

**MSAD #72 Board of Directors
Wednesday - July 11, 2018
Meeting Minutes
Molly Ockett School
7:00 PM**

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

Members Present:

Judy Brain
Patricia Chatman*
Kim DeVries
Mary Di Nucci
Mitch Dondero*
Nicole Goggin*
Jack Jones

Sharon LeBlanc*
Allison Leach
Kay Lyman*
Chris Mattei
Annabel Nash
Jennifer Ritchea*
Norma Snow
Marie Struven

Administrators

Cheryl Baker
Ike Heffron
Pat Menzel
Rhonda Poliquin
Merri Rajaniemi
Jay Robinson

Members not Present

Linda Card (Excused)
Phillip Marshall
Julie Ontengco

Frank Robey
Kathiann Shorey
Jane Williams (Excused)

Agenda:

1. Public Discussion (15-Minute):
None

2. Approval of Minutes from June 13, 2018 Meeting:

A motion was made to approve the minutes from the meeting held June 13, 2018.

Motion: Kay Lyman

Second: Jack Jones

Passed

All in favor

3. Communications:

● **Memo from Sharon Jackson re: Removal of Abandoned Snow Oil Tank**

Jay reported that the Town of Fryeburg has done a Phase I and Phase 2 study of the C.A. Snow School. In the Phase 2 study it was discovered that there is a 500 gallon Underground Storage Tank, which was reported as removed. Former Facilities Director, Rick Wohlenberg, took care of registering the tank with the state as being abandoned in place. The Town is asking the School District to pay to have the tank removed. Jay informed the Board that he would need to have a motion made to approve paying for the removal of the tank. The Board Declined.

4. Committee Reports:

Finance: No report

Curriculum: No Report

Transportation: No report

Facilities: No report

Policy: Jack Jones reported that the committee met this evening to continue work on the Student Wellness policy JL. He anticipates having it on the August meeting agenda for First Read.

Special Education: No report

Personnel: Norma Snow reported that the committee had scheduled a meeting for tonight to review information on the candidate for K-4 Physical Education Teacher but did not have a quorum to hold a formal meeting. Information on this candidate was handed out to the Board for review and a vote to approve this candidate will be held later in tonight's meeting.

5. Administrative Reports

● **ESEA Application**

Rhonda Poliquin reported that Each year our district receives Federal Funding under the Elementary and Secondary Education Act (ESEA). As part of this process, we conducted a Comprehensive Needs Assessment both for the district and the individual schools. Literacy, math and social emotional learning were goal areas that we identified through this process. To meet the goals, we will be utilizing the federal money in the following ways:

1. **Title IA:** (This money is designated for remedial education and is allocated using information regarding free and reduced lunch.) Students can qualify for services in two ways under Title I. One is targeted assistance where only a certain percentage of students can qualify. Another option is a school-wide plan which both New Suncook and Molly Ockett have. This gives us a great deal of flexibility as we can work with any students in need for the amount of time needed. We receive approximately \$238,000 that is used for salaries for educational technicians and literacy specialists.
2. **Title IIA:** This money is designated for professional development. Fryeburg Academy also proportionally shares this money (38%). The total allocation is approximately \$58,000. We are planning on using our portion to support coursework, workshops and consultation to support literacy, math and social emotional learning.
3. **Title IV:** This money is designated for safe schools and/or well-rounded education. The Academy also will receive 38% of these funds. Our portion will be used to give some coaching and support to teachers who are working with students to help them be more ready to learn by implementing social-emotional strategies.

4. **Title V:** Rural Low-income funds. The Academy does not share in these funds. This is approximately \$15,000 that will also be used to support social-emotional learning.

Part of the grant requires that there is opportunity for input from a variety of stakeholders before the application is submitted in the next couple of Weeks. Rhonda asked if anyone from the Board had questions regarding the ESEA application and let them know that if anyone thought of a question after the meeting had adjourned to please contact her.

6. Superintendent Report

- **Boardsmanship**

Jay gave a presentation to the Board that highlighted key information on the role of the Board. He talked about Board Conduct and Ethics (Policy BCA), the executive sessions, the role of Board alternates, the role of individual Board committees and general information that would be helpful to new Board members.

7. New Business

- **Merging of Facilities and Transportation Committees**

Norma Snow shared that the neither the Transportation or Facilities committees meet very often throughout the year. Now with the position of Director of Facilities being changed to Director of Facilities & Transportation it makes sense to merge the transportation and facilities committees into one committee.

A motion was made to merge the transportation and facilities committees into one Committee.

Motion: Annabel Nash

Second: Jack Jones

Passed
All in favor

- **Overview of Current Committees by Respective Chairs**

Various board members gave overviews of the functions/responsibilities of each committee so that new Board members would have a sense of the work done at the committee level.

- **18-19 Committee Interest Forms**

Committee Interest Forms were passed out at the beginning of the meeting. All Board members were asked to fill out the forms indicating their preferences as to which committees they would like to serve. A nominating committee was formed at the June meeting and will meet to create a slate of committee members to be presented and voted on at the August 22nd meeting.

- **Policies for Second Read**

IJOC-R: Administrative Procedure for Volunteers

A motion was made to approve policy IJOC-R for Second Read.

Motion: Jack Jones

Second: Annabel Nash

Passed
All in favor

- **Head Start MOU(Memorandum of Understanding)**

The MOU between Community Concepts, Inc. (which provides Head Start and Pre-Kindergarten programs) and MSAD #72 for the 2018-2019 school year was sent to Board members prior to tonight's meeting. A vote is needed to approve the MOU in order for Jay to sign the agreement.

A motion was made to approve the Headstart MOU for the 2018-2019 school year

Motion: Jack Jones

Second: Kay Lyman

Passed
All in favor

8. Unfinished Business

None

9. Personnel

- **Approval of New Teacher nominations for 2018-2019 School Year:**

Kerry Jordan - K-4 Physical Education Teacher - District Wide

A motion was made to approve Kerry Jordan for a probationary year as K-4 PE teacher - District wide for the 2018-2019 school year.

Motion: Marie Struven

Second: Sharon LeBlanc

Passed
All in favor

10. Public Discussion: (15 Minutes)

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

None

11. Agenda Planning/Adjournment:

Next Meeting: August 22, 2018 - Regular Meeting
October 10, 2018 - Regular Meeting
November 14, 2018 - Regular Meeting

A motion was made to adjourn the meeting.

Motion: Chris Mattei

Second: Marie Struven

Passed
All in favor

The meeting adjourned at 8:00.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Heather Sheehan".

Heather Sheehan
Recording Secretary

The Town of Fryeburg

Settled 1762 - Incorporated 1777

Town Manager's Office

16 Lovewell Pond Road

Fryeburg, ME 04037

207-935-2805 telephone

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June 25, 2018

To: Jay Robinson, Superintendent and MSAD #72 Board of Directors
From: Sharon Jackson, Town Manager
Re: Removal of Abandoned Underground Oil Storage Tank

On behalf of the Town of Fryeburg Selectmen, I am writing to confirm the Fryeburg voters approved purchasing the C. A. Snow School property for \$1.00 at the June 14th town meeting.

On Monday, June 18th we received the Phase II Draft Report showing this 500 gallon UST that was originally reported to the state as being removed was actually abandoned in place. I notified Jay of this when I received the report and Richard Wohlenberg has taken care of correctly registering the tank with the state as being abandoned in place. Because it was previously reported to us that the tank was removed, the Selectmen are requesting that the District pay to have this tank removed before the Town takes ownership.

The Phase I Report that was completed September 2017 is now outdated and will need to be updated within 180 of closing. Southern Maine Planning and Development has agreed to provide additional grant funds for the update. I will let you know when we have a firm date for the Phase I update.

Our insurance company is in the process of assessing the property and they told me the soonest they would be able to be ready with a premium cost would be August 15th.

Thank you.

M.S.A.D. #72

FILE CODE: IJOC-R

Administrative Procedure for School Volunteers

To protect school children, M.S.A.D. #72 is committed to ensuring that all current and prospective volunteers who may have direct and/or unsupervised contact with children are appropriate for serving in their positions. The following relates to policy IJOC: School Volunteers with regard to the Criminal History Record Check (CHRC), fingerprinting and/or online criminal background checks.

All persons interested in volunteering will complete a written application as well as have an online criminal background check completed prior to volunteering in District schools. Applications must be reviewed annually, which will indicate that their personal information and criminal history has not changed. Additionally, some volunteers may be required to have a Criminal History Record Check (CHRC) and fingerprinting completed; the CHRC requires renewal every five years.

Volunteer information will be maintained confidentially, on a need-to-know basis only by M.S.A.D. #72, which will designate one or two administrators who will routinely review volunteer information. CHRC information for volunteers will be kept on file at central office.

Based upon a review of the CHRC, the following processes and standards will apply to determine fitness for service with the District.

1. Convictions for rape; indecent assault and battery; the crime of attempting any of the aforementioned offenses; the sale, use, manufacture, distribution, or possession with intent to distribute any substance that is unlawful; or a felony constituting a crime of violence within ten years of the CHRC request will render said individual ineligible for service with M.S.A.D. #72; and
2. Convictions for any other felony other than those previously enumerated; any misdemeanor with an incarceration date or conviction date within five years of the CHRC request; any multiple (i.e., more than one) misdemeanor convictions within ten years for drunkenness, simple assault, affray or disturbing the peace may be reviewed by the Superintendent who may or may not determine such individual ineligible for service, based upon a set of criteria. In making this determination, the Superintendent will consider and evaluate whether the nature of the conviction poses any threat or concern for the safety and wellbeing of students.

3. Case-by-case determinations will need to be made. An individual may dispute information contained in their CHRC in writing to the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to correct any alleged error.

The District will use CHRC information only to further the protection of children and for no other purpose. Improper use of this information is both a civil and criminal offense, and would subject an employee to discipline.

Procedure for Obtaining CHRC Information

The administration will be responsible for the implementation of CHRC procedures.

1. All volunteers must complete the M.S.A.D. #72 Volunteer Application, and a Volunteer Agreement form which allows for a criminal background check.
2. An online criminal background check using the volunteer's birthdate will be done by M.S.A.D. #72 utilizing the Maine State Bureau of Identification *prior to volunteering*.
3. Should a full federal criminal background check be required, the cost will be borne by the individual seeking eligibility as a volunteer. The background check will be done by completing a Fingerprint Registration application. This is a two-step process. After registering for a fingerprinting appointment, the applicant must also complete the Maine Department of Education Application for Initial Educational Approval.
4. Any volunteer who can provide proof of a current CHRC will not be required to undergo another fingerprinting until the expiration date.
5. All staff will have an awareness training regarding volunteers, including the District policy, the School Volunteer Regulations sheet. Awareness training will include proper use of Volunteers in the classroom, avoiding one-on-one situations, and supervision of volunteers with a group.

Procedure for Obtaining Fingerprinting

The Superintendent will consider the following when determining whether a particular position entails "direct and unmonitored contact with children" and will require a full federal fingerprinting through the Maine State Police.

1. Unsupervised contact with children means such contact on a regular, not irregular, basis with students when no other M.S.A.D. #72 employee is present; and
2. Substantial contact is on a regular, not infrequent, basis.

Requesting, Reviewing and Maintaining CHRC

It is M.S.A.D. #72's desire that only one or two individuals have responsibility for obtaining and receiving online criminal background checks and CHRC information. The Superintendent's designee(s) will receive and maintain all properly obtained online criminal background checks and CHRC information. Such designee(s) will notify the Superintendent if any discrepancies are found in these checks. The Superintendent and Legal Advisor will also have access to online criminal background checks and CHRC record information.

Review of CHRC Information

Mandatory Disqualification

An individual will not be eligible as a M.S.A.D. #72 volunteer if he or she:

- Has been convicted of committing, or attempting to commit any sex offense, including (but not limited to): the crime of distribution of pornography, indecent exposure, assault or battery or any sexual act involving a child.
- Has been convicted of committing the crime of the use, sale, manufacture, distribution, or possession with intent to distribute any of the controlled substances that are unlawful (except for simple possession of marijuana if the date of conviction is five or more years prior to the request for criminal record information); or
- Has been convicted of committing a felony constituting a crime of violence, where the date of the conviction is within ten years immediately preceding the request for criminal record information.

Discretionary Disqualification

An individual may be deemed ineligible as a M.S.A.D. #72 volunteer by the Superintendent, if he or she:

- The Applicant is currently on probation;
- Has been convicted of committing a felony other than those described in the section above;
- Has been convicted of committing a misdemeanor (other than a first conviction for the offenses listed in the next section, within the 5 years immediately preceding the request for such information); or
- Has been convicted more than once of committing any of the following misdemeanors, where the date of at least one of the convictions occurred within the 10 years immediately preceding the request for criminal record information: drunkenness, simple assault, affray, or disturbance of the peace.

In reviewing the applications of individuals who have criminal records, but who are not excluded under the mandatory disqualification portion of this policy, the Superintendent will give due weight to the following: the age of conviction, the age of the applicant when convicted, the nexus between the conviction and the individual's fitness to serve as a school volunteer; the type of offense; the age of the offense; whether there was a conviction; the sentence; whether probation was successfully completed; the date of the offense; and whether there were subsequent arrests. Upon reviewing this information, the Superintendent will determine whether to allow the individual to volunteer in the District schools.

Correcting CHRC Record Information Errors

If a volunteer applicant disputes the information contained in the CHRC, he or she should inform the Superintendent in writing. Such individuals should then contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police for review and correction. The District process in interpreting the information will be stayed for a brief time. It is the applicant's responsibility to contact the Maine Department of Education, MorphoTrust USA and/or the Maine State Police to make and obtain any modification to the CHRC information. The applicant is ineligible to volunteer in M.S.A.D. #72 during the process of disputing and potentially correcting the information contained in the CHRC.

Unlawful Release of CHRC Information

CHRC information obtained under Policy IJOC – School Volunteers and IJOC-R School Volunteers Administrative Procedures must be used to “further the protection of children,” and for no other purpose.

Cross Reference: IJOC – School Volunteers
IJOC-E 1– Volunteer Application Form
IJOC-E2 – Volunteer Agreement Form
IJOC-R1- School Volunteer Regulations

Adopted: 7/11/2018