

EAST MILLINOCKET SCHOOL BOARD MEETING

Minutes

TUESDAY, JUNE 6, 2017 4:30 PM

SCHENCK HIGH SCHOOL LIBRARY

East Millinocket

Dan Bryon - Absent

Angel Danforth – Vice Chairperson

John MacLeod

Mark Wallace - Absent

Ryan Whitehouse – Chairperson

EAST

1. Call to order:

The meeting was called to order at 4:35 pm by Ryan Whitehouse.

2. Public Comment: None

3. Adjustments to the agenda: None

4. Student recognition: Emma Stanley was recognized as a top show choir student, outstanding musician and she was selected as an All State attendant.

5. Approval of the minutes from the May 30, 2017 meeting:

A motion was made by John MacLeod and seconded by Angel Danforth to approve the minutes of the May 30, 2017 school board meeting barring any errors or omissions.

Discussions: None

Vote: 3 yes 0 no 0 abs

6. Resignation:

A motion was made by John MacLeod and seconded by Angel Danforth to accept the resignation of Kim Glidden with regret.

Discussion: The board was very sad to see Kim leaving but excited for her new adventure.

Vote: 3 yes 0 no 0 abs

7. Nominations of Fall and Winter athletics:

A motion was made by John MacLeod and seconded by Angel Danforth to approve the nominations of the Fall and Winter Athletics as listed.

Girls soccer – Michelle Hatch, Boys Soccer – Aaron Hutchins, Boys Varsity Basketball – Darrick Thompson, Boys JV Basketball – Kevin Giberson, Girls Varsity Basketball – Aaron Hutchins, Girls JV Basketball – Kirsten Marter.

Discussion: None

Vote: 3 yes 0 no 0 abs

7B. Minor improvement to the 2017-2018 School Calendar:

A motion was made by John MacLeod and seconded by Angel Danforth to vote to approve a minor adjustment to the 2017-2018 school calendar.

Discussion: A workshop day was adjusted in June. June 6 is the last day of school and June 7th will be a workshop day.

Vote: 3 yes 0 no 0 abs

8. Administrator reports: See attachments

9. Financial reports: See attachment

10. Superintendent report: See attachment

11. Approval of a lunch price increase:

A motion was made by John MacLeod and seconded by Angel Danforth to approve a lunch price increase.

Discussion: Recommending an increase of 10 cents for lunches for Opal and Schenck. This will meet the state requirement for an increase this year.

Vote: 3 yes 0 no 0 abs

12. Policies: Second reading and adoption

A. DJ – Bidding & Purchasing Requirements

B. DJH – Purchasing & Contracting: Procurement Staff Code of Conduct

C. DJ-R – Purchasing & Contracting Procedures (does not need a formal vote)

A motion was made by John MacLeod and seconded by Angel Danforth to adopt the second readings of DJ and DJH policies.

Discussion: None

Vote 3 yes 0 no 0 abs

13. Adjourn:

A motion was made by John MacLeod and seconded by Angel Danforth to adjourn.

Vote: 3

Time Adjourned 4:59 PM

Eric made a note that we will have a joint board meeting sometime in July with Medway.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric W. Steeves". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eric W. Steeves

Superintendent

**June 6, 2017 School Board Meeting
Athletic Director Report**

Boys Tennis- The boys finished the season with a record of 1-11 and finished three places out of the playoffs. They finished the season with 5 team members with two from Stearns. The boys' tennis team won the Class C North sportsmanship award and will receive the banner on Saturday, June 10th at the Class A State Championship match in Waterville at Colby College at 10 am.

Girls Tennis- The girls finished with a 4-8 record and finished in ninth place. They lost a close prelim match at Calais 3-2. They finished the season with 14 team members with 5 students from Stearns.

Anna Sewall was selected for the All- Academic PVC Team.

Baseball- The team finished with 4-12 regular season record. They will travel to Woodland for a prelim game on Tuesday, June 6. They finished with 12 team members and two managers.

Justin Thompson was selected to the All -Academic PVC team.

Softball- The softball team finished 10-8 and will travel to Woodland for a prelim game on Tuesday, June 6th. They finished the season with 15 team members.

Anna Sewall and Sydney Fox were selected for the All-Academic Team.

The Spring Sports Banquet will be held on June 15th at 4:00 in the cafeteria.

Medway Middle School- The softball team finished the season with a 4-8 record. They played a very competitive schedule and competed with most of the teams. They finished with 14 team members and one manager. The Baseball team finished with a 1-11 record. They showed tremendous improvement throughout the season and finished with 18 team members.

June 6, 2017
School Board Report
Eric Steeves
Superintendent

- All Seniors are graduating
- 8th graders enjoyed a step-up day
- We are experiencing a grub problem on our lawns
- Pre-K program is costing us more than budgeted for one session. Wasn't sure of our numbers. Hoping more students sign up.
- It is a bottle-neck out front where Kids Peace are dropping off their students
- NMCC – Hybrid Training on line classes for staff. Business classes, Sociology 101 etc.

June 6, 2017
School Board Report
Cathy Steeves,
Principal

- Professional Based Learning
 - 3 days with Elaine
 - Report card
- Evaluation
 - Pilot year completed
 - 3 short observations
 - Great things going on in the classrooms
- Sr. Class chem. Free
 - Rafting and hiking with NEOC
- Opal School Trip
 - Playland Adventures
- We will serve breakfast next year
- Excited to have Mr. Ring take my place. I believe he will do a great job.

Stacie Smith, Director of Special Education Services (K-12), School Counselor (K-8)

- On May 30th, Luci Milewski, Bill Adams, and I attended the Local Entitlement Webinar hosted by the Maine Department of Education-Office of Special Services. The webinar focused on training on the completion of the FY17 Year End Report and the FY18 Application for Local Entitlement funds.
- Luci Milewski, Dawn Pray, Bill Adams, and I began working on Local Entitlement Applications for 2017-2018.
- Special Ed Exit Certification is in the process of being completed through Infinite Campus at this time. Students who have exited special education services during the school year must have special education information added to their enrollments in IC.
- A special education teacher team meeting will be held to discuss next year's caseloads and staffing.
- Dates for Extended School Year for Opal Myrick Elementary and Schenck High School are set for July 11th through August 10th (Tues- Thurs). Medway Middle School extended school year dates – June 26 through July 27th (Monday-Thursday).
- Step 3 of the Maine DOE Special Education Audit is complete. Findings to be reported during the summer of 2017. It was an extremely successful process and great learning experience. All special education teachers participated in this Audit.
- Met with MADSEC (Maine Administrators of Services for Children with Disabilities) area representative, Gay McDonald. Gay McDonald shared information from the MADSEC board.

School Counseling Services Director (K-8), Senior Counselor

- On May 11th, the 8th graders visited the Army Aviation Support Facility (Bangor) and Husson University (Bangor) as part of college and career development.
- On May 19, Calvin Nason (National Guard) presented a Cyber Bullying presentation to grades 7-8.
- On May 16th, the 8th grade students attended Northern Penobscot Region 3 Technical center for step up day.
- Step Up day for 4th graders and 8th graders was held on June 1st.

SB Report
Dawn Pray

Medway Middle School

- Enrollment: 110 students
- The MMS staff has been working on updating our Self-Directed Learner expectations for next year. We plan to add attendance as an SDL to hopefully reduce the number of cumulative absences students have throughout the school year.
- We have had a good response on the lunch bills. Currently, our balance owed is \$1400 and some parents have contacted the school to make payment plans. We are going to work with East Millinocket on the small claims process to try and claim the other balances owed.
- The Historical Society has worked hard to “beautify” the Old Medway Church and they enjoyed a hot dog lunch with their mentors. They plan to have a celebration for the community to come tour the church on June 8th, from 4:00-6:00PM.
- The 8th graders have raised enough money to go on a class trip on June 9th. Mrs. Page, Mrs. Dickinson, and myself will go with them to the Adventure Park in Trenton, the Escape Room in Bangor, dinner at the Happy China Buffet, followed by some time at the trampoline park. It should be a great day!
- DARE graduation for 6th grade will be held on June 13th. It will be followed by a “fun afternoon” where students will be able to play outside and have a BBQ. A rain date for the fun day will be held the next day.
- Class night will be on June 14th to celebrate and honor the 8th graders.
- The 4th & 8th graders had their step-up day on June 1st. 8th graders went up and spent the afternoon at Schenck, while the 4th graders had tours from the current 5th graders here at MMS. They were able to ask questions and meet some of their teachers for next year. We will have another open house for the incoming 5th graders in August.
- The spring concert was a huge success! The students, and Mrs. Page, have worked very hard over the year and their progress did not go unnoticed! Great job!
- The 8th graders went to Region III to learn about the programs there. Many students left excited about the possibilities when they become juniors.
- Two 5th graders were picked for the Bikes of Books event—Gabe Whitehouse and Shaylie Austin!
- NWEA testing is complete and students will participate in the annual growth auction on June 8th.
- Our 5th-7th grade assembly will be held on the last day of school, June 15th. It will begin at 8:00AM and students will be dismissed at 10:30.
- We hope everyone has a safe and restful summer! Hopefully the weather cooperates. We are already looking to next year and plans have begun for scheduling, curriculum, etc.

UPCOMING EVENTS:

- June 8th: Medway Church Celebration- 4:00-6:00PM
- June 9th: 8th grade class trip
- June 10th: Graduation @ SHS 7:00PM
- June 13th: DARE graduation & fun day (rain date on June 14th)
- June 14th: 8th grade class night @ 6:00PM
- June 15th: Last day of school/ 5th-7th grade awards assembly @ 8:00AM

EAST MILLINOCKET 2017-2018 SCHOOL BUDGET

- At the time the budget passed in June 2016, the school was anticipating additional state subsidy for the 2016-2017 fiscal year which we received official notification of in August 2016. The additional state subsidy amount was \$91,161.67. At the September 2016 School Board meeting, the Board voted to re-assess and reduce the taxes to the town by just over half of that additional subsidy, in the amount of \$46,000.
- For 2017-2018, Governor LePage proposed a State Biannual Budget which drastically changed the State Subsidy Formula by removing all of the System Administration costs in addition to other changes to the Subsidy Formula. This affected East Millinocket's Subsidy significantly resulting in a decrease of \$214,904.14 from the August 2016 Subsidy Report.
- The budget cuts made in 2015-2016 affected the elementary tuition rate reducing it by over \$1,000 per student. This is a significant reduction in revenue for 2016-2017. In budget planning for 2017-2018, the higher budget amount for 2016-2017 will present an increase to the 2017-2018 tuition rate, but we can only estimate it at this time. The reduced budget for 2017-2018 will be reflected in a decrease of the tuition rate for 2018-2019, which will affect our revenue again during that budget cycle.

Goals of the School Board:

- To maintain and enhance current programs at Opal Myrick Elementary and Schenck High Schools.
- Reduce staffing costs through attrition and retirements.

Highlights:

- Overall Budget Decreased \$178,859; however, due to the reduction in subsidy and a lower tuition rate, Local Assessments will increase: \$53,546 (**approximately .76 mill increase to taxpayers**)
- We anticipate that we will be receiving additional subsidy in the fall, after the Legislature passes the budget, but at this time, we do not know how much that will be. Approving Article 36 will give the School Board the ability to utilize these additional funds for additional programming or to provide tax relief in future budget cycles
- Health Insurance Rates Increased 2% (the first time in several years we didn't have the highest rate increase)
- Contractual Salary/Wage Increases
- Any changes to a wage/salary line will also affect the corresponding benefit/tax lines (FICA MC/MEPERS/Unemployment/Worker's Comp)

- Staff shifting/distribution (i.e. moving staff from elementary to secondary or regular instruction to special education) depending on student needs
- Enrollment continues to rise

Explanation of the School Budget Warrant Articles

Article 19 Regular Instruction: The Regular Instruction article includes K -12 Instructional programs, Alternative Education, English as a Second Language, and Gifted & Talented programming; it includes salaries, benefits, purchased services, supplies and equipment directly related to the interaction between students in a learning environment for purposes of delivery of instruction.

Decrease of \$101,658 primarily due to:

- Retiring & resigning staff (hiring new employees lower on the salary scale)
- Decrease in staff (.25 secondary music)
- Shifting of staff to Elementary Guidance (.25 teacher)
- Stipends for additional programming to be paid out of short-term/one-time grants
- Changes to health insurance coverages
- Reducing Staff Development, Supplies & Equipment

Article 20 Special Education: The Special Education article includes costs for students receiving services other than those provided by regular programs and includes salaries, benefits, purchased services, supplies and equipment.

Decrease of \$63,966 due to:

- Decrease in staff (.25 Ed Tech)
- Changes to health insurance coverage
- Reducing Staff Development, Supplies & Equipment, etc

Article 21 Career & Technical Education: The CTE article includes East Millinocket's portion of Region III's budget for those programs provided at Region III, including both Vocational and Bridge programs.

Increase of \$3,628 due to:

- Region III's budget decreased 1.0%, but due to an increase in East Millinocket's enrollment, our share increased
- This article is required of all sending schools and requires approval in 15 of the 25 schools in order to be enacted.

Article 22 Other Instruction: The Other Instruction article includes costs to provide students learning experiences in co-curricular, extra-curricular, other instructional and post-secondary programs that are not included under other educational programs. Costs include salaries, benefits, stipends, purchased services, supplies and equipment.

Increase of \$2,040 due to:

- Additional funds for Co-Curricular programming
- Transitioning from Bridge program to Dual-Enrollment of College-level coursework for students

Article 23 Student & Staff Support: The Student & Staff Support article includes costs to facilitate and enhance instruction. Costs include salaries, benefits, stipends, purchased services, supplies and equipment for Guidance, Health Services, Instructional Technology, Other Student Support Services, Improvement of Instruction/Staff Training, Library Services and Student Assessment.

Increase of \$19,241 due to:

- Shifting of staff from Regular Instruction Guidance (.25 teacher)
- Technology Coordinator increased from 85% to 90%, continuing to share 20% with Medway

Article 24 System Administration: The System Administration article includes costs for activities concerned with establishing and administering policy and operation of the school administrative unit. Costs include salaries, benefits, stipends, purchased services, supplies and equipment for the Board of Directors, Superintendent's Office, Business Office and Other Central Services.

Decrease of \$17,612 due to:

- Decrease in Auditing Service Costs
- Shifting of staff to Guidance
- Decrease in cost of Financial Software due to sharing with Medway

Article 25 School Administration: The School Administration article includes costs for the administrative responsibility of the individual schools. Costs include salaries, benefits, stipends, purchased services, supplies and equipment for the Principal & School Office.

Increase of \$15,003 due to:

- Changes in staff and insurance coverages

Article 26 Transportation: The Transportation & Buses article includes costs for transporting students to and from Medway Middle school and Region III. Costs include contracted services which consist of salaries, benefits, supplies, equipment, fuel, maintenance and repairs.

Decrease of \$1,000 due to:

- Decrease in anticipated transportation for Special Education services

Article 27 Facilities & Maintenance: The Facilities Maintenance article includes costs for keeping the physical plant open, comfortable and safe for use. It also includes keeping the grounds, buildings and equipment in working condition. Costs include salaries, benefits, purchased services, supplies, equipment, heating oil and electricity.

Decrease of \$24,494 due to:

- Delayed maintenance projects
- Lower anticipated costs for utilities

Article 28 Debt Service & Other Commitments: The Debt & Other Commitments article includes costs for the principal and interest payments on long term debt of the school administrative unit and payment of new school construction and/or renovations.

Decrease of \$5,040 due to:

- Maine Municipal Bond Bank – Interest forgiveness for the remainder of the bond. Final payment will be in Fiscal Year 2021.

Article 29 All Other: The All Other article includes costs for other obligations that arise from fulfilling the purpose of the school administrative unit. These costs may include a

school nutrition program or support of such, support of community service programs private school services. Costs included in this article are for support of the school nutrition program.

Decrease of \$5,000 due to:

- Utilize existing fund balance

Article 30 & 31 Capital Reserve Account: A Capital Reserve Account was established during the 2016-2017 Town Meeting for the purpose of building renovations, repairs and replacements. \$20,000 was approved for deposit into the fund at that time. This year, we are requesting to add another \$20,000 to the Capital Reserve Fund. Potential future projects include paving of the parking lot and improvements to the athletic fields.

Article 32 & 33 Special Education Reserve Account: Due to the high costs of special education, if a current or new student require special education services, there may not be enough funds budgeted, and instead of returning to the town to ask for more funds, we would like to have this account as that emergency go-to for special education. The intent of using this fund would only be after budgeted funds are expended.

Article 41 Adult Education: The Adult Education article includes costs for East Millinocket's portion of the Region III adult education budget. Adult Education may include Adult Basic Education, Vocational or Enrichment programs.

Decrease of \$247.66

- Reduction in East Millinocket's assessment for Region III's Adult Education program.

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