

RSU 63 Board of Directors
Monday, April 26, 2021
5:30pm
Holbrook Middle School
Agenda
Remote Phone-In 1-240-466-6717 PIN: 547568493#
Google Meet: meet.google.com/sin-opwi-yjf

Call Meeting to Order

Executive Session at 5:30pm: To discuss Administrator Evaluations and Negotiations pursuant to 1 M.R.S.A. § 405(6)(D)

Public Session Resumes at approximately 6:30pm

Flag Salute/Moment of Silence

Possible Action Regarding Administrator Contracts

Approval of Minutes for March 22, 2021 Board Meeting

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

1. Elizabeth Downs Helping Honeybees Scholastic News
2. Charles Baker, Jr.

Acceptance of Gifts/Donations

1. Outdoor Garden Grant \$1,000 Award
2. Gary M. Eckmann, Owner of Bangor/Brewer McDonald's Provided "Be Our Guest" Chicken Sandwich Coupon

Presentation – Holbrook Reconfiguration by the UMaine Eagle Eye Team

Questions and Comments from the Board

Questions and Comments from the Public

Dates of Next Committee Meetings

1. Policy Committee: Monday, May 3, 2021 at 5:30pm, Holbrook Middle School and Remotely
2. Budget and Finance/Facilities Advisory Committee: Wednesday, May 12, 2021 at 5:00pm, Holbrook Middle School and Remotely
3. Board Meeting: Monday, May 17, 2021 at 6:30pm, Holbrook Middle School and Remotely
4. Board Meeting: Wednesday, May 26, 2021 at 6:30, Holbrook Middle School (Retiree Recognition)
5. FY22 Budget Meeting: Wednesday, May 26, 2021 at 7:00pm, Holbrook Middle School

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee Report
3. FY22 Budget Update
 - a. FY22 Draft Budget – Version 3

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. Holbrook Asbestos Abatement Bid
2. Holbrook Flooring Bid
3. Holden Generator Bid
4. Bus Bid (FY22)
5. Eddington Childcare Proposals (2021-2022)
6. Policies to Approve
 - a. BA – Operational Goals
 - b. BDF – Board Advisory Committee
 - c. BHC – Board Communication and Relationships with Staff
 - d. GCFB – Recruiting and Hiring of Administrative Staff
 - e. GCFB-R – Recruiting and Hiring of Administrative Staff-Admin Procedures
 - f. GCI – Professional Staff Development Opportunities
7. Policies to Rescind
 - a. BEDD – Board Meeting Rules
 - b. GCFB-E – Administrator's Contract

Personnel Actions

1. Appointments
2. Resignations (end of 2020-2021 School Year)
 - a. Michelle Voci – Grade 1 Teacher
 - b. Sara Ostrander – Grade 5 Teacher
3. Retirements
4. Reassignments
5. Elections
 - a. Probationary Year 1 to Probationary Year 2
 - i. Zachery Pratt – Grade 7 ELA
 - ii. Sharon Haskell – Grade 5
 - iii. Marleina Ford – Grade 5-8 Music and GT
 - iv. Theresa Richardson – Special Education Teacher
 - b. Probationary Year 2 to Probationary Year 3
 - i. Jennifer Mahoney – Speech & Language Pathologist
 - ii. Kasha Robertson – Special Education Teacher
 - iii. Hannah Foster – Occupational Therapist
 - iv. Audra Leland – Pre-K Teacher
 - v. Mary St. Peter – Grade 4 Teacher
 - vi. Nathan Dusablon – Science Teacher
 - c. Probationary Year 3 to Continuing
 - i. Janet Nichols – Elementary School Counselor
 - ii. Deborah Nadeau – Grade 2 Teachers
 - iii. Robert Simko – Grade 6 Teacher
 - iv. Brandy Walsh – Grade 5-8 Art Teacher
 - v. Sandra Rowe – Special Education Teacher
6. Searches
 - a. Substitutes (Teachers, Ed Techs, Drivers, Custodians)
 - b. Outdoor Education Coordinator
 - c. 2021-2022 School Year Positions

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: March 22, 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 and Steve Carr (Remote)

RSU 63 Board Member Absent:

Town of Eddington: Charles Baker, Jr.

Board Chair, John Hutchins called the meeting to order at 6:33pm

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

John Hutchins called for a motion to approve the February 22, 2021 Board Meeting minutes.

Motion by Heather Charity with a second by Robin James to approve the minutes for the February 22, 2021 Board Meetings.

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

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Smith recognized Grade 5 students Leah Bartlett, Cambria Duperry, and Ceclia Higgins for their nomination to the National Youth Leadership Forum (NYLF), Pathways to STEM. These students were nominated by teachers for their leadership and academic achievements. Superintendent Smith recognized the teachers and staff members at Holbrook Middle School for handing out 411 kudo's cards to students for trimester two. Students were displaying one or more of the RSU 63 Core values.

Acceptance of Gifts and Donations: The Bangor Regional Y provided a three-month membership to all RSU 63 staff. An anonymous parent provided lunch to the Holbrook staff on Friday, March 19, 2021 during a Professional Development Day. Rachel Downs, her family, and community members provided a pound cake kit to all RSU 63 staff. John Lucian and family of Perry, ME and Connecticut gave cash and food donation for CHEFS.

Presentation: Superintendent Smith shared a May through August calendar handout. The plan is for students to attend five days per week beginning May 3, 2021. This allows time for staff to be vaccinated before cross grade level teaching begins. Administrators are currently working on scheduling. The last student day of the 2020-2021 school year will be Thursday, June 10, 2021. The last teacher day will be Friday, June 11, 2021. The next community conversation topic will be "Concerns and hopes for returning to in-person learning five days per week". Masks and physical distancing rules will still apply. Lunch will continue to be in the classroom, Pre-K will continue with two days per week, live PE instruction will be twice per week, and NWEA testing will begin the week of May 17th. The state will reimburse the license fee for the Grades 3-8 NWEA testing, as this is now the State of Maine assessment.

Superintendent Smith advised there are many after-school activities planned to begin in May and bus transportation will be available. The Penobscot Valley Middle School League (PVML) Baseball and Softball coaching positions were posted. A coach for baseball is on the agenda for appointment and softball had no coaching interest for PVML, however intramural play will be offered. Supt. Smith advised the district is working on spectator guidelines with the PVML and will coordinate with the other activities on campus to comply with COVID school guidelines. Jamie Pangburn asked if students were able to participate in more than one after-school activity. Ashley Allen confirmed the activities were staggered to ensure students could participate multiple activities.

