

# 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

2/1/10

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

Item 1. Call to Order. R. Downs called the board to order at 7:00 P.M. He welcomed new board member Regina Basford representing Burnham. Members of the board and Administrative Team introduced themselves to Mrs. Basford.

Item 2. Adjustments to the Agenda. None

Item 3. Consideration of Minutes of January 4, 2010. On a motion by B. Poirier, seconded by J. Laux, the board voted unanimously to approve the minutes as presented.

Item 4. Public Commentary. None

Item 5. Learning Results. Report on RTI timeline for implementation as part of the Strategic Plan Goal 1, Objective 2. Superintendent Gallagher provided a review of the timeline created by Mrs. Miller in collaboration with the Administrative Team. The objective as stated is to have a fully implemented Response to Intervention process for addressing the academic and behavioral needs of all students by July of 2012. Several action steps were provided with dates for completion in a logical, sequential fashion. Work has already occurred and is continuing to occur regarding professional development for all staff in differentiated instruction. Work has already occurred and will continue in the area of creating skills blocks to provide specific targeted skills instruction in math and/or reading. Several grades have already implemented skills blocks into their weekly programming for students. In addition there will be “push in” intervention support in the Title I reading and math program beginning in this current school year and continuing next year. That is opposed to having students “pulled out” of their classroom for specific skill and concept formation. There will be a one year teaching position/RTI coach created utilizing Title I stimulus funds to assist teachers implementing and employing the concepts and strategies used in Response to Intervention. The plan continues with identification and implementation of universal screenings; these are assessments that need to be provided to students in the areas of

reading, writing and math. They are scheduled for completion this current school year, and will be finalized and fully implemented by the 2011-2012 school year. We will be identifying curriculum based measures for progress monitoring of students at tier two and three RTI identification, and continue to work on identifying and implementing strategies for all tiers of RTI. In addition, beginning school year 2010-11 there will be identified tier two supports for behavioral student needs. Documentation of all activity will occur. Professional development through professional learning groups, PLG's, will continue this year and next year. The last action step addressed communication to parents and guardians to assure that they are informed about the district's RTI plan, and the result of the assistance provided for their own children.

Item 6. Committee Reports. Chair Downs indicated that the next Advisory Committee meeting would be February 9.

The Budget/Finance Committee report was provided by B. Poirier. She indicated that the Budget/Finance Committee met and reviewed the ideas for cost reductions in the district that would be discussed later in the board meeting. She also indicated there were three new over expenditures in the budget; two in the area of tutoring students and a third being with the travel line in the Superintendent's office. Superintendent Gallagher indicated that the over expenditure in his office will be addressed through funding from different sources that will eliminate this over expenditure. The tutoring lines will continue to increase with student needs.

The Building Committee's next meeting will be March 11.

The Curriculum Committee will meet on March 1 just prior to the next full board meeting.

The Negotiations report was provided by B. Basford. She indicated that the Negotiations Team of the board met with the Association to review the ground rules and to establish the dates for the next negotiations sessions. The next meeting will be on February 2 with just the board's Negotiations Team to put together a package for the second negotiation session with the Association. Chair Downs indicated that the committee would be looking for some guidance from the board in Executive Session later on in the board meeting.

The Personnel Committee report was provided by J. Bradshaw. She indicated that the Personnel Committee met and heard reviews of the district administrators which would be reported during Executive Session later in the board meeting.

J. Laux provided the Policy Committee report indicating the committee had met and reviewed the policies that would be coming up for adoption later in the board meeting. J. Laux also provided the Vocational Advisory Committee report indicating that the bulk of the last advisory meeting held on January 28 was in regard to the welding program occurring at Cianbro and the expansion of that program for next year. Superintendent Gallagher added that the next meeting scheduled for later in February was to review the Skowhegan Regional Vocational Center budget, and he indicated that he would share the SAD #53 local assessment information with Headmaster Chris Hopkins.

Item 7. Old Business. Presentation of school consolidation/reorganization update. Superintendent Gallagher indicated that a letter had been submitted to the Commissioner requesting that she allow the district to file a letter of intent to file an alternative plan for consolidation as a donut hole, and to be exempt from non-consolidation penalties. A meeting has been scheduled to occur with the Commissioner on February 22. It will be attended by area legislators, board chair Downs, attorney Dick Spencer and Superintendent Gallagher.

Consideration of Policy 6.18, Preventing Sexual Harassment; 7.01, Negotiation Goals; 7.02, Legal Status; and 7.03, Board Negotiations Committee. Superintendent Gallagher indicated that there had not been any changes to the policies from when they were presented at the last board meeting for their first reading. He reminded the board that policy 6.18, Preventing Sexual Harassment, was completely deleted and replaced by the language of policy 9.18. The policy addresses all forms of harassment and covers both students and adults. He recommended the board approve the policies as presented. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to approve the modified policies as presented.

Consideration of a Professional Learning Community Certification Support System Manual. Superintendent Gallagher provided an explanation regarding the reason that the manual had to be rewritten based on law changes, and that it now required that all mentors have specific training in completing classroom observations for the purpose of assisting probationary teachers with ideas for improving their instruction, and assisting them with their first local certification plans. He recommended the board approve the plan as presented. On a motion by J. Laux, seconded by B. Baldwin, the board voted unanimously to approve the new Professional Learning Community Certification Support System manual as presented.

Item 8. New Business. Presentation of Budget Reduction Ideas for FY11 Budget. Superintendent Gallagher distributed a handout which was a copy of an email that he distributed to all district staff on Wednesday, January 27. He began by providing the background information as the rationale for creating a list of possible cost saving measures. The district is anticipating a reduction in state aid for the 2010-11 fiscal year of approximately \$300,000-400,000. The district will have approximately \$200,000 less funding to use as carry forward, and will likely receive approximately \$100,000 less in Medicaid funding. With a reduction in revenues of approximately \$600,000-700,000, the Administrative Team used the guidance provided by the board, the DIT and administrators at a board budget workshop that occurred prior to the January board meeting. Therefore, the items on the list target the lowest priority for funding as identified at the budget workshop. Therefore facilities were targeted, with an attempt to maintain programs and staffing to teach the programs as the highest priority for the utilization of district funds. He then laid out the ideas and the impact that it would have in the district to accommodate housing all the Central Office and Burnham Village School students and staff in three buildings as opposed to five. Therefore, there would be a closure of the Central Office and a closure of the Burnham Village School. He provided the details for how this could be accomplished. In addition there would be a reduction of one teacher position at the PK-4 level, and the creation of one multi-age

class, grade 1-2, that would maintain low student/teacher ratios at the primary grades. In addition the ideas included the reduction of one administrator PK-8, leaving two principals and one assistant principal, who would have responsibilities in all PK-8 schools. Additionally, although not a recommendation, he discussed the discontinuation of the Adult Education program. This reduction would have a direct impact on our 9-12 student population as well as adults who are seeking employment opportunities by taking course work provided through the Adult Education program. The total savings with these ideas equal approximately \$337,000. Although no formal action was requested or necessary at the board meeting, at the request of Budget/Finance Committee member Michelle Hodgins, the board took a straw poll vote about whether or not the budget committee should continue to look deeper into these ideas. Additionally Superintendent Gallagher wished to know if he should be communicating the ideas to the public. All board members, except two, indicated that they felt the ideas listed should continue to be shared. Superintendent Gallagher indicated that he would be meeting with the Pittsfield town council on Tuesday, February 2 and would continue to share the ideas regarding budget reduction with the public.

Consideration of School Calendar for 2010-11 School Year. The school calendar had been included in the board packet. Superintendent Gallagher indicated that there was one mistake on the calendar. The February vacation dates in the center of the calendar document had the wrong dates and that the correct dates for the February vacation were February 21-25 as indicated on the grayed out area of the school calendar. Some concerns were expressed about approving the school calendar prior to Advisory Committee work regarding the MCI school calendar. Superintendent Gallagher indicated that the district calendar is to be set, and that the MCI calendar would be very similar to the proposed calendar with possible inclusion of three additional snow days built in. He then recommended the board adopt the 2010-11 school year calendar as presented with the modified date for the February vacation. On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to approve the 2010-11 school year calendar.

Consider the nomination of Donna Chale to be added to the Mentor Pool Membership. Superintendent Gallagher recommended the board approve the nomination of Donna Chale to be added to the Certification Mentor Pool. On a motion by P. Williams, seconded by B. Basford, the board voted unanimously to approve the nomination of Donna Chale.

Item 9. Superintendent Report. Headmaster Chris Hopkins provided a brief review of some of the activities at MCI. He indicated that parking on campus has changed with the closure of the street in the middle of campus to all vehicles except for service vehicles, and that a parking lot has been established in the area below the music room. He indicated that there had not been many cars parked in the area, although originally it was expected that there may be a shortage of parking in the area for students using vehicles to transport themselves to and from school. A contest has been initiated for students to design a plan for how the middle roadway could be redeveloped as pedestrian area. Mr. Hopkins indicated that the MCI strategic plan will be reviewed at the upcoming Board of Trustees meeting, and that all drafts of the plan have been submitted for review.

Superintendent Gallagher indicated that district administrators were available to answer any questions regarding their reports that were provided in the board packets. No questions were asked specifically about the board reports, although Mrs. Anderson was asked a question regarding the workshop that she attended on use of student data on the NECAPS.

Item 10. Communications. None

Item 11. Future Agenda Items. None

Item 12. Executive Session. Chair Downs asked for a motion to go into Executive Session for the purpose of discussing the evaluations for district administrators Faye Anderson, Sandy Nevens, Anne Miller and Stacy Shorey pursuant to 1 M.R.S.A. §405 (6) (A). On a motion by J. Laux, seconded by B. Poirier, the board voted unanimously to go into Executive Session at 8:01 P.M. The board came out of Executive Session and resumed public session at 8:45 P.M. In open session Superintendent Gallagher recommended Faye Anderson for an extension of her contract for the 2010-11 and 2011-12 contract years. On a motion by B. Poirier, seconded by B. Baldwin, the board voted unanimously to extend the contract for Mrs. Anderson as recommended. Superintendent Gallagher then recommended that Sandy Nevens have an extension of his current contract for one year to cover the 2010-11 contract year. On a motion by J. Laux, seconded by P. Williams, the board voted eight in favor, two opposed, with one abstention, P. Snow. Superintendent Gallagher recommended Anne Miller for an extension of her contract for the 2010-11 and 2011-12 contract years. On a motion by J. Bradshaw, seconded by B. Baldwin, the board voted ten in favor, with one abstention, B. Basford. Superintendent Gallagher recommended Stacy Shorey for an extension of her contract for the 2010-11 and 2011-12 contract years. On a motion by J. Laux, seconded by B. Baldwin, the board voted unanimously to extend the contract for Special Services Administrator Stacy Shorey as recommended by Superintendent Gallagher.

Chair Downs then asked the board for a motion to enter Executive Session for the purpose of discussing contract negotiations between Maine Central Institute and MSAD #53 Board of Directors and the MSAD #53 Education Association pursuant to 1 M.R.S.A. §405 (6) (D). On a motion by B. Poirier, seconded by P. Williams, the board voted unanimously to go into Executive Session at 8:51 P.M. The board came out of Executive Session at 9:28 P.M.

Item 13. Adjournment. On a motion by B. Basford, seconded by B. Poirier, the board voted unanimously to adjourn at 9:29 P.M.

Respectfully submitted,

Michael A. Gallagher