

ISLESBORO SCHOOL DEPARTMENT

SCHOOL COMMITTEE MEETING

May 14, 2013

A meeting of the Islesboro School Committee was held on Tuesday, May 14 at 7:30 p.m. in the Music Room of Islesboro Central School.

AGENDA/MINUTES

I. Call to order and roll call

- *Chairperson Julie Reidy called the meeting to order at 7:26 pm.*
- *School Committee members present: Julie Reidy, Bill Boardman, Shey Conover, Laura Houle and Mike Boucher.*
- *Others in attendance included: Bonnie Hughes, Kristen Lau, Katie Nelson, Heather Knight and Supt Joe Mattos.*

II. Election of Officers and Committee Appointments

A. *Elections were held for the following school committee leadership positions:*

- a. Chairperson – Julie Reidy, Vote: 4-0*
- b. Vice Chairperson – Mike Boucher, Vote 4-0*

B. *Committee Appointments:*

- a. Policy Committee – Shey Conover and Julie Reidy*
- b. School Facilities Committee – Laura Houle and Mike Boucher*
- c. Finance Committee – Julie Reidy and Mike Boucher, Bill Boardman (Alternate)*
- d. Region 8 Board – Bill Boardman*

III. Approval of Minutes

A. *School Committee Meeting – April 9, 2013*

- ***Motion by Mike to approve the April 9, 2013 School Committee Meeting Minutes. Seconded by Bill. Vote: 5-0***

IV. Review of Financial Records

A. *School Revenue and Expense Reports*

- *Supt Mattos reported that he and Sally had reviewed the April Expenses and Revenue Reports and found no areas of concern.*
- *Supt Mattos reviewed with the school committee information contained in the Auditor's Report for 2011/12. This information included recommendations in the Management Letter regarding the ICS Student Activity Account, fund balance information, and special revenue info for school lunch program. Supt Mattos reported that all areas identified in the Management Letter had been addressed. Also, he noted that there is approximately \$30,000 in the Unassigned Fund Balance, which will be used as a revenue source for the 2014/15 school budget.*

B. *School Lunch Accounts*

- *Sup Mattos stated that the Auditor's Report showed a deficit of \$1,532 in the School Lunch Program for 2011/12. This deficit was due to unpaid student and staff school lunch bills. A process for dealing with unpaid lunch bills will be presented at the next school committee meeting.*

- *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 \$4,929.05.*

C. School Activity Account

- *Heather Knight presented a Quicken software report ending April 30, 2013 for school activity account expenditures and current balances. This report balances with the ICS Camden National checking account and LPL balance totaling \$24,095.23. As per the Auditor's Management Letter recommendation, this report is to be reviewed and approved by the principal and superintendent on a monthly basis.*

V. Open Session (comment from the public)

- *Bonnie Hughes stated that she had resigned her position as the newspaper reporter for the Islesboro School Committee meetings. School Committee members thanked Bonnie for her service and the quality of her work. Bonnie complimented the school committee and administration for their professionalism in performing their responsibilities.*

VI. Correspondence and Communications

- *Islesboro Teachers' Association – As discussed with Supt Mattos, the ITA would like to increase communications with the school committee by providing a report at each school committee meeting. Kristen Lau and Katie Nelson distributed and read from information prepared by the ITA regarding ITA members concerns and items for interest. Two concerns identified were academic support for students in grades 7-12 and curriculum expectations for the 2013/14 school year. Kristen and Katie also provided school committee members with a brief summary of how they were combining their efforts to develop a grades 7-12 English/Social Studies Department to better address students' learning needs. Supt Mattos and Heather stated that they had previously met with ITA reps to discuss these concerns and would be addressing them in the near future. Supt Mattos will report on this at the June school committee meeting.*
- *Julie Reidy complimented Kristen and Katie regarding their efforts in promoting the Creative Writing Contest. Julie remarked that the quality of students' writing this year was outstanding.*
- *Supt Mattos distributed a letter to school committee members that had been sent by Meredith Ares, a selectperson from Searsport in response to a letter sent to all Selectman and School Boards by Senator Michael Thibodeau. Ms. Ares letter was written to clarify some misrepresentations of fact stated in Senator Thibodeau's letter. No action taken.*

VII. Committee/Administrative Reports

A. Principal

- *Heather distributed a copy of her May 14 Principal's Report which included information on: 1. Magnet Application Update; 2. Senior Portfolio Days (May 20 and 21); 3. Athletic Positions Review; Senior Class Trip Presentation (May 30 at 6 pm); and 5 Recognition Night on June 12 at 6 pm.*
- *Heather provided a summary of next steps for evaluating the AD and coaching positions. She will be making recommendations for the fall coaching positions (and possibly basketball) at the June school committee meeting. Heather will contact the MPA regarding guidelines for coaches working with athletes during the summer months.*
- *Heather reported that the May Day celebration was a huge success despite the rain. Kudos to Ryan and ICS staff for organizing this celebration.*
- *Heather distributed info about an upcoming activity on Sunday, May 19 at the Farnsworth Art Museum involving ICS students. This activity celebrates the artwork of area 4th and 7th grade students as part of The Stories of the Land and Its People project.*

B. Superintendent

- *Supt Mattos reported he would be convening a meeting of the Ad Hoc Committee for Teacher/Principal Effectiveness in the next week or so. He will contact those community members who have expressed interest in participating on this committee. Mike and Laura will serve as the school committee reps on this committee. Supt Mattos will send out info to all committee members next week.*
- *Supt Mattos discussed with the school committee some proposed revisions to the Island Fellow application for 2013/14. The Island Fellow responsibilities would be to coordinate and provide administrative support to a Steering Committee, which is charged with identifying the needs of parents on Islesboro and providing resources to address these needs. Shey recommended that Supt Mattos make revisions to the application and resubmit to the Island Institute. Also included in these changes should be activities that address Service Learning. Supt Mattos will revise the application and resubmit to the Island Institute.*
- *Supt Mattos stated that although the 2013/14 school budget passed overwhelmingly, he is concerned that Magnet Program needs further discussion regarding such issues as tuition costs and increases, scholarships, enrollment, and additional costs for program. Mike recommended that this be discussed at a future school committee workshop.*
- *Supt Mattos noted that it was brought to his attention that Rosh Hashanah (a Jewish holiday) might conflict with the first few days of the 2013/14 school year. Supt Mattos pointed out that school begins on Tuesday, September 3 and Rosh Hashanah is observed on September 5 and 6.*

C. Region 8

- *Bill reported that he had attended a recent Region 8 Board meeting at which time staff and students presented information on the Marine Studies Program, which was very informative and interesting. Bill also mentioned that a Bullying policy was presented and adopted at the meeting.*

D. School Facilities Committee

- *Supt Mattos provided school committee members with a written summary on the status of ICS maintenance issues. He reviewed one specific issue that dealt with the gym rooftop heating and ventilation unit. He stated that it was recommended by Tom Fullerton (Northeast Controls) that modifications are made to this unit that would make it run more efficiently. The total cost for these modifications is \$5000. Supt Mattos and Dick Cilley will do some research regarding the original design and installation of the unit.*

VIII. Unfinished Business

A. Second Reading of Policy JKAA – R Student Restrain and Seclusion Administrative

Procedures

- *Supt Mattos recommended that a second reading of JKAA-R Administrative Procedures be tabled until revisions can be made to it regarding recent changes in MDOE rules. Supt Mattos distributed information from Drummond Woodsum regarding these rule changes. Supt Mattos will contact MSSA in order to acquire a sample policy with these revisions.*
- ***Motion by Mike to table the second reading of Policy JKAA-R Administrative Procedures. Motion seconded by Laura. Vote: 5-0.***
- B. Second Reading of Policies III and III-R – Individualized Study for HS Graduation Credit
 - ***Motion by Shey to approve second reading of Policy III. Motion seconded by Bill. Vote: 5-0***
 - ***Motion by Shey to approve the second reading of Policy III-R Administrative Procedures. Motion seconded by Bill. Vote: 5-0***
 - *Supt Mattos will remove all editing comments from policies and have the policies posted on the ICS web site.*

Credit

C. Second Reading of Policies IHC and IHC-R – Alt. School Programs for HS Graduation

- ***Motion by Shey to approve second reading of Policy IHC. Motion seconded by Bill. Vote:5-0***
- ***Motion by Shey to approve second reading of Policy IHC Administrative Procedures. Motion seconded by Bill. Vote: 5-0***
- *Supt Mattos will remove all editing comments from policies and have the policies posted on the ICS web site.*

D. Second Reading of Policy IKF Graduation Requirements

- *School committee members reviewed Section III of the Policy IKF regarding other considerations for awarding a HS diploma. These considerations included: transfer students, home-schooled students, students receiving special education services, delayed awarding of diplomas, early awarding of a diploma, extended study, participation in graduation ceremony, honor and awards at graduation and exceptions for veterans. Supt Mattos will make revisions to section III based on school committee recommendations.*
- ***Motion by Bill to table the second reading of Policy IKF Graduation Requirements until revisions have been made to the policy. Motion seconded by Shey. Vote: 5-0***

E. Second Reading of Policy ILA - Comprehensive Assessment System

- *Supt Mattos stated that he had made some significant changes to the policy since the last reading. He reviewed the policy, pointing out language that had been added to the policy since the first reading. It was recommended that school committee members be provided with additional time to read and think about policy implications, to identify questions, etc., Supt Mattos stated that he had reviewed this policy with the Islesboro Teachers' Association.*
- ***Motion by Laura to table the second reading of Policy ILA. Seconded by Mike. Vote: 5-0***

IX. New Business

A. Appointments

- *Based on the recommendation of Heather Knight, Supt Mattos approved the appointment of Krysti Hall as the Administrative Assistant to the ICS Principal. No school committee action is needed for approving staff appointments.*

B. Guidelines for Dealing with Sensitive Student and Family Issues

- *Supt Mattos reviewed a set of proposed guidelines for employees to use when dealing with sensitive personal issues involving ICS students and/or their parents. These guidelines included:*
 - *Follow all laws regarding reporting incidents of suspected abuse or neglect.*
 - *Provide information to law enforcement officials when requested.*
 - *Stay neutral and do not take sides.*
 - *Maintain confidentiality.*
 - *Testify in court only when subpoenaed.*
- *School committee members agreed that these guidelines would help to reduce potential conflicts between school and parents/community members. The only guideline that might be of concern to employees involves testifying in court only when subpoenaed, which may appear to be in conflict with their right to free speech. School committee members said that could not prohibit a staff member from testifying in court but recommended that employees who testify in court without being subpoenaed state that they are not speaking as a representative of the Islesboro School Department.*
- *School committee members recommended that Supt Mattos solicit feedback from ICS teachers and staff about these guidelines. Supt Mattos will discuss these guidelines when he meets with the Islesboro Teachers' Association in June.*

C. Nomination of Probationary Teachers

- *Supt Mattos nominated the following Probationary Teachers for Continuing Contract status:*
 - *Betha Howell*
 - *Vicki Conover*
 - *Jen McFarland*
- *Supt Mattos nominated the following Probationary Teachers for a 2nd Probationary Contract:*
 - *Becky Bolduc*
 - *John Bolduc*
 - *Marion Gartley*
 - *James Graham*
 - *Nicole Hatch*
 - *Kristen Lau*
- ***Motion my Bill to go into Executive Session for the purpose of discussing the employment of employees - (1 M.R.S.A. 405 (6) (A). Motion seconded by Mike.(9:50 pm)***
- *School committee members returned to open session at 10:05 pm*
- ***Motion by Laura to approve all nominations of probationary teachers. Motion seconded by Shey. Vote: 4-0 with 1 abstention (Mike)***

IX. Other Business

- *None.*

X. Executive Session

- A. Discussion of ITA Teacher Negotiations for 2013/14
- B. Discussion of Annual Performance Evaluation of ICS Principal
 - ***Motion by Laura to go into Executive Session for the purpose of Labor Contract Discussions (1 M.R.S.A. 405 (6) (D) and to discuss the Evaluation of an Employee (1.M.R.S.A. 405 (6) (A).Motion seconded by Mike. (10:06 pm)***
 - *School committee came out of Executive Session at 10:18 pm*
 - ***Motion by Mike to extend the contract of ICS Principal Heather Knight to June 30, 2016. Motion seconded by Shey. Vote: 5-0***

XI. Adjournment

- *The next regular Islesboro School Committee meeting is scheduled for Tuesday, June 11, 2013 at 7 pm in the Music Room of ICS.*
- ***Motion by Laura to adjourn the meeting. Motion seconded by Shey. Vote: 5-0 (10:20 pm)***

Respectfully Submitted,

Joseph Mattos – Islesboro Superintendent of Schools

Follow-up Actions:

1. *Supt Mattos will report back to the school committee at the June Meeting regarding how school administration has responded to ITA concerns*
2. *Heather will contact MPA regarding guidelines for coaches working with athletes during the summer months.*

3. *Supt Mattos will send out info next week to the members of the Ad Hoc Committee for Teacher and Principal Effectiveness.*
4. *Supt Mattos will revise Island Institute Fellow application.*
5. *Supt Mattos will identify a date for a school committee workshop for the purpose of discussing the ICS Magnet Program.*
6. *Supt Mattos and Dick Cilley will research issues relating to the design and installation of the gym rooftop HV unit.*
7. *Supt Mattos will contact MSSA for a sample policy of policy JKAA Student Restraint and Seclusion.*
8. *Supt Mattos will remove all editing comments from approved policies and have these policies posted on the ICS web site.*
9. *Supt Mattos will revise policy IKF Graduation Requirements based on school committee recommendations.*
10. *Supt Mattos will update the contract for Principal Heather Knight to end in June 2015.*