Questions and Comments from the Board: John Hutchins asked if moving to five days per week allowed planning time for teachers, as that was a concern at the beginning of the school year. Superintendent Smith advised that has been a concern of many and Administrators are working hard on schedules to allow planning time for teachers.

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Mr. Hutchins asked for an update on staff vaccination. Superintendent Smith advised the COVID vaccine clinic with Penobscot Community Health Clinic was cancelled as they did not receive their vaccine shipment. Most staff have been able to schedule appointments elsewhere.

Questions and Comments from the Public: Amy Hart, Holden resident shared her support for the return to in person instruction five days per week. She has a sixth-grade student, who she transferred to Orono (due to the hybrid schedule and mental wellness) where she is a teacher, an eighth-grade student who attends Holbrook, and a high school student who attends John Bapst. She advised Orono has been in person since August with no outbreaks and no staff absences due to COVID. They offer live stream instruction for remote students and those students are often paired with an in-person student. Their students do not have mask break and the students are fine. If they need a break, they ask. They have in person PE class and also use the gym for lunch time. Ms. Hart advised she does not have an ed tech in her classroom of approximately 20 students. She stated the students are resilient and doing great. The NWEA scores attest to how well the students have adjusted. They also offer daily COVID testing for staff who may have been exposed so there is no lost teacher time. She felt RSU 63 could safely return to in person instruction 5 days per week.

Dates of Next Committee Meetings:

Budget and Finance Committee: Wednesday, April 7, 2021 at 3:30pm, Holbrook Middle School and Remotely

Policy Committee: Monday, April 12, 2021 at 5:30pm, Holbrook Middle School and Remotely

Community Conversation: Wednesday, April 13, 2021 at 6:30pm, Remote Connectivity Only

Board Meeting: Monday, April 26, 2021 Executive Session at 5:30pm. Public portion resuming at approximately 6:30pm, Holbrook Middle School and Remotely

Budget and Finance: Nothing to add to the Business Manager Report. Nothing to add to the Budget and Finance Committee Report. Superintendent Smith advised the March 16, 2021 Budget and Finance Minutes are in the Board Folders. Superintendent Smith advised the FY22 Budget process is going very well. The budget overall is down and is anticipated to be a decrease for towns. The draft FY22 budget will be brought to the Board in April.

Superintendent's Report: Superintendent Smith advised Kelly Davis notified RSU 63 that she will not be providing child care at the Eddington School next school year. Mrs. Davis has been working on her Ed Tech certification and will be pursuing that career. We will put out a request for proposals to see if we can continue offering a child care service at Eddington.

The Facilities Advisory Committee and John Hutchins received the Holden Generator proposal from Carpenter Associates today. We will be asking to have the propane connection to the generator include the kitchen and heat. This project is part of the current budget. The request for bids will appear in the newspaper with a bid due date of April 9th. Superintendent Smith asked the Facilities Advisory members if April 12th or 14th would be a good day to meet. The members agreed April 12th at 6:30pm would work best for all.

Superintendent Smith advised the UMaine Eagle Eye Team will be attending the April Board meeting for their Holbrook reconfiguration project presentation.

RSU 63 Chair's Report: None.

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

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

Vote: 7 Approved; 0 Opposed

Old Business:

Mission and Vision: The Policy Committee has worked hard to revise the RSU 63 Mission and Vision to align with the goals of the District. Some bullets were consolidated, language was added, and the goals were updated to reflect the new direction of the District. Superintendent Smith advised a motion would be needed to approve the revised Mission and Vision.

Motion by Heather Charity with a second by Robin James to approve the revised RSU 63 Mission and Vision.

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes;

Robin James: Yes; John Hutchins: Yes

Vote: 7 Approved; 0 Opposed

New Business:

Policies to Approve: Motion by Heather Charity with a second by Robin James to approve policy ACAA-R – Student Discrimination Complaint Procedures; policy ACAB-R – Employee Discrimination Complaint Procedures; and policy BDA – Organizational Meeting; policy BDE – Committee Structure, Assignment, and Reporting.
Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Robin James: Yes; John Hutchins: Yes
Vote: 7 Approved; 0 Opposed

Policies to Rescind: Motion by Holly Whitmore with a second by Cherie Faulkner to rescind policy BEC – Executive Sessions; policy BEC-R – Executive Session Law; policy BEDG – Minutes of Meetings; policy BIE – Board Member Liability Insurance.
Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Robin James: Yes; John Hutchins: Yes
Vote: 7 Approved; 0 Opposed

Personnel Actions:

Appointments: Zachery Pratt, Holbrook Baseball Coach

Resignations: Quincy Hanzen, Holbrook COVID Support Substitute and Karen Tate, Bus Driver.

Retirements: Margaret “Kathy” Jellison, Elementary Schools Music Teacher; Cynthia Frey, Grade Two Teacher; Rick Slowikowski, Elementary Schools PE/APE Teacher; and Rita Lovejoy, Holbrook Special Education Teacher.

Reassignments: None.

Elections: None.

Searches: COVID Support Substitute, Substitutes, and Summer School Staff.

Questions and Comments from the Public: Tracy Roberts stated she was disappointed the return to in person instruction five days per week has taken so long and felt the District is moving very slowly with their plans at the expense of the students. Other school districts have been in person five days per week far sooner than RSU 63. She also stated the District does not need to wait until staff are vaccinated for students to return, there is no law or guideline that states this is a requirement. Cherie Faulkner asked if it was a staff preference to wait until they are vaccinated. Superintendent Smith advised the vaccine provides more confidence for the teachers and there are other personnel factors that cannot be publicly discussed that has not allowed the District to move forward faster. Jamie Pangburn asked why the District has a lack of PE class. She stated she is frustrated with backpacks being sent home with items that do not always function properly or promote physical activity to increase the heart rate. She stated she felt the students have not sweat in over a year in PE class. She felt the District has not offered enough activities to engage all students on a daily basis and does not feel all student needs are being met. Amy Hart added students being in a POD all day is hard on them and does not allow for enough movement or activity. She felt her eighth-grade students PE class of juggling socks for ten minutes was not an adequate physical activity. Ms. Hart stated the Orono School District offers before and after school programs to get students engaged and moving. Ms. Pangburn asked why the District is not offering morning intramurals and if any of the COVID funds were used for these programs. Superintendent Smith advised COVID funds were not used for before and after school programs. It was used for materials needed to open our schools safely and technology needs to provide instruction for all students in person and remotely. Ms. Pangburn asked why the District is not taking advantage of the Penobscot Trails free program. Superintendent Smith advised the District is looking into this and there is a group of staff that are working on plans for more student experience programs. Supt. Smith stated she understands PE is important and the District is trying to incorporate more programs and activities. Students do receive 30 minutes of recess daily and three mask breaks. Students are choosing to use those mask breaks to stay masked and participate in physical activity.

