

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

DATE: WEDNESDAY, SEPTEMBER 6, 2006
PLACE: HALL-DALE ELEMENTARY SCHOOL CAFETERIA
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: None.

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

GUEST(S): Rebecca Dow, HDES, 40% Art Teacher
Libby McCullum
Matt Day
Andy McPherson, Team Hall-Dale

1.0 ROLL CALL/DECLARATION OF A QUORUM

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

2.0 ACTION ON MINUTES OF REGULAR BOARD MEETING OF AUGUST 9, 2006.

Director Tom Austin **motioned** acceptance of the minutes of the regular Board of Directors meeting of August 9, 2006. Director Michaela Loisel **seconded** the motion, **voted in favor 5-0.**

3.0 ADJUSTMENT(S) TO AGENDA

- Add 6.7
- Change 8.2 (coach) and add in 8.2: MS Team Leaders, Yearbook Advisor, Math Team Advisor and Student Council Advisor

4.0 PUBLIC COMMENT

4.1 Commendation to Jim Goulet

Chair Dan Shagoury presented Director of Buildings and Grounds Jim Goulet with a letter of commendation and an honorarium from the Board of Directors in appreciation for his extended work weeks this summer and thanks for the ability to open school on time September 5th.

4.2 Public Comment on Agenda Items

Andy McPherson updated the Board on behalf of Team Hall-Dale. All donors are still “on board” with accumulated pledges of \$400,000. Andy spoke of room dedications to those donating \$25,000 and commemorated with a small plaque stating “This room was made possible by the generous donation of ...” He also requested to be present at the September 21st Open House to encourage participation in the Team Hall-Dale effort.

Libby McCullum spoke in support of the Hall-Dale High School Assistant Principal position.

5.0 OLD BUSINESS

None

6.0 NEW BUSINESS

6.1 Resignation(s) and Retirement
None

6.2 Nomination(s)
Rebecca Dow, HDES, 40% Art Teacher
Vice-Chair Jon Lambert **motioned** acceptance of the Superintendent's nomination of Rebecca Dow as Hall-Dale Elementary School's new 40% Art Teacher. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

6.3 Vote to be Adopted Concerning Transfer of the Hall-Dale Elementary School
Vice-Chair Jon Lambert **motioned** to approve the transfer of the Hall-Dale Elementary School (School Street) to the City of Hallowell.

VOTED: That pursuant to 20-A M.R.S.A. § 4103 and the District referendum held September 16, 2004, the Board of Directors hereby declares that the Hall-Dale Elementary School does not have any anticipated use as a school building and is hereby closed and replaced by a newly constructed elementary school in the City of Hallowell and that the Superintendent is hereby authorized to offer to convey the property to the City of Hallowell pursuant to 20-A M.R.S.A. § 4103(3) and if the City accepts the offer to take all necessary steps to accomplish such conveyance including the execution and delivery of any deeds and related documents and certificates.

Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

6.4 Assistant Principal at HDHS proposal
Director Tom Austin **motioned** to approve the Superintendent's proposal for the Assistant Principal position at the high school and request a monthly update/report. Director Laura Harper **seconded** the motion, **voted in favor 6-0.**

6.5 HDHS Accreditation Report – Steve MacDougall
Principal Steve MacDougall presented a report on the High School Accreditation to the Board.

6.6 Opening of School Reports
Each Principal updated the Board on enrollments for "opening day" as well as Building goals to address/improve student performance.

6.7 Board Acceptance of Gift for Elementary School Open House – September 21, 2006
Director Michaela Loisel **motioned** to accept the gift of a fireworks display from Central Maine Pyrotechnics to be used at the Elementary School Open House. Director Tom Austin **seconded** the motion, **voted in favor 6-0.**

7.1 COMMITTEE REPORT(S)

- 7.1 Dresden School Committee Report – Gary Getchell
The Dresden School Committee participated in a MSMA Boardmanship workshop and also conducted a Board Retreat with Superintendent Rick Cote. Mr. Getchell also reported that the school opened very smoothly this year and that enrollment was “up” slightly.
- 7.2 Building & Grounds, Food Service and Transportation Committee – 8/16/06
Central Office August 16, 2006 5:00 PM
Present: Committee Chair Jon Lambert, Board Chair Dan Shagoury
and Superintendent Don Siviski
Absent: Director of Buildings and Grounds Jim Goulet

Building and Grounds

Update on activities at HDHS:

- Condition of roof will be inspected after installation of ventilation equipment; a second surface maybe necessary.
- Schiavi has been notified to remove trailers. Ellis Construction was awarded the bid to remove the school owned unit.
- An additional 40 parking unit will become available.
- Budget allocations for furniture will replace old material.
- Telephone system will align with the ES system.
- Security system is recommended to align with ES systems and become a priority for installation this fall.
- Lockers are scheduled for installation in October.
- Ventilation units are scheduled for installation in September.
- Staff will be allowed to prepare rooms after August 28th.
- Pre-Release Center personnel will assist moving-in on August 21st.

Update on completion of HDES:

- Full Board will be asked to transfer the old ES to the City of Hallowell on September 6th effective October 1st.
- Schiavi lease expires September 30th and have been notified to remove units in September.
- Evening use at the new ES is predicted to increase so staggered custodial shifts will be required.
- Staff will be able to work in classrooms after August 21st.
- Grand opening plans will include recognition of those who helped bring the dream to reality.
- Team Hall-Dale is invited to the Open House to share the impact the additional space procured by private funds has had upon the facility.

HDMS Update:

- Additional gravel has been contracted to extend the parking area for staff.
- A security fence could be recycled from Simmons renovations to enclose the Soccer field.

Simmons Update:

- Combining dividends and property income could generate a significant project at HDHS.
- The Simmons Advisory Committee will be asked to develop a plan for the area.

- Land sale negotiations continue and should be settled in a few weeks.
- A local attorney will be consulted to ensure compliance with deed transfer requirement.
- The insurance company will be consulted to ensure compliance with liability concerns on using other property owners' land.

District Update:

- The Central Office lease expires on December 2007 so a year's extension will once again be requested.
- A contract with Chelsea for secondary students has been proposed.
- Our contract promises to Dresden about renovations and portables will be demonstrated at a September 27th joint meeting.
- HS maintenance garage will be considered for construction after all other projects have settled down i.e. Spring.
- ES storage shed will be moved to new school to house the tractor.

Food Service

- A State DOE School Nutrition review will be conducted on October 24th and 25th.
- Public request for kitchen facility use at the ES will necessitate employee operations.
- Board retreats with Dresden and Leadership Team will be channeled through Food Service and held on-site.

Transportation

- 4 year old transportation regulations are expected to change and be in effect next year.
- Head Start may be considered for transportation or sub-contracting.
- Year 5 of the transportation contract arrives next year. Bid proposal language should be formulated this year. An extension of current contract may be considered.
- The Special Education van needs to be replaced after this year.
- The school truck needs to be replaced and consideration given to diesel engine option.

The meeting was adjourned at 5:55 p.m.

- 7.3 Policy and Personnel Committee – 8/23/06
 August 23, 2006 – 5:30 PM, MSAD #16 Central Office
 Present: Committee Chair Michaela Loisel, Director Laura Harper
 and Superintendent Donald Siviski
 Absent: None

Policy

An outline of policy reviews scheduled for the year was presented and included:

- Student Bullying
- Harassment
- Fund Raising
- Report Cards
- Student Achievement
- Student Assessment
- Special Education
- Evaluation Instrument for Professional Staff
- Sports Policy and Goals (articles from a recent national education magazine were distributed)

Personnel

- EPS ratios will be reviewed for Middle School Guidance, Nurse, Physical Education/Health, Music, Chorus, Art, Languages)
- Job Descriptions for Custodial I & II will be reviewed.
- A proposal to merge schedules, staff and administration for grades 6-12 will be presented for Board approval.
- The Hall-Dale High School Assistant Principal position was reviewed and a recommendation will be proposed to the full board at the September meeting.
- A discussion regarding student proficiency levels, quality instruction, professional training and staff evaluation documents generated support from the committee for the Administrative and Leadership Teams to move forward with precise intervention strategies and personalized goals.

The Committee requested copies of Evaluation Instruments, Report Cards and research on college admission criteria.

The meeting adjourned at 7:05 p.m.

- 7.4 Percent for Art – Laura Harper
Board representative on the Percent for Art Committee stated that 4 finalists have been selected and that a final presentation will be held at the Arts Commission office on October 26th. She invited Directors to attend the presentation.

8.0 SUPERINTENDENT'S REPORT

8.1 Resignation(s)

The Superintendent reported on the following resignation.

Regina Lewis, HDHS, Special Ed. Tech. III

8.2 New Hires, Transfers, Newly Appointed Personnel

The Superintendent reported on the following newly hired staff.

- Suzanne Levesque, HDES, Pre-K Ed. Tech. II (transfer from Title I)
- Lacey Staples, HDES, Title I Ed. Tec. II
- Jessica Callahan, HDMS, Title VI Ed. Tech. III
- Allison Waterbury, HDMS, 7th Grade Field Hockey Coach
- Elizabeth Crosby, HDMS, 8th Grade Field Hockey Coach
- Carolyn Ely, 7th Grade Girls Soccer Coach
- Keith Sylvester, 8th Grade Girls Soccer Coach
- Bill Burgess, 8th Grade Boys Soccer Coach
- Matt Day, HDMS, Cross Country Coach
- Wes Brann, HDHS, JV Girls Soccer Coach
- Peter Barengo, HDHS, JV Boys Soccer Coach
- Mike Aitken, HDMS/HS, Athletic Trainer
- Lyra Trott, HDES, First Aid Responder
- Pauline McGovern, HDES, Web Page Designer
- Tim Soule, HDMS, First Aid Responder
- Karen Allen, HDMS, Piano Accompanist
- Brenda Dalbeck, HDHS, Three-Act Play Advisor
- Brenda Dalbeck, HDHS, Yearbook Advisor
- Kim Backus, HDHS, Math Team Advisor
- John Burgess, HDHS, National Honors Society Advisor
- Gary Chapin, HDHS, Academic Decathlon Advisor
- Truax McFarland, HDHS, Student Council Advisor
- Deb Large, HDHS, Music Festival
- Deb Large, HDHS, Jazz Choir

- Deb Large, HDHS, Jazz Band
- Brenda Dalbeck, HDHS, Web Page Designer
- Chiaru Naruse, HDHS, Piano Accompanist
- Edith Pinard, District, Sub Caller
- Tim Soule, HDMS, Team Leader (Allied Arts)
- Jill Cline, HDMS, Team Leader (Grade 6)
- Blayne Frost, HDMS, Team Leader (Grade 7)
- Carolyn Ely, HDMS, Team Leader (Grade 8)
- Angela Moody, HDMS, Team Leader (Special Education)
- Jeromy Jamison, HDMS, Yearbook Advisor
- Dan Crocker, HDMS, Math Team Advisor
- Elizabeth Crosby, HDMS, Student Council Advisor

8.3 HDES Team Reps.

The Superintendent reported on the following appointed HDES Team Reps: Scott Hunt, Spec. Ed.; Dee Dee Pinard, Kindergarten; Kit Langmeyer, Gr. 1; Debbie Wallace, Gr. 2; Maureen Mathews, Gr. 3; Kathy Bell, Gr. 4; Michelle Wheelock, Gr. 5

8.4 HDHS Leadership Team

The Superintendent reported on the following appointed HDHS Leadership Team: Dennis Monroe, Russ Schneider, Lisa Smead, Truax McFarland, Linda Aronson, Students: Julie Wei, Zoe Jennings, Hillary Bachelder, Damien Goggin, Dory Estrada

8.5 DCLT Chairs

The Superintendent reported on the following appointed DCLT: Brenda Dalbeck, ELA; Joe Viselli, Health/PE; Cynthia McLean, Math; Jane Higgins, Visual and Performing Arts; Truax McFarland, Science; Gary Chapin, Social Studies and Curriculum Coordinator Intern; Allison Waterbury, Foreign Language; Career Prep, Jean Ambrose

8.6 Retreat with Dresden School Committee

The Retreat with Dresden School Committee has been postponed to accommodate attendance by all Directors.

8.7 Administrators and Board Retreat – October 18, 2006 (tentative date)

8.8 September Calendar of Board Events, First Day Enrollment Report, Financial Report

9.0 ITEMS FOR FUTURE MEETINGS

- Art and Technology Curriculum – Chapter 125

10.0 ADJOURNMENT

Director Linda Leet **motioned** to adjourn the meeting at 7:35 PM. Director Tom Austin **seconded** the motion, **voted in favor 6-0**.

Respectfully Submitted,

Donald L. Siviski
Superintendent of Schools

DLS/src