

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #37**  
**September 28, 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, September 28, 2016 at 7:00 p.m. to consider and act upon the following items of business:

**Board Members Present:** Angela Alley, Jeffery Beal, Everett Grant, Beth Harford, Ronald Kennedy, Debra Murphy, Charles Peterson, Jr, Vance Pineo, Jr., Drusilla Ray, Sarah Willson, and Mark Wright

**Board Members Absent:** Brandi Lovejoy

**Other persons present:** Ronald Ramsay, Denise Vose, Lorna Greene, Susan Meserve, Lucille Willey, John Daley, Lori Mathews, Ron Green, Al Moore, Sr., Todd Emerson, Mary Moore, David Mathews, Thomas Absalom, Elizabeth Holub, Chris Chartrand, Elizabeth Chartrand, Maeve Perry, Jaden Perry, Ron Smith, and Dawn Fickett

**MINUTES**

**A. INTRODUCTORY BUSINESS**

1. **The meeting was called to order at 7:00 p.m. by Chairman Everett Grant.**  
He noted that Director Lovejoy is unable to attend the meeting tonight.
2. **RE: APPROVAL OF MINUTES OF JULY 27 & AUGUST 31, 2016 REGULAR MEETINGS**  
**ACTION:** Motion by Mark Wright, second by Jeffery Beal, and voted (762-yes, 157-abstentions) to approve the minutes of the July 27<sup>th</sup> and August 31<sup>st</sup> regular meetings. (Alley and Hartford abstained.)
3. **RE: REPORT—SUPERINTENDENT OF SCHOOLS (Including Legislative Updates)**  
**INFORMATION:** Supt. Ramsay noted that the school year is off to a great start. There have been no major issues. We have 643 students enrolled, down 14 from last October. Repairs have been completed at the Superintendent's Office and the staff was able to move back on Monday. He reported that Dennis Smith resigned unexpectedly, so we will be looking for a new IT person to assist Ron Smith. We still have a couple of other vacancies to fill as well. The MSMA Fall Conference will be the 27<sup>th</sup> and 28<sup>th</sup> of October. The district will pay for any board member to attend, just let Dawn know if you plan to go so she can register you and make you a reservation.
4. **RE: SUBCOMMITTEE REPORTS**  
**INFORMATION:**
  - Athletics/Student Activities—Debra Murphy reported that the subcommittee met with a candidate for Jr. High Volleyball earlier this evening and will make a recommendation later on the agenda. She also noted that the committee had discussed having a meeting to discuss Jr. High Basketball. Mr. Ramsay said we would get one scheduled this month.
  - Curriculum & Instruction—No meetings.
  - Negotiations & Grievance—No meetings.
  - Policy & By-laws—No meetings. We will be scheduling one for October to discuss a revised bullying policy that we received from the state.
  - Facilities, Maintenance, Safety, & Transportation—No meetings.
5. **RE: REVIEW OF FINANCIAL STATEMENTS**  
**INFORMATION:** Mr. Ramsay reported that everything is in order for July/August of the new fiscal year. Looking back at the June 30, 2016 year end financial statement<sup>6</sup>, he reminded the board that it gave approval to transfer between cost centers if necessary, up to the 5% allowed by law. Due to over-

expenditures in the vocational education tuition line, we had to transfer \$15,500 from Regular Instruction to CTE Education. We had extra funds in regular instruction due to not hiring anyone for the new vocational program we wanted to start last year. We were overdrawn in the voc ed tuition line due to a late bill received in the fall that was actually for FY 2015 tuition to Boggy Brook, but by the time we received it, we had already closed out that fiscal year and completed the audit. We also had a higher number of students enrolled last year. Overall, we ended FY 16 in good shape. The audit is being finalized and will be presented to the board by our auditor in October.

6. **RE: ADMINISTRATORS' REPORTS INCLUDING ESSA, G/T, AND PROFESSIONAL DEV. INFORMATION:** All staff attended the opening day workshop on August 31<sup>st</sup>, and administrators, teachers, and ed techs attended a workshop on September 1<sup>st</sup> with presenter Kim Marshall. The topic was evaluations. We hope to have him back in the spring for a follow-up workshop. Principals reported that the opening of school went well. It has been busy with Open Houses held, fall sports, and many other activities already going on.

Title I staff in each school have held Family Nights and an ESSA meeting was held last week with six stakeholders in attendance. These meetings are now required. Another will be held in April. The G/T committee is active, and the 2016-2017 application has been submitted. We have 20 art and 20 academic students identified as G/T.

Special Education has been busy with a lot of IEP and 504 meetings held this summer. Staff attended a training on September 21<sup>st</sup> for new software that will be used. The staff met yesterday to work on the corrective action plan from last year's review.

