

# School Administrative District No. 53

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**Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Board of Directors

Minutes

10/5/09

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

Item 1. Call to Order. B. Basford called the board to order at 7:03 P.M.

Item 2. Adjustments to the Agenda. None

Item 3. Consideration of Minutes of August 31, 2009. On a motion by B. Poirier, seconded by P. Williams, the board voted 8 in the affirmative, with 1 abstention, J. Laux.

Item 4. Public Commentary of Agenda Items. None

Item 5. AYP update of activities and September 28 Professional Development. Mrs. Anderson provided the review for the PreK-4 schools, and indicated that since receiving notification that the Vickery School did not meet adequate yearly progress she had sent a letter indicating to all parents prior to the start of school notifying them that the school did not make adequate yearly progress. She has also formed two committees, one entitled the CIPS Team and the other is a Data Team. The CIPS Team is responsible for developing a plan of action to address staff development to impact student performance in both math and in reading. They had their first meeting on September 15, and will have another meeting on October 6. The Data Team which is charged with collecting, analyzing and utilizing data with the staff, held one meeting on September 29. A draft of the improvement plan has been started and will need to be submitted to the Department of Education by December 1. Mrs. Anderson has also expanded her monthly newsletter to include parent tips so that parents may better assist their children at home with reading and math.

Mr. Nevens then provided an update regarding Warsaw's progress. The Warsaw CIPS plan from last year will continue with some additional layers. He indicated that his board report outlined many of the activities that are occurring currently and that will occur

throughout the year. Warsaw math will continue to work with Meghan Southworth, a consultant who will be at Warsaw every other week coaching the teachers. She will also be teaching a course for all math teachers. Thus far this year the skills block for math has been utilized for the NECAP assessments preparation.

Superintendent Gallagher provided a brief review of the Professional Development activity conducted on September 28 with presenter Dr. Chris Kaufman on brain research. He indicated that many individuals provided very positive feedback regarding the in-service.

#### Item 6. Committee Reports.

Advisory Committee - Superintendent Gallagher provided the Advisory Committee report, and indicated that the committee met for the purpose of discussing calendar adoption and the current MOU designed to guide calendar development. The discussions at the Advisory Committee were highlighted in the Advisory Committee meeting minutes included in the board packets.

Budget/Finance Committee – This report was provided by B. Poirier; she indicated that the committee met and reviewed the expenditure report including the monthly budget calculation chart that indicated that we have expended slightly more percentage wise this year, than we have in any of the past three years. She also indicated that the committee discussed furlough day possibilities. The committee wondered if furlough days become a reality, if the district could creatively utilize other sources of funding, i.e. CIPS funding to still hold staff development days and pay staff to attend.

Building Committee – The report was provided by P. Williams; he indicated that they reviewed their committee responsibilities and agreed to the responsibilities as presented. He also shared that Superintendent Gallagher provided an update regarding the Warsaw window project, and the utilization of stabilization funds to pay for the project rather than tapping into the district’s capital reserve fund. The committee also reviewed capital projects as presented by Honeywell through a survey that they completed in each of the district’s elementary schools, and decided to, at this point in time, not move forward with any of that planning until at least after the November 3 referendum on consolidation. The committee also reviewed the district’s capital improvements plan and deferred decisions until after the November 3 referendum.

Curriculum Committee – The report was provided by B. Basford; she indicated that the committee reviewed their responsibilities and added one to the list. It was decided that Curriculum Committee members would be encouraged to join and work with district curriculum teams when they are formed. She also indicated that Mrs. Miller shared that curriculum work occurred in the areas of math, English/language arts, science and health. However, the focus of the meeting on October 5 was on math PreK-8. Of particular note was an online program, “FASTT Math” to develop student math fluency which is being offered to all students in grades 5-8 twice per week.

Superintendent Gallagher indicated that he had received notification from the teacher and support staff collective bargaining units regarding their intent to negotiate successor contracts. The current teacher collective bargaining agreement expires on the first school day of 2010-2011. The Support Staff collective bargaining agreement expires June 30, 2010.

Personnel Committee – The report was provided by J. Bradshaw; she indicated that the committee reviewed their responsibilities and spent the bulk of their meeting time reviewing the superintendent’s evaluation. She indicated that R. Williams has volunteered to reformat the evaluation and that it will soon be available on SurveyMonkey as an on-line survey. Board members, and all other participants, will receive an email with the link to SurveyMonkey in order to complete the evaluation.

Policy Committee – The report was provided by R. Williams; she indicated that the Policy Committee worked on four policies, three that are new and a revision to a current policy.

Transportation Committee – The report was provided by B. Basford; she indicated that the committee had met with transportation supervisor Mr. Charlie Sisson, on September 17. Mr. Sisson was well prepared with documents that showed Cyr Bus’s response to and compliance with all contractual obligations. Mrs. Basford felt that the meeting went well and recommended that a similar meeting be conducted annually with the transportation contractor. They will meet additionally when needs arise.

