

SPRUCE MOUNTAIN SCHOOL DISTRICT BOARD OF DIRECTORS

The 10th Regular Meeting of the Spruce Mountain Board of Directors

For 2018-19 will be held

Thursday, February 28, 2019 6:00 pm Spruce Mountain Primary School

Policy Committee Meeting – 5:00 PM

~MINUTES~

Present: Doug DiPasquale, Tammy Frost, Sara Hughes – left at 7:39 pm, Steve Langlin, Dale LeBlanc, Michael Morrell, Shari Ouellette, Phoebe Pike, Denise Rodzen, Ann Schwab, and Robert Staples

Absent: Shannon McDaniel, and Joel Pike

Student Representatives: Scott Jackson – arrived at 7:26 pm, Orion Schwab present

1. CALL TO ORDER

Meeting was called to order by Board Chair, Robert Staples at 6:00 pm

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was recited by all those present.

3. ATTENDANCE

11 Present, 1 left early

2 Absent (Shannon McDaniel and Joel Pike)

2 Student Representatives present, Scott arrived late

4. ADJUSTMENTS TO THE AGENDA

Motion to add 16.8 Executive session to discuss legal matters was made by Michael Morrell and seconded by Phoebe Pike.

11 Yes	0 No	0 Abstain	1 Student Rep Yes
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Motion to add all items on addendum to the agenda was made by Ann Schwab and seconded by Dale LeBlanc.

11 Yes	0 No	0 Abstain	1 Student Rep Yes
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Robert Staples asked that the line-up for addendum be changed so that the executive sessions could be held back to back, then do the policy reviews, everyone was in agreement.

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5. APPROVAL OF THE MINUTES

5.1 February 12, 2019 – Budget Meeting Minutes.

Motion by Michael Morrell and seconded by Shari Ouellette to approve the February 12, 2019 Budget Meeting Minutes.

9 Yes	0 No	2 Abstain - Denise Rodzen Dale LeBlanc	1 Student Rep Yes
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5.2 February 14, 2019 – Regular Meeting Minutes

Motion by Tammy Frost and seconded by Shari Ouellette to approve the February 14, 2019 Regular Board Meeting Minutes.

9 Yes	0 No	2 Abstain – Phoebe Pike Orion Schwab	0 Student Rep
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6. COMMUNICATIONS/CORRESPONDENCE – None

7. PUBLIC COMMENTS - None

8. STUDENT PRESENTATION - None

9. BOARD COMMENTS - None

10. INTERIM SUPERINTENDENT’S REPORT

Robert Webster gave a Report on his first week. He thanked the board for the opportunity to serve RSU 73 in the Interim Superintendent capacity. He was sad to report that Fiona Baker tendered her resignation on his first day. He knew after meeting her that she was a “true gem”.

Webster noted that he posted the position “in house” only and had a few candidates which he interviewed. He decided that Laura White, the current Administrative Assistant in the Central Office was the best choice and offered her the position, which she accepted. He has been out and about, visiting the schools and meeting with staff in the district. He has toured each of the schools. He will

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continue to meet with staff members and visit schools. He attended a Tier 3 meeting in Augusta with Kristal Flagg, Nate Harnden, Chris Hollingsworth, and Amanda Hersey. The board had some questions for Bob, which he answered. Questions were regarding the Tier 3 grant and the current positions at Central Office.

11. BOARD CHAIR'S COMMENTS

Robert Staples stated that Fiona would be greatly missed and congratulated Laura on the new position.

12. COMMITTEE REPORTS - None

13. ADMINISTRATOR'S REPORTS

13.1 Dora York – Food Service Director

Dora York discussed the FY 20 Budget, stating that she would again be doing the Universal Free Breakfast Program and the No Charge for Reduced Meals Program. Both of these programs benefit the families of our students by not charging for meals. She also discussed that she would be working toward weekly food deliveries again vs. the monthly delivery because the monthly deliveries are harder to handle for storage and the weekly deliveries are easier to manage.

