

# RSU 23 Board Minutes

**RSU #23 Board Meeting held at Old Orchard High School – Achievement Center on March 17, 2009 at 7:00 p.m.**

## **Meeting Called to Order**

Chair Dave Galli called the meeting to order at 7:15 p.m. Members present: Chair Dave Galli, Co-Chair Skip Cushman, Dan Cabral, Beth Johnston, Jim Boisvert, Gary Curtis, Lorraine Whelan, Business Manager Jake Clockedile, OOB Superintendent Jack Turcotte, and Saco/Dayton Superintendent Mike Lafortune

## ***The Pledge of Allegiance was recited***

Superintendent Lafortune opened the meeting introducing all RSU #23 Board Members.

## **Approval of Minutes**

A motion was made by Gary Curtis and seconded by Skip Cushman to approve the minutes from the March 5<sup>th</sup> meeting. Voted unanimously. Motion approved.

## **Public Session**

None

## **Adjustments to the Agenda**

None

## **Old Business**

None

## **New Business**

### ***Appointment of Board personnel to Board Standing Committees***

#### ***FINANCE (WARRANT)***

A motion was made by Gary Curtis and seconded by Jim Boisvert to appoint Beth Johnston, Lorraine, and Dave Galli to the finance committee. Voted unanimously. Motion approved

#### ***LEGISLATIVE***

Chair Dave Galli appointed Gary Curtis to the Legislative committee.

#### ***CAPITAL IMPROVEMENT***

Chair Dave Galli appointed Gary Curtis and Skip Cushman to the Capital Improvement committee.

#### ***ADULT EDUCATION JOINT RSU BOARD***

Chair Dave Galli appointed Gary Curtis and Lorraine Whelan to the Adult Education Joint RSU Board committee.

# RSU 23 Board Minutes

## **NEGOTIATIONS**

Chair Dave Galli split the negotiation committee into two sub-committees, an Administrative and a Teacher sub-committee. The sub-committee appointments are as follows:

### **Administrative Negotiation Committee**

Lorraine Whelan  
Dan Cabral  
Dave Galli (Alternate)

### **Teacher Negotiation Committee**

Beth Johnston  
Jim Boisvert  
Skip Cushman (Alternate)

## **POLICY**

Chair Dave Galli appointed Gary Curtis, Beth Johnston, and Dave Galli to the Policy committee.

## **TRANSPORTATION**

Chair Dave Galli appointed Skip Cushman to the Transportation committee.

## **SCHOOL CALENDAR**

Chair Dave Galli appointed Jim Boisvert and Dan Cabral to the School Calendar committee.

## **PDT (ADVISORY COUNCIL)**

Chair Dave Galli appointed himself to the PDT (Advisory Council) committee.

## **FACILITY**

Chair Dave Galli appointed Skip Cushman and Gary Curtis to the Facility committee.

## **PUBLIC RELATIONS**

Chair Dave Galli appointed Gary Curtis to the Public Relations committee.

## **TECHNOLOGY**

Chair Dave Galli appointed Jim Boisvert to the Technology committee.

## **DROPOUT PREVENTION**

Chair Dave Galli appointed Lorraine Whelan and Beth Johnston to the Dropout Prevention committee.

## **WELLNESS**

Chair Dave Galli appointed Beth Johnston to the Wellness committee.

**Consideration of the second reading of the following policies:**

# RSU 23 Board Minutes

Chair Dave Galli referenced the following policies that were included within each RSU Board member's packet.

**BBA – RSU Board Powers and Responsibilities**  
**BBAA – RSU Board Member Authority and Responsibilities**  
**BCB – Conflict of Interest**  
**BDE – RSU Board Standing Committees**  
**BEDB – Agenda Preparation and Dissemination**  
**BEDBA – Agenda Format**  
**BEDD – Rules of Order**  
**BEDD-1 – Robert's Rules of Order Overview**  
**BEDF – Voting Method**  
**BEDG – Minutes of Meetings**  
**BEDH – Public Participation**  
**BG & BG-R – RSU Board Policy Process**  
**CHD – Administration in Absence of Policy**  
**GCFB – Recruiting and Hiring Administrative Staff**  
**HD – Negotiations**

Member Gary Curtis requested the board to add additional sentences to policies BEDB, BEDG, and HD.

A motion was made by Jim Boisvert and seconded by Skip Cushman to accept the second reading of policies BBA – RSU Board Powers And Responsibilities, BBAA – RSU Board Member Authority And Responsibilities, BCB – Conflict Of Interest, BDE – RSU Board Standing Committees, BEDB – Agenda Preparation And Dissemination, BEDBA – Agenda Format, BEDD – Rules Of Order, BEDD-1 – Robert's Rules Of Order Overview, BEDF – Voting Method, BEDG – Minutes Of Meetings, BEDH – Public Participation, BG & BG-R – RSU Board Policy Process, Chd – Administration In Absence Of Policy, GCFB – Recruiting And Hiring Administrative Staff, HD – Negotiations with additional sentences to policies BEDB, BEDG, and HD. Voted unanimously. Motion approved.

**Consideration of approval to purchase ADS accounting software and related hardware for the RSU. (Hardware to be procured immediately as an RSU start up cost. Software installation and training started asap with billing to occur July 1, 2009.)**

Discussion took place with the Board members on purchasing of new software. It was questioned where the money would be coming from. Superintendent Lafortune stated that the Stimulus monies should help defer the cost of a new accounting software program. Member Gary Curtis stated that Old Orchard Beach wouldn't have the stimulus availability, as school agent Saco will purchase the initial software and the other two districts will reimburse Saco.

# RSU 23 Board Minutes

A motion was made by Gary Curtis and seconded by Jim Boisvert to approve to purchase ADS accounting software and related hardware for RSU #23. Voted unanimously. Motion approved

**Consideration of authorization to release an RFP for banking services for the RSU and authorization for the superintendent to enter into a banking service agreement.**

Member Gary Curtis requested that Saco and Biddeford Savings Institution be added to the RFP release list.

A motion was made by Skip Cushman and seconded by Jim Boisvert to authorize release an RFP for banking services for the RSU and authorization for the superintendent to enter into a banking service agreement. Voted unanimously. Motion approved

**Consideration of authorization to initiate the process for procurement of a Revenue Anticipation Note or Line of Credit for the RSU.**

It was explained that a Revenue Anticipation Note or a Line of Credit would be needed for start-up cost. This is required to go out to bid.

A motion was made by Gary Curtis and seconded by Skip Cushman to authorize to initiate the process for procurement of a Revenue Anticipation Note or Line of Credit for the RSU. Voted unanimously. Motion approved

**Decide on negotiation committee(s) membership to begin work on Teacher (OOB, Saco and Dayton) and Administrator (OOB) negotiations.**

Member Gary Curtis requested a couple of budget hearings before beginning work on negotiations.

**Consideration of Approval of a budget preparation timeline for the RSU Budget. Proposed budget timeline:**

**April 28, 2009: Final RSU Board approval of the Budget.**

**April 29 – May 5, 2009: Budget material to attorney for preparation of budget meeting and validation referendum**

**May 12, 2009: RSU Board meeting to sign the warrants and authorize the Superintendent to complete the “printed information” to be made available for the validation referendum**

**May 13 – May 20, 2009: boards of Selectmen/Councils approve and sign warrants for the validation referendum**

**May 22, 2009: Last date for posted warrant for the Budget Meeting and provision of written information on the Budget for the public. Validation Referendum Warrant should be posted at the same time**

**June 2, 2009: Regional Budget Meeting**

**June 3, 2009: Last date for delivery of absentee ballots to town clerks**

# RSU 23 Board Minutes

## June 9, 2009: Validation Referendum

A motion was made by Jim Boisvert and seconded by Skip Cushman to approve the budget preparation timeline for the RSU Budget. Voted unanimously. Motion approved

### **Consideration of authorization for the RSU to become a member of the MSMA Unemployment Compensation Trust Fund.**

A motion was made by Jim Boisvert and seconded by Skip Cushman to authorize the Regional School Unit #23 to enter into a trust agreement, between the Maine School Management Association Unemployment Compensation Trust Fund and Regional School Unit #23, dated July 1, 2009 and to make contributions to the Trust Fund on behalf of employees. Further move that our school unit meet its obligation to provide unemployment compensation protection on its employees, through reimbursing method, by participating in the Maine School Management Association Unemployment Compensation Trust Fund, and further move that the Superintendent of Schools be authorized to create a new account with Maine School Management Association Unemployment Compensation Trust Fund. The Superintendent is further authorized to enter into an agreement to administer our unemployment compensation program with Maine School Management Association on behalf of the Regional School Unit #23. Voted unanimously. Motion approved

### **To reaffirm the section of the RSU #23 plan concerning funds held in trust by groups tangential to the school district.**

There was an explanation for this motion making sure each individual School is able to keep their funds raised. Superintendent Lafortune stated that Future Principals accounts would need to be audited.

A motion was made by Gary Curtis and seconded by Beth Johnston to reaffirm the section of the RSU #23 plan concerning funds held in trust by groups tangential to the school district. Voted unanimously. Motion approved

### **Consideration of authorization to request proposals for Worker's Compensation coverage from MMA and MSMA. Alternative is to remain with MMA and submit the necessary paperwork to become an associate member and a new W.C. entity within their trust.**

Business Manager Jake Clockedile explained the RSU Board could either seek proposals from both MMA and MSMA or stay with MMA.

A motion was made by Beth Johnston and seconded by Dan Cabral to authorize to requesting of proposals for Worker's Compensation coverage from MMA and MSMA. Alternative is to remain with MMA and submit the necessary paperwork to become an associate member and a new W.C. entity within their trust. Voted unanimously. Motion approved

# RSU 23 Board Minutes

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## **Consideration of authorization to seek quotes from local attorneys to change Titles and Deeds to RSU #23.**

Member Gary Curtis asked what land is involved in the School deed. Superintendent Lafortune responded it was the School and whatever grounds are needed for the School to function.

A motion was made by Jim Boisvert and seconded by Gary Curtis to authorize to

unanimously. Motion approved

Superintendent Lafortune stated another meeting is needed soon to finalize the Central Office Structure. It was noted that a special meeting would be held next week on Tuesday for this discussion.

## **Adjournment**

A motion was made by Gary Curtis and seconded by Dave Galli to adjourn at 8: p.m. Voted unanimously. Motion approved.

Minutes prepared by:

Respectfully submitted by:

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Lynn Ouellette,  
Transcriber

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Michael Lafortune,  
Superintendent