

RSU 63 Board of Directors
Monday, October 23, 2023
6:30pm
Eddington Elementary School
Agenda

Call Meeting to Order

Flag Salute/Moment of Silence

Executive Session – Discussion of Superintendent Jared Fulgoni's Evaluation Pursuant to 1 M.R.S.A. § 405(6)(A)

Approval of Minutes for September 25, 2023 Board Meeting

Recognition and/or Awards of Students, Staff, and Others

Acceptance of Gifts/Donations

Presentation – None

Questions and Comments from the Public

Dates of Next Meetings

1. **Budget and Finance Committee Meeting:** November 6, 2023 at 5:30pm, Holbrook Middle School
2. **Policy Committee Meeting:** October 16, 2023 at 6:00pm, Holbrook Middle School
3. **Curriculum Committee:** TBD
4. **Board Meeting:** November 27, 2023 at 6:30pm, Holbrook Middle School

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee Report

Superintendent's Report

Acceptance of Committees', Administrators', Superintendent's, and Board Chair's Reports

Old Business

New Business

1. Warrant Officer Election (Vote Required)
2. Policies to Approve, 1st Reading
 - a. EBABA – Chemical Hygiene Plan (Annual Review)
 - b. EBCA – Comprehensive Emergency Management Plan (Annual Review)
 - c. EBCC – Bomb Threats/Threats of Violence (Annual Review)
 - d. EFC – Food Service Program (Annual Review)
 - e. GBGAA – Exposure Control Plan (Annual Review)
 - f. KF – Community Use of School Facilities and RSU 63 Equipment (Annual Review)
 - g. DN – School Properties Disposal Procedures

Personnel Actions

1. Resignations/Retirements
2. Elections
3. Appointments
 - a. Megan Harvey – Administrative Assistant to the Superintendent
 - b. Connor Young – Custodian, Eddington
4. Reassignments
5. Searches
 - a. Ed Tech I, PreK (.6FTE)

- b. Ed Tech II, Holbrook
 - c. Bus Drivers
 - d. ~~Cheering Coach~~
 - e. Boys B Team Basketball Coach
 - f. Girls B Team Basketball Coach
 - g. Long Term Occupational Therapist Substitute
 - h. Substitutes (Teachers, Ed Techs, Drivers, Custodians)
-

Adjournment

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting
Date: September 25, 2023
Location: Holden Elementary School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Amy Hart, Tracy Roberts, Matthew Campbell, and Heather Lander

Town of Clifton: Linda Graban

Town of Eddington: Tracy Bigney and Rachel Downs

RSU 63 Board Member Absent Excused:

Town of Eddington: Heather Grass

Board Chair, Tracy Roberts called the meeting to order at 6:31pm followed by the flag salute and moment of silence.

Motion by Tracy Bigney with a second by Rachel Downs to approve the minutes for the August 28, 2023 Board Meeting.

Discussion: Linda Graban noted that opposition was not asked on the motion for the middle school principal contract or acceptance of reports. She added that neither herself or Heather Grass voted to approve the motions, but it was announced as unanimous. She requested the vote for those two motions reflect 2 opposed.

Motion amended to reflect "with these changes"

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Fulgoni stated that while we do not have any recognitions listed on the agenda, staff were working hard on getting students settled into their routines.

Acceptance of Gifts and Donations: Superintendent Fulgoni mentioned the need for bark at our elementary school playgrounds and asked if the word could be spread to area businesses.

Presentation: Kristina Dumond, Director of Curriculum shared the curriculum plans (documents provided as part of the Board Packet). She noted the District has many of the pieces that just needed to be pulled together. She noted the long-term goal was curriculum mapping, while the scope and sequences development was in progress. Discussion took place on the timeline of completion of each phase, content area integration, the role of the Curriculum Committee, and adding a "Curriculum Corner" to the schools newsletters.

Questions and Comments from the Public: Sarah Lane, Holden resident spoke on curriculum and the idea of re-assessing the consolidation of the three buildings. Ann Beal, Clifton resident questioned how positions were posted, staff appointed, and who makes the final decision on hiring. She requested a copy of the policy on hiring coaches. Scott Walton, Holden resident voiced concerns on Pre-K and asked how the decision was made to move to full days.

Dates of Next Committee Meetings:

Budget and Finance Committee: September 21, 2023 at 5:00, Holbrook Middle School

Policy Committee: October 16, 2023 at 6:00pm, Holbrook Middle School

Board Meeting: October 23, 2023 at 6:30pm, Eddington Elementary School

Budget and Finance: Superintendent Fulgoni advised the budget is being closely monitored. The District has had multiple unbudgeted high cost needs recently. High-cost special education services, facility needs, and transportation issues are a few areas of concern. Kelly Theriault, RSU 63 Business Manager advised they are working hard to ensure student needs and programs are not impacted by the budget issues.

Ms. Theriault provided an update on the boiler project and bid response. The cost was much higher than anticipated. She has been working with the contractor through Carpenter Associates who has agreed to invoice the project next year. She advised this will also contribute to a much higher budget increase next year, but will help with the budgetary issues we are having currently.

Nothing to add to the Budget and Finance Committee Minutes.

Superintendent's Report: Discussion took place on re-assessing the consolidation of the buildings. The Board agreed to have Superintendent Fulgoni start gathering information on the cost savings to consolidate buildings.

Acceptance of Reports: Motion by Linda Graban with a second by Tracy Bigney to accept the written and verbal Curriculum Committee, Budget and Finance Committee, Administrators, and Superintendent's Reports.

Discussion: Tracy Roberts questioned the change for PreK this year and if the Administration planned to evaluate the change and reassess the need. Superintendent Fulgoni confirmed. Discussion took place on enrollment numbers and the high school residency verification process. The Board requested total high school enrollment numbers for the next meeting.

Vote: 7 Approved; 0 Opposed

Old Business: None

New Business:

Superintendent Evaluation Form:

Tracy Roberts began the discussion on policy GCBI – Superintendent Evaluation and what steps the Board would take to start the process.

MSBA Delegate Assembly Representative and Alternate:

Motion by Linda Graban with a second by Heather Lander to elect Matthew Campbell as the Delegate and Tracy Bigney as the Alternate.

Discussion: None

Vote: 7 Approved; 0 Opposed

MSMA Fall Conference: Discussion on the Fall Conference. There are no volunteers.

Personnel Actions:

Resignations/Retirements: Gary Ferrill, Eddington Custodian for the purpose of retirement. Shelley Wyman, Administrative Assistant to the Superintendent, resignation.

Elections: None

Appointments: Jason Smith, Boys A Team Soccer Coach; Daniel Duran, Chess Team Coach; Thomas Smith, Boys A Team Basketball Coach; Dennis Whitney, Cross Country Coach; and Ethan Welch, Girls A Team Soccer Coach.

Reassignments: None

Searches: Administrative Assistant to the Superintendent; Ed Tech I, PreK (.6FTE); Custodian at Eddington; Bus Drivers; Cheering Coach; Long Term Occupational Therapist Substitute; Substitutes (Teachers, Ed Techs, Drivers, Custodians).

Adjournment: At 8:19pm, motion by Matthew Campbell with a second by Linda Graban to adjourn the meeting.

Discussion: None

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni
RSU 63 Superintendent of Schools

Approved:



Regional School Unit 63

Clifton, Eddington, and Holden

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

Jared Fulgoni
Superintendent of Schools

Kelly Theriault
Business Manager

TO: RSU 63 BOARD of DIRECTORS
FROM: JARED FULGONI, SUPT OF SCHOOLS
RE: REPORT TO BOARD
DATE: 10/16/23

As you know we continue to closely monitor the FY24 budget. The significant increase in the number of high needs special education costs is the primary factor. We fully support the success of all students, and will work to ensure that all children's needs are met. Unfortunately, since these expenses were not anticipated nor budgeted for, they will need to be covered by the existing general fund. Since we cannot "make" more money, we will need to closely monitor and scrutinize spending to close the budgetary gap.

This week I met with Ruey Yehle from the Department of Education. Ruey works as a scorer assessing school districts grant proposals for school construction/renovation projects. Together we reviewed our current educational spaces and updated the State's information about our school buildings.

The State will again open its grant RFP in 2024. Points for prioritizing Maine school building projects now includes population/enrollment decreases as well as overcrowding. Further renovations made to buildings since the last application in 2017 are considered safe harbor and will not count against us.

The Director of Curriculum and I participated in the State's testing information session. It was reported that district and school reports will be available in November and we were cautioned that this first year should be seen as a baseline and therefore should not be used for year-to-year comparisons. We will provide you more information at the November meeting.

Upcoming Events:

Parent Teacher Conferences Oct 26th, 27th
MSMA Fall Conference Oct 26th, 27th
Trunk of Treat Oct 27th
Chris Greely Day of Service Nov 17th

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Robert Meyer, Principal Rmeyer@rsu63.org
Sarah Estes, School Counselor Sestes@rsu63.org

Dawna Bickford, District Nurse Dbickford@rsu63.org
Karen Everhart, Administrative Assistant Keverhart@rsu63.org

Principal's Report - 13 Oct 2023

Staff Update: I have been impressed with the support teacher mentors and coaches have been providing our young staff. I do frequent check-ins with the new teachers and ask if they feel supported and they universally agree they have been. Supporting new teachers is critical to retaining them and I hope we will simultaneously grow them in their professional practice and retain them in the business, particularly here at Holbrook. On a related note, some last minute summer hiring in the math department allowed us to fill all the positions, and also allowed us to build in some coaching from a seasoned math teacher. We now have the opportunity to balance the workload. One of our new teachers has settled in and this will allow increased support from the coach to a relatively new teacher (2nd year). We will make a slight scheduling change to accommodate this by changing some of the Algebra 1 classes, adjusting some class rosters as well as a teacher of record.

Curriculum Update: Work continues in this area, and teachers are providing input, data, and information to the work Ms. Dummond is doing.

Schedule Update: Now that the transportation plan has settled in somewhat, considering the challenges they face, it seems the adjusted times of drop-off and pick-up do not align optimally with the original bell schedule. Students are arriving a few minutes later than anticipated, and buses are picking up a few minutes later than originally planned. Consequently, I will be adjusting the bell schedule 5 minutes to the right. Arrival, departure, and teacher "work schedules" will not change, only the class periods and homeroom times will be adjusted 5 minutes later. An announcement will be made in the near future.

Sports Update: The fall sports teams are having a successful year so far. The girls team has grown into their own and has a solid record, and will be a team to contend with during the playoffs. The boys team is also doing well, with an impressive wins and loss tally, and will be a team to beat during the playoffs. Hiring has been going on for the winter sports, and both the girls and boys A team coach positions, as well as the chess team are filled. The search continues for the other positions.

Co-Curricular Activities:

After school clubs will have begun at the time of the next school board meeting. Interest and offerings are not as robust as last year, but the ever popular World Cultures club is returning and we will be advertising the new Odyssey of the Mind club soon.

Student Population: (no change)

5th Grade - 40

6th Grade - 39
7th Grade - 44
8th Grade - 47
Total - 170

Miscellaneous:

Overall Holbrook students are a great bunch of kids. Sometimes they need to be reminded about our core values of respect and kindness. We took an opportunity last week to help the 7th graders remember to embrace these values and also to caution them that social media in particular can be fraught with danger. Many students use apps such as snap-chat to socialize with their peers, and some, unfortunately, don't always use kindness as they interact. We are hopeful that the recent assembly will be successful in encouraging them to embrace respect and kindness in their online presence.

Respectfully submitted,

Robert C. Meyer



Don Spencer, principal dspencer@rsu63.org
Heather Kiley, secretary hkiley@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawn Bickford, school nurse dbickford@rsu63.org

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RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed."



I submit my October board report on behalf of the students and staff at the Holden Elementary Schools. It was nice to have the temperatures reach 60's in early October but the weather is changing rapidly with colder and darker mornings and evenings, fall is in the air...I am sure the **140** students at Holden (**51** in 2nd, **42** in 3rd & **47** in 4th - **16** more than a year ago) can't wait for Halloween. Routines continue inside and outside of our buildings.

The staff are busy in preparation for their parent teacher conferences at the end of October. They have also been busy getting in the NWEA testing for grade 2 and Maine through The Years (MTY) for 3rd and 4th grades completed by the end of the month.

The fire department at Holden have been helpful with several fire drills held in September and October. Safety #1 and it is great to have these resources in our community. Another big thanks to the fire department for visiting the classrooms during "Fire Prevention Week." A job well done! We have also scheduled the evacuation drills at both elementary schools on Oct. 26th and will prepare the children for this safety drill during the assemblies through-out October.

Many thanks to Miss Sheri and Miss Jenny Lee, our elementary cooks, who prepare wonderful meals for our children. The meals, especially breakfast are no cost so the numbers are on the rise. Well done ladies!!

Our fall fund-raiser at both schools were a success and the children loved collecting their "DAWGS". The profits from the fund-raisers will go right back to the students and staff at the schools. My thanks to all families that supported this event.

Our wonderful PTG are at it again and October looks to be busy with a Fall Festival at the Holden School and a "Trunk or Treat" at Eddington at the end of the month. Many thanks to the PTG for their support!





Timothy Baker, principal tbaker@rsu63.org
Kelly Smith, secretary kjsmith@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawna Bickford, school nurse dbickford@rsu63.org

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It is with great pleasure that I submit my October board report on behalf of the Students and staff at the Eddington Elementary School. It is great to see that students are regularly attending school. They are excited when they arrive in the morning, and engaged with their learning and developing positive and lasting relationships with their teachers and other students in their classrooms. We currently have 121 students enrolled at Eddington including 22 students in Pre-K, 52 in Kindergarten, and 47 in First Grade.

It has been a busy month here at the Eddington School. The students just finished up a fundraiser that would allow students the opportunity to attend field trips and other activities this school year.

October is also Fire Prevention Month. The students were treated with a visit from the Eddington Fire Department about what to do if a fire were to break out in their home and how to prevent fires from starting in the first place.

Teachers are preparing for parent-teacher conferences that will be taking place on October 25, 26, and 27. This is an excellent opportunity for teachers to sit down and talk to the parents about how their child is doing and how we can best support their child in school. Also, during the week of October 23- 27, the Eddington School will hold a book fair in the library during the parent-teacher conferences and the entire week.

The PTG also has a few activities that will be taking place this month. On October 15, from 11:00 A.M. to 3:00 P.M. They will sponsor Fall Fest at the Holden School. Another popular event that will take place at the Eddington School will be the Trunk or Treat. This will take place on October 27 from 5:00 -8:00 P.M. I remember witnessing this from last year, and I was impressed at the number of staff and parents who stepped up for the students of RSU #63.

Respectfully Submitted
Timothy M. Baker
Assistant Principal RSU #63



Regional School Unit 63
Office of Special Services
Clifton, Eddington, and Holden

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Director of Special Services Report – September 2023

The Special Education Department has been hard at work to ensure that all students are receiving services per their IEPs. We are currently serving 244 students, broken down as follows:

Individualized Education Plans (IEPs)	150
504s	86
Currently in the Referral Process	8

Maine's Restraint and Seclusion Statute and Chapter 33 Rule was signed into law and was in effect as of June 16, 2023. Maine Directors of Special Education have been waiting on clarification on how this affects our districts. The newest updates will require a revision of our District Restraint and Seclusion Policy (JKAA-R). The current policy states :

A. Special Education/504 Students

1. After the third incident of physical restraint and/or seclusion in one school year, the student's IEP or 504 Team will meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment (FBA) and/or develop a behavior intervention plan (BIP), or amend an existing one.

B. All Other Students:

1. A team consisting of the parents/legal guardians, administrator/designee, and/or designee, a teacher for the student, a staff member involved in the incidents (if not the administrator/designee or teacher already invited), and other appropriate staff will meet within ten (10) school days to discuss the incidents.

2. The team will consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA and/or develop a BIP.

The new law states the following:

A. Special Education/504 Students: After every three incidents of physical restraint or seclusion in a school year of a student who has been found eligible for special education or has a Section 504 plan:

1) The student's IEP or 504 team shall meet within 10 school days to discuss the incident and consider the need to conduct an FBA and/or develop a BIP or amend an existing one.

2) Schools are not required to hold more than one meeting within any 30-school-day period, notwithstanding requirements in Section 9, subsection 2, paragraph A.

B.

For all other students: For students not described in Paragraph A, a team shall meet within ten school days of every three incidents in a school year to discuss the incidents.

1) The team shall consist of the parent, an administrator or designee, a teacher for the student, a staff member involved in the incident (if not the teacher or administrator already invited), and other appropriate staff members.

2)

The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is to be made, the need to conduct an FBA, and/or develop a BIP.

3) Schools are not required to hold more than one meeting within any 30-school-day period, notwithstanding requirements in Section 9, subsection 2, paragraph B.

B. Nothing in this section is meant to prevent the completion of an FBA or BIP for any student who might benefit from these measures but who has had fewer than three restraints or seclusions.

Please refer to the updated mandate here:

<https://www.maine.gov/sos/cec/rules/05/071/071c033.docx>

Brian White will be in Bangor October 17-19 participating in the Safety-Care Crisis Prevention Train the Trainer workshop. Once trained, Brian will train the Special Education staff and others who are interested in Safety-Care. Those who are Safety-Care trained will be able to identify, prompt, and reinforce specific alternative behaviors and to handle situations involving students in crisis.

We will be contracting with Therapy Solutions to provide Occupational Therapy Services during Hannah Foster's leave. We are working on a plan to provide the least amount of disruption to the students' schedules and still receive required services.

As our numbers receiving special services in RSU 63 increase (due to families moving in and new placements), we continue to strive to serve the students with an exceptional educational experience.

Respectfully submitted,
Carolyn Brown
Director of Special Services



George Cummings
Technology Coordinator
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www.rsu63.org

To: RSU 63 Board of Directors
From: George Cummings
Date: October 13, 2023
Re: Monthly Report

I submit this report to the School Board of Directors for October 2023.

Laptop take home for students in grades 6-8

Laptop take home will start on Monday, October 30th for grade 6-8 students and parents that elect to participate and have agreed to the rules and responsibilities outlined in policy IJNDB – District Issued Computing Device Usage at Home.

The maintenance coverage cost to take a District issued laptop home remains at \$25.00 for the 2023-2024 school year. The money collected is pooled together to cover the cost of accidental damages to the laptop, charger, and protective case.

Infinite Campus Portal

I am pleased to announce that the Infinite Campus parent and student portal is now online for the 2023-2024 school year. The Infinite Campus Portal offers two ways for parents, guardians, and students to access student information; either through a web browser, or with the Infinite Campus mobile app. The portal provides parents, guardians, and students with real-time access to the full spectrum of student information including:

- Attendance and absence data
- Assignments
- Student schedules
- Assessment data
- Gradebook and report card grades

Respectfully submitted,



Regional School Unit 63

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October 23, 2023

Dear Members of the Board,

Here is an update for you on the planning that has been happening for our district.

CURRICULUM:

Curriculum Corner:

A Curriculum Corner section has been added to school newsletters. In it there was information about a survey that I would like to get parents/students to do so they can provide feedback on how they feel we are doing in the areas of ELA, Math and student attendance. Here is the survey- [District Evaluation](#) - and the information/directions given on the survey:

"Every year our district completes and submits a grant to the state called ESEA Federal Programs (for more information go to <https://www.maine.gov/doe/learning/esea>) to receive Title funds. These Title funds pay our Title I interventionists, provide funds for staff professional development, provide funds for after school activities for students and help provide support to families identified as homeless. The grant is written to reflect goals that are based on the needs of our schools and students. One of the ways we figure out the needs is to survey parents and students. Please fill out the following survey so I can use your input when writing the grant. This is an anonymous survey unless you put your name at the end. Thank you!"

NWEA/MTTY:

Starting the first week of October, students did some testing. Grades K-2 administered the NWEA Map Growth testing to students in the areas of Reading and Math. Grades 3-8 administered Maine Through The Years testing to students in the areas of Reading and Math.

The Map Growth data is available to us to use as a data point when making decisions about interventions, classroom instruction and acceleration. The MTTY school/district data is not yet available. We have detailed access to the Spring of 2023. The Fall of 2023 detailed data will not be available to us until, possibly, the middle of November. I have, however, figured out how teachers can access independent student data. This data will be used as a data point to help us work with students.

MTSS (Multi-Tiered Systems of Support):

We have in place a working Response to Intervention system(RTI). This RTI system needs to be updated to match current research and MDOE recommendations. We will be referring to our system as MTSS. A Multi-Tiered System of Supports (**MTSS**) is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the **educational** system for supporting students.

As part of the Individuals with Disabilities Education Act (IDEA) updated by Congress in 2004, the Response to Intervention model of assessment originally sought to identify students who would benefit from more intensive supports. From these beginnings as a tool to help improve educational outcomes for students in special education, MTSS has grown to encompass all students at every level.

MTSS takes a proactive approach to identifying students with academic or behavioral needs. Early assessment and intervention for these students can help them catch up with their peers sooner. The integrated instruction model of MTSS uses collected data to assess student needs and provide them with interventions in appropriate tiers.

The key components of MTSS include:

- Universal screening of all students early in the school year
- Tiers of interventions that can be amplified in response to levels of need
- Ongoing data collection and continual assessment
- Schoolwide approach to expectations and supports
- Parent involvement

I am currently working on an MTSS handbook for our district. This handbook is essentially a detailed instruction manual for staff. It includes an assessment calendar, tiered plans with strategies for each tier and paperwork to fill out for students that are receiving tiers of instruction or for behavior.

I am also going to be training staff in ELA assessments. I have been researching a lot about ELA. The research all shows a balanced approach to teaching reading and writing using phonics integrated with vocabulary, building background knowledge, writing, comprehension, and fluency is the approach that data shows the most effective results. We will have two benchmark assessments that cover all the approaches so we have well rounded data on students. The MTSS handbook will have these assessments in the assessment calendar.

GRANTS:**ESEA-**

Fall monitoring has been done for our grant, which was required by the state. For the Fall, they monitored how the district prioritizes Title IV Part A funds to a school or schools within the district where students demonstrate the highest level of need. We have prioritized Holbrook for these funds to fund our afterschool programs. This is based on NWEA/MTTY scores and high truancy percentages. They also wanted to know about how we are getting input from principals, teachers, parents and students in the design of the grant. The state required a detailed Fiscal Year-End trial balance for each title fund group for the preceding fiscal year. They wanted to see our travel reimbursement policy as well as our written procurement process.

STEPHEN & TABITHA KING FOUNDATION GRANT-

The Stephen and Tabitha King Grant has been written and submitted. I requested funds for a greenhouse to help supplement our gardens and community food cupboard at our middle school. I also asked for funds for sleds and cross-country skis. Both will be used during PE times to increase outdoor activity in the winter months and to possibly start an after school Cross Country Ski club. Finally, swings are being requested to replace a set at one of our elementary schools.

The application deadline for the fall was October 15. Applications are not considered until after the deadline. Decisions may take as long as eight weeks.

Sincerely,

Tina Dumond

Director of Curriculum and Instruction

October Board Report
Ryan Porter – Facilities/Maintenance Manager

Eddington:

We had the boilers serviced, cleaned and inspected. All came back good. Worked on getting the ERV units problems diagnosed. Found out the 2 of them were running in bypass mode and that is more than likely what's causing the condensation problems. There may also be a factory issue as to where the controls were located. Compared to the other units at the other schools, they are mounted on wrong side inside the ERV. I am waiting for an official diagnosis from the air quality companies and the manufacturer and will provide them as they come to me. We do have a meeting coming up on 10-17-23 to discuss what needs to be done to get them running correctly ASAP.

Holden:

I completed the water samples for Holden and all came back passing. Eagle Security had to come by for the main doors not being able to be locked by the magnets. There was a bad wire that needed to be replaced and is back running as normal. We did have the boilers inspected, serviced and cleaned and all came back good. The inspector did point out a couple of minor things to keep an eye on and should get checked. Boilers are 30 yrs. old, life expectancy is typically 25 yrs. He just made me aware that not to neglect the small issues but to take care of them before they become bigger issues if we want to keep them in best condition as possible, but would strongly recommend replacing the boilers.

I checked on my computer to see the status of the ERV units. They are giving me alarms about OA filters. Dennis and myself changed all the filters inside the units and still is saying OA filter dirty, (outside air). I emailed Mechanical Services and took a screen shot of my computer screen showing them what was going on. I also had alarms for one of the boilers not being up to temp which was throwing an alarm and 2 alarms for pumps. I was able to fix one of them myself but the other is still throwing an alarm on my computer. Mechanical Services asked me to reset the boilers and see if that works. If, not we will have to make a service call to find out the problem.

Holbrook:

Completed the water samples for Holbrook and all came back passing.

Ran out of propane and had to call R H Foster to come fill the tank for the kitchen appliances. There was a strong smell of propane when the day custodian came in in the morning and he had called me to inform me of the smell and noticed no gas in the tank. We had them test the main propane line as we thought we may have had a small leak somewhere because the tank still should have read around half empty, but all tests came back negative for any leaks. We had Pine Tree Appliance come over to make sure no leaks were found on the

stoves and all came back negative. The service technician did find out why we were getting stronger smells of propane which is due by some of the pilot lights being too high and not burning a low, clean blue flame. By them not burning clean blue flames, they are causing the CO2 smells and that's what the cooks have been smelling in the morning at the beginning of their shift. We were told to replace all the pilot light tubes, should be every 2 yrs., and that way they came come back in and install them and set the pilot lights where they need to be. The smell issue has not been that noticeable and are waiting for a quote to replace the pilot light tubes.

Boilers were serviced, cleaned and inspected. All came back good.

Eagle Security was back again trying to figure out what is still going on with the security key pad system. They are trying to narrow it down but have not pin pointed the problem yet. They were able to temporarily hook the fire drill line to the key panel so if in case of an emergency, the security system will then call and notify the fire dept. This has not worked with the last 2 fire drills and they did find out that was problem. Something may be wrong in the programming. The technicians are going to sit and go online with the programming technicians and hopefully find the problem there. Waiting for a proper diagnosis.

Still waiting on the elevator certificate.

The Zero turn lawn mower is acting up again. Think it might be a carburetor issue. We tried a few different things to it to help save on costs but still has the same result. It looks like it will need to go back to the shop. We have to use the Holden mower for the time being. We also changed the mower blades on it.



RSU 63
Department of Transportation
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(207) 561-9238

Zachary Chenier, Transportation Coordinator
Zchenier@rsu63.org



Clifton

Eddington

Holden

To RSU 63 Board and Superintendent Fulgoni:

Transportation is moving in the right direction. I have started to look at different policies to ensure that our standards for transportation are up to par with the state and federal levels. We have put into place driver's policies that, before my start, needed to be put in place. For example, policies about drug and alcohol testing after drivers have an accident. Unfortunately, this past month, we had two drivers get into accidents; though they were minor, we still took them seriously. I retrained the two drivers, and the drivers were go to go. Buses are being repaired and kept on the road promptly, and students get to school on time. Routes are smoothing themselves out with timing, and we were even able to change a few routes to save time and fuel. Our D.O.E. paperwork was submitted on time, and we are currently on track to be able to submit a new bus request in November through the state's replacement program. We will also apply for a grant through the E.P.A. for a clean energy bus within the next few weeks. This bus will either be propane C.N.G. or electric, which has been proven clean energy for tomorrow's future. We are still looking to fill driver seats, and our training is going well with our current permitted driver.

Best,
Zach Chenier
Transportation Coordinator



Regional School Unit 63

Clifton, Eddington, and Holden

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

Jared Fulgoni
Superintendent of Schools

Kelly Theriault
Business Manager

Date: October 16, 2023
From: Kelly Theriault
RE: October Board Report

-
- Budget & Finance met on October 10, 2023. Most of the meeting was focused on FY24 budget concerns. We are continuing to closely monitor the FY24 budget. The major area of concern is around high cost special education as we continue to have unbudgeted high costs programming requirements. With the contract re-write for the Holbrook boiler, the (current) facility concerns have been addressed. District-wide there are also potentially 4 long term subs needed-3 of these are unplanned and unbudgeted. The committee would like to add the 3rd member (Heather Lander) as an alternate warrant officer. The recommendation will be made at the board meeting, and requires board vote. Next meeting date is November 6 @ 5:30 at Holbrook.

AUDIT UPDATE

- I had to push the out back a few weeks. We've done all the pre-audit work and a lot of the expenditure testing. We are required to perform a compliance audit again this year. Those are not due until March and take much longer to complete. With the pre-work we have done, the month delay should not stop us from meeting this deadline.

FOOD SERVICE

- I'm working with the cooks on food waste and meal options. We've had some requests, specifically at the middle school, around larger meal sizes. There seems to be a fair amount of food wasted daily, so we're trying some things on a trial basis to see if the need is real. The schools all follow the NSLP (National School Lunch Program) meal patterns and requirements. We are considering ways to potentially increase size options at the middle school, but also reviewing if there is a real need, or isolated instances or particular meals that students are asking for. We also looked at breakfast options and how to reduce the amount of sugary foods offered. We meet as a group next week.

REPORTS

- Reports completed this month in the business office; MePERS, monthly school nutrition claim, quarterly 940ME, quarterly federal 941, quarterly Unemployment, and. Federal reimbursement invoicing.

MSAD63

Report # 30678

Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget 7/1/2023 - 6/30/2024	Current Period 9/1/2023 - 9/30/2023	Reported Period 7/1/2023 - 9/30/2023	Encumbrances 7/1/2023 - 9/30/2023	Amount Remaining 7/1/2023 - 9/30/2023	Percent Remaining 7/1/2023 - 9/30/2023	Last Year Period 7/1/2022 - 9/30/2022
Subtotal Regular Instruction	\$3,149,386	\$216,940	\$399,635	\$19,038	\$2,730,713	87%	\$418,276
Subtotal REg 9-12	\$2,927,838	\$180,210	\$180,210	\$0	\$2,747,628	94%	\$174,762
Subtotal Special Education	\$1,738,854	\$80,068	\$158,046	\$4,711	\$1,576,097	91%	\$175,863
Subtotal Staff & Student Sppt	\$593,888	\$49,643	\$152,935	\$10,095	\$430,858	73%	\$223,305
Subtotal Facilities	\$1,335,127	\$178,979	\$381,579	\$185,695	\$767,853	58%	\$534,626
Subtotal Transportation	\$773,665	\$34,956	\$121,811	\$45,761	\$606,093	78%	\$151,663
Sub Total Trans to Other Units	\$0	\$257	\$2,215	\$4,218	\$(6,433)	---	\$15,918
Subtotal System Administration	\$494,405	\$30,051	\$152,972	\$4,572	\$336,861	68%	\$134,335
Subtotal School Administration	\$485,832	\$27,311	\$137,441	\$1,882	\$346,509	71%	\$123,214
Subtotal Other Instrn	\$86,620	\$88	\$698	\$9,076	\$76,846	89%	\$1,554
Subtotal All Other	\$68,500	\$0	\$0	\$0	\$68,500	100%	\$0
Total Expenses	\$1,135,357	\$57,450	\$291,111	\$15,430	\$828,716	73%	\$259,103
Net Revenue over Expense	\$11,654,115	\$798,503	\$1,687,542	\$285,048	\$9,681,525	83%	\$1,953,516
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$0	\$0	\$0	\$0	\$0	---	\$0

Budget and Finance Committee Meeting
09/21/2023

Called to Order: 5:04pm

In Attendance: Tracey Bigney, Heather Lander, Jared Fulgoni and Kelly Theriault.
Linda Graban - Excused

FY24 Financials

Jared & Kelly reviewed the current budget condition. There have been several unbudgeted expenses already this year and we need to get a head of the shortfalls sooner than later. There have been several high need special education students move into the district. The new science curriculum required digital microscopes & scales that were not budgeted for, the Math If Focus supporting materials was much higher than planned and not budgeted this year. (We got what we could for MIF in last year's budget.) Several facilities projects were unbudgeted. We've already had 5 buses requiring various levels of repairs before they could be put on the road. It seems everyday something new is popping up that is unplanned and unanticipated. Today we found out both elementary school playgrounds need chips-estimated cots is about \$3,000. Jared has told the administrators we are in a soft freeze. We are trying to not directly impact student programs (i.e. we are still having sports and after school activities.) We will continue to monitor closely as the year progresses.

Facilities/Transportation

Nothing additional to the budget concerns.

Other

Policy EFC was reviewed as part of the annual review. No recommended changes. Recommend it to policy committee. Heather suggested adding the Free/Reduced lunch applications to the enrollment packets.

Next Meeting

October 10, 2023 @ Holbrook @ 5:30pm.

Meeting Adjourned: 6:16pm

Budget and Finance Committee Meeting
10/10/2023

Called to Order: 5:04pm

In Attendance: Tracey Bigney, Heather Lander, Linda Graban, Jared Fulgoni, and Kelly Theriault.

Budget and FY24 Financials

Discussion on special education student enrollment increase and the budgetary impact. Some students are out of district placements, others require one-on-one services. Discussion on freezing the budget and how that will impact the district. Other impacts to the budget are unplanned long-term substitutes, facilities issues, and equipment malfunctions. The budget is being very closely monitored. Kelly and Jared are looking at different options to balance the budget without impacting services to students.

Facilities/Transportation

Transportation is looking better this week. Routes were consolidated to help curb the driver shortage. We received a few interested applicants from the signs on the bus. Behavior continues to be an issue on the buses and vans.

Other

Kelly Theriault announced an offer has been made for the Administrative Assistant position.

Next Meeting

November 6, 2023 at Holbrook, 5:30pm

December 4, 2023 at Holbrook, 5:30pm

January 8, 2024 at Holbrook, 5:30pm

Meeting Adjourned: 6:15pm