

ISLESBORO SCHOOL DEPARTMENT
SCHOOL COMMITTEE MEETING
November 10, 2015

MINUTES

- I. Call to order and roll call:
 - a. Chairperson Laura Houle called the meeting to order at 6:15 p.m.
 - b. School Committee members present: Mike Boucher, John Gorham, Laura Houle, and Bill Kelly.
 - c. Others present: Principal Heather Knight, Superintendent Patrick Phillips, Julie Reidy, Rick Rogers, Kate Legere, and a number of French class students who were present to inform the board about their trip to Quebec.
- II. Approval of Minutes:
 - a. School Committee Meeting of October 13, 2015
 - i. Motion by Mike Boucher, with second by Bill Kelly, to approve minutes of the School Committee meeting on October 13, 2015.
Unanimous in favor.
- III. Review of Financial Records:
 - a. School Revenue and Expense Reports: Superintendent Phillips stated that he had reviewed the two reports with Sally McDonough and confirmed in both cases that the reports reflect no significant discrepancies from the predicted expenses or revenues. He also noted that the Finance Committee had met last week and Sally had provided a more up to date and thorough accounting of expenditures and revenues. Unlike the recent preliminary report, this more detailed accounting indicates that the budget is in better shape than earlier estimates, due to a more accurate assessment of the cost of salary and benefits for new staff. Rather than the earlier negative estimate (\$40,000 in the red), we are now estimated a \$6,000 positive balance, and that is without the potential positive impact of lower fuel costs.
- IV. Open Session: none
- V. Correspondence and Communications:
 - a. Superintendent Phillips reporting that we had received only one piece of correspondence, a letter of resignation from the board from Laura Read who was appointed to fill the vacant seat at the previous board meeting. Motion by Mike Boucher, with second by Bill Kelly, to accept the letter of resignation from Laura Read. Unanimous in favor.
- VI. Adjustments to the Agenda:
 - a. It was suggested without opposition that we move the Quebec trip report to immediately after the Open Session. It was also suggested without opposition

that we move the smoke-free campus discussion to the first item under New Business.

VII. Unfinished Business: None.

VIII. New Business:

- a. The assembled group moved to the Ms. Legere's classroom for the students' presentations. Suge Kelly, Olivia Olson, Hayden Wick, Kayla Pendleton, Bethany Pendelton, and Jacob Howell each showed a few photos from the recent trip and described their experiences.
- b. Discussion of smoke-free campus policy: Superintendent Phillips updated the board on concerns that have been raised about the degree to which the school's policy on tobacco use in the school building and on school grounds was apparently not being adhered to, particularly during basketball games and other public events in the gym. The problem involves a large number of cigarette butts on the outside basketball court, which have to be cleaned up by teachers or custodians. The board and administrators all agreed that the current status is unacceptable, given the clear state statute that prohibits use of tobacco products on school grounds. The administration was directed to take a series of steps to address the problem: ensure adequate signage is present, announce at games that the policy exists and will be enforced, consider adding more exterior cameras, contact law enforcement to be aware and present on occasion, and place article in newspaper alerting the public to the problem. If all the above fail to stem the problem, we should consider sending letters to offenders notifying them that if the behavior continues, the school will seek a "do not trespass" order.
- c. Appoint new school board member: Laura Houle notified the board that she had confirmed with Lars Nelson that he is willing to serve out the remainder of the term vacated by Bill Boardman. Motion by John Gorham, with second by Mike Boucher, to appoint Lars Nelson to fill the vacant seat on the board. Vote 3-0 with one abstention by Bill Kelly.
- d. Nomination of Special Education Coordinator: Superintendent Phillips nominated Chelsea Fairbank to serve as the ICS Special Education Coordinator for the remainder of the 2015-16 school year. He explained that Linda Bowe has been filling the role until an existing staff member felt comfortable stepping into the role. Chelsea had recently discussed the options with Heather and Patrick and made clear that she is ready to assume this greater amount of responsibility. Motion by Mike Boucher, with second by John Gorham, to approve Chelsea Fairbank as the Special Education Coordinator. Unanimous in favor.
- e. Discussion of budget timeline for the 2016-17 school year: Superintendent Phillips reviewed a one-page timeline that was based on the process used last

year to develop the budget. The timeline had been reviewed by the Finance Committee recently and approved. The board saw nothing that needed to be modified on the timeline.

- f. Discussion of budget priorities for the 2016-17 school year: Superintendent Phillips asked the board to begin consideration of new budget items that would need some degree of research or cost estimates between now and the formal launch of the budget development process. For instance, he cited that the Facilities Committee had identified the need for additional storage capacity and the need for additional custodial time. Bill Kelly reiterated his support for the addition of new staff position to support the instructional program in the upper grades. Superintendent Phillips had developed a draft job description for an Instructional Leader, intended to respond to early discussion about this need. Bill Kelly stated that he would support taking action on this position during this current budget year. Julie Reidy asked about the likely cost of the position, and Superintendent Phillips estimated that it would likely be more than a teacher, but less than an administrator, probably in the neighborhood of \$75,000. The matter will be reviewed with the Finance Committee which meets in the coming weeks.

IX. Committee/Administrative Reports:

- a. Principal: Ms. Knight updated the board on the initial meetings of the Principal's Advisory Committee which is intended to provide oversight and coordination for the curriculum development process, and to provide her with feedback on her professional goals. She also announced her selection of Extracurricular positions for the year: Kate Legere as Peer Support Coordinator, John Oldham as Music Director, Betha Howell as Math Team Coach, Jon Kerr as Chemical Hygiene Coordinator, Kristen Kelly as National Honor Society Advisor, and Melissa Olson as Yearbook Advisor. Ms. Knight also outlined a number of steps that the staff is taking to build a positive culture.
- b. Superintendent: Mr. Phillips congratulated Ryan Martin on the successful completion of the greenhouse project, as sentiment that was shared by the board. He also noted that the school will be contracting with Dan Hupp, former mathematics specialist at DOE, who will provide supportive services for our math program and staff. He also noted that the Educator Effectiveness Stakeholder group will be reconstituted in the next few weeks, now that he has clarified with the state on the committee's required composition.
- c. Region 8: John Gorham updated the board on current issues with Region 8, that the Region 8 board will be exploring options for replacing the current facility. He noted that the Region 8 board hopes to bring a proposal to the voters in November of 2016.

- d. Committee Reports: Superintendent Phillips updated the board on the recent meeting of the Facilities Committee, at which Page Clason updated the Committee on the Broadband Project, including the hope that the school building will be able to accommodate a wireless tower. The Committee discussed this proposal and discussed a few considerations. Page agreed to return to the Committee and the board once the final details and specifications are known.
- X. Executive Session: None.
- XI. Adjournment: Mike Boucher moved to adjourn the meeting at 8:15 p.m., second by John Gorham. Unanimous in favor. The meeting was adjourned at 8:16 p.m.