

A red folder with a grey tab is the central focus. A pencil is positioned vertically on the right side, pointing downwards. In the bottom left corner, there are four paper clips: three orange and one teal. The text is centered on the red background.

Continuing preparedness for incoming
Richmond School Board

WHAT WE KNOW

February 2023



Assignment



To Discover all the facts about
Property and Staffing

Collect unanswered questions
about Property and Staffing

Meetings

Multiple Meetings and query emails have occurred with staff both at MBES, RMS/RHS and RSU2

Marcia Buker
Elementary

Richmond Middle
and High School

RSU2
Central Office

Principal Mary
Paine

Principal Karl
Matulis

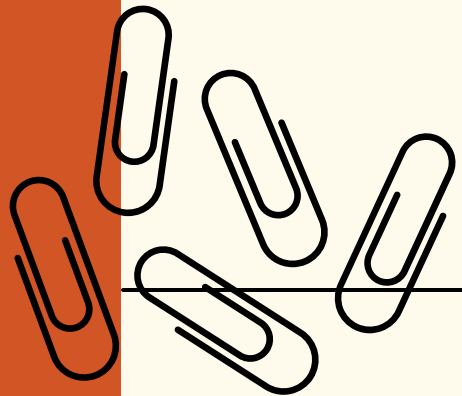
Interim
Superintendent
Rick Amero

Deb Bodge,
Troy Kendrick,
etc.

John Spear,
Irene Adams,
etc.

All Directors
of Departments

These meetings will need to continue in order to complete our work.





WHERE ARE WE NOW?

It will be important to take this in sections as each department in Central Office is a world unto itself.



Summary of Notes

Buildings & Grounds

After a general review of all equipment, buildings, supplies and vendors, we feel confident that what exists at MBES/RMS/RHS will be staying. There should be nothing "disappearing" due to the withdrawal.

The School Board will need to hire for a Director of Buildings & Grounds and determine whether that needs to be Full / PT

RSU2 Director : Glenn Reynolds

- Vendor List Acquired

- Golf Cart for AD stays

- Paving will not happen in RSU2

- Science Lab door needs replacing

- Current positions are filled

- Will need to hire for Director

Summary of Notes

Food Services

Current RSU2 Director is still very new to her role but experienced in school food service. She will continue to help us learn.

The School Board will need to hire for a Food Service Director and determine whether that needs to be Full / PT

RSU2 Director : Bobbi

- Vendor List Acquired

- F.S. is distinctly separate / different than other departments

- Govt.rules / regs significant and require guidance.

- Unanswered question about Van

- Ongoing search for subs

- Prorate billing will occur for food ordered ahead.

Summary of Notes

I.T.

Mariah has been extremely helpful and will continue to untangle combined systems where possible and direct us in identifying where start fresh otherwise. There is a HUGE load to lift for this department.

The School Board will need to hire for an Information Technology Director. There are no current employees that can move into this role.

RSU2 Director : Mariah Kelly

- Google can assist us with migrating accounts / files

- Infinite Campus will need to be renegotiated with the state

- Program Expiration Dates Listed

- Inventory & licensing info for all Smartboards, laptops, etc.

- Cell phones will need to billing transferred.

Summary of Notes

Special Education

Deb's communication serves to share information however we will need a specialist to guide us through this. The school board will need advice from Government Special Education Services to ensure compliance.

The School Board will need to hire for an Special Education Director either Full time / PT.

RSU2 Director : Deb Murphy

- Some of the positions we are losing may be hired for or contracted out:
 - School Psychologist
 - Physical Therapist
 - Occupational Therapist
 - Board Certified Behavior Analyst

- We may have new students to consider in our budget.

- Transportation to be considered.

Summary of Notes

Transport -ation

Katie explained the ins and outs of bus services in Richmond and expressed some concerns that we need to pay attention to.

The School Board will need to hire for an Special Education Director either Full time / PT.

RSU2 Director : Katie Spear

- Currently short 2 bus drivers

- One bus on Withdrawal Contract is now defunct. New Bus has been purchased but Town would have to agree to continue to pay it's lease.

- Food service van purchased with Grant. Should stay, but clarify.

- Service Vendors explained.

- Cameras will need replacing.

