

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

**DATE:** WEDNESDAY, NOVEMBER 7, 2007  
**PLACE:** HALL-DALE ELEMENTARY SCHOOL LIBRARY  
**TIME:** 5:30 PM

**PRESENT:** Chair Jon Lambert, Vice-Chair Michaela Loisel, Director Laura Harper,  
Director Linda Leet, Director Dan Shagoury, Dresden Director Gary Getchell and  
Student Rep. Dylan Sirois

**MEMBER(S) ABSENT:** Director Tom Austin and Chelsea Board Rep. Adelaide Chapman

**ALSO PRESENT:** Donald Siviski, Secretary [Superintendent of Schools]  
Christine Chamberlain, HDES, Principal  
Steven Lavoie, HDMS, Principal  
Brenda Joseph, Director of Special Education  
Gordon Murray, Director of Buildings and Grounds  
John Armentrout, Director of Information Technology

**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 5:30 PM.

**2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF OCTOBER 3, 2007 AND  
THE WORKSHOP OF OCTOBER 17, 2007**

Director Laura Harper **motioned** acceptance of the minutes of the regular Board of Directors meeting of October 3, 2007 and the Workshop of October 17, 2007. Director Dan Shagoury **seconded** the motion, **voted in favor 4-0.**

**3.0 ADJUSTMENT(S) TO AGENDA**

Add coaches to Item 8.2  
Add Item 7.5 Wellness Committee Report

**4.0 PUBLIC COMMENT**

4.1 Public Comment of Published Agenda Items

**5.0 OLD BUSINESS**

**6.0 NEW BUSINESS**

6.1 Resignation(s) and Retirement  
- Monica Faucher, HDHS, Special Ed. Teacher

Vice-Chair Michella Loisel **motioned** to accept the resignation of Monica Faucher.  
Director Dan Shagoury **seconded** the motion, **voted in favor 4-0.**

6.2 Nomination(s)  
- John Merrifield, HDHS, Special Ed. Teacher

Director Dan Shagoury **motioned** to approve the hiring of John Merrifield. Vice-Chair Michaela Loisel **seconded** the motion, **voted in favor 4-0.**

6.3 Acceptance of Gift from Maine Golf and Tennis Academy

Director Dan Shagoury **motioned** to approve the acceptance of a gift from Maine Golf and Tennis Academy for Special Education. Director Laura Harper **seconded** the motion, **vote in favor 4-0.**

6.4 CATC Cooperative Agreement

Director Dan Shagoury **motioned** to approve the CATC Cooperative Agreement. Director Laura Harper **seconded** the motion, **vote in favor 4-0.**

6.5 Superintendent Evaluation Process

The Evaluation for the Superintendent was distributed electronically to Board members for review at the December Board meeting.

6.6 Budget Calendar

A draft of the budget timeline was distributed for FY'09.

6.7 RPC Motion and December 1<sup>st</sup> Plan

**MOTION:** If the required Department of Education Consolidation Plan has not been completed by December 1<sup>st</sup>, the MSAD #16 Board of Directors authorizes the Regional Planning Committee to submit an incomplete plan and to continue to develop said plan until completed and approved by each participating SAU Board.

Vice-Chair Michaela Loisel **motioned** for approval. Director Dan Shagoury **seconded** the motion, **voted in favor 5-0.**

## 7.0 COMMITTEE REPORTS

7.1 Dresden School Committee Report – Gary Getchell

Dresden School Committee Chair Gary Getchell updated the Board on the following:

1. Meeting with Teachers and Parents about Consolidation
2. Food Service Program Goal: effective/efficient
3. Mailing to public Q. & A. regarding Consolidation
4. Replace Pump-Well at Dresden Elementary School

7.2 Chelsea School Committee Report – Adelaide Chapman

No report from Chelsea Committee Rep.

From Don Siviski: Chelsea has withdrawn their request to join our RSU.

7.3 RPC Meetings – 10/4/07, 10/17/07, 10/29/07

**Regional Planning Committee**  
**Dresden Richmond Monmouth Hallowell Farmingdale**  
**October 4, 2007 5:30 p.m.**  
**Hall-Dale Elementary School Computer Room**

**Present:** Chair O'Neil LaPlante, Doug Averill, Nadine Barnard, John Armentrout, Mary Gleason, Seth Goodall, Nancy Jodoin, Doug Ludewig, (Alt) Bill Mathews, (Alt) Tracey Woodman  
**Absent:** Michaela Loisel, Cindy McPherson, Tom Austin, Gary Getchell, Jim Grandahl, John Ottum, Mike Rogers  
**Also attending:** Don Siviski, Mike Burnham, Steve Philbrook

**1. Call to Order**

Chair O'Neil LaPlante called the meeting to order at 5:35pm

**2. Action on the minutes**

Nadine Barnard **motioned** to accept the minutes of 9/18/07. Mary Gleason **seconded** the motion, **voted in favor unanimously.**

**3. Adjustments to the Agenda**

No adjustments were proposed

**4. Public Comment**

The RPC discussed the need for public comment and at appropriate times and requested that the Chairpersons of all committees establish a protocol. Each chair will exercise discretion in soliciting and limiting public comment at meetings. Public Comment will be included on the agenda and solicited in reference to published agenda items. The chair may elect to include additional comments during discussions of various items.

Non-voting visitors will be physically located apart from the appointed members to ensure accurate voting procedures.

**5. Old Business**

Many RPC members attended the DWM Law workshop on consolidation and found it very helpful. A template for the "plan" due by Dec 1st was distributed electronically to all members.

**6. New Business**

**6.1 Communication insights**

Due to the increased level of electronic communication the group was cautioned about the effectiveness of messages "read 7%", "heard 38%" and "seen 55%". When a message can be read heard and seen being deliver by the author there exists a far better opportunity in comprehending the original intent. Members were encouraged to constantly ask clarifying questions whenever an issue arose that caused confusion (including abbreviations).

The group was also introduced to the "change" process of human dynamics (Inform, Storm, Norm, Conform) as being necessary for the unlearning of old concepts/positions and the learning of new concepts/positions. Conflict is necessary and will occur; expect it and don't get discouraged by it.

**6.2 Impasse procedures**

The group determined that we were originally organized on an existing trust level and that the educational ideology of the districts were similar.

We are focused upon improved student achievement opportunities as well as fiscal efficiencies. Sub committees have been formed to do the bulk of the investigation and should be asked to recommend a position to the group and defend it with data. The RPC may "table" a topic and ask the sub committee to investigate an issue further and return with a recommendation that included other points of view/positions. Such respect for their work and further study would be valued and received with an open-mind by the full committee.

- 6.3 The group addressed the "what if LD 499 was repealed?" question and determined that while many around-the-edge changes will be made that the wholesale elimination of the law is not probable nor expected. Our mission statement should reflect the values we share and would continue to share and develop should a repeal be voted in favor. Less funding is imminent and we still need to provide an improved educational experience for our children.
- 6.4 **Recommendations to the School Boards**  
Since the RPC is "advisory" to the School Boards in the Regional Group, periodic updates should be given to the respective Boards. A joint school board meeting should be planned to deliver various parts of the plan as they are completed and approved by the RPC. Each local School Board will have to approve the plan prior to submission to the DOE.
- 6.5 **Public Hearings**  
The group determined that keeping everyone current and knowledgeable about the consolidation efforts would be a crucial expectation of the success of the regional school unit. Public Hearings would then have to be organized in each town so that residents could attend the informational meetings in a known and convenient location and delivered by local residents on the RPC as well as School Board.
- 6.6 **Other participants**  
With recent meetings of area districts who were denied their Letters of Intent, the group was asked how they would handle such a request. It was determined to pose that issue to the four district School Boards for advice and proper protocol.

## **7.0 Committee Reports**

- 7.1 **Finance Com:** Vice Chair Nadine Barnard reported that the committee met and has been developing a template from which to include data for analysis across and amongst districts. Audit reports from the 06-07 School Year should be available soon and will provide the committee with much data confirmed by a third party. Next meeting Oct 11th 5:30 HDES.
- 7.2 **Governance Com:** Chair Seth Goodall reported that the committee had investigated many variations of board configuration and presented a draft apportionment of an eleven member board. An additional position of having no other elected local school board was also shared. Meetings are held every Tuesday morning at 7:00 at the SAD 16 Central Office.

7.3 Public Ed/Rel Com: Chair Nancy Jodoin updated the group on a meeting held at the Portland workshop on consolidation and the proposal to have John Armentrout host informational resources on the Hall-Dale web-site so that various paper publications could include the "for more info" address and various school web sites the link to a single source. The site would include all minutes from the RPC, contact numbers/addresses of members and sub committee minutes as well. A link to the State of Maine site would also be included.

7.4 Other Committees

An area school transportation services meeting will be convened on October 10th at 5:30 to gather data and bid specifications for a collaborative bid package this fall/winter at the SAD 16 Central Office. Vendors will then be asked to respond to the total and or separate needs of the participating districts, with the bid awarded this winter for the next school year and beyond.

A request was made of the chair to consider organizing a Buildings and Grounds Committee to address local facility ownership/transfer concerns inherent in the consolidation law.

**8.0 Chair Report**

The chair requested that all participants speak freely to him whenever an issue arose either at the RPC meetings or from a local constituent.

Legislation was requested from the Finance Committee and has also been supported by Rep. Sharon Treat to help the RPC and local School Boards deal with barriers that may surface in future investigations/deliberations.

A four district joint school board workshop is scheduled for 7:00 on Oct 17th at the Hall-Dale Elementary School cafeteria to provide an open conversation between the RPC and local Boards/Communities they represent .

**9.0 Topics for future agenda**

None

**10.0 Adjournment**

Nadine Barnard **motioned** to adjourn at 7:20. Seth Goodall **seconded** the motion, **voted in favor unanimously.**

Respectfully Submitted,

Donald L. Siviski  
Secretary to the RPC

**Regional Planning Committee**

**October 17, 2007**

**Hall-Dale Elementary School Computer Room**

**Present:** Tom Austin, John Armentrout, Michaela Loisel, Cindy McPherson, Gary Getchell, Mary Gleason, Doug Ludewig, Mike Rogers, Rich Howard, Seth Goodall, O'Neil LaPlante

**Absent:** Nadine Barnard, Doug Averill, John Ottum, Jim Grandahl, Nancy Jodoin  
**Also Attending:** Martha Witham, Rick Cote Leon Duff, Tracey Woodman, Deb Emery, Patti Bodge, Steve Philbrook, Mike Burnham, Don Siviski

1. **Call to Order**  
Chairperson LaPlante called the meeting to order at 5:35pm
2. **Action on Minutes**  
Tom Austin **motioned** to approve the minutes of 10/04/07. Mike Rogers **seconded** the motion, **voted in favor unanimously.**
3. **Adjustments**  
There were no adjustments to the agenda.
4. **Public comment**  
There was no public comment on published agenda items shared at this time.
5. **Old Business**  
Financial templates and analysis will be personally delivered by Jim Rier at the next Finance Committee meeting on 10/25 at 5:30 at the HDES Computer Room.
6. **New Business**
  - 6.1 Michaela Loisel **motioned** that town delegates would meet with Selectmen/City Council at their next meeting to offer a personal update of progress towards consolidation and invite them to a public informational meeting scheduled to be held in Monmouth on November 14th at 7:00pm. Mike Rogers **seconded** the motion, **voted in favor unanimously.**
  - 6.2 Tom Austin **motioned** to table the request to draft an "incomplete plan" to be submitted for approval by Boards and forwarded to the DOE prior to December 1st in favor of waiting until a DOE template is published that would essentially satisfy the same statement of an "incomplete plan" for the four districts. Michaela Loisel **seconded** the motion, **voted in favor unanimously.**
  - 6.3 The RPC agreed on a proposed position/process to be presented to the joint School Boards that should this RSU receive a request for another district to join with us, the RPC would conduct the interview and make a recommendation for acceptance or rejection to each of the four Boards. A new Letter of Intent would have to be filed with the DOE from each district otherwise no agreed upon new configuration would exist and therefore no new Letter of Intent would be filed/accepted.
  - 6.4 Mike Rogers **motioned** to establish a Buildings and Grounds Committee to begin asset assessment of facilities and all that would be included in transfer of title, etc. Michaela Loisel **seconded** the motion, **voted in favor unanimously.**

## 7. Committee reports

- 7.1 Governance Chairperson Seth Goodall outlined the progress made to date and asked Gary Getchell to explain a draft of the vote apportionment and staggered term thinking of the committee. A sequence of target dates from a June referendum 2008 through to a new RSU Board on July 1, 2009 was also presented by the Chair. Formal adoption by the RPC will be presented on 10/29. The next meeting is Tuesday Oct 23rd at 7:00 am in the SAD 16 Central Office Conference Room.
- 7.2 Finance Chairperson Tom Austin yielded the floor to O'Neil LaPlante to update the RPC. After much data gathering the committee has turned the corner on necessary information and will begin analysis and comparison in their next meetings. A report to meet the needs of the December 1st plan is significantly different then the data need for referendum hearing presentations. The next meeting is 10/25 at the HDES Computer Room at 5:30.
- 7.3 Public Education/Relations Vice Chairperson Michaela Loisel having updated the RPC in item 6.1 announced that their next meeting is Tuesday 10/23 at 12:00 in the SAD 16 Central Office Conference Room where the process for notification of the public in all five towns regarding the Public meeting on November 14th will be determined as well as other avenues of information dissemination.

The RPC then briefly discussed (Nadine Barnard's collection) the types and depth of questions that might surface at the public meetings.

## 8. Chair and Vice chair reports

The Chair updated the RPC on the Special and Private Legislation submitted by Rep Sharon Treat to help the RSU address any financial barriers that may be discovered from the governance difference that exist between a MSAD and a Municipal School District.

## 9. Future Agenda Topics

There were no items requested for future agenda. Next meeting 10/29/07 at Hall-Dale Elementary School 5:30 pm Computer Room.

## 10. Adjournment

Michaela Loisel **motioned** to adjourn at 7:00 pm. Mike Rogers **seconded** the motion, **voted in favor unanimously.**

*Also please consider a proposed rescheduling of our Tuesday 11/13 RPC meeting to Wednesday 10/14 at 5:30 prior to our 7:00 Public Meeting in Monmouth and changing the Wednesday 11/28th RPC to Tuesday 11/27 to accommodate a rotating day schedule to allow members with Wednesday conflicts to attend meetings.*

Respectfully Submitted,

Donald L. Siviski  
RPC Secretary

**REGIONAL PLANNING COMMITTEE MEETING**  
**Monmouth Richmond Dresden Hallowell Farmingdale**  
**October 29, 2007 5:30**  
**Hall-Dale Elementary School**

PRESENT: Chair O'Neil LaPlante, Vice-Chair Mike Rogers, John Armentrout, Tom Austin, Tracy Woodman (Alt. for Jim Grandahl), Seth Goodall, Gary Getchell, Mary Gleason, Cindy McPherson, Doug Ludewig, Nadine Barnard, Nancy Jodoin

ABSENT: Doug Averill, Michaela Loisel

ALSO ATTENDING: Martha Witham, Rick Cote, Don Siviski, Jake Clockedile, Mike Burnham, Steve Philbrook, Representatives from Chelsea School Committee and Committee Chair Tanya Condon and Chelsea Selectmen

1.0 CALL TO ORDER

RPC Chair O'Neil LaPlante called the meeting to order at 5:34 p.m.

2.0 ACTION ON MINUTES

Vice-Chair Mike Rogers **motioned** approval of minutes of the RPC meeting of 10/17/07. Mary Gleason **seconded** the motion, **voted in favor unanimously**.

3.0 ADJUSTMENT(S) TO AGENDA

The Committee consented to add 6.4, "a motion to submit an incomplete plan to DOE and to continue working on the plan until complete and approved by each board".

4.0 PUBLIC COMMENT

There was no public comment.

5.0 OLD BUSINESS

5.1 Meetings scheduled with participating town officials have been planned or have occurred: Monmouth 10/24, Farmingdale 10/31, Richmond 11/8, Dresden 11/12 and Hallowell 11/13. (Dresden changed to 11/8)

5.2 A public meeting for all participating towns to attend an informational meeting has been scheduled for 11/14 at the Monmouth Academy Cafeteria at 7:00 p.m. Mary Gleason presented a tentative Power Point and asked for data from various committees in order to complete it.

5.3 Questions posed to Jake Clockedile, RSU facilitator, were addressed.

- Can an alternate for an elected official vote at an RSU Board meeting?  
*If included in the plan it may be accepted but a legal position will probably be necessary.*

- Can the \$2500 from the DOE for RPC use be used for mailings to citizens? *An Informational Letter from the Commissioner has allocated \$2500 to the RPC for legal services and another \$2500 for miscellaneous expenses. Furthermore, each SAU in the RSU can access \$2500 for legal fees. Forms are available at the DOE website. Therefore*

*the RPC has access to \$2500 (legal) + \$2500 (misc.) = \$5000 and each SAU \$2500 \$2500: Dresden \$2500 + Richmond \$2500 + Monmouth \$2500 + Hall-Dale \$2500 = \$10,000 for legal fees (with invoices).*

*- When will the funds be available? They are available now and one SAU must be named as a fiscal agent for the RPC expenses and revenue management.*

*- What is the 6 month period before official office of the RSU Board members called especially if they are hiring a superintendent? Under LD499 they have the authority to sign a contract even though they don't officially take office until July 1, 2009.*

*- If an apportionment proposal doesn't meet the 2% variance rule can we simply adopt Plan D to satisfy the matter? The commissioner said she would interpret Plan D for this reason yet legal counsel advises working on the plan to meet the 2% in case it is challenged once the RSU is formed.*

*- Do Letters of Intent have to be amended and then resubmitted if a new SAU is added to the RSU? If the original request did not include the additional SAU then new Letters of Intent and Commissioner approval are required.*

*- Can we expect a template from the DOE to use to submit an "incomplete" December 1<sup>st</sup> Plan? The template/checklist will be presented to facilitators on 10/30 so it should be available soon.*

*- Should RPC positions be accepted by Boards before being presented to the Public or is everything tentative until the whole plan is adopted? Everything is tentative until the School Boards/Committees accept the complete plan which then needs to be approved by the Commissioner.*

*- What creative ideas exist from other RPC's about educating our public in regard to consolidation? Public Q & A sessions at RPC meetings or at special, scheduled events, publicity, the website, letters to the editor, student take-home fliers, employee updates, burn a DVD and make available at video stores, newspaper articles.*

7.4 Building & Grounds, Food Service and Transportation Committee (Combined with Regional Transportation Committee and CAEA Meeting) – 10/10/07

7.5 Wellness Committee 11/1/07  
Wellness Committee Chair Laura Harper updated the Board on the Committee's last meeting and focus for the year.

## **8.0 SUPERINTENDENT'S REPORT**

8.1 Resignation(s)

8.2 New Hires, Transfers, Newly Appointed Personnel

- Jeff Fowler, HDHS, Varsity Ice Hockey Coach
- James Patrick, HDHS, Varsity Mens Basketball Coach
- Eric Collins, HDHS, JV Boys Basketball Coach

- Gordon Fuller, HDHS, JV Girls Basketball Coach
- Chip Lucas, HDMS, 8<sup>th</sup> Grade Boys Basketball Coach
- William Burgess, HDMS, 7<sup>th</sup> Grade Boys Basketball Coach
- Charlie Guerette, HDMS, Ice Hockey Coach

8.3 OUI Weekend

8.4 MSMA and MSSA Conferences

8.5 November Calendar of Board Events, Enrollment and Financial Report

## **9.0 ITEMS FOR FUTURE MEETINGS**

### **10.0 ADJOURNMENT**

Director Dan Shagoury **motioned** to adjourn the meeting at 6:18 PM. Director Linda Leet **seconded** the motion, **voted in favor 5-0.**

Respectfully Submitted,

Donald L. Siviski  
Superintendent of Schools