

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 56**

Frankfort • Searsport • Stockton Springs

Minutes

Board of Directors Meeting

November 14, 2006 – 6:30 P.M.

Frankfort Elementary School

Present: Nedra Bellows Bonnie-Jean Brooks Tom Calderwood  
James Cunningham Robert Danks Harold Grove  
Michael Hamilton Bradley Jones Christopher Krause  
Veronica Magnan Twyler Webster (3 Members arrived late)

Absent: None.

Visitors: 5

1. **CALL TO ORDER.** Chairperson Bob Danks called the meeting to order at 6:30 pm.

2. **ADJUSTMENTS TO THE AGENDA.** None.

3. **APPROVAL OF MINUTES.** A motion was made by Tom Calderwood and seconded by Harold Grove to approve the October 24, 2006 Board minutes.

**VOTE: 6-0-2 (Brooks, Webster)**

4. **PRESENTATIONS.** None.

5. **PUBLIC PARTICIPATION.**

Bonnie-Jean Brooks announced that former MSAD #56 Board member Max Kinney had passed away last week.

6. **REPORT FROM THE SUPERINTENDENT.**

A. Enrollment numbers. Done with “B”.

B. Administrative reports. The superintendent asked if there were any questions regarding enrollments or the administrative reports. Someone asked where the new students came from – the superintendent will get that information.

C. The superintendent recognized Roxanna Morse for her Maine Association of School Libraries grant award for “We are Poets: Engendering Enthusiasm for Poetry”. Roxanna shared that she will be working with fifth graders and they will make a DVD of their final production.

D. Recognition of Gregg Palmer by NEASC. The superintendent shared that Gregg Palmer was approved to serve on the New England Association of Schools and Colleges committee representing a high school principal from Maine. He was selected for his exemplary work with our high school reform and his strong commitment to the accreditation process. The superintendent then went to “G” on the agenda.

G. Tina Boone and her staff were recognized for implementing their “Reading Project” which gives students many opportunities to read orally, practicing their fluency, reading comprehension, and context. Forms were included in the Board packets so they can see what volunteers will be

working on. A round of applause was given to each person recognized.

- E. Great Maine School project – report/update. The report was included in the Board packets. The superintendent mentioned that strengths listed included having the best examples of clear and measurable outcomes, double PLCs for 9<sup>th</sup> and 10<sup>th</sup> graders, etc.
- F. The superintendent recognized the work of the Penobscot Marine Museum staff in publishing “Addressing Maine’s Learning Results Using the Collections of Penobscot Marine Museum”. Its goal was to inform teachers about the Museum, and how to use its resources in their curriculum. It is an exemplary resource, and we appreciate all of the time that went into this. The superintendent passed the book around. In the discussion, it was asked if there were any awards that this book could be nominated for.
- G. Reading project – Tina Boone. Done earlier in the agenda.
- H. The superintendent read a “Thank you” from Alvion Kimball, Chairman of the Penobscot Narrows Bridgefest Committee, thanking us for our support with transportation, and the Searsport District High School Band for the October 14 Bridgewalk. Our bus drivers were helpful and courteous and the entire crowd was impressed with the playing of America the Beautiful.
- I. Student Involvement. The superintendent shared that our policy on sportsmanship was revised by getting input from our students. Four sophomores and four juniors reviewed the policy and made recommendations (done in bold print). The superintendent asked the Board to think about having a student representative with no voting power to serve on the Board of Directors. They would serve as liaisons to the Governing Council and gain experience in community government.
- J. Board self-critique. The superintendent passed out the MSMA booklet School Board Membership and her list of Board of Directors behaviors/self-reflections. The Board was asked to look this over. At the November 28, 2006 Board meeting we will identify those characteristics/behaviors we wish to critique as we assess how effective we are as a Board.
- K. Other. Board members received a Field Trip Report from Leslie Gregory on the Radio Station conference attended in Boston by her and her students.

The superintendent recognized Brenda Holweger for her \$3000 MBNA grant “Guided Reading” and also herself for her \$2000 grant for “Book Clubs for Student Achievement”. The superintendent asked for guesses as to how much money our district has received from MBNA and other private grants since 1998. The total is \$692,000.

The superintendent shared that we were going to spend less time repeating items that were in the Board packets. This would leave us more time to have educational discussions on such topics as accepting tuition students or many of the topics that various Board members attended at the Fall Conference. Mary asked Board members to give her which sessions they attended for future discussions.

## 7. COMMITTEE REPORTS.

- A. Finance Committee.
- B. Transportation Committee.
- C. Buildings and Grounds Committee.
- D. Policy Committee.

- E. Region Seven.
- F. Personnel Committee.
- G. Curriculum Steering Committee.
- H. Legislative Report.

To save time, Bob Danks, Chairperson, asked that the Board just accept the minutes in the Board packets for the above committees. There was consensus to do so.

- I. Superintendent Evaluation Committee. Bonnie-Jean Brooks reported that the committee had drafted a new evaluation format. Copies were passed out to Board members. They have also drafted a letter that will go out to people. The draft evaluation proposal covers seven areas. There will be one form that will go to Central Office staff, the Board of Directors, and administrative staff. The completed forms will be sent to Nedra Bellows who will do a statistical analysis. The superintendent will be asked to provide feedback on her goals. She will also do a self-evaluation. The forms should be returned by November 28. Bob Danks thanked the committee for their work. A motion was made by Tom Calderwood and seconded by Harold Grove to accept the evaluation instrument of the superintendent.

**VOTE: 10-0-0**

The superintendent will ask Marilyn to send out the forms with envelopes addressed to Nedra. An appraisal committee will meet with the superintendent on December 5 to go over the evaluations.

8. **OLD BUSINESS.**

- A. A motion was made by Harold Grove and seconded by Twyler Webster to approve CB-R, Job Description for the Superintendent of Schools, for a second reading with one change: Under Performance Responsibilities, add apostrophes around “meet and consult” in G, 9.

**VOTE: 10-0-0**

9. **NEW BUSINESS.**

- A. A motion was made by Harold Grove and seconded by Bonnie-Jean Brooks that the Computation and Declaration of Votes dated November 7, 2006 and attached hereto be and it is hereby approved.

**VOTE: 10-0-0**

A motion was made by Harold Grove and seconded by Tom Calderwood that the Computation and Declaration of Votes be entered upon the records of the District.

**VOTE: 10-0-0**

A motion was made by Harold Grove and seconded by Twyler Webster that a certified copy of the Computation and Declaration of Votes be sent to each of the town clerks within the District.

**VOTE: 10-0-0**

- B. The following resignations were noted:
  - 1. Kim Birke, elementary guidance counselor, effective December 19, 2006.
  - 2. Sharon Turner, Educational Technician II, effective January 5, 2007
- C. Appointments/Co-Curricular nominations:

A motion was made by Tom Calderwood and seconded by Bonnie-Jean Brooks to include #1-4 in one vote. Discussion followed. There was a question about the job descriptions, and the requirement that all nominees have a college degree or 60 credits. The motion was withdrawn. The superintendent gave a background on each of the nominees.

  - 1. A motion was made by Tom Calderwood and seconded by Bonnie-Jean Brooks to approve the nomination of Roger Robertson, Jr. as the JV Boys Basketball

Coach.

**VOTE: 11-0-0**

2. A motion was made by Tom Calderwood and seconded by James Cunningham to approve the nomination of Ryan Otis, as the JV Girls Basketball Coach.

**VOTE: 11-0-0**

3. Elaine LaPoint, Senior Class Advisor and Yearbook Advisor.
4. Kim Ashey, Junior Class Advisor.

A motion was made by Bonnie-Jean Brooks and seconded by Tom Calderwood that the superintendent determine whether Elaine LaPoint and Kim Ashey are qualified for the above positions according to our job descriptions.

**VOTE: 11-0-0**

Discussion followed. A motion was made by Bonnie-Jean Brooks and seconded by Mike Hamilton that if either individual is qualified for the nominated positions, the superintendent will appoint them.

**VOTE: 11-0-0**

A motion was made by Chris Krause and seconded by Mike Hamilton to add to each of the job descriptions under "Co-Curricular" the following statement #4: Alternatives to the above qualifications as the Board may find appropriate and acceptable.

**VOTE: 11-0-0**

Therefore, the superintendent can appoint them.

5. Paul Bradshaw, Maintenance. The superintendent briefly reviewed the process used with all positions and reviewed Mr. Bradshaw's biographical sketch. No vote was needed.

D. First readings of policies:

1. A motion was made by Harold Grove and seconded by Twyler Webster to approve JJIBB, Sportsmanship, for its first reading. Discussion followed. The question was asked: What about other co-curricular activities? Harold Grove withdrew his motion. A motion was made by Mike Hamilton and seconded by Brad Jones to send JJIBB back to the Policy Committee.

**VOTE: 11-0-0**

2. JJIBC, Relations with Booster Groups. The superintendent read the definition of booster groups and stated that this definition would include PTO groups, parent theater groups, etc. The superintendent discussed the need for an organization to know their purposes, by-laws, etc. as well as their parameters. PTOs should not be discussing or evaluating staff members. This is the job of administrators/supervisors. Bonnie-Jean Brooks recommended taking "tax exempt status" out of I and leaving the rest. A motion was made by Harold Grove and seconded by Tom Calderwood to send JJIBC back to the Policy Committee.

**VOTE: 11-0-0**

There was more discussion. The superintendent will check on the need for the last sentence in I.

- E. A motion was made by Twyler Webster and seconded by Brad Jones to approve up to three bus purchase(s) for the 2007-08 school year, pending budget approval. There was some discussion.

**VOTE: 11-0-0**

10. **EXECUTIVE SESSION.**

- A. A motion was made by Bonnie-Jean Brooks and seconded by Harold Grove to

enter executive session for the employment of official(s)/employee(s) pursuant to 1 MRSA § 405 (6) (A).

**VOTE: 11-0-0**

The Board entered executive session at 8:00 pm and resumed public session at 8:04 pm. No action was taken.

- B. A motion was made by Twyler Webster and seconded by Tom Calderwood to enter executive session for labor contract negotiations pursuant to 1 MRSA § 405 (6) (D).

**VOTE: 11-0-0**

The Board entered executive session at 8:05 pm and resumed public session at 8:07 pm. A motion was made by Veronica Magnan and seconded by Tom Calderwood to give the superintendent permission to have the contract audited/reviewed by an organization and to hire a consultant to represent the team.

**VOTE: 11-0-0**

There was discussion.

11. **ADJOURNMENT.** The meeting was adjourned at 8:09 pm.

Respectfully submitted,