

**Sebago School Administrative Unit  
School Board  
Minutes of Meeting  
March 1, 2018  
Sebago Elementary School**

1. Call to order and Roll Call

The meeting was called to order by Dr. Eastman at 7:00 pm

Members of the Sebago School Board present:

Joe McMahon  
Tina Vanasse

Guests present:

Dr. Mark Eastman  
Allen Crabtree  
Phil Lowe  
Claudia Lowe  
Donelle Allen  
June Allen  
Mabel Olden  
Dorothy O'Donnell  
Jim Jansz  
Margie Jansz  
Lisa Johnson  
Amanda Hawkes  
Michael Hawkes  
Anne Mc Mahon  
Sue Newton  
Deborah Howard  
Mary MacKenna  
Tammy Girardin  
Mandee Dearborn  
Jeremy Turon  
Jess Sheldnick

2. Pledge of Allegiance

3. Introduction of Board Members and Guests

Tina Vanasse and Joe McMahon were introduced. Third Board Member, Wendy Newcomb, is out of the country and could not attend.

lection of the Board Chair

Joe made a motion to elect Tina Vanasse as chair. She was elected with a unanimous vote.

5. Public Comments

Claudia Lowe praised the Advisory Committees for their hard work on the issues to get the new SAU up and running.

6. Reports from Advisory Committees

Advisory Committees for Staffing and Administration, Policy and Programs, Finance, and Technology presented reports on the status of their progress. Educational Programming and Operations Committees will give their reports at the next Board meeting.

Phil Lowe asked if there were any questions on the Time Line, and commented that April 13 is the date that nomination papers for the two additional School Board members are due.

7. Superintendent's Report

Dr. Eastman suggested two adjustments to the agenda regarding employing Brann and Isaacson as our school law firm, and engaging Berry, Talbot and Royer as our provider of business, accounting and payroll services. He recommends a sole source contract with Berry, Talbot and Royer because of the limited time to get the SAU set up and their experience in this area. The Finance Committee has met with them and also recommends them.

Dr. Eastman has tentatively scheduled Dan Stockford to attend the next Board meeting to deal with any employment/contract legal issues.

Dr. Eastman recommends that we keep a purchase order log to track expenditures during the transition and would need to set it up with the town. Phil had suggestions on how to manage the \$25,000 approved at the Special Town Meeting on Feb 27 until the town votes on a budget for the 2018-2019 school year. He recommended a system similar to the one used by the Withdrawal Committee where the funds are in a separate account.

Dr. Eastman also said that the Board may want to consider a two-step process for selecting a part time superintendent. Step one would be a screening committee of the Board, staff and parents. Step two is a Board hiring committee. If the Board agrees, then members of these two committees will need to be selected.

8. Communications

There were none.

9. Consent Agenda

There were not items to be considered.

10. Old Business

There was no Old Business

11. New Business

Joe made a motion, 2<sup>nd</sup> by Tina, to authorize the Superintendent to advertise for the position of part time Superintendent. Dr. Eastman recommended passage. Motion approved unanimously.

Tina made a motion, 2<sup>nd</sup> by Joe, to authorize the Superintendent to have the Board join the Maine School Boards Association (MSBA). Dr. Eastman recommended passage. Motion approved unanimously.

Joe made a motion, 2<sup>nd</sup> by Tina, to hire Berry, Talbot and Royer as our provider of business, accounting and payroll services, and to do so on a sole source basis because of the limited time to complete the essential initial services between now and July 1, because of the lack of firms that can provide these services, and the positive experience that the Town has with the firm. Dr. Eastman recommended passage. Motion approved unanimously.

Joe made a motion, 2<sup>nd</sup> by Tina, to employ Brann and Isaacson to serve as our school attorney. Dr. Eastman recommended passage. Motion approved unanimously.

Joe made a motion, 2<sup>nd</sup> by Tina, to appoint Phil Lowe as the financial liaison with the Sebago Town manager in dealing with town funds to get the SAU up and running between now and July 1, 2018. Motion approved unanimously.

Tina made a motion, 2<sup>nd</sup> by Joe, to enroll the Sebago SAU in the Serving Schools program. ServingSchools.com is an online marketplace providing schools, agencies and job seekers a fast and easy way to find each other. The Board and members in the audience felt that this was a preferred way to advertise for teachers and to receive job applications. Annual membership for a school unit with 1 to 25 teachers is \$299. Motion approved unanimously.

Joe made a motion, 2<sup>nd</sup> by Tina, to endorse the terms for the two new Board members to be elected in June 2018. One would be for a 2-year term, and one for a 3-year term. Motion approved unanimously.

Phil suggested if a gable end is going to be added to the front door to protect people from rain and snow, that it include two sets of locking doors for security. He thought the cost might be in the \$20,000 range. The Board referred the matter to the Operations Advisory Committee for consideration to be brought back to the Board at a future meeting.

There was discussion about the plowing and mowing contracts now that MSAD61 will no longer be handling the mowing. Previously the Town plowed and sanded and MSAD61 mowed the lawns and ball fields. Phil had cost estimates that plowing would be \$12,000 and mowing \$3,000 annually. There was discussion about the prices and that most of the ballfields are owned by the town. The Board referred the matter to the Operations Advisory Committee for consideration to be brought back to the Board at a future meeting.

Marjie Jansz asked if the new SAU will be in compliance with state standards. Dr. Eastman said that there are several different entities with oversight, and the intent will be to comply with various standards as the SAU is developed. Safety is a state function, curriculum is decided by the SAU Principal and Superintendent, Accounting follows best practices as set forth by the CPA.

Dr. Eastman was very positive about the progress that has been made so far, and the valuable contribution that the Advisory Committees are making.

## 12. Adjourn

The meeting of the Board concluded at 8:20 p.m. following a motion by Joe, 2<sup>nd</sup> by Tina, and approved by the Board.

- The next Committee meeting was scheduled for Thursday, March 15, 2018 at 7pm at Sebago Elementary School.