

APPROVED MINUTES
 Milford School Committee
 Thursday, October 6, 2011, 6:00 p.m.
 Dr. Lewis S. Libby School

| COMMITTEE MEMBERS: | Present |
|--------------------------|---------------|
| Greg Hobson, Chair | <u>X</u> |
| Michael Bond, Vice Chair | <u>ABSENT</u> |
| Gary Drinkwater, Member | <u>X</u> |
| Ann Goodwin, Member | <u>X</u> |
| Chris LeClair, Member | <u>X</u> |

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|------|------------------------------------|-------|
| I. | Call to Order _____ 6:03 PM _____ | Chair |
| II. | Declaration of Quorum | Chair |
| III. | Flag Salute | Chair |
| IV. | Additions and Amendments to Agenda | Chair |

The agenda was adjusted to allow Greenbush School Department to speak about their need for Central Office support in a limited capacity. Gwen Smith, Principal of the Helen S. Dunn School spoke of how they need payroll and payables support. As of now, they receive Superintendent services through the Howland School Department. The Greenbush School Committee is in full agreement to have use of some services from the Milford School Department's Central Office. The payment to us for the services equals approximately \$1,600.00 a month. The Milford Committee asked if an audit would be done before joining services and if our business manager is able to add more to her workload. It was said that Kelly would look at shifting some of her work responsibilities to the Central Office Administrative Assistant.

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|----|---|-------|
| V. | Approval of Minutes _____ | Chair |
| | A. Aug. 11, 2011 | |
| | Moved: <u>Chris LeClair</u> Seconded: <u>Gary Drinkwater</u> Vote: <u>4/0/0</u> | |
| | B. Sept. 8, 2011 | |
| | Moved: <u>Ann Goodwin</u> Seconded: <u>Gary Drinkwater</u> Vote: <u>4/0/0</u> | |
| | C. Sept. 12, 2011 | |
| | Moved: <u>Gary Drinkwater</u> Seconded: <u>Ann Goodwin</u> Vote: <u>4/0/0</u> | |
| | D. Sept. 21, 2011 | |
| | Moved: <u>Ann Goodwin</u> Seconded: <u>Gary Drinkwater</u> Vote: <u>4/0/0</u> | |

Persons with disabilities who may need an accommodation to fully participate in this meeting should call 827-2252 at least 72 hours prior to the meeting.

Policy Notice: Pursuant to Title 26 M.R.S.A. ss965C, the School Committee hereby specifically requests of all bargaining agent(s) meet and consult on educational policies which are a part of or may become part of this agenda. cc. School Committee, Special Education Director, President of MEA, MEA Bldg Rep, Principal to Post, Town Office to Post, Penobscot Times, Bangor Daily News

VI. Public Comment

Chair

- * The need to purchase and install the security system so we may better protect our school and grounds was discussed along with a witness saying he's observed vehicles on the Chaisson Field in the early morning hours. It was also mentioned that the gates to the field should be closed & locked.
- * Our math curriculum was discussed & the need to revisit its effectiveness in teaching math skills. It was recommended an appointment be set up with the principal, James Friel.
- * A parent asked when 7th graders would be allowed to take their laptops home. Proper training of its care and use along with an agreement signed by the parent and student will be taught before allowed to take home.
- * The Committee was asked where we are regarding a school nurse. Superintendent Weed stated we have a nurse consultant at this time but are still looking to hire.

VII. REPORTS AND DISCUSSIONS:

A. Superintendent's Report
Resignations

Supt. Weed

- * Mr. David Morrill as an Ed. Tech.
Retirements
Meetings
Other
- * Hired: James Friel as Principal
Margo LaPlante-Lonko as a Kindergarten teacher.
- * Supt. Weed asked if possible to change the Committee meeting date due to the Co-hort meeting on the same day as Committee meetings. School Committee agreed to change the meeting to the second Thursday of the month.
- * Supt. Weed recommended a tape recorder be purchased to record meetings.
- * Bring Spotlight back to the agenda.

B. Principal's Report

Mrs. Lewis

- * Mrs. Lewis introduced Mr. James Friel and stated how well organized he is and knows he will continue leading the school with great success.
- * Modifications to the Kindergarten classrooms are done. Mrs. Lewis tried to make contact with all Kindergarten parents before the changes happened.
- * The kitchen equipment is old and will be in need of replacing.
- * The September Read Around the World celebration was a huge success with The Mainely Country Band. We had approximately 200 participants and have received great compliments.
- * NECAP testing going on.
- * NWEA tesing - math scores low
- * Grandparents day with 2nd grade was a hit. Cookies and punch were made and served.

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C. Special Education Director's Report

Mrs. Dyer

- * Mrs. Dyer stated she has been working on the local entitlement grant, year end report and ARRA grant.
- * Mrs. Dyer attended a workshop on staff evaluation of Special Education staff.

D. Finance Report

Mrs. Theriault

- * Mrs. Theriault met with the town office and the following was discussed:
 - Auditor says a separate checking account should be set up.
 - Stop entering line by line
 - The warrant process will be discussed at the Joint meeting. Our bills are paid late because of this process.
 - Sharing services with Greenbush School Department is a good idea, will bring money in to the school with low cost.

E. Committees Reports

Comm. Chairs

F. Chair's Report

Chair

- * October 18th, 6PM in the school's library will be the Joint Meeting between the School Department Committee and the Selectmen.

VIII. New Business

Supt. Weed

A. Services for Greenbush School Department - Comments under IV.

B. Asst. Principal/Athletic Director/504 Coordinator

- * The Committee agreed that the Athletic Director's position should be put on Schedule A of the teacher's contract. Recommended amount of \$5,000. per year.
- * The 504 Coordinator should be shifted to the Special Ed. Director. A half-day per week will be added to cover these duties. Recommended amount of \$7,000. per year from general ed. funds.
- * In addition, the Special Ed. Director position should be increased by a half day to respond to the needs of our student population. Recommended amount \$7,000. per year from special ed. funds.
- * Curriculum instruction/development/assessment - create a half time position devoted to curriculum development, instruction, and assessment which will provide collaboration, consulting and coaching services to our school. This person would be a key member of the school's instructional teams and report directly to the principal. This position would not be an administrative position and would be compensated under the teacher contract. Recommended amount per negotiated agreement.
- * The occasional need for a teacher to cover administrative duties when all administrators are out of the building may occur, when this happens, a substitute will be hired for the day to cover the teacher's classes.

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IX. Old Business Supt. Weed
A. Security System

- * Supt. Weed said she received three (3) quotes to go by. All quotes leave room to expand cameras. She will make contact with one (1) company to move this project along.
- * Signs stating surveillance cameras are on school premises will be purchased.

X. ACTION ITEMS: Supt. Weed
A. Add'l Administrative Support

Moved: Gary Drinkwater Seconded: Chris LeClair Vote: 4/0/0

B. Staff Nominations
1. Mildred Cannon - Library Media Specialist

Moved: Ann Goodwin Seconded: Chris LeClair Vote: 4/0/0

2. Katherine Clements - First Grade Teacher

Moved: Chris LeClair Seconded: Ann Goodwin Vote: 4/0/0

XI. Correspondence Chair

* None

XII. Executive Session Committee

* The Committee did not go into Executive Session.

No Executive Session

Recommendation: That the School Committee goes into Executive Session for the purpose of discussing negotiations pursuant to 1 M.R.S.A. 405 (6)(A)

Moved: _____ Seconded: _____ Vote: _____

Time in: _____ Time out: _____

XIII. Other:
Next monthly meeting date: November 10, 2011

XI. Adjourn Chair

Moved: Ann Goodwin Seconded: Gary Drinkwater Vote: 4/0/0

Time: 8:01 PM

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