

Minutes

Milford School Committee

Thursday, Sept. 15, 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>X</u>

- I. Call to Order 6:00 p.m. Chair
- II. Declaration of Quorum: done Chair
- III. Flag Salute: done Chair
- IV. Additions and Amendments to Agenda: Chair
- V. Approval of Minutes Chair

A. May 19, 2016
Motion: Greg Hobson Second: Karen Sawyer Vote: 3-2

B. June 21, 2016
Motion: Greg Hobson Second: Karen Sawyer Vote: 3-2

C. July 21, 2016
Motion to approve July 21, 2016 minutes with the correction to change Gregg to Greg.

Motion: Armanda Day Second: Ann Goodwin Vote: 3-2

D. August 18, 2016

Motion: to approve the August 18, 2016 minutes with following changes: change title (Agenda) to “Minutes” and change all previously approved “Draft Minutes” to “Approved Minutes.

Motion: Ann Goodwin Second: Marija Grange Vote: 3-2

VI. REPORTS & DISCUSSIONS:

A. Superintendent's Report done Supt. Underwood
Member Greg Hobson adds that in 2012 town meeting there was a town vote to allow the school committee to have entire control over the expenditure of all three school dept. CD's. and that there should be something in the town minutes of that meeting indicating that.

B. Principal's Report Principal Loiselte

Principal Loiselle expands upon his report that the first day with power off went very well with the assistance of all staff and cooperation of the students. Mr. Loiselle also reports on recent vandalism (broken window on the storage portable) repaired.

Principal adds that he has organized his principal's leadership team with 5 staff members on the team. This team will plan the Oct. 7 staff meeting day. Supt. Adds information regarding the CNS charges and payments, monthly of \$2700 for "9 hrs": of labor. Technical Coordinator Evan Sperry has explained that reports that the billing does not reflect 9 hrs labor; rather, the \$2700.00 charge is a monthly charge is that includes a minimum base of 16 hrs per week labor each month with many additional hours not charged any month. Hardware purchases are not included in that \$2700 and are billed to purchased technology supplies or hardware.

C. Director of Student Services' Report

Director Kern

Special Ed Director Carrie Kern expands upon her report. Ms. Kern notes the social thinking model/and stories that is new this year is proving to be very positive. RTI has started off well with many positive things happening. However, in terms of unexpected and unplanned costs, Ms. Kern projects 33 more students than last year (with about 15 of that number, new students who have moved in and were unknown). Director Kern reports that at least 90 % of the move-ins have had some sort of significant educational plan. And we are not in compliance with what needs to be happening. We are charged with determining what needs to happen with these students and must meet unforeseen compliance demands, behavioral and safety needs taking priority. Director Kern emphasizes that the needs have increased and that, currently, we don't have the staffing we need.

Superintendent Underwood clarifies the term, "maintenance of effort," and also clarifies the importance of the IEP team being judicious and careful to provide free and appropriate education and provide what the child legitimately needs. He points out that it is also a difficult IEP Team responsibility to be sure that what the team is actually needed to assist the given student. If we are not providing what's needed the state often will withhold subsidy until the situation is corrected to their satisfaction. Board discussion, thoughtful questions and answers ensue. Director Kern responds to an example that in the event that a child enrolls with an IEP that subsequently proves not to be working, it then would be the responsibility of the new IEP team to observe, track and determine if and what changes need to be made to that IEP. But when the child comes into the school, the last IEP stands as the new situation begins at the receiving school as the plan we must be compliant with by law.

D. Assistant Principal/Athletic Director's Report

AP Clark

Athletic Director Donna Conary responds to a safety concern created when drivers continue to drive into the area where the many cross country students and spectators are. Ms. Conary reports that a driver had previously been warned not to drive in the vicinity when a cross country meet is taking place, that the athletic director and coach met immediately following the issue today and that there will be cones to mark the area at the next meet. The board notes that this and driving around the drop off circle at dismissal times has been a persistent problem and needs again to be addressed. Director Conary also reports that the scoreboard repair is in the process of being corrected.

School board member Karen Sawyer comments that there are good things happening with coaching and athletics right now, noting that many students now have an opportunity to participate and sportsmanship is more the priority. Board Chair Armand Day comments how great and positive it is now that everyone is getting a chance to play. Director Conary adds that she and the coaches have talked at length about the large number of students who have come out for fall sports and the coaches have spoken strongly in support of the principle that everyone who comes out to join the team should participate and play, knowing that their responsibilities for safety increase as the student participation grows.

E. Finance Report

Superintendent Underwood expands from the Superintendent Report, distributing the latest Financial Activity Report. Mr. Underwood reports the savings from the recent reduction of the Assistant Principal position to a .2 or 20 % percent position, and a transfer of the .8 percent of that position to fill the recently vacant .8 art position. Supt. Underwood notes that we still are awaiting the school budget audit for the 2015-2016 school year to determine the year end account status. Superintendent Underwood notes that the unanticipated increased costs in Special Education now projected for the 2016-17 year will likely consume all savings in position changes and any anticipated balance from the school year ending June, 2016. Mr. Underwood notes the completion of the window repair that has been needed for some time, the need for winter sealing of two flat rubber roof sections, and the replacement of a deteriorating soffit at one end of the building in the courtyard area.

F. 2016-17 Committees: selection/appointment to Committees, sub-committees, local committees

Board Chair Armand Day notes that a review of subcommittee needs and composition is needed. Chair Day also notes the difficulty of arranging a schedule to accommodate all required school committee member signatures in a timely manner. Ms. Day recommends that Business Manager Carrie Smart put out a schedule that will accommodate the needs. Discussion follows. Member Greg Hobson recommends a return to the previous “regular schedule” where the warrants would be available the Thursday and Friday prior to the following Wednesday Selectman meeting, Superintendent Underwood will bring that recommendation back to Business Manager Carrie Smart who will set that in motion.

Warrant Committee: All board members note their desire to review and sign for each school warrant; members Greg Hobson, Chair Armand Day, Vice Chair Karen Sawyer volunteer to represent the three required signings as Warrant Committee members in the event all five members are not always available to meet every warrant signing deadline.

Policy Committee: Ann Goodwin and Marija Grange volunteer for this committee.

Facilities Committee: Greg Hobson and Karen Sawyer volunteer for this committee.

Finance Committee to be considered when the 2017-18 budget prep begins.

VII. New Business

A. Current 2016-17 School Budget Update/Discussions Supt. Underwood
Done in Superintendent’s Report Follow and under Finance Report.

B. Upcoming Audits, Status Items
JU reports that the financial audit is coming up soon and so is the whole school Title 1 audit.

VIII. Old Business

A. Supt. Underwood: none

B. Maintenance Report, funding maintenance needs
Already covered in Superintendent’s Report

C. Add Process for signing warrants
Superintendent Underwood will communicate the schedule recommended by committee members to Business Manager Carrie Smart.

D. Drop off Circle Discussion
Board member Ann Goodwin reports/explains that there are still issues with the congestion in the drop off area and recommends that sign placement could again be tried (No Parking, Drop Off Circle, X-Country Meet, Soccer Today, etc.)

Discussion continues with reports of frustration, drivers ignoring signs, at least one driver repeatedly driving the wrong way in the one way zone, etc.) Assigning a DUTY PERSON being is also recommended, but lack of adequate staffing is also noted, all staff already having assigned duties. The discussion continues with no current solution, except that this might be a first agenda item for the facilities subcommittee. Principal Loiselle suggests he could call a committee of school staff members to address.

IX. Action Items Supt. Underwood

A. Fundraising Request (follow up from August 18 meeting) and Fundraising Policy/Forms: Principal Loiselle explains the process and Superintendent Underwood adds that the Superintendent’s signature has been added to the form before reaching the school committee meeting agenda.

Motion to approve motion to approve the PTO fundraising request. Karen
Motion: Ann Goodwin Second: Karen Sawyer Vote: 3-0 (2 abstain)

B. Accept fundraising donation from PTO of \$835.00
Motion to accept/receive the \$835.00 donation to fund one half of the cost for a new computer for school sign electronic link to run the school sign.

Motion: Karen Sawyer

Second: Armanda Day

Vote: 3-0 (2 abstain)

C. Approve student parent handbook

Principal Loisel reports there are no significant changes except to clarify the laptop guidelines and policy that the parents do need to pay for damage/replacement.

Brief discussion follows with Greg Hobson recommending that the UTC policy be reviewed with consideration that an option for the student to purchase his/her laptop at the end of the school year at a reduced price. Karen Sawyer asks Principal Loisel if a previous grant for \$16,000 for purchasing laptops should or can be submitted again. Principal Loisel will research.

Motion to approve the Student- Parent Handbook:

Motion: Karen Sawyer

Second: Greg Hobson

Vote: 5-0

X. Public Comments on Agenda Items

Chair Armanda Day

Also – Chair Armanda Day requests that Superintendent Underwood make a correction to the agenda as determined last year by policy vote of the committee. That correction is to have public comment in two places: at beginning and at end of the agenda. Superintendent Underwood will replace the agenda format with this change.

Principal Loisel requests that two agenda items be added: to the next agenda: “Outdoor Education” for students to come and report to the board on this new activity brought here this year .

And an Agenda Item for every agenda: SPOTLIGHT ON LEARNING. For example, that could be a teacher or teacher accomplishment, could be an outside presenter who might have come to school, or a particularly valuable workshop. The principal will report at the beginning of the meeting after the approval of minutes what that item would be.

XI. Executive Session

Committee

Recommendation: That the School Committee goes into Executive Session for the purpose of discussing -

- **administrative evaluations pursuant to Title 1 M.R.S.A. 405(6)(A)**
- **personnel matters pursuant to Title 1 M.R.S.A. 405(6)(A)**
- **student discipline pursuant to Title 1 M.R.S.A. 405(6)(B)**
- **teacher/support staff negotiations pursuant to Title 1 M.R.S.A. 405(6)(D)**
- **legal matters pursuant to Title 1 M.R.S.A. 405(6)(E)**

XII. Other:

Chair Armanda Day

Next meeting date: October 20, 2016 at 6:00 p.m.

XIII. Adjourn

Motion to adjourn: (8:15 p.m.)

Motion: Greg Hobson

Second: Karen Sawyer

Vote: 5-0