



# 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 Wednesday, December 2, 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, and Student Representative, Anna Furness. Stillman Bradish and Student Rep., Taryn Lambert were absent.

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; Dir. of Nutrition Services, Tyler Goodwin; WHS Asst. Principal, Josh Gould; WHS Dir. Stu.Act, Jack Molloy; WJHS Principal, Chris Chessie; WES Principal, Marianne Horne.

Others attending were: Timothy Roche, Cindy Roche, Mark Lewia, Kathy Calo, Adrienne Perron, Mallory Cashman, Amy Cashman, Bailey Smith and Barbara Maurer.

### **1. Call to Order/Mission Statement**

- Chair Ackerson called the meeting to order at 4:30 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:

- ADD - Item #4-C – Campbell Conference – High School Assistant Football Coach of the Year
- ADD – Item #9-Aii - Consideration and approval of volunteer Odyssey of the Mind coaches at Wells Elementary School

#### **4. Recognition, education and/or school presentations-**

- A. WHS Color Guard members Adrienne Perron, and Mallory Cashman – along with their coach, Bailey Smith, were presented Certificates of Recognition by SC Chair Ackerson and Supt. Daly. Anna Libby was unable to attend. The three students were chosen to participate in the Macy's Thanksgiving Day Parade in New York City representing Wells High School and the WOCSD.
- B. Kathy Calo, physical education instructor at Wells Elementary School, was presented with a Certificate of Recognition by SC Chair Ackerson and Supt. Daly for being named the *Jump Rope for Heart Coordinator of the Year* by the American Heart Association. It was noted that Ms. Calo has been instrumental in leading and organizing the elementary school's participation in this program for the past 29 years – raising over \$200,000 for the charity during that time.
- C. WHS Asst. Football Coach, Mark Lewia, was presented with a Certificate of Recognition by SC Chair Ackerson and Supt. Daly for being named the *Campbell Conference High School Assistant Football Coach of the Year 2015*. Mr. Lewia has been a highly-respected and valuable member of the WOCSD coaching staff for more than 30 years.

#### **5. Public Comments**

- none

#### **6. Consideration and approval of minutes of the School Committee regular meeting held on November 9, 2015.**

Motion to approve the minutes of November 9, 2015, as written:

Moved: *Pollard*

Seconded: *MacNeill*

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

## 7. Superintendent's Report –

In his report, Superintendent Daly shared the following:

### A. Superintendent's Updates

- i. -The 21<sup>st</sup> annual Thanksgiving Day dinner for senior citizens in the community was a huge success this year – serving over 500 meals on Sunday, November 22<sup>nd</sup>. Special thanks to the 8<sup>th</sup> Grade Team, Principal Chessie and Administrative Secretary, Vicki Aldridge, and all the volunteers for an outstanding job in organizing and preparing the event.  
  
- On November 9<sup>th</sup>, Wells Elementary School hosted a Veteran's Day assembly that all students attended. Several area veterans and active military personnel were invited as honored guests. Thank you to Principal Horne and her staff for providing this opportunity for our youngest students to learn about patriotism.  
  
-Recipients of the "On-the-Spot Recognitions", highlighted in each issue of the bi-weekly Superintendent's Update newsletter, are recognized for going *above and beyond* in their daily interactions with students. Their dedication is greatly appreciated!
- ii. **Request to enter negotiations - WOSSA**  
- A request from WOSSA to enter into negotiations was received. The first meeting will be held on Tuesday, December 8, 2015.
- iii. **Board & Administrator** publication (November issue)  
-articles of interest for the Committee

### B. Correspondence

- i. A letter from a staff member relative to changes in the junior high Health Education classes was included as information. The topic will be discussed during the SC Workshop session on December 16, 2015.
- ii. Supt. Daly noted that he sent a thank you letter on behalf of the District to Scott McNeff and Emily Gallant, owners of the Scoop Deck in Wells, for their donation of \$500 to the WOCSA Nutrition program. This is the second year the District has been the recipient of their generosity.