Ms. Pangburn asked what the long-term facilities goals were for the maintenance of the fields. She stated she felt the fields were neglected and asked what the maintenance budget was. Cherie Faulkner stated the fields were sprayed by Green Thumb in the past. Heather Charity stated from her experience on the Little League Board, there has been improvement on the fields with lots of grub and tick treatments. She stated she thought the fields were maintained by the Jake Morgan, RSU 63 Facilities Director because they were owned by the District. Superintendent Smith advised there is minimal funds in the budget for field maintenance and confirmed grub and tick treatments were done in previous years. Mr. Morgan stated \$9,000 has recently been spent for infield dirt and line paint for the fields. He confirmed the Little League/Holbrook Rec take care of the Holden and Eddington fields and the District takes care of the Holbrook fields. Ms. Pangburn stated a better maintenance plan needs to be developed for the care of the fields. The community is fully willing to help, but communication between the district and the Holbrook Rec/Little League needs to improve.

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Questions and Comments from the Board: Holly Whitmore asked if a Board Orientation/Annual Refresher Committee could be appointed. John Hutchins advised this may best be suited after the June election as there are multiple Board member seats open for the June election. Superintendent Smith asked if Ms. Whitmore was inquiring for a planning meeting or an ad-hoc committee. Ms. Whitmore advised a planning meeting would be best and she volunteered to be on the committee. Robin James and Cherie Faulkner also volunteered to be on the planning committee.

Adjournment: At 7:50pm, motion by Heather Charity with a second by Linda Graban to adjourn the meeting.

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

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

POLICY COMMITTEE MINUTES

Meeting: April 12, 2021

Members Present: Heather Charity, Cherie Faulkner, Robin James
Also Present: Superintendent Susan Smith

1. **Call to Order:** The meeting began at 5:35pm.
 2. **BA – Operational Goals.** This policy has been updated to include the changes to the Mission and Vision. This policy is ready for Board review and discussion.
 3. **BDF – Board Advisory Committee.** This policy has small language and grammatical changes. This policy is ready for Board review and discussion.
 4. **BEDD – Board Meeting Rules.** – Recommend to rescind. Not a required policy.
 5. **BHC – Board Communications and Relationships with Staff.** This policy has language recommendations and changes from the sample MSMA policy. This policy is ready for Board review and discussion.
 6. **GCFB-E – Administrator’s Contract.** Recommend to rescind. Not a required policy. Covered under contract negotiations.
 7. **GCFB – Recruiting and Hiring of Administrative Staff.** This policy has language changes. This policy is ready for Board review and discussion.
 8. **GCFB-R – Recruiting and Hiring of Administrative Staff, Administrative Procedures.** This policy has small language and grammatical changes. This policy is ready for Board review and discussion.
 9. **GCI – Professional Staff Development Opportunities.** This policy has small language changes. This policy is ready for Board review and discussion.
 10. **Policies to Review Next:**
For the May Policy Meeting
 - IHBGB – Supplemental Statement of Rights for Private School Students with Disabilities
 - IHBG – Home Schooling
 - IJJ – Instructional and Library Media Materials Selection
 - IJJ-E – Instructional, Library Media Materials Challenge
 - IJKA – Purchasing of Computer Hardware and Software Licenses
 11. **Other:** The Instructional Coach/Assistant Principal job description will be shared at the Board meeting on April 26, 2021.
 12. **Next Meetings:**
Policy Committee: Monday, May 3, 2021 at 5:30pm in the Holbrook Library and Remotely
- The meeting adjourned at 6:07pm.

FACILITIES ADVISORY COMMITTEE MINUTES
Holbrook Middle School and Remotely
Monday April 12, 2021

DRAFT

Board Members Present: Linda Graban, Cherie Faulkner, Charles Baker, Jr., Robin James, and Holly Whitmore

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director), Michele Archambault (Athletic Director - remotely), Jaime Pangburn (parent)

1. **Call to Order:** The meeting began at 6:31pm.
2. **Holden Generator Bids:** Carpenter Associates held a bidder's meeting last week. Two bids were received. Carmel Electric (\$169,700) and Duffy Electric (\$210,204). Bids are higher than budgeted. The district budgeted \$150,000 including money designated for Carpenter Associates. Supt. Smith felt a cost center transfer and asbestos projects savings could cover the additional cost. The committee recommends going forward with Carmel Electric.
3. **SRRF Bond and Indoor Air Quality Projects Update:** Project specifications are being developed by Carpenter Associates. Supt. Smith asked for an extension for project completion from the State. Carpenter Associates is working on a timeline to provide to the State. All three projects cannot be completed this summer. They plan to start at Holden and then Eddington. Supt. Smith recommends we follow the Davis-Bacon Rule to allow federal funds to be used for project costs over the bond amount. The Holbrook bond will not cover the full estimated costs. Carpenter Associates is concerned about the timing/cost of the projects.
4. **Fields:** Supt. Smith provided a handout of Spring Club locations. Tents will be going up soon at Holden and Holbrook to provide outdoor learning spaces. Turface was ordered and delivered for the baseball and softball fields, fences and gates are being worked on, and field lines will be done soon. Over the past several years, the district has spent approx. \$9,000 per year on fields for insect control, dirt, stripping, etc. Budget and Finance Committee discussed moving \$3,000 from testing (now covered by the State) to fields. Eddington (fire department field) and Holden baseball fields have been maintained by Little League for years. Mrs. Pangburn asked if we do insect control yearly. She asked for estimates for Holden and Holbrook so she had an idea on costs. She advised crab grass was not part of the estimate, but was noted as a needed. Jake advised insect control started two years ago (tick, grub, and grass seeding). Mrs. Pangburn asked if the district could share a field project need list with the Little League to see if Little League can help or volunteer in anyway. Supt. Smith agreed a project list could be communicated better between the district and Little League. Cherie asked if the insect control has to go to bid. Supt. Smith confirmed grub and tick quotes are needed for all three schools. Projects are not estimated to be above \$10,000, so we need quotes rather than bids. Mrs. Pangburn stated the work needs to be done before May 3rd.

Mrs. Pangburn asked about the condition of the bleachers. Jake advised the bleachers were all refurbished last year. Holbrook Rec/Little League can possibly help with funding as they did for the Holbrook gym. Sponsorship advertising was discussed. Supt. Smith will get the policies to Ms. Archambault regarding fundraising and advertising. Ms. Archambault will work on reaching out to Laura Wade for input on her successful scoreboard sponsorship projects. Ms. Archambault advised the softball and baseball fields are also getting new bases this year.

5. **Other:** Requests for Proposals were just posted and sent out for Holden Paving, Holbrook Walkway, Holbrook Parking Lot Paving, Eddington Oil Tank Removal. Jake received a call from Holden Town Manager, he would like us to join the Town on Request for Proposal. Supt. Smith felt we could get a better price combining the Holbrook parking lot paving with the Town of Holden.

Mrs. Pangburn inquired about a new sign for the Holbrook School. Jake Morgan said the old letter kept getting knocked off the building by snow coming off the roof. Grade 8 promotion fund has designated a new sign as a "legacy" project. Supt. Smith will look into potential funding sources.

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Supt. Smith recognized Charles Baker, Jr. for his service to the Board, Facilities Advisory Committee and Budget and Finance Committee.

6. **Next Meeting:** Wednesday, May 12, 2021 at 5:00pm in conjunction with Budget and Finance Committee

The meeting adjourned at 7:30pm.

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: 207-843-4328

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

DRAFT

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 April board report on behalf of the students and staff at these "hard working" schools. Our Eddington enrollment begins with 29 students in PK, 41 in K, and 39 in 1st for a total of 109 students. We head over to Holden and have 38 in 2nd, 42 in 3rd, and 43 in 4th for a total of 123 students in Holden. (232 in total). We are anticipating adding 4 more students at the Holden School after April break. The students and staff anxiously await April vacation and I am hoping for summer like temperatures and winds to dry out our fields at both schools!

Mrs. Egolf has enjoyed spending some after school time with her 4th grade "theater" group, teaching classes, and having students partake in skits and a possible "radio" show.

I was happy to recognize over 200 students at both schools' during our "broadcasting" assemblies for receiving the "Good Conduct" award for the second trimester. These students come to school each day and make "good choices" and did not receive a pink slip, bus slip, or incident report. I also was happy to see over 300 gold slips and "Busted" slips handed out for going above and beyond in the classrooms and on the busses during the 2nd trimester. Well done!!!

Many students have been reading extra books at home and in school as we continue with our "Bikes for Books" read-a-thon until the middle of May.

The staff continue to prepare students for local and state assessments and start preparing for five days a week starting in early May. The scheduling alone (lack of space for specials, etc.) has taken some time but I am sure they will be ready when the time comes to do so.

The fields at both schools are not drying out and the snow this week did not help. We really, really need 70-degree temperatures, I can only hope.

May will soon be upon us and it is full steam ahead!!!!!!

Sincerely,
Mr. 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 4/15/21

DRAFT

Approximate Enrollment:

Grade 5	52
Grade 6	54
Grade 7	46
Grade 8	64
Total	216

Let's Get Outside!

The spring season is upon us and boy are we thankful for this beautiful weather. All grade levels have planned field trips around physical wellness and outdoor experiences. Holbrook staff has organized a Wellness Day with outdoor experiences for all grade levels. A special shout out to Brandy Walsh for being the driving force around this! Our intramural activities will start May 3rd, these are listed on the school webpage. Baseball tryouts will be February 27th and 28th and the team will have their first game Tuesday, May 4th at Home. Physicals are required. We look forward to a fun spring season.

A Look Ahead:

Starting approximately, May 17th will be administering the NWEA. All students grades 5-8 will participate in the Reading, Math, and Language Usage portions of this assessment as determined by the state. Our fifth and eighth grade students will take the new state Science Assessment, we look forward to having more information on that soon.

Staff and administrators have been working hard on a 5 day a week schedule that will support our needs as we finish the school year. I would like to thank everyone for their feedback and flexibility as we work through this transition. We are looking forward to having the kids here

A huge thank you to Mrs. Walters for all the time and effort spent working with students on high school enrollment decisions and paperwork. At this time the following break down of students attending area high schools looks like this.

School	Number Attending
Brewer	22
John Bapst	26
Bangor	5
Hampden	1
Old Town	0
MSSM	2
Undecided	8

The eighth-grade promotion ceremony has been scheduled for Friday, June 4th in the Holbrook School gymnasium sessions and signs ups will be determined in the next few weeks. A showing of the entire promotion will occur at the Bangor Drive- In on June 9th. A letter to 8th grade families will go out in the next few weeks. The 8th grade team of teachers has been working hard to plan to trips for the 8th grade class. They have 2 field trips scheduled been scheduled one to Fort Knox and one to Acadia as an extra trip for them to commemorate their time here at Holbrook. While it will not be the same experience as those 8th graders in the past due to COVID restrictions, we do hope it will provide some lasting memories.

Sincerely,



Ashley Allen
Principal, Holbrook Middle School

Spring Activities 2021

Intramural Clubs starting May 3rd and ending June 3rd

Baseball dates and times will be announced.

Baseball Team Grades 6,7,8 M-TH

****Will require parent pick up at Holbrook on game nights.**

Hiking Grades 5&6 TH

Grades 7&8 TH

****Will require parent pick up at Holbrook School.**

Track Grades 5&6 M

Grades 7&8 T

Softball Grades 5&6 W

Grades 7&8 TH

Ultimate Frisbee Grades 5&6 TH

Grades 7&8 W

Soccer Grades 5&6 T

Basketball Grades 7&8 M

Cheering Grades 5&6 TH

Grades 7&8 W

Gardening Grades 5&6 W

****Will require parent pick up at Holbrook School.**

All other activities will have study busses provided M-TH leaving Holbrook at 4:35 pm

Questions: Please call 843-7769 and/or contact Marchambault@rsu63.org

JOIN INTRAMURAL SOFTBALL

**When: Wednesday
May 5th-June 3rd
Wednesday: 5th &
6th
Thursday: 7&8**

***Practice
your
skills
and play
scrimmage
games!***



Ms. Hancock

Spring Track & Cross County



We will hold practice at the **Holden School**
A bus will bring you to the Holden School from Holbrook!
Practice will be from 3:30-4:15

There will be a bus provided to take you home if you need a ride.

If you have a ride, they need to pick you up at the **Holden School** at 4:15.

Hurdles

Groups:

Grades 5&6- Mondays 3:30 - 4:15

Sprinting

Relay

Grades 7&8- Tuesdays 3:30 - 4:15

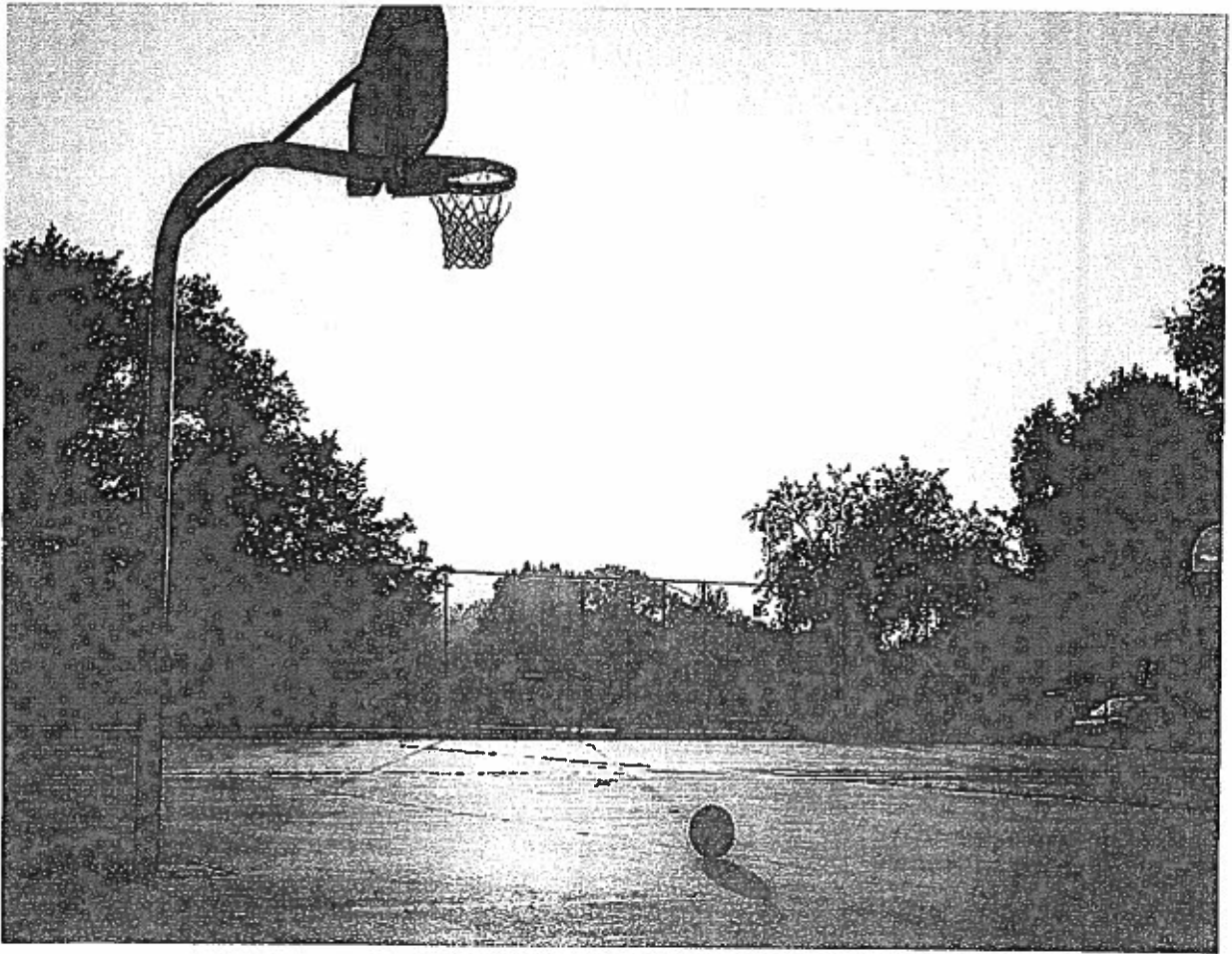
Throwing



Distance running



BASKETBALL INTRAMURALS



MONDAYS 3:30-4:30

**7TH AND 8TH GRADERS CAN JOIN BASKETBALL
INTRAMURALS**

EMAIL JBARKER@RSV63.ORG WITH ANY QUESTIONS

Cheering Club



When: Wednesdays for 7th and 8th graders
May 5, 12, 19, 26 and June 2.

Thursdays for 5th and 6th graders
May 6, 13, 20, 27 and June 3.

Time: 3:30-4:30

Where: Holbrook School



We will work on Cheers, jumps,
stretching and minor tumbling. Let's get
ready for next cheer season...

GO RED DEVILS!!!

5/6th Grade Boys & Girls

Soccer



You may sign up to play soccer starting the week of May 3rd. This will be on Tuesdays from 3:30 to 4:30 pm. You will need to have your parent/guardian pick you up afterwards.

This is a fun event and team sportsmanship will be emphasized over drills and competition.



ENJOY LEARNING-A
NEW SPORT, HAVE
FUN, AND GET
SOME EXERCISE;
BUT MOSTLY HAVE FUN!

