

ISLESBORO SCHOOL DEPARTMENT  
SCHOOL COMMITTEE MEETING  
March 18, 2014

A meeting of the Islesboro School Committee was held on Tuesday, March 18, 2014 at 6:15 pm in the Music Room of the Islesboro Central School.

AGENDA/MINUTES

I. Call to order and roll call

- *Julie Reidy called the meeting to order at 6:15 pm.*
- *School Committee members present: Julie Reidy, Laura Houle, Bill Boardman, Shey Conover, and Mike Boucher (6:17)*
- *Others present: Fred Rollins, Principal Heather Knight and Supt Joe Mattos*

II. Approval of Minutes

A. *School Committee Meeting – February 11, 2014*

- ***Motion by Bill to approve the February 11, 2014 School Committee Meeting Minutes as presented. Motion seconded by Laura. Vote: 4-0***

B. *School Committee Meeting – February 27, 2014*

- ***Motion by Bill to approve the February 27, 2014 School Committee Minutes as presented. Motion seconded by Laura. Vote: 4-0***

C. *School Committee Meeting – March 6, 2014*

- ***Motion by Bill to approve the March 6, 2014 School Committee Minutes as presented. Motion seconded by Laura. Vote: 4-0***

III. Presentation

*Fred Rollins explained that he would like to request permission to use the Kinnicutt Center to house CMP workers during serious storms and emergencies when Islesboro loses its electrical power. Fred described how it was difficult to house and feed the 50 -75 CMP workers that worked on the island during the last storm. Fred's request was to use the Kinnicutt Center between 8pm and 6 am each day to house up to 30 CMP workers. Workers would sleep on inflatable mattresses provided by CMP and would be able to use the showers in the boys' and girls' locker rooms. Meals for CMP workers would be provided to them at the ICC. This request would help to reduce the amount of time that Islesboro would be without power.*

*The school committee discussed how this request aligns or interferes with the role of the Kinnicutt Center as a Red Cross Emergency Shelter. Heather explained that the Kinnicutt Center would be used as a Red Cross emergency shelter based on certain conditions. If there was a small emergency and need for temporary emergency shelter, then Bill and Odessa Shoppee would be designated as Red Cross Shelter operators in charge of housing and feeding individuals at the Center. If there was a major emergency, then the Red Cross would take over all operations at the Kinnicutt Center.*

*The school committee gave approval of Fred's request and asked that he meet with Fred Porter, town officials, and school administration to work out the details for housing the CMP workers at the Kinnicutt Center. The school committee requested copies of all information regarding use of the Kinnicutt Center by the Red Cross or CMP. Supt Mattos will provide the school committee with this information.*

IV. Review of Financial Records

- A. School Revenue and Expense Reports
- *Supt Mattos stated that due to unanticipated expenses (substitute salaries, legal expenses, and special education contracted services) he is concerned that the end of the year (June 30) unexpended budget balance, which is used as a balance forward revenue source for future school budgets may not be adequate. He recommended that there be a “budget freeze” and only necessary services, supplies and equipment be purchased from now to the end of the school year. Supt Mattos will work with Principal Knight to review and approve questionable requests for services, supplies or equipment.*
  - ***Motion by Bill to support the Superintendent’s recommendation for a budget freeze starting immediately. Motion seconded by Mike. Vote: 5-0***
  - *Supt Mattos reported that he had just received a check for \$2,785 from the insurance carrier as overpayment for property insurance for 2013/14.*
- B. School Lunch Accounts
- *Supt Mattos reported that student and adult balances in the school lunch account are as expected during the winter months. It is anticipated that all outstanding bills will be paid before September 1.*
- C. School Activity Accounts
- *Heather distributed to school committee members a copy of the ICS School Activity Account which showed ending monthly balances for all school accounts for January, 31, 2014 and February 28. Principal Knight answered school committee member questions in respect to a few specific accounts.*
  - *School committee members discussed past concerns about the condition of the soccer field. It was recommended that Heather and AD Graham contact the town manager to discuss options for making the soccer field safer and more playable for athletes.*
- V. Open Session (comment from the public)
- *None.*
- VI. Correspondence and Communications
- A. Islesboro Teachers’ Association
- *There was no representative from the ITA or written report provided.*
- VII. Committee/Administrative Reports
- A. Principal
- *Principal Heather Knight reviewed with school committee members her written Principal’s Report for March, which included information about an upcoming Eligibility meeting (April 2), an upcoming workshop in Belfast on conflict and communication which Heather will be attending, and information on the ICS Lead Team.*
  - *Heather also provided the school committee with a copy of the notes from the March 6<sup>th</sup> Lead Team meeting.*
- B. Superintendent
- *Supt Mattos stated that due to a lengthy agenda he would pass on his report.*
- C. Region 8
- *Bill reported that at the last Region 8 Board Meeting there had been considerable discussion about the Region 8 Cooperative Agreement in respect to selecting Region 8 Board members and for determining the cost sharing formula. Both of these issues were referred to the Policy Committee for more discussion. Supt Mattos stated that he had recently attended the Region 8 Policy Committee where these issues were discussed and*

*recommendations made. These recommendations will be brought forth at the next Region 8 Board Meeting.*

D. Committee Reports

- *School Facilities Committee –A School Facilities Committee meeting is currently scheduled for Thursday, April 3 at 11am.*
- *Ad Hoc Committee on Teacher/Principal Effectiveness – The next Ad Hoc Committee meeting is scheduled for Wednesday, April 9 at 3:15 pm.*
- *Negotiations Committee Meeting – No date has been set for the next Negotiations Committee Meeting.*

VIII. Unfinished Business

A. Discussion – Review Progress on 13/14 School Committee Goals

- *Supt Mattos reviewed with the school committee specific activities that had been or were in the process of being implemented. These goal areas and activities included: Communication – Parent/Community Satisfaction Survey; and Improving Teacher Practice and Student Learning – Curriculum development using Atlas and identifying benchmarks for student achievement. Heather stated that she will be providing the school committee with a first draft of K-12 academic benchmarks for reading, writing and math at the April School Committee meeting.*

B. Approval of 14/15 School Calendar

- *Heather reported that she had received only a limited amount of feedback from teachers regarding the proposed 14/15 school calendar.*
- *Heather stated that she concerned that there is only a limited amount of Inservice and Early Release ½ days available for teachers’ professional development, ICS curriculum work, etc. Heather would like to discuss this with the Lead Team. Based on this discussion, she will make recommendation to the school committee for the 14/15 school calendar at the April 8 school committee meeting.*
- *School committee members asked that, in the future following Teacher Inservice days, a written summary be provided to the school committee, which describes the work that was accomplished by teachers. Samples of any work products created as part of these Inservice days should also be included as part of this summary.*
- ***Motion by Mike to table the adoption of the 14/15 school calendar. Motion seconded by Laura. Vote: 5-0***

C. Discussion – Policy IHC-R Alternative School Programs –Administrative Procedures

- *Supt Mattos stated that Policy IHC-R contains language that addresses “accelerated learners and identified gifted students”, which needs to be clarified. Supt Mattos recommended that this discussion be tabled until he can review current ICS practice and state statute for programming for accelerated and gifted students.*
- ***Motion by Laura to table discussion on Policy IHC-R Administrative Procedures. Motion seconded by Mike. Vote: 5-0***

D. Discussion - Parent and Community Satisfaction Survey

- *Supt Mattos reported that the ICS Parent and Community Survey was ready for distribution. He thanked school committee members for their feedback in editing the final draft of the survey.*
- *A hard copy version of the survey will be made available to parents and community members at the ICS office, ICC, and town office. The survey will also be accessible as an online survey. Information about the survey will be included in the DA. The survey end date will be Friday, April 18.*

E. Approval of 14/15 School Budget

- *The school committee reviewed the latest draft of the 14/15 (March 18, 2014 ++). Supt Mattos stated that he included in this draft the Special Education Ed Tech 1 position. He shared with the school committee the cuts (\$26,662) he made in the budget in specific accounts in order to include this position, without increasing the budget.*
- *The impact of the 14/15 school budget (Total Town Appropriation - page 12, line 19) was an increase of 1.69% over the 13/14 school budget. During the past two years these increase were 12/13 – 1.55% and 13/14 -2.03%.*
- *Supt Mattos recommended that school committee members vote on the adoption of this budget following Executive Session, when ITA negotiations would be discussed. School Committee members agreed.*

IX. New Business

A. Review Results of ICS Graduate Survey

- *Heather distributed to the school committee a written report of information she had compiled in conducting telephone and personal interview with past ICS graduates from the classes of 2012 and 2013. This Post Graduate Report contained written summaries of responses from ICS graduates to questions such as:*
  - *How prepared were you for your current situation? Academically? Personal skills?*
  - *What areas would ICS have focused on to make you better prepared?*
  - *What challenges/difficulties at our school should we address?*
- *Also, past graduates identified academic areas in which they feel that they were not sufficiently prepared for. One issue identified and discussed was a lack of critical thinking and depth of content knowledge.*
- *Heather will first meet with specific teachers to discuss graduate concerns about their preparedness in specific academic areas, and then with the entire ICS staff to review the report. The report will also be sent to the graduates of the Classes of 2012 and 2013.*

B. Discussion – ICS Eligibility Policy

- *As previously mentioned in her Principal's Report, Heather and the ICS staff have been discussing the Eligibility Policy and its corresponding procedures. Specifically, discussion has focused on the eligibility of students to play sports when a student's grade falls below an 80. There will be more discussion with ICS staff regarding the development of contracts with students to improve their grades. The next meeting with the ICS staff to discuss this issue will be on Wednesday, April 2.*
- *Supt Mentioned that at present this ICS Eligibility Policy is not a school system policy but a school policy. School committee members stated that at one time this was a school system policy. Supt Mattos recommended that once the Eligibility Policy has been revised that it be approved as a school system policy, via first and second readings.*

IX. Other Business

- *None*

X. Executive Session

- A. Labor Contract Negotiations – 1 M.R.S.A 405 (6) (D) and Evaluation of Officials, Appointees and Employees 1 M.R.S.A 405 (6)(A)

- ***Motion by Laura to go into Executive Session to discuss contract negotiations with the Islesboro Teachers' Association per 1 M.R.S.A. section 405 (6) (D) and the Evaluation of Officials, Appointees, Employees per 1 M.R.S.A (6)(A) – Motion seconded by Mike. Vote: 5-0 (8:40 pm)***
- *Return to regular session at 10:10pm*
- ***Motion by Laura to approve the 2014/15 School Budget (Draft March 18++). Motion seconded by Mike. Vote: 5-0***

XI. Adjournment

- ***Motion by Laura to adjourn the meeting. Motion seconded by Mike. Vote: 5-0 (10:15 pm)***
- *Next school committee meeting is scheduled for Tuesday, April 8, 2014*

*Respectfully Submitted,*

*Joseph Mattos  
Superintendent of Schools – Islesboro*

### Things To Do List

1. *Budget Freeze - Supt Mattos will work with Principal Knight to review and approve questionable requests for services, supplies or equipment.*
2. *Soccer Field - Heather and AD Graham will contact the town manager to discuss options for making the soccer field safer and more playable for athletes.*
3. *School Calendar - Heather will meet with the Lead Team. Based to discuss the 14/15 school calendar, and will make recommendation to the school committee for the 14/15 school calendar at the April 8 school committee meeting.*
4. *Graduate Survey - Heather will meet with specific teachers to discuss graduate concerns about their preparedness in specific academic areas, and then meet with the entire ICS staff to review the report. The report will also be sent to the graduates of the Classes of 2012 and 2013.*
5. *Academic Benchmarks - Heather will provide the school committee with a first draft of K-12 academic benchmarks for reading, writing and math at the April 8 School Committee meeting.*
6. *Use of Kinnicutt Center – Heather and Joe will meet with Fred Rollins and Fred Porter to create a plan for using Kinnicutt Center for CMP workers during an Islesboro power emergency.*
7. *Joe will distribute copies of the Parent and Community Survey available to the ICC and Town Office.*
8. *Supt Mattos will provide the school committee with this information on the use of the Kinnicutt Center by the Red Cross or CMP.*