

**OXFORD HILLS SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

743-8972

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DATE: <u>Monday, July 14, 2014</u>
TIME: 7:00 p.m.
LOCATION: Central Office, 232 Main Street, South Paris

A G E N D A

Welcome to new Board members Sharon Gendreau and David Dunn.

1. **CALL TO ORDER.** Chairman Ronald Kugell will preside.
2. **FLAG SALUTE.**
3. **WELCOME TO VISITORS.**
4. **QUESTIONS/COMMENTS FROM THE PUBLIC.**
5. **REPORTS.**

Negotiations Committee
Strategic Planning
Personnel Committee
Student Representative

Mr. Patrie
Mr. Cash
Ms. Macro
Ms. Sophie Lawton

Scheduled Committee Meetings:

Personnel Committee	July 14, 2014	5:00 p.m.	Central Office-Superintendent's Office
Finance/Operations	July 14, 2014	6:00 p.m.	Central Office-Community Room
Policy Committee	Aug. 11, 2014	5:00 p.m.	Central Office-Community Room
Curriculum Committee	Aug. 04, 2014	5:00 p.m.	Central Office-Community Room

6. **SUPERINTENDENT'S REPORT.**
7. **ADJUSTMENTS TO THE AGENDA.**
8. **CONSENT AGENDA.**

A. To see if the Board will vote to approve the following appointments:
Corey Landsman Grade 1 Teacher, Paris Elementary School

Megan Hanson	Grade 5 Humanities Teacher, Paris Elementary School
Margaret Norton	Grade 1 Teacher, Guy E. Rowe Elementary School
Michelle O’Kane	Guidance Counselor, Guy E. Rowe Elementary School
Shannon Penfold	Kindergarten Teacher, Guy E. Rowe Elementary School
Caitlain Jasper	Grade 3 Teacher, Guy E. Rowe Elementary School
Lorraine Jabine	Grade 4 Teacher, Guy E. Rowe Elementary School
Donald Thorne	Assistant Principal, Guy E. Rowe Elementary School
Earl Rogers	Ed Tech II, Oxford Hills Middle School
John Kenealy	Special Education Teacher OHCHS

NOTE: See enclosed biographies.

9. ACTION ON MINUTES:

A. To see if the Board will vote to approve the minutes of the June 16, 2014 regular Board Meeting?

10. UNFINISHED BUSINESS: None

11. NEW BUSINESS:

ORGANIZATION OF THE BOARD: Board Policy BDB states as follows: “At the first regular meeting of the Board following the last regular town meeting, the Board will elect a Chair, Vice Chair and appoint standing committees”.

A. To see if the Board will elect a Chair?

NOTE: See enclosed Board Policy BDB regarding duties of the Chair and Vice Chair. Committee sign-up forms are also enclosed and can be turned in at the meeting.

B. To see if the Board will elect a Vice Chair?

C. To see if the Board will elect four Board members to serve on the Finance Committee:

NOTE: The Finance Committee is required by law. It consists of five members, namely, The Board Chair and four additional members appointed by the Board. Current members are Curtis Cole, Don Gouin, Barry Patrie, Joe Vaillancourt and Board Chair Ron Kugell.

D. To see if the Board will appoint a Voter Registration Clerk for District meetings?

NOTE: By law, the Board appoints a Voter Registration Clerk for District meetings.

E. To see if the Board will vote to approve the 2014-15 leased space application renewal for the Oxford Hills Middle School South Campus facility?

NOTE: A copy of the application is enclosed.

F. To see if the Board will vote to create an Ed Tech I position at Paris Elementary School?

NOTE: This position will work with Kindergarten through Grade 5 Special Education students in the Autism Program and paid for by the IDEA Grant.

G. To see if the Board will vote to create a .5 FTE Literacy Coach Administrative position?

NOTE: Personnel Committee will have a recommendation.

H. To see if the Board will vote to appoint Melanie Ellsworth to .5 FTE Literacy Coach Trainer?

NOTE: Melanie Ellsworth will continue to be the principal of Hebron Station School and Personnel Committee will have a recommendation.

I. To see if the Board will vote to appoint Beth Clarke as interim .5 Principal of Agnes Gray Elementary School for FY 2015.

J. To see if the Board will vote to approve the recommendations for the No Child Left Behind FY 2015 Title I and II Application?

NOTE: Kathy Elkins, Federal Grants Coordinator will provide a review of the application at the meeting.

K. To see if the Board will move that the Resolution entitled, "Resolution to Authorize Energy Conservation Project Contract with Siemens Industry, Inc.," be approved and that an attested copy of said Resolution be included with the minutes of this meeting.

RESOLUTION TO AUTHORIZE ENERGY CONSERVATION PROJECT CONTRACT WITH SIEMENS INDUSTRY, INC.

The School Board of Maine School Administrative District No. 17 (the "District") hereby RESOLVES as follows:

1. That, pursuant to 20-A M.R.S. § 15915, the Superintendent of Schools be authorized to enter into a contract with Siemens Industry, Inc. for an energy conservation project that includes the furnishing and installation of wood pellet boilers at the Paris Elementary

School and Oxford Hills Middle School and exterior lighting upgrades at said schools and the Hebron Station School, in an amount not to exceed \$1,500,000.00, provided that said contract is in form acceptable to the Superintendent of Schools and the District's legal counsel.

2. That an attested copy of this Resolution be included with the minutes of this meeting.

NOTE: Operations Committee will have a recommendation.

L. To see if the Board will move that the Resolution entitled, "Resolution to Authorize Financing of an Energy Conservation and Air Quality Equipment and Improvement Project at District Schools Through the Issuance of a Taxable Municipal Lease Purchase Agreement in the Principal Amount of Not More Than \$1,500,000 to be Issued as a Qualified Energy Conservation Bond," be approved in form presented to this meeting and that an attested copy of said Resolution be included with the minutes of this meeting.

RESOLUTION TO AUTHORIZE FINANCING OF AN ENERGY CONSERVATION AND AIR QUALITY EQUIPMENT AND IMPROVEMENT PROJECT AT DISTRICT SCHOOLS THROUGH THE ISSUANCE OF A TAXABLE MUNICIPAL LEASE PURCHASE AGREEMENT IN THE PRINCIPAL AMOUNT OF NOT MORE THAN \$1,500,000 TO BE ISSUED AS A QUALIFIED ENERGY CONSERVATION BOND

WHEREAS, the Maine Municipal Bond Bank has conditionally approved the allocation to Maine School Administrative District No. 17 (the "District") of \$1,500,000 in qualified energy conservation bonds;

The School Board of Maine School Administrative District No. 17 hereby RESOLVES as follows:

1. That the Superintendent of Schools of the District (the "Superintendent") is authorized to execute and deliver a binding acceptance of a proposal by Androscoggin Bank (the "Lessor") to provide taxable lease purchase financing in an amount not to exceed One Million Five Hundred Thousand Dollars (\$1,500,000.00) for pellet boiler installation and exterior lighting upgrades and related energy improvements at District schools (the "Project"), which acceptance shall be on the terms and in such form as the Superintendent may approve, said approval to be conclusively evidenced by the

execution and delivery thereof (hereinafter, the "Purchase Agreement");

2. That under and pursuant to sections 54A and 54D of the Internal Revenue Code of 1986, as amended (the "Code"), the general laws of the State of Maine including section 15915 of Title 20-A of the Maine Revised Statutes, as amended, and all other applicable law, the Superintendent in the name and on behalf of the District, (hereinafter, the "Lessee") is authorized to execute and deliver to Lessor a qualified energy

conservation bond lease purchase agreement in the principal amount not to exceed \$1,500,000.00, payable for a term not to exceed the lesser of a term specified in the Purchase Agreement or the applicable maximum term established by the United States Treasury Department for tax credit bonds, and otherwise on such terms and in such form not inconsistent herewith as the Superintendent may approve, said approval to be conclusively evidenced by the execution and delivery thereof (the Lease”);

3. That the Project be recognized as a “green community program” within the meaning of Section 54D(f)(1)(A)(ii) of the Code, and the Lease be hereby designated as a qualified energy conservation bond for purposes of Sections 54A and 54D of the Code, and that pursuant to section 6431 of the Code, as amended by the Hiring Incentives to Restore Employment Act (Pub. L. No. 111-147), Lessee hereby makes an irrevocable election to have Section 6431(f) of the Code apply to the Lease, and to receive subsidy payments from the Department of the Treasury in lieu of allowing a taxpayer that owns the Lease to qualify for credits against that taxpayer’s federal income tax liability to the extent otherwise allowable under the Code;

4. That to the extent not inconsistent with this Resolution and the Purchase Agreement, the Superintendent is authorized to select such date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, form(s) and other details of the Lease, as the Superintendent may approve, said approval to be conclusively evidenced by the execution and delivery thereof;

5. That the Superintendent is authorized to covenant on behalf of the Lessee that no part of the proceeds of the Lease shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause the Lease to be a “private activity bond” or an “arbitrage bond” within the meaning of Sections 141 and 148 of the Code and to covenant on behalf of the Lessee to file any information report and pay any rebate due to the United States in connection with the issuance of the Lease;

6. That the Superintendent is authorized to execute and deliver such tax certificates, arbitrage and use of proceeds certificates and other documents and certificates as may, in the Superintendent’s opinion, be necessary or convenient to effect the transactions herein authorized, to be in such form not inconsistent with this Resolution as the Superintendent may approve, said approval to be conclusively evidenced by the execution and delivery thereof;

7. That the Superintendent is authorized to execute and deliver an escrow agreement with Lessor or its nominee (the “Escrow Agreement”), if applicable, to hold funds in an escrow account pending disbursement for the Project, said Escrow Agreement to be on such terms not inconsistent with the Purchase Agreement and this Resolution as the Superintendent may approve, including without limitation a provision granting Lessor a security interest in the escrow account, said approval to be conclusively evidenced by the execution and delivery thereof;

8. That the Superintendent is authorized to covenant, certify and agree, on behalf of the Lessee, for the benefit of the holder of the Lease, that the Lessee will file any required reports, make any annual financial or material event disclosure, and take any other action that may be necessary to insure the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, to the extent applicable, are met;

9. That the Superintendent and other appropriate officials of the Lessee, acting singly, are authorized to execute and deliver on behalf of the Lessee such security agreements, UCC-1 financing statements, fixture filings, and other documents and certificates as may be required in connection with the Lease and the Escrow Agreement, and to take all lawful actions necessary for the Lease to comply with the requirements for qualified energy conservation bonds within the meaning and for all purposes of Sections 54A and 54D of the Code;

10. That the Superintendent and other proper officials of the Lessee, acting singly, are authorized and empowered in its name and on its behalf to do or cause to do all such other acts and things as may be necessary or desirable in order to effect the sale and delivery of the Lease and the Escrow Agreement in accordance herewith and any such prior action by them is hereby ratified and confirmed;

11. That if the Superintendent or any other Lessee officer or official is for any reason unavailable to, as applicable, approve, execute or attest the Lease and the Escrow Agreement, or any related financing documents, the person or persons acting in any such capacity, whether as an assistant, a deputy or otherwise, is authorized to act for such official with the same force and effect as if such official had herself/himself performed such act; and

12. That an attested copy of this Resolution be included with the minutes of this meeting.

NOTE: Finance Committee will have a recommendation.

M. To see if the Board will vote to enter Executive Session in accordance with 1 M.R.S.A. §405 (6)(D), to discuss negotiations with the Oxford Hills School District Supervisors?

N. To see if the Board will vote to approve the Agreement Between the M.S.A.D. #17 Board of Directors and the Oxford Hills School District Supervisors?

12. QUESTIONS/COMMENTS FROM THE BOARD.

13. AJOURNMENT.

TO: BOARD OF DIRECTORS
FROM: Rick Colpitts, Superintendent of Schools
DATE: Monday, July 14, 2014

RE: SUPERINTENDENT'S UPDATE

1. ADMINISTRATIVE UPDATES:

2. TRANSFERS:

- Pamela Farnum, Special Education Teacher at Paris Elementary School to ESD Special Education Teacher at Oxford Hills middle School.
- Sarah Timm, Grade 3 Teacher at Agnes Gray Elementary School to Grade 4 Teacher at Agnes Gray Elementary School.
- Bill Hawley, District Bus Driver to 38 week Custodian at Hebron Station School and 52 week Custodian at Central Office.
- Tina Cotton, Second Shift Custodian, Hebron Station School to Head Custodian at Hebron Station School.
- Rhonda Twitchell, Literacy Coach .25 FTE at Hebron Station School, .5 FTE at Otisfield Community School and .25 FTE at Agnes Gray Elementary School to Full Time Literacy Coach at Guy E. Rowe Elementary School.

RESIGNATIONS:

- Katharine Fortuna, Elementary Music Teacher at Waterford Memorial School, Harrison Elementary School and Oxford Elementary School, 2 years, effective June 30, 2014.
- Robert Hanby, Math Teacher at Oxford Hills Comprehensive High School, 3 years, effective June 30, 2014.
- Kayla Vannah, Kindergarten Teacher at Guy E. Rowe Elementary School, 1 year, effective June 30, 2014.
- Katie Thomas, Grade 2 Teacher at Waterford Memorial School, 1 year, effective June 30, 2014.

3. ENCLOSURES:

- 3.1 Minutes from Operations Committee
- 3.2 OHCHS May/June Discipline Report
- 3.3 Team GPA Award
- 3.4 Board Policy BDB
- 3.5 Letter from Superintendent Colpitts concerning personnel changes
- 3.6 Updated Board member list

Please note that our July 14, 2014 Board meeting will be held at the new Central Office location at 232 Main Street, South Paris in room #117 on the first floor.

2014-15 NEW EMPLOYEES

Corey Landsman Grade 1 Teacher, Paris Elementary School

Ms. Landsman is coming to us from New Hampshire where she is a graduate of UNH-Durham and holds a Masters Degree in Education from UNH- Manchester. She has worked for the past two years as a Title I Tutor for math and reading at the Chichester Central School in New Hampshire.

Megan Hanson Grade 5 Humanities Teacher, Paris Elementary School

Ms. Hanson is a graduate of University of Southern Maine with a Bachelors of Arts Degree in History. She has also earned a Degree in Education from UMPI and a Masters Degree in Literacy Education. She has worked as a Special Education Ed Tech in Gray and Gorham and most recently she has worked as a long term substitute teacher in Poland, Freeport, Naples and Windham.

Margaret Norton Grade 1 Teacher, Guy E. Rowe Elementary School

Ms. Norton holds a Bachelor of Science Degree in Politics and Elementary Education from Mount Holyoke College in South Hadley, Massachusetts. She has worked as an American Reads Fellow Trainer and Tutor with Mount Holyoke College and Plains Elementary School in South Hadley. She has also worked as a Recreation Director at Poland Spring Campground in Poland, Maine. Margaret was a Bates Early Scholars student at Bates College and was a high school student at Poland Community High School.

Michelle O'Kane Guidance Counselor, Guy E. Rowe Elementary School

Ms. O'Kane has 12 years of school counseling experience working at a large middle school in Pembroke, Massachusetts and, for the last 4 years, at Meroby Elementary School in Mexico, Maine. She has a Bachelor of Arts Degree in Psychology from Boston University and a Masters of Education from the University of Massachusetts at Boston.

Shannon Penfold Kindergarten Teacher, Guy E. Rowe Elementary School

Ms. Penfold holds a Bachelor of Science in Childhood Education with a concentration in English Language Arts, from State University of New York at Cortland, New York. She has worked with the Little Red School House Day Care in Westbrook, as a substitute teacher with the Freeport, Brunswick and Yarmouth School Districts and as an After School Teacher for Laugh and Learn with RSU #5 in Freeport, She has also been an Educational Technician II for Morse Street School in Freeport.

Caitlain Jasper Grade 3 Teacher, Guy E. Rowe Elementary School

Ms. Jasper holds a Bachelor of Science Degree in Child Development and Family Relations, with a Psychology Minor from the University of Maine at Orono. She is currently working on her Masters Degree in Special Education. She has experience related to elementary and public education as an Education Technician, specializing as an One on One Tutor in the Behavioral program at the Downeast Elementary School for two years. She has also been a Home and Health Services Caregiver with ASI in New Gloucester for two years.

Lorraine Jabine Grade 4 Teacher, Guy E. Rowe Elementary School

Ms. Jabine holds a Bachelor of Science Degree in Elementary Education, with a minor in English Language Arts, from the University of Maine at Farmington. She has worked as a Preschool Teacher with Sugarloaf Childcare at Sugarloaf Ski Resort in Carrabassett Valley, as a Preschool Teacher with Youth and Family Outreach in Portland and as a substitute teacher with the Mount Blue Regional School District.

Donald Thorne Assistant Principal, Guy E. Rowe Elementary School

Mr. Thorne holds a Bachelor of Science Degree in Elementary Education from the University of Maine at Farmington. He has an Assistant Principal Certificate and is working towards a Masters Degree in Educational Leadership at the University of Southern Maine. He comes to us from Phillip W. Sugg Middle School in Lisbon, where he has been Assistant Principal/Activities Director since August 2013. He was also a Fourth/Fifth/Sixth Grade Teacher at Lisbon Community School and a teacher at Phillip W. Sugg Middle School.

Earl Rogers Ed Tech II Oxford Hills Middle School

Mr. Rogers has a Bachelor of Arts Degree in Religious Studies from Juniata College, Huntington, PA and a Masters of Divinity Degree from Andover Newton Theological School, Newton Center, MA. He has most been substituting at Oxford Hills Middle School Day Treatment Program since January 2014.

John Kenealy Special Education Teacher OHCHS

Mr. Kenealy has a Masters Degree in Education from Ashford University. He has 4 years teaching experience at the Renaissance School in Auburn. Prior to that he was an Ed Tech and Substitute Teacher from 2007-2010. He has also worked as a Fish Health Specialist, commercial mussel farmer and fly fishing business owner.