

MAINE SCHOOL ADMINISTRATIVE DISTRICT #37
April 29, 2015

The Regular Meeting of the Board of Directors of RSU/MSAD #37 was held at Narraguagus High School, Harrington, Maine, on Wednesday, April 29, 2015, at 7:00 p.m. to consider and act upon the following items of business:

Board Members Present: Everett Grant, Beth Hartford, Ronald Kennedy, Charles Peterson, Jr., Drusilla Ray, Michael W. Strout, Sally Thompson, and Mark Wright

Board Members Absent: Angela Alley, Brandi Lovejoy, Debra Murphy, and Sarah Willson

Other persons present: Ronald Ramsay, Lorna Greene, Susan Meserve, Maria White, Lucille Willey, Ron Green, Susan Hodgkins, James Howell, John Collora, Paul Bennett, and Dawn Fickett

MINUTES

A. INTRODUCTORY BUSINESS

1. The meeting was called to order at 7:00 p.m. by Chairman Everett Grant.
2. **RE: APPROVAL OF MINUTES OF MARCH 25, 2015**
ACTION: Motion by Drusilla Ray, second by Ronald Kennedy, and voted (unanimously) to approve the minutes of the March 25, 2015 meeting as printed.
3. **RE: REPORT—SUPERINTENDENT OF SCHOOLS (Including Legislative Updates)**
INFORMATION: Superintendent Ramsay reported that an order has been placed for four new lunch tables for D.W. Merritt School. It will take several weeks for the order to be delivered. We are applying for a grant through the Food Service Program to replace two more if the grant is awarded.~~The legislature still has not made any movement on increasing GPA so we will go forward with our budget revenue projections as planned. If the amount changes and we get more, it would just become undesignated funds and would help next year.~~First Lady Anne LePage will be visiting the district's elementary schools on March 13th to promote reading.~~He has accepted the resignations of Donna Ouellett, Jr. High Teacher at Harrington Elementary, and Susan Hodgkins, Director of Special Education, both effective at the end of the school year.
4. **RE: REVIEW OF FINANCIAL STATEMENTS FOR MARCH 2015**
INFORMATION: We continue to be in good shape, financially. The expenditure side is very good. We will be down on the revenue side from what was projected due to some anticipated payments for tuition, etc., that we won't get, but in the end, the two should come together o.k.
5. **RE: SUBCOMMITTEE REPORTS**
INFORMATION:
 - Athletics/Student Activities—no meetings.
 - Curriculum & Instruction—no meetings.
 - Negotiations & Grievance—Michael W. Strout noted that the committee met with those that requested meetings with the committee. The committee has a recommendation later on the agenda.
 - Policy & By-laws—no meetings.
 - Facilities, Maintenance, Safety, & Transportation—Beth Hartford reported that the committee met on April 16th to discuss the bathroom renovations at NHS. Mr. Ramsay noted that another meeting will be scheduled for next week to finalize the plans and get ready to bid out the project.

Charles Peterson, Jr., arrived at 7:11 p.m.

6. RE: ADMINISTRATORS' REPORTS INCLUDING NCLB/ESEA

INFORMATION: Maria White shared the May calendar for Milbridge Elementary, which also includes the District Jr. High Baseball and Softball schedule. She shared what the home page of the new Milbridge Elementary web site will look like, which Ron Smith has been developing.~~Lucille Willey shared information on HCTC acceptances for next year, post-secondary decisions for next year by Seniors, NHS inductees, Golden Apple/Academic Award recipients, PIE Night, Washington County Music Festival, third quarter Honor Roll, and other happenings/future events.~~Lorna Greene reported that DW Merritt has been recognized by the Department of Education as one of the top twelve high performing schools in the state. This is the second year in a row that the school has received that recognition. It has been a busy month with Parent/Teacher Conferences, third quarter awards, Hoops for Hearts, a job fair at Machias, pee-wee basketball, Agriculture Day at Cherryfield Foods, Dino Man, Title I Family Night, and the Shrine Circus, among other things. G/T screenings have been completed. Students have been identified that will take the cognitive test now. Monmouth Theater will be presenting to G/T students on May 7th.~~Susan Meserve reported that Harrington Elementary was selected as a high improving school by the DOE. An inspection of Harrington Elementary School's breakfast and lunch program by the State's School Nutrition Department went well. Students at Harrington raised \$2,000 for the American Heart Association through the Hoops for Hearts event. The junior high baseball and softball teams from each school have combined to make one district team of each sport, since there were not enough students in each to make full teams.~~Susan Hodgkins noted that special education students have stood up to the challenge of the SBAC tests. On May 13th, Eric Herlan is meeting with Special Education directors in Machias. There have been a lot of spring IEP meetings. Several students have made enough progress to be dismissed from special ed.

