

ISLESBORO SCHOOL DEPARTMENT
SCHOOL COMMITTEE MEETING

Note: An informal “meet and greet” reception for incoming Superintendent Patrick Phillips was conducted at 6:30 p.m. in the Library. Several members of the public attended.

MINUTES

- I. Call to order and roll call:
 - a. Chairperson Laura Houle called the meeting to order at 7:04 p.m.
 - b. School Committee members present: Bill Boardman, Mike Boucher, John Gorham, Laura Houle, and Bill Kelly.
 - c. Others present: Patty Crawford, Principal Heather Knight, Superintendent Patrick Phillips, Julie Reidy, Jen McFarland, Mike McFarland, Donna Seymore, Rachel Smith.
- II. Approval of Minutes:
 - a. School Committee Meeting of June 9, 2015
 - i. Motion by Bill Boardman to approve minutes of the School Committee on June 9, 2015, seconded by Mike Boucher. Unanimous in favor.
- III. Adjustments to the Agenda:
 - a. Superintendent Phillips recommended that several adjustments be made to the Agenda, and commented that the board policy on Agenda Format should be changed to include this item on a regular basis. He agreed to bring a revised policy to the August board meeting. Superintendent Phillips suggested the following adjustments:
 - i. Letter from community member, Rick Rogers
 - ii. Letter from Nicole Hatch
 - iii. Letter from Katie Hall
 - iv. Request for leave of absence by Patty Crawford (New Business)
 - v. Reclassification of English/History position (New Business)
 - b. Motion by Bill Boardman to make these adjustments to the Agenda, second by Mike Boucher. Unanimous in favor.
- IV. 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 commented that any transfers that might need to be made across accounts could be done in August or September.

- b. School Lunch Accounts: Principal Knight commented that all but \$1,500 has been collected in outstanding balances for this account, and that she anticipates that all payments will be collected in the coming month.
- c. School Activity Accounts: Principal Knight will provide starting balances for the upcoming school year at the August meeting.

V. Open Session:

- a. No comments were offered by the public in Open Session.

VI. Correspondence and Communications:

- a. Hard copies of a letter from community member Rick Rogers were distributed to the board. Members had received email copies of the letter and enclosures prior to the meeting.
- b. A letter of resignation from Nicole Hatch was submitted to the board.
- c. A letter of resignation from Katie Hall was submitted to the board.
- d. It was asked if we could generate letters to the two teachers noted above to thank them for their service to the school. Principal Knight affirmed that this would be done plus both staff members will receive a copy of the school picture signed by students and staff for a future mailing in recognition of their dedicated service to our school.

VII. Unfinished Business:

- a. Approval of Second Reading of Policies:
 - i. JFCK-R Student Use of Personal Electronic Devices at School – School Rules
 - ii. Reporting Child Abuse and Neglect
 - iii. Superintendent Phillips stated that he was not ready to advance these two policies yet, but will discuss with Mr. Mattos prior to the August meeting. Motion to table by Bill Boardman, second by Mike Boucher. Unanimous in favor.
 - iv. Establish Guidelines for Handling Complaints: Superintendent Phillips was asked to bring back a recommended policy and procedure for this policy area. He agreed to bring a draft to the August meeting.

VIII. New Business:

- a. Request for a leave of absence by Patty Crawford: Ms. Crawford asks in her letter for a one-year leave of absence, per contract, to accept a one-year position at the Camden Rockport Middle School. The board discussed this in the context of the other positions currently open at the school, and whether this request would contribute to too much turnover in one year. Principal Knight commented that the school had recently begun using School Spring, a much more robust personnel search portal, and that as a result we are better able to find qualified applicants. Principal Knight stated that she is confident that we will be able to fill all positions with qualified candidates. Both

Superintendent Phillips and Principal Knight offered their support for Ms. Crawford's request, and stated that it was an opportunity for her to gain valuable professional experience that would help ICS when and if Ms. Crawford returns after her leave. Bill Kelly asked to review the article of the teacher contract that covers this type of leave. Superintendent Phillips provided a copy of the contract for Mr. Kelly to review. Mr. Kelly read aloud the section of the contract on leaves of absence. Kelly suggested that when such requests are made in the future, the number of transitioning staff should be considered as a factor prior to approval. Motion by Mike Boucher to grant Patty Crawford a one-year leave of absence, second by John Gorham. Unanimous in favor.

- b. Request to reclassify the middle school/high school English/History position to History. Principal Knight discussed her desire to reclassify the currently open position vacated by Katie Hall, which has been a combined position. After discussion with the teachers at that level, Ms. Knight believes it would be in the best interest of the educational program if the position were to be reclassified as predominantly History. It has been difficult to find teachers who meeting the Highly Qualified Teacher regulations in both areas. Ms. Houle asked whether this would mean that Kristen would be predominantly English. Ms. Knight affirmed. Motion by Bill Kelly to approve the request to reclassify the position, second by Bill Boardman. Unanimous in favor.

IX. Committee/Administrative Reports:

- a. Principal: Ms. Knight provided a detailed update on the open positions and when she anticipates completing the process. She anticipates that candidates for all open positions will be brought to the August board meeting. Ms Knight also provided the board with updates on the Maintenance Schedule: Dick and she did a walk about and due to the excellent, ongoing care of the building by Lorraine Pendleton and Jesse Young, the needs are not extensive and we can move into a cycle of ongoing maintenance that is less strenuous. We will be moving the 6th grade into the technology room and moving the technology classroom into the 6th grade room. The ongoing needs of the upcoming classes will need more physical space and the sizes of our combination classes at the MS and HS level make this the most logical option. We hope to have the classrooms ready and the major projects done by August 11th. Greenhouse Update: Ryan provided Ms. Knight some updated information regarding the installation of the greenhouse. He heard that the permit looks good and surrounding residents were notified through certified mail. The Perkins grant has come in and so we are setting up an account with the high school activities. This set up includes the following pieces: grant paperwork and intent, proposal and contact people related to this account.

Materials for the greenhouse will be ordered and Paul Grindle, Andy Staples and Ryan will meet to discuss the pad site. The goal is to have the project completed by the start of school. Bill Kelly asked if the board could receive updates from the administration as soon as we are aware of openings. He commented that it is a little uncomfortable having his children know of recent news prior to the board. Ms. Knight agreed to provide updates to the board on an ongoing basis. Bill Boardman asked if we need to move the guidance room. Ms. Knight discussed the issue and stated that the current space is working well plus the fact that Guidance services are usually scheduled with available space in mind. It was also asked whether we have had the code enforcement officer involved in the greenhouse project. Ms. Knight confirms.

- b. Superintendent: Mr. Phillips commented that he is pleased to be here, getting to know the island, the people, and the issues. He stated that in recent weeks he has conducted meetings with Mr. Mattos, Ms. Knight, Ms. Houle, Paula Mirk, Linda Bowe, and of course Sally. Throughout these discussions, he remarked, he has primarily listened and attempted to understand the perceptions of key member of the school community. Mr. Phillips noted that one theme has run throughout the conversations: that the school staff, the board, and community are eager to feel a sense of forward progress, that we need to address a variety of concerns, without sweeping issues under the rug, but as quickly as possible move beyond the issues that have us paralyzed. Mr. Phillips added that he has conducted initial discussions with Ms. Knight and Ms. Houle about developing a detailed action plan to begin the school year with. The plan would be centered around three broad categories of work: refreshing our knowledge and understanding of the school vision, completing work on a proficiency based learning curriculum, and addressing the school culture. Mr. Phillips stated that he would make every effort to bring a draft plan to the August meeting and send it around to board members in advance if at all possible. Mr. Kelly asked Mr. Phillips to expand his explanation of the curriculum part of the proposed plan. Mr. Phillips outlined his view about what this entails. Mr. Kelly commented that he worries about a curriculum that places too much emphasis on standards and testing, that it runs the risk of being not sufficiently sensitive to a broader educational vision. Mr. Phillips agreed with Mr. Kelly and stated that the school vision will help strike the proper balance.
- c. Region 8: Bill Boardman updated the board on current issues with Region 8, primarily that the facility in Rockland is very much in need of repair or replacement. The Region 8 board has agreed to ask a committee to study the options. He also noted that the board recently voted to remain a “region” instead of breaking apart into smaller districts. Mr. Boardman was asked how

many student ICS currently has attending. Ms. Knight believed that the number is 5.

- d. Ms. Houle stated that she will be sending around a request for board member preference on board standing committees. She hopes to get information back from board members in a timely manner, so she can bring committee assignments back to the August meeting. She was asked if community members will still serve on these committees, and she affirmed that to be true.
- X. Executive Session: None
- XI. Adjournment: Mike Boucher moved to adjourn the meeting, second by Bill Boardman. Unanimous in favor. The meeting was adjourned at 8:20 p.m