

**Portland School Committee**

**Business Meeting – 7pm**

**Wednesday, September 17, 2008**

**Room 250**  
**Casco Bay High School**

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

**Business Meeting**

**Call to Order**

**Pledge of Allegiance**

**Report of the Chair**

**Report of the Superintendent**

1. Hero presentation

**Report of the Secretary**

Consideration and action to approve the meeting minutes of the August 27, 2008, September 3, 2008 and September 10, 2008 meetings.

Moved \_\_\_ Seconded \_\_\_ Voted \_\_\_ to approve the meeting minutes of the August 27, 2008, September 3, 2008 and September 10, 2008 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** - None

**Old Business** - None

**New Business**

1. First reading of policy CBA – Superintendent's job description.

2. Consideration and action to authorize the hiring process to begin for the vacancies listed:

Position	FTE	Location	Annual Salary (pro-rated)	Funding Source	Rationale
Ed Tech III	1.0	Reiche	\$22,276.80	Local	Ed Tech position moved from DHS to Reiche as class is full and this position is needed to maintain the 2:1 ratio.
Ed Tech	1.0	Clifford	\$22,276.80	Title 1	position needed to service Title One students in the areas of Reading and Math. Nathan Clifford has two Title One Ed Techs. One is currently servicing the k-2 population and the vacancy will serve the 3-5 population.
Custodian	1.0	King	12.51/hour	Local	clean and maintain building

All positions in FY09 budget

**Personnel**

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

**a. Election: Effective 9/1/08 Contract: Probationary 1**

Marissa Lemieux .75 FTE Family Lit/Adult Ed \$41,207  
BS in Early Childhood Education/Bridgewater State College

Effective 9/16/08

**Contract: Probationary 1**

Nancy Flood 1.0 Music/Moore Middle School \$37,517\*  
MA in Music/University of Toronto

**b. Election: Effective 9/10/08 One Year Only Contract: Probationary 1**

Kristof Mueller Math/Lincoln \$48,580\*  
MA in Teaching/UMaine

**c. Election: Effective 9/23/08 One Year Only Contract: Probationary 1**

Christopher Fallis Plato Math Supervisor/PATHS \$33,669\*  
BS in Architecture – Northeastern University

**d. Election: Effective 10/1/08 One Year Only Contract: Probationary 1**

Abigail More .5 FTE Guidance/DHS \$42,273\*  
MS in Counselor Education/USM

\*Pro-rated

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

**Committee Focus on Educational Issues**

**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**

Sept. 17, 7pm Business meeting

Oct. 15, 7pm	Business meeting
Oct. 22, 7pm	Business meeting
Nov. 5, 7pm	Business meeting
Nov. 12, 5:30pm	Executive Session to review superintendent candidate applications pursuant to 1 MRSA §406(6)(F)
Nov. 19, 7pm-7:45pm	Business meeting

**Upcoming Workshops – Room 250, CBHS**

Oct. 1, 7pm	Workshop with Adam Urbansky, Teachers' Union Reform Network (TURN), strategic plan
Oct. 20, 5pm	Workshop with city council – Council Chambers, City Hall
Nov. 19, 7:45pm – 9pm	Caucus and orientation for new board members
Dec. 10, 7pm	Graduation requirements and DOE learning results (tentative topics)

**Upcoming Subcommittee meetings**

Sept. 15, 6pm	Facilities Task Force, West School
Sept. 17, 6pm	Policy/Leg. Affairs Comm., Room 250, CBHS
Sept. 23, 5:30pm	Finance Comm., Room 340, Central Office
Sept. 24, 5:30pm	Personnel Comm., Room 340, Central Office
Sept. 29, 6pm	Facilities Task Force
Sept. 30, 5:30pm	Finance Comm., Room 340, Central Office
Oct. 1, 5:30pm	Personnel Comm., Room 250, CBHS
Oct. 6, 6pm	Facilities Task Force
Oct. 7, 5:30pm	Joint city/school finance comm., Room 321, PATHS
Oct. 7, 6pm	Policy/Leg. Affairs, Room 340, Central Office
Oct. 14, 5:30pm	Personnel Comm., Room 321, PATHS
Oct. 15, 6pm	Policy/Leg. Affairs, Room 250, CBHS
Oct. 21, 5:30pm	Personnel Comm., Room 250, CBHS
Oct. 22, 5:30pm	Finance Comm., Room 340, Central Office
Oct. 27, 6pm	Facilities Task Force

**Draft:** September 4, 2008

**Approved:**

**School Committee meeting August 27, 2008**

Under Report of the Secretary

Mr. Coyne called the meeting to order at 7pm.

Members Present: Rebecca Minnick, Kate Snyder, Sarah Thompson, Robert O'Brien, Peter Eglinton, John Coyne, Jules Szanton, Joshua Tingley, Susan Hopkins

Members not present: Joel Daley, Jaimey Caron, Lori Gramlich

**Report of Chair:**

Mr. Coyne mentioned:

- School Committee Retreat held on August 26<sup>th</sup>
- Friends of the Park Committee – School Committee has a liaison to this Committee and asked if there was a member who would like to participate.

**Report of the Superintendent**

Interim Superintendent Whynot-Vickers:

- Announced resignations effective 9/1/08.

Kelley McDaniel	Librarian/King	.5
Tim Cronin	6 <sup>th</sup> /7 <sup>th</sup> Science/King	1.0
Matt Fogg	Music/Moore	1.0
Vincent Olson	Automotive/PATHS	1.0
Glenn Stankiewicz	Lang Arts/Lincoln	1.0
- Announced CBHS collaboration with the Telling Room and Rippleeffect
- Attended conference in Augusta with Bill Daggett who spoke about high school reform – rigor, relationships, relevance.
- Doug Sherwood spoke about energy efficiencies
- Stephen Podgajny, Director of Public Library, answered questions regarding the public library at EECS.

**Report of the Secretary**

1. Consideration and action to approve the meeting minutes of August 6, 2008 meeting.

Mr. Eglinton moved, seconded Ms. Minnick and voted unanimously to approve the minutes of August 6, 2008 meeting. (Students voted with majority)

**Report of Committees**

1. Policy Committee/Legislative Affairs – Ms. Snyder – met prior to meeting. Next meeting will be on Sept. 17<sup>th</sup>.
2. Finance Committee – Mr. Eglinton – Committee reviewing financial policies and sustainable educational quality plan. Next meeting Sept. 10<sup>th</sup> at 5:30pm with Personnel Comm. Joint finance committee meeting will be Oct. 20<sup>th</sup>.

3. Personnel Committee – Ms. Thompson – updated Committee on superintendent’s search. Indicated that ad will be going out on Oct. 5<sup>th</sup>. Next meeting Sept. 8<sup>th</sup>, 5:30pm, Central Office Conference room.
4. Portland Education Partnership – Ms. Thompson – Board met recently to discuss the future of the Partnership. There is the possibility of this becoming a foundation.
5. Building Committee – Ms. Thompson – next meeting Sept. 4<sup>th</sup>, 5:30pm in city council chambers and Oct. 2, 5:30. School naming committee Sept. 22, 6:30. Room 321. Deadline for solicitation of names for new school deadline is Sept. 18<sup>th</sup>.
6. Other Committees and/or member concerns
  - Ms. Hopkins – asked status of Maine Learning Results
  - Ms. Thompson – mentioned PHS field hockey team practicing at Payson Park and team’s need to walk to this location. Asked about CBHS students participating in athletics at PHS and DHS. Requested a workshop to receive an update on Title IX.
  - Mr. O’Brien – constituent concern about list of panel for superintendent’s search - no one of Hispanic background included.

**Consent Items** - None

**Old Business** - None

**New Business** - Mr. Coyne mentioned the follow items that are first readings:

1. First reading of names of selection/interview panel for Superintendent’s Search Committee
2. First reading of charge of Superintendent’s Search Committee
3. First reading of MSMA Superintendent Search Service Contract
4. First reading of Portland Public Schools/Portland Public Library MOU
5. First reading of 2008-09 school calendar - to consider altering November 4, 2008 to a non-student day due to four schools (Reiche, Riverton, Presumpscot, EECS) being utilized as polling places.

