

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

Jonesport, Maine
December 10, 2015

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 School Committee was held at the Jonesport-Beals High School Family and Consumer Science Room on December 10, 2015 with members present as follows: Ernest Kelley Jr., Julie Farris, Clifford Norton III, Daniel Harden, Loren Faulkingham, Calvin Beal and Wilma Jones. Also present was Superintendent of Schools William Shuttleworth.

Julie Farris called the meeting to order at 6:40 p.m.

The Superintendent opened the meeting with the Pledge of Allegiance.

1. Approval of Minutes of September 3, 2015

The Joint School Committee voted (1,492-0-0) to approve the minutes of September 3, 2015.

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

A. Chairman

A motion was made and seconded to have Julie Farris serve as Chairman.

A motion was made and seconded that nominations cease.

The Joint School Committee voted (1,492-0-0) that nominations cease.

The Joint School Committee voted (1,492-0-0) that Julie Farris serve as Chairman.

B. Secretary

A motion was made and seconded to have Debbie Kelley serve as Secretary.

A motion was made and seconded that nominations cease.

The Joint School Committee voted (1,492-0-0) that nominations cease.

The Joint School Committee voted (1,492-0-0) that Debbie Kelley serve as Secretary.

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

It was voted (1,492-0-0) to adopt and use the following four factors for cost sharing: (a) enrollment, (b) teachers, (c) state educational subsidy and (d) state valuation. Cost sharing percentages to be used for the 2016-2017 school year are as follows:

Beals	22.3095%
Jonesport	42.2891%
Moosabec CSD	35.4014%

4. 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 (1,492-0-0) that the relative amount of service to be performed by the Superintendent in each unit be at the discretion of the Superintendent and on as needed basis.

5. 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.

The Joint School Committee voted (1,492-0-0) that the minimum number of visits which the school superintendent is required to make to each school be at the discretion of the Superintendent.

6. The Joint School Committee shall ratify the employment of office personnel.

The Superintendent reported that he would be continuing to employ April Carver and Terri Crowley as Secretary/Bookkeepers.

The Joint School Committee voted (1,492-0-0) to ratify the employment of April Carver and Terri Crowley as Secretary/Bookkeepers for the 2016-2017 year.

The Joint School Committee voted (1,492-0-0) to increase Terri Crowley's vacation days to 15 days per year and to increase her salary to that of 35 hours per week, predicated on past precedence.

Note: April Carver and Terri Crowley had requested a reduction in hours in March 2011 to 35 hours per week and 32 hours per week, respectively. See board minutes March 31, 2011.

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

The Joint School Committee voted (1,492-0-0) to accept William Shuttleworth's self-evaluation and elect him as Superintendent.

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

The Joint School Committee voted (1,492-0-0) to set the Superintendent's salary at \$56,000 for the 2016-2017 year and increase his travel allowance by \$1,000 to encourage the superintendent to attend state, regional and national conferences of his choice.

9. The Joint School Committee shall adopt a budget for the operation of the office of Superintendent of Schools including office assistants, supplies, utilities and other office expenses.

The Joint School Committee voted (1,492-0-0) to accept the 2016-2017 central office budget as presented with an increase to reflect the approved increase to Terri Crowley's salary reflecting an increase from 32 hours per week to 35 hours per week. The new total budget amount is \$195,747.20.

10. Adjournment

The Joint School Committee adjourned at 7:14 p.m.

Respectfully submitted,

William Shuttleworth
Superintendent of Schools

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