

Portland School Committee

Business Meeting- 7pm

Workshop – 8pm

Wednesday, March 18, 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

Report of the Secretary

1. Consideration and action to approve the meeting minutes March 4, 2009

Moved _____ Seconded _____ Voted _____ to approve the meeting minutes of March 4, 2009

Report of Committees

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

Consent Items - None

Old Business - None

New Business

1. First reading of policy BEDB – Agenda Preparation and Dissemination
2. Consideration and action to approve a retirement incentive program effective July 1, 2009.

Moved _____ Seconded _____ Voted _____ to approve a retirement incentive program effective July 1, 2009.

Personnel

1. Consideration and action to approve the following sabbaticals:
 - a. Carlos Gomez, one-half year sabbatical Feb. 1, 2010 to June 15, 2010

Time to be used catching up with students and accomplish two major goals:
infuse technology throughout my instruction and establish a cultural exchange
with a high school in a Spanish-speaking country.

Moved _____ Seconded _____ Voted _____ to approve the sabbatical request for Carlos Gomez, one-half year sabbatical Feb. 1, 2010 to June 15, 2010

b. Jane Hubley, full year sabbatical Sept. 1, 2009 to Sept. 1, 2010

Take time to study the topic of trauma and how it related to the refugees and immigrant experience, and to learn more specific skills in terms of trauma treatment. Have contacted the NYU International Trauma Studies program where she could take part in a comprehensive course on trauma studies. Would take the time to study more about TF-CBT (trauma focused cognitive behavioral therapy) which is an evidenced based treatment protocol used with victims of trauma and their families. Also to study how the arts may support trauma understanding and healing.

Moved _____ Seconded _____ Voted _____ to approve the sabbatical request for Jane Hubley, full year sabbatical Sept. 1, 2009 to Sept. 1, 2010

c. Brenda Murphy, one-half year sabbatical Jan. 19, 2010 to June 11, 2010

To work full-time towards obtaining her Master's in Science in Education with a focus on Literacy Education at the University of Southern Maine. By pursuing a master's degree in literacy education, she will become a skilled literacy teacher. The master's program in literacy education teaches theoretical and empirical knowledge on literacy acquisition. This program will provide her with up-to-date, cutting-edge instruction in reading and writing at all levels, giving her the tools to improve her literacy instruction at the East End Community School. This program is designed for classroom teachers or other educators who are already working in the classroom. The classes she will be taking at the University of Southern Maine will be relevant to what she is doing on a daily basis. Therefore, she will be able to apply all of her knowledge from her graduate classes back into her classroom.

Moved _____ Seconded _____ Voted _____ to approve the sabbatical request for Brenda Murphy, one-half year Sept. 1, 2009 to Sept. 1, 2010

d. Lee McKay, full year sabbatical Sept. 1, 2009 to August 31, 2010

Focus on three major areas of interest that will develop his knowledge as a teacher, his relationship to our community and his understanding of the Earth and its processes. Specifically, he will take classes in chemistry, research the life of Admiral Robert Peary, and travel to America's National Parks.

Moved _____ Seconded _____ Voted _____ to approve the sabbatical request for Lee McKay, full year Sept. 1, 2009 to August 31, 2010

2. Consideration and action to approve the following Leave of Absences: For the 2009-2010 school year:

Name	School	Position	LOA FTE	Rationale
Caroline Davies	Casco Bay	SPED	1.00	Childrearing
Victor Serio	Casco Bay	Science	1.00	Personal
Meryl Ruth	Deering High	ART	0.50	Personal
Rebecca Stern	Deering High	SOCIAL STUDIES	0.40	Childrearing
Susan Thombs	Deering High	ENGLISH	1.00	Childrearing
Erin Mcguiggan-Behan	East End Community	GRADE 1	1.00	Childrearing
Sharon Hamann	Hall Elementary	GRADE 5	0.50	Childrearing
Susan Steinkeler	Lincoln	FOR LANG SPANISH	0.50	Personal
Beverly Lawrence	Longfellow Elementary	GRADE 1-2	0.50	Personal
Laura Pellerin	Longfellow Elementary	GRADE 3	0.20	Personal
Susan Ross	Longfellow Elementary	GRADE 1-2	0.50	Personal
Allison Villani	Reiche Elementary	Art	0.30	Personal
Colleen Hallee	Lyseth Elementary	READING RECOVERY	1.00	Childrearing
Ellen Handelman	Lyseth Elementary	K-3	0.40	Personal
Kathleen Archambault	Moore Middle	SPED	1.00	Childrearing
Sally REAGAN	Portland High	SOCIAL STUDIES	1.00	Personal
Heidi Donnelly	Presumpscot Elementary	GRADE ...	1.00	Childrearing
Hope Keleher	Reiche Elementary	READING TITLE I	1.00	Childrearing
Rebecca Stuart	Reiche Elementary	GRADE 3	1.00	Childrearing
Eliza Griscom	King Middle School	Computer	1.00	Personal

Moved _____ Seconded _____ Voted _____ to approve the Personnel Items as 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 – Workshop

Finance Subcommittee – proposed budget discussion

Upcoming School Committee Meetings – Room 250, CBHS

March 18, 7pm Business meeting
 March 25, 7pm Business meeting and Public Hearing on the FY10 budget

Upcoming Workshops –

March 18, 8pm Finance Subcommittee - proposed budget discussion

Upcoming Subcommittee meetings

March 18, 6pm Policy/Legislative Affairs, Room 321, PATHS
 March 23, 6pm Facilities Task Force, Moore 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, King Middle School
 March 31, 5:30pm Joint Finance Committee, Room 321, PATHS followed at 7pm with School Committee Finance Comm.

Draft: March 4, 2009

Approved:

Under Report of Secretary: March 4, 2009

Business Meeting

Mr. Eglinton called the meeting to order at 7:03pm

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

Report of the Chair

Mr. Eglinton:

- Thanked everyone for their participation in the superintendent's search.
- Recognized four teachers who have been nominated by their schools for Maine's Teacher of the Year: Barbara Soloman-Portland High, Jayne Sawtelle-Hall School, David Hilton-Moore Middle School, Thom Fournier-Lincoln Middle School.
- 2009-2010 calendar will be discussed in a workshop session on April 1st.

Report of the Superintendent

Interim Superintendent Whynot-Vickers presented the superintendent's FY10 budget.

Report of the Secretary

Consideration and action to approve the meeting minutes of February 11, 2009 and February 25, 2009

Ms. Holton moved, seconded Mr. O'Brien and voted unanimously to approve the meeting minutes of February 11, 2009 and February 25, 2009. (Students voted with majority)

Report of Committees

1. Policy/Legislative Affairs - Ms. Morrione - Committee met March 3rd. Next meeting will be March 25th, 6pm in Room 321.
2. Finance Committee - Ms. Snyder - reviewed items discussed at the last Finance Committee meeting. March 5th, 5:30pm in Room 321 public hearing on the budget and then hold a discussion with K-5 cost centers. Joint Finance Committee meeting to be held on Tuesday, March 10th, 5:30pm, Room 209 City Hall
3. Building Committee - Mr. Caron - Staff will meet with the DOE next week. April 2nd - go out to bid with bids due April 15th. Construction will begin in mid-June. March 12th is tentatively scheduled for the next building committee meeting. Percent for Art - 55 submissions have been received.
4. Facilities Task Force - Mr. Caron - March 2nd meeting postponed to March 9th, 6pm at EECS.
5. Personnel Committee - Ms. Thompson - Committee met prior to evening's meeting to discuss superintendent's evaluation, etc. Mentioned some upcoming workshops to review evaluations for administrators, etc.
6. Other Committees and/or member concerns -
Mr. O'Brien - asked how bids for construction project would be handled. Mr. Caron - state controls process on how contract is awarded.

Ms. Holton - approximately three weeks ago participated in a school study tour in Boston hosted by the Coalition of Essential Schools. Shared her experience/impressions of the schools that were visited.

Consent Items - None

Old Business - None

New Business

Consideration and action to accept the superintendent's FY10 budget and refer to the Finance Committee

Ms. Snyder moved, seconded Ms. Snyder to accept the superintendent's FY10 budget and refer to the Finance Committee.

Public comment: Steven Scharf addressed the Committee.

Vote: It was voted unanimously to accept the superintendent's FY10 budget and refer to the Finance Committee. (Students voted with majority)

Personnel

Consideration and action to renew the contracts of Principals for the 2009-2010 school year that have been employed two years or less, pursuant to MRSA Title 20-A, Chapter 504, Section 13301, Employment of Principals

Principals

Cynthia Loring
Stephen Nolan

Assistant Principals

Laurie Andreades
Sandra Gorsuch-Plummer
Suellen Santiago

Ms. Holton moved, seconded Ms. Minnick and voted unanimously to renew the contracts of Principals for the 2009-2010 school year that have been employed two years or less, pursuant to MRSA Title 20-A, Chapter 504, Section 13301, Employment of Principals.

Committee focus on Educational Issues - None

Public Comment prior to 11 pm on any items not on the evening's agenda

Kathleen Casasa recognized Interim Superintendent Whynot-Vickers on behalf of the PEA.

Adjournment

Ms. Minnick moved, seconded Mr. O'Brien and voted unanimously to adjourn the business meeting at 8:39 p.m. (Students voted with majority)

Workshop

At the conclusion of the business meeting the Committee moved into a workshop session to discuss the superintendent's evaluation policy, procedures and instrument.

Respectfully submitted,



Jeanne Whynot-Vickers
Interim Superintendent of Schools

AGENDA PREPARATION AND DISSEMINATION

The agenda shall be prepared by the Superintendent after conferring with the School Committee Chair. Items under New and Old Business should reference School Committee policy that is the basis for School Committee action. Items for the agenda suggested by School Committee members, *including student representatives*, shall be submitted ~~in writing~~ to the Superintendent at least ~~ten days~~ *two weeks* in advance of the *business* meeting. Members of the public may ~~have suggest~~ an item ~~entered on for~~ the agenda ~~by receiving approval for the item from~~ to the Chair of the School Committee. ~~Official action ordinarily shall be limited to the items on the agenda. Agendas shall be distributed to administrators, each school, the Portland Teachers Association, the press, and the president of each parent teacher association or organization and all other appropriate bodies. School Committee meeting agendas shall be made available on the Portland Public Schools website and at Central Office.~~

Adopted: February 6, 1984

Revised: August 26, 1992; December 1, 1993; _____

PORTLAND PUBLIC SCHOOLS

Administrative Bulletin #122R-A
Revised February, 1992
Revised April, 1993
Revised April, 1994
Revised March, 2003
Revised August, 2004
Revised April, 2006
Revised December, 2006
Revised November, 2007
Revised March, 2009

SUBJECT: Retirement Incentive Program

A. Purpose:

To provide an incentive to retire to employees who have reached normal retirement age as defined by statute (either age 60 or age 62, depending upon dates of service) and who are presently eligible, based on service, for full retirement. This is **not** an early retirement incentive, and is **not** available to any employee retiring before normal retirement age.

B. Procedure:

The Portland Public School System will offer the following incentive program to employees who are presently eligible to retire, as set forth above.

1. Each employee shall receive a lump sum of \$10,000 paid by July 31, 2009 or
2. Each employee shall receive a lump sum payment, which offsets any percentage paid from teacher retirement by Maine Public Employee Retirement Systems, towards the cost of Anthem Blue Cross/Blue Shield health insurance, single choice plus plan, by July 31, 2009. For teachers, Ed Techs and school year employees, this amount will be prorated for the period of September 1, 2009 to June 30, 2010.

Each employee shall also be eligible to receive an additional lump sum payment equal to the offset paid by Maine Public Employee Retirement Systems towards health insurance/choice plus plan through Anthem Blue Cross/Blue Shield in July of each calendar year from July 2009 until the calendar year in which he/she reaches age 65.

All retirement incentive payments are taxable income and subject to state and federal taxes. Retirement Incentive recipients will be issued a Tax Form 1099.

C. Conditions:

1. To be eligible for this retirement incentive program, employees must be fully eligible for retirement in accordance with the provisions of the Maine State Retirement System. They must be at least 60 or 62 years old, depending upon dates of service, and meet the service requirements as defined by the Maine State Retirement System. If you have questions, about your eligibility, please contact Maine State Retirement System directly at 1-800-451-9800.
2. Those eligible, unencumbered by previous agreements with the Portland School System, must make application for retirement with appropriate notification.
3. The effective retirement date must be no later than June 30, 2009.
4. Those eligible must have been employed, and worked, as a regular employee for at least ten years in the Portland Public Schools. Part-time regular employees will receive a prorated amount based on hours worked.
5. The Committee reserves the right to limit the number of participants and to terminate the program at any time.
6. Exceptions to the requirements of this program may be authorized by the School Committee.
7. The decisions of the School Committee as to the interpretation of, or the payment of any reimbursement under, this policy shall be final and not subject to review. This policy is subject to revocation by the School Committee at any time.
8. Application **and** an official letter of retirement must be made by the applicant to the Director of Human Resources by April 10, 2009.
9. Any employee who receives this incentive and is rehired must refund the total amount.
10. Employees who have retired from Portland Public Schools, and returned to employment in Portland Public Schools, are not eligible for this incentive.

NOTE: It is the policy of the Maine State Retirement System that this incentive will not be computed as income for the purpose of calculating retirement benefits.