

SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS  
The 2nd Regular Meeting of the Spruce Mountain School District Board of Directors  
For 2017-18 will be held

**Thursday, September 14, 2017 6:00 pm Cedar Street Conference Room**  
**Finance Committee Meeting 5:00 pm**

~MINUTES~

Present: Doug DiPasquale, Tammy Frost, Sara Hughes, Dale Leblanc, Shannon McDaniel, Michael Morrell, Shari Ouellette, Joel Pike, Holly Richards, Denise Rodzen, Ann Schwab and Bob Staples.

Absent: Laurie Sanborn

**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**

**12 Present**

**1 (Laurie Sanborn) Absent**

**4. ADJUSTMENTS TO THE AGENDA - None**

**5. APPROVAL OF THE MINUTES**

5.1 August 17, 2017 – Board Meeting minutes

**Motion by Michael Morrell and seconded by Shari Ouellette to approve the minutes of the August 17, 2017 regular board meeting.**

**Vote: 10 Yes 0 No 2 Abstain (Sara Hughes and Bob Staples)**

5.2 August 24, 2017 – Special Board Meeting minutes

**Motion by Bob Staples and seconded by Shari Ouellette to approve the minutes of the August 24, 2017 regular board meeting.**

**Vote: 10 Yes 0 No 2 Abstain (Joel Pike and Doug DiPasquale)**

5.3 August 24, 2017 – Special Board Meeting II minutes

**Motion by Shari Ouellette and seconded by Bob Staples to approve the minutes of the August 24, 2017 regular board meeting II.**

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**Vote:           10 Yes                           0 No                   2 Abstain (Joel Pike and  
Doug DiPasquale)**

**6. COMMUNICATIONS/CORRESPONDENCE - None**

**7. PUBLIC COMMENTS - None**

**8. BOARD COMMENTS**

**Tammy Frost asked about the 15 mph light in Jay for the schools. She noticed that it has not been working in the morning. Superintendent Healey replied that we will look into it and if anyone in the future notices a safety issue please email either myself or Ken Vining.**

**9. SUPERINTENDENT'S REPORT**

As of September 8, 2017 our student population is 1468 PK – 12, SMPS 422, SMES 336, SMMS 297, and SMHS 413. (+17 from the last report of last year)

You have a list of newly hired positions in front of you.

The Jay campus schools went into lock down on September 6, 2017 as a result of a 911 call reporting that there was a "man with a gun in the middle school". The lock downs lasted from approximately 8:30 AM to 10:50 AM. The police did respond, searched the schools, determined schools were safe to continue school activities, and investigated and found the responsible party. I want to thank all emergency responders, staff and students for their conduct through the ordeal. I would like to tell you we had training on the 28<sup>th</sup> that could not have been timelier. In a situation like this when the emergency personnel arrive on scene they are in charge. They tell me when it is safe to return to a regular school day. Our staff and students conducted themselves very well. Fortunately it was a hoax. I want to extend my gratitude to Chief Canton, the State Police, the Sheriff's Department and all those who helped. Chief Canton stated that through training and the RSU 73 safety committee the district is by far ahead of many school in the state of Maine. The state police said that as well. These teachers were ready, when the Principal and I went to the classrooms we were met at the doors with bats, sticks and other objects. Superintendent Healey said there were detailed discussions about the event that day and on the following Tuesday at the Safety Committee meeting. We had discussions about what went well and what did not. I know there was criticism about not giving out

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information about what was taking place. My primary responsibility is to protect the kids and our staff. If I was to do otherwise it would not have been the right thing for the kids. There was a group of people using social media making statements that were not true.

Chair Rodzen said she had received many phone calls from people who felt they had the authority to charge up the hill. My understanding is when a lockdown occurs no one gets in and no one gets out. The concern is to keep our students and staff safe. It takes time to go from building to building and room to room to make sure it is safe. I want to commend our staff and administration and police, thank you for protecting our kids.

Tammy Frost said my child went to his phone. I want to commend our staff, including bus drivers and custodians. It is a different world now. Our first response is to protect our kids.

Shannon Craig McDaniel received a call at 11:30 am and the message was not complete. Superintendent Healey said that if you call me during the crisis I will not be answering my phone. Once the crisis is over I will then return calls.

Shannon Craig McDaniel asked what do I tell the parents.

Chair Rodzen said tell them that there is a lock down and no one gets in and no one gets out. Most people just want to know the secrets that are going on in the building. Superintendent Healey said that the initial information he received was incorrect, if I had put that out it would have continued to grow. My goal is to provide accurate information once the kids are safe.

Bob Staples said he was disappointed in the media, it was on the web sites that it was a hoax before it was actually deemed a hoax.

Chief Caton said that information came from Steve McCauslin and it is being discussed.

Sara Hughes said that she agrees, the media completely blew it up. I did email one of the news companies who said it was the 2<sup>nd</sup> day of school and I told them it was not fact.

Chair Rodzen said that if you contact the news media is should be as a private citizen not a member of the school board.

Tammy Frost said that a coworker in another building called the sheriff's office at 8:40 am and they were told it was a hoax.

Chief Caton said that is also being addressed.

Dale Leblanc said he has robo calls blocked on his phone.

Superintendent Healey said that he gets a report after the robo calls have been sent that shows blocked calls and not answered calls.

Doug DiPasquale said thank you Superintendent and Mr. Albert.

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Chair Rodzen said that I have complete faith in you Chief Caton and you too Ken. Holly Richards said she has a kindergartener and he did not have a clue that anything happened. Thank you for that.

Superintendent Healey said new legislation during this year's budget process set provisions for the creation of Regional Service Centers with will be called School Management and Leadership Centers (SMLC). Voluntary, grant based opportunities available to provide support for regional efforts to economize on and maximize educational services. To do: must go through a process similar process as we did for consolidation, approved by all school boards involved and then approved by all three towns involved. The disincentive is that to fund the grant opportunities the ED279 will reduce funding for system administration over several years.

I have been asked to judge the Homecoming Floats on September 21, 2017. I encourage everyone to go.

I will be conducting a NEASC Pre-visit leading to Charlestown High School in Boston on September 29, 2017 in preparation for my coming Accreditation Visit from November 5-8, 2017.

**10. BOARD CHAIR'S REPORT**

The 44<sup>th</sup> Annual MSMA Conference will be held October 26 and October 27, 2017 in Augusta and the Augusta Civic Center. The school board will need to select a Delegate to represent RSU 73 during the MSBA Delegate Assembly at the conference.

**Motion by Shari Ouellette and seconded by Doug DiPasquale to nominate Denise Rodzen as the voting member delegate for MSMA 44<sup>th</sup> Annual Fall Conference.**

**Vote:                      12 Yes                      0 No                      0 Abstain**

**11. COMMITTEE REPORTS - None**

**12. ADMINISTRATOR'S REPORTS**

Chair Rodzen expressed to Dora York sympathy from the board on the loss of her brother.

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12.1 Dora York – Food Service

Universal breakfast is going well, serving about 900 meals a day. We have received \$53,000 from the Fresh Fruit and Veggie Grant for students at the primary, elementary and middle schools.

Holly Richards asked if Food Services wants the free lunch form returned even if the family does not want/qualify for free lunch.

Dora York replied that yes, the parents should just write the child's name on the form and also put on the form that they do not qualify or do not wish to apply.

We have hired two new staff, Addie McHugh at the high school and Justine Boyd at the primary school. It was very eye opening for my team during the lockdown. The primary school served an extra 230 meals that day. I am very proud of our staff.

Sara Hughes asked if the breakfasts were the same as last year.

Dora York replied that at the primary and elementary school they do not serve hot breakfast but will be doing more breakfast for lunch so the children can have hot breakfast then. There is a very tiny window to serve breakfast at the primary and elementary school and we do not have enough time to serve hot breakfast.

Holly Richards asked how the grant was being used.

Dora York replied that they have big totes in three designated areas with fresh fruit and the children can have them for a healthy snack. We have clementines, apples, bananas and pears this week. We do this on Tuesday, Wednesday and Thursday. The vegetables are served at lunch.

12.2 Tina Collins – Special Services

Thanks to the generous donations from local businesses/groups/and the efforts of a spaghetti fundraiser, the RSU now has one wheelchair accessible swing that is being installed on the playground of SMES. Also installed this summer was a heavy duty metal park bench style swing. (Photos of both swing sets were shown). Kudos and thanks to Ken Vining's crew, who have done a wonderful job of getting the new equipment installed and ready for use. This new equipment is a nice step towards enhancing access to recreational play activities for our local youth, and we are extremely grateful to the community for their funding support.

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Information and brief presentation of the movie trailer to the inspiring documentary, SWIM TEAM. The regional special education directors collaborated with WMEC to bring this award winning film to the area. A free viewing of SWIM TEAM will occur on Oct 19th in the UMF Lincoln Auditorium at 6:30pm (refreshments at 6pm). Save the date flyers were distributed. For those who may have other commitments on Oct 19, the film is scheduled to air on PBS Point Of View on Oct 2nd at 10pm.

Doug DiPasquale also noted that the Franklin County Special Olympics 5k fundraiser is happening on Sept 23rd at 9am at Otis (\$25 entry fee).

## 12.3 Robyn Raymond – Adult Education

Both our academic and enrichment courses are off to a good start. Catalogs were delivered to mailboxes on Friday. We've had a steady stream of enrollments so far this week. I was able to watch a bit of the beginner's guitar class on Tuesday, everyone left happy, but we are hoping to enroll three more by Monday to fill the class. Next week we have a new life coaching course which focuses on goal setting and creating visual display boards. Paint night taught by Tammy Lindsey will be next Friday. This fall our baking classes will include donuts, bagel making and pie crust – all classes will show you how to bake these items from scratch.

Legal studies and FEDCAP. A handout was given to the board that is a copy of the article they put into the Daily Bulldog last month. We've partnered with the Center for Legal Studies to offer job training and legal education in western Maine. These courses are offered six times a year and the next cohort begins October 16. This also led to a neat partnership with FEDCAP which is the new ASPIRE program. They've been sending folks our way to enroll in workforce classes. FEDCAP's mission is to create opportunities for people with barriers and seek pathways to economic well-being. We were hearing that those that were unemployed and going to FEDCAP either needed to attend college or volunteer their time with a non-profit organization in their community. But there was a big piece missing where those without HS diplomas or the equivalent by default had to choose volunteering. So, we've offered to be a site location for volunteers and by getting them through the doors we're confident we'll see more HiSET and diploma candidates this year from this partnership.

Grants: We received our grant awards from two of the state and federal grants we applied for. This year for the AEFLA grant only 16 adult education sites met

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or exceeded all of the benchmarks set by the state for student outcomes and we were one of those sites, so we received \$13,000 extra in funding. In our collaborative grant with Mt. Blue and Turner for College Transitions RSU 73 received \$8,000 in addition to the regular pot of money. Literacy Volunteers moves into our building in October or November.

CMA: And the most exciting collaborative I worked on this summer was getting a Certified Medical Assistant class started with Franklin Memorial Hospital and the Academy of Med Professionals. We'll be facilitating an open house on September 25<sup>th</sup> at 5:30 pm in the Bass Room at FMH for people to learn more about the class and what a career as a CMA might entail. From there they will schedule a job shadow at the hospital and on Tuesdays and Thursdays starting October 19<sup>th</sup> the cohort will begin here on site with clinical hours at FMH for 16 weeks. The National certification is included in the cost of the course. We originally set the cap for this class at 10 – we've already had ten students call to enroll and that doesn't include the current CAN's and workers at FMH that are looking to enroll. However, 9 of the 10 have identified financial strain as a barrier to committing to the course. The career center would normally have federal dollars to cover the cost of this for those that are eligible, but without getting too political, those retraining and workforce dollars are at a standstill right now. My fear is that we have the need for medical professionals, we have a large base of people that want to enroll and are dedicated to this positive life change, but the upfront cost is a huge burden. The career center isn't able to release any funding until at least the end of October. I'd like to find a way to break down this barrier as it's clearly going to pay off economically in our community down the road. Superintendent Healey said they are withholding money but the likelihood that they will release it by the end of October. How much money are we talking about?

Robyn Raymond replied that it was \$3000/person that qualifies through the career center screening process. Can we front the money?

Superintendent Healey said I think with the additional money we received this year I think we should fund it until we are reimbursed. Most Board members agreed that we should front this money and not lose this opportunity.

Robyn Raymond said that the hospital will pay for those employees within the hospital who wish to take this program.

Sara Hughes asked how often can you run this course.

Robyn Raymond replied that I would love for it to continue, this is a pilot currently. The course is for 16 weeks.

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12.4 Ken Vining – Facilities/Transportation

Everyone did a great job during the crisis!

First I promise not to use so much paper or present so many things for the remainder of the year.

In Transportation, over the summer we transported special needs students for 12 days of summer school for a total of 1372 miles along with 10 field trips for the summer Rec program.

All busses were inspected and gone through by Bailey's. Repaired if needed. Start-up of school year went very well with the normal few students getting on the wrong bus, or the few that just don't want to get on the bus.

For the first month plus we'll be adjusting runs because of the number of students riding.

In Facilities in your packet you'll see a list of our schools and several projects that took place over the summer.

The crews did a remarkable job cleaning and preparing each building for the start of school.

There was no major moving, however there were several transfers of teachers to the Primary and Elementary which was completed in about the first 7 days of vacation.

For next year I'd like to institute the gang cleaning concept. One or two teams. In your packet is a list of trainings that took place with all the transportation and facilities personnel on September 28<sup>th</sup> and 29<sup>th</sup>.

At the High School we had new solar powered scoreboard for Field Hockey and Softball installed. Installed electrical panel in new building for concession stand and field lights. We will need to consider replacing light poles and perhaps change over to LED lights. Also added should be the installation of two new windows in Mrs. Jewett's room and new screens for the library.

At the Middle School we stretched carpets in the music room, and rooms 187, 205, 216 and 247, it did not work in Room 205. Replaced carpet in rooms 236 and 250. Replaced nurse's station carpet with tile. Installed new swing for special needs student in back of the building. Siemens will install a new condenser for cooling the server room and computer lab.

At the Elementary School we constructed a new bathroom in Room 10.

Removed Pre-K swings and play set and transferred them to the Primary School. Constructed a new fence across the bottom of the playground (to help in keeping students visible). Installing a wheelchair accessible swing.



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At the Primary School replaced carpet to tile in room 11 and 29 and T7 (also removed wall to create more space). Installed swings and playground equipment for Pre-K. Installed 64 cubic yards of playground bark over all play areas. Waxed gym floor.  
Training for proper bus riding and our rules were given to the Pre-K through 2<sup>nd</sup> grade.

**13. POLICY**

- 13.1 Final Reading of Policy DJH – Purchasing and Contracting: Procedure Staff Code of Conduct (Federal/Non-Federal)
- 13.2 Final Reading of Policy JICK – Bullying
- 13.3 Final Reading of Policy JICK-E1 – RSU 73 Bullying Report Form
- 13.4 Final Reading of Policy JICK-E2 – RSU 73 Bullying Investigation Form
- 13.5 Final Reading of Policy JICK-E3 – RSU 73 Summary of Disciplinary and Remedial Actions
- 13.6 Final Reading of Policy JICK-R – Bullying – Administration Procedure
- 13.7 Final Reading of Policy CB – School Superintendent
- 13.8 Final Reading of Policy CBD – Superintendent’s Contract
- 13.9 Final Reading of Policy CBI – Evaluation of the Superintendent
- 13.10 Final Reading of Policy CBI-E – School Board Evaluation of the Superintendent of Schools

**Motion by Shari Ouellette and seconded by Doug DiPasquale to approve the final reading of Policy DJH – Purchasing and Contracting: Procedure Staff Code of Conduct (Federal/Non-Federal), Policy JICK – Bullying, Policy JICK-E1 – RSU 73 Bullying Report Form, Policy JICK-E2 – RSU 73 Bullying Investigation Form, Policy JICK-E3 – RSU 73 Summary of Disciplinary and Remedial Actions, Policy JICK-R – Bullying – Administration Procedure, Policy CB – School Superintendent, Policy CBD – Superintendent’s Contract, Policy CBI – Evaluation of the Superintendent, and Policy CBI-E – School Board Evaluation of the Superintendent of Schools.**

**Vote:            12 Yes                    0 No                    0 Abstain**

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**14. OLD BUSINESS - None**

**15. NEW BUSINESS**

15.1 Consideration of new Assistant Transportation Director Job description.

**Motion by Sara Hughes and seconded by Bob Staples to approve the Assistant Transportation Director Job description with amendment.**

Superintendent Healey said that the board has in front of them a job description for an Assistant Transportation Director. The need for this position has been ongoing for a couple of years. There is a need for someone that can be readily available at the bus barn, assign bus routes, assign a bus in case one breaks down, supervise bus drivers and evaluate them. No money would be added to the budget because there is currently an open position that will not be filled. The money from the open position would be used to fund this position. We would inform the bargaining unit that the open position would not be filled. Dale DiPasquale asked if this position would be a part of the bargaining unit. Superintendent Healey replied no it would be under Policy GD. If the person wanted to be a part of the bargaining unit they would have to petition to be a part of that.

Doug DiPasquale asked if this should have gone to the transportation committee first.

Chair Rodzen replied that that is why we have a Transportation Director. He has the knowledge to bring this to us. I did meet with the Superintendent and Mr. Vining on this.

Doug DiPasquale mentioned on page three of the job description it says assist principals with student discipline.

Ken Vining replied that position will only be dealing with students and bus discipline. We will add a "transportation" discipline to that sentence.

Chair Rodzen said I will share this with you, if you ask the individual how badly they want this position and they say they are willing to take a pay cut to fund this, which is not a possibility, when they are willing to offer that they really need the help. If he feels he needs someone to cover in that one area as a board I feel we should strongly support that.

Bob Staples asked assuming everything goes through, what is the time line. Superintendent Healey replied that if this process is complete, I will notify the bargaining unit and then I will put out a posting and then will select the best candidate, possibly a month.

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- 15.2 Consideration of new Assistant Transportation Director Position.  
**Motion by Sara Hughes and seconded by Shannon Craig McDaniel to approve the new Assistant Transportation Director position.**

Joel Pike said my concern is that we are coming back after we did the budget, I don't disagree that you may need this, I have a concern about the timing.  
Ken Vining said that the basic reason is ever since we consolidated there has been a need and because we have a position open now there is no better time to fill this position, this way no one that is presently working would lose their job. I have been pushing for this for 5 years, maybe longer. It is not an increase to the budget and if it costs anymore they can take it out of my salary. I feel as though a very large portion of my day is dealing with transportation and I feel as though I am neglecting the maintenance part.  
Dale Leblanc said my concern would be the same as Joel's and Doug's. I have heard back lash that we are too heavy in administration.  
Chair Rodzen said you are a new board member and all new board members have a target on their back, people will come to you with their own agendas and do not see the whole picture.

**Vote:            10 Yes                    2 (Joel Pike and Doug DiPasquale) No**  
**0 Abstain**

**16. APPOINTMENTS - None**

**17. OTHER BUSINESS - None**

**18. CALENDAR/ANNOUNCEMENTS**

September 19, 2017 – Scholarship Committee Meeting – 6:00 PM  
September 28, 2017 – Regular Meeting – 6:00 PM Cedar Street Conference Room

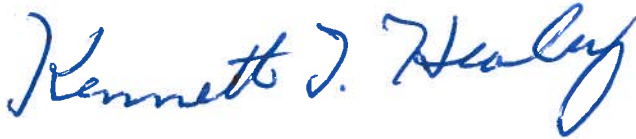
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**19. ADJOURNMENT**

**Motion by Shari Ouellette and seconded by Sara Hughes to Adjourn at  
8:01 pm.**

Respectfully submitted:

A handwritten signature in blue ink that reads "Kenneth J. Healey". The signature is written in a cursive style.

Kenneth J. Healey  
Superintendent of Schools