

**MSAD #72 Board of Directors
Wednesday, April 8, 2015
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:

Card, Linda*	Shorey, Kathiann
Carter, John	Snow, Norma
Fisher, Sharon*	Spooner, Ed
Dondero, Mitchell	Stacy, Jim
LeBlanc, Sharon*	Steller, Bob
Lyman, Kathleen*	Struven, Marie
Mattei, Chris	Trumbull, Anne
McGrath, Denise*	Weston, Laurie
Myrback, Louise	Williams, Jane*
Schasel, Dean	

Administrators

Emily Kirkpatrick
Pat Menzel
Rhonda Poliquin
David Powers
Mark Schrader
Jay Robinson

Members not Present:

Cummings, Laura (Excused) Smethurst, Kevan*
Ontengco, Julie (Excused)

Agenda:

1. **Public Discussion** (15-Minute):

Donna Dodge: She requested that the Board consider sending a letter home to parents regarding Smarter Balanced testing and letting them know that they can choose to have their child opt out of Smarter Balanced testing. Currently there is a bill being proposed in Augusta in regards to this issue. She shared her position on Smarter Balanced Testing.

2. **Approval of Minutes from March 11, 2015 meeting:**

A motion was made to approve the Minutes from the March 11, 2015 meeting.

Motion: Norma Snow

Second: Jim Stacy

Passed
All in Favor

3. **Communications:**

Letter of Resignation

The Board had been sent a letter of resignation from Joe Ferigno, Essential Skills Teacher at Molly Ockett. Jay thanked Joe for his years of service, said he will be sorely missed and wished him the best in his well-deserved retirement.

A motion was made to accept the resignation of Joe Ferigno with regrets.

Motion: Laurie Weston

Second: Marie Struven

Passed
All in Favor

4. New Business:

- Policy

2nd Read

DBG: Budget Adoption

DID: Asset Capitalization

DJ: Bid Purchase Requirements

KF: Community Use Of School Facilities

A motion was made to accept the above Policies for Second Read.

Motion: Jim Stacy

Second: Dean Schasel

Passed
All in Favor

1st Read

DN: School Properties Disposition

DJH: Purchasing & Contracting Procurement: Staff Code of Conduct

HA: Negotiations Goals and Objectives

HF: School Board Negotiating Agents

HM: Negotiated Agreement

A motion was made to accept the above Policies for First Read.

Motion: Ed Spooner

Second: Marie Struven

Passed
All in Favor

Deletion

HB: Negotiations Legal Status

HE: School Board Rights and Responsibilities

HJ: Payment of Negotiation Costs

HO: Impasse Procedures

HP: Employee Job Actions

A motion was made to accept the above Policies for Deletion.

Motion: Ed Spooner

Second: Jim Stacy

Passed
All in Favor

- 2015-2016 School Calendar - Final Draft

A motion was made to accept the proposed calendar for the 2015-2016 school year.

Motion: Jim Stacy

Second: Norma Snow

Passed
All in Favor

- Board Alternates/Elections/Terms

Jay shared that we were asked by Fryeburg if we could make their Alternate position a 3-year term instead of a 1-year term. When looking into this issue much information/or lack of information was found regarding having alternates serve on the Board. We are perhaps the only school board to have alternates and are not sure if it is legal to have them. The Board asked Jay to look into the legalities of the situation and report back as to what he finds out.

- An item was brought up regarding lunch prices for the 2015/2016 school year. The Board needs to approve the price of lunch each year. It is recommended by Mary Emerson, Food Service Director, to keep the lunch price at \$2.50.

A motion was made to approve keeping the lunch price at \$2.50 for the 2015/2016 school year.

Motion: Norma Snow

Second: Laurie Weston

Passed
All in Favor

Discussion: The members questioned whether a motion could be made from the floor that was not on the agenda. After consulting Roberts Rules, it seems that a motion can be brought up under New Business and a motion can be made. Jay said we could wait and put it on the Agenda for the next meeting if the Board wanted to do that.

John Carter made a motion to table the motion. There was no second so motion failed. The vote was then taken for the motion made by Norma Snow.

5. Public Discussion:

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

Donna Dodge: She expressed her concern with the Board not approving her request to send a letter home regarding Smarter Balance testing.

Mr. and Mrs. Burnell: Shared their concerns regarding the Veteran's Day celebration at Brownfield Denmark School and the "political correctness" that is impacting education.

6. Agenda Planning/Adjournment:

Next Meetings: April 15th Budget Workshop

A motion was made to adjourn.

Motion: Jim Stacy

Second: Ed Spooner

Passed
All in Favor

Meeting adjourned at 7:40.

Respectfully Submitted,



Heather Sheehan
Recording Secretary

BUDGET ADOPTION

The Board will review the prospective budget.

The Board will obtain all additional information as it may need to understand or confirm the District's annual budgetary needs, so as to create an acceptable budget.

The Board will hold public meetings in regard to the budget content and financial impacts for the forthcoming fiscal year of the District.

The budget so adopted shall become the basis of the request under the Warrant of the Annual District Meeting.

Prior to the Annual District Meeting, copies of the budget, as approved by the Board, will be made available at the Office of the Superintendent of Schools, and otherwise distributed so as to afford sufficient notice to all District voters in addition to legal requirements for the call of the Annual District Meeting.¹

The District will use a form concomitant with that utilized by the State Department of Education, for the annual budget approval by the District voters.

Voted: 12/12/79
Reviewed: 10/8/97
Amended: 4/8/2015

¹ From DGBA to delete

ASSET CAPITALIZATION

Objective: To establish procedures for keeping an inventory of fixed assets owned by MSAD 72.

Definitions: Assets, which meet the following minimum standards, will be considered capital assets:

1. Having a value of \$5,000 or more. This requirement can be for an individual item in excess of \$5,000 or for a "collection". The District will capitalize the items listed below as collections:
 - Technology Equipment
 - Furniture and Fixtures
 - Any other assets bought in a bulk purchase that meets the capitalization policy as stated above.
2. Having an estimated useful life of two years or more.
3. Major asset categories will be buildings and improvements, land and improvements, machinery and equipment, vehicles, and infrastructure.

Capitalization Method: All capital assets will be recorded at historical cost as of the date acquired or constructed. If historical cost information is not available, assets will be recorded as estimated historical cost by calculating current replacement cost and deflating the cost using the appropriate price-level index.

New Acquisitions: Capitalize new assets that meet the District's capitalization policy as stated above. Following the receipt of the item(s) that meet the criteria stated above, shall be noted by the Department Head/Principal and Business Administrator for inclusion in the asset base. Additions, improvements, repairs or replacements to existing capital assets are not considered new acquisitions and are discussed below.

Extraordinary Repairs or Improvements: The District will capitalize outlays that increase future benefits from an existing capital asset beyond its previously assessed standard or performance if they meet the District's capitalization policy as stated above.

Reference: Governmental Accounting Standards Board Statement 34

Adopted: 11/13/2002

Amended: 4/8/2015

BIDDING/PURCHASING REQUIREMENTS

The School Board expects all purchases made by the District to be consistent with applicable laws and sound business practices. The Superintendent shall be responsible for developing and implementing administrative procedures for bidding and purchasing consistent with this policy.

This policy is intended solely as an internal guide to purchasing by the school unit. It does not afford any vendor any property or contractual rights against the school unit. No vendor shall have any enforceable rights against the school unit based upon this policy or alleged violations of this policy. No vendor shall have any rights against the school unit until such time as a written contract between the vendor and the school unit is executed by the vendor and an authorized representative of the school unit.

A. Bidding Required by Law

Maine law requires the Board to competitively bid property and casualty insurance; school bus and transportation contracts in excess of \$4,000; school building construction, alterations and repairs over \$25,000 (except contracts for professional architectural and engineering services); and bond anticipation notes for State-subsidized school-construction projects.

B. Competitive Bidding of Other Purchases

Where bidding is not required by law, it shall be the policy of the school unit to competitively bid purchases of equipment, supplies, materials or services over **\$100,000** provided that it is practical and cost-effective to specify the materials or services with sufficient particularity to allow meaningful comparison of bids.

If competitive bidding is not utilized, the Superintendent may seek Requests for Proposals (RFP) for purchases over **\$10,000**. An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is to be performed and the materials to be used.

The Superintendent may fore go the competitive bid or RFP process only when he/she determines that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Board shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.

C. Procedures for Bidding and Requesting Proposals

The method of notification that the school unit uses to solicit bids and proposals shall be reasonably designed to attract qualified vendors. Depending upon the circumstances, such notification may include public advertising and/or mailing of notices to potential vendors.

Bid Procedures

- A. The notification shall specify the deadline for submitting bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the school unit to reject any or all bids, and to waive technical or immaterial non-conformities in bids if in the best interest of the school unit, and to exercise judgment in evaluating bids.
- B. **Written bids.** Bids shall be in writing, sealed with outside envelope or wrapper plainly marked "Bid, not to be opened until (insert appropriate date)." Bids shall be mailed to or filed with the Superintendent.
- C. **Time of opening.** No bid shall be opened by any employee or School Board member until the time appointed in the bid notice.
- D. **Public opening.** All bid openings shall be done in public. At the time and place stated in the public notice, bids shall be opened by the Superintendent or, in the Superintendent's absence or disability, the Chair of the School Board.
- E. **Reading.** The Superintendent will advise the School Board in advance of the time, date, and place of all formal bid openings. If any citizens (who are not School Board members), employees of the school unit, or representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.
- F. In general, the School Board will award contracts to the lowest bidder which the Superintendent and School Board deem can satisfactorily fulfill the contract.

Requests for Proposals (RFP) Procedures

- A. Proposals should be submitted in plain envelopes clearly marked "Proposal, not to be opened until (state time and date)." The RFP shall state the time and date that proposals shall be opened, and no proposals shall be opened before that time. Public opening is not required.
- B. Proposals are to be evaluated based on criteria appropriate for the project in question, and the contract will be awarded to the vendor whom the Superintendent and School Board deem best able to meet the requirements of the school unit.

Dispute Resolutions

A bidder or respondent to an RFP may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within **five (5)** business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision in writing within **twenty (20)** business days of receipt of the protest. The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent's decision, he/she may appeal to the School Board. The Superintendent will provide reasonable notice to the bidder or respondent of the time for the Board's consideration of the protest. The Board's decision shall be final.

Legal Reference: 5 MRSA § 1743-A (ALL)
20-A MRSA §§ 1001(14), 5401(13) (D); 5402 (ALL)
20-A MRSA § 1314 (MSAD)
Me. DOE Rules, Ch. 61 (Rules for School Construction Projects) (ALL)

Legal Reference: 34 CFR 74.40-74.48; 80.36 (Education Department General
Administrative Regulations (EDGAR)
Commissioner's Administrative Letter No. 6, June 18, 2006 (Fiscal
Compliance)

Adopted: 9/13/2000
Amended: 4/8/2015

Merge DJ & DJE, DJE Deleted

COMMUNITY USE OF SCHOOL FACILITIES

Definition: Facilities refers to all District buildings, grounds, vehicles and equipment.

The M.S.A.D. #72 School Board welcomes the responsible use of District Facilities by individuals and groups within its community. The board recognizes the fact that school facilities belong to the community at large and should serve the community at large. The Board also recognizes its obligations to that same community to protect and preserve the District's facilities, to assure that school programs receive priority use of them and to prevent the inappropriate use of them. Consequently, the Board adopts the following regulations to fulfill its responsibilities to the school system and the community at large in regard to the use of District facilities.

1. The Superintendent of Schools is charged with the responsibility of creating and enforcing regulations to provide appropriate, coordinated use of District facilities by the schools and the community.
2. District facilities are to be managed in conformance with all relevant federal, state and local laws.
3. Alcoholic beverages are prohibited on District property.
4. Drugs are prohibited on District property except as specifically allowed for medical or instructional use in conformance with District regulations.
5. The use of tobacco products in any form is prohibited in school buildings, on school property, and at school functions at all times.
6. Priority for use of District facilities shall be:
 - First: School Programs including sports programs
 - Second: School-related groups (e.g., PTA)
 - Third: Other approved community groups
7. Any group using District facilities shall assume responsibility for:
 - A. Costs to the District resulting directly from that group's use of the facilities.
 - B. The behavior of persons in attendance.
 - C. Providing the District with a Certificate of Liability Insurance showing at least \$1,000,000 liability limit with the school District listed as an additional insured for the dates that the group will be using the facility.

Failure to fulfill those responsibilities appropriately, as determined by the Superintendent of Schools, may result in the denial of future applications from that group to use District facilities. Individuals guilty of inappropriate behavior, as determined by the Superintendent of Schools, may also be denied future use of District's facilities.

8. Any group or individual who contracts to use school facilities for profit-making activities not directed toward the benefit of the schools or school-related programs will be charged a reasonable rental fee, above any other direct costs, according to a set schedule by the Board. Exceptions may be granted by the Superintendent at his/her discretion for activities or programs deemed to benefit the community at large.

9. Decisions of the Superintendent of Schools relating to the use of District facilities may be appealed to the School Board at a regular Board meeting and in conformance with the procedure for establishing the Board's agenda.

10. The District reserves the right to deny or revoke a facilities use permit if, in the judgment of the Superintendent of Schools, proper maintenance of facilities requires such action or unusual circumstances require such action (e.g., building system failures, extremely wet/dry conditions of athletic fields, violations of policy/regulations, unavoidable conflict with a school activity).

Adopted: 9/14/88

Amended: 2/8/95

Reviewed: 12/10/97 Retitle KFB: 6/02

Amended 5/12/04 {Smoking Ref. changed per policy ADC: 1/14/04}

Reference: MSAD 72 Policy ADC & JICH

Amended: 4/8/2015

**M.S.A.D. #72
School Calendar
2015 - 2016
K - 8**

SEPTEMBER				
M	T	W	T	F
	NT	NT	W	W
N	1	2	3	N
N	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August 27 and 28
Teacher Workshop Days
9/1 First Student Day
Sept. 4 - No School
Sept 7 - No School/Labor Day

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	N
N	13	E	15	16
19	20	21	22	23
26	27	28	29	30

9 - Fryeburg Fair Day
12 - Columbus Day
14 - Early Release Day

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	N	12	13
16	17	18	19	20
23	24	W	N	N
30				

11 - Veterans' Day
25 -Teacher Workshop Day
First Day Thanksgiving
Break for Students

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	E	10	11
14	15	16	17	18
21	22	N	N	N
N	N	N	N	

9 - Early Release Day
23 - First day of Christmas
Vacation

2016

JANUARY				
M	T	W	T	F
				N
4	5	6	7	8
11	12	E	14	15
N	19	20	21	22
25	26	27	28	29

1 - New Year's Day
13 - Early Release at 12:30
18 - Martin Luther King Day

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	E	11	12
N	N	N	N	N
22	23	24	25	26
29				

10 - Early Release at 12:30
15 - Presidents Day
First Day February Vacation

MARCH				
M	T	W	T	F
	1	2	3	W
7	8	E	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4 - Teacher Workshop Day
9 - Early Release Day

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	E	14	15
N	N	N	N	N
25	26	27	28	29

13 - Early Release Day
18 - Patriots Day
First Day April Vacation

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	E	12	13
16	17	18	19	20
23	24	25	26	27
N	31			

11 - Early Release Day
30 - Memorial Day

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
S1	S2	S3	S4	S5
W	21	22	23	24
27	28	29	30	

20 - Teacher Workshop Day

E- Early Release Days at 12:30
N - No School for Students or Teachers
W - Workshop Day (no school for students)
S - Storm Day Make-Up As Necessary
NT - New Teacher Workshop

***The last student day will be June 17, 2016
if all five storm days are used
Students will be dismissed at 12:30**

For School Cancellation Information:

WMWV	93.5	WMGX	93.1
WOXO	92.7	WPKQ	103.7
WGAN	560 AM	WPOR	101.9
WBLM	102.9	WJBQ	97.9
WCYZ	98.9	WCYY	94.3
WYNZ	100.9	MAGIC	104.5
WHOM	94.9	WTBM	100.7
FRANK	107.5	WOLF	99.9

WCSH TV - Channel 6
WMTW TV - Channel 8
WGME TV - Channel 13

Summary

175 Student Days
5 Workshop Days

180 Total Days

Approved: 4/8/2015