

SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS
The 10th Regular Meeting of the Spruce Mountain School District Board of Directors
For 2017-18 will be held

Thursday, February 8, 2018 6:00 pm Spruce Mountain Middle School Cafe

Present: Doug DiPasquale, Tammy Frost, Sara Hughes, Dale Leblanc, Michael Morrell, Shari Ouellette, Joel Pike, Denise Rodzen, Holly Richards, and Ann Schwab (arrived at 6:09 pm) and Robert Staples.

Absent: Shannon McDaniel

1 (Scott Jackson) Student Representative Present

1 (Orion Schwab) Student Representative Absent

~MINUTES~

1. CALL TO ORDER

Chair Rodzen called the meeting to order at 6:08 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

3. ATTENDANCE

11 Present

1 (Shannon McDaniel) Absent

1 Student Representative Present (Scott Jackson)

1 Student Representative Absent (Orion Schwab)

4. ADJUSTMENTS TO THE AGENDA – None

5. APPROVAL OF THE MINUTES

5.1 January 25, 2018 – Board Meeting minutes

Motion by Shari Ouellette and seconded by Tammy Frost to approve the minutes of the January 25, 2018 regular board meeting with changes.

Vote: 9 Yes 0 No 2 (Robert Staples and Holly Richards) Abstain

1 Student Representative Yes

5.2 February 7, 2018 – Special Board Meeting minutes – Meeting cancelled

6. COMMUNICATIONS/CORRESPONDENCE - None

7. PUBLIC COMMENTS - None

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8. BOARD COMMENTS - None

9. SUPERINTENDENT'S REPORT - None

10. BOARD CHAIR'S - None

11. COMMITTEE REPORTS - None

12. ADMINISTRATOR'S REPORTS

12.1 School Administration

Superintendent Healey thanked everyone for coming tonight. We have provided you with an updated budget identical with the one in your budget book with one exception. A member of the finance committee when they met with the Administrative Team last week requested that the potential debt service be included. That is an additional \$300,000 for potential reinvestment in our schools. All presentations will be coming from the full budget. You also have a handout that is a guide of each administrator's presentation this evening. School Administration salary and benefit lines are up because of negotiated and anticipated salary increases and benefit changes for Principals, Secretaries, Administrative Assistant and Assistant Principal/Athletic Director. The remainder of the lines under School Administration will be addressed by each Principal.

12.2 System Administration

We did take a reduction in system administration as a result of the governor's legislation by approximately \$62,000. I do want to point out that system administration covers the school board, superintendent's office and business office. The \$7,000 increase for Contracted Professional was the actual cost for the audit this year. MSMA has advised us that our liability insurance will be increasing this year by 12%. Dues and Fees we originally budgeted \$5,000 but our actual expenditures were \$5,595.62, these are based on potential negotiations. Under Benefits Superintendent it was over budgeted in the previous year. Benefits Secretaries reflects a 10% hike in health insurance. Printing line was reduced because we have not used it. Salary Business Manager under budgeted last year and projected salary increase for next year. Support salary staff included projected increases and a five week retirement pay out for one retiring employee. Overall the Business Manager benefits are down. Projected benefit increases for support are due to increase in health insurance. The Business Manager PLD is the projected contribution.

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Dale Leblanc asked what percent was used as a projection for salary increases. Chair Rodzen replied that we cannot talk about it in public as we are still in the midst of negotiations.

Doug DiPasquale asked if the \$7,469.80 will be subtracted anywhere else. Superintendent Healey replied that it is an addition

Superintendent Healey said the last item is the Health area. There are 3 positions in this line with an increase due to negotiated salaries and benefit changes. For many of our students our nurses are the student's only source of medical care and they do a marvelous job.

12.3 Spruce Mountain Elementary School

The staffing will be kept at current level. Due to student populations at each grade level, this means that we will need to have one teacher rotate each year to another grade level. Salary and benefit changes are from negotiated contracts. It looks like the coming classes will be able to be sustained with the 17 teachers we have on hand.

Chair Rodzen asked I know at one point we had a transitional class, and we did away with it, if it came to the point where one was need again would we have the staff.

Principal Hollingsworth replied yes and no. We have moved to 2 Literacy classes in 3rd grade and plan to continue with the 3rd grade Literacy classrooms in the future. You try to make Literacy classes a little smaller.

The change in 5th grade is due to the reduction down to 5 teachers in 5th grade for FY 19 due to student numbers. We believe it would make sense to go back to self-contained 5th grade classrooms and maybe doing some leveling for some subjects. That impact monetarily would be minimum. We would need to purchase 3 Everyday Math kits for the teachers.

