

**MSAD #72 Board of Directors
Wednesday - March 14, 2018
Meeting Minutes
Molly Ockett School
7:00 PM**

Call to Order: Norma Snow called the meeting to order at 7:00 a declared a quorum.

Members Present:

Brain, Judith
Burk, Christopher
Card, Linda
Chatman, Patricia*
Cummings, Laura
Jones, Jack
Lyman, Kathleen*
Mattei, Chris
Nash, Annabel

Ontengco, Julie
Rebmann, Tom*
Robey, Frank*
Shorey, Kathiann
Snow, Norma
Spooner, Ed
Struven, Marie
Weston, Laurie
Williams, Jane

Administrators

Emily Kirkpatrick
Terri Mahanor
Jay Robinson
Mark Schrader

Members Absent:

Dondero, Mitch* (Excused)
LeBlanc, Sharon (Excused)
McKenzie, Rose*

Agenda:

1. Public Discussion (15-Minute):

None

2. Approval of Minutes from February 14, 2018 Meeting:

A motion was made to approve the minutes from the February 14, 2018 meeting.

Motion: Annabel Nash

Second: Christopher Burk

Passed

All in favor

3. Communications:

- Resident request to host AFS Student for 18/19 school year (1st semester)
A letter was received addressed to the School Board by a family in Lovell asking that the Board approve their request to host an AFS exchange student from Belgium for the 18/19 fall semester. Student would be in grade 12 at Fryeburg Academy.

A motion was made to approve the request to host an AFS student for the 18/19 school year (1st semester).

Motion: Jane Williams

Second: Linda Card

Passed

All in favor

- PBL (Project Based Learning) Presentation by 8th Grade Students
8th Grade students came to present their team projects that gave their ideas regarding what should be done with the C.A. Snow School. They did a wonderful job with their presentations and had some great ideas!
Fryeburg Gym Complex - Devlin Scrimger, Liam Friberg, William Scheid
Bakery/Bookstore - Charlotte Lougee, Rachel Frum, Sebastian Drosa and Melanie Boeker
Tiny Houses - Leah Charles
Community Center - Addisyn Jean

4. Committee Reports:

Finance: No Report

Curriculum: Jane Williams reported that the committee met this past Monday and discussed several items. The “Units of Study” program that was selected for Elementary Literacy does not address phonics. They will determine which program to use for phonics at their next meeting. Now that a decision has been made on which literacy program to use, the committee discussed what to do next. It was determined that they would delay looking at the science and social studies curriculum for another year. They discussed the current Math program “Engage New York” and learned that teachers are having difficulty with it. They are going to talk with the Kindergarten teachers to see how they feel about working with the “Engage New York” program. They discussed gun violence in the wake of the recent school shooting in Florida and different ways of trying to prevent these events from occurring. They thought that having a therapist accessible by each school on a permanent basis would be helpful. Members of the committee had hoped to attend the student-led walkout held this morning, but due to weather were unable to attend.

The committee also discussed the board policy regarding the conduct of School Board members and wanted to remind members that they should not be using social media as a way to voice opinions regarding school-related issues. As a Board member, you are a representative of the whole School Board. If a member has a concern regarding curriculum or classroom activities then he/she should speak with the teacher and/or principal and not raise those concerns on social media.

Facilities: No report

Policy: No report

Special Education: No report

Personnel: Linda Card reported that the committee is meeting often as they are currently in negotiations with the PVEA for the new contract.

5. Administrative Reports

- Report on Emergency Preparedness Training

School Principals shared that all schools have held lockdown drills in the past few months. Oxford County Emergency Preparedness Representative Becky Seacrest, members of Town Fire and Police Departments, First Responders and Facilities Personnel were present for the various drills to provide feedback on how the drills went. Administrators will review the feedback, make adjustments where needed and future drills will be held.

6. Superintendent Report

- Western Maine Program for Children with Exceptionalities Update (WMPCE)

Sharon LeBlanc and Jay attended the WMPCE Board meeting recently. At the meeting one new teacher and two new educational technicians were approved; a draft of the 18/19 budget was reviewed; and the summer program was discussed. The District currently has students who are placed Out-of-District. We are currently exploring ideas to bring some of these students back into the District in order to help these students be successful and to save money for the District.

There was discussion regarding what the thoughts are in bringing back out-of-district students, what will the program look like, where will the program be housed. Jay shared that the current thinking is that there is space at New Suncook School so that is where the program would be housed; the program would be for students who need a variety of extra supports; there would be an application process, staffing considerations, and safeguards in place so that the we would have input on who would be placed in the Program.

- Update on Fryeburg Academy Liaison Meeting

Jay shared that he recently attended the FA Liaison meeting. They discussed emergency planning and practice drills. The Snow School was the point of exit for FA students so a new plan needs to be determined. They also discussed potential shared positions; truancy issues that start here with our K-8 with the possibility of a school and family liaison; and the upcoming meetings for 8th grade students to plan schedules for the 18/19 school year.

7. New Business

- Policies for Second Read
 - BHC: Board Relations with Staff
 - CBI-R: Administrative Procedure for Evaluating the Superintendent
 - GBB: Staff Involvement in Decision Making
 - GBJ: Personnel Records and Files
 - IJOC: School Volunteers
 - IJOC-R1: School Volunteers Regulations
 - IJOC-E1: Volunteer Application Form
 - IJOC-E2: Volunteer Agreement Form

A motion was made to approve the policies listed above for Second Read.

Motion: Jack Jones

Second: Ed Spooner

Passed
All in favor

8. Unfinished Business

- FY18 Budget: Vote to Transfer of \$1,145.36 from Regular Instruction to School Administration.

A motion was made to transfer \$1,145.36 from Regular Instruction to School Administration.

Motion: Christopher Burk

Second: Jack Jones

Passed
All in favor

9. Personnel

None

10. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting. Tammy Wood, parent at BDES, voiced concerns that she had regarding a classroom/curriculum issue. Chairperson, Norma Snow, let the parent know that public discussions at this time should pertain to what was covered in the meeting.

After a brief discussion, a motion was made to allow Mrs. Wood to share her concerns.

Motion: Julie Ontengco

Second: Christopher Burk

Passed
All in favor

Mrs. Wood shared her concerns regarding a news clip that was used in a classroom at Molly Ockett. The Board asked questions and discussed the issue. Norma Snow, shared that when a parent has concerns regarding a classroom/curriculum issue that he/she should speak with the teacher first. If there are still concerns after that conversation then the parent would speak to the Principal, then the Superintendent, and finally the School Board if needed.

11. Agenda Planning/Adjournment:

Next Meeting: April 11, 2018 - Regular Meeting/Budget Workshop
April 25, 2018 - Budget Workshop
May 2, 2018 - Regular Meeting
May 9, 2018 - Special Meeting - Sign FY19 Budget Warrants

A motion was made to adjourn.

Motion: Ed Spooner

Second: Kathiann Shorey

Passed
All in favor

Meeting adjourned at 8:18.

Respectfully Submitted,



Heather Sheehan
Recording Secretary

BOARD COMMUNICATIONS WITH STAFF

A clear understanding of responsibilities and relationships between and among the Board and school personnel is essential for a smoothly running and efficient school system. It should be remembered that the Board, school administrators, teachers and all others responsible for any phase of the work of the school system have a common and basic responsibility—the welfare of the children in the schools. This responsibility must guide all the Board's considerations and decisions.

Board and Superintendent

The relationship of the Board and the Superintendent can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the school unit. It exercises its mandated management of the schools through the formation of policies.

The Superintendent is the executive officer of the Board and the chief administrative officer. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board, or to any committee of the Board, from Principals, supervisors, teachers, or other employees shall be submitted through the Superintendent.

Board and Principal

The School Principal has no direct administrative relations with the Board. His/her relations to the Board are through the Superintendent, for the Board recognizes that the Superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the Superintendent and the Principal if the best results are to be realized. For instance, the Principal and the Superintendent must cooperate in the selection of school staff because the Principal is in the best position to know the kind of person needed for a particular type of service in the school. However, the Principal must make recommendations to the Superintendent and not to the Board. At all times the Principal must remember that all matters which require Board action must be presented to the Board by the Superintendent.

Board and Teachers

The relationship of the teacher to the Board is indirect. The teacher is directly responsible to the Principal and through him/her to the Superintendent, and then to the Board. However, this does not mean that the teacher does not have access to the Superintendent or to the Board. Conditions may arise when direct access may be obtained through channels established for grievances.

Adopted: 3/14/2018

M.S.A.D. #72

FILE CODE: CBI-R

ADMINISTRATIVE PROCEDURE FOR EVALUATING THE SUPERINTENDENT

1. Early in April the Superintendent Evaluation Form will go to the following personnel: all School Board members, Administrators, Teacher Team Leaders, Teacher Mentors, and the Central Office staff. This form will be returned to the Chair of the School Board by mid-May, the actual date to be set annually.
2. The Board Chair and the Vice Chair will collate the evaluation results. These results will be presented in Executive Session at the June meeting to the full Board, without the presence of the Superintendent.
3. The summary of the evaluation and Board discussion will be compiled into written form. The Chair and the Vice Chair will discuss the summary with the Superintendent by the end of June. This will provide timely feedback, will allow the Superintendent to address issues raised, and will allow the Superintendent to utilize the feedback when writing his or her personal goals. The Superintendent will sign a written copy of the summary, with his or her comments attached.
4. Before August 30, the Superintendent will complete the Annual Report of the State of M.S.A.D. #72 for current school year and send it to the Board Chair and Vice Chair along with his/her personal goals for ensuing school year.
5. In early October the Chair and Vice Chair will review all evaluation documents of the Superintendent, (including the results of the Superintendent Evaluation Form, the Annual Report of the State of M.S.A.D. #72 form, the Superintendent's personal goals), and any other documents deemed appropriate by the Board Chair, Vice Chair and the Superintendent. A narrative of the Superintendent's strengths, goals and areas for improvement or development will be composed by the Chair and Vice Chair. The Chair and Vice Chair will then meet with and share this summary with the Superintendent. The Superintendent will sign a written copy of the summary, with his or her comments attached.
6. At the November Board meeting, the Board will go into Executive Session during which the above narrative will be shared and discussed with the full Board and the Superintendent.

Cross Reference - CBI: Evaluation of the Superintendent
CBI-E: Superintendent Evaluation form

Adopted: 3/14/2018

STAFF INVOLVEMENT IN DECISION MAKING

The formulation of policy involving the curriculum, instruction and the overall school program is one of the primary responsibilities of the Board of Directors, and the Board reserves the right to make the final decision regarding such policies. The Board believes that the best interests of the district's students should be the principle guiding the adoption of all educational policy. The Board further believes that appropriate input from the professional staff is important to the decision-making process.

The Superintendent shall ensure that there is a process in place to encourage meaningful professional staff input prior to making recommendations regarding curriculum, instruction and the school program to the Board. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the schools, and with the understanding that the staff is collectively responsible for student performance.

Participation in the decision-making process is accompanied with an expectation of accountability by the professional staff. All proposals for changes to the curriculum, instruction or the district's educational goals should incorporate evaluation procedures linked to student outcomes. The Board encourages the use of professional development activities specifically directed to improving staff research, analytical and decision-making abilities.

The Superintendent shall ensure that the administrative team has the appropriate support to lead an effective instructional program with a consistent focus on student learning and outcomes.

Legal Reference: 26 MRSA § 965

Cross Reference: BHC – Board Relations with Staff
GCI - Professional Staff Development Opportunities
GCOA - Supervision and Evaluation of Professional Staff

Adopted: 3/14/2018

PERSONNEL RECORDS AND FILES

The school unit shall maintain records of current and former employees in the Office of the Superintendent in accordance with state and federal laws and regulations.

Directory Information

As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

- A. Name of employee;
- B. Date(s) of employment by the school unit;
- C. Regular and extra-curricular duties, courses, subjects taught, and any other responsibilities since the start of employment by the school unit;
- D. Post-secondary education institution(s) attended;
- E. Major and minor field(s) of study as recognized by those institutions; and
- F. Degrees received and dates degrees were awarded.

Confidential Information

As required by law, all information (except Directory Information) about an employee, applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

- A. All information, working papers, and examinations used in the evaluation or selection of applicants for employment;
- B. Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;
- C. Performance evaluations, personal references and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;
- D. Credit information;
- E. The personal history, general character or conduct of the employee or any member of the employee's immediate family;

- F. Complaints, charges of misconduct, replies thereto and memoranda and other materials pertaining to disciplinary action;
- G. Social Security number;
- H. Any teacher action plan and support system documents and reports maintained for certification purposes; and
- I. Criminal history record information.

Personnel Files

Personnel files will contain a cumulative history of the staff member's employment, including formal or informal employee work evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits.

Other Confidential Personnel Records

The school unit must maintain the following confidential employee records separate from the personnel files:

- A. Medical information of any kind; and
- B. Teacher action plan and support system documents and reports maintained for certification purposes.

Disciplinary Action Information

Any written record of a decision involving an employee disciplinary action by the School Board shall not be included within any category of confidential information.

Procedures for Review of Personnel Files

For the purpose of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits that are maintained by the school unit for employment purposes.

- A. The Superintendent shall, upon written request and within 5 business days, provide the employee, former employee, or his/her duly authorized representative(s) with an opportunity to review and copy his/her personnel file, if the Superintendent has a personnel file for that employee.
- B. Reviews of personnel files shall take place at the location where the personnel files are maintained and during normal office hours.
- C. The cost of any copying is to be paid by the person requesting the copy.

- D. Access to confidential college placement records and letters of reference will be granted only to the Superintendent/designee.

Access to Personnel Files

Access to personnel files may be given to the following persons without the consent of the employee.

- A. The Superintendent or his/her designee, the employee's principal or other supervisor(s). Personnel files are not accessible to individual School Board members.

Relevant portions of a personnel file may be summarized and/or shared with the Board by the Superintendent when consideration is being given to performance evaluation, continuation of employment or disciplinary action.

- B. The general public shall have access only to the Directory Information as outlined above.

Access to personnel files will not be granted to any other persons except under the following circumstances:

- A. When the employee gives written consent for the release of his/her records. The written consent must specify the record(s) to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted; and
- B. Upon advice of counsel, when subpoenaed or under court order.

Records Management

The Superintendent has overall responsibility for maintaining and preserving the confidentiality of all employee/applicant records. The Superintendent may designate a staff member who shall be responsible for granting or denying access to records according to the guidelines in this policy.

Written reports shall be maintained in personnel files to document compliance with federal and state laws and regulations and School Board policies regarding employee evaluations. Once a document is properly placed in a personnel file, it shall remain in the file permanently.

Records Retention

The school unit will retain all personnel records and files in accordance with applicable laws and regulations.

Legal Reference: 20-A MRSA § 6101
20-A MRSA § 13015
26 MRSA § 631
Chapter 10, Rules for Disposition of Local Government Records (Maine State Archives)
Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
Family and Medical Leave Act of 1993, 29 U.S.C. § 2611 et seq.

Cross Reference: KDB - Public's Right to Know/Freedom of Access Law

Adopted: 3/14/2018

SCHOOL VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between schools and the community.

The Board approves the use of volunteers to support the District's instructional programs, and co-curricular and extra-curricular activities. The Board adopts this policy to provide direction for the District's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance in various ways, including, but not limited to:

- Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- Reading to children;
- Playing instructional games;
- Providing services in libraries, lunchrooms and playgrounds;
- Accompanying students on field trips;
- Assisting teachers in assembling instructional materials; and
- Assisting in school plays, music programs and other co-curricular activities.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity advisor or other designated employee.

Approval, assignment, continuation or termination of volunteers shall be at the discretion of the building principal. Staff must have the use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who have requested them. Volunteers should perform only those tasks that have been assigned.

The safety and well-being of the students, staff and volunteers of the District is paramount. Therefore, the District shall conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Background checks will be conducted prior to the first time the individual volunteers work with students, and the District reserves the right to conduct additional background checks periodically thereafter. All volunteers will fill out the volunteer application form yearly, even if to sign signifying that they have not been involved in any criminal activity in the past year. Anyone failing an initial background check who wishes to volunteer will be required to pass a DOE CHRC background check to volunteer.

School volunteers shall be expected to abide by all applicable laws, District policies and administrative procedures when performing their assigned responsibilities. The building principal shall make volunteers aware of applicable policies, rules and procedures before they undertake their first assignment through a volunteer orientation, volunteer handbook or other means. All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with overall supervision provided by the building principal. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

Volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be required to complete a written application.

It is the responsibility of District teachers and administrators to recognize the contributions of volunteers, with the advice and assistance of other employees.

Adopted: 3/14/2018

VOLUNTEER APPLICATION

THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE VOLUNTEER SERVICES AND TO ENSURE STUDENT SAFETY

For those who have previously filled out the Volunteer Application:

If you have previously filled out a volunteer form answering "No" to the Background section and have engaged in no criminal activity in the past year, simply sign and date the application.

Full Name: _____
(last) (first) (middle) (jr., sr., etc.)

Mailing Address: _____

Address of Residence _____

Telephone: _____ E-mail Address: _____

Date of Birth (required for background check): _____ Maiden Name(s) _____

Area(s) of interest for volunteering: _____

Family members in school (Name of School, Family Members Names and Grades): _____

List any education, training or experiences you have had which would help us in meeting the needs of our students:

Placement location requested: Brownfield-Denmark Elementary; New Suncook; Molly Ockett School

References: List three people whom we can contact who can comment on your character and abilities:

Name	Address	Phone	Relationship

BACKGROUND:

The following information is asked of all individuals who volunteer to work with our students:

- Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___ No ___
- Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___ No ___
- Have you ever entered a plea of guilty or "no contest" (nolo contendere) to a crime (other than a minor traffic offense)? Yes ___ No ___
- Has any court ever deferred, filed, or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior for a period of time in connection with any crime (other than a minor traffic offense)? Yes ___ No ___

If you answered YES to any of the previous questions, provide full details on an attached page(s), including with respect to court actions, the date, offense in question, and the address of the court involved.

If you have lived outside of Maine, please identify the states and dates:

Refusal to provide authorization for reference and/or criminal records checks and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the M.S.A.D. #72 School District.

I understand that the M.S.A.D. #72 School District performs reference and criminal records checks on all volunteers and I authorize persons and entities contacted by the District in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the District, its agents and officials, or against any provider of such information. I further understand that if I am approved as a volunteer, that I will be required to sign a Volunteer Agreement and/or attend a Volunteer Orientation.

Applicant Signature

Date

OFFICE USE ONLY

___ Application reviewed for completeness ___ References checked (attach documentation)
___ Criminal record checked (attach documentation)

Application approved: _____

Application denied: _____

Date: _____

Adopted: 3/14/2018

VOLUNTEER AGREEMENT FORM

I understand that as a volunteer in the M.S.A.D. #72 School District that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Board policies, District regulations and school rules applicable to school staff as well as directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent or School Principal at any time if they determine it is in the best interests of the District. I understand that a background check may be required; and I further agree to abide by the policy that outlines regulations for school volunteers (IJOC-R1).

Signature of Volunteer

Date

Printed Name

SCHOOL VOLUNTEERS - REGULATIONS

The following regulations detail the requirements that school volunteers must meet in order to volunteer in M.S.A.D. #72 schools:

1. Complete a volunteer application form (IJOC-E1) and agreement form (IJOC-E2);
2. Pass an initial background check. In the case where there is a prior criminal history, any applicant wishing to volunteer will have to pass a DOE criminal background check at his/her expense;
3. Agree to comply with all District policies and school rules;
4. Agree not to take material, pictures of students (unless it is their own child), student work, etc. from the school;
5. Agree not to touch students or allow students to sit on their lap;
6. Agree not to transport a child without permission of the parent/adult student (see Policy EEAG-Student Transportation in Private Vehicles);
7. Volunteers must sign in and sign out on the log whenever they enter and leave the building.

Adopted: 3/14/2018