

**MILLINOCKET SCHOOL COMMITTEE REGULAR MEETING
STEARNS JUNIOR/SENIOR HIGH SCHOOL CONFERENCE ROOM
TUESDAY, SEPTEMBER 11, 2018
4:30 PM**

Richard Angotti, Jr.	Present
Jeffrey Gordon	Present
Kevin Gregory	Present by phone
Michael Jewers	Present
Warren Steward	Present
Francis Boynton, Superintendent	Present

I. Call to Order

The meeting was called to order at 4:30 PM by Michael B. Jewers, Chairperson.

II. Adjustments to the Agenda

None

III. Public Comment

None

IV. Approval of Minutes

Motion: To approve the minutes of the School Board Meetings August 14 and August 28, 2018, barring any errors or omissions.

Motioned by: Richard Angotti **Seconded by:** Jeffrey Gordon

Board Discussion:

The minutes from August 28, 2018, were revised to show that Jeffrey Gordon recused himself from executive session and was not present for the vote.

Voted: 5 - Yes 0 - No 0 - Abs

V. 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 #19-6 in the amount of \$142,353.14 on September 13, 2018.

Motioned by: Richard Angotti **Seconded by:** Jeffrey Gordon

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VI. 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 #19-8 in the amount of \$125,986.62 on September 13, 2018.

Motioned by: Richard Angotti

Seconded by: Jeffrey Gordon

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

VII. To see if the Board will approve the Superintendent's nomination and authorize the Superintendent's hiring of positions for the 2018-2019 school year

Motion: To approve the Superintendent's nomination of and authorize the Superintendent to hire Richard Johnson as a Spanish Teacher at step 10 with a Doctorate \$41,500 for the 2018-2019 school year, pending certification.

Motioned by: Warren Steward

Seconded by: Jeffrey Gordon

Board Discussion:

He has subbed long-term for us in the past. We may need a waiver. He will start October 1. We are pleased to have him in this position.

Voted: 5 - Yes 0 - No 0 - Abs

Motion: To approve the Superintendent's appointment of and authorize the Superintendent to hire Kevin Libby as an Ed Tech III at \$12.51 per hour for the 2018-2019 school year.

Motioned by: Richard Angotti

Seconded by: Warren Steward

Board Discussion:

He is a retired Special Ed Teacher who is coming out of retirement. We are pleased to have him.

Voted: 5 - Yes 0 - No 0 - Abs

Motion: To approve the Superintendent's appointment of and authorize the Superintendent to hire Jessica Boynton as an Ed Tech III at \$12.51 per hour for the 2018-2019 school year.

Motioned by: Warren Steward

Seconded by: Jeffrey Gordon

Board Discussion:

She has a BS in English, an AS in Criminal Justice and is working on a Creative Writing degree. She is Music Teacher Ed Boynton's daughter and the Superintendent's niece. There is nothing in policy or law to hinder her employment.

Voted: 5 - Yes 0 - No 0 - Abs

Motion: To approve the Superintendent's appointment of and authorize the Superintendent to hire Courtney LeGassey as a Title I Ed Tech III at \$16.93 per hour for the 2018-2019 school year.

Motioned by: Warren Steward

Seconded by: Richard Angotti

Board Discussion:

She worked as a PreK Ed Tech III. She has medical training, so this transfer will help give her additional time to work with some students with medical issues.

Voted: 5 - Yes 0 - No 0 - Abs

VIII. To see if the Board will authorize the Superintendent to purchase a handicap van.

Motion: To authorize the Superintendent to purchase a 2017 Sienna Toyota handicap van from Advanced Modifications, Inc., for \$54,215.88.

Motioned by: Richard Angotti

Seconded by: Warren Steward

Board Discussion:

This is to use for a PreK student who has major mobility issues. CDS will fund this for the first year. Rental options were explored, but this made the most sense financially. The Superintendent has a call into the State to see what help is available for financing.

Voted: 5 - Yes 0 - No 0 - Abs

IX. To see if the Board will approve not holding a School Board Meeting on Tuesday, October 9, due to the Superintendent's trip to China and instead sign warrants in Central Office.

Motion: To not hold the School Board Meeting on Tuesday, October 9, due to the Superintendent's trip to China and sign warrants in Central Office.

Motioned by: Jeffrey Gordon

Seconded by: Warren Steward

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

X. First Reading of Policies

- EBCE - School Closings and Cancellations (Revised)
- GBAA - Harassment and Sexual Harassment of School Employees and Complaint Procedure (Revised)
- GBAA-R Employee Discrimination and Harassment Complaint Procedure (Revised)
- GCI - Professional Staff Development Opportunity (New)
- ID - School Day (New)
- IJJ - Instructional and Library - Media Materials Selection (New)
- IJJ-E - Challenge of Instructional Materials Form (New)
- IK - Student Achievement Evaluation of Student Achievements (New)
- IL - Evaluation of Instructional Programs (New)
- ILA - Student Assessment (New)

Motion: To accept the first reading of the listed policies.

Motioned by: Richard Angotti **Seconded by:** Jeffrey Gordon

Board Discussion:

The Policy Committee agreed on these new and revised policies. Paragraph four was removed from policy EBCD at the meeting.

Voted: 5 - Yes 0 - No 0 - Abs

XI. Department Reports

Sharon Darling, Food Service Manager

Report of time:

Completed 6/25-8/24/18: 13.57 days/190 for interviews, conference and preparing for the new school year

Completed 8/27-9/07/18: 10.6 days for a total of 24.17/190

In August, Lori, Barbara, Gail, Jessica and Sharon attended the Maine School Nutrition Annual Conference in Bangor and learned a lot of great things and mingled with other School meal personnel to get in gear for another great year!

Our two new girls will be taking the 8 hour ServeSafe class, one in October and the other in November.

I also did a 3 hour training session with all the girls together on 8/28 to go over the Federal/State requirements on Civil Rights, Breakfast and Lunch reimbursable requirements and some Food Safety to get them fresh in their minds again.

School Nutrition has started the year with 2 new Food Server Assistants at Granite Street, they (Janine Dumas & Kristen Harmon) are learning their jobs very well so far, but we have had to have a substitute (Karen Morrow or Sheila Baker) present also to help train and get things done while Jessica Burke & I train the new girls. I have been at Granite with them daily to train Kristen on the computer and will train Janine on the computer the next two weeks. We may need a sub to come in then also, but will know better at the end of this week where they stand. It has taken longer to do everything since the laptop is very slow and there is no internet. I have had to take my laptop to Granite St. every day since we have not received the new one yet (Bret has it on order). I take the Granite St. laptop to Stearns daily to transfer all the transactions from it to the server so that the accounts will show the correct balance and to show the correct status (free/reduced or full pay after I put in the applications received) and to show new or removed students. This has worked well so far, but has put me behind and working more hours.

Our Freezer Compressor broke down last week, we had Central Maine Refrigeration come to repair it (per Tom Little's suggestion) and were told that it cannot be repaired, needs replacement. The only one they could get in Bangor (and install on Tuesday the 4th) was made to be used outdoors, so it has some extra things on it we don't need for an extra \$500, but the others were in Massachusetts and wouldn't be able to get installed until Thursday. Since the temp was already 34 degrees, we chose the more expensive one to avoid losing the food on hand.

Our New Steamer at Granite was still not working properly, we had Jim Stevens look at it when he checked all our equipment in August and he said it needed a warranty part. The company sent someone up right away and fixed that under warranty.

We had a new hood built and installed over the ovens and steamer (and hooked it in with the hood over the dishwasher to get the steam and heat. We also have one oven not heating enough, Jim Stevens will be checking it on 9/4 or 5.

Louis DiFrederico, Facilities Director

43 Days Worked since July 1, 2018

With the month of August at an end, a tremendous amount of work has been completed in both the Stearns and Granite Street buildings. The main focus of work going to classrooms, offices, corridors and restrooms. These areas were emptied scrubbed and recoated with 3 coats of fresh wax, all classroom desk tops were washed and disinfected as well as the restrooms receiving a deep scrub and disinfection. This is a monumental endeavor especially at Stearns given that this is done by 3 custodians and one part time helper/grounds person. A task that in years past was done by 8-10 workers. Some things are no longer able to be done given the reduction in staff. This includes the deep cleaning all areas used to get, the washing of walls, light fixtures, shelving, furniture, lockers, etc. We also only apply 3 coats of wax instead of the typical 5 coats recommended because we are not able to completely strip floors every 3-5 years as recommended. We are also going on 6 years of not doing any painting and that is beginning to show.

Given those challenges and the considerable hard work of the custodial staff, our buildings look great and still provide a clean safe environment for our students. This summer we did receive some much appreciated help from volunteers with the Nazarene Church who came in on Sundays to clean all the student lockers in the Stearns building as well as trimming overgrowth around the athletic complex fence and guard rails in front of the building!

I am expecting Emera to make the upgrades to the pole this month now that the final invoice has been received and payment sent so that work can be completed. This will restore power to the lower athletic complex.

The security doors for Granite are here and we received approval last week from the State Fire Marshall's office in Houlton as to the location at the beginning of the corridor abutting the Granite lobby. We will also be removing the door to the office from the lobby side and relocating it behind the locked security doors on the corridor side. Electronic door locks and key card access will added to these doors as well as the main teacher entry points and to the gym area. I am currently working on coordinating timing as to when the work can be started. During the summer I also installed 5 additional security cameras at the Stearns Complex covering both east and west stairwells as well as the art wing corridor and 2 middle school corridors. Additional cameras at Granite will be installed as soon as current network issues there are resolve.

Ron Cyr and I have spent the majority of last week preparing and lining the athletic fields for Field Hockey, Practice Football and Football. Much effort goes into this fall sports season as the fields need weekly mowing and lining during this time.

Maine Heritage Timber volunteered the labor to make 2 new benches for the home football team. This replaced 2 broken benches. They plan to make six more benches at a later time to replace the rest of our 20+ year old and falling apart benches on the football and field hockey fields. I have also spent nearly an entire week on both the Stearns and Granite roof's making repairs to the rubber membranes. These roofs are now over 25 years old and are showing their wear and tear under the harsh Maine climate. I have one large repair left to the back side of the Granite gym roof planned for this fall.

All Repairs to the Mini Bus have been completed and the bus was ready for the beginning of the school year.

We unfortunately lost the compressor unit for the walk in freezer at Stearns over the Labor Day long weekend. Central Maine Refrigeration was called on Sunday to service the unit however it was beyond repair and a new one had to be located and was installed the following Tuesday. A new stainless steel exhaust/vent hood was also installed over the steamer and convection oven at Granite Street. An excellent job was done by Down East Sheet Metal and this should greatly aid in removing the excess heat and moisture from that small kitchen area.

I have also been coordinating with Public Works to get the pedestrian crosswalk flashing signals installed on the State St. – Central Street intersection. These were provided through a grant several years ago and we are hoping to have them in operating by the end of the month. Thanks to a group of volunteers, all the old seats on the right side seating section of the auditorium were removed last weekend with the arrival of the new seats expected this week.

Joshua McNaughton, PreK-5 Assistant Principal

Days Worked: 24

Enrollment (as of September 3rd): 217

Count ME In Grant: This grant focused on improving schools attendance. Strategies included, developing procedures to promote school to home communication and universal community strategies to promote and monitor daily attendance. Despite the grant coming to an end on October 15, 2018, our work towards improving attendance will continue. Current strategies in use include; calling home daily on absent students, welcoming all students to school regardless of arrival time, using supportive language with students when they do come to school, and issuing attendance challenges to classes. Recognition will be provided!

Additional strategies and resources Granite Street School will be utilizing can be found by visiting: <https://countmeinmaine.org/newsite/explore-resources-for-schools/>

Looking Like Fall: Thank you to Donna Cutliffe and Rose Raymond for decorating the front of our school. The weeds are gone and we are welcoming the fall.



Focus School: Granite Street is expected to be reidentified by the Maine Department of Education as a Focus School in late December 2018, with committee work beginning in early January. The Focus status will provide professional development money (estimated between \$8,000 - \$10,000) to bridge the gap between the academic achievement of our special education students and regular education students.

School Safety: Granite Street conducted our first fire drill on September 5th. Additional drills will follow, throughout the school year. Training will begin, preparing staff and students to conduct lockdown drills in the near future. The vehicle access gate to the kitchen and playground areas is now being secured shut each morning and parameter checks will be conducted.

Approval has been received from the Maine Fire Marshalls Office regarding the installation of our new security doors. Installation of the doors, including a new front office window is currently being scheduled by Mr. DiFrederico. With the use of these doors and the relocation of the main office entry door, secured access to our students and staff will exist.

PBIS: An informational meeting was held on September 4th with PBIS team members Ms. Wheaton, Mrs. Hale and myself. The following ideas for PBIS expansion discussed during that meeting included; creating new school wide behavioral rubrics, designating direct instruction time to teach and practice behavioral expectations, holding more frequent school wide PBIS assemblies, recognizing students for positive bus behavior, allowing students the opportunity to recognize staff and challenge teachers to increase the number of behavior recognition cards they

hand out. These ideas will be presented to staff for feedback and collectively we will make decisions on when the expansion will begin.

RTI: During the remaining weeks of September and the month of October staff will examine the current RTI continuum process. Feedback provided by staff thus far indicates needed professional development regarding student RTI plan development, progress monitoring and tiered instructional methods. With early student plan development, ongoing progress monitoring and tiered instructional interventions, the impact could reduce special education service referrals.

The Warm Welcome: I wanted to thank all who have extended a warm welcome to me as I have transitioned to the Millinocket School Department. I can say, with certainty, that this school department has some very dedicated and amazing staff. I am proud to have joined this team!

Beth Peavey, 6-12 Assistant Principal/Athletic Director

Fiscal Year 2018/2019 work days to date: 38

Field Hockey season has started with one loss to Dexter 2-1, one win against Mattanawcook Academy 1-0, and one tie with John Bapst 0-0. We have 21 girls on the roster with Heather Girsas returning as coach and Amy Anderson as assistant coach.

Football has also started with the first game away at Washington Academy with a loss of 28-20. The opening home game was Friday, September 7th against Bucksport. The final score was a 54-0 loss. We have 31 players on the roster, 26 from Stearns and 5 from Schenck. Cody Herring is our head coach with Brandon McLaughlin and Josh Studer assisting. Pat Mooney and Chris MacDonald also volunteer their time to help. We purchased Guardian Caps for football practices. These are removable, padded covers that help prevent concussions and soft tissue injury during contact practices.

It was announced this week that the Stearns High School Varsity Football team is the recipient of a Smarter Football grant. We are one of only eighteen schools in the nation, and the only school in Maine, to receive this award. Peyton Manning teamed up with Riddell Equipment for these grants and he made the announcement this week. We were awarded \$10,000 in football equipment. The school has already received the equipment which includes: 20 new helmets, 22 sets of new shoulder pads, and 30 new girdles. It was hard to tell who was more excited, the coaches or the players. Our sincere thanks go to Coach Cody Herring for applying for and winning this grant for the Stearns Football program.

I attended my first PVC AD conference for the year on Thursday, Sept. 6th. We have had a busy start to the school year. I met with all of the classes to go over rules and reminders. Class Advisors have already started having meetings and will soon elect class officers.

Bret Van Dine Technology Coordinator:

Report of time:

Days worked July 1, 2018 to September 11, 2018: 42/220

Hours worked July 1, 2018 to September 11, 2018: 472/1760

During the months of July & August, and early September, some of the projects that I completed are as follows:

- Finished preparation work for bringing Optical Fiber Data Lines into the Granite Street School. This work included, most notably, relocating some of our networking equipment from the Server Room to the Demarcation Point for Fiber entry.
- Purchased three new servers which will be configured, programmed and put into service in October.
- Formatted, configured, and distributed 33 new Hewlett-Packard laptop computers to faculty at Granite Street School.
- Dismantled the overhead arm assembly and cabling for a SMART board projector in preparation for installing a new Dukane Short-Throw Projector.
- Performed preventative maintenance on Servers, PCs, and Chrome-Books.
- Purchased new Power Conditioning equipment for Granite Street School.
- Purchased a new Firewall system for Granite Street School.

