

Ad Hoc Committee for Inter-district Education Cost Sharing  
Programming Sub-Committee  
Special Meeting

October 25, 2021

7PM

**Call to Order:** Chairman Bisson called the Special Meeting to order at 7:02PM.

**Roll Call:** Rose Bisson, Kathy Donahue, Wendy Sears, Juan Arriola, Angela Maschka, Brynn Lipstreu(7:17PM)

**General Discussion**

Chairman Bisson reported that the State Department of Education does not make recommendations on the amount of time students should spend in the special classes discussed at the last meeting. Wendy Sears added that the required amount of time that students spend receiving instruction in health is 50 hours per academic year in PK – grade 4, and 80 hours in grades 5 – 12. Based on this, the committee decided to increase instructional time in health from 30 minutes to 40 minutes per week in grades 1 through 6. It was noted that classroom teachers, though not exclusively, and school nurses can provide instruction in health. Ms. Sears also reported that 20 minutes each for lunch and for recess are required daily. Chairman Bisson noted that the committee had previously planned on a half of an hour per day for both lunch and recess. Though both schools currently offer physical education twice a week, it was decided to limit this class to once per week. Library/Media will also be offered once a week, with younger students spending most of their time with books and older students spending most of their time with technology, researching and reporting on topics in the curriculum. It was confirmed that the teachers' contracts for both schools provide for daily prep periods of 40 minutes.

Other instructional staffing was also discussed. Chairman Bisson reported that Hampton Elementary has one special education teacher, part time instructors for Occupational Therapy, Physical Therapy and Speech and Language, paraprofessionals serving special education students, and a .8 counselor. Wendy Sears reported that Scotland Elementary has two full-time special education teachers, a .4 Speech and Language teacher, part-time Occupational and Physical Therapists, 11 paraprofessionals, serving special education and regular classrooms, and a full time counselor. The services of a psychologist are currently contracted on an as needed basis in both schools. It was agreed that more information is required in terms of the hours and types of special education needed in order to make further recommendations regarding special education staffing, the services of a Psychologist, counselors, and interventionists in Math and in Reading.

Office staff was also discussed. Wendy Sears reported that Scotland has a .4 Superintendent, a full time principal, two full time administrative assistants, and a .5 Business Coordinator. Other employees include one full time nurse and three custodians, two full-time and one .4 position. Chairman Bisson reported that Hampton Elementary has a .4 Superintendent, a full time principal, a part-time Business Coordinator and one administrative assistant. Both schools have a full-time nurse. Juan Arriola agreed with Kathy Donahue's suggestion for a .6 Superintendent, but the majority of members advocated for a .8 to full-time Superintendent. It was agreed that the school would require one full time principal, one full-time nurse, and the three custodial positions. There was discussion regarding whether the schools should employ a Business Coordinator or a Business Manager, and the number of administrative assistants needed. There was also discussion on hiring a Director of Special Services, which Brynn Lipstreu reported that Scotland is currently advertising as a .4 position. Wendy Sears suggested that a certified individual might serve as director and special education teacher.

The committee will compile a list of the potential staff positions. Recommendations on special services will be discussed at the next meeting when more information is provided. Current contracts will be posted on the AD Hoc Committee's website. There was discussion as to which sub-committee is responsible for estimating the cost of the staff's salaries; the Governance Sub-Committee will discuss this as well at their next meeting.

**Audience for Citizens:** none.

There being no further business, the special meeting adjourned at 8:32.

Respectfully submitted,

Dayna McDermott Arriola