orientation (Revised)

BIB – Board Member Development Opportunities (Revised)
BIC – Board Member Freedom of Access Training (Revised)
BIC-E – Certification of Completion of Freedom of Access Training (New)
BID – Board Member Compensation and Expenses (New)

Motioned by: Kevin Libby **Seconded by:** Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

IX. Adoption of Policies

Motion: It was moved to adopt the following list of policies:

BBAB – School Board Self-Evaluation (New)
BBBA – Board Member Qualifications (New)
BBBE – Unexpired Term Fulfillment/Vacancies (New)
BCB – Conflict of Interest (Revised)
BCC – Nepotism (Revised)
BDA – Board Organizational Meeting (New)
BDB – Board Officers (Revised)
BDD – Board-Superintendent Relationship (Revised)
BDE – Board Standing Committees (Revised)
BDE-R – Standing Committee Operating Procedures (New)
BDF – Board Advisory Committees (Revised)

Motioned by: Kevin Gregory **Seconded by:** Kevin Libby

Board Discussion:

None

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

X. Notification of New Hires

Austin Hensley hired as an Ed Tech I in the PreK on January 27 for 4.5 hours per day at step 0, \$14.40 per hour.

John Bouchard transferred from a 3 hour per day Food Service Assistant to a 6 hour per day Food Service Assistant on February 3. There is no change to his hourly rate.

Karen Oloughlin transferred from a Food Service Assistant to an Ed Tech I at Stearns on February 3 at step 0 with an hourly rate of \$14.40.

Roger DeMello will start as an Ed Tech II at Stearns on February 27, at step 0, \$15.60 per hour.

XI. Information Regarding a “Close-Up Washington” Trip

Kyle Leathers, Middle School Social Studies Teacher, spoke about offering a trip to Washington DC and Gettysburg for our students June 17-21, 2024. He presented quotes and itinerary to administration and he is presenting their choice to the Board. Students who sign up for the trip can do outside fundraising. There is a financial assistance program with the chosen travel company and there are monthly payment plans of approximately \$120 - \$1,899 is the total for early registration. They will fly out of Bangor. We will offer it to next year’s juniors and seniors first. For every 10 students who sign up, a chaperone would have the trip free.

Motion: To approve the trip as presented

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

Discussion:

The Board is in support of the trip.

Voted: 5 - Yes 0 - No 0 - Abs

XII. Discussion to Opt In or Out of CACFP At-Risk Afterschool Food Program

Food Service Manager Mia Charette presented information on the At-Risk Afterschool Food Program for 2023-2024. We are required to make a decision on the program due to the Free and Reduced numbers at Granite Street School. We do not currently offer it. The Board will vote at the next meeting based on if it is financially or logistically practical.

XIII. Student Representative Reports

Junior Student Representative Gracyn Sanders reported:

- This year National Honor Society’s goal has been to try to do better for the community. Recently we have helped the elementary February break activity group by giving ideas for activities and even a few students volunteering to help the children. We have also planned a river clean of the Millinocket Stream in May.
- The sophomore class recently auctioned off a corn hole scoreboard that was donated by a member of the community.

Senior Student Representative Sydney Campbell reported:

- One Act and Show Choir rehearsals have been going smoothly. Our school’s amazing actors and actresses have been working hard and are preparing for their district and regional competitions that are being held at our school.
- The Prom Committee is currently purchasing decorations and other necessities for Prom 2023. The theme is “Enchanted Forest”. They are below their budgets because they have had a lot of donations.

- The freshman class is going to be selling Valentine “Candy Grams”.
- Seven seniors from our school have started their RMA clinicals at various doctor’s offices, including MRH Family Medicine, MRH Primary Care, Health Access Medway, Health Access Lincoln, Penobscot Valley Hospital, and Helen Hunt Health center in old Town. These students attend their appointed sites on the days they would normally attend Region 3. They use the skills taught to them at Region and apply them to the real job of a medical assistant. This includes taking vital signs, administering medications, including injections, and many administrative duties like answering phone calls and taking messages. These students will continue to go to their sites until they have reached the 160 hours that are required for medical assistant students to have.

XIV. Administrative and Program Reports

Student Council Advisors Kristi Hayes and Amanda Welch reported:

- Fall Fun Night was a huge success as always!! It takes place on the football field with each grade competing against each other during various events such as relay races, egg toss, and tug of war. A large amount of our student population was there. Seniors won of course! After the games kids always have a ton of food that is donated by parents.
- We have had several school spirit weeks this year with different days such as Pajama Day, Blue and White Day, Hawaiian Day, Class Color Day.
- The Student Councils hung ghosts during Halloween, snowmen around Christmas break, and hearts for Valentine’s Day throughout the hallways which have every student’s name on them to be handed in for candy.
- A door decorating contest was held the day before Christmas break. High school grades competed against each other and middle school students competed against each other as well. The doors looked amazing! We decided next year we should do it the Monday before break so the doors can be seen throughout the week by everyone!
- The Winter Formal was a huge success. The theme this year was Golden Masquerade. The high school gym was decorated and divided in half along with the lobby to have middle school and high school dances on the same night. The upperclassmen came up with a music playlist which was projected over the speaker system. We had 50 high school students (plus additional 10 from away), and 55 middle school students showed up. A huge thank you to the fire department for allowing us to use their helium tank as they have done in the past.
- Student Council has also recognized middle school students for Student of the Month and high school students for Student of the Quarter. These students are selected by the staff members based not only on grades but also based on involvement and behavior!

- Student Council students also empty the bins and put new bags in the bottle return boxes placed around the school.
- We also have had several pep rallies for recognizing sports teams, the band, cheerleading, etc.

Granite Street Library Ed Tech Corinne Reece reported:

- February in the Library: The Literary Society has asked us to do an illustration contest with our students on the Appalachian Trail. I have picked out books and slideshows to show the students throughout the month. A local business will be coming in to talk to the students about their hike and also what you need when you hike from Georgia to Maine (Date rescheduled). After February break, the students will be drawing their own illustrations in Art Class with Mrs. Campbell and we will give them to the Literary Society for judging.
- The 4th graders will read *Lost on A Mountain in Maine* after vacation. After both classes are done, we will, together as a grade, watch the documentary about Donn Fendler.
- The other grades will learn about a different country each week and read a book about their cultures.
- The Spring Book Fair is coming up on May 1-May 5. While I am disappointed that this fair will not be a BOGO this spring, I am happy we are still having one. Our Fall Book Fair had sales of \$7,000+, which is a new school record.
- The Coin Drive was an amazing success. We raised \$2,053.60. Mrs. Wheaton's 3rd-grade class won and had a movie and popcorn reward in the Library. With this money, we were able to ensure that every student received the book they wanted at the Book Fair, fulfilled each teacher's wish list, and supplied books and prizes for the year to the Library Prize box. We will continue this tradition and do another Coin Drive during the month of April for our May Book Fair.
- On 1/30, we started our 3rd-5th After School Book Club. We are currently reading *The Series of Unfortunate Events Book 1: The Bad Beginning*. We will be continuing on with the series when we get done with that book. We have 13 members right now. We read 2-3 chapters and then discuss the book afterward. We meet on Mondays from 2:15-3:30.

Guidance Department Social Worker Sue Buzzell reported:

- Peer counselors are sponsoring a birthday cake drive for the Stearns Food Pantry. We are collecting cake mixes, frosting, disposable pans, candles, decorations etc. because everyone deserves a cake on their birthday!
- The Maine Integrated Youth Health Survey (MIYHS) will be administered to students in grades 7-12 on Feb. 14.

- Butch Arthurs from Region III will meet with Sophomores on Feb. 8 to present Region III programs

Food Service Manager Mia Charette reported:

- The Food Service Department has applied for a Full Plates, Full Potential grant in hopes of purchasing new Grab n' Go breakfast carts for Granite Street School. The grantees will be announced later this month.
- New trays have been purchased for both schools using ESSER grant funds.
- The Life Skills Class has been working on their vocational skills by volunteering in the Stearns cafeteria.
- Our Food Service teams served 4,213 breakfasts, and 4,982 lunches in the month of January.
- Due to the Free/Reduced numbers at Granite Street being above 50%, our district will be required to either participate in or opt-out of the CACFP At-Risk Afterschool Food Program. If a school does not provide afterschool academic/enrichment activities, the district must opt-out or start an "open to all" education/enrichment program. A school/district may choose to not operate such a program if it is determined by a vote of the governing body of the school administrative unit, after notice and a public hearing, that operating such a program would be financially or logistically impracticable. The online form to opt-out of this program can be found at the website below.

<https://www.maine.gov/doe/schools/nutrition/cacfp/atrisk>

Business Manager Joshua Deakin reported:

- The ESSER 3 Grant rewrite has been fully approved and we are back to invoicing.
- The financial audit has been completed and we are currently awaiting the single audit of the ESSER grants for the complete financials.
- W2s and 1099-NECs have been filed with the Federal Government and have been mailed out to all individuals.
- The FY24 budget process is currently underway and progressing on time as planned.
- Currently, we have expended 48.3% of our total budget and are 61.5% of the way through FY23.

IT Director Cody Clinton reported:

- We have finally rolled out the IT ticket system, and it has been running successfully for the past two weeks. The system has helped to improve workflow in the IT department, supported me in maintaining a higher degree of efficiency, organization,

and follow up. And as an added bonus, Louie DiFrederico has been using it as well. Since we rolled it out on Tuesday, January 31st through Feb 8th, the date of this report, we have received a total of 47 Tickets, of which 32 have been resolved.

- Thanks to the hard work of Louie, the IT Office at Granite Street has been moved to its new location. I am now working out of the new office, and aim to have the remainder of the equipment and materials moved by Winter Break.
- Thanks to Mr. Raymond we were presented with the opportunity to look through the surplus equipment from his former program at Region III and to claim anything that might help us out. We were able to arrange a trip and found a good amount of items that we can put to good use, and possibly even support some new learning experiences within our budding Computer Science curriculum and maker space.

Facilities Director Louis DiFrederico reported:

- I was able to complete construction of the new server room at Granite. New network cabling was run to connect the server room with the building switch hubs as well as additional lines connecting the new copiers to the switch gear. Shelving has been installed in the new room and the move out of the old office has begun.
- Work on the Granite Street telephone lines was ongoing for several weeks during January, ultimately tracking the problem down to a break in the lines at the street. It took several attempts to repair the issue due to degraded copper lines serving the building and that part of town. We are currently looking into alternatives with our Fiber connection to provide a more secure reliable connection to the building.
- Even with the extreme temperatures last week, Mother Nature has still been tracking in a favorable direction with milder than normal winter temps. We are still currently trending under our normal fuel consumption by several thousand gallons.
- On January 28th we hosted the State cheering competition. This event has been held here on many occasions in the past. Our facility is one of the few large enough to accommodate the large crowds and support for the number of teams attending the event. It was a successful and extremely busy day!

Assistant Special Ed Director Jolene Maynard reported:

- We had the following meetings happen the month of January:
IEP – 17
Referral – 4
504 – 3
- 4 of those referral meetings were 1 qualified for a 504 for PT, 1 new IEP, and 2 for testing.
- We also have 13 Pre-K students not in our count for special education services as they are currently under CDS, but will become our responsibility next year.
- We had 3 new students move in the district and one was dismissed of all services.
- We have the following totals of IEP students at each school:

Granite: 61
Stearns: 59

- We still have the following positions open:
 - Speech Therapist full-time
 - Occupational Therapist full-time
 - Granite Special Education Teacher (my position I had last year)
 - Stearns Special Education Teacher – We moved staff and combined caseloads to make sure all students were getting services.
- At Stearns, we are almost at maximum caseload capacity in the middle school resource room for one teacher. High school is also getting close as well. Life skills is close due to the state requirements.

Instructional Interventionist Karla Rutherford reported:

- 4th grade is going snowshoeing. They have plans for leaving after lunch to go snowshoeing on February 7th, 14th and 28th.
- We celebrate the 100th day of school on February 9th. We are wearing a t-shirt, a hat, or something with 100 items on it.
- In kindergarten they are working on our Weather unit; observing and graphing it and focusing on nonfiction stories involving weather. They are also working on the short “i” sound and making words within the -it family. In math they are counting by 1’s, 5’s and 10’s to 100 and simple word problems. They are looking forward to our 100th day of school on Thursday where they spend the whole day doing activities based on 100 (making necklaces using 100 fruit loops, finding 100 Hersey kisses hidden in the classroom and writing stories about what they would buy with \$100).
- First grade is currently working on non-fictional text and their features. With the text that they are reading now, the students are learning about goods and services. In math they will start learning about different graphs and using them to make comparisons.
- Second grade is working with money in Math and reading a biography about Theodore Roosevelt. They talking about text features and biographies in Reading Class. They will be celebrating the 100th day of school on Thursday and doing 100’s activities.
- Third grade just finished writing a narrative about a child in an Athabaskan fish camp. Their stories were inspired by a non-fiction text about the Athabascans in Northern Alaska. They used facts and details they learned about the Athabascans to write their story. All students worked very hard during the writing process and were very proud of their final products. The students are looking forward to sharing their stories with their parents during spring conferences.
- Fourth grade is working on multiplication with multi digits. They are starting their Native American unit in literacy as well as opinion writing. In Science they are learning about Matter and in Social Studies they are learning about Maine History

and will be creating a timeline. Miss Alley's room did an activity with graphing on the floor and created a life size coordinate graph.

- In fifth grade Math they have been doing a "choice menu" for extension activities (homework) for math topics/standards they are focusing on. Each week students get a new menu where they can choose from various open-ended projects, opportunities for inquiry, creative activities, games, more "traditional assignments", etc. Students must complete all "main dishes", 2 "side dishes", and 1 "dessert" from the menu. Students have loved having a choice in how they show their teacher what they know on a topic and there has been a high level of engagement so far. They are challenging themselves at an impressive level with the projects they are completing and the differentiation that is happening for the student choice.
- Fifth grade Social Studies, students are working on a project that includes a diorama and a research paper that is an extension of our unit on Native American history. Students selected one of the 4 tribes they studied in class and are currently engaging in additional research with the goal of gaining a deeper understanding of how the geography of North America influenced the lives and cultures of different Native American tribes. Students have been doing a wonderful job working both independently and in collaboration with peers. They will present their projects during the week we return from February break.
- Additionally, students in 5th grade made phenomenal growth on the winter reading iReady diagnostic. Based on data from the winter diagnostic, 58% of students in 5th grade have already met or surpassed their end of year growth goal (yay!). Prior to the diagnostic, students reviewed and tracked their overall scores in reading from the fall diagnostic and their placement for each of the 6 domains. After completing the winter diagnostic, students then updated their iReady trackers with their new scores and reflected on the progress made, identifying their areas of strength and growth. Students were very thrilled to see their growth and are excited to continue working hard to increase their scores on the spring reading diagnostic. I've seen a huge increase in student investment in the iReady program which is great!
- Art classes are finishing up their Pop Art Units this week and next before February vacation. When they return from vacation, all grade levels will be participating in the Book Illustration Contest held by the Literary Club. This year's theme is the Appalachian Trail. They are working cross curriculum with Ms. Reece in the library to learn about the AT. After that, they will begin the art marking portion where students will be designing their own artworks inspired by the AT for the contest. This is a wonderful project for students. It's great to see everyone working with the same theme but how everyone's artwork will be unique. It really highlights the individual creativity of the students. After that, they will be moving into a unit highlighting the artist Van Gogh. Grades 3-5 participated in the Elks Drug Awareness coloring and illustration contest this past month. 3rd graders had a coloring sheet provided while the 4th & 5th graders designed their work artworks based on the theme "One Pill Can Kill". Students did a wonderful job on these entries.
- In computer class, 4th and 5th graders are doing a research project. February is Black History Month so they are researching a famous black person and creating a

presentation using Google Slides. By teaching them how to use Google Slides, it will allow students to demonstrate understanding of a topic in their classrooms in an alternative way. All students are still using Keyboarding Without Tears, but the

Kindergarten, 1st and 2nd graders are especially interested in it, and love to announce when they "beat a level". Pre-K has begun using Chromebooks and have started doing centers during class where they rotate between playing games, watching videos, and taking turns using the view board.

Assistant Principal/Athletic Director Nicholas Cullen reported:

- Basketball regular season has come to an end. Both teams had successful regular seasons and look forward to the opportunity to compete in a preliminary game for the chance to play at the Cross Insurance Center.
- Stearns High School hosted the 2023 PVC Small School Cheering Competition. We had 14 teams compete and Wentworth Gymnasium was packed. It was great to see so many people here enjoying our facility. The Boosters had a great day in the Booster Shack and many school employees had the opportunity to work the event.

Stearns Jr/Sr High School Principal Beth Peavey reported:

- Teacher evaluations are underway
- On March 1, we are hosting the District 5 Vocal Jazz and Show Choir Festival starts during the day and goes until about 9:00 PM at night
PERFORMANCE TIMES:
Unified Harmony Jr. High Show Choir 7:10 pm
Unified Harmony Show Choir 8:30 pm
- Substitute Boot Camp 2/13/2023:
To inform any person(s) contemplating becoming a substitute what that entails from Administration, Special Education, Regular Education, and Ed Tech perspectives

XV. Superintendent's Report

- Budget talks have begun within departments.
- Negotiation talks have begun among groups. All three bargaining units are negotiating this year. They are at the end of a three year contract.
- We have had a request from Maranacook Community Middle School in Readfield for information regarding Togue Pond. The October 27, 1993, Exhibit attached to the deed suggests we can use the property for education and recreation purposes. As the space evolves into a place-based learning environment there may be opportunity to share our back yard bringing positive to our community.
- Mia and I are discussing a "Shelf Stable Meal" for virtual days, if we need to consider that as winter progresses.
- Incident Training will take place tomorrow for the entire school staff. We have been working with vetted plans, past knowledge and experience, and will explain and practice. With the actions around the world it is imperative that we are familiar with an incident plan in the same way we are with the fire drills of the 1970's. Since that time lives have

been saved by analyzing data and responding to science and evidence. We will continue to work on our incident plan by offering scenarios which will allow us to learn how to best respond. Thank you to Louie DiFrederico and Matt Cyr.

- Congratulations to Terrance (TJ) Brown for being nominated for 2023 Penobscot Teacher of the Year!
- Congratulations to Heather Girsra for being nominated for 2023 Penobscot Teacher of the Year!
- In meeting with Matt Waite I learned just how many functions this facility sponsors. The District 5 Jazz and Show Choir Festival will be hosted here on March 1st. Exciting times! Great to “show off” our students', faculty and facility.
- Congratulations to the Granite Leadership Focus group for getting final approval for a past due grant. This speaks to determination to pick up where someone else left off. Now onto the current year grant projects, plans and ideas!
- Thank you to Staci Michaud for so thoroughly explaining how iReady assesses, tracks and supports learning at all levels. Folks newer to the system will have an opportunity to participate in local training to use this program effectively. Thank you.
- The District Admin Team (DAT) sent out a survey to collect input from our community of supporters. Amanda re-shared it on FB in case you have not filled it out and want to have input. Please take a look.
- The International Student Coordinator position has been posted. If you have a love for “all things international” and want to influence and enjoy students please stop in and pick up an application.

XVI. To see if the Board will enter into Executive Session 1 MRSA § 405(6)(D) contract negotiations

Motion: To enter into executive session pursuant to 1 MRSA § 405(6)(D) with Dr. Shelley Lane

Motioned by: Donald Raymond

Seconded by: Kevin Libby

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

Time In: 5:39 PM **Time Out:** 6:11 PM

Result of executive session:

Motion: To offer Dr. Shelley Lane a three year contract FY24 \$115,000, FY25 \$120,000 and FY26 \$125,000 with benefits as negotiated.

Motioned by: Thomas Malcolm

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

XVII. Adjournment

Meeting adjourned at 6:14 PM.

Motion by: Thomas Malcolm

Seconded by: Donald Raymond

Voted: 5 – Yes 0 - No 0 - Abs

UPCOMING MEETINGS:

March 14, 2023

April 11, 2023

May 9, 2023

June 6, 2023

Respectfully submitted,

Dr. Shelley Lane
Superintendent of Schools