

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

DATE: WEDNESDAY, FEBRUARY 7, 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 and Dresden Director Gary Getchell

MEMBER(S) ABSENT: Student Rep. Frances Harlow

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
Gordon Murray, Director of Buildings and Grounds
John Armentrout, Director of Information Technology
Carolyn Ely, HDMS Teacher
Lief Farwell

1.0 ROLL CALL/DECLARATION OF A QUORUM

Chair Jon Lambert declared a quorum present and called the meeting to order at 5:35PM.

2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF JANUARY 10, 2007.

Director Dan Shagoury **motioned** acceptance of the minutes of the regular Board of Directors meeting of January 10, 2007. Director Linda Leet **seconded** the motion, **voted in favor 5-0.**

3.0 ADJUSTMENT(S) TO AGENDA

Move 6.9 to 8.5

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

6.2 Nomination(s)

6.3 1st Reading of the Following Policies:

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

Director Linda Leet **motioned** to approve the first reading of these policies. Director Dan Shagoury **seconded** the motion, **voted in favor 5-0.**

- EBCA-R – Crisis Plan/Emergency Procedure

Regulation EBCA-R Crisis Lockdown Procedure was presented as a system practice to establish the same code reference for emergency procedures at all schools.

- 6.4 School Resource Officer
Director Linda Leet **motioned** to present a School Resource Officer to the Hallowell City Council for approval. Vice-Chair Michaela Loisel **seconded** the motion, **voted in favor 4-1.**
- 6.5 Acceptance of Gift of Scoreboard at Hall-Dale Elementary School from Transco
Director Linda Leet **motioned** to accept the gift of a scoreboard to Hall-Dale Elementary School from Transco with limited and proportional advertising. Director Dan Shagoury **seconded** the motion, **voted in favor 5-0.**
- 6.6 Grade 5 Trip to Plymouth Plantation
Vice-Chair Michaela Loisel **motioned** to approve the Grade 5 trip to Plymouth Plantation. Director Dan Shagoury **seconded** the motion, **voted in favor 5-0.**
- 6.7 Grade 8 Trip to Boston
Vice-Chair Michaela Loisel **motioned** to approve the Grade 8 trip to Boston. Director Dan Shagoury **seconded** the motion, **voted in favor 5-0.**
- 6.8 Simmons Portfolio
Director Dan Shagoury **motioned** to approve the change to Kennebec Savings Bank's portfolio so that the Hallowell City Council can act on the change. Director Laura Harper **seconded** the motion, **voted in favor 5-0.**
- 6.9 Executive Session Re: Evaluation of Administrators [1 M.R.S.A. § 405 (6)(A)]
Moved to 8.5.

7.1 COMMITTEE REPORT(S)

- 7.1 Dresden School Committee Report – Gary Getchell
Dresden School Committee Chair Gary Getchell updated the Directors on the following topics:
- Dresden Board notified of new chair of MSAD #16 Board and the initiative for a Standards Based District
 - The Bus Discipline Policy is being reviewed
 - Bridge Academy Scholarships are being advertised.
 - Dresden will achieve its 85% attendance expectation at Hall-Dale High School.
 - The Dresden Chair has conversed with Senator Benoit and also attended the Legislative Hearing.
- 7.2 Building & Grounds, Food Service and Transportation Committee
Central Office, January 17, 2007 5:00 PM
Present: Committee Chair Jon Lambert, Director Dan Shagoury,
Director of Buildings & Grounds Gordon Murray and
Superintendent Don Siviski
Absent: None

Buildings and Grounds:

1. Buildings and Grounds Director Gordon Murray updated the committee on the status of the buildings as well as initial impressions and concerns raised from interviews with staff. Weekend scheduling will need to be addressed and a rotating responsibility is being investigated. Spare parts and replacement motors, pumps, etc.

will be secured and placed on-site for emergency replacement/repairs of current equipment. Tools will also be obtained for Custodial II use to perform minor repairs.