Vocational Advisory Committee – The report was provided by R. Williams; she indicated that the Skowhegan Regional Vocational Center will soon be renamed the Somerset Career Technical Center. She also reported that the center is going through the accreditation process; that 52 MCI students are enrolled in career and technical programs and that 16 students from MCI are involved in the cooperative education program. This year students are making the transition from an every day, half-day program to an every other day, full day program. She also reported that the center is offering a welding program in collaboration with Cianbro Corporation. The program is conducted at Cianbro’s worksite in Pittsfield.

Item 7. Old Business. A school consolidation reorganization update was provided by Superintendent Gallagher. He shared that seven MSAD #53 representatives met with representatives from MSAD #68 to review financial information, discuss ideas about consolidation with one another, and that a determination was made that the two districts would send in letters of intent naming each other as consolidation partners. The basic reason for agreeing to working with one another was to avoid the state financial penalty, although members expressed hope that there will be additional education opportunities and opportunities to reduce costs.

Superintendent Gallagher provided the board with the next steps regarding the district’s strategic plan. He indicated that the administrators reviewed the charts that were completed at the board workshop, and identified themes that ran through the comments

placed on the charts. The general themes were communication, data, direct instruction/instructional practices, prioritizing programming, funding sources/budget, professional development, and focus on the whole child, both academic and social aspects. These themes will be touched upon in each of the goal statements, objectives, and action steps. Administrators are planning to have goal statements in draft form for the November board meeting.

Item 8. New Business. Consideration of the retirement letter from school nurse Mildred Bachrach. A retirement letter was included in the board packet and Superintendent Gallagher recommended that the board accept the retirement letter from Mrs. Bachrach with congratulations and thanks for 19 years of service to MSAD #53. On a motion by P. Williams, seconded by R. Williams, the board voted unanimously to accept the Superintendent's recommendation.

Consideration of approving the submittal of a letter of intent naming MSAD #68. Superintendent Gallagher indicated that through the discussions at the joint meeting with MSAD #68, the decision was made to bring a recommendation to both School Boards to send in a letter of intent naming each other as a consolidation partner. However, after reviewing the letter of intent it was noted that it required that the district choose either an RSU structure or an AOS structure. Therefore, Superintendent Gallagher worded a recommendation that would delay the submission of the letter until after a joint school board/RPC meeting with MSAD #68 representatives on October 27 at which the committees would make the determination about the structure that will be planned. He then recommended that the board approve the submission of the letter of intent to be filed with the DOE after the October 27 Board/RPC meeting in order to determine the structure that would be planned. Board member J. Laux moved that action on this item be postponed until after the November election. The motion did not gain a second, but discussion regarding Mr. Laux's reasons for postponing the action was conducted. Mr. Laux explained his rationale indicating that the full board would not have the opportunity to weigh in on which of the structures would be selected prior to its submission to the Department of Education. After further discussion Mr. Laux withdrew his motion to postpone action on this agenda item. However, after no motion was offered by any board member, Mr. Laux moved that action on this agenda item be tabled. The motion was seconded by B. Poirier and the board voted 8 in the affirmative, with 1 abstention, R. Williams.

Presentation of policy 9.40, Dropout Prevention, Student Withdrawal from School; 9.41, Alternative Education Programs; 9.42, Free and Appropriate Public Education; and 11.09, Parent Involvement in Special Education was completed by Mrs. Williams, Policy Committee chair. She indicated that there was one omission from policy 9.41, Alternative Education Programs. She indicated that the programs provided in an alternative setting would have the same state standards as programs offered in MCI. Mrs. Williams then indicated that if any board members had any questions or recommendations about the four policies that they could contact her since the Policy Committee would be meeting once prior to the November meeting where those revisions could be considered.

Item 9. Superintendent Report. In the absence of Head of School Chris Hopkins, Earl Anderson, Athletic Director at MCI, provided the report. He reported about the number of clubs and athletic teams from which the students have to choose at MCI. He then shared that they recently held an activities fair where all clubs were represented and students could learn more about their role as a member of any of the clubs. He indicated that homecoming was very successful and that every team won their homecoming game. Mr. Anderson is striving to improve student participation, even though he feels that student participation is very good for a small high school. Mr. Anderson is the chair of the co-curricular strategic planning committee, and the focus thus far has been on bringing all the athletic facilities to the MCI campus. He has recently begun utilizing the captain's club as a leadership group for the school. The focus of the club is about how to improve the programs offered. He also expressed a goal to create relationships between coaches in the elementary through high school grades, including rec programming. He indicated that there are two components that are essential to the success of the programs that are offered. The first ingredient is to have a stable coaching staff, and the second ingredient is to have a consistent developmental program. In addition to increasing participation Mr. Anderson is going to strive for excellence within the programs so that students experience a high degree of success.

No questions were asked of district administrators, although Mrs. Anderson indicated that no flu vaccinations had yet occurred. This is because the vaccinations have not yet been received.

Item 10. Communications. None

Item 11. Future Agenda Items. Board member J. Laux indicated that he would like to see an AYP report at each of the board meetings under the Learning Results item on the agenda. Superintendent Gallagher indicated that the Board would have monthly updates on progress of the district's strategic plan under the Learning Results item on the agenda. These updates will include information and work completed on the CIPS plans which will be part of the strategic plan and are the result of not making AYP.

Item 12. Adjournment. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to adjourn at 8:24 P.M.

Respectfully submitted,

Michael A. Gallagher