

Maine School Administrative District #51
Cumberland/North Yarmouth
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Board of Directors

September 19, 2012 Minutes

1. Call to Order

The meeting was called to order by Jim Bailinson, Chair, at 7:00 PM. School Board members present were, Bill Dunnett, Virginia Dwyer, Martha Leggat, Jim Moulton, Kat Pisini, Jeff Porter, Bill Richards, Michael Sacco and Bob Vail.

Administrators present were Karen Bubar, Bob Hasson, Grace Leavitt, Sally Loughlin, Carol MacArthur, Ken Marks, Dan McKeone, Ann Nunery, Scott Poulin, Susie Robbins, and Mar-E Trebilcock.

2. Recognition

Will resume in October.

3. Approval of Minutes – of the Board of Directors meetings held on June 18, 2012 and July 5, 2012.

Motioned: Bill Richards 2nd ed: Virginia Dwyer

Voted: To approve the minutes of the Board of Directors meeting held on June 18, 2012.
(Voted: 6-0)

Motioned: Bill Richards 2nd ed: Virginia Dwyer

Voted: To approve the minutes of the Board of Directors meeting held on July 5, 2012.
(Voted: 6-0)

4. Public Comment

Bethany Hanley, Greely PTO Communications Chair spoke on behalf of PTO Chair, Marnie Dean and members of the PTO. The PTO hosted a coffee for families of children entering kindergarten. She reminded the public the PTO's largest fundraiser will end this week. The sales event fundraiser is explained on the PTO website where a Close Buy catalog is available. The catalog features all Maine products and is founded by a local woman. The school district will receive 30% of the proceeds which will go directly to student enrichment programs.

A PTO fundraiser that doesn't require a purchase, is the collection of box tops. A small square printed on the boxes of many products can be cut out and turned in to the PTO. The PTO raised \$4,000 from the collection of box tops last year. This translated to two field trips last year and Bethany urged everyone to look in their cabinets for products with the box top square, cut out the square and drop off or send to Mabel I. Wilson

School or the MSAD #51 Superintendent's Office, both located on Tuttle Rd. in Cumberland.

The Arts Alliance calendar is another fundraiser and calendars are still available. Proceeds from the sale of calendars go to art enrichment classes. Details are available on the Arts Alliance website and a link is located on the District website.

5. Superintendent's Report

The Superintendent will give his report at the end of Presentations

6. Presentations

The principals discussed the opening of school in their buildings.

Mabel I. Wilson School:

Principal Karen Bubar discussed enrollment. There are 141 kindergarteners and class sizes are 17-18 in kindergarten to 20 and 21 in Grade 3. Total enrollment grades K- 3 is 573 and this is very close to enrollment last year's enrollment of 576.

The school year is off on a positive note. Changes were made to recess and lunchtime. The times were previously organized by wing and now students have lunch and recesses with grade level peers. This gives students the opportunity to play with children their own age. Karen has received positive feedback from parents, teachers and students.

The children did very well during an evacuation on the second day of kindergarten before school and Karen praised the staff for evacuating all the students in an orderly and safe manner. Everyone remained calm and the Fire Chief praised the evacuation process, staff and students. He commented MIW is a model and he should have other schools visit and see how well structures and routines work.

Curriculum goals are set around literacy, math, technology and other areas. The culture of the building continues the message to be safe, kind and gentle. Building a community involves children being responsive to each other, really listening, developing a community within their classrooms as well as throughout the building so that it is a safe learning environment. The staff uses resources such as Responsive Classroom encouraging children to be collaborative with each other.

Literacy includes work over the past couple of years of incorporating the Common Core State Standards. Teachers College is a resource and staff looked across grade levels K-5. This year Common Core will be aligned with literacy units.

Response to Intervention (RTI) continues. Different structures are in place to support and work with the RTI system. Regular meetings are scheduled with grade level teams, the interventionist teacher, as well as meeting with other teams and special educators. Student progress is monitored making sure that interventions are matching the needs of the students who are struggling or are at risk. We continue to personalize learning and differentiate to ensure all students are successful.

Technology: Projectors and document readers are in all kindergarten and Grade 1 classrooms. Teachers are being supported by identifying programs that can be done on their computers using the projectors to access different types of learning. There are several iPads in the building and teachers will be meeting to discuss and share apps.

North Yarmouth Memorial School:

Principal Carol MacArthur noted enrollment is 300 at the start of school and the projection was 309. There are nine new students and 7 classrooms in both 4th and 5th grades. Fourth grade has 22-23 students per classroom and in the 5th grade there are 21-22 students per classroom. The classroom sizes are within the Board goals.

Carol spent the first week greeting students off the buses, observing routines (recess, lunch and bus dismissal) and routines transition nicely. She spent a great deal of time interfacing with parents, answering questions, especially for the parents of students new to the district. Both grade level open houses took place and were well attended. NYMS staff and students have successfully completed three fire drills. Carol was very impressed with the students.

The Leadership Teams at NYMS are meeting to plan Professional Development that embody the core beliefs that were outlined for academics. They are getting to know students as readers, writers, mathematicians and that information is used to help plan for literacy across the curriculum or how we can bring literacy into Social Studies, Science, Art and Physical Education classrooms. It is a collaborative effort among teams and teachers. RTI is used to plan for meaningful and target interventions.

Technology: NYMS has a teacher-tech team. The focus of the group is to find ways to integrate technology including the new iPads into the classroom to promote learning. One staff member has initiated an 'Appy Hour'. She hosts other teachers/staff after school and shares what she has learned in her excitement for technology. It was well attended by staff and a manageable amount of technology was covered so that the staff could go back and incorporate it in their classroom.

The NYMS Wellness Committee works to guide and support healthy living. They will engage the PTO to help with their efforts.

The 4th Grade is participating in an adventure-based program through Sweetser. Students and staff are focusing on team building, collaboration, cooperation, and decision making. The group meets approximately once a month throughout the school year. The current 5th grade class participated last year and already the initiative has capitalized on school wide common language. The school uses the 'high five of respect', a tool to develop school culture. Teachers use the high five to ask for silence, as an indication it is time to end recess, and before an assembly. Students see the 'high five' and what it means around school: 1) I will include others. 2) I will tell the truth. 3) I will take responsibility. 4) I will show compassion. 5) I will take care of myself.

Greely Middle School:

Ken Marks, Assistant Principal gave the report for Kim Brandt, Principal, who is in Washington DC being honored as Maine Middle School Principal of the Year. He

reported enrollment is at 510 students; 198 in Grade 6; 147 in Grade 7; 165 in Grade 8. They have registered five new students in the past two weeks.

The 6th Graders are settling in to the school routines. The 7th Graders will participate in the RippleEffect Program. The 8th Graders are settling into their last year at GMS. There have been two fire drills and GMS staff and students received positive feedback from the Fire Dept.

Ken discussed the school-wide writing prompt and goals. Goals are broken into five areas. Teachers will identify needs and in the spring when the prompt is retaken, the data will help plan for the future and help teachers prepare programming.

They have developed a teaching and learning team aligned to the Common Core with representation from each content area. The team is developing templates for common assessments and collaborative protocol for assessment in those areas. The common assessments will be used to anchor curriculum and align with Common Core in grades above and below.

The GMS School Climate Committee set goals last year and one goal is to restore Restorative Justice Circles to discuss relevant and important topics among staff members. This promotes staff-to-staff communication and collaboration and relationship building. There is also a Civil Rights Team. An agreement was signed with Hardy Girls/Hardy Women, a program that provides facilitators to work with girls in middle school as they make their way through middle school years. The committees will be a large part of Ken's job and he looks forward to working with committee members and students to foster a positive school climate at the middle school.

Each trimester the school celebrates all the good things that happen for students and staff. The teachers borrowed a set of norms from the TEDT Team. When professionals in the building are working with one another they are thinking about three norms: 1) responsibility – we share a collective responsibility for all our students. 2) Intentions – each of us participates in many facets of our work with positive and productive intentions and we understand our colleagues are doing the same. 3) Communication - should conflict arise in any aspect of our work all parties agree to engage with each other to seek clarity and to work productively prior to involving anyone else at any level. The three norms will be carried through out their work this year.

Content area goals: This is the fourth year of the Impact Math Program. Staff is working closely with the high school. Advanced math programs have been reinstated in grades 6 and 7. Each of the content areas has goals tied specifically to literacy.

Technology: Ken thanked the Board of Directors and communities for iPads, located in the library, and the increased connectivity they provide to the internet for 6th Graders. The library has been restructured to be a 21st century media center. It is a research center now both on-line and in paper.

GMS staff is meeting the needs of all students through the RTI process. They will develop a common understanding of what RTI is and to think creatively how to meet the needs of all of our students.

Greely High School:

Dan McKeone, Principal, reported he received positive feedback from students, parents & staff on the opening of school and the well attended open house.

GHS enrollment is at 708 students, very close to the projected number. IB continues to grow with 14 senior class diploma candidates out of 174 class enrollments. A class enrollment is a seat in an IB classroom

There are 12 junior class IB candidates. Overall class enrollments are up at 193. Approximately 20% of the senior class is taking at least one IB class and 39% of the juniors are enrolled in at least one IB class. The class of 2011 had 10 IB students and all 10 earned an IB diploma. In the year prior, 14 out of 16 earned an IB diploma. In two years GHS has had 26 IB diploma students and 24 have earned an IB diploma.

PATHS: Last year the year started with 29 students and the number grew to 34 as the year progressed. At the start of this year there are 25 students enrolled in the PATHS program and that number is expected to increase.

The high school leadership model was reviewed and changes were made with a focus on shared leadership. Committees will form based on identified priorities and research issues, build a plan, include a method of measurement and present the plan to faculty. The committee will dissolve once the plan has been accepted and implemented. Technology and Advisory committees are two committees already underway.

The Civil Rights and Student Government groups have formed and create a more positive school climate. Parent-Student Advisory will continue this year. There are many Community Service opportunities and students can access a list on the GHS website. The SAT Review Committee will look at SAT results and the information will be used to identify ways to strengthen curriculum in areas where scores were not what was expected or where support is needed.

Instructional Support includes the new Teacher Evaluation system this year. The high school has Critical Friends Groups and they meet every few weeks. It is an opportunity for a teacher to present a challenge in their classroom and receive feedback from their peers. Dan and four others spent a week in Cambridge during the summer attending a Harvard conference focused on improving instruction in high school. It was an impressive and valuable conference.

Athletics:

David Shapiro, Athletic Director, reported the year is off to a good start. The Athletic Advisory Board is encouraging student involvement on the AAB. Kevin Rollins is the new Assistant Athletic Director and he will be working with the middle school. Many coaching positions have been filled and many are Greely grads.

Special Education:

Ann Nunery, Special Education Director, reported they have 3 to 5 Individual Education Plan (IEP) meetings in the district every day. She is in the buildings often. Sometimes students with disabilities have difficulty transitioning between grades and buildings and it

was very encouraging to hear during IEP meetings how smoothly the transitions have been over the past few weeks.

Special Education enrollment at the end of last year was 300 and 26 students graduated. A number of students stayed through their 20th year and aged out. To date 20 students with IEPs have transferred into the district. Nine of the students came from the pre-school programs and CDS to kindergarten and it has been a smooth transition. Current enrollment is 284 students with IEPs and this does not include 504s.

The focus continues to be literacy and Dr. Candice Bray, Learning Disabilities Consultant, is in the district three days a month. She began in August doing special ed and regular ed staff training, as she has done in previous years. Dr. Bray spends one day a month at MIW, NYMS and GMS each. She spends time at the high school as needed. She consults with classroom teachers and individual students. Writing will be looked at more closely this year.

Curriculum:

Sally Loughlin, Director of Curriculum, Instruction, Assessment & Professional Development, reported on some of the major projects and initiatives. This is the inaugural year of the new K-12 Teacher Evaluation System. It was anticipated 40 teachers would volunteer to earn their Peer Observer endorsement and 35 teachers stepped forward in the summer, 15 next Tuesday, and another 16 will be contacted who could not be accommodated next Tuesday. Working with the Association, it was clearly identified that this is sharing observations and not evaluations. The number is 66 teachers in training and counting. It is a system being developed with the administration and teachers together. It is designed to get in the classroom and focus on what makes effective instruction. The district has supported development of the teacher evaluation system through the budget process.

Common Core: We are pleased with the work done with Teachers College because of their alignment with the Common Core. The Math Dept. K-12 is strong. For example, a group of elementary educators are developing an advanced math curriculum so that K-5 can be advancing students to grow into the middle school advanced math curriculum arriving at our goal of having at least 40% of our students achieving Algebra I in Grade 8. It will be several years before the district is assessed on the Common Core and aligning our instruction has everything to do with our students' success.

A goal for the year is to work on the STEM (Science, Technology, Engineering & Math) initiative. Another goal is support for the Data Management System being developed. It is a requirement the district as part of Response to Intervention System (RTI). Another term for this is, a multi-tiered system of support. Every grade level must have a system and screening students regularly is required. The Data Management System is critical to keep track of everything that staff is doing, student data and sharing information. Tracking data is critical to know we are making informed decisions.

Technology: The devices purchased in the budget are in the buildings and the library hub model is being worked on. The work this year is to learn how best to use the devices for learning. The iPads purchased are an example of increased functionality over time rather than a device that becomes outdated quickly.

Finance & Operations:

Scott Poulin, Director of Finance, Human Resources, and Operations, reported on Finance, Transportation and Operations. During the summer the buses were worked on and the state inspection went very well. Bus routes went smoothly at the start of the school year. The bus drivers were thanked for a smooth start to the school year. Don Foster and his maintenance/custodial crew made sure the buildings were cleaned appropriately and rooms put back together. It is a challenge to accomplish cleaning goals with summer usage in the buildings, but the grounds were maintained, buildings cleaned and repairs completed over the course of the summer.

Thanks went to the Central Office staff for their work during the busy summer months. The district's audit firm conducted the annual audit during the first week of August and everything went well. The audit should be complete and ready for review at the Finance Committee meeting in December. The price of fuel oil was watched closely and locked in this summer at the price of \$2.90/gal. Prices are currently at \$3.53/gal and rising. This will result in an approximately \$63,000 savings to the district. A lunch van was purchased through the School Enterprise Lunch Fund. The district's school lunch program is self-funded and funds cover its staff, custodians, the director, equipment and its operations. This is unusual for a school lunch program and it had enough funds to replace an aging van that would no longer pass inspection. The replacement van was at no cost to the citizens.

Two school buses were purchased and the purchases are state subsidized. At the district budget meeting \$300,000 was allocated to capital reserve and much was accomplished this summer. The playground equipment and the ground cover at NYMS is new. The portable classroom has new structural supports, siding, windows and doors. The district owns this structure and it can be moved if it is needed in another location in the future. The gym floor was repaired as well as other flooring at NYMS to accommodate 504 plans.

At MIW, broken exterior light poles were replaced and timers were added which will be an energy savings. The clock above the MIW main entrance is now working after some years of not being able to find a suitable company to make repairs. A book nook was added. Flooring was repaired and carpeting replaced with non-allergenic carpet squares in the Speech Room. Painting in a number of areas of the building was completed. Tracks of older windows are being replaced. Composite (non-rotting) picnic tables were added in the playground area.

At GMS, new ADA signage is being installed, deteriorating carpet in the office was replaced with tiles, science tables repaired as well as other maintenance.

At GHS, the bell tower was repaired with funds raised by the senior class and the renovations were continued this summer. Among other maintenance projects this summer were cement stairs, pool doors, siding and a new roof on the announcer's building on the soccer field.

Other building repairs include painting the exterior of the bus garage and repairs on the old Greely annex which is now the district's maintenance facility.

5. Superintendent's Report:

Dr. Hasson explained one of the joys of the position of Superintendent of Schools is seeing students learn from fantastic teachers. Another joy is hearing from students. He received a letter from MIW students requesting a basketball hoop and through a generous donation, a basketball hoop was in place two hours later. The students thought this worked so well Dr. Hasson received a second letter from MIW students requesting picnic tables for the playground. The district was able to add new picnic tables and MIW students and staff are pleased the district was able to fulfill the requests.

Enrollment was discussed and the enrollment summary will be posted on the district website. The NESDEC projected enrollment was 2,071 for this year and enrollment is 2090. The projection is off by 19. Projections are used for planning and are tracked to understand differences in projections and actual enrollment. An updated NESDEC report will be provided later in the year.

Actions by the recent Legislature affecting district policy this year included teacher evaluations and restraints and seclusions. Training has been done in the area of restraints and seclusions. It is a law for all students and the training was not funded by special ed funds. The Freedom of Information Access policy will need an update due to legislative changes. Several other laws were discussed and their current status. Dr. Hasson is pleased with the opening of school, the enthusiasm and the focus of staff on teaching and learning.

7. Committee Reports

Non-Standing Committees:

- Drop Out Prevention – Virginia Dwyer reported the committee met last week. The transition from GMS to GHS was very good for students this year. There were fewer schedule changes. The committee discussed ways to communicate important events to parents. Alternative Ed and at-risk students will be discussed at future meetings.

8. Items For Action

a) Election of School Board Officers

The Board discussed Board Chair candidates Jim Bailinson, Jeff Porter and Bill Richards. Jim Bailinson deferred to Bill Richardson leaving two nominees, Jeff Porter and Bill Richards for Board Chair.

Bill Dunnett made a motion for Jeff Porter for Chair and Bob Vail seconded the motion.
Voted: 4-4.

Martha Leggat made a motion for Bill Richards and Virginia Dwyer seconded the motion.
Voted: 4-4.

The current Board Chair asked the Superintendent to explain the district's legal counsel advice or the protocol in a tie vote. Dr. Hasson explained it is customary for the current Board chair to remain in office, if a decision can not be reached by a majority vote.

Jeff Porter made a motion for Bob Vail for Chair and Jim Moulton seconded the motion. Voted: 4-4.

Jeff Porter made a motion for Bill Dunnnett for Chair and Bob Vail seconded the motion. Voted: 4-4.

Jeff Porter made a motion for Jim Moulton for Chair. Mr. Moulton stated he would accept for a short time to break the 4-4 vote, but expressed he does not want to be Chair. Voted: 4-4.

Bill Dunnnett suggested that a new chair be found rather than defaulting to the existing Chair remaining in office. He suggested a brief recess. The Board recessed for 15 minutes.

Jim Bailinson made a motion for Bill Richards for Chair and Virginia Dwyer seconded the motion.

Prior to the vote, Bob Vail suggested the resignation of the Board and election of a new Board with the exception of the two newest members due to the inability of the remaining Board members to work together.

Jim Bailinson explained his nomination of Bill Richards a second time. He agrees the Board should not be preoccupied with who sits in the Chair position. It is probably the least important decision the Board will make this year and it is not moving the Board forward. Bill Richards was nominated a second time because of his qualifications. He has been an educator, a school superintendent and assistant commissioner of education. Bill Richards was not in a leadership position last year and if the call is for new leadership, he would be chair without any agenda other than continuing strong education in the district. Jim Bailinson would endorse Jeff Porter as Vice-Chair under Bill Richards or Finance Committee Chair, if Jeff is interested in those positions.

Bill Richards explained he has given this a great deal of thought. He pointed out a previous handout, 'Eight Characteristics of an Effective School Board'. He expressed his concern for the deadlock and shared sections of the article.

After further discussion a vote was taken for Bill Richards for Chair. Voted: 4-4.

Jim Bailinson explained the issue would not be voted on again until someone expresses to him they have changed their vote. Jeff Porter asked for a written ruling from legal counsel that the Board proceeds as explained. Dr. Hasson explained he consulted with the district attorney and he was advised status quo would remain in the case of a 4-4 vote. Jeff Porter asked to see the legal opinion in writing and stated he categorically disagrees with the current Board Chair remaining chair until the deadlock is broken.

Bill Dunnett suggested that Jeff Porter and Bill Richards co-chair the Board. Jeff Porter stated he would co-chair the Board with Bill Richards. Kat Pisini commented the Board's main focus should be education and once the chair or co-chairs were selected, that they support the students and schools. It is a great school district and the focus and commitment has to be on and to the students and helping them achieve their goals. Michael Sacco commented education is important and the chair discussion has taken enough time. The co-chair suggestion could work and alleviate some of the pressure. Both sides of the 4-4 vote would have a representative and voice with co-chairs.

Bill Dunnett made a motion for Jeff Porter and Bill Richards to be co-chairs. Jim Moulton seconded the motion.

Voted: 8-0.

Virginia Dwyer pointed out a Board chair does not usually sit on a committee and co-chairs would mean even fewer Board members doing committee work. Jeff Porter stated he would fully participate in 2 or 3 committees and if Bill Richards does the same, it would free up some of their time. Bill Richards and Jeff Porter agreed to accept nomination as co-chair and Bill Richards suggested the Board evaluate co-chairing effectiveness in three or four months.

- b) Vote to appoint a Maine School Board Association Board Delegate for the MSBA fall conference

Jeff Porter motioned and Bill Richards seconded the motion.

Voted: Jim Bailinson was nominated and appointed MSBA conference delegate.

(Voted: 7 - 1 abstain)

- c) Vote to appoint individuals to teaching positions for the 2012-2013 school year

Bill Dunnett motioned and Virginia Dwyer seconded the motion

After a discussion of new teachers, appointments were approved. (Voted: 8-0).

Mabel I. Wilson School

Kim Close – Special Education

Valerie Dominski – Grade 3

Tatum Frederick – Grade 3

Greely Middle School

Patty Jokiel – Behavior Strategist

Pamela Moore – Grade 6 Math

Greely High School

Benjamin Caswell – Physical Education (GHS & GMS)

Brian Freccero – Math

Erica Sarapas - Nurse

- d) Vote to approve the 2012-2013 School Board Work Plan

The School Board discussed the preliminary work plan topics discussed at the July 25 & 26 School Board Retreat. It was suggested that the eight or more topics listed during the retreat be narrowed to three or four.

It was suggested the North Yarmouth Memorial School review and decision could be served by a Board sub-committee and developed into a fluid plan.

A number of elements may fall into the category of Board constituency communication. This involves communication with Cumberland town councilors, North Yarmouth Board of Selectmen/women, and fostering earlier and more substantial community involvement in the budget process. Board constituency communication would involve neighboring communities as part of the current collaboration with Yarmouth, past consolidation discussions and foster communication at multiples levels. This could be a work plan item.

Several issues on the draft work plan could be included in the wok of existing committees. It was suggested that the work of the Communications Committee be expanded to include work plan topics.

The multi-district Special Education study was discussed and this will be scheduled in a workshop. It was suggested it is an item in the work plan in view of the costs. Common Core was discussed and it would fit in the STPC Committee, possibly as an ad hoc or sub-committee.

The Board agreed that two items on the work plan will be 1) Decision making on NYMS and 2) Work started last year in the STPC. The work plan will be developed after the committees are finalized.

9. Communications

Jim Bailinson pointed out the letter from Kim Booth, Lions Club Education Committee representative. He is encouraging a dialogue with the high school. Principal Dan McKeone is going to facilitate the meeting and he will invite Board members, staff and students.

At the end of Board meetings Board members will suggest agenda items for the next meeting. The next meeting is October 1, 2012 and Jim Bailinson suggested Strategic Thinking and Planning Committee recommendations as an agenda item.

10. Meeting adjourned at 10:05 PM.

MSAD #51 Board of Directors

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Jeff Porter	829-4129	jporter@msad51.org
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Michael Sacco (Student Rep – Jr)	344-8162	msacco@msad51.org
Bob Vail	829-5393	vailgeneral1@aol.com

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- Attend School Board meetings and the calendar is on the web site, www.msad51.org
- View meetings live on the TV2 channel or watch replays. The replay schedule will be posted on TV2
- On demand or streaming by VIMEO. You can watch meetings on your computer after they are posted to the MSAD #51 web site and the link is, <http://vimeo.com/msad51tv>