

# School Administrative District No. 53

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**Excellence in Education**

Michael A. Gallagher  
Superintendent of Schools

Board of Directors

Minutes

4/5/10

Members in attendance: R. Downs, B. Basford, R. Basford, P. Williams, M. Wintle, B. Baldwin, M. Hodgins, J. Laux, B. Poirier, P. Snow and Superintendent Gallagher  
Absent/Excused: J. Bradshaw

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

Item 2. Adjustments to the Agenda. None

Item 3. Consideration of Minutes of Monday, March 1, 2010 and March 25, 2010. R. Downs asked if there were any modifications or recommendations for changes to the board minutes. Hearing none, he asked for a motion to approve the March 1, 2010 board minutes as presented. B. Basford moved for approval, it was seconded by B. Poirier and the board voted unanimously to approve the minutes as written. He then asked for a motion regarding the March 25, 2010 minutes. J. Laux moved approval, it was seconded by P. Williams, and the board voted unanimously to accept the minutes of March 25, 2010 as presented.

Item 4. Public Commentary on Agenda Items. None

Item 5. Learning Results. *Fastt Math* Student Results – Mrs. Miller, Curriculum Specialist, provided a demonstration of how the *Fastt Math* program works, and explained how frequently students use the program at the elementary and middle level. She indicated that the teachers have reported significant improvements in students' knowledge of the basic math facts. The program works on automaticity and accuracy of the facts. She then distributed a spreadsheet showing the progress made by students at grade levels 4-8 using the *Fastt math* program since the end of November for the middle school students. Marked results were noted in levels in fluency and accuracy.

Item 6. Committee Reports. Advisory Committee – R. Downs indicated that the Advisory Committee minutes were in the board packet, and that he would be happy to provide any additional explanation regarding the meeting. No questions were asked.

Budget/Finance Committee – B. Poirier indicated that the Budget/Finance Committee had met three times since the last board meeting, twice to review budget proposals and reduction ideas, and the additional meeting to look at the expenditure budget for the current year. She indicated that the new ideas for reducing the budget would be shared later in the board meeting. She then shared that there were several new over expenditures on different lines of the budget, but overall the dollar amount is significantly less than it was at this point a year ago. She also indicated that the budget is tracking much more closely to the expected and historical record on percent of budget expended at this time of the year.

Building Committee – P. Williams reported that the main component of the last Building Committee meeting was a review of the cost savings for, as Honeywell terms it, “cost avoidance” for the projects completed at Warsaw three years ago. He defined “cost avoidance” as dollars saved for having completed the projects that would have been expended had the projects not been completed. He also reported that the Building Committee would meet on April 29 at which time a review of the documents for submission of an application to the Department of Education for a building construction project would be reviewed.

Curriculum Committee – B. Basford provided a Curriculum Committee meeting report. The Curriculum Committee met just prior to the regular board meeting at which time the committee reviewed the substantive changes in curriculum format in the areas of science, health, math and ELA. She reported in the area of math that the academic bar has been raised so skills are shifting to different grade levels. What was being taught to first grade students now needs to be taught in Kindergarten so that they will be ready for assessments in the first grade. She also reported that the committee is working to promote a text book adoption for grades 3, 4 and 5 to support the curriculum, and provide continuity for teacher instruction and student learning. In the area of ELA (English and language arts), grades 3-8 are now aligned to the NECAP standards, and K-2 has very specific phonic instruction and word study. She also indicated that the committee reviewed dates of Curriculum Committee meetings that were published with the hope that any committee members from the board could attend meetings to review how curriculum is developed in the district. R. Downs asked about budgeting for texts and if a plan was in place for providing supplies. He was assured that the committee was recommending ideas and that the Budget/Finance Committee would review those ideas in strategizing budgetary considers for text adoption.

Negotiations Team – B. Basford indicated that the negotiations are continuing without very much progress, and indicated that there will be an Executive Session later in the board meeting for the purpose of discussing the labor contract negotiations with the teacher association.

