

**ANDOVER SCHOOL DEPARTMENT - ANDOVER SCHOOL BOARD**  
**MINUTES**

Wednesday, August 14, 2019, at **5:00 PM**

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

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

Members Excused: Tim Akers

Members Absent:

Members Late: Betty Davis arrived at 5:33

Members Dismissed:

Staff Present: X Susan Pratt, Superintendent

Guests Present: Steve Hudspeth

A. Call to Order: at 5:05 PM by Chairperson Paula Lee

B. Pledge of Allegiance: Chairperson Lee called for all to stand for the Pledge

C. Adjustments to the Agenda.

    Discussion: Request to add G(5)- Adoption of draft emergency plan

        Request to add G( 6) Policy updates discussion

    Motion: Paula Lee    Second: Pete Coolidge                      Vote: Yes: 3    No: 0

D. Communications- Board wanted to thank Mr. Thurston or repairing the front steps of the school.

E. Visitor's Comments: Mr. Hudspeth commented that it was nice to see the board operating so well during the August 1 meeting.

F. Discussion: Approval of Minutes from August 1, 2019 Meeting

    Motion: Paula Lee    Second: Pete Coolidge                      Vote: Yes: 3    No: 0

G. Reports

    • Superintendent

        ○ Hiring Updates- Appointment of Stephanie Sinclair as School Physician with a \$500 stipend.

        ○                      Appointment of Kathy Collins as Special Education Director with oversight responsibilities under the same terms as her previous contract.

        ○                      Hiring nomination for Ed Tech II- Joe Luce

Board voted to enter Executive Session in accordance to 1 M.R.S.A.20A § 405 (6)(D):

    Motion: Paula Lee    Second: Lindsay Sharkey                      Vote: Yes: 3    No: 0

Entered executive session at 5:10

Exited executive session at 5:30

Motion: To hire Joe Luce as an Ed Tech II- Paula Lee                      Second: Pete Coolidge

Vote: Yes: 3    No: 0

    ○ Purchase of a van:

Motion: Paula Lee- Move to authorize the Superintendent to purchase a new 2018 Dodge Grand Caravan SE for \$26,288 and to enter into a three-year payment plan with Citizen's Bank at a rate of 5.41% with an down payment of \$9600 and a monthly payment of \$ 504 and to sign the agreement as the legal treasurer of the school system.

Second: Pete Coolidge                      Vote: Yes: 4 No: 0

○ Facebook page for AES

Following a discussion and proposal the Board voted to allow the Superintendent to create a facebook page for Andover Elementary School

Motion: Paula Lee    Second: Pete Coolidge                      Vote: Yes: 4 No: 0

○ Staff training for opening day- Supt Pratt shared the planned agenda for staff workshop day.

○ Review and adopt a draft Emergency Plan: A beginning draft was shared and reviewed. The document will serve until updates can be reviewed for staff and community. Motion to approve

Motion: Paula Lee    Second: Pete Coolidge                      Vote: Yes: 4 No: 0

Superintendent Pratt will plan to have some draft revised policies in Sept.

#### H. Committee Reports

- Transportation and Facilities: Pete Coolidge and Lindsay Sharkey shared information on a meeting with energy efficiency specialists. They will review some data and share a proposal at a later date. Pete recommended putting out for bid a proposal to dispose of two old refrigerators. All present felt this was the appropriate next step.
- Discussion- Late Bus Letter: Superintendent Pratt will send a letter to parents explaining the use of the new van for late bus and for other purposes.

Motion: None

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

None Needed

#### J. Announcements

- Meeting Schedule:

Wednesday, August 14, 2019      Regular Board Meeting      5:00 PM.    Andover Elementary School

Wednesday, September 11, 2019.    Regular Board Meeting      5:00 PM.    Andover Elementary School

#### K. Adjournment

Discussion:

Motion: Paula Lee    Second: Pete Coolidge                      Vote: Yes: 4 No: 0

Time: 6:45 PM

Respectfully Submitted,



Susan A. Pratt  
Superintendent of Schools