

# ISLESBORO SCHOOL DEPARTMENT

## SCHOOL COMMITTEE MEETING

April 9, 2013

A meeting of the Islesboro School Committee was held on Tuesday, April 9 at 4:00 p.m. in the Kristen Lau's classroom at Islesboro Central School.

### AGENDA/MINUTES

#### I. Call to order and roll call

- *Chairperson Julie Reidy called the meeting to order at 4:05 pm.*
- *School Committee members present: Julie Reidy, Bill Boardman, Shey Conover and Mike Boucher.*
- *Others in attendance included: Bonnie Hughes, Heather Knight and Supt Joe Mattos.*

#### II. Approval of Minutes

##### A. School Committee Meeting – March 12, 2013

- ***Motion by Bill to approve the March 12, 2013 School Committee Meeting Minutes. Seconded by Mike. Vote: 4-0***

##### B. School Committee Meeting – April 2, 2013

- ***Motion by Mike to approve the April 2, 2013 School Committee Meeting Minutes. Seconded by Bill. Vote: 4-0***

#### III. Review of Financial Records

##### A. School Revenue and Expense Reports

- *Supt Mattos distributed the auditor's Report and its Management Letter. He stated that he would review the Report and Management letter at the May school committee meeting. Several of the items in the Management Letter dealing with the ICS activity account have already been addressed.*
- *Supt Mattos reported that he and Sally had reviewed the Expense Reports and found no areas of concern. He did state that some of the info in the Revenue Report, which is generated by the town office, is incorrect due to conflicting information from auditors. Sally also keeps records of all revenue received. Supt Mattos stated that he will insure that the report is correct when a new report for FY 14 starts on July 1, 2013.*

##### B. School Lunch Accounts

- *It was noted that monthly notices are being sent to parents regarding student lunch balances and monies paid by parents. The current balance for unpaid school lunches is \$5,044.65, which is an increase of \$102.02 from last month's balance of \$4,942.55.*

##### C. School Activity Account

- *Heather Knight reviewed with the school committee a report generated by the Quicken accounting software that detailed all school account activity from July 1, 2012 to February 28, 2013. The school activity account (\$39,165.64) and bank accounts (\$39,168.86) were reconciled showing only a difference of \$3.22, which was interest earned to date.*
- *Heather stated procedures have been put in place for monitoring all school activity accounts, with internal checks conducted by Heather, Sarah, and ICS staff activity account advisors. One final step that needs to be put in place is for the timely (weekly) deposit of all monies into the school bank account. Heather stated that she had completed all the necessary paperwork to have*

*these deposits made at the same time when the Islesboro Town Office makes their deposits. She requested that a motion be made, for the record, approving this practice.*

- ***Motion by Bill to allow the Islesboro Town Office to make ICS bank deposits. Seconded by Mike. Vote: 4-0***

#### IV. Open Session (comment from the public)

- *None*

#### V. Correspondence and Communications

- *Supt Mattos distributed an email from Heather Sinclair (representing the ITA) stating that an ITA rep would not be attending tonight's school committee meeting but would like to share info with the school committee regarding several items. These items included: 1. Heather Sinclair and Jen McFarland will be the ITA reps on the Ad Hoc Committee for Teacher/Principal Evaluation, 2. an official letter of intent to negotiate will be sent early next fall, and 3. institute activities to promote positive communications such as a pot luck supper and to be included on future school committee meeting agendas.*

#### VI. Committee/Administrative Reports

##### A. Principal

- *Heather was not available to provide a full report due to working in the gym to make arrangements for the evening's Music Concert and Pot Luck Supper for parents. Her comments were limited to the school activity account, which were included in the notes in the section Review of Financial Records.*

##### B. Superintendent

- *Supt Mattos shared with the school committee that he had recently received a letter from MDOE regarding the ICS School Nutrition Program Review. ICS had complied with all recommendations and the review has been completed.*

##### C. Region 8

- *Bill reported he and Supt Mattos attended the March 27 Region 8 Board meeting. Bill stated that it was an emotionally charged meeting, which ended in the approval of the Region 8 budget for 2013/14. Supt Mattos attended the meeting based on concerns that funding for the island Region 8 programs might be cut from the budget. There was no discussion or action taken in respect CTE funding for island schools.*

