

# SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS

The 2nd Regular Meeting of the Spruce Mountain Board of Directors  
For 2018-19 was held

**Thursday, August 23, 2018 6:00 pm Cedar Street Conference Center**  
**Finance Committee 5:30 pm**

## ~MINUTES~

Present: Doug DiPasquale, Tammy Frost, Sara Hughes, Steven Langlin, Dale Leblanc, Shannon McDaniel, Michael Morrell, Shari Ouellette, Joel Pike, Phoebe Pike (arrived at 6:30 pm), and Ann Schwab.

Absent: Denise Rodzen, Robert Staples

(Orion Schwab and Scott Jackson) Student Representatives Present

### 1. CALL TO ORDER

Board Vice Chair Morrell called the meeting to order at 6:02 pm.

### 2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

### 3. ATTENDANCE

**11 (Phoebe Pike arrived at 6:30 pm) Present**

**2 Absent Robert Staples and Denise Rodzen**

**2 Student Representatives Present**

### 4. ADJUSTMENTS TO THE AGENDA

### 5. APPROVAL OF THE MINUTES

5.1 July 26, 2018 – Board Meeting Minutes

**Motion by Shari Ouellette and seconded by Sara Hughes to approve the minutes of July 26, 2018 regular board meeting with changes.**

**Vote: 8 Yes 0 No 2 Abstain (Joel Pike, Ann Schwab)**

**1 Student Representatives Yes**

**1 Student Abstain (Orion Schwab)**

5.2 August 13, 2018 – Special Board Meeting Minutes

**Motion by Shari Ouellette and seconded by Tammy Frost to approve the minutes of August 13, 2018 regular board meeting.**

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**Vote:                    7 Yes            0 No            3 (Shannon McDaniel,  
Sara Hughes, Doug DiPasquale) Abstain  
2 Student Representatives Yes**

5.3 August 14, 2018 – Special Board Meeting Minutes  
**Motion by Shari Ouellette and seconded by Scott Jackson to approve the minutes of August 14, 2018 regular board meeting.**

**Vote:                    7 Yes            0 No            3 (Shannon McDaniel,  
Sara Hughes, Doug DiPasquale) Abstain  
2 Student Representatives Yes**

5.4 August 15, 2018 – Special Board Meeting Minutes  
**Motion by Shari Ouellette and seconded by Tammy Frost to approve the minutes of August 15, 2018 regular board meeting.**

**Vote:                    7 Yes            0 No            3 (Shannon McDaniel,  
Sara Hughes, Doug DiPasquale) Abstain  
2 Student Representatives Yes**

## 6. COMMUNICATIONS/CORRESPONDENCE

6.1 Resignation of Libby Zipperer, SMMS Science Teacher  
**Motion by Shari Ouellette and seconded by Shannon McDaniel to accept with regret the Resignation of Libby Zipperer, SMMS Science Teacher**

**Vote:                    10 Yes            0 No            Abstain  
2 Student Representatives Yes**

## 7. PUBLIC COMMENTS - None

## 8. BOARD COMMENTS –

**Orion Schwab distributed a Thank You note to the board for allowing the Spruce Mountain High School Environthon Team to go to Idaho to compete in the 2018 National Conservation Foundation North American Envirothon. Out of 53 teams from all over the world who competed, the Spruce Mountain team placed 6<sup>th</sup> overall, because the team placed in the top 10 each team**

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member received \$580. It was a lot of work but something we will never forget. It was just incredible. Thank you.

## 9. SUPERINTENDENT'S REPORT

Dr. Wall outlined three new initiatives for the new school year.

Chris Hollingsworth said that we are implementing Star 360 at the elementary school in 30 minute blocks at each grade level to focus on math skills. Star 360 will fill in some of the skills that are missing in Everyday Math. We also use Rocket Math which is for building math skills, Star 360 can also help children at the upper level of math to become more advanced. Star 360 helps both ends of the spectrum. We can test children with Start 360 and see exactly where they currently are with their math. With the 30 minutes we will really be able to focus on this. We are looking at this for the primary school and middle school. The software is free, the only thing we need to pay for is the in-service. The research I have done shows that the children really make significant gains with Star 360.

Dr. Wall introduced TJ Plourde to discuss Naviance.

TJ Plourde said that Naviance is a web based program that is pretty robust and is for students in grades 6 through 12. Naviance creates a structure of support that helps students connect their strengths and interests to long-term goals. Naviance works with students around their career aspirations. It gives kids an idea of where they are going to go. It is a one stop shop for juniors and seniors for scholarships. I think it is going to be a great asset to our schools and parents. Training will be happening the 2<sup>nd</sup> week of September. Naviance is being funded through the Gear Up grant. There will be 15 teachers being trained and they in turn will be able to train other teachers. I am very excited about Naviance.

Dr. Wall asked Chris Hollingsworth to speak about the Sanford Harmony initiative.

Last year I started a strategic plan for resilience for staff and students. Sanford Harmony puts a lot of things in place. We have had PBIS in place for years but at the end of last year we wanted actual lesson plans so that we could teach kids how to behave in school. I had been searching on line and could not find anything I felt was suitable but thanks to Dr. Wall, he introduced me to Sanford Harmony. Dr. Wall's daughter who teaches in Florida has been using this initiative with great success. This initiative works

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with children in Pre k through 6<sup>th</sup> grade, however, it is really built for the younger students. Builds in the things that a lot of primary and elementary schools can use in their morning meetings with the children. It gives the teachers actual lesson plans that they can use. Mr. Sanford put his own personal money in to create this program and it is completely free. I have had great email with the representatives of the company. We get physical materials that include lesson plans. The representative also sent me links where everything can be viewed/printed on line. Everything can be downloaded. I have sent the information over to the primary school to see if it is something they would be interested in. We can no longer hope that the children will behave, we need curriculum to teach the kids the right way to act.

Shannon McDaniel asked if it will be at the Primary School

Chris Hollingsworth replied that he had sent it over to Mr. Harrington. It does not take a ton of time, I think it will fit in nicely.

Dr. Wall continued that we have a dental program for the children that has a van that actually comes and does screenings for the students. There is a dentist and x-rays are taken. We are one of 5 school systems that take part in this program. The van will be here on September 11 to start seeing students. Our school system is working with the whole child.

Phoebe Pike arrived at 6:30 pm

## 10. BOARD CHAIR'S

Vice Chair Michael Morrell extended his deepest thanks to the superintendent search committee and school board. As a board, searing for a superintendent is one of the biggest things we can do. They are captaining the ship. Through the process we had great candidates. Thank you for your time and effort. If we have questions as a board going forward please forward your questions to the board chair.

Doug DiPasquale asked if that is for everything.

Vice Chair Morrell replied that what I am talking about is any information requested that is a lot of information, if it is going to take a lot of time to obtain. Bring that to the board chair. Don't demand something that day and don't be upset if it takes a week to get the information your requested back.

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## 11. COMMITTEE REPORTS

### 11.1 Update on the renovation project.

Doug DiPasquale thanked Facilities and Transportation Director, Ken Vining for taking the lead on the construction project since he was out of town for 2 weeks. Doug said from Tuesday to today the project looks 100% better. The project is moving forward and coming along very well.

Ken Vining said, you will see a big difference from last week. 75-80% of teachers are in the school right now. I believe all is coming along well. Today they are running hot and cold water through the lines, all was going well. Sinks in the new bathrooms were installed today. Ceiling tiles are complete except in the hallway by the main office.

They wanted to make sure of no leaks out to the kitchen before the tiles were installed.

They will be installed on Friday. The floor in the multi-purpose room will be completed by tonight. Classroom uninvent will be complete by tomorrow, except for the front part so if a leak occurred it could be seen and repaired. The kitchen equipment was being installed today.

Our crew is stripping hallway floors, washing and waxing tonight and tomorrow night. The multi-purpose room will be washed and waxed on Sunday. It will need 2-3 days to set up. The primary school windows in the old section in the front of the building were installed Wednesday and Thursday of this week. Next Tuesday I will meet with the owner of the asbestos removal company and go over the bill with all of the defects and present our bill to him for the repairs caused by their actions.

Sometime toward the end of next week the committee and the Siemens representative will put together a punch list of all items needed to be completed or any items missed on our list.

## 12. ADMINISTRATOR'S REPORTS

### 12.1 Tina Collins – Special Services Director

Policy updates needed:

I reviewed targeted policies related to special education that were slated for update in 2018. I obtained MSMA sample policies and compared them to our current policies. I have given the packet to the Superintendent for review, so you can expect to see that stack soon.

New Behavior program at SMES:

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We had 4 very productive workdays this summer with the new behavior program teacher Mrs. Foshay, Mr. Butler (BCBA/evaluator), and Dr. Swan (BCBA/psychologist). We developed the foundational philosophies of the program and created a detailed staff handbook as well as the referral procedures and forms. Training sessions have been scheduled in September and further work with the consultants as we prepare to begin the referrals/intake procedures. The team is excited to get started with the program this fall!

#### Staffing:

Fully staffed with exception of two positions:

Learned this week of a request to transfer. Discussed with the principal the liability of having an unfilled teacher position and we agreed to allow the transfer once a replacement teacher can be secured. Posting went up today.

#### Staffing PT position:

Still trying to find a physical therapist to serve our students. Have reached out to local hospitals, area agencies, regional directors, etc. I have a letter drafted that informs parents of the vacancy and our efforts to secure services as quickly as possible. We will offer the students make up sessions for any missed time once we obtain a therapist. May need to look at tele-therapy option for this.

#### Orientation training:

Had a great session yesterday at the new teacher orientation covering the topics of FERPA/confidentiality and Chapter 33 Restraint/Seclusion requirements.

#### Sub Confidentiality Form:

On the topic of FERPA/Confidentiality, I drafted a substitute teacher confidentiality sign off sheet that the administrative team has reviewed/approved. All substitutes working within our schools will be required to sign off on this form effective this fall.

#### 12.2 Ken Vining – Facilities and Transportation Director

This summer has certainly been the busiest I have seen in 14 years. I'd like to say thank you to all our custodians for their dedication and hard work done and still being done to get our schools ready to start on the 29<sup>th</sup>. This summer we did gang cleaning. Starting with the high school, middle school, primary and finally to the elementary. Due to the

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high humidity we sealed the gym floors at the primary and middle school this week. I probably will not fully gang clean again unless it warrants it with another

12.3 Robyn Raymond – Adult Education Director

## Credit Recovery

This summer we facilitated a six-week credit recovery program for high school students identified as being credit deficient. Our goal was to provide an alternative environment for students to learn and get back on track for graduation. In the event that these students are unable to graduate with their classmates in June, we have the distinct advantage of having already built a strong relationship with them through adult education so that they can earn their HiSET or diploma through us. Ten students enrolled with us for CR and six of those students earned a 1/2 an elective credit through our energy efficiency course we ran in partnership with UMF, AmeriCorps, United Way, and Western Maine Community Action. Students built window inserts for the Paper Museum in LF to cut down on their fuel costs.

## Certified Medical Assistant Program

I attended a meeting at Franklin Memorial Hospital this week with both the state and national directors of AHEC (Area Health Education Centers). Tania Dawson, the clinical instructor and local AHEC director and I presented how we created/facilitated this course, the goals we set, and the outcomes almost 3 months post-externships (12/15 hired as CMAs in Franklin or Somerset County, 11 out of 13 sat for the national exam and passed. All 12 currently employed received raises this month and are now making over \$15/hr).

I am handing out the flyer for our informational session on October 10<sup>th</sup> at Franklin Memorial. If you know of folks interested in our program, the first step is to schedule a time to take the CASAS assessment with us, so please ask them to connect with me prior to the event.

## CTE Middle School Expansion Grant & Electrical Wiring

Last week, Dr. Wall, TJ and I met with representatives from Foster Tech Center and Franklin County Adult Ed to discuss career & technical education satellite programming at Spruce Mountain. It is our goal to run a pilot program through adult education for electrical wiring on campus and should it prove to be successful, look at expanding the offering to high school students through Foster Tech, but again, have the program housed here.

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At this meeting, Foster Tech Director Melissa Williams spoke about a grant opportunity for expanding CTE into the middle school – but that it was due in 24 hours. As a team we pulled together and wrote the grant advocating for career exploration with local businesses such as engineering with Verso or Main-Land Development, Healthcare with FMH and their Scrub Club program, or experiencing workforce classes provided through adult education. We asked for robotics equipment, DIY drones, and kite kits for kids to engage in hands-on learning at the 7<sup>th</sup> and 8<sup>th</sup> grade level. We hope to hear within the next month whether this proposal will be funded.

BAH – Literacy Center

Sept 25<sup>th</sup> we will host a business after-hours event here to celebrate the opening of our literacy center. You are all invited and I hope that you can spread the word.

**13. POLICY - None**

**14. OLD BUSINESS**

14.1 Approval of school handbooks.

**Motion by Tammy Frost and seconded by Sara Hughes to approve 2018/2019 school handbooks with corrections.**

Discussion about some of the language/policies in the handbooks. Joel Pike asked the Principals that if in the future they could “red line” any changes to their handbooks, that would make life so much easier for the board members.

Mike Morrell suggested that maybe a one pager with the changes to the handbook would work also.

**Vote:                            10 Yes                            1 (Phoebe Pike) No**  
**0 Abstain**  
**2 Student Representatives Yes**

14.2 Executive Session to discuss contract/negotiations in accordance with 1 M.R.S.A. § 405(6) (A).

**Motion by Shari Ouellette and seconded by Doug DiPasquale to enter into Executive Session at 7:12 pm to discuss contract/negotiations in accordance with 1 M.R.S.A. § 405(6) (A).**



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**Vote:            11Yes            0 No            Abstain**  
**2 Student Representatives Yes**

Return from Executive Session at 7:42 pm.

**Motion by Phoebe Pike and seconded by Ann Schwab to ratify the contract between RSU 73 Board of Directors and Teamsters Local Union No. 340 effective July 1, 2017 through June 30, 2020.**

**Vote:            10Yes            0 No            1 (Shari Ouellette) Abstain**  
**2 Student Representatives Abstain**

## 15. NEW BUSINESS

15.1 Request permission to declare bus 21 surplus property and authorize the Superintendent to advertise and sell the vehicle to the highest bidder.

**Motion by Doug DiPasquale and seconded by Dale Leblanc to declare bus 21 surplus property and authorize the Superintendent to advertise and sell the vehicle to the highest bidder.**

**Vote:            11 Yes            0 No            0 Abstain**  
**2 Student Representatives Yes**

15.2 Request to authorize the following administrators to suspend students up to 10 days in accordance with State of Maine law.

TJ Plourde, SMHS Principal  
Marc Keller, SMHS Assistant Principal  
Scott Albert, SMMS Principal  
Chris Hollingsworth, SMES Principal  
Kevin Harrington, SMPS Principal

**Motion by Shari Ouellette and seconded by Doug DiPasquale to request to authorize the following administrators to suspend students up to 10 days in accordance with State of Maine law.**

**TJ Plourde, SMHS Principal**  
**Marc Keller, SMHS Assistant Principal**

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**Scott Albert, SMMS Principal**  
**Chris Hollingsworth, SMES Principal**  
**Kevin Harrington, SMPS Principal**

**Vote: 11 Yes 0 No 0 Abstain**  
**2 Student Representatives Yes**

15.3 Position job description of Registrar

Dr. Wall presented the job description for a registrar, he said that this is an essential position that is needed for students in grades 6 – 12.

Discussion by School Board about Registrar position.

**Motion by Doug DiPasquale and seconded by Orion Schwab to approve the position job description of Registrar.**

**Vote: 11 Yes 0 No 0 Abstain**  
**2 Student Representatives Yes**

15.4 Substitute Teacher GCG Policy language update and pay scale language update.

In reviewing salary scale for subs it is not compatible with board policy which needs to be matched by the board. They voted on the salary and did not vote on the policy.

They need to match.

**Motion by Phoebe Pike and seconded by Orion Schwab to approve the Substitute Teacher 1<sup>st</sup> reading of policy GCG Policy language update and pay scale language update.**

**Vote: 11 Yes 0 No Abstain**  
**2 Student Representatives Yes**

## 16. APPOINTMENTS

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

**Motion by Shari Ouellette and seconded by Phoebe Pike to enter into executive session at 8:06 pm discuss personnel appointments in accordance with 1 M.R.S.A. § 405(6) (A).**

**Vote: 11 Yes 0 No 0 Abstain**  
**2 Student Representatives Yes**

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Return from Executive Session at 8:40 pm.

- 16.2 Board appointment of Superintendent of Schools.  
**Motion by Shari Ouellette and seconded by Phoebe Pike to appoint Todd LeRoy Superintendent of Schools.**  
**Vote: 8 Yes 0 No 3 (Shannon McDaniel, Sara Hughes and Doug DiPasquale) Abstain**  
**2 Student Representatives Yes**
- 16.3 Interim Superintendent nominates Kenneth Baker to the position of SMHS Science Teacher for the 2018/2019 school year, contingent on proper certification and MDOE fingerprinting status.  
**Motion by Phoebe Pike and seconded by Shari Ouellette to appoint Kenneth Baker to the position of SMHS Science Teacher for the 2018/2019 school year, contingent on proper certification and MDOE fingerprinting status.**  
**Vote: 11 Yes 0 No 0 Abstain**  
**2 Student Representatives Yes**
- 16.4 Interim Superintendent nominates Emily Burke to the position of SMHS Guidance Counselor for the 2018/2019 school year, contingent on proper certification and MDOE fingerprinting status.  
**Motion by Dale Leblanc and seconded by Scott Jackson to appoint Emily Burke to the position of SMHS Guidance Counselor for the 2018/2019 school year, contingent on proper certification and MDOE fingerprinting status.**  
**Vote: 11 Yes 0 No 0 Abstain**  
**2 Student Representatives Yes**
- 17. OTHER BUSINESS**  
**Dr. Wall reviewed the statistical report for the 2018/2019 School Year from Maine Dental Health Out-Reach, prepared by Suzanne LaVallee, Director. The report detailed the number of students that are served by this dental program. Dr. Wall said this is a very good program for the district**

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## 18. CALENDAR/ANNOUNCEMENTS

September 13, 2018 – Regular Meeting – 6:00 PM SMES

## 19. ADJOURNMENT

**Motion by Shari Ouellette and seconded by Scott Jackson to adjourn at 8:47 pm.**

Respectfully submitted:



Robert E. Wall, EdD  
Interim Superintendent of Schools