

ISLESBORO SCHOOL DEPARTMENT

SCHOOL COMMITTEE MEETING

August 14, 2012

There will be a meeting of the Islesboro School Committee on Tuesday, August 14 at 7:00 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 7:01 pm.
 - School Committee members present: Julie Reidy, Laura Houle, Bill Boardman, Mike Boucher, and Shey Conover.
 - Others in attendance included: Heather Knight, Bonnie Hughes, Kate Legere, Frank Start, and Supt Joe Mattos.
- II. Approval of Minutes
 - A. Regular Meeting – July 10, 2012
 - **Motion (Bill) to approve the July 10, 2012 School Committee Meeting Minutes with recommended revisions. Seconded by Shey. Vote: 5-0.**
- III. Review of Financial Records
 - A. School Revenue and Expense Reports
 - Supt Mattos reported that there were no unanticipated or unusual expenses thus far in the new fiscal year. Teacher salaries are being expensed from the 2011/12 school budget. He stated that there was only \$13 owed as revenue from Magnet Tuition for 2011/12 and \$355 owed from 2010/11. Letters have been sent to parents regarding these owed monies.
 - B. School Lunch Accounts
 - The committee reviewed some summary information about the 2011/12 school nutrition program that Supt Mattos had prepared, which included total meals served, outstanding balances, and current student lunch prices. Currently the balance in the school's nutrition program is -\$3,710, which breaks down into \$3,102 still owed by students/staff for meals and -\$608 from program expenses. Letters will be sent home to parents regarding all unpaid balances. Supt Mattos reminded school committee members that for the past several years the school nutrition program has run at a deficit of approx. \$4,000 each year.
 - Supt Mattos recommended that student lunch prices be increased for the 2012/13 school year to meet state requirements for cost increases \$(.05) and also to cover increased program expenses. He recommended that K-5 student lunch prices be increased by .10 to \$1.35 and grades 6-12 lunch prices be increased by .20 to \$2.25. These price increases should generate an additional \$1200 in revenue for 2012/13. Supt Mattos stated that he believed ICS lunch prices are still significantly lower than what other area school system charge for student meals. Adult priced meals will remain the same at \$4.00. A

recommendation from MDOE regarding an increase in adult meals is forthcoming.

- **Motion (Laura) to approve the increase of student lunch prices for students in grades K-5 to \$1.35 and grades 6-12 to \$2.25. Motion seconded by Shey. Vote: 5-0**

C. School Activity Accounts

- Heather Knight reviewed a printout of current income, expenses and balances for the ICS activity account. She reviewed some of the processes that will be used to supervise the accounts, stating that she will be overseeing these processes with Kayla.
- Heather stated that as past practice the remaining funds in the Class of 2011 and 2012 accounts will be transferred into the ICS Teacher Scholarship Fund.

IV. Open Session (comment from the public)

- None

V. Correspondence and Communications

- None

VI. Committee/Administrative Reports

A. Principal

- Heather provided the school committee with a written Principal's Report. This report included information on PE Interview and Update, Eney4Me Conference, Class Rank, and a student activity on Hurricane Island. Heather discussed each of these items, spending considerable time presenting information on Class Rank. Issues and criteria discussed regarding determining class rank will be used to create a new policy, which will be presented for a first reading at the September School Committee meeting.
- Heather and Kate Legere provided the school committee with information regarding recommended changes in the K-12 French program. Kate provided the school committee with written information regarding Broad Goals and Major Skills taught in French, K-12. It was recommended that the goals and skills for Grades K-2 could be met through other types of school activities and school resources, rather than by a weekly 20 minute period of French classroom instruction. Also, grade 3 French instruction would be decreased to one period per week instead of two periods. This revised structure would provide time to teach a French III class. The school committee was in agreement with this proposed change. Heather said this new structure will be reviewed at the end of the 2012/13 school year regarding its impact on student learning.
- School Committee members also discussed issues related to students who would like to take other languages through independent study, who would supervise them, etc. Heather explained the process for approving these

programs and assigning a staff member or qualified individual to monitor students' work.

- Supt Mattos expressed concern that we need to insure that the quality of students' learning for all ICS courses meet external benchmarks and standards for high student performance. In the case of French 1 and French 2, he recommended that ICS students participate in a national standardized French I and II testing program. Information from these assessments will provide information that will affirm the quality of student learning at ICS or provide us with information on how to improve teaching and student learning.
- Heather reported that Kristen Lau was being recommended to be the afternoon PK program supervisor.

B. Superintendent

- Supt Mattos recommended that a committee be established to review and make decisions regarding student transportation issues. Specifically, a short and long term plan needs to be established for purchasing and maintaining a fleet of buses that meets the needs of ICS programs and activities. Julie, Mike and Laura agreed to serve on this committee. Joe will establish a date for the committee (Transportation Committee?) to meet.
- Supt Mattos also mentioned that he and Heather had met with Paula Mirk from the Institute of Global Ethics to discuss participation in a grant program that would provide resources to ICS students and teachers for helping students acquire and develop ethical core values such as respect, responsibility, integrity, etc. Heather will discuss this with the ICS Lead Team.

