

**MINUTES**  
 Milford School Committee  
 December 6, 2018 @ 6:00 PM  
 Dr. Lewis S. Libby School

COMMITTEE MEMBERS:	Present
Marija Grange, Chair	x
Ashley Thornton, Vice Chair	x
Armanda Day, Member	x
Ann Goodwin, Member	x
Scott Libby, Member	X @ 6:31

- |      |  |                |                                  |                  |
|------|--|----------------|----------------------------------|------------------|
| I.   | Call to Order  | <b>6:04 PM</b> |                                  | Chair            |
| II.  | Declaration of Quorum  |                | <b>Done</b>                      | Chair            |
| III. | Flag Salute  |                | <b>Done</b>                      | Chair            |
| IV.  | Public Comment   |                | <b>None</b>                      | Chair            |
| V.   | Additions and Amendments to Agenda<br><b>Marija requests to add New Business- Communication system update.</b> |                |                                  | Chair            |
| VI.  | Approval of Minutes<br>A. November 8, 2018   |                |                                  | Chair            |
|      | Motion: <u>Armanda Day</u>   |                | Seconded: <u>Ashley Thornton</u> | Vote: <u>4-0</u> |

VII. REPORTS & DISCUSSIONS:

- |    |   |                   |
|----|---|-------------------|
| A. | Superintendent's Report <b>Verbal Report</b><br><b>Superintendent Underwood reports on recent heating issues this winter due to power outage that reset the computers that regulate temperatures in the building. A technician has come and reset this. There was also a frozen pipe in the Special Education office that burst. A technician was called and able to fix the issue.</b> | Superintendent    |
| B. | Principal's Report <b>As submitted</b>  | Principal         |
| C. | Special Education Director's Report <b>As submitted</b>   | Director          |
| D. | Athletic Director's Report <b>As submitted</b>  | Athletic Director |
| E. | Finance Report <b>As submitted</b><br><b>Armanda asks about update for Audit Balance. Carrie Smart replies that the Audit will be completed in December this year and information on balances will be available shortly after.</b>  | Business Manager  |
| F. | Committees<br><b>Armanda reports that the Policy Committee met prior to tonight's School Committee meeting and was able to review multiple policies. Policy Committee will be again on 1/10/19.</b>   | Committee Chairs  |

VIII. New Business

- |    |  |                |
|----|--|----------------|
| A. | Communication system update- discussion about lockdown communications and the problems with the current intercom system/ phones. Quote was received from phone company this week about updating the system. Armanda also adds that DOE had just released information about a new grant to help schools fund these types of projects. Superintendent Underwood will review the quote and look into the grant and provide information at next months School Committee meeting. | Superintendent |
|----|--|----------------|

- IX. Old Business Superintendent  
     A. **None**
- X. ACTION ITEMS: Superintendent  
     A. Second reading and adoption of policies:  
         JLF- Reporting Child Abuse and Neglect  
         JLF-E- Suspected Child Abuse/ Neglect Report Form  
         JLF-R- Reporting Child Abuse and Neglect- Administrative Procedure  
         JLFA- Child Sexual Abuse Prevention and Response
- Motion: Ann Goodwin                      Seconded: Ashley Thornton                      Vote: 4-0
- B. Consider action on the sale of up to 28 laptops that are no longer in use.  
         **Principal Clark, Carrie Smart, and Evan Sperry will coordinate this. Suggested price is \$50/  
         laptop.**
- Motion: Ashley Thornton                      Seconded: Armanda Day                      Vote: 4-0
- XI. Public Comments on Agenda Items **None** Chair
- XII. Executive Session Committee  
     Recommendation: That the School Committee goes into Executive Session for the purpose of discussing –
- Personnel matters pursuant to Title 1 M.R.S. §405(6)(A)
- Motion: Armanda Day                      Seconded: Ann Goodwin                      Vote: 4-0
- Time In: 6:30 PM                      Time Out: 6:55 PM
- Action taken: **Direct Superintendent Underwood to follow through with the appropriate communication to  
         the required individuals.***
- Motion: Ashley Thornton                      Seconded: Scott Libby                      Vote: 5-0
- Administrative evaluations pursuant to Title 1 M.R.S. §405(6)(A) **Annual Superintendent Review**
- Motion: Armanda Day                      Seconded: Ann Goodwin                      Vote: 5-0
- Time In: 6:58 PM                      Time Out: 7:51 PM
- Action taken: **Take no action on the Superintendents contract and to advertise for the Superintendent  
         position in February/March 2019.***
- Motion: Armanda Day                      Seconded: Ann Goodwin                      Vote: 5-0
- XIII. Other: Chair  
     Next proposed meeting date: **January 10, 2019 @ 6:00 PM**
- XIV. Adjourn **7:52 PM** Chair
- Motion: Ashley Thornton                      Seconded: Ann Goodwin                      Vote: 5-0