

SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS
The 10TH Regular Meeting of the Spruce Mountain School District Board of Directors
For 2016-17 will be held

Thursday, January 26, 2017 6:00 pm Cedar Street Conference Room

Policy Committee Meeting 5:00 PM

Finance Committee Meeting 5:30 PM

~MINUTES~

Present: Darcie Calden, Tammy Frost, Jackie Knight, Michael Morrell, Shari Ouellette, Joel Pike, Cea Jay Pitcher, Holly Richards, Denise Rodzen, Laurie Sanborn, Cindy Young, Amy McDaniel arrived at 6:10 PM, Doug Dipasquale arrived at 6:13 PM
Present: Trevor Doiron, Student Representative

1. CALL TO ORDER Chair Denise Rodzen called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

3. ATTENDANCE

14 Present

Amy McDaniel arrived at 6:10 PM, Doug Dipasquale arrived at 6:13 PM

4. ADJUSTMENTS TO THE AGENDA

5. APPROVAL OF THE MINUTES

5.1 Approval of the Minutes – January 12, 2017

Motion by Michael Morrell and seconded by Shari Ouellette to approve the minutes of January 12, 2017 regular Board meeting as presented.

Vote: 8 Yes 0 No 3 (Darcie Calden, Shari Ouellette and Holly Richards) Abstain 2 (Amy McDaniel and Doug Dipasquale) Absent 1 (Trevor Doiron, Student Rep) Yes

6. COMMUNICATIONS/CORRESPONDENCE

6.1 Retirement of Debra Timberlake, Spruce Mountain Elementary School, Grade 4 teacher as of the end of the 2016/2017 school year.

Motion by Michael Morrell and seconded by Shari Ouellette to accept with regret the retirement of Debra Timberlake, Spruce Mountain Elementary School Grade 4 teacher as of the end of the 2016/2017 school year

Vote: 11 Yes 0 No 0 Abstain 2 (Amy McDaniel and Doug Dipasquale) Absent 1 Yes (Trevor Doiron, Student Rep)

6.2 Resignation of Michael Golden, Spruce Mountain Elementary School, Special Education teacher effective January 23, 2017.

Motion by Michael Morrell and seconded by Shari Ouellette to accept the resignation of Michael Golden, Spruce Mountain Elementary School Special Education teacher effective January 23, 2017.

**Vote: 11 Yes 0 No 0 Abstain
2 (Amy McDaniel and Doug Dipasquale) Absent
1 (Trevor Doiron, Student Rep) Yes**

7. PUBLIC COMMENTS – NONE

8. BOARD COMMENTS –

Tammy Frost stated that anyone donating food at Fitness Stylz during the month of February will receive a coupon to take free classes. The food will be donated to "Backpack for Students" to be distributed to local students in need to take home during February break. Tammy Frost mentioned that the backpacks will be put together at Jay Niles Library and any help would be welcome. Jackie Knight asked if we could have a list of needed items. Holly Richards said she would check at the Primary School Foodbank, where she volunteers. There is also a website that lists needed items.

9. SUPERINTENDENT'S REPORT –

As of January 20, 2017 our student population is 1448 PK – 12, SMPS 455, SMES 293, SMMS 285, and SMHS 415. (+1 from last report - 41 from the beginning of the year)

I would like to acknowledge Debra Timberlake who has submitted her retirement letter to us this evening. Deb has been teaching for 30 years for our combined school districts and has positively impacted thousands of students in RSU73 and she will be missed for her love of teaching and students. I wish her well as she starts her new adventures beyond the classroom.

After tonight's meeting the school board will receive the first draft of the proposed school budget for the school year 2017-2018. The School board established a target of \$673K to be cut below the current budget levels. This is something we accomplished and is reflected in the budget you will get later. I would like to point out that this budget proposal is the product of much hard work, soul searching, hard feelings, and difficult decisions in order to meet the targeted amount you provided. There will be cuts of personnel at all levels of our school district and we may be forced to RIF some of our current employees to meet the current budgetary constraints without more retirements. This was not fun, enjoyable or easy. But the work on this budget was necessary and required collaboration and a thick skin from all those involved. So, I would like to thank all administrators, teachers, support staff that contributed to the submission of this year's budget. I will not go into any further details and will allow the administrators to provide an overview and impact of the reductions taken in their perspective buildings or areas when we meet again on February 9th. Please carefully review the budget over the next two weeks and bring your questions for each Administrator or Director to get answers to your questions.

Shari Ouellette asked if there is an overview or if board members will have to search for cuts in the budget. Superintendent Healey replied that board members will have to look over the proposed budget to see what the cuts are.

Tammy asked when the numbers for the State Subsidy would be available. Superintendent Healey answered that the ED 279 would not be available until February.

10. BOARD CHAIR’S REPORT

Chair Rodzen read a scenario from the book “How not to be a terrible school board member” and presented a question with multiple choice answers. She asked the schoolboard members to write their answer, along with their name, on a piece of paper to be looked at at the next board meeting.

11. COMMITTEE REPORTS

Finance Committee:

Shari Ouellette explained that due to the changes in minimum wage we need to increase substitute teachers and substitute ed techs who have high school diploma to \$63.00 per day and \$54.00 per day respectively, retroactive to January 1, 2017.

Cindy Young questioned why this is being done. Superintendent Healey explained that the new federal minimum wage went up to \$9.00 per hour at the beginning of the year and we have to comply with the law.

Joel Pike asked whether this will have an impact on the budget. Superintendent Healey said it wouldn’t be much, less than \$1,000.00.

Motion by Shari Ouellette and seconded by Jackie Knight to increase the substitute teacher pay to \$63.00 per day and the substitute educational technician pay to \$54.00 per day for substitutes with a high school degree retroactive to January 1, 2017.

**Vote: 12 Yes 0 No 0 Abstain
 1 Absent (Denise Rodzen) 1 (Trevor Doiron, Student Rep) Yes**

Policy Committee:

Joel Pike stated that we will be seeing new policies. The committee will be busy going through all the policies. Doug Dipasquale asked if the committee would be going through the process of reading the policies and Joel answered that they would. The committee would have to prioritize and go over 5-6 policies a month. Tammy Frost asked if the large number of reviews is attributable to school consolidation and Joel confirmed that it was.

12. ADMINISTRATOR REPORTS –

12.1 Dora York - Food Service

I attended the Maine School Nutrition Association winter conference today in South Portland. I attended sessions dealing with time management and health inspections, both were quite informative. I am exited to attend the session tomorrow that is called “Making the Most out of Annual Performance Evaluations”. The workshop will be presented by the firm of Drummond Woodsom.

Holly Richards inquired about the breakfast program for Pre-K and Kindergarten students.

12.2 Robyn Raymond – Adult Education

College Transition started on Monday. 13 Students enrolled and a fair share are displaced Verso workers. They’ll complete the 15 week program with us and we’ll assist in counseling them in their next steps, whether it is applying to college, looking at going back into the workforce or entering one of the new workforce development programs.

One initiative we’ve been working on is an HVAC program. We held a meeting last week with local plumbing & heating businesses in the area like Cornerstone and A. Maurais & Sons, to better understand the demand in the field and now we can create the program for retraining to best serve our local contractors.

In addition to that meeting I met with Gov. Lepage’s energy adviser James LaBrecque to discuss the rising demand locally for residential heat pumps and the lack of trained

professionals to install them. It is our hope to assist with that need within our planning of an HVAC program, too.

Over the past few weeks I've been present at all Rapid Response meetings. Our presenter has proven to be beneficial as we've met or have planned one-on-one meetings with over 20 displaced workers with more coming in through the Career Center. We'll have Darby O'Neill from the Lewiston Career Center twice a week meeting with displaced workers here at our center with the hope to assist in their plan moving forward.

Nineteen people attended paint night. We are looking for a larger space to accommodate all who want to attend.

We will have a recent CT graduate tell his story at the Hall of Flags at the State House in Augusta in March. I nominated Alan Chretien to talk about his journey from being laid off at Verso to his time with us in Adult Education and the gains and victories experienced here to his impressive 4.0 at KVCC this past semester. We're proud of him and proud of what takes place during and after completion of our program.

12.3 Craig Suttie – Technology - removed

12.4 Ken Vining – Facilities/Transportation Transportation

Bussing is going relatively well, very busy. We have seven afternoon trips this week and one on Saturday.

On Monday, January 23, 2017, Bus 16 had a relay short out across from Bailey's. There was lots of smoke but no fire. Students had to be transferred onto another bus.

On Wednesday, January 18, 2017, Bus 32, our special needs bus, was dropping off students when a vehicle backed out of a driveway, couldn't stop and hit the back right side of the bus. There were no injuries. We will have it repaired correctly at a cost of \$2,329.00. Doug Dipasquale asked if this is covered by insurance. Ken Vining stated that it is and that it was the other persons fault.

Maintenance

The Primary School has had two new changing tables installed.

Rooms 1 & 2 had new high pressured toilets installed to replace the old ones because of constantly clogging up.

Checked with Doug Guerrett from Winthrop Oil on prices today. It would be \$1.95 per gallon. He believes we should see a drop within 30 – 60 days, perhaps sooner. They keep a day to day watch and will keep us updated on the price.

Cea Jay Pitcher asked why Ken Vining was plowing on Tuesday. Ken Vining responded that Adam Castonguay had some equipment trouble and he decided to help.

12.5 Tina Collins – Special Services

Michelle Grimbilas, special education teacher at SMMS, recently completed training to become a certified Safety Care Trainer for the RSU. She is starting her first district offered training sessions with ed techs using the Late Arrival Wednesdays, and anticipates offering a training

session during the March 17th workshop day as well. The focus of these trainings is on de-escalation techniques. Safety Care is one of several DOE approved therapeutic intervention programs.

The special services office recently conducted an interval review for Section 65 MaineCare billing practices with excellent results. The purpose was to ensure quality control and accuracy for the many components that are required under Section 65 billing.

The evaluation process is underway for special services ed techs.

13. POLICY - NONE

14. OLD BUSINESS - NONE

15. NEW BUSINESS

- 15.1 Kimberly Bryant, Chair for the NEASC Accreditation team at SMHS presentation of monthly report – out on the NEASC process.

We are currently about 50% done with the self-assessment. A few teams are still collecting evidence, mostly from staff dealing with assessment and lesson plans, most are in the writing phase of the report.

We have, for the most part, finished Standard 1 (Core Values, Beliefs and Learning Expectations) which talks about the newly developed core values and learning expectations at the high school and Standard 7 (School Resource for Learning) which deals with building and budget resources. Work is still being done on Standard 7 to get it into the proper format which was an issue while we were doing staff voting. We're waiting for final approval.

We are working to approve 2 standards each month, but that may not be possible in the meeting time allotted, so I would be happy getting just one and a half done and continuing longer into the school year. The report does not have to be finished until the end of the year, and our original schedule was to finish in April, so we have extra time that we can take if needed - until June.

When the visiting team come in September, 24th – 27th, they will be staying at the Comfort Inn in Farmington who have given us a discount on rooms and have a great meeting space for the visiting team's workroom. The Comfort Inn can also cater their dinners and have free breakfast, so it is an ideal location. The team will eat lunch at the school and eat whatever students are offered on those days.

During that visit is when the School Board will need to participate. You should be present for the panel presentation and will be required to participate in a meeting with team members at a specific time to answer questions that are specific to the school board. Other groups that will need to be scheduled include parents, support staff, central office personnel. In addition to students, teachers and self-study committees.

Things we are still working on are:

- Determining a space in the building where the visiting committee can work.
- Making sure there are computers for each of the visiting team members with internet access for their report writing and evidence gathering

- Creating the final schedule of the visiting committee work days. One thing I worry about is that the meetings take place in the afternoon prior to dinner. Getting parents and school board members there at those time could be a challenge.

Chair Rodzen explained that when board members went through this process before, the questions asked were not just specific to the school board but some general questions. Kim Bryant said that the questions are all specific to the various groups.

Superintendent Healey asked how many board members know the need for accreditation. He stated that we have to be accredited again initially because of the consolidation. This process is done solely by teachers. Superintendent Healey has gone through this process 10 times before as a visiting team member and will make sure that the school board is well informed of this process and the need for it before the visiting team arrives in September. He said that Kim Bryant will keep us updated. Kim expressed that this is a way to take an honest look at where we are. NEASC is the best way to better the staff.

Chair Rodzen said that is it a self-evaluation. It was done at the Middle School and the teachers took it seriously. It was an eye-opener and she was pleased with the outcome.

Cindy Young was under the impression that accreditation helps students to get in a better college. Kim agreed that is better when getting into college. She said that it is a big deal, education is looked at from a lot of different places. Chair Rodzen stated that it sets a standard and ground rules. Kim explained that if we didn't have NEASC as a framework we would be stalled. Doug Dipasquale asked if we could have roles and responsibilities for each member. Superintendent Healey said they would be ready for the next meeting. Tammy Frost asked if the students can do a presentation for the school board.

16. APPOINTMENTS - NONE

17. OTHER BUSINESS – Pick up your budget books from Regina when you leave this evening.

18. CALENDAR/ANNOUNCEMENTS

Regular Board Meeting on:

February 9, 2017 – Regular Meeting - 6:00 PM Spruce Mountain Middle School Cafeteria

19. ADJOURNMENT

Motion by Shari Ouellette and seconded by Doug Dipasquale to adjourn at 7:00 PM.

Vote: 13 Yes 0 No 0 Abstain 1 (Trevor Doiron, Student Rep) Yes

Respectfully submitted:

Kenneth Healey
Superintendent of Schools