

**RSU 63 Board of Directors**  
**Monday, March 22, 2021**  
**6:30pm**  
**Holbrook Middle School**  
**Agenda**  
**Remote Phone-In 1-614-943-4064    PIN: 355830997#**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for February 22, 2021 Board Meeting**

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

1. National Youth Leadership Forum (NYLF): Pathways to STEM Nominations
  - a. Leah Bartlett, Grade 5
  - b. Cambria Duperry, Grade 5
  - c. Cecelia Higgins, Grade 5

**Acceptance of Gifts/Donations**

**Presentation** – Update Regarding Vaccination, In-Person Learning, and After-School Activities by Susan M. Smith, RSU 63 Superintendent/Director of Curriculum & Instruction

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. FY22 Budget Workshop: Tuesday, March 16, 2021 at 4:30, Holbrook Middle School and Remotely
2. Budget and Finance Committee: Tuesday, March 16, 2021 at 5:30pm, Holbrook Middle School and Remotely
3. Community Conversation – RSU 63 Vision and Mission: Thursday, March 18, 2021 at 6:00pm, Phone In: 1-567-218-1324 PIN: 790208614#. Google Meet: [meet.google.com/rag-fnrh-zad](https://meet.google.com/rag-fnrh-zad)
4. Policy Committee: Monday, April 12, 2021 at 5:30pm, Holbrook Middle School and Remotely
5. 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**

1. Business Manager Report
2. Budget and Finance Committee Report
3. FY22 Budget Update

**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**

1. Mission and Vision

## **New Business**

1. Policies to Approve
  - a. ACAA-R – Student Discrimination Complaint Procedures
  - b. ACAB-R – Employee Discrimination Complaint Procedures
  - c. BDA – Organizational Meeting
  - d. BDE – Committee Structure, Assignment, and Reporting
2. Policies to Rescind:
  - a. BEC – Executive Sessions
  - b. BEC-R – Executive Session Law
  - c. BEDG – Minutes of Meetings
  - d. BIE – Board Member Liability Insurance

## **Personnel Actions**

1. Appointments
2. Resignations
  - a. Quincy Hanzen – COVID Support Staff
  - b. Karen Tate – Bus Driver
3. Retirement (Effective June 2021)
  - a. Margaret “Kathy” Jellison – Elementary School Music Teacher
  - b. Cynthia Frey – Grade Two Teacher
  - c. Rick Slowikowski – Elementary PE/APE Teacher
  - d. Rita Lovejoy – Special Education Teacher, Holbrook
4. Reassignments
5. Elections
6. Searches
  - a. 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: February 22, 2021  
Location: Holbrook Middle School  
Minutes

**RSU 63 Board Member(s) Present:**

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

*Town of Clifton:* Linda Graban (Remote)

*Town of Eddington:* Robin James and Charles Baker, Jr. (Remote)

**RSU 63 Board Member Absent:**

*Town of Eddington:* Steve Carr

*Town of Holden:* John Hutchins

Board Vice-Chair, Linda Graban called the meeting to order at 6:33pm

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

Linda Graban called for a motion to approve the January 25, 2021 Board Meeting minutes.

Motion by Heather Charity with a second by Cherie Faulkner to approve the minutes for the January 25, 2021 Board Meetings.

**Roll Call Vote:** Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; Heather Charity: Yes

**Vote:** 6 Approved; 0 Opposed

**Recognition and/or Awards of Students, Staff, and Other:** Superintendent Smith thanked Don Spencer for organizing the Y-swim for Grade 4 and Jake Morgan for organizing the transportation. The YMCA is also providing swim lessons once per week for the Eddington and Holden Grade 4 Life Skills students to participate in the Y-swim program for the remainder of the 2020-2021 school year. In January the cooks served 3,348 breakfasts and 4,102 lunches in RSU 63. Ashley Allen is filling out the application papers to nominate Holbrook for a Fitness Center through the Department of Education. The application due date is March 19, 2021.

**Acceptance of Gifts and Donations:** The North-Brewer United Methodist Church donated \$88.20 to CHEFS for the Eddington School and an additional \$325.00 to the Eddington School for school supplies and clothes. CHEFS also received a \$600 donation from a nice lady named Paula and a \$3,230.00 "Grants to Partners" donation from Good Shepherd.

**Questions and Comments from the Board:** None.

**Questions and Comments from the Public:** None.

**Dates of Next Committee Meetings:**

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

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

Community Conversation: Wednesday, February 24, 2021 at 6:30pm, Remote Connectivity Only

Policy Committee: Wednesday, March 3, 2021 at 5:30pm, Holbrook Middle School and Remotely

FY22 Budget Workshop: Tuesday, March 9, 2021 at 3:30pm, Holbrook Middle School and Remotely

Policy Committee Workshop: Wednesday, March 10, 2021 at 6:30pm, Holbrook Middle School and Remotely

FY22 Budget Workshop: Tuesday, March 16, 2021 at 3:30pm, Holbrook Middle School and Remotely

Community Conversation: Thursday, March 18, 2021 at 6:30pm, Remote Connectivity Only

Board Meeting: Monday, March 22, 2021 at 6:30pm, Holbrook Middle School and Remotely

Superintendent Smith confirmed with Charles Baker, Jr. that he will be away beginning in April through October. She asked if Robin James and Cherie Faulkner wanted to remain as the alternates to the Facilities Advisory Committee and Budget and Finance Committees respectively. Both confirmed they would like to remain and will begin attending meetings.

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

**Superintendent's Report:** Superintendent Smith advised the FY22 Timeline was included with her Board Report. This is a planning guide of the Budget Process. Superintendent Smith is following up with nine families of truant students as they return from February vacation.

**RSU 63 Chair's Report:** None.

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

**Roll Call Vote:** Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; Heather Charity: Yes

**Vote:** 6 Approved; 0 Opposed

**Old Business:** None.

**New Business:**

**2021-2022 School Year Calendar:** Superintendent Smith advised 2021-2022 School Year Calendar has been drafted following the pattern of the current school year calendar and in sync with area high schools.

Motion by Heather Charity with a second by Cherie Faulkner to approve the 2021-2022 School Year Calendar.

**Roll Call Vote:** Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; Heather Charity: Yes

**Vote:** 6 Approved; 0 Opposed

**Policies to Approve:**

Motion by Holly Whitmore with a second by Cherie Faulkner to approve policy AC – Nondiscrimination Equal Opportunities and Affirmative Action, policy ACAA – Harassment and Sexual Harassment of Student's, and policy ACAB – Anti-Harassment Policy.

**Roll Call Vote:** Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; Heather Charity: Yes

**Vote:** 6 Approved; 0 Opposed

**Personnel Actions:**

**Appointments:** John Landry, Eddington Evening Custodian and Dona Closson-Wescott, shared Holden and Holbrook Cook.

**Resignations:** Margaret Peckenham, Holbrook COVID Support Substitute.

**Retirement:** None, but a few are anticipated.

**Reassignments:** None.

**Elections:** None.

**Searches:** COVID Support Substitute and Substitutes.

**Presentation:** Superintendent Smith introduced William Hall of RHR Smith & Co. Mr. Hall reviewed the FY20 Audit report. He advised pages 1-3 are most important as this is where the auditor form their opinion on the audit finding. RSU 63 has a "Good" Rating. Mr. Hall recommends to continue using fund balance for future year budgeting tool while being cautious of the 3% rule and to continue building a capital reserve account. Overall, he advised RSU 63 is healthy financially and administration is doing a great job. Student activity accounts are getting better, food service accounts are in the positive, and the District is in a very good place.

**Questions and Comments from the Board:** None

**Questions and Comments from the Public:** None

**Adjournment:** At 7:15pm, motion by Cherie Faulkner with a second by Heather Charity to adjourn the meeting.

**Roll Call Vote:** Linda Graban: Yes; Holly Whitmore: Yes; Cherie Faulkner: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; Heather Charity: Yes

**Vote:** 6 Approved; 0 Opposed

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

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

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

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

**DRAFT**

**"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"**



I submit my March 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 1<sup>st</sup> for a total of **109** students. We head over on RT 1A and have **38** in 2<sup>nd</sup>, **42** in 3<sup>rd</sup>, and **43** in 4<sup>th</sup> for a total of **123** students in Holden. (**242** in total) As we "spring forward" I certainly am hoping the warmer weather is here to stay.

The staff spent a lot of time in early March assessing their students as the 2<sup>nd</sup> trimester ended. We encourage parents to schedule conferences if they have any concerns or questions about their child's progress report. The teachers continue to be thankful for the early release days at the end of each trimester to complete their assessments and progress reports. Our 3<sup>rd</sup> & 4<sup>th</sup> grade teachers and students are still waiting to see what the spring state testing will be. A big kudos to our SPED staff who are always working out a schedule that will allow their students to be in the best settings possible and receive their accommodations so they can be successful on these standardized tests when they are given!

I was happy in March to "Kick Off" our **Bikes for Books** yearly event at Eddington and Holden. Our thanks to the local Mason's who have sponsored this "reading" activity for many years. The children will have a chance to read or to be read to and fill out coupons to put in their classroom "buckets" over the next few months. A boy and girls' name from each classroom will be drawn and they will receive a helmet and a Walmart gift card to purchase a bike. The more books the better chance of having your name drawn. Thanks again Seminary Hill Daylight Lodge!

I shall start to have lunch with small groups of fourth graders on a weekly basis and our discussions will focus on moving over to the "big school." I shall share with them my knowledge of what Holbrook is like; after all I did teach grade 5 for sixteen years there and that seems to ease their concerns. Great questions and answers are had while we enjoy each other's company.

Many of the "younger" staff were excited to get their first "COVID" shot and anxiously await the second one to be given just before April break. They want to thank Superintendent Smith for arranging this within the district and not having to wait until summer for this to take place.

Was a sea of green on March 17<sup>th</sup> as Irish music echoed in the hallways and a "Big Green Leprechaun" visited the classrooms throughout the morning! I do so enjoy St. Paddy's Day!

Respectfully submitted,  
 Don Spencer  
 Principal Eddington & Holden Elementary

## Holbrook School Principal's Report 3/12/21

### Approximate Projected Enrollment:

Grade 5 51

Grade 6 54

Grade 7 47

Grade 8 63

Total 215

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### Report Cards & High Schools

The Trimester II report cards will be going home with students' March 29<sup>th</sup>. In the weeks leading up the report cards students put their nose to the grindstone to get things completed. We have also added afterschool study time on Monday and Tuesday nights. We remain fortunate to have such terrific students, staff and families at Holbrook.

Many of our eighth grade students have submitted applications to John Bapst and Hampden Academy. We strongly encourage our students to apply to multiple high schools to keep their options open. Students will be receiving letters of intent from John Bapst and Hampden Academy in the coming weeks. Students will be completing registration material for Bangor High School and Brewer High School. A big thank you to all the work Mrs. Walters does to help students with this process.

### Clubs

Holbrook School is offering the following virtual clubs for grades 5-8 : Drama, Chess, Newsletter, Math Support, Yoga, Anti-Bullying, Coding, and Reading Club. Many Holbrook students are also participating in the last few weeks of Outing Club organized by Holbrook Rec.

### Student Council & Yearbook

Student council has sponsored Thursday theme days for the month of March. They have also sponsored a blanket drive for the humane society. Mrs. Everhart continues to reach for new and unique ways to gain student participation in yearbook pages. Most recently she had students and staff submit pet photos, that was a big hit!

### Grant Applications

- I will be turning in our application to the National Foundation for Governors' Fitness Councils (NFGFC) and the DON'T QUIT! Campaign in hopes that we get considered for one of three fitness centers being awarded to schools in Maine.
- Brandy Walsh collaborated some ideas that we used to apply for a mini outdoor grant. We hope to be awarded this grant and utilize it to revitalize our garden and grounds with students.

### March STUDENTS OF THE MONTH

5	6	7	8
Michael Kennedy	Sam Churchard	Izayah Black	Rowan Johnson

Respectfully,

*Ashley Allen*

Ashley Allen

Principal: Holbrook School



**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 – March, 2021**

Transition planning is in full swing for our eighth-grade students going to high school and for Pre-K students entering Kindergarten in the fall. I will be meeting with Child Development Services at the end of April to review the needs of our students coming into the Kindergarten class at Eddington next year. I have read the Individualized Education Programs for these students and budgeted for next year based on the anticipated need to these students. I will meet with the families of our eighth graders and the special education teachers from our sending high schools to plan and prepare for the services and scheduling needs of our students starting their high school careers. This is always a nervous time for students and parents as they try to prepare for leaving the familiarity of RSU #63 and heading to the unknown changes of high school in another school district in the fall.

The bulk of the conversations with families is the earning of credits and graduation requirements in order to earn a diploma. This can be a challenging adjustment for our students who have had poor work habits. They are used to having a “clean slate” each trimester but that goes away in high school. Student and parents have to understand that if a semester average is below 70%, the student does not earn a credit for the class and will need to sign up for credit recovery in the summer or the next year. Credit recovery is effective but it usually takes the place of an elective class the student would rather take, and sometimes, credit recovery takes the place of classes at United Technology Center (UTC), which can be a major disappointment for students who are looking forward to taking classes at UTC.

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:** March 12, 2021  
**Re:** Monthly Report

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

### **The NWEA will be the new MEA**

The MDOE just announced that it has partnered with NWEA (Northwest Evaluation Association) to provide students in grades 3-8 an assessment for Mathematics, Reading and Language Usage. The NWEA assessments will now replace the MEA going forward.

Since we already utilize the NWEA as our local assessment for students in grades K-8, will be reimbursed by the MDOE/NWEA for students in grades 3-8.

### **Student Data Management**

As we move closer to April 1st, I will be testing and uploading student attendance, behavior, and enrollment data to the Department of Education's student information system. The Department of Education requires us to upload this data every October 1st, January 1st, April 1st, and July 1st. Our TylerSIS data has to 100% match the Department of Education's data requirements and formats to be accepted for verification. This is always a challenge when merging data with 2 different systems.

### **MLTI 2.0**

Pending legislature approval, the MLTI project will continue for another 4 years so students in grades 7 & 8 will have a new technology-learning device for the 2021-2022 school year. In this new version of MLTI, SAUs will be provided an allocation of funds so that they may choose from 6 device options that will best fits their needs.

We currently do not know the exact details about the 6 device options, but the MDOE hopes to announce this information by the end of April.

Respectfully submitted,

**DRAFT**

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

**Transportation:**

March has been a little busier than the past few months as we have added the study bus run two nights a week and the Y-swim bus run has started up.

A driver turned in their resignation, so I consolidated a bus route. I had a plan in the back of my head for about a year now. This new route will start on Monday, March 15<sup>th</sup>. I am always working on better, more efficient ways to serve the transportation needs of the district. We have two buses “down” as of today. Bus 3 is at New England Kenworth. A couple of warning lights came on and we have no way to read these codes, so it had to be sent out. We are experiencing an electrical issue with another bus.

**Facilities:**

Holden School: We are working on an issue of no hot water in one bathroom. The auto scrubber used to wash floors has been out of service for a few months. The company gave us one to use and now we are experiencing some issues with that one. The person who does the repair work on custodian equipment was called to active duty to guard the capital building. The company has been trying to find a replacement.

Eddington School: The new custodian is working out very well. The two custodians and our “COVID” cleaner are a great team and seem to really be working hard to keep the school in great shape. The new tractor that was purchased this year has really worked out great. We need to bring it over to the bus garage for service work. At this time, we do not own a trailer large enough to transport the new tractors around. I told the custodian to leave school early and drive it, and he should make it to the garage in time to go home. The last wind storm we had took a fair amount of the shingles off the roof that we are hoping to replace this summer.

Holbrook School: Other than the loss of some siding during the last “wind storm” all seems to be operating smoothly. We have one custodian that will be out for 4 – 6 weeks for a surgery. We are bringing our newest custodian from Eddington over to help cover this position.

# POLICY COMMITTEE MINUTES

**Meeting: March 3, 2021**

Members Present: Heather Charity, Cherie Faulkner, Robin James

Also Present: Superintendent Susan Smith

1. **Call to Order:** The meeting began at 5:36pm.
2. **ACAA-R – Student Discrimination Complaint Procedures.** The Brann and Isaacson version and current RSU 63 version were reviewed. The Brann and Isaacson version is ready for Board review and discussion.
3. **ACAB-R – Employee Discrimination Complaint Procedures.** The Brann and Isaacson version and current RSU 63 version were reviewed. The Brann and Isaacson version is ready for Board review and discussion.
4. **BDA – Organizational Meeting.** – This policy is an older AOS 81 policy and only needs small language updating. This policy is ready for the Board.
5. **BDE – Committee Structure, Assignment, and Reporting.** This policy has small language changes to the distribution of the minutes. This policy is ready for the Board.
6. **BEC – Executive Sessions.** Recommend to rescind. Not a required policy.
7. **BEC-R – Executive Session Law.** Recommend to rescind. Not a required policy.
8. **BEDG – Minutes of Meetings.** Recommend to rescind. Not a required policy.
9. **BIE – Board Member Liability Insurance.** Recommend to rescind. Not a required policy.
10. **Policies to Review Next:**  
For the April Policy Meeting
  - BDF – Board Advisory Committee
  - BEDD – Board Meeting Rules of Order
  - BHC – Board Communications and Relationship's with Staff
  - GCFB-E – Administrator's Contract
  - GCFB – Recruiting and Hiring of Administrative Staff
  - GCFB-R – Recruiting and Hiring of Admin Staff, Administrative Procedure
  - GCI – Professional Staff Development Opportunities
11. **Other:** Superintendent Smith reviewed the list of required/recommended policies. Heather Charity compiled information regarding mission and vision statements. She shared this with the policy committee and Superintendent Smith will share with the full Board.
12. **Next Meetings:**
  - Policy Committee Workshop: Wednesday, March 10, 2021 at 6:30pm in the Holbrook Library and Remotely
  - Community Conversation: Thursday, March 18, 2021 at 6:00pm Remotely (Mission and Vision Discussion)
  - Policy Committee: Monday, April 12, 2021 at 5:30pm in the Holbrook Library and Remotely
  - Policy Committee: Monday, May 3, 2021 at 5:30pm in the Holbrook Library and Remotely

The meeting adjourned at 6:38pm.

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** March 11, 2021

**From:** Kelly Theriault

**RE:** March 2021 Board Report

**DRAFT**

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- Budget & Finance committee met February 23, 2021. Financials were reviewed, updates on ESSER I and CRF 1 & 2 were given, and the budget for ESSER II was reviewed. The committee was made aware of possible staffing changes for FY22 & carpenter associates & eagle eye team facilities updates were given. The undesignated fund balance was discussed and how to best use it. Susan shared policy DIE & the recommended allocation of fund balance as included in the policy. The committee acknowledged the need to save for the Holbrook traffic flow improvement & office relocation project as well. The next meeting is Tuesday, March 16, 2021 at 5:30pm, (preceded with a budget workshop @ 4:00pm).
  - Budget workshops are going well. The next workshop is scheduled for March 16, 2021 @ 4:00pm, at Holbrook. This meeting will review the whole budget and look at revenue and assessments.
  - No concerns at this time with the current budget. All cost centers look to be in good shape. At this point in the year we should be at 33% or higher remaining, all cost centers are on track.
  - The Summer Food Service Program eligibility waiver has been extended through August 2021. No news on next school year at this time.
  - Reports completed this month in the business office; MePERS, SFSP monthly claim, USDA annual usage report, CRF1002, and Census Government Units Survey.

# DRAFT

## **Budget and Finance Committee Meeting 02/23/2021**

**Called to Order:** 2:34pm

**In Attendance:** Steve Carr , Holly Whitmore, Charles Baker, Jr, Susan Smith, Ashley Allen, and Kelly Theriault

### **FY21 Financials**

- Kelly reviewed the January Financial.
- System Admin was a little below. Most are larger purchases already paid in full and Shelley's pay is over due to more Board Meeting (40- hour week).
- Hot lunch first month in the black.

### **CRF 1 & 2 and ESSER-1 Update**

- CRF 1 and 2 reimbursement is moving along. CRF 1 is paid current through November. December hasn't been billed yet.
- CRF 2 is a slower process. We have been paid through September. Waiting on October and November. December hasn't been billed.
- ESSER-1 paid for all invoices submitted. More invoicing is needed for salaries.

### **ESSER II**

- Looking at projects and needs that fit the application guidelines.
- Looking at different staff options/changes to fit the needs of the District.
- Food service increased costs
- Additional bus cleaning costs
- Anticipated additional transportation costs
- Technology Needs:
  - Wireless upgrades at all three schools
  - Continue with hot spots and tablets
  - Software updates
  - Technology Integrator
  - Update G-Suite
- Continuing COVID Support Staff
- PPE Supplies

### **Personnel**

- Anticipate 3 retiring staff
- Other possible staff changes anticipated
- State minimum teacher wage changes to \$37,500 July 1<sup>st</sup> and only impacts one current teacher
- 2022-2023 increases to \$40,000 and will be larger impact on the budget and is also a negotiation year

### **Facilities/Transportation**

- Carpenter Associates staff have been working on IAQ and Generator
- Eagle Eye Team has been working at Holbrook
- Bus accident (no students involved and both drivers okay)

### **Other**

- Holly Whitmore asked about the unassigned \$1million and assigning it. Susan handed out policy DIE and advised we are under the 12% rule. Anything above the 12% will go to reserve accounts.
- Facilities talked about saving for traffic flow and relocation of Holbrook office.
- Working on changing the Activities Account check request form and process.
- Susan is going to talk to Bill Hall (auditor) about the template for inventory he would like us to use as he has not provided it to us, but continues to put it on the Management Letter.

### **Next Meeting**

- Tuesday, March 16, 2021 @ 2:30pm
- Confirm with Cherie Faulkner, Alternate; Charles Baker, Jr. will not be in attendance for March 16, 2021.

**Meeting Adjourned:** 3:27pm

**APPROVED:**

## MSAD63

Report # 26097

## Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining	Last Year Period
	7/1/2020 - 6/30/2021	2/1/2021 - 2/28/2021	7/1/2020 - 2/28/2021	7/1/2020 - 2/28/2021	7/1/2020 - 2/28/2021	7/1/2020 - 2/28/2021	7/1/2019 - 2/29/2020
Subtotal Regular Instruction	\$2,709,167	\$208,049	\$1,409,513	\$34,802	\$1,264,852	47%	\$1,565,540
Subtotal REG 9-12	\$3,327,392	\$301,311	\$1,585,451	\$0	\$1,741,941	52%	\$1,626,478
Subtotal Special Education	\$1,821,204	\$123,835	\$911,787	\$2,243	\$907,174	50%	\$778,843
Subtotal Staff & Student Sppt	\$473,726	\$30,368	\$282,301	\$2,711	\$188,714	40%	\$305,974
Subtotal Facilities	\$1,081,561	\$46,079	\$523,601	\$88,189	\$469,771	43%	\$543,901
Subtotal Transportation	\$803,273	\$43,318	\$439,609	\$34,088	\$329,576	41%	\$502,871
Sub Total Trans to Other Units	\$0	\$8,279	\$56,311	\$0	\$(-56,311)	---	\$39,920
Subtotal System Administration	\$334,910	\$21,660	\$221,361	\$3,456	\$110,093	33%	\$220,233
Subtotal School Administration	\$412,932	\$30,599	\$269,901	\$1,437	\$141,594	34%	\$262,459
Subtotal Other Instrn	\$61,595	\$0	\$8,854	\$1,649	\$51,092	83%	\$28,148
Subtotal All Other	\$15,000	\$0	\$2,986	\$1,014	\$11,000	73%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$824,437	\$52,259	\$503,102	\$7,556	\$313,779	38%	\$510,840
NET REVENUE OVER EXPENSE	\$11,040,760	\$813,498	\$5,711,675	\$169,589	\$5,159,496	47%	\$5,874,367



## Regional School Unit 63

**DRAFT**

*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.*

**TO:** RSU 63 BOARD of DIRECTORS

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

**RE:** MONTHLY REPORT

**DATE:** MARCH 2021

### **Vaccinations**

Penobscot Community Health Care (PCHC) will be holding a vaccination clinic for RSU 63 employees the afternoon of Thursday, March 18<sup>th</sup> (our early release day). PCHC will be administering the Moderna vaccine, so we will need the second dose 28 days later (exact times and date for the second clinic are still being determined). There is a 14-day waiting period after the second dose before being considered fully vaccinated.

### **Moving to In-Person Learning 5 Days Per Week**

Now that we have a confirmed vaccination opportunity in place, we are beginning to figure out how to move to in-person learning 5 days per week. I anticipate that will happen after May 1st. I am excited about this opportunity for our students. However, just like going from “Yellow” to “Green” there are many details and logistics we need to work out. Rules requiring masks, physical distancing, and hand sanitizing will remain in place.

### **Outdoor Activities and Intramural Sports**

We will be offering after school outdoor activities and intramural sports to our Holbrook students starting on May 3rd. While we are not holding a regular sports season, we have a variety of hobbies and activities our staff members will be sharing with our students. We will provide transportation, so more students can participate and take the “late bus” home. We will be able to share the “Holbrook Outdoor Activities” list with students and parents soon. Additionally, we are working with Holbrook Rec so they can use our fields for ball this spring.

### **Policy**

During the Policy Committee Workshop, we updated the language of our Mission and Vision. After approval by the full Board, the Policy Committee plans to update policy BA – Operational Goals to match our Mission and Vision. The wording for policy ACAA-R and ACAB-R is from Maine School Management Association and our legal counsel at Brann and Isaacson.

### **Professional Development**

PREP/SPRPCE (Penobscot River Educational Partnership/Southern Penobscot Regional Program for Children with Exceptionalities) is hosting some fantastic, virtual professional development sessions for our staff on Friday, March 19<sup>th</sup>. I look forward to participating and learning along with teachers, ed techs, substitutes, and administrators from across the region.



**DRAFT**

## **Regional School Unit 63**

*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.*

### **Spring 2021 Assessments**

The state of Maine will be using the NWEA as our required state assessment this spring. Students in grades 3-8 and 3<sup>rd</sup> year of high school are required to participate in the NWEA MAP Growth during the spring 2021 administration window. This will include assessments in Math, Reading, and Language Usage. Remote administration will be available for students who are not currently receiving in-person, classroom-based instruction.

RSU 63's administration window for NWEA will remain the same as we have planned (May 17<sup>th</sup> to June 4<sup>th</sup>). Like in the fall, our Kindergarten and Grade 1 students will take the Math and Language Arts assessment this spring. Our students in Grades 2 through 8 will take the Math, Reading, and Language Use MAP Growth assessments.

Students in Grade 5 and Grade 8 will also need to take an on-line Science assessment from a company called New Meridian between May 17<sup>th</sup> and May 28<sup>th</sup>. This Science assessment is required by the state and federal government.

We will be using the NWEAs as the state required assessment in the fall of 2021 and the spring of 2022. It's great to see the state using a test we are already quite familiar with!

## MISSION STATEMENT

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.

~~Within the next 10 years...~~

## Vision

- ~~• All students will be well prepared for high school academically and with life skills and a work ethic that enables them to succeed.~~
- RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students "where they are" with respect to individual needs and capabilities.
- Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally and socially, allow for cross-grade-level interactions, and bolster their confidence and readiness to live and work in a global community.
- RSU 63 will be known for its distinctive outdoor education focus and programs that provide all students with opportunities for learning about and gaining skills in the natural world, ~~and~~ linking their experiences to the core academic curriculum.
- RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff and administrators and be considered an outstanding district within which to work and grow professionally.
- RSU 63 will continue to be known ~~for its small, family feel — for offering small class sizes, a safe and nurturing environment,~~ as a close-knit community of learners; offering small class sizes, a safe and supportive environment, teachers, staff and administrators, frequent and effective parent-teacher communication, and strong local community support. ~~In short, RSU 63 will be a place where the colloquial saying, "It takes a village to raise a child," rings true.~~
- All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.
- RSU 63 will provide safe, healthy, and efficient buildings ~~be moving forward on a plan to have a state-of-the-art campus and center for students and staff~~ as well as adult learners throughout the community.
- Students will have safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.

- RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

#### **MISSION STATEMENT**

~~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.~~