

**School Administrative District No. 53**  
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Burnham

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**Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Board of Directors

Minutes

11/1/10

Members in attendance: P. Williams, M. Wintle, M. Hodgins, J. Laux, B. Poirier, J. Bradshaw, B. Basford, R. Basford

Absent/excused: C. Cookson, R. Downs, P. Snow

Item 1. Call to Order. Board Chair P. Williams called the board to order at 7:02 P.M.

Item 2. Adjustments to the Agenda. One adjustment was made. It was to add an item under communication, a letter from Commissioner Angela Faherty, regarding the completion of the special education review and resulting approval.

Item 3. Consideration of Minutes of October 4, 2010. On a motion by J. Laux, seconded by B. Basford, the board voted unanimously to accept the minutes as written.

Item 4. Public Commentary on Agenda Items. None

Item 5. Learning Results. Report on Strategic Goal 1.1.5, Action Step – All schools will continue to implement the Strategic Plan for literacy and CIPS for math. Mrs. Anderson provided the board with a handout containing data obtained from an Early Math Diagnostic Assessment (EMDA), AIMSweb assessments, and Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessments. Student assessment in grades Kindergarten and grade 1 were completed with the EMDA. It provides percentages of students that fall into the emerging, basic and proficient levels based on national norms for the same grade level students. The AIMSweb assessments were administered for math computation and math concepts and applications. These were administered to grades 1 through 4 for computation and in grades 2 through 4 for concepts and applications. These also provide the percentage of students who fall into the categories of emerging, basic and proficient according to national norms. In the area of reading Dynamic Indicators of Basic Early Literacy Skills (DIBELS) were leveled as high risk, moderate risk and low risk. Low risk means that students are performing at grade level or above. Assessments administered were for initial sound fluency for Kindergarten,

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letter naming fluency for Kindergarten and grade 1, Phoneme segmentation for grade 1, nonsense word fluency for grade 1 and 2, and oral reading fluency for grades 2 through 4. The results of all of these assessments at the K-4 level are baseline data and will be used to determine growth when the assessments are administered again. Those results based on meeting the goals and strategies established by the grade level teacher teams will be reported to the board.

Mr. Nevens provided the board with a handout regarding Warsaw Middle School's fall 2010 report using the NWEA assessment for reading and math. Mr. Nevens' chart provided results for grades 5, 6, 7 and 8, and showed percentage of growth from the fall 2009 NWEA assessment to the fall 2010 assessment. The results could not be compared for this year's fifth graders because they didn't take the assessment as fourth graders. The chart also provided the percent of students' predicted proficiency on the fall 2010 NECAPS based on the results of their NWEA's. The third column of Mr. Nevens' chart included the MSAD #53 targeted goal and the state's targeted goal. The final column of data provided information about the percent of students at or above the 50<sup>th</sup> percentile on the fall 2010 NWEA. Additionally, Mr. Nevens provided the scores and locally identified risk bands for both reading and math. The chart showed the percentage of students that were in the high risk, moderate risk and low risk categories.

Mrs. Shorey then provided an oral report for Goal 2.1.3 regarding the district's development of a mentor program. Mrs. Shorey reported that over 30 students from MCI were now involved in mentoring elementary school age students. Many of the mentors are from the Key Club and all post graduates who attend MCI are mentoring.

Item 6. Committee Reports. The Budget/Finance Committee report was provided by B. Poirier. She indicated that the committee reviewed the annual audit, the expenditure budget year to date, the percentage of budget expended year to date, and reviewed funding revenues from sources other than regular state and local funding, such as stabilization and ARRA funds.

The Policy Committee report was provided by M. Wintle. He reported that the Policy Committee met and discussed policies that would be presented for adoption later in the meeting. He also indicated that additional policies would be presented to the board for their first reading.

Item 7. Old Business. Consideration of policies AC, Nondiscrimination/Equal Opportunity and Affirmative Action; JRA, Student Education Records; IHB, Implementation of Classroom Supports. Mr. Wintle provided an explanation about each of these policies; Superintendent Gallagher then recommended the board adopt the policies as drafted by the Policy Committee. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to adopt the policies as presented.

Item 8. New Business. Presentation of MSMA/MSBA Conference Workshop and Delegate Assembly Information. Board member M. Hodgins and J. Laux provided brief summaries of the sessions they attended at the Maine School Boards Association

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Conference on October 21 and 22. Superintendent Gallagher also provided information regarding a session that he attended on Developing Political Action, and discussed the idea of having the elected senators and representatives who represent the district attend an MSAD #53 board meeting. The purpose of the meeting would be to establish a bit of a relationship with each other and to provide school policy and district funding information to the legislators. J. Laux indicated that he would like the approach to be more collaborative with surrounding school districts and that it occur before the legislators' orientation. Superintendent Gallagher will contact the Superintendents of the surrounding districts to determine their interest in such a forum. If there is interest, he will then coordinate issuing invitations to all of the elected officials representing the communities of the districts who would be in attendance. He will also coordinate a group of board members to organize the forum.

Presentation of budget projections and implications for fiscal year 2012 – Superintendent Gallagher indicated that the loss of revenues from sources such as ARRA and stabilization will complicate the budget building process for the coming school year. He suggested that the loss of revenues and the lower preliminary funding amounts from the state coupled with the additional amount needing to be raised locally would significantly impact the fiscal year 2012 budget.

Presentation of appointments/changes for board committees – Board Chair P. Williams appointed Christine Cookson to the Transportation and Curriculum Committees. He then indicated that there was a need for a Pittsfield board member to serve on the Negotiations Team and that the Personnel Committee needed at least one, if not two, new members. He wondered aloud whether Peter Snow would be interested in serving on the Negotiations Committee. Barbie Poirier indicated that she would be willing to serve on either the Negotiations Committee or Personnel Committee, and that she would no longer serve on the Curriculum Committee. Chair Williams also indicated that Mike Wintle would serve as the Policy Committee Chair and the Policy Committee needed an additional member as well. Other board members suggested that the new board member taking Bob Downs' seat would be able to fill in some of the committee vacancies.

Presentation of Policy BG, School Board Policy Development; EI, Insurance Program Risk Management; BEDA, Notification of Board Meetings; and BEDD, Rules of Order - M. Wintle provided an explanation about the work completed on each of the four policies prior to bringing them to the board for their first reading. He asked if there were any questions or concerns. Mrs. Basford commented on a specific sentence in policy BG, Board Policy Development, "Policies will be adopted, amended or repealed only by the affirmative vote of a majority of members present and voting". She asked if it was only policies that would have this type of vote or if this vote is for all board action, and whether or not this vote for policies would be a weighted vote. Superintendent Gallagher indicated that it is the same vote taken for policies as it is and would be for all board votes and that they are weighted. She then asked why there wasn't a reference to the voting method. However, upon checking the policy, it was noted that the policy did reference the voting method. She then asked whether Robert's Rules of Order that is part of policy BEDD, Rules of Order, was necessary for the board to follow. Several directors

and Superintendent Gallagher responded that Robert's Rules of Order provide an operational format for meetings and is widely considered the process by which to conduct a meeting. Additional discussion about having a parliamentarian on the board is sometimes a recommendation. It was determined that the SAD #53 Board Chair is the board's parliamentarian. Chair Williams indicated that should board members have any other concerns about any of the policies presented for their first reading to contact members of the Policy Committee.

Presentation Building a school calendar on number of hours in class to achieve equivalent of 175 seat days – Superintendent Gallagher referred the board to section A, sentence 2, of the law included in the board packet printed on pink paper. The sentence indicates that the commissioner, upon request of a school board, may authorize a calendar based on number of hours per year versus the number of 175 days in a school year calendar. He indicated that by increasing the length of the student day by 10 or 15 minutes per day that the district could provide the equivalent of 175 student seat days, but would have students in school for 171 or 169 days respectively. Therefore the additional four (4) to six (6) days that are already in the teacher contract could then be utilized for the purpose of in-service to review and analyze data and plan for student instruction. He suggested that this alternative calendar would provide faculty and staff with time to make better use of the data that we collect and to better plan for student instruction thus improving student performance. This idea came from a suggestion obtained at a data conference attended by administrators Shorey, Anderson and Nevens this past summer. He indicated that although he was not looking for a vote of approval to develop this type of calendar, he did wish to have a nod of approval about whether more work on the idea should be pursued. Board members had several questions regarding the benefits of this proposal when weighing the choice of having students in school for more days versus more minutes per day. The board indicated they had some concerns, but would like to have the administration bring more detailed information back to the December board meeting for their consideration. Details would include whether other districts in the state are using such a calendar, and if so, whether the alternative calendar is working for the intended purposes.

Consideration of Nomination of Darlene Ulrickson to the Mentor Pool for Certification – Superintendent Gallagher recommended the board accept the nomination of Darlene Ulrickson to the Mentor Pool for Certification. J. Bradshaw moved the recommendation and B. Basford seconded the motion. Chair Williams called for a vote, no members voted in the affirmative; no members voted in the negative; all board members voted to abstain from the vote. The motion failed.

Item 9. Superintendent's Report. Headmaster Report – MCI CFO, Mike Payne, provided information to the board about MCI finances. Most of his report focused on the revenue sources at MCI. Most revenue sources come from tuition receipts, from the district for district students, day students and residential students – (room and board and tuition). He shared that slight differences in the number of students, for which tuition was received, had a significant impact on MCI's ability to balance a budget. He also indicated that the Board of Trustees has other fund raising measures, most significant

among them being the annual unrestricted gifts provided to MCI. This past year they had gifts amounting to over \$200,000 and are looking to improve upon that dollar amount in coming years. He explained that MCI has some endowment funds of which the interest earned is used for operational expenses.

The district administrator reports were provided to the board in the board packet and/or via email, and Mrs. Shorey distributed a hard copy of her report to the board at the meeting.

Item 10. Communications. Superintendent Gallagher read a letter addressed to him from Angela Faherty, Maine Commissioner of Education, regarding the review process for special education and approval through the evaluation of all special education programming in the district. He recognized Mrs. Shorey's hard work to accomplish the tasks associated with the review and approval. The board applauded her efforts.

Item 11. Future Agenda Items. Board member J. Laux suggested that at a future board meeting Superintendent Gallagher report on any efforts for consolidating purchases in the district.

Item 12. Executive Session. Chair Williams asked for a motion to enter into Executive Session for the purpose of discussing a draft of the Superintendent of Schools' evaluation pursuant to 1 M.R.S.A. §405 (6) (A). On a motion by J. Laux, seconded by B. Basford, the board voted unanimously to go into Executive Session at 9:11 P.M. The board came out of Executive Session and resumed open session at 10:00 P.M.

On a motion by B. Poirier, seconded by J. Laux, the board voted unanimously to adjourn at 10:01 P.M.

Respectfully submitted,

Michael A. Gallagher