

ISLESBORO SCHOOL DEPARTMENT
SCHOOL COMMITTEE MEETING
October 13, 2015

MINUTES

I. Call to order and roll call:

- a. Chairperson Laura Houle called the meeting to order at 6:17 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, Rachel Smith, and Laura Read

II. Approval of minutes – September 8, 2015

- a. M. Boucher moved and W. Kelly seconded.
- b. Unanimous in favor

III. Correspondence: Letter of Resignation from School Committee Member

- a. The superintendent informed the board that a letter of resignation had been received from board member Bill Boardman.

IV. Adjustments to the Agenda

- a. Laura Houle wishes to add selection of a vice chairperson.
- b. Laura Houle suggests we also discuss committee appointments under new business.
- c. Laura Houle wishes to select a new Reg. 8 school board member.

V. Review of Financial Records

- a. Superintendent Phillips discussed how we are down a bit in our revenues with our Magnet program revenues down by \$16, 000. He noted that we are closely monitoring the budget and our expenditures carefully that we would end with a balanced budget by year's end. He also noted that fuel prices are currently much lower than anticipated, and with any luck we will have savings in that line of the budget.

VI. Open Session – No comments

VII. Presentations

- a. Principal Knight presented a time line and an action plan that contained information regarding the creation of a Civil Rights team here at ICS. It is a student led group that focuses on eliminating biased language based on ethnicity, religion, gender, ability, family income or sexual orientation. There are two strands of organizations that schools can adopt and that process will be reviewed by student leaders and staff advisors with support from a conversation with Stan Davis on Tuesday, October 27th and the use of a student behavior survey from our 6th – 12th grade students. We also have the ability to have training in January with Brandon Baldwin from the Office of the District Attorney if we choose to organize as a team. This team would present information to the board by the end of the year. M. Boucher asked about sharing the data on the student behavior survey with the board which Principal Knight confirmed could be done.

VIII. Unfinished Business

I. Approval of second reading of policies

i. JFL –Reporting Child Abuse and Neglect

Superintendent Phillips made changes as directed by Drummond and Woodsum per state policy recent changes as of 10/15. There were further changes recommended by W. Kelly in regards to the steps involved once the Department of Health and Human Services gets involved with a case. M. Boucher asked about the definition of an employee and requested that Superintendent Phillips research the definition as it relates to the role of a mandatory reporter. M. Boucher also emphasized the need for all of those people defined to receive the necessary training. Principal Knight made note that all staff, once defined, will receive training. W. Kelly suggested that we have a policy defining personnel.

M. Boucher – Motion.
J. Gorham – Seconded.
Unanimous in favor.

IX. Unfinished Business

- a. Appoint new member of School Committee
 - i. Laura Houle announced the need to fill the vacancy to the school board with a temporary person until elections could be held later in the year. She mentioned she had heard there was interest and invited those interested to come to tonight's board meeting. Laura Read was in attendance with interest in the interim post as well as for the position permanently at the May meeting. Board members asked questions of Laura Read.
 - ii. Gorham nominated and made the motion. Boucher Seconded. Unanimous in favor
 - iii. Read was directed to go the town to be sworn in. Superintendent Phillips mentioned the School Board workshops coming up next week.

X. New Business

- a. Appointment of Vice Chair: M. Boucher – Nominated and made a motion for W. Kelly to be Vice Chair. Gorham – Seconded. Unanimous in favor.
- b. Appointment of MCST school board member: Mike moved that John Gorham to be the school board member for MCST. Seconded by Bill Kelly. Unanimous in favor.
- c. Discussion of board workshop and vision event timeline: Superintendent Phillips spoke to the focus on the three areas of vision, curriculum and culture. The focus on the vision is best served by bringing everyone together to reacquaint the public with the vision and its purpose. The idea is that we would have some staff speak to how we currently incorporate the vision in our work. This evening event would provide the opportunity to recharge the purpose of the vision and assist with decision making and focus. We are looking to have a November event with the possible date being Tuesday, November 10th. This event would include staff, students, families, magnet families and the community and end with a pot luck dinner. M. Boucher made a point that including the magnet families would be important so that everyone is hearing and processing the information together rather than hold a separate magnet family event. Superintendent Phillips stated that he would work with Principal Knight and magnet coordinator, Jane Cady on the details of the event. This November event would then provide more information for the board in a later meeting in early December.
- d. Fuel Bids: (Laura Houle abstained from this portion of the agenda.) W. Kelly opened the one bid for fuel from M and M company. It listed that they would provide oil at .15 above the wholesale cost. It listed that they would provide kerosene at .20 above the wholesale cost. The contract would run from October 15, 2015 to October 11, 2016. There was conversation on how to budget when there is a bidding process. There was a request from the board to request bids for diesel and K-1. M. Boucher – Motion to accept bid from M and Mo Company. J. Gorham – Seconded. The vote was 3-0 with 1 abstention.
- e. Discussion of memo from Patrick on educator evaluation committee. Mr. Phillips reviewed a memo in which he summarized his recommendations for reconstituting the stakeholder committee mandated by the state of Maine for developing Professional Evaluation / Professional Growth systems (PEPG). Phillips reviewed the history of the committee and identified several aspects of the work that he recommends be altered to reach a successful conclusion. He asked the board for authorization to reconstitute the committee in the coming weeks. Bill Kelly moved to authorize the superintendent to reconstitute the committee, seconded by Mike Boucher. Unanimous in favor.

XI. Committee Reports

- a. Principal – No report.
- b. Superintendent – Mr. Phillips reviewed the packet of materials on the MSMA fall conference and asked if any members were planning to go. If so, he would be interested in joining the conference team in Augusta on Thursday of the following week. Board members were asked to let him know by Friday of this week so he

can register. Mr. Phillips also reviewed his thoughts and recommendations on the strategies needed to conduct a variety of professional tasks, from teacher evaluation to curriculum development. He noted that the capacity in a small island school is not sufficient to conduct such work in the manner envisioned by policy makers. He suggested that instead the work be done in the simplest way possible, with careful use of consultants, and by collecting examples of how other districts have accomplished the work.

c. Committee Reports:

- i. Policy – Mr. Phillips summarized the first meeting of the Policy Committee, and outlined the immediate goal of completing work on the required and recommended policies.
- ii. Curriculum – Meets Tuesday, Oct. 20th
- iii. Facilities – Meets Tuesday, Oct. 27th

XII. Other Business:

- a. M. Boucher asked about the process used to hire staff members. Superintendent Phillips provided the outline of advertising and using a committee to review applications, interview candidates and then checking with multiple references in order to confirm appointment to the board. Once nominated to the board, staff members needed to follow through on steps with the state to affirm certification and criminal history checks. He felt confident that staff members had been hired using an appropriate process, and was very confident in the skill and abilities of all the current teachers.

XIII. Executive Session: None.

XIV. Adjournment:

- a. M. Boucher – Motioned. Gorham – Seconded. Unanimous in favor. Meeting was adjourned at 7:58 p.m.

Respectfully submitted,

Patrick R. Phillips, Superintendent and Board Secretary