

RSU 63 Board of Directors
Monday, June 14, 2021
6:30pm
Holbrook Middle School
Agenda
Remote Phone-In 1-347-557-8782 PIN: 753731357#
Google Meet: meet.google.com/vqa-mwye-ozo

Call Meeting to Order

Flag Salute/Moment of Silence

Welcome New Board Members

Election of RSU 63 Board Chair

Election of RSU 63 Vice-Chair

Approval of Minutes for May 17, 2021 Board Meeting

Approval of Minutes for May 26, 2021 Special Board Meeting

Approval of Minutes for May 26, 2021 Budget Meeting

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

1. Grade 8 Student Awards

Acceptance of Gifts/Donations

1. Seminary Hill Daylight Mason Lodge Donated 34 Bikes to Eddington and Holden Elementary Schools during the Bikes for Books Event

Presentation – Student Learning Objectives (SLO) and Every Student Succeeds Act (ESSA) Application by Superintendent Susan M. Smith

Questions and Comments from the Board

Questions and Comments from the Public

Dates of Next Committee Meetings

1. Budget and Finance Committee Meeting: July Meeting TBD
2. Policy Committee Meeting: July Meeting TBD
3. Board Workshop: Monday, July 26, 2021 at 5:30pm Meet and Greet; 6:00pm Workshop, Eddington Salmon Club, 25 Main Road, Eddington, ME 04428
4. Board Meeting: Monday, August 23, 2021 at 6:00pm Holbrook Tour; 6:30pm Board Meeting Begins, Holbrook Middle School

Budget and Finance

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

Superintendent's Report

RSU #63 Chair's Report

Acceptance of Reports

(written and verbal Budget and Finance, Superintendent, Administrators, and Board Chair's Reports)

Old Business - None

New Business

1. Roofing Bid – Eddington School
2. Certification of the Referendum Results
3. 2021-2022 RSU 63 Board Meeting Dates and Locations
4. Review of Board Committees and Committee Member Assignments
 - a. Election of Budget and Finance Committee Members
 - b. Election of Warrant Officers
 - c. Discussion and Volunteers for Other Committees, Boards, and High School Liaisons
5. Motion to Authorize the Superintendent to Hire New Teachers During Summer Months

Personnel Actions

1. Appointments
 - a. PreK Ed Tech – Kelly Davis
 - b. Summer School STEM Camp Ed Tech – David Luciano
 - c. Michelle Wright – August Outdoor Education Support
2. Resignations
 - a. Brian Cartwright – Ed Tech III, Holbrook
3. Retirements
4. Reassignments
 - a. Billie-Jo Lovley from Grade 3 to Grade 2
5. Elections
 - a. Holbrook Life Skills Teacher – Nicole Luce
 - b. District Instructional Coach/Assistant Principal
6. Searches
 - a. 2021-2022 School Year
 - i. Ed Tech II or III
 - ii. Special Education Teacher - Eddington
 - iii. Elementary Music Teacher
 - iv. PK-Grade 4 PE/K-8 APE Teacher
 - v. Full-time Substitute
 - vi. Grade One Teacher
 - vii. Health Office Support (20-25 hours per week)
 - b. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

Questions and Comments from the Public

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: May 17, 2021
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: John Hutchins (arrived 7:00pm), Heather Charity, Cherie Faulkner, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Jaime Pangburn, and Steve Carr

Board Vice-Chair, Linda Graban called the meeting to order at 6:35pm

A flag salute was conducted and a moment of silence was observed.

Linda Graban called for a motion to approve the April 26, 2021 Board Meeting minutes.

Motion by Steve Carr with a second by Heather Charity to approve the minutes for the April 26, 2021 Board Meetings.

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Smith recognized Dawna Bickford, RSU 63 School Nurse. Ms. Bickford along with many other school nurses were awarded the State Nurse of the Year Award from Governor Mills.

Acceptance of Gifts and Donations: None

Presentation: Superintendent Smith introduced Jesse Gauthier, RSU 63 Special Services Director for an overview of Special Services. Mr. Gauthier provided a handout of the basic information governing the Special Education laws and procedures. In 2004, the Individualized Education Plans (IEP) became the forefront of special education. The IEP teams meet yearly and look at all areas of the student needs including cognitive processing. The IEP is a legal document listing the educational requirements for the student, these are not optional. Each plan is based on the individual needs of the student, not convenience or availability. He shared that eighth-grade students are currently completing their high school transition meetings and are advocating for themselves.

Questions and Comments from the Board: Jaime Pangburn asked how long does the district have to respond to the student needs after they are identified. Jesse Gauthier responded 30 days or less. Ms. Pangburn asked if the special education teachers have access to the regular instruction curriculum or if they have to create their own curriculum. Mr. Gauthier advised special education teachers have access to regular education curriculum and specialized curriculum materials purchased by the district. Jaime Pangburn asked how special education students are evaluated for progression and teachers held accountable. Mr. Gauthier advised special education teachers follow the same evaluation process as regular instruction teachers. Students in special education have goals rather than standards to meet. Cherie Faulkner asked how often the special education teachers are evaluated. Mr. Gauthier advised four times per year for probationary teachers, same as regular instruction teachers. Cherie Faulkner asked what happens if the special education teacher or student is not meeting the standard. Mr. Gauthier explained special education students have goals to meet, not standards based on their individualized need.

Questions and Comments from the Public: Erika Greer, Clifton resident asked if services are based on individual need, why move the program out of Eddington Elementary and combining grade levels. Mr. Gauthier explained the services will be provided for each student, but the move in general is for staffing purposes.

John Hutchins apologized for being late.

Dates of Next Committee Meetings:

Community Conversation (FY22 Budget): Wednesday, May 19, 2021 at 6:30. Google Meet: meet.google.com/die-wfxt-vcg or Phone: 1-518-655-1845 PIN: 554 462 365#

Special Board Meeting: Wednesday, May 26, 2021 at 6:30, Holbrook Middle School (Retiree Recognition)

FY22 Budget Meeting (Public Vote): Wednesday, May 26, 2021 at 7:00pm, Holbrook Middle School

Budget and Finance Committee – Handbook Workshop: Thursday, June 3, 2021 at 3:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Monday, June 7, 2021 at 3:30pm, Holbrook Middle School

Board Meeting: Monday, June 14, 2021 at 6:30pm, Holbrook Middle School and Remotely

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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 there was a handout in the Board Folders on student attendance rates. Superintendent Smith asked the Board to not share the handout to avoid possible identification of students as some groups are small. The state asked for attendance data on students all remote and hybrid through April 1, 2021. Overall, our students attended 94.96% of the time. As of April 1, 2021, 27 students were all remote. We also compared remote only students to hybrid students, based on economic status, ethnicity, etc. We do have some truant students and some chronically absent students, but over all our student attendance is very good.

RSU 63 Chair's Report: John Hutchins stated this was his last official meeting as Board Chair. He said it has truly been an honor and privilege to serve on the Board. He thanked Superintendent Smith for all of her time and hard work, as well as the teachers, principals, and other administrators.

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

Discussion: Holly Whitmore noted, she liked the way the principals did their reports with the bullet points of events going on.

Vote: 8 Approved; 0 Opposed

Old Business: None

New Business:

Approval of Proposed 2021-2022 (FY22) RSU 63 Budget: Superintendent Smith advised the state released information on the Governor's proposal to release more funds to schools. If this change happens and approved before next Wednesday, May 26th, we can make an amendment. Other options are to use the money to off-set the next budget (FY23), send back to towns, or ask to apply funds toward our capital reserve fund.

Superintendent Smith advised the proposed FY22 draft three budget has an adjustment to the adult education line. Kelly Theriault received the final costs and adjusted those lines and the warrant articles accordingly.

Linda Graban asked if the proposed staffing changes remained the same for special education. Supt. Smith advised we are continuing with the proposed changes. However, the advertisement has changed to be two special education teachers. Parents have been notified of the changes and some are pleased with the proposed changes. Discussion took place on the need of special education teachers, case load size, and oversight of the Resource Room, Self-Contained, and Life Skills program. Ms. Graban asked about the remote instruction anticipated amount in the ESSER II budget. Superintendent Smith explained this was budgeted last fall in case additional remote instruction is required next year. It does not currently look like those funds will be needed in that way.

Motion by Steve Carr with a second by Heather Charity to approve the proposed 2021-2022 (FY22) RSU 63 Budget.

Vote: 8 Approved; 0 Opposed

Acceptance of Proposals:

Holly Whitmore excused herself from this part of the meeting due to her company (Whitmore Contracting) submitting proposals on the projects.

Holden Paving recommendation from the Budget and Finance Committee is to move forward with the proposal received from Hopkins Paving, LLC in the amount of \$5,500.00. Holbrook Walkway recommendation from the Budget and Finance Committee is to move forward with the proposal received from Whitmore Contracting in the amount of \$8,000.00. Eddington Burner Conversion recommendation from the Budget and Finance Committee is to move forward with the proposal from Mechanical Services in the amount of \$28,250.00. Eddington Oil Tank Removal recommendation from the Budget and Finance Committee is to move forward with the proposal received from Whitmore Contracting, Inc. in the amount of \$8,600.00.

Motion by Robin James with a second by Heather Charity to approve the recommendations from the Budget and Finance Company as written. Holden Paving: Hopkins Paving, LLC \$5,500.00; Holbrook Walkway: Whitmore Contracting, LLC \$8,000.00; Eddington Burner Conversion: Mechanical Services \$28,250.00; Eddington Oil Tank Removal: Whitmore Contracting, LLC \$8,600.00

Vote: 7 Approved; 0 Opposed; 1 Abstention (Holly Whitmore)

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Policies to Approve: Motion by Heather Charity with a second by Cherie Faulkner to approve policy IHBG – Home Schooling; policy IHBGB – Supplemental Statement of Rights for Private School Students with Disabilities; policy IJJ – Instructional and Library Media Materials Selection; and policy IJJ-E – Instructional, Library Media Materials Challenge

Vote: 8 Approved; 0 Opposed

Personnel Actions:

Appointments: Kelly Davis, Outdoor Education Coordinator; Emily Lord, Substitute; Steve Sanborn, Long-term Substitute Custodian; Karen Tate, Substitute Bus Driver; Teresa Maybury, Full Time Substitute (2021-2022); Caid Cummings, Ed Tech III (2021-2022); and Summer School Staff: Michele Archambault, Kasha Robertson, Dani Eichenlaub, Linda Thompson, Inez Laverdiere, Amy Chandler, Mike Revel, Stephanie Chesley, and Sonja Salley.

Resignations: Kristen Russell, Special Education Teacher.

Retirements: None.

Reassignments: None.

Elections: None.

Searches: Summer School Teacher or Ed Tech III, PreK Ed Tech II or III, Ed Tech II or III, (2) Special Education Teachers, Elementary Music Teacher, PK-Grade 4 PE/K-8 APE Teacher, District Instructional Coach/Assistant Principal, Full Time Substitute, Grade One Teacher, and as needed Substitutes.

Superintendent Smith reminded the Board that discussion regarding staff cannot happen via “reply all” on emails or without the presence of the employee. There are laws/rules governing board communication and discussions regarding employees. Superintendent Smith advised just because information is not being shared, does not mean a situation is not being handled. Some information cannot be shared with Board members. Jaime Pangburn asked at what point does an executive session happen regarding an employee issue. Superintendent Smith advised every situation is different and it would depend on the law. Executive sessions do not usually happen unless a situation cannot be resolved.

Questions and Comments from the Public: None.

Questions and Comments from the Board: None.

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

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith
RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

RSU #63 Special Board Meeting
Date: May 26, 2021
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: John Hutchins, Heather Charity, Cherie Faulkner, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Jaime Pangburn, and Steve Carr

Board Chair, John Hutchins called the meeting to order at 6:35pm

A flag salute was conducted and a moment of silence was observed.

Recognition and/or Awards of Students, Staff, and Other: Superintendent Smith thanked the Board of Directors for their work during this difficult year. Each Board member was given a letter of appreciation. She recognized Linda Graban as the current longest serving Board member and John Hutchins as the second longest serving Board member and thanked them both for their service as Vice Chair and Board Chair, respectively.

Superintendent Smith presented an engraved clock, congratulating and thanking Cynthia Frey (27 years), Rita Lovejoy (8 years), Margaret K. Jellison (17 years), and Rick Slowikowski (33 years) for their many years of dedication and numerous contributions as teachers in RSU 63.

Acceptance of Gifts and Donations: Superintendent Smith thanked Brandy Walsh, Holbrook Art Teacher and her students for the Bowl Auction donation of \$862 to the CHEFS Food Pantry

Presentation: None.

Questions and Comments from the Board: None.

Questions and Comments from the Public: None.

Dates of Next Committee Meetings:

Budget and Finance Committee – Handbook Workshop: Thursday, June 3, 2021 at 3:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Monday, June 7, 2021 at 3:30pm, Holbrook Middle School

Board Meeting: Monday, June 14, 2021 at 6:30pm, Holbrook Middle School and Remotely

Board Workshop: Monday, July 26, 2021 at 5:30pm, Location TBD

Adjournment: At 6:47pm, motion by Linda Graban with a second by Steve Carr to adjourn the meeting.

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

RSU #63 Budget Meeting
Date: May 26, 2021
Location: Holbrook Middle School
Minutes

RSU #63 Chair, John Hutchins called the meeting to order at 7:06pm for the purpose of determining the Budget Articles set forth below.

