

**RSU 63 Board of Directors
Monday, October 26, 2020
5:30 pm
Holbrook Middle School
Agenda
Remote Dial In: 1-478-331-6350 PIN: 945594212#**

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

Approval of Minutes for September 28, 2020 Board Meeting

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

1. Holbrook Middle School Students of the Month

Acceptance of Gifts/Donations

1. Teddy Bears with Masks to Grade 2 at Holden Elementary School from Holden Police Department
2. Fresh Vegetables from UMaine Cooperative Extension and Members of the Community

Presentations: Integrating Literacy and Life Skills into Our Libraries Grant Update by Michelle Wright

Questions and Comments from the Board

Questions and Comments from the Public

Dates of Next Committee Meetings

1. Policy Committee: Wednesday, October 28, 2020 at 5:30pm, Holbrook Middle School
2. Board Workshop: Thursday, November 5, 2020 at 6:00pm, Holbrook Middle School
3. Budget and Finance Committee: Tuesday, November 10, 2020 at 5:00pm, Holbrook Middle School
4. Board Meeting: Monday, November 16, 2020 at 5:30pm, Holbrook Middle School (Executive Session at 5:30pm with Public Session Resuming at 6:30pm)
5. Facilities Advisory Committee: Thursday, November 19, 2020 at 5:30pm, 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. Snow Days

2. Acceptance of Bids
 - a. Tractors
 - b. Asbestos Abatement
 - c. Flooring

Personnel Actions

1. Appointments
 - a. Cassidy Marsh – COVID-19 Substitute at Eddington
2. Resignations
3. Retirement
4. Reassignments
5. Elections
 - a. Zachery Pratt - Grade 7 ELA Teacher
6. Searches
 - a. Eddington Evening Custodian
 - b. Holbrook COVID-19 Custodian
 - c. Ed Tech II or III
 - d. 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: September 28, 2020
Location: Holbrook Middle School and Remotely
Minutes
Remote Dial In Phone Number: 1-507-881-0234 PIN: 146854110#

RSU 63 Board Member(s) Physically Present:

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

Town of Clifton: Linda Graban

Town of Eddington: Robin James

RSU 63 Board Member Remotely Present:

Town of Eddington: Steve Carr

RSU 63 Board Member Excused Absent:

Town of Eddington: Charles Barker, Jr.

Board Chair, John Hutchins called the meeting to order at 6:29pm

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

Motion by Heather Charity with a second by Holly Whitmore to approve the minutes for the September 14, 2020 Board Meeting.

Discussion: Linda Graban asked to have her wording for legal concerns added to the minutes.

Motion by Heather Charity rescinded. Minutes will be revised and brought back to the Board for approval at the next meeting on Tuesday, October 13, 2020.

Recognition and/or Awards of Students, Staff, and Other: None

Acceptance of Gifts and Donations: Superintendent Smith advised we are in working on finalizing the Gloria C. MacKenzie Grant approval for the Eddington and Holden Lights. A resolution will be brought to the Board for approval at the next meeting on Tuesday, October 13, 2020.

Presentation: None

Questions and Comments from the Board: Cherie Faulkner stated she felt the new COVID funds should be discussed with the Board and the Board should approve how the funds are spent. Superintendent Smith advised we received notice today on the anticipated total amount being received. Applications are due to the State by October 15, 2020 and must be spent with all products received by December 31, 2020. On the first round of COVID funding, all plans went to Budget and Finance Committee for discussion and review. Ms. Faulkner stated the Budget and Finance Committee Meeting should be moved to be a week prior to the Board Meeting on October 13, 2020 so the Board can review how the funds will be spent. Steve Carr, Budget and Finance Committee Chair stated it does not leave a lot of time and we do not need to complicate an already short turn-around time. Heather Charity asked if there was a short list of priority items for this round of funding. Superintendent Smith advised there was. There is a need for a movable divider in the cafeteria to allow classroom instruction in that area; more projectors and carts; non-wind musical instruments; a structure to allow students to be outside and safe from elements. Heather Charity stated she likes the idea of an outdoor structure so students can continue to get outside in the rain and snow. Superintendent Smith stated this timeline is very quick and makes it difficult to obtain items, as most big items such as the divider and outside structures are on backorder. Ms. Faulkner asked if Technology improvements was on the list. Superintendent Smith advised it is and she conducted interviews today for the Technology Integrator position.

Cherie Faulkner asked how long mask breaks were and how often students receive them. Superintendent Smith advised mask breaks follow the CDC guidelines. Students have mask breaks between classes, lunch time, and at the teacher's discretion. Ms. Faulkner stated she has been hearing from parents and students that some classes are receiving one mask break per day and have been denied by the teacher when asked for additional mask break time. Superintendent Smith stated this has not been something that has been brought to her attention and stated Ms. Faulkner should advise the parents/guardians to follow the chain of command (contact the teacher, principal, and superintendent). Ms. Faulkner stated there should be a minimum of four mask breaks per day for consistency at all schools and the policy committee needs to be reinstated so this can be made a policy. John Hutchins stated this discussion can be tabled until the next meeting and will be added to the agenda for October 13, 2020.

Questions and Comments from the Public: A member of the public added his support for a set number of minimum mask breaks and the need to reinstate the policy committee.

Dates of Next Committee Meetings:

Budget and Finance Committee Meeting: Tuesday, October 13, 2020 at 5:00pm, Holbrook Middle School
School Renovation Revolving Fund Bond Hearing: Tuesday, October 13, 2020 at 6:00pm, Holbrook Middle School
Special Board Meeting: Tuesday, October 13, 2020 at 6:30pm, Holbrook Middle School
Facilities Advisory Committee: Thursday, October 15, 2020 at 5:30pm, Holbrook Middle School
Board Meeting: Monday, October 26, 2020 at 6:30pm, Holbrook Middle School

Superintendent Smith recommends the Board hold meetings at Holbrook Middle School as the elementary school gyms are set up with small student desks and will require additional hours to remove, set-up for the Board meeting, then reset for school. The Board had no objections.

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

Superintendent's Report: Nothing to add.

RSU 63 Chair's Report: None

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

Roll Call Vote: Steve: Yes; Cherie: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Robin: Yes; John: Yes
7 Approved; 0 Opposed

Old Business: None

New Business:

Vote of School Renovation Revolving Fund (SRRF) Bond: Superintendent Smith gave an overview of the School Renovation Revolving Fund (SRRF). The grant was approved by the State for all three schools to improve the indoor air quality. The systems are at their end of life and need updating.

Motion by Robin James with a second by Heather Charity that the warrant and notice of election of Regional School Unit No. 63 presented to the meeting be approved and that a referendum election for the RSU be called for November 3, 2020 for the purpose of approving the issuance of bonds or notes of the RSU for minor capital project purposes as described therein.

FURTHER Moved: That the Notice of Public Hearing presented to the meeting be approved and that a public hearing on the issuance of bonds or notes for minor capital project purposes be held on October 13, 2020 at 6:00 p.m. as provided therein.

FURTHER Moved: That the foregoing Warrants and Notices shall each be signed by a majority of the School Board, and that such signatures may be made electronically, by execution of counterparts, or in person at the convenience of the members of the School Board.

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

MSBA Delegate Assembly Representative: Motion by Robin James with a second by Linda Graban to appoint Heather Charity as Delegate and Holly Whitmore as alternate for the MSBA Delegate Assembly Representative.

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

Personnel Actions:

Appointments: Sonja Salley, Long Term Substitute Speech Language Pathologist Assistant; Melinda Jordan, Holbrook Cook; and Thomas Bennett, Long Term Ed Tech Substitute at Holden.

Resignations: Heather Bullock, Life Skills Ed Tech III at Eddington; Wendy Briggs, Grade 7 ELA Teacher

Retirement: Steve Sanborn, Eddington Evening Custodian. Superintendent Smith recognized Mr. Sanborn for his 16 years of service with RSU 63.

Reassignments: Jacob Gould, Holbrook Evening Custodian has been reassigned to Eddington Evening Custodian and Gary Ferrill has been reassigned from COVID-19 Temporary Custodian to Holbrook Evening Custodian.

Elections: None

Searches: Technology Integrator; Life Skills Ed Tech III at Eddington; COVID-19 Temporary Custodian at Holbrook; Substitutes; and Long-Term Substitutes.

Questions and Comments from the Board: Holly Whitmore asked if teachers and ed techs were leaving because of the new work environment or fear of COVID-19. Superintendent Smith advised some were due to COVID-19 concerns. Ms. Whitmore asked if there was anything the District could do different so we do not continue losing experienced staff. Superintendent Smith stating we need to continue following the CDC Guidelines.

Additional Questions and Comments from the Public: Jamie Pangburn, resident of RSU 63, asked if there was any conversation about pay being an issue for losing staff. Superintendent Smith advised when staff resign or retire they are offered an Exit Interview. Superintendent Smith then gathers information that she shares with the Board at the end of the year. Sometimes pay is an issue, but it is usually a variety of reasons. Ms. Pangburn voiced her concern that there was no plan for sports. She had 150+ students participate in skiing last winter and needs to start planning now in case Hermon Mountain opens. She would also like to have Saturday Soccer take place and wanted to know why the Holbrook Rec could not utilize the RSU 63 school fields. Superintendent Smith advised no plans or requests have been presented to her to utilize the district facilities or grounds recently. She asked the Holbrook Rec to send a proposal. Robin James added the Holbrook Rec provides sports and activities at no cost. Currently, parents are paying other groups to have their children play sports. Cherie Faulkner called for a vote to allow the Holbrook Rec to utilize the District fields for sports. John Hutchins advised it was not the Boards decision.

Jennifer Newcomb, Holden resident stated the decision should not be controversial. The Board should be having civilized discussion on the topic and make decisions that are in the best interest of the students. A gentleman from the audience added there is a lot of tension between the Board and it is not productive or helping the students. He also added the Policy Committee needs to be back in session and felt strongly a policy should be in place regarding a minimum number of mask breaks. Heather Charity advised she is a member of the Policy Committee. She discussed how the Policy Committee operates, added that masks are new, and agrees a meeting is needed. She encouraged parents to reach out to the teachers if they feel there is an issue and to follow the chain of command. John Hutchins again advised the Policy Committee will be an item on the agenda at the next meeting.

Holbrook Students: Jaquie Pangburn, Josh Pangburn, Sofia Martinez, Oscar Martinez, Connor Kelly, and Clair Starks addressed the Board in support of athletics for the 2020-2021 school year. Each student cited their reasons and evidence on the importance of athletics in their daily lives. Some reasons include: physical activity, decrease juvenile obesity, same risk playing sports as coming to school, there are low cases of COVID-19 in our county, decrease stress, coaches and players follow guidelines and are playing in other areas successfully. Superintendent Smith thanked the students for their comments and applauded their delivery of their presentation. She asked if it was more important to them to have school sports or just sports. Oscar Martinez responded on behalf of the students, "We just want to play." Another student added playing sports allows them to socialize with friends they do not see at school and they do not have much time to socialize at school.

No further comments from the Board or the public.

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

Respectfully submitted by,

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

Approved:

FACILITIES ADVISORY COMMITTEE MINUTES
Holbrook Middle School
Thursday, September 24, 2020

Members Present: Robin James, Holly Whitmore, Linda Graban

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director), Gary Ferrill (Holbrook Evening Custodian), University of Maine Civil Engineering Students Nick Brovender, Isaiah Allen, Josh Albee, Nicolas Cyr, Vilgot Larsson, and Ethan Cates

1. **Call to Order:** The meeting began at 5:35pm. Agenda was adjusted to discuss UMaine Project first.
2. **UMaine Civil Engineering Capstone Project Update:** Our Holbrook Traffic project was chosen and assigned to the "Eagle Eye" Team as their Senior Capstone. Students (listed above) joined Gary Ferrill, Jake Morgan, and Susan Smith for a tour of the grounds and building this afternoon. The team stayed for the Facilities Committee Meeting to ask and answer questions. This is a year-long course for the students. Plans will be developed and presented to the RSU 63 Board of Directors in the spring. Susan Smith shared that Randy Bragg of Carpenter Associates offered to Peer Review this project.
3. **SRRF Bond Update:** Documents to explain the SRRF Bond and Indoor Air Quality Projects were reviewed. Susan Smith will send a letter to the public after the Board meeting and vote on Sept. 28th. The Bond Hearing flyer will be posted and distributed at the end of next week. The PowerPoint for the Bond Hearing on October 13th was reviewed.

Legal documents such as the warrant articles, ballots, hearing notices, etc. have been received from Drummond and Woodsum. These are ready for the Board vote on September 28th and then distribution to the towns by Holly Whitmore on September 29th.
4. **Other:** Jake Morgan shared information regarding the drinking water at Holden being tested for volatile organics. Water will be re-tested in October. We may need to install a filter system. Jake Morgan has contacted Norlens Water Treatment about this issue.

Susan Smith shared that we received Award Notices from the Gloria MacKenzie Foundation for our Holden Flashing Lights Controls (\$4,500) and Eddington Flashing Lights Replacement (\$20,000). Acceptance language is being reviewed by Brann and Isaacson before being brought forward to Board.

Steps needed for Holbrook Grades 6 – 8 to attend Holbrook four days per week were discussed. Desktops arrived, but not the legs. Built-in fixtures need to be removed to make more space in some classrooms. We need a divider so the cafeteria can be used as a classroom. Due to the high demand, dividers are on backorder at many companies. Robin James will contact NTension in Hermon to see if they can help us with this.

5. **Next Meeting:** Thursday, October 15th at Holbrook Middle School at 5:30pm.

The meeting adjourned at 6:50pm.



EDDINGTON 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



HOLDEN ELEMENTARY SCHOOL

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



I submit my October board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. It is so **GREAT** to have our students attending 4 days of school and leaving one day of planning, grading, etc. for the hard-working staff. It was nice to have the temperatures reach 60's in early October but the weather is changing rapidly with colder and darker mornings and evenings. Fall is in the air! I am sure the **124** students at Holden (**40** in 2nd, **41** in 3rd & **43** in 4th) and **113** at Eddington (**30** in PK, **43** in K & **40** in 1st (**31 all remote**)) can't wait for the white stuff to come. New routines (mask wearing, physical distance, etc.) are down and staff are busy in preparation for their "Virtual" parent teacher conferences at the end of October.

The fire departments in Eddington & Holden have been helpful with several fire drills held in October. Safety is #1 and great to have these two resources in our communities. Fall pictures at both elementary schools will be held in early November, following the CDC and state guidelines.

Many thanks to Miss Wendy and Miss Marie, our elementary cooks, who prepare wonderful meals (Holden had 92 for breakfast yesterday) for our children. The meals are no cost, so the numbers are on the rise. Well done ladies!! Our daily custodians and COVID-19 folks (Marie B. and Caiden C.) are doing a nice job of keeping the rooms and buildings extra clean during this pandemic.

Many staff members have joined the district committees (Technology, Teaching & Learning, Student Success, Steering, and Certification) looking at data, supporting students and colleagues, reflecting on best practice as we begin the new school year. The staff are working harder than ever in these new and challenging times in school education.

A big thanks to the Holden KOA and their "Holden A Kone" ice cream shop for handing out free cones to our students on Halloween. If the children come in costume they receive a free cone! What a treat!!!



Respectfully submitted,
Mr. Spencer

Holbrook School Principal's Report 10/19/20

Approximate

Projected Enrollment:

Grade 5 51

Grade 6 54

Grade 7 49

Grade 8 62

Total 216

I continue to see high level instruction happening in classrooms as I pop into doorways. Our teachers are both innovative and creative with their academic delivery. They are working amazingly hard to create a community atmosphere of learning where students feel safe and are excited to learn in spite of the circumstances. I look forward to getting into classrooms to do observations to see more. We should all be proud of the quality of teaching that takes place in our schools.

GOING GREEN:

We are thrilled to have 5th and 6th graders back to school 4 days a week. 7th grade will start 4 days a week beginning Monday 10/19 and 8th grade will follow suit beginning Monday 10/26. It has been all hands-on deck as we shift homeroom assignments, furniture, desks, schedules, and rooms to accommodate students safely. We have recently staggered recess to create more space for play as we increase student attendance. Additionally, Theresa Jameson and Melinda Jordan are staggering lunch schedules going forward. Custodians and other facilities staff have been assisting in creating more space around the school for student learning. I cannot thank our staff enough for their ideas, hard work, and flexibility throughout this entire process. Our homeroom teachers will continue to send Sunday emails to students that indicate what specialist assignments are due each week as well as what Remote students need to work on each week.

PROGRESS REPORTS

Progress reports have gone home to all students. Teachers and staff are working hard with students to help catch them up on assignments. Progress reports provide a great opportunity to get a 'snapshot' of academic standing at one time. Students have plenty of time to make responsible efforts to improve marks prior to report card distribution in December. Trimester 1 report cards will go home December 7th. Students are being continually reminded that Friday assignments are not optional.

NWEAS

The NWEA window closes for us 10/22/20. All students are working on completing those. We had 7 remote students join us over the course of 3 Fridays to complete these assessments. We thank Steve Goulette for proctoring. The data collected will be used in the coming days to identify targets for the Holbrook School reading and math SLOs.

CHEFS

The CHEFS food pantry continues to support families each week. Additionally, Mrs. Walters sends bags of food home with students who need it on Thursday afternoons. It is through compassion and care that we support the Holden, Eddington, and Clifton community.

Upcoming Dates:

- All grades will attend a virtual assembly by JLine Dance Crew at 10:00am on 10/29th focusing on: Anti bullying, respect, responsibility, following your passion, and staying alcohol and drug free.
- Conferences 10/28-10/30 (Using the Appointment Plus App & Secure Google Meet Links)

Sincerely,



Ashley Allen

Principal: Holbrook School

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

Transportation:

So far is going very well. We have only had one driver out and that was because she was attending school for a few weeks. Maintenance work is mostly service jobs, State inspections, putting winter tires on, and getting snow blowers ready. Currently, we are training a van driver for his bus license. He will be a spare bus driver when he passes his test.

Facilities:

Eddington School – We had all the windows repaired using CRF money. Several windows were starting to open hard and others would not stay open. A few years ago, we had all the egress windows repaired. Now, we should be able to get another 22 years out of them.

Holden School – Friday the 16th all the window ballast are scheduled to be fixed. This school has a lot more needing repair then the Eddington School because we had not done any in the past few years.

Holbrook School – We are wrapping up projects before winter weather. The shingling of one side of the 5th grade wing should be done in the next three weeks. The unit to help keep the technology server room cool is scheduled for October 30th. We are working on having some windows replaced to help with ventilation.

The storm we had on the 30th took down three very large trees at Holbrook. Our mechanic has been cleaning them up after hours for the wood.



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: October 19, 2020
Re: Monthly Report

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

MDOE Student Data Reporting

In preparation for the MDOE's October 1st student attendance, enrollment and membership data collection, much of this month was spent researching and correcting attendance issues that have cropped up since the start of the school year. Most of the issues were minor and caused by student scheduling conflicts, out of District placements, and coding of home school students. These issues are typical during the start of the new school year as there are many moving parts to student enrollment and attendance data collection.

Infrastructure Updates

Also, during this month, I configured and installed new network switches in all 3 schools. The old switches which have been running 24 hours a day, 365 days a year, and have been in service for 10 years, were really overdue for replacement. In total, 11 switches were replaced.

Technology Support

Mike Revel has been working weekly with Elementary Specialists on organizing remote learning resources and lessons as well as helping with elevating their technology skills. In addition to helping with daily technology support requests, some upcoming projects Mike will be helping with will be some website cleanup and organization as well as helping with the inventorying and enrolling of 317 Chromebooks to our Google Management System.

Respectfully submitted,



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 – October, 2020

As the school year has settled in we have met with families new to our district to make sure we are meeting the needs of their child by updating and amending the Individualized Education Programs (IEPs) that transferred with the student from their previous school district. Transitions have gone well for these students and any changes to the IEPs were done as a team with parent input and support. We have been able to follow the plans with minimal changes with the programs we already have in place.

Whenever a student registers in our school district, I review to Individualized Education Program to ensure that we have the resources to implement the programming that the student requires effectively. The vast majority of the time, we have the resources needed in order to provide what the student requires. Sometimes, equipment must be purchased, staff must be hired, or programs need to be transferred out of our district in order to meet the needs of the student who has moved to our district. After a student has started attending, we hold a transfer meeting to discuss the current IEP and determine if any amendments need to be made based on regular education schedules and curriculum. If a student received 60 minutes of services each day at their previous school, but our regular education curriculum only includes 45 minutes of instruction, I would recommend reducing the time on the IEP, so the student is not 15 minutes late after the rest of their peers have already transitioned to their next class.

We successfully completed the Pre-K screening of our students and students who may have some struggles have been referred to Child Developmental Services (CDS). We are relying on them to complete evaluations and determine eligibility. I will meet with CDS and the Kindergarten team in April 2021 to plan for next year's Kindergarten students with special needs and services for the 2021-2022 school year.

We also had more students with special needs move into our district than moved out, so our current count of Special Education students is 147, which is 4 more than last year. We are expecting more of our kindergarten students to receive services after the testing is completed by December so that number will most likely be a bit over 150 by then.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services

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

Susan Smith
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851
FAX 843-7295

Date: October 15, 2020

From: Kelly Theriault

RE: October Board Report

-
- Budget & Finance committee met on October 13, 2020. The financials were looked at. CRF2 budget was handed out and discussed. Food service updates on participation, Holden milk cooler and the Holden refrigerator were provided. The committee discussed a recommended adjustment to the Holbrook head cooks salary; the committee fully supported the increase. The next meeting is scheduled for November 10 @ 5:00 p.m.
 - Minimum wage is increasing to \$12.15 effective January 1, 2021. Currently our support scales and substitute rates are all above the \$12.15. No changes are needed at this time.
 - The kitchen refrigerator at the Holden School has been repaired. There are still surface blemishes that could not be repaired. We are trying to get a discount.
 - Holden's milk cooler has stopped working. We have had this repaired several times over the last year. The compressor was repaired earlier this year (again). It was determined it was no longer worth repairing. We had about half of the cost left from a grant we received last summer from Full Plates. I've written an equipment grant though Full Plates to cover the balance. We do feel we can cover this in our regular food service budget if need.
 - The Summer Food Service Program has been extended for the full school year. This covers the costs of meals to all students for the full school year!!
 - According to Child Nutrition at Dept. of Ed., Breakfast and Lunch participation state wide (& nationally) continues to be low. The department is collecting data as to why this may be. It's likely a combination of things from coronavirus to personal dietary needs. Our meal numbers continue to rise! Last week we served 811 breakfast and 1,046 lunch meals. I expect to see continued growth as we transition to fully "green".
 - Reports completed this month in the business office; MePERS, NSLP claim, SFSP monthly claim, EFS07.

MSAD63

Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget 7/1/2020 - 6/30/2021	Current Period 9/1/2020 - 9/30/2020	Reported Period 7/1/2020 - 9/30/2020	Encumbrances 7/1/2020 - 9/30/2020	Amount Remaining 7/1/2020 - 9/30/2020	Percent Remaining 7/1/2020 - 9/30/2020	Last Year Period 7/1/2019 - 9/30/2019
Subtotal Regular Instruction	\$2,709,167	\$309,416	\$385,397	\$30,808	\$2,292,962	85%	\$468,976
Subtotal REG 9-12	\$3,327,392	\$173,813	\$173,813	\$0	\$3,153,579	95%	\$166,005
Subtotal Special Education	\$1,821,204	\$130,138	\$220,660	\$41,374	\$1,559,170	86%	\$139,179
Subtotal Staff & Student Spt	\$473,726	\$48,264	\$118,945	\$5,746	\$349,035	74%	\$138,243
Subtotal Facilities	\$1,081,561	\$97,269	\$232,333	\$158,708	\$690,520	64%	\$216,202
Subtotal Transportation	\$803,273	\$53,647	\$161,079	\$105,156	\$537,038	67%	\$148,789
Sub Total Trans to Other Units	\$0	\$8,534	\$16,890	\$0	\$16,890	---	\$8,757
Subtotal System Administration	\$334,910	\$35,327	\$111,070	\$4,727	\$219,113	65%	\$101,669
Subtotal School Administration	\$412,932	\$44,780	\$117,061	\$2,259	\$293,612	71%	\$109,947
Subtotal Other Instrn	\$61,595	\$25	\$359	\$131	\$61,105	99%	\$1,337
Subtotal All Other	\$15,000	\$62	\$62	\$3,938	\$11,000	73%	\$178,974
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$11,040,760	\$901,275	\$1,537,669	\$352,847	\$9,150,244	83%	\$1,678,078
NET REVENUE OVER EXPENSE	\$11,040,760	\$901,275	\$1,537,669	\$352,847	\$9,150,244	83%	\$1,678,078

MSAD63

Income Statement Hot Lunch

Report # 25255

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances		
	9/1/2020 - 9/30/2020	7/1/2020 - 9/30/2020	7/1/2020 - 9/30/2020		
00000 OVERHEAD					
6000-0000-00000-4162100-950 A La Carte Sales	(57.00)	(57.00)	0.00		
TOTAL 00000 OVERHEAD	\$ (57.00)	\$ (57.00)	\$ 0.00		
10000 REGULAR INSTRUCTION					
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(3,100.71)	(9,233.56)	0.00		
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	(10,215.54)	0.00		
TOTAL 10000 REGULAR INSTRUCTION	\$ (3,100.71)	\$ (19,449.10)	\$ 0.00		
31000 FOOD SERVICE OPERATIONS					
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	8,816.96	18,262.74	0.00		
6000-0000-31000-5202040-950 UNEMPLOYMENT	14.41	39.25	0.00		
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	0.57	306.47	0.00		
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	956.69	2,887.66	0.00		
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	29.55	92.65	0.00		
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	126.28	261.57	0.00		
6000-0000-31000-5218000-950 FICA/MEDI	540.05	1,118.58	0.00		
6000-0000-31000-5218015-950 Dental	5.58	11.16	0.00		
6000-0000-31000-5238000-950 RETIREMENT CONT/REGULAR E/E	7.38	17.26	0.00		
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	3,970.00	0.00		
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	6,492.14	11,025.01	0.00		
6000-0000-31000-5630030-950 SNACK	251.27	293.66	0.00		
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	2,414.19	7,768.93	1,102.46		
TOTAL 31000 FOOD SERVICE OPERATIONS	\$19,655.07	\$46,054.94	\$1,102.46		
31200 A LA CARTE					
6000-0000-31200-5630000-950 A LA CARTE FOOD	13.38	13.38	0.00		
TOTAL 31200 A LA CARTE	\$13.38	\$13.38	\$0.00		
GRAND TOTAL	\$16,510.74	\$26,562.22	\$1,102.46		

Budget and Finance Committee Meeting

10/13/2020

Called to Order 5:06pm

In attendance: Steve Carr, Holly Whitmore, Susan Smith, Kelly Theriault (remote), Thomas Colavito (Holden resident and RSU#63 employee), Ellen Campbell (Holden resident), Cherie Faulkner (remote 5:25)

Financials

- No concerns.
- Cost centers should be about 75%. Any that aren't have big annual payments already made and/or large encumbrances for the year (ie. workers compensation, heating fuel).

Nutrition

- The Summer Food Service Program (SFSP) has been extended for the entire school year. All kids under 18 in the home are eligible & eat for free.
- Meal counts are continuing to increase.
- Holden refrigerator has been repaired.
- Holden milk cooler has quit & a new one has been ordered.
- Kelly wrote an equipment grant to cover the cost of the cooler.
- A recommendation was made to increase the Head Cook's salary. Based on given years experience for times she was not previously given, based on the duties she is now doing as the head cook (ie. banking). The committee expressed support for this.

Personnel

- Looking for an Eddington night custodian and more COVID classroom subs.
- Technology positions have been successfully filled. Holly asked if these were District positions? Yes, both individuals will share time within all schools.

CRF2 Grant

- Budget was passed out and reviewed by the committee.
- Mrs. Smith explained the planning and provided a summary of each project.
- The outdoor learning space project includes purchasing tractors to assist with snow removal and extended out learning areas. Holly asked if current staff would be able to do this, Mrs. Smith felt yes.
- Staffing is still an issue. Mrs. Smith is interviewing Wed. for clerical support (across the district), this person has a background in health services & could provide additional support in office areas.

Other

- Gloria MacKenzie Foundation will not reimburse expenses already paid. We had moved those projects into last school year to get them finished and off the books. (Eddington & Holden flashing lights) The grant process through Gloria MacKenzie is very lengthy and started back in 2018.

Next Meeting

- Tuesday, November 10, 2020 @ 5:00pm

Meeting Adjourned: 5:35pm



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: OCTOBER 2020

Board Members Please Note:

There will be an Executive Session in the Holbrook Library at 5:30pm on Monday, October 26th. Please bring your completed Superintendent Evaluation Form. If you need another form, please let Shelley Wyman know.

Public Session will resume at approximately 6:30pm in the gym.

Integrating Literacy and Life Skills into Our Libraries

Our librarian, Michelle Wright, will be presenting information regarding projects completed and next steps through our grant from the Institute of Museum and Library Services.

Snow Days

Several factors and requirements will need to be considered in determining at-school, remote, and snow days this winter. These include safety and health conditions, access to electricity and the internet, and food service requirements.

Acceptance of Bids

Proposals are being submitted for tractors, asbestos abatement, and floor tile installation. The bids will be discussed during the meeting on October 26th, with the Board deciding which companies/projects to move forward with. These projects will be paid using Coronavirus Relief Funds (CRF). Funds must be encumbered by November 10, 2020. Products must be delivered, installed, and paid for prior to December 31, 2020. Our administrators, school secretaries, administrative assistants, and bookkeeper are working hard to meet these deadlines for both CRF 1 and 2.

Board Workshop: Thursday, November 5, 2020 at 6:00pm in the Holbrook Library

Eileen King, Deputy Executive Director of MSMA will be facilitating a workshop beginning at 6:00pm. Topics will include School Board Powers and Responsibilities; Board-Superintendent Relationships and Roles; School Board Use of Emails and other Electronic Communications as well as the handling of public participation at Board meetings.