2. The punch list at the Elementary School is complete and a balance remains in the overall account to address warrantee repairs during our first year of occupancy. The punch list at the High School still has mechanical items outstanding. Gordon will meet with the General Contractor to address remaining concerns before releasing any retainage funds for completed projects.
3. Shelving in 3 closets is being pursued through a local vendor to store science equipment, etc. A security system specifications booklet was asked to be compiled and readied for bid and installation this spring (includes door locks, cameras and monitoring software). The current High School boilers are being repaired and noticeable wear has caused a concern for future replacement. The library countertop at the circulation desk (damaged during renovation) needs to be installed/replaced. Paving this spring will be directed to the new Middle School parking area and High School back parking area where the portables were located.
4. Phase II and III, etc. will need to be developed this spring for summer work. Gordon will establish a priority sequence. The areas of concern at the High School are gymnasium renovation, boiler repair and eventual replacement, outside lighting, 2nd floor ceilings and floors, paving and roofing as well as water line replacement and sinks in the science rooms.
5. Staffing request for additional custodial employees will await Gordon's assessment of need and retaining of staff.

Food Service:

1. Due to recent employee changes at the High School and transfer from the Elementary School both kitchens are operating with improved efficiency.
2. Theft problems continue at the High School which may necessitate cameras and consequences.

Transportation:

Given the recent consolidation proposal our bid process for another 5 year agreement may need to be modified.

The meeting adjourned at 5:45 p.m.

7.3

Policy and Personnel Committee

January 17, 2006 – 6:00 PM, MSAD #16 Central Office

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

Absent: None

1. A regional substitute pay scale analysis printout provided the committee with data and initiative to develop a performance based scale that would reflect an increase per diem rate for quality service. Administrators are therefore asked to develop a

proposal to align with Chapter 115 regulations and reimburse certified substitutes based upon a performance scale. Rates for non-certified staff and hourly will reflect a cost of living increase: \$60.00 to \$62.00 and \$8.00 to \$8.25.

2. Our crisis response policy file EBCA will now include a Crisis Plan / Lock Down Procedure (-R) regulation. The district wide policy is modeled after the Middle School's current practice so that kids will be familiar with such expectations from K-12.
3. The committee reviewed the five Sports Policies developed by the MPA and MSMA. Goals developed by the DSLT and attached to each policy for K-12 "curriculum" articulation and alignment of developmental programming was also reviewed. The committee therefore presents these policies to the full board for first reading in February.
4. The committee reviewed the district practice of determining credit for prior experience and agreed with the Superintendent's recommendation of placement based on alignment of similar job expectations.
5. Criteria (objective and subjective) for determining awards and honors such as retiring a "jersey number" for an athletic achievement was discussed by the committee. The Athletic Director was asked to develop such a listing to be presented to the full board during a workshop in January.
6. The committee was advised of the Chair's support of a group administrative evaluation for the three Principals and Special Education Director at the February meeting.
7. Discussions between Dresden, Chelsea and MSAD #16 Board of Directors was encouraged to be initiated "just in case" an option develops for districts to pursue their own consolidation.
8. Given the proposed EPS ratio changes proposed by the Governor the committee was advised that personnel reduction decisions will be very difficult this year. Aligning a Board vote to eliminate a position and then to proceed with an employee determination prior to final legislative action will cause much unrest and confusion. The budget construction process will be challenging this spring.
9. With the resignation of a High School cafeteria employee, transfer of an Elementary School employee to the High School kitchen and hiring of a new staff member both Food Services teams have noticed positive changes.
10. Director Laura Harper noted that the next Wellness Team meeting will be held on February 1st at 5:00 at the High School. Minutes will be sent electronically to all interested parties.

11. Due to enrollment expectations next year's 6th grade staff will need to be reduced from 4 to 3 staff members while growth at the High School will necessitate an additional employee. Merging the staff and schedule may therefore eliminate any need to reduce staff.
12. The Board's position for Support Staff negotiations is prepared for deliberations. Given the Governor's proposal much will change and needs to be clarified before moving forward locally.
13. An invitation to the Hallowell City Council will be made to provide them the opportunity to discuss the needs and services a School Resource Officer could provide to the students in the District.
14. A meeting with the Hallowell City Manager is scheduled for Thursday, January 18th to discuss budget assessment and sharing services.
15. The meeting adjourned at 7:45 p.m.

7.4 DCLT Meeting
January 16, 2007

Present: Allison Waterbury, Brenda Dalbeck, Truax McFarland, Jean Ambrose, Jane Higgins, Gary Chapin, Joe Viselli, Chris Chamberlain and Cindy McLean

Check in: Most teams are "on track" to meet two-assessments-per-grade span goal. Everyone on DCLT has visited another classroom. More is needed. Team members should let Gary Chapin know of needs for help (another point of view, someone with expertise) for future curriculum team meetings.

DCLT budget process: Truax McFarland shared information on the way high school budget is done. He suggested curriculum teams review the curriculum and identify needs. Prioritize the budget needs, which will be most useful for students and support the curriculum, and have a listing of how to spend monies. Truax suggested every group submit their needs, and then the DCLT would review. Make the process fair, equitable, and transparent. Process comes directly from the committee. Keep some institutional memory of which committees have had support from DCLT to keep the spending equitable. What would be the next step(s) to implement this budget format? It will be discussed further at a later date. A budget process/proposal (based on our previous budget proposal) needs to be drafted.

Standards-Based: The group did a consensogram to determine the level of "comfort" with the idea of converting to standards-based reporting. Most people were in the upper (more comfortable) end of the scale. A few were below, with one being almost at the "this is a bad idea" mark. An open discussion ensued for nearly an hour covering a wide range of issues related to standards-based reporting.

Gary Chapin shared report-cards, progress reports, and school profiles from a few districts. He also shared the PowerPoint presentation by Jeff Valence, who will be presenting to the district at the March 23 workshop.

Gary shared a PowerPoint presentation on standards-based reporting and handed out some information from other schools using standards-based reporting. The team should look this over along with the article “Navigating Change Grading Systems” before the next meeting.

Revisited the DCLT goals: *We need to work on goal #3...regarding the 2 assessments per content area per grade span. We will work on this at our next meeting.*

Next meeting: February 15, 2007 (3:30-5:15)

Topics: Budget, Goal #3, Fullen Book discussion, Standards-based reporting,
Direction for workshop day in March
March meeting (longer meeting)

7.5 Simmons Advisory Committee
January 23, 2007 4:00 p.m., Hall-Dale High School Library

Present: Voting Members: Board Rep. Linda Leet, Principal Steve MacDougall,
Boosters President Ruth LaChance, Hallowell Parent Chuck Smith,
Farmingdale Parent Jim Duncklee
Absent: Coach Tim Johnson, Teacher Peter Johnson
Guests: Superintendent Donald Siviski, Director of Buildings and Grounds
Gordon Murray, Ellen Vickers
Consultants Andy McPherson, P.E., Amos Byron and Leo Soucy from
Kennebec Savings Bank

1. Gordon Murray, Director of Buildings and Grounds, was introduced to the committee. The committee was informed that buildings and grounds projects sponsored by the Simmons Fund should be channeled through Gordon so that all district projects would be coordinated.
2. Consultant Andy McPherson informed the committee on his progress to date in creating an elevation map of the campus fields and will develop a specifications package by February for an irrigation system. He also recommended that the new field development and track extension be included in the bid/specifications so that both projects would be coordinated by the same contractor. The committee agreed and asked that the bid process be targeted for the first of March.
3. Consultants Amos Byron and Leo Soucy informed the committee of past practices with the Simmons portfolio and allocation of dividends. They also made suggestions for adoption of a new scenario that would yield more funds to the district while still growing the fund at a proposed cost of living percentage.

The committee agreed to change the dividend allocation and will seek School Board approval at the February 7th meeting. Simmons Fund Trustees (Hallowell City Council) will then be asked to approve the change on February 12th.

4. A future projects list has been created but not recorded in any priority. Discussion regarding the renovation of the gymnasium included a suggestion about acquiring a loan to complete the projects all at once and use the annual fund dividend allocation to fulfill annual payments.

The meeting adjourned at 6:45 p.m.

7.6 Board and Administrators Meeting

January 24, 2007

Hall-Dale Elementary School Conference Room

Present: Chair Jon Lambert, Vice-Chair Michaela Loisel, Dan Shagoury, Laura Harper, Principals Steve MacDougall, Steve Lavoie, Christine Chamberlain, Special Ed. Director Brenda Joseph, Superintendent Don Siviski

Absent: Linda Leet and Tom Austin

The Superintendent opened the workshop at 5:30 p.m. with a review of the need to change some of our operating procedures in order to find success with more students. Some of our practices represent barriers to individual students and staff achieving a deeper understanding of content.

An outline entitled “Yesterday and Today” provided a comparison of what was the focus of public education years ago and what it could and should be today. The article “Understanding Change” challenged the Board to assess their decision making process and reinforced the goal of improved Teaching and Learning. Challenges to any change were then defined in the final article “Changing the Entitlement Culture”. Administrators shared stories of resistance as well as acceptance of proposed changes experienced over the past few years and entered into a dialogue with the Board about changing the culture of school to focus all efforts and energies on teaching for learning instead of compliance or external grades. Staff at each building has discussed what we would look like as a Standards Based district in September 2007. Given administrative leadership and staff support/interest, faculty meetings will be held and in-service days dedicated to the transition. Parent meetings, student assemblies and continued dialogue with Board members will be planned through the rest of the school year to explain what practices will be discontinued as well as what the revised report card will actually report. College Admission Directors will be asked to identify successful application criteria that are significantly different than the traditional transcript.

Administrators and School Board Directors were united in moving forward with a Standards Based district.

The workshop adjourned at 7:10 p.m.

7.7 Finance Committee

January 31, 2007, 5:00 PM, Central Office

Present: Committee Chair Tom Austin, Bus. Mgr. Vicki Raymond and Superintendent Donald Siviski

Absent: Director Linda Leet

The Committee reviewed the current and recent history of the annual audit report to assess reserves and to determine amounts to be brought forward to address debt service and summer capital improvements. Changes in the law will require changes in some accounting procedures and subsequently in the audit report.

A Board discussion regarding debt service and capital improvement reserves as well as summer accruals will be scheduled to address the potential consolidation of districts. The school attorney was consulted for advice regarding special reserve accounts that could be controlled by the local elected officials to pay off local only debt service. It does not appear that such an account is possible to establish.

A draft budget of expenditures has been compiled for FY'08 while the subsidy report from DOE is expected by mid February. A complete budget of expenditures and revenues will be available at the February 28th Finance Committee meeting and March 7th Board meeting.

Future conversations with Dresden, Monmouth, Union 132 and Richmond were proposed, just in case a voluntary consolidation law is enacted. The idea will be proposed at the next Board meeting.

The meeting was adjourned at 6:00 p.m.

8.0 SUPERINTENDENT'S REPORT

8.1 Resignation(s)

The Superintendent reported on the following resignation:

- Carol Smith, Governance Board Rep.

8.2 New Hires, Transfers, Newly Appointed Personnel

The Superintendent reported on the following new hires and newly appointed personnel:

- Judith Skehan, Governance Board Rep. – ½ year
- Guy Cousins, HDHS, Varsity Womens Tennis Coach
- Guy Cousins, HDHS, JV Womens Tennis Coach
- Sam Hayes, HDHS, Varsity Tennis Coach
- Dave Kaplan, HDHS, Varsity Softball Coach
- Monica Faucher, HDHS, JV Softball Coach
- Chip Lucas, HDMS, 8th Grade Baseball Coach
- Bill Burgess, HDMS, 7th Grade Baseball Coach
- Matt Day, HDMS, Track Coach
- Ellen Vickers, HDHS, Varsity Club Advisor

8.3 Superintendents Winter Convocation – 1/11 & 1/12/07

8.4 February Calendar of Board Events, Enrollment Report, Financial Report

8.5 Executive Session Re: Evaluation of Administrators [1 M.R.S.A. § 405 (6)(A)]

Director Linda Leet **motioned** to enter into Executive Session for the purpose of Evaluation of Administrators as outlined in 1 MRSA § 405 (6)(A). Director Tom Austin **seconded** the motion, **voted in favor 6-0**.

Attending: Chair Jon Lambert, Vice-Chair Michaela Loisel, Director Tom Austin, Director Laura Harper, Director Linda Leet, Director Dan Shagoury, Superintendent Donald Siviski, Principals Steve MacDougall, Steve Lavoie, Christine Chamberlain and Special Education Director Brenda Joseph

Time In: 6:53 p.m.

Chair Jon Lambert declared the Board out of Executive Session at 7:42 p.m.

Director Laura Harper **motioned** acceptance of the Superintendent's recommendation of the salary and benefits package for administrators as presented. Director Dan Shagoury **seconded** the motion. Director Tom Austin **motioned** to amend the motion to include additional retirement considerations to be discussed at a future meeting. Director Dan Shagoury **seconded** the amended motion, **voted in favor 6-0**. Chair Jon Lambert called for a vote on the amended original motion, **voted in favor 6-0**.

9.9 ITEMS FOR FUTURE MEETINGS

School Calendar
Budget
Technology – John Armentrout

10.0 ADJOURNMENT

Director Dan Shagoury **motioned** to adjourn the meeting at 8:01 PM. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools