

**Portland School Committee**

**Business Meeting- 7pm**

**Wednesday, February 25, 2009**

**CITY COUNCIL CHAMBERS, CITY HALL**

**Followed by a reception in the State of Maine Room**

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

**7pm - Business Meeting**

**Call to Order**

**Pledge of Allegiance**

**Report of the Chair**

1. Recognition of National Board Certified Teachers
2. Recognition of Maine's Special Education Director of the Year

**Report of Superintendent**

**Report of the Secretary**

1. Consideration and action to approve the meeting minutes of February 3, 2009, February 4, 2009 and February 10, 2009

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve the meeting minutes of February 3, 2009, February 4, 2009 and February 10, 2009.

**Report of Committees**

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

**Consent Items - None**

**Old Business**

1. Consideration to approve policy CBA – Superintendent Job Description

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve policy CBA – Superintendent Job Description.

2. Consideration to approve policy EBCD – Emergency Closings, Delays and Dismissals

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve policy EBCD – Emergency Closings, Delays and Dismissals

**New Business**

1. Consideration and action to appoint a Superintendent of Schools effective July 1, 2009.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to appoint a Superintendent of Schools effective July 1, 2009.

**Personnel**

1. Consideration and action to renew the contracts of Principals for the 2009-2010 school year who have been employed more than two years, pursuant to M.R.S.A . Title 20-A, Chapter 504, Section §13301, *Employment of Principals*.

Dana Allen	Kelly Hasson	Derek Pierce
Christine Bearce	Karen James	Stephen Rogers
Jill Blackwood	Shelia Jepson	Gail Senese
Kathleen Bouchard	Michael Johnson	J. David Shapiro
Brian Britting	Nancy Kopack	Gwen Smith
Dawn Carrigan	Ken Kunin	David Turner
Lee Crocker	Michael McCarthy	Robert Wood
Carol Dayn	J. Peter McCormack	Kimberly Wike
Marcia Gendron	Marysue Morrison	Lenore Williams

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to renew the contracts of Principals for the 2009-2010 school year who have been employed more than two years, pursuant to M.R.S.A . Title 20-A, Chapter 504, Section §13301, *Employment of Principals*.

2. Consideration and action to approve the Personnel item listed:

**Leave of Absence: Effective 1/1/09 for the remainder of the 2008-09 school year**

Shannon Moran	French/Moore	Personal
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Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Voted \_\_\_\_\_ to approve the Personnel item 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 \_\_\_\_\_

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

March 4, 7pm	Business meeting
March 18, 7pm	Business meeting
March 25, 7pm	Business meeting

**Upcoming Workshops –**

March 11, 7pm	Workshop
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**Upcoming Subcommittee meetings**

March 2, 6pm	Facilities Task Force, East End Comm. School
March 4, 5:30pm	Personnel Committee, Rm. 250, CBHS
March 5, 5:30pm	Finance Committee, Room 321, PATHS
March 9, 6pm	Facilities Task Force, Moore Middle School
March 11, 5:30pm	Finance Committee, Room 250, CBHS
March 16, 5:30pm	Finance Committee, Room 321, PATHS
March 18, 6pm	Policy/Legislative Affairs, Room 321, PATHS
March 23, 6pm	Facilities Task Force, King Middle School
March 24, 5:30pm	Finance Committee, Room 321, PATHS
March 25, 6pm	Policy/Legislative Affairs, Room 321, PATHS
March 30, 6pm	Facilities Task Force, Lincoln Middle School
March 31, 5:30pm	Finance Committee, Room 321, PATHS

Draft: Feb. 4, 2009

Approved:

School Committee meeting Feb.3, 2009

Under Report of the Secretary

**Executive Session**

Consideration and action to move into Executive Session to discuss the superintendent search site visits pursuant to 1 MRSA §405(6)(A)

At 7:14pm Ms. Thompson moved, seconded Ms. Minnick and voted 7-0 (Ms. Snyder and Mr. O'Brien absent for vote) to move into Executive Session to discuss the superintendent search site visits pursuant to 1 MRSA §405(6)(A)

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

Also present were two members of the Superintendent Search Interview Panel who participated in the site visit: Joan Gildart, Ethan Strimling

At 8:45pm Mr. O'Brien moved, seconded Ms. Morrione and voted 9-0 to come out of Executive Session

Respectfully submitted,



Peter Eglinton, Chairperson  
Portland School Committee

**Draft: Feb. 5, 2009**

**Approved:**

**School Committee meeting Feb. 4, 2009**

Under Report of the Secretary

Mr. Eglinton called the meeting to order at 7:02pm.

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

### **Report of the Chair**

Mr. Eglinton:

- Thanked Justin Costa and Simon Thompson for volunteering to serve on the Martin Luther King, Jr. Committee
- Reminder that WinteRush opening ceremony is Friday, Feb. 6<sup>th</sup>.
- Mentioned District 2 Music Festival held recently
- Recognized bargaining units and their response to the curtailment

### **Report of Superintendent**

Interim Superintendent Whynot-Vickers:

- Announced a retirement: Effective 1/26/09 Janis Forbes Math/DHS 10 yrs.
- Attended the King Middle School, Windsor House Exposition – students studying physics, wind turbines
- Briefly shared information about Jonathan Kozol's visit to Portland on April 29th

### **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.

Ms. Holton moved, seconded Ms. Thompson and voted unanimously to approve the meeting minutes from the January 14,2009, January 15, 2009, January 16, 2009, January 20, 2009, and January 21, 2009 meetings.(Students voted with majority)

### **Report of Committees**

1. Policy Committee/Legislative Affairs – Ms. Morrione provided a brief updated on the work of the Policy Committee.
2. Finance Committee – Ms. Snyder – provided an update on the joint meeting of the city and school finance committees that took place on Feb. 3<sup>rd</sup> as well as the Jan. 27<sup>th</sup> Finance Committee meeting. Handed out a budget time line. Next meeting Feb. 11<sup>th</sup>, 5:30pm Room 321.
3. Personnel Committee – Ms. Thompson – updated Committee on superintendent's search. Announced a tentative workshop on Feb. 25<sup>th</sup> to discuss evaluations used in the district.
4. Building Committee – Mr. Caron – subcommittees are continuing to do their work. City has moved forward with a bonding package.
5. Facilities Task Force – Mr. Caron – next meeting Feb. 9<sup>th</sup> at Riverton School.
6. Other Committees and/or member concerns
  - Ms. Thompson: Mentioned WinteRush – thanked Interim Superintendent Whynot-Vickers, Ron Adams-Food Services Director, Sally Deluca and Ted Musgrave – City's Parks and Rec Dept for all of their help with this event.
  - Ms. Minnick - She and Ms. Holton met with Interim Superintendent Whynot-Vickers regarding the School Committee meeting day and location of meetings. Ms. Minnick indicated that the superintendent would meet with the city manager regarding these discussions.

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

**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

Ms. Snyder moved, seconded Ms. Morrione and voted unanimously to approve the Personnel items listed. (Students voted with majority)

**Committee Focus on Educational Issues** - None

**Public Comment Prior to 11:00 PM on any items not on the evening's agenda** – No members of the public addressed the Committee.

**Adjournment of business meeting**

Ms. Thompson moved, seconded Ms. Snyder and voted unanimously to adjourn the business meeting at 7:28pm

**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).

At 8pm Ms. Minnick moved, seconded Mr. O'Brien and voted 9-0 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).

Members Present: Kathleen Snyder, Sarah Thompson, Peter Eglinton, Justin Costa, Rebecca Minnick, Elizabeth Holton, Robert O'Brien, Jaimey Caron, Marnie Morrione

At 10pm Mr. Caron moved, seconded Ms. Snyder and voted 9-0 to come out of Executive Session.

Respectfully submitted,



Jeanne Whynot-Vickers  
Interim Superintendent of Schools

Draft: Feb. 11, 2009

Approved:

School Committee meeting Feb. 10, 2009

Under Report of the Secretary

**Executive Session**

Consideration and action to move into Executive Session to discuss the employment of a Superintendent of Schools pursuant to 1 MRSA Sections 405(6)(A).

At 7:07 pm Mr. O'Brien moved, seconded Ms. Thompson and voted 8-0 to move into Executive Session to discuss the employment of a Superintendent of Schools pursuant to 1 MRSA Sections 405(6)(A).

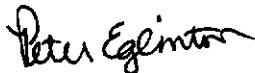
Members present: Peter Eglinton, Sarah Thompson, Jaimey Caron, Kate Snyder, Robert O'Brien, Justin Costa, Rebecca Minnick, Marnie Morrione

Members absent: Elizabeth Holton

Also present: Melissa Hewey, Drummond Woodsum

At 9:10pm Mr. Costa moved, seconded Ms. Morrione and voted 8-0 to come out of Executive Session.

Respectfully submitted,



Peter Eglinton, Chairperson  
Portland School Committee

## 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; \_\_\_\_\_

CHAPTER 504  
EMPLOYMENT OF PRINCIPALS

**§ 13301. Definition**

For the purposes of this chapter, "principal" means any person certified as a principal in accordance with chapter 501 or 502 who is employed as a supervising principal for more than 50% of the time in any public elementary or secondary school in the State.

**§ 13302. Nomination and approval; contracts**

**1. Employment of principals.** The superintendent shall nominate principals for employment, subject to regulations established by the school board governing salaries and qualifications and the requirements of section 1001, subsection 13. If the school board approves the nomination, the superintendent may employ a principal for a term not to exceed 3 years as determined by the school board.

**2. Written contract.** Employment of principals must be by written contract that includes, but is not limited to:

- A. The identification of the parties to the contract;
- B. The responsibilities of the position;
- C. The renewal or extension provisions; and
- D. The salary and benefits for the position.

**§ 13303. Contract renewal**

**1. Notice.** A school board shall provide notice of the renewal or nonrenewal of a principal's employment contract as follows.

**A.** Notwithstanding any contract provision to the contrary and no later than March 1st of the year the contract expires, the school board shall notify a principal who has been employed by the board for more than 2 years of its decision to renew the principal's contract for a period not to exceed 3 years or not to renew the principal's contract. Notice of a principal's nonrenewal of contract must be in writing. Upon written request, the school board shall provide a written statement of the reasons for nonrenewal to a principal.

**B.** Notwithstanding any contract provision to the contrary and no later than April 1st of the year the contract expires, the school board shall notify a principal who has been employed by the board for 2 years or less of its decision to renew the principal's contract for a period not to exceed 3 years or not to renew the principal's contract. Notice of nonrenewal of a principal's contract must be in writing.

**2. Failure to give notice.** If the board fails to notify the principal in accordance with subsection 1, the following provisions apply.

**A.** A principal may request in writing within 15 days of the March 1st or April 1st notice deadline, as applicable, a meeting with the school board to discuss contract renewal issues. The board shall hold that meeting within 30 days of receipt of the principal's request.

**B.** A school administrative unit shall pay a forfeiture to the principal. The amount of that forfeiture is equal to the sum of 1/260th of the principal's present annual salary rate multiplied by the number of days between the notification deadline and the date on which notification is made or a complaint is filed in accordance with this paragraph. A principal who believes notice has not been provided as required in subsection 1 may file a complaint with the commissioner. Following the filing of a complaint, the commissioner shall make a determination of whether the school board has failed to notify the principal as required by subsection 1 and of the amount of forfeiture due. If a complaint is not filed within 30 days after the termination of the principal's contract, the right to a forfeiture is no longer available.

**3. Hearing.** Within 15 days of receipt of notice of nonrenewal of a contract by a principal who has been employed for more than 2 years, the principal may request in writing a hearing with the school board on the decision not to renew the contract. The board shall hold the hearing

within 30 days of receipt of the principal's request and either or both parties may be represented by counsel.

**4. Meeting.** Within 15 days of receipt of notice of nonrenewal of a contract by a principal who has been employed for 2 years or less, the principal may request in writing a meeting with the school board to discuss contract renewal issues. The board shall hold the meeting within 30 days of receipt of the principal's request and either or both parties may be represented by counsel.

**§ 13304. Dismissal**

In accordance with this section, a school board may dismiss a principal before the expiration of the contract term.

**1. Requirements.** The principal may be dismissed only:

- A. After consideration of a recommendation of the superintendent;
- B. For cause;
- C. After due notice and investigation;
- D. After a hearing before the school board, if requested; and
- E. By a majority vote of the school board.

**2. Salary.** Upon dismissal, the principal's salary ceases.

**§ 13305. Elimination of principal's position**

The right to terminate a contract, after due notice of 90 days, is reserved to the school board when changes in local conditions warrant the elimination of the principal's position for which the contract was made.