

**BOARD OF SCHOOL DIRECTORS
RSU 21
AGENDA**

**TO: BOARD OF SCHOOL DIRECTORS
FROM: ANDREW DOLLOFF, SUPERINTENDENT OF SCHOOLS
RE: NOTICE OF RSU21 MEETING**

On **Wednesday, July 8, 2009 at 7:00 p.m.** the RSU21 School Board will meet at the Kennebunk Town Hall, Room 301, for a regular board meeting, Broadcast on channel 5.

III. CALL TO ORDER

Chairperson Maureen King; Vice Chairperson Pam Richard Wuerthner. Directors: Norm Archer, Bob Domine, Tim Hussey, Kevin Knight, Art Leblanc, Leia Lowery, Jack Reetz, John Sharood, James Smith, and Gayle Spofford.

DISTRICT MISSION: THE MISSION OF RSU 21 IS TO CHALLENGE AND SUPPORT ALL LEARNERS TO ACQUIRE THE ACADEMIC KNOWLEDGE AND PERSONAL SKILLS NEEDED TO BE RESPONSIBLE, CONTRIBUTING CITIZENS IN A GLOBAL SOCIETY. [This is the working mission developed by the Planning Committee; the Board may wish to set a mission workshop for a later date to discuss and finalize the district mission.]

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTION OF BOARD MEMBERS AND GUESTS

- A. Election of School Board Chairperson
- B. Election of School Board Vice Chairperson

VI. SPECIAL PRESENTATION

IT Update

AGENDA ADJUSTMENT(S)

CONSENT AGENDA ITEM(S)

- A. Approval of June 22, 2009 School Board Minutes
- B. Nomination of Maureen McEnaney as Learning Support Center Coordinator at Kennebunk High School
- C. Nomination of Claudia Provencher – Fuschillo as a Teacher of French at Kennebunk High School
- D. Nomination of Hillary Brumer as Assistive Technology Coordinator
- E. Nomination of Nathaniel Menifield as Choral Music Teacher at Kennebunk High School
- F. Resignation of Sandra Dumont as French and Spanish Teacher at Kennebunk High School

VII. OLD BUSINESS/COMMITTEE REPORTS

- A. Finance Committee Report
 - 1. Curtailment
- B. Policy Committee
 - a. First Reading of Section A
 - b. Second Reading of Special Education Policies
- C. Human Resources Report

VIII. NEW BUSINESS

- A. Vote to Establish a Line of Credit
- B. Transition Plans

IX. UPDATE FROM SCHOOL BOARD CHAIR

X. COMMUNICATIONS FROM THE SUPERINTENDENT OF SCHOOLS

- A. Middle School Acceptance by International Baccalaureate Middle Years Program*

XII. ADJOURNMENT

RSU21
SCHOOL BOARD BACKUP
WEDNESDAY, JULY 8, 2009

CONSENT AGENDA ITEM(S)

A. Approval of June 22, 2009 School Board Minutes

B. Nomination of Maureen McEnaney as Learning Support Center

Coordinator at Kennebunk High School – Maureen has earned both her BS and her M.Ed from the University of Massachusetts system. During this past year, she has been working as an Educational Technician in the Learning Center at Kennebunk High School. Prior to this, she has taught a wide range of age levels from middle school through adults in Massachusetts and in York, Maine. In her new position, she will be coordinating our Response to Intervention efforts through coordination of the Learning Support Center. Maureen will be on Step 2, MA, salary \$39,765.

C. Nomination of Claudia Provencher-Fuschillo as a Teacher of French at Kennebunk High School – Claudia has been teaching French, beginning through advanced, at Sanford High School for three years. She has her BA in Philosophy from the University of Ottawa and a BA in French from USM. Claudia was educated in bi-lingual French/English schools and is a native French speaker. While at Sanford, she has also served as a class advisor and as advisor to the French Club and the Civil Rights Team. Claudia will be on Step 3, BA, salary \$36,451.

D. Nomination of Hillary Brumer as Assistive Technology Coordinator – Susan Mulsow and Jason Saltmarsh are pleased to recommend Hillary Brumer for the new position of Assistive Technology Specialist. Ms. Brumer will be working with both the special education department and the IT departments in a position being funded through AARA funds. She will be working with special education staff planning, developing, delivering and assessing learning activities that incorporate assistive technology to improve student access of the curriculum and achievement. Ms. Brumer has her MA from Simmons College and is presently pursuing her Certificate of Advanced Graduate Studies in Educational Leadership at the University of New England. She has worked in the special education field for 12 years and comes highly recommended at a salary of \$53,000, 46 weeks per year.

E. Nomination of Nathaniel Menifield as Choral Music Position at Kennebunk High School – Nathaniel is a recent graduate of the University of Southern Maine, earning his BS in Music Education. Nathan completed his undergraduate studies at Harvard College and USM. He undertook his student teaching at York High School and Bonny Eagle Middle School. In both placements, he was described as the strongest student teacher with whom we have worked. He has a strong performance background in

both instrumental and choral music. Nathan will be on Step 0, BA, salary \$33,137.

