

**Portland School Committee**

**Business Meeting- 7pm**

**Executive Session – 8pm**

**Wednesday, February 4, 2009**

**Room 250 – Casco Bay High School**

**Assuring that all students are learning for their future**

**7pm - Business Meeting**

**Call to Order**

**Pledge of Allegiance**

**Report of the Chair**

**Report of Superintendent**

1. Retirements: Effective 1/26/09  
Janis Forbes            Math/DHS                            10 Years of Service
2. King Middle School, Windsor House Exposition
3. Jonathan Kozol visit to Portland

**Report of the Secretary**

1. Consideration and action to approve the meeting minutes from the January 14, 2009, January 15, 2009, January 16, 2009, January 20, 2009, and January 21, 2009 meetings.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve the meeting minutes from the January 14, 2009, January 15, 2009, January 16, 2009, January 20, 2009, and January 21, 2009 meetings.

**Report of Committees**

1. Policy Committee/Legislative Affairs
2. Finance Committee
3. Personnel Committee
4. Building Committee
5. Facilities Task Force
6. Other Committees and/or member concerns

**Consent Items**

1. PATHS :
  - A. Hospitality Program - refrigerator with ice and water shield and bathroom vanity by Sharon Sparrow, Raymond
  - B. Automotives – 1995 Jeep Cherokee by Karl Gray, Porter
2. Office furniture valued at \$1,510 to Lyseth Elementary School by McClain Marketing Group, Portland
3. Dell PC with flat screen monitor and speakers valued at \$400 to EECS by Joshua Chard, Portland
4. \$3,000 to CBHS to help fund the Junior Journey trip to participate in Habitat for Humanity by an anonymous donor.

**Old Business** - None

**New Business**

1. First reading of policies:
  - A. CBA – Superintendent Job Description
  - B. EBCD – Emergency Closings, Delays and Dismissals

**Personnel**

1. Consideration and action to approve the Personnel items listed:

**Leave of Absence: For the remainder of the 2008-2009 school year**

Christel Driscoll	Science/Lincoln	Childrearing
Christine Sawyer	Special Ed/West	Childrearing

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve the Personnel items listed.

**Committee Focus on Educational Issues** - None

**Public Comment Prior to 11:00 PM on any items not on the evening's agenda**

**Adjournment**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to adjourn the business meeting at \_\_\_\_\_

**8pm - Executive Session**

Consideration and action to go into executive session to consult with the School Committee's attorney concerning the legal rights and duties of the Committee with respect to the employment of a Superintendent of Schools pursuant to 1 MRSA Sections 405 (6)(A) and (E).

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to go into executive session to consult with the School Committee's attorney concerning the legal rights and duties of the Committee with respect to the employment of a Superintendent of Schools pursuant to 1 MRSA Sections 405 (6)(A) and (E).

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to come out of Executive Session

**Upcoming School Committee Meetings – Room 250, CBHS**

Feb. 25, 7pm Business meeting

**Upcoming Workshops –**

Feb. 11, 7pm Workshop **Room 321, PATHS-Charter Commission Presentation**  
Feb. 25, 8pm Evaluation workshop

**Upcoming Subcommittee meetings**

Feb. 11, 5:30pm Finance Committee, **Room 321, PATHS**  
Feb. 23, 5:30pm Finance Committee, **Room 321, PATHS**  
Feb. 24, 5:30pm Personnel Committee, Room 250 **Classroom B**, CBHS  
Feb. 25, 6:00pm Policy/Legislative Affairs, Room 250, CBHS

**Draft:** Jan. 15, 2009

**Approved:**

**School Committee meeting Jan. 14, 2009**

Under Report of the Secretary

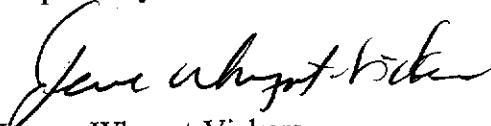
Public hearing was called to order at 7pm

Members present: Kathleen Snyder, Sarah Thompson, Peter Eglinton, Justin Costa, Rebecca Minnick, Elizabeth Holton, Robert O'Brien, Jaimey Caron, Marnie Morrione, John Gjika, Ness Smith-Savedoff, Simon Thompson

The committee heard public comments from 15 community members regarding the possible reduction to the Family Living program, which is one of the recommended reductions in the FY09 budget.

Public hearing closed at 7:56pm at which time the Committee moved into a workshop session to continue discussions regarding organizational issues.

Respectfully submitted,



Jeanne Whynot-Vickers  
Interim Superintendent of Schools

**Draft:** January 20, 2009

**Approved:**

**School Committee meeting January 15, 2009**

Under Report of the Secretary

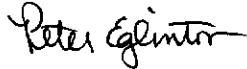
Consideration and action to move into Executive Session to interview candidates for the position of Superintendent of Schools pursuant to 1 MRSA Section 405(6)(A).

At 9:04 a.m. Ms. Thompson moved, seconded Ms. Snyder and voted 8-0 to move into Executive Session to interview candidates for the position of Superintendent of Schools pursuant to 1 MRSA Section 405(6)(A). (Ms. Minnick absent)

Members Present: Justin Costa, Kate Snyder, Sarah Thompson, Robert O'Brien, Peter Eglinton, Jaimey Caron, Marnie Morrione, Elizabeth Holton, Rebecca Minnick (arrived late)

At 5:30pm Ms. Morrione moved, seconded Mr. Caron and voted 8-0 to come out of Executive Session. (Ms. Snyder absent)

Respectfully submitted,



Peter Eglinton, Chairperson  
Portland School Committee

**Draft:** January 20, 2009

**Approved:**

**School Committee meeting January 16, 2009**  
Under Report of the Secretary

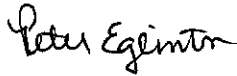
Consideration and action to move into Executive Session to interview candidates for the position of Superintendent of Schools pursuant to 1 MRSA Section 405(6)(A).

At 8:42 a.m. Ms. Thompson moved, seconded Ms. Holton and voted 7-0 to move into Executive Session to interview candidates for the position of Superintendent of Schools pursuant to 1 MRSA Section 405(6)(A).

Members Present: Justin Costa (arrived late) Kate Snyder, Sarah Thompson, Robert O'Brien(arrived late), Peter Eglinton, Jaimey Caron, Marnie Morrione, Elizabeth Holton, Rebecca Minnick

At 3:05pm Mr. O'Brien moved, seconded Ms. Minnick and voted 9-0 to come out of Executive Session.

Respectfully submitted,



Peter Eglinton, Chairperson  
Portland School Committee

**Draft:** January 21, 2009

**Approved:**

**School Committee meeting January 20, 2009**

Under Report of the Secretary

**Executive Session**

Consideration and action to move into Executive Session to review superintendent finalist candidates pursuant to 1 MRSA §405(6)(F)

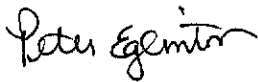
At 5:35pm Ms. Morrione moved, seconded Ms. Holton and voted 8-0 to move into Executive Session to review superintendent finalist candidates pursuant to 1 MRSA §405(6)(F) (Mr. O'Brien absent)

Members Present: Justin Costa, Kate Snyder, Sarah Thompson, Robert O'Brien(arrived late), Peter Eglinton, Jaimey Caron, Marnie Morrione, Elizabeth Holton, Rebecca Minnick

At 7:35pm Ms.Minnick moved, seconded Mr.Costa and voted 9-0 to come out of Executive Session

At 7:36 pm Ms.Morrione moved, seconded Ms. Holton and voted 9-0 to adjourn the meeting.

Respectfully submitted,



Peter Eglinton, Chairperson  
Portland School Committee

**Draft:** Jan. 21, 2009

**Approved:**

**School Committee meeting Jan. 21, 2009**

Under Report of the Secretary

At 7:04 pm Mr. Eglinton called the meeting to order.

Members present: Members present: Kathleen Snyder, Sarah Thompson, Peter Eglinton, Justin Costa, Jaimey Caron, Marnie Morrione, Rebecca Minnick, Elizabeth Holton, Robert O'Brien, Simon Thompson, Ness Smith-Savedoff, John Gjika

### **Report of the Chair**

Mr. Eglinton:

- Expressed condolences to the family of Thomas Curran.
- Attended Martin Luther King, Jr. breakfast
- Indicated that Simon Thompson will be the student rep. On the MLK Commission and asked that any member who would like to be on this committee to please let him know.

### **Report of Superintendent**

Interim Superintendent Whynot-Vickers:

- Meeting with cost center managers regarding curtailment issue. Also meeting with union presidents who are willing to work to assist with this curtailment issue.
- Announced resignations - Marlies Reppenhagen DHS/German teacher Effective Jan.23,2009

### **Report of the Secretary**

1. Consideration and action to approve the meeting minutes from the January 6,2009 and January 7, 2009 meetings.

Ms. Minnick moved, seconded Mr. Costa and voted 9-0 to approve the meeting minutes from the January 6,2009 and January 7, 2009 meetings. (Students voted with majority)

### **Report of Committees**

1. Policy Committee/Legislative Affairs – Ms. Morrione – met prior to evening meeting and will be bringing policies CBA and EBCD for a first reading on Feb. 4<sup>th</sup>. Next meeting Feb. 3<sup>rd</sup>, 6pm
2. Finance Committee – Ms. Snyder – next meeting will be Tuesday, January 27<sup>th</sup>, 5:30pm. Will be reviewing curtailment update, FY10 time line, presentation from transportation department, and update on federal stimulus package. Feb. 3<sup>rd</sup>, 4pm at City Hall the joint finance committees will meet to discuss auditor's report as well as fund balance.
3. Personnel Committee – Ms. Thompson – superintendent site visits in next couple of week with a candidate to school committee for vote on February 25<sup>th</sup>. On Feb. 25<sup>th</sup> there will be a workshop on evaluations.
4. Building Committee – Mr. Caron – met two weeks ago to plan forward. Will meet on a bimonthly basis as a group and subcommittees will continue to meet until tasks are completed.

5. Facilities Task Force – Mr. Caron – will meet Jan. 26<sup>th</sup>, 6pm at Longfellow to discuss capital maintenance plan and facilities maintenance. Consultant is working in the district. Consultant will have a report on enrollment projections at the February meeting.
6. Other Committees and/or member concerns
  - Ms. Minnick – requested information wind turbine. Ms. Whynot-Vickers provided information regarding concern on height and noise level.
  - Ms. Thompson – requested information on the % of teachers who are ELL endorsed.
  - Ms. Morrione – attended David Hilton’s 8<sup>th</sup> grade class regarding banning of styrofoam.

**Consent Items** – Interim Superintendent Whynot-Vickers reviewed donations and thanked contributors.

### **Old Business**

1. Consideration and action to approve the superintendent’s recommendation to have the delivery of the Family Living Program’s Grade 4 and 5 curriculum assigned to classroom teachers, to the extent feasible, for the remainder of the fiscal year 2009. This will result in a savings of \$38,000 to \$40,000 and would leave the Family Living Coordinator’s position unfilled.

Ms. Snyder moved, seconded Ms. Holton to approve the superintendent’s recommendation to have the delivery of the Family Living Program’s Grade 4 and 5 curriculum assigned to classroom teachers, to the extent feasible, for the remainder of the fiscal year 2009. This will result in a savings of \$38,000 to \$40,000 and would leave the Family Living Coordinator’s position unfilled.

Vote: It was voted 0-9 to approve the superintendent’s recommendation to have the delivery of the Family Living Program’s Grade 4 and 5 curriculum assigned to classroom teachers, to the extent feasible, for the remainder of the fiscal year 2009. This will result in a savings of \$38,000 to \$40,000 and would leave the Family Living Coordinator’s position unfilled. (Students voted with majority) Motion fails.

2. Consideration and action to approve the amended Comprehensive Facilities Use and Maintenance Task Force Resolution.

Ms. Holton moved, seconded Ms. Minnick to approve the amended Comprehensive Facilities Use and Maintenance Task Force Resolution.

Vote: It was voted 9-0 to approve the amended Comprehensive Facilities Use and Maintenance Task Force Resolution. (Students voted with majority)

3. Consideration and action to approve the appointment of a member to the Comprehensive Facilities Use and Maintenance Task Force

Ms. Holton moved, seconded Ms. Snyder to approve the appointment of a member to the Comprehensive Facilities Use and Maintenance Task Force

Vote: It was voted 9-0 to approve the appointment of a member to the Comprehensive Facilities Use and Maintenance Task Force (Students voted with majority)

4. Consideration and action to approve the PATHS, Part II budget.

Ms. Minnick moved, seconded Ms. Thompson to approve the PATHS, Part II budget.

Vote: It was voted 9-0 to approve the PATHS, Part II budget. (Students voted with majority)

**New Business** - None

**Personnel** - None

**Committee Focus on Educational Issues** - None

**Public Comment Prior to 11:00 PM on any items not on the evening's agenda**

**Adjournment**

Ms. Thompson moved, seconded Ms. Holton and voted 9-0 to adjourn the business meeting at 8:15pm(Students voted with majority)

Respectfully submitted,



Jeanne Whynot-Vickers  
Interim Superintendent of Schools

## SUPERINTENDENT OF SCHOOLS – JOB DESCRIPTION

### Accountability

The Superintendent of Schools is directly responsible to the *Portland School Committee*.

### Job Goal

Provide educational leadership in developing and maintaining the best possible school system. Lead, guide, and direct the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. Responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. Oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

### Required Expectation/Competencies

- A. **Communication** - Able to communicate clearly with staff, parents, students and community, both verbally and in writing.
- B. **Community Relations** - Recognizes the importance of both stimulating and considering community needs/wants regarding education. Demonstrates ability to involve the community in developing and implementing goals. Views the community/school relationship as a partnership.
- C. **Curriculum** - Strong commitment to leading the effort to define and deliver an effective, consistent curriculum K-12.
- D. **School/Community Involvement** – Visible in the schools, aware of current issues and activities in the schools, and shows an interest in community affairs.
- E. **Leadership** - Able to motivate, lead, guide and direct people. Committed to implementing the Mission and Vision Statement and strategic plan of the school system.
- F. **Diversity and Equity** – *Sets a strategic direction that supports diversity, equity and inclusion for staff and students by recommending, developing, implementing and managing positive actions.*
- G. **Organizational Management** - Uses a systematic approach to managing and improving the schools. Excellent organization skills, working knowledge of school law, and proven ability to resolve organizational conflicts.
- H. **Personnel Management** - Excellent people skills. Ability to recruit and retain high quality staff. Strong personnel management practices including annual performance reviews where appropriate and understanding of collective bargaining issues.
- I. **School Facility Management** - Good understanding of facilities management, including development of long-term maintenance plans and capital resource planning and management.

- J. **School Finance/Budgeting** - Strong working knowledge of school finance, including budget development and management. Ability to effectively communicate with the *Portland School Committee*, staff, community and local municipal officials about budget/finance issues. Clear understanding of federal, state, and local funding issues.
- K. **School Improvement** - Supervise and evaluate school programs in the spirit of continuous improvement; understanding of educational practices, research, and national/state/local initiatives, including Maine's Learning Results; and ability to frame issues for discussion, reach timely decisions and implement change.
- L. **Staff Development** - Commitment to fostering continuous staff improvement emphasizing both system-wide and individual development.
- M. **Superintendent/Committee Relations** - Understands that the Superintendent is responsible for management of the schools under the *Portland School Committee's* policies and is accountable to the Portland School Committee.
- Maintains open communication with the *Portland School Committee*
  - Performs all duties required by federal and state statutes and regulations and implements Portland School Committee policies.
- N. **Supervision/Evaluation** - Understands the importance of accountability for staff and self. Uses an evaluation process that establishes clear performance standards and follows through to resolve performance issues.
- O. **Effective lobbying for School System interests** - Represents school system issues for decision-making bodies, including the Maine Department of Education, the Maine State Legislature and its subcommittees, the Governor's Office, and local City and County councils and committees. Meets when necessary with Portland's representative delegation, including City Councilors, State senators and representatives, and U.S. Congressional and Senate representatives. Appropriate delegation of lobbying efforts is acceptable in some circumstances.
- P. **Full-time employment** - Devotes his/her working time to the Portland School Department. A full-time superintendent may perform educational service outside of the Portland School Department with the approval of the commissioner and with the consent of the *Portland School Committee*.

**Qualifications/Eligibility**

- A. Meet or exceed the requirements for a Superintendent Certificate as established by Maine Law. (See 20-A MRSA §13019 A).
- B. Eligible for Maine State certification for Superintendentcy; Master's Degree in Educational Leadership/Administration or Equivalent.

**Terms of Employment**

Work year shall be twelve (12) months. Length of contract (not to exceed five years), salary and benefits shall be determined by the *Portland School Committee* and Superintendent under the Superintendent's individual contract. Contract will expire on June 30 of the year of expiration. (20-A MRSA § 1051(3))

**Evaluation**

Performance shall be evaluated in accordance with the provisions of the *Portland School Committee's* policy on evaluation of the Superintendent.

Adopted: February 6, 1984

Revised: August 26, 1992; November 8, 2000; October 15, 2008

**EMERGENCY CLOSING, *DELAYS, AND DISMISSALS***

The Superintendent is empowered to close the schools, *delay the start*, or to dismiss students early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel.

~~Notification of closing will originate~~ *Notification of closings, delays or dismissals will originate* only with the Superintendent who will, in turn, notify all schools and offices.

Legal Reference: 20-A MRSA § 4801

Adopted: February 6, 1984

Revised: August 26, 1992; \_\_\_\_\_