

Policy BEDB: Adopted 11/12/2015

Minutes
Milford School Committee
February 22, 2017
6:00 p.m.
Dr. Lewis S. Libby School

COMMITTEE MEMBERS:	Present
Armanda Day, Chair	<u>X</u>
Karen Sawyer, Vice Chair	<u>X</u>
Greg Hobson, Member	<u>X</u>
Ann Goodwin, Member	<u>X</u>
Marija Grange, Member	<u> </u>

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|------|-----------------------|------|--|-------|
| I. | Call to Order | 6:01 | | Chair |
| II. | Declaration of Quorum | Done | | Chair |
| III. | Flag Salute | Done | | Chair |
| IV. | Public Comment | | | Chair |

A Parent asks what the school policy for truancy is. Assistant Principal Trish Clark reports that 7 days of unexcused absences is a flag for the school administration to follow up and review record of reasons for absences. Ms. Clark continues that a “habitual truant” determination with letter follow-up depends upon the number of absences and the reasons for the absences.

Superintendent James Underwood explains that the parent should receive a phone call from the principal who would schedule a meeting with the parent to come in and talk about what’s happening. Principal and parent try to correct the school attendance before the Principal follows up with a formal letter to the parent and formal report as appropriate.

The parent also requests the School’s Medication Dispensation Policy; Superintendent Underwood asks the parent to call his office/secretary the next day and schedule an appointment to come in and talk with him a.s.a.p. for follow up and to obtain the written policies requested. The parent agrees.

- V. Additions and Amendments to Agenda

None

VI. Approval of Minutes

Chair

A. January 17, 2017

Chair Armanda Day notes a correction: under Agenda Item VIII A., change “Kindergarten” in Principal’s note regarding class size number to “grade 1” (Superintendent’s error).

Motion: Greg Hobson, to approve with noted correction

Second: Ann Goodwin

Vote: 4-0

B. Special Meeting January 10, 2017

Motion: Karen Sawyer

Second: Greg Hobson Vote: 4-0

VII. Spotlight on Learning

No Presentation tonight.

Principal

VIII. REPORTS & DISCUSSIONS:

A. Principal’s Report

Principal

Written Report received.

B. Special Education Services

Special Education Coordinator

Coordinator Trish Clark Updates the committee regarding caseloads and progress regarding completion of Special Education Documentation and Reports.

C. Athletic Director’s Report

Athletic Director

Written Report received.

D. Finance Report

Business Manager

Financial Activity: Business manager Carrie Smart notes the monthly financial activity report has been distributed and asks that committee members email any questions as they review the report.

E. Superintendent’s Report

Superintendent

Superintendent Underwood notes budget review meetings he and Business Manager Carrie Smart have conducted with Principal Loiselle (Regular Instruction and School Administration), Lead Custodian and Maintenance Director Ed Holmes (Building Maintenance), Technology Provider Evan Sperry, Special Ed Coordinator Trish Clark (Special Education) to be discussed in further detail under IX New Business C. Budget Development Discussions/Updates.

Superintendent Underwood distributes three summary pages from the School’s 2015-16 Draft Audit Report received today from R&R Smith Auditors and reviews the financial data. Superintendent Underwood explains that the draft information illustrates that the year-end expenditures came in slightly under budget due to a budget freeze early in the school year, but

also notes a tuition revenue shortfall in projected elementary tuition revenue. Use of unspent balance from a prior year balanced an approximate \$3,000.00 deficit in the total required revenue to balance the 2015-16 June 30, 2016 year end school ledger.

School Committee member Greg Hobbs clarifies the donor for \$4,903.00 in 2015-16 “unexpected revenues” was the Parent Teacher Organization (PTO) to cover the expenses of the installation for the electronic Promethean White Boards last year for instruction in six of the Dr. Lewis S. Libby classrooms.

F. Committees
Chairs

Committee

Warrant Committee:
No new report.

Policy Committee:
No new report.

Facilities Committee:

Committee member Greg Hobson asks whether a recent leak in Guidance Office is in the same roof area that was repaired this school year. Response: No leaks have occurred in the repaired sections. This is a new leak, result of ice dam, has not leaked again subsequent to ice melt. Will monitor this area.

Finance Committee:

No report. School committee will be meeting in budget workshop as full committee Finance Committee unless adjusted by school committee.

IX. New Business

A. Staff Position Updates:

Long Term Substitute Teacher (greater than 10 days):

(Laurie Miller) Title 1 (immediate) (Sub on Monday, then LT sub,) for Renee Curtis

(Christina Watson) Grade 2 Classroom (begins March, 2017) for Erin Weisman

(Melissa Conary) Kindergarten Classroom Teacher (begins March, 2017) Abbey Davis

Ed Technicians: to end of current school year:

(Darlene Mogul) Educational Technician Kindergarten (begins March, 2017) for Melissa Conary

(Kristina Small) for Heidi Milton’s position

Director of Special Education (2017-18) Readvertised as Planned

B. Review Updated 2017-18 Budget Development Timeline with Carrie Smart

C. Budget Development Updates/Discussion (Superintendent James Underwood, Business Manager Carrie Smart)

Superintendent Underwood discussed budgetary needs in each of the following areas that would be reflected in the First Draft Budget Business Manager Carrie Smart is preparing for the first budget workshop March 9, 2017. The Superintendent will follow with a detailed report of his verbal summary for the school board tonight which includes:

Building Maintenance Needs (Needs Identified: J. Underwood, C. Smart, P. Loiselle, Ed Holmes)

Roofing Needs for a 5 –yr plan recommended, or Revolving Loan consideration (DOE)

Boiler-Heating Considerations , 5-yr plan and/or consider future combined bid with the town?

Parking Lot maintenance/repair:

- Obtain Fill (town manager Chris Reordan offered to address) and fill in low lying area around the door way (“boom”) (est.: 14 yards of fill)
- Parking lot, sidewalks, main entrance area: broken, torn up, in disrepair. Town Manager/Road Department volunteered to include repair and reconstruct of sidewalk, entry area loop and entry area parking/drop off in town maintenance project, summer, 2017.

External Entrances: Doorways

- Replace 3 steel doors in disrepair now, place 4 in 2017-18 school budget.

Painting:

- Repaint floors: cemented floors of Girls’ and Boys’ locker rooms and kitchen area.
- Paint front side and entrance area of building around to the middle sections. Add \$900.00 to cost of paint to rent a lift.
- Refresh/repaint water fountain in Boys’ locker room.

Playground Area Needs:

- Need 100 feet of cyclone fence meshing (to replace meshing for 11, 8 foot sections)
- Need additional wood chips to Pre-K/K playground area. Principal Loiselle will follow up – will contact Recreation Dept. and request wood chip replacement.
- Principal Loiselle will pursue Private Foundation Grant and Donation funding to purchase/replace pre-K/K playground equipment. Replacement needed, but Superintendent does not recommend placing in the budget.

Other

- Keep/Refresh and Restore, the water fountain in the cafeteria area.
- Replacement of Lighting in the Gym and Library are warranted, but recommend searching for grant moneys and energy saving initiatives during the 2017-18 budget year and not adding to the budget at this time.
- (In year 3 of maintenance plan, address what to do with storage portable and its contents).

Regular Instruction (PreK-8)

Superintendent Underwood reported on:

- impact of tuitioned high school graduates, 2017 and number of ninth grade tuition students next year as well as loss tuition revenue at Elementary grades, Lewis Libby, from outlying towns.
- Continuance of current reg. instruction programming including Writing Without Tears workbook requests for primary grades; purchase of online and text programming for two, grade 7 classes in Social Studies; currently no class text for grade 7 (30 students).
- Reduction in average general bid order goal from \$250.00/ per teacher, per classroom the current school year to \$200.00 / per teacher, per classroom for 2017-18.

Technology

Superintendent Underwood reported on Technology Status and Needs identified in meeting with Jim Underwood, Carrie Smart, Evan Sperry and Peter Loiselle. Discussion spanned:

- student computer technology status and needs by grade level, adapting current computer lab tables and chairs from existing furniture, to the continuance of purchasing Promethean boards with financial assistance of Federal/State grant dollars (REAP funds for 2017-18).
- Replacement need for teacher laptops now 8 years old, also discussed.
- Security Cameras and Security upgrade needs noted, but not included for 2017-18.

School Administration, District Administration

Business Manager Carrie Smart noted sub accounts that had insufficient funds the current school area and reported that adjusted in those account numbers need to be considered in such areas as Professional Development, Course Reimbursement, salary, and travel.

School Board

(Contingency etc.)

Carrie Smart and Superintendent Underwood noted to the Committee that a contingency account should be added to the School Board account in the case of unexpected emergencies or events (such as unknown secondary level students moving to town for whom tuition was not considered, unknown High Needs Special Education costs, boiler failure, etc.).

The first draft budget will include a proposed amount in a new contingency account.

Special Education

Programming Needs and Staffing

Superintendent Underwood reports to the committee that the Superintendent's and Special Education Coordinator's review of current and projected needs for the 2017-18 school year should not include any additional Special or Alternative programming. One additional Educational Technician position, however, is needed to be split between an uncommon range of needs across two Special Needs classrooms.

X. Old Business

No Old Business

XI. Action Items

A. Accept Staff Resignations

1. Renee Curtis, Title I
2. Heidi Milton, Ed Tech

Motion: Karan Sawyer Second: Ann Goodwin Vote: 4-0

B. Consider Approval of one additional Special Education Technician Position (split between Lisa Sawyer and Linda Mosley).

The committee tabled Action on this item and to revisit the issue at the end of tonight's agenda. The vote will be on the position, not the person.

XII. Public Comments on Agenda Items Chair

No Public Comment

XIII. Executive Session Committee

- Administrative evaluations pursuant to Title 1 M.R.S. §405(6)(A)
- Personnel matters pursuant to Title 1 M.R.S. §405(6)(A)

(Feb. 22, 2017 Consider Entering Executive Discussion for Personnel matters pursuant to Title 1 M.R.S §405(6)(A))

Motion: Greg Hobson Second: Ann Goodwin Vote: 4-0

Out of Executive Session at 8:06.

Action following executive session:

Motion to approve one new Ed Tech position for the remainder of the current school Ks

Motion: Karen Sawyer Second: Ann Goodwin Vote: 4-0

- Student discipline pursuant to Title 1 M.R.S. §405(6)(B)
- Teacher/support staff negotiations pursuant to Title 1 M.R.S. §405(6)(D)
- Legal matters pursuant to Title 1 M.R.S. §405(6)(E)

XIV. Other Chair

Next proposed meeting date: March 15 at 6:00 p.m.

XV. Adjourn Chair

Motion: Karen Sawyer

Second: Greg Hobson

Vote: 4-0

Time: 8:09 p.m.