



WOCSD SCHOOL COMMITTEE

MISSION STATEMENT

The Wells-Ogunquit C.S.D. commits to ensuring that each scholar develops the social, academic, critical and creative thinking skills necessary to meet with success in college, career, citizenship and life. The responsibility for education is shared by student, family, school and community.

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MINUTES

The Wells-Ogunquit C.S.D. School Committee held its regular meeting on **Monday, November 9, 2015** at the Office of the Superintendent of Schools, 1460 Post Road, Wells.

School Committee members attending included: Helena Ackerson, Jason Vennard, Miranda Pollard, Karen MacNeill, Stillman Bradish, and Student Representative, Taryn Lambert.

Administrators in attendance included: Superintendent, James Daly; Interim Dir. of Finance, Jay Moore; Dir. of Technology, Michael Richards; Dir. of Special Services, Ryan Fairchild; Dir. of Instruction, Stacey Schatzabel; WHS Principal, Eileen Sheehy, WHS Asst. Principal, Josh Gould; WHS Dir Stu.Act, Jack Molloy; WJHS Principal, Chris Chessie; WES Principal, Marianne Horne; WES Asst. Principal, Ken Spinney.

Guests at the meeting were: Morey Hallett, Melissa Stapleton, Sandrine Curtiss, David and Karen Libby, Barbara Maurer, and Herb Perry.

1. Call to Order/Mission Statement

- Chair Ackerson called the meeting to order at 6:30 pm.
- Chair Ackerson read the District Mission Statement.

2. Pledge of Allegiance

- Chair Ackerson led the group in the Pledge of Allegiance.

3. Adjustments to the Agenda

-Adjustments to the agenda included:

- **CHANGE -Item 9Aii – Change policy reference to “GCEB”**
- **ADD - Item 7Av – Parent/Teacher Conference update**
- **ADD – Item 7Avi – WHS Fall Drama Production**
- **ADD – Item 7Avii – Security at Schools (RAPTOR)**
- **ADD – Item 7Aviii- FY '17 Budget Update**
- **ADD - Item 7Aix – WHS Warrior Football in Campbell Conference**

- **ADD - Item 7Ax – WHS Color Guard Participation in NYC Parade**
- **ADD - Item 7Axi – WES Assembly Honors Veterans**
- **ADD – Item 7Eiii – WHS JV Boys Basketball Coach notification**
- **ADD - Item 7Eiv – WHS First Team Boys Basketball Coach notification**

4. Recognition, education and/or school presentations-

The WHS Boys Cross Country Team was recognized by the School Committee as being the 2015 Western Maine Conference Champions. Team members **Matthew Buonanno, Matt Chase, Tom Crothers, Kyle Crothers, James Crothers, Connor Littlefield, Nick Maynard, Mitchel Stapleton, Quentin Curtiss, Dylan Danielson, Corey Dunham, Mitch Libby, Noah McAvoy, Brian McMahon, Wesley Moody** and **Coach Bob Winn** were congratulated on this accomplishment. Chair Ackerson presented certificates of recognition to team members and the coach.

5. Public Comments

- there were no public comments.

6. Consideration and approval of minutes of the School Committee special meeting held on October 21, 2015.

Motion to approve the minutes of October 21, as written:

Moved: *Vennard*

Seconded: *MacNeill*

Vote: 4-0-1

(Bradish abstained)

7. Superintendent's Report –

In his report, Superintendent Daly shared the following:

A. Items for Information

- i. The District has received the following **grants**:
-Title I, PEPG, and Transition Grant Proficiency-Based Education FY '16
- ii. Registration information regarding a **Drummond Woodsum Workshop** for school committee members relative to negotiations
- iii. **Board & Administrator** publication (July- November issues) with articles of interest for the Committee
- iv. Information regarding the **National School Board Association Conference** in Boston, MA in April 2016. If any Committee member is interested in attending, please email Lil Lagasse to register.

