



# WOCSD SCHOOL COMMITTEE

## MISSION STATEMENT

The Wells-Ogunquit C.S.D. commits to ensuring that each scholar develops the social, academic, critical and creative thinking skills necessary to meet with success in college, career, citizenship and life. The responsibility for education is shared by student, family, school and community.

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## MINUTES

The Wells-Ogunquit C.S.D. School Committee held a special meeting on Wednesday, December 16, 2015 beginning at 4:30pm at the Office of the Superintendent of Schools, 1460 Post Road, Wells.

School Committee members attending included: Helena Ackerson, Jason Vennard, Karen MacNeill, and Stillman Bradish. Miranda Pollard was absent. *(Student representatives are not required to attend special meetings/workshop sessions).*

Administrators in attendance included: Superintendent, James Daly; Interim Dir. of Finance, Jay Moore; Dir. of Technology, Michael Richards; Dir. of Nutrition Services, Tyler Goodwin.

### 1. Call to Order/Mission Statement

- Chair Ackerson called the meeting to order at 4:30 pm.
- Chair Ackerson read the District Mission Statement.

### 2. Pledge of Allegiance

- Chair Ackerson led the group in the Pledge of Allegiance.

### 3. Adjustments to the Agenda

- 5. Executive Session  
Change wording to: *"to discuss the Superintendent's evaluation pursuant to 1 M.R.S.A. § 405 (6) (A)".*

### 4. Public Comments

- none

### 5. Executive Session

- to discuss the Superintendent's evaluation pursuant 1 M.R.S.A. § 405 (6) (A)

**Motion to enter into Executive Session to discuss the Superintendent's evaluation pursuant to 1 M.R.S.A. § 405 (6) (A)**

Moved: *Vennard*      Seconded: *Bradish*      Vote: 4-0  
(Pollard absent)

Entered Executive Session at 4:35pm  
Returned from Executive Session at 4:56pm.

**6. Adjournment**

Chair Ackerson asked for a motion to adjourn.

**Motion to adjourn the meeting at 4:58pm.**

Moved: *Vennard*      Seconded: *Bradish*      Vote: 4-0  
(Pollard absent)

The Wells-Ogunquit CSD School Committee held a **workshop** on December 16, 2016 immediately following the special meeting.

**1. Call to Order**

- Chair Ackerson called the workshop session to order at 4:59 pm.
- Chair Ackerson decided to forego reading of the Mission Statement.

**2. School Committee Workshop**

**A. WJHS Health Education Classes – letter from staff member**

-a letter from a staff member was read in regards to the reduction in the junior high health education classes that was a result of STEM classes added to the schedule. The initial decision to reduce the position to part time offered no supporting data. School Committee Asst. Chair Vennard stated the school committee had not been included in this decision.

SC Member, Bradish, suggested the Committee “take a strong look” at the impact that reducing health education classes has on students and schedules.

### B. WOCSD Nutrition Services – proposed Charging Policy

-Director of Nutrition Services, Tyler Goodwin, spoke regarding possible revisions to the charging procedures for school meals. Proposed changes to include:

- After five school lunches charged without payment a letter will be sent home and a phone call placed to parents
- After 10 school lunches without payment, a second letter will be sent home and a follow up phone call to parents
- If 15 lunches have been charged without payment, the account will be turned over to the Superintendent for notification and collection.

Students will always be allowed a regular meal no matter the status of their account.

A new policy, *Policy EFD – Charging of Meals*, will be presented for a first reading at the School Committee's regular meeting on January 6, 2016.

It was noted that, to date, two families have utilized the funds from the \$500 Scoop Deck donation. Requests are considered by the Director of Nutrition and are forwarded to the Director of Finance for approval and payment.

### C. FY '17 Budget Timeline Discussion

-Supt. Daly updated the Committee members regarding FY'17 Budget progress to date:

- Rolled out to building principals in October
- Preliminary budgets received by Central Office on Dec. 11<sup>th</sup>
- Supt. and Dir. Finance are meeting with each principal and administrator relative to their budget requests to determine exact needs.
- School Committee will discuss overall budget at the January workshop on 1/20/16 with final review in February.

-Chair Ackerson asked that Jay Moore, Interim Director of Finance, and the Finance Committee members, meet with new Committee members to learn about the budget process prior to the final review.

### D. WHS Building Tour

-The tour was postponed. The new tour date will be 1/20/16. The transition to the new building is scheduled for the weekend of 1/18/16.

- Supt. Daly praised Clerk of the Works, Brad Goodale, for his commitment to the WHS Building project.

-Supt. Daly commented that Dir. Instruction, Stacey Schatzabel, Interim Dir. of Finance, Jay Moore, WHS Building Committee Chair, Josh Gould, and he met with the Wells Town Select Board on 12/15/15 to present the school budget process and an update of the building construction.

-An inquiry as to the naming rights of the new high school building was noted. Suggestion to survey the communities for input.

-Supt. Daly noted information received from Michael Richards, Director of Technology, relative to upgrading the entire District telephone system to align with the new system being installed at the high school. It is important that all buildings be compatible for safety issues. The approximate cost would be \$29,000.

-A question was posed relative to the wording of *Policy BCB-Conflict of Interest*. An update in the language to reflect more inclusive definition of "spouse" was suggested.

### 3. **Adjournment**

Chair Ackerson asked for a motion to adjourn the workshop session.

#### **Motion to adjourn workshop at 5:41pm**

Moved: *Bradish*      Seconded: *Vennard*      Vote: *4-0*  
(Pollard absent)

Respectfully submitted,

James P. Daly, Secretary  
Wells/Ogunquit CSD School Committee