

**RSU 63 Board of Directors  
Monday, September 28, 2020  
6:30 pm  
Holbrook Middle School  
Agenda  
Remote Dial In: 1-507-881-0234 PIN: 146854110#**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for September 14, 2020 Special Board Meeting**

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

**Acceptance of Gifts/Donations**

**Presentations: None**

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget and Finance Committee: Tuesday, October 13, 2020 at 5:00pm, Holbrook Middle School
2. School Renovation Revolving Fund Bond Hearing: Tuesday, October 13, 2020 at 6:00pm, Holbrook Middle School
3. Special Board Meeting: Tuesday, October 13, 2020 at 6:30pm, Holbrook Middle School
4. Board Meeting: Monday, October 26, 2020 at 6:30pm, Eddington Elementary 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. Vote on School Renovation Revolving Fund (SRRF) Bond
2. MSBA Delegate Assembly Representative (Vote)

**Personnel Actions**

1. Leaves - None
2. Appointments
  - a. Sonja Salley - Long Term Substitute Speech Language Pathologist Assistant
  - b. Melinda Jordan – Holbrook Cook
  - c. Thomas Bennett – Holden Long Term Ed Tech Substitute
3. Resignations
  - a. Heather Bullock – Life Skills Ed Tech III, Eddington

4. Retirement
  - a. Steve Sanborn – Eddington Custodian
5. Reassignments
  - a. Jacob Gould – Holbrook Evening Custodian to Eddington Evening Custodian
  - b. Gary Ferrill – Holbrook COVID-19 Custodian to Holbrook Evening Custodian
6. Elections - None
7. Searches
  - a. COVID-19 Custodian at Holbrook
  - b. Technology Integrator
  - c. Life Skills Ed Tech II or III at Eddington
  - d. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

**Questions and Comments from the Public**

**Adjournment**

**RSU 63 Board of Directors Workshop  
Monday, September 28, 2020  
7:00pm  
Holbrook Middle School**

**Presenter:** Eileen King, Maine School Management Association

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 Special Board Meeting

Date: September 14, 2020

Location: Holbrook Middle School and Remotely  
Minutes

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

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

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

*Town of Clifton:* Linda Graban

*Town of Eddington:* Steve Carr and Robin James

**RSU 63 Board Member Excused Absent:**

*Town of Eddington:* Charles Barker, Jr.

Chair, John Hutchins called the meeting to order at 6:30pm.

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 August 10, 2020 Special Board Meeting.

**Vote: 7 Approved; 0 Opposed**

Motion by Steve Carr with a second by Robin James to approve the minutes for the August 24, 2020 Board Meeting.

**Vote: 7 Approved; 0 Opposed**

Motion by Robin James with a second by Linda Graban to approve the minutes for the August 25, 2020 Facilities Advisory Committee Meeting.

**Vote: 7 Approved; 0 Opposed**

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

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

**Old Business:**

**Updated Regarding Start of the 2020-2021 School Year:** Superintendent Susan Smith provided Suicide Prevention Pamphlets to all Board Members. She advised all staff participate in the mandatory training every five years. With the increased risk during the pandemic, live training was provided on August 25, 2020.

District-wide committees have been busy developing plans to meet the needs of students and staff. The search continues for Long Term Ed Tech substitutes. Eastern Maine Community College is offering Boot Camps for Ed Techs and Substitutes to assist with the high demand of these positions. Schedules are being adjusted for Ed Techs and Substitutes to allow Teachers to provide more instruction for remote students.

A Memorandum of Understanding is being developed with the Teachers Association. Superintendent Smith has reached out for legal advice on a few items. Discussion will resume next week.

Nine staff members and Superintendent Smith will be participating in the Cultural Competence Institute training hosted by Maine School Management Association (MSMA). Training consists of ten sessions over ten months on cultural bias. Information, resources, and strategies will be shared with the Student Success committee to develop ways to incorporate with our curriculum.

Student enrollment is consistent with last year's enrollment. First year homeschool enrollment is a little higher than last year at this time. Child care does not appear to be an issue for families at this time. Bus transportation is heavier on Pod B days than Pod A. We are assisting Brewer with their United Technology Center student transportation needs. Adult chairs have been received at Holbrook and Holden; Eddington is still waiting. Student desks are expected to arrive Tuesday, September 15, 2020 at Holden and Eddington. Cots have been ordered for Eddington. We have enough PPE on hand, but are ordering additional supplies.

RSU #63 Special Board Meeting Minutes

September 14, 2020

Page 1 of 3

We are waiting on face shields, additional hand sanitizer and stands, gowns, and read-my-lips masks. Technology continues to have an issue on Pod A days at Holbrook. George has been able to reboot the server and steps are being taken to figure out the issue. Technology Committee is meeting on Wednesday, September 16, 2020. They are tasked with brainstorming ways to improve virtual teaching with students (ie. videoconferencing). On Demand Tutoring (TutorMe) is set up and ready for students. We are waiting on a signed contract with language to include following FERPA and COPPA laws.

Building walk throughs have been completed weekly. We are ready to start moving students slowly to "Green" status. The gradual move will begin Monday, September 21, 2020 with Grades One, Three, and Five. Discussion took place on why all grades could not return to all in-person instruction. Cherie Faulkner asked what the rationale was on deciding what grades return and how was it fair to families. Superintendent Smith advised transportation, desks, staff, teacher input, class size, and classroom size were all factors in the transition. Students who are currently remote will stay all remote until the end of the first trimester. Steve Carr added if the District doesn't have the supplies needed, they can't safely return all students at the same time. John Hutchins added the Board agreed from the beginning, this would be a slow return to all in-person instruction to ensure the safety of our students and staff. Superintendent Smith advised more work is needed on classroom size and reworking learning space at Holbrook along with the need for desks in order to return grades six through eight to all in-person instruction. She is hopeful to have plans ready in the next few weeks. Holly Whitmore asked what else was needed to return grades six through eight. Superintendent Smith stated counter tops may need to be removed from some classrooms to create more space, plans for utilizing the gym and auditorium, and staff. Ms. Whitmore asked if students in these grades would be able to return in the next three weeks. Superintendent Smith advised a plan would be ready in the next three weeks, but not likely for students to return that quickly.

Linda Graban asked if sports would be offered. Superintendent Smith advised the priority is to get students back for all in-person learning. Extra-curricular activities are being discussed, but will not be sport teams. The Holbrook Rec asked about using the school facilities and Superintendent Smith denied. We received a stern reminder from the insurance company on the risk associated with sports during the pandemic.

Holly Whitmore asked what has been added for remote instruction. Superintendent Smith advised the Technology Committee is meeting Wednesday, September 15, 2020 to discuss options. Teachers are not comfortable with live streaming. The TutorMe program was purchased as an option for remote learning. Tracy Roberts, Holden Resident stated she is very pleased to see student start moving to all in-person instruction and how creative teachers have been with out of the box thinking and appreciates the plans forward movement. She is disappointed it will take several weeks for all students to return. Superintendent Smith advised it was due to class sizes, desks have not all been received yet, transportation concerns, classroom space, and class size. She also stated there have been some smaller problems they have been working through.

#### **New Business:**

**Synchronized Instruction:** Superintendent Smith advised the all remote "Red" schedules were in the Board Packet. George Cummings, RSU 63 Technology Director provided a handout outlining synchronized learning challenges. Heather Charity stated she would like to see more video instruction for remote students and accountability. She feels students need mandatory class time to connect with teachers for instruction. John Hutchins stated he assumed it would be more cost effective to invest in more ed techs to help free up teachers for live instruction to remote students. He asked if the Board wanted to form a committee to focus on improving remote instruction or add Board members to the Technology Committee. Holly Whitmore stated she does not want to take teachers away from in person instruction for student at school and felt asynchronous instruction was the best way to provide live instruction to all students. Mr. Hutchins advised teachers are still navigating this new school year. It is taking them longer to create lesson plans as they now have two lessons to plan (in-person and remote). Patience is key. David Norman, Holden resident asked how we could speed up the process for remote learning as December is right around the corner and we cannot wait too long. Superintendent Smith recommended having the Board join the Technology Committee and the committee meet every two weeks rather than monthly. She stated she is confident plans will come together.

Teacher and Administrator Professional Growth and Performance Evaluation Pilot: Superintendent Smith advised changes have been made to the State Laws governing Teacher and Administrator Professional Growth and Performance Evaluation. The District is going to pilot some changes and bring the results to the Board at a later date for further discussion and implementation.

Van Proposals: Van proposals were due and opened today. Budget and Finance Committee reviewed the proposals at their meeting today. As the van will be purchased with COVID-19 grant funding the lowest bid must be accepted. Hermon Motor Company has provided a proposal for two different vans, same year and make, different models and mileage, for the same price of \$18,350.00. Steve Carr, Budget and Finance Committee Chair recommends Jake Morgan, Facilities and Transportation Director view and test drive the vehicles to decide which one is the best fit.

Motion by Linda Graban with a second by Cherie Faulkner to approve the van proposal from Hermon Motor Company for a 2019 Dodge Grand Caravan in the amount of \$18,350.00.

**Vote: 7 Approved; 0 Opposed**

**Dates of Next Committee Meeting:**

Technology Committee Meeting: Wednesday, September 16, 2020 at 3:30pm, Holbrook Middle School

Facilities Advisory Committee Meeting: Thursday, September 24, 2020 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, September 28, 2020 at 6:30pm, Holbrook Middle School

Board Workshop: Monday, September 28, 2020 at 7:00pm, Holbrook Middle School with Eileen King

Budget and Finance Committee Meeting: October 13, 2020 at 5:00pm, Holbrook Middle School

School Renovation Revolving Fund Bond Hearing: October 13, 2020 at 6:00pm, Holbrook Middle School

**Additional Questions and Comments from the Public:** David Norman, Holden resident stated he does not want the Bangor technology issues to get in the way of this Boards decision because the students here need better remote instruction.

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

**Adjournment:** At 8:25pm, motion by Heather Charity with a second by Steve Carr to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

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

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

Don Spencer, *principal* dspencer@rsu63.org  
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**DRAFT**

**"RSU 63 engages all students in high quality academic and co-curricular programs and supportive learning environments so they may succeed in school and reach their fullest potential in life"**

I submit my September board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. As we enter the end of the 1<sup>st</sup> full month of the "COVID" school year we have **30 PK, 42 K, 40** in 1<sup>st</sup> for a total of **112** in Eddington and **40 2<sup>nd</sup>, 39 3<sup>rd</sup> & 43** in 4<sup>th</sup> for a total of **122** in Holden for a grand total of **232. (32 of these students are participating in the all remote model.)** We do have 23 new students K-4 starting with us but unfortunately, we had 12 students move away. Students have spent the first weeks getting into their new "Pandemic" routines (mask wearing, social distancing, hand washing) and making new friends. The students and staff are doing a "Top Notch Job" with the routines and following the new safety guidelines. We continue to screen our PK and K students early and the staff feel they collect data needed to inform their early instruction. The staff are looking forward to having all students back but are still concerned about the social distance piece when eating and the space available in the classrooms. We continue to make changes daily and always with safety being the number one priority.

The classrooms had a nice turnout of parents/students during their "virtual" open house at the start of the school year. Teachers shared with students & parents their classroom expectations, progress reports, grade level brochures, and much more. The staff do a nice job of keeping parents updated and informed. We all know that a student's success is supported not only by the school but parents at home as well. We continue to remind parents about the importance of students being in school each day. **Attendance matters!!!**

With safety a high priority; both schools are off and going with fire drills the first few weeks. My thanks to the Holden & Eddington Fire Departments for their assistance in getting these done. The children do a wonderful job of exiting the buildings in a timely and orderly fashion. Well done !!!

Our K-4<sup>th</sup> grades will be busy the last of this month taking NWEA's (math & reading) tests. This will be new to our K & 1<sup>st</sup> grade children as well as staff. Superintendent Smith will be meeting with them to share the processes for administering these tests as well as setting up staff meetings to talk about the results in October.

The year promises to be an educational, exciting, and fun filled adventure one that I look forward to each September even during these "COVID" times.

Respectfully submitted,

Mr. Spencer

Principal Eddington & Holden Elementary School

Holbrook School  
Principal's Report  
9/18/2020

**Approximate  
Projected Enrollment:**

Grade 5	50
Grade 6	54
Grade 7	51
Grade 8	62
Total	217

DRAFT

Here at Holbrook and throughout the district we continue to lead, collaborate, and learn under our new paradigm. We continue to support students at Holbrook School through the lens of: social emotional needs, safety practices as defined by the CDC and our state leaders, as well as academic expectations.

**The Work Continues:**

The Technology, Teaching and Learning, and Student Success committees have all convened. We continue to look at ways to support all of our students in differentiated ways by analyzing needs on a case by case basis. At a recent meeting it was mentioned that it often feels like building the plane while we are flying it. We are doing a very fine job with the systems we have in place and continue to meet, reflect, and refine practices and procedures to continue on that trajectory. Our staff members deserve a tremendous kudos for all the accomplishments we have achieved thus far.

Many members of the Holbrook staff and throughout our district have begun a year long journey as a part of a foundational cohort through Maine's Cultural Competence Institute, myself included. Our first session was centered around cultural building blocks. This group is made up of educators around the state from Superintendents to classroom teachers. It will provide our team with essential skills that will allow us to support students in RSU 63 in a variety of ways.

The Holden Fire Department continues to be a cooperative support system, as we practice fire drills at Holbrook on both A and B days. We've now had 2 drills with each pod this fall and our building is being completely evacuated in a few seconds on one side or the other of two minutes. Thank you to Custodian Jacob Gould for helping with some traffic flow systems we have put into place.

**Upcoming Dates:**

9/21/20	5 <sup>th</sup> grade attending M-TH
9/21/20	A staggered schedule of NWEA testing begins
10/28-10/30	Parent Teacher Conferences

Sincerely,

*Ashley Allen*

Ashley Allen  
Principal  
Holbrook School



**Regional School Unit 63**  
**Clifton, Eddington, and Holden**

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

**DRAFT**

**Director of Special Services Report - September, 2020**

The school year has gotten off to a good start for the Office of Special Services. Case managers have created schedules where they can support regular education teachers in the classroom and still connect in person with students on their caseloads to deliver specially designed instruction in ELA and Math. Related service providers have also created their schedules to deliver services to students with speech and occupational therapy needs both in person and remotely. These schedules should mostly be able to be followed whether our district is following the green model (4 days of in-person instruction and 1 day remote), the yellow model (2 days of in-person and 3 days remote).

We have gained close to 15 students with special needs new to RSU 63. We have the services in place and the students' IEPs are being followed as we schedule transfer meetings to meet the families and plan for the rest of the year. Every time a student with a disability transfers into our district, we implement the IEP or 504 plans to the best of our ability and schedule a transfer meeting within 30 calendar days of the student's arrival. At the transfer meeting the team can determine if the plan can continue to be implemented or if additional services or personnel are needed. Most of the time, the plans are implemented and executed until the plans expire, at which point we schedule an annual IEP team meeting in order to create a plan based on RSU 63 schedules and services to accommodate the student's needs.

Pre-kindergarten screenings determine if there are any students that we suspect may have a disability (Child Find). If any students are discovered as possibly showing signs of having a disability through this screening, we will refer them to CDS for further evaluations and a determination of eligibility for special services. CDS will follow up with the parents and offer services as needed for the Pre-K students who are attending Eddington. All children ages 3 – 5 living in RSU 63 remain the responsibility of CDS to evaluate and determine eligibility until they enter kindergarten where we take over. CDS is supposed to notify RSU 63 of all identified students by December in order for us to program for the needs of those incoming Kindergarten students the following year.

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:** September 21, 2020  
**Re:** Monthly Report

**DRAFT**

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

### **Student Device Rollout**

August and September have been extremely busy for this one-man technology department. Between the multitude of meetings, additional technology planning tasks, and providing ongoing technical support for District staff, I was able to prepare, assign, and deploy 9 cellular hotspots, 155 Samsung Tablets, 198 Chromebooks, and 53 MacBook Laptops. All these devices were ready for students to pick up on their designated first day. There are currently 460 devices issued to RSU63 students in grades PreK-8. In addition to issuing laptops, all student Prek-8 needed a Google Gmail account created and activated so that they could attend morning meetings on their remote days.

### **Curriculum Management/Support**

I have Lexia, Learning Ally, Accelerated Reader, StemScopes, and IXL ready to go for teachers and students to use. In addition to Math and ELA licenses for IXL, we expanded IXL licenses to include Science and Social Studies for students in grades 2-8. Students can now practice thousands of math, language arts, science, and social studies skills at school and at home.

### **Assessment Coordination**

The test roster file for 429 students in grades K-8 has been created, uploaded, and validated to the NWEA (Northwest Evaluation Association) test servers. NWEA MAP (Measures of Academic Progress) testing will begin for students in grades K-8 on September 20<sup>th</sup>. These challenging and adaptive MAP tests are taken on iPads or laptops which measures achievement and growth levels in Reading, Language Usage, and Mathematics. Results from these tests, which are available 24 hours after a testing session, will help teachers identify student instructional levels, provide placement information, and guide classroom instruction and goals. Testing for students in grades K-8 will wrap up on October 16<sup>th</sup>.

Respectfully submitted,

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

**DRAFT**

**Transportation:**

We replaced the radiators in two buses this month. They both began leaking after school started. Another bus went to O'Connor's for an electrical problem. This bus is under warranty. The service truck needed a transmission line replaced, so it was out of service for a few days. We rebuilt some stands for the used fire proof cabinets that we bought.

Lots of time has been spent coordinating our "new" transportation needs. I have also been busy with scheduling some special transportation needs for Dedham and the Brewer UTC program. Students PreK – 8<sup>th</sup> have been doing great on the buses with mask wearing and proper seating. We had to remove a few high school students who would not keep their masks on and thought it would be funny to cough as they walked by the driver. A few students really want to sit with their friends and ask the driver several times a trip, but they continue to obey the rule.

**Facilities:**

Eddington School continues to wait for a replacement window that broke the day before school started. The factory was shut down because of COVID-19, so now they are 4 – 6 weeks behind.

Holden School had to shut down a boiler because a leak on the hot water coil. I am waiting for a price and a time frame on the repairs, fortunately we have two boilers at this school and the temperature is not bad. This past Saturday morning the trash truck tore down one of the phone lines when they were emptying the trash.

Holbrook School still has some projects to wrap up before winter weather. The shingling of one side of the 5<sup>th</sup> grade wing should be done in the next three weeks. The unit to help keep the server room cool still needs to be scheduled.

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** September 17, 2020

**From:** Kelly Theriault

**RE:** September Board Report

**DRAFT**

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- Budget & Finance committee met on September 14, 2020. The financials were reviewed. Updates around food service, FY20 audit, SRRF bond, facilities committee & personnel reassignments. The next meeting is scheduled for October 13 @ 5:00 p.m.
  - Audit field work is complete. The visit went smoothly, there's still work to be completed but can be done electronically. Mostly, it's integrating the information on their end.
  - The kitchen refrigerator at the Holden School arrived damaged. Unfortunately, most of the damage was unnoticeable until the unit was installed. I've been working with the dealer & manufacturer for replacement. Josh & Marie did an excellent job of documenting the damages with pictures & reporting the damage immediately.
  - We've received approval to operate under the Summer Food Service Program from September until December 31, 2020. This allows for free meals to all students!!
  - Melinda Jordan, Holbrook's new assistant cook, started on August 31, 2020. Melinda is doing a great job; we're glad to have her on board.
  - Breakfast and Lunch participation continues to be low across the district, but is slowing increasing. The counts this week looked much better! Lunch in the classroom has been quite a change; staff in the three buildings is working hard to get meals to classrooms quickly and efficiently, then meals ready to be sent home for remote days.
  - Reports completed this month in the business office; MePERS, Local Entitlement end of year performance report, NSLP annual application, SFSP Application.

# MSAD63

Report # 25101

Statement Code: ArtSummFin

## Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget 7/1/2020 - 6/30/2021	Current Period 8/1/2020 - 8/31/2020	Reported Period 7/1/2020 - 8/31/2020	Encumbrances 7/1/2020 - 8/31/2020	Amount Remaining 7/1/2020 - 8/31/2020	Percent Remaining 7/1/2020 - 8/31/2020	Last Year Period 7/1/2019 - 8/31/2019
<b>Subtotal Regular Instruction</b>	\$2,709,167	\$33,539	\$75,555	\$110,637	\$2,522,975	93%	\$261,759
<b>Subtotal REg 9-12</b>	\$3,327,392	\$0	\$0	\$0	\$3,327,392	100%	\$0
<b>Subtotal Special Education</b>	\$1,821,204	\$34,832	\$90,947	\$4,136	\$1,726,121	95%	\$71,993
<b>Subtotal Staff &amp; Student Sppt</b>	\$473,726	\$12,644	\$70,586	\$11,309	\$391,831	83%	\$107,750
<b>Subtotal Facilities</b>	\$1,081,561	\$41,622	\$132,649	\$154,394	\$794,518	73%	\$160,386
<b>Subtotal Transportation</b>	\$803,273	\$26,471	\$106,267	\$113,252	\$583,754	73%	\$96,669
<b>Sub Total Trans to Other Units</b>	\$0	\$3,430	\$8,360	\$0	\$(-8,360)	---	\$2,838
<b>Subtotal System Administration</b>	\$334,910	\$14,830	\$75,688	\$7,014	\$252,208	75%	\$85,926
<b>Subtotal School Administration</b>	\$412,932	\$19,411	\$72,282	\$1,760	\$338,890	82%	\$79,772
<b>Subtotal Other Instrn</b>	\$61,595	\$(-405)	\$334	\$156	\$61,105	99%	\$381
<b>Subtotal All Other</b>	\$15,000	\$0	\$0	\$4,000	\$11,000	73%	\$20,853
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$11,040,760	\$186,374	\$632,668	\$406,658	\$10,001,434	91%	\$888,327
<b>NET REVENUE OVER EXPENSE</b>	\$11,040,760	\$186,374	\$632,668	\$406,658	\$10,001,434	91%	\$888,327

**DRAFT**

## **Budget and Finance Committee Meeting**

**9/14/2020**

**Called to Order 5:36pm**

**In attendance**

**Steve Carr, Cherie Faulkner, Holly Whitmore, Susan Smith, Kelly Theriault, Ashley Allen  
(left 5:50pm)**

### Financials

- Workers comp encumbered for the year.
- Covid-19 Subs and Ed Techs moved to different (grant) lines.
- \$4,000 encumbered for legal counsel for the air quality bond in the contingency Line 523.

### Nutrition

- Retro to Sept 1- Dec 30<sup>th</sup>: All kids automatically qualify for Free Breakfast & Lunch.
- All kids under 18 in the home are eligible.
- Reimbursement rate is about 78 cents higher than regular school lunch (USDA funded).
- Some communication about having to charge for milk when meals are free.
- Holden fridge is in and installed. Some small exterior dents and middle section/door issues - it will be replaced.

### Audit

- Pre-Audit work is mostly done and going well. Seems to be moving forward well.
- A lot of Pre-Audit work done by another associate so we still have a 3rd party review.
- Susan Smith asked Kelly Theriault about the balance forward and transferring between cost centers.

### Facilities

- Valley Home Services quoted cooling system for the Tech Room at just under \$3,000
  - \$5,000 in the budget.
  - Amount is below the required bid threshold.
  - Steve Carr disclosed this business is owned by a distant relative.
- SRF Bond - the Board will need to vote on 9/28.
  - Holly Whitmore will deliver ballots and warrant to towns (Absentee ballots by 10/2).
  - October 13th presentation/bond hearing.
  - We will need to pay for hand counted ballots.
  - \$2.6 million (the state will pay \$1.3).
  - New univents and controls for the heat, etc.

### Transportation

- Van bids are in. 7 bids were received from 4 companies.
- Recommendation at tonight's board meeting.

**DRAFT**

- 2 lowest are from the same company, the same price & year, but mileage is a bit different. Jake/Keith will look at both and decide which is the best deal for RSU.
- Brewer has asked RSU to help with UTC transportation. The hours will be offset from what extra Pre-K hours would have been.
- Transportation capacity numbers have been well below the estimated numbers. At this time not worried about bus capacity with current "yellow" schedule.

#### Personnel

- Steve Sanborn is retiring from Eddington night custodian position
- Jacob Gould will be re-assigned from Holbrook nights to Eddington nights
- Gary Ferrill will be re-assigned from COVID long term sub to Holbrook nights
- Gary Ferrill's COVID hours will be advertised/filled at 3.5 hours per day rather than 5 hours per day
- Caid Cummings is working as COVID custodian at Eddington
- Thomas Bennett hired as Long Term COVID sub at Holden

#### Other

- Eddington Life Skills program now has 4 students

#### Next Meeting

- Tuesday, October 13, 2020 at 5:00pm

#### Adjourn

6:13pm

FACILITIES ADVISORY COMMITTEE MINUTES  
Holbrook Middle School  
Thursday, September 10, 2020

DRAFT

Members Present: Linda Graban, Robin James, Holly Whitmore

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director)

1. **Call to Order:** The meeting began at 5:31pm.
2. **SRRF Bond Update:** Susan Smith shared information from our Bond Counsel, Greg Im of Drummond and Woodsum. Holly Whitmore will deliver documents to the towns for us on Tuesday, Sept. 29<sup>th</sup> (after the board vote on the 28<sup>th</sup>). We will hold a public Bond Hearing at 6:00 on Tuesday, October 13<sup>th</sup> (prior to the Board Meeting that evening at 6:30). The referendum question and sample ballot were shared. We will provide folded, hard copies of these to the towns so the ballots can be sent out with other absentee ballots. We will need to pay for the time it takes the clerks to hand-count these ballots.

A draft explanation and timeline were shared and PowerPoint slides were discussed. Getting information out to the public (soon) is important. We do not need to advertise the Public Bond Hearing in the Bangor Daily News, but we do need to post it in several places and get information out.

3. **UMaine Civil Engineering Capstone Project Update:** Susan Smith worked with Randy Bragg to provide Prof. Nagy with information regarding our Holbrook outdoor and indoor traffic flow needs. Prof. Nagy shared the photos and project description with his senior civil engineering students. Teams of students will be selecting their capstone projects soon.
4. **Other Facility Projects:** Jake Morgan shared information regarding additional facility projects and needs. These included work on the water at Holbrook, re-shingling at Holbrook, and the retirement of Eddington custodian Steve Sanborn.
5. **Next Meeting:** Thursday, September 24<sup>th</sup> at Holbrook Middle School at 5:30pm.

The meeting adjourned at 6:27pm.



## 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.*

**DRAFT**

**TO:** RSU 63 BOARD of DIRECTORS

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

**RE:** MONTHLY REPORT

**DATE:** SEPTEMBER 2020

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

***There will be a New Board Member Orientation in the Holbrook Gym at 6:00pm on Monday, September 28<sup>th</sup>. All Board Members are invited to attend.***

***The Board Meeting will begin at 6:30pm.***

***Eileen King from the Maine School Management Association (MSMA) will be joining us (via video conferencing) for a Board Workshop at approximately 7:00pm***

### **School Renovation Revolving Fund Bond**

A vote by the Board of Directors is required in order to move forward with receiving approximately \$1.3M from the state and asking for approximately \$1.3M from residents through the bond process. These funds will be used to upgrade our heating and ventilation systems at all three schools. Please see attachments for additional information.

### **MSBA Delegate Assembly Representation**

A delegate and an alternate are needed for participating in the Maine School Boards Association's Annual Delegate Assembly scheduled virtually for 2:30pm, Friday, October 30<sup>th</sup>. Information regarding the Maine School Management Association's (MSMA) Fall Conference will be coming soon.

### **Personnel**

Please join me in congratulating Steve Sanborn on his retirement. Mr. Sanborn has been a custodian at the Eddington School since October 2003. His calm, consistent support and high-quality work will be greatly missed!

### **Board Workshop**

Eileen King, Deputy Executive Director of MSMA will be facilitating a workshop via video conferencing beginning at approximately 7:00pm. 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.



## **Help RSU 63 Improve Our Indoor Air Quality and Energy Efficiency**

### **Project Explanation:**

Proper ventilation is important for health and learning. We are not currently in violation of any specific codes. However, the unit ventilators and our heating & ventilation systems at the Holbrook, Holden, and Eddington Schools are at the end of their useful life. Our heating and ventilation controls lack programming and scheduling capabilities.

Because of COVID-19, we are increasing ventilation by keeping windows open and running fans. Even as the weather gets cooler, it will be especially important for us to keep our windows cracked open and our unit ventilators drawing in air from the outside. These measures will increase our heating costs, but they will keep our students and staff safer.

Installing new fan coil units, heating and ventilation units, and Direct Digital Control systems will give RSU 63 the ability to improve our indoor air quality, meet outside air requirements, control the temperature, and maintain lower carbon dioxide levels at all three schools.



Our indoor air quality projects are part of a set of projects we have been assessing and prioritizing as we work to stabilize our three schools and maintain the taxpayers' investments in our buildings and students. (lighting, roofing, flashing safety lights, safety fencing, removing an un-used oil tank)

The RSU 63 Board of Directors considered asking residents to approve a larger bond to tackle several areas at once (including moving the boilers at Eddington and Holden above ground). However, due to economic concerns and COVID-19, we decided to focus our efforts on securing funding from the state and towns to improve our heating and ventilation systems and replace our unit ventilators and controls at all three schools before they fail.



**Anticipated Timeline:**

November 3, 2020: Referendum Vote  
November 2020 - December 2020: Design and engineering  
January 2021: Work goes out to bid  
January 25, 2021: Contractor(s) selected  
February 2021: Equipment ordered  
June 2021: Work begins  
August 2022: Projects completed (with the constraints of Maine weather and our buildings being used by students during the school year, we anticipate work will continue through the summer of 2022)

**Financial Information:**

School	Portion of Loan to Be Forgiven by State	Portion of Loan to be Repaid through Bond	Indoor Air Quality Project Totals
Holbrook	\$487,900	\$512,100	\$1,000,000*
Holden	\$427,766	\$448,984	\$876,750
Eddington	\$388,612	\$407,888	\$796,500
<b>Totals</b>	<b>\$1,304,278</b>	<b>\$1,368,972</b>	<b>\$2,673,250</b>

\*Additional local funds may be needed to complete the Indoor Air Quality project at Holbrook. The state caps the funding for each project at \$1M.

**Amount the State will pay = \$1,304,278**

Bond amount RSU 63 will need to repay, interest free over 10 years = \$1,368,972

RSU 63 annual payment for 10 years = \$136,898

**Referendum Question on the Ballot November 3<sup>rd</sup>:**

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.

## **Timeline for RSU 63 SRRF and Indoor Air Quality Projects**

**Thursday, September 24, 2020 at 5:30pm:** Facilities Advisory Committee Meeting

**Monday, September 28, 2020 at 6:30pm:** Board meeting with vote regarding referendum question and moving forward with SRRF Bond

**Tuesday, September 29, 2020:** Ballots and warrant delivered to towns

**Before Tuesday, October 6, 2020:** Bond Hearing date and information posted and shared in multiple locations

**Tuesday, October 13, 2020 at 6:00pm:** Bond Hearing at Holbrook Middle School and via Google Meet (Board meeting to follow at 6:30)

**November 3, 2020:** Referendum vote

**Nov. 2020 - Dec. 2020:** Design and engineering

**By December 31, 2020:** Close on loan with Maine Municipal Bond Bank

**January 2021:** Work goes out to bid

**January 25, 2021:** RSU 63 Board Meeting, Contractor(s) selected

**February 2021:** Equipment ordered

**June 2021:** Work begins

**June 2021:** Review project progress and timelines with Ann Pinnette from DOE, request extension

**August 2022:** Projects completed (With the constraints of Maine weather and our buildings being used by students during the school year, we anticipate work will continue through the summer of 2022)