



# 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 will held their regular meeting on Wednesday, **April 5, 2017** in the Office of the Superintendent, 1460 Post Road, Wells, Maine.

School Committee members attending included: Helena Ackerson, Jason Vennard, Miranda Pollard, Boriana Dolliver, and Les LaFond. SC Member, Karen MacNeill, and Student Representatives, Taryn Lambert, and Student Rep., Michael Wrigley, were absent.

Administrators in attendance included: Superintendent, James Daly; Dir. of Finance, Ed McDonough; Dir. of Operations, Jay Moore; Dir. of Special Services, Ryan Fairchild; Dir. of Instruction, Stacey Schatzabel; WHS Principal, Eileen Sheehy; WHS Asst. Principal, Josh Gould; WJHS Principal, Robert Griffin; WJHS Asst. Principal, AJ Dufort; WES Principal, Chris Roche; WES Asst. Principal, Ken Spinney; and Director of Adult Education, Christopher Chessie.

Others attending were: Maryanne Foley, Emma Clarrage, Sam Clarrage, Elana Fortin, Scott Fortin, Tina Fortin, Emily Knight, Ally O'Brien, and Vanessa White-Capelluti.

### 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

**ADD** – Section 6, Consideration and approval of - Item B – *Public Hearing minutes*

**ADD** – Section 7, Notification of Retirements- Item Eiii -*WHS Ed Tech*

-Item Eiv – *WJHS For Lang Teacher*

**ADD** – Section 7, Notification of Transfers - Item Gi – *WJHS ELA 7/8 to Gr 5 teacher*

Item Gii – *WHS Tech Ed to WJHS Tech Ed*

**DELETE** – Section 8, Consideration and approval, etc.

– Item E – delete wording “*and FY’18 Food Service*”

### 4. Recognition, education, and/or school presentations:

#### A. Recognitions-

##### i. WHS Presidential Volunteer Service Award Recipient

WHS Senior, Emma Clarrage, was presented a Certificate of Recognition for being the recipient of a Presidential Volunteer Service Award that recognized her more than 223 hours of Community Service.

ii. WHS National Scholastic Art Award Recipient

-Chair Ackerson and Supt. Daly presented WHS Senior, Elana Fortin, with a Certificate of Recognition for receiving a Silver Medal in the National Scholastic Arts Competition for her entry - a photograph entitled, "Gold Light at the End". This recognition placed Elana in the top 1% of all submissions in the competition.

iii. WHS Maine Principal's Award Recipient

-Chair Ackerson and Supt. Daly congratulated WHS Senior, Alyssa Loukola, who was chosen as the recipient of the 2017 Principal's Award. As Ms. Loukola was unable to attend the meeting, her certificate will be forwarded to her.

5. Public Comment

-none

6. Consideration and approval of minutes of the School Committee meetings held on:

A. March 8, 2017

B. Public Hearing – March 29, 2017

**Motion to approve the School Committee minutes from the March 8, 2017 and the Public Hearing of March 29, 2017 as written.**

**Moved:** *Pollard*

**Seconded:** *LaFond*

**Vote:** 5-0  
(*MacNeill absent*)

7. Superintendent's Report

A. Items for Information

i. *Board & Administrator* – March 2017

-articles of interest for the Committee

ii. *MSBA Newsletter* – February 2017

-articles of interest for the Committee

iii. Superintendent's Update

In his update, Supt. Daly shared the following:

- He and Dir. of Operations, Jay Moore, presented the proposed FY'18 School Budget at the Ogunquit Select Board meeting on April 4, 2017. He publically thanked all that attended for their support. SC Member LaFond, thanked Supt. Daly and Dir. Moore for their time and effort in delivering a very smooth presentation.
- A school family recently lost their home to fire. The WHS Interact Club, along with administration, organized a donation drive to aid the family. Donations have been tremendous! He thanked the community for their support of this cause.
- He thanked parents and staff for their patience in regard to Snow Days used this winter. Results from a poll sent to staff indicated that 88% preferred to discontinue the one-hour early release on Wednesdays for the remainder of the

school year to compensate for used days. Teachers will remain 1-2 hours after dismissal on Wednesdays to continue their professional development sessions.

## B. District Reports

### Wells High School

Principal Sheehy shared:

- the expanded Art Suite in the new building offers a greater area for creating and displaying students' work. New classes have been offered, including a very popular ceramics class. WHS Art Teacher, Emily Knight, and WHS Senior, Ally O'Brien, showed samples of pieces produced in this class. Principal Sheehy thanked Ms. Knight and Mrs. White-Capelluti (WHS Art Teacher) for their time and commitment in setting up the new areas.
- WHS Junior, Brianna Christie, has been chosen as the only representative from Maine to attend the prestigious *Al Neuharth Free Spirit and Journalism Conference* in Washington, DC this June. In addition to the conference experience, she will receive a \$1,000 scholarship.
- members of the junior class completed the SAT exam on April 5<sup>th</sup>. She thanked WHS Guidance Counselor, Noël Curcio, for her excellent organization of the testing day. She also thanked Stacey Schatzabel, Josh Gould, and Jay Moore for their assistance.
- good progress is being made relative to the proficiency-based diploma law. Assessments have been aligned to the standards. Reporting proficiencies to parents and the state yet to be completed. She thanked Stacey Schatzabel and Michael Richards for their assistance in streamlining this process.

### Wells Elementary School

Principal Roche shared highlights of the year to date –

- **Mindfulness Training** – PTSA funded an on-site speaker
- **Student Success Team** – discusses ALL students and their needs. The Team devises a plan for success and monitors that plan for effectiveness.
- **Odyssey of the Mind** regional competitions were held at WES. The WES Primary Team qualified for the state finals.
- **Title I** – 52 students were awarded certificates of achievement for their tremendous growth in Literacy and Math.
- **Celebration of Reading Day** – guests from schools and the community read aloud to students. Principal Roche thanked Maryanne Foley for organizing the event.
- **Student Leadership Team** – the student group held a “Carnation Day” where carnations were sold for \$1.00 each. Proceeds benefited local animal shelters.
- **Math Fact Café** – students practice their math facts during lunch time twice per week. Volunteers assist with this fun way to learn multiplication facts.
- **Jeopardy with Mr. Kafkas** – offers another fun, engaging method of practicing math facts.
- **Motivational Videos** – several teachers, as well as the WHS Student Media group, created videos to promote testing readiness for 4<sup>th</sup> graders taking the MEA assessments. Principal Roche shared the production from the high school. Chair Ackerson commented it was “good to see collaboration between the schools”.

- **Student Art Award** – Grade 4 student, Reese Murphy, received a Youth Art Month award for her unique painting inspired by the works of Maine artist, Dahlov Ipcar. Her piece was displayed at the Portland Museum of Art.
- **Girls Gala Event** – over 300 attended this father/daughter dance sponsored by the PTSA.
- **Kinder Info Night** – Parents/guardians of incoming Kindergartners were welcomed by administrators and staff on March 23<sup>rd</sup>. This was an opportunity to ask questions about the school and tour the building.

Director of Instruction – S. Schatzabel

Dir. Schatzabel reported that:

- Recent Professional Development sessions have included Mindfulness Training, RISE (*Research in STEM Education*), and grading, tracking standards, and formative assessment.
- MEA testing has been completed throughout the District. SAT exams were administered to Grade 11 students.
- 2<sup>nd</sup> year faculty are currently working on their portfolios.

Director of Special Services – R. Fairchild

Dir. Fairchild began by sharing:

- notification has been received that the District is in full compliance following the DOE review of the Special Education Program and all Corrective Action Plans (CAPs) stemming from last year's audit are complete.
- the *Lindamood-Bell Seeing Stars* reading program will be introduced after April break.
- it was noted that the total number of students (159) requiring special services is similar to last year's number.

Director of Finance/HR – E. McDonough

Director McDonough relayed:

- No activity in March relative to WHS Building Construction funds as some areas are not yet complete.
- General Fund – tracking well.
- Food Service data YTD reflects a balance of +\$60,234.70
- Six (6) employees have qualified for the retirement incentives offered to Support Staff
- Currently in the process of prequalifying property and casualty insurance firms. Once pre-qualified, selected bidders will submit proposals in June and a recommendation will be presented to the Committee.

Director of Operations – J. Moore

Director Moore informed the group that:

- Capital Improvement Projects include –
  - Wells Elementary Courtyard – cost estimates for paving, concrete, hot top
  - Wells Jr High Rear Parking Lot – estimates from Ramsdell's Landscaping, Town of Wells, and Libby-Scott Paving
  - Wells High School Sidewalk – estimates (*same as above*)

Dir. Moore thanked the head custodians at each building (*Jere' Pierce/WES, Mike Provencher/WJHS, and Steve Sevigney/WHS*) for their time and effort in gathering estimates and plans for these projects.

- Damage from winter storms will be assessed when grounds are clear of snow.

Director of Technology – M. Richards

Dir. Richards provided the following updates:

- He is instructing a class for teachers focusing on the Google Suite and its applications in the classroom. The class will end in May.
- Current student information system (Infinite Campus) will convert to “Edupoint” next year.

C. Notification of Volunteer Coaches

-Supt. Daly noted that he had approved volunteer coaches for the spring sports season:

- WHS Volunteer Softball Coach – Danielle Hinckley
- WHS Volunteer Baseball Coach – Matthew Toth

D. Notification of Resignation –

i. WES Grade 2 (share) Teacher -

- Supt. Daly shared that he had received a letter from WES teacher, Charlotte Wilson, indicating her intent to resign her position effective at the end of the 2016-2017 school year. He thanked Ms. Wilson for her seven (7) years with the District.

E. Notification of Retirements

i. Administrative Secretary – Adult Ed

- Supt. Daly reported that he has accepted a letter from Adult Ed Administrative Secretary, Susanne Cayford, indicating her intent to retire effective June 30, 2017. He thanked Ms. Cayford for her five years of service to the District.

ii. Administrative Assistant – Central Office

-Supt. Daly announced that his Administrative Assistant, Lil Lagasse, has indicated her intent to retire effective June 30, 2017 after 24 years with the WOCSD. He expressed his personal appreciation for her work as his secretary for the past 10 years.

iii. Ed Tech – WHS

-Supt. Daly noted he had received a note from Rhletta VanNatta, WHS Ed Tech, relative to her intent to retire as of June 30, 2017. He thanked Ms. VanNatta for her 13 years of service in the District.

iv. Foreign Language Teacher – WJHS

-Supt. Daly shared he had received a letter from Beth Cilluffo, WJHS Foreign Language teacher, regarding her intent to retire effective June 30, 2017. He thanked Ms. Cilluffo for her 12 years in the District.

F. School Calendars

- April calendars from each building were shared with the School Committee.

G. Notification of Transfers

-Supt. Daly notified the Committee of two transfers taking place for the 2017-2018 school year:

- Tasha Potter – from WJHS ELA 7/8 to WJHS Grade 5 Classroom teacher
- Jason Hludik – from WHS Tech Education to WJHS Tech Education

8. New Business

A. Consideration and approval of new hire – 2<sup>nd</sup> Shift Custodian WHS

-Supt. Daly recommended Kevin Moody be hired as WHS 2<sup>nd</sup> Shift Custodian.

**Motion to approve the superintendent’s recommendation to hire Kevin Moody as 2<sup>nd</sup> Shift Custodian at Wells High School.**

**Moved:** *Vennard*

**Seconded:** *LaFond*

**Vote:** 5-0  
(MacNeill absent)

B. Consideration and approval of to hire Foreign Language (Spanish) teacher at WHS

- Andrea Hernandez was recommended

**Motion to approve the hire of Andrea Hernandez as Spanish teacher at Wells High School as recommended.**

**Moved:** *LaFond*

**Seconded:** *Pollard*

**Vote:** 5-0  
(MacNeill absent)

C. Consideration and approval of nominees for 2<sup>nd</sup> year probationary, 3<sup>rd</sup> year probationary and continuing contracts for the 2017-2018 school year.

-Superintendent Daly nominated the following:

2017-2018 Contracts	2 <sup>nd</sup> Year Probationary	3 <sup>rd</sup> Year Probationary	Continuing Contract
Wells High School	Davis Mercier Krystal Trull	Emily Knight Rebecca Redman	Alison Carignan
Wells Jr High School	-----	Tasha Potter Emilio Casaneuva	Katherine Mercier Sarah Quint Alyse Trainor
Wells Elementary School	Alison Clark Trevor Hopwood	Kim Blanchard Cathy Fox Kathy Reeves	-----
Special Education	-----	Kim McDonough Darcy Ramsdell	Marcus Desveaux
WOCSD	Mary Noyes	-----	-----

**Motion to approve the 2<sup>nd</sup> year probationary teachers, 3<sup>rd</sup> year probationary teachers and continuing contract teachers as recommended by Supt. Daly.**

**Moved:** *Pollard*

**Seconded:** *Vennard*

**Vote:** 5-0  
(MacNeill absent)

- D. Consideration and approval and adoption of the FY 2018 proposed regular operating budget total

**Motion to approve adoption of the FY 2018 proposed regular operating budget total in the amount of \$25,773,214.87.**

**Moved:** *Vennard*

**Seconded:** *LaFond*

**Vote:** 5-0  
(MacNeill absent)

- E. Consideration and approval and adoption of the FY 2018 proposed Adult Community Education budget total

**Motion to approve adoption of the FY 2017 proposed regular Adult Community Education budget total in the amount of \$264,370.00.**

**Moved:** *Pollard*

**Seconded:** *Vennard*

**Vote:** 5-0  
(MacNeill absent)

- F. Consideration and approval of stipend position –WJHS Baseball Coach  
-Supt. Daly recommended Bruce Peloquin.

**Motion to approve Bruce Peloquin as WJHS Baseball Coach as recommended.**

**Moved:** *Vennard*

**Seconded:** *LaFond*

**Vote:** 5-0  
(MacNeill absent)

- G. Consideration and approval of WJHS Intramural Advisors for 3<sup>rd</sup> Trimester  
- Supt. Daly recommended the following:

<b>RACHEL STOCKWELL</b>	<b><i>Fun Fitness Dance</i></b>
<b>ANNE GALLO</b>	<b><i>Bridge Club</i></b>
<b>KERRY GEORGITIS</b>	<b><i>STEM and Forensics Club</i></b>
<b>GALE BERNARD</b>	<b><i>Fun with Cooking –Grds 5/6</i></b>
<b>GALE BERNARD</b>	<b><i>Fun with Cooking – Grds 7/8</i></b>
<b>LYNN MERCIER</b>	<b><i>Fun Fridays in the Library</i></b>
<b>DIANNE HUSSEY</b>	<b><i>Guided Study/Work Time</i></b>
<b>RACHEL STOCKWELL</b>	<b><i>Fun Fitness Dance</i></b>

**Motion to approve the Wells Junior High School Trimester 3 Intramural advisors as recommended**

**Moved:** *Pollard*

**Seconded:** *Vennard*

**Vote:** 5-0  
(MacNeill absent)

- H. Consideration and approval of extension of administrative contracts  
- a list of current administrators was provided to the Committee for their review

**Motion to approve the extension of administrative contracts for the 2017-2018 school year as listed**

**Moved:** *LaFond*

**Seconded:** *Vennard*

**Vote:** 5-0  
(MacNeill absent)

I. Consideration and approval of SPED stipends –

- Supt. Daly recommended stipends be approved for Kayla Billings, Lil Connelly, and Erin Mansfield for their work beyond their regular duties in the Bridges Program.

**Motion to approve the SPED stipends as recommended by Supt. Daly.**

**Moved:** *LaFond*

**Seconded:** *Vennard*

**Vote: 5-0**  
(*MacNeill absent*)

J. 1<sup>st</sup> Reading of revisions to Policy JLF – Reporting Child Abuse and Neglect and adoption of Policy JLF-E – Suspected Child Abuse and Neglect Form

- Supt. Daly explained that revisions of the current policy and subsequent adoption of the reporting form are necessary to comply with current regulations.

9. Old BusinessA. Consideration and approval of Policy JEA – Compulsory Attendance

**Motion to approve Policy JEA –Compulsory Attendance as written.**

**Moved:** *Vennard*

**Seconded:** *Pollard*

**Vote: 5-0**  
(*MacNeill absent*)

## B. Consideration and approval of 2017-2018 District School Calendar

**Motion to approve the 2017-2018 District School Calendar as presented.**

**Moved:** *Pollard*

**Seconded:** *Vennard*

**Vote: 5-0**  
(*MacNeill absent*)

10. Organizational MeetingA. Election of Chair –

- Chair Ackerson called for nominations for the position of School Committee Chairperson.
  - Vice-Chair Vennard nominated Helena Ackerson. Mr. LaFond seconded.
  - Chair Ackerson closed nominations.
  - **Vote to elect Helena Ackerson as SC Chairperson – 4-0** (*Ackerson abstained*)  
(*MacNeill absent*)

B. Election of Vice-Chair –

- Chair Ackerson called for nominations for the position of School Committee Vice- Chair
  - Chair Ackerson nominated Jason Vennard. Ms. Pollard seconded.
  - Chair Ackerson closed nominations.
  - **Vote to elect Jason Vennard as SC Vice-Chair – 4-0** (*Vennard abstained*)  
(*MacNeill absent*)

C. Election of Secretary –

- Chair Ackerson called for nominations for the position of School Committee Secretary
  - Vice-Chair Vennard nominated James Daly. Mr. LaFond seconded.
  - Chair Ackerson closed nominations.
  - **Vote to elect James Daly as SC Secretary – 5-0** (*MacNeill absent*)

D. Election of Warrant Officers – Wells

- Chair Ackerson called for nominations for the position of Warrant Officers - Wells
  - Vice-Chair Vennard nominated Marianne Goodine and Michele Noble. Mr. LaFond seconded.



- Chair Ackerson closed nominations.
- **Vote to elect Marianne Goodine & Michele Noble as Warrant Officers – Wells – 5-0**  
(MacNeill absent)

E. Election of Warrant Officer – Ogunquit

- Chair Ackerson called for nominations for the position of Warrant Officer - Ogunquit
- Mr. LaFond nominated Sharma Damren. Ms. Pollard seconded.
- Chair Ackerson closed nominations.
- **Vote to elect Sharma Damren as Warrant Officer–Ogunquit – 5-0** (MacNeill absent)

F. Election of Registration Officer

- Chair Ackerson called for nominations for the position of Registration Officer
- Vice-Chair Vennard nominated Diane Norton. Mr. LaFond seconded.
- Chair Ackerson closed nominations.
- **Vote to elect Diane Norton as Registration Officer –5-0** (MacNeill absent)

G. Election of School Physician

- Chair Ackerson called for nominations for the position of School Physician
- Ms. Pollard nominated Jeffrey Cote, MD. Mr. Vennard seconded.
- Chair Ackerson closed nominations.
- **Vote to elect Jeffrey Cote, MD as School Physician – 5-0** (MacNeill absent)

H. Election of Attendance Officers

- Chair Ackerson called for nominations for the position of Attendance Officers
- Vice-Chair Vennard nominated Joshua Gould, AJ Dufort, and Kenneth Spinney II. Mr. LaFond seconded.
- Chair Ackerson closed nominations.
- **Vote to elect Joshua Gould, AJ Dufort, and Kenneth Spinney II as Attendance Officers – 5-0** (MacNeill absent)

11. Adjournment

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

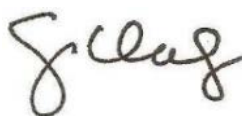
**Motion to adjourn this meeting of the WOCSD School Committee at 7:32 pm.**

**Moved:** *Dolliver*

**Seconded:** *Vennard*

**Vote:** 5-0  
(MacNeill absent)

Respectfully submitted,



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