## **C. District Reports**

### **Wells Elementary School**

In her report, Principal Horne highlighted the following:

-congratulated WES Physical Education teacher, Kathy Calo, for being named the Jump Rope for Heart Coordinator of the Year by the American Heart Association.

-on October 28<sup>th</sup>, the Title I Math and Literacy Family Night was held for parents and students. This event shares ideas and tools with parents to aide them in supporting their child's school curriculum at home.

-On September 18<sup>th</sup>, 4<sup>th</sup> grade students harvested crops at Spiller's Farm in Wells as part of the "*Farm to School*" program. Students in the Begindergarten class picked apples and enjoyed a hayride at the Farm.

-On Friday, October 30<sup>th</sup>, a school-wide assembly was held regarding Halloween safety. School Resource Officer, Riegel and "Tigger" (*aka Asst. Principal Spinney*) shared important safety tips with all in attendance.

-A snowy owl was spotted in a tree on the playground on November 6<sup>th</sup>. The owl remained on site for the day providing many teachable moments for learning about nature.

-At the annual Veteran's Day assembly on November 9<sup>th</sup>, students had the opportunity to personally thank several veterans and active military personnel for their service.

### **WOCSD Food Services**

In his report, Mr. Goodwin shared that:

-the Nutrition Services department is currently serving 700+ lunches and 80+ breakfast meals each day throughout the District. This figure is slightly lower than last year.

-the ongoing *Farm to School* program is beneficial to the Nutrition Program. It provides a less-expensive alternative to purchasing high quality produce. Thanks to Bill and Anna Spiller, owners of Spiller's Farm, for sponsoring this program.

-Mr. Goodwin also thanked the *Scoop Deck* for their continued support and generosity of the WOCSD Nutrition Services program.

-A copy of a proposed "*Charging Policy*" was provided to the School Committee. This will be further discussed at the workshop on Dec. 16<sup>th</sup>.

### **Finance/HR**

-Interim Director Moore reported that, as of the end of November, approximately \$8 million remains for the WHS building construction/renovation project.

-FY'17 Budget timeline continues with

- building level budgets due to superintendent on 12/4/15
- superintendent and director of finance will meet with building principals between 12/16 and 12/22.
- principals have been asked to list capital improvements needed at each campus

-Computer upgrades at the elementary school are complete.

- 180 ChromeBooks, 25 iMacs, and 43 Acer ChromeBoxes have been added

-Wells Elementary and Wells Junior High custodial personnel are being trained on operating new boiler/burner equipment as part of the recent conversion to natural gas resources.

Current usage costs: WES = \$3,151,89  
WJHS = \$3,563.00  
WHS = \$ 243.16 (most recent conversion)

-New scoreboards are being considered to replace the current board located at the southeast end of Warrior Memorial Field and the temporary board on the Softball field. *(It was noted the football field board has been in place for over 36 years.)*

If purchased, a new board would be relocated to the right field area of the baseball field and be used for both sports. The project will be privately funded – implementation Fall 2016.

-the recently purchased District van has proven to be highly cost-effective for transportation needs -used for small field trips, custodial errands, Bridges program student conveyance, etc.

### **Director of Instruction**

- Director Schatzabel shared that work with the *Danielson Framework* continues at each administrative meeting.
  
- the Curriculum Steering Committee will meet on Dec. 14. They will have training and then look at all Student Learning Objectives (SLO's) for approval.
  
- A Proficiency-Based Diploma district self-assessment has been completed and a progress report submitted to the Dept. of Education
  
- Graduation standards for all eight content areas are almost complete. After review by the Curriculum Coordinating Council, they will be forwarded to the School Committee for approval
  
- Thank you to so many community members for their interest in joining the Curriculum Coordinating Council.
  - Selected members include students, teachers, administrators and community members.
  - First meeting held on Dec. 1<sup>st</sup>
  - Vertical Teams will be re-established

Supt. Daly thanked Dir. Schatzabel for her valuable input during a recent presentation to the Ogunquit Select Board.

### **Director of Special Services**

- Director Fairchild noted the Special Services Department recently conducted an internal Dept. of Education desk audit involving seven (7) special education staff perusing 30 student files to check for procedural accuracy.
  
- A copy of the monitoring tool used in conjunction with the DOE audit was distributed.
  
- Dir. Fairchild thanked Admin. Secretary, Lisa Fallo, for her assistance throughout the audit process.
  
- representatives from the DOE will be onsite on Dec. 9<sup>th</sup> for the audit

### **Director of Technology**

- Director, Michael Richards, spoke relative to the technology upgrades at the elementary school.
  - Over 134 new devices have been added.
  - Installation of projectors in each classroom continues on a year-to-year plan.
  
- Issuance of Apple ID's at the junior high level has been difficult.
  - age requirement of 14 impedes younger students from using iPads
  
- Grades 5 & 6 are using MacBooks
  
- we now are able to provide 1:1 devices for students Grades 3-8
  
- due to increased technological capabilities, NWEA testing may be completed in a more timely manner
  
- at the high school, 25 new iMacs have been installed. Old ones have been refurbished with more RAM – continue to use.
  
- 3-D printer now for use in STEM classes
  
- all technology decisions for the WHS construction/renovation have been extensively researched and well thought out.

### **WHS Building Committee**

Supt. Daly commented that Mr. Gould has been involved in the WHS Building project since its onset and that his extensive work done behind the scenes has been tremendous.

Mr. Gould noted that

- Move-in deadline of 12/1/15 was not met by contractor

#### **-Exterior**

- signage in at main entrance/new lamp posts/ walk-way to access Road

#### **-Interior**

- 3<sup>rd</sup> floor – mostly finished
- 2<sup>nd</sup> floor – still in construction mode
- 1<sup>st</sup> floor – priming still need on sheetrock

-Infrastructure

- ceiling tiles now installed in Learning Commons
- beginning testing systems

-Stumbling blocks

- floor tiles – colors different – contractor changed dye lots
- custom cabinetry – 60% complete
- large areas of flooring not finished
- AC Dudley (contractor) has not provided keys

-Wells Code Enforcement is onsite regularly to ensure compliance with town building codes

-Eleven (11) tractor-trailer loads of school furnishings are being stored (at contractor's cost) due to not meeting the move-in deadline

-Supt. Daly assured taxpayers that students will not move in until construction of the first phase is 99% complete and that work will not begin on subsequent phases until initial construction is finished. SC Asst. Chair, Vennard thanked Supt. Daly for his continued interaction with building contractors to keep abreast of issues as they arise.

-SC Asst. Chair, Vennard, also thanked the students and staff at WHS for their continued flexibility throughout the construction process.

**D. School Calendar of Events –December**

- calendars for each building's events for December were issued

**8. Old Business**

**A. Consideration and approval of policy revisions**

- Policy ADC – *Tobacco Use and Possession*
- Policy GCEB – *Rate of Pay for Substitutes*

Motion to revise policy entitled, "*Policy ADC–Tobacco Use and Possession*" to include the term "e-cigarettes".

Moved: *Vennard*

Seconded: Pollard

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

Motion to revise policy entitled, "Policy GCEB- Rate of Pay for Substitutes" to reflect rate increase of \$10/day.

Moved: *Pollard*

Seconded: *Vennard*

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

**9. New Business**

**A. Consideration and approval of volunteer positions--**

i. WHS Volunteer Indoor Track Coach – *Zachary Abendroth*

Motion to approve Supt. Daly's recommendation of Zachary Abendroth as WHS Indoor Track Volunteer Coach for the 2015-2016 season.

Moved: *Vennard*

Seconded: *Pollard*

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

ii. WES Volunteer Odyssey of the Mind Team Coaches –  
Carrie Averill, Liz Clough, and Rachel Stockwell

Motion to approve Supt. Daly's recommendation of Carrie Averill, Liz Clough, and Rachel Stockwell as WES Odyssey of the Mind Team Volunteer Coaches for the 2015-2016 school year.

Moved: *Vennard*

Seconded: *Pollard*

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

**10. Adjournment**

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

Motion to adjourn meeting at 5:42 pm.

Moved: *Vennard*

Seconded: *MacNeill*

Vote: 4-0

(Bradish absent)

(Student Rep votes not counted)

Respectfully submitted,

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