7. **RE: REPORT ON CIVIL RIGHTS CLUB AT NJSHS—Tom Absalom & Elizabeth Holub**  
**INFORMATION:** Tom Absalom and Elizabeth Holub presented information on the vision and mission of the Civil Rights Team, which was started last year. It is part of a state movement started 20 years ago because of biased behavior in schools. They feel there was a misconception last year about the Team's mission, especially regarding the LGBT day held last fall. Some board members noted that those who chose not to participate in certain events such as this one were made to feel bad. There was much discussion about the difference between supporting and advocating for various groups. Many board members expressed their view that we should be supporting all students and not focusing on specific groups based on biases.

Elizabeth Chartrand, a student at Narraguagus, said that as a team member, she feels good that she is helping to create a learning environment where every student can feel safe and respected.

8. **RE: TECHNOLOGY UPDATE—Ron Smith**  
**INFORMATION:** Ron Smith reported on the evolution of technology in SAD #37 over the last ten years. We started with small computer labs in each school to almost 1:1 technology across the district today. Current hardware in the district includes about 300 Apple MacBook Airls, 150 Dell Chromebooks, and many Macbooks, iPads, Tablets, printers, projectors, etc. The district has a variety of software or cloud hosted programs such as PowerSchool, Infinite Campus, Goggle Apps, Weebly, Moodle, Microsoft Office, IXL, Gradpoint, and many others. Target areas for improvement include technology staffing, refinement of hardware and software for Prek-3, increased technology professional development, improved public relations through technology, etc.

9. **RE: AGENDA ADJUSTMENTS**  
**ACTION:** Motion by Debra Murphy, second by Mark Wright, and voted (unanimously) to approve adding Article 4 to Old Business, hiring a substitute bus driver. This was from last month's agenda.

Motion by Debra Murphy, second by Mark Wright, and voted (unanimously) to approve adding Article 12

to New Business, hiring a Jr. High Volleyball Coach. Adjournment will become Article 13.

**B. OLD BUSINESS**

1. **RE: HIRING GEAR-UP COORDINATOR AT NARRAGUAGUS FOR SEPTEMBER 2016**  
**ACTION:** Motion by Charles Peterson, Jr., second by Debra Murphy, and voted (unanimously) to table this article as we have no candidates.
2. **RE: CONSIDERATION OF 2<sup>nd</sup> READING OF REVISED POLICY IHBEA—ENGLISH AS A SECOND LANGUAGE**  
**ACTION:** Motion by Vance Pineo, Jr., second by Drusilla Ray, and voted (unanimously) to approve the 2<sup>nd</sup> reading of revised policy IHBEA—English as a Second Language.
3. **RE: CONSIDERATION OF APPROVAL OF 2<sup>ND</sup> READING OF REVISED ATHLETIC CODE FOR NHS**  
**ACTION:** Motion by Debra Murphy, second by Mark Wright, and voted (unanimously) to approve the second reading of the revised Athletic Code for Narraguagus High School regarding two sport participation during a season.
4. **RE: HIRING SUBSTITUTE BUS DRIVER**  
**ACTION:** Motion by Mark Wright, second by Debra Murphy, and voted (unanimously) to approve Michael W. Strout as a substitute bus driver in the district.

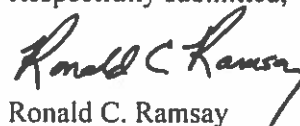
**C. NEW BUSINESS**

1. **RE: HIRING SPECIAL EDUCATION TEACHER AT HARRINGTON**  
**ACTION:** Motion by Drusilla Ray, second by Mark Wright, and voted (unanimously) to ratify the hiring of Heather Knapp as special education teacher at Harrington Elementary School as recommended by Supt. Ramsay.
2. **RE: HIRING SPECIAL EDUCATION TEACHER AT DW MERRITT**  
**ACTION:** Motion by Drusilla Ray, second by Mark Wright, and voted (unanimously) to ratify the hiring of Bobbi-Jo Bishop as special education teacher at D. W. Merritt School as recommended by Supt. Ramsay.
3. **RE: HIRING PRE-K COORDINATOR**  
**ACTION:** Motion by Debra Murphy, second by Beth Hartford, and voted (811-yes, 108-no) to ratify the hiring of Melinda Reynolds as PreK Coordinator for the district as recommended by Supt. Ramsay. He noted that this will be a stipend position now, not full-time, and Mindy will retain her job as PreK teacher at D. W. Merritt as well. (Kennedy voted no.)
4. **RE: HIRING HALF-TIME TEACHER AT NARRAGUAGUS**  
**ACTION:** Motion by Charles Peterson, Jr., second by Mark Wright, and voted (unanimously) to table this article as there are no candidates.
5. **RE: HIRING LONG-TERM SUB FOR FOREIGN LANGUAGES/MATH AT NJSHS**  
**ACTION:** Motion by Charles Peterson, Jr., second by Mark Wright, and voted (unanimously) to table this article as there are no candidates.
6. **RE: HIRING SUBSTITUTES**  
**ACTION:** Motion by Charles Peterson, Jr., second by Sarah Willson, and voted (unanimously) to approve the following as substitute teachers in the district as recommended by Supt. Ramsay: Holley Alley, Natalie

Beal, Coreen Burt, Kaitlyn Carl, Donna Grant, Amanda Khederian, and Christine Schlitt.

7. **RE: ELECTION OF DELEGATE FOR MSBA DELEGATE ASSEMBLY-10/27/16**  
**ACTION:** Motion by Charles Peterson, Jr., second by Mark Wright, and voted (unanimously) to elect Sara Willson as the delegate, and Debra Murphy as the alternate to the MSBA Delegate Assembly.
8. **RE: APPROVAL OF OVERNIGHT TRIP TO SERC FOR GR 6 AT MILBRIDGE**  
**ACTION:** Motion by Mark Wright, second by Debra Murphy, and voted (unanimously) to approve the overnight trip for Milbridge Grade 6 to SERC (Science Education Research Center) in Winter Harbor.
9. **RE: APPROVAL OF HARMON BASKETBALL PROGRAM USING FACILITIES**  
**ACTION:** Motion by Drusilla Ray, second by Sarah Willson, and voted (unanimously) to approve the Harmon Basketball Program using district facilities to offer paid training to students.
10. **RE: HIRING JR. HIGH SOCCER COACHES FOR 2016**  
**ACTION:** Motion by Debra Murphy, second by Mark Wright, and voted (unanimously) to hire the following elementary soccer coaches for 2016: R. Michael Beal, DW Merritt; Tyler Tenney, Harrington; Galen Elliott, Milbridge.
11. **RE: HIRING ELEMENTARY CROSS-COUNTRY COACHES FOR 2016**  
**ACTION:** Motion by Debra Murphy, second by Charles Peterson, Jr., and voted (unanimously) to hire the following elementary cross country coaches for 2016: Debra Lovejoy, DW Merritt; Kandi Robertson with assistant April Strout, Harrington; Donald and Richard Parker, Milbridge.
12. **RE: HIRING JR. HIGH VOLLEYBALL COACH**  
**ACTION:** Motion by Debra Murphy, second by Mark Wright, and voted (unanimously) to approve the hiring of Russ Vivier as Jr. High Volleyball Coach as recommended by Supt. Ramsay and the Athletic Subcommittee.
13. **RE: ADJOURNMENT**  
**ACTION:** Motion by Charles Peterson, Jr. and voted (unanimously) to adjourn the meeting at 9:28 p.m.

Respectfully submitted,



Ronald C. Ramsay  
Secretary to the Board

## MEETING SUMMARY—September 28, 2016

### A. INTRODUCTORY BUSINESS

2. APPROVED the minutes of the 7/27/16 and 8/31/16 regular meetings;
9. APPROVED agenda adjustments—add B4. Hiring sub driver and add C12. Hiring Jr. High Volleyball Coach;

### B. OLD BUSINESS

1. TABLED hiring Gear Up Coordinator;
2. APPROVED 2<sup>nd</sup> reading of revised policy IHBEA—English as a Second Language;
3. APPROVED 2<sup>nd</sup> reading of NHS Athletic Policy on Two Sport Participation;
4. HIRED Michael W. Strout as a substitute bus driver;

### C. NEW BUSINESS

1. HIRED Heather Knapp as special education teacher at Harrington Elementary;
2. HIRED Bobbi-Jo Bishop as special education teacher at DW Merritt;
3. HIRED Melinda Reynolds as preK coordinator (stipend position);
4. TABLED hiring half-time teacher at NHS;
5. TABLED hiring long-term sub for foreign languages/math at NHS;
6. HIRED substitute teachers—Holly Alley, Natalie Beal, Coreen Burt, Katilyn Carl, Donna Grant, Amanda Khederian, Christine Schlitt;
7. ELECTED Sarah Willson as delegate and Debra Murphy as alternate for MSBA Assembly;
8. APPROVED overnight trip for Milbridge grade 6 SERC in Winter Harbor;
9. APPROVED Harmon Basketball Program using facilities;
10. HIRED elementary soccer coaches—R. Michael Beal (DWM); Tyler Tenney (HN); Galen Elliott (ML);
11. HIRED elementary cross country coaches—Debra Lovejoy (DWM); Kandi Robertson/April Strout (HN); Donald Parker/Richard Parker (ML);
12. HIRED Russ Vivier as Jr. High Volleyball Coach