E. Resignation of Sandra Dumont as French and Spanish Teacher at Kennebunk High School

VII. OLD BUSINESS/COMMITTEE REPORTS

A. Finance Committee Report – The committee will meet before this Board Meeting 1. Curtailment

B. Policy Committee

a. First Reading of Section A

b. Second Reading of Special Education Policies

C. Human Resources Report – There is no written report at this time.

VIII. NEW BUSINESS

A. Vote to Establish a Line of Credit – You will find a copy of the vote in your backup.

B. Transition Plans – Andrew and the Board have transition plans to share. You will find a copy in your backup.

IX. UPDATE FROM SCHOOL BOARD CHAIR

X. COMMUNICATIONS FROM THE SUPERINTENDENT OF SCHOOLS

A. Middle School Acceptance by International Baccalaureate Middle Years Program – Three years of hard work has paid off for the middle school. They just received official notification that the Middle School of the Kennebunks has been accepted into the IB community and it is immediate. MSK is the first IBMYP school in Maine and one of only four middle years programs in New England. Congratulations to the students and the staff of MSK.

XI. ADJOURNMENT

VOTES TO BE ADOPTED

Voted: That the offer of Ocean Bank, a division of People's United Bank, to purchase revenue anticipation note(s) of the Regional School Unit No. 21 (the "RSU") in the original principal amount not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) with an interest rate per annum on the outstanding principal amount thereof equal to 2.25%, be and the same hereby is accepted and approved.

Voted: That the School Board of Regional School Unit No. 21 (the "RSU") hereby authorizes a borrowing in the amount not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) from Ocean Bank, a division of People's United Bank, on behalf of the RSU, with interest on the principal amount thereof at a rate of 2.25% per annum, principal and interest to be paid no later than the scheduled maturity date on June 30, 2010, which borrowing is in anticipation of RSU revenues for the fiscal year ending June 30, 2010.

Voted: That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1490 and 15695, the Chairperson of the School Board and the Treasurer of Regional School Unit No. 21 (the "RSU") be and they are hereby authorized to borrow in anticipation of revenues from Ocean Bank, a division of People's United Bank, in the name and on behalf of the RSU the sum of up to One Million Five Hundred Thousand Dollars (\$1,500,000) at the per annum interest rate of 2.25%, and that the Chairperson of the School Board and the Treasurer be and they are hereby authorized to issue general obligation securities of Regional School Unit No. 21 in an aggregate principal amount not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000) and to execute and deliver a note or notes under the seal of the RSU attested by the Secretary, dated on or about July 1, 2009, in such form as the Chairperson of the School Board and the Treasurer may approve; and that the appropriate officials of the RSU be and hereby are authorized to execute and deliver on behalf of the RSU such other documents and certificates as may be required in connection with such borrowing; and that no part of the proceeds of said borrowing shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the notes to be "arbitrage bonds" or "private activity bonds" within the meaning of sections 148 or 141, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the revenue anticipation notes issued pursuant hereto be designated as qualified tax-exempt obligations within the meaning of Section 265(b)(3) of said Code; and that the Chairperson of the School Board and the Treasurer be and they are hereby authorized to covenant on behalf of the RSU to file any information report and pay any rebate due to the United States in connection with the issuance of said notes, to take all other lawful actions necessary to insure the interest on the notes will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the notes to become includable in the gross income of the owners thereof.

Board Transition Plan

These are only some of the outstanding issues that the Board will need to address as the RSU prepares to open July 1. Some issues will extend well into the second or third year of the new district; others will need to be finished within the first six months or year. These items are not presented in any order of priority or scheduling.

Organization and Orientation

Section B Board Governance Policies (passed by Board 6/1/09)
Board development training and orientation sessions on various topics
Priorities and goal setting with Administrative Team
Key Work of School Boards: Vision, Standards, Assessment,
Accountability, Alignment, Climate, Collaborative Partnerships,
Continuous Improvement

Transition Plan—Superintendent: meet as requested; assist as needed

Transition Plan—District: work with Superintendent & Administrative Team as requested

Transition Plan—Other: CTE (formerly vocational); choice high schools (Arundel students); other schools our students attend (special ed?)

Committees

1. Facilities
 - a. Facilities Analysis Report—review and update data
 - b. Begin analysis of facilities issues for long term planning
 - c. Transportation discussion on immediate and future uses
2. Finance
 - a. Two year budget plan
 - b. Impact of loss of state funding, long term and short term
 - c. Use of curtailment money
 - d. Use of any other ARRA monies
 - e. Facilities Analysis
 - f. Collaboration with others for cost savings
 - g. Recommendations on duplication of services or positions
3. Human Resources
 - a. Negotiations
Teachers/Nurses
Custodial/Maintenance
Drivers/Aides
Ed Techs
 - b. Personnel policies
 - c. Stipends
4. Curriculum
 - a. Alignment among schools
 - b. Professional development

- c. Equity
- d. Long range plans for International Baccalaureate programs
- e. World languages programs
- 5. Policy
 - a. A Foundations and Basic Commitments (philosophy & legal status)
 - b. C General School Administration
 - c. D Fiscal Management
 - d. E Support Services (business management & services)
 - e. F Facilities Planning and Development
 - f. G Personnel
 - g. H Negotiations
 - h. I Instruction
 - i. J Students
 - j. K School, Community, and Home Relations
 - k. L Educations and Agency Relations
- 6. Communication
 - a. District Report Card (how we deliver assessment data, etc.)
 - b. Communication plan (how we communicate to our constituents - newsletters, blogs, website, email, press, etc.)
 - c. Public Relations plan/campaign (selling our district to our residents)
 - d. District Naming (community building & branding opportunity)
- 7. Technology
 - a. High School One-to-One computing
 - b. Discussions on district technology needs, equity, and professional development
- 8. District Advisory
 - a. School Advisory teams
 - b. Out of district student/parent advisory
- 9. Prevention Activities Team

Student Board Members

Applications, Interviews, Appointment, Orientation, Mentoring

Legislative contacts and relationships

Community contacts and relationships—town governments; local organizations; local businesses; local colleges; taxpayers; parents; students

Long Range Strategic Planning process with Andrew Dolloff

To: RSU Board of Directors
From: Andrew R. Dolloff
RE: Superintendent Entry Plan
Date: June 1, 2009

One of my first tasks as Superintendent will be to begin implementation of a formal Entry Plan into RSU 21. The goals of this plan are:

1. to make the acquaintance of people with whom I will be working;
2. to become familiar with the schools – their personnel and programs;
3. to become familiar with the communities and their leaders;
4. to learn how the school system handles challenges and arrives at decisions;
5. to identify important issues that the district will face in the next few years;
and
6. to develop strategies and approaches to handle these issues.

This plan is a more formal approach to the transition plan I shared with you during the interview process, which is included at the end of this plan. Many of the tasks identified in the transition plan are items which I will complete on my own, whereas the tasks identified here will involve input from other individuals. I hope to accomplish these goals according to the following timeline:

| <u>Item</u> | <u>Completion Date</u> |
|----------------------------------------------|-------------------------------|
| Conversations with individual board members | August 1 |
| Conversations with individual administrators | August 1 |
| Informal school visits | August 1 |
| Conversation with association president(s) | September 1 |
| Formal school visits | September 30 |
| Meetings with parent organizations/leaders | October 15 |
| Meetings with faculties, teams, other groups | November 1 |
| Meetings with town officials | November 15 |
| Discussion of findings with administrators | December 1 |
| Discussion of findings with board | December 21 |
| Recommendations presented to board | January 18 |

Attached are the interview instruments I will be using to gather data. Please let me know if you have any questions or suggestions.

Thank you!

RSU 21 Superintendent's Entry Plan

Board Member Interview

Name:

Date:

1. Brief autobiographical sketch:
2. When did you first join the Board? What are your general impressions of the schools? Have your perceptions changed since you joined the Board? How?
3. What are the strengths and potential growth areas of the district's staff?
4. What are the essential issues that you think the system must face? Why is each important? Which issues need immediate attention? Can you rank these issues in priority order?
5. What network(s) or people in the schools or the community are the most influential regarding school issues?
6. Describe a moment when the district was in great conflict. How did the conflict arise? What people played roles in it and how did they react under pressure? How was the stress resolved? How should it have been handled and resolved?
7. Describe a very difficult decision you had to make. How did you reach a decision? How did others react to that decision? What would you do differently now?
8. What do you most want to preserve in the schools?
9. What type of leadership has the superintendent provided to the schools in the past? What do you wish I would provide in the future?
10. What is the most challenging aspect of how the Board operates as a group? What suggestions would you make to improve the Board's effectiveness?

RSU 21 Superintendent's Entry Plan

Administrator Interview

Name:

Date:

1. Brief autobiographical sketch:
2. Which tasks are your responsibility alone? Which tasks do you share with others? Are there areas where job responsibility is unclear?
3. What are the strengths and potential growth areas of the district's staff?
4. What are the essential issues for your own work in the system? Why is each important? Do they need immediate attention?
5. What is the district's essential issue in the next few months? What should I know about this issue? When should it be resolved?
6. What network(s) or people in the schools or the community are the most influential regarding school issues?
7. Describe a moment when the district was in great conflict. How did the conflict arise? What people played roles in it and how did they react under pressure? How was the stress resolved? How should it have been handled and resolved?
8. Describe a very difficult decision you had to make. How did you reach a decision? How did other react to that decision? What would you do differently now?
9. What do you most want to preserve in the schools?
10. What type of leadership has the superintendent provided to the schools in the past? What do you wish I would provide in the future?

RSU 21 Superintendent's Entry Plan

Association President Interview

Name:

Date:

1. Brief autobiographical sketch:
2. When did you first come to the school system? What have been your responsibilities?
3. What are your general impressions of the school system?
4. What are the strengths and potential growth areas of the district's staff?
5. What are the essential issues the system must face? What are the teachers' concerns? Why is each important? Which issues need immediate attention? Can you rank these issues in priority order?
6. Describe the history of Association/Administration/Board relationships. What conflicts have arisen? How have they been resolved?
7. What network(s) or people in the schools or the community are the most influential regarding school issues?
8. What has been the nature of your contact with the superintendent? How would you like to see it changed? How should it remain the same?
9. What type of leadership has the superintendent provided to the schools in the past? What do you wish I would provide in the future?
10. What do you most want to preserve in the schools?

RSU 21 Superintendent's Entry Plan

Staff Interview

Name:

Date:

1. Brief autobiographical sketch:
2. When did you first come to the school system? What have been your responsibilities?
3. What are your general impressions of the school system?
4. What are the strengths and potential growth areas of the district's staff?
5. What are the essential issues that you think the system must face? Why is each important? Which issues need immediate attention? Can you rank these issues in priority order?
6. What network(s) or people in the schools or the community are the most influential regarding school issues?
7. What do you most want to preserve in the schools?
8. What type of leadership has the superintendent provided to the schools in the past? What do you wish I would provide in the future?

Andrew R. Dolloff

Transition Plan – RSU 21 Superintendency

Goals of this Plan:

1. Educate myself about the policies, practices, and attitudes of the School Committee, administration, employees, students, and communities of Arundel, Kennebunkport, and Kennebunk.
2. Identify those areas where my own beliefs, practices, and attitudes will make an immediate impact, and strategize the best approach for initiating that impact.
3. Learn as much about the system as possible prior to July 1, 2009.
4. “Hit the ground running” - July 1, 2009.

Pre-planning Phase - Date of hire to July 1, 2009

1. Conduct research of RSU 21 Documents:
 - a. Superintendent Job Description
 - b. Policy Manual
 - c. FY 2010 Budget
 - d. School Handbooks
 - e. Collective Bargaining Agreements
 - f. School Board Agendas/Minutes
 - g. School and System Crisis Plans
 - h. Student Achievement Data
 - i. MEA
 - ii. NWEA
 - iii. SAT/MHSA
 - iv. PSAT
 - v. High School Indicators – Graduation/Drop-out rates, attendance, co-curricular participation, post-secondary enrollment
2. Review the FY 2010 Budget development and approval process.
3. Review recent RSU 21 School Committee Meetings, or tapes thereof.
4. Meet with Patrick Manuel and Alton Hadley on a regularly scheduled basis to gain insight into current practices and organizational structures of the system.

Planning Phase – July 1, 2009 to August 30, 2009

1. Conduct individual entry discussions with principals and other lead administrators, asking several essential questions:
 - a. What is it we are doing well?
 - b. What do we need to do better?
 - c. What are the greatest impediments to our success?
 - d. How do you propose we improve our practices?
 - e. What do you need from me to make that happen?

2. Hold site-walks at each school with building principal and facilities manager, and at other school facilities (e.g. transportation department) with lead employees.
3. Review organizational structures and communicate performance expectations with central office administration and support staff
4. Communicate performance expectations with principals and other lead administrators.
5. Meet with Employees' Association leadership to hear their concerns, suggestions, and hopes for the system.
6. Meet with community leaders – including Board members, Town Managers, municipal department chairs, public safety personnel, City Councilors, and others as appropriate to understand their interactions with the system and ensure lines of communication are open.

Initiation Phase – Late August 2009 to January 30, 2010

1. Welcome teachers and staff to work with a positive, energetic program which provides them with a sense of trust and unity, motivating them to continue doing what is best for the students of RSU 21.
2. Attend Open Houses, faculty meetings, and various school events to meet employees, parents, and students and to gain insight into the community's strengths as well as its hopes and needs for the future.
3. Observe schools in operation, including individual classrooms, to begin forming an understanding of the operational and instructional models currently employed in the system.
4. Meet every teacher and employee in the system by visiting them at their buildings.
5. Conduct an analysis of the fiscal efficiencies of the system, ensuring that the greatest emphasis is consistently and clearly placed on classroom instruction and direct student support services.

Implementation Phase – February 1, 2010 to end of employment

1. Conduct ongoing professional development with principals and lead administrators, encouraging them to become transformational leaders.
2. Oversee efficient, effective operational systems which emphasize ongoing, meaningful evaluation of student and employee performance.
3. Guide the decision-making process in a thoughtful manner which respects all opinions, considers current research, encourages the sharing of new ideas, and maintains our concern for students as the number one priority.
4. Constantly search for better and more efficient ways to meet our vision of preparing all students for global citizenry.

**REGIONAL SCHOOL UNIT 21
JOB DESCRIPTION
ASSISTIVE TECHNOLOGY SPECIALIST**

QUALIFICATIONS:

- Proven ability to install and troubleshoot basic software/hardware issues
- Experience integrating assistive technology using both Windows and Apple OS X
- Experience working directly with students and teachers in the classroom
- Excellent organizational, communication, and interpersonal skills
- Knowledge of assistive technologies and application in K-12

JOB GOAL:

This person will work with student services and special education staff to plan, develop, deliver, and assess learning activities that incorporate assistive technology. This person will be delivering direct professional development to staff and/or assist in the classroom environment as needed. This person will be responsible for staying current in the area of emerging assistive technologies and making appropriate recommendations to the special education department.

REPORTS TO:

Director of IT Services/Director of Special Education

SUPERVISES:

Staff members as requested by Building Administrator.

PERFORMANCE RESPONSIBILITIES:

- Provide professional development as needed for special education and support staff
- Develop lessons that promote student achievement through use of appropriate assistive technologies
- Oversight of special education technology equipment and software inventory
- Recommend emerging assistive technologies for students in RSU21
- Provide basic technical support and user assistance for software and hardware issue

TERMS OF EMPLOYMENT:

46 weeks per year. Salary established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(Incumbent)

RSU SCHOOL BOARD MINUTES
MONDAY, JUNE 22, 2009
NORTH STREET FIRE STATION

Attendance: Chairperson Maureen King; Vice Chairperson Pam Richard-Wuerthner. Directors: Norm Archer (absent), Bob Domine, Tim Hussey, Kevin Knight, Art Leblanc (absent), Leia Lowery, Jack Reetz, John Sharood (absent), James Smith, and Gayle Spofford.

VI. SPECIAL PRESENTATIONS

Consolidated Outdoor Learning Center - Nancy Naimey gave an overview of the Consolidated Outdoor Learning Center. There is a "Go Green" initiative at Consolidated School. This project was able to come to fruition because of private donations, and there is also a curriculum piece for grades K-5. A grant was received by the Educational Foundation to put toward the next phase which is an outdoor learning space. This space will be movable for the classroom teacher. The location is between the recreation building and the primary wing. This area can also be used in the winter. There may be a small cost to the district to make the doorway handicapped accessible. Everything will be done with low maintenance and without too much of a cost. The design of the area needs to go through planning board approval. They will be looking for volunteers in late summer early fall to help with the project.

Director Spofford asked if a plant list, for donations, will be posted. Ms. Naimey said they would once it is created. Director Smith said that this project has gone before the Facilities Committee and they gave their full support. **DIRECTOR SMITH MADE THE MOTION THAT THE SCHOOL BOARD SUPPORTS THE PROPOSAL THAT WAS BROUGHT FORWARD, SECONDED BY VICE CHAIRPERSON RICHARD-WURTHNER, AND VOTED UNANIMOUSLY BY THE BOARD.**

Director Archer asked if they could speed up the permit process. Ms. Naimey said there are two areas not in compliance. One is 20 feet from the lot line there is a fence that is the lot line and it is backed up against town owned fields. The other is impervious surface which they are over, and need to go to the Zoning Board for that.

CONSENT AGENDA ITEM(S)

Approval of June 1, 2009 School Board Minutes

B. Nomination of Julie Olsen as Assistant Director of Special Services

C. Nomination of Brooke Ireland as Self-Contained Special Education Teacher at Kennebunk High School

D. Nomination of Kathy Pence as Consolidated School Principal

E. Nomination of Fred Myers as Global Studies Teacher at the Middle School of the Kennebunks

F. Nomination of Cindy Matthews as K-5 RTI Coordinator

G. Nomination of Bob Walker as Teacher of Industrial Technology Education at Kennebunk High School

H. Nomination of Jeri Theriault as English Teacher at Kennebunk High School

I. Resignation of Sally Wakeland -

CHAIRPERSON KING ENTERTAINED A MOTION TO APPROVE THE ABOVE CONSENT AGENDA ITEMS.

Director Domine asked to put, as a consent agenda item, that the Board wishes the best this week for Mr. Fred Myers as he undergoes surgery, and they look forward to seeing him again soon.

DIRECTOR SPOFFORD MOVED THE MOTION, SECONDED BY DIRECTOR SMITH, AND VOTED UNANIMOUSLY BY THE BOARD.

OLD BUSINESS

A. Draft of 2009-2010 School Board Meeting Dates - Chairperson King explained that meeting

date locations can only be scheduled through December. She has been requested to look at alternate days for Board Meeting. She reported there are not a lot of options for locations where meetings can be televised. The only open day for both towns is Friday. The first Wednesday of the month, Kennebunk Town Hall is open. The stipulation is the church uses the parking lot on Wednesdays. The Board will be able to park in the municipal parking lot and around town. This venue could become tricky in the winter because of parking. The other request was to move the first Monday meeting date to 7:30 p.m.

Discussion- Director Lowery said this request came from her. She did not realize when she ran for the Board that they would adopt the MSAD71 meeting schedule. She works on Monday evening. She can miss the second Monday of the month because they are Educational Forums and she can watch them on TV at a later date and contact teachers via email. She does not want to continue to miss the business meeting. Director Spofford supports the Wednesday date or the half hour time change to help accommodate Director Lowery's schedule. She pointed out there was not fix date when the Board members ran for this Board. Vice Chairperson Richard-Wuerthner does not oppose these changes. She explained that Arundel was not in a situation where they had a building that was cable ready. She wondered how long it would take to get one ready. Chairperson King though six-eight months, and pointed out that none of the school buildings are TV ready. There are only two locations in the three communities that have TV access. One at the fire station in Kennebunkport and one at the Kennebunk Town Hall. Director Smith thought it was important to take the show to Arundel periodically and to find a location to broadcast and broadcast well. He is adaptable with the date or time change. Director Domine agrees with Director Smith. Director Archer also agrees that the adjustments are fine.

He would like to find a way to have a meeting in Arundel and that it is only fair that the Board figures that out. Chairperson King would like to see the Board look at how to broadcast from the school buildings. The Communication Committee will work on this. **CHAIRPERSON KING ENTERTAINED THAT BOARD CHANGE THE MONDAY, JULY 6 MEETING TO WEDNESDAY, JULY 8 AND TO ACCEPT THE REMAINING MEETING SCHEDULE AS IT IS KNOWING IT WILL BE REARRANGED TO MAYBE INCLUDE A 7:30 MONDAY MEETING, AND/OR A WEDNESDAY MEETING, DIRECTOR SPOFFORD MOVED THE MOTIONS, SECONDED BY DIRECTOR SMITH, AND VOTED UNANIMOUSLY BY THE BOARD.**

b. Annual Approval for Superintendent Application for Grants and Carry Over

c. Authorization for the Superintendent to Sign Lease/Purchase Agreement

d. Authorization for the Superintendent to Accept Resignations – Jim Barnes reported these were routine functions for the superintendent to perform. **DIRECTOR SPOFFORD MADE THE MOTION TO APPROVE THE ABOVE ITEMS, SECONDED BY DIRECTOR SMITH, AND VOTED UNANIMOUSLY BY THE BOARD.**

Director Domine wondered why this was not just a policy. Mr. Barnes said it is the law that this comes through the Board. This is a single approve for the course of the year. Chairperson King explained that any event that occurs will be reported to the Board through their backup.

e. Maine School Board Association – Chairperson King reported on the October 22/23 MSBA Fall Conference. They are calling for resolutions and clinic topics. They are also calling for the nomination of two Board awards – Business Friend to Education Award and Distinguished Service Award. Chairperson King has served the SAD on the MSBA Board of Directors for three years, she is current vice president. She is in line to become president elect in October and the following year she will serve as president, if this Board cares for her to serve. **DIRECTOR SPOFFORD MADE THE MOTION FOR CHAIRPERSON KING TO CONTINUE TO SERVE ON THE MAINE SCHOOL BOARD, SECONDED BY VICE CHAIRPERSON RICHARD-WUERTHNER, AND VOTED UNANIMOUSLY BY THE BOARD**

NEW BUSINESS

A. Nomination of Student Board Members – John E. Price had a seat on the SAD Board and will be a 2010 graduate of Kennebunk High School and will continue on the RSU21 Board. Chairperson King sent the Board the information on the 2011 applicants. The interviews were done on three candidates by Mr. Dawson, Mrs. Cressey, Vice Chairperson Richard-Wuerthner, Chairperson King and John E. Price. They have recommended to nominate John E. Price and Chloe Littell-Simpson to serve as Student Board Representatives. John for one year and Chloe for two. **DIRECTOR SPOFFORD MADE THE MOTION TO APPROVE THE TWO CANDIDATES, SECONDED BY DIRECTOR SMITH, AND VOTED UNANIMOUSLY BY THE BOARD.**

Vice Chairperson Richard-Wuerthner said the candidates were amazing. Director Spofford would like to see the nominated student representatives join a Board committee. Principal Dawson said the two candidates, that did not make the Board, will be reporting to the Board from high school committee's such as the Senate and the Student Council. Director Reetz said he did not see a lot of participation from student board representatives at board meetings. He wondered if there was some way to get them more actively involved. Chairperson King explained as part of the policy process, recently, it was added that Student Board Representatives would be involved on Board committee's. She further explained that is where most of the work is done and where everyone gets to know each other. The students will have more to talk about if they are involved in Board committee work. Director Archer said this will be discussed further in the Communication Committee. He would like to see student on the Communication Committee from the high school newspaper, and maybe see a group of rotating students from the high school and middle school be involved in this committee.

B. Approve the Budget Election Results - VOTED: That the Computation and Declaration of Votes dated June 15, 2009 and attached hereto be and it is hereby approved. FURTHER VOTED: That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 21 (the "Regional School Unit"). FURTHER VOTED: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit. **DIRECTOR SPOFFORD MADE THE MOTION TO APPROVE THE VOTE, SECONDED BY DIRECTOR LOWERY, AND VOTED UNANIMOUSLY BY THE BOARD.**

C. Sign the Assessments – At the end of the meeting Mr. Barnes will ask the Board to sign the assessments calculated for each town.

D. Vote to Approve the Lease/Purchase of Photocopier Equipment – VOTE TO BE APPROVED
Regional School Unit #21 - Voted: That under and pursuant to the provisions of Title 20-A M.R.S.A. Sections 1001 and 1055, the Superintendent of Schools be and hereby is authorized to execute and deliver a tax-exempt lease purchase agreement with M.S.T. Government Leasing, LLC in the name and on behalf of **Regional School Unit #21** (the "Issuer"), for the purpose of refunding and refinancing existing lease purchases of photocopier equipment, and lease purchasing additional new and reconditioned photocopier equipment, any service agreements specifically financed in connection with certain equipment, consulting fees, and related costs of issuance, with an aggregate purchase price not exceeding **One Hundred Sixty-Three Thousand Three Hundred Forty-Four Dollars and Nineteen Cents (\$163,344.19)**, at a rate of interest of not more than **3.900%** per year through August 1, 2013, and otherwise in such form as the Superintendent may approve; and that the appropriate officials of the Issuer be and hereby are authorized to execute and deliver on behalf of the Issuer such other documents and certificates as may be required in connection with such tax-exempt lease purchase agreement; and that no part of the proceeds of said tax-exempt lease purchase agreement shall be used, directly or indirectly, to acquire any securities or obligations, the acquisition of which would cause the tax-exempt lease purchase agreement to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 141 and 148, respectively, of the Internal Revenue Code of 1986, as amended (the "Code"); and that the tax-exempt lease purchase agreement issued pursuant hereto be designated as a qualified tax-exempt obligation within the meaning of Section 265(b)(3)(B) of said Code; and that the Superintendent be and hereby is authorized to covenant on behalf of the Issuer to file any information report and pay any rebate due to the United States in connection with the issuance

of said tax-exempt lease purchase agreement, and to take all other lawful actions necessary to insure that the interest portion of the rental payments under and pursuant to the tax-exempt lease purchase agreement will be excluded from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause such interest portion of the rental payments to become includable in the gross income of the owners thereof. Chairperson King noted that the price will not exceed \$163,344.19 and not more than 3.900% per year. The savings will be \$26,000 for five years. **DIRECTOR REETZ MADE THE MOTION TO APPROVE THE VOTE, SECONDED BY DIRECTOR SPOFFORD, AND VOTED UNANIMOUSLY BY THE BOARD.**

E. Approval of Football Camp – August 24-27, 2009 – DIRECTOR KNIGHT MADE THE MOTION TO APPROVE, SECONDED BY DIRECTOR SMITH AND VOTED UNANIMOUSLY BY THE BOARD. Mr. Rafferty will report back to the Board in the fall.

F. Committee Reports -

1. Facilities Committee – Mr. Smith reported on the June 11 Facilities Meeting. Ms. Naimey presented the Learning Center to the committee. They discussed the McCormick Facility Report and Mr. Maines is waiting to receive a copy of the report that was done on Arundel and will do an analysis as he has done with MSAD71. He will report back to the Board with his conclusions at a July meeting. As of June 11 he still did not have access to that report. Mr. Maines will also provide additional information to Michael McCormick to have an addendum to go along with the report. The committee discussed the bussing routes. The routes will be published as of August 1, 2009. There will be two parallel systems, one for Arundel and one for MSAD71. Mr. Maines reported the analysis of the walking distance for Arundel was a key component in the process; he could not find a policy for this. He asks that the Board accept the MSAD71 walking distance policy for the time being. Director Smith thought this could be discussed at their July 9th meeting. Chairperson King said that the Policy Committee had a meeting schedule for this week and they would add this to other policies they are working on and make a recommendation after talking with Mr. Parker about Arundel's current practice. Director Archer said in a letter to the editor in a June 5 newspaper, the author suggested that Arundel students would not be bused to force them to go to Kennebunk schools. Mr. Maines said this was brought forward with the policy about busing the Thornton Academy, Biddeford High School and Kennebunk High School. The RSU will continue to bus to any high school with 15 of their students. Vice Chairperson Richard-Wuerthner pointed out that everything is then status quo. Director Smith said if you look at the Facilities Minutes it states, in bold, that there are no major changes to be made this school year. The annual cost to transport to Kennebunk High School was \$5,000. The Arundel buses will be housed at the Kennebunk Bus Barn for convenience sake, and the cost for this is estimated at \$3,000. The Arundel buses are in good shape and are road worthy, they do need some work to bring them up to the standards of Kennebunk. The committee will continue to look at the wood fuel project and will report back to the Board as they progress. Mr. Maines also reported to the committee his summer projects for all schools. The next meeting of the Facilities Committee will be July 9. Director Spofford asked who would address the snow days. Mr. Maines said if there is no school in Arundel then there is no transportation to the other schools; these students would stay at home. Director Spofford asked when student days would be addressed. Chairperson King explained that issue will be discussed in policy and in negotiations because student days are part of the teaching contract.

2. Communications Committee – Director Archer reported that the RSU needs to agree on what they are producing and how they will produce it. The committee talked about things they would like to do on how to address media reports that lack data and facts behind what they say. They discussed how to organize the website to be more engaging, but had a whiteboard talk and have nothing to report back to the Board. They thought once they had a better strategic plan for the district then they would know where to go from there, it will be a work in progress. Director Lowery would like to see a way to get the good news out, promote pride in our schools; this will help keep the schools tied together. The main discussion of the committee was addressing misinformation.

a. RSU21 Re-naming Discussion – Director Archer said the ideas and suggestions were fantastic, but the district needs to define the mission statement first then change the name. He would like to see the community engaged or have a retreat dedicated to naming the RSU. Chairperson King would like the

committee to think about the kinds of things they would like to work on so a policy can be put together to define the committee. Director Domine said it would be interesting to have the Communication Committee and technology work together on the website.

3. Policy Committee –

a. First Readings – Section A is not ready yet and will be brought to the Board in July.

- 1. JRA-R – Student Education Records and Information – Administrative Procedure.**
- 2. JRA – Student Education Records and Information**
- 3. JRA-E – Annual Notice of Student Education Records and Information Rights**
- 4. IHBAC – Child Find Policy**

CHAIRPERSON KING ENTERTAINED A MOTION TO APPROVE THE SPECIAL EDUCATION POLICIES, MOVED BY DIRECTOR SPOFFORD, SECONDED BY VICE CHAIRPERSON RICHARD-WUERTHNER, AND VOTE UNANIMOUSLY BY THE BOARD.

g. Board Transition Plan – Chairperson King sent the plan to Board members. She thought this plan would be helpful to Board members as they plan committee work. The items on the plan need to be taken care of, it is not an option. Judy Enright, RSU facilitator, will help with Board orientation meetings. If the Board wants to change committee's they can do so in July.

H. Tour of Thornton Academy – Chairperson King and Vice Chairperson Richard-Wuerthner toured Thornton Academy and their middle school. It was essentially a facilities tour. They turned the new dorm facilities that were built for international students. August 31 students from China and Taiwan will start at Thornton Academy. The facility holds a maximum of 38 students and there are future plans to build additional housing. There are nine middle school classrooms with 160 students with 18/20 tuitioned students. The sixth graders are grouped together. The sixth grade language experience is a general approach with French, Chinese and Spanish, and they also have world cultural units. Instruction staff includes three – sixth grades; five – 7th grades, and five – 8th grades with additional ed tech staff. In the absence of a headmaster there is a teacher/administrator. She will teach three classes in the morning and do administrative work in the afternoon. There is a program of studies that can be reviewed. Vice Chairperson Richard-Wuerthner encouraged Board members to tour the facilities.

I. Preliminary Discussion on Curtailment Money – Mr. Manuel, Mr. Barnes and Mr. Dolloff attended a state sponsored conference on Friday. Mr. Manuel reported they have tried to seek guidance on the curtailment and have not heard back yet, and have not received the check yet. Drummond/Woodsum is working with the Department of Education to have something in writing on how the curtailment money can be used. Mr. Manuel found out today that the money will be considered federal money and will be used under federal guidelines not state guidelines. This means a support to education and the money can be carried over. There is still no cap on carryover yet. Director Archer wondered what the reason was for not paying the money out yet. He wondered what the lobbyist did for the RSU. Mr. Barnes said she has been very helpful moving this issue on, and has taken time to seek guidance and move the question forward. She has been instrumental in not allowing this issue to get lost in Augusta. Mr. Barnes talks to her twice a week on this issue. Mr. Manuel said this money is a one time deal and maybe can be used on capital projects. Director Smith asked if anyone had received this money yet. Mr. Barnes said no one has and if they are spending it they are taking their chances. Mr. Barnes explained that the money will come through the State of Maine operating budget. Chairperson King said that the MSBA is in contact with Olympia Snow and Susan Collins; their offices are keeping the association updated. Mr. Barnes said, on Friday, they were told the money would be flowing this week. Director Reetz would like the Finance Committee to meet to look at the long term. The negotiation process has begun, the teamsters have contacted Chairperson King and a time is being decided to meet.

X. UPDATE FROM SCHOOL BOARD CHAIR

X1. COMMUNICATIONS FROM THE INTERIM SECRETARY

A. UNE National Science Foundation Grant – RSU21 will be part of this grant.

B. Scholar Leaders by the Maine Association of Middle Level Education and the New England League of Middle Schools were recognized – On May 21, Sabrina Kayser and John Burns were each recognized as

"Scholar Leaders" by the MAMLE and the NELMS.

C. State Sports Results – Superintendent Manuel congratulated the track team and the girls' lacrosse team.

Chairperson King thanked Mr. Manuel for his service as Interim Superintendent.

XI.

ADJOURNMENT

DIRECTOR SPOFFORD MADE THE MOTION TO ADJOURN AT 8:30 P.M., SECONDED BY DIRECTOR LOWERY, AND VOTED UNANIMOUSLY BY THE BOARD.