

**RSU 63 Board of Directors  
Monday, November 16, 2020  
5:30 pm  
Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Executive Session at 5:30pm:** To discuss Superintendent Susan M. Smith's Evaluation and Negotiations pursuant to 1 M.R.S.A. § 405(6)(A)

**Public Session Resume at 6:30pm**

**Flag Salute/Moment of Silence**

**Possible Action Regarding Superintendents Contract**

**Approval of Minutes for October 13, 2020 Special Board Meeting  
Approval of Minutes for October 26, 2020 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. Donation of Buckets and Dowels for Holbrook Music Program from Viking Lumber

**Presentations:**

1. Transportation by Jake Morgan, Facilities and Transportation Director
2. Maine School Management Association Fall Conference and Maine School Board Association Update

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget and Finance Committee: Tuesday, November 10, 2020 at 5:00pm, Holbrook Middle School
2. Facilities Advisory Committee: Thursday, November 19, 2020 at 5:30pm, Holbrook Middle School
3. Community Conversation: Tuesday, December 1, 2020 at 6:00pm via Video Conference
4. Policy Committee: Thursday, December 3, 2020 at 5:30pm, Holbrook Middle School
5. Board Meeting: Monday, December 14, 2020 at 6:30pm, Holbrook Middle School (if needed)
6. Board Meeting: Monday, January 25, 2020 at 6:30pm, 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**

**New Business**

1. School Revolving Renovation Fund Bond Resolution
2. Policies to Approve
  - a. DJ-R – Federal Procurement Manual – Administrative Procedures
  - b. EBCA – Comprehensive Emergency Management Plan
  - c. EBCC - Bomb Threats

**Personnel Actions**

1. Appointments
  - a. Margaret Peckenham – COVID-19 Substitute at Holbrook
2. Resignations
  - a. Lizbeth Richards – Part-time Speech Language Pathologist
3. Retirement
4. Reassignments
  - a. Jacob Gould – Van Driver to Bus Driver
  - b. Sonja Salley – Long Term Speech Language Substitute to Speech Language Pathologist Assistant
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 Bond Hearing and Special Board Meeting

Date: October 13, 2020

Location: Holbrook Middle School and Remotely  
Minutes

Remote Dial In Phone Number: 1-414-909-2329 PIN: 426922820

Superintendent Smith began the School Renovation Revolving Fund (SRRF) Bond hearing at 6:00pm. All members of the public were provided a copy of the RSU 63 Indoor Air Quality power point outlining the need for indoor air quality improvements at all three schools. Discussion took place.

Chair, John Hutchins called the Special Board meeting to order at 6:40pm.

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

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

*Town of Clifton:* Linda Graban

*Town of Eddington:* Steve Carr and Robin James

**RSU 63 Board Member Remote:**

*Town of Holden:* Cherie Faulkner 6:51pm

**RSU 63 Board Member Excused Absent:**

*Town of Eddington:* Charles Barker, Jr.

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

Motion by Steve Carr with a second by Heather Charity to approve the amended minutes for the September 14, 2020 Special Board Meeting.

**Vote: 7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith thanked the teachers, administrators, and staff for continuing to work hard and problem solve.

**Acceptance of Gifts/Donations:** Superintendent Smith thanked the members of the Holden Police Department for their donation of paper cups for our students. Superintendent Smith thanked the members of the public who have donated water bottles and tissues.

**Presentation:** Superintendent Smith gave an overview of the BIRCH (Building Interpersonal Resilience and Community Health) Project with UMaine and the National Institute of Health to support the well-being of middle and high school students. A handout was provided to the Board members. Rebecca Schwartz-Mette, Ph.D. is the Director of the BIRCH Project. She has worked with RSU 63 in the past implementing the FRIENDS program. The BIRCH Project is a two-phase project. The first phase involves research to better understand how to build adolescent resilience and enhance well-being. The second phase takes the research for development of prevention and intervention efforts to support the health of students. Superintendent Smith showed the video that will go out to Holbrook families. Ashley Allen, Holbrook Middle School Principal added this is a particularly hard time for everyone, especially young adolescence and social media pressure. This project will help provide more support for students.

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

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

**Dates of Next Committee Meetings:**

1. Facilities Advisory Committee Meeting: Thursday, October 15, 2020 at 5:00pm, Holbrook Library
2. Board Meeting: Monday, October 26, 2020 at 6:30pm, Holbrook Middle School
3. Budget and Finance Committee: Tuesday, November 10, 2020 at 5:00pm, Holbrook Middle School

**Budget and Finance:** Nothing to add to the Budget and Finance Committee Minutes.

RSU #63 Special Board Meeting Minutes

October 13, 2020

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**Superintendent's Report:** Superintendent Smith added to her report that she and Mr. Hutchins met last week and felt rather than continue with two board meetings per month, it would be more productive to go back to the one meeting per month and add a remote community forum. The Board, Superintendent Smith, and administrators would hold topic specific conversations to collaborate ideas with members of the public. The Board agreed this would be helpful.

The Gloria C. MacKenzie Foundation will not reimburse the District for funds already spent on the Holden and Eddington Flashing lights unless we ask in writing. Superintendent Smith advised she sent a letter and their Board declined to reimburse us.

Eileen King from Maine School Management provided some new dates to reschedule the Board Workshop. The Board agreed Thursday, November 5, 2020 at 6pm would be best.

