

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 16
BOARD OF DIRECTORS**

DATE: WEDNESDAY, OCTOBER 3, 2007
PLACE: HALL-DALE HIGH SCHOOL LIBRARY
TIME: 5:30 PM

PRESENT: Chair Jon Lambert, Vice-Chair Michaela Loisel, Director Tom Austin, Director Laura Harper, Director Linda Leet, Director Dan Shagoury, Dresden Director Gary Getchell, Chelsea Board Rep. Adelaide Chapman and Student Rep. Dorothy Estrada

MEMBER(S) ABSENT:

ALSO PRESENT: Donald Siviski, Secretary [Superintendent of Schools]
Christine Chamberlain, HDES, Principal
Steven Lavoie, HDMS, Principal
Steve MacDougall, HDHS, Principal
Brenda Joseph, Director of Special Education
Gordon Murray, Director of Buildings and Grounds
John Armentrout, Director of Information Technology
Rob Kennedy, HDMS, Social Studies Teacher
Joan Morin and Rob Walker, MEA
Angenette Ellis, Kendra Guiou, Deb Large
Dan Rose, Attorney from DWM

GUEST(S): None

1.0 ROLL CALL/DECLARATION OF A QUORUM

Chair Jon Lambert declared a quorum present and called the meeting to order at 5:27 PM.

2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 5, 2007

Director Laura Harper **motioned** acceptance of the minutes of the regular Board of Directors meeting of September 5, 2007. Director Linda Leet **seconded** the motion, **voted in favor 6-0**.

3.0 ADJUSTMENT(S) TO AGENDA

The Board agreed to add 6.7 and move 6.5, 6.6 and 6.7 to 8.4, 8.5 and 8.6.

4.0 PUBLIC COMMENT

4.1 Introduction of Visiting Foreign Students

Principal Steve MacDougall commended Jodi Bachelder for coordinating the visiting foreign students' arrival and adjustment to Hall-Dale High School.

Principal MacDougall then introduced the visiting foreign students Roser Bois, from Spain, Dario Meinecke, from Germany, Viktor Ri, from Kukkvonovich, Hannah Trudsoe, from Denmark, and Roman Preiser, from Belgium. Each student introduced their host family and related stories of their homeland. Chair Jon Lambert presented each visiting student with a "welcoming" gift on behalf of the Hall-Dale Community.

4.2 Introduction of Amity Scholar

Principal Chris Chamberlain introduced our visiting foreign language teacher, Claire Federow from France and her host family, Cindy and Irv Paradis.

Chair Jon Lambert presented her with a welcoming gift on behalf of the Hall-Dale Community.

4.3 Public Comment of Published Agenda Items

5.0 OLD BUSINESS

5.1 Second Reading of Policies

Director Michaela Loisel **motioned** approval of the second reading of the following policies:

- EHB – Records Retention
- EHB-R – Record Retention Schedule
- KE – Public Concerns and Complaints
- BBA – School Board Powers and Duties
- GCG – Substitute Teachers

Director Laura Harper **seconded** the motion, **voted in favor 6-0.**

6.0 NEW BUSINESS

6.1 Resignation(s) and Retirement

6.2 Nomination(s)

6.3 Grade 8 Trip to Boston

Rob Kennedy presented to the Board an overview of the schedule of activities proposed for the grade 8 trip to Boston.

Director Michaela Loisel **motioned** approval of the grade 8 trip to Boston. Director Dan Shagoury **seconded** the motion, **voted in favor 6-0.**

6.4 Acceptance of Gift from Team Hall-Dale and gift from Langsdorfs

a. Gift from Team Hall-Dale

Director Linda Leet **motioned** acceptance of a donation of \$40,000 to the District from Team Hall-Dale. Director Dan Shagoury **seconded** the motion, **voted in favor 6-0.**

b. Gift from Jeanne and Stephen Langsdorf

Stephen Langsdorf presented a foam board replica of the actual work of art by local artist Chris Cart and requested that a plaque honoring the artist be included when the full scale 6' X 60' piece is displayed. The Langsdorfs will tour the facility with the Superintendent to review locations selected for the display of their gift.

Director Linda Leet **motioned** acceptance of a gift to Hall-Dale High School from Jeanne and Stephen Langsdorf. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

- 6.5 Executive Session [1 MRSA § 405 (6)(E)]
Moved to 8.4
- 6.6 Executive Session [1 MRSA § 405 (6)(A) & (F)]
Moved to 8.5.
- 6.7 Executive Session [1 MRSA § 405 (6)(A)]
Moved to 8.6.

7.0 COMMITTEE REPORTS

7.1 Dresden School Committee Report – Gary Getchell

Committee Chair Gary Getchell shared insights in regard to Dresden’s discussions on:

- Consolidation – Regional Planning Committee
- Additional unforeseen expenses in Special Ed.

Chelsea Committee Member Adelaide Chapman shared that the Letter of Intent given from Union 132 and Union 133 to realign into the old Union 51 structure was rejected by DOE.

7.2 Policy & Personnel Committee September 12, 2007 5:00 PM MSAD #16 Central Office

Present: Committee Chair Michaela Loisel, Director Laura Harper and
Superintendent Donald Siviski

1. The Committee discussed the Wellness Goals for the year and offered the following recommendations
 - a. Create posters for school “Open House” events offering information about Wellness Goals and healthy snack options for kids.
 - b. Meet with the Boosters Club about healthy snacks and Hall-Dale Water Bottles
 - c. Ask John Armentrout to include policy JL Student Wellness on the website as well as a listing of healthy snacks from Betty Stevenson
 - d. Ask principals to include Wellness Goals and healthy snack options in the school newsletters
 - e. Draft a job description and stipend for Intramural Sports at the MS and HS.
2. Public Law 222 Chpt 408 “An Act to Ensure the Integrity of School Crisis Response Plans” (9/20/07) was reviewed. It was determined that the current comprehensive plan was created in collaboration with area emergency management agencies and simply needs to be critiqued and updated to reflect new communication and security systems and facilities in the district. Since much of the plan includes sensitive or personal data the Board will be asked to approve only the “public” sections of the policy after it is updated.

The Committee also discussed the district’s response to the crisis that occurred on 9/6/07.

3. When the Board begins the budget process in December proposed staffing recommendations will reflect a more united 6-12 configuration. The Committee discussed some of the possible recommendations in administration as well as stipend positions.
4. The Committee reviewed the Standards timeline and direction from the DOE for all schools. Given the DOE position and expected purchase of a new Student Information Software program Hall-Dale is prepared for these soon to be realized changes.
5. Policies originally proposed for enactment when the Maine Learning Results were enacted and modified when the Local Assessment System was eliminated will be proposed to the District Curriculum Team Leaders for editing. These policies need to reflect what is occurring at Hall-Dale and in alignment with content standards, rubrics, graduation requirements, progress reporting and assessing student performance.

Other draft policies which the Committee will prepare include Nepotism, Conflict of Interest, Volunteers, and Support Staff Evaluation Instrument. The following Policies will be presented for Second Reading at the next Board meeting: Records Retention and Regulation, Public Concerns and Complaints, School Board Powers and Duties and Substitute Teachers.

The meeting adjourned at 7:20 p.m.

Respectfully Submitted,
 Donald L. Siviski
 Superintendent of Schools

7.3 Wellness Committee
 September 13, 2007

4:30 to 6 pm, Hall-Dale High School Library

Present: Laura Harper, Steve MacDougall, Betty Stevenson, Margaret Yeterian,
 Michelle Veayo, Don Siviski, Judy Skehan, Matt Day, Renee Paige

1. Revisit meeting structure, frequency, and length (15 minutes)
 - a. Longer, less frequent meetings?
 - b. Rotating minute taker and facilitator?

Consensus was that less frequent meetings could be more productive and would be respective of many time demands placed on those who do regularly attend. 4:00 – 6:00 every other month with 1st Thursday of the month as the day.

November 1 – Elementary School
 January 3 – High School
 March 6 – Elementary School
 May 1 – High School

2. Revisit Committee members (10 minutes)
 - a. Do we need to invite a new parent & student?

Steve MacDougall will ask Student Senate to get a student to serve as a representative on the Wellness Committee.

