



WOCSD SCHOOL COMMITTEE

MISSION STATEMENT

The Wells-Ogunquit C.S.D. commits to ensuring that each scholar develops the social, academic, critical and creative thinking skills necessary to meet with success in college, career, citizenship and life. The responsibility for education is shared by student, family, school and community.

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MINUTES

The Wells-Ogunquit C.S.D. School Committee held a meeting on Wednesday, **June 21, 2017** in the Office of the Superintendent, 1460 Post Road, Wells, Maine.

School Committee members attending included: Helena Ackerson, Jason Vennard, Miranda Pollard, Karen MacNeill, and Boriana Dolliver.

Administrators in attendance included: Superintendent, James and Director of Technology, Michael Richards. Maryanne Foley was also in attendance.

1. **Call to Order/ Mission Statement**

- Chair Ackerson called the meeting to order at 5:08 pm.
- Chair Ackerson read the Mission Statement.

2. **Pledge of Allegiance**

- Chair Ackerson led the group in the Pledge of Allegiance

3. **Adjustments to Agenda**

ADD – Section 6 – Superintendent’s Report – Item Cii – Donation Acceptance

ADD – Section 7- New Business - Item D – Consideration/approval of Chromebook Purchase/Lease Agreement

- Item E – Consideration/approval of WES Summer Academy Staff

- Item F – Consideration/approval to hire WOCSD Athletic Director- Gr 6-12

- Item G - Consideration/approval to hire Administrative Assistant – part-time

- Item H - Consideration/approval to hire Administrative Secretary – Adult Ed

4. **Public Comment**

-none

5. **Consideration and approval of minutes of the School Committee Budget Meeting and the School Committee meeting held on:**

A. June 7, 2017

Motion to approve the School Committee Budget meeting minutes and School Committee meeting from June 7, 2017 as written.

Moved: Vennard

Seconded: Pollard

Vote: 5-0

6. Superintendent's Report

A. Notification of Position Appointment

i. WES Interim Administrative Secretary appointed to WES Administrative Secretary

-Supt. Daly notified the Committee that Cathy Lawrence had been appointed to the position of Administrative Secretary at Wells Elementary School effective 7/1/17. Ms. Lawrence had been hired as an interim administrative secretary following the resignation of the previous secretary.

B. Notification of Position Upgrade

i. WHS Ed Tech II to WHS Ed Tech III

- Supt. Daly notified the Committee that the Ed Tech II Library position at Wells High School had been upgraded to that of Ed Tech III Library. The position covers the duties previously performed by the librarian.

C. Superintendent's Update

i. Memorial donation appreciation

-Supt. Daly notified the Committee that a thank you note had been received from Mass General Hospital for the Committee's donation in memory Linda Cluff, former WOCSO faculty member.

ii. Donation acceptance

-Supt. Daly shared that the Forbes Family Foundation has donated \$6,270 to the District to be used "to set up virtual reality equipment for all three schools". Supt. Daly commented on the continued generosity of the Forbes Family in all aspects of student/facility needs.

At this time, Supt. Daly shared that the Committee had donated \$1,200 to WHS Sophomore, H. Cottis to aid in her quest to attend the National Soccer tournament.

7. New Business

A. Consideration and approval of District insurance bid award

-after review of several bid packets, Kyes Insurance, was recommended to be the CSD's insurer. Kyes Insurance has been the CSD's insurer for the past ten years.

Motion to approve the award of property and liability insurance bid to Kyes Insurance Company and to accept optional coverages

Moved: *Vennard*

Seconded: *Pollard*

Vote: 5-0

B. Consideration and approval of additional nomination for Extended Year Services personnel.

- Supt. Daly recommended Kelsey Tessier as an Ed Tech II for EYS personnel.

Motion to approve the nomination of Kelsey Tessier as an Ed Tech II to be included as additional Extended Year Services personnel as recommended by Supt. Daly.

Moved: *Pollard*

Seconded: *MacNeill*

Vote: 5-0

C. Consideration and approval to hire Wells Elementary School principal

-Supt. Daly explained that the position opening had been posted two weeks ago. Several strong, viable applications were received. The Search/Interview Committee met on June 19th to review applications with interviews on June 20th. Supt. Daly recommended the final candidate, April Noble, be hired as WES principal.

Motion to approve the hire of April Noble as Wells Elementary School principal as recommended by Supt. Daly.

Moved: *Vennard*

Seconded: *MacNeill*

Vote: 5-0

D. Consideration and approval of Chromebook Purchase/Lease Agreement

- Purchase of 355 Chromebooks to be used by students in each of the three buildings was posted for bid. Twelve bids were received from six different vendors. The bid offering the best value for the District was CTL Coporation.

Motion to approve accepting the Chromebook Purchase/Lease Agreement be awarded to CTL Corporation as recommended.

Moved: *MacNeill*

Seconded: *Pollard*

Vote: 5-0

E. Consideration and approval of WES Summer Academy staff

-Supt. Daly recommended the following staff be approved for the WES Summer Academy program:

Bonnie Esty – Academy coordinator

Donna Longley – teacher

Mary Noyes – teacher

Jen Abbott - teacher

Motion to WES Summer Academy staff as recommended.

Moved: *Pollard*

Seconded: *Dolliver*

Vote: 5-0

F. Consideration and approval to hire WOCSA Athletic Director -Grades 6-12

-Supt. Daly explained that the newly created position had been posted internally with one response. The selected candidate has been involved in an administrative internship this past year and holds other qualifications as needed in this position. He recommended Pierce Cole be hired as WOCSA Director of Athletics – Gr 6-12.

Motion to approve the hire of Pierce Cole as WOCSA Director of Athletics – Grades 6-12 as recommended.

Moved: *MacNeill*

Seconded: *Vennard*

Vote: 5-0

G. Consideration and approval to hire Administrative Assistant (part-time)

-Supt. Daly shared that there had been no viable applicants for this position and that Lil Lagasse had agreed to return to perform these duties on a part-time basis.

Motion to approve the hire of Lil Lagasse as Administrative Assistant (part-time) as recommended.

Moved: *Vennard*

Seconded: *Pollard*

Vote: 5-0

H. Consideration and approval to hire Administrative Secretary – Adult Ed

- Supt. Daly reiterated the lack of qualified applicants received for the several posted office/secretarial positions. The Adult Ed Admin Secretary position falls under the supervision of the Director of Adult Ed and Director of Finance/HR. Supt. Daly recommended Tammy Daly for this position.

Motion to approve the hire of Tammy Daly as Administrative Secretary – Adult Ed as recommended.

Moved: *MacNeill*

Seconded: *Dolliver*

Vote: 5-0

8. Old Business

A. Consideration and approval of revisions to Policy IKF – Graduation Requirements

Motion to approve revisions to Policy IKF-Graduation Requirements as written.

Moved: *MacNeill*

Seconded: *Pollard*

Vote: 5-0

9. Executive Session

A. To discuss a personnel matter pursuant to 1 M.R.S.A. § 405 (6) (A)

Motion to enter Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A. § 405 (6) (A).

Moved: *Vennard*

Seconded: *MacNeill*

Vote: 5-0

The Committee entered Executive Session at 5:29 pm and returned at 5:52 pm.

11. Adjournment

- Chair Ackerson asked for a motion to adjourn the meeting.

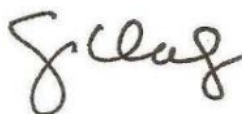
Motion to adjourn this meeting of the WOCSD School Committee at 5:53 pm.

Moved: *MacNeill*

Seconded: *Vennard*

Vote: 5-0

Respectfully submitted,



James P. Daly, Secretary
Wells-Ogunquit CSD School Committee