

**MSAD #72 Board of Directors
Wednesday, July 8, 2015
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

Call to Order: Jay Robinson called the meeting to order at 7:04 and declared a quorum.

Members Present:

Burk, Christopher
Card, Linda*
Cummings, Laura
Jones, Jack
LeBlanc, Sharon*
Lyman, Kathleen*
Myrback, Louise
Ontengco, Julie

Shorey, Kathiann
Snow, Norma
Spooner, Ed
Steller, Bob
Struven, Marie
Trumbull, Anne
Weston, Laurie
Williams, Jane*

Administrators

Emily Kirkpatrick
Rhonda Poliquin
David Powers
Jay Robinson
Mark Schrader
Terri Shaw Mahanor

Members not Present:

Dondero, Mitchell
Fisher, Sharon*
Mattei, Chris
McGrath, Denise* (Excused)
Schasel, Dean (Excused)

Agenda:

1. **Election of Officers and Committee Members for 2015-2016**

Norma Snow, Personnel Chair, shared that the Nominating Committee had met and had come up with a slate of Board officers/Committee members for the 2015-2016 school year which the Board needs to approve .

A motion was made to approve the slate as presented.

Motion: Ed Spooner

Second: Laurie Weston

Passed
All in favor

A motion was made to approve Bob Steller as Chairman and Norma Snow as Vice Chairman

Motion: Laurie Weston

Second: Ed Spooner

Passed
All in favor

Proposed Committee Assignments/Slate of Officers
2015-2016

Chair - Bob Steller
Vice Chair - Norma Snow

Curriculum

Jane Williams
Anne Trumbull
Kay Lyman
Denise McGrath
Louise Myrback
Christopher Burk

Policy

Norma Snow
Linda Card
Kay Lyman
Denise McGrath
Mitch Dondero

Facilities

Anne Trumbull
Chris Mattei
Ed Spooner
Mitch Dondero
Jack Jones

Special Education

Jane Williams
Sharon LeBlanc
Laura Cummings
Laurie Weston
Julie Ontengco

Finance

Marie Struven
Laurie Weston
Dean Schasel
Christopher Burk
Jack Jones

Student Affairs

Laura Cummings
Louise Myrback
Kathiann Shorey
Julie Ontengco
Sharon Fisher

Personnel

Norma Snow
Kathiann Shorey
Linda Card
Ed Spooner

Transportation

Marie Struven
Chris Mattei
Dean Schasel
Ed Spooner
Sharon LeBlanc

2. Public Discussion (15-Minute):

None

3. Approval of Minutes from June 10, 2015 Meeting:

A motion was made to approve the minutes from the June 10, 2015 Board meeting.

Motion: Ed Spooner

Second: Norma Snow

Passed

All in favor

4. Communications:

None

5. Committee Reports:

Finance: Laurie Weston reported that the committee had not met.

Curriculum: Jane Williams reported that the committee had not met.

Transportation: Marie Struven reported that the Committee had not met.

Facilities: Jack Jones will be the new chairman of the Facilities Committee and he reported that the committee had not met.

Policy: Norma Snow reported that the Committee met this evening prior to the Board meeting and looked at policy JL which will be presented for a first read later this evening.

Special Education: Sharon LeBlanc reported that the committee had not met.

Personnel: Norma Snow reported that the committee had met this evening to review five new Teacher nominations and that the Board will vote on those nominations later this evening.

6. Administrative Reports:

None

7. Superintendent's Report:

None

8. New Business:

● Review of Policy BB: Legal Status

Jay asked the Board for direction as to who should be notifying a Board member when he/she has had 3 consecutive unexcused absences.

Discussion: There was much discussion regarding this Policy. Many questions were asked and after the discussion Norma said that the Policy Committee would look at Policy BB again to clarify some of the questions at their next meeting.

1. Who should notify the Board member? Not determined.

2. When should the Board member be notified? Not determined.

3. Do alternates really have to attend all Board meetings? Yes, alternates are asked to attend all meetings as are regular Directors. All Board members should notify the chairman or superintendent if they are unable to attend a meeting. It is important for alternates to know what is being discussed at meetings.

4. How/when are people notified regarding committee meetings? The Chairman of each committee should notify all members of that committee when a meeting is going to be held. Having regularly scheduled meetings is helpful for the members so that they may arrange their schedule to attend. However, there are instances when a meeting may need to be called without much advanced notification to discuss a specific matter. If a committee member is unable to attend a meeting he/she should notify the Chairman of the committee.
5. Do consecutive absences include committee meetings? Although it is strongly encouraged that committee members attend their individual meetings, absences from committee meetings aren't recorded for consecutive absences.

- Policies for Second Read

DIA: Fund Balance

FA: Facilities Development - Guiding Principles

FC: Building Accommodations - Modulars

FD: Facilities Funding

FJ: Facilities Planning & Improvements/Renovations

GC: Professional Staff

GCEC-GDEA: Posting and Advertising Staff Vacancies

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

Motion: Norma Snow

Second: Ed Spooner

Passed

All in favor

- Policies for First Read

BEDG: Public Participation at Board Meetings

Norma asked that policy BEDG not be voted on this evening as it still needed some work. No vote taken on this policy.

GCSA: Employee Computer & Internet Use

A motion was made to approve GCSA for First Read.

Motion: Norma Snow

Second: Marie Struven

Passed

All in favor

JL: Student Wellness

A motion was made to approve JL for First Read.

Motion: Kathiann Shorey

Second: Ed Spooner

Passed

12 For, 1 Opposed

Discussion: There was a lot of discussion surrounding policy JL. It is challenging trying to find a balance between what is healthy for our children regarding food consumption while at school and what is reasonable for classroom celebrations which often include special treats brought by students. A revision to the policy states that "celebrations that involve food during the school day will be limited to no more than one party per class per month. Each party will include no more than one

food or beverage that does not meet nutrition standards for foods and beverages sold individually.” The Policy Committee felt this was a balanced approach. We have to follow Federal guidelines for nutrition.

Many questions were asked:

1. Can parents get information on what is the minimal nutritional value of certain food products? Yes, we have that information to give out.
2. Is there a Health and Wellness Policy for Staff? Policy JL includes references to Staff.
3. Is it possible to pick one day a month that will be the celebration day? Yes. That could be determined individually at schools and the celebration does not have to include food. Other things could be done for celebrations.

Norma asked that any Board member who might have input/comments on the policy contact her so that it can be discussed at the next Policy meeting. It is the intent to have Policy JL go for a second read in August so that it is approved and ready to go into student handbooks for the 2015-2016 school year.

- Policies for Review

GD: Support Staff

GDF: Support Staff Hiring

A motion was made to approve the policies listed above for Review Only.

Motion: Norma Snow

Second: Laura Cummings

Passed

All in favor

9. Unfinished Business:

None

10. Personnel Action:

- Approval of New Teacher nominations for 2015-2016 School Year
Jay nominated and the Personnel Committee recommended the following new teachers for the 2015-2016 School Year:

Jessica Royer (Grade 5 Classroom Teacher at BDES)

Alison Moore (Student Support Teacher at C.A. Snow)

Meredith Leoni (District Wide Elementary Art Teacher)

Justine Crockwell (Essential Skills Teacher at NS)

Sarah Waite (Essential Skills Teacher at MOMS)

A motion was made to approve the new teacher nominations listed above for the 2015-2016 school year.

Motion: Norma Snow

Second: Laurie Weston

Passed

12 in Favor, 1 opposed

11. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting. Daymond Steer, Conway Sun Reporter, had many questions regarding the JL: Student Wellness policy. He also had questions regarding policy BB and Board absences. Does a Board member who has consecutive absences have the opportunity to defend him/herself to the Board? The answer was yes. He also wanted to know how a vacancy on the board would be filled? Each Town holds their own elections for Board members. The selectmen can also appoint a new member if a vacancy is declared.

12. Agenda Planning/Adjournment:

Next Meeting: August 19, 2015

A motion was made to adjourn the meeting.

Motion: Ed Spooner

Second: Norma Snow

Passed
All in favor

The meeting adjourned at 7:55.

Respectfully submitted,



Heather Sheehan
Recording Secretary

FUND BALANCE POLICY

OBJECTIVES & DEFINITIONS

The objective of this Policy is to provide for sound financial management of the District's undesignated funds, as reported annually in the year-end Financial Audit, and to establish procedures for management of those funds.

PURPOSE & USE

The unassigned fund balance serves a number of purposes. It represents a source of funding which is available for unforeseen emergencies, provides cash flow to offset the need for borrowing in anticipation of tax receipts, and provides evidence to the District's bond holders of financial stability and credit-worthiness. Unassigned funds may also be used for other purposes upon recommendation from the Board of Directors and with approval of the voters through referendum.

TARGET BALANCES

Based on guidelines provided by the District's auditor, the target balance for undesignated fund balance consists of two tiers:

Minimum Level:

Funds equal to 15-days of funds based on the current year's approved expense budget.

Maximum Level:

Funds equal to 60-days of funds based on the current year's approved expense budget.

TARGET LEVEL CALCULATION

The calculation of each tier's financial target shall take place annually, and be reported to the Board of Directors. The target is determined by dividing the total of the approved District budget by the number of days in that calendar year, and multiplying that by the number of days in each tier target.

REQUIRED ACTIONS

The following actions shall be taken based upon the amount of the unassigned fund balance relative to the established tier targets:

1. **Balance Is Below The Minimum Level:** When the unassigned fund balance is below the minimum level, steps shall be taken to recommend to the voters to increase fund balance level, bringing it closer, or to, the minimum level. Funds should not be used to offset budgetary impact on the mil rate or for other non-emergency uses.
2. **Balance Is In Excess Of The Maximum Level:** Amounts in excess of the maximum level shall be recommended to be used to offset the budgetary impact on the mil rate, or for other valid purposes which benefit students and/or taxpayers. However, said actions should not result in a depletion of the unassigned fund balance below the target level.

DEPARTMENT OF EDUCATION ALLOWABLE BALANCE

The District will maintain a level of unassigned fund balance that is in compliance with Maine educational statute 20-A MRSA, Section 15689-B, subsection 6 which states:

Balance of allocations. Notwithstanding any other law, general operating fund balances at the end of a school administrative unit's fiscal year must be carried forward to meet the unit's needs in the next year or over a period not to exceed 3 years. Unallocated balances in excess of 3% of the previous fiscal year's school budget must be used to reduce the state and local share of the total allocation for the purpose of computing state subsidy. School boards may carry forward unallocated balances in excess of 3% of the previous year's school budget and disburse these funds in the next year or over a period not to exceed 3 years. For fiscal years 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15 only, the carry-forward of a school administrative unit's unallocated balances is not limited to 3% of the previous fiscal year's school budget.

EMERGENCY ACTIONS PERMITTED

Notwithstanding any provision of this Policy, the Board of Directors may vote at any time to use unassigned fund balance funds to respond to emergency funding needs with referendum approval.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD

MSAD 72 will comply with GASB 54 fund balance classifications.

Adopted: 7/8/2015

FACILITIES DEVELOPMENT - GUIDING PRINCIPLES

The Board will strive to provide new/or remodeled facilities that will offer the best possible physical environment for learning and teaching, as well as maintain equity between facilities, so as to provide all District students the same opportunities.

The Board aims specifically toward:

- Buildings and renovations that will accommodate and facilitate new organizational and instructional patterns that are adopted as part of the district's educational philosophy and instructional goals;
- Meeting all health, safety, and security requirements through the remodeling of older structures;
- Providing such building renovations as may be needed to meet requirements on handicapped accessibility;
- Building design and construction that will lend itself to low maintenance costs and the conservation of energy.

Decisions pertaining to the educational specifications for new buildings and/or those undergoing remodeling will be developed only after the viewpoints of teachers, students, parents, and others, as appropriate, have been sought.

Adopted: 7/8/2015

BUILDING ACCOMMODATIONS - MODULARS

Purpose

To establish guidelines on the use and application of modular construction for new or existing schools

Use

The board will make every effort to incorporate classrooms within existing physical facilities. Modulares will be considered for non-classroom use (Library, Computer room), prior to any use as a classroom.

Process and Content

- Modular construction is a term generally applied to a building or portion of a building that is built by units to standard dimensions. The units typically are assembled off-site in a closed building and transported to a designated site. They are outfitted with self-contained mechanical, electrical, and structural systems.
- Modular construction decisions will be made on an individual project basis by the Board as a part of review and action on the capital improvements program.
- All proposals for modular construction will include an assessment of the following:
 - Initial capital outlay, annual operating, relocation, and restoration expenses
 - Proximity of existing and proposed schools.
 - Security, specifically as it pertains to access control for the physical facility as well as the modular.
 - Safety and monitoring of students as they move between the modular and physical facility
 - Assessment of the length of time the unit likely will be needed, based on projected enrollments.
 - Neighborhood characteristics that have potential to significantly alter school enrollments

Adopted: 7/8/2015

M.S.A.D. #72

FILE CODE: FD

FACILITIES FUNDING

The Board of Education may submit to the registered qualified voters of the school district, at any regular election or special election called for the purpose, the question of contracting a bonded indebtedness for any of the following purposes:

- Acquiring or purchasing buildings or grounds;
- Enlarging, improving, remodeling, repairing, or making additions to a school building;
- Constructing or erecting school buildings;
- Equipping or furnishing a school building;
- Improving school grounds;
- Funding floating indebtedness.

Before such a bond referendum, the specific needs for the project will be made clear to the general public through public meetings, including a projected timeline and careful estimates of indebtedness to each town.

Adopted: 7/8/2015

FACILITIES PLANNING and IMPROVEMENTS/ RENOVATIONS

The Superintendent will maintain a five to ten year projection of capital maintenance and improvement projects deemed necessary to:

- accommodate the number of students at a particular time and in the future;
- accommodate the use of existing facilities by both the District and communities.
- maintain the school physical plant in a condition that is healthy, safe and secure;
- insure against the need for major emergency repairs or sudden requirements for extensive maintenance work;
- reduce operational costs to reasonable levels; and
- provide for a uniform maintenance and capital expense.

School district administrators will offer recommendations whenever facilities renovations are concluded to be advantageous to the educational program. All recommendations for these and other capital maintenance and improvement projects will be reviewed by the facilities committee.

The Superintendent, with assistance from the Facilities and Maintenance Director, will project the total cost of capital maintenance and improvement for the ensuing year as part of the year's initial budget. The Board may modify the capital program before concluding its final budget submission to the public.

The Superintendent will be responsible for implementing procedures for State aid approval as may be required.

Adopted: 7/8/2015

PROFESSIONAL STAFF

A. All teachers hired to teach in the District must hold a valid state certificate.

B. Recruitment and selection:

Recruitment shall follow policy GCEC/GDEA.

The Superintendent shall oversee the screening and interview process, which may include, as appropriate, the convening of individual interview committees with designated representatives from the given subject or service area(s) of concern.

C. Duties and responsibilities. Teachers in their daily contact with children have the chief responsibility in the instructional program and in public relations. To this end they shall:

1. Demonstrate effective knowledge of their field and teaching methodologies relating to their field,
2. Be effective in providing assistance to students with special abilities and / or needs,
3. Be effective in their general communication skills,
4. Be able to maintain good classroom discipline,
5. Be competent in strategies to prevent, or when necessary, to cope with emergencies,
6. Demonstrate appropriate physical and emotional stamina to withstand the strains of teaching,
7. Contribute actively to the District's ongoing instructional evaluation and curriculum improvement,
8. Demonstrate appropriate ethical conduct in personal and professional behavior,
9. Promote and model the equitable treatment of students, colleagues, and others,
10. Cooperate appropriately with colleagues and others in advancing the work of the school / District,
11. Comply actively with rules and regulations of the school / District, and
12. Enforce school / District regulations in a firm, fair, and appropriate manner.

Adopted: 9/1977

Amended: 5/13/1998

Amended: 7/8/2015

M.S.A.D. #72

FILE CODE: GCEC / GDEA

POSTING AND ADVERTISING STAFF VACANCIES

When the Superintendent, in accordance with Board authority, determines a position to be open, it will be advertised on a selection of websites such as "Serving Schools" as well as the District website.

In addition, vacancies shall be posted in each school building.

When determined by the Superintendent to be of necessity, District vacancies may also be advertised in local newspapers.

When vacancies occur during the school year, positions will be advertised at least two weeks prior to the interview date. It is the goal to act on known teaching vacancies at least three months prior to the next school year.

Adopted: 12/12/79
Amended: 5/13/98
Amended: 12/10/14
Amended: 7/8/15

SUPPORT STAFF

Definition of Support Personnel

The term "support personnel" will include the following employees, whether full-time or regular part-time:

- Custodial and maintenance employees
- Clerical employees
- Lunchroom employees
- Bus drivers
- Educational Technicians

The school administration will establish job specifications and job descriptions for all support personnel positions, and will maintain a manual containing such job specifications and descriptions. The manual will be reviewed and revised as part of the planned evaluation program within the school system.

Support Staff Relations to Pupils and Public

In general, students are the responsibility of the professional staff. Except, as noted below, support personnel should assume no authority over students.

- A bus driver is responsible for the students on the bus when he or she is alone with the students.
- Secretaries may be designated to deal with students in matters of attendance and other related concerns.
- A custodian is in charge of a building during "off" hours when it is not otherwise being staffed.
- Any support staff member may intervene when students or any other persons are destroying public property and no certificated staff member is present.
- Any support personnel who has been specifically assigned a supervisory role by a building administrator shall have such authority as that assignment may imply.
- Educational technicians may be assigned responsibilities up to the designated limits imposed by state law for their respective level.

Maintenance of Orderly Conduct

Support personnel are expected to conduct themselves appropriately at all times. They serve as a model to students and others and their attitude and behavior have an important impact on others. Anyone whose habits or conduct are not consistent with the ideals, principles, and the standards of the school district, will be evaluated and dealt with in this regard. Respect for administrative and Board of Education authority, regard for public property, compliance with applicable laws, and consideration for the rights and welfare of students and other staff are fundamental expectations of the job.

Adopted: 2/13/2002

Reviewed: 7/8/2015

M.S.A.D. #72

FILE CODE: GDF

SUPPORT STAFF HIRING

The Superintendent of Schools shall post all vacancies and recruit support staff. The Superintendent shall consult the Personnel Committee as appropriate on any special problem or difficulty in the filling of a support staff position.

Educational technicians. When hiring educational technicians, the Superintendent of Schools shall give preference to those candidates who qualify for a Level III authorization under the rules and regulations of the State of Maine for educational technician authorization.

Adopted: 12/12/79
Amended: 5/13/98
Reviewed: 7/8/15