A graphic illustration of a red folder with a grey tab at the top. On the left side, there is a yellow ruler and a teal pen with a grey clip. The folder is the central focus, and the text is overlaid on its red surface.

Staffing; An Inventory

An ongoing education for our upcoming school board.



POSITIONS

Central Office, Administration, Support Staff,
Contracted, Grant funded, etc.



Different Considerations

So many moving parts for our staff. Everyone is nervous and uncomfortable with the unknown.

Central office hiring decisions

Part time decisions

Continued questions

Leadership FT / PT

Employees less than 50% in Richmond will leave

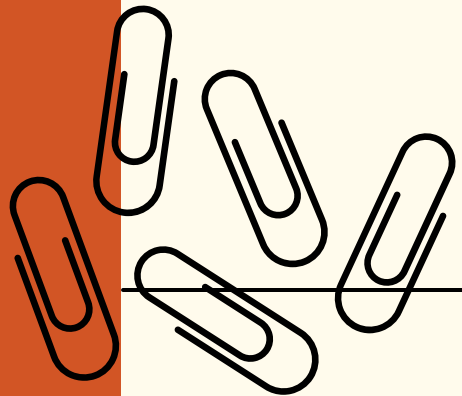
50 / 50 staff which way do they go?

Hiring vs. contract

Employees more than 50% in Richmond may be seeking FT

Grant Funded positions

This is a continuing and moving target.





Who is Involved?



Teacher's Union
& Collective Bargaining Agreements

Decisions from Board & Leadership

Summary of Notes

Teachers Union

School board will need to meet asap with the Union reps to review contracts, encourage good relationship building and trust.

We will need guidance on this process and that will include identifying the correct guides.

	<ul style="list-style-type: none">• Many positions are not currently contracted past 6/30/2023
	<ul style="list-style-type: none">• Administration contracts (Principals) end on 6/30/2023
	<ul style="list-style-type: none">• Positions that are not a part of the Teachers Union need to be identified and planned out.
	<ul style="list-style-type: none">• Questions are arising about vacation, insurance, sick days, etc.



Further Thought

Hard to sum up a summary!

- Each segment of what has been presented will need multiple meetings to sort out.
- New School Board will need to meet several times a month from March-June.
- The Selectboard appeared eager to see some answers and is in support of our work.
- This lift will need to be shared by all involved, it's too much for one.
- What a time to be alive! Great things are ahead!



Richmond School Committee (RSC) Policy



Basics on policy

Where do we stand?

Summary of Policy

RSC

Policy

School Committee will need to move quickly to adopt policies that will govern our work as a School Committee and will provide direction for our School Department and schools.

Some policies are more critical at this time than others; our school operations are still governed by RSU2 policies through June 30.

	<ul style="list-style-type: none">• Maine School Management Association has draft policies
	<ul style="list-style-type: none">• Some policies are specifically required
	<ul style="list-style-type: none">• Working from MSMA draft policies, generating Richmond-specific policies
	<ul style="list-style-type: none">• Priority: Required policies
	<ul style="list-style-type: none">• Priority: Specific policy categories

Summary of Policy

A Policies	Foundations and Basic Commitments
B Policies	School Board Governance and Operations
C Policies	General School Administration
D Policies	Fiscal Management
E Policies	Support Services
F Policies	Facilities Planning and Development
G Policies	Personnel

Summary of Policy

H Policies	Negotiations
I Policies	Instruction
J Policies	Students
K Policies	School-Community-Home Relations
L Policies	Education Agency Relations

Summary of Policy

PLEASE NOTE

MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

Summary of Policy

RSC

Policy

Where we stand so far:

	<ul style="list-style-type: none">• Have drafts of most A policies (Foundations and Basic Commitments)
	<ul style="list-style-type: none">• Have drafts of most B policies (School Board Governance and Operations)<ul style="list-style-type: none">◦ This is the section we will start with for adopting policy
	<ul style="list-style-type: none">• Have drafts of most C policies (General School Administration)

Summary of Policy

RSC Policy

Next steps:

- Begin reading and approving drafted policies
 - Each policy needs two reads
- Work on creating additional draft policies
 - Other required policies in other sections
 - Sections that pertain to Fiscal Management, Facilities, Personnel
 - Sections that relate to Students and Instruction can be a little later in the spring