**Personnel**

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

a. Leave of Absence: Effective 9/1/08 for the 2008-2009 school year

Kelly Fitz-Randolph	Science/King	1.0	Childrearing
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b. Leave of Absence: Effective 9/1/08 through January 5, 2009

Catherine Palmlund	Literacy/Reiche	1.0	Childrearing
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c. Election: Effective 9/1/08 One Year Only Contract: Probationary 1

Andrew Jaspersohn	.6 FTE Art/Clifford	\$42,167*
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BA in Studio Art – Colby College

Elizabeth Doster	Computer/King	\$50,664
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BS in Elementary Education – University of North Carolina

David Mann                      Grade 6/7 Science/King              \$43,449  
MA in Secondary Education

d. **Election:** Effective 9/1/08 **Contract: Probationary 1**

Peter Moxhay                      .5 FTE Physics/PHS              \$40,083\*  
PhD in Physics – University of Minnesota

Jennifer Brose                      Chemistry/DHS                      \$44,732  
MA in Education – Seton Hall University

e. **PAA Election:**

Effective 8/7/08

Cynthia Loring                      Principal/Presumpscot              \$75,374\*

Effective 8/20/08

Suellyn Santiago                      Asst Principal/Lincoln              \$65,583\*

**\*Pro-rated**

Ms. Minnick moved, seconded Mr. Eglinton and voted unanimously to approve the Personnel items listed (Students abstained)

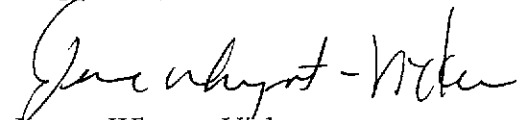
**Committee Focus on Educational Issues - None**

**Public Comment Prior to 11:00 PM on any items not on the evening's agenda - None**

**Adjournment**

Ms. Minnick moved, seconded Ms. Thompson and voted unanimously to adjourn the business meeting at approximately 8:40pm.

Respectfully submitted,



Jeanne Whynot-Vickers  
Interim Superintendent of Schools

**Draft:** September 3, 2008

**Approved:**

**School Committee meeting September 3, 2008**

Under Report of the Secretary

Mr. Coyne called the meeting to order at 7:04pm

Members Present: Lori Gramlich, Rebecca Minnick, Kate Snyder, Sarah Thompson, Robert O'Brien, Peter Eglinton, John Coyne, Jules Szanton

Members not present: Joshua Tingley, Joel Daley, Susan Hopkins, Jaimey Caron

### **Report of the Chair**

Mr. Coyne: attended back to school BBQ at Riverton School on Sept. 2nd

### **Report of the Superintendent**

Interim Superintendent Whynot-Vickers:

- Spoke about opening of schools
- Indicated that Multilingual Office will be relocating to Moore Middle School
- Introduced Kate Theriault, NCLB Coordinator, who reported on No Child Left Behind

### **Report of the Secretary** - None

### **Report of Committees**

1. Policy Committee/Legislative Affairs- No report.
2. Finance Committee – No report.
3. Personnel Committee – Ms. Thompson - next meeting will be Sept. 8, 5:30pm in room 340, Central Office Conf. Room
4. Portland Education Partnership – No report
5. Building Committee – meeting Sept. 4<sup>th</sup>, 5:30pm at city hall in council chambers and Signage Committee on Sept. 22, 6:30 in room 321, PATHS.
6. Other Committees and/or member concerns –
  - Ms. Thompson requested workshop on how the committee does business.
  - Mr. Eglinton – asked about recent article on serving free breakfast to all students.
  - Ms. Gramlich – DHS enforcing policy on cell phones, ipods, etc. during school day. Requested that Policy Comm. look establishing a school committee policy on this.
  - Ms Snyder asked for free/reduced numbers, enrollment numbers and MEA/SAT results.

### **Consent Items** - None

### **Old Business**

1. Consideration and action to approve the names of selection/interview panel for Superintendent's Search Committee

Ms. Minnick moved, seconded Ms. Thompson to approve the names of selection/interview panel for Superintendent's Search Committee

It was voted unanimously to approve the names of selection/interview panel for Superintendent's Search Committee (Student voted with majority)

2. Consideration and action to approve the charge of Superintendent's Search Committee

Ms. Thompson moved, seconded Ms. Minnick to approve the charge of Superintendent's Search Committee.

It was voted unanimously to approve the charge of Superintendent's Search Committee. (Student voted with majority)

3. Consideration and action to approve the MSMA Superintendent Search Service Contract

Ms. Thompson moved, seconded Mr. Eglinton to approve the MSMA Superintendent Search Service Contract.

Amendment: Mr. O'Brien moved, seconded Mr. Eglinton that the school committee will not exceed an expenditure of \$3,500 without a vote of this body.

Mr. O'Brien withdrew his amendment

Ms. Gramlich moved, seconded Mr. O'Brien and voted unanimously to table motion to next business meeting. (Student voted with majority)

(Committee took an agenda item out of order)

5. Consideration and action to approve changing November 4, 2008 to a non-student day due to four schools being utilized as polling places.

Ms. Gramlich moved, seconded Ms. Thompson to approve changing November 4, 2008 to a non-student day due to four schools being utilized as polling places.

Ms. Minnick moved to approve changing November 4 to a non-student day pending city submission of a plan to provide child care for children of those four schools requesting it. Motion fails due to lack of a second.

It was voted 4-3 to approve changing November 4, 2008 to a non-student day due to four schools being utilized as polling places. (Student voted with minority)

4. Consideration and action to approve the MOU between Portland Public Schools and the Portland Public Library July 1, 2008 to June 30, 2010.

Ms. Minnick moved, seconded Ms. Gramlich to approve the MOU between Portland Public Schools and the Portland Public Library July 1, 2008 to June 30, 2010.

It was voted unanimously to approve the MOU between Portland Public Schools and the Portland Public Library July 1, 2008 to June 30, 2010 (Student voted with majority)

**Personnel**

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

**Leave of Absence: Effective 9/1/08 for the 2008-2009 school year**

Heather Wood            Adult Education Instructor            Childrearing

**Election: Effective 9/1/08 – one year only**

Ralph Desarno            PE/Moore            \$37,517

BA in Communication/USM, as well as a Teaching Certificate in PE/St. Joseph's

Ms. Minnick moved, seconded Ms. Snyder and voted unanimously to approve the Personnel items listed (Student abstained)

**Committee Focus on Educational Issues** - None

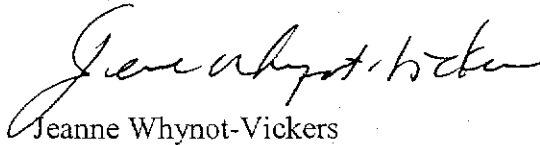
**Public Comment Prior to 11:00 PM on any items not on the evening's agenda**

Kathleen Casasa, Steven Scharf, Kathy Buxton, Linda Cohen addressed committee. Interim Superintendent Whynot-Vickers spoke regarding the article in the paper this past weekend.

**Adjournment**

Ms. Minnick moved, seconded Mr. O'Brien and voted unanimously to adjourn the business meeting at 9:02pm.

Respectfully submitted,



Jeanne Whynot-Vickers  
Interim Superintendent of Schools

**Draft:** September 10, 2008

**Approved:**

**School Committee meeting September 10, 2008**

Under Report of the Secretary

**Business Meeting**

Mr. Coyne called the meeting to order at 7:05pm

Members present: Kate Snyder, Sarah Thompson, Robert O'Brien, Peter Eglinton, John Coyne, Susan Hopkins, Jaimey Caron, Jules Szanton, Joshua Tingley, Rebecca Minnick (arrived after business meeting adjourned)

Members not present: Lori Gramlich, Joel Daley

**Old Business**

1. Consideration and action to remove an item from the table.

Mr. Caron moved, seconded Ms. Thompson and voted unanimously to remove an item from the table. (Students voted with majority)

2. Consideration and action to approve the MSMA Superintendent Search Service contract.

Mr. Eglinton moved, seconded Mr. O'Brien and voted unanimously to approve the MSMA Superintendent Search Service contract.

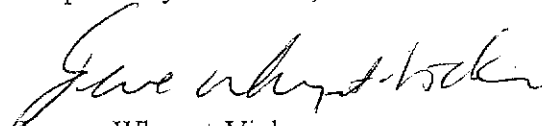
Mr. Eglinton moved, seconded Ms. Snyder and voted unanimously to adjourn the meeting at 7:13pm. (Students voted with majority)

Committee went into a workshop session.

**Workshop Session**

1. MEA/SAT results – Tom Lafavore
2. How we do business “draft” discussion

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 ~~every member~~ of 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 ~~reflecting~~ *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. **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.
- G. **Personnel Management** - Excellent people skills. Ability to recruit and retain high quality staff. ~~Superintendent is responsible for nominating teachers and principals for employment.~~ Strong personnel management practices including annual performance reviews where appropriate and understanding of collective bargaining issues.
- H. **School Facility Management** - Good understanding of facilities management, including development of long-term maintenance plans and capital resource planning and management. ~~Superintendent is responsible to inspect all schools annually and provide a report to the School Committee.~~

- I. **School Finance/Budgeting** – Strong working knowledge to school finance, including budget development and management. Ability to effectively communicate with the committee, staff, community and local municipal officials *about budget/finance issues*. Clear understanding of federal, state, and local funding issues.
- J. **School Improvement** – ~~Commitment to~~ 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.
- K. **Staff Development** – Commitment to fostering continuous staff improvement emphasizing both system-wide and individual development.
- L. **Superintendent/Committee Relations** – Understands that the Superintendent is responsible for management of the schools under the Committee's policies and is accountable to the Committee.
- Maintains open communication with the Committee
  - *Performs all duties required by federal and state statutes and regulations and implements School Committee policies.*
  - ~~Supports and facilitates the work of the Committee by~~
    1. ~~keeping records of votes and proceedings~~
    2. ~~keeping all financial records and accounts~~
    3. ~~issuing vouchers showing correctness of contracted bills~~
    4. ~~keeping accurate account of school finances~~
    5. ~~carrying out School Committee policies for the selection and purchase of educational materials~~
    6. ~~enforcing School Committee rules~~
    7. ~~supervising school employees, and~~
    8. ~~convening notification teams.~~
- M. **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.
- N. **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.
- O. **Full-time employment** – *Devotes his/her working time to the Portland School Department. The Superintendent* ~~The entire time of a full-time superintendent shall be devoted to superintendence in the school supervisory unit, which employs the superintendent.~~ A full-time superintendent may perform educational service outside of the ~~supervisory unit~~ *Portland School Department* with the approval of the commissioner and with the consent of the school committee.

~~P. Report to the commissioner—The superintendent shall annually report, under oath, to the commissioner before a date established by the commissioner, concerning the operation of the school unit. The report shall contain: a) the amount appropriated and expended on elementary and secondary education in the preceding fiscal year [1981, c 693, §§5, 8 (NEW),]; b) the number of weeks schools were open; [1981, c 693, §§5, 8 (NEW),]; c) the number of students registered [1981, c 693, §§5, 8 (NEW),]; d) the average attendance; [1983, c 859, §4, 25 (AMD),]; e) the amount received for tuition; and [1983, c 859, Pt.A. §4, 25 (NEW),]; f) other information required by rule adopted by the commissioner to demonstrate compliance with the requirements of this Title [1983, c 859, Pt.A. §4, 25 (NEW),]~~

### **Qualifications/Eligibility**

~~The criteria for performing the job responsibilities of the superintendent include the ability to function effectively in the following categories: 1) Communication; 2) Community Relations; 3) Curriculum; 4) School/Community Involvement; 5) Leadership; 6) Organizational Management; 7) Personnel Management; 8) School Facility Management; 9) School Finance/Budgeting; 10) School Improvement; 11) State Development; 12) Superintendent/School Committee Relations; and 13) Supervision/Evaluation. Already discussed above.~~

- 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 Superintendency; Master's Degree in Educational Leadership/Administration or Equivalent.
- C. *Any other required/desired experience?*

### **Terms of Employment**

Work year shall be twelve (12) months. Length of contract ( not to exceed five year), salary and benefits shall be determined by the 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 Committee's policy on evaluation of the Superintendent.

Adopted: February 6, 1984

Revised: August 26, 1992; November 8, 2000; \_\_\_\_\_