GRADES 5 & 6

THURSDAY

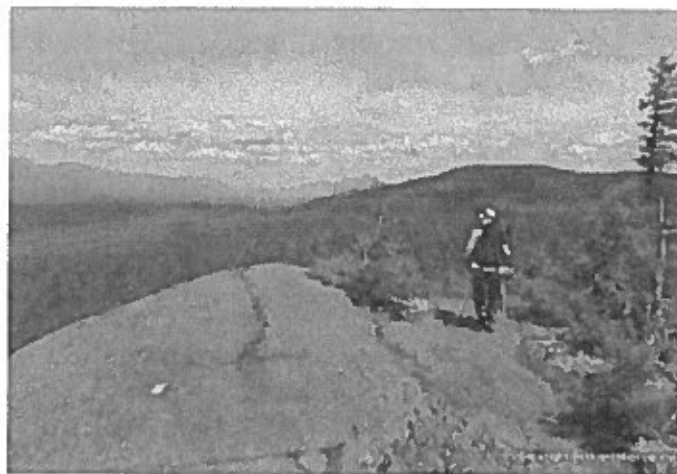
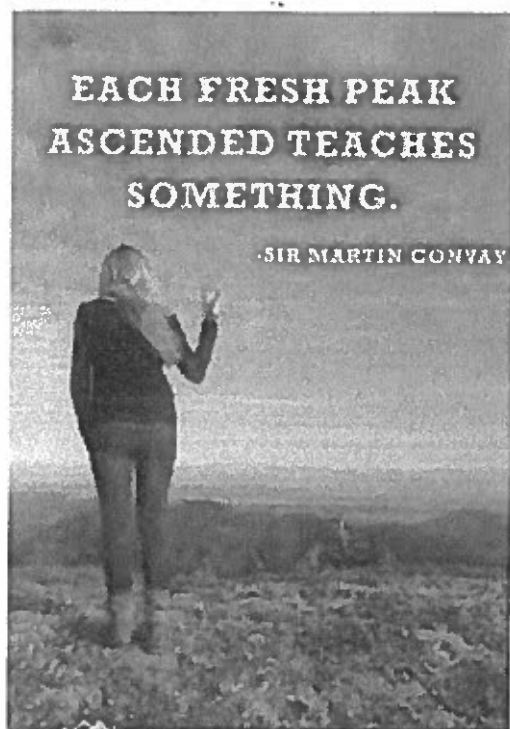
3:30-4:30

GRADES 7 & 8

WEDNESDAY

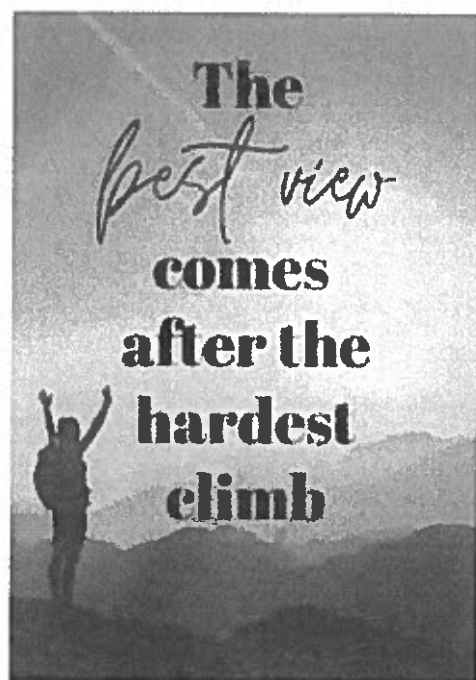
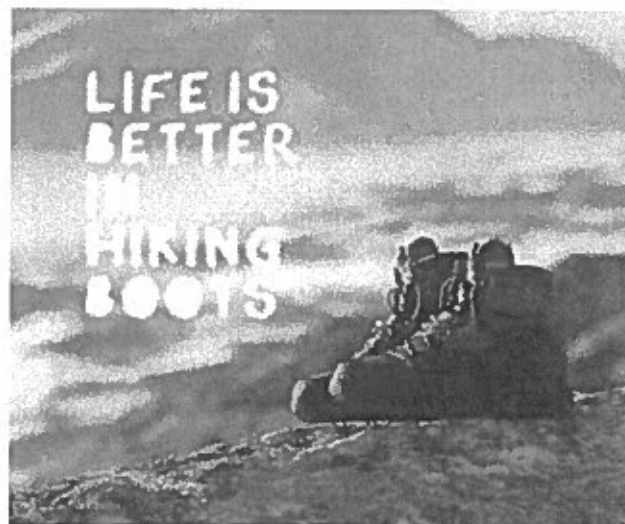
3:30-4:30

SIGNUP TODAY



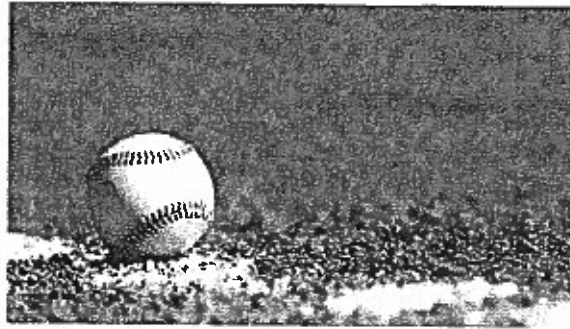
Holbrook School Hiking Club

Looking for a fun way to get some much-needed fresh air and a little exercise too? Join the Holbrook School Hiking Club. Each Thursday May 6 through June 3 we will hike some great local trails, including Bald Mountain in Dedham, Chick Hill in Clifton, and Great Pond Mountain in Orland! Come enjoy the great Maine outdoors!



THEWANDERLUSTWITHIN.COM





Holbrook Baseball

Games start the first week of May

With Mr. Pratt

Details

- Grade 6, 7, 8
 - Monday - Thursday
 - i. Practices after school until 4:30.
 - ii. Games TBD
- There will be buses running to bring you home at 4:30 on practice days.
- More information to be coming soon. Please see Mr. Pratt or Mrs. A if you are interested in signing up.
- This is not an intramural, we will be playing games vs. surrounding teams.



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.

Director of Special Services Report – April, 2021

It's hard to believe the year is winding down and we are headed to having students in our buildings five days per week again. This is great for students to have the chance to finish out the year how the fall will most likely begin. The Office of Special Services have been scheduling most annual meetings for the Kindergarten through 8th grade students on Fridays when there have not been students in the building. This has worked out for teachers and families but will no longer be an option beginning in May. We'll go back to mostly scheduling meetings before and after school during the last few weeks of school. If there are times during the week that will work for teachers, we will schedule meetings during the school day when possible, but most meetings will not be during the school day.

Having remote technology has increased parent participation over the course of this school year. Allowing parents to call in or video conference in to the meetings is much more convenient for parents than taking time off to attend meetings in-person. Video conferencing meetings will likely continue into the next school year and beyond.

We are also continuing to hold meetings and plan for the coming year despite a few unknowns still in the picture. While the masking and distancing mandates are likely to continue, we do anticipate more of our homeschool and remote students to be in attendance. We are continuing to write plans in anticipation of delivering all services in person in our school buildings. There may be times where remote therapy is needed and we will continue to use that option but we expect remote services to be needed much less next year.

The other task we are working through is completing state testing and organizing accommodations for students with special needs. Typically, the Maine Department of Education conducts training sessions to get teachers ready to proctor and the accommodations uploaded into the system for MEA testing. Since the state is going to use the NWEA system, it's a little bit different than how the state has conducted training in the past. There are a few unknowns at this point but we are doing our best to merge the expectations and implementations in place for NWEA testing with the more rigid MEA requirements from previous year in mind. Once we get final clarification from the MDOE, we will be able to make those last few tweaks to get the student accounts ready for testing with all appropriate accommodations in place and ready to go.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services



DRAFT

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: April 15, 2021
Re: Monthly Report

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

Spring NWEA

The Spring NWEA testing window will start for all schools on Monday, May 17th and end Friday, June 4th. Students in Kindergarten and Grade 1 will take the Mathematics and Language Arts assessments while student in Grades 3 - 8 will take the Mathematics, Reading, and Language Arts assessments. The NWEA class roster files for each school will need to be created and submitted to NWEA for the creation of the spring testing session. Even though the NWEA is now a State assessment, we will still receive results from these tests 24 hours after a completed testing session. This timely data will help teachers identify student instructional levels, provide placement information, and guide classroom instruction and goals for the 2020-2021 school year.

Wireless Infrastructure Update

A total of 57 new wireless access points have been ordered. I expect to receive these new access points in the next 2-3 weeks. Once we are in possession of them, work will begin on configuring them for each of the schools networks.

Installation of the new access points will happen shortly after the end of the school year as to minimize network disruptions and while network traffic is low.

Respectfully submitted,

DRAFT

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

Transportation:

With trips and sports starting up, Keith and I are driving a lot more. The next month will be extra busy but it sure is great being able to get our students back into the swing of things. I am looking forward to taking a group to Fort Knox in Bucksport on May 14th.

Buses have been running okay without any major malfunctions. The restructure of bus runs has worked out very smoothly.

Facilities:

Holden School:

Several times this month, I met with potential bidders for the installation of the generator. On April 2nd, I spent the day at the Holden School with Carpenter Associates. We started with the generator meeting for potential bidders to go over the requirements and answer any questions, this took about an hour. Then, we started the work to finalize the needs for the heating upgrade. I went over each room with them as to what we have for heat, the issues and the history, we finished up around 1:30.

We have had some plumbing issues. The hot water mixing valve died and cost over one thousand dollars to repair. We had a few water lines repaired and a couple of drains unclogged.

Eddington School:

Friday, April 9th, I spent most of the day with an engineer from Carpenter Associates going over the heating system for the on-going project of upgrading. We talked with teachers to get their input also.

Holbrook School:

This past month we were able to “revamp” room 117. We have taken all the paneling off the walls from 1968, patched all the damaged areas, and it’s getting a paint job. Mrs. Mayo will give it her magic signature with a design on one wall. She is a terrific person with a real talent.

We are very short staffed on custodians. Two are on medical leave until at least the middle of June.

We have sent out requests for proposals on summer projects. The large paving job at Holbrook will be tied into requests for proposals with Holden, Eddington, Clifton, Dedham, and Orrington.

Budget and Finance Committee Meeting
04/07/2021

Called to Order: 3:31pm

In Attendance: Steve Carr (Remotely), Holly Whitmore, Cherie Faulkner (arrived at 3:35pm), Charles Baker Jr., Susan Smith, and Kelly Theriault

FY21 Financials

- ¾ of the way through this fiscal year. No concerns right now.
- Steve Carr asked about postage encumbered. Kelly Theriault advised line 115 through 117 are postage. Steve questioned line 116. Kelly advised elementary schools have their own postage meter and Holbrook shares the central office meter.
- Steve Carr asked if there were plans to use the field trip lines. Supt. Smith advised field trips are being planned now.
- Discussion regarding GT budget and expenses. Susan Smith is going to follow-up with this at Holbrook. Training funds not spent because staff member has endorsement and the conference was free this year.
- Co-curricular stipends were discussed.
- Hot lunch going very well.
- Grants were reviewed and summary sheets explained. Title I, Title II, IDEA (local entitlement), Small Libraries (IMLS), ESSER, CRF 1 and CRF 2, McKinney Vento, and REAP.

FY22 Proposed Budget

- FY22 Budget version 2B was revised. NWEA fees for grades 3-8 will be paid by State. Monies allocated for NWEA were moved to field maintenance and board development.
- Employee salary and insurance costs were discussed. Agreed to leave budgeted projections as they are.

Bids

- County Abatement came in lowest bid for asbestos removal. Saliba's and Carpet One were close bids, with Carpet One being the lowest. County Abatement took measurements where the second bidder did not.
- Holly Whitmore asked if we have used County Abatement, Jake Morgan confirmed.
- Holden Library quotes came in under \$10,000, funds are in ESSER budget. Saliba's and Carpet One were close, with Saliba's being the lowest.
- Holden Generator has gone out to bid. Carpenter Associates put out the spec and design. Two bidders showed up for the bidders meeting. Some adjustments were needed, so an amendment was sent out.
- Susan Smith asked the Budget and Finance Committee to authorize the Facilities Committee to make a recommendation of the bid to approve for the Board to vote on. 2 of the 3 Budget and Finance Committee members stated they will attend the Facilities Meeting.
- Supt. Smith advised childcare request for proposals will be on the Board agenda. Those were sent to local licensed child care providers, church leaders, Champions, and YMCA. She anticipates at least one proposal to review.

Personnel

- Supt. Smith shared and explained the proposed job description for the Instructional Coach/Assistant Principal. Other 2020-2021 positions are anticipated to be ready for advertising after the April 26th Board Meeting.
- Support Staff Handbooks were shared and discussed. Earned Paid Leave language will need to be updated. Earned vacation leave is another area to look at.

Other - None

Next Meeting

- Wednesday, May 12, 2021 @ 3:30pm

Meeting Adjourned: 6:16pm

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

DRAFT

Susan Smith
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851
FAX 843-7295

Date: April 15, 2021
From: Kelly Theriault
RE: April 2021 Board Report

- Budget & Finance committee met March 16 and April 7. Financials were reviewed, Grant financials were reviewed and included explanations of what each grant is awarded for and how budgets are built around those guidelines. The board was provided a copy of the current support staff handbooks, we will work on updating these over the next few months, specifically support staff wages and language around the new required earned paid leave law. Several (facility) bids (Generator, Holden library carpet, paving at Holbrook and Holden) are due before the next B & F meeting & need to be approved at the April board meeting. The committee recommended (& authorized) the facilities committee to review the bids for approval at the April meeting. Susan shared small changes made to the FY22 proposed budget. The bottom line remained the same. D.O.E will cover most of the assessment costs next year. Susan suggests moving that amount (\$3,000) from assessment into athletic field maintenance. An additional \$500 was moved from health insurance into school board training. The next meeting is Wednesday, May 12, 2021 at 5:00 (joint meeting with facilities committee).
- The MEABT (Maine Education Association Benefits Trust) and Anthem set health insurance rates for FY22 at a range of 0% (better than average rating) to 4.2% (worse than average rating), with the "community rate" set at 2%. RSU63 received a better than average rating and benefited with 0% premium increase for FY22! The Medicare Advantage Plan (retirees that are Medicare age eligible) is expecting a reduction of 4%.
- In March the Food service program served 4,157 breakfasts and 5,131 lunches. Check out these adorable bunny cupcakes made at the Holden School for grades Pk-4. (Holbrook made similar cupcakes for their students.



DRAFT

- CHEFS has approved funding a snack program at each of the schools. The kitchen staff will have snack bins available in each classroom on a daily basis for the remainder of the school year. On Tuesdays and Thursdays these snacks will be fresh fruits or vegetables. The other days will be non-perishable individually packed items like gold fish crackers, granola bars, fruit snacks, smart food popcorn or graham cracker snacks. Thank you CHEFS!
- Reports completed this month in the business office; MePERS, EFS214, Quarterly 940ME, Quarterly 941, Quarterly Unemployment report, multiple worksite data report, SFSP monthly claim, CRF1002, ESSER.

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		3/1/2021 - 3/31/2021		7/1/2020 - 3/31/2021		7/1/2020 - 3/31/2021		7/1/2020 - 3/31/2021		7/1/2020 - 3/31/2021		7/1/2019 - 3/31/2020	
Subtotal Regular Instruction	\$2,709,167		\$289,597		\$1,706,277		\$30,563		\$972,327		36%		\$1,772,771	
Subtotal REG 9-12	\$3,327,392		\$164,013		\$1,867,340		\$0		\$1,460,052		44%		\$1,910,481	
Subtotal Special Education	\$1,821,204		\$148,256		\$1,081,823		\$3,647		\$735,734		40%		\$885,541	
Subtotal Staff & Student Sppt	\$473,726		\$44,481		\$326,782		\$2,905		\$144,039		30%		\$335,709	
Subtotal Facilities	\$1,081,561		\$80,683		\$612,203		\$122,384		\$346,974		32%		\$595,438	
Subtotal Transportation	\$803,273		\$65,228		\$504,980		\$19,999		\$278,294		35%		\$560,983	
Sub Total Trans to Other Units	\$0		\$10,703		\$67,013		\$0		\$(67,013)		---		\$45,647	
Subtotal System Administration	\$334,910		\$30,137		\$251,498		\$2,790		\$80,622		24%		\$240,977	
Subtotal School Administration	\$412,932		\$41,997		\$311,900		\$1,437		\$99,595		24%		\$290,534	
Subtotal Other Instru	\$61,595		\$(2,619)		\$6,235		\$1,518		\$53,842		87%		\$28,251	
Subtotal All Other	\$15,000		\$23		\$23		\$991		\$13,986		93%		\$0	
Subtotal CTE	\$0		\$0		\$0		\$0		\$0		---		\$0	
TOTAL ALL EXPENSES	\$824,437		\$69,538		\$569,656		\$6,736		\$248,045		30%		\$559,762	
NET REVENUE OVER EXPENSE	\$11,040,760		\$872,499		\$6,736,074		\$186,234		\$4,118,452		37%		\$6,666,332	



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.

TO: RSU 63 BOARD of DIRECTORS

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

RE: MONTHLY REPORT

DATE: APRIL 2021

FY22 Budget Update

Version 3 of the RSU 63 FY22 (July 2021 – June 2022) will be emailed to Board members, along with some explanatory documents, prior to the Board Meeting on April 26th. The proposed FY22 Budget has an overall decrease while still meeting the needs of our students.

We anticipate the RSU 63 Board will vote on the FY22 Budget during the regular RSU 63 Board Meeting on Monday, May 17th. This will be followed by the RSU 63 Budget Meeting on Wednesday, May 26th and the Referendum vote on Tuesday, June 8th.

I would like to thank the members of the Budget and Finance Committee, the Facilities Advisory Committee, and our RSU 63 Administrators for their help in developing a budget that is fiscally responsible while meeting the needs of our students.

Bids and Proposals

Three bids are being recommended by the Budget and Finance Committee and the Facilities Advisory Committee to complete projects this fiscal year (asbestos abatement and new flooring at Holbrook as well as the generator replacement at Holden). The state will be helping with the purchase of a new bus next fiscal year. We would like a bus to be reserved for us, pending final FY22 Budget approval. We hope to have a recommendation for child care next school year.

Policies

The Policy Committee met on April 12th. Policy BA – Operational Goals has been updated to reflect the wording of our newly revised Mission and Vision Statements. Minor changes have been made to Policy BDF - Board Advisory Committees, GCFB - Recruiting and Hiring of Administrative Staff, GCFB-R - Recruiting and Hiring of Administrative Staff – Administrative Procedures, and GCI – Professional Staff Development Opportunities. More substantial changes are being recommended for Policy BHC - Board Communications and Relationships with Staff. Language from the sample policy from the Maine School Management Association has been incorporated into Policy BHC. The Policy Committee is recommending rescinding one policy that is not recommended or required (Policy BEDD – Board Meeting Rules of Order) and rescinding GCFB-E - Administrator's Contract. These contracts are negotiated and should not be policy.

Personnel

Prior to May 15th, Probationary Teachers need to be notified about their status for the following school year. This year, we have five teachers who I am recommending for Continuing Contract (Janet Nichols, Deb Nadeau, Bob Simko, Brandy Walsh, and Sandy Rowe). Congratulations to these teachers! We have six teachers moving to Probationary Year 3 and four teachers being recommended for Probationary Year 2.

Information regarding anticipated staffing needs for the 2021-2022 school year will be discussed during the Board meeting. We hope to advertise openings for next year starting on Tuesday, April 27th.