

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 16
BOARD OF DIRECTORS
MINUTES OF REGULAR MEETING**

DATE: WEDNESDAY, OCTOBER 4, 2006
PLACE: HALL-DALE HIGH SCHOOL LIBRARY
TIME: 5:30 PM

PRESENT: Chair Dan Shagoury, Vice-Chair Jon Lambert, Director Tom Austin,
Director Laura Harper, Director Linda Leet, Director Michaela Loisel
Dresden Director Gary Getchell, Student Rep. Frances Harlow

MEMBER(S) ABSENT:

ALSO PRESENT: Donald Siviski, Secretary [Superintendent of Schools]
Christine Chamberlain, HDES, Principal
Steven Lavoie, HDMS, Principal
Stephen MacDougall, HDHS, Principal
Brenda Joseph, Director of Special Education
Jim Goulet, Director of Buildings and Grounds
Christian Poulin, HDHS, French Teacher

GUEST(S): None

1.0 ROLL CALL/DECLARATION OF A QUORUM

Chair Dan Shagoury declared a quorum present and called the meeting to order at 5:34 PM.

2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF SEPTEMBER 6, 2006.

Director Tom Austin **motioned** acceptance of the minutes of the regular Board of Directors meeting of September 6, 2006. Director Michaela Loisel **seconded** the motion, **voted in favor 6-0.**

3.0 ADJUSTMENT(S) TO AGENDA

Add names for Mentors (Item 8.2) and Wellness Team Parent Rep. (Item 6.5).

4.0 PUBLIC COMMENT

4.1 Commendation to Christine Chamberlain

Chair Dan Shagoury presented Principal Christine Chamberlain with a letter of commendation for her leadership during construction of and transition to the new elementary school.

4.2 Public Comment on Agenda Items

Donna Severence, Parent, recommended that in the absence of an Assistant Principal at the High School a Resource Officer should be considered.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 Resignation(s) and Retirement

None

- 6.2 Nomination(s)
None
- 6.3 Paris, France Trip by High School French Teacher
Director Michaela Loisel **moved** to approve the Paris Trip. Director Laura Harper **seconded** the motion, **voted in favor 6-0.**
- 6.4 First Reading of the following policies
Director Linda Leet **moved** to approve the first reading of the following policies:
- JICK – Bullying
- ACAA – Harassment and Harassment of Students
- JJE – Fund Raising Act
Director Jon Lambert **seconded** the motion, **voted in favor 6-0.**
- 6.5 Appointment of Wellness Committee as Outlined in Policy JL
Director Michaela Loisel **moved** to approve the following representatives to the Wellness Committee:
- | | |
|----------------|------------------|
| Board: | Laura Harper |
| Administrator: | Steve MacDougall |
| Food Service: | Betty Stevenson |
| Student Rep.: | Francis Harlow |
| School Nurse: | Michelle Veayo |
| ES Teacher: | Judy Skehan |
| MS Teacher: | Tim Soule |
| HS Teacher: | Mike Aitken |
| Parent: | Anne Tortorella |
- Director Linda Leet **seconded** the motion, **voted in favor 6-0.**
- 6.6 Establish a Transition Team to address MS/HS programming and collaboration
Vice-Chair Jon Lambert **moved** to approve the establishment of a Transition Team to address MS/HS programming and collaboration. Director Laura Harper **seconded** the motion, **voted in favor 6-0.**
- 6.7 Resolution on TABOR
Director Laura Harper **moved** to approve the Resolution to oppose TABOR asking the voters of MSAD #16 to oppose TABOR and vote NO on Question 1 on November 7, 2006. Director Michaela Loisel **seconded** the motion, **voted in favor 6-0.**
- 6.8 Acceptance of Gift from Thomas Collins and Harold Booth
Director Laura Harper **moved** to approve and accept the gift from Thomas Collins and Harold Booth. Director Michaela Loisel **seconded** the motion, **voted in favor 6-0.**
- 6.9 Acceptance of 5 year contract with Chelsea School Committee for students in grades 9-12 beginning FY'08
Director Linda Leet **moved** to approve a 5 year agreement with Chelsea School Committee for students in grades 9-12. Director Michaela Loisel **seconded** the motion, **voted in favor 6-0.**
- 6.10 Approval to move forward with new field fence and irrigation system, relocate gate
Director Laura Harper **moved** to approve the proposal to move forward with new field, fence and irrigation system and relocate the gate at the High School. Vice-Chair Jon Lambert **seconded** the motion, **voted in favor 6-0.**

7.1 COMMITTEE REPORT(S)

7.1 Dresden School Committee Report – Gary Getchell

Dresden School Committee Chair Gary Getchell updated the Board on activities at the Dresden Elementary School. A review of their computer use is being conducted as well as initiating a Wellness Committee to move forward with goal attainment. A projected population analysis was shared with an overall decrease in enrollment expected over the next few years. Mr. Getchell expressed approval of the contract with Chelsea as it provides enrollment to sustain a critical mass of students for a comprehensive curricular experience for all students at Hall-Dale High School.

7.2 Building & Grounds, Food Service and Transportation Committee – 9/13/06 Central Office September 13, 2006 5:30 PM

Present: Committee Chair Jon Lambert, Board Chair Dan Shagoury, Director of Buildings & Grounds Jim Goulet and Superintendent Don Siviski

Building and Grounds

Hall-Dale High School, Maple Street – OUI weekend is scheduled for October 27, 28 and 29. Lockers will be installed in the last week of September, the ventilation system will be operational in October and the roof membrane will be inspected after the ventilation installation. The portables have been removed. The trees will be trimmed, the parking area redesigned and lawn leveled and seeded. The project punch list is currently being addressed. The project budget will be audited in November. An expected project balance of \$5,000 is anticipated. Classroom furniture replacement will continue for an additional 2 years. Summer projects also included tile installation in the music room. An Open House for the high school is planned for November 8th with invitations extended to Dresden and Chelsea School Committees. Budget funds will be devoted to installing a security system at the high school and middle school and constructing a maintenance garage. Central Maine Communications has been hired to replace the technology wiring infrastructure. Planning for design, bid specifications, item consideration, timeline, etc. will begin this fall for next summer's projects.

Hall-Dale Elementary School, Garden Lane – Hallowell Police Dept. will assist staff with the Community Open House scheduled for September 21st. We will utilize Stevens School campus parking areas. A furniture shipment is expected on September 14th. The lawns will be cut by the contractor until late October. The storage shed will be modified for the lawn tractor. The Open House agenda will include an introduction of elected officials by the School Board Chair.

Hall-Dale Elementary School, School Street – The Hallowell City Council accepted conveyance of the property on September 11, 2006. The portable school has been dismantled and prepared for removal from the site. Ellis Construction has been asked for a price to remove the concrete. The building was inspected and approved for fire sprinkler, roof membrane, oil tank and boiler. The land was transferred with 4100 gallons of oil. An attorney will be contacted to transfer the deed.

Hall-Dale Middle School, Maple Street – The extension to the parking area has been completed for this year, asphalt will be applied next spring, a fence will be installed between parking and field area and the gate will be relocated.

Simmons – Maple Street – The prospective buyer has agreed to a no restriction selling price of \$69,000, papers will be signed September 15, 2006 and the deed prepared thereafter.

Superintendent’s Office, Reed Street – A year’s extension to the current December 2007 lease will be requested this December.

Food Services

October 24 and 25 are scheduled for DOE program review of School Nutrition Services. Any facility use of the kitchens at the schools will necessitate a Food Service employee present. Board retreats can now be scheduled at the school sites.

Transportation

Scheduling and pick-up congestion have been addressed at the new elementary school. The bus loop and parent drop off areas are becoming known and appropriately utilized. A neighborhood bus stop was inspected for a safety concern and determined to be appropriate as well as safe.

The Committee toured the grounds at the high school for consideration of parking and lawn areas where the portables were located.

The meeting adjourned at 6:45 p.m.

- 7.3 Policy and Personnel Committee – 9/20/06
September 20, 2006 – 5:30 PM MSAD #16 Central Office
Present: Committee Chair Michaela Loisel, Director Laura Harper
and Superintendent Donald Siviski
Absent: None

Policies JICK – Bullying, ACAA – Harassment and Sexual Harassment of Students and JJE – Fund Raising Activities were reviewed and will be presented to the full Board for a First Reading approval.

Policies ACAA-R – Affirmative Action Grievance Procedure will be reviewed for consideration of modification at the next meeting.

A Wellness Committee will be recommended for appointment by the Board in October.

13 policies comprising our Special Education practices will be forwarded to the Director of Special Education to organize a review and create a listing of recommended modifications that aligns our practices with the new IDEA Federal guidelines.

Policy GCOA – Supervision and Evaluation of Professional Staff and the Teacher Evaluation Manual is being reviewed by the Administrative Team to reflect an emphasis upon quality instructional methods, professional learning communities and the use of student performance data to inform Teaching and Learning.

A packet of the following policies on Athletics was distributed to the committee and will be proposed for review by the District Sports Leadership Team.

- JJI – Philosophy of Athletics
- JJIB – Sponsorship and Evaluation of Athletic Programs
- JJIBA – Hiring and Evaluation of Coaches
- JJIBB – Sportsmanship
- JJIBC – Relationship with Boosters

A preliminary EPS chart for FY'07 was distributed for initial analysis. Data suggest greater opportunities for Teaching and Learning would be available for students in grades 6-12 with a closer collaboration between the Middle School and High School. A transition team is recommended to be established to address and resolve barriers that prohibit this alignment from developing.

Job descriptions of Custodian I and Custodian II will be reviewed this year. The Superintendent will interview representatives from each category and make recommendations to the committee for review and submission to the full Board. The job description for the Special Education Tutor was reviewed and edited to align the document with a proper reference to "students with disabilities".

The committee is in agreement to adjust the salary of the probationary employment of Custodian II at the Elementary School and recommends that both Custodian II's receive the technical training of mechanical operations at the Elementary School.

The committee received copies of elementary, middle and high school report cards. Since some of these reports are standards based and others are numerically based the committee recommends that the Administrative Team bring the documents into closer standards based alignment. A dual system may have to be considered during the transition period.

The committee shared perspectives on the use of school facilities by school and community organizations. While school programs are granted first priority we also need to consider that students should utilize their own building based facility as a second priority. In other words PreK-5 programs should be scheduled at the ES and 6-12 programs at the MS/HS. When game conflicts arise the district's facilities are available for school programs.

The committee reviewed the request to approve a trip to Paris. Concerns were raised about cost and equity as well as appropriate age level. Safety concerns also surfaced since world turmoil and unrest are at an all-time high. Educational benefits of foreign travel are extensive and immediate. The committee is supportive of the trip and believes that all who wish to attend must participate in the fund raising activities that help to reduce the cost. In addition the committee recommends that the full board consider age/maturity levels of student participation i.e. 13/14 vs. 16/17 year olds.

An Inter District Relations Committee meeting with Dresden is scheduled for October 10th following the Policy and Personnel Committee. With the adoption of Chelsea, future Inter District Relations Committee meetings will be conducted together.

The committee concurred the superintendent's reflections and recommendations to focus the district's energies and resources on quality instruction. A district leadership workshop is scheduled for October 18th.

The meeting adjourned at 7:05 p.m.

7.4 DCLT Meeting – 9/14/06
Hall-Dale Elementary School, September 14, 2006

- Shared stories from the first week about kids.
- Updates on first September meetings. Generally positive. Still some issues about where the money for materials should come from (*Othello*). Chris will discuss this with the interested parties.

- Chris shared info about Curriculum directors' meeting. Chris passed out PowerPoint from DOE rep. Surprising stuff coming out about high school requirements. State/Fullan supports a focus on Formative Assessments.
- Dates for meetings were set. They are:
 - Oct 19
 - Nov 9
 - Dec 7
 - Jan 18
 - Feb 15
 - Mar 15
 - April 12
 - May 10
- Suggestions for topics: about giving grades. Integration across the curriculum. Expectations for specifically assessing the curriculum.

8.0 SUPERINTENDENT'S REPORT

- 8.1 Resignation(s)
None
- 8.2 New Hires, Transfers, Newly Appointed Personnel
The Superintendent reported on the following newly hired staff.
- Danielle Fredette, HDMS, 7th Grade Boys Soccer Coach
 - Rene Lajoie, HDHS, JV Field Hockey Coach
 - Cynthia McGuire, Mentor for Rebecca Dow
 - Lisa Smead, Mentor for John Stivers
 - Deb Large, Mentor for Jeff Smith
- 8.3 Governance Board
The Superintendent reported on the following members of the Governance Board:
- Kendra Guiou, Chair/HDHS Rep.
 - Dan Crocker, HDMS Rep.
 - Deb Wallace, HDES (K-2) Rep.
 - Marie Gordon, HDES (3-5) Rep.
 - Carol Smith, Spec. Ed. Rep.
 - Cynthia McGuire, Allied Arts Rep.
 - Steve Lavoie, Administrator
- 8.4 City Council Meeting – 9/11/06
The deed was registered to the City of Hallowell on Monday, keys to the old school were delivered on Tuesday and all utilities and insurance were transferred this week (10/6/06).
- 8.5 District Leadership Workshop, HDES – 10/18/06
- 8.6 MSMA Workshop Attendance – 10/26 and 10/27/06
- 8.7 DOE School Nutrition Review – 10/24 and 10/25/06
- 8.8 % for Art Finalist presentation – 10/26/06
- 8.9 Simmons Trust Management Court Ruling
The Simmons Trust Fund is being formally transferred from Key Bank to Kennebec Savings Bank and the sale of the land on Maple St. will be finalized 10/6/06.
- 8.10 October Calendar of Board Events, Enrollment Report, Financial Report
Bus Drivers Appreciation Day is October 20th. Administrators and Board members are invited to the transportation office at 8:30 a.m. to express appreciation to the drivers.

9.0 ITEMS FOR FUTURE MEETINGS

- Art Curriculum – Chapter 125 – November
- Technology – Chapter 125 – December
- Introduction of AFS Students

10.0 ADJOURNMENT

Director Michaela Loisel **motioned** to adjourn the meeting at 7:08 PM. Vice-Chair Jon Lambert **seconded** the motion, **voted in favor 6-0.**

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools