

ISLESBORO SCHOOL DEPARTMENT  
SCHOOL COMMITTEE MEETING  
August 11, 2015

Note: An informal “meet and greet” reception for incoming new staff members was conducted at 5:45 p.m. in the Library. Several members of the public and ICS staff members 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: Principal Heather Knight, Superintendent Patrick Phillips, Kate Legere, Vicki Conover, Julie Reidy, Jen McFarland, Mike McFarland, Rachel Smith.

II. Approval of Minutes:

- a. School Committee Meeting of July 14, 2015
  - i. Motion by Mike Boucher, second by John Gorham, to approve minutes of the School Committee on July 14, 2015. Unanimous in favor.

III. Adjustments to the Agenda:

- a. Superintendent Phillips informed the board that a letter had been received from the Department of Health and Human Services (DHHS) and should be added to the Agenda under Correspondence.
- b. Motion by Bill Boardman to make this adjustment 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.
- b. School Lunch Accounts: Principal Knight commented that all but \$900 has been collected in outstanding balances for this account, and that she anticipates that all payments will be collected in the coming month.

V. Open Session:

- i. Community member Julie Reidy asked if it would be possible for the agenda and supplemental materials to be posted on the ICS website and for the agenda to be posted in town. Superintendent Phillips agreed that he will follow up to be sure these recommendations are followed.

VI. Correspondence and Communications:

- a. Superintendent Phillips read aloud the brief letter from DHHS, which stated that their investigation has been completed and that there was no evidence that abuse or neglect had occurred.
- b. Superintendent Phillips outlined his recent conversation with counsel at Drummond Woodsum in which he was informed that the full report on the DHHS investigation could be viewed in the DHHS offices by a “party” to the investigation, and that he had authorized an attorney from Drummond Woodsum to review the document, create a summary of details, and prepare an overview of the process and outcomes for the board. Board members asked if the DHHS report could be viewed by anyone, and what type of restrictions DHHS has put in place for such documents. Superintendent Phillips told the board that he would follow up with counsel to clarify the guidelines that DHHS has put in place.

VII. Unfinished Business:

- a. Approval of Second Reading of Policies:
  - i. JFCK-R—Student Use of Personal Electronic Devices at School – School Rules: Motion by Mike Boucher and second by Bill Boardman to approve the second reading of Policy JFCK-R. Unanimous in favor.
  - ii. JFL—Reporting Child Abuse and Neglect: Motion by Bill Boardman and second by Mike Boucher to approve the second reading of policy JFL. Discussion: Bill Kelly had concerns about the third paragraph under “Interviews of Child and School Personnel.” He commented that the language as written does not take into account factors that might lead school officials to have school personnel or parents or guidance staff attend DHHS interviews with students. Superintendent Phillips agreed to work with counsel to determine whether less restrictive language could be used in this paragraph. It was also noted that a form should accompany this policy, which Principal Knight will provide for the next reading. Julie Reidy noted that we could benefit from having staff from the Child Advocacy Center come to work with staff around this issue. Motion to table by Bill Boardman, second by Mike Boucher. Unanimous in favor.

VIII. New Business:

- a. Appointment of new staff for the 2015-16 school year. Superintendent Phillips commented that Principal Knight and a number of ICS staff members had done a splendid job of conducting interviews leading up to tonight’s nominations. He placed in nomination: Robert McHugh, 7-12 History teacher; Colden Golann, Computer Technology teacher; Christopher Morris, 7-12 Special Education teacher; Jill Veenstra, 6<sup>th</sup> Grade teacher; Patrick Powers, P.E./Health teacher; and Jon Kerr, 7-12 Science teacher. Motion by Bill Boardman, second by John Gorham, to approve the Superintendent’s nomination of the new teachers as listed. Unanimous in favor.

- b. Superintendent Phillips nominated Jon Erskine as the Food Service Director for the 2015-16 school year. Motion to approve the Superintendent's nomination by Mike Boucher, second by John Gorham. Unanimous in favor.
- c. Proposal for Jr./Sr. trip to Quebec City by French teacher Kate Legere: Ms. Legere reviewed the details of the trip with the board. John Gorham asks if funds could be found to support the expenses to be incurred on the trip. Ms. Legere noted that if the students are enthusiastic about raising money she will help organize. Mike Boucher stated that he has concerns with the amount of effort required in fundraising programs. A community member asked if fingerprinting of all volunteer chaperones is required. Superintendent Phillips said he would check into this. Motion to approve the Jr./Sr. trip to Quebec by Mike Boucher, second by John Gorham. Unanimous to approve. Ms. Legere was asked to provide updates to the board on the status of fundraising and to have the students update the board after the trip.
- d. KEB—Guidelines for Handling Complaints: Motion by Bill Boardman, second by Mike Boucher, to approve the first reading of policy KEB. Discussion: Bill Kelly stated that he had concerns with the final paragraph of the policy, in that he believes the complaints procedure should be take the place of internal personnel processes conducted by administration. Superintendent Phillips said he would work with counsel and/or Policy Committee to revise language and bring the policy back. Motion to table by Mike Boucher, second by Bill Boardman. Unanimous in favor.
- e. BEBD—School Committee Meeting Agenda Format: Motion by Mike Boucher, second by Bill Boardman, to approve the first reading of Policy BEBD. Discussion: Bill Kelly suggested adding the word “generally” to the first sentence. Unanimous in favor.
- f. Discussion of School Committee Meeting protocols, roles, and responsibilities: Board Chair Houle outlined a few points about her hopes for the conduct of board meetings. She noted that the agenda item for public comments should be time in each meeting when members of the public can comment on both items on or not on the agenda. She also noted that she hopes to manage the discussions that take place at board meetings, and will attempt to recognize speakers prior to their making comments. Overall, Chair Houle hoped that these and other measures would help the board conduct the public's business in a properly business-like manner. She also noted that several pages from the MSBA Handbook had been included in the board packet as a reminder about board meeting essentials.
- g. Board Chair Houle stated that we have been in contact with staff at MSMA about coming to Islesboro for a board workshop prior to the September board meeting. Motion by Bill Boardman, second by Mike Boucher, to approve the scheduling of a board workshop prior to the September board meeting. Unanimous in favor.
- h. Appointment of School Committee standing committees for the 2015-16 school year: Board Chair Houle make the following appointments:

- i. Policy Committee: Laura Houle and Mike Boucher.
  - ii. Facilities Committee: John Gorham and Mike Boucher.
  - iii. Negotiation Committee: John Gorham and Bill Boardman. Curriculum Committee: Bill Kelly and Bill Boardman.
  - iv. Finance Committee: Mike Boucher and Laura Houle.
  - v. Superintendent Phillips noted that membership on the Professional Evaluation committee, or “stakeholders” group will occur once he has taken stock of where this work is.
- i. Set dates for School Committee meetings for the 2015-16 school year: The following dates were identified for regular school board meetings: September 8, October 13, November 10, December 8, January 12, February 9, March 8, April 12, May 10, and June 14. Board Chair Houle noted that it is her hope that we can also schedule periodic workshops to update the board on progress on actions taken to improve the school program. Tentative dates were identified as October 27, January 26, and April 26. It was suggested that these workshops be held early enough in the day for staff members to attend. Bill Kelly observed that the emphasis should be on action this year, not updating the board on what actions have occurred.
  - j. Discussion of draft plan of work for the 2015-16 school year: Superintendent Phillips reviewed a draft he had developed that outlines key work to be accomplished this year in three broad categories: School Vision, Curriculum, and Culture. Mike Boucher suggested that another section be added to each category on the role that students can play in the plan. Superintendent Phillips agreed to add such student actions. It was also noted that the work outlined around the vision might be quite large. Superintendent Phillips clarified that his hope is to not redo the vision, but rather remind staff and community about what is in the vision, and discuss how it can more effectively be brought to light in the school. Phillips also noted that he looks forward to involving the faculty and staff in further discussions about the plan and will bring back to the board a final draft that includes input and target dates.

Committee/Administrative Reports:

- k. Principal: Principal Knight updated the board on coaches selected for the upcoming seasons: Don Johnson, varsity boys basketball; Joel Grindle, varsity girls basketball; Shaun Yeatts, middle school boys basketball; and Krysti Hall, middle school girls basketball. Heather also noted that she has yet to identify an Athletic Director for the coming year, and may use a team approach. Mike Boucher asked about how the process of evaluating the coaches will take place if other coaches are serving as AD. Principal Knight will report back to the board on how the AD role and evaluations will take place. It was also pointed out that we have a number of new staff and fewer training mentors than we need. Jen McFarland noted that we need to be sure we have a clear plan in place for training and ensuring that all new staff are familiar with the

terms of the teachers' contract. Superintendent Phillips agreed to work together with the Association to make this happen.

- l. Superintendent: Mr. Phillips noted that he has been very pleased with the progress on hiring new staff, and that the talent and energy in these new teachers will be a great addition to the school. He also noted that he has been pleased with the progress on the facility this summer, and has enjoyed getting to know Dick and Craig. Phillips also noted that he has made recent contact with Maria Libby, the new superintendent in Camden, and a former colleague, about the prospects for partnering in professional learning this coming year. This would be a very exciting prospect. Phillips also noted how great it has been to have the support this summer of Paula Mirk and Linda Bowe, two friends of the school, around identifying steps to help refocus the school toward a more positive future.
  - m. 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.
- IX. Executive Session: Motion by Bill Kelly, second by Mike Boucher, to go into Executive Session to discuss a personnel matter, under Title I MRSA Section 405. Unanimous to approve. Entered Executive session at 9:45 p.m. Out of Executive Session at 10:12 p.m.
- X. Actions taken as a result of Executive Session: Motion by Bill Kelly, second by Bill Boardman to increase Principal Knight's salary by 2% for the 2015-16 school year, and to have her contribution to health insurance coverage be the same as the teachers. Unanimous to approve.
- XI. Adjournment: Mike Boucher moved to adjourn the meeting, second by Bill Boardman. Unanimous in favor. The meeting was adjourned at 10:15 p.m.

Respectfully submitted,  
Patrick R. Phillips, Board Secretary