

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**  
**Policy Committee Meeting 5:00 pm**  
**Finance Committee Meeting 5:30 pm**

**~MINUTES~**

Present: Darcie Calden, Doug DiPasquale, Tammy Frost, Jackie Knight, Amy McDaniel, Michael Morrell, Shari Ouellette, Joel Pike, Cea Jay Pitcher, Holly Richards, Denise Rodzen, Laurie Sanborn and Cindy Young.

Absent: None

Trevor Doiron, Student Representative

**1. CALL TO ORDER**

Chair Rodzen called the meeting to order at 6:05 pm.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all present.

**3. ATTENDANCE**

**13 Present**

**0 Absent**

**1 Student Representative Present (Trevor Doiron)**

**4. ADJUSTMENTS TO THE AGENDA –**

**Jeff Hubert from MacPage, LLC will make a presentation under Superintendent's Report (9)**

**Budget will be added under Old Business (14)**

**5. APPROVAL OF THE MINUTES**

5.1 March 9, 2017 – Board Meeting minutes

**Motion by Michael Morrell and seconded by Shari Ouellette to approve the minutes of March 9, 2017 regular Board meeting as amended.**

**Vote:            10 Yes            0 No            4 Abstain (Darcie Calden, Trevor Doiron, Jackie Knight and Denise Rodzen)**

**6. COMMUNICATIONS/CORRESPONDENCE**

6.1 Letter from Tina Riley, State Representative

6.2 Retirement of Annette Girardin, Spruce Mountain High School math teacher as of the end of the 2016/2017 school year.

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

**Motion by Michael Morrell and seconded by Shari Ouellette to accept with regret the retirement of Annette Girardin, Spruce Mountain High School math teacher as of the end of the 2016/2017 school year.**

**Vote:                                    14 Yes                                    0 No                                    0 Abstain**

**7. PUBLIC COMMENTS**

Budget - Scott Albert and Chris Hollingsworth

Chair Rodzen said the budget would be discussed under Old Business.

**8. BOARD COMMENTS**

Tammy Frost said I want to commend everyone that was involved in bus accident, it was handled beyond expectation.

Joel Pike wanted to give a shout out to Robotics team they did an amazing job in Reading, MA. They will be at the Colisee in Lewiston next Friday and Saturday.

**9. SUPERINTENDENT'S REPORT**

Chair Rodzen said that Mr. Healey wanted to thank everyone for their concern.

Michele Coates said that she has asked Jeff Hubert, CPA for MacPage, LLC to be here tonight to explain what has been happened over the last couple of years.

Mr. Hubert brought with him a handout for the school board. This handout included Fund Balance - General Fund for FY 2013/2014, FY 2014/2015 and Y 2015/2016.

Unallocated Fund Balance Worksheet of the Board Meeting on March 24, 2016,

Unallocated Fund Balance Worksheet that was prepared immediately following the Board Meeting on March 24, 201 based on the requests of the board and an unallocated Fund

Balance Worksheet based on the actual audited. Discussion followed of the carryover, fund balance and general fund. Mr. Hubert said that when I came to present to you last

March we used the same figure for carryover as you had the previous year which was \$969,791. This was presented as an example of what could happen if the district had

the exact same carryover amount as the previous year. However, after the June 30, 2016 audit your carryover amount was \$22,434. The Department of Education does not

want districts to have huge excess amounts. So starting full year 16/17 the rule is that they want schools to carry only 3% of the prior year's budget.

Cindy Young asked is this from over expending?

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

Jeff Hubert replied that on page 32 this shows your revenue at \$18,000,000 and what actually happened is pretty close. In hindsight I probably should not have done these numbers, but I was trying to give you some information, I was trying to illustrate to you if you broke even what would it look like, in March it would be hard to predict what would happen June 30. It was an example we needed to work with.

Tammy Frost asked if there is something in place so that this does not continue?

Michele Coates replied that we were predicting \$800,000 in carryover. I have taken a look at why this situation happened, the prior it was budget \$798,320 for carryover. In January (3 months after I started working here) when we were putting the budget together to see what we would have for carryover, I encumbered the salaries in regular instruction. Our tuition was down \$100,000, state under \$100,000, payroll \$228,000 under, it was under budget from the previous year. I encumbered salaries in ADS. What I did not know was that ADS did not automatically include accrued summer salaries of over \$1,000,000. There was a combination of many things that lead to the carryover not being what we had hoped it would be. We are expecting \$200,000 for carryover this year.

Joel Pike thanked Jeff Hubert for coming, Joel said I feel like I am in a much better scenario. Thank you to whoever got you to come here tonight.

**10. BOARD CHAIR'S - None**

**11. COMMITTEE REPORTS - None**

**12. ADMINISTRATOR'S REPORTS**

**12.1 Dora York – Food Service**

In "Kitchen World" I have been working on the allocation from USDA, we are up \$12,000 from last year. We will receive a total of \$50,000. I am also working on the fresh fruit and veggie grant.

Chair Rodzen asked when do you find out about the veggie grant.

Dora York replied at the end of April. Also in April I will have to put in for the summer feeding.

**12.2 Ken Vining – Facilities/Transportation**

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

Things are going pretty well with maintenance department. Sports trips have slowed down. This morning we turned over the keys and signed the papers for the sale of the old middle school. I have been checking on oil prices and the lowest today is \$1.73 gallon for #2 heating oil, that is if we lock in today and \$1.93 a gallon for diesel. The second price was \$1.90 for #2 and \$2.11 for diesel. I will continue to monitor the prices and I hope to add one more vendor. The numbers change daily and I am hoping #2 will go \$1.60. On busing you mentioned the accident earlier and we are waiting to deal with insurance company. The price I have for repairs to our bus is \$20,860. I do want to thank Anne Weatherbee and Kym Bryant. They did a remarkable job keeping the children on the bus calm. I have been going to a workshop on school emergencies these last 3 days and will continue tomorrow. It has been a fabulous workshop. Tomorrow we are going to into a school where we will do an actual assessment of an emergency. It has been very eye opening to see what might happen.

Chair Rodzen asked can you get together a list of the different buildings and custodians in those buildings and the times that they are there.

Tammy Frost asked how did we end up with year with plowing and sanding, did we pay more?

Ken Vining replied that we did pay about \$4,000 more to have snow banks pushed back. There are other options we can look into. Mt. Blue paid per storm and I believe they have paid out about \$145,000. I have sat down with Mt. Blue. We can look at piecing out the schools.

Tammy Frost asked about damage from plowing and Ken Vining replied that the plowing company will take care of that.

### 12.3 Robyn Raymond – Adult Education

I have provided two handouts tonight in regards to our latest workforce development and retraining initiatives. Tuesday night we met with local HVAC employers, DOL and other area Adult Educations to finalize our plans for our introductory HVAC course. The orientation will take place on Tuesday, March 28<sup>th</sup> from 9-3 pm. It is \$850 for the six week course and there are a number of funding sources available through the career center. If you follow us on Facebook, please like and share this information with your friends. This is a great opportunity for folks wanting to earn a living in a growing

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

industry right here in town. We have about 15 local employers looking for people at this time.

I've been in contact with the new director for North Country Associates who oversees many local rehabilitation and assisted living facilities in Livermore Falls, Farmington and Rumford. We are in the planning stages of starting a CNA course here to help feed qualified applicants that attend our program to their facilities.

On March 16<sup>th</sup>, we as a staff, attended the hall of flags at the state house with our student speaker. As I mentioned before, only six students in the entire state were asked to speak and he did a marvelous job. My additional good news is the president of the Adult Education Association heard him speak about his journey from being displaced from Verso, raising a family and returning to school with us and proposed that he speak on behalf of Adult Education on a national level in Washington D.C. It is not a done deal just yet, but what an honor to be asked to be the face of Adult Education from our little community in Maine.

#### 12.4 Craig Suttie - Technology

We are in the middle of testing season. This is our first year using chrome books, it started out rocky but now everything seems to be going ok.

Chair Rodzen said she did appreciate the email you sent for clarification purposes.

Joel Pike asked about the website.

Craig Suttie replied that we were having some issues with the domain name, this is the third time it has happened. The web was down for a couple of days.

Amy McDaniel asked how much we were paying.

Craig Suttie replied that we pay \$600 a year and we run our PowerSchool through it also.

### 13. POLICY

13.1 First Reading of Policy AC – Nondiscrimination/Equal Opportunity and Affirmative Action

13.2 First Reading of Policy ACA – Gender Neutral Language

SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

- 13.3 First Reading of Policy ACAA – Harassment and Sexual Harassment
- 13.4 First Reading of Policy ACC-R – Discrimination and/or Harassment Complaint Form

**Chair Rodzen suggested grouping all policies together.**

**Motion by Michael Morrell and seconded by Shari Ouellette to approve the first reading of policies; AC – Nondiscrimination/Equal Opportunity and Affirmative Action, ACA – Gender Neutral Language, ACAA – Harassment and Sexual Harassment, ACC-R – Discrimination and/or Harassment Complaint Form.**

**Vote:            14 Yes                    0 No                    0 Abstain**

**14. OLD BUSINESS**

Scott Albert said at the end of the last budget meeting Michael Morrell read off a list of cuts that were to be made. One of those cuts was \$33,000 at Spruce Mountain Middle School which I believe was meant for my support position. I did not want to do a switcheroo but I would prefer to cut a secretary. I have two secretaries and the support position has more direct contact with students and is a positive role model and has good rapport with students. He is meeting with the students constantly. This position has made the school safer, we work very well together and with guidance, he investigates complaints and interviews those involved and looks at video. He takes care of the hallway duties and watches the students at the beginning of the day 85-90% of the time while I am in the cafeteria with other students. This position does everything a high paying assistant principal does except he cannot evaluate teachers. By cutting a secretarial position I would actually be cutting \$36,000.

Chris Hollingsworth said I sent you an email to look at something a little different. As you know you are looking at taking out my assistant and that does leave a huge hole in the elementary school. Unlike Scott, my person is not there for discipline, that is not what I use this position for, this position is used for attendance, bussing and secretarial



**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

work. He does playground duties and lunch duties. I looked at some optional funds and I could cut \$17,900 from my budget to partially fund this position. If I had that position at least half time, to go from 2 position to 1 would be a really big hit to our school. Maybe Scott and I could each have ½ time person that could move between the schools.

Amy McDaniel asked what the student population was at the elementary school.

Chris Hollingsworth replied that they have approximately 300 students.

It was asked if everyone had duties in the school and Chris Hollingsworth replied that yes, everyone has duties.

Tammy Frost said I appreciate your email. I wish other administrators would look at their budget more. We need to nickel and dime the budget. Chris you were able to come up with \$17,000 from yours. To me this tells me that your secretary is important and it tells me there is more that can be cut that does not affect the kids.

Cindy Young asked why is your secretary just 7 hours a day instead of 8.

Chris Hollingsworth replied that if we go back in history I used to have two secretaries and then some shifting happened.

**15. NEW BUSINESS**

**15.1 Draft 2017/2018 School Calendar**

Chair Rodzen asked the Board to take a look at the draft calendar and we will vote on it at the next school Board meeting.

Cindy Young asked do you poll the teachers to see if late starts are valuable.

Kevin Harrington replied that we have not but we could survey the teachers.

Tammy Frost said we were also told that we would be given updates on what is going on at those last start Wednesdays, what is being accomplished.

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

Chair Rodzen said that you have been hearing about those late starts when the Curriculum Coordinator reports out to us.

Dan Ryder said that he and his friend Jeff Bailey do professional development and would be willing to do it for free. I believe that you can look further into your budget to cut supplies in the middle and high school.

Chair Rodzen asked Dan to come and present at the next budget meeting. Chair Rodzen said that she received a letter from Mike Ventrella and he gave me some ideas for changes, I will make sure everyone gets a copy.

Scott Albert asked if the school administrators could have a copy.

Chair Rodzen said she would send out copies of what she has to all administrators and the board. We will have to get a new timeline. It is more important to make fully informed decisions than rushing to fit everything into the original timeline. Our next budget meeting will be April 6<sup>th</sup>, which was to be the district budget meeting. The referendum vote date will have to change from April 25<sup>th</sup>. There will be a whole new timeline.

Shiloh LaFrenier said the district budget meeting date of April 6 was put in the town report along with the date of the referendum vote. By pushing the school budget meeting date back there will have to be two separate referendums and two sets of absentee ballots.

Michael Morrill said as we trim we want to be mindful.

Scott Albert said that with those supply lines this year we did not even put in the money we normally do, what we budgeted for the coming year is less than that.

Michael Morrill said my comment was not to discredit teachers we need to be mindful to not drain the account.

Dan Ryder said that I see as a parent a tremendous amount of paper that is used, we live in an era where we should be reducing paper.



**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

Tammy Frost said she has been doing research and we were under per pupil cost as compared to the state average.

Tammy Frost said Mr. Plourde I don't see how the 200 students that are in digital media could be pushed into art. I don't think there are enough fine arts. We need to save it or at least part of it. I am not sure how the other board members feel.

Holly Richards said I am not comfortable cutting this position, we need to save it in some way.

Amy McDaniel said I support saving this program.

Shari Ouellette said I would like that to be put back in half time at least.

Jackie Knight said I myself want to put it back full time.

Joel Pike said I don't want to put it back in and take out industrial arts.

Chair Rodzen said that there are some suggestions that have come to us that we need to look at, maybe it will give you ideas.

Michael Morrell said I am in favor of adding that position back in, I think I would like to see the trade from the high school administration line, we need to pull something, there needs to be something. I would like to see part of that come from the administration at the high school.

Joel Pike said that one interesting number is that the high school has taken the brunt of the cuts. We are really nailing them. We need to make sure we are not hurting ourselves at the end of the day.

Doug DiPasquale said I support putting back digital arts but we need to take something out.

Darcie Calden said she would put position back in but have one nurse for three Jay schools and one for Livermore.

Amy McDaniel said that the busiest time for the nurse is between 11 and 1 and you can't have one nurse giving meds to students in three schools.

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

Mike Ventrella said we had a nurse in Fayette a half day a week for 70 kids. They all received their medication.

Dan Lemieux said I am concerned about having enough electives, it limits the things that kids can do, they are not as motivated. When you look at the cuts in the high school where are the kids being turned on, if we keep cutting back the kids won't find areas for success. More cuts at the high school is going to impact the students.

Doug DiPasquale said looking at the anonymous letter, Ken Vining I want you to look at your budget and the number of individuals that don't do bus runs. Are there 5 positions that don't do a regular bus run? Are there cuts in custodial we could do?

Ken Vining replied that he believed that there were 2 positions that were custodial only.

Chair Rodzen said I have been asked about us hiring two new people, I didn't know why you are hiring. Ken I will send you a list of some thoughts and you can look at the list. t

Dan Ryder as a town's person it is the same thing every year, cut, cut, cut. I don't hear about investing in our schools. We need to think about ways our schools could become ways of improving our community. We should look at our schools helping get our community back on its feet. I love what has been happening in Adult Education.

Chair Rodzen said I will say that we have had more of an open dialogue that we have had in the past, to hear from the town's people is very helpful.

Tammy Frost said one of the reasons I got on the school board was improvement of the schools and I have not seen it, the community needs to back the schools, we have been pretty much steady with our budget. We need to look at ways to cut that do not affect our children's education.

Joel Pike said that the high school has taken the biggest budget cut this year.

Doug DiPasquale urged staff to get in contact with the Board.

Michele – There were a couple of questions surrounding the additional local funding and how that should be calculated. Drummond Woodsum had indicated that we should be

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

using the 2016 State Valuation from the state revenue page instead of the adjusted valuation.

The Town of Jay's lawyer and Drummond Woodsum discussed and both agree that we should be using the 2016 State Valuation NOT the adjusted. There was also a question regarding why we would go to a lawyer rather than the state. Michele inquired with Drummond Woodsum who indicated that the additional local is outside the state funding and they would probably not weigh in unless it went to court at which point the court may ask for the states opinion.

**16. APPOINTMENTS - None**

**17. OTHER BUSINESS**

17.1 Junior Prom

Chair Rodzen received an email that the Junior Prom was being held on May 13<sup>th</sup> at Black Mountain. If you have an outside sponsored event it has always been approved by the board. We have school insurance and if just the principal were to approve the Prom and something were to happen to the students it would leave the administration dangling in the wind.

**Motion by Cindy Young and seconded by Jackie Knight to approve the Junior Prom being held on May 13<sup>th</sup>, 2017 at Black Mountain.**

Chair Rodzen continued that whenever you have a school sponsored event and students are making their own way there, the transportation is not being supported by the district and if something were to happen the insurance company would say since the two administrators approved they are responsible. If we take action it would be sanctioned by the board.

**Vote:            11 Yes                            2 (Jackie Knight and Shari Ouellette) No**  
**1 (Tammy Frost) Recuse**

**18. CALENDAR/ANNOUNCEMENTS**

April 6, 2017 – Budget Meeting – 6:00 PM Spruce Mountain Middle School Café

April 13, 2017 – Board Meeting – 6:00 PM Cedar Street Conference Room

**SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS**  
The 13<sup>TH</sup> Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2016-17 will be held

**Thursday, March 23, 2017 6:00 pm Cedar Street Conference Room**

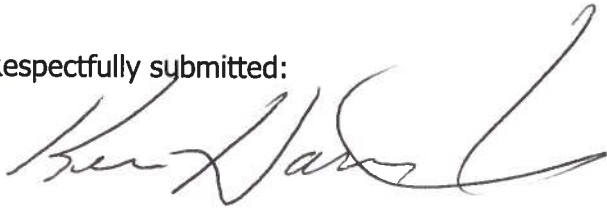
**Policy Committee Meeting 5:00 pm**

**Finance Committee Meeting 5:30 pm**

**19. ADJOURNMENT**

**Motion by Michael Morrell and Holly Richards to adjourn at 8:35 pm.**

Respectfully submitted:



Kevin Harrington