##### D. School Facilities Committee

- *Supt Mattos reported that he is in the process of negotiating estimates with Port Lighting for the installation of stage lighting that was approved at the March meeting. Mike suggested that we seek additional estimates if Port Lighting estimates come in too high.*

#### VII. Unfinished Business

##### A. 2013/14 School Calendar

- *Heather presented a draft calendar for the 2013/14 school year. She explained that the calendar was a compromise which met the Region 8 calendar guidelines, as well as incorporating school committee and teachers' requests. The school calendar includes: 175 student seat days, 3 teacher inservice days, 2 parent/teacher conference days, as well as 4 Early Release days. Heather explained that in order to address teaching and learning issues throughout the school year, she was not able to schedule two inservice days on the Monday and Tuesday of Thanksgiving week, which was preferred by many school committee members.*

- ***Motion by Shey to approve the 2013/14 school calendar as presented. Seconded by Bill. Vote: 3-1***
- B. Second Reading of Policy IKA Grading System.
- *Supt Mattos reviewed the policy language with the school committee, noting that underlined revisions were made based on school committee recommendations at the March meeting.*
  - ***Motion by Bill to approve Policy IKA Grading System as presented. Seconded by Mike. Vote: 4-0***
- C. Second Reading of Policy JKAA Student Restraint and Seclusion and Policy JKAA-R
- *Supt Mattos pointed out that no revisions had been made to Policy JKAA since the March meeting. He noted that this policy and its administrative procedures are aligned with MDOE Chapter 33 Rule Governing Physical Restraint and Seclusion. He also stated that he had identified MDOE approved certified restraint and training programs for restraint. Guidance Counselor Nicole Hatch has been trained in a restraint training program.*
  - ***Motion by Mike to approve the second reading of Policy JKAA as presented. Motion seconded by Shey. Vote: 4-0***
  - *Supt Mattos reviewed policy JKAA-R Administrative Procedures with school committee members pointing out a change that was made on page 10, which clarified the reporting process requirements. He also shared with the school committee comments solicited from Marion Gartley regarding meeting with parents of special education student who had been involved in restraint incidents. She recommended that school officials meet with parents after the first incident and not after the third incident as written in the present policy. School committee members also recommended that there should be a meeting with parents after the first incident for any student involved in a restraint incident. Supt Mattos will make these revisions.*
  - *Shey pointed out that there should be some process in place for debriefing with students who may have observed or been affected by a restraint incident. Supt Mattos will insert language on page 9, section B regarding debriefing with students who view or may have been affected by this restraint.*
  - ***Motion by Bill to table the second reading of JKAA-R until recommended revisions are made to JKAA-R. Motion seconded by Mike. Vote: 4-0***
- D. First Reading of Policy III – Individualized Programs of Study for HS Graduation Credit
- *Supt Mattos pointed out that the only change in this policy was in the title, which was changed from Independent to Individualized. Heather recommended this change because it better described what the program is and will be consistent with policy and administrative procedure language.*
  - ***Motion by Bill to approve the first reading of Policy III as presented. Seconded by Shey. Vote: 4-0***
  - *The school committee next reviewed Policy III-R Administrative Procedures. Supt Mattos explained that there was only one addition to this policy - # 6, which dealt with maximum credits and exceptions. All other changes in the policy language were made in order to have consistent language throughout the administrative procedures or for clarity purposes.*
  - *School committee members recommended that language be inserted in the policy regarding no retroactivity for individualized study approval and that language be inserted in #9 regarding exceptions for payment of expenses may be granted by principal and superintendent. Also, that policy and legal references be included in all policies.*
  - *Applications for Individualized Study will be made into Policy III-E Exhibits.*
  - ***Motion by Mike to approve the first reading of Policy III-R Administrative Procedures with recommended changes. Seconded by Shey. Vote: 4-0***

- E. First Reading of Policy IHC Alternative School Programs for High School Graduation Credit
- *Supt Mattos stated that the only recommended change to this policy is to delete language about maximum credits to be earned towards HS graduation credit. This language would be included in the Administrative Procedures.*
  - ***Motion by Shey to approve the first reading of Policy IHC as presented. Seconded by Mike. Vote:4-0***
  - *The school committee reviewed policy IHC-R Administrative Procedures. Similar to policy III, language had been added to the existing administrative procedures regarding credits earned towards HS graduation requirements with exceptions. The school committee also recommended that language be added to #9 regarding “partial or full funding for alternative programs with approval of principal and superintendent.”*
  - *Applications for Alternative School programs will be made into Policy IHC-E Exhibits.*
  - ***Motion by Mike to approve the first reading of Policy IHC with recommended changes. Motion seconded by Shey. Vote: 4-0***
- F. Second Reading of Policy IKF Graduation Requirements
- *Supt Mattos noted that policies III, III-R, IHC and IHC needed to be revised and approved before approving Policy IKF because of the reference to these polices in section II of Policy IKF. He recommended that school committee members carefully review sections II and III prior to the May meeting in order to decide which items should be included or deleted. Supt Mattos will check policies on home schooled students and special education students in respect to graduation requirements.*
  - ***Motion by Shey to table the second reading of policy IKF Graduation Requirements. Motion seconded by Bill. Vote: 4-0***

## VIII. New Business

### A. First Reading of Policy ILA – Comprehensive Assessment System

- *Supt Mattos reviewed Policy ILA with school committee members, first focusing on the purpose of the policy, which is to: 1. collect and analyze information for guiding classroom instruction, 2. monitoring student achievement, and 3. validating student achievement of local, state and national standards. Discussion also included what types of info would be collected, how it would be used, and how this information would be interpreted and reported.*
- *School committee members recommended that a date be inserted in the policy which states when this information would be made available to parents and Islesboro community members.*
- ***Motion by Bill to approve the first reading of Policy ILA – Comprehensive Assessment System. Motion seconded by Mike. Vote: 4-0.***

### B. Discuss Timeline and Process for ITA Contract Negotiations

- *School committee members agreed that this item be discussed in Executive Session at the May school committee meeting.*

### C. Create Ad Hoc Committee for Teacher/Principal Evaluation

- *School Committee members agreed with Supt Mattos’s recommendation that an Ad Hoc Committee on Teacher and Principal Evaluation be established. This committee will be comprised of two ICS teachers, two school committee members, Principal Heather Knight, Supt Mattos, and two Islesboro community members approved by the school committee.*

- *Supt Mattos will post notices in the Islesboro Community soliciting individuals for these Ad Hoc Committee positions. Hopefully this committee will be established and begin its work by mid-May.*

**D. Discuss Guidelines for Dealing with Student/  
Family Issues**

- *Supt Mattos prepared some “Guidelines for Employees” in respect to how school employees should deal with sensitive issues involving students and/or their families. These guidelines would hopefully reduce potential conflicts that could arise between school employees and community citizens regarding school employee involvement in student and /or their family issues.*
- *Due to time constraints, school committee members recommended that this discussion be tabled until the May school committee meeting.*

**IX. Other Business**

- *None*

**X. Adjournment**

- *The next regular Islesboro School Committee meeting is scheduled for Tuesday, May 14, 2013 at 7 pm in the Music Room of ICS.*
- ***Motion by Bill to adjourn the meeting. Motion seconded by Shey. Vote: 4-0 (6:07 pm)***

*Respectfully Submitted,*

*Joseph Mattos – Islesboro Superintendent of Schools*

*Follow-up Activities*

- 1. Supt Mattos will add to the monthly school committee meeting agenda under Correspondence and Communication the Islesboro Teachers’ Association Report*
- 2. Supt Mattos will make recommended changes to policies (JKAA-R, III-R, IHC-R) and post completed policies on ICS web site.*
- 3. Supt Mattos will ask Heather for word documents for the applications for policy III and IHC. These will be formatted as policy exhibits.*
- 4. Supt Mattos will advertise for interested community members to serve on the Ad Hoc Committee for Teacher/ Principal Evaluation.*

*Agenda items for May 12 school Committee Meeting*

- *Review of Financial Records*
  - *Review Auditor’s Report and Management Letter*
- *Unfinished Business*
  - *Second Reading of Policy JKAA-R*
  - *Second Reading of Policy III and III-R*
  - *Second Reading of Policy IHC and IHC-R*

- *Second Reading of Policy IKF*
  - *Second Reading of Comprehensive Assessment Policy*
  - *Discuss Guidelines for Employees for dealing with sensitive student and/or family issues*
- *Executive Session*
  - *ITA Teacher Negotiations for 2013/14*