C. Region 8

- Bill reported that there was no July meeting of the Region 8 Governance Committee.

D. School Facilities Committee

- Laura, Mike, and Supt Mattos reviewed their discussions from the recent August 9 and 14 School Facilities Committee meetings regarding prioritizing and funding school facility projects. Approximately \$47,000 is available in unused school construction monies for these projects. The total cost of all projects is approx. \$60,000. These projects included: 1. replacement of school boiler, 2. purchase and installation of outdoor security cameras, 3. repair of school bleachers, 4. upgrades to stage sound and lighting systems and replacement of curtain, 5. insulation of grades 3/4 classroom, and 6. fencing for school playground. School committee members discussed the needs and costs of each project.
- **Motion (Bill) to approve for funding projects 1, 2, 3 and one half of 6, and to further investigate costs for projects 4 and 5. Seconded by Bill. Vote: 5-0**
- Although project 4 was not approved for funding at this time, school committee members believed it was important that a new curtain be purchased (safety issue) the sound system be upgraded this year.

VII. Unfinished Business

A. School Committee Goals for 2012/13

- Supt Mattos recommended that school committee member goals for 2012/13, which had been discussed at the July school committee meeting, be included in the ICS School Improvement Plan that he was creating with the ICS Lead Team. School committee members agreed with this recommendation. Supt Mattos will write up these goals using School Improvement Plan templates and present them to the school committee at the August meeting.

VIII. New Business

A. Discuss update to ICS Policy ACAA – Harassment and Sexual Harassment of Students

- Supt Mattos explained that existing policy ACAA – Harassment and Sexual Harassment of Students needs to be updated to meet state laws. Language needs to be added that includes “sexual orientation” as a form of harassment.
- **Motion (Shey) to revise policy ACAA (first reading) to include the term “sexual orientation”. Seconded by Laura. Vote: 5-0**

B. Discuss ISC Policy IKE – Graduation Requirements

- Heather provided the school committee with written information that summarized past and current credit requirements for graduating from ICS. She also distributed information on Graduation Requirements that is published in the ICS Student Handbook. Currently there is no approved ICS policy for Graduation Requirements.
- There was discussion regarding the total number of credits needed to graduate, as well as the number of “core credits”. Also discussed was the requirement for two lab sciences and Horticulture being used as a science and lab credit. It was agreed that current requirements for graduation are 25 credits with 20 core credits.
- It was recommended that Supt Mattos draft a Graduation Requirements policy, which reflects the school committee’s concerns, for a first reading at the September school committee meeting.

C. Recommendation to establish a grades 5-8 X-Country Team

- Supt Mattos stated that because there would be no varsity X-Country Team this school year due to low enrollment, he was recommending that a grades 5-8 X-Country Team be established. The coaching stipend for this position would be \$1050, which is equitable with other MS coaching positions. Unexpended monies from not having a varsity X-Country coach would be used to fund this coaching stipend. It is expected that 6-8 students would participate in this program. Supt Mattos also said that we would appoint Johanna Rodgers to coach this team. Johanna was appointed as the HS X-Country Team coach.
- There was some discussion regarding creating this new team without establishing criteria or expectations for the program. Supt Mattos stated that the new Athletic Program policy establishes guidelines and expectations for all school athletic programs. Concern was also expressed about adding new programs to the school budget for the following school year.
- Heather will investigate options and opportunities for having the lone HS student, who signed up for the X-country team, participate in a running

program of some type. Heather will check with the MPA regarding single student participation in MPA sponsored events.

- **Motion (Laura) to approve the creation of a grades 5–8 X–Country Team. Seconded by Shey. Vote: 3–1 with 1 abstaining vote.**

IX. Other Business

- Heather shared with school committee members that she needed a little more time to check references and to discuss contract details with the candidate that she would like to recommend for the K–12 PE position. Heather recommended that a Special School Committee meeting be schedule for Thursday at 3 pm for the purpose of nominating a candidate for the position of K–12 PE Teacher.
- **Motion (Mike) to schedule a Special School Committee meeting on Thursday, August 16 at 3 pm for the purpose of hiring a K–12 PE teacher. Seconded by Laura. Vote 5–0.**

X. Adjournment

- Next regular school committee meeting is scheduled for Tuesday, September 11, 2012.
- **Motion (Mike) to adjourn the meeting. Seconded by Laura. Vote: 5–0 (9:28 pm)**

Respectfully Submitted,

Joseph Mattos
Superintendent of Schools

Agenda Items for September 11, 2012 School Committee Meeting

- A. First Reading of Policy on Class Rank
- B. Second Reading on Policy ACAA Harassment and Sexual Harassment
- C. First Reading on Graduation Policy

Things to do:

1. Heather will contact MPA regarding rules governing individual students participating in MPA sponsored sports activities.

2. Supt Mattos will follow-up on the recommendations for competing school construction projects.
3. Supt Mattos will issue a MS coaching contract to Johanna Rodgers.
4. Supt Mattos will schedule a Transportation Committee meeting sometime in the next two weeks.
5. Supt Mattos will draft school committee members' goals using the School Improvement Plan templates