

**RSU 63 Board of Directors  
Monday, August 24, 2020  
6:00 pm  
Holbrook Middle School  
Agenda  
Remote Dial In: 1-650-735-3350 PIN: 216845671#**

**Call Meeting to Order**

**Executive Session: Discussion of Administrator Contract(s) pursuant to 1 M.R.S.A. § 405(6)(D)**

**Public Session will resume at approximately 6:30pm**

**Flag Salute/Moment of Silence**

**Possible Action Regarding Administrator Contract(s)**

**Approval of Minutes for July 27, 2020 Board Meeting**

**Approval of Minutes for August 10, 2020 Special Board Meeting**

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

**1. Years of Service**

**a. 5 Years of Service**

- i. Samantha Bedore**
- ii. Kelsey Linscott**
- iii. Erin McDonald**
- iv. Monica Norris**
- v. Kristen Russell**
- vi. Pamela Bull**
- vii. Melissa Egolf**
- viii. Jesse Gauthier**

**b. 10 Years of Service**

- i. Marie Baillargeon**
- ii. Tom Colavito**
- iii. Ken Robichaud**

**c. 15 Years of Service**

- i. Valerie Palmer**
- ii. George Cummings**

**d. 30 Years of Service**

- i. Polly Sparhawk**

**Acceptance of Gifts/Donations**

- 1. 100 Cloth Face Masks Made and Donated by Donna Oliver and Loraine Roberston**
- 2. \$3,830.17 Donation Brewer Federal Credit Union for CHEFS**

**Presentations: None**

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

- 1. Facilities Advisory Committee: Tuesday, August 25, 2020 at 5:30pm, Holbrook Middle School**
- 2. Budget and Finance Committee Meeting: Monday, September 14, 2020 at 5:30pm, Holbrook Middle School**
- 3. Special Board Meeting: Monday, September 14, 2020 at 6:30pm, Holbrook Middle School**
- 4. Board Meeting: Monday, September 28, 2020 at 6:30pm, Holden Elementary School**

**RSU 63 Board Meeting Agenda**

**August 24, 2020**

**Page 1 of 2**

**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**

1. Update on Plans for 2020-2021 School Year

**New Business****Personnel Actions**

1. Appointments
  - a. Zachery Pratt – Ed Tech III, Holbrook
  - b. Heather Bullock – Life Skills Ed Tech III, Eddington
  - c. Gary Ferrill – Custodian, Holbrook
2. Resignations - None
3. Reassignments - None
4. Elections - None
5. Searches
  - a. Long Term Substitute Speech Language Pathologist
  - b. Long Term Substitute Ed Techs
  - c. Holbrook Cook
  - d. Custodians
  - e. Substitutes (Teachers, 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: July 27, 2020

Location: Holbrook Middle School and Remotely

Minutes

Remote Dial In Phone Number: 1-484-841-5850 PIN: 110237675#

**RSU 63 Board Member(s) Physically 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 6:31pm.

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

John Hutchins introduced Robin James as the new Eddington Board Member.

**Approval of Minutes:** Motion by Steve Carr with a second by Linda Graban to approve the minutes from the June 15, 2020 Board Meeting and the July 1, 2020 Budget Meeting.

**Vote: 7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith recognized Kelly Theriault, RSU 63 Business Manager and Shelley Wyman, Central Office Administrative Assistant for their work on completing the School Renovation Revolving Fund (SRRF) Grant and the Gloria C. MacKenzie Grant applications.

**Acceptance of Gifts and Donations:** We received a \$5,000 Full Plate Summer Meals Grant. The summer participation has been very low. John Hutchins asked what else the grant could be used for. Kelly Theriault was advised the grant could be reallocated for use in the fall for food service related items such as equipment or supplies.

**Presentations:** Superintendent Smith introduced Mark Hawes from Maine Paper and Janitorial Products. Mr. Hawes reviewed the sanitation process and products used to clean and disinfect the buildings, buses, and vans as well as training techniques. Mr. Hawes stressed the importance of cleaning surfaces before disinfecting.