Warrant Articles (Attachment A)

Article 1:

"To elect by ballot a Moderator to preside at said meeting." School budget for July 1, 2021 to June 30, 2022.

Motion with a second to nominate John Bunker for the position of Moderator for the RSU #63 Budget Meeting.

John Bunker accepted the nomination. There were no other motions from the floor. **By written ballot, John Bunker was elected Moderator with Mr. Bunker receiving 8 votes with none opposed.**

John Hutchins, Board Chair, swore in Mr. Bunker.

John Bunker stated he will follow the Maine Moderators Manual as a guide for the meeting.

Superintendent Susan Smith gave a summary of the proposed FY22 budget.

Article 2:

Motion with a second to approve Article 2 of the RSU #63 Warrant as written in the amount of **\$5,842,759.20.**

Mr. Bunker asked the if there were any questions from the public on Article 2 of the RSU #63 Warrant as written. There was quite a bit of discussion and comments from the public, mainly regarding class sizes for grades two through five.

By a show of hands, Article 2 could not be determined. Mr. Bunker asked for secret ballot.

By secret ballot, Article 2 of the RSU #63 Warrant as written failed.

Vote: 18 Yes; 21 No

There was discussion.

Motion was made by John Hutchins with a second to revote on Article 2 of the RSU #63 Warrant as written.

By secret ballot, Article 2 of the RSU #63 Warrant as written passed in the amount of \$5,842,759.20.

Vote: 21 Yes; 18 No

Article 3:

Mr. Bunker read Article 3. Motion was made with a second to approve Article 3 of the RSU #63 Warrant as written in the amount of **\$1,604,844.68.**

By a show of hands, Articles 3 of the RSU #63 Warrant as written passed in the amount of \$1,604,844.68, with one (1) opposed.

Article 4:

Mr. Bunker read Article 4. Motion was made with a second to approve Article 4 of the RSU #63 Warrant as written in the amount of **\$549,705.75.**

By a show of hands, Articles 4 of the RSU #63 Warrant as written passed in the amount of \$549,705.75, with none opposed.

Article 5:

Mr. Bunker read Article 5. Motion was made with a second to approve Article 5 of the RSU #63 Warrant as written in the amount of \$1,246,148.05.

By a show of hands, Articles 5 of the RSU #63 Warrant as written passed in the amount of \$1,246,148.05, with none opposed.

Article 6:

Mr. Bunker read Article 6. Motion was made with a second to approve Article 6 of the RSU #63 Warrant as written in the amount of \$783,042.17.

By a show of hands, Articles 6 of the RSU #63 Warrant as written passed in the amount of \$783,042.17, with none opposed.

Article 7:

Mr. Bunker read Article 7. Motion was made with a second to approve Article 7 of the RSU #63 Warrant as written in the amount of \$356,652.73.

By a show of hands, Articles 7 of the RSU #63 Warrant as written passed in the amount of \$356,652.73, with none opposed.

Article 8:

Mr. Bunker read Article 8. Motion was made with a second to approve Article 8 of the RSU #63 Warrant as written in the amount of \$454,093.47.

By a show of hands, Articles 8 of the RSU #63 Warrant as written passed in the amount of \$454,093.47, with none opposed.

Article 9:

Mr. Bunker read Article 9. Motion was made with a second to approve Article 9 of the RSU #63 Warrant as written in the amount of \$66,496.62.

By a show of hands, Articles 9 of the RSU #63 Warrant as written passed in the amount of \$66,496.62 with none opposed.

Article 10:

Mr. Bunker read Article 10. Motion was made with a second to approve Article 10 of the RSU #63 Warrant as written in the amount of \$30,000.00.

By a show of hands, Articles 10 of the RSU #63 Warrant as written passed in the amount of \$30,000.00, with none opposed.

Article 11:

Mr. Bunker read Article 11. Motion was made with a second to approve Article 11 of the RSU #63 Warrant as written in the amounts of

Total Appropriated

<i>Clifton</i>	<u>\$1,195,304.57</u>
<i>Eddington</i>	<u>\$3,135,037.79</u>
<i>Holden</i>	<u>\$4,458,661.83</u>

Total Raised

<i>Clifton</i>	<u>\$613,566.67</u>
<i>Eddington</i>	<u>\$1,387,635.00</u>
<i>Holden</i>	<u>\$2,343,535.00</u>

School District Total

Appropriated \$8,789,004.19

School District Total

Raised \$4,344,736.67

By a show of hands, Articles 11 of the RSU #63 Warrant as written passed, with none opposed.

Article 12:

Mr. Bunker read Article 12. Motion was made with a second to approve Article 12 of the RSU #63 Warrant as written in the amount of \$1,303,670.62.

By secret ballot, Article 12 of the RSU #63 Warrant as written passed in the amount of \$1,303,670.62, with two opposed.

Vote: 12 Yes; 2 Opposed

Article 13:

Mr. Bunker read Article 13. Motion was made with a second to approve Article 13 of the RSU #63 Warrant as written in the amount of \$10,933,742.67.

By a show of hands, Article 13 of the RSU #63 Warrant as written passed in the amount of \$10,933,742.67, with none opposed.

Article 14:

Mr. Bunker read Article 14. Motion was made with a second to approve Article 14 of the RSU #63 Warrant as written in the amount of \$3,655.47.

By a show of hands, Article 14 of the RSU #63 Warrant as written passed in the amount of \$3,655.47, with none opposed.

Article 15:

Mr. Bunker read Article 15. Motion was made with a second to approve Article 15 of the RSU #63 Warrant as written in the amount of \$3,588,936.95.

By a show of hands, Article 15 of the RSU #63 Warrant as written passed in the amount of \$3,588,936.95, with none opposed.

Vote: 16 Yes; 0 Opposed

Article 16:

Mr. Bunker read Article 16. Motion was made with a second to approve Article 16 of the RSU #63 Warrant as written in the amount of \$315,375.05.

By a show of hands, Article 16 of the RSU #63 Warrant as written passed in the amount of \$315,375.05, with none opposed.

Vote: 16 Yes; 0 Opposed

Article 17:

Mr. Bunker read Article 17. Motion was made with a second to approve Article 17 of the RSU #63 Warrant as written.

By a show of hands, Article 17 of the RSU #63 Warrant as written passed with none opposed.

Vote: 17 Yes; 0 Opposed

Article 18:

Mr. Bunker read Article 18. Motion was made with a second to approve Article 18 of the RSU #63 Warrant as written.

By a show of hands, Article 18 of the RSU #63 Warrant as written passed with none opposed.

Article 19:

Mr. Bunker read Article 19. Motion was made with a second to approve Article 19 of the RSU #63 Warrant as written in the amount of \$122,000.00.

By a show of hands, Article 19 of the RSU #63 Warrant as written passed in the amount of \$122,000.00, with none opposed.

Questions, Comments, and Announcements from the Public: None.

Adjournment: At 9:04 the meeting adjourned.

Respectfully submitted by,

Susan M. Smith
RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-432

Don Spencer, principal dspencer@rsu63.org

Tina Ferrill, secretary tferrill@rsu63.org

Janet Nichols, school counselor jnichols@rsu63.org

Dawna Bickford, school nurse dbickford@rsu63.org

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Don Spencer, principal dspencer@rsu63.org

Heather Kiley, secretary hkiley@rsu63.org

Janet Nichols, school counselor jnichols@rsu63.org

Dawna Bickford, school nurse dbickford@rsu63.org

"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 June board report on behalf of the students and staff at the Eddington and Holden Elementary Schools. As we bring the year to a close, we have **124** students (2nd=**40**, 3rd=**41**, & 4th=**43**) in Holden and **110** (PK=**29**, K=**41**, & 1st=**40**) in the Eddington School. Wow!!! Where has the school year gone? The weather is slowly improving (enough rain), just in time for summer break we hope!

We finished the year with lots of outdoor trips and fun activities. It sure has been a busy end to this unique school year.

- Our 3rd graders spent a day at Seal Harbor, 1st graders journeyed to the Cole Land Transportation Museum Virtually, PK-1st also had a virtual visit with the crew from Camp Chewonki, 2nd grade made their annual trek to Lamoine Beach and visited an Alpaca Farm. Mr. S (PE) scheduled his final trip with grade four and they all headed to Bar Island for a hike and some beach adventures.
- Our 4th graders also spent a few hours at Holbrook as part of their "Step-Up" program. Many of them came back excited to head over to the "big school." They will be missed!
- Speaking of step-up, our first graders were able to come to Holden School for a tour and a chance for them to meet their next year's homeroom teachers. We held a "virtual" open house for those parents that night as well.
- Speaking of "virtual" open houses, we also had one for incoming PK and K parents in early June, again a chance for parents to take a "virtual" tour of school and chat with teachers as well.
- The weather was "semi" cooperative (the way the spring has been) for field days at both schools. A big thanks to Mr. S for arranging these fun-filled "mini field days."
- We finished the year with a final assembly for our 4th graders. Ms. Marie let each 4th grade homeroom pick their favorite meal and she prepared it for them (everyone actually) the final week of school. Thanks Ms. Marie! We spent the final day with just 4th grade students and their classrooms enjoying fun, social activities inside and out. We finished with DQ cake and wished our 4th graders only the best at Holbrook and beyond.
- A big thanks to our PTG who continue to support the students and staff at our elementary schools. Thank You, Thank You, Thank You!!
- A big thanks to the Seminary Hill Daylight Mason Lodge for donating a total of 34 bikes to both elementary schools during our "Bikes for Books" event. Approximately 600 books were read.

Once again, my thanks to the Superintendent and the Board of Directors for another wonderful year at both elementary schools. I shall enjoy some vacation time (this year for sure!!!) at Egg Pond; leisure reading and golfing, if the weather permits.

Have a restful summer and I look forward to my 18th year as an elementary principal in RSU#63.

Respectfully submitted,
Don Spencer

Holbrook School

202 Kidder Hill Road

Holden, Me 04429

Office of the Principal

Tel: (207) 843-7769 Fax: (207) 843-4328

Ashley Allen, Principal aallen@rsu63.org

Michele Archambault, Assistant Principal/AD marchambault@rsu63.org

Joy Walters, School Counselor jwalters@rsu63.org

Dawna Bickford, School Nurse dbickford@rsu63.org

Holbrook School Principal's Report

6/4/21

Approximate Enrollment:

Grade 5 53

Grade 6 54

Grade 7 46

Grade 8 64

Total 217

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Upcoming Events at Holbrook:

- 6/1 NWEA and New Meridian Science Makeups
- 6/2 Mrs. Lovejoy's Class Bowling / Brewer Playground
- 6/3 Holden 4th graders stepping up to 5th Grade and a google meet for parents that night
- 6/3 Holbrook 5th grade back to Holden to say goodbye to their 4th grade team of teachers
- 6/3 6th Grade Bangor Mt. Hope Cemetery / Park
- 6/4 8th Grade promotion / Drive-in 6/9
- 6/7 Holbrook Students step up to meet their new team of teachers
- 6/8 8th Grade field trip to Acadia
- 6/10 6th Grade Field trip Lamoine Beach

The Holbrook School promotion for the class of 2021 will celebrate with family, friends, and Holbrook staff on Friday, June 4th in the gymnasium. Multiple awards will be presented to honor student academics, athletic, and school citizenship accomplishments. We wish them the best of luck in high school and beyond.

Congratulations to the following students of the month: Alton Potter, Ali Wade, Devin Gideon, Bryanna Bogan

What else is going on?

- All Holbrook students completed the NWEA assessment in Math, Reading, and Language Usage this spring. Students, teachers, and administrators use the NWEA to measure student growth from the fall to the spring. The administration and teaching staff will use the data to guide future instruction, identify students for RTI or GT programming, and to review internal programming. In grades 5 and 8 we have also administered the New Meridian Science Assessment. Thank you to all staff who participated in trainings and proctored these assessments, an additional thank you to Mr. Cummings, Mrs. Middleton, and Mr. Revel for their help with remote testing and much more!
- Grade levels are finishing strong! We are planning for each grade level to have a small awards celebration; several students will also receive a Sea Dogs Most Improved Certificate as well as a ticket to a game on June 15th. Students were nominated back in April.
- In ELA and Math, teachers are analyzing student data and making placement recommendations for SY21-22 for each grade level. Holbrook staff looks forward to being able to offer different levels of course work again in ELA, Math, Music, and more.
- Garden Update from Mrs. Walsh: The garden club under the supervision of Mrs. Walsh and Mrs. Hutchins have built a beautiful new garden and planted beets, carrots, pumpkins, peas, tomatoes, cucumbers, summer squash, and zucchini. Additionally, they plan to plant potatoes, lettuce, and sunflowers. While the garden club did all the planting and much of the work building, classes from 5th-8th grade helped move soil, prepare the beds, move mulch, etc. All the kids had a blast. In the fall, classes will help to harvest the vegetables, maintain the garden, and the space will be used as an outdoor learning area. Throughout the summer, harvestable vegetables will be donated to Chefs.

- The garden club also weeded and mulched the memorial flower bed in the front of the building. Custodians Steve Sanborn and Richard Elliott helped to relocate Mrs. Michaud's memorial stone to its new place of honor under the maple tree that was also planted in remembrance of Madame Michaud. One additional thank you to Richard Elliott and Jake Morgan for the wood chips! Pictures below!

Sincerely,
Ashley Allen

Ashley Allen

Principal, Holbrook Middle School

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Regional School Unit 63
Clifton, Eddington, and Holden

RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.

DRAFT

Director of Special Services Report – June, 2021

It's hard to believe we have made it through the most challenging school year in at least a century. Surviving a Global Pandemic has taken the support of our entire community. Despite the restrictions we've had in place to keep our staff and students safe from the COVID-19 virus, we've been able to provide services to students and complete evaluations to ensure students continue to receive the services they need or determine if a student's lack of achievement is due to a yet undiagnosed disability. All of our staff and students have risen to the challenge of keeping our buildings open and made adjustments to ensure the safety of our community. It has been amazing to see the students adapt so quickly and continue to engage in their academics while so much uncertainty, unrest, and divisiveness was occurring in the world around them. I know we are all looking forward to more normalcy in the coming months.

While there were many challenges over the past 15 months, the necessity of technology to bridge physical distancing and contact tracing requirements increased the expertise of students, staff, and families. Aside from a few exceptions, all meetings were conducted through video conference. Holding virtual meetings has been convenient for parents and attendance has improved. Parents have the option of calling in as well, so internet connectivity is less of a concern for small meetings. We were able to hold more than 200 IEP/504 meetings this year and complete dozens of evaluations over the course of the school year. Some of the meetings were for families who moved into RSU 63 during a Pandemic so the experience each child had coming into our district was much more varied than usual. Some students were attending 5-days per week prior to coming to RSU 63 while others had been all remote since last March. We were able to implement IEPs and make adjustments based on updated present level data collected after each student began attending.

We will have some planning for the fall over the summer, but it shouldn't be to the level we had to make adjustments last year. My team will also be completing the Corrective Action Plan from the Maine DOE based on our Progress Monitoring Audit. We had a few errors to adjust moving forward, but they were due to updates to the IEP that were never explained to districts so we can do better moving forward now that we have the information to do so.

The Office of Special Services hopes everyone has a safe and restful summer break!

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services



George Cummings
Technology Coordinator
p: 207.843.4316
e: gcummings@rsu63.org
www.rsu63.org

To: RSU 63 Board of Directors
From: George Cummings
Date: June 4, 2021
Re: Monthly Report

DRAFT

I submit this report to the School Board of Directors for June 2021.

Assessment Coordination

The NWEA and New Meridian Science assessments will wrap up on June 7th for students in grades K-8. This is the first year that 2 different online assessments have been configured, taken, and supported at the same time. I am happy to report that testing went very well at all schools and there were minimal technology issues with testing this year.

Summer Technology Projects

Technology projects to be completed this summer months is as follows:

- Prepare student devices for summer learning programs.
- Install an all-new District-wide wireless network
- All District iPads, Samsung Tablets, classroom Chromebooks, servers and COW laptops will be cleaned and updated with the latest software updates/image.
- Install 3 ceiling mounted projectors and 1 interactive projector and whiteboard setup
- Run year-end processes for NutriKids and TylerSIS
- Update the TylerSIS database to reflect staffing changes
- Inventory and assign asset identification numbers to all new district technology assets.
- Set up and configure 126 new MLTI staff and student devices
- Organize the disposal of all obsolete computer equipment from Eddington, Holbrook, and Holden Schools
- Configure IXL, Learning Ally and Lexia for the new school year
- Configure and install 3 new NutriKids point of sale tablets
- Create Gmail accounts for any new students and suspend accounts for students that have graduated 8th grade or are not returning for the 2021-2022 school year.
- All classroom projectors will be cleaned and bulbs replaced as needed
- Each school's class roster file will be created and submitted for the Fall NWEA testing session

As this is a large amount of work, some of these projects may run into the school year.

Respectfully submitted,

R.S.U. # 63 SCHOOL BOARD
June Board Report
Jake Morgan Transportation/Facilities

DRAFT

Transportation

Several field trips have taken place over the last four weeks. I had the privilege of spending the day with the 8th graders when they visited Fort Knox. The mechanic and I have been driving bus regularly.

Facilities

Holden School:

On May 17th I met with Carmel Electric to finalize the plans and scheduled the start day for the installation of the generator.

I also met with Carpenter Associates to go over the heating and ventilation upgrade. We are preparing for a pre-bid meeting with potential bidders on the scope of work.

The week of the 21st the carpet will be removed from the library.

Eddington School:

I have met with four companies on installing propane tanks. It looks like Maine Energy will be the company that will best serve our needs. They are the most expensive because of owning the tanks after installation.

We are trying to schedule having some shingles replaced over the principal's office area.

Holbrook School:

I have spent a lot of time at this school doing work on the fields and helping set up for activities in the gym. With the shortage of two custodians all staff are trying to help with everything.

Regional School Unit #63
202 KIDDER HILL ROAD
HOLDEN, ME 04429

Susan Smith
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851
FAX 843-7295

Date: June 3, 2021

From: Kelly Theriault

RE: June 2021 Board Report

DRAFT

-
- Budget & Finance committee meets on June 7 @ 3:30. Budget meeting to approve the FY22 budget is May 26, 2021 @ 7:00.
 - Budget & Finance committee is working on updating the support staff handbook. A workshop is scheduled for June 3. In addition to regular language review, additional language around the mandatory Earned Paid Leave (EPL) law will be addressed and updated salary schedules. A bill currently in legislature (passed the house, no vote yet at the senate) to increase the minimum wage for all school support staff to \$16.00 and its impact on the wage schedule is being considered.
 - I attended two webinars on the state new grant (Grants4ME) platform. Grant applications and reimbursement invoices will be processed through here effective June 1, 2021.
 - I attended a webinar from MSMA on the new online benefits software. Starting June 1, members must enter all new dental/disability subscribers directly. Units are also required to generate/print their own invoices and process payments electronically through their online platform.
 - We are not planning to offer a summer food service program. Information will be provided to families interested and/or eligible to participate in Brewer's summer food program.
 - Reports completed this month in the business office; MePERS, FY21 pre-audit, MSMA dental & disability benefits tracking, SFSP monthly claim, Earned paid leave tracking (EPL), and CRF1003 & CRF1004.

MSAD63

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining	Last Year Period
	7/1/2020 - 6/30/2021	5/1/2021 - 5/31/2021	7/1/2020 - 5/31/2021	7/1/2020 - 5/31/2021	7/1/2020 - 5/31/2021	7/1/2020 - 5/31/2021	7/1/2019 - 5/31/2020
Subtotal Regular Instruction	\$2,709,167	\$207,734	\$2,114,005	\$21,624	\$573,538	21%	\$2,152,741
Subtotal REG 9-12	\$3,327,392	\$146,637	\$2,517,837	\$0	\$809,555	24%	\$2,688,935
Subtotal Special Education	\$1,821,204	\$93,475	\$1,316,377	\$33,724	\$471,103	26%	\$1,175,731
Subtotal Staff & Student Spt	\$473,726	\$29,916	\$386,902	\$3,198	\$83,626	18%	\$394,396
Subtotal Facilities	\$1,081,561	\$45,893	\$735,764	\$264,025	\$81,772	8%	\$676,305
Subtotal Transportation	\$803,273	\$35,255	\$585,981	\$31,601	\$185,691	23%	\$729,386
Sub Total Trans to Other Units	\$0	\$9,741	\$83,983	\$0	\$(83,983)	---	\$56,310
Subtotal System Administration	\$334,910	\$20,909	\$294,230	\$1,384	\$39,296	12%	\$281,751
Subtotal School Administration	\$412,932	\$29,985	\$371,869	\$470	\$40,593	10%	\$346,543
Subtotal Other Instrn	\$61,595	\$5,907	\$13,748	\$3,172	\$44,675	73%	\$28,637
Subtotal All Other	\$15,000	\$0	\$23	\$991	\$13,986	93%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$824,437	\$56,801	\$679,870	\$6,017	\$138,550	17%	\$656,931
NET REVENUE OVER EXPENSE	\$11,040,760	\$625,452	\$8,420,719	\$360,189	\$2,259,852	20%	\$8,530,735

MSAD63

Income Statement Hot Lunch

Report # 26520

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	5/1/2021 - 5/31/2021	7/1/2020 - 5/31/2021	7/1/2020 - 5/31/2021
00000 OVERHEAD			
6000-0000-00000-4162100-950 A La Carte Sales	0.00	(77.00)	0.00
TOTAL 00000 OVERHEAD	\$0.00	\$(77.00)	\$0.00
10000 REGULAR INSTRUCTION			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	0.00	(57,343.81)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	0.00	(823.22)	0.00
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	(99,085.48)	0.00
TOTAL 10000 REGULAR INSTRUCTION	\$0.00	\$(157,252.51)	\$0.00
31000 FOOD SERVICE OPERATIONS			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	8,991.97	78,733.92	9,251.40
6000-0000-31000-5202040-950 UNEMPLOYMENT	27.59	205.30	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	0.62	325.89	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	2,625.12	19,516.88	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	97.44	664.17	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	126.91	1,118.42	0.00
6000-0000-31000-5218000-950 FICA/MEDI	542.66	4,782.37	0.00
6000-0000-31000-5218015-950 Dental	5.58	55.80	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT/REGULAR E/E	4.92	59.08	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	6,355.00	13,965.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	9,653.96	77,678.67	0.00
6000-0000-31000-5630030-950 SNACK	0.00	1,030.54	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	1,743.40	16,469.15	553.27
6000-0000-31000-5890000-950 Repairs	0.00	434.35	316.00
TOTAL 31000 FOOD SERVICE OPERATIONS	\$23,820.17	\$207,429.54	\$24,085.67
31200 A LA CARTE			
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	13.38	0.00
TOTAL 31200 A LA CARTE	\$0.00	\$13.38	\$0.00
GRAND TOTAL	\$23,820.17	\$50,113.41	\$24,085.67

Budget and Finance Committee and Facilities Advisory Committee Meeting 05/12/2021

Called to Order: 5:02pm

In Attendance: Steve Carr, Holly Whitmore, Cherie Faulkner, Robin James, Linda Graban (arrived at 5:22pm). Susan Smith, Jake Morgan, Kelly Theriault, and Tracy Bigney (community member, arrived at 5:25pm)

Bids

- Holly Whitmore excused herself from this part of the meeting as Whitmore Contracting, Inc. submitted bids on some of the projects.
- Holbrook Walkway – 2 bids were received. Lowest bid was Whitmore Contracting, Inc. in the amount of \$8,000.00. The committee recommends to move forward with Whitmore Contracting, Inc.
- Eddington Oil Tank Removal and Paving – 3 bids were received. One bid did not include the cost of paving. The committee recommends to move forward with Whitmore Contracting, Inc as the lowest bid in the amount of \$8,600.00.
- Holden Paving – 1 bid was received from Hopkins Paving, LLC. This company is new to our District, but a local company from Hermon, Maine. The committee recommends to move forward with Hopkins Paving, LLC in the amount of \$5,500.00.
- Eddington Burner Conversion – One bid was received. Mechanical Services, Inc is familiar with our District. The committee recommends to move forward with Mechanical Services, Inc in the amount of \$28,250.00. Superintendent Smith noted the propane will need to go to bid and this cost does not include the installation of a new tank at the Eddington School. Jake is working on specs for the propane tank piece.

Facilities

- Holly Whitmore re-joined the meeting.
- Robin James asked Jake Morgan if he reached out to anyone regarding potential Bus Garage locations. Mr. Morgan responded he has not reached out to anyone.
- Supt. Smith shared an email from Mr. Jennings (current landlord of Bus Garage location). We have one year left on the lease with Mr. Jennings. Mr. Jennings would like us to purchase the building for \$615,000 by June 15th. Discussion took place on monthly cost of lease versus cost of owning building. Supt. Smith advised the towns must vote on any acquired buildings for the District. We have \$2,000 in FY22 for appraisal of a bus garage building. Kelly Theriault reached out to the towns for tax acquired properties. They had nothing. Discussion took place on other options for locations and funding sources. Agreed to have the Facilities Advisory Committee and Holbrook Reconfiguration work on these projects.
- Quotes on fields have been received from Green Thumb (Mr. Legasse) and Lakeside (Mr. Greer). Agreements have been worked out with each company for this spring and into next school year. Mr. Legasse will do the work at Holbrook and Mr. Greer will handle Holden and Eddington.
- Since March, electricity prices have increased by 9%. Maine Power Options is through the Maine Municipal Bond Bank and a company used by many Maine Schools for Electricity supply. Maine Power Options provided a quote Supt. Smith shared with the committee. The committee agreed the quote for July 2021- November 2023 at \$0.06400 is the recommendation.
- The hard copy of the final Holbrook traffic/entrance reconfiguration was received from the UMaine Eagle Eye Team. Supt. Smith shared with the committee. Supt. Smith will reach out to the UMaine professors and Randy Bragg (Carpenter Associates) for advice on next steps and possible Engineering firms to work with.

FY22 Budget

- Draft Warrant Articles were shared with the committee.
- Adult Education costs were updated in the Draft budget. It did not change the bottom line.
- Life Skills Program was discussed. Jesse Gauthier spoke with the families affected by the proposed change. Two of the families would like their students to stay at the Eddington School and two would like their students to move to the Holden School. These accommodations will be made.

Personnel

- New posting will go out tomorrow and positions will be posted on Serving Schools.
- Discussion took place on adding a staff member to aid the health department. With the addition of pool testing, BiNax testing, and contact tracing to the normal Nurse duties, the addition of a staff member would be helpful. Funding for this position is included and approved in the ESSER II application.
- Discussion took place on handling payment for staff who are on quarantine for different scenarios.

Transportation

- Kudos to the transportation dept for their quick processing of seating charts for contact tracing to another school district we provide transportation for.

- One bus has a manifold issue. The part has been purchased and labor will be done next fiscal year.

FY21 Financials (April)

- Facilities has 11% of the budget left.
- A few custodians are out on medical leave and a custodian on light duty. This caused increase in hours for substitutes. This line will need a cost center transfer.
- Transportation cost center is close to budgeted amount.
- Quotes for dishwasher have been received. A few issues were discovered with set up, hood, and grease trap placement. Need to stay with the same type of dishwasher. \$5,300 for a low temp machine, \$9,700 for a higher temp machine (electrical upgrade would be needed). Current machine is 15+ years old. Committee approved higher temp machine. Under \$10,000 so doesn't require bid process.
- Nutri-Kid program needs an upgrade. Prefer tablet system rather than current touch screen. \$ 949-\$1400. \$1400 comes with 3-year warranty and charging station. Moving forward with \$1400 system, one for each school from the School Nutrition account.
- "Seamless Summer" has been extended. Qualifications have been changed so Kelly Theriault is going to complete the application. We hope breakfast and lunch will be free to all students next school year.
- Kelly Theriault recommends having a second cook at Holden. Breakfast and lunch counts increased this year and are anticipated to stay that way in the fall. The position was originally advertised as a temporary position. Kelly recommends to readvertise the position for the 2021-2022 school year.
- Activity accounts were discussed. Statements will be ready for June Budget and Finance Committee meeting. Each school has several sub accounts (yearbook, library, etc.). Each account is audited.

Handbook

- Supt. Smith advised the Support Staff Handbook has been uploaded to Google Drive and will share with the committee. She suggested to have a workshop to discuss and work on the changes for the Support Staff Handbook.
- Earned paid leave is an area that needs updating.
- Kelly provided an Annual Salary and Benefits Study handout for Support Staff from Maine School Management. This will be a helpful tool when determining pay scale changes.
- Workshop scheduled for Thursday, June 3, 2021 at 3:30pm at Holbrook.

Other - None

Next Meeting

- Monday, June 7, 2021 at 3:30pm

Meeting Adjourned: 7:00pm



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.

DRAFT

TO: RSU 63 BOARD of DIRECTORS

FROM: SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

RE: MONTHLY REPORT

DATE: JUNE 2021

We look forward to welcoming new members to the RSU 63 Board of Directors after town elections on June 8th. One of the first items of business during the RSU 63 Board Meeting on Monday, June 14th will be the election of a Board Chair and Vice-Chair.

Please mark your calendars for a Board Workshop on Monday, July 26th at the Eddington Salmon Club. There will be a "meet and greet" with refreshments at 5:30pm, followed by the workshop and training at 6:00pm.

New Business

Items under "New Business" on the agenda include the acceptance of a bid for re-shingling a portion of the roof at the Eddington School as well as certifying the results of the referendum vote on our FY22 Budget (Fiscal Year 2022 – the 2021-2022 School year). The vote counts come to us from the town clerks.

Other items under New Business relate to the structure and functioning of the Board. Please see attached policy BDE – Committee Structure, Assignment, and Reporting as well as the attached outline "2021-2022 Board Committee/Assignments" for additional information.

I anticipate there will be additional staff changes during the next couple of months and ask you to consider authorizing me to hire new teachers during the summer months. We need to have staff in place before the students return and there is not another scheduled Board meeting until the end of August. I will continue to provide personnel updates to the Board throughout the summer.

Personnel

We have several interviews scheduled for this week. In addition to the appointments on the agenda (Kelly Davis, PreK Ed Tech; David Luciano, STEM Camp; Michelle Wright, Outdoor Education), I anticipate being able to bring forward additional appointments (hourly staff) and recommendations for election (administrator and teachers) at the meeting on June 14th.

Summer Work

No Servers at the Holbrook School June 22nd - 29th

Due to the asbestos abatement project, the servers at the Holbrook School need to be taken off-line after payroll is finalized on Monday, June 21st. We anticipate the servers being back in place on Tuesday, June 29th or Wednesday, June 30th. **The RSU 63 Central Office, Special Services Office, and Holbrook School Office will be closed Tuesday, June 22nd until Tuesday, July 6th.**



Regional School Unit 63
Clifton, Eddington, and Holden

DRAFT

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.

After offices reopen on July 6th, we have a lot of work ahead of us. Summer school runs from July 12th through July 29th. Many state and federal reports are due on or before August 1st. August will bring curriculum work and training primarily focused on writing instruction. Time in August will also be devoted to refining staff and student schedules, updating school rules to match new COVID requirements, and communicating to parents, staff, and students. New Employee day is Thursday, August 26th and all staff members return on Monday, August 30th.

COVID-19

With the current Maine guidance for in-person instruction and increased access to vaccinations, we plan to start the 2021-2022 school year in a more traditional manner and return to a more typical school day schedule for our students. We are looking forward to welcoming all our students back (and meeting our new students) on Wednesday, September 1, 2021. We are proud of the efforts our staff, students, and family members have given to make remote instruction possible under the emergency circumstances but are excited to have every student back for in-person learning in the 2021-2022 school year.

This pandemic has consistently demonstrated the need for adaptability and flexibility. I anticipate further health and safety guidance from the Maine CDC and DOE (Department of Education) will impact next year. Mask wearing rules, drop-off and pick-up times, bus schedules, and other details about the school day and school year will need to be evaluated and refined in light of the most current guidance and the local health situation. Before school starts, we will provide parents, staff, and students details based on the most up-to-date guidance. Our students' physical and social/emotional wellbeing, while providing in-person instruction, will remain our highest priority.

**RSU 63
SCHOOL BOARD MEETING SCHEDULE
2021-2022**

DATE	TIME	LOCATION
Monday, July 26, 2021 (Board Workshop/Orientation)	5:30pm	Eddington Salmon Club
Monday, August 23, 2021 **Building Tour 6:00pm	6:30pm	Holbrook Middle School
Monday, September 27, 2021 **Building Tour 6:00pm	6:30pm	Holden Elementary School
Monday, October 25, 2021 **Building Tour 6:00pm	6:30pm	Eddington Elementary School
Monday, November 29, 2021	6:30pm	Holbrook Middle School
Monday, December 20, 2021 (if needed)	6:30pm	Holden Elementary School
Monday, January 24, 2022	6:30pm	Eddington Elementary School
Monday, February 28, 2022	6:30pm	Holbrook Middle School
Monday, March 28, 2022	6:30pm	Holden Elementary School
Monday, April 25, 2022	6:30pm	Eddington Elementary School
Monday, May 23, 2022	6:30pm	Holbrook Middle School
Monday, June 20, 2022	6:30pm	Holden Elementary School

Approved:

RSU #63

- a. NEPN/NSBA Code:** **BDE**
- b. Title:** **Committee Structure, Assignment, and Reporting**
- c. Author:**
- d. Replaces Policy:**
- e. Date Approved:** **03/22/2021 RSU #63**
- f. Date Previously Approved:** **09/24/2018**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Policy Committee**
- i. Date Reviewed:** **03/03/2021 Policy Committee**
- j. References:** **1 M.R.S.A. § 401 et seq.**

k. Narrative:

The RSU #63 Board of Directors (the Board) believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees will be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

I. STANDING COMMITTEES:

- A. Standing RSU #63 Board Committees include, but are not limited to, Budget & Finance and Policy.**
 - 1. Policy committee members will be appointed by the Board Chair following a request for volunteers. Representation of the three communities on each committee will be encouraged, but not required. Members will serve a minimum of one year or until their successors are appointed. No committee will consist of more than three (3) members; however, committees can designate alternates.**
 - 2. Members of the Board may be assigned as Liaison's between the Board and the various high schools district students attend.**
 - 3. A majority of the Board will elect the Budget & Finance Committee annually. There should be a member from each of the three (3) communities in the district unless it is in the best interest of the district to have more than one member from a single community. Members will serve a minimum of one year or until their successors are elected.**
 - a. Warrant signature authority will be granted to two (2) members of the Budget & Finance Committee, with the Board Chair serving as an alternate. The remaining committee members will not have signature authority.**

- II. All Standing Committees will elect a Committee Chair who is authorized to call such meetings as necessary to discharge committee functions. The Board Chair may assign a Committee Chair to each Standing Committee to serve until the first meeting when that committee will elect a permanent Chair. The Committee Chair must call a committee meeting following the request of two (2) or more committee members. Other members of the Board may attend committee meetings; however, they have no authority or responsibility. Committee members have no obligation to recognize Board members differently than other citizens attending.
- III. The Board Chair is an ex-officio member of all committees but is a non-voting member of any committee. The Superintendent is an ex-officio member of all committees. He/she may attend and participate but is a non-voting member of any committee.
- IV. The general function of a Standing Committee is to study, report, and make recommendations, when appropriate, to the full Board. The full Board will define the overall mission for each committee. Either the full Board or a committee may identify issues that require investigation. The scope of action and the authority to make decisions are allocated to the full Board.
- V. Each committee meeting agenda must be announced in advance, be open to the public, and the schedule provided to the Central Office. Whenever possible, committee agendas should be posted on the district website under the appropriate section heading. Each Committee Chair will ensure that meetings have minutes recorded that include a record of all votes taken. A copy of the minutes will be given to all members of the Board and the Superintendent. Committee reports can substitute for committee minutes as long as they include the results of any votes taken.
- VI. **Committee Responsibilities:**
 - A. The Budget & Finance Committee will supervise all district accounting and approve expenditures in accordance with legal requirements. The Committee Chair will coordinate with other Standing Committees on matters involving finance and perform such duties as the Board may assign. The Committees will work with the Superintendent, Business Manager, Transportation and Facilities Director, and other staff throughout the course of a fiscal year in agreed upon matters, and in the various stages of budget preparation each year by reviewing balances, estimated revenues, and requests for appropriations in each line item of the expenditure budget.
 - B. The Policy Committee will review all district policies for correctness, timeliness, and format. The Committee will perform on-going inspection and updating of district policies, utilizing the appropriate Committee or Department for assistance. Additionally, the Committee Chair will develop and share with the Superintendent and Department heads a fiscal year schedule for those policies identified for Annual Review.

All policies being submitted to the Board for review and approval will be posted on the district's website no less than one week before the scheduled Board meeting. Policies will be provided to the Teachers Association or Committee via the

Superintendent. Requested changes/corrections will be returned to the Policy Committee Chair for review and subsequent inclusion, if needed.

- C. High School Liaison's for the Board will endeavor to represent RSU #63 at Board of Director meetings of major receiving high schools whenever possible. Minutes of meetings of major district receivers will be included in RSU 63 Board Packets and archived.
- D. Technology and Curriculum Committees are delegated to appropriate administrators via the Superintendent. These committee meetings, and their agendas, will be scheduled and published in advance via notification to Board members and others, who will be welcome to attend and participate as they may desire.
 - 1. The Curriculum Committee will review all educational policies; work with staff on curriculum development and revision; student assessment testing results; review feedback from high school administrators and freshmen surveys regarding eighth-grade preparedness for high school; and assume various educational duties, which may be assigned by the Board.
 - 2. The Technology Committee is responsible for annually reviewing and proposing revisions to the various District technology policies along with evaluating and updating the District's Technology Plan. The committee also reviews proposals for new technology initiatives and develops strategies to improve the use of technology in RSU #63.
- VII. An Advisory Committee (Policy BDF) may be appointed to investigate a problem that has been brought to the attention of, or identified by, the Board. This may be done at any time for a specific purpose. Volunteers will be solicited, and the individual who suggested the perceived problem be investigated is generally chosen to Chair the committee.
- VIII. When school is cancelled for weather, any committee meetings scheduled on that night are automatically cancelled, as per Policy BEA. Rescheduling of committee meetings will need to be coordinated with the Superintendent by the Committee Chair. Once a meeting is rescheduled, the Committee Chair will ensure all concerned members are notified.
- IX. Any member of a committee who is unable to attend a committee meeting will attempt to contact the Chair of that committee.

2021-2022 Board Committee/Assignments

Chair: _____

***Must be elected**

Vice Chair: _____

***Must be elected**

Budget and Finance Committee:

***Must be elected**

1. _____
2. _____
3. _____

Warrant Officers:

***Must be elected**

1. _____
2. _____

Policy Committee:

3. _____
4. _____
5. _____

Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE)

Board Member: _____

Alternate: _____

United Technology Center (UTC) Board Member:

(represents RSU 63, Dedham, Orrington, & Airline)

1. David McCluskey (still needs to be confirmed)

Board Representative to Student Wellness Committee: _____

Board Representative to Dropout Prevention Committee: _____

Facility Advisory

***Continue with this committee or conduct work through Budget and Finance?**

Brewer High School Liaison: _____

John Bapst Memorial High School Liaison: _____

Hampden Academy Liaison: _____

Bangor High School Liaison: _____

Updated: