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

DATE: **WEDNESDAY, NOVEMBER 1, 2006**
PLACE: **HALL-DALE ELEMENTARY SCHOOL LIBRARY**
TIME: **5:30 PM**

PRESENT: Chair Dan Shagoury, Director Tom Austin, Director Laura Harper and Director Michaela Loisel
Dresden Director Gary Getchell, Student Rep. Frances Harlow

MEMBER(S) ABSENT: Vice-Chair Jon Lambert and Director Linda Leet

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
John Armentrout, Director of Information Technology
Don Cailler, HDHS, Spec. Ed. Teacher

GUEST(S): Deb Dill and Karen Benner, Girl Scout Leaders

1.0 ROLL CALL/DECLARATION OF A QUORUM
Chair Dan Shagoury declared a quorum present and called the meeting to order at 5:40 PM.

2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF OCTOBER 4, 2006.
Director Laura Harper **motioned** acceptance of the minutes of the regular Board of Directors meeting of October 4, 2006. Director Michaela Loisel **seconded** the motion, **voted in favor 4-0.**

3.0 ADJUSTMENT(S) TO AGENDA
The Board agreed to the following adjustments to the agenda.
- Move 6.3 to 4.05.
- Correspondence under 4.3.
- New Hires under 8.2.
- Commendations under 8.4.

4.0 PUBLIC COMMENT

4.05 Acceptance of Gift from Girl Scouts

Girl Scout Leaders Deb Dill and Karen Benner proposed presenting a plaque and tree to the Elementary School as a memorial to David MacDonald.

Director Tom Austin **motioned** that the Board accept the gift from Girl Scout Troop #428. Director Laura Harper **seconded** the motion, **voted in favor unanimously.**

4.1 Public Comment on Agenda Items

4.2 Introduction of AFS Students

Principal Steve MacDougall introduced AFS students Takehiro Tanaka from Japan, Emilio Bielle from Italy and Kitipa Fahumnuayphol from Thailand. Each student introduced their host family and related stories of their homeland. Chair Dan Shagoury presented each visiting student with a "welcoming" gift on behalf of the Hall-Dale Community.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 Resignation(s) and Retirement

None

6.2 Nomination(s)

None

6.3 Acceptance of Gift from Girl Scouts

Moved to 4.05.

6.4 CATC Cooperative Agreement

Director Laura Harper **motioned** to approve the CATC Cooperative Agreement. Director Michaela Loisel **seconded** the motion, **voted in favor unanimously.**

6.5 Superintendent Evaluation process

7.1 COMMITTEE REPORT(S)

7.1 Dresden School Committee Report – Gary Getchell

Dresden Chair Gary Getchell updated the MSAD #16 Board on their water problems which closed school at the Dresden Elementary School facility for the week. An alternative sight was located at a Dresden church to conduct classes for 2 days as well as conducting field trips which would have been traditionally conducted later in the year.

The Inter District Relations Committee met and as a result of discussions established an action plan for continued improved business efficiencies.

7.2 Policy and Personnel Committee

October 11, 2006 – 5:30 PM MSAD #16 Central Office

Present: Committee Chair Michaela Loisel and Superintendent Donald Siviski

Absent: Director Laura Harper

1. Board Referral Re: Assistant Principal

The Committee will investigate the Board referred High School Assistant Principal/Resource Officer at Hall-Dale High School. The Superintendent will interview Principal Steve MacDougall for his interpretation of need as well as Police Chief Eric Nason for potential funding and gather data about such a position from schools with an enrollment of 400 students. The Committee reviewed population projections and finds a stable enrollment of 400 at the High School and a continual decline at the Middle School averaging 210 students beginning next year. Having the Middle School principal become responsible for an additional grade level at the High School would balance the responsibilities for both administrators.

2. Recommendation on ACAA-R Complaint Procedure

Review of Policy ACAA-R was tabled until the next meeting of the committee.

3. Policy and Personnel Committee Representatives on Other Committees
Since the Policy and Personnel Committee members are also representatives on other committees, Michaela Loisel will attend the Inter District Relations Committee and Laura Harper will attend the Wellness Committee.

4. Thoughts on Report Cards, Facility Use Practice, Athletic Policy, Methods Course
The Committee will review Report Cards at a future meeting.
The Committee agreed that the first priority of "use of facility" should be granted to the programs for students who attend school at that facility.

The draft Athletic Policies will be presented to the District Sports Leadership Team for comments and suggestions.

A Staff Development graduate level course on "best practices of instruction" will be offered on site to all teachers this summer.

5. Update on Special Education Policies and Custodial II Job Description

A review of the Special Ed. policies will be conducted by Special Education Director and representatives from the 3 levels of instruction. The Superintendent will review Custodial II job description with both employees in those positions.

The meeting adjourned at 6:25 p.m.

A discussion of the pluses and minuses of a School Resource Officer was conducted by the Board and referred to the Policy and Personnel Committee meeting on November 15, 2006 for more detailed review.

7.3 Inter-District Relations Committee
October 12, 2006 6:30 PM, MSAD #16 Central Office
Present: MSAD #16 Board Reps. Michaela Loisel and Superintendent Donald Siviski, Dresden School Committee Reps. Gary Getchell, Sherry Moody and Supt. Rick Cote, Business Mgr. Vicki Raymond

1. Superintendent Siviski distributed an enrollment profile of Elementary School grades and a projected enrollment of Middle School grades with Dresden students included. Superintendent Cote distributed an enrollment profile of Dresden students attending Hall-Dale High School and accompanying percentages of each grade level's total population.

   Agreement was reached after the 10-year contract was signed 2 years ago that 85% of the population of each entering class would be enrolled at Hall-Dale High School. The current 9th grade has enrolled 87% and the current 10th grade 75%, due to students leaving Dresden residents after having enrolled. The aggregate percentage is 80% of all 9-12 students from Dresden attending Hall-Dale High School.

2. MSAD #16 and Dresden School Dept. Business Manager Vicki Raymond outlined a history of accounting and human resources goals that have been attained. She also

shared progress on goals yet to be fully completed. The Committee agreed that there should not exist goals requiring a 4th year of attention and therefore focused discussion upon all goals with a three year history. Vicki, Rick and Don will address specific concerns that have prevented prior efforts from being successful.

3. MSAD #16 outlined future events and extended an invitation for Dresden personnel to participate.
   - October 18: Leadership Workshop 5:30 – 7:00 – HDES
   - October 20: Bus Driver Appreciation Day
   - November 8: Joint SAD #16, Dresden, Chelsea Board Meeting 6:00 – HDHS
   - May 9: Early Release Day Professional Development presentation from Research for Better Teaching
   - June 18 – 22: Graduate, on-site, 3-credit course entitled *Studying Skillful Teaching*

The meeting adjourned at 7:45 p.m.

7.4 District Leadership Workshop
Hall-Dale Elementary School 10/18/06 5:30 PM

Present: Board Chair Dan Shagoury, Vice-Chair Jon Lambert, Director Laura Harper and Dresden School Committee Chair Gary Getchell, Superintendent Don Siviski, Dresden Superintendent Rick Cote, Principal Chris Chamberlain, Principal Steve Lavoie, Principal Steve MacDougall, Director of Spec. Ed. Brenda Joseph, Nona Thompson, Kendra Guiou, Lydia Liembach, John Armentrout, Don Potter

ES Team Reps.: Kathy Bell, Scott Hunt, Kit Langmeyer, Maureen Mathews, Dee Dee Pinard, Deb Wallace, Michelle Wheelock
MS Team Leaders: Jill Cline, Carolyn Ely, Blayne Frost, Angela Moody, Tim Soule
HS Leadership Team: Hillary Bachelder, Dory Estrada, Damien Goggin, Dennis Monroe, Russ Schneider, Lisa Smead, Julie Wei
DCLT: Jean Ambrose, Gary Chapin, Brenda Dalbeck, Jane Higgins, Cindy McLean, Joe Viselli, Allison Waterbury

Absent: Directors Tom Austin, Linda Leet and Michaela Loisel; Linda Aronson, Francis Harlow, Zoe Jennings and Truax MacFarland

Board Chair Dan Shagoury welcomed the group and outlined the objectives of the evening asking participants to assess the direction the district was headed and to offer recommendations to the Board for consideration of goals.

Dresden School Committee Chair Gary Getchell summarized the pre-readings and outlined the importance in helping all students reach their full potential.

Superintendent Don Siviski clarified the challenge and presented a description of multiple variables that impede learning as well as intervention practices that produce positive results.

Participants then gathered in mixed leadership groups and shared goals they have each embraced in order to assess if we are indeed headed in the right direction. Participants also discussed the barriers they have discovered that impede their progress.

Leadership groups were then reassembled and discussion was centered on learnings acquired from all other groups in an effort to address the prompts. Each group then reported out to the full workshop.

Are we going in the right direction?
All groups responded that we were indeed headed in the right direction.

Are we addressing barriers that impede our progress? What recommendations should be considered?

Participants offered the following response.

- Increase teacher knowledge about teaching practices.
- Increase teacher knowledge of content.
- Teach teachers how to use technology to improve Teaching and Learning.
- Consider lengthening the day and year for students and teachers.
- Consider additional time for training teachers and time for reflection.
- Consider Reading and Writing skills for all staff within all curricula.
- Integrate subjects to increase relevancy.
- Teach for learning not for grades.
- Differentiate between test scores and proficiency.
- Teach for life long learning.

Chair Dan Shagoury summarized the evening's process and product and extended appreciation to all participants for their energy and passion in addressing the needs of kids. When the Board meets in December to elect officers, appoint new committee responsibilities and set goals for the year, the recommendations gained from this evening's work will allow the Board to develop precise goals for the district to adopt.

On behalf of the whole Board he thanked all the leaders assembled for their efforts and accomplishments.

The meeting adjourned at 7:15 p.m.

7.5 DCLT Meeting – 10/19/06
Hall-Dale Elementary School, September 14, 2006
Attending: Jane Higgins, Gary Chapin, Truax McFarland, Allison Waterbury, Jean Ambrose, Cindy McLean, Joe Viselli, Brenda Dalbeck, Chris Chamberlain

The Team agreed to begin our future meetings at 3:30 (and go until 5:15).
The Team shared feelings about the Curriculum meetings on October 6. At the next meeting we will review the surveys that team members completed about Oct. 6. Any more surveys should be sent to Gary Chapin before the next meeting.

Some of the concerns that came out of our Curriculum meetings:
Number of times classes met per week at the Middle School and High School as well as the length of time of the classes.

The need for teacher training in the area of reading, especially at the Middle School and High School.
The need for resources to teach reading.
There are no assessments for measuring reading levels at the Middle School.
At the High School there is no follow-up to the SRI.

The Team reviewed the Visual Arts Curriculum. After some discussion it was decided that Jane Higgins needs to take the curriculum back to her committee to clarify some questions. Brenda Dalbeck will work on a theater curriculum that will be added to the VAC.

The Team reviewed the long-range plan for DCLT and the Curriculum teams.

Joe Viselli shared a request for money for a Health Grant. Discussion on this was tabled until the next meeting.

The Team received the book Breakthrough and were asked to skim chapter 1 & 2 and read chapters 3 & 4 by the next meeting (Nov. 9).

8.0 SUPERINTENDENT'S REPORT

8.1 Resignation(s)
None

8.2 New Hires, Transfers, Newly Appointed Personnel
- Elizabeth Nitzel, HDHS, Spec. Ed. Tech. III
- Wendy Wingate, HDMS, Student Council Advisor
- Stewart "Chip" Lucas, HDMS, Transfer from 7th grade Boys Basketball Coach 8th Grade Boys Basketball Coach
- Sam Hayes, HDHS, Varsity Girls Basketball Coach
- Wes Brann, HDHS, JV Girls Basketball Coach
- Gordon Fuller, Freshmen Girls Basketball Coach
- Steve Levesque, HDHS, Varsity Ice Hockey Coach
- Angenette Ellis, HDMS, 8th Grade Girls Basketball Coach
- Christine Abate, HSMS, 7th Grade Girls Basketball Coach

8.3 Joint Board Meeting – Chelsea, Dresden and MSAD #16 – 11/8/06

8.4 OUI Weekend – 10/28 & 10/29/06
Letters of appreciation were sent to 8 district staff as well as Erica Peterson at the Dept. of Correction for their assistance during OUI weekend 10/27 and 10/28. Jim Goulet reported that nearly all classrooms and hallways at the High School were painted.

8.5 DCLT Meeting Schedule

8.6 NWEA (Northwest Education Association) Electronic Achievement Test

8.7 MSMA Conference and TABOR
Director Laura Harper and Gary Getchell reported on workshops attended at the recently held Maine School Management Association School Board Conference 10/26 and 10/27. Dan Shagoury reported on developments of TABOR and possible competing legislation.

8.8 November Calendar of Board Events, Enrollment Report, Financial Report

9.0 ITEMS FOR FUTURE MEETINGS

- Art Curriculum – Chapter 125
- Technology Curriculum – Chapter 125

10.0 ADJOURNMENT

Director Laura Harper **motioned** to adjourn the meeting at 6:55 PM. Director Michaela Loisel **seconded** the motion, **voted in favor unanimously.**

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools