

**MILLINOCKET SCHOOL REGULAR COMMITTEE MEETING
STEARNS JR/SR HIGH SCHOOL CONFERENCE ROOM
PUBLIC IN-PERSON OR BY ZOOM
TUESDAY, JANUARY 17, 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	Present
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

The Board could not hear the individuals on Zoom. No public comments from individuals present at the meeting.

V. Approval of Minutes

Motion: To approve the minutes of the School Board Meeting December 6, 2022, barring any errors or omissions.

Motioned by: Kevin Gregory

Seconded by: Donald Raymond

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 MainePERS #23-15 in the amount of \$5,949.81, MainePERS

#23-16 in the amount of \$30,976.30 and MainePERS #23-17 in the amount of \$206.79 on December 12, 2022, #23-13 in the amount of 127,198.16, #23-13-2 in the amount of \$281.70, #23-13D in the amount of \$37,690.42 and #23-13D2 in the amount of \$23.70 on December 22, 2022, #23-14 in the amount of \$114,699.85, #23-14-2 in the amount of \$1,183.82 and #23-14D in the amount of \$34,347.25 on January 5, 2023 and MainePERS #23-18 in the amount of \$29,289.71, MainePERS #23-19 in the amount of \$6,481.63, MainePERS #23-20 in the amount of \$206.79, #23-15 in the amount of \$125,698.34 and #23-15D in the amount of \$36,482.07 on January 19, 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 #SA23-10 (student accounts) in the amount of \$17,769.94, #23-23 in the amount of \$577.51, #23-24 in the amount of \$33,274.67 and #23-25 in the amount of \$91,490.12 on December 22, 2022, Scholarships #23-3 in the amount of \$10,000.00 and #SA 23-11 in the amount of \$2,966.96 (student accounts) and #23-26 in the amount of \$175,073.30 on January 5, 2023, and Scholarships #23-4 in the amount of \$13,350.00, Scholarships #23-5 in the amount of \$12,000.00, #SA 23-12 (student accounts) in the amount of \$16,251.13, #23-27 in the amount of \$32,771.23, #23-28 and in the amount of \$67,315.05 on January 19, 2023.

Motioned by: Thomas Malcolm

Seconded by: Donald Raymond

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VIII. First Reading 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)

Motion: It was moved to approve the first reading of the following 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: 5 - Yes 0 - No 0 - Abs

IX. Adoption of Policies (first reading on 12-6-22)

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)
GCG – Substitute and Tutor Pay (revised)

Motion: It was moved to adopt the following list 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)
GCG – Substitute and Tutor Pay (revised)

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

Board Discussion:

Kevin Gregory requested if it is a large file to have the hard copies dropped off at houses.

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

X. Notification of New Hires

Kevin Giberson – Title I Ed Tech III Student Support, step 8, \$19.20/hour hired on January 3, 2023. This is a replacement of a resignation.

Kyle Collins – Food Service Assistant at Granite Street, step 6, \$13.80/hour hired on January 4, 2023. This is a replacement of a resignation.

John C. Bouchard – Food Service Assistant (3 hours/day) paid through ESSER III grant, step 9, \$14.40/hour hired on January 5, 2023. This is a flex position.

XI. Student Representative Reports

Sydney Campbell reported:

None

Gracyn Sanders reported:

None

XII. Administrative Reports

Michelle McGreevy International Coordinator reported:

- We had a meeting recently with great representation from the town council, school department, school board, Dr. Lane and myself. The purpose of the meeting was to take “the pulse” of the international program and seek input.

- Topics discussed were host families, the summer program, and our dual diploma program. Some great ideas came out of the meeting and we now have a direction on moving forward.
- We are working on an educational booklet to inform the public about the value and operations of the program.