Tammy Frost asked if there were not any everyday math kits from the primary school.

Principal Hollingsworth replied that he would double check.

For the library there have been some slight changes under contracted services with an increase of \$1,700. This is in order to switch from the Destiny computer catalog over to Alexandria. Destiny cost is \$1,000 per year. Alexandria will cost \$1,100 for the first year and then \$399 per year after that.

In the library overall she found money to cover that increase so we actually have a decrease of \$1,000.

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Everything else except for benefits and salaries as far as elementary school is concerned; supplies, text books, guidance, field trips has not changed it all, overall we had a decrease of \$1,000 - \$2,000.

12.4 Spruce Mountain Primary School

The postage increase (\$1,000) is due to mailing student folders to other districts. We underfunded this line last year. The Dues and Fees line has increased \$555 as we moved the administrative cell phone there.

Professional courses will be reduction of \$2568.00, instruction supplies will also be a reduction of \$6,052.11 with an increase of \$1,881.25 for books and periodicals. Dues and Fees (PE/Music) have a decrease of \$168.00 and Pre-K instruction supplies also has a decrease of \$1,035.79. Guidance general supplies have increased \$550 as the social worker is working in the classrooms.

Also dues and fees for guidance conferences as increased \$9.00.

Library contracted has increased \$500 because like the elementary school the catalog has changed to Alexandria. Library general supplies increased by \$1,200 (lowered by \$2,000 this current year), decrease in books/periodicals of \$1,000.00 and an increase of \$1,800 for AV materials (restocking DVD/CD). Academic Field Trips have increased by \$790.00.

12.5 Spruce Mountain Middle School/Co-curricular

There have not been very many changes from last year. Administration line has been reduced by \$133.06. Under regular instruction it has dropped \$73,004.89 which had to do with benefits. Alternative Education also was reduced by \$1,710.79. Middle School GT change was due to 2/5 of salaries and benefits was moved to other schools for us to be in alignment with the GT state report that the district writes. All other changes are due to negotiated salary increases and changes in benefits.

Robert Staples asked if he had looked at other programs.

Principal Albert said that Robert had come in to observe our teachers and I have talked to the math team and we are going to look at it.

12.6 Transportation

Transportation covers the cost to operate and maintain our bus fleet. Transport students to and from school including sports and field trips. Changes are due to benefits and anticipated raises, contracted professional and contracted transportation. Overall decrease of \$37,057. We have also proposed that the district purchase 2 new buses. Scott Jackson asked the cost of the buses and

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Mr. Vining replied that each bus would be \$100,000 under a five year lease purchase. One of the district's buses has 180,000 miles on it and another has major rust. One bus came off of lease in 2017 and we have 2 more coming off in 2018. We are hoping to get a 90 passenger bus. We have some buses that are getting close to maximum capacity.

12.7 Facilities and Maintenance

The increase at the primary school is anticipated raises, benefits and property insurance. We plan on painting 5 rooms and replace 2 rooms carpet to tile.

Shari Ouellette asked about the increase in water and sewer.

Mr. Vining replied that the primary school has their own system. The elementary school is on Jay water and sewer, the middle school is Livermore Falls water and sewer and I believe the high school is also.

Shari Ouellette asked how the rates compare.

Ken Vining replied that both town rates were going up, the only one that will stay the same is the primary school. I can check with accounts payable tomorrow to get those rates.

At the elementary school increase is due to anticipated raises, benefits, water and sewer rate increase and property insurance increase. We will be painting 5 rooms and replace 1 room that has asbestos.

At the Middle school it is the same reason. There was a significant increase in benefits because employees went from single to family and for each employee that is a \$9,000 increase. We will paint 5 rooms and replace 3 rooms with tile.

On Sunday we had a fairly significant leak in the building, had a coil spring leak in HVAC that effected 4 rooms. Sunday night our crew came in and dried up what we could and stopped the leak. Rob Taylor came in on Sunday and saved us a lot in damages. If he had not come in the damage would have been enormous. Serve-pro came in, used air-dryers and removed insulation from air ducts, we will be replacing carpets. We had an adjuster here today. Hopefully Monday they will be coming in putting insulation. The damage will not be completely fixed until after February vacation when we will lay down floors.

High school operational cost and up keep of high school building and grounds including sports fields. Increase due to anticipated raises, benefits, contracted professional, water and sewer, and property insurance. We will paint 5 rooms and replace 2 doors by the concert entrance.

System wide operational costs and up keep of central office building and functions throughout the entire district such as snow removal, rubbish and recycling collection. Change due to benefits, anticipated raises, water removal,

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snow removal, property insurance and electricity. Rubbish and recycling did go down over \$5,000, the new contract is good through 2021. They have done a great job by us and are great people to work with. The snow removal we still do not know, we will put it out for bid shortly. al still don't know, and we will put it out for bid shortly.

Chair Rodzen said as far as removing snow maybe you should get together with the building and grounds committee to you input to help you.

Tammy Frost asked if the increase in property insurance was standard throughout the state.

Kristal Flagg replied that our property insurance is thorough MSMA and they have informed me that because of the disasters in Florida and Texas they are anticipating a 12% increase in our property insurance to cover those disasters.

12.8 Special Education

On your sheet I have 5 major talking points. The first topic is Spruce Mountain Primary Self Contained/Developmental Program. We have had to shift funding to local budget for 4 education technicians due to less federal funds being available. We do need to make adjustments in salary and benefit line because 4 of the education technicians had been funded through a grant but we are not going to be able to sustain that grant and will have to shift funding to local budgets.

The second item is the same but at middle school.

The high school item again is the same as middle school and primary school.

The fourth item, Special Education Administration increase is necessary because of the influx of students entering the district with outside placements. This fall we had an unusual amount, far more than usual, we had 4. We still fund \$90,000 in the federal grant.

Last item is a proposal that we would like the board to consider. The elementary and primary principals see a need to offer behavior interventions at that level.

It is important and necessary to capture them when they are young. Currently behavioral programming begins at 6th grade and if you don't get them when they are young, it is very difficult to turn those patterns around. We have developed a program that would serve students at the elementary building and also students in 2nd grade. We have loosely identified 10 students for this program.

The impact is not just in special education, there is a significant impact in regular education. Some kids are pretty needy and are absorbing regular education resources. The program will be staffed with a special education teacher and 2 education technicians. It will also have some contracted behavior support to

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help with the behavioral plan with those students. 10 to 12 students would be the ideal with 1 special education teacher and 2 education technicians.

Joel Pike said that when I look at everything in the budget the increase in the special education budget of \$720,642 was the major reason for the budget overall increase. As a board we need to understand that is where the budget change is coming from special education.

Tina Collins said that the new Behavior program is budgeted for \$183,000. I could certainly break out for you line by line

Sara Hughes asked out of that large increase what is the total of Federal funds.

Tina Collins replied that we won't know until the summer, this year it was \$480,000. Generally almost all goes to salary and benefits.

Ann Schwab asked why has grant changed.

Tina Collins replied that every year as we cut from the budget, we have had to use that money. The carryover has been used up over the years.

Tammy Frost asked if over the years haven't the grants dried up.

Tina Collins said I would like to go back and get the history, there have been some reductions, but this grant has not dried up like other ones, but there is less funding available.

12.9 Spruce Mountain High School/Co-curricular – Mr. Plourde is absent.

12.10 Debt Service and other commitments

12.11 All other accounts – Food Service

Food Service

My budget is not part of the district budget, the food service department is self-sustaining. I plan to continue with universal breakfast. With Linda retiring at the highest rate of pay, a new hire will be less costly to the budget. I will be diverting money to DOD for fresh produce next year, and more to NOI so the savings will be off invoice. DOD has started a produce purchasing option as well that has been successful to others, so I feel better about participating in it next year. There will be less brown box to manage in large monthly drops, weekly savings from items purchased.

Tammy Frost asked do you foresee lunch prices being adjusted.

Dora York replied that I will be doing that in April, I will bring it to the board then.

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Technology

In Instructional Technology Lease/Purchase line budgeted funds allow for purchase of Chromebooks for 3rd grade and 9-12 grade students. Grade 6-8 will maintain 11 MacBook Air. The change will be a decrease of \$28,000. Our laptop lease is up.

Professional Development/Travel line as the technicians use an increase in applications and platforms, there is a need for increased professional development and training. The change will be \$1,850.00

General Supplies Line allow for purchasing of protective sleeves for 9-12 Chromebooks. The change will be \$5,000.00

Computer software we had to shift some things that were paid by grants but want to keep in district. Shift of BYOC from PBE grant funds that are no longer available from the DOE. Also, there is a reading program that we would like to keep that was paid for by a grant. The change will be \$10,270.

Equipment line funds would allow us to purchase the MacBook Airs that we have been leasing for \$51 each and then we would have them for our use. The change would be \$12,000.

Laptop insurance - Quote to insure 6-8 grade MacBook Air (\$9,800) and quote to insure 9-12 ChromeBooks (\$9,742.00). Budgeted for MacBook Air insurance.

Added an increase to supply line to plan for in-house repairs of ChromeBooks so will now use those funds to cover the ChromeBooks insurance costs.

Overall Budget – Shifts that were made for the decrease in moving away from the MLTI lease at 9-12 in the overall budget were offset by increases to salary and benefits. Increase of \$18,897.00

Doug DiPasquale asked where the lap top insurance was in the budget.

Amanda Hersey replied that the insurance is under repairs and maintenance.

Curriculum

Textbook line there were some changes within the lines but no change within the budget.

Professional Stipend line there is a decrease due to the change in the membership size of the PBIS teams. This budget will allow for one member per grade level, an additional staff member, and a chair at both the primary school and the elementary school.

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Amanda Hersey said that we have contracted a college student at St. Louis University who is planning on returning to Maine to attend University of Maine School of Law who would like to conduct a research study to understand how residents in a rural Maine community perceive the strength, challenges and issues related to education in our district. He is asking permission to conduct the research the week of spring break. He would like to remote in at our next Board meeting to make his request.

Chair Rodzen asked if there were any objections. There were none.

12.12 Adult Education

This has been another year of growth. The overall budget is a decrease of \$7,700. In advertising we would like to branch out our marketing, looking to create a commercial which would be an increase in the advertising line of \$1,900.

In salary lines I inherited a staff in FY 16 with many part time employees and multiple payroll codes. With fewer staff members and more defined roles, we've coded their salary and benefits to the most appropriate designations: high school completion, local literacy and adult transitions. Overall the budget is down; however, the lines appear to have large increases and decreases in certain areas.

GED/HiSET Examiner had been in previous budgets but I had taken it out. This is subsidizable from the state at 70%. We will receive more subsidy from correct coding in two years.

High school completion supplies – we have had a steady increase in graduates. We will need caps, gowns and tassels for an increase of \$1,750.

Paying for FY 19

Superintendent Healey said what I have done is reduce the debt service from \$420,000 to \$300,000 that would have to be paid for through taxes. There will be discussion in the near future about whether we use it or not. Bottom line difference between last year and this year is \$749,908. You have been a part of the audit and with the extra subsidy I proposed that we return \$522,306 back to the taxpayers to reduce this budget and with the \$834,335 from audited excess for a total of \$1,356,641. With the increase of the proposed budget of \$749,908 and additional debt service I am proposing we carry forward \$1,356,641.

Although the revenue has not been completely calculated we will have the Revenue and the ED 279 at the next meeting. I would like to point out that if this proposal would go, we would also be keeping a reserve of 3% which is the

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recommendation. We would reinvest \$300,000 into our schools and improvement into our schools and buildings, increase in special education program and all of the negotiated benefits and salaries increases. My belief is it would be a substantial reduction for Jay, modest reduction for Livermore and a modest increase for Livermore Falls. This is how I proposed that this budget be paid for. Joel Pike said first of all I want to echo that I really appreciate the summary sheet that you are using this year, you know me I was looking at some numbers, if you look at all the different budget lines other than special education, it only came down to 4 lines that were over a \$10,000 change and Amanda Hersey spoke to 3 of those lines, Principal Plourde is not here and there is a change in the athletic stipends changed by more than \$10,000. I think this budget really washed out fairly well.

- 13. POLICY - None**
- 14. OLD BUSINESS - None**
- 15. NEW BUSINESS - None**
- 16. APPOINTMENTS - None**
- 17. OTHER BUSINESS - None**
- 18. CALENDAR/ANNOUNCEMENTS**

February 15, 2018 – Budget Meeting – 6:00 PM Spruce Mountain High School Café
March 1, 2018 – Budget Meeting – 6:00 PM Spruce Mountain Elementary School Gym
March 8, 2018 – Regular Meeting – 6:00 PM Spruce Mountain Primary School Gym
March 13, 2018 – Budget Meeting – 6:00 PM Spruce Mountain Middle School Café
March 15, 2018 – Board Meeting – 6:00 PM Cedar Street Conference Room
*March 20, 2018 – Budget Meeting snow date if needed – Location to be determined
March 22, 2018 – Regular Meeting – 6:00 PM Cedar Street Conference Room

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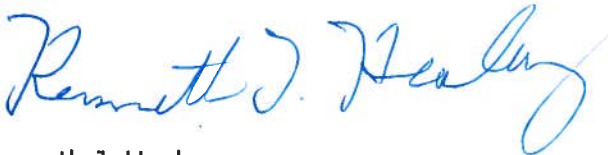
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19. ADJOURNMENT

Motion by Doug DiPsaquale and seconded by Dale Leblanc to adjourn at 7:50 pm.

11 Yes 0 No 0 Abstain
1 Student Representative Yes

Respectfully submitted:



Kenneth J. Healey
Superintendent of Schools