

ISLE AU HAUT SCHOOL COMMITTEE

February 17, 2017

Meeting Minutes

School Committee Members Present: Karen Teague, Alison Richardson, Kendra Chubbuck (via conference call), Sue MacDonald (via conference call)

Staff Present: Chris Elkington (via conference call)

Absent: Roz Santospago

1. Call to Order and Declaration of a Quorum

Sue opened the meeting and declared a quorum at 8:40 a.m.

2. Minutes

The Minutes from January 20, 2017 were reviewed. A Motion was made by Sue to approve the Minutes as read. Vote: 4 in favor; 0 opposed.

3. Superintendent's Report

a. Audit report – The audit report was positive. The State asked us to do a corrective action plan to focus on separation of duties and bank reconciliations. New procedures have been put in place. Roz is working with Rhonda on getting the store billing in order. The fund balance is about 100,000 with 21,000 assigned to the 2016-17 budget. We are in good financial state as of the audit.

b. 2017-2018 School Calendar – A first draft calendar was reviewed and some suggested changes were discussed.

c. 2017-2018 School Budget Development – Proposed budget development timeline:  
2/17/17 School Committee Meeting: Budget Parameters and approval of timeline and process  
3/3/17 Special Board Workshop: Chris presents 17-18 Budget to School Committee  
3/10/17 School Committee meeting: Discussion of proposed 17-18 Budget  
3/17/17 Special School Committee meeting to approve budget and warrant articles  
3/21/17 Budget materials delivered to the Town Office: budget, warrant articles, narrative, super's report  
4/24/17 Town meeting

A Motion was made by Alison to approve the proposed budget development timeline. Vote: 4 in favor; 0 opposed.

d. Other – Chris will be sending over a tech person to fix any problems with equipment at the school.

4. Teacher's Report

See attached report from Rita MacWilliam dated February 17, 2017.

Rita presented the board with a proposal for a ski trip to Sugarloaf from March 6<sup>th</sup> to 9<sup>th</sup>. The board reviewed the proposal and a Motion was made by Karen to approve the proposed ski trip with a cost of up to \$6,000. Vote: 4 in favor; 0 opposed.

5. Maintenance

There was discussion regarding getting bills paid when work is done at the school. When the board approves work to be done, we need to coordinate getting figures to Chris so a P.O. can be created for Rhonda. Work was done in the fall that there is no record of billing for. Karen will review to see if these invoices were received by the Town.

6. Policies – Student Handbook 2017-18 Update

Kendra and Rita are still working on the student handbook.

7. New Business

There was a question as to when the water at the school was last tested and whether it was tested for lead. If this has not been done recently, Maine State Health and Environmental Testing Lab will pay for a test to be done. Karen will look into when a test was last done.

Last meeting we approved a 3% increase for one staff member; however, Chris realized that Joanna did not get an increase either. A Motion was made by Sue to approve the 3% raise for Joanna. Vote: 4 in favor; 0 opposed.

8. Citizens Comments

No citizens were present.

9. Adjourn

Kendra made a Motion to adjourn. Vote: 4 in favor; 0 opposed. The meeting was adjourned at 10:07 a.m.

Respectfully Submitted,

Karen Teague, Secretary