

ISLESBORO SCHOOL DEPARTMENT
SCHOOL COMMITTEE MEETING
September 8, 2015

MINUTES

- I. Call to order and roll call:
 - a. Chairperson Laura Houle called the meeting to order at 7:02 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, Julie Reidy, Jen McFarland, Mike McFarland, and Maggie Wilcox.
- II. Approval of Minutes:
 - a. School Committee Meeting of August 11, 2015
 - i. Motion by Bill Boardman, with second by Mike Boucher, to approve minutes of the School Committee on August 11, 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 he has scheduled a meeting in the coming week to meet with Sally and Heather to do a close inspection of the school budget to identify any early areas where anticipated spending appears to be above prediction, and to identify any anticipated savings, all to prepare a more detailed accounting to the Finance Committee at its first meeting.
 - b. School Lunch Accounts: This account has been brought to zero.
 - c. School Activity Accounts: Principal Knight commented that one account, the 6th grade activity account, still needs a small amount to balance out, but all other accounts are fine.
 - d. It was asked if these financial reports need to be on the board agenda each time. Superintendent Phillips noted that the new board agenda format policy is more general, and that it might be better to have the detailed financial records reviewed at the Finance Committee level, with any needed reports brought to the full board by the Committee.
- IV. Open Session:
 - a. Jen McFarland commented that she has connected with the Farnsworth Museum in Rockland to enhance her instructional program this year. She will also be doing a “cellar hole” project that will connect with the historical

society. Both Bill Boardman and Mike Boucher has suggestions for other resources to assist in the project.

V. Correspondence and Communications:

- a. None.

VI. Unfinished Business:

- a. Approval of Second Reading of Policies:

- i. Reporting Child Abuse and Neglect: Superintendent Phillips stated that he had included in the board packets the most recent version of the Islesboro policy, but had also discussed this policy as requested with counsel. In the discussion, he learned that Drummond Woodsum had prepared a new sample policy based on a state statute that will take effect on October 15th, which has new language on the local reporting process. Bill Kelly noted that the DW policy has language that gets at the concern he raised at the last meeting, and leaves room for local school officials to require DHHS to provide a written certification as to the need for an investigation. Superintendent Phillips requested that he be permitted to consult with counsel to clarify how such a process might unfold, and bring back the policy to the next meeting. Motion by Bill Boardman, with second by Mike Boucher, to table this item until the next board meeting. Unanimous in favor.
- ii. Policy ACAC-R—Establish Guidelines for Handling Complaints: Superintendent Phillips clarified that he had made some revisions to the policy draft. In the discussion of the draft, Bill Kelly suggested that a few revisions were still needed. He suggested that the sentence in the next to last paragraph beginning with “Any such meeting...” be removed along with the next sentence beginning with, “Only if the...” also be removed. He also suggested that the words, “ by employees” be removed from the final paragraph. Motion by Bill Kelly to approve the policy with the changes noted as a second reading, with second by Bill Boardman. Unanimous in favor.
- iii. Policy BEBD—School Committee Meeting Agenda Format: Superintendent Phillips reviewed the modifications to the previous format, the addition of presentations to the regular agenda, the adjustments to the agenda item, and the insertion of the word “generally” to the opening sentence. It was asked how presentations will be identified. Mr. Phillips stated that it could be driven by the administration, requested by the board, or asked for by the public. Motion by Mike Boucher, with second by John Gorham, to approved Policy BEBD as a second reading. Unanimous in favor.

- b. Discussion of updated work plan for the 2015-16 school year. Superintendent Phillips noted that he had included an updated draft of the work plan for the year, which had added detail on target dates and expected outcomes. He also stated that the next step for the plan is to seek faculty input and suggestions.
- c. Set dates for board committees: Superintendent Phillips noted that he had included a table of board committees with initial membership, regular meeting dates, and a proposed initial meeting date. It was requested that the Facilities Committee meeting be moved to the second Tuesday of the month at 10:00 a.m., with the initial meeting to be held on October 13. It was also requested that Bill Kelly replace Mike Boucher on the Policy Committee, with the understanding that he might need to participate occasionally by phone.

VII. New Business:

- a. Appoint new staff for the 2015-16 school year. Superintendent Phillips nominated Jessica Woods to be the school guidance counselor for the 2015-16 school year. Motion by Mike Boucher, with second by Bill Boardman, to approve the superintendent's nomination of Jessica Woods as school guidance counselor for the 2015-16 school year. Unanimous in favor.
- b. Presentation: Principal Knight presented information to the board regarding the student support systems that are current in place for the new year, and several that will be developed in the coming weeks and months. Ms. Knight talked about the revised schedule, with strong leadership by Kate Legere, which permits more frequent small group support from teachers and more frequent team time to identify student needs. She also reported that two staff members are hoping to initiate a Civil Rights Team in the coming months. She also noted that efforts are underway to identify the unique interests of high school students to ensure their programs are sufficiently personalized. Laura Houle asked about whether similar structures could be included at the elementary level. Heather noted that the staff will be rebuilding the Student Assistance Team structure which might be helpful. Mike Boucher asked about strategies that could be used to help 11th and 12th graders develop more specific plans for post-secondary education and/or workforce planning. Ms. Knight suggested that the existing portfolio process can be useful for such planning, and that Jessica Woods will play a key role in expanding this dimension of the school program.

VIII. Committee/Administrative Reports:

- a. Principal: Ms. Knight provided a detailed update on student and staff numbers, noting that the magnet school program is down by four students. Several questions were asked about the reasons for the decline, and Ms. Knight suggested that further data will be needed to clarify. She also noted that we have had two new magnet students enroll. It was also clarified that we

have an open enrollment policy, though it works best to have students enroll during the first month of school or at the end of the first semester. Bill Kelly asked about the process for informing students about online course options. Mike Boucher also asked that we take note of local resources people in building personalized programs for students. Ms. Knight also updated the board on her initial plans for spreading the duties of Athletic Director across several people. Mike Boucher asked who would be doing evaluations in this model. Ms. Knight also updated the board on greenhouse construction, and noted that we hope to have a ribbon cutting ceremony at the Harvest Festival.

- b. Superintendent: Mr. Phillips commented that he will be attending the Drummond Woodsum one-day workshop on school safety this coming Friday in Augusta. He also noted that he would be attending the board meeting of the Restorative Justice Institute of Maine on Wednesday afternoon. He hopes both will be helpful in supporting the ongoing work and his contributions to the school.
 - c. Region 8: Bill Boardman updated the board on current issues with Region 8, that the Region 8 board will be spending \$65,000 to study the options for replacing the current facility, then spend another \$95,000 to develop a specific site analysis. He noted that the Region 8 board hopes to bring a proposal to the voters in November of 2016.
 - d. It was noted that beginning in October, board meetings will begin at 6:15 p.m.
- IX. Executive Session: Motion by Mike Boucher, with second by John Gorham, to enter executive session to consult with board attorney regarding the rights and duties of the board. Unanimous in favor. The board entered executive session at 8:20 p.m. The board ended its executive session at 9:20 p.m. There was no action taken by the board as a result of the executive session.
- X. Adjournment: Mike Boucher moved to adjourn the meeting at 9:20 p.m., second by Bill Boardman. Unanimous in favor. The meeting was adjourned at 9:20 p.m.