One still outstanding project occurred in the final days before school started when Granite Street School Networking equipment was damaged by a power outage. This has caused many problems for staff in the first weeks of the new school year.

I am expecting delivery of a new Firewall this week and will, hopefully, have it configured and installed by Friday of this week.

XII. Superintendent's Report

Report of time:

Completed through June 30, 2015, 260/210
Completed Work days July 1, 2015 to June 30, 261/210
Work days July 1, 2016 to June 30, 2017 293/210
Work Days July 1, 2017 to present: 263/220
Work Days July 1, 2018 to present 45/220
Vacation days remaining: 30/30

We have reviewed the FY 18 budget with the auditor. The preliminary report looks very favorable and we have determined a surplus in the same range as last year it will be approximately \$166,000. We have received the payments for the E-rate that was slow coming for last year. We have also received an advance on the E-rate funds of about \$17,000 and \$1,400 for the projects this year. These funds were received in advance in error, but we can now move the projects forward.

Our technologist is working hard to solve the issue with the internet at Granite. We have ordered the replacement parts and are waiting for the set-up to be finished by the company. The issue is

with the Sonic Wall which manages the technology at Granite Street. I have requested that he also order two devices to protect the system better from power interruptions, which was responsible for the outage.

It appears that East Millinocket, Medway, and possibly one of the other towns have voted out of the Service Center. The Service Center requires 3 departments to operate. I still have hope for the FEDES Grant being resubmitted.

We have been working diligently on a 40-60 page document (for each of the 3 reports) required by the state for the first time. We have resubmitted the report as requested. We have not received any feedback from this submission.

I have submitted the Gifted and Talented Program Report as expected. We have not received any feedback. Paul Walter has arrived and has engaged in the program development with many ideas and a plan to move the program.

We have received all of our international tuition. Vickie was able to add one more student who will be joining us shortly from South Korea. We will receive his tuition shortly. Also, our contract with Fox international has expired, so we will move forward with Suzanne on an as needed basis. She does not have the contacts that she once had in China, so we are going to move forward with our school contacts only. Another part of the concern is my comfort traveling in China. We are in the process of planning my trip to China from October 8 to 20. I will be visiting the three schools during this time and doing parent conferences with the students we currently have here from Liren.

I and the area superintendents met with Robert Miller and his daughter on August 24 to plan some grant funding for this year. We have contracted with him for the first quarter of the year. The discussion led to some positive options for grants. The grants we will explore will include a robotics study, improvements to our track, and several other items that the company is looking into. They were very adept at listening to the needs of the schools and responding. Given the location of the meeting at Ruthie's, some local folks heard some of the discussion. It will take time for them to process our opportunities and move this process forward.

I have a dentist appointment on September 13 in Lisbon and will be attending a meeting in Augusta, during the afternoon with Sharon.

I had a dialog with the principal from East Millinocket with regard to the participation agreement. The final agreement is being prepared and should be available shortly.

The schools have opened successfully and we are getting back into our routines.

XIII. To see if the Board will enter into executive session pursuant to 1 MRSA § 405(6)(B) Student Discipline

Motion: To enter into executive session pursuant to 1 MRSA § 405(6)(B) Student Discipline including Beth Peavey

Motioned by: Richard Angotti

Seconded by: Jeffrey Gordon

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

Time In: 5:30 PM **Time Out:** 5:48 PM

Result of executive session:

Motion: To suspend student A for a period of 60 days and authorize the Superintendent to develop a plan for education.

Motioned by: Richard Angotti

Seconded by: Jeffrey Gordon

Board Discussion:

None

Voted: 5 - Yes 0 - No 0 - Abs

XIV. Adjournment

Meeting adjourned at 5:52 PM.

Motion by: Richard Angotti

Seconded by: Jeffrey Gordon

Voted: 5 – Yes 0 - No 0 - Abs

Upcoming Meetings:

Tuesday, September 25 – Warrant Meeting at 4:30 PM in the Stearns Junior-Senior High School conference room

Tuesday, October 9 – No meeting – warrants signed at Central Office

Tuesday, October 23 – Regular Meeting at 4:30 PM in the Stearns Junior-Senior High School conference room

Respectfully submitted,

Francis N. Boynton
Superintendent of Schools