

ISLESBORO SCHOOL DEPARTMENT  
SCHOOL COMMITTEE MEETING  
September 9, 2014

A meeting of the Islesboro School Committee was held on Tuesday, September, 2014 at 7 pm in the Music Room of the Islesboro Central School.

AGENDA/MINUTES  
(DRAFT – To be approved at October 14 Islesboro School Committee meeting)

- I. Call to order and roll call
  - *Chairperson Mike Boucher called the meeting to order at 7:02 pm.*
  - *School Committee members present: Bill Boardman, Mike Boucher, John Gorham, Laura Houle, and Shey Conover.*
  - *Others present: Katie Hall, Vicki Conover, James Graham, Principal Heather Knight and Supt Joe Mattos*
  
- II. Approval of Minutes
  - A. *School Committee Meeting – August 12, 2014*
    - ***Motion by Bill to approve the August 12, 2014 Islesboro School Committee Meeting Minutes as presented. Motion seconded by Laura. Vote 5-0***
  
- III. Review of Financial Records
  - A. School Revenue and Expense Reports
    - *Supt Mattos explained that several of the cost centers (Special Education, Student and Staff Support, and System Administration) in the 13/14 school budget were overexpended. Per MDOE accounting requirements, all cost centers must have zero or positive final balances. Per state statute, up to 5% of monies from a cost center can be transferred to balance overexpended cost centers. Supt Mattos provided the school committee with information showing the specific transfers. Supt Mattos asked the school committee for a motion to make these transfers. **Motion by Bill to make transfers of cost center monies as recommended by the superintendent. Motion seconded by Laura. Vote: 5-0***
    - *Supt Mattos also explained that the remaining fund balance is \$82,611.12 which will be used, in part, as a revenue source for the 15/16 school budget. This amount is significantly less than in past years and may have a negative impact on the 15/16 budget.*
    - *Supt Mattos stated that the school budget contains “exact” costs and does not build in any monies for contingency purposes. Because of this, unexpected costs can easily overexpend a cost center. More discussion about this during 15/16 budget development meetings.*
  - B. School Lunch Accounts
    - *Principal Knight and Supt Mattos stated that there were only two small outstanding balances from school lunch program for 13/14 and these would be paid by next week. Supt Mattos complimented Principal Knight, Krysti Hall and Sarah for overseeing these program monies in an efficient and accountable manner.*
    - *It was reported by Supt Mattos that the ICS Lunch Program ended with a positive \$4,000 balance for 13/14. In years past the school lunch program always ended with a negative balance.*
  - C. School Activity Accounts

- *Principal Knight reviewed the School Activity Account ending July 31, 2014. Heather explained that they had not yet received their bank reconciliation statement for August. Heather answered questions about negative balances in some school accounts.*
- *There was discussion and questions about the school activity CD account, which had a balance of \$18,406.67. Were these monies part of the school activity account fund balances or a separate account? Heather will research this question and report back to the school committee at the October meeting.*

#### IV. Open Session (comment from the public)

- *Katie Hall read a letter from Nicole Hatch, ICS guidance counselor. This letter expressed concern regarding the tuition amount that was going to be established for the children of non-resident ICS staff. Ms. Hatch encouraged the school committee to consider the value of having the children of nonresident ICS staff attend ICS, and recommended that the school committee be reasonable in setting this tuition amount so that it would be affordable to her and other ICS staff.*
- *Chairperson Mike Boucher thanks Katie and stated that the issue of student tuition will be discussed later in the meeting under Old Business.*

#### V. Correspondence and Communications

##### A. Islesboro Teachers' Association

- *No report*

##### B. Other

- *James Graham, ICS Athletic Director, provided the school committee with information on 1. soccer and basketball schedules for 14/15, 2. the recent Lobster Dinner fundraiser, and 3. update on the school playground upgrade. He provided the school committee with the 14/15 Soccer and Basketball schedules. He discussed issues and challenges involved in scheduling soccer and basketball games with other school, due of ICS's location, logistics and because ICS is not involved in any league. He is in the process of exploring the possibility of having ICS join a league so that ICS sports schedules will be stable from year to year. He also reported the Lobster Dinner fundraiser for basketball uniforms was a success, raising \$2500. He stated that the success of this event was due to the students, coaches, community members, and Mike B who played a major role in setting up and putting on this event. Lastly, Coach Graham stated that he is in the process of organizing and working with interested parties for upgrading the ICS playground facilities. Plans for some new playground equipment are being created by Cedarworks. Mike Boucher recommended to Coach Graham that a final plan be presented to the school committee's Facilities Committee and school administration for their review and approval prior to purchasing any equipment or starting any work.*

#### VI. Unfinished Business

##### A. Discussion – ICS Magnet School Program

- *Supt Mattos distributed a packet of information which included: a process for reviewing the Magnet School Program, Minutes from the October 22, 2013 Magnet School Program Workshop, past Magnet School Program policies, and financial info on the Magnet School Program.*
- *It was recommended by Supt Mattos that a thorough review of the Magnet School program be conducted. This review would collect and analyze information regarding the financial, social, and academic impact that the Magnet School Program has on ICS and its students. School committee members discussed the pros and cons of conducting this review and agreed that a*

*review should be conducted, but should not consume a large amount of staff or school administration time. Supt Mattos will work with Principal Knight to collect this information, which will be presented at the October school committee meeting.*

- The school committee reviewed the packet of financial information about the Magnet School Program that Supt Mattos had compiled. This packet included information on Magnet student enrollment, ICS Magnet and state tuition rates, comparisons of ICS Magnet and state tuition rates, and estimated expenses associated with the Magnet School Program. The school committee discussed issues associated with Magnet School tuition rates, so as to insure that the tuition rate is fair, reasonable and meets the Magnet Policy requirement of having “no net increase in cost to the island’s taxpayers. Estimated revenues from the Magnet School Program for 14/15 are \$111,668, with estimated expenses at \$28,030 for a net of positive \$83,638. It was pointed out that the Magnet School Program was not created for the purpose as a revenue source. No action was taken. Issue tabled to the October school committee meeting.*
- The school committee also discussed tuition rates for the children of non-resident ICS staff. Currently the rate for an elementary student (child of nonresident ICS staff) enrolled at ICS is \$368. The school committee discussed a range of tuition rates, which included no tuition (zero \$), \$460, \$1,121(per student Magnet cost), and partial or full Magnet student tuition costs (\$5,345). There was consensus among school committee members that the tuition costs for nonresident ICS staff should be minimal because of the benefits it brings to ICS.*
- The school committee discussed issues related to the enrollment of students of nonresident ICS staff such as impact this might have on Magnet Student and ICS enrollment and admission processes. It was recommended that the policies for Magnet Students and Students of Nonresident staff be reviewed by the Policy Committee. Issue tabled to the October school committee meeting.*

## VII. New Business

### A. Discussion – ICS Goals for 14/14

- As discussed at the August school committee meeting, it was recommended that the ICS Goals for 14/15 be created in collaboration with ICS staff, school administration, and school committee. It was explained that the first step of this process is to solicit feedback from school committee members and school administration regarding the challenges and areas that need to be addressed that will have a significant impact on student learning, teacher practice, and for the efficient operation of ICS. The second step in the process is for Principal Knight and the ICS Lead team to work with ICS teachers to identify what they see as their challenges and areas that need to be addressed, while also considering school committee and school administration feedback. Subsequent to this process, The Lead Team will create a draft of ICS Goals for 14/15 with an action plan for achieving these goals. This draft of the goals and action plan will be presented to the school committee at the October 14 school committee meeting for their review and approval.*
- Each school committee member provided comments on what they viewed as challenges and areas for concern that need to be addressed. Principal Knight and Supt Mattos also provided their comments about challenges and areas of concern. Three challenges/areas of need that were identified by several school committee members and school administration were: 1. the implementation of the Proficiency Based Education at ICS, 2.improving school climate, and 3. improving communications between students, ICS staff, school administration, parents, school committee and community members. Supt Mattos will provide Principal Knight with this information as part of the next step for creating ICS goals for 14/15.*

- B. First Reading – Revisions to Policy AC - Nondiscrimination/Equal Opportunity and Affirmative Action) and Policy ACAB - Harassment and Sexual Harassment of School Employees.
- *The policy committee recommended that additional language (“sexual orientation”) be included in each policy in order to meet federal and state law requirements. **Motion by Laura to approve these recommended changes to policies AC and ACAB. Motion seconded by John. Vote: 5-0***
- C. Appointments
- *Supt Mattos reported that he had made the following appointments: Head Cook- Ryan Meader, Part-time Custodian – Jesse Young, Head Coach Middle School Boys – Jack Schlottman, Head Coach Middle School Girls – Krysti Hall, Head Coach Varsity Boys – Don (Buke) Johnson, Assistant Varsity Coach – Don Johnson Sr., Head Coach Varsity Girls- Joel Grindle, and Assistant Varsity Coach – Hanna Kerr.*

VIII. Committee/Administrative Reports

A. Principal

- *Principal Knight provided school committee members with a copy of her written September 9, 2014 Principal’s Report. This report included the following information: Community Service Manager, Attendance, and Eligibility.*
- *Community Service - Heather stated that she is presently advertising a leadership opportunity for a student to help organize and manage ICS students’ community services activities. Currently two students have shown interest in this position.*
- *Attendance - Heather explained new processes that are being put in place to program for documenting student attendance and dealing with student attendance issues.*
- *Eligibility – Heather presented information that the ICS staff has been discussing and working on to insure that a fair and equitable process is in place for dealing with student eligibility for participating in ICS extracurricular activities. Questions were raised and discussed e.g. is this too policy to confusing, to many variables, does it lower standards, to many loop holes and paperwork. Heather stated that she would like to work with ICS teachers to “pilot” this system to see how it works. She will report back to the school committee with her feedback at the October school committee meeting.*

B. Superintendent

- *Supt Mattos reported that the MSMA Fall conference is scheduled for October 23 and 24. Any school committee members interested in attending this conference should contact him and he will register then for this conference. Bill stated that he would like to attend on Thursday, October 23. Info on this conference has been forwarded to all school committee members.*

C. Region 8

- *Bill reported that a rep from Region 8 will be attending the October school committee meeting to discuss the possibility of building a new, MCST facility. Bill also reported that a new chairperson of the Region 8 Board had been elected.*

D. Committee Reports

- *Policy Committee – Shey reported that new processes have been put in place that will improve the policy review and approval process e.g. meetings will be monthly, more stakeholder involvement, and transparency in providing information in a timely manner. The next Policy Committee meeting is scheduled for Tuesday, September 16 from 3:15 to 4pm.*
- *School Facilities Committee – Mike updated the school committee regarding work being done on the reconstruction of the grades 2/3 outside wall. This work was completed in a*

*timely fashion, met all expectations for work quality and appearance, and was under budget. The next Facilities Committee meeting scheduled for Tuesday, Sept 16 at noon.*

- *Educator Effectiveness Steering Committee – The next meeting of the EESC is scheduled for Thursday, September 18 at 3:15 pm. The EESC will provide a presentation at the November 18 school committee meeting.*
- *Islesboro Early Childhood Study Committee – Mike Boucher stated that he has recently attended several Early Childhood Study Committee meetings. This committee was created by the Islesboro selectpersons with the purpose of exploring the possibility of providing needed services to children, aged birth to 4 years old, and their parents. She reported that she also attends these meetings as a rep of the Island Institute. Mike requested that the school committee officially “appoint” him as the Islesboro school committee’s representative to this committee. All school committee members agreed with Mike’s request. Mike will provide the school committee with information about committee discussions and decisions.*

IX. Other Business

- *A question was raised regarding ICS student involvement in a sailing program in Rockland. It was clarified that this was not an ICS program but a sailing program sponsored by the Big Tree Sailing program, which has been offered to ISC students. ICS supports this program and provides ICS students with some transportation to and from these Rockland based activities.*

X. Executive Session

A. Labor Contract – 1 M.R.S.A Section 405 (6) (D)

- ***Motion by Laura to go into Executive Session to discuss Labor Contract as per state statute 1 M.R.S.A. Section 405 (6) (D). Motion seconded by John. Vote: 5-0 (10:07 pm)***
- *School Committee returned to regular session at 10:53 pm. No actions taken.*

XI. Adjournment

- ***Motion by Laura to adjourn the meeting. Motion seconded by John. Vote: 5-0 (10:53 pm)***
- *The next school committee meeting is scheduled for Tuesday, October 14, 2014 at 6:15 pm.*

Respectfully Submitted,

Joseph Mattos  
Superintendent of Schools – Islesboro