3. Implementation of goals: (50 minutes)
 - a. (Please see Wellness Policy for numerical references)

- i. Page 5, #1 - Goals of the wellness policy will be met to the best of parents, teachers and students abilities when planning school or classroom parties, celebration or events.

Faculty discussion needed at K-5 (primarily but not exclusively). Habits and practices need to change. Include on website the new wellness policy and include articles that specify healthy alternatives. Suggestions for getting the message out explicitly to parents in an attempt to change the culture could include messaging in newsletters, a specific letter to parents and staff from the building principal.

The wellness committee directs the elementary school principal to draft a letter to be sent home to parents explaining the wellness policy and asking their cooperation in

- a) not sending in food goods that do not promote a healthy life style
 - b) providing some healthy and compliant alternatives, and
 - c) giving the rationale for these actions. Included should be examples of what this pertains to (classroom parties, birthdays, etc.)
 - ii. Page 5, #2 - Parents will be encouraged to provide nutritionally sound snacks from home. Include the list of food items that promote wellness in the mailing home.
 - iii. Page 5, #5 - Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness. When students are the primary audience for the fundraiser, foods will comply with the wellness goal of offering only healthy foods for student consumption. Need to check the appropriateness of events such as Carols and Desserts. Is this in compliance?
 - iv. Page 6, #8 - Food and beverages offered or sold at school-sponsored events (including athletic events, or performances) outside the school day will include healthy options. When students are the primary audience for the event, foods will comply with the wellness goal of offering only healthy foods for student consumption. On the facility use form, there needs to be a section that indicates the users will comply with the district's wellness policy if food goods are served.

- b. Reach out to Boosters and involve them via the Snack Shack in promoting wellness. Policy and Personnel will invite the Boosters to attend a meeting to discuss collaboration.

- c. Work with organizations to get HD water bottles (promote hydration.)
- d. Model healthy snacking. The committee recommends the inclusion of the following link in the district policy JL as a reference to serve as guidelines for healthy snacks: <http://www.cspinet.org/healthysnacks/>
- e. The committee recommends that central office disseminate this information to building principals and teachers for implementation starting fall 2007 and inclusion in resources such as handbooks or newsletters home. Include the policy on the website. Send out a newsletter home or on sites such as EdLine.
- f. The wellness committee recommends that an intramural program be instituted at the high school and possibly the middle school to increase physical activity and healthy lifestyles. Policy and Personnel is going to develop a job description for an intramural coordinator, advertise for it, and then provide a stipend.

4. Wrap-up with assignment and next meeting date & time. (5 minutes)

7.4 Regional Planning Committee – 9/18/07
 Monmouth Richmond Dresden Hall-Dale Regional Planning Committee
 September 18, 2007 5:30
 Hall-Dale Elementary School

Present: Michaela Loisel, Cindy McPherson, Doug Averill, Tom Austin, Nadine Barnard, Gary Getchell, John Ottum, Mary Gleason, O'Neil LaPlante, Seth Goodall, Nancy Jodoin, Mike Rogers, Doug Ludewig, and facilitators Jake Clockedile and Leon Duff

Absent: James Grandahl and John Armentrout

Also attending: Martha Witham, Rick Cote, Don Siviski, Tony Mascaidri, Steve Philbrook, Deb Emery, Mike Burnham, Rich Howard and Steve Willette

1. Superintendent Siviski called the meeting to order at 5:35 with a welcome to new members and introductions of all attendees.
2. Nominations for Chairperson of the RSU were conducted. Michaela Loisel nominated O'Neil LaPlante to serve as chairperson. There were no other nominations. Doug Ludewig nominated Mike Rogers to serve as Vice Chairperson. There were no other nominations. A motion was made by Tom Austin to cease nominations and vote for the slate of officers; seconded by Michaela Loisel; voted in favor unanimously.
3. Chairperson LaPlante then asked for approval of the minutes from the August 23rd meeting. Tom Austin motioned acceptance; Gary Getchell seconded the motion; voted in favor unanimously.

There were no adjustments to the agenda.

4. RSU representative data was reviewed and edited for correctness. Conflicts for each day of the week as well as future meeting dates within the next two months were analyzed and determined to be left as proposed. October 4th, October 17th, October 29th, November 13th, and November 28th. Sub Committee dates were

suggested to be held on Tuesdays since there were least conflicts on that day of the week. (Each committee will select their own dates.)

- 5.& 6. Expectations of the "Plan" due for December 1st were outlined from the Drummond, Woodsum Law Conference book as well as the advisory nature of the RPC to local School Board who need to approve the plan and submit it to the DOE. The next law workshop scheduled for 9/24(USM) or 9/25(Bangor) will help members articulate the tenants of the plan for DOE review. Approximately 12 members will be attending the workshops. It was suggested that the DOE will pick up the cost of the conference and may reimburse districts that have registered members. Each district Superintendent was asked to register their representatives.
7. Three sub committees were established at the 8/23 meeting (Finance, Governance, Public Education/Relations) and areas of investigation or responsibility were outlined so committees could determine what data they needed to complete their tasks as well as to select dates for sub committee work.
8. A discussion regarding the feasibility of a completed December 1st plan approved by the Commissioner by December 15th for a January referendum and the need to have multiple public meetings as well as informational mailings with/to all citizens in the five towns provoked a consensus to develop a defensible plan which the RPC could present with pride and conviction at a June referendum. Work would continue through the FY'09 school year for enactment as a unified RSU on July 1, 2009. Joint School Board meetings were encouraged as well as joint staff interactions so that more people become aware and supportive of the merger. Legislation may need to be proposed to help districts survive the subsidy cuts in the FY '09 allocation.
9. The RPC then addressed the "What if?" scenario of other districts/towns whose Letters of Intent were denied asking to join this RSU. It was suggested that a RSU Mission Statement as well as Guiding Principals be created so that a criteria could be used in assessing such request. Past practice of educational ideology was also added to the formula and then the clarifying question was accepted as a crucial ingredient to any consideration for inclusion. "What could the requesting district add to the value of the existing RSU to make us collectively better then we are to date?" Given the merits of the response and acceptance by all four school Boards a new Letter of Intent could be filed with the Commissioner. A denial by any one of the four districts participating in the currently approved RSU would mean denial to the requesting district.
10. Gary Getchell explained his method of investigating all Collective Bargaining Agreements and the value it could create for those negotiating this year so that the eventual unified contract would work with language and benefits more closely aligned to one another.
11. O'Neil LaPlante explained that he wanted to investigate a transportation bid this fall which could be tailored to each district's current needs and assets so that by the time consolidation does occur we will be closer to serving our transportation needs as a single system.
12. Sub committees then organized into a work session to establish their need for data and meeting schedules.

Supt/Secretaries or Chairs of each sub committee are encouraged to send minutes and meeting dates of future workshop sessions to Don to be distributed to all RPC members and Superintendents for posting on web-sites since all meetings are open to the public and minutes need to be collected for inclusion in the submittal of our December 1st Plan to the DOE.

13. The meeting adjourned at 8:00 p.m.

Respectfully Submitted by Don Siviski

Finance Sub Committee of RPC

Meeting held 9/18/07

Chairperson elected: Tom Austin

Vice chairperson: Nadine Barnard

Topics Discussed:

Financial Template from the state will be investigated by Jake Clockedile and he will contact Don Siviski.

Need from Superintendents:

1. List of leases (copier, computer, vehicles, etc.)
2. List of real and personal property (What are turning over to the RSU...buildings, playgrounds, etc)
3. Latest audit report (looking for balance forward, trusts etc)
4. Need to invite to next meeting 9-25-07 business managers

We also discussed some ideas on bus transportation (housing, fuel, etc.)

NEXT FINANCIAL MEETING IS TUESDAY, SEPTEMBER 25, 2007 AT 5:30 HALL-DALE ELEMENTARY SCHOOL

Governance subcommittee - September 18, 2007

Present:	Subcommittee Members	Others
	Mike Rogers (Monmouth)	Rich Howard (Monmouth alt)
	Seth Goodall (Richmond)	Martha Witham (Richmond Supt)
	Gary Getchell (Dresden)	Deb Emery (Monmouth Principal)
	Doug Averill (Hallowell)	Tony Masciadri (Hallowell)

Seth Goodall volunteered to chair this committee. Martha Witham will serve as subcommittee secretary. Introductions were made. The next meeting was scheduled for Tuesday, September 25, 5:30 at the Hall-Dale Elementary School.

Mrs. Witham will provide the following information for the next meeting:

- Copies of laws/legislation regarding voting methods for the new RSU
- Latest census numbers
- Copies of polices regarding school board meetings/subcommittees
- Current subcommittees of existing school boards/committees

The agenda for the next Governance Subcommittee to include:

Using common definitions
Voting methods/representation of new RSU Board
Developing Mission/Guiding Principles of new RSU

During the discussion of the RPC as a whole, goals for the Governance Subcommittee were posted. This list included:

1. # of districts, size, composition
2. Apportionment of votes
3. Method of voting
4. Composition of any local governance structure
5. Assignment of Central Office staff
6. What if the referendum vote doesn't pass in a community(ies)?
7. Citizen population data
8. Subcommittee structure- jobs for 'old' board members on subcommittees
9. Development of Statement of Guiding Principle/Importance of Quality Education

FYI: RSU= Regional School Unit

RPC= Regional Planning Committee

8.0 SUPERINTENDENT'S REPORT

8.1 Resignation(s)

8.2 New Hires, Transfers, Newly Appointed Personnel

The Superintendent reported on the following newly appointed personnel:

- Jodi Kushik, HDMS, 50% 7th grade Boys Soccer Coach
- Delia Dearnley, HDHS, Leadership Team
- Nora Reed, HDHS, Leadership Team
- Brenda Dalbeck, HDHS, 1 Act Play Advisor
- Don Cailler, HDHS, Asst. Cross Country Coach
- Sara Frautten, HDES, Mentor for Ashley Thayer
- Kit Langmeyer, HDES, Mentor for Kim Hyde
- Kendra Guiou, Mentor for Don Ferrara
- Debbie Wallace, K-2 Governance Board Rep.
- Marie Gordon, 3-5 Governance Board Rep.
- Dan Crocker, 6-8 Governance Board Rep.
- Kendra Guiou, 9-12 Governance Board Rep.
- Cynthia McGuire, Allied Arts Governance Board Rep.
- Judy Skehan, Special Ed. Governance Board Rep.
- Karen Allen, HDMS/HS, Accompanist

8.3 October Calendar of Board Events, Enrollment and Financial Report

A Bus Driver Appreciation Day breakfast was added to October 26th at 8:30 a.m.

8.4 Legal Rights and Duties of School Unit

Director Linda Leet **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(E) for the purpose of discussion of the legal rights and duties of the School District.

Attending: 6 Board Members, Superintendent, Attorney Dan Rose

Director Dan Shagoury **seconded** the motion, **voted in favor 6-0.**

Time in: 6:11 p.m.

Chair Jon Lambert declared the Board of Directors officially out of Executive Session and entered public session at 6:25 p.m.

8.5 Executive Session

Director Linda Leet **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(A)&(F) for the purpose of discussion of a personnel issue.

Attending: 6 Board Members, Superintendent, Attorney Dan Rose; Angenette Ellis, Deb Large, Joan Morin and Rob Walker

Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

Time in: 6:30 p.m.

Chair Jon Lambert declared the Board of Directors officially out of Executive Session and entered public session at 8:25 p.m.

Director Dan Shagoury **motioned** to deny the grievance. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

8.6 Executive Session

Director Linda Leet **motioned** to enter Executive Session as outlined in 1 M.R.S.A. § 405 (6)(A) for the purpose of contract discussions.

Attending: 6 Board Members, Superintendent, Attorney Dan Rose, Kendra Guiou, Deb Large, Joan Morin and Rob Walker

Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

Time in: 8:30 p.m.

Chair Jon Lambert declared the Board of Directors officially out of Executive Session and entered public session at 9:46 p.m.

No action was taken. Grievance is withdrawn.

9.0 ITEMS FOR FUTURE MEETINGS

10.0 ADJOURNMENT

Director Tom Austin **motioned** to adjourn the meeting at 9:50 PM. Director Dan Shagoury **seconded** the motion, **voted in favor 6-0.**

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools