

# SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS

The 18th Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2015-16 will be held

**Thursday, May 26, 2016 6:00 pm Cedar Street Conference Room**  
**5:30 PM Finance Committee**

## ~MINUTES~

Present: Doug DiPasquale, Tammy Frost, Mark Holt, Jackie Knight, Michael Morrell, Shari Ouellette, Holly Richards, Denise Rodzen and Cindy Young.

Absent: Laurie Sanborn, Joel Pike, Darcie Calden, Amy McDaniel

Present: Trevor Doiron, Student Representative.

1. **CALL TO ORDER:** Michael Morrell, Vice Chair, called the meeting to order at 6:02 pm.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by all present.

3. **ATTENDANCE**

**10 Present**

**4 (Laurie Sanborn, Joel Pike, Darcie Calden, Amy McDaniel) Absent**

4. **ADJUSTMENTS TO THE AGENDA**

Add 6.2, 6.3, 16.4; Remove 12.4; Postpone 16.3

5. **APPROVAL OF THE MINUTES**

May 12, 2016 – Board Meeting minutes

**Motion by Shari Ouellette and seconded by Jackie Knight to approve the minutes of the May 12, 2016 regular Board Meeting minutes with changes.**

**Vote: 8 Yes 0 No Abstain**

**1 (Denise Rodzen) not in room at time of vote**

**1 Student Representative Abstain**

6. **COMMUNICATIONS/CORRESPONDENCE**

6.1 Retirement of Donna Labbe, JES 4th Grade Teacher, effective at the end of the 2015/2016 school year.

**Motion by Shari Ouellette and seconded by Jackie Knight to accept with regret the retirement of Donna Labbe, JES 4<sup>th</sup> Grade Teacher, effective at the end of the 2015/2016 school year.**

**Vote: 7 Yes 1 (Shari Ouellette) No 0 Abstain**

**1 (Denise Rodzen) not in room at time of vote**

**1 Student Representative Yes**

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**Shari Ouellette thanked Donna for her many years of service to the district. Ken Healey spoke of Donna's hard work and dedication, I have heard nothing but praise about you and the district will not be the same once you depart.**

- 6.2 Resignation of Raymond Loon, Bus Driver/Custodian, effective May 24, 2016  
**Motion by Shari Ouellette and seconded by Jackie Knight to accept the resignation of Raymond Loon, Bus Driver/Custodian, effective May 24, 2016.**  
**Vote: 8 Yes 0 No 0 Abstain**  
**1 (Denise Rodzen) not in room at time of vote**  
**1 Student Representative Yes**  
**No denise**
- 6.3 Resignation of Joan Gosselin, Special Services Education Technician, effective June 17, 2016.  
**Motion by Cindy Young and seconded by Jackie Knight to accept the resignation of Joan Gosselin, Special Services Education Technician effective June 17, 2016.**  
**Vote: 8 Yes 0 No 0 Abstain**  
**1 (Denise Rodzen) not in room at time of vote**  
**1 Student Representative Yes**

7. **PUBLIC COMMENTS - Donna Labbe wanted to say thank you for 43 outstanding years, forever grateful. I have a passion for teaching and I have worked with outstanding colleagues. I just wanted to come and thank all of you.**
8. **BOARD COMMENTS - Tammy Frost asked if June 15th was a late start day....It is not. Cindy Young asked if we were looking at changing to MVC league, Athletic Director James Black said that any discussion will happen next year. Ken Healey said that he will defer to the Principal and Athletic Director. TJ Plourde said that they were looking into it. Mark Holt commented that the Honors Banquet was great, Dora York did a wonderful job as did TJ Plourde. It was very well done. Shari Ouellette said that she was particularly thrilled about TJ Plourd's comment, he did a wonderful job.**
9. **SUPERINTENDENT'S REPORT**  
**We do have the district wide librarian candidate in the audience tonight.**  
**As of May 20, 2016 our student population is 1490 PK – 12, LES 425, JES 342, SMMS 319, and SMHS 404.**

**Last teacher day, RSU 73 will have a District-wide Staff Gathering and Recognition at 7:30 AM June 16, 2016 in the Spruce Mountain High School Gymnasium. There will be light refreshments (coffee, water and snacks) available at 7:00 AM in the Spruce Mountain High School Cafeteria on that day. The program will start promptly at 7:30 AM and should last no longer than 1-1.5 hours. Building Administrators will recognize all retirees from their**

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**buildings. This gathering is strictly voluntary, so if employees have work to complete in your classroom or workspace that is a greater priority for them, they are free to do so.**

**I would like to thank the outgoing Association President Chris Ellingwood for his professional approach to conflict resolution and the unyielding way he protected his membership when dealing with me (it was never personal and always professional). I look forward to a similar relationship with the President Elect Nathan Harnden and wish him well as he embarks on his new, but very important leadership position.**

**Laptop Insurance Options - I plan on providing laptop insurance options during our next School Board Meeting for the board's consideration. My ultimate goal is come up with an affordable option that provides adequate protection for the school district's technology investment.**

**Performance Evaluation Professional Growth PEPG Evaluation System was approved by DOE on May 25, 2016. I will ask the school board to consider approval of both the teacher's and administrator's evaluation plan at our next meeting on June 9, 2016. Once some minor DOE recommendations are incorporated I will mail you a copy of both plans in the next pre-school board mailing.**

**I would also like to thank the Evaluation Stakeholders Committee that morphed into the Evaluation Steering Committee this year for all their hard work and dedication in developing these plans.**

**Adult Education - Robyn Raymond sends her apologies but she is holding the Adult Education Commencement this evening at Spruce Mountain High School (see the provided Graduation Ceremony Program). Hopefully if we get out of here early enough I will be able to catch the tail end of the graduation.**

**Last school board meeting you tabled consideration of the proposed Education Coordinator Job Description. First let me apologize for not being at the last meeting for this important topic. As I ask you to consider this job description later tonight I want you consider the following: This is not a new position it was established in 2013 (without an approved Job Description, please see the provided posting), the proposed job description is more reflective of what the needs are in 2016 (please see the provided copy for essential responsibilities). We currently receive a grant that requires this position and partially funds the (ABE), Career Pathways (following graduates beyond credential attainment ) and (ESOL) portions of the job. This position will also be the primary HI-SET Proctor (Director is considered the chief examiner) This position was in the proposed in 2016-2017 budget including salary and benefits and was presented to the school board during our budgeting presentations. Additional things to consider before voting: the Adult Education Budget is down more than 40% since Robyn's arrival, the position's funding has been approved in the coming budget, she has cut adult education staff in half and has increased community outreach by more than 4 times. I hope you will look upon this job**

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**description favorably. I will try to answer any questions you may when you to take it up for consideration later in this meeting.**

**Went to the Vocal Ensemble yesterday it was really very good, congratulations to Dianne Fenlason and her students.**

**I will be going to the Rock of Ages Ensemble tomorrow.**

**The RSU 73 Band will be marching in the coming Memorial Day Parade. Happy Memorial Day!**

## **10. BOARD CHAIR'S -**

**There will be a school board law seminar on June 30, if you are interested let me know.**

## **11. COMMITTEE REPORTS - None**

## **12. ADMINISTRATOR'S REPORTS**

**12.1 Technology – Craig Suttie**

**On June 3 we will be working with state to move email from FirstClass to Gmail. June 10th a new system will be installed to replace Channel 7. June 17 we begin wireless upgrade at Spruce Mountain Elementary School**

**12.2 Adult Education – Robyn Raymond - Ken Healey gave update.**

**12.3 Facilities/Transportation – Ken Vining**

**A handout was provided to all Board Members that showed the bus quotes. Denise Rodzen asked what Type D was. Ken replied that it is a transit flat nose bus. Busing has been real busy with several breakdowns and illness. Hopefully next week will be the tail end of the sports trips. On the 31st is the last trip for softball. This Saturday will be the KVAC State track meet. Tomorrow I will be sending out specs to get the cost to tear down the old middle school.**

**Mark Holt asked if we typically go with the low bid, do we have a preference? Ken Vining said that Bluebirds are built better, the warranty on both are the same. Thomas has more electrical problems. Doug DiPasquale asked what we were paying. We will be paying \$20,000 per bus and we are getting 3 buses. Denise Rodzen said that the Building and Grounds Committee asked Ken to get quotes for tearing down the old middle school, it is not a done deal.**

**12.4 Food Services – Dora York - Excused**

**12.5 Curriculum - Amanda Hersey**

**I have a draft agenda for a new teacher orientation day planned for this August for any new hires to the district. Outcomes for this day would be, first and foremost, establish a**

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**supportive, positive relationship with new staff and help them understand the district's vision and mission as well as resources available to them. Additionally staff will receive information about**

- **Policies and procedures relevant to their responsibilities**
- **Information and resources for starting off the school year successfully**
- **Become familiar with our new Framework for Teacher Evaluation**
- **Giving information so they can find supports within their school and an overview of where to forward questions they may have as the school year continues.**

**Denise Rodzen said it is a great idea. Mark Holt said that says build your old curriculum, I assume you will be overseeing this. Denise Rodzen said that is the actual name of the program. Doug DiPasquale asked how the curriculum at LES and JES coming along, Kevin Harrington replied that the feedback is that it is coming along and going well.**

## **13. POLICY**

13.1 Final Reading Policy GD - Non-Collective Bargaining Unit Personnel.

**Table motion**

## **14. OLD BUSINESS**

14.1 Consideration for approval of Adult Basic Education Coordinator job description.

**Motion by Michael Morrell and seconded by Jackie Knight to approve the Adult Basic Education Coordinator job description.**

**Vote:            9 Yes            0 No            0 Abstain  
                     1 Student Representative Yes**

## **15. NEW BUSINESS - None**

## **16. APPOINTMENTS**

16.1 Executive Session to discuss personnel appointments in accordance with 1 M.R.S.A. § 405(6)(A).

**Motion by Michael Morrell and seconded by Shari Ouellette to enter into Executive Session at 6:34 pm to personnel appointments in accordance with 1 M.R.S.A. § 405(6)(A).**

**Vote:            9Yes            0 No            0 Abstain**

**Return from Executive Session at 6:42 pm.**

16.2 Superintendent nominates Amy Ryder to the position of District Librarian for the 2016/2017 school year, contingent on proper certification and MDOE fingerprinting status.



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**Motion by Michael Morrell and seconded by Jackie Knight to approve Amy Ryder to the position of District Librarian for the 2016/2017 school year, contingent on proper certification and MDOE fingerprint status.**

**Vote:            9 Yes                    0 No                    0 Abstain**

- 16.3 Executive Session to discuss the suspension/expulsion of a student pursuant to 1 M.R.S.A. § 405(6)(B).

**Postponed to June 9, 2016**

- 16.4 Superintendent nominates Mark Ostroff to the position of SMHS Math Teacher for the 2016/2017 school year, contingent on proper certification and MDOE fingerprinting status.

**Motion by Shari Ouellette and seconded by Cindy Young to approve Mark Ostroff to the position of SMHS Math Teacher for the 2016/2017 school year, contingent on proper certification and MDOE fingerprint status.**

**Vote:            9 Yes                    0 No                    0 Abstain**

## **17. OTHER BUSINESS**

**Cindy Young reported that Mr. Landry brought digital photos to display in her office and she believes others will be going to town offices also.**

## **18. CALENDAR/ANNOUNCEMENTS**

Regular Board Meeting on:  
June 9, 2016 – Regular Meeting – 6:00 PM Cedar Street Conference Room

## **19. ADJOURNMENT**

**Motion by Shari Ouellette and seconded by Michael Morrell to adjourn at 6:49 pm.**

**Vote:            9 Yes                    0 No                    0 Abstain**

Respectfully submitted:



Kenneth J. Healey

Superintendent of Schools