



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 a regular meeting on Wednesday, **October 5, 2016** in the Office of the Superintendent, 1460 Post Road, Wells, Maine.

School Committee members attending included: Helena Ackerson, Jason Vennard, Karen MacNeill, Stillman Bradish, Miranda Pollard and Boriana Dolliver, as well as, Student Representatives, Taryn Lambert and Michael Wrigley.

Administrators in attendance included: Supt. Jim Daly; Dir. of Instruction, Stacey Schatzabel; Dir. of Finance/HR, Ed McDonough; Dir. of Operations, Jay Moore; Dir. of Special Services, Ryan Fairchild; Dir. of Technology, Michael Richards; and Dir. Adult Education, Chris Chessie. Building administrators attending were: WHS Principal, Eileen Sheehy; WHS Asst. Principal, Josh Gould; WHS Dir. Student Activities, Jack Molloy; WJHS Principal, Bob Griffin; WJHS Asst. Principal, AJ Dufort; WES Principal, Chris Roche; and WES Asst. Principal, Ken Spinney.

Others present were: Becca Redman, Cody Brassard, Troy Brown, Kevin Finley, Marcia Finley, Katie Sevigny, and Maryanne Foley.

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 Agenda**

There were no adjustments to the agenda.

4. **Recognition, Education, and/or School Presentations**

A. **Recognitions** –

i. **National Merit Commended Scholar – WHS Senior, Kevin Finley**

WHS Senior, Kevin Finley was congratulated for being named a *National Merit Commended Scholar*. It was noted that out of the approximately 1.5 million students that take the PSAT test each year nationwide, only 2.2% are named commended scholars. Chair Ackerson, Supt. Daly, and Principal Sheehy presented Kevin with a certificate of recognition from the School Committee.

B. School Presentation –i. Consideration and approval of WHS Boys Basketball O/N trip to Keene, NH

Coach Troy Brown addressed the group requesting approval for 12-14 members of the Varsity Boys Basketball Team to attend a tournament in Keene, NH in December. The only cost to the District would be the entry fee of \$180 – cost of team members/chaperones hotel and meals will be fundraised. District vans will be used for transportation.

Motion to approve the WHS Boys Varsity Basketball team attend an overnight trip to Keene NH for a tournament event from 12/26/16-12/28/16.

Moved: *Bradish*

Seconded: *Pollard*

Vote: 5-0

(Dolliver absent for this vote)
(Student Rep votes not counted)

5. Public Comment

-there was no public comment

6. Consideration and Approval of minutes of the School Committee meeting held on:

A. September 7, 2016

Motion to approve the School Committee minutes from September 7, 2016 as written.

Moved: *MacNeill*

Seconded: *Bradish*

Vote: 5-0

(Dolliver absent for this vote)
(Student Rep votes not counted)

7. Superintendent UpdatesA. Items for Information

In his report to the Committee, Supt. Daly:

- spoke about the successful *Salute to Armed Forces/Veterans* football game held on Sept. 9th. He commented that one WWII veteran was overcome with emotion during the tribute and that many have sent along notes of appreciation for the recognition. SC Member, Stillman Bradish was in attendance at the event.
- reported that Open Houses at all three schools were well attended and that the first four weeks of school have been tremendous. He complimented principals and assistant principals on their contributions to such a great opening of school.
- stated the September 2016 *Board and Administrator* publication was included in each SC member's packet.
- shared that several donations from local businesses/community members had been received through the District. Letters of Appreciation have been sent to:
 - **Borealis Bread** (*Kelley Sevigney*) and **General Dynamics** (*Bill Sevigney*) for Kindergarten classroom supplies at WES.
 - **Maine Arts Paintings and Sculpture** (*Trisha Winslow*) for a memorial sculpture in memory of WJHS faculty member, Maureen McEnaney.

- **Wells/Ogunquit Historical Society** (*Julia Einstein*) for her assistance in gathering and identifying old photos of Wells High School. These photos will be displayed in the new high school building.
- **Forbes Family Foundation and Community Members** (*Dean Ramsdell, Bob Perry, Matt and Vander Forbes, Dan and Carla Lafayette, Tim, Karen, and Luke Darling*) for their contributions to the new scoreboard at Warrior Memorial Field. The new board was dedicated at the homecoming game on Sept. 23rd in memory of Mary and Vander Forbes, Jr. Supt. Daly also thanked Tim Roche and Jay Moore for coordinating the project.
- **Conversion Products** (*Paul Bell*) for donating materials to be used in the Career and Tech Education classes at Wells High School.
- related that enrollment in the District has increased since last year. We now have 1316 students enrolled (17 new students). This is a 1.3% increase from last year's total of 1299. As a result, a new ed tech position has been added to the elementary school to assist with coverage.
- explained that three (3) items (lathe, tire changer, welder) at the high school have been tagged for disposal. They will be offered to both towns for purchase and then to the public for purchase per District policy.
- mentioned that materials relative to the MSBA Annual Delegate Assembly and the MSMA Fall Conference were included in the SC packets.

