

**MOOSABEC CSD AND SCHOOL UNION NO. 103**  
**JOINT COMMITTEE MEETING MINUTES**

PLEASE NOTE THAT THE MINUTES ARE NOT FINAL UNTIL APPROVED AT THE NEXT MEETING.

A meeting of the Moosabec CSD and School Union No. 103 Joint Committee was held at Jonesport-Beals High School on Tuesday, December 16, 2025, with members present as follows: Adam Merchant, Mariner Bunker, Bethanie Beal, Morgan Monroe, Marie Johnson, Rebecca Stanwood, Ruth Fenton, and Kelton Beal. Also present was Superintendent of Schools Joseph Swain.

Board called the meeting to order at 4:27p.m.

1. Items #2 and #13 are tabled to a future Agenda.

Motion made by Morgan and seconded by Ruth. Vote passed 1349-0-0

2. Executive session, (1 M.R.S.A. §405(6)(A), Joint Board Members only)) To go over the Evaluation of the Superintendent.

Tabled in above Item #1.

3. Approval of Minutes

The Joint School Committee voted (1199-0-150) to approve the minutes of the November 5, 2025 meeting as written.

Motion made by Marie and seconded by Rebecca. Vote passed 1199-0-150.

4. The Joint School Committee shall organize by electing a Chairman and a Secretary who shall both be members of a School Committee.

a. Chairperson: Motion was made to have Morgan Monroe serve as Chairperson. Motion first by Marie and seconded by Rebecca. Vote passed 1349-0-0.

b. Secretary: Motion was made to have Renee Chandler serve as Secretary. Motion first by Morgan and seconded by Rebecca. Vote passed 1349-0-0.

5. The Joint School Committee shall adopt a written plan of cost sharing for the supervisory unit.

The Joint School Committee voted (1349-0-0) to approve a cost sharing based on the October 1<sup>st</sup> student count.

Motion made by Marie and seconded by Mariner. Vote passed 1349-0-0

6. The Joint School Committee shall determine the relative amount of service to be performed by the Superintendent in each unit.

The Joint School Committee voted (1349-0-0) that the relative amount of service to be performed by the Superintendent in each unit be at the discretion of the Superintendent.

Motion made by Bethanie and seconded by Marie. Vote passed 1349-0-0.

7. The Joint School Committee shall determine the minimum number of visits which the school Superintendent is required to make to each school for each term of the school year.

In order to determine whether a quorum will be present, please notify the Superintendent of Schools Office whenever you are unable to attend a meeting (497-2154)

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The Joint School Committee voted that the minimum number of school visits by the School Superintendent is required to be made at each school, be at the discretion of the Superintendent.

Motion made by Bethanie and seconded by Ruth. Vote passed 1349-0-0

8. The Joint School Committee shall elect the Superintendent by majority vote.

The Joint School Committee voted (1349-0-0) to have Joseph Swain serve as Superintendent for the period of July 1, 2026, to June 30, 2027.

Motion made by Ruth and seconded by Kelton. Vote passed 1349-0-0.

9. The Joint School Committee shall ratify the office personnel by majority vote.

- a. The Joint School Committee voted (1349-0-0) to have Michele Johnson serve as Business Manager.

Motion made by Marie and seconded by Kelton. Vote passed 1349-0-0

- b. The Joint School Committee voted (1199-150-0) to have Jessica Potts serve as Administrative Assistant to the Superintendent.

Motion made by Morgan and seconded by Marie. Vote passed 1199-150-0.

10. The Joint School Committee shall fix the Superintendent's salary.

- a. Motion made to fix the Superintendent's salary at \$84,562.00 and add 5 more vacation days. Motion made Ruth and seconded by Adam.

- b. Motion made to amend the motion to fix the Superintendent's salary at \$84,562.00 and 5 more vacation days down to 3 more vacation days.

Motion made by Bethanie and seconded by Ruth. Vote passed 1349-0-0.

- c. Voted on the amended motion to fix the Superintendent's salary at \$84,562.00 and 3 more vacation days.

Motion made by Ruth and seconded by Adam. Vote passed 1349-0-0.

11. The Joint School Committee shall fix the Maintenance/Transportation Director's salary.

The Joint School Committee voted (1349-0-0) to fix the Maintenance/Transportation Director's salary to \$60,500.00, benefits to stay the same.

Motion made by Morgan and seconded by Ruth. Vote passed 1349-0-0

12. The Joint School Committee shall fix the Special Education Director's salary.

The Joint School Committee voted (1349-0-0) to fix the Special Education Director's salary at \$75,000.00, benefits to stay the same.

Motion made by Bethanie and seconded by Ruth. Vote passed 1349-0-0.

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13. The Joint School Committee shall conduct the evaluation process for the Superintendent of Schools (Executive session, (1 M.R.S.A. §405(6)(A))

Tabled in above Item #1.

14. Adjournment – Motion by Bethanie and seconded by Morgan to adjourn at 5:20p.m. (1349-0-0)

Respectfully submitted,



Joseph M Swain, Superintendent

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