

ISLESBORO SCHOOL DEPARTMENT

SCHOOL COMMITTEE MEETING

September 11, 2012

There will be a meeting of the Islesboro School Committee on Tuesday, September 11 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 7:00 pm.
 - School Committee members present: Julie Reidy, Laura Houle, Bill Boardman, Mike Boucher, and Shey Conover.
 - Others in attendance included: Heather Knight, Bonnie Hughes, Marion Hartley, Kayla Start, Frank Start, and Supt Joe Mattos.

- II. Approval of Minutes
 - A. School Committee Meeting – August 14, 2012
 - **Motion (Mike) to approve the August 14th School Committee Meeting Minutes. Seconded by Laura. Vote: 5-0**
 - B. Special School Committee Meeting – August 17, 2012
 - **Motion (Mike) to approve the August 17th School Committee Meeting Minutes. Seconded by Shey. Vote: 5-0**

- III. Review of Financial Records
 - A. School Revenue and Expense Reports
 - Supt Mattos reported that the ending Fund Balance for 2011/12 school year was \$138,121. This balance will be used as a revenue source for the 2013/14 school budget.
 - Mike mentioned that it would be a good time to fill the oil tank (with the additive), since oil prices might be rising soon. Supt Mattos will contact oil dealer about this. Julie asked if the correct budget numbers could be used in the Revenue Report. Supt Mattos will ask Janet at the Islesboro Town Office to make these changes.
 - B. School Lunch Accounts
 - Supt Mattos shared with school committee members information regarding the 2011/12 school nutrition program. Currently the balance in the school's nutrition program is -\$87.95. However, parents still owe approximately \$1,135.55 as outstanding balances from the 2011/12 school year. The ICS school nutrition program should expect to have a positive fund balance once parents pay their bills. In the past, the ICS food nutrition program has had a negative year-end balance of \$2,000 – \$6,000.
 - Detailed bills will be sent to parents on a monthly basis.
 - C. School Activity Accounts
 - Heather Knight provided the school committee members with an overall summary of how this account will be managed. A detailed account of all school activity balance will be provided at the next meeting.

- IV. Open Session (comment from the public)
- Heather Knight introduced Marion Hartley, the new ICS Special Education Teacher.
- V. Correspondence and Communications
- Supt Mattos distributed information to school committee members about the upcoming MSMA October 25/26 Fall Conference. School Committee members interested in attending this Fall Conference should contact Supt Mattos, who will register school committee members. Mike and Bill expressed interest in attending on Thursday.
- VI. Committee/Administrative Reports
- A. Principal
- Heather provided the school committee with a written Principal's Report. This report included information on: staff openings, screening/interviewing candidates for 6-8 SS/ELA teacher, Global Ethics Event, ICS Open House, and a fundraising request. Bill volunteered to serve on the screening/interviewing committee for the 6-8 ELA/SS teaching position.
 - Heather reviewed with the school committee a list of changes made to the Student Handbook for 2012/13.
- B. Superintendent
- None
- C. Region 8
- Bill reported that all school committee members are invited to attend a Region 8 Board Workshop on September 26 at 5 pm at the Mid-Coast School of Technology. RSVP if you plan to attend.
- D. School Facilities Committee
- School Facilities Committee meeting discussions will be shared under New Business.\
- VII. Unfinished Business
- A. Second Reading Policy ACAA - Harassment and Sexual Harassment
- There was no discussion. **Motion (Shey) to approve the second reading of Policy ACAA Harassment and Sexual Harassment. Seconded by Laura. Vote: 5-0**
- B. First Reading of Policy IKF - Graduation Requirements
- A draft of Policy IKF was presented to the school committee for their review and discussion. Several important points were discussed which included: graduation requirements for Exceptional Students who have IEPs, requirements for Math, 1 or 2 lab requirements for Science, number of total credits to graduate, and including information regarding elective course credit. Heather will discuss these issues with the ICS Lead Team and present their recommendations to the school committee at the October school committee meeting.
 - **Motion (Laura) to approve the first reading of Policy IKF - Graduation Requirements. Seconded by Bill. Vote: 5-0**
- C. First Reading of Policy IKG - Class Rank Determination
- School Committee members reviewed a draft of Policy IKG - Class Rank Determination, which had been prepared by Heather Knight and Supt Mattos. The sole purpose of this policy is to determine class rank for the Valedictorian and Salutatorian of each graduating class. Discussion centered on insuring that the criteria and process for making this determination was fair, accurate, and understandable. Specific points

identified for further discussion and clarification included: who will be the specific members of committee that will determine the class rank, identifying minimum number of semesters (4) for qualifying for Valedictorian or Salutatorian, providing a numerical example for making this determination, specifying total course credits earned at end of second quarter, and including “reconsideration” language for students who may fail courses at end of senior year. Heather will meet with the ICS staff to discuss these issues and to make specific policy recommendations.

- **Motion (Laura) to approve the first reading of Policy IKG – Class Rank Determination. Seconded by Bill. Vote: 5–0**

D. First Reading Policy JJIF – Management of Concussions and Other Head Injuries

- Julie and Shey presented the school committee with an edited version of the MSMA draft policy JJIF – Management of Concussions and Other Head Injuries. Specific issues discussed included: identifying a source (Islesboro Health Center?) for training coaches (and school personnel?), clarifying who will be responsible for “clearing” a student to return to play, clarifying what is meant by returning to “full participation”, and composition of “ICS Concussion Management Team.
- Julie, Shey, and Supt Mattos will revise the draft to reflect discussion on the aforementioned issues.
- **Motion (Laura) to approve the first reading of Policy JJIF – Management of Concussions and Other Head Injuries. Seconded by Bill. Vote:5–0**

VIII. New Business

A. Discuss School Transportation Issues – Bus Lease Purchaser and Transportation Coordinator Position

- Supt Mattos reviewed with the school committee information that had been discussed at the two previous Transportation Committee meetings regarding the need for 3 regular school buses and only having 2 buses available after Nov. 30th. Options for procuring a 3rd bus included purchasing a used bus from Belfast School System for \$3000. This bus could only be used for 1 year due to inspection issues. A second option would be to purchase a new bus. Currently there is approximately \$34,000 in the Bus Account. The school committee recommended pursuing the second option. Supt Mattos will contact school bus companies for determining what new buses are currently available for immediate purchase. Supt Mattos we also contact bankers and lending institutions regarding municipal loans for purchasing a school bus. The Transportation Committee will meet to review this information once it is compiled by Supt Mattos.
- The ICS School Committee also authorized Supt Mattos to solicit bids for the sale of the micro school bus, which has been used only a few times during the past school year.
- Supt Mattos distributed information regarding a proposed job description for the Transportation Coordinator and information relating to calculating compensation for this position. Supt Mattos reviewed each of the Performance Responsibilities from the job description. School committee members questioned the need for this position and asked if some of the performance responsibilities could be incorporated into the job descriptions of bus drivers, even if it meant increasing the working hours for ICS bus drivers.

- Supt Mattos will develop a job description for an ICS bus driver to determine if some performance responsibilities from the job description of the Transportation Coordinator can be included in it.

IX. Other Business

- None

X. Adjournment

- Next regular school committee meeting is scheduled for Tuesday, October 9, 2012.
- **Motion (Laura) to adjourn the meeting. Seconded by Shey. Vote: 5-0 (9:12 pm)**

Respectfully Submitted,

Joseph Mattos – Islesboro Superintendent of Schools

Agenda Items for October 9, 2012 School Committee Meeting

- A. Second Reading of Policy IKG on Class Rank Determination
- B. Second Reading of Policy IKF – Graduation Requirements
- C. Second Reading on Policy JJIF – Management of Concussions and Other Head Injuries
- D. School Bus Purchase

Things to do:

1. Supt Mattos will have Dick Cilley contact fuel oil provider to fill fuel tank with fuel oil and additive.
2. Supt Mattos will contact Islesboro Town Office and request that specific budget information be included in Revenue Reports.
3. Heather Knight will provide school committee with updated summary of all school accounts for October 9th school committee meeting.
4. School Committee members interested in attending the MSMA Fall Conference will contact Supt Mattos.
5. Heather will meet with ICS teachers in order to solicit feedback regarding Graduation Requirements and Class Rank Determination policies.
6. Julie, Shey and Supt Mattos will revise Concussion policy
7. Supt Mattos will collect information regarding the availability of new school buses for purchase and lenders for municipal purchase and lease agreements.
8. Supt Mattos will create a job description for the position of School Bus Driver.
9. Supt Mattos will solicit bids for the micro school bus.