B. School Calendars

-October school event calendars were provided

C. Notice of Stipend Positions

- These positions include:
 - WJHS 8th Grade Girls Soccer Coach – Sarah Quint
 - WJHS 7th Grade Field Hockey Coach – Heidi Mitchell
 - WJHS Assistant Cross Country Coach – Rachel Stockwell
 - WJHS Field Hockey Volunteer Coach – Dawn Wentland
 - WHS Class of 2018 Advisor – Lee McGlashan
 - WJHS Fall Drama Coach & Assistant Fall Drama Coach
– Josie Perkins and Chris Milliken

D. Notice of Resignation

-Supt. Daly reported that he had received and accepted the resignation of WHS JV Boys Basketball Coach, Jeff Page.

E. District Reports

- Student Reps – *Taryn Lambert* and *Michael Wrigley*
-Ms. Lambert spoke about the many volunteer and community service projects that WHS students participate in. Sports teams have donated to several charities, such as breast cancer research and Hodgkins Lymphoma research. The Football team donated \$2,500 to “House in the Woods” – a veteran home in Maine. The Interact Club is

involved with Meals on Wheels, the Barbara Bush Children's Hospital, the Ronald MacDonald House, and the Preble Street Shelter in Portland. The National Honor Society donated 700 food items to St. Mary's Food Pantry recently.

-She also mentioned that the fall play this year is *A Christmas Carol*. There will be free admission to all senior citizens at its matinee performance on Wed., Nov. 30th at 3:30pm.

-Mr. Wrigley commented on school pride and school spirit. He noted that such upgrades as the entrance banners, painting of the outlying buildings, and the new scoreboards have contributed to school pride. He shared that students appreciate and respect their new surroundings.

- Wells High School – Eileen Sheehy

-Becca Redman, WHS faculty member, was introduced. She explained the new Broadcast Journalism elective being offered this year. Student, Cory Brassard, shared a video highlighting the Media Team's members at work. Students have begun streaming events such as homecoming, color guard, and games. This course has been extremely well received by students and faculty alike.

-Principal Sheehy stated that over 320 students are involved in extra-curricular activities. She thanked all the coaches and advisors for their time and commitment to these groups.

-She stated that ensuring student growth is a goal for the school. The "gift of time" resulting from Early Release Wednesdays has been extremely beneficial as they work on assessments.

- Director of Instruction – Stacey Schatzabel

-Dir. Schatzabel began by thanking the Committee for their support of the new early dismissal on Wednesdays. So far, 10 hours have been used for various professional development sessions – school vision, PBIS model, assessment, etc.

-Graduation Standards - science standards are in progress; English is complete.

-NWEA assessments for Grades 1-8 are complete. Teachers are using the data.

-*Performance Evaluation for Professional Growth* has been approved by the State.

-She has been working on the Elementary and Secondary Education Act (ESEA) Desk Monitoring relative to Title I and II. This includes collecting data from various aspects of curriculum, assessment, facilities, etc. If the report is accepted, there will be no need for an on-site visitation.

-The Curriculum Coordinating Council will meet in November, February, and May.

- Director of Finance/HR – Ed McDonough

-working with Peoples United Bank to secure a Tax Anticipation Note to expenses prior to receiving funds from the municipalities.

-the copier lease has been closed with Androscoggin Bank with a five-year note at 2.57%.

- the WOCSD Employee Handbook has been updated and is posted on the District website.
- The amount remaining on the WHS Building Construction contract is \$700,478 and the District still holds \$303,746 in retainage to ensure completion of the project.
- The General Fund budget is tracking as expected. Remaining balance is at 84.86%.
- Director of Operations – *Jay Moore*
 - met with Seimen’s Corp. regarding heating and ventilation software. Updates needed at elementary and junior high to coordinate with the high school system.
 - collaborating with the Hillyard Cleaning Company. They will perform an efficiency evaluation to determine strengths and weaknesses of our current products, cleaning patterns, staffing, etc. This is at no cost to the district.
 - has been reviewing the IPM Plan that is required by the state. This plan includes procedures to follow relative to protecting students, staff, and visitors from harmful exposure to pests, diseases, or harmful chemicals.
 - has begun updating the asset inventory in our financial software program. Current plant assets total 250+. This update is necessary in preparation of upcoming audits.
 - custodians have been working diligently on exterior projects. Dir. Moore noted that the crew did an excellent job of preparing the interior of the buildings for start of school.
 - a substitute van driver is being trained and will fill in for regular drivers as needed.
- Director of Special Services – *Ryan Fairchild*
 - WOCSD currently has 158 identified students utilizing special services. This is 12% of the total enrollment. The State average is 18%.
 - Two SPED faculty, Cheryl Oakes and Paula Brayson, have been chosen to present at the MASDEC conference on Nov. 3rd and 4th. They will speak about the success of differentiated instruction at WHS.
- Director of Technology – *Michael Richards*
 - Early Release Wednesday common time on Sept. 21st at the junior high focused on technology – providing opportunities for peer instruction within the faculty.
 - Digital citizenship and how it relates to the Core Values at the junior high school has been discussed
- WHS Building Construction – *Josh Gould*
 - the project is almost complete! Photos of the new Performing Arts Center (PAC) were shared. A “punch list” still to be dealt with – items needing attention include: training on various technology; interior locks/doors; areas with unacceptable quality of work.

At this point in the meeting, Vice-Chair Vennard commented on how excited he was to observe the cohesiveness and teamwork transpiring within the administrators, faculty, and staff.

8. **New Business** –A. **Consideration and approval of 2016 Tax and Revenue Anticipation Note**

Motion that 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 form presented to this meeting and the secretary file an attested copy of said vote with the minutes of this meeting.

Moved: *Pollard*

Seconded: *Bradish*

Vote: 6-0

(Student Rep votes not counted)

B. **Consideration and approval of 2nd Shift Custodian at Wells Elementary School**

Motion to approve the hire of David Tibbetts as 2nd shift custodian at Wells Elementary School.

Moved: *Vennard*

Seconded: *Bradish*

Vote: 6-0

(Student Rep votes not counted)

C. **Consideration and approval of Computer Technician at Wells Elementary School**

Motion to approve the hire of Samantha Hamlyn as computer technician at Wells Elementary School.

Moved: *Pollard*

Seconded: *Vennard*

Vote: 6-0

(Student Rep votes not counted)

D. **Consideration and approval of WJHS Intramural Advisors for 1st Trimester**

Alison Graichen.....Jazz Band
Lynn MercierFun Fridays in the Library
Linda Gaidimas.....Sewing Club
Bonnie Dill.....Little House on the Prairie
Kerry Georgitis.....STEM- Engineering Club
Anne Gallo.....Bridge Club
Marilyn Zotos.....Spelling Bee Prep
Gale Bernard.....Fun with Cooking (Gr. 5/6)
Gale Bernard.....Fun with Cooking (Gr. 7/8)
Dianne Hussey.....Guided Study/Work Time
Lauren Rivera.....Theater Games

Motion to approve the WJHS intramural advisors for 1st trimester as listed.

Moved: *Vennard*

Seconded: *Bradish*

Vote: 6-0

(Student Rep votes not counted)

E. **1st Reading of New Policy – IJOC- School Volunteers and IJOC-E – Volunteer Application**

- this is a new policy regarding screening and regulations relative to school volunteers.
 A draft copy was included in the Committee's packets.

F. Sub-Committee Selections for 2016-2017

-Chair Ackerson shared a list of SC Sub-Committee members for the 2016-2017 school year.

Sick Bank (Support Staff)	*Boriana Dolliver
Policy	*Miranda Pollard, Jason Vennard
Finance	*Jason Vennard, Stillman Bradish
Curriculum	*Karen MacNeill, Boriana Dolliver
Facilities	*Stillman Bradish, Jason Vennard
<i>(*indicates committee chair)</i>	

Sanford Regional Tech Ctr Supt. Daly will update the Committee

Ad Hoc Sub-Committees

-WHS Building Committee	Helena Ackerson, Jason Vennard
-Negotiators/Teachers (6/30/19)	Helena Ackerson, Karen MacNeill
-Negotiators/Support Staff (6/30/19)	Helena Ackerson, Karen MacNeill
-Negotiators/Administrators (6/30/19)	Helena Ackerson, Jason Vennard

9. Adjournment

Chair Ackerson requested a motion to adjourn the meeting.

Motion to adjourn this meeting of the Wells-Ogunquit Community School District School Committee.

Moved: *Pollard*

Seconded: *Bradish*

Vote: *6-0*

(Student Rep votes not counted)

The meeting was adjourned at 7:28 pm.

Respectfully submitted,

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