Superintendent Smith provided handouts of the Draft 2020-2021 RSU 63 Plans for Reopening Schools (*Attachment A*). She gave an in-depth overview of the plans advising this is a working draft and could change based on the Maine Department of Education (DOE) and the Maine Center for Disease Control (CDC) guidelines being released on July 31, 2020.

**Questions and Comments from the Board:** John Hutchins thanked Susan Smith and Administrators for their work on preparing for schools to reopen. He reminded the Board it is not their responsibility to develop the plan, but rather to ensure the District has a plan and that the plan is in the best interest of the students and staff of RSU 63. Mr. Hutchins stated he felt confident this plan has been well thought out.

**Questions and Comments from the Public:** Mr. Unobsky asked how discipline is being handled if a student refuses to comply with wearing a mask. Superintendent Smith advised regular progressive discipline procedures would be followed. These would include steps like a reminder given and if the student is still refusing to comply the student will be removed from the classroom. Mr. Unobsky asked who will be enforcing the mask rule on the bus so the bus driver can focus on driving. Superintendent Smith advised the Bus Driver will be responsible for enforcing the mask rule. Mr. Unobsky stated he did not agree with teachers moving from classroom to classroom. Superintendent Smith advised middle school teachers for Grades 6-8 will be moving within one grade level, wearing masks 100% of the time in the presence of students, maintaining distancing of 6 feet, and transporting their materials. Mr. Unobsky asked why the bus drivers

and staff could not perform temperature checks of all students/staff prior to them entering the bus or school. Superintendent Smith advised staff will perform temperature checks if a student is feeling ill, but not on every student. Parents are responsible for doing a COVID-19 screening prior to sending their student on the bus or into the school.

A parent called into the meeting questioning the creation of student pods. Superintendent Smith advised student pods are being created based on family groupings. The number of students per pod will be between 8-12 depending on class square footage and staff.

Mr. Hutchins called for a motion to extend the RSU 63 Board Meeting past 8:30pm.

Motion by Steve Carr with a second by Linda Graban to extend the RSU 63 Board Meeting past 8:30pm.

**Vote: 7 Approved; 0 Opposed**

**Dates of Next Committee Meeting:**

Budget and Finance Committee Meeting: Monday, August 10, 2020 at 5:30pm, Holbrook Middle School

Special Board Meeting: Monday, August 10, 2020 at 6:30pm, Holbrook Middle School

Board Meeting: Monday, August 24, 2020 at 6:30pm, Holbrook Middle School

**Budget and Finance:** Kelly Theriault, RSU 63 Business Manager reminded the Board they need to elect Budget and Finance Committee Members and two Warrant Officers tonight.

**Superintendent's Report:** Nothing to add.

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

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

**Vote: 7 Approved; 0 Opposed**

**Old Business:** None

**New Business:**

**Certification of the Referendum Results:** Motion by Steve Carr moved with a second by Linda Graban, that the Computation and Declaration of Votes for the RSU 63 2020-2021 Budget, dated and attached here to and it is hereby approved (*Attachment A*). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District. *Superintendent Smith advised the District voting results: 1,123 Yes; 394 No*

**Vote: 7 Approved; 0 Opposed**

**Election of RSU 63 Board Chair:** Linda Graban nominated John Hutchins with a second by Steve Carr. No other nominations were made.

**Vote: 6 Approved; 0 Opposed; John Hutchins abstained and accepted**

**Election of RSU 63 Vice-Chair:** Steve Carr nominated Linda Graban with a second by Heather Charity. No other nominations were made. Linda Graban accepted the nomination.

**Vote: 6 Approved; 0 Opposed; Linda Graban abstained and accepted**

**2020-2021 RSU 63 Board Meeting Dates:** Motion by Steve Carr with a second by Linda Graban to approve the 2020-2021 RSU 63 Board Meeting Dates. Mr. Hutchins reminded the Board there are additional special meetings this fall in order to stay informed regarding COVID-19 and plans/implementation of plans.

**Vote: 7 Approved; 0 Opposed**

**Election of Budget and Finance Committee Members:** Nominations for Steve Carr, Holly Whitmore, and Charles Baker, Jr. with Cherie Faulkner filling in for Mr. Baker while he is out of the area.

Motion by Steve Carr with a second by Robin James to elect Steve Carr, Holly Whitmore, and Charles Baker, Jr. to Budget and Finance Committee with Cherie Faulkner as the alternate.

**Vote: 7 Approved; 0 Opposed**

**Appointment of Warrant Officers:** Motion by Linda Graban with a second by Robin James to appoint Steve Carr and Holly Whitmore as Warrant Officers.

**Vote: 7 Approved; 0 Opposed**

**Discussion and Volunteers for Other Committees and Boards:** Policy Committee volunteers has been tabled until Mr. Baker returns. The Facilities Advisory Committee volunteers are Linda Graban, Holly Whitmore, and Charles Baker, Jr. with Robin James as the alternate. United Technology Center (UTC) Board Member is David McCluskey representing RSU 63, Dedham, Orrington, and Airline. SPRPCE Board Member is Cherie Faulkner with Linda Graban as alternate. Brewer High School Liaison is Holly Whitmore. John Bapst High School Liaison is Linda Graban. Bangor High School is Robin James. Hampden Academy Liaison is Cherie Faulkner. Student Success Committee Board Representative (Wellness and Dropout Prevention) volunteer has been tabled until Mr. Baker returns.

Motion to approve committee volunteers and table Policy Committee and Student Success Committee volunteers by Steve Carr with a second by Heather Charity.

**Vote: 7 Approved; 0 Opposed**

**Personnel Actions:**

**Resignations:** Jessica Gray, Holbrook Cook

**Retirements:** None

**Reassignments:** Michele Archambault has been reassigned from Grade 5 Teacher to Grade 8 ELA Teacher.

**Leaves:** None

**Elections:** Motion by Heather Charity with a second by Steve Carr to approve the election of Sharon Haskell, Grade 5 Teacher

**Vote: 7 Approved; 0 Opposed**

**Appointments:** None

**Searches:** Superintendent Smith advised we have not had any successful candidates for the Computer Science Teacher. Michelle Wright will be helping fulfill some of the technology part of this position. Superintendent Smith advised Jesse Gauthier has found a telehealth option as we have not had success in finding a Long-Term Substitute Speech Language Pathologist. We are still searching for an Ed Tech.

**Questions and Comments from the Public:** Mr. Unobsky stated he respects the work the Board and Administrators are doing. He understands it is a tough job and knows that not all plans are good plans. He appreciates all that is being done.

**Questions and Comments from the Board:** John Hutchins, Board Chair thanked Mr. Unobsky for sharing his questions and stated he understands the position parents are in and wants parents to know the Board is as passionate about doing what is right for the students as they are.

**Adjournment:** At 8:42pm, motion by Steve Carr with a second by Linda Graban to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

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

Approved:

RSU #63 Special Board Meeting  
Date: August 10, 2020  
Location: Holbrook Middle School and Remotely  
Minutes

Remote Dial In Phone Number: 1-347-754-4883 PIN: 982716023#

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

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

*Town of Clifton:* Linda Graban

*Town of Eddington:* Steve Carr and Robin James

**RSU 63 Board Member Remotely Present:**

*Town of Holden:* Heather Charity

**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.

**Presentations:** Superintendent Smith provided handouts of the Draft 2020-2021 RSU 63 Guide for Returning to School (*Attachment A*). She gave an in-depth overview of the plans advising these could change based on the Maine Department of Education (DOE) and the Maine Center for Disease Control (CDC) requirements and guidelines. New advisories are being released on August 14, 2020.

**Questions and Comments from the Board:** Board members asked many questions on the plans for reopening RSU 63. Discussion took place and Superintendent Smith provided as many details as possible.

**Questions and Comments from the Public:** Many questions were asked by the public and answered by the Board Chair, John Hutchins and Superintendent Susan Smith.

Mr. Hutchins called for a motion to extend the RSU 63 Board Meeting past 8:30pm.

Motion by Steve Carr with a second by Linda Graban to extend the RSU 63 Board Meeting past 8:30pm.

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

**Vote:** 7 Approved; 0 Opposed

**New Business:**

**Board Vote Regarding RSU 63 Guide for Returning to School 2020-2021:** Motion by Steve Carr moved with a second by Robin James to approve the RSU 63 Guide for Returning to School 2020-2021. Mr. Hutchins reminded the Board, a yes vote does not mean the Board is approving starting the school year with the Hybrid model, it means the Board approves the three plans (RED, YELLOW, and GREEN) as outlined.

**Roll Call Vote:** Steve Carr: Yes; Robin James: Yes; Holly Whitmore: Yes; Linda Graban: No; Cherie Faulkner: No; John Hutchins: Yes (Heather Charity lost connection)

**Vote:** 4 Approved; 2 Opposed; Motion passed

**Consideration for Adjusting 2020-2021 School Year Calendar:** Superintendent Smith advised the Board with the Hybrid school schedule, Friday, September 4, 2020 is a Remote Learning Day. This is also the day before a long holiday weekend. The current school calendar has the Friday scheduled as a vacation day. After discussion with the RSU 63 Teachers Association and Administrators, Superintendent Smith recommends changing this day to an Early Release Day. This will allow teachers time for planning and developing the Sunday email to parents and students while allowing them to leave early for their previously planned long weekend.

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

**Vote:** 6 Approved; 0 Opposed

**Dates of Next Committee Meeting:**

Board Meeting: Monday, August 24, 2020 at 6:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Monday, September 14, 2020 at 5:30pm, Holbrook Middle School

Special Board Meeting: Monday, September 14, 2020 at 6:30pm, Holbrook Middle School

**Additional Questions and Comments from the Public:** None. Shelley Wyman, Administrative Assistant read an email received during the meeting from Heather Charity stating "I was there for the whole meeting. I voted yes for the guidelines. I could hear most everything except for the audience, I don't know why you all couldn't hear me. I was off mute most of the time. Sorry!!"

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

**Adjournment:** At 8:58pm, motion by Steve Carr with a second by Robin James to adjourn the meeting.

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

Holbrook School  
Principal's Report  
8/14/20

**Approximate  
Projected Enrollment:**

Grade 5	52
Grade 6	56
Grade 7	51
Grade 8	61
Total	220

Many staff members have been here at Holbrook throughout the summer months, thinking, working, and adding to plans! The old adage many hands make light(er) work rings true here. It has absolutely been all hands-on deck as we modify Holbrook's framework to meet the recommended guidelines and prepare for students to arrive.

**Preparing for the year ahead:**

The work continues! Committees and individuals are working hard to consider as many perspectives as possible. It is our hope, to make the transition into this school year as smooth as it can be. Like you, we also understand that this year is unlike any year we have embarked on before.

We have been working on fine tuning all of our schedules, Sunday evening emails, student lists, and more. We continue to work together to streamline plans so they are more of a standard look for our district to make these changes easier for families to navigate.

I would particularly like to thank our custodial staff for their hard work moving furniture, sanitizing, measuring, and doing so much more to continue to make our building safe and ready for the fast approaching year.

Our first day is fast approaching and the best of us will be returning soon, our students! I am looking forward to a successful, happy, and healthy 2020-2021 school year!

**Upcoming Dates:**

8/20 & 8/21 Teacher Days

8/24 & 8/25 Teacher Days / Virtual Open Houses

8/26 & 8/27 First Student Days

Sincerely,



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 – August 2020**

The Office of Special Services is gearing up for the start of the school year in a much different way this year. Due to the COVID19 restrictions that are in place for schools to open with in-person instruction, having access to multiple students from multiple grades every day will not be possible. We are crafting schedules and plans for students to receive their services both through video conferencing and with students from each POD having individual or paired learning sessions with cleaning in between those individual or extremely small groups. As with all the other transitions, this will take more time and reduce our capacity for more frequent services. We are operating under an alternate schedule and the Governor's Executive Order for mask wearing, physical distancing, hand hygiene, and reduced cohorts supersedes an Individual Educational Program (IEP) so while we will do our best to support our students in their individual math, reading, writing, spelling, speech, occupational therapy, physical therapy, and Adapted PE, along with sensory and socialization needs, we will be extremely limited in how frequently we will be able to connect with students that are their classroom for the entire school day. We do expect to be able to have at least weekly services but that is a reduction from the daily or multiple times per week services that we usually provide when school is fully open and we have access to our students and can move freely throughout our buildings.

This is going to look very different but we will continue to focus on progress and recouping any regression that took place while school has been remote since March. There is at least one experienced Educational Technician in each grade that can support each classroom and the individualized needs of the student. This is similar to the small group support that typically occurs in the special education and regular education settings. However, there are usually two to three small groups with the teacher and Ed Tech and sometimes multiple grades all in the same room. That will not be possible this year, so we are planning on more consultation between the regular and special education teachers, along with frequent updates to parents so they know what their child is working on and how they can support those skills when we are required to go all remote. We are putting together video conferencing schedules with the anticipation that we will be able to follow the schedule whether students are in our buildings or not.

While all plans will change throughout the fall and school year, we are better prepared for Hybrid instruction and remote learning because we've been able to plan and are not being expected to figure out how to provide services while everyone is working and learning from home. It will take patience and understanding from everyone but I'm confident that we will meet students where they are at and help them progress as close to the goals and objectives we set before the COVID19 shutdown in the spring.

Respectfully Submitted,

Jesse Gauthier,  
Director of Special Services

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

**Transportation:**

Buses are almost all ready! Buses are equipped with hand sanitizer dispensers, disposable face masks, and disinfectant cleaner to use on the seats when students exit the bus after each run. We have a couple more for State inspection stickers needed. So far, we are starting out the year in pretty good shape. Keith Kennedy and I will be driving daily routes. Keith will be driving a regular morning and afternoon route until Karen Tate returns and I will be driving students from Eddington to Holbrook in the afternoon.

**Facilities:**

At the Eddington School the custodians have replaced an exit door in Room 104 and are starting to install an egress window in the nurse's office. They are also prepping the secretary's office to install a window for COVID-19 compliance. The summer staff have been focusing on what we will need to do to reopen school with all the new recommendations/requirements.

At Holbrook School, Eddington Custodian Ryan Porter installed two windows for the secretaries and COVID-19 compliance. He also fixed the roof and siding on one of our storage sheds.

The old school zone flashing lights have been removed. These lights were installed in 1992-93. They were controlled manually and had a monthly electric bill of at least \$31.06. The new lights have been installed, controlled remotely, and are solar.

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** August 13, 2020

**From:** Kelly Theriault

**RE:** August Board Report

- 
- Budget & Finance committee met on August 10, 2020. The financials were reviewed. Updates around summer food service, school nutrition audit and COVID-19 grants. (Summary of the CRF-Coronavirus Relief Fund budget is attached.) The next meeting is scheduled for September 14 @ 5:30 p.m.
  - The kitchen refrigerator at the Holden School has been ordered. This was approved in July by the Budget & Finance Committee. We received 5 price quotes ranging from \$3970 to \$5795. All units were comparable. As required by USDA procurement guidelines we accepted the lowest quote.
  - No changes to student breakfast & lunch prices this year. The state will once again pick up the student share of reduced meals; any student qualifying for reduced meals are no cost to parent. (We are required to still track and report as reduced.)
  - Theresa Jameson and I will be interviewing cooks for the Holbrook school on August 18 & 19. We received several applicants using Indeed.
  - Reports completed this month in the business office; MePERS, EFM 46 (FY21 revenue & expenditures to state), EFM 45 (FY20 financials; revenue & expenditures to state), summer food service program details & claims report, Bureau of Labor statistics Multiple Worksite report.

<b>RSU 63 CRF Budget</b>			<b>\$363,846</b>
Encumbered-PPE, Elem desks, LOWES/Viking (Station Shields), Online Learning			\$51,642
Spent-Custodial/Tech summer support to prepare for return to school requirements, PPE			\$8,010
<b>8.4.20 Recommendations</b>			
Chromebooks			\$48,756
Computer Cases (Actem)			
MAC buyout			\$1,376
NWEA			\$1,000
Additonal Technology Needs			\$5,000
Additional Driver/Bus Cleaning Hours			\$6,259
Additional Custodial Hours			\$19,699
Additional Sub Hours			\$61,682
PPE			\$60,000
Student Desks and adult chairs			\$35,000
Online Instructional Support Service			\$10,000
Classroom Supplies-HBK			\$10,000
Classroom Supplies/Art boxes -Elem			\$6,000
Sub Committee Hrs			\$9,600
Food Service Equipment (for Distribution)			\$1,821
Van			\$20,000
2 touchless water fountains			\$8,000
<b>Projected Expenses</b>			<b>\$363,845</b>
Running Balance			\$0

**MSAD63**

Statement Code: ArtSummFin

**Warrant Article Summary Financial YTD**

Account Number / Description	Revised Budget 7/1/2020 - 6/30/2021	Current Period 7/1/2020 - 7/31/2020	Reported Period 7/1/2020 - 7/31/2020	Encumbrances 7/1/2020 - 7/31/2020	Amount Remaining 7/1/2020 - 7/31/2020	Percent Remaining 7/1/2020 - 7/31/2020	Last Year Period 7/1/2019 - 7/31/2019
<b>Subtotal Regular Instruction</b>	\$2,709,167	\$42,015	\$42,015	\$17,529	\$2,649,623	98%	\$125,485
<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	\$51,437	\$51,437	\$7,042	\$1,762,725	97%	\$40,542
<b>Subtotal Staff &amp; Student Sppt</b>	\$473,726	\$57,908	\$57,908	\$2,185	\$413,633	87%	\$82,068
<b>Subtotal Facilities</b>	\$1,081,561	\$80,199	\$80,199	\$163,890	\$837,472	77%	\$101,843
<b>Subtotal Transportation</b>	\$803,273	\$48,053	\$48,053	\$151,949	\$603,271	75%	\$74,349
<b>Sub Total Trans to Other Units</b>	\$0	\$4,928	\$4,928	\$0	\$4,928	---	\$2,065
<b>Subtotal System Administration</b>	\$334,910	\$60,640	\$60,640	\$7,534	\$266,736	80%	\$60,574
<b>Subtotal School Administration</b>	\$412,932	\$52,868	\$52,868	\$1,041	\$359,023	87%	\$53,711
<b>Subtotal Other Instrn</b>	\$61,595	\$739	\$739	\$0	\$60,856	99%	\$56
<b>Subtotal All Other</b>	\$15,000	\$0	\$0	\$4,000	\$11,000	73%	\$10,000
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$11,040,760	\$398,787	\$398,787	\$355,170	\$10,286,803	93%	\$550,693
<b>NET REVENUE OVER EXPENSE</b>	\$11,040,760	\$398,787	\$398,787	\$355,170	\$10,286,803	93%	\$550,693

# MSAD63

## Income Statement Hot Lunch

Report # 24908

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	7/1/2020 - 7/31/2020	7/1/2020 - 7/31/2020	7/1/2020 - 7/31/2020
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(5,240.00)	(5,240.00)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$(5,240.00)</b>	<b>\$(5,240.00)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	5,960.39	5,960.39	0.00
6000-0000-31000-5202040-950 UNEMPLOYMENT	18.67	18.67	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	305.60	305.60	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	1,461.38	1,461.38	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	48.58	48.58	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	84.78	84.78	0.00
6000-0000-31000-5218000-950 FICA/MEDI	362.57	362.57	0.00
6000-0000-31000-5218015-950 Dental	2.79	2.79	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	7.41	7.41	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	1,850.00	1,850.00	1,100.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$10,102.17</b>	<b>\$10,102.17</b>	<b>\$1,100.00</b>
<b>GRAND TOTAL</b>	<b>\$4,862.17</b>	<b>\$4,862.17</b>	<b>\$1,100.00</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:** AUGUST 2020

**Board Members Please Note:** *There will be an Executive Session in the Holbrook Library at 6:00pm on Monday, August 24<sup>th</sup>. Public proceedings will reconvene at approximately 6:30pm in the Holbrook School Gym.*

### **Recognition of Staff**

On Monday, August 24<sup>h</sup>, we will introduce new employees and recognize other employees for their service. We welcome Board Members to join us via Google Meet at 8:15am. [meet.google.com/rqm-tyco-bso](https://meet.google.com/rqm-tyco-bso) or join by phone. 1 601-565-2042 PIN: 104 397 313#

### **Preparations for the 2020-2021 School Year**

Mrs. Allen and Mr. Spencer have spent a lot of time entering new COVID-19 student schedules into our TylerSIS system. I greatly appreciate their "behind the scenes" efforts to make things seem more routine for students and staff. Along with Jesse Gauthier, they have been reviewing students support needs as well as Pod assignments and requests from parents, making adjustments as remote option selections and other conditions allow. Approximately 90 people participated in the video conferences about our plan for returning to school on August 11<sup>th</sup> and 12<sup>th</sup>. Several staff members and parents joined August 13<sup>th</sup> as our panel of physical and mental health experts shared advice and considerations for helping students as they get ready to return to school.

New health and safety guidance from the Maine Department of Education came out August 11<sup>th</sup> and again on August 14<sup>th</sup> (dated Aug. 12<sup>th</sup>). Most changes are minor. Facemasks with vents are now prohibited. We have consulted with our legal counsel regarding quarantine rules for students who travel outside the state and employment issues specific to COVID-19. We have also received and reviewed legal briefs regarding face coverings, hand sanitizer, and the Families First Coronavirus Relief Act.

Our application for Corona Relief Funds has been approved by the state. Kelly Theriault continues to stay informed and assist with human resources, food service, and financial updates. George Cummings has gotten many computers, tablets, and software programs up and running. Jake Morgan has met with our drivers to help prepare for the new regulations. He has also overseen many changes in our facilities and placed many orders for cleaning, disinfecting, health, and safety supplies and equipment.



## 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.*

Over the next few weeks I will continue to meet with officers from the RSU 63 Teachers' Association to review and discuss specific employment issues as well as the 84 items the union identified in a draft Memorandum of Understanding. Many of these items are in place already, some are issues of education policy requiring us to "meet and discuss," other items may need to be negotiated with the Board of Directors.

### **Agenda Items**

#### **Old Business: Update on Plans for the 2020-2021 School Year**

Updated information will be shared with the Board of Directors regarding the start of At-School and Remote Instruction set to begin on Wednesday, August 26<sup>th</sup>. Staff and student data, the newest health and safety guidance, the capacity of RSU 63 transportation and facilities as they relate to the anticipated needs...

Please let me know if there is specific information or topics you would like to discuss.

#### **Personnel**

Zackery Pratt will be joining us as an Educational Technician III at the Holbrook Middle School, filling a need created by one of our ed techs needing to work remotely. To start the year, Mr. Pratt will be in Mrs. Archambault's home room. Zack student taught at the Holden School last year and we look forward to having him at Holbrook this fall.

Heather Bullock will be working closely with Suzanne Schropfer in our new Life Skills program at the Eddington School. Ms. Bullock is a CNA (Certified Nurse Assistant) and also has experience working as an Educational Technician III. We are glad to have Heather join us in RSU 63.

I continue to be honored and impressed by our employees. This summer, they selflessly gave their time and energy to participate in many hours of planning meetings and discussions. They brought problem-solving, "we can figure this out" attitudes to an extremely challenging situation. They shared ideas, listened to each other and ideas from outside our organization, and brought concerns to my attention. They are a wonderful group of smart, caring, and brave people!