

**MSAD #72 Board of Directors
Wednesday - October 12, 2016
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

Call to Order: Bob Steller called the meeting to order at 7:00 and declared a quorum.

Members Present:

Brain, Judy
Burk, Christopher
Card, Linda
Cummings, Laura
Dondero, Mitchell
Jones, Jack
LeBlanc, Sharon*
Lyman, Kathleen*
Mattei, Chris

Ontengco, Julie
Schasel, Dean
Shorey, Kathiann
Snow, Norma
Spooner, Ed
Steller, Bob
Struven, Marie
Weston, Laurie
Williams, Jane*

Administrators

Emily Kirkpatrick
Terri Mahanor
Pat Menzel
Rhonda Poliquin
Jay Robinson
Mark Schrader
Rick Wohlenberg

Members not Present:

Fisher, Sharon*

Agenda:

1. Public Discussion (15-Minute):
None

2. Approval of Minutes from August 24, 2016 Meeting:

A motion was made to approve the minutes from the August 24, 2016 meeting.

Motion: Norma Snow

Second: Jack Jones

Passed
All in Favor

3. Communications:

- Stand Up for Maine - Mary Welch

Mary Welch, PVEA President, spoke to the School Board regarding Question #2 which will be on the Ballots for the November 8, 2016 election. She shared the benefits of voting for Question #2 and how it would impact our District if passed.

- Leave Request

Maegan O'Neill, Ed Tech at New Suncook School, submitted a Leave Request.

A motion was made to approve the Leave Request for Maegan O'Neil.

Motion: Norma Snow

Second: Marie Struven

Passed
All in Favor

Executive Session started at 7:46.

A motion was made to leave Executive Session.

Motion: Kathiann Shorey Second: Norma Snow

Passed
All in Favor

Executive Session ended at 8:26

11. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting.

None

12. Agenda Planning/Adjournment:

Next Meeting: November 9, 2016

A motion was made to adjourn the meeting.

Motion: Ed Spooner Second: Jack Jones

Passed
All in Favor

Meeting adjourned at 8:27

Respectfully submitted,



Heather Sheehan
Recording Secretary

MAINE SCHOOL ADMINISTRATIVE DISTRICT #72

EVALUATION INSTRUMENT FOR EDUCATIONAL TECHNICIANS

Employee _____ Administrator/Teacher _____

School _____ Position _____ Date _____

Responsibility	Does Not Meet	Partially Meets	Meets	Exceeds
Work Ethic	Frequently requests leave time beyond the allotted personal days for non-essential activities. Frequently arrives late to work.	Often late for work.	Rarely late for work. Makes a concerted effort to be present for all student days so that there are no gaps in student programming.	Meets the criteria for a "3" and never late for work.
Communication Issue=question, concern, situation	Frequently engages in unprofessional conversations that do nothing to explore or resolve issues.	Occasionally engages in conversations that are unprofessional that do not help explore or resolve issues.	Consistently engages in conversations about issues with relevant parties. Commits to and diligently carries out resolutions to issues. If unresolved, only uses appropriate channels to resolve issues.	Meets the criteria for a "3" and consistently initiates communication about issues in a constructive manner with the goal of resolving issues and improving conditions for staff/students.

Responsibility	Does Not Meet	Partially Meets	Meets	Exceeds
Follows Policies and Procedures	Is not aware of policies and procedures to be followed.	Follows many procedures and policies.	Follows all policies and procedures.	Makes suggestions to improve procedures or policies through proper channels (chain of command).
Time Sheets	Needs to be reminded to turn in their timesheet by peers or teacher. Inaccuracies in time worked (i.e., rounding off)	Usually completes and turns in time sheet on time with accurate hours worked, but has inaccuracies such as dates, math errors, etc.	Time sheet is usually turned in on time, reflects time worked, and is completely accurate.	Time sheet is always turned in on time, reflecting hours worked, and is accurate and complete. Any discrepancies are accounted for with a detailed explanation.
Training	Does not participate in district training or workshops offered. Calls out sick or is absent on required training days.	Only participates in required trainings.	Participates in required trainings offered by the district. Participates in optional training to increase skills and maintain certification. Attends workshops/trainings related to their current position.	Meets the criteria for a "3" and takes courses related directly to his or her role/responsibilities.

Responsibility	Does Not Meet	Partially Meets	Meets	Exceeds
<p>Maintains Productive Work Day</p>	<p>Not always where they are scheduled to be. Uses cellphone responding to texts or taking phone calls during the school day. Reads emails and searches for things on line that are not work related.</p>	<p>Typically where they are scheduled to be with students. Typically carries out teacher directions. Sometimes uses phone to respond to texts or makes calls during class time. Sometimes reads non job related emails or accesses internet for non work related information.</p>	<p>Always where they are supposed to be on time, where scheduled, with students. Carries out teacher directions. Communicates questions or concerns with supervisor or regular education teacher. Reads school email during the work day.</p>	<p>Meets the criteria for a "3" and adapts, differentiates and/or modifies as needed for student success. Only accesses technology to support students or respond to work related email. Does not use personal phone for personal use during work hours.</p>
<p>Effective Team Member</p>	<p>Shows up to work but perseverates upon and makes negative comments or complaints regarding tasks assigned or from personal life. Does not step in to support teacher, co-worker, or other school personnel when need arises.</p>	<p>Is sometimes positive, but makes complaints about personal or job related issues. Sometimes steps in to support teacher or co-worker when need arises.</p>	<p>Behaves in a positive, cooperative, and respectful manner with co-workers and administrators. Assists co-workers whenever possible/needed.</p>	<p>Meets the criteria for a "3" and volunteers/takes on additional duties requested by supervising teacher, building principal, or Director</p>

Responsibility Work With Students	Does Not Meet	Partially Meets	Meets	Exceeds
	<p>Fluctuates in manner when communicating and engaging with students—such as using sarcasm. Has students they prefer over others and treats them accordingly. Strays from instruction provided by supervisor when working with students. Varies in consistency with school and classroom rules. Makes unapproved changes to student behavior plans. Provides limited data for supervising teacher.</p>	<p>Usually behaves in a positive manner when communicating and/or engaging with students. Generally treats all students with respect. Uses programs or methodology as instructed but may make adaptations without communicating changes to supervisor. Usually follows school and classroom rules. Usually follows student behavior plans. Keeps data regarding lessons or behaviors that is unclear or vague.</p>	<p>Consistently behaves in a positive manner when communicating with and/or engaging in work with students. Always uses program and/or instruction methodology accurately as instructed by supervisor. Consistently maintains and follows school discipline policies/rules and behavior plans. Keeps data for teacher that is consistent with plans provided.</p>	<p>Meets the criteria for a “3” and unflinchingly treats students with respect. Could serve as a model for other regarding implementing or programming or following policies and procedures.</p>

Supervisor's Comments:

Administrator's Comments:

Employee's Comments:

Professional Goals (set with teacher):

Employee's Signature : _____ Administrator's Signature: _____

Date: _____ Date: _____

Cc: File