

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 56

Frankfort • Searsport • Stockton Springs

Minutes

Board of Directors Meeting
December 13, 2005 – 6:30 P.M.
Frankfort Elementary School

Present: Nedra Bellows Bonnie-Jean Brooks Tom Calderwood
 Robert Danks Harold Grove Ralph Jewell
 Christopher Krause John Moran Twyler Webster (arrived late)

Absent: Kimberly Ashley, Glenn McFadden

Visitors: 9

1. **CALL TO ORDER.** Chairperson Bonnie-Jean Brooks called the meeting to order at 6:35 P.M.

2. **APPROVAL OF MINUTES.** A motion was made by John Moran and seconded by Ralph Jewell to approve the November 8, 2005 Board minutes.

VOTE: 6-0-2 (Brooks, Grove)

A motion was made by Harold Grove and seconded by Tom Calderwood to approve the November 29, 2005 Board minutes.

VOTE: 5-0-3 (Brooks, Danks, Krause)

A motion was made by John Moran and seconded by Harold Grove to approve the December 6, 2005 Board minutes.

VOTE: 6-0-2 (Danks, Krause)

The Board Chairperson will facilitate the meeting tonight as discussed at the recent Board training.

3. **PRESENTATIONS.**

A. The superintendent introduced Gregg Palmer, Searsport District High School principal, who gave a presentation on the work the high school has done on standards titled “Why Standards? Or Why Not?”. The high school is proposing to replace the traditional Carnegie units with standards for graduation with the class of 2010. Mr. Palmer gave the background of credits being measured by seat time. We are proposing to the Board that we have targeted standards with learning opportunities (such as courses, Senior Experience, etc.) with multiple, ongoing, authentic assessments, experiences, and rubrics. It is not how many hours of seat time a student has, but what the student knows and demonstrates.

B. The superintendent showed how data would be used to drive decisions and inform instruction. In the fall and the spring, all kindergarten students are assessed in Letter ID, Concepts about Print, Word Test, and Writing Vocabulary. All first grade students are assessed in the full Observation Survey of Letter ID, Concepts about Print, Word Test, and Writing Vocabulary and Hearing & Recognizing Sounds in

Words. All students in grades 3 – 8 are assessed using the Developmental Reading Assessment (DRA). Grade 3 students are assessed in Oral Fluency, Accuracy, and Comprehension while students in grades 4 – 8 are assessed in Reading Engagement, Oral Reading Fluency, and Comprehension Skills/Strategies (prediction, summary, literal comprehension, interpretation, reflection, and met cognition awareness). The superintendent then demonstrated the software, which showed the overall scores of a single student, the class, an entire school, and/or the entire district. Using the software also allows a teacher to identify instantly students needing additional scaffolding in a specific skill. A sample letter was passed around telling parents about the various assessments and their child's results. At the end of the year, we will see the progress our students make. Discussion and questions followed.

4. **PUBLIC PARTICIPATION.** None.

5. **REPORT FROM THE SUPERINTENDENT.**

- A. SAU visit. The superintendent briefly reviewed the continuum used at the state's visit on November 22, 2005. The highlighted descriptors identify specifically where MSAD #56 is and the various notebooks passed around show the documentation/evidence. The committee, comprised of students, parents, Board members, teachers, and community members, was complimented for their work. Two new members complimented the district for their honesty and their work with our students. We will receive feedback from the state in the 2006-07 school year. Discussion followed.
- B. Administrative reports. No questions were asked.
- C. Enrollments. The superintendent reviewed the enrollments, showing no real change this month.
- D. Use of buildings. The superintendent reviewed the occupancy of our buildings, especially Searsport Elementary School which is seeing more people in attendance that the building can actually hold, and still meet the state Fire Marshall guidelines. We will have the Fire Marshal inspect and post each of our buildings. The concern is to leave an unblocked fire aisle in cases of emergencies and to follow these guidelines. Events normally held at Searsport Elementary School will be held in the high/middle school cafetorium.
- E. Student projects. The superintendent shared an essay written by a third grade students using technology. She then shared how impressed she was with a group of students who proposed the "Teachers Coffee Shop." These students not only researched their project, but presented their proposal with its executive summary, description, produce and service, market plan, operational plan, management and organization, start up expenses and capitalization, and financial plan to the superintendent. The plan was exemplary and many others should follow the students' plan.
- F. MEA's. All students in grades 3-8 will be taking the MEAs in reading and math, writing and/or science. This will meet the requirements of both the state and NCLB.
- G. Sports and "no school day". The superintendent shared that times have arisen when conditions have cleared, enabling the transporting of students to co-curricular activities. There has always been and will continue that prior to any decision made

on holding or attending co-curricular activities, the Co-curricular Coordinator, the Director of Transportation, and the superintendents talk extensively. A motion was made by Harold Grove and seconded by Bob Danks to give the superintendent the authority to decide whether or not co-curricular activities are held. Discussion followed.

VOTE: 8-1-0 (Moran)

- H. The superintendent informed the Board that the Joint Board meeting for Region 7 would be on Thursday, April 27, 2006. In addition to the approval of the budget, the three Boards want to use this time to discuss ways of cost sharing.
- I. Other. The superintendent shared that we will be having a person out and she will be getting a substitute.

6. COMMITTEE REPORTS.

- A. Finance Committee. The minutes will be forthcoming. All expenses are in line. We received \$98,000 more than what we were owed from Medicaid and we held it. We did not spend it.
- B. Transportation Committee. John Moran reported that the minutes were in the Board packets. We are still looking at contracted bus services and various routes and how we can run more efficiently. The superintendent complimented both Raymond Tucker and Peter Garcelon on the work they did mapping out all bus stops, the number of student pickups at each stop by elementary, middle, and/or high school. Both men presented their results and answered all of our questions. The Board requested what would be the impact of having one bus run in the district. To do this, we would have to purchase four new buses and hire four additional drivers.
- C. Buildings and Grounds Committee. Tom Calderwood reported that the committee did a walk-through of the Stockton Springs Elementary School. They talked about the Revolving Renovation funds for the roof, and how we are \$1,000,000 short. We have not yet heard back from the state. The committee is looking at building sizes and occupancy loads.
- D. Policy Committee. Harold Grove reported that the minutes were in the Board packets. The committee has policies on the agenda for both first and second readings.
- E. Region Seven. The superintendent will send the Region 7 minutes to the Board.
- F. Personnel Committee. Chris Krause reported that the committee reviewed “Comparable and Relevant Past Experiences” for support staff placement on steps. The committee made some changes.
- G. Legislative Report. Bonnie-Jean Brooks reported that there are about 100 bills that will affect schools in some way. She is reading the bills, and will provide a summary to the Board. We need to have informational sessions on the CDS consolidation proposal – parents are asking for services. Discussion followed.

7. OLD BUSINESS.

- A. Second readings of the following policies:
 - 1. A motion was made by John Moran and seconded by Twyler Webster to approve GDBA, Placement of Support Staff on Salary Schedule, for a second reading.

VOTE: 9-0-0

2. A motion was made by John Moran and seconded by Twyler Webster to approve KLG-R, Relations with Law Enforcement Authorities – Administrative Procedure, for a second reading.

VOTE: 9-0-0

- B. 2005-06 Budget Process. Bonnie-Jean Brooks spoke on various processes and dates, and asked the superintendent to review her draft. With the number of large items the Board wishes to investigate, we need to provide the time to discuss these. The superintendent wants to use the same process as last year and asked what information/reports the Board wanted. Board members felt that they need to decide tonight on the process. A discussion ensued where two Board members claimed the process was previously voted on at the November 8, 2005 Board meeting. After checking the minutes for that date, it was announced that no vote was taken, only a discussion. The Chairperson asked Board members as well as members of the audience if anyone remembered a vote: no one remembered a vote, only a discussion. A motion was made by Bob Danks and seconded by Harold Grove that the budget process follow the same procedures as last year. Discussion followed. The question was asked that when administrators and the superintendent discuss their budgets with members of the Finance Committee, could other Board members attend the meeting. The answer was “yes”. There was more discussion. The Board Chairperson requested that the minutes reflect the names of each Board member and how they voted on this motion.

VOTE: 7-2-0 (Bellows, Brooks, Calderwood, Danks, Grove, Krause, Webster) (Jewell, Moran)

Both John Moran and Ralph Jewell then orally gave their resignations from the MSAD #56 Board of Directors and left the meeting.

The Board Chairperson reminded Board members that, as discussed at the October retreat, if the Board is dealing with the elimination of positions or programs, it is essential to look at all the facts and get feedback from community members and other budget advisory groups.

The Board Chairperson wants the two verbal Board resignations to be on the January agenda.

8. NEW BUSINESS.

- A. The Board noted the following resignations:
 1. Richard Oliver, Varsity Boys Basketball Coach.
 2. Christie Luce, custodian.
- B. A motion was made by Tom Calderwood and seconded by Bob Danks to approve the following four nominations:
 1. Robert Greenlaw, Varsity Boys Basketball Coach.
 2. David Pepin, Varsity Baseball Coach.
 3. Thor Gower, Varsity Softball Coach.
 4. Brian Merrill, Middle School Softball Coach.

VOTE: 7-0-0

- C. Andree Bella informed the Board that Adult Education wants to change their name from “Searsport District Adult and Community Education” to “Searsport District Community Education Program”. Discussion and questions followed. A motion was made by Bob Danks and seconded by Twyler Webster to approve a name change for the adult education program to “Searsport District Community Education Program”.

VOTE: 7-0-0

- D. The Board discussed a proposed field trip to Orono by the National Honor Society. There was a concern that there be both a male and female chaperone on the trip. Gregg Palmer said he would go if necessary. A motion was made by Twyler Webster and seconded by Harold Grove to approve a field trip to Orono on March 16/17, 2006, by the National Honor Society if there is a male chaperone.

VOTE: 7-0-0

- E. A motion was made by Harold Grove and seconded by Bob Danks to approve the trip by high school students to Brooklyn in March 2006 as part of the Sister School Exchange.

VOTE: 7-0-0

- F. First readings of the following policies:

1. A motion was made by Twyler Webster and seconded by Harold Grove to approve JRA, Student Educational Records, in its first reading.

VOTE: 7-0-0

2. A motion was made by Twyler Webster and seconded by Bob Danks to approve JRA-R, Student Educational Records – Administrative Procedure, in its first reading.

VOTE: 7-0-0

3. A motion was made by Bob Danks and seconded by Harold Grove to approve JRA-E, Annual Notice of Student Educational Records and Information Rights, in its first reading.

VOTE: 7-0-0

4. A motion was made by Harold Grove and seconded by Twyler Webster to approve IJND, District Web Site Policy, in its first reading.

VOTE: 7-0-0

5. A motion was made by Twyler Webster and seconded by Bob Danks to approve IJND-R, Web Site Guidelines in its first reading.

VOTE: 7-0-0

- G. The Board has discussed previously at its retreat and other meetings the idea of having two regular Board meetings per month, two meetings a month during budget time, or special meetings. Discussion followed. A motion was made by Bob Danks and seconded by Chris Krause to have two regular Board meetings per month. The superintendent shared the types of Board meetings held from December 14, 2004 through December 6, 2005. Discussion followed.

VOTE: 7-0-0

Policy BEA, Regular Board Meetings, will be addressed by the Policy Committee at its January meeting and changed to fit the approved motion above.

- H. A motion was made by Bob Danks and seconded by Harold Grove to limit Board presentations to fifteen minutes. Discussion and questions followed. The superintendent suggested reinstating the Board's Curriculum Committee. This committee could deal with the details as with other Board standing committees and make recommendations to the full Board. Discussion followed around the need for presentation backup materials to be mailed to the Board prior to the meeting so that they can be better prepared the night of the Board meeting.

VOTE: 7-0-0

- I. The Board discussed the Superintendent evaluation process for 2005-06. Tom Calderwood, Bob Danks and Chris Krause will sit on a committee to develop an evaluation instrument, a proposal for a contract, and any adjustments of salary for the superintendent. The Board Chairperson wants this to be standing committee that will be on the agenda each month. The committee will design the process with feedback from the superintendent, Board members, and others. Chris Krause will chair the committee and will report at the January 2006 meeting. Hopefully the process will be done in the next thirty days,

A motion was made by Chris Krause and seconded by Twyler Webster to extend the meeting past 9:30 P.M.

VOTE: 6-1-0 (Calderwood)

- J. Consideration of the annual evaluation of the Superintendent of Schools, the term of the Superintendent's contract, and adjustment of salary as required by Title 20-A MRSA § 1051 (2). This item was passed over.
- K. A motion was made by Harold Grove and seconded by Tom Calderwood to enter executive session for the evaluations of officials and an employee pursuant to 1 MRSA § 405 (6) (A).

VOTE: 7-0-0

The Board entered executive session at 9:37 P.M. and resumed public session at 9:50 P.M.

9. **ADJOURNMENT.** The Chairperson adjourned the meeting at 9:50 P.M.

Respectfully submitted,