Policy Committee – The report was provided by M. Wintle. He indicated that the committee had reviewed policy 9.27, Immunizations; 9.23, Life Sustaining Emergency Care; and 11.07, Controversial Issues making minor revisions to each of the policies. He then indicated that under Item 2 of the Policy Committee minutes the committee completed a quick review of policy 3.01, School Superintendent; policy 3.02, Job Description of Superintendent of Schools; policy 3.03, Acting Superintendent; policy 4.03, School Properties Disposition; and policy 9.13, Student Insurance Program. Superintendent Gallagher added that the policies under Item 2 would be up for board adoption later in the board meeting, and that if any board members had additional ideas for revisions to the policies being reviewed for their first reading, to notify Policy Committee members or the Superintendent.

Item 7. Old Business. Presentation of School Consolidation/Reorganization Update - Superintendent Gallagher provided a quick update indicating that Chair Downs and he had met with the Commissioner, and were assured that the district would be approved as a stand alone unit under LD 570. LD 570 has since then worked its way through the Legislative process, was passed and is on the Governor’s desk. He also indicated that our affirmative vote for consolidation three years ago has greatly benefited the district. Because of the yes vote, we have not been penalized.

Presentation of school budget summary pages with estimated revenues and expenditures - Superintendent Gallagher distributed a two sided spreadsheet and provided explanation. The side labeled “with reduction of \$316,000” shows updated state revenues, local assessment, undesignated fund balance and the expenditure budget was reduced by \$316,000. This resulted in an expenditure budget of \$10,061,561.00 which is \$115,695 less than the current year’s expenditure budget. The impact of all the changes noted, reduced the local school assessment increase from \$878,000 representing a 26.53% increase from the current year’s assessment, to \$272,000 representing an 8.22% increase over last year’s local school assessment.

The flip side spreadsheet labeled, “Est. April 5 revenues as a conforming district with \$316,000 ...” was reviewed. The spreadsheet showed the amount of the expenditure budget that would produce no greater than a 4% increase to the local education assessment. In order to achieve a budget that would limit the local education assessment to 4% or less than the local education assessment for this current year’s budget, the expenditure budget would need to be \$9,921,948.03. This is \$255,308 less than this current year’s expenditure budget. In order to reduce the expenditure budget to \$9,921,948.03, another \$139,612.97 still needs to be cut. Superintendent Gallagher indicated that under New Business he would share additional budget reduction ideas to achieve an expenditure budget that would not exceed a 4% increase to the local education assessment.

Consideration of Policies, 3.01, School Superintendent; 3.02, Job Description Superintendent of Schools; 3.03, Acting Superintendent; 4.03, School Property Disposition; and 9.13, Student Insurance Program. Superintendent Gallagher recommended that the board approve the policy modifications as proposed by the Policy

Committee including the deletion of policy 3.02, Job Description of the Superintendent from the policy manual, and post it and all other job descriptions on the district website. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to approve the policies as recommended.

Consideration of Job Description for RTI Coach - Superintendent Gallagher indicated that the RTI Coach job description had come before the board for its first reading at the last board meeting, and he had heard no additional suggestions for the RTI Coach job description. Therefore, he recommended approving the RTI Coach job description as presented. On a motion by B. Basford, seconded by P. Snow, the board voted unanimously to adopt the job description for the RTI Coach.

Item 8. New Business. Presentation of Policies 9.23, Life Sustaining Emergency Care; 9.27, Immunizations; 11.07, Controversial Issues – Chair Downs indicated that the board had heard the report of M. Wintle and asked that board members who may have additional suggestions for modifications to the policies inform the Superintendent or a Policy Committee member.

Presentation of additional reduction ideas for FY11 - Superintendent Gallagher distributed a document showing a target of \$139,612.97 for further budget reductions to achieve a no greater than 4% increase to the local school assessment from the amount raised locally for this current year's budget. He then reviewed each of the ideas and the cost savings associated with them. He emphasized the budget committee with the administration had reviewed and modified the list of ideas over the last month.

The first item discussed was to reduce the custodial/maintenance directors position to half-time. This would make the position just a maintenance position. This idea would reduce the budget by \$22,572. Next on the list was a library ed. tech. I and a library ed. tech. III. These two position reduction ideas will be dependent upon which options are deemed most appropriate by the administration to fill the needs of library programming. The recommendation will be determined for the next board meeting.

The idea of reducing the PK-4 guidance position by three days would save \$39,904. The position would change from a classroom based guidance program, where the guidance counselor meets weekly with each classroom, to a social worker where the counselor would meet with individual students and groups of students addressing emotional and behavioral needs. Other additional changes to the district's guidance services include, sharing the grade 5-8 guidance counselor to work with students in grades 1-3 who are identified as part of the day treatment program at the elementary level. In addition there would be an expansion of the current social worker position at grades 5-8 to be inclusive of identified day treatment students in grade 4. Finally, we are exploring the expansion of services provided by Community Health and Counseling Services. Currently we are taking advantage of the services provided by a social worker at the elementary grades at no expense to the district. This social worker can only work with students who are identified as Maine Care eligible and typically work with students who have may have more difficult issues. The intent is to expand these services into Warsaw Middle School.

The next idea involved the two full time school secretaries, one serving at the Vickery School and the other serving at the Warsaw Middle School. Their contract year would be reduced from their current 230 days to 210 days per year. Their benefit package would remain the same, the reduction would be to the number of hours worked and thus their salary amount.

The last item identified were additional cost savings resulting from the elimination of the Kindergarten transportation to the Burnham Village School. This totaled an additional \$76,000 beyond the previously identified reduction when the board reduced the budget by \$316,000.

He then shared that the Budget/Finance Committee discussed how they could include some after school bussing to provide after school educational opportunities for three days per week. The discussion was to provide two after school buses at an expense of approximately \$18,000 for the year.

All of the ideas were informational only for the purposes of discussion. Since the board didn't have any questions, it is likely that this list, with some refinement, will be presented again at the special board meeting on April 12, 2010. At that meeting the board would need to authorize the Superintendent to take the necessary steps to achieve the desired expenditure budget. The board as a whole seemed to like the idea of adding two buses for after school transportation for students that could also be used for students participating in clubs and athletic activities.

Presentation of budget calendar and district referendum – Chair Downs drew the board's attention to the budget calendar and district referendum information included in the board packet. No further explanation was necessary.

Consideration of Recertification Committee membership for Colleen Lancaster, Paula Young and Tracy Hallee - Superintendent Gallagher recommended the board approve the nomination of Colleen Lancaster as the Allied Arts representative, Paula Young as the Warsaw Middle School representative, and Tracy Hallee as the Manson Park School representative to the Recertification Committee. B. Basford asked whether or not the positions were stipended, to which Superintendent Gallagher responded that they were. A question regarding the amount of stipend was asked; Superintendent Gallagher indicated that members on the committee receive a \$300 stipend and that officers receive higher stipends. He indicated that the Chair of the committee receives a stipend of \$900 a year. On a motion by P. Williams, seconded by M. Hodgins, the board voted 8 in the affirmative, with two abstentions J. Laux and B. Basford.

Consideration of resignation of social worker Barbara Frank - Superintendent Gallagher read a letter of resignation from Barbara Frank, social worker at Warsaw Middle School, and recommended that the board accept her resignation with her last day being April 23, 2010. On a motion by B. Poirier, seconded by B. Baldwin, the board voted unanimously to accept the resignation of Barbara Frank.

Item 9. Superintendent's Report. Jason Judd, director of guidance at MCI, provided a power point presentation highlighting the work recently done at MCI toward intervention strategies for students who were failing classes. The MCI faculty and staff have been discussing the issues and determining intervention strategies to address the failure rates.

Chair Downs indicated that district administrator reports were included in the board packets, and that administrators could answer any questions that board members may have about the information provided to them. No questions were asked.

Item 10. Communications – None

Item 11. Future Agenda Items – Board member J. Laux asked if additional information regarding the state's desire to participate in the Federal Race to the Top program could be on an upcoming agenda.

Item 12. – Chair Downs entertained a motion to enter into Executive Session for the purpose of discussing labor contract proposal negotiations between the MSAD #53 Education Association and the MSAD #53 Board of Directors pursuant to 1 M.R.S.A. §405 (6) (D). B. Basford moved the motion, it was seconded by P. Williams, and the board entered Executive Session at 8:32 P.M. The board re-entered public session at 8:49 P.M.

Item 13 - Adjournment - A motion was made by B. Baldwin, seconded by B. Basford, and the board voted unanimously to adjourn at 8:50 P.M.

Respectfully submitted,

Michael A. Gallagher