

**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  
10/4/10

Members in attendance: P. Williams, M. Wintle, R. Downs, J. Bradshaw, C. Cookson, B. Poirier, M. Hodgins, J. Laux, B. Basford, P. Snow  
Absent/excused: R. Basford

Item 1. Call to Order. Chair Williams called the board to order at 7:00 P.M.

Item 2. Adjustments to the Agenda. One adjustment was made under New Business, to add E, a consideration authorizing the superintendent to issue a contract to a perspective candidate for the math interventionist position.

Item 3. Consideration of Minutes of August 30, 2010 Board Meeting. On a motion by B. Poirier, seconded by B. Basford, the board voted unanimously to approve the minutes as written.

Item 4. Public Commentary on Agenda Items. Aaron McCannell was in attendance at the meeting and asked to speak to the board. He spoke of his concerns with reductions to the budget which reduced the time that ed. Tech. support was available for his room and that he was behind in many aspects of educating the students because of the lack of support. In particular he mentioned the lack of successful implementation of the “baggy books” program. He then asked the board to consider during this year’s budget building process an increase to taxes in order to support educational programming.

Item 5. Learning Results. Report on strategic plan additions and goal 2, objective 1 work completion – Superintendent Gallagher asked the board to review with him the strategic plan included in their packets so that he could point out the new additions to the strategic plan. He drew their attention to page 5 of the plan under goal 2, objective 1, action steps 3 and 4 that were developed by Stacy Shorey, Administrator of Special Services. Action step 3 is to develop a mentor program and action step 4 is to develop an internship program. Mrs. Shorey will report on the development of the mentor program

at the November 2010 board meeting and work in and then report on the internship development at the November 2011 board meeting.

Superintendent Gallagher then directed the board to look at goal 3, which is that MSAD #53 will provide for adequate resource allocation through predictable as well as innovative and creative means under which there are four new action steps. The first action step is to make funding and budgeting decisions based on the criteria developed by the school board, DIT and administration. In December 2009 a second action step was to utilize Jobs Bill funding to provide carry over funding to the 2011-2012 fiscal year. Because the timeline indicated that there would be a report at the October 2010 meeting, Superintendent Gallagher indicated that the current foreign language teacher position was hired under the Jobs Bill funding, and because we needed to apply for the funding and identify possible targeting expenditures from the dollars received, the assistant principal position was plugged into the expenditure for next fiscal year. Action step 3 is the board will take political action to promote additional school funding with local and state legislators. Superintendent Gallagher once again explained that communication issued from MSMA would assist in guiding us to lobby our local state legislators. Action step 4 is that the administrative team, during the summer of 2011, will search for and select at least one large grant opportunity related to prioritized programming for which they will complete and submit an application. He asked if any of the board had questions regarding the new additions to the strategic plan draft.

Hearing none he moved to a report on goal 2, objective 1, action step 1. He indicated that he had attended a meeting called by parent/businessman Andi Vigue. It also included community booster Paul Bertrand, Headmaster Chris Hopkins and town manager Kathy Ruth. The purpose of the meeting was to discuss collaboration between MSAD #53's interscholastic athletic programming with Pittsfield's town recreational programming. At the meeting a discussion evolved to a question as to whether or not it was feasible to be able to coordinate the district's grade 7 and 8 interscholastic athletics with Pittsfield's town recreational programs under one director. It also evolved to be inclusive of the other towns' recreational programming because it was felt that many children from the other two communities, Detroit and Burnham, join in Pittsfield recreational programming. My tasks were to speak with the MSAD #53 athletic director about the feasibility of having one director, and the second task was to email all state of Maine superintendents to obtain information relating to school district athletics and town recreational programming. The following statement and requests were made electronically to all state of Maine superintendents: "MSAD #53 is having discussions with the town of Pittsfield about attempting to coordinate and consolidate the district's middle school grade 7/8 interscholastic athletics and year round community recreational program from grades K-8 with a single shared community/district employee. I wish to know if there are any school systems that currently have a similar arrangement/model with their communities from which we could learn. If so please contact Mike Gallagher at [gallag@msad53.org](mailto:gallag@msad53.org) or 487-5107."

Superintendent Gallagher indicated that he met with Mr. Delano on two occasions, once in April and then again in May to ask him about the feasibility of a shared

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community/district employee to coordinate all of the grade 7/8 interscholastic athletics and town of Pittsfield year round community recreational programs. He indicated that it could be done but the individual filling that position would be busy basically for seven days per week from early morning hours to late evening hours lots of times. The sports seasons in the fall, winter and spring have both town and school teams, and often times the town teams have games during weekends. In addition it would be a year round position because of the programming that occurs during the months of July and August when school is not in session. Mr. Delano indicated that he would not be interested in serving in such a position; however, he did indicate that over the years from his perspective, although all programming is not facilitated by one individual, there has for the most part been good collaboration between the responsible individuals. He quickly pointed out the collaboration that has existed with most previous town recreation directors and the current director, as well as the successful collaboration with the use of athletic facilities, both town and the school district's.

He then indicated that he had had five responses to his email that was distributed to all superintendents. One respondent had asked to get a copy of the results of the responses received because they also had been considering a similar arrangement for budgeting purposes. Two other districts indicated that they did not have a collaborative program with a single director, but did share the use of their facilities. One other respondent indicated that from his perspective it would never work without significant controversy over the hiring of coaches. However, one town, Cape Elizabeth, did have a program that was close to what I believe fits with the discussion held at the previous meeting. I spoke with the middle school principal to attain the following information. They have a single director for the grades 7-8 interscholastic athletics and the town's recreational programs. This person is also responsible for the district transportation and for district maintenance oversight. It is a year round position; the salary is paid jointly by the school district and the town. Cape Elizabeth is a municipal school district, in other words, it does not share services for any other community other than Cape Elizabeth. In addition the school district pays a \$5,000 stipend to a teacher or the assistant principal to coordinate the interscholastic schedule. This means they are responsible for hiring the refs, umpires and officials and attending the school's league activities. I have the Cape Elizabeth job descriptions for both positions, and I would summarize that it would appear that in Cape Elizabeth the coordination of the district and scholastic athletics and the town recreation program is too large a task for one individual, and is therefore subbed out to another school employee to make sure the details are all handled effectively.

Item 6. Committee Reports. The Advisory Committee report was provided by Superintendent Gallagher. He indicated that both he and Headmaster Chris Hopkins had made a list of items that they thought was important to include in an MCI/MSAD #53 contract. The topics that were similar were listed on a form provided to members of the Advisory Committee. They included topics such as students who would be served standards for education, services under ? type of standard, special programming, reporting to the school board discipline and tuition. A discussion took place with no final determinations.

The Budget/Finance Committee Report was provided by B. Poirier. She indicated that there were a few over expenditures in areas that were not budgeted, but that the monthly expenditure is slightly below both of the last two years year-to-date. She also indicated the next meeting of the Budget/Finance Committee would be to start reviewing other revenue sources that the district uses to pay for staffing.

The Building Committee report was provided by P. Williams. He indicated they heard a presentation regarding the purchase of electricity from a local provider that has the potential to save the district some money. He is looking further into the cost savings using this type of contract setup. He also indicated that a review was completed with the school capital improvements completed during the course of the summer; that the school construction visiting committee had visited the district, and felt the district was in good shape. The committee also discussed ideas about whether or not to continue to heat the Central Office building on Hartland Avenue.

The Curriculum Committee report was provided by B. Basford. She indicated the committee discussed goals that were established for the preK-8 science committee and the 5-8 health committee. Additionally, they reviewed the English Language arts curriculum map, a grade 5 and 6 and a grade 7 and 8 oral presentation scoring guide, and discussed grade 7/8 multi-genre writing.

The Personnel Committee report was provided by J. Bradshaw. She indicated the committee had reviewed the orientation packet for new board members, combined three exit interview forms into one form that will be used in the district, reviewed the superintendent's evaluation and modified it by removing the "unsure" designation from the selections offered to evaluation respondents and spoke about the individual evaluations that will be used to evaluate the district's administrators.

The Policy Committee report was provided by M. Wintle. He indicated that the board would have their first reading of three policies under New Business. He further went on to explain how the Policy Committee approved of the idea suggested by Superintendent Gallagher about using the MSMA policies, and adding to those policies any pertinent information from our current policies that would make sure that the policies are up to date and have good legal standing. Mr. Williams asked whether or not the web site policy manual would allow someone exploring the policy manual to print off the entire manual with one click or if they had to download each individual policy to be printed off. Currently, those policies have to be downloaded individually.

Item 7. Old Business. Presentation of capital reserve projects and balance sheet. Superintendent Gallagher referred to a handout included in the board packet showing capital reserve revenues that were raised in 2006-2007 in the amount of \$250,000, and another \$250,000 in 2007-2008 that were approved for reserves. Those reserves have been expended over the 2006-2007 year and 2007-2008 year and once again this past summer 2010. The remaining capital reserve balance is \$92,895. After this summer's expenditures of \$99,559. On the reverse side of that packet showed all of the projects that were completed during this past summer.

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Item 8. New Business. Presentations of Policies AC, Nondiscrimination, Equal Opportunity and Affirmative Action; JRA, Student Education Records; IHB, Implementation of Classroom Supports. M. Wintle of the Policy Committee indicated that all of these policies are up for their first reading, and that they had been re-lettered to go with National School Boards code system. He indicated that IHP, Implementation of Classroom Supports is a new policy, and that policy JRA, Student Education Records needed to be changed based on a new law requiring schools to ask parents for student social security numbers, even though parents did not need to submit them; and finally he indicated that the Nondiscrimination, Equal Opportunity and Affirmative Action policy is the MSMA sample policy with any necessary additions from our current policy. He indicated that the policies will come before the board for their second reading at the November board meeting.

Consideration of letter of resignation – Superintendent Gallagher read the letter of resignation from Barbara Gray and indicated that because of the personal notes included in the resignation letter from Tim Goding that he would not read it aloud. He then recommended that the board accept the resignation of both Barbara Gray and Tim Goding. On a motion by B. Downs, seconded by J. Bradshaw, the voted unanimously to accept their resignations.

Consideration of nomination of teachers – Superintendent Gallagher recommended that the board accept the nomination of Vickery resource room teacher Debra Sterling, and grade 3 job share half time position Ashley Currier. On a motion by B. Downs, seconded by M. Hodgins, the board voted unanimously to approve the superintendent's nominations.

Presentation of transfer of teaching positions grade 4 classroom teacher Tricia Alley – Superintendent Gallagher indicated that Ms. Alley made the perfect candidate to fill the vacancy created by the resignation of Barbara Gray. She has had previous grade 4 level experience; she is familiar with the students and could move into the classroom without missing a beat. He then explained that the district chose not to fill her RTI coach position because hiring someone from outside of the district would not have the familiarity of the staff and building that level of trust to work with staff would be a difficult task to do quickly, and the position is simply a one year position. We would also not have good knowledge about the candidate's skill level with RTI and/or whether or not they would be able to work with other staff as a coach. We also decided that the funds that would be saved from not hiring a halftime RTI coach could be used to increase Title I ed. Tech. hours elsewhere in the district.

Consideration of authorizing the superintendent to issue a contract to a potential nominee to fill the math interventionist position – Superintendent Gallagher recommended that the board authorize the superintendent to issue a contract to a potential nominee for the math intervention position. On a motion by B. Downs, seconded by J. Bradshaw, the board voted unanimously to authorize the superintendent to issue a contract to potential nominees.

Item 9. Superintendent's Report. Headmaster Chris Hopkins indicated that the theme at MCI this year is health and wellness. He then highlighted changes in policy regarding discipline that he felt was in the area of wellness given that students will have a hearing prior to any suspension as opposed to suspending a student and then having a hearing. It provides a better learning opportunity for the student so that the individuals who are involved in the hearing can provide input into the determination prior to any kind of suspensions. He shared that JMG was once again successfully working at MCI. The Sped director at MCI is working out well, and another health and wellness theme introduced this year was the outdoor support club. This club is set up specifically for students who may not participate in other types of athletic or club activities including canoeing, hiking, fishing, fly tying and creating leadership opportunities for students. He also reported that the NEASC(?) accreditation process is underway with committees formed and the process being accomplished.

District administrator reports – Chair Williams opened the floor for questions for the administrators regarding programs going on in the schools. A question was asked whether or not skills blocks had begun yet. Mrs. Anderson indicated that they have not at the elementary level. They are awaiting until the completion of the NECAP assessments since the NECAP scheduling would not have worked well with the skills block scheduling. She also indicated that she is attempting to secure volunteers and that volunteers have come forward to assist teachers in classrooms.

Mrs. Miller answered questions about the after school program, and Mrs. Anderson spoke to the board about the supplemental educational services that by law need to be provided to students with dollars set aside from Title I funds that the district has. There are four vendors who will provide services to students in MSAD #53. The majority of the parents are parents of students in the younger grades who were not eligible to participate in the after school program. She shared information about the hourly rates that the service providers would be paid to provide the tutorial services. Chair Williams suggested it may be another board meeting agenda item in the future to learn more about how these funds were being expended.

Item 10. Communications. Chair Williams presented a plaque to Bob Downs for 15 years of service on the school board, and 13 as the board chair. Mr. Downs took the opportunity to thank and praise the work of several board members on their committees and superintendent Gallagher with the administrative team. He also talked about his reason for joining the board 15 years ago and where the district has come regarding the budget from where it was 15 years ago when budget meetings were held with large crowds of people there to cut the budget. He also spoke directly to comments made by Mr. McCannell and that the board chose to make changes to the Title I program to make the program better, not because of economic reasons. Superintendent Gallagher and others praised Mr. Downs' service and leadership as the board chair and thanked him for his long term commitment to the district.

Item 11. Future Agenda Items. Supplemental Education Services for Tutorial and evaluation of the new programs implemented with interventionists this year.

Item 12. Executive Session. Chair Williams asked for a motion to enter Executive Session for the purpose of discussing litigation pending or contemplated in accordance with 1 M RSA §405 (6) (E). On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to go into executive session at 8:55 P.M. The board re-entered public session at 9:10 P.M.

Item 13. Adjournment. On a motion by B. Downs, seconded by B. Poirier, the board voted unanimously to adjourn at 9:10 P.M.

Respectfully submitted,

Michael A. Gallagher