

**Deer Isle-Stonington CSD #13 School Committee
Meeting Minutes
Deer Isle-Stonington Elementary School
Tuesday, November 6, 2007 at 6:00 P.M.**

Board Members Present:

Jim Adams, Aimee Hunt, Skip Greenlaw, Walter Kumiega and Mark Cormier

Board Members Absent: Don Sargent

Staff Present: Robert Webster, Todd West, Catherine Ring, Jane O'Connor, Sally Foley, Linda Graceffa, Kendall McGuffie, Kasie Parker, Clara Stone

Guests: Bernadette Fairfax, Colin Powell, Leti Douglass, Dean Eaton, Daphne Eaton, Lela Eaton, Alison Turner, Jim Wadman, Tim Robbins

1) Call to Order and Declaration of a Quorum:

Chair Kumiega called the meeting to order and declared a quorum at 6:00 P.M.

2) Moment of Silence:

A moment of silence was observed.

3) Introductions:

4) Citizens Comments:

5) Approval of the Agenda:

Motion by Greenlaw, second by Adams to approve agenda. Vote: 5/Y, 0/N.

6) Approval of the minutes of the October 2 and 11, 2007 meetings.

Motion by Greenlaw, second by Hunt to approve the minutes of the October 2 and 11, 2007 meetings. Vote: 10/2/07 minutes: 5/Y, 0/N. 10/11/07 minutes: 4/Y, 0/N, 1/Abstain (Cormier).

7) DISCUSSION ITEMS

A. Student School Committee Member Plan

Leti Douglass, Alison Turner and Lela Eaton addressed the Board and distributed a proposal for greater student involvement on the school committee. Lela explained the process for drafting their proposal. The proposal was reviewed by each advisory who then voted to accept or reject. At present, 12 of 17 advisories have ratified the proposal. The others have yet to meet. They propose having two representatives. One will be chosen by the student government, the other will be elected from the student body in a general election. The members will attend all meetings from October through September and will give a monthly report to the school committee. They would not be allowed to miss more than three consecutive meetings. They would have no vote on the committee and would participate only in appropriate executive sessions. **Motion by Greenlaw,**

second by Adams to approve the Student School Committee Member Plan. Vote: 5/Y, 0/N.

B. Math Curriculum and Assessment

Sally Foley introduced the members of the math committee consisting of herself, Kendall McGuffie, Linda Graceffa and Jane O'Connor. Foley then reviewed the timeline of the Everyday Math and CMP curriculums. The school then received a MATHS grant which ended last year. She distributed an overview of the professional development that the teachers have taken advantage of thanks to the grant. There is a new edition of Everyday Math. Lucy Astbury and Judy Rhodes are piloting this edition in their classrooms this year. Kendall McGuffie reported that the teachers have started communicating vertically (that is, with the grades above and below them). He finds this very helpful. Jane O'Connor commented that scheduled has been rearranged so that the K-5 teachers have common planning time. In the middle level, the teachers are teaching fewer electives to allow for more common planning time. She reported that she attended a couple of the MATHS conferences with Sally and enjoyed them very much. O'Connor and McGuffie expressed their appreciation for Sally Foley's expertise. Foley then explained how the MEA data would be used. She and McGuffie expressed frustration with the MEA test and *Maine Learning Results* changes. It is difficult to analyze the data to see if the program is improving the math learning with changing tests and standards.

C. 2006-07 Financial Audits and Management Letter

James Wadman reviewed the audit report with the Board. We have an appropriate unexpended fund balance of less than 2.5%. He noted that we still have unprotected funds. This situation needs immediate attention. He also noted that the USDA commodities need to be recorded as revenue when they are received and then an expense when they are used.

Wadman then reviewed the management letter. He indicated that the material weaknesses listed are not that dramatic. He indicated that his office will work with the central office staff to allow for greater involvement in preparation of the financial statements. He also explained the need for a segregation of duties. Robert Webster indicated to alleviate this problem he had instructed the principals to open and review monthly bank statements. He will open and review bank statements that come to the Central Office.

D. School District Reorganization Planning

Robert Webster reported that at the last meeting on October 15, the RPC committee began working on the 13 required items for the plan. He doesn't anticipate that the plan will be ready for December 1 deadline. The Department of Education is going to supply a checklist of the 13 items for units to show how far they have come. This will suffice for the December 1 deadline.

E. School District Consolidation Repeal Effort

Skip Greenlaw reported that 2770 petitions have been sent out throughout the State. He spent several hours at the polls today. He is beginning to get reports of the numbers of signatures gathered.

F. Policy Review/Revision

1. Resignation of Staff Members Policy 5.05

Minor changes made to the policy. The policy will be ready for a second reading in December.

2. Courtesy and Civility Policy 7.09

No changes were made to the policy.

3. Co-Curricular Hiring Process Policy 5.06A

Bernadette Fairfax, Dean and Daphne Eaton and Tim Robbins expressed concerns regarding the policy changes. They also are concerned that the policy is not being followed. Discussion held on hiring process and who should be on the committee. Explanation was given on who appoints the coaches. Extensive discussion held on process of dispute resolution.

4. Administrative Assistant Job Description Policy 9.01

5. Student Services Secretary Job Description Policy 9.01

6. Bookkeeper Job Description Policy 9.01B

No additional changes were made to these policies.

7. Hazing Policy 2.06

No additional change made to the policy.

G. Draft 2008-09 Budget Development Plan

Change review of administrator to March 20. Discussion held on budget development.

H. Draft NCLB Report Card Outline

Robert Webster reviewed the items on the proposed NCLB report card.

8. ACTION ITEMS

A. Plowing/Sanding Contract Award

Walter Kumiega read a bid from Danny Eaton in the amount of \$50.00 per hour plus \$50.00 per yard of sand/salt. **Motion by Greenlaw, second by Adams to accept the bid from Danny Eaton for plowing and sanding. 5/Y, 0/N.**

B. Acceptance of Donations/Grants

Todd West indicated that the school has received a \$5,000 grant from MELMAC. The money will be used to try to engage parents in post-secondary education planning for their children, to take the 10th graders on a college visit and to facilitate a "step-up" day for college bound seniors. West also discussed applying for an implementation grant in the future which would be a four year grant for \$40,000. This grant would require a \$5,000 match from the school. Discussion held on the MELMAC grant. **Motion by Hunt, second by Greenlaw to approve acceptance of the MELMAC grant in the amount of \$5,000. Vote: 5/Y, 0/N.**

C. Policy Review

1. Advertising on School Property Policy 6.08

2. School Sponsored Fundraising Policy 7.01

3. Distribution and Posting of Non-School Materials Policy 7.06

Motion by Greenlaw, second by Hunt to approve the policies. Vote: 5/Y, 0/N.

D. Personnel

1. High School Administrative Assistant

Robert Webster nominated Kasie Parker as the high school administrative assistant at a rate of \$10.65 per hour. **Motion by Greenlaw, second by Hunt to approve Kasie Parker as the high school administrative assistant. Vote: 5/Y, 0/N.**

2. Junior Varsity Boys and Girls Coaches

Robert Webster nominated Tony Bray as Junior Varsity Boys Basketball coach, Ted Boyce as Junior Varsity Girls Basketball coach, Heather Brewer as Junior High B Girls Basketball coach, Will Morey as Junior High A Girls Basketball coach and Chris Hutchinson as Junior High B Boys Basketball coach. **Motion by Greenlaw, second by Cormier to approve the coaching appointments. Vote: 5/Y, 0/N.**

3. School Health Coordinator

Robert Webster nominated Heather Barton-Lindloff as the School Health Coordinator. This position will start now and continue through the end of the school year. **Motion by Greenlaw, second by Cormier to approve Heather Barton-Lindloff as the School Health Coordinator. Vote: 5/Y, 0/N.**

9. REPORTS

A. CSD Strategic Plan

No report.

B. Elementary School Principal

Catherine Ring distributed a written report and commented:

- The middle level soccer team has won the coastal league championship.
- Great work has been done on the school website.
- We will be hosting the District VI high school music festival. Thanks goes to Christel Kendzia.
- She just received notice that we did not make AYP for reading and math on the MEA testing.
- The performances of Fiddler on the Roof, Jr. will be November 16, 17 & 18th.

Walter Kumiega commented that the newly formed music boosters club will be at the music festival selling concessions.

C. High School Principal

Todd West distributed a written report and commented:

- He has completed an iWalkthrough. He will be continue gathering data and will compile the results for review in the spring.
- Pam Bennett Gray will be speaking on Thursday at 2:45 p.m. regarding the re-accreditation process.

- J.S. Rollins has conducted a network evaluation. The computer system is now much more secure. However, we do need a fire wall.
- There are several teachers going for MLTI training.
- The State is making a push to validate high school laptops. We should be seeing reports supporting their use soon.

Jim Adams commented that he appreciates seeing the articles in the newspaper. Skip Greenlaw commented that there will be a graduation requirements committee meeting tomorrow.

D. Superintendent

Robert Webster reported that the ridge cap on the gym portion of the high school building has been installed. There have been no leaks and no further condensation problems. There will be a Union school committee meeting on November 27 at 6:00 p.m. at Deer Isle-Stonington High School. He outlined the sessions he attended at the Fall Conference.

10. COMMUNICATIONS

11. EXECUTIVE SESSION on a teacher and support staff contract negotiations pursuant to 1 M.R.S.A. § 405(6)(D) and on a personnel matter.

**Motion by Greenlaw, second by Adams to enter into executive session at 8:50 p.m.
Vote: 5/Y, 0/N**

Participating: Walter Kumiega, Skip Greenlaw, Aimee Hunt, Mark Cormier, Jim Adams and Robert Webster. Returned to regular session at 9:17 p.m.

12. Adjournment

Motion by Greenlaw, second by Kumiega to adjourn at 9:17 p.m. Vote: 5/Y, 0/N.

Respectfully submitted,

**JoAnna Haskell
Administrative Assistant**