**Acceptance of Reports:** Motion by Steve Carr with a second by Robin James to approve all written and verbal reports from Budget and Finance and the Superintendent.

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

**Vote:** 7 Approved; 0 Opposed

### **Old Business:**

**Policy Committee:** John Hutchins reviewed the past Policy Committee membership and asked if anyone wanted to volunteer to join the committee now. Heather Charity stated she would like to continue with policy committee. Robin James and Cherie Faulkner volunteered. Mr. Hutchins advised a Policy Committee chair will need to be elected at the committee's first meeting. A date for the meeting will be determined with input from the committee members.

### **New Business:**

**Corona Relief Funds Part 2 (CRF2) Grant:** Superintendent Smith provided a budget sheet to Board members. Michael Revels has been hired as Technology Support and started last week. Gayle Middleton has been hired as Technology Integrator and will be starting soon. Custodians have been busy moving furniture to open up more learning spaces. We are looking at ways to create more outdoor learning spaces and technology equipment needed to provide better access. Non-wind musical instruments, bus driver training, secretarial support, fencing, and asbestos abatements and flooring are other projects for this grant funding. Superintendent Smith reviewed the guidelines and advised supplies and bills must be all paid prior to December 31, 2020. John Hutchins asked why more fencing was needed at the elementary schools. Superintendent Smith advised the back of the lots are wooded. Fencing would create a more secure areas for our young students. Cherie Faulkner asked what the outdoor learning spaces entailed. Superintendent Smith advised these would be temporary structures that can be used for learning. They are looking into different opinions to see what is available and what will be the best fit. Ms. Faulkner asked if they would utilized in the winter. Superintendent Smith advised as long as it is not bitter cold out. Cherie Faulkner asked if the tractors are not approved, will the work be contracted out. Superintendent Smith stated it was unclear if tractors would be approved. If not approved, we can rewrite the project and move funds elsewhere. Steve Carr stated since funds have to be spent by December 31<sup>st</sup>, a contractor may not be possible. Linda Graban asked if we had room to store three tractors. Superintendent Smith said yes.

**Parent Teacher Conferences:** Superintendent Smith advised she thought she was going to need to ask the Board for a calendar amendment. However, after much discussion, a solution has been found to help teachers with more planning time during parent teacher conference week. All conferences are being conducted remotely via secure links for parents.

**Superintendent Evaluation and Contract Negotiation Process:** John advised all Board members were given a Superintendent Evaluation Form. The forms need to be completed and brought to the Executive Session on Monday, October 26, 2020 at 5:30pm. The Board will average the forms together and have discussion. An offer will need to be made before the December Board meeting. Heather Charity asked if the survey had been sent to staff. Superintendent Smith advised George Cummings sent out the survey the Teachers Association created to all staff. A summary will be shared with the Board and Superintendent Smith. Heather Charity

asked why the Board was using an outdated evaluation form. Superintendent Smith advised this is the newest form created in 2018.

**Personnel Actions:**

**Appointments:** Krystal Baillargeon, Long Term COVID-19 Substitute at Eddington Elementary School; Gayle Middleton, Technology Integration Support; Michael Revel, Technology Support; and Quincy Hanzen, Long Term COVID-19 Substitute at Holbrook Middle School.

**Resignations:** Heather Grass, Substitute and David Randall, Long Term COVID-19 Substitute at Holbrook Middle School.

**Retirement:** None

**Reassignments:** Jacob Gould is being reassigned from Night Custodian at Eddington Elementary School to Van Driver.

**Elections:** None

**Searches:** Grade 7 ELA Teacher, Custodian at Eddington Elementary School, and Substitutes

**Questions and Comments from the Public:** John Williams, Clifton resident thanked the Board for their time and efforts in keeping the schools up and hopes they continue to stay in fair condition. He voiced his concern for investing money into the three schools and down the road combining to one school. Mr. Norman, Holden resident voiced is disapproval of the District not providing live remote instruction. A member of the public suggested Superintendent Smith consults with our attorneys to help with how to provide synchronized learning to remote students so they can receive the same instruction as the in-person students.

Superintendent Smith advised there are multiple factors that prohibit the synchronized instruction right now with staffing being one of them. She advised we have been shifting staff to best accommodate needs, but we need more substitutes. Cherie Faulkner asked if we can increase our substitute pay to help entice applicants. Superintendent Smith advised pay has not been the issue. Substitute pay will be discussed at the next Budget and Finance Committee meeting.

**Questions and Comments from the Board:** Holly Whitmore asked if students will receive full curriculum when they attend four days per week. Superintendent Smith advised they are still working on ways to incorporate the "specials", but students will receive the full curriculum. Heather Charity asked if the all remote option was still until after Thanksgiving. Superintendent Smith advised, we need to gather more information from families. Linda Graban asked how many students were all remote per school. Superintendent Smith advised Holbrook has 17; Holden and Eddington combined have 32. Linda Graban asked if the students were receiving live instruction. Superintendent Smith advised they receive some live instruction in the morning and some is available in the afternoon.

**Adjournment:** At 7:47pm, motion by Steve Carr with a second by Robin James to adjourn the meeting.

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

RSU #63 Board Meeting  
Date: October 26, 2020  
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

**RSU 63 Board Member Excused Absent:**

*Town of Eddington:* Charles Barker, Jr. and Steve Carr

Board Chair, John Hutchins called the meeting to order at 5:34pm

Motion by Linda Graban with a second by Heather Charity to enter into Executive Session to discuss Superintendent Susan M. Smith's Evaluation and Negotiations pursuant to 1 M.R.S.A. §405(6)(A).

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

**Vote: 6 Approved; 0 Opposed**

Public session resumed at 6:34pm. A flag salute was conducted and a moment of silence was observed.

Motion by Heather Charity with a second by Robin James to approve the minutes for the September 28, 2020 Board Meeting.

Discussion: Cherie Faulkner asked to amend the minutes under Additional Questions and Comments from the Public to reflect "Linda Graban called for a vote with a second by Cherie Faulkner to allow Holbrook Rec to utilize the District fields for sports." All Board members agreed with the amendment. Superintendent Smith asked if the minutes could be approved with the amendment or would the Board like the minutes brought back to the next meeting. The Board agreed to approve with the amendment.

**Vote: 6 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Other:** Superintendent Smith recognized the Holbrook Students of the Month for September: Tristan Bowden, Grade 5; Isabelle Brideau, Grade 6; Grace Bartlett, Grade 7; and Arianna Sargent, Grade 8. Ashley Allen and Joy Walters were recognized for their hard work with CHEFS and the student food backpack program.

**Acceptance of Gifts and Donations:** Superintendent Smith thanked the Holden Police Department for the teddy bears with masks they provided Grade Two students at Holden Elementary School. The University of Maine Cooperative Extension and some local families were recognized and thanked for their donation of fresh vegetables to the CHEFS Food Pantry. Holden A Kone is providing free ice cream cones to students in costume from 12pm-3pm on Halloween and the Holden Police Department will be handing out candy to anyone who registers with them. Kelly Theriault, RSU 63 Business Manager was recognized for her work on writing the Full Plate Grant. The District is using this grant to replace the milk cooler at Holden Elementary School.

**Presentation:** Michelle Wright, RSU 63 Librarian shared progress and plans with the Institute of Museum and Library Services (IMLS) Grant awarded in 2019. Through grant funding, Ms. Wright was able to offer library services weekly at all three schools, purchased storybook rugs, white board tables, comfortable reading chairs, STEAM (Science, Technology, Engineering, Art, Math) interactive learning tools, and updated books. Due to COVID-19 restrictions, library services have looked different this school year. All library instruction is currently remote. Ms. Wright created an interactive library that includes hyperlinks to include everything an in-person library class offers. Students are able to browse the library books and request a book check-out through the virtual library or complete research projects as they would if they were in-person.

**Questions and Comments from the Board:** Robin James thanked Michelle Wright and complimented her thoughts and ideas.

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

**Dates of Next Committee Meetings:**

Policy Committee: Wednesday, October 28, 2020 at 5:30pm, Holbrook Middle School

Board Workshop: Thursday, November 5, 2020 at 6:00pm, Holbrook Middle School

Budget and Finance Committee: Tuesday, November 10, 2020 at 5:00pm, Holbrook Middle School

Board Meeting: Monday, November 16, 2020 at 5:30pm, Holbrook Middle School (Executive Session at 5:30pm with Public Session Resuming at 6:30pm)

Facilities Advisory Committee: Thursday, November 19, 2020 at 5:30pm, Holbrook Middle School

**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 many State reports were due by the middle to end of October. Shelley Wyman, Administrative Assistant to the Superintendent, and Kelli Pollack, Administrative Assistant to Special Services, worked hard to track down students and ensure the attending student count and out of district placement report were accurate for the October deadline. The state uses the October 1<sup>st</sup> report for Essential Programs and Services (EPS) funds determination. Superintendent Smith advised compared to last year we have 18 fewer high school students, 12 fewer Pre-K through Grade 8 students, and overall 4% fewer students. This is similar across the state. Attendance and Truancy is another report that was due this month. Currently we have six truant students in Kindergarten through Grade 8. Our younger students are having more issues with attendance than our older students. Staff members have been reaching out to families with plans to help improve student attendance.

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

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

**Vote:** 6 Approved; 0 Opposed

**Old Business:** None

**New Business:**

**Snow Days:** Superintendent Smith stated there are many things taken into consideration for snow days. In order for remote snow days to happen, superintendents have to consider internet connectivity, possible loss of power, and food service. Students must receive food service from the school in order for a school day to be included in the required student day count, therefore decisions would need to be made a day in advance. Superintendent Smith felt staffing could be an issue in preparing meals for students to take home. She recommends the District continue making their decision on a storm by storm basis. Heather Charity felt snow days are needed and the District could limit the number of make-up days by offering remote instruction, even if it is a half day. Holly Whitmore has concern for parents being able to provide access for remote instruction for their students when they are working. Linda Graban asked if a remote snow day would follow the "RED" schedule and what would happen if one town lost power, would those students be marked absent. Superintendent Smith advised yes, remote snow days would follow a "RED" schedule and those students would be marked excused absent. Board members did not feel that was fair to those students and could cause additional stress or anxiety for students who are concerned about their attendance record. Megan Fox, Eddington resident stated she felt if students were going to have remote learning on a snow day, they should be able to go to school. She would still need to get her students up and out of the house to a sitter, she could just as easily get them to school. Robin James asked Superintendent Smith if she was learning toward a regular no school snow day, rather than a remote instruction snow day. Superintendent Smith said yes.

**Bids:** Board members were provided copies of the bids received for sub-compact tractors, asbestos abatement, and flooring. Due to CRF #2 (Coronavirus Relief Funds) requirements, the lowest bidder will be awarded the contract. Superintendent Smith recommends to accept the sub compact tractor bid from Dorr's in the amount of \$17,346.27 each. The asbestos abatement request received a decline letter from County Abatement due to time restraints in the proposal request form. They did advise they could get the work done between December 18<sup>th</sup> and December 30<sup>th</sup>. Superintendent Smith received new legislative language from the DOE today advising if a contract is entered into and unable to complete the task due to circumstances out of their control, payment timeline can be extended past the December 31<sup>st</sup> deadline. With this new language, Superintendent Smith recommends to move forward with County Abatement for asbestos removal December 18 through December 30<sup>th</sup> in the amount of \$19,730.00. Saliba's submitted the lowest flooring proposal in the amount of \$17,300.00. Robin James asked if we could go with the John Deere product as they are offering a larger snow blower and better warrantee. Superintendent Smith advised

DRAFT

we must accept the lowest bid that meets the bid criteria. Cherie Faulkner asked if we could bargain with any of the companies. Superintendent Smith said no. The requests for proposals are sealed bids and must be accepted as is.

John called for a motion to accept bids as recommended by Superintendent Smith.

Motion by Heather Charity with a second by Cherie Faulkner to accept the bid from Dorr's for three Kubota sub compact tractors with attachments in the amount of \$17,346.27 each; Asbestos Abatement from County Abatement in the amount of \$19,730.00; and Saliba's floor tile bid in the amount of \$17,300.00.

**Vote: 6 Approved; 0 Opposed**

**Personnel Actions:**

**Appointments:** Cassidy Marsh, COVID-19 Substitute at Eddington; Lori Beck, Night Custodian at Eddington; and David Luciano, Ed Tech at Holbrook.

**Resignations:** Samantha Smith, Bus Driver

**Retirement:** None

**Reassignments:** None

**Elections:** Motion by Robin James with a second by Heather Charity to elect Zachery Pratt as Grade 7 ELA Teacher.

**Vote: 6 Approved; 0 Opposed**

**Searches:** COVID-19 Temporary Custodian at Holbrook; Substitutes; and Long-Term Substitutes.

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

**Adjournment:** At 7:17pm, motion by Linda Graban with a second by Robin James to adjourn the meeting.

**Vote: 6 Approved; 0 Opposed**

Respectfully submitted by,

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

Approved:

# **POLICY COMMITTEE MINUTES**

## **Meeting: October 28, 2020**

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

1. **Call to Order:** Superintendent Smith began the meeting at 5:30pm.
2. **Elect Policy Committee Chair:** Heather Charity was nominated and accepted.
3. **Review March 3, 2020 Meeting Minutes:** Minutes reviewed so new members know where the committee left off. Superintendent Smith also explained the policy spreadsheet used to track policies status.
4. **DJ-R – Federal Procurement Manual-Administrative Procedures:** School nutrition items are no longer exempt from the bid process. Language has been updated and ready to go to the Board in November.
5. **EBCA – Comprehensive Emergency Management Plan:** This policy is required annual review. No changes recommended and is ready to go to the Board in November.
6. **EBCC – Bomb Threats:** This policy is a required annual review policy. No changes recommended and is ready to go to the Board in November.

7. **Policies to Review Next:**

For the December Policy Meeting

These three policies have not been reviewed since December 2013 and the last of our oldest policies.

BBAA – Board Member Authority and Responsibilities

BID – Board of Directors Compensation

DK – Payment Procedures

JJIF – Management of Concussions & Other Head Injuries

Dawna Bickford (our School Nurse) is reviewing our policy regarding concussion (JJIF) to make sure it aligns with recent changes to Maine law and the samples provided by the State.

AC-R – Grievance Procedures for Persons with Disabilities. We have a version of this policy coded as IHBAL. Maine School Management Association is recommending all districts revise and rename this policy to AC-R.

EFCA – Free and Reduced-Price Meal Program.

IHBAJ and IHBAJ-E are both no longer recommended by Maine School Management. They are suggesting school boards rescind these.

8. **Next Meetings:**

Thursday, December 3, 2020 at 5:30pm in the Holbrook Library

9. **Other:** Corona virus procedures were discussed. Superintendent Smith advised procedures change frequently. She is working with the Teachers Association on written understandings regarding COVID-19 procedures.

The meeting adjourned at 6:30pm.



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

**"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 November board report on behalf of the students and staff at the Eddington and Holden Elementary Schools. Student population has increased as we had a brother and sister join us in Holden at the beginning of the month. We have **29** in PK, **44** in K, and **40** 1<sup>st</sup> for a total of **113**, (we do have a few homeschool students signing in on Fridays for some remote specials.) **40** in 2<sup>nd</sup>, **42** in 3<sup>rd</sup>, and **43** in 4<sup>th</sup> for a total of **125** in Holden; for a grand total of **238** in our elementary schools. We do have a total of **28 students** participating in all remote in the elementary schools. We just had two Eddington students join us this week as I was writing this report. (One home schooled and another all remote). Many of us certainly did not expect the first week of November to bring us "white stuff" on the ground. (Kids just loved it!) Oh well, let's hope we have a mild rest of the month.

Many of our 4<sup>th</sup> graders commented about how they missed out on swim lessons at the Y this year. We are hoping if all goes well, to do this in the spring if possible. Keep your fingers crossed and masks on. Speaking of masks, the students are doing a great job with their routines of mask wearing, washing hands, and social distancing. Great job all!!!!

The staff will be busy this month completing their classroom assessments as we come to the end on the 1<sup>st</sup> trimester. Many commented on the success of their "virtual" Parent Teacher Conferences and how wonderful conversations took place. The staff told me their short term "hope" is that we stay green" until Nov. 20. Here's hoping!

The staff are certainly thankful for the assistance they are getting from our "COVID-19" subs, this does allow them some time to work one-one and in small groups as well as breaks they need through-out the day. We have much to be thankful for this time of the year!

I continue to keep busy doing classroom observations, remote and in person meetings, reading to classrooms, celebrating and recognizing students for their academic achievements, and making great choices in school each day. Well done guys!!!!



Respectfully submitted,  
Mr. Spencer

## Holbrook School Principal's Report 11/6/2020

### Approximate Projected Enrollment:

Grade 5 51

Grade 6 54

Grade 7 49

Grade 8 62

Total 216

### WELCOME NEW STAFF

As of Monday, 11/2/2020 we have 3 new staff members joining us as we continue to support students and our COVID needs. Margaret Peckenham, Quincy Hanzen, and David Luciano. We are excited to have them join us here at Holbrook.

### MOCK ELECTION

Ms. Doughty and the 8<sup>th</sup> graders worked extremely hard to prepare a mock election for Holbrook School and provided an informative video to share their knowledge with the Holbrook student body. A note from Ms. Doughty: The 8th-graders researched and learned about the voting process of the United States and used their knowledge to conduct this year's school-wide mock election virtually. The Social studies and art classes collaborated in creating voting posters to spread awareness for the election. Each 8th-grade class created a virtual ballot for a specific grade level that reflected Maine's choice to use ranked-choice voting and made a video presentation explaining the importance of voting, what young kids can do to get involved in elections and how ranked-choice voting works. They also handmade "I voted" stickers for everyone. After the school voted on election day, the 8th-graders counted and analyzed the results and determined the winner of the President, Senate, and House of Representatives races. Each class even had to use their knowledge of ranked-choice vote counting to determine the winner for Maine's senator.

### STUDENT COUNCIL UPDATE

Mrs. Archambault and Holbrook's Student Council has sponsored a hat day and costume day so far this year. They will be providing Thanksgiving dinners for families in need (usually around 12 families) in the Clifton, Eddington, and Holden communities, sponsoring a can drive to benefit CHEFs, along with our Giving Tree in December. We appreciate the leadership this group brings to Holbrook.

### SCHEDULES

Holbrook teachers have been working tirelessly on red schedules. Every student now has a red schedule personalized to them complete with links that will take them to each class they will need to attend on Nov. 12<sup>th</sup> our first Red day. Hopefully having this chance to prep and practice will help us work through anything that becomes challenging under this virtual paradigm.

### SEPTEMBER /OCTOBER STUDENTS OF THE MONTH

Tristan Bowden, Isabelle Brideau, Grace Bartlett

Aiden McLaughlin, Jade Shorey, Jack Craig, Olivia Lanham

Respectfully,



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.*

**Director of Special Services Report – November, 2020**

The Special Services office will be submitting our component of the file review process. The review process takes a “snapshot” of how RSU 63 is doing on timeline compliance and paperwork completion. We won’t have the full details on accuracy until we receive a full report on the quality of the documentation provided in the spring. For now, the invitations to meetings are being given to parents with at least 7-days of notice unless a waiver is signed for all submitted records. Individualized Education Program documentation was sent home within 21-school days for all submitted records. Case managers have been completing considerations and IEP meetings, documenting academic performance, writing goals in the correct format that include alignment, components, measurement, and citation. I will continue meeting with staff individually and during our monthly staff meetings to make sure our goals are formatted correctly and aligned to a standard that targets the skills the students are working on. The Maine DOE is looking specifically at the alignment of the sections of the IEP, so that a student’s needs are identified, current progress is determined, goals are based on that progress, and that services match the needs and the goals. That alignment will be the focus of their investigation when they visit our offices in January, but that might also occur virtually.

Parents had the opportunity to meet their child’s teacher at Parent-Teacher Conferences and express their concerns or hear the teacher’s concerns if they had any. Staff contacted me in several cases in which they or the parents had concerns. I have worked with the families to determine what next steps need to happen in order to make sure any student with a disability that affects academic or behavior achievement has a plan in place in order to address those skill deficits either through accommodations or special services.

One other MDOE issue that I am working through at this time is the RSU #63 plan for 1% participation compliance in Maine State Alternate Assessments. The Alternate Assessment is designed for our students with significant cognitive impairments. Statistically, those students are in the lowest 1st percentile of cognitive abilities, therefore, the federal government makes states with higher than 1% of their student population participating submit a plan to lower the percentage to below 1%. We have a small student population where each student makes up about 0.12% of our population, so even with students in the single digits RSU #63 is above the 1% mark and I will continue to appeal unless our enrollment changes.

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:** November 9, 2020  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for November 2020.

### **CRF Funds**

A lot of time this month has gone into spending \$78,000 of CRF money on technology hardware. It's a time-consuming process of planning, getting pricing quotes, creating purchase orders, and finally placing the orders, especially when you have to spend the money in less than three weeks.

I wanted to make smart and thoughtful purchases and not purchase items that could end up in a landfill in 2 years. Extra time was spent looking at our infrastructure hardware that has been in service for eight years or more, along with surveying teachers on what classroom technology hardware would benefit them during in-person and remote student days.

Below is a list of the new technology hardware that has been ordered and will be coming into the District in the next 4-5 weeks. Significant time will be required to inventory, setup, distribute, train, and support teachers on some of this new hardware.

3 Network Servers – The critical network servers at all 3 schools will be replaced. The current servers are 8-9 years old.

34 Desktop monitors – These monitors will allow teachers to expand the desktop space on their laptops so that they can share content from their laptop while viewing students on the additional monitor.

39 Wireless microphones/voice amplifiers – Due to mask requirements and classroom fans running, some students are having difficulty hearing teachers. These devices will help amplify teachers voices.

32 iPads – iPads will be used in conjunction with a special adjustable stand as document cameras. The ability to use the iPad as a document camera will give the teacher flexibility to project any object or text clearly from anywhere in the classroom, which is important for comprehension and understanding.

17 Meeting Owls – A video conferencing solution that captures 360-degree video and audio for a near face-to-face experience. These will help with synchronous and asynchronous learning.



George Cummings  
Technology Coordinator

p: 207.843.4316  
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www.rsu63.org

12 AppleTV's - These will be installed in classrooms that do not already have an AppleTV. AppleTV's allow teachers to wirelessly connect to projectors with their laptops or iPads and project content from anywhere in the classroom.

300 Headphones – Will be used by students that use Learning Ally audiobooks, receive speech/language services, and attend remote meetings/classes.

6 Laptop Storage Carts – Used to store and charge Chromebook laptops that will be used in grades K-1 at Eddington School.

Respectfully submitted,

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** November 5, 2020

**From:** Kelly Theriault

**RE:** November Board Report

- 
- Budget & Finance committee will meet on November 10, 2020. Summary financial is attached and will be reviewed at the meeting.
  - Holden's milk cooler arrived (undamaged) and is working flawlessly!
  - Lunch and breakfast counts have increased significantly as the school year has gone on. I'm sure the approval of free meals for all students has factored into this, and students are settling into routines as well. Child Nutrition at the state of Maine (and other agencies across the country) is pushing for this program to become permanent. Stay tuned!
  - Lunches served for the Month of October: 4,112; Breakfast: 3,434! Great Job Ladies!
  - Ms. Jordan has been filling in at Eddington for a couple of weeks (Ms. Giguere is on leave.); she's done a great job. With Ms. Jordan at Eddington, Ms. Jameson has been short staffed and Mr. Elliott and Mr. Gould have filled in and been a big help.
  - Reports completed this month in the business office; MePERS, SFSP monthly claim, quarterly 940ME, Quarterly 941, Quarterly Unemployment report, multiple worksite data report.

# 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	10/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020	7/1/2019 - 10/31/2019
<b>Subtotal Regular Instruction</b>	\$2,709,167	\$208,562	\$596,115	\$18,827	\$2,094,225	77%	\$673,549
<b>Subtotal REG 9-12</b>	\$3,327,392	\$294,965	\$473,663	\$0	\$2,853,729	86%	\$401,940
<b>Subtotal Special Education</b>	\$1,821,204	\$127,012	\$347,768	\$38,436	\$1,435,000	79%	\$252,257
<b>Subtotal Staff &amp; Student Sppt</b>	\$473,726	\$31,857	\$152,118	\$9,208	\$312,400	66%	\$172,178
<b>Subtotal Facilities</b>	\$1,081,561	\$71,397	\$310,096	\$148,722	\$622,743	58%	\$283,701
<b>Subtotal Transportation</b>	\$803,273	\$38,353	\$236,390	\$68,237	\$498,646	62%	\$233,218
<b>Sub Total Trans to Other Units</b>	\$0	\$8,755	\$25,649	\$0	\$(25,649)	---	\$16,326
<b>Subtotal System Administration</b>	\$334,910	\$21,584	\$132,726	\$5,042	\$197,142	59%	\$128,536
<b>Subtotal School Administration</b>	\$412,932	\$31,932	\$148,995	\$1,775	\$262,162	63%	\$139,868
<b>Subtotal Other Instrn</b>	\$61,595	\$0	\$359	\$131	\$61,105	99%	\$2,819
<b>Subtotal All Other</b>	\$15,000	\$744	\$806	\$3,194	\$11,000	73%	\$180,889
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$11,040,760	\$835,161	\$2,424,685	\$293,572	\$8,322,503	75%	\$2,485,281
<b>NET REVENUE OVER EXPENSE</b>	\$11,040,760	\$835,161	\$2,424,685	\$293,572	\$8,322,503	75%	\$2,485,281

# MSAD63

## Income Statement Hot Lunch

Report # 25411

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	10/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020	7/1/2020 - 10/31/2020
<b>00000 OVERHEAD</b>			
6000-0000-00000-4162100-950 A La Carte Sales	0.00	(57.00)	0.00
<b>TOTAL 00000 OVERHEAD</b>	<b>\$0.00</b>	<b>\$ (57.00)</b>	<b>\$0.00</b>
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(699.20)	(9,932.76)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(823.22)	(823.22)	0.00
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	(10,215.54)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$ (1,522.42)</b>	<b>\$ (20,971.52)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	6,830.84	25,093.58	0.00
6000-0000-31000-5202040-950 UNEMPLOYMENT	7.01	46.26	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	0.60	307.07	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	938.78	3,826.44	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	29.04	121.69	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	97.54	359.11	0.00
6000-0000-31000-5218000-950 FICA/MEDI	417.05	1,535.63	0.00
6000-0000-31000-5218015-950 Dental	5.58	16.74	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	4.92	22.18	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	2,175.00	6,145.00	200.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	7,811.41	19,757.39	0.00
6000-0000-31000-5630030-950 SNACK	36.21	534.19	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	512.69	8,394.03	1,102.46
6000-0000-31000-5890000-950 Repairs	134.00	134.00	66.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$19,000.67</b>	<b>\$66,293.31</b>	<b>\$1,368.46</b>
<b>31200 A LA CARTE</b>			
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	13.38	0.00
<b>TOTAL 31200 A LA CARTE</b>	<b>\$0.00</b>	<b>\$13.38</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$17,478.25</b>	<b>\$45,278.17</b>	<b>\$1,368.46</b>



## 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.*

**TO:** RSU 63 BOARD of DIRECTORS

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

**RE:** MONTHLY REPORT

**DATE:** NOVEMBER 2020

### **Board Members Please Note:**

***There will be an Executive Session in the Holbrook Library at 5:30pm on Monday, November 16<sup>th</sup>. Public Session will resume at approximately 6:30pm in the gym.***

### **Presentations**

Jake Morgan will be presenting information regarding transportation.

Included in the Board Packet, you will find a copy of the resolutions recently adopted by the Maine School Board Association (MSBA) during the Maine School Management Association's (MSMA) Fall Conference. These resolutions, conference updates from Holly Whitmore and Heather Charity, as well as next steps to follow-up from our November 5<sup>th</sup> Workshop with Eileen King (from MSMA) will be shared and discussed during the Presentation portion of the Board Meeting.

### **School Revolving Renovation Fund (SRRF) Bond Resolution**

I am very pleased the voters in all three towns supported our SRRF/Indoor Air Quality Bond on November 3<sup>rd</sup> by an overall vote of 2,848 to 1,109. However, it came to my attention on Friday, November 6<sup>th</sup> that one of our member towns did not have its municipal officers countersign the "Warrant and Notice of Election" prior to posting. As a result, our bond counsel, Greg Im from DrummondWoodsum, cannot yet provide an opinion that the SRRF loan has been properly authorized. Working with Greg Im, we have come up with a viable plan of action and expect to be able to close the SRRF loan during the last week of December (Dec. 22 – Dec. 31). The Maine Municipal Bond Bank has agreed to an anticipated closing that week. There is a chance the closing may need to be pushed into 2021. We have let the state know about this situation. If we find that we will not be able to close before the Dec. 31 deadline, we will contact the state again.

### **Policies**

The Policy Committee met on October 28<sup>th</sup>. Three policies (included in the Board Packet) are ready for review by the full Board. Revisions made to Policy DJ-R: Federal Procurement Manual - Administrative Procedures have been revised based on recommendations from the review of our School Nutrition Program. School Nutrition items are no longer exempt from the bid process.

Policy EBCA: Comprehensive Emergency Management Plan and Policy EBCC: Bomb Threats both require annual review. No changes to either policy have been recommended. "Emergency Binders" will be available for Board Members to review during the meeting on November 16<sup>th</sup>. Please let Shelley Wyman know if you would like to review a binder prior to the meeting.

**MSBA  
Adopted Resolutions  
October 30, 2020**

**Development of Distance-Learning Plan**

The coronavirus pandemic upended classroom instruction in school districts and revealed both positives and shortcomings in our ability to do distance learning. What was implemented by necessity should now be improved by design. Distance learning should not just be the fallback in a crisis, but rather used to provide equitable learning opportunities to all Maine students regardless of their location. The Maine School Boards Association calls for a plan that addresses professional development for teachers; assessment of devices; high-quality connectivity in all parts of the state; development of online curriculum appropriate to age groups; and, intentional use of online learning to enhance curriculum and expand learning opportunities for all students. Funding for online learning should be part of the school funding formula. MSBA will actively participate in the development and implementation of such a plan.

**Building Stronger Family Support for Education**

The Maine School Boards Association believes greater involvement by parents or guardians in their child's education is essential to assure better outcomes for students. Parents or guardians who are not engaged in their child's early learning at home are less likely to be engaged when their child goes to school. Outreach to and support of those who care for children in the home are essential first steps in creating a successful partnership between caregivers and schools. The ultimate goal is to identify the needs of both adults and children in the household and connect them to appropriate services and learning opportunities.

**Equity in Education**

All students, regardless of their race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin, disability, age or economic status deserve equitable opportunities and support to learn in Maine's public schools. The Maine School Boards Association believes all district leaders should facilitate a self-examination and discussion around recognizing bias and stereotyping and adopt policies and practices that eliminate them, and that the Maine DOE should provide support for this purpose.

**Board Meeting Remote Participation**

The Maine School Boards Association believes what we have learned about remote participation in board meetings during the coronavirus pandemic supports a law change allowing such participation absent a health emergency. The technology is available to allow robust discussion on issues and real-time face-to-face deliberations not only with fellow board members, but with the public. MSBA supports introducing legislation in the 130<sup>th</sup> Legislature that would allow such meetings under the public records law, if the local School Board votes to adopt the practice.

RESOLUTION TO BE ADOPTED BY THE  
REGIONAL SCHOOL UNIT NO. 63 SCHOOL BOARD  
AT A MEETING ON NOVEMBER 16, 2020

Motion: I move that the Resolution entitled, "Resolution to Authorize \$2,673,250 School Revolving Renovation Fund Financing," be approved in form presented to this meeting; that an attested copy of said Resolution be included with the minutes of this meeting; and that the Notice of Resolution presented to the meeting be approved and signed by a majority of the School Board at the convenience of each School Board member either in person or by electronic signature.

## **Resolution to Authorize \$2,673,250 School Revolving Renovation Fund Financing**

WHEREAS, on November 3, 2020, the voters of Regional School Unit No. 63 (the "RSU") voted on the following referendum question submitted by the School Board of the RSU:

Do you favor authorizing the School Board of Regional School Unit No. 63 (the "RSU") to issue bonds and other evidences of indebtedness in the name of the RSU for minor capital projects described below (the "Project") in an amount not to exceed \$2,673,250 through the State of Maine's zero interest rate/loan forgiveness School Revolving Renovation Fund Program for Priority 1 Health, Safety and Compliance repairs related to indoor air quality improvements at Eddington School, Holbrook School, and Holden School (the "Project")?

- A. Zero Interest/Loan Forgiveness Program: The State Department of Education has awarded the RSU loans in the amount of \$2,673,250 through the State's zero interest rate/loan forgiveness School Revolving Renovation Fund Program.
- B. Loan Forgiveness: The State Department of Education will forgive approximately 48.79% (up to an estimated \$1,304,278) of the total approved loan.
- C. Interest Free Loan: The RSU will be obligated to repay approximately 51.21% (up to an estimated \$1,368,972) of the total approved loan amount over a ten-year term. The State of Maine has agreed to lend these funds and to permit repayment at ZERO PERCENT (0%) interest.

WHEREAS, the voters of the RSU voted on said referendum question as follows:

Town	Yes	No
Clifton	353	154
Eddington	984	407
Holden	1151	548
Totals (unofficial):	2848	1109

WHEREAS, because certain Warrants and Notices of Election for the referendum were not properly countersigned by municipal officers, bond counsel to the RSU is not able to approve the results of the referendum;

NOW THEREFORE, pursuant to sections 5953-E and 6006(F) of the Maine Municipal Bond Bank Act, sections 1490(7)(B) and 1501 of Title 20-A of the Maine Revised Statutes; all other applicable law; and a Maine Department of Education School Revolving Renovation Fund Project Eligibility Certificate dated January 31, 2020, which certificate approves Priority 1 Health, Safety and Compliance repairs related to indoor air quality improvements at Eddington School, Holbrook School, and Holden School (the "Project"), the School Board resolves as follows:

1. That the Chair of the School Board (the "Chair") and the Treasurer be authorized in the name of and on behalf of the RSU to execute and deliver a Loan Agreement between the Maine Municipal Bond Bank (the "Bond Bank") and the RSU to effect a loan from the Bond Bank to finance the Project in the principal amount of up to \$2,673,250, but of which amount \$1,304,278 of principal is forgiven by the Bond Bank (the "Loan Agreement"); and that the Loan Agreement be in such form as the Chair and the Treasurer may approve, the execution and delivery thereof to be conclusive evidence of such approval.

2. That the Chair and the Treasurer of the RSU be authorized to borrow in the name and on behalf of the RSU the sum of up to \$1,368,972 from the Bond Bank to finance the Project; that in connection therewith, the Chair and the Treasurer be authorized to issue general obligation securities (bonds or notes) of the RSU in an original principal amount of up to \$1,368,972, payable WITH NO INTEREST in ten (10) equal annual installments of principal, and to execute and deliver such general obligation bonds or notes (as so executed and delivered, the "Bond") in registered form under the seal of the RSU and attested by the Secretary; and be dated and be in such form as the Chair and the Treasurer may approve, the execution and delivery thereof to be conclusive evidence of such approval.

3. That the Chair and the Treasurer, acting singly, be authorized in the name and on behalf of the RSU to execute and deliver an Assignment of monies transferred by the State of Maine to pay for Project costs and such other instruments, documents, certificates and agreements, and to take or cause to be taken such further actions for and on behalf of the RSU, as may be necessary, convenient or appropriate to accomplish the Project and to effect the transactions contemplated by the foregoing votes and the documents referenced therein, and that the Secretary of the RSU be authorized to attest to the foregoing and attach the official seal of the RSU to any of the foregoing.

4. That pursuant to section 1490(7)(B) of Title 20-A of the Maine Revised Statutes, the Secretary shall (i) cause attested copies of this Resolution to be posted within five (5) days hereof in at least three (3) public and conspicuous places in each of the Towns of Clifton, Eddington, and Holden (the "Member Towns"); (ii) make a return of posting, stating the time and place of such postings; (iii) keep a record of the return of posting and mail a copy thereof to each of the municipal officers of the Member Towns; and (iv) notify this School Board of any petition filed requesting a vote of the RSU voters to approve or disapprove the issuance of the Bond; and notwithstanding anything in this Resolution to the contrary, the sale and issuance of the Bond hereunder shall be subject to the condition that a petition not be filed that requires a referendum vote pursuant to section 1490(7)(B) of Title 20-A of the Maine Revised Statutes, or if such petition is filed, that the required referendum approval of the issuance of the Bond is gotten; and

5. That an attested copy of this Resolution be included with the minutes of this meeting.

A true copy as adopted by a majority of the School Board, attest:

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Susan Smith, Secretary