7. RE: AGENDA ADJUSTMENTS

ACTION: Motion by Drusilla Ray, second by Ronald Kennedy, and voted (unanimously) to adjust the agenda to include 1) approval of the Senior Class trip and 2) acceptance of amendments to insurance trust documents.

7a. RE: APPROVAL OF SENIOR CLASS TRIP

ACTION: Motion by Drusilla Ray, second by Ronald Kennedy, and voted (unanimously) to approve the Senior Class trip to Six Flags New England, the Boston Aquarium, and the I-Max Theater from May 22-24. Transportation will be provided by Cyr Bussing.

7b. RE: AMENDMENTS TO WORKERS' COMPENSATION, DENTAL AND HEALTH INSURANCE TRUST DOCUMENTS

ACTION: Motion by Michael W. Strout, second by Drusilla Ray, and voted that Maine School Administrative District No. 37 (the "District"), as a participant in the Maine School Management Association Workers' Compensation Insurance Trust Fund (the "Fund"), hereby consents to certain amendments to the Fund's Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Workers' Compensation Insurance Trust Fund (the "Declaration of Trust Amendment"); That the District, as a participant in the Fund and a party to the Workers' Compensation Trust Fund Indemnity Agreement (the "Indemnity Agreement") hereby consents to certain proposed amendments to the Indemnity Agreement described in the attached document entitled Amendment of Indemnity Agreement for Maine School Management Association Workers' Compensation Insurance Trust Fund ("Indemnity Agreement Amendments"); That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment and the Indemnity Agreement Amendments, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment and/or the Indemnity Agreement Amendments (collectively, the "Trust Documents"), and that the execution, acknowledgment and delivery of such Trust Documents in the name of and on behalf of the District is hereby approved in all respects; and that Ronald C. Ramsay be, and hereby is, authorized to execute and

deliver the Trust Documents and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

Further voted that Maine School Administrative District No. 37 (the “District”), as a participant in the Maine School Management Association Group Insurance Trust Fund (the “Fund”), hereby consents to certain amendments to the Fund’s Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Group Insurance Trust Fund (the “Declaration of Trust Amendment”); That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment, and any and all other documents and instruments as may be required from time to time to consummate the transactions contemplated by the Declaration of Trust Amendment, and that the execution, acknowledgment and delivery of the Declaration of Trust Amendment in the name of and on behalf of the District is hereby approved in all respects; and that Ronald C. Ramsay be, and hereby is, authorized to execute and deliver the Declaration of Trust Amendment and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

Further voted that Maine School Administrative District No. 37 (the “District”), as a participant in the Maine School Management Association Dental Insurance Trust Fund (the “Fund”), hereby consents to certain amendments to the Fund’s Declaration of Trust described in the attached document entitled Amendment of Declaration of Trust for Maine School Management Association Dental Insurance Trust Fund (the “Declaration of Trust Amendment”); That the District be, and it hereby is, authorized to execute and deliver the Declaration of Trust Amendment and/or the First Amendment to Indemnity Agreement (collectively, the “Trust Documents”), and that the execution, acknowledgment and delivery of such Trust Documents in the name of and on behalf of the District is hereby approved in all respects; and that Ronald C. Ramsay be, and hereby is, authorized to execute and deliver the Trust Documents and such other documents, certificates, agreements and instruments as may be reasonably required, and to perform such further and additional actions as may be necessary or convenient in order to effectuate the foregoing resolutions.

B. OLD BUSINESS

None

C. NEW BUSINESS

1. **RE: HIRING JR. HIGH BASEBALL (Galen Elliott) AND SOFTBALL (Denise Vose) COACHES**
ACTION: Motion by Michael W. Strout, second by Drusilla Ray, and voted (unanimously) to ratify the hiring of Galen Elliott (baseball) and Denise Vose (softball) as recommended by the Superintendent.
2. **RE: HIRING FOOD SERVICE DIRECTOR—Lisa Roeber**
ACTION: Motion by Charles Peterson, Jr., second by Ronald Kennedy, and voted (unanimously) to ratify the hiring of Lisa Roeber as the district’s Food Service Director as recommended by the Superintendent.
3. **RE: HIRING SUBSTITUTE—Martha Cox**
ACTION: Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to ratify the hiring of Martha Cox as a substitute teacher/cook/custodian as recommended by the Superintendent.
4. **RE: APPROVAL OF NHS PROGRAM OF STUDIES FOR 2015-2016**
ACTION: Motion by Bethany Hartford, second by Drusilla Ray, and voted (unanimously) to approve the NHS Program of Studies for 2015-2016 as presented.

5. **RE: APPROVAL OF OVERNIGHT TRIP TO MMEA ALL-STATE HONORS FESTIVAL**
ACTION: Motion by Ronald Kennedy, second by Sally Thompson, and voted (unanimously) to approve the overnight trip to the MMEA All-State Honors Festival for two students May 14-16 at the University of Southern Maine.

6. **RE: CONSIDERATION OF REVISIONS TO BY-LAWS**
INFORMATION: Superintendent Ramsay discussion possible changes to the by-laws and the reasons for them. He asked the board members to review them and this item will be on the agenda in May for action.

7. **RE: CONSIDERATION OF REVISIONS TO 2015-2016 SCHOOL CALENDAR**
ACTION: Superintendent Ramsay noted that some staff had raised concerns about the how “late” school would get out with two full weeks built in for Christmas break. He had the principals survey staff to see if they preferred the two full weeks at Christmas and a later end date, or to have Christmas break shortened by a couple of days. Of those surveyed, 58 wanted to keep the two weeks at Christmas and 21 wanted to shorten it. There was discussion about adding wording to the calendar to allow the Superintendent to extend an early release day if a two-hour delay was necessary so that we don’t lose a day of school as we did this past November.

Motion by Michael W. Strout, second by Sally Thompson, and voted (unanimously) to leave the calendar as it was initially approved with the two full weeks for Christmas break, and to add wording allowing the Superintendent to use his discretion in extending an early release day by two hours should a two-hour delay be required.

8. **RE: CONSIDERATION OF REQUEST TO DRAW FROM TEACHER SICK BANK—D. Kelley**
ACTION: Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to approve the request from Debbie Kelley to draw 17 days from the Teacher sick Leave Bank, as she has met the criteria to draw per the Teacher Comprehensive Agreement.

9. **RE: APPROVAL OF 2015-2016 ADMINISTRATOR AND SUPPORT NEGOTIATIONS**
ACTION: Motion by Michael W. Strout, second by Drusilla Ray, and voted to approve the following 2015-2016 administrator and support negotiations as recommended by the Negotiations Subcommittee:

Support Staff:

- The base wage for all support staff will be a minimum of \$10.00 per hour.
- The base wage for bus drivers will be \$12.00 per hour.
- Support wage scales will be increased by 2.5%.
- Support staff will be placed on the appropriate step to match years of experience.
- Support staff already at the top of the scale will receive a 2.5% increase to their current hourly wage.
- Substitute Bus Drivers with more than 90 days of service in a year will be placed on the appropriate step.
- Bus drivers who keep busses at home will receive a \$400 annual stipend, payable in December, to help defray the cost of electricity/plowing/etc.
- All other items will remain the same.

Administrators:

- Administrators will receive a 2.5% increase to their current salary/stipend.
- All other items will remain the same.

10. **RE: HIRING OF PROBATIONARY CONTRACT TEACHERS**
 - a. Marleina Ford—Band/Chorus/Music K-12 (third year)
 - b. Gabriela Montoya-Eyerman—English at NHS (third year)
 - c. Julia Berry—Math at NHS (second year)

- d. Sara Somes—Special Education SCR at Harrington (second year)
- e. Dustin Foss—Special Education RR at Milbridge (second year)

ACTION: Motion by Charles Peterson, Jr., second by Mark Wright, and voted (unanimously) to ratify the hiring of the above probationary contract teachers for second and third year contracts as recommended by the superintendent.

11. RE: CONSIDERATION OF METHOD FOR DISTRIBUTING BUDGET INFORMATION

ACTION: Superintendent Ramsay asked the board to consider an alternate method of distributing the budget information to citizens vs. individually mailing them to each household as we have done in the past. We are finding that more and more of the books just end up being thrown in the trash right at the post offices. It costs close to \$4,000 to print and mail all of these books. Many of the towns have gone away from individually distributing their town books as well, and instead are just making them available to be picked up by citizens.

The office will make some copies to place at each town office in the district, in each of our schools, and at the central office. The document can also be put on our web site to be accessed there. In addition, a notice could be published notifying residents of this and instructing them to contact the office if they need a book mailed to them.

Motion by Mark Wright, second by Michael W. Strout, and voted (unanimously) to allow the Superintendent and his office to produce internally the hard copies of the budget for distribution at schools, town offices, and the central office, as well as distributing electronically.

12. RE: APPROVAL OF 2015-2016 DISTRICT BUDGET, INCLUDING SIGNING WARRANTS FOR THE DISTRICT BUDGET MEETING AND VALIDATION REFERENDUM, AND THE NOTICE OF AMOUNTS ADOPTED

ACTION: Motion by Michael W. Strout, second by Bethany Hartford, and voted (unanimously) that the warrant for the Maine School Administrative District No. 37 (the “District”) Budget Meeting presented to the meeting be and is hereby approved and that a District budget meeting be and is hereby called for May 26, 2015 for the purpose of voting on the annual budget for the District for the 2015-2016 fiscal year; and that the Warrant and Notice of Election for the District Budget Validation Referendum presented to the meeting be and is hereby approved, and that a District budget validation referendum be and is hereby called for June 9, 2015 for the purpose of approving the budget adopted at the District budget meeting for the 2015-2016 fiscal year; and that the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be and is hereby approved, and that the Superintendent of Schools of the District is hereby authorized and directed to complete said Notice by adding the amounts approved by the voters for each expenditure category and the total school budget summary expenditure amount, all in accordance with the District budget meeting on May 26, 2015, and to cause copies of said notice, as completed, to be delivered to the municipal clerks of each municipality of the District for posting at the polling places for the June 9, 2015 District budget validation referendum.

13. RE: ADJOURNMENT

ACTION: Motion by Charles Peterson, Jr., and voted (unanimously) to adjourn the meeting at 8:42 p.m.

Respectfully submitted,

Ronald C. Ramsay

Ronald C. Ramsay
Secretary to the Board

MEETING SUMMARY—April 29, 2015

A. INTRODUCTORY BUSINESS

2. APPROVED the minutes of the 3/25/15 regular meeting;
7. APPROVED agenda adjustment;
- 7a. APPROVED Senior class trip;
- 7b. APPROVED amendments to MSMA Insurance Trust documents;

B. OLD BUSINESS

none

C. NEW BUSINESS

1. HIRED Jr. High Baseball (Galen Elliott) and Softball (Denise Vose) coaches;
2. HIRED Lisa Roeber as new Food Service Director;
3. HIRED Martha Cox as substitute teacher/cook/custodian;
4. APPROVED NHS Program of Studies for 2015-2016;
5. APPROVED overnight trip to MMEA All-State Honors Festival;
6. DISCUSSED changes to by-laws for action at next meeting;
7. DISCUSSED changes to school calendar for 2015-2016;
8. APPROVED request from Debbie Kelley to withdraw 17 days from teacher sick bank;
9. APPROVED 2015-2016 administrator and support negotiations;
10. HIRED probationary contract teachers—Marleina Ford, Gabriela Montoya-Eyerman; Julia Berry, Sara
Somes, and Dustin Foss;
11. APPROVED alternate method of budget book distribution;
12. APPROVED 2015-2016 proposed district budget and signed warrants for budget meeting and validation