

# ANDOVER SCHOOL DEPARTMENT - ANDOVER SCHOOL BOARD MINUTES

Wednesday, November 13, 2019, at 5:00 PM

The meeting will be held at the *Andover Elementary School*.

Members Present: Chairperson, Paula Lee; Tim Akers; Pete Coolidge; Betty Davis; Lindsay Sharkey

Members Excused: 0

Members Absent:0

Members Late: Tim Akers ( 5:07 PM)

Members Dismissed:0

Staff Present: Susan A. Pratt, Superintendent of Schools

Guests Present: None

A. Call to Order: Paula Lee called to order at 5:06 PM

B. Pledge of Allegiance: Led by Paula Lee

C. Adjustment to Agenda-

Discussion: Add E1 for communication

Motion: Paula Lee Second: Lindsay Sharkey

Vote: Yes: 5 No: 0

D. Consideration of Minutes- October 9, 2019

Motion to approve as amended: Paula Lee Second: Betty Davis

Vote: Yes: 5 No: 0

E. Visitor's Comment- None

1. Communications:

Motion to approve adding a section to the agenda for communications: Paula Lee

Second: Lindsay Sharkey

Vote: Yes: 5 No: 0

F. Staff Reports

1. Superintendent of Schools Report

a. Organizational Chart review- Consensus with the Board on the draft chart.

b. Policy review and First Reading:

BEB- Board Member Use of Social Media

EFD- Meal Charging Policy- Fix one error.

GBIA- Staff Participation in Political Activities

IMB- Teaching About Controversial/ Sensitive Issues

JL- Student Wellness

JLFA- Child Sexual Abuse Prevention and Response

Second Reading: JLCD- Administration of Medication to Students

Motion to approve policies for first reading: Paula Lee Second: Betty Davis Vote: Yes: 5 No: 0

Second Reading: JLCD- Administration of Medication to Students

C. Western Maine Education Collaborative- Membership proposal presented by Supt. Pratt

Motion to request membership in WMEC: Paula Lee Second: Betty Davis

Vote: Yes: 5 No: 0

D. Freezer update: Supt Pratt reported that the freezer is in place and operational.

E. Efficiency update: Supt Pratt will send additional information and connect with Siemens on their review.

F. Food Service Management Update: Supt. Pratt reported that Andrew Hutchins consulting contract will expire in January. At that time Mrs. Snell will be taking over the associated reporting for the lunch program. She is currently receiving training and support from Mr. Hutchins.

2. Principal's Report- Parent Conferences- Nov. 6, Nov. 12, ( November 12 will be rescheduled for November 20)

Enrollment update: Supt. Pratt reported that there are 34 students currently enrolled at Andover Elementary School.

#### G. Committee Reports

Motion to extend the meeting beyond 7:01PM

Motion: Paula Lee Second: Betty Davis

Vote: Yes: 4 No: 0

One member had left the room.

1. Finance Committee – Review Expenditures: no report
2. Facilities and Transportation- Review MSMA report- The committee reviewed some of the items on the MSMA review and made a few recommendations. Board requested that a hand rail be placed in the center of the large stairway. Supt. Pratt will work on getting this done. Discussion on the heater repairs. Discussion about having a bottle collection bin for outside of the school. Discussion about the possibility of building a disc golf course for the playground. Questions about use of the building for a guitar class in the evening.
3. Region 9 Report- None

#### I. Executive Session

Executive session- Executive Session in accordance to 1 M.R.S.A.20A § 405 (6)(D)

Motion: Paula Lee Second: Lindsay Sharkey

Vote: Yes: 5 No: 0

Time in: 7:14 PM Time out: 7:23 PM

Motion to adjust the rate of pay for Brenda Bouchard starting on November 16, 2019

Motion: Paula Lee Second: Pete Coolidge

Vote: Yes: 5 No: 0

#### J. Announcements

- Meeting Schedule:

Wednesday, December 11, 2019. Regular Board Meeting. 5 PM Andover Elementary School

Wednesday, January 8, 2020 Regular Board Meeting 5 PM Andover Elementary School

Wednesday, February 12, 2020 Regular Board Meeting 5 PM Andover Elementary School

- Future Agenda Items: Second reading of policies, evaluation of the Supt., Auditors Report


#### K. Adjournment

Discussion:

Motion: Lindsay Sharkey Second: Betty Davis

Vote: Yes: 5 No: 0

Time: 7:27 PM

Respectfully submitted: 

Date: November 19, 2019