

**MAINE SCHOOL MANAGEMENT ASSOCIATION**  
**49 Community Drive**  
**Augusta, Maine 04330**

**ANNUAL REPORT**  
  
**of the**  
  
**EXECUTIVE DIRECTOR**  
  
**2022-23**



*The following report is a summary of the activities and services of the Maine School Management Association (MSMA) during the past fiscal year (7/1/22– 6/30/2023). No attempt is made in this report to speak to the local, regional, or state activities of MSMA's two member associations: the Maine School Boards Association (MSBA) and the Maine School Superintendents Association (MSSA).*

## MSMA GOVERNANCE

This annual report is intended to provide school board members and superintendents of schools with comprehensive information about the operations and activities of the Maine School Management Association. As the administrative and service arm of the Maine School Boards Association (MSBA) and the Maine School Superintendents Association (MSSA), it is important for our membership to be aware of the programs and services provided, both from the standpoint of a report and as an indicator of the types of assistance available from MSMA.

The policies and services of the Maine School Management Association are established largely through the direction of the MSMA Action and Policy Committees. The Maine School Boards Association and Maine School Superintendents Association representatives on these two important MSMA Committees make decisions vital to the interests of all local school boards and superintendents served by the MSMA staff. The contents of this report reflect their guidance, support, and leadership.

The 2022-23 members of these Committees are acknowledged here for their dedication toward improving MSMA's efforts to better serve Maine's local school boards and superintendents:

### **MSMA Policy Committee**

**M** Peggy Lembo-Splaine, Chair  
(Boothbay-  
**S** Boothbay Harbor CSD)  
Jane Osborne  
**B** (School Union 76)  
Lucy Richard  
**A** (MSAD #1)  
Kim Bedard  
(Kittery)  
Becky Fles  
(MSAD #11)

### **MSMA Action Committee**

**M** Roger Shaw, Chair  
(Bridgewater)  
**S** Deborah Alden  
(RSU #10)  
**S** Patricia Hopkins  
(MSAD #11)  
**A** Christopher Howell  
(RSU #14)  
Patrick Manuel  
(RSU #1)

As the service organization for the Maine School Boards Association and the Maine School Superintendents Association, MSMA exists to provide high quality services to these organizations through outstanding member support and vigorous advocacy of their interests. Through a comprehensive communication system, including an online presence, we seek to provide information to members that will help enhance the education of all students in Maine's public schools. The staff at MSMA is a group of extraordinary individuals who are committed to delivering customized support in a caring and confident manner. This team puts forth great effort to exceed expectations to meet the needs of members. They are always seeking ways to provide greater service through more efficient means.

## LEGAL SERVICES

During 2022-2023, MSMA continued to rely on the legal services of MSMA attorneys (see list of MSMA Co-Counsel below) whenever necessary. They provided the expertise which served as the basis for MSMA's responses to questions of law posed by local school board members and superintendents throughout the year.

### MSMA Co-Counsel:

Peter Felmly, Esq.	Drummond Woodsum, Portland
Peter Lowe, Esq.	Brann & Isaacson, Lewiston
Eric Herlan, Esq.	Drummond Woodsum, Portland

The *MSMA School Law News*, published two times in 2022-2023, continued to keep school board members and superintendents informed on current legal developments in many areas of education law.

## SCHOOL LEADERSHIP DEVELOPMENT PROGRAM

MSMA continued its commitment to in-service training for school board members and superintendents throughout the state. The School Leadership Development Program involves a range of continuing education approaches and includes specially published materials as well as comprehensive workshops and seminars.

- The Annual MSMA Fall Conference was held in person on October 27 and 28, 2022. It involved approximately 706 participants.

On behalf of the MSMA Action Committee, I am pleased to submit the following report of the major MSMA activities in 2022-2023:

1. In-Service Program – Please see below for MSMA development activities during 2022-2023.

<u>In-Service Education Program</u>	<u>Month</u>	<u>Location</u>
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Five New Superintendent Workshops were held at the Augusta Campus of UMA. The sixth and final session was hosted by and held at the Cianbro Institute.

