

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #37**

**May 31, 2023**

A regular meeting of the MSAD #37 Board of Directors was held at 7:00 p.m. on May 31, 2023 at Harrington Elementary School to consider and act on the following business:

**Board Members Present:** Leann Beal, Chris Chartrand, Stephen Dunham, Everett Grant, Shelby Greene, Beth Hartford, Grace Kennedy, Ronald Kennedy, Debra Murphy, David Perham, Tiffany Strout, and Mark Wright

**Board Members Absent:** none

**Other persons present:** Ronald Ramsay, Susan Meserve, Lorna Greene, Carol Ann Lisee, Denise Vose, Mary Ellen Day, Todd Emerson, Jonathan MacLeod, Dawn Fickett, Eric Brooks, Ron Green, Lisa Emerson, Yvonne Hayward, Donna Grant, Suzen Polk-Hoffses, Anita McGray, Autumn Marston, Ronie Strout, Cameron Worcester, Joan Ramsay, Myra Merritt, Abner Morris, Annie Morris, Kandi Robertson, Anna Hammond, Kim Look, and other citizens.

**MINUTES**

**A. INTRODUCTORY BUSINESS**

1. The meeting was called to order at 7:00 p.m. by Chair Debra Murphy.
2. **RE: APPROVAL OF MINUTES OF THE APRIL 26, 2023 REGULAR MEETING**  
**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to approve the minutes of the April 26, 2023 regular meeting as printed.
3. **RE: REPORT—SUPERINTENDENT OF SCHOOLS (Including Legislative Updates)**  
**INFORMATION:** Supt. Ramsay noted that our district budget meeting on May 23<sup>rd</sup> had only 31 citizens in attendance, passing all articles. The validation referendum will be on June 13<sup>th</sup>. ~He noted that there is potential for legislation to increase support staff wages passing which could increase our budget by half a million dollars or more. It originally had no additional state funding to help but has been amended to run through the funding formula, which would help some. There is also a bill to ramp up minimum teacher salaries to \$50,000.~The CTE renovations are moving along. A lot of the work has been started but not completed as they work on several different things at once. The roof of the sprinkler room is being completed. Some windows are installed. The contractor says they are not behind and will be done as scheduled.~There are twelve days left in the school year. Graduation is next Friday, the last student day is June 16<sup>th</sup>, and the final staff workshop will be on June 20<sup>th</sup>. He was honored to present the dedication of the Susan V. Meserve Gymnasium to Mrs. Meserve last night.
4. **RE: REVIEW OF FINANCIALS**  
**INFORMATION:** Supt. Ramsay noted we are right where we would want to be for this time of year. Summer pays and the balance forward will come out of whatever we have left at the end of June. We may be a bit short on the expenditure side for the balance forward, but increased revenues will more than offset that.
5. **RE: ADMINISTRATIVE REPORTS (Including Professional Development, ESEA, and G/T)**  
**INFORMATION:** Denise Vose reported that we are serving 175 special ed students and sixteen that have 504 plans. Staff are busy finishing up end-of-year paperwork.

Susan Meserve noted an enrollment of 125 at Harrington Elementary. The PTSG held a Mothers' Day cake raffle, PreK/K held a Mothers' Day Tea, state testing has been completed, EdGE has ended for the year with a successful Family Night, the school gardens have been planted, and the spring concert last night of "Music Through the Ages" went very well. She expressed her thanks to the board and the PTSG for the lovely surprise of the gym dedication.

Lorna Greene reported an enrollment of 100 at DW Merritt. The staff was overwhelmed with gifts, cards, and thanks during staff appreciation week. Grade 1 held a Mother/Grandmother Tea, Grade 6 went to the

EdGE center for leadership training, EdGE and Title I Family Nights were well attended. PD-staff spent the afternoon of May 9<sup>th</sup> working on professional development. ESEA-we are serving 151 students in Title I. Staff are gathering the data needed for year-end reports. G/T-Supt. Ramsay did a lesson bottle rockets with three different groups in the last couple of weeks. Students enjoyed the lesson. There have also been field trips to DEI and beach/hiking exploration. Screening for next year is completed.

Carol Ann Lisee noted that Milbridge has 127 students enrolled. Island Readers and Writers visited on May 3<sup>rd</sup>. Grades 4-6 participated in the Science Fair and did a great job. Incredible Edibles came and helped plant pumpkins in the school garden. Staff appreciation week, bus evacuations, school testing, and other events have kept staff and students busy this month.

Mary Ellen Day reported an enrollment of 314 at Narraguagus. Grades 7/8 participated in bus evacuation drills. School Lunch Heroes Day and Staff Appreciation Week were recognized. The Schooner Art Gallery held an opening for student artwork. The Memorial Day Program went well. The Senior class left this morning on their class trip to Fenway and then rafting tomorrow. Sports are wrapping up.

**6. RE: SUBCOMMITTEE REPORTS:**

- a. Athletics/Student Activities-none
- b. Curriculum & Instruction-none
- c. Negotiations & Grievance-none
- d. Policy & By-laws—Grace Kennedy noted that a meeting was held on May 17<sup>th</sup> and we have an extensive list of policies for the board to consider tonight.
- e. Facilities, Maintenance, Safety & Transportation-none

**7. RE: PUBLIC COMMENTS**

**INFORMATION:** Cameron Worcester expressed concern about outdated materials for social studies and how the material aligns with the curriculum. It was noted that this is being worked on.

Annie and Abner Morris expressed concerns over incidents that have occurred with their son and their hope that more accountability will be expected of students and staff. Kandi Robertson would like for the district to look into an equity audit.

**8. RE: AGENDA ADJUSTMENTS**

**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to table this article as there are no adjustments necessary.

**B. OLD BUSINESS**

**1. RE: HIRING GRADE 1 TEACHER AT MILBRIDGE**

**ACTION:** Motion by Chris Chartrand, second by Mark Wright, and voted (unanimously) to ratify the hiring of Bayleigh Alley as a long-term substitute grade one teacher at Milbridge until she is fully credentialed, as recommended by the Superintendent.

**C. NEW BUSINESS**

**1. RE: HIRING PART-TIME COOK AT NARRAGUAGUS**

**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to ratify the hiring of Lurena Perry as part-time cook at Narraguagus.

**2. RE: HIRING FALL/WINTER COACHES FOR NARRAGUAGUS**

**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to approve the following fall/winter coaches at NHS as recommended by the Superintendent:

Varsity Boys' Soccer-Tyler Tenney  
Varsity Girls' Soccer-Devonte' Stevens  
Varsity Volleyball-Holly Fraser  
JV Volleyball-Hilary Oliver

Golf-Carolyn Howell and Dexter Wright (co-coaches)  
Cross Country-Harry Thompson  
E-Sports-Dexter Wright  
Varsity Boys' Basketball-Michael Lenfesty  
Varsity Girls' Basketball-Nicholas Kennedy  
JV Boys' Basketball-John Batson  
JV Girls' Basketball-Vincent MacLean, Jr.  
Varsity Cheering-Yvonne Hayward

**3. RE: HIRING PRINCIPAL AT NARRAGUAGUS JR./SR. HIGH SCHOOL**

**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to ratify the hiring of Todd Emerson as principal at Narraguagus Jr./Sr. High School as recommended by the Superintendent.

**4. HIRING SUBSTITUTE DRIVER**

**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to approve the hiring of David Ingersoll as a substitute bus driver as recommended by the Superintendent.

**5. RE: CONSIDERATION OF 1<sup>ST</sup> READING OF NEW/REVISED POLICIES**

**ACTION:** Motion by Chris Chartrand, second by Mark Wright, and voted (unanimously) to approve the first reading of the following new or revised policies as recommended by the policy subcommittee and the Superintendent:

CI-Temporary Administrative Assignments (revision)  
DJ-Bidding/Purchasing Requirements (revision)  
DJ-R-Federal Procurement Manual for Maine School Units (new)  
DJA-Local Bidding Policy (revision)  
DJH-Purchasing and Contracting Procurement Staff Code of Conduct (revision)  
EB-Safety and Health (revision)  
EBAA-Hazard Communications Program (revision)  
EEBB-Use of Private Vehicles on School Business (revision)  
GBEBB-Staff Conduct with Students (new)  
GBEC-Drug-free Workplace (revision)  
GCOA-Supervision and Evaluation of Professional Staff (revision)  
GCOC-Evaluation of Administrative Staff (revision)  
GCSA/GCSA-R-Employee Computer and Internet Use (revision)  
GDF-Support Staff Employment (new)  
IHBEA-English Language Development (revision)  
KDB-Public's Right to Know/Freedom of Access (revision)  
KF-Use of School Facilities (revision)


**6. RE: CONSIDERATION OF REVIEW OF POLICIES/PROCEDURES (no changes required)**

**ACTION:** Motion by Chris Chartrand, second by Mark Wright, and voted (unanimously) to mark these policies as reviewed as recommended by the policy subcommittee and the Superintendent.

CBI-E-Superintendent Evaluation Instrument (form)  
ECAF-Video Surveillance  
GBB-Staff Involvement in Decision Making  
GBGAA/GBGAA-R/GBGAA-E Blood-borne Pathogens policy, procedure, and form  
GBGE/GBGE-R-Return to Work and Light-duty Assignments policy and procedures  
GCFB-R Recruiting and Hiring of Administrative Staff Procedures  
GCI-Professional Staff Development Opportunities  
KBF/KBF-E2-Parent Involvement in Title I and School-level Policy  
KCB-Community Involvement in Decision Making  
KF-E-Use of Facilities Form  
KHB-Advertising in the Schools  
KI-Visitors to the Schools  
KLG/KLG-R-Relations with Law Enforcement Authorities policy and procedures

7. **RE: CONSIDERATION OF DELETING OUT-DATED POLICIES/PROCEDURES**  
**ACTION:** Motion by Chris Chartrand, second by Mark Wright, and voted (unanimously) to delete the following list of outdated policies/procedures as recommended by the policy subcommittee and the Superintendent:  
CBI-R Procedures for Evaluation of the Superintendent (already included as part of CBI)  
GCSA-E Employee Computer/Internet Use Acknowledgement Form  
GDFA/GDFA-R Support Staff-Coaches and Advisors Selection Process/Procedures (is covered under GDF for all support staff)  
GDG Hiring of Substitute Teachers, Assistant Teachers, and Teacher Aides (is covered under GDF for all support staff)
8. **RE: CONSIDERATION OF REQUEST TO DRAW DAYS FROM THE ED TECH SICK BANK**  
**ACTION:** Motion by Chris Chartrand, second by Mark Wright, and voted (unanimously) to approve requests from the following ed techs to draw days from the sick bank as they have met the criteria to do so: Rebecca Grant, Laurie Alicea, and Janice Tenan.
9. **RE: ACCEPTANCE OF BIDS**  
**ACTION:** Motion by Chris Chartrand, second by David Perham, and voted (unanimously) to accept the low bidder in each of the categories listed:  
Heating Oil-Fraser Energy Solutions \$0.15 over rack  
Diesel Fuel-RH Foster \$0.075 over rack  
Hot Lunch Delivery-Belinda Reynolds \$26,000 for the year  
Bread Bids-LePage Bakeries (various prices based on products)  
Milk Bids-Oakhurst Dairy (various prices based on products)
10. **RE: APPROVAL TO TRANSFER UP TO 5% BETWEEN COST CENTERS, IF NECESSARY**  
**ACTION:** Motion by Mark Wright, second by Chris Chartrand, and voted (unanimously) to authorize the Superintendent to transfer up to 5% between cost centers, if necessary to prevent exceeding the cost center amount. If transfers are done, the board will be informed.
11. **RE: EXECUTIVE SESSION FOR PERSONNEL ISSUE PURSUANT TO 1 M.R.S.A. § 405 (6)(a)**  
**ACTION:** Motion by Mark Wright, second by Bethany Hartford, and voted (unanimously) to enter Executive Session with the board, Superintendent Ramsay, and Dawn Fickett to discuss a personnel matter.
- Entered at 8:45 p.m. Came out at 9:36 p.m.
- Motion by Chris Chartrand, second by David Perham, and voted (unanimously) to move the Special Education Administrative Assistant position into its own classification as it is a year-round position; further voted to approve a \$3.00 per hour increase for 2023-2024.
12. **RE: ADJOURNMENT**  
**ACTION:** Motion by Tiffany Strout, and voted (unanimously) to adjourn the meeting at 9:38 p.m.

Respectfully submitted,

  
Ronald C. Ramsay  
Superintendent of Schools

## April 26, 2023 MEETING SUMMARY

- A. INTRODUCTORY BUSINESS
  - 2. APPROVED minutes of April 26, 2023 regular meeting;
  - 8. TABLED agenda adjustments;
- B. OLD BUSINESS
  - 1. HIRED Bayleigh Alley as long-term sub for grade one at Milbridge until fully credentialed;
- C. NEW BUSINESS
  - 1. HIRED Lurena Perry as part-time cook at NHS;
  - 2. HIRED fall/winter coaches at NHS:
    - Varsity Boys' Soccer-Tyler Tenney
    - Varsity Girls' Soccer-Devonte' Stevens
    - Varsity Volleyball-Holly Fraser
    - JV Volleyball-Hilary Oliver
    - Golf-Carolyn Howell and Dexter Wright (co-coaches)
    - Cross Country-Harry Thompson
    - E-Sports-Dexter Wright
    - Varsity Boys' Basketball-Michael Lenfesty
    - Varsity Girls' Basketball-Nicholas Kennedy
    - JV Boys' Basketball-John Batson
    - JV Girls' Basketball-Vincent MacLean, Jr.
    - Varsity Cheering-Yvonne Hayward
  - 3. HIRED Todd Emerson as Principal at NHS;
  - 4. HIRED David Ingersoll as sub bus driver;
  - 5. APPROVED 1<sup>st</sup> reading of new/revised policies:
    - CI-Temporary Administrative Assignments (revision)
    - DJ-Bidding/Purchasing Requirements (revision)
    - DJ-R-Federal Procurement Manual for Maine School Units (new)
    - DJA-Local Bidding Policy (revision)
    - DJH-Purchasing and Contracting Procurement Staff Code of Conduct (revision)
    - EB-Safety and Health (revision)
    - EBAA-Hazard Communications Program (revision)
    - EEBB-Use of Private Vehicles on School Business (revision)
    - GBEBB-Staff Conduct with Students (new)
    - GBEC-Drug-free Workplace (revision)
    - GCOA-Supervision and Evaluation of Professional Staff (revision)
    - GCOC-Evaluation of Administrative Staff (revision)
    - GCSA/GCSA-R-Employee Computer and Internet Use (revision)
    - GDF-Support Staff Employment (new)
    - IHBEA-English Language Development (revision)
    - KDB-Public's Right to Know/Freedom of Access (revision)
    - KF-Use of School Facilities (revision)
  - 6. APPROVED review of policies/procedures:
    - CBI-E-Superintendent Evaluation Instrument (form)
    - ECAF-Video Surveillance
    - GBB-Staff Involvement in Decision Making
    - GBGAA/GBGAA-R/GBGAA-E Blood-borne Pathogens policy, procedure, and form
    - GBGE/GBGE-R-Return to Work and Light-duty Assignments policy and procedures
    - GCFB-R Recruiting and Hiring of Administrative Staff Procedures
    - GCI-Professional Staff Development Opportunities
    - KBF/KBF-E2-Parent Involvement in Title I and School-level Policy
    - KCB-Community Involvement in Decision Making
    - KF-E-Use of Facilities Form
    - KHB-Advertising in the Schools
    - KI-Visitors to the Schools
    - KLG/KLG-R-Relations with Law Enforcement Authorities policy and procedures

7. APPROVED deleting outdated policies:  
CBI-R Procedures for Evaluation of the Superintendent (already included as part of CBI)  
GCSA-E Employee Computer/Internet Use Acknowledgement Form  
GDFA/GDFA-R Support Staff-Coaches and Advisors Selection Process/Procedures (is covered under GDF for all support staff)  
GDG Hiring of Substitute Teachers, Assistant Teachers, and Teacher Aides (is covered under GDF for all support staff)
8. APPROVED days from Ed Tech sick bank for R. Grant, L. Alicea, and J. Tenan;
9. ACCEPTED bids for heating oil, diesel fuel, lunch delivery, milk, and bread;
10. APPROVED transfer between cost centers, if necessary;
11. EXECUTIVE SESSION for personnel issue; APPROVED moving SpEd administrative assistant to its own classification and increasing pay by \$3.00 per hour for 2023-2024;