

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #37**  
**June 29, 2016**

The Regular Meeting of the Board of Directors of RSU/MSAD #37 was held at Narraguagus Jr./Sr. High School, Harrington, Maine, on Wednesday, June 29, 2016 at 7:00 p.m. to consider and act upon the following items of business:

**Board Members Present:** Jeffrey Beal, Everett Grant, Ronald Kennedy, Debra Murphy, Charles Peterson, Jr, Vance Pineo, Jr., Drusilla Ray, and Mark Wright

**Board Members Absent:** Angela Alley, Beth Harford, Brandi Lovejoy, and Sarah Willson

**Other persons present:** Ronald Ramsay, Denise Vose, Lorna Greene, Susan Meserve, Maria White, Lucille Willey, John Daley, Lori Mathews, Ron Green, David Mathews, Al Moore, Sr., Mary Moore, 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 THE MAY 25, 2016 REGULAR MEETING**  
**ACTION:** Motion by Charles Peterson, Jr., second by Ronald Kennedy, and voted (unanimously) to approve the minutes of the May 25, 2016 meeting as printed.
3. **RE: REPORT—SUPERINTENDENT OF SCHOOLS (Including Legislative Updates)**  
**INFORMATION:** Supt. Ramsay noted that he received resignations from Anita Merritt, special education teacher at DW Merritt, who is retiring at the end of the school year, and from Sara Somes, special education teacher at Harrington, who has accepted a position outside of our district.

He reported that the end of the school year was very busy. There were many events such as year-end cook outs, award assemblies, graduations, etc., and all went well. The staff cookout on June 17<sup>th</sup> was really nice. Now summer projects have begun. The Pre-K collaborative with CFO is still in the works. There are some areas of disagreement that are being worked on.

He noted that he attended the Commissioner's Conference for Superintendents, held in Bangor the past three days. There were some good presentations and some that were no so good. He learned that Connie Brown has stepped down as director at MSMA. Dale Douglas, former director, has been appointed as interim until a new director can be hired.

4. **RE: REVIEW OF FINANCIAL STATEMENTS FOR MAY 2016**  
**INFORMATION:** This statement reflects 11/12's of the year gone, when we are actually now at the end of the year. The year-end statements won't be ready until probably August as payrolls are encumbered, items are put into accounts payable, and things are finalized for the audit.
5. **RE: SUBCOMMITTEE REPORTS**  
**INFORMATION:**
  - Athletics/Student Activities—Debra Murphy noted that the committee met before the meeting tonight to talk with a couple of new coaches, as well as discuss a change to the Athletic Code. Coaches will be recommended later in the agenda, and the change to the Athletic Code will be brought forward in July.
  - Curriculum & Instruction—no meetings
  - Negotiations & Grievance—no meetings
  - Policy & By-laws—no meetings

- Facilities, Maintenance, Safety, & Transportation—no meetings

6. **RE: ADMINISTRATORS' REPORTS INCLUDING ESSA, G/T, AND PROFESSIONAL DEV. INFORMATION:** Principals reported on the many activities that ended the year. There were great turnouts for all of them. These included cookouts, awards, graduations, family nights for Title I, Step Up Day for 6<sup>th</sup> graders, and other events.

Plans are being finalized for the Title I Summer tutoring at the elementary schools. The Performance Report and Application are being completed for ESSA.

Denise Vose noted she attended Affirmative Action training in August on June 10<sup>th</sup>. The Local Entitlement application has been submitted, and she attended the Directors' Academy in Bar Harbor from the 22<sup>nd</sup>-24<sup>th</sup>.

7. **RE: AGENDA ADJUSTMENTS**

**ACTION:** Motion by Debra Murphy, second by Drusilla Ray, and voted (unanimously) to adjust the agenda to consider approval of a lease agreement for a new phone system at Narraguagus. This will be added as article 9A under new business.

## B. OLD BUSINESS

1. **RE: HIRING FALL/WINTER COACHES AT NARRAGUAGUS**

**ACTION:** Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to ratify the hiring of Tricia Brown (cross country), Hilary Oliver (jv volleyball), and Michele Libby (cheering) at Narraguagus for the 2016-2017 school year as recommended by Superintendent Ramsay and the Athletic Subcommittee.

2. **RE: ACCEPTANCE OF BIDS FOR RENOVATIONS OF BATHROOMS**

**ACTION:** Motion by Debra Murphy, second by Drusilla Ray, and voted (unanimously) to accept the bids from Gatcomb Plumbing and Heating for bathroom renovations at the elementary schools as follows:

**DW Merritt:** \$14,670

**Harrington:** \$18,450, colored tiles can be ordered for extra

**Milbridge:** \$24,670 plus \$3,500 for asbestos abatement

3. **RE: HIRING VOCATIONAL EDUCATION INSTRUCTOR AT NARRAGUAGUS FOR SEPTEMBER 2016**

**ACTION:** Motion by Drusilla Ray, second by Debra Murphy, and voted (unanimously) to ratify the hiring of David Rinkle as Vocational Education Instructor at Narraguagus for September 2016.

## C. NEW BUSINESS:

1. **RE: HIRING SPECIAL EDUCATION ED TECHS AT NARRAGUAGUS FOR SEPT 2016**

**ACTION:** Motion by Charles Peterson, Jr., second by Mark Wright, and voted (unanimously) to ratify the hiring of Holly Fraser and Cheryl Phillips as special education ed techs at Narraguagus for September 2016.

2. **RE: HIRING TITLE I ED TECH III/GR 3 TEACHER AT HARRINGTON FOR SEPT 2016**

**ACTION:** Motion by Drusilla Ray, second by Debra Murphy, and voted (unanimously) to ratify the hiring of Jennifer Kempthorne as Title I Ed Tech III/Gr. 3 teacher at Harrington for September 2016.

3. **RE: HIRING BUS DRIVER FOR SEPTEMBER 2016**  
**ACTION:** Motion by Debra Murphy, second by Drusilla Ray, and voted (unanimously) to ratify the hiring of Dawn McManus as a bus driver for September 2016.
4. **RE: HIRING GUIDANCE COUNSELOR AT NARRAGUAGUS FOR JULY 2016**  
**ACTION:** Motion by Mark Wright, second by Drusilla Ray, and voted (unanimously) to ratify the hiring of Maria Frankland as Guidance Counselor at Narraguagus for July 2016 as recommended by the Superintendent.
5. **RE: HIRING SUBSTITUTE TEACHERS**  
**ACTION:** Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to approve the following as substitute teachers as recommended by the superintendent: Jillian Knowles, Debra Lovejoy, Anastasha Parker.
6. **RE: APPROVAL OF RSU/SAD #37 PERFORMANCE EVALUATION PROFESSIONAL GROWTH (PEPG) PLAN**  
**ACTION:** Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to approve the RSU/SAD #37 Performance Evaluation Professional Growth (PEPG) Plan for Teachers and Administrators.
7. **RE: ACCEPTANCE OF BIDS**
  - a. **Heating Oil**—Motion by Drusilla Ray, second by Debra Murphy, and voted (unanimously) to accept the bid from Fraser Energy Solutions to provide heating oil for \$0.02 over rack for 2016-2017.
  - b. **Diesel Fuel**—Motion by Debra Murphy, second by Charles Peterson, Jr., and voted (unanimously) to accept the bid from R.H. Foster Energy, LLC, to provide diesel fuel for busses for \$0.075 over rack for 2016-2017.
  - c. **Hot Lunch Delivery**—Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to accept the bid from Stanley Leighton for the hot lunch delivery for \$18,900 for 2016-2017.
  - d. **Bread**—Motion by Charles Peterson, Jr., second by Drusilla Ray, and voted (unanimously) to accept the bid from LePage Bakeries to provide bread products to the schools for 2016-2017.
  - e. **Milk**—Motion by Drusilla Ray, second by Debra Murphy, and voted (unanimously) to accept the bid from Oakhurst Dairy to provide milk/dairy products to the schools for 2016-2017.
8. **RE: APPROVAL AND SIGNING OF COMPUTATION AND DECLARATION OF VOTES FROM THE JUNE 14<sup>TH</sup> BUDGET VALIDATION REFERENDUM**  
**ACTION:** Motion by Drusilla Ray, second by Mark Wright, and voted (unanimously) that the Computation and Declaration of Votes, dated June 29, 2016 and attached hereto be and it is hereby approved; further voted that the Computation and Declaration of Votes be entered upon the records of Maine School Administrative District No. 37 (the “District”); further voted that a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the district.

9. **RE: APPROVAL AND SIGNING OF ASSESSMENT SHEETS FOR MEMBER TOWNS FOR 2016-2017 BUDGET**  
**ACTION:** Motion by Drusilla Ray, second by Debra Murphy, and voted (unanimously) to approve and sign the assessment sheets for member towns for the 2016-2017 budget.
- 9A. **RE: AGENDA ADJUSTMENT—CONSIDERATION OF APPROVAL OF LEASE FOR TELEPHONE SYSTEM FOR NARRAGUAGUS**  
**ACTION:** Motion by Debra Murphy, second by Drusilla Ray, and voted (unanimously) to authorize the Superintendent to enter into a 60-month lease agreement for an AVAYA telephone system for Narraguagus at a cost of \$91.35 per month.
10. **RE: ADJOURNMENT**  
**ACTION:** Motion by Charles Peterson, Jr., and voted (unanimously) to adjourn the meeting at 8:59 p.m.

Respectfully submitted,



Ronald C. Ramsay  
Secretary to the Board

## MEETING SUMMARY—June 29, 2016

### A. INTRODUCTORY BUSINESS

2. APPROVED the minutes of the 5/25/16 regular meeting;
7. APPROVED agenda adjustment to consider approval of leasing phone system for NJSHS;

### B. OLD BUSINESS

1. RATIFIED hiring of Tricia Brown (cross country), Hilary Oliver (jv volleyball), and Michele Libby (cheering) at Narraguagus for the 2016-2017 school year;
2. ACCEPTED bids for bathroom renovations at DW Merritt, Harrington, and Milbridge from Gatcomb Plumbing and Heating;
3. RATIFIED hiring of David Rinkle as vocational education instructor at Narraguagus;

### C. NEW BUSINESS

1. RATIFIED hiring of Holly Fraser and Cheryl Phillips as special education ed techs;
2. RATIFIED hiring of Jennifer Kempthorne as Title I ed tech/grade 3 at Harrington;
3. RATIFIED hiring of Dawn McManus as bus driver;
4. RATIFIED hiring of Maria Frankland as Guidance Counselor at NJSHS;
5. HIRIED substitute teachers—Jillian Knowles, Debra Lovejoy, and Annastasha Parker;
6. APPROVED PEPG Plans for teachers and administrators;
7. ACCEPTED bids for heating oil, diesel fuel, hot lunch delivery, bread, and milk;
8. APPROVED and SIGNED Computation and Declaration of Votes from June 14 referendum;
9. APPROVED and SIGNED Assessment Sheets for Member Towns;
- 9A. APPROVED lease agreement for phone system at Narraguagus.