Katie DiFrederico/Sue Buzzell Guidance Program reported:

We were notified on December 16 that we were awarded a \$20,000 MELMAC grant. Grant committee members are: Kyle Leathers, Nick Cullen, Beth Peavey, Katie DiFrederico, Amanda Welch, Alaina Daisey, Abigail Sanders and Sue Buzzell
This grant will enable us to:

1. Purchase Naviance, a career and college exploration software program that works with the Powerschool platform;
2. Host a career fair for grades 8-12 this spring;
3. Host parent nights for each grade 9-12; and
4. Offer an overnight college tour for grades 11-12 in the fall of 2023

Sue Buzzell Stearns Guidance reported:

- 26 students attend Region III this year
- 11 Region students are enrolled in dual enrollment college classes at Region III
- 4 Students are enrolled in a dual enrollment class at Stearns (Computer Applications)
- 8 students completed an Early College class this fall. Of the seven who took General Psychology, 4 got A's including a sophomore.
- 8 students have signed up for Early College Spring semester classes
- 9 College admission representatives have visited to meet with interested students.
- 2 Military recruiters have met with interested students.
- New Brunswick Maine Railways met with interested students to talk about careers on the railroad.
- 7 students participate in Upward Bound, a TRIO program. They are currently recruiting new students.
- SAT was offered at Stearns in October and November. We will be offering the test in March, May and June.
- PSAT was offered to interested Juniors in October.
- ASVAB was offered in November and will be offered in April.
- Senior Update: Most seniors have completed their college applications and FAFSA. We offered a FAFSA workshop at Stearns in September.
- Of our 25 seniors, 17 have applied to college and 1 has applied and been accepted to cosmetology school. Seniors are now working on scholarship applications.
- We took interested Juniors and Seniors to the College Fair at the University of Maine on September 22.
- Peer Counselors sponsored a bake sale at the Marathon craft fair in December.
- Peer Counselors are currently cleaning and organizing the clothing closet at Stearns and will be helping in the Life Skills room at the request of Mrs. Jandreau.
- I was invited into the Health classes to do a presentation on Suicide Prevention.

Mia Charette Food Service Manager reported:

- We have welcomed a new food service member to the Granite Street team. Kyle Collins joined us on 1/4/23 and has quickly picked up on the duties of his position and is a great asset to our program.
- We have also welcomed John Bouchard to our team. John is filling a 15 hour per week flex position that was created to help support our staffing needs. This position is funded using ESSER grant monies designated for subs. Our department has a very limited sub pool and this flex position will give us an extra staff member on site to step into other roles where needed due to absences.
- We had our State of Maine Administrative Review at the end of November. During Christmas break I was able to spend some time working on completing the steps necessary to move us towards finishing the review process. There is still more to do, but at this time we have complied with the recommended updates to our program and await further instruction from the State.
- In December we started offering a single entrée choice on our lunch menus. This change has been well received by students and staff. From 12/6/22-1/13/23, our teams served 5,368 breakfasts and 5,430 lunches.
- Our department received \$12,342.61 in the second round of Supply Chain Assistance funds. The funds are provided to help offset additional expenses that programs incur due to supply chain disruptions. These funds can only be used to purchase unprocessed or minimally processed domestic food products for use in school meal programs.
- We may have a deficit at the end of the year, but the Mrs. Charette keeps a close eye on the expenses. This is an Enterprise Account, not in the regular budget.

Cody Clinton Technology Director reported:

- Maine Department of Education Carts have arrived and I have been going through the items and attempting to initiate their inclusion in the educational environments.
- Combing through connection data to diagnose an issue that is occurring with the cafeteria computers at Stearns.
- Setting up and learning how to implement/test Spiceworks Cloud Help Desk. A free service that provides us with a ticketing system that would support a more visible and linear workflow for technology related issues among the staff.
- Spent a good amount of time inspecting old laptops and updating and repairing them to have on hand for replacements, or additional units.
- Two Board members received new computers.

Louis DiFrederico Facilities Director reported:

- With a shorter than usual Christmas break we were still able to get into all the classrooms and do a thorough cleaning and sanitization of all classrooms at both Stearns & Granite as well as burnishing all corridors and bring back the shine. We have fewer days to complete the cleaning than in the past plus additional staff used to be hired.
- Hosted 2 additional community movie nights in the gym. It is a Town event, and it is going well.
- Basketball season is a busy one with the additional nightly workload that games require. We used to have a custodian clean the night of the game. It now is fit into the duties for the day custodian the following day.

- Making progress on the new server room at Granite, electrical work is done, network cabling is in progress and in hopes of completing in the next week. We will most likely have a heat pump to keep the space cool.
- So far this heating season, due to Mother Nature's milder than usual winter, we are below our typical fuel consumption at this point in the year.
- Our cafeteria elevator has finally reached the end of its nearly 50 year life span. Thankfully the new controls and modernizations of both elevators under the ESSER III grant is tentatively scheduled for February vacation.

Josh Deakin Business Manager reported:

- The rewrite on the ESSER 3 Grant has been completed and we are currently awaiting approval from the state. Unfortunately while we wait for approval, no invoices can be submitted.
- We were able to utilize a new grant designed to expand access to computer sciences in the classroom. We were able to purchase three different programs with this funding.
- Second Quarter Financials have been reviewed and approved by NEO.
- The budget process for FY24 has commenced and things are progressing in a timely manner according to schedule.
- W2s and 1099s have been generated and are being reconciled.
- The Audit for FY22 is still being worked on due to unforeseen circumstances at the audit firm. I have been in constant communication with the audit firm on the matter.
- We are 57.7% through FY23 and we have expended 44.4\$.

Jolene Maynard Assistant Special Ed Director reported:

- I am now fully certified to train our staff on Safety Care procedures and techniques. Training will begin in the next few weeks. I will also be working with administration to set up crisis teams at each school that will get the restraint part of the training as well.
- The total number of IEP meetings for December were 17 and 5 were 504 Meetings. Three (3) new students moved into the district 1 with a 504 and 2 with IEP's. We had 1 initial referral for services and 4 - 504 meetings resulted in referrals for services.
- The students in the Life Skills classroom have been actively participating in trips into the community. They made treats for the Fire Department and delivered them to thank them for their services to our community over the Christmas Holidays. They attended a reader's theater at Granite Street put on by the 4th grade. This week they went to Hannaford shopping and then traveled to the NOEC to deliver a thank you note for their gift to their classroom of 2 couches. They also had lunch at the River Drivers and learned how to order off a menu, pay for their food, and act when out at a restaurant. They had a tour of the kitchen and shop where they work on equipment and even had a picture of them in front of one of their snowmobiles. They had a great time.
- We are still seeing more students moving into the district with special education services, as well as referrals for services including speech, OT, and PT. I have been in constant communication with Dr. Lane about our increasing numbers and level of need for ed techs, service providers and teachers. We have 2 Special Ed teaching positions open and we will need to fill those next year to keep up with the increasing caseload.

Karla Rutherford Instructional Interventionist reported:

- Art students have been busy this past month at Granite. Pre K - 5 participated in two community projects in the month of December. First, window decorations for the Town. Students created various Christmas, holiday and winter themed designs to display in the businesses on Penobscot Avenue with a variety of materials. This project also included Stearns art students as well. The students at Granite loved to see what the older students were creating and they were excited to be a part of this project.

Secondly, Granite Street students designed artworks and cards for our local nursing home Katahdin Health Care. Each resident of the nursing home received a card with artwork to help keep their spirits up during the holidays. In addition to these projects, all grade levels continued working on various elements of Arts & materials techniques. A few examples are Pre K - 2 guided drawings, 3rd -5th grades worked on layering, blending and other colored pencil techniques with various winter themed designs, etc.

This month all grade levels will be working on a Pop Art Unit focusing on the artists Jim Dine, J. Goldcrown, Christ Uphues, and various other modern Pop Artists. Pre K - 2 will be creating their own Pop Art Hearts like these artists listed above with various materials, then creating a collage using their hearts. Grades 3-5 will be practicing with various oil pastel and painting techniques to create their own heart Pop Art pieces and experimenting with mixed media like the artists. While working on this unit, grades 3-5 will also be taking some class time to participate in the Elks Youth Drug Awareness Coloring contest.

- We kicked off the holiday season with Spirit Week. Students were excited to dress up as their favorite Grinch character, wear pj's, festive wear, red or green, and flannel and plaid. And then they ended the week with Grinch-themed Block parties and Reindeer Bags.
- The National Junior Honor Society visited Kindergarten, 1st and 2nd grade classes to deliver a wrapped gift of a book for each student.
- Mr. Waite's high school chorus came and to Granite Street to sing Christmas Carols through the halls. Before they left, the 1st graders sang their favorite song back to the high school chorus.
- The Typing Without Tears program is going well in computer class. The students are really enjoying their learning.
- Ms. DeSilva's 4th grade class performed "How the Grinch Stole Christmas" by Dr. Seuss to Ms. Jandreau's class from Stearns.
- Ms. Desilva's 4th grade class went down to Ms. McNally's PreK class and helped them become ginger bread men.

Nick Cullen Athletic Director reported:

- Basketball ball season is in full swing. The Stearns Varsity Boys are getting some momentum by winning their last two games. The Varsity Girls are sitting at 5-4 and working hard while getting better every game.
- The Junior high basketball season is winding down with both of our teams qualifying for playoffs!
- The new scoreboard for the softball field has been ordered and should be ready for the start of softball season.

- We hosted the Penquis Valley Middle School League B girls tournament last weekend and it was very successful. The Sports Boosters had a great day and sold all kind of snacks!
- A proclamation was discussed by the Board for athletics, performing arts and other school groups, such as Mock Trial.

Beth Peavey Stearns Principal reported:

- Local Entitlement Grant: Approved
- ESEA Grant: Substantial approval
 - Preparation for next year
- Winter semi-formal Dance for Middle School and High School 01/14/2023
 - The gym will be divided, one group on each side
- Staff Training: Early Release day-Staff evaluation training
 - Outdoor Wilderness Training (for Outdoor Education, Togue Pond Trips, etc)
 - Anna Loomer and Margo Stevens are certified
 - Kyle Leathers, Miranda Hayes and Laurie Moscone are in the process
- Ms. Jandreau's Life Skills room went on a field trip for a tour of River Driver's



XIII. Superintendent's Report

- The Certification Team has met and are reviewing, updating and improving tracking while promoting professional responsibility. I am very pleased with Mrs. Mooney's guidance of the process.
- Mrs. Waite along with Mrs. Rutherford are moving forward with the Tier III grant process. As a Tier III school we have particular steps to take and there is a need to assess our programs and progress in order to improve by supporting staff with professional development. Thank you to both of them for managing this process.
- The District Admin Team continues to meet every other Tuesday and we have made progress in various areas. We have a survey ready to launch on Wednesday to gather staff, family and community input. This input will be used to guide the development of the 5 year strategic plan.
- We have populated parts and pieces of the strategic plan and are ready to add input from other sources. This process allows us the opportunity to see what is of importance to the community. We will always keep the Mission in mind while we add and adjust areas as we continue to develop the plan.

- The January public Millinocket Schools announcement will go out tomorrow (1-18-23). If you know people who want to receive it, tell them to contact the school. The point is to share the awesome things happening in our system!
- The Buildings and Grounds and the Policy Committees have met a few times and are getting on track feeling like we are accomplishing the necessary work. The Technology Committee is scheduled to meet on January 23, 2023.
- We have received notification to negotiate from the Association. We will work together to present fair and supportive contracts that are responsible to our taxpayers while providing the educational programs and tools needed to develop learning environments that will result in students' success.
- I have been here roughly 79 days and since I started this system has had in the middle of a special education review, a meal program, a financial audit and now we have been selected to be on the first round of the McKinney-Vento (homeless act passed in 1987) review. This is a new review process. Katie DiFrederico has been your coordinator for a number of years. She will be the point on the review and because it is new for us, and everyone else, there will be some holes to fill. She is a perfect coordinator because of the other programs she supports such as the food cupboard, housed within our school and she is a licensed social worker. She, along with Sue Buzzell are the “go to “people for students and families in need.
- I continue to have a number of conversations with community and public organizations who share one thing in common, they want the school to flourish and for the image to be positive and successful. My door, phone and email are opencontact me anytime.

XIV. To see if the Board will enter into Executive Session 1 MRSA § 405(6)(F) information in confidential records

Motion: To enter into executive session pursuant to 1 MRSA § 405(6)(F) information in confidential records

Motioned by: Thomas Malcolm

Seconded by: Kevin Libby

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

Time In: 5:42 PM **Time Out:** 6:37 PM

XV. Adjournment

Meeting adjourned at 6:37 PM

Motion by: Thomas Malcolm

Seconded by: Donald Raymond

Voted: 5 – Yes 0 - No 0 - Abs

UPCOMING MEETINGS:

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 6, 2023

Respectfully submitted,

Dr. Shelley Lane
Superintendent of Schools