

RSU #63 Board Meeting
Date: January 25, 2021
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: John Hutchins, Heather Charity (Arrived 6:30pm), Cherie Faulkner, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James and Steve Carr (Arrived 5:38pm)

RSU 63 Board Member Absent:

Town of Eddington: Charles Baker, Jr.

Board Chair, John Hutchins called the meeting to order at 5:35pm

Motion by Robin James with a second by Steve Carr to enter into Executive Session to discuss Superintendent Susan M. Smith's Evaluation pursuant to 1 M.R.S.A. §405(6)(A).

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 6 Approved; 0 Opposed

Public session resumed at 6:30pm. A flag salute was conducted and a moment of silence was observed.

John Hutchins called for a motion to approve the December 14, 2020 Board Meeting minutes.

Motion by Steve Carr with a second by Heather Charity to approve the minutes for the December 14, 2020 Board Meetings.

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Smith thanked the Holden and Eddington Fire Departments for completing facilities inspections at all three schools on Friday, January 8, 2021. Ms. Smith read a letter from Deputy Chief Craig Russell commending the custodial staff for their efforts in keeping the buildings in good shape and their willingness to correct any violations that were found. Superintendent Smith advised building inspections are done at least twice a year.

Superintendent Smith recognized the Professional Growth and Performance of twelve staff members. Lisa Beers, Cynthia Frey, Jesse Gauthier, Krista-Rae Helms, Rebecca Jordan, Robert Merritt, Sara Miller, Valerie Palmer, Ashley Perry, Rick Slowikowski, Polly Sparhawk, and Don Spencer completed their three-year evaluation with an effective rating in December and started the process over again this month (January).

Superintendent Smith read an email from Jake Morgan, Facilities and Transportation Director thanking the bus drivers and staff for stepping up when needed. Some drivers have been helping with custodial and food service needs, as well as transporting mail between buildings.

Acceptance of Gifts and Donations: Superintendent Smith thanked the Parent Teacher Group (PTG) for purchasing microwaves, electric tea pots, and other needed supplies for all three schools staff rooms. G & M Market (Greg Hawes) was recognized for the \$750 donation of food for students over the holiday season. Samantha Bedore received a Donors Choose grant to purchase noise-cancelling headphones (\$150) for students in her classroom, and we received an anonymous donation of \$1,000 for heating fuel assistance for families in need. Kelly Theriault received notification of approval for a Full Plates Grant in the amount of \$4,486, and the ESSER II Funding notification was received in the amount of \$307,519.

Presentation: Superintendent Smith began the student achievement and instructional strategies presentation with the NWEA data. The reading data for Grades 3-8 showed our students' reading skills grew about one year, even with the pandemic. Kindergarten and Grade One students were tested using NWEA for the first time this fall. They showed strong foundational skills for literacy and math. Math scores showed no gains over the last year. All grade levels were below typical growth expectations but in line with national average scores due to the pandemic. Please see *Attachment A* for additional information. RSU 63 is using the SLO (Student Learning Objectives) process this school year to help students make at least one full year's growth in reading and math with many strategies focusing on math instruction.

Don Spencer, Elementary Schools Principal, Ashley Allen, Holbrook Middle School Principal, and Jesse Gauthier, RSU 63 Special Services Director discussed the strategies used at Eddington and Holden Elementary schools and Holbrook Middle School. Mr. Spencer stressed the importance of staff always referring back to the Grade Level Brochures. RTI (Response to Intervention) strategies is another tool staff use. Staff are able to collaborate with each other to aid students who are struggling. Literacy interventionists have been key in keeping students moving forward. Math support has been able to continue, even remotely for students at all grade levels. Mrs. Allen stressed the importance of weekly content/grade level meetings. This has been a valuable component for teachers/staff to collaborate on ways to improve or assist students. All three echoed each other with emphasis on additional math support for all grade levels. Mr. Gauthier noted the additional Ed Techs in more classrooms has been very helpful for immediate assistance for students. After school clubs and gifted and talented programs have started and are being well attended. Superintendent discussed the Gifted and Talented screening process and advised the screening that usually happens in the fall did not happen this year, but currently in the process now.

Student attendance has been an area of concern. Staff are having difficulty getting some students and families to engage in education this year. Attendance is being closely monitored and reported quarterly to the state.

Administrators are conducting teacher observations and providing feedback to develop plans and resources to aid in professional growth.

Questions and Comments from the Board: Holly Whitmore asked who sets the curriculum for Honors classes. Superintendent Smith advised Math is set by the common standards for Algebra and Geometry. English Language Arts has been based on student interest incorporating the socratic method of discussing and thinking. Our Gifted and Talented program is student specific, based on ways to engage students and help them meet their specialized goals/interest.

Questions and Comments from the Public: None.

Dates of Next Committee Meetings:

Budget and Finance Committee: Tuesday, February 23, 2021 at 2:30pm, Holbrook Middle School

FY22 Budget Workshop: Tuesday, February 23, 2021 at 3:30pm, Holbrook Middle School

Policy Committee: Monday, February 1, 2021 at 5:30pm, Holbrook Middle School

Facilities Advisory Committee: Tuesday, February 9, 2021 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, February 22, 2021 at 6:30pm, Holbrook Middle School (FY20 Audit Presentation)

Community Conversation: Wednesday, February 24, 2021 at 6:30pm, Phone In: 1-414-909-6800 PIN 42485464

Google Meet: meet.google.com/ixe-nhmy-suj

Budget and Finance: Nothing to add to the Business Manager Report. Nothing to add to the Budget and Finance Committee Report.

Superintendent's Report: Superintendent Smith advised the newest Policy Committee, Budget and Finance Committee, and Facilities Advisory Committee meeting minutes were in the Board folders. The Board agreed since the minutes were shared electronically, they would be voted on at this meeting rather than wait until next month's meeting.

Superintendent Smith advised the District was ready to move forward with Carpenter Associates and the Indoor Air Quality projects design. Estimates and hourly rates were included in packets.

Teaching and Learning Committee packets included surveys from staff around technology and feedback from the stipend distance learning projects.

RSU 63 Chair's Report: None.

Acceptance of Reports: Motion by Heather Charity with a second by Steve Carr to approve the written and verbal reports from Budget and Finance, Superintendent, Administrators, and Board Chair.

Vote: 7 Approved; 0 Opposed

Old Business:

Mission and Vision Statements and Policy BA – Operational Goals: Superintendent Smith advised updated drafts of the Mission and Vision Statements and Policy BA-Operational Goals were included in the Board Folders. Heather Charity stressed the importance of including Outdoor Education in the goals and vision statements. Many surrounding schools have included this as part of their curriculum and students will benefit from busy, physical, educational curriculum the outdoors can offer. Superintendent Smith added outdoor learning areas have been added

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to each school using CRF (COVID Relief Funds), so we have a good start and area to expand on. The documents (Mission, Vision, and Policy BA) are working drafts and will be looked at again at the next policy committee meeting.

New Business:

FY20 Budget Cost Center Transfer: Superintendent Smith advised the draft FY20 Audit was emailed to Board members. Pages 70, 71, and 72 are in Board folders. These pages show the total budgeted amount and amount spent for each cost center. Regular instruction was under budget due to less high school student tuition costs and transportation was over budget due to bus and van purchases. Auditor recommended a cost center transfer from regular instruction to transportation cost center. John Hutchins called for motion regarding the auditors recommendation.

Motion by Steve Carr with a second by Linda Graban as per Title 20-A, Section 1485, subsection 4, the Board authorizes the transfer of funds from the FY20 approved regular instruction cost center to the FY20 approved transportation cost center in the amount of \$41,000.

Vote: 7 Approved; 0 Opposed

Policies to Approve:

Motion by Heather Charity with a second by Cherie Faulkner to approve policy BCA – Board of Directors Code of Ethics, policy BCB – Board Member Conflict of Interest, policy BEDH – Public Participation at Meeting, policy EBABA – Chemical Hygiene, policy GBGAA – Exposure Control Plan, and policy JJIF – Management of Concussions and Other Head Injuries

Vote: 7 Approved; 0 Opposed

Personnel Actions:

Appointments: Kim Kelley, Ed Tech III at Eddington Life Skills; Elizabeth Chambers, Ed Tech I at Eddington PreK and K for remainder of this school year.

Resignations: Stephen Goulette, Ed Tech III at Holbrook; Cassidy Marsh, Ed Tech III at Holbrook, Lori Beck, Eddington Evening Custodian.

Retirement: None.

Reassignments: Cassidy Marsh, COVID Sub at Eddington to Ed Tech III at Holbrook (submitted resignation this week); Jennifer Barker Ed Tech III at Eddington to Ed Tech III at Holbrook.

Elections: None.

Searches: Cook at Holden and Holbrook, Evening Custodian, and Substitutes.

Additional Questions and Comments from the Board: None

Adjournment: At 7:47pm, motion by Steve Carr with a second by Heather Charity to adjourn the meeting.

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,



Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved: February 22, 2021