

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

DATE: WEDNESDAY, MARCH 7, 2007
PLACE: HALL-DALE ELEMENTARY 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

MEMBER(S) ABSENT: Student Rep. Frances Harlow

ALSO PRESENT: Donald Siviski, Secretary [Superintendent of Schools]
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
Ellen Freed and Group of Parents

GUEST(S):

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 FEBRUARY 7, 2007.

Director Linda Leet **motioned** acceptance of the minutes of the regular Board of Directors meeting of February 7, 2007. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

3.0 ADJUSTMENT(S) TO AGENDA

None.

4.0 PUBLIC COMMENT

4.1 Public Comment of Published Agenda Items

Ellen Freed requested a meeting with the Board Sub Committee to discuss a student-teacher ratio concern.

5.0 OLD BUSINESS

None.

6.0 NEW BUSINESS

6.1 Resignation(s) and Retirement

- Alan Plummer, HDES, Grade 5 Teacher

Vice-Chair Michaela Loisel **motioned** acceptance of the resignation of Alan Plummer.
Chair Jon Lambert **seconded** the motion, **voted in favor 6-0.**

6.2 Nomination(s)

None.

6.3 Recognition of Students Receiving Awards from CATC – Steve MacDougall

Principal Steve MacDougall praised the accomplishments of the following Hall-Dale CATC students for their achievement in the Skills USA tournament.

Corey Ringer received gold in Computer Maintenance.

Krystal-Lee Chang received gold in Culinary Arts.

Erica Brown received gold in Commercial Baking.

Brittany Goldych received silver in Graphic Communications.

6.4 School Calendar FY'08

Director Linda Leet **motioned** approval of the 2007-08 school calendar. Director Laura Harper **seconded** the motion, **voted in favor 6-0**.

6.5 Technology Report (Smart Boards) – John Armentrout

Director of Information Technology John Armentrout presented an update to the Board on the state of technology and integration throughout the district and demonstrated how a Smart Board can be used to integrate technology with instruction.

6.6 Budget FY'08

A draft of the FY'08 Budget summary was presented to the Board for review.

7.0 COMMITTEE REPORTS

7.1 Dresden School Committee Report

Dresden School Committee Chair Gary Getchell shared the following information with the Board:

- Transportation issues are still being addressed.
- Dresden will align its school calendar with Hall-Dale's.
- The Dresden budget for FY'08 has been constructed and they await the subsidy report.
- Two members of the School Committee will attend the Inter District meeting on March 14th.

7.2 DCLT Meeting
February 5, 2007

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

Standards Based Work:

1. Review the Elementary School Report Card (Achievement Report)

Clarification to parents of the report

Student information

Performance Key (at the HS maybe add Non Scorable if they have not met the standards at this time)

Academic Assessment

Work Habits and Social Skills w/performance key

Comment Section

Allied Arts page (Foreign Lang. would like more specifics i.e. pronunciation, vocabulary; Phys. Ed. possibly would like some changes but not clear yet, get input from other Allied Arts teachers)

2. Review the Elementary Progress Report (Mid-Trimester Progress Report)
 - Purpose is stated at top
 - Performance key is different
 - General subject areas
 - Work Habits and Social Skills w/performance key
 - Comment Section
3. What pieces do you like? Look at differences between achievement and progress
 - a. number of standards for a course should be condensed
 - b. concern with the use of Ed-Line (already somewhat confusing to use and understand the data; two different ways to assess students using Ed-Line and standards based report) Can Ed-line be changed to work with Standards Based reporting? It is a positive way of communicating with parents. Currently it can be used to report out assignments. Grade Quick is a grading system being used by the High School at this time.

The team broke up into 2 groups to look over the 2 reports in the areas of ELA and Science.

Next meeting: March 15 agenda *all day* at the elementary school

Agenda: budget, standards based, planning - workshop day, Fullan book/report.

- 7.3 Building & Grounds, Food Service and Transportation Committee
Central Office, February 16, 2007 12:00 PM
Present: Committee Chair Jon Lambert, Director Dan Shagoury and Supt. Don Siviski
1. An extension to the lease for the Central Office has been requested through December 2008. Materials stored at the Reed Street site will be offered to collaborating school districts with the remaining materials sold to the community at fixed prices. Materials for a future “maintenance garage” will be retained and stored for summer construction.
 2. Director of Buildings and Grounds Gordon Murray’s five week report included February repairs to the MS/HS boiler and installation of shelves in various closets for Science material storage. A focus on improving the standard of care in all buildings will be conducted during the mid-winter break. Our universal waste disposal will be completed by February 23rd. Oil use has decreased with the presence of insulated buildings and weekend coverage has been achieved with a 6 week rotating schedule. During the last month we have realized a power surge as well as a power lag (having lost one phase of the power supply) which has resulted in electric motor replacement.
 3. Specifications for the Simmons Fund financed irrigation and field development project at the high school will be advertised in March. An alternate irrigation system will be considered in the event of bid price unacceptability. Work will occur late spring and early summer.

- 4a. A Hall-Dale High School gymnasium renovation being considered by the Simmons Advisory Committee should be financed with some kind of a loan. If from a commercial bank then a referendum is needed, if from the fund capital then the “will” has to allow it, if from District reserves then the funds have to be placed in the budget.
- 4b. Given field construction and phase II building renovation this summer the committee agreed that the summer recreation program should be held at the Elementary School site. Since this program caters to the recreational needs of elementary kids the program should be stationed at the Elementary School.
5. As the population decreases adjustments are made in the Food Service Dept. to balance accounts. Personnel hours are reduced and new products for sale are introduced to help adjust expenses and revenues. It is projected that the 2008-09 school year meal prices will have to be adjusted.
6. With the MSAD #16 contract for pupil transportation from Cyr, Inc. ending June 2008 and the consolidation of such services being considered by the legislature, discussions with the vendor will be initiated sooner rather than later.
7. A discussion regarding District reserves for capital improvement and debt service included options for full Board consideration: use it now, reallocate it to a Hall-Dale reserve accessible by voter approval only, wait until next June.

The meeting adjourned at 12:50 p.m.

7.4 Policy and Personnel Committee

February 21, 2007 and March 1, 2007

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

1. The Substitute pay scale is proposed for adjustment to stay competitive in the Capital Area. “Certified Staff” will be hired at \$75/day. Uncertified staff will be adjusted to \$65.00/day and hourly substitutes adjusted to \$8.25/hr.
2. The restrictive language regarding sport activities scheduled on holidays was approved for inclusion in Policy JJIB – Sponsorship and Evaluation of Athletic Programs. Discussions regarding Policy JJIBC – Relations with Boosters Groups will include an invitation for the Hall-Dale Boosters to attend the next Policy and Personnel Committee meeting.
3. A policy concerning retiring a sports number is being researched by Maine School Management Association and will be discussed at a future meeting.
4. The Essential Programs and Services student to staff ratio changes at the Middle School and High School will cause concern to all administrators regarding reduction in staff. Once the subsidy report arrives a more focused discussion regarding staff will need to occur.

5. Inter-district Superintendent discussions with Monmouth, Union 132 and Richmond have occurred and the Committee wishes to schedule an Inter-district meeting with all interested participants.
6. Having received encouragement from the City Council to move ahead with the School Resource Officer proposal, investigations regarding liability and workers compensation insurance have been initiated. A meeting has been scheduled on March 12th with the Farmingdale Selectmen after all data have been gathered.
7. A request for the use of the schools to serve as an emergency shelter for the residents of the Captain Lewis Assisted Living Center was approved in “principal” as a rare occasion need service to the community.
8. A proposed draft calendar for school year 2007-08 was reviewed. Traditional Hall-Dale in-service dates were moved to align with other Capital Area school calendars. The draft will be proposed for approval to the full Board.
9. Concern for district personnel in response to the Governor’s consolidation plan was shared with the committee. Once the legislature narrows the options and decides on a plan the district should offer assurances to employees to make the transition (whatever it may be) as easy as possible.
10. Summer Recreation programming is recommended to be held at the Elementary School.
11. An updated “Accreditation” report for Hall-Dale High School cited “renewed accreditation” having addressed significant facility deficiencies over the past year.
12. The committee was also notified of a “Sun Safety Mini Grant” award to the Elementary School in the amount of \$500.
13. An Adult Ed. report was reviewed and a discussion regarding “fee for services” was initiated and scheduled for future deliberation.
14. Recent requests for “Superintendent’s Agreements” were shared as well as the decisions reached.
15. The committee was asked to review the current Policy and Regulations on Records Retention and compare it to the proposed guidelines and schedules for the next meeting.

7.5 Finance Committee – February 28, 2007, 6:30 PM
 Present: Comm. Chair Tom Austin, Dir. Laura Harper, Supt. Donald Siviski
 Absent: Director Linda Leet

A brief explanation regarding the composition of the required six cost centers was shared. The committee then reviewed the summary sheet of additions and deletions that were

included in the draft expenditure side of the budget. The current increase equals \$278,000 or a 2.67% increase. With the release of Health Insurance rates from Anthem BCBS of 8.6% the budget will be reduced by \$33,000 in draft #2.

An anticipated increase in tuition is expected from Chelsea student enrollment while the State of Maine subsidy reports have not been distributed yet.

The full Board will receive the current draft of expenditures and a summary of the changes (additions/deletions) at the March 7th Board of Directors meeting.

The meeting was adjourned at 6:50 p.m.

8.0 SUPERINTENDENT'S REPORT

- 8.1 Resignation(s)
- 8.2 New Hires, Transfers, Newly Appointed Personnel
 - Tim Johnson, HDHS, Baseball Coach
- 8.3 Informational Forum on School Consolidation Plan – 2/28/07
- 8.4 March Calendar of Board Events, Enrollment Report, Financial Report

9.9 ITEMS FOR FUTURE MEETINGS

- Set Date for Budget Informational Meeting and District Budget Meeting
- Approval of Japanese Aomori trip

10.0 ADJOURNMENT

Director Linda Leet **motioned** to adjourn the meeting at 7:20PM. Director Dan Shagoury **seconded** the motion, **voted in favor 6-0**.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

DLS/src