The DOE Administrative Review in February went well. There were a few findings that require corrective action, but she is working on correcting those. Once that is done those corrective actions will be taken off the report.

Dora stated that the next few weeks will be busy. She will attend conferences and start putting together the BID packets. She also mentioned that her staff will doing some required training in the next few weeks as well.

March 27th is the Honors Banquet at the high school.

Delinquent accounts are getting better. There is no food shaming happening in our schools. If a student wants their balance on account, they have to be seen outside of busy lunch lines.

Board members asked about meal counts. Dora stated that we are still averaging about 50% district wide.

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13.2 Tina Collins – Special Services Director

Tina Collins stated that the Special Services focus has been on testing preparation with students. Amanda Hersey has been an amazing help in getting this process completed. Tina thought that there were only a couple more students that needed to be set up and they would be done Friday, March 1st, which is the deadline. The Board asked her about new students. She stated that there is always a continuous flow of students registering and transferring.

13.3 Ken Vining – Facilities and Transportation

Ken stated that there was currently a break between winter sports and spring sports, which he was grateful for because he has a few employees out for different illnesses, He is working with Insurance companies trying to get funds for the accidents that occurred in February. Thankfully no one was injured and neither were the district's fault. Ken gave details on the accidents with dollar amounts in damage.

Ken reported that his crew was busy over February break scrubbing and waxing floors, remodeling a Special Services room at the primary building to ensure safety for special needs students and putting the Elementary school back in order after the water incident this winter. He is happy to report that all the students and teachers displaced from that incident are now back in their rooms and that the portable buildings were being picked up.

Board members inquired about Siemens project status, which Ken said was around 95% complete. There have been some setbacks with automation which were unforeseen. The question was also asked about Bus Driver physicals aligning with MDOT and Ken stated that we had already been following those standards for the past year.

13.4 Robyn Raymond – Adult Education

Robyn handed out an Adult Ed Revenue sheet to the board members. This revenue sheet outlined her current courses with costs and revenue. She was excited to announce that a partnership with WIC would begin on April 19th and was hopeful that this partnership would only increase the assistance given to Adult Ed students. Western Maine Transportation would also be a partner in this allowing for transportation for literacy students to courses.

The culinary program ended on Wednesday, Feb. 27th. Robyn stated that the students in this course were already employed by area restaurants and that they all took the Serve Safe test this week, along

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with two community members. The Adult Ed CNA course is in full swing with 13 students, Robyn stated that all these students would be working with FMH during the online health records EPIC update. She stated there are currently 17 openings within the FCHN for CNA's. Robyn is hoping to offer another CNA course this summer, as well as another culinary course.

14. POLICY

- 14.1 First Reading of Policy EFD – Nutrition Department – Unpaid Meals and Meal Charging Policy
- 14.2 First Reading of Policy JL – Student Wellness, Physical Activity, and Nutrition
- 14.3 First Reading of Policy JLCAA – Wellness
- 14.4 First Reading of Policy ADC – Tobacco Use and Possession – Tobacco Free Campus
- 14.5 Rescind Policy EFE – Competitive Food Sales

Motion made by Michael Morrell to accept policies listed as 1st reading, Dale LeBlanc seconded motion. (14.1 through 14.4)

Student Representative, Orion Schwab, wanted clarification regarding first reading, which Denise Rodzen explained. First reading means a first review of the policy. Board members should contact Policy Committee Chair Joel Pike with any recommended changes. Once any changes are made, the policy would return for a second reading before final approval.

10 Yes	0 No	0 Abstain	2 Student Rep Yes
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Motion made by Denise Rodzen to rescind Policy EFE – Competitive Food Sales, seconded by Michael Morrell.

Board Member Ann Schwab wanted clarification as to why this policy was being rescinded, which Denise Rodzen explained was no longer needed due to the fact that most components were going to be covered under a different policy. The items that wouldn't be in the other policy were no longer needed.

10 Yes	0 No	0 Abstain	2 Student Rep Yes
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15. OLD BUSINESS - None

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16. NEW BUSINESS

16.1 Executive Session to discuss search committee for Superintendent of Schools in accordance with 1 M.R.S.A. § 405(6)(A).

Motion made by Michael Morrell and seconded by Shari Ouellette to enter into executive session at 6:53 pm to discuss search committee for Superintendent of Schools in accordance with 1 M.R.S.A. § 405(6)(A).

11 Yes	0 No	0 Abstain	1 Student Rep Yes
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Board returned from executive session at 7:31 pm.

Motion made by Michael Morrell to create an ad hoc search committee for Superintendent of Schools seconded by Phoebe Pike.

10 Yes	0 No	1 Abstain - Denise Rodzen	2 Student Rep Yes
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Discussion ensued regarding who would be part of the ad hoc search committee, including listing who would be invited to be part of said committee. Deadline for Superintendent Applicants will be April 5th, 2019. Search committee to include School Board Chair, School Board Vice Chair, 2 School Board Members (1 from Livermore and 1 from Livermore Falls), 1 Student School Board Representative, 1 Building Administrator, 1 Director, Business Manager, 1 Teacher from each building, 1 Bus Driver / Custodian, 1 Secretary or Education Technician, and 1 Community member from each town.

16.8 Enter into executive session to discuss legal matter.

Motion made by Shari Ouellette to enter into executive session to discuss legal matters, seconded by Dale LeBlanc.

9 Yes	1 No Denise Rodzen	0 Abstain	2 Student Rep Yes
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School Board entered executive session at 7:38 pm.

School Board returned from executive session at 7:47 pm.

There was some discussion regarding the current 403b plan which was reviewed and updated by the lawyer's office.

Motion was made by Denise Rodzen to table any action on the 403b plan until the document could be reviewed by the board, seconded by Shari Ouellette.

10 Yes	0 No	0 Abstain	2 Student Rep Yes
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17. APPOINTMENTS - None

18. OTHER BUSINESS

18.1 Discussion of FY 20 draft budget

Robert Webster presented the board with a Revenue spreadsheet, focusing on the FY20 column highlighted in yellow. There was discussion about the Revenue sheet. Webster explained the sheet by categories. The revenue sheet shows that, although the EPS state percentage went up, the district still needs to raise more local funds due to FY 20 budget increases. The cash balance is substantially less this year. Mr. Webster stated that he had a couple of ideas on how to address the much decreased carry forward balance from FY18. Although use of only an "audited figures" is the most conservative approach estimating carry forward balances, he is working with Kristal Flagg on a projected balance for FY19. Another approach would be a flat budget with only increases for contractual agreements. But that would require around \$800,000 in cuts.

Michael Morrell asked if we could look at a budget with a 2% increase instead of the current 4%. Scott Albert noted that the current debt service and payments for the severance agreement with a former superintendent was almost 2% of the 4.1% increase. A 2% budget reduction would need to be made in programs and staff. Discussion ensued on possible cuts to the FY 20 budget bringing forth several ideas. The board also voiced concern with the contractor Siemens, stating they would like the opportunity to review the project with the contractor. Some board members were concerned that, if too much was cut from the budget, it would leave no contingency for unexpected events, which they didn't feel was in the best interest of the district.

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19. CALENDAR/ANNOUNCEMENTS

March 14, 2019 – Regular School Board Meeting and Budget Meeting

6:00 PM Spruce Mountain Elementary School

March 21, 2019 – Budget Meeting – Board Vote on Warrant

6:00 PM Spruce Mountain High School

April 4, 2019 – District Budget Meeting

6:00 PM Spruce Mountain Middle School

20. ADJOURNMENT

Motion was made by Shari Ouellette to adjourn the meeting at 8:50 pm, seconded by Ann Schwab.

10 Yes	0 No	0 Abstain	2 Student Rep Yes
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Any individual who needs special accommodations to enter the building or assistance to attend this public meeting, must contact the Superintendent's Office at least five (5) days in advance of the meeting (A.D.A.)

Respectfully submitted:



Robert Webster

Interim Superintendent of Schools