- v. **Parent/Teacher Conferences** have been well attended. Schools are hosting conferences along the following schedule:
- WHS – Oct. 29th and Nov. 5th
 - WJHS - Nov. 12th and 19th
 - WES – Nov. 5th and 12th
- vi. The **WHS Fall Drama production** is the comedy, ***“Oh, Promise Me!”*** Performances as follows:
- 3:30pm Matinee on Tuesday Nov. 10th (all seats \$5)
 - 7pm Thurs, Fri, and Sat, Nov. 12, 13, and 14
(Adults \$8 and Students/ Sr Citiz \$5)
- vii. **Updated the new Security System**
- A letter has been sent to parents regarding the new security system, RAPTOR, being implemented in the Wells Elementary School and soon at the Junior High. Wells High School will be on board after the move into the new building. The entry process will remain basically the same for parents with stricter guidelines for outside visitors. A “learning curve” is expected as the process gets underway.
- viii. **FY’17 Budget Update**
- budget information has been distributed to building administrators. Preliminary budget figures will be returned to Central Office in December for further review.
- ix. **WHS Warrior Football** team competed in a Campbell Conference game on Friday, Nov. 6th at Cape Elizabeth (Final score 20-14). Supt. Daly noted that juniors, ***Jordan Cluff and Riley Dempsey*** gave outstanding performances during the game. The next game will be on Saturday, Nov. 14th at Yarmouth – beginning at 12noon
- x. **Students participating in Macy’s Parade in NYC**
- Three WHS Color Guard members – ***Anna Libby, Adrienne Perron, and Mallory Cashman***, and their coach, ***Bailey Smith***, will be representing WOCSD at the Macy’s Thanksgiving Day Parade on November 26th. The parade will be televised on NBC beginning at 9:00 am.

xi. **Veteran's Day Assembly**

Supt. Daly, Dir. of Instruction Schatzabel, and Interim Dir. of Finance Moore attended the Wells Elementary School's annual Veterans' Day Assembly held on Monday, Nov. 9th

He noted that all branches of the armed forces were represented and that the program was extremely educational for students and adults alike.

B. District Reports**Wells Junior High School**

In his report, Principal Chessie noted that the junior high is sponsoring their 21st annual **Turkey Day Dinner** for senior citizens on Sunday, November 22nd from 11am-1pm. The event is put on as part of the 8th grade "Generations" unit. They expect to serve approximately 450 meals in the two-hour span. He wished to thank all those helping with the preparation including: ***June Messier, Wells Senior Citizens; Nicholas and Nawarat Hunter, Wells IGA; Diane and Gary Leech, Congdon's; Dunkin' Donuts; Linda Gaidimas, Vickie Aldridge, and 8th grade volunteers pastry chefs; Tyler Goodwin and staff, WOCSD Food Services;*** and all WJHS staff and students that volunteer their time to make the day a success.

-**Wreaths Across America** will be visiting the junior high on Monday, December 7th at approximately 1pm. The group strives to share the message of "*Remember, Honor, Teach*" as they honor veterans no longer with us.

-A new feature at the junior high this year is the **Warrior Lab**. The Lab, designed based off the high school lab, is a common place for struggling students to receive help and support in improving their grades. Ed Tech, ***Morey Hallett***, explained his role as supervisor of the Lab. Students are asked to attend the lab based on their grades and/or recommendations from the principal, guidance counselors, and teachers.

Finance/HR

-Interim Director Moore reported that the high school renovation project has incurred expenses of \$13, 946,000 to date, with approximately \$8 million remaining. Meetings are held with contractors and architects to monitor construction. A target date of Dec. 2nd is predicted for transition to the new building.

- Auditors have been reviewing 2014-2015 accounts this week and last week. They recommend filtering the Chart of Accounts to make un-used listings inactive.
- District bonds due in November for the Wells Elementary School, Wells High School, Wells Junior High, and fields have been paid.
- Representatives from Siemens and Honeywell will meet with District custodians to discuss maintenance schedules.
- Competitive Energy, the District's natural gas supplier, reported that Wells Elementary usage thus far is \$1,100 – Wells Junior High, \$952. The high school is not currently utilizing natural gas.
- Projects along the Access Road between the fields include adding loam and hydro-seeding areas.

Director of Instruction

- Director Schatzabel shared she is working with teachers relative to the PEPG, *Performance Evaluation Professional Growth* model
- New teachers to the District met as a group on October 26th to discuss certification requirements. Thanks to **Linda Gaidimas** for her assistance.
- Professional Development opportunities for faculty have included attending conferences on guiding principles, computer technology, math curriculum, and proficiency based education.
- Members are still needed for the School Committee Curriculum Sub-Committee. This committee focuses on education and curriculum within the District. Meeting dates are: 12/1/15, 3/1/16, and 5/3/16 from 3:15-4:30pm at the Central Office. If interested, please contact Dir. Schatzabel at sschatzabel@wocsd.org.

Director of Special Services

- Director Fairchild noted the Special Services Department had ten new hires and fifteen transfers within the District this year.
- the department has received a \$3,500 IDEA grant.

-A **state audit** will begin with an internal audit on 11/19 and 11/20 followed by a DOE audit on 12/10/15. The audit will focus on student files, compliance, and transition plans. Any action plan items must be completed within one year. Dir. Fairchild will update the Committee regarding the audit results.

WHS Building Committee

-Josh Gould noted the exterior of the new section is mostly complete. The flagpole position has been determined and building lettering has been selected.

-Cleanliness throughout the construction site is an ongoing issue.

-Teachers have begun packing rooms in preparation of student occupancy on Jan. 4th.

-Punch lists are ongoing to ensure areas of concern are addressed.

-Supt. Daly publically thanked all those involved for serving the best interests of taxpayers. He also thanked all the students for their flexibility and sacrifices during the construction.

C. School Calendar of Events –November

-copies of each school's November calendar of events was issued

D. Notification of Resignations

-Supt. Daly stated he has accepted the resignations of WHS JV Boys Basketball Coach, *Jay Moore* and WHS Boys 1st Team Basketball Coach, *Tim Roche*.

E .Notification of Stipend Positions

-Supt. Daly notified the Committee of the following stipend positions placements:

-WJHS Cheering Coach (1/2) - *Breanna Blake*

-WJHS Cheering Coach (1/2) - *Kasey Bullard*

- WHS JV Boys Basketball Coach – *Jeff Page*

- WHS 1st Team Boys Basketball Coach – *Nicholas Charles*

F. Notification of Volunteer Position

-Supt. Daly notified the Committee of acceptance of WJHS Volunteer Cheering Coach - *Olivia Welch*

8. Old Business

A. Consideration and approval of policy adoption –

--*Policy BBBH – Student Committee Members*

Chair Ackerson explained the new policy allowing Wells High School students be incorporated as part of the WOCSD School Committee on an advisory basis.

Motion to adopt a policy entitled, “*Policy BBBH – Student Committee Members*”, to incorporate (on a school-year term basis) student representatives as advisory members of the WOCSD School Committee.

Moved: *Vennard* **Seconded:** *Bradish* **Vote:** 5-0

After the motion carried, WHS students, ***Taryn Lambert*** and ***Anna Furness***, were introduced as new members for 2015-2016. Ms. Lambert thanked the Committee for this opportunity. Due to a prior commitment, Ms. Furness was unable to attend.

9. New Business

A. 1st Reading Policies

i. ***Policy ADC – Tobacco Use and Possession***

(to include E-cigarettes be considered a tobacco product)

ii. ***Policy GBDE – Rate of Pay for Substitutes***

(be revised to increase the rate of pay of substitutes by \$10/day)

B. Consideration and approval of 2015 Taxable and Revenue Anticipation Note

Supt. Daly explained the purpose of the Note is to extend the Tax Anticipation from each town that is currently pro-rated over 12 months. This action allows for cash flow used to pay bonds, etc.

Motion to approve the vote entitled, “Vote to Authorize Issuance of a \$1,000,000 Tax and Revenue Anticipation Note (Taxable Revolving Line of Credit),” be approved in the form presented to this meeting and that the Secretary file an attested copy of said vote with the minutes of this meeting,

.....and.....

that the Wells-Ogunquit Community School District, being an organized and existing Municipal Affiliated Entity, under the laws of the State of Maine, resolve to adhere to the articles as stated in the Borrower's Resolution with People's United Bank and WOCSD, dated November 9, 2015.

Moved: *Pollard*

Seconded: *Vennard*

Vote: 5-0

10. Executive Session

Chair Ackerson requested the group enter executive session to discuss a personnel matter pursuant to 1 M.R.S.A. § 405 (6) (A)

Motion to enter Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A. § 405 (6) (A).

Moved: *Vennard*

Seconded: *Bradish*

Vote: 5-0

There was no action as a result of the executive session.

11. Adjournment

-Before adjournment, Chair Ackerson requested the consideration and approval of the December 2, 2015 meeting start time be changed to 4:30pm due to scheduling conflicts and that the Feb.1, 2016 meeting date be moved to Monday, Feb. 3, 2016 for the same reason.

Motion to change the meeting time to 4:30pm for the Dec. 2, 2015 meeting and to move the date of the Feb. 3, 2016 meeting to Feb. 1, 2016.

Moved: *Vennard*

Seconded: *Pollard*

Vote: 5-0

-Chair Ackerson asked for a motion to adjourn the meeting.

Motion to adjourn meeting at 8:30pm

Moved: *Vennard*

Seconded: *Bradish*

Vote: 5-0

Respectfully submitted,

James P. Daly, Secretary
Wells/Ogunquit CSD School Committee