

ISLESBORO CENTRAL SCHOOL DEPARTMENT
SPECIAL SCHOOL COMMITTEE MEETING
TUESDAY, JANUARY 30, 2018—6:15 P.M. IN MS. KRISTEN'S ROOM

MINUTES

- I. Call to Order and Roll Call: Board chair Laura Houle called the meeting to order at 6:16 p.m. Board members present: Laura Houle, Bill Kelly, Lars Nelson, Chloe Joule, and John Gorham. Others in attendance: Patrick Phillips, superintendent, and Heather Knight, principal.
- II. Correspondence
 - a. Letter from Heather Knight, Principal ICS. The board entered executive session at 6:20 p.m. under Title I, MRSA Sec. 405 6.A. to discuss a personnel matter. The board came out of executive session at 6:25 p.m. Motion by Bill Kelly, with second by John Gorham, to accept Heather Knight's letter of resignation, effective June 30, 2018, with the following addition: the board agrees to pay Ms. Knight for one day per year of service for unused sick days, amounting to a total of \$4,030 for her 10 years of service to the school and the town. Unanimous in favor. Laura Houle, on behalf of the board expressed her deep gratitude for all that Heather has done in her tenure at ICS.
- III. Adjustments to the Agenda: None
- IV. Open Session: No comments were made by the public.
- V. Unfinished Business
 - a. Discussion and possible approval of restructuring the current administrative roles. The board began a discussion of whether now, with both administrators having decided to not return next year, it should move forward with a restructuring of the administrative roles. Patrick had provided sample job descriptions and a possible job posting for the board's review. The board discussed whether the job titles listed on the documents captured the board's desire to project an innovative and unique picture of ICS. Bill Kelly suggested that rather than use the traditional title of superintendent-principal, or assistant principal, and the job descriptions listed, it would be more effective to use "head of school" and "dean of students" to capture the spirit of what the board intends. There was agreement from other board members on this point. There was some discussion of what teaching responsibilities the dean of students would include, since the position would be only half time administrative, but Heather and Patrick said it was too early to know for certain what openings we'd have to complete the person's role. Both Heather and Patrick were confident, however, that there would be openings. It was also discussed by the board how to sequence a possible search process, whether to conduct both searches simultaneously or whether to seek the head of school first, then allow that person to be involved with the search

for dean of students. Motion by Lars Nelson, with second by Chloe Joule to eliminate the current part-time superintendent position and the K-12 school principal position due to changes in local conditions, pursuant to 20-A MRSA Section 13305, and to create a new “Head of School” position and a “Dean of Students-Teacher” position for the 2018-19 school year. Unanimous in favor.

VI. New Business

- a. Possible discussion of search process for restructured administrative roles, including formation of a search committee to review proposed job descriptions, develop job postings, and make recommendations to the School Committee on issues related to the search. The board discussed how to begin the search process, and decided to appoint Laura Houle as chair of the Search Committee. Both Bill Kelly and John Gorham would also be members of the committee. It was agreed that four teachers would also be asked to join the process, one from each of the academic teams (elementary, middle, and high school) and one from the specialists. Laura suggested that the committee meet once prior to the February board meeting to review the job descriptions and the job postings for each of the positions, and bring back recommendations on both for board review at the February meeting.

VII. Other Business: None

VIII. Executive Session: (see above)

IX. Adjournment: The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Patrick Phillips, Superintendent of Schools