- #1 August 9, 2022
- #2 September 23, 2022
- #3 November 3, 2022
- #4 January 26, 2023
- #5 March 3, 2023
- #6 June 2, 2023 – Held at Cianbro Institute in Pittsfield

Board Chair Pre-Conference Workshop	October	Augusta Civic Center
Annual MSMA Fall Conference	October	Augusta Civic Center
LGBTQ+ and Other Politically Contentious Issues for Board Members (co-sponsored with DW)	October	Via Zoom
Boardsmanship 101 Workshop	December	Via Zoom
School Board Chair Meeting	December	Via Zoom
Collective Bargaining During a Pandemic (co-sponsored with DW)	January	Via Zoom
What You Need to Know About Navigating School Policies in 2023 (co-sponsored with DW)	February	Via Zoom
Board Chair Meeting – Focus on Policy Implementation	March	Via Zoom

2. MSMA Executive staff conducted **46 Focused Boardsmanship Workshops** held at the request of local school boards. **An additional 32 Regional School Board Workshops** were held via Zoom.

### **SUPERINTENDENT SEARCH SERVICE**

The single most important decision a school board makes is the selection of the unit's educational leader. MSMA has long offered an individualized Superintendent Search Workshop to assist local boards when such vacancies occur. This service is often requested and provided to MSBA member boards.

### **SUPERINTENDENT SEARCHES**

**7/01/22–6/30/2023**

AOS 77  
MSAD 37  
MSAD 44  
MSAD 58  
RSU 02  
RSU 29  
RSU 63  
Richmond  
Sebago  
School Union 93  
Van Buren  
Wiscasset

## COMMUNICATIONS/INFORMATION

MSMA uses emailed bulletins to keep school board members and superintendents informed about legislative and administrative actions that affect school districts as they happen. These have been used to report changing state and federal funding levels, to assist school board advocacy efforts on proposed legislation and correct misinformation put out by other sources. MSMA strives to collect email addresses from each individual school board member to keep its communication network current.

MSMA also distributes newsletters throughout the year including: *MSBA Update* (3 issues); *MSMA Labor Relations News* (3 issues); *MSMA Policy Development News* (4 issues); *MSMA School Law News* (2 issues); *MSSA News* (3 issues); and *MSMA Legislative News/Legislative Bulletins/Other Bulletins* (382). In-depth, stand-alone papers on important issues are released as needed.

MSMA staff responded to an estimated 8,500 email and telephone requests for information.

## POLICY SERVICES

MSMA has continued to add new and revised sample policies to its policy database. The database, which enables boards and superintendents to download policies in Word format for easy editing, has proven to be a popular addition to MSMA's range of policy services.

In addition to in-person, email, Zoom, and telephone policy consultations, MSMA Policy Services provided approximately 3,200 sample policies, procedures and job descriptions to superintendents and school board members. MSMA's Research Services responded to numerous superintendent/board requests for forms, articles, regulatory guidance, and other resource materials.

Four issues of Policy Development News were delivered in MSMA's electronic delivery format with embedded links to Word versions of the featured sample policies. Policies new or updated during the year include:

- AC/Nondiscrimination/Equal Opportunity and Affirmative Action
- ACAA/Harassment and Sexual Harassment of Students
- ACAA/-R/Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedure
- ACAAA/Transgender and Gender Expansive Students
- ACAAB/Equity, Diversity and Inclusion
- ACAB/Harassment and Sexual Harassment of School Employees
- ACAB-R/Employee Discrimination/Harassment and Title IX Sexual Harassment Procedures
- BEDB-R/Agenda Format
- BEDBA/Consent Agenda
- BEDH/Public Participation in School Board Meetings
- GBN/Family and Medical Leave
- GCFB/Recruiting and Hiring of Administrative Staff
- GCFB-R/Recruiting and Hiring of Administrative Staff Administrative Procedure

GCOA/Supervision and Evaluation of Professional Staff  
GCOC/Evaluation of Administrative Staff  
GCSB/Staff Use of Social Media

The February/March 2023 annual Policy Development News Index provided updated lists of required and recommended policies (with legal citations modified as needed), and a list of sample policies, administrative procedures and exhibits developed or revised by MSMA in calendar year 2022.

As audit and revision of MSMA’s sample policy manual is an ongoing process, Policy Services made technical revisions to numerous sample policies and updated legal references as needed.

Contracted services for policy manual development and/or revisions continue to be a valuable membership service. During the 2022–2023-year, policy manual project were completed for the boards of the Calais School Department; RSU 8 (Vinalhaven); RSU 34 (Alton, Bradley and Old Town); the Saco School Department; and the Sebago School Department. Policy manual projects are in progress for the South Portland Public Schools and RSU 2 (KIDS RSU).

“A Policy Primer: The Basics of School Board Policy” was presented at the 2022 MSMA Fall Conference.

## **PERSONNEL SERVICES**

**Consultation/Information Services** – During the 2022-2023 year, MSMA staff continued to provide consultation services to superintendents and board members in the personnel areas involving grievance responses, hiring, supervision, discipline, and general collective bargaining issues. MSMA also distributed three editions of the *MSMA Labor Relations Newsletter*.

**Statistical Data** – Reports on administrator, teacher, and hourly wage personnel were distributed at various times throughout the school year, and customized salary and benefit data were made available online for school systems on a request-for-information basis.

**Liaisons** – MSMA has continued to maintain relationships on behalf of MSBA and MSSA, with the Maine Principals’ Association, the Maine Education Association, MADSEC, Educate Maine, Maine Curriculum Leaders Association, Maine Administrators of Career and Technical Education, Maine Association of Business Officials, and Maine Children’s Alliance. MSMA staff also maintains liaisons with MePERS, the Department of Education, the Maine Labor Relations Board, the Maine Department of Health and Human Services, and the Maine Council of School Board Attorneys, among others.

## **LEGISLATION**

Maine School Management Association, based on the positions of the legislative committees of the Maine School Boards Association and Maine School Superintendents Association, delivered testimony on 153 bills affecting K-12 education in 2023.

## **MSMA INSURANCE TRUSTS**

- The MSMA Workers' Compensation Trust Fund provides coverage to 21,327 employees.
- The MSMA Property and Casualty Trust provides property, casualty, and school board liability insurance to 181 units with over \$3.4 billion in covered property.
- The MSMA Unemployment Compensation Trust Fund provides coverage to 172 units with over 28,000 employees.
- The MSMA Dental Insurance Trust serves 102 units with over 10,313 participants.
- The MSMA Group Insurance Trust provides Long-Term Disability, Short-Term Disability, and Life Insurance coverage. The Long-Term Disability program provides coverage to 75 units with 2,221 participants; the Short-Term Disability program provides coverage to 2 units with 44 participants; and the Life Insurance program provides coverage to 80 units with 1,788 participants.
- The Flexible Spending Account program provides coverage to 140 units with 1,200 participants.

## **CONTRACTED SERVICES WITH MSSA**

The service contract with the Maine School Superintendents Association calls for MSMA to provide a variety of administrative and clerical services throughout the year.

- The Deputy Executive Director of MSMA serves as the Executive Director of the MSSA.
- Meetings of the MSSA Executive Committee and sub-committees were organized and attended by MSMA staff.
- Various communications to the membership were prepared, including numerous committee reports.
- MSSA statewide meetings were arranged by MSMA staff.
- The *MSSA Newsletter* was prepared and distributed by MSMA staff.
- Liaisons with the regional associations of superintendents have continued.

2022-2023  
**MSMA STAFF**

ANGELA AUDETTE .....	Administrative Assistant
STEVEN BAILEY .....	Executive Director
MARY ELLEN BARRETT .....	Administrative Assistant
CHARLOTTE BATES .....	Director of Policy & Research Services
DOUGLAS BURDIN .....	Unemployment Compensation Services
MARY ELLEN BURKE .....	Workers' Compensation Claims Representative
LESLIE CARR .....	Administrative Assistant
DYLAN CHASE .....	Deputy Risk & Safety Manager
WENDY DOUGLAS .....	Client Services Manager
NITA FOLCKEMER.....	Property & Casualty Insurance Director
MICHELLE GOOCHER.....	FSA Representative
TERESA McKAY HATHAWAY.....	Receptionist/Administrative Assistant
SCOTT HOLMES .....	Risk and Safety Manager
DENISE JOY.....	Workers' Compensation Claims Representative
EILEEN KING .....	Deputy Executive Director
DEBORAH ROBERTS .....	CFO/Insurance Trusts Administrator
TONYA SMITH.....	Workers' Compensation Claims Representative
DEBBIE SWIFT .....	Administrative Assistant
AMBER TRASK.....	Workers' Compensation Service Representative
SHELLY VENTIMIGLIA.....	Accounting Manager
VICTORIA WALLACK .....	Dir. of Communications & Government Relations
TINA WILKINS .....	Accounting Assistant
JAMES WOOD .....	Workers' Compensation Insurance Specialist