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**Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Board of Directors  
Minutes  
12/5/11

Members in attendance: P. Williams, M. Hodgins, M. Wintle, B. Basford, R. Basford, C. Cookson, J. Laux, M. Brooks, N. Ardry, P. Snow and B. Poirier

Item 1. Call to Order. Chair Williams called the board to order at 7:01 P.M. and welcomed new board member, Nanette Ardry, from Pittsfield. The board and administration all introduced themselves to her.

Item 2. Adjustments to the Agenda. One adjustment to the agenda was made which was to add under Communications - proposed composition of the Search Committee for the new superintendent.

Item 3. Consideration of Minutes of November 7, 2011. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to approve the minutes as written.

Item 4. Public Commentary. None

Item 5. Learning Results. Mrs. Anderson provided a summary review of the PK-4 CIPS plan that was included in the board packet. She indicated that there was one change to the plan that would have provided a trainer from USM for Positive Behavior Intervention Supports PBIS training, however the plan now calls for a team of teachers to attend a conference in Connecticut.

Also under Learning Results - Ms. Lindsay Bolduc and Mrs. Darlene Ulrickson presented on their use of technology in math instruction called Assistments. Their presentation showed how they are able to individualize student math instruction and have students take ownership for their own learning by using previously constructed math follow-up practice for homework or Assistment tasks that they create. It was pointed out that the benefits of this instructional process is that students get immediate feedback on whether they are correct or incorrect with the responses that they provide to the problems on which they are working. The problems are computational as well as short written responses. Assistments, although originally designed for math, can be used by teachers for all other subject areas as well.

Curriculum Specialist A. Miller pointed out that the time delay for students completing homework assignments not using this process would be a day or two or even perhaps three days before they receive feedback about the work that they did, and by that time the lessons have already moved beyond where they were when the homework was assigned.

Item 6. Administrator Reports. Mr. Jason Judd provided information about the ninth grade academy program that was implemented this year at MCI. He indicated that teachers were utilizing data and asking him for data on student performance much more than in the past. He shared that 20% of the ninth grade students are failing one or more of their classes, and that there was a gender difference with those students who were failing classes. Seventy-five percent of the failures were boys, and 25% were girls. He also indicated that those students who were failing courses this year were failing them by a small number of points in comparison to previous years. Although the data is still concerning, it would appear that there have been some positive results based on the ninth grade academy design, and the interventions being provided by teachers through student intervention teams who provide follow-up with students for social, emotional and academic interventions. MCI is also using a coaching model for advisors working with students.

District Administrator Reports. Mrs. Miller provided the board with additional information about a trainer from Saxon Math who came to the district and worked with teachers at the grade K-1 levels. The trainer was very good and was well received by the faculty. In a meeting with Mrs. Miller and Mrs. Anderson she indicated from her observations that the implementation process was going well with the teachers.

Ms. Gilbert also added that the evacuation that was held for Warsaw Middle School students went well, and that there was some important information gleaned from the activity that will be used for future planning and emergency response development. Other administrators complimented Ms. Gilbert on the evacuation which was very organized and ordered.

Item 7. Committee Reports. Budget/Finance Report – J. Laux reported that expenditures were moving along as anticipated. He continued by indicated that the budget committee met with the administrators to strategize with them the process that they would like to use this year for building the 2013 budget. Zero based budgeting will be utilized. Committee chair Laux pointed out that he would like to see the new selected superintendent involved, if possible, with the budget process at some point along the budget development path, and that s/he be provided with some opportunity for input into the process.

Personnel Committee report was provided by M. Brooks. He indicated that the committee met with Superintendent Gallagher to review the SurveyMonkey data collection results. He also shared that there was a smaller completion rate of the Survey Monkey form than had been anticipated. He concluded by indicating that he had developed some new evaluation documents that would be shared later with the board in Executive Session when the review of the Superintendent's evaluation would be completed.

The Policy Committee report was provided by M. Brooks. He shared information about all of the policies that would be considered for adoption at the meeting making note of any changes

since the full board had reviewed them at the November board meeting. He also indicated that the committee reviewed several additional policies that would come before the board for their first reading later in the meeting. He commented on the new policy, IJOC, School Volunteers, indicating that the committee chose to utilize the sex offender list rather than having all volunteers be fingerprinted and background checks.

Item 8. Old Business. Consideration of policies AC, Non-discrimination, Equal Opportunity and Affirmative Action; DJ, Bidding and Purchasing; GBEBB, Staff Conduct with Students; GBEE, Acceptable Use of Electronic Resources; GCCBC, Family Care Leave; GCSA, Employee and Computer/Internet Use. M. Wintle moved that the policies be adopted as presented. The motion was seconded by B. Basford and the board voted unanimously to approve the policies as presented.

Item 9. New Business. Consideration of accepting the low bid and awarding Honeywell Inc. the job to complete the Warsaw fire alarm project - Superintendent Gallagher indicated that there were two bids submitted for the project, one from Norris Incorporated for \$64,799.00, and one from Honeywell Inc. for \$62,637.00. A third bid spec package was had been provided to Simplex Grinnell who decided not to submit a bid on this project. He recommended that the board approve the low bid and award the fire alarm project to Honeywell Inc. A motion was made by J. Laux and seconded by P. Snow. There was one question about the timeframe in which the project would be completed. Superintendent Gallagher reported that Honeywell would do the project during the two week holiday break beginning on December 17. Norris, on the other hand, had indicated that the timeframe was too short for them to complete it within the spec dates, and that they wanted an extension should they be the low bidder. Chair Williams called for a vote and the board voted unanimously to approve the acceptance of the low bid and awarded the fire alarm replacement contract to Honeywell in the amount of \$62,637.00.

A presentation of policies IJOC, School Volunteers; JCFB, Professional Staff Hiring; GCOC, Evaluation of Administrative Staff; GCOA, Supervision and Evaluation of Professional Staff; JRA, Student School Records and Information was completed by policy chair M. Wintle in his board report. Therefore he asked that the board provide him, other committee members, or Superintendent Gallagher, with any feedback for revisions to any of the policies.

Item 10. Communications. Board Chair Williams shared with those in attendance the proposed composition of the Search Committee for the Superintendent of Schools - three board members, two administrators, three elected officials, the Head of School or a designee, three teachers, and three parents for a total of fifteen members. He indicated that at this point there were no names attached to any of those groups, and that the board would be soliciting information from various constituents beyond the members of the Search Committee.

Item 11. Future Agenda Items. Superintendent Gallagher indicated that the next board meeting was scheduled for January 2, 2012 and since that it is a federal holiday wondered whether the board wished to still meet on that date or to move the board meeting to January 9, 2012. The general consensus was to keep the board meeting on January 2 as previously planned. Board member P. Snow asked that an agenda item be placed on the January board meeting agenda

regarding the hiring of half-time assistant principal at Warsaw Middle School for the remainder of this year, and a full time assistant principal for Warsaw Middle School for next year.

Item 12. Executive Session. Chair Williams asked for a motion to enter Executive Session for the purpose of reviewing the evaluation of the Superintendent of Schools in accordance with 1 MRSA §405 (6) (A). On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to go into Executive Session at 8:00 P.M. The board came out of Executive Session at 8:36 P.M.

Chair Williams then moved that the board to go back into Executive Session for the purpose of discussing compensation, interviewing process, questions and duties in preparation for the superintendent search in accordance with 1 MRSA §405 (6) (A). The motion was seconded by J. Laux, and the board voted unanimously to go back into Executive Session at 8:36 P.M. The board came out of Executive Session at 8:50 P.M. A motion was made by M. Brooks, seconded by B. Basford, to authorize the board chair, P. Williams, to engage Maine School Management Association for the purpose of assisting with the superintendent search process. The board voted unanimously to approve the motion.

Item 13. Adjournment. On a motion by M. Brooks, seconded by B. Poirier, the board voted unanimously to adjourn at 8:55 P.M.

Respectfully submitted,

Michael A. Gallagher