

RSU 63 FY23 Budget Informational Meeting
Monday, April 25, 2022
6:00pm
Eddington Elementary School
Google Meet: meet.google.com/doq-txfi-tbc
Phone In: 1-505-445-7959 **PIN:** 817287965#

Phone and video link above are available to members of the public for the purpose of listening/viewing only. If you would like to speak, current law requires that you attend the meeting in-person.

Call Meeting to Order

Presentation: Draft FY23 Budget

Board Discussion

Questions and Comments from the Public

Adjournment

RSU 63 Board of Directors
Monday, April 25, 2022
6:30pm
Eddington Elementary School
Google Meet: meet.google.com/doq-txfi-tbc
Phone In: 1-505-445-7959 **PIN:** 817287965#
Agenda

Phone and video link above are available to members of the public for the purpose of listening/viewing only. If you would like to speak, current law requires that you attend the meeting in-person.

Call Meeting to Order

Flag Salute/Moment of Silence

Approval of Minutes for March 28, 2022 Board Meeting

Approval of Minutes for April 4, 2022 Special Board Meeting

Approval of Minutes for April 7, 2022 Special Board Meeting

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

1. Audra Leland, PreK Robotics
2. Desiree Doughty – Middle School Outdoor Ed

Acceptance of Gifts/Donations

1. Pitsco Ed Pre-coding Penguins Bundle
2. 2022 Teens to Trails Adventure

Presentation: Revision Energy and Solar Credits – Tina Meserve

Presentation: Moving Students Forward

Questions and Comments from the Public

Dates of Next Committee Meetings

1. **Strategic Planning Committee Meeting with Judy Sanders:** Thursday, April 28, 2022 at 5:30pm via Google Meet
2. **Policy Committee Meeting:** Monday, May 2, 2022 at 5:30pm, Holbrook Middle School
3. **Special Board Meeting:** Monday, May 2, 2022 at 6:30pm, Holbrook Middle School
4. **Budget and Finance Committee Meeting:** Tuesday, May 10, 2022 at 5:30pm, Holbrook Middle School
5. **Board Meeting:** Monday, May 16, 2022 at 6:30pm, Holbrook Middle School

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee Report
3. FY23 Budget

Superintendent's Report

RSU #63 Chair's Report

Acceptance of Reports

(written and verbal Budget and Finance Committee, Policy Committee, Interim Superintendent Search Committee, Administrators, Superintendent, and Board Chair's Reports)

Old Business

1. Interim Superintendent Search Update
2. Long Term Superintendent Search
 - a. Superintendent Job Description
 - b. Maine School Management Association Superintendent Search Cost Proposal
3. Facilities
 - a. Holden Generator Change Order
 - b. Holbrook Indoor Air Quality Update

New Business

1. Policies to Approve
 - a. BEDB-R – Agenda Format
 - b. JFCK – Student Use of Personal Electronic Devices at School
 - c. JLCB – Immunization of Students
 - d. GDQC – Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff
 - e. IKAB – Report Cards and Progress Reports
 - f. ILD – Student Submissions to Surveys or Evaluations

Personnel Actions

1. Appointments
 - a. Sherry Neill – Holden Cook
 - b. Josiah Simko – Technology Support Specialist
 - c. Misti Leathers – Long-term Occupational Therapist Substitute
2. Resignations
 - a. Joshua Nelson – Holden Cook
 - b. Ashley Allen – Holbrook Principal
 - c. Caid Cummings – Holbrook Ed Tech III
3. Retirements
 - a. Patricia Philbrook – Bus Driver
4. Reassignments
 - a. Jacob Gould – Bus Driver to Substitute Bus Driver
5. Elections
 - a. Probationary Year 1 to Probationary Year 2
 - i. Ebonie Baker – Holbrook Guidance

- ii. Sierra Blake – Grade 1
- iii. Leslie Beers-Huskins – Grade 5
- iv. Ashley Enright – Grade 6
- v. Vanessa Haines – Eddington Special Education
- vi. Sarah Holsapple – Elementary Music
- vii. Nicole Luce – Holbrook Special Education
- viii. Beth Mitchell – Grade 1
- ix. Matheu Sagehorn – Elementary Physical Education/Adapt Physical Education
- b. Probationary Year 2 to Continuing Contract
 - i. Zachery Pratt – Grade 7
 - ii. Marleina Ford – Grade 5-8 Music and GT
 - iii. Theresa Richardson – Special Education Teacher
- c. Probationary Year 3 to Continuing Contract
 - i. Jennifer Mahoney – Speech & Language Pathologist
 - ii. Kasha Robertson – Holden Special Education
 - iii. Hannah Foster – Occupational Therapist
 - iv. Audra Leland – Pre-Kindergarten
 - v. Mary St.Peter – Grade 4
 - vi. Nathan Dusablon – Grade 7 & 8 Science
- 6. Searches
 - a. Interim Superintendent
 - b. Principal Holbrook Middle School
 - c. Bus Driver
 - 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: March 28, 2022
Location: Holden Elementary School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Matthew Campbell, Cherie Faulkner, Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Tracy Bigney, and Jaime Pangburn

Board Chair, Holly Whitmore called the meeting to order at 6:30pm

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

Holly Whitmore read opening remarks regarding public comment guidelines.

Motion by Tracy Bigney with a second by Robin James to approve the February 28, 2022 Board Meeting Minutes.

Discussion: None

Vote: 8 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith recognized School Counselors Janet Nichols and Ebonie Baker, as well as William "Pops" Mangum. They support our students' social and emotional learning and health, provide lessons, and connect families to outside resources. Superintendent Smith congratulated George Cummings, Technology Coordinator, for becoming certified as a Chrome Book repair person.

Acceptance of Gifts/Donations: Superintendent Smith announced Brandy Walsh and the Holbrook School was awarded a grant from ReTree Us for a fruit tree orchard.

Presentation: Returning to Pre-COVID Procedures

Superintendent Smith advised the plan for safe return to school has been posted on the website as required by the grant funding we receive. She gave an update on how the return to pre-covid procedures is going. Much of the discussion focused on end-of-day parent pick-up.

Pick-up and Drop-off: Superintendent Smith advised, due to safety, Holbrook Middle School will not be reverting back to the pre-COVID traffic pattern. Morning drop-off will remain the same at all schools. Proposed pick-up changes at Holden and Eddington include parents entering the school, signing in and waiting in the gymnasium. Staff will join the student with the appropriate adult and then exit them through the side gym door where they will walk around the building to return to their vehicle in the parking lot. Superintendent Smith added there have been concerns raised regarding parents entering the school and others who are not happy about unpacking their younger children from the vehicle and going into the school to pick-up their students. Don Spencer, Holden and Eddington Principal stated many parents have shared their concerns with him regarding the Board's decision to change the pick-up procedures. They like the way it is, because it works. Mr. Spencer added that he checked with area schools on their pick-up procedures. They all have curb-side pick-up. Heather Kiley, Holden Elementary School Secretary shared her concerns with parents congregating in the lobby, causing a blockage to the exit, disruption of instruction time for Grade 2, and lack of phone call privacy in the main office. She stated she has received many calls from parents who are unhappy with the change, they want to leave the pick-up the way it is. Matthew Campbell thanked Ms. Kiley for the information. He said he has only heard from a few people and it was the complete opposite of what she is saying. Mr. Spencer added that he could add an additional line to help get traffic off the road. Jaime Pangburn asked what the major concern was with pick-up at Holden. Mr. Spencer stated the big trucks not slowing down and traffic backed up waiting to turn left into Holden. Superintendent Smith asked if the Board's biggest concern was the traffic backed up on 1A. They confirmed. Linda Graban added her other concern is the fire department getting through the traffic in an emergency. Mr. Spencer stated they recently had that situation and the fire department had no trouble getting through. Ms. Graban stated it was utter chaos. Mr. Spencer disagreed and said the fire department had no issue at all. Heather Kiley voiced her concern for a bigger safety issue with having the students walking around the building and through the parking lots to get to their vehicles. Linda Graban agreed that is an issue, she would like to have the traffic go behind the building and change where staff park.

Motion by Matthew Campbell with a second by Robin James to continue pick-up at Holden and Eddington the way it is for the rest of the school year to buy time to address safety concerns.

Discussion: Superintendent Smith recommended surveying parents. Jaime Pangburn would like to know what the fire department and police department think. Superintendent Smith and Don Spencer have both talked with both

departments and they both agreed to keep traffic patterns the way they are. Tracy Bigney would like to hear more from administrators. Linda Graban asked for a public meeting for discussion. Superintendent Smith advised there is limited time with budget and negotiations. Tracy Roberts would like to see a motion with a solution to the traffic problem on 1A.

Motion revised by Matthew Campbell with a second by Robin James to continue afternoon pick-up at Eddington and Holbrook the way that it is currently, through the end of the school year.

Discussion: Cherie Faulkner stated the traffic at Holbrook is a problem too. Ashley Allen stated right now traffic at Holbrook is the best it has ever been and if we change it back to how it used to be, traffic will be backed up more than it is now and create an even bigger safety issue. Superintendent Smith stated the problem is that we have three schools built on very busy traffic roads. Studies have been done in the past. Maine Department of Transportation has done surveys, and recently UMaine students conducted the Capstone Project and found traffic is being handled the way it should be. Linda Graban stated before COVID she did not believe there was ever a problem with traffic backing up onto the roads at any of the schools. Many disagreed.

Vote: 6 Approved; 2 Opposed (Linda Graban and Cherie Faulkner)

Holly Whitmore, Board Chair announced the motion passed.

Superintendent Smith stated she gathered from the conversation, the Board would like to keep the pick-up at Holden the way that it is right now and look at ways to pull more vehicles off of 1A. Tracy Roberts stated she wanted it more than looked at. Linda Graban suggested that traffic go to the back of Holden.

Motion by Matthew Campbell with a second by Robin James to continue current pick-up process in Holden with additional effort to eliminate standing traffic on 1A through end of the year.

Discussion: None

Vote: 6 Approved; 2 Opposed (Linda Graban and Cherie Faulkner)

Holly Whitmore, Board Chair announced the motion passed.

Questions from the Public: Tom Copeland, Holden Resident and Holden Town Council Member urged the Board to be cautious during the budget process. He realizes inflation is affecting everything, but asked to the Board to be mindful of increasing the budget.

Dates of Next Meetings:

Policy Committee Meeting: Monday, April 4, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, April 5, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Informational Meeting: Monday, April 25, 2022 at 6:00pm, Holden Elementary School

Board Meeting: Monday, April 25, 2022 at 6:30pm, Holden Elementary School

Budget and Finance: Kelly Theriault added the budget process is well underway and they are working hard to keep a zero impact to towns. She advised the Holden Generator Project had an unexpected change that will be discussed later in the agenda. Cherie Faulkner had nothing to add to Budget and Finance Committee.

Superintendent's Report: Nothing to add.

RSU #63 Chair's Report: Holly Whitmore apologized for not having a report this month.

Acceptance of Reports: Motion by Matthew Campbell with a second by Cherie Faulkner to approve the written and verbal reports from Budget and Finance Committee, Policy Committee, Administrators, and Superintendent.

Discussion: Tracy Bigney asked how the current legislation regarding the transition of responsibility of CDS students to public schools will affect RSU 63. Superintendent Smith stated she was not sure where in the legislative process the bill was right now, but she would look into it.

Vote: 8 Approved; 0 Opposed

Old Business:

Strategic Planning Meeting: Superintendent Smith advised the meeting with Judy Enright is scheduled for Thursday, April 28, 2022 at 5:30pm. Ms. Enright will join remotely. Superintendent Smith reminded the Board to be thinking about setting a chair or co-chair for the Strategic Planning Committee as it get underway from this fiscal year into the next fiscal year.

New Business:

June 2022 Board Meeting Date Change: Superintendent Smith advised the June 19, 2022 (Juneteenth) federal holiday falls on Sunday and will be observed on Monday, June 20, 2022. The Board meeting scheduled for June 20, 2022 will need to be changed. She recommended changing the date to Tuesday, June 21, 2022.

Motion by Matthew Campbell with a second by Cherie Faulkner to change the Board meeting scheduled for Monday, June 20, 2022 to Tuesday, June 21, 2022 due to the Juneteenth federal holiday.

Discussion: None

Vote: 8 Approved; 0 Opposed

Holbrook Indoor Air Quality Bids: Superintendent Smith advised Randy Bragg recommended to extend the bid due date to April 7, 2022 to allow more time for bidders to submit their proposal. This falls in line with bringing the information to the April 12, 2022 Budget and Finance Committee and an anticipated recommendation to the Board on April 25, 2022. Superintendent Smith will notify the state of the extension.

Holden Indoor Air Quality and Generator – Main Distribution Panel Proposed Change: The proposed change has a hefty price tag. Superintendent Smith advised the Main Distribution Panel was not up to code because it was not grounded. Before they could connect the generator to that panel, it would need to be grounded. Tracy Roberts asked how did we not know there was a problem. Superintendent Smith stated Randy Bragg's answer (from Carpenter Associates) was that they wrongly assumed when it was put in around 2007-2009, that it was grounded. Ms. Faulkner stated Carpenter Associates was responsible, because this was not a little oversight, it was a lot of money and we should not have to absorb this cost. Tracy Roberts asked Superintendent Smith to explain the process and problem. Superintendent Smith reviewed the overall process leading up to the proposed change and advised she would get the cost of the process and more details about the project to the Board.

Policies to Approve: Robin James gave a brief overview of policies for approval. Policy BCC – Nepotism; policy BHC – Board Communication and Relationships with Staff; policy IJOA – Field and Class Trips; policy IL – Evaluation of Instructional Programs.

Motion by Robin James with a second by Cherie Faulkner to approve policy BCC – Nepotism, policy BHC – Board Communication and Relationships with Staff, policy IJOA – Field and Class Trips, and policy IL – Evaluation of Instructional Programs.

Discussion: Tracy Bigney recommended changing “restricts” to “restrictions” in policy BCC section IV.1.D. and V.1.A. The Board agreed.

Vote: 8 Approved; 0 Opposed

Policy Recommended to Rescind: Robin James advised policy DBA – Budget Systems is not a required policy nor a policy recommended by Maine School Management Association (MSMA). Kelly Theriault reviewed the policy and agreed this policy is not necessary as the District follows the required cost centers law.

Motion by Robin James with a second by Jaime Pangburn to rescind policy DBA – Budget Systems.

Discussion: None

Vote: 8 Approved; 0 Opposed

Personnel Actions:

Appointments: Gracy Malm – Ed Tech III Holden Math Support, John Kelley – Substitute Bus Driver, Amber Clement – Substitute, Darrell Pluard – Softball A Coach, Teighan Colson – Substitute, Erin McDonald – Track and Field Club, Desiree Doughty and Nathan Dusablon – Hiking Club, Ashley Hutchins and Carigan Allie – After School Coordinators, Stephenie Soucy – Substitute, Teresa England – Substitute, and Harry Hayes – Substitute.

Resignations: Gayle Middleton – Technology Integrator, Patricia Philbrook – Bus Driver, and Susan M. Smith, Superintendent/Director of Curriculum and Instruction. Superintendent Smith read a public statement (*Attachment A*).

At 7:58pm, Motion by Matthew Campbell with a second by Tracy Bigney to enter into Executive Session for discussion of employment pursuant to 1 MRSA section 405(6)(A).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 8 Approved; 0 Opposed

Public session resumed at 8:10pm.

DRAFT

Motion by Robin James with a second by Tracy Bigney to accept the resignation of Superintendent Susan Smith, effective May 27, 2022 with details to be worked out during an Executive Session on April 4, 2022.

Discussion: None

Vote: 8 Approved; 0 Opposed

Superintendent Smith stated the meeting on April 4, 2022 will have an executive session and a presentation by Steve Bailey from Maine School Management Association (MSMA).

Reassignment: None

Elections: None

Searches: Long Term Occupational Therapist Substitute, Technology Support Specialist, and Substitutes.

Questions and Comments from the Public: None

Adjournment:

Holly directed the Board to their board binders for reflection.

At 8:20pm, motion by Matthew Campbell with a second by Cherie Faulkner to adjourn the meeting.

Discussion: None

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

Attachment A

I am proud of the RSU 63 staff. As Superintendent, I see and hear a lot of what they do.

Over the past two years the RSU 63 staff

- have learned new technology.
- boxed and bagged thousands of meals, worked together to deliver those meals to many smiling faces and to a heated warning (don't come on my property again, I have a shotgun).
- They took care of more than 26 students who were so depressed they were considering suicide.
- They went outside to greet students rain and shine, when it was 90° and when it was 10° below zero. They made sure the kids got safely in the schools, on the buses, and into the right cars.
- They kept their eyes open and reported to me when the person with schizophrenia was on our grounds and when a student got into a vehicle with an unsafe driver.
- They wore masks and reminded students and each other to mask up, hoods down, use hand sanitizer, stay apart, be safe.
- They helped our students process the January 6th riot on the Capitol building, the Black Lives Matter protest, their fear of Covid, deaths of parents, and the incarceration of other parents.
- They moved furniture from one place to another and back again countless times.
- They made hundreds of difficult phone calls to keep parents and staff informed about Covid.
- They transported homeless students from various locations in Bangor and Brewer so the students could have a stable education.
- They taught the multiplication tables and quadratic equations, how to read, write, and reason.
- They incorporated many outdoor education activities into the school day and provided after school support, sports and other physical activities (Hiking Club, Backyard Games, Ultimate Frisbee) as well as enrichment and engagement opportunities (such as Minecraft and American Sign Language).
- They modeled the RSU 63 core values and recognized students when they exhibited kindness, compassion, courage, honesty, respect, and responsibility.

These good people have worked tirelessly to educate our children, implement health and safety protocols, and follow more than 200 school board policies. They do these things because they care deeply about our students. It has been an honor to work with them over the past 10 years and I thank them for their dedication and service to our communities. Thank you.

However, it has become clear to me that, at this time, the District needs a different Superintendent. I have provided the RSU 63 Board of Directors 60 days notice and have let the Board know of my decision to resign, effective May 27th. I want you to know I am taking this action because I truly hope it will help the students and staff of RSU 63 have continued success. I look forward to working together over the next few months towards a smooth transition for the District.

RSU #63 Special Board Meeting
Date: April 4, 2022
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Cherie Faulkner, Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Tracy Bigney, and Jaime Pangburn

RSU 63 Board Member Present Remotely:

Town of Holden: Matthew Campbell (left meeting at 7:30pm)

Board Chair, Holly Whitmore called the meeting to order at 6:30pm

At 6:31pm, Motion by Robin James with a second by Jaime Pangburn to enter into executive session for discussion of contract negotiations pursuant to 1 MRSA section 405(6)(D).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 8 Approved; 0 Opposed

Public session resumed at 7:01pm

At 7:02pm, motion by Robin James with a second by Jaime Pangburn to enter into executive session for discussion of personnel matter pursuant to 1 MRSA section 405(6)(A).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 8 Approved; 0 Opposed

Public session resumed at 7:35pm.

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

Presentation: Steve Bailey, Executive Director of Maine School Management provided information and costs for conducting a search for a Superintendent. *(See Attachments A, B, and C.)*

Cherie Faulkner asked if search for interim superintendent could be added to the agenda. She added she would like to form the search committee now. Holly asked if there were any volunteers. Cherie Faulkner, Tracy Bigney, Tracy Roberts, and Linda Graban volunteered.

Motion by Cherie Faulkner with a second by Linda Graban to form a sub-committee for the interim and long-term superintendent search composed of Tracy Roberts, Tracy Bigney, Linda Graban and Cherie Faulkner.

Discussion: Tracy Bigney stated the focus should be on the interim right now. The majority of the Board agreed.

Motion amended by Cherie Faulkner with a second by Linda Graban to form a sub-committee for the interim superintendent search composed of Tracy Roberts, Tracy Bigney, Linda Graban and Cherie Faulkner.

No further discussion.

Vote: 7 Approved; 0 Opposed

Tracy Roberts is interested in chair of the Interim Superintendent Search Sub-committee. Superintendent Smith advised that is usually done at the first committee meeting and did not need to be decided tonight.

Holly Whitmore advised Peter Lowe is available on Thursday for an executive session from 5:15pm until 5:50pm. Superintendent Smith stated the Special Board Meeting would be Thursday, April 7, 2022 at 5:15pm with an executive session for discussion with legal counsel and a remote link. Robin James stated she may not be able to participate as she has a previous appointment. The search for an Interim Superintendent will also be on the agenda for April 7, 2022.

Questions from the Public: None

Dates of Next Meetings:

FY23 Budget Workshop: Tuesday, April 5, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School

RSU #63 Special Board Meeting Minutes

April 4, 2022

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FY23 Budget Workshop: Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Informational Meeting: Monday, April 25, 2022 at 6:00pm, Eddington Elementary School

Board Meeting: Monday, April 25, 2022 at 6:30pm, Eddington Elementary School

Adjournment:

Holly directed the Board to their board binders for reflection.

At 8:20pm, motion by Robin James with a second by Cherie Faulkner to adjourn the meeting.

Discussion: None

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

MSMA STAFF

Executive Director

STEVEN W. BAILEY

Deputy Executive Director

EILEEN E. KING

*Chief Financial Officer/Insurance
Trusts Administrator*

DEBORAH ROBERTS

*Director of Communications and
Government Relations*

VICTORIA WALLACK

Director of Policy and Research Services

CHARLOTTE K. BATES

Administrative Assistant

MARY ELLEN BARRETT

Administrative Assistant

ANGIE AUDETTE

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Board Member Training



MSBA understands the work of the school board is essential to quality public education for all students, and members are asked to weigh in on ever more complicated issues facing schools.

MSBA is here to help by delivering board workshops customized to your district's needs. We offer basic orientation for new members; full board training for veteran boards; multiple-day facilitated long-range planning workshops; and, customized workshops aligned with your district vision and goals.

We presented 37 workshops in the last school year, for districts from York to Arundel County, and the number continues to grow.



49 Community Drive, Augusta, Maine 04330
207.672.3473 • 800.660.8484 • 207.676.2968 (fax)
email: msma@msneweb.com web: msneweb.com

MSBA Brings Local Boards Together

The Maine School Boards Association represents and supports local school board members who are charged with providing all students in Maine with a comprehensive education. MSBA serves board members with board training, information, and quality member services and is an advocate for all public schools in Maine. In short, we work to have the decisions made in Augusta benefit every student.

MSBA's PURPOSE IS TO:

- Serve and represent local school boards
- Provide professional development to board members
- Maintain local control of public schools
- Advocate for the combined interests of Maine school boards at the Legislature
- Encourage cooperation among school boards statewide and develop viable board regions
- Keep boards and the public informed about the needs and accomplishments of public schools
- Cooperate with other agencies in the state interested in improving public education



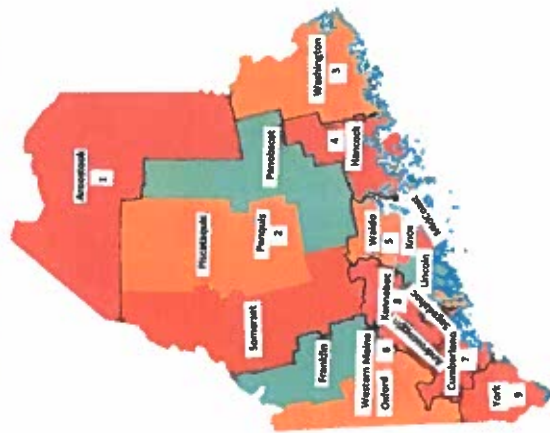


Working Together Across the State

We See the Big Picture

MSBA helps bring school boards together to work on advocacy, regional training, and to share ideas. On the state level, school boards, like superintendents, belong to one of nine school regions whose members can come together to affect legislation and policy at the state level and help each other out locally.

On a national level, MSBA belongs to the National School Boards Association, which offers national perspective and strong advocacy in Washington. To learn more about NSBA, click on that organization's link on the MSBA homepage at www.msbaweb.com.



Washington (3)

AUS 77
AUS 90
AUS 96
Baldwin
Calais
Cherryfield
Indian Island
Indian Township
Maine Indian Education
Moosabec CSD
Pleasant Point
Robbinston
RSU 37/MSAD 37
Union 103
Vanceboro

Acadia (1)

Bancroft
Bridgewater
Caswell
CTE Region 2
Eagle Lake
Easton
Glenwood Pk
Grand Isle
Limestone
Madawaska
MSAD 10
MSAD 77
Nashville Pk
Orient
Portage
RSU 29/MSAD 29
RSU 32/MSAD 32
RSU 33/MSAD 33
RSU 35
RSU 42/MSAD 42
RSU 45/MSAD 45
RSU 50
RSU 70/MSAD 70
RSU 79/MSAD 1
RSU 84/MSAD 14
RSU 86/MSAD 20
RSU 88/MSAD 24
RSU 89
Union 122
Winkerville Pk.

Penobscot (2)

Airline CSD
AUS 43
AUS 54
Bangor
Bowerbank
Brewer
Burlington
CTE Region 3
CTE Region 4
East Millinocket
Glenburn
Greenbush
Heron
Kingsbury
Lewell
Medford
Medway
Milford
Millinocket
RSU 16
RSU 22
RSU 26
RSU 34
RSU 63/MSAD 63
RSU 79/MSAD 1
RSU 84/MSAD 14
RSU 86/MSAD 20
RSU 88/MSAD 24
RSU 89
Union 122
Winkerville Pk.

Washington (3)

AUS 77
AUS 90
AUS 96
Baldwin
Calais
Cherryfield
Indian Island
Indian Township
Maine Indian Education
Moosabec CSD
Pleasant Point
Robbinston
RSU 37/MSAD 37
Union 103
Vanceboro

Acadia (1)

Bancroft
Bridgewater
Caswell
CTE Region 2
Eagle Lake
Easton
Glenwood Pk
Grand Isle
Limestone
Madawaska
MSAD 10
MSAD 77
Nashville Pk
Orient
Portage
RSU 29/MSAD 29
RSU 32/MSAD 32
RSU 33/MSAD 33
RSU 35
RSU 42/MSAD 42
RSU 45/MSAD 45
RSU 50
RSU 70/MSAD 70
RSU 79/MSAD 1
RSU 84/MSAD 14
RSU 86/MSAD 20
RSU 88/MSAD 24
RSU 89
Union 122
Winkerville Pk.

Penobscot (2)

Airline CSD
AUS 43
AUS 54
Bangor
Bowerbank
Brewer
Burlington
CTE Region 3
CTE Region 4
East Millinocket
Glenburn
Greenbush
Heron
Kingsbury
Lewell
Medford
Medway
Milford
Millinocket
RSU 16
RSU 22
RSU 26
RSU 34
RSU 63/MSAD 63
RSU 79/MSAD 1
RSU 84/MSAD 14
RSU 86/MSAD 20
RSU 88/MSAD 24
RSU 89
Union 122
Winkerville Pk.

Hancock (4)

AUS 47
AUS 91
CTE Region 7
Deer Isle-Stonington CSD
Elsworth
Hancock
Isle Au Haut
Lamoine
Otis
RSU 24
RSU 25
RSU 76
Union 93

Mid-Coast (5)

AUS 93
AUS 98
CTE Region 8
Five Town CSD
Islesboro
Lincolnville
Monhegan Island
Northport
RSU 1
RSU 7/MSAD 7
RSU 8/MSAD 8
RSU 13
RSU 20
RSU 28/MSAD 28
RSU 40
RSU 65/MSAD 65
RSU 71
St. George
Union 69
West Bath
Wiscasset

Western ME (5)

Andover
Auburn
Carrabassett Valley
Coplin Pk
CTE Region 9
CTE Region 11
Flagstaff Regional RSU
Gilead
Lewiston
Lisbon
RSU 4
RSU 9
RSU 10
RSU 16
RSU 17/MSAD 17
RSU 44/MSAD 44
RSU 52/MSAD 52
RSU 56
RSU 58/MSAD 58
RSU 73
RSU 78
Upton

Cumberland (7)

Brunswick
Cape Elizabeth
Chebeague Island
Falmouth
Gorham
Long Island
MECDHM/Box Box Sch Dist
Portland
Region 10 Technical H.S.
RSU 5
RSU 14
RSU 15/MSAD 15
RSU 51/MSAD 51
RSU 61/MSAD 61
RSU 72/MSAD 72
RSU 75/MSAD 75
Scarborough
Sebang
South Portland
Westbrook
Yarmouth

Kennebec (8)

Athens
Augusta
Brighton Pk
Caratunk
Dennistown Pk
Fayette
Forks Pk
Highland Pk
MSAD 11
Pleasant Ridge Pk
RSU 2
RSU 3/MSAD 3
RSU 12
RSU 38
RSU 45/MSAD 49
RSU 53/MSAD 53
RSU 54/MSAD 54
RSU 59/MSAD 59
RSU 74/MSAD 74
RSU 82/MSAD 12
RSU 83/MSAD 13
Vassalboro
Waterville
Winslow
Winthrop

York (9)

Acton
Biddeford
Dayton
Kittery
RSU 6/MSAD 6
RSU 21
RSU 23
RSU 35/MSAD 35
RSU 55/MSAD 55
RSU 57
RSU 60/MSAD 60
Saco
Sanford
Wells-Ogunquit CSD
York



Maine School Management Association Director Search Services

Technical Proposal To: RSU 63 for Superintendent Search Services

Maine School Management Association

49 Community Drive
Augusta, Maine 04330

Phone: 207-622-3473
Fax: 207-626-2968
Email: msma@msmaweb.com
Website: www.msmaweb.com



Maine School Management Association

49 Community Drive, Augusta, ME 04330
Telephone: (207) 622-3473 Fax: (207) 626-2968
Website: www.msmaweb.com

MSMA Superintendent Search Coordination and Consulting Services Proposal to RSU 63

The Maine School Management Association (MSMA) is pleased to have this opportunity to present Regional School Unit 63 with a proposal for superintendent search services. MSMA staff is prepared to conduct your search in the most individualized and professional manner possible. Because our work involves providing comprehensive administrative services to boards/committees and superintendents, and directors in this state, we have a vested interest in the success of your search. We want to be certain that you and your new superintendent are an excellent match. The children of your community have the right to expect as much from all of us. The taxpayers of your community have the right to demand it.

MSMA has designed the search service to offer maximum flexibility to the Board and to assure that the Board has total control of the decision-making process. We will do the necessary foundation work to make certain the Board is free to concentrate on the most important elements in a search—interviewing the most qualified candidates and selecting the next superintendent to lead RSU 63.

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Why hire MSMA to conduct your search?

Probably the single-most important decision a school board makes is the selection of a superintendent. Since this decision is so important, the process of selection should be very thoroughly developed and carefully followed.

- ⇒ MSMA is well-versed in all aspects of Maine laws and statutes that impact the selection process.
- ⇒ MSMA can alleviate the time commitment necessary to conduct a thorough search process.
- ⇒ MSMA has a thorough understanding of Maine public school operations.
- ⇒ MSMA uses in-state and national networking.
- ⇒ MSMA employs a comprehensive in-house staff.
- ⇒ MSMA streamlines the Board's selection process providing the search committee secure online access to review candidate materials.

Whether you need advice, counsel, technical assistance, or our complete, comprehensive search service, your MSMA team will guide you through all stages of the search process.

MSMA's Consultant Team

The MSMA staff is a key part of your search team. They are all veterans in the administrative, procedural, public relations, communications, and political aspects of the superintendent and director search process. Our in-house capabilities save you money and time and ensure that you have direct contact and immediate turnaround in all phases of the process.

Our Office:

Maine School Management Association
49 Community Drive, Augusta, ME 04330
Telephone: (207) 622-3473 • Toll free: (800) 660-8484
Email: msma@msmaweb.com • Website: www.msmaweb.com

Areas of Expertise:

Superintendent/CTE Director Search Services
New Superintendent Orientation
Superintendent and Board Professional Development
Strategic Planning
Education and Legislative Advocacy

Types of Search Services Performed:

Superintendent
Interim Superintendent
Interim Business Manager
Superintendent/Principal
CTE Director

MSMA staff will work with your board throughout all phases of a superintendent/director search and will modify the search to meet your specific needs. You get the search services you want—not the search process someone has decided you should have.

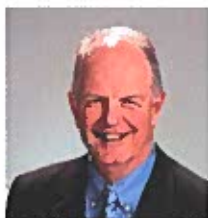
MSMA's Consultant Team—*Continued*

Each employee is a full-time employee of MSMA, thus available during regular business hours Monday through Friday. Additionally, lead consultants, Steven Bailey and Eileen King, are available via email and cell phone after hours.

MSMA has extensive resources to assist you at every stage, including analyzing your needs, conducting focus groups, developing the process for determining the credentials, background and candidate profile, questions, screening and site visits.

MSMA has been conducting successful superintendent searches for more than 40 years, and our consultants have decades of hiring experience.

Meet our Consultants



Steven W. Bailey
Executive Director

Steven Bailey has over 49 years experience in public education in Maine and New Hampshire. He has been a Superintendent of Schools and Assistant Superintendent in Maine for ten years covering the following governance structures: ADS, CSD, School Union, and Municipal and has participated with many SAD/RSU Boards in trainings and workshops.

Steve holds a Certificate of Advanced Graduate Studies in Educational Leadership, a Masters in Education, and a Bachelors of Science in Health/Physical Education. He has taken classes through the Harvard Graduate School of Education focusing on diversity, equity and inclusion

He is Past President of the Maine School Superintendents Association and previously was very active in the American Association for School Administrators (AASA). He was honored as a National Distinguished Principal in 1996 and Superintendent of the Year in 2015. He currently is a member of the National School Boards Association and AASA where he actively participates in the leadership trainings for state executives and School Board officers. Bailey is in his fourth year as Executive Director of MSMA where he continues the strong MSMA tradition of leadership to School Boards and Superintendents.



Eileen E. King
Deputy Executive
Director

Eileen King has 43 years experience in public education in Maine and New Jersey. She has been a Superintendent of Schools for 16 years, a Middle School and Elementary School Principal for 15 years and began her career in Education as a High School Spanish Teacher.

Eileen holds a Masters Degree in Education, a Bachelor of Arts Degree in Spanish and has completed over 60 advanced graduate credits in Educational Leadership, Middle Level Education and Business Administration.

She is a former president of the Maine School Superintendents Association, prior chair of its Professional Development Committee and former member of MSSA's Executive Committee for 13 years. She was honored as a National Distinguished Principal in 2000 and Superintendent of the Year in 2009. Eileen is active in AASA, The School Superintendents Association, and represents Maine Superintendents as their Executive Director nationally. King is in her fourth year as Deputy Executive Director of MSMA and Executive Director of MSSA.

MSMA's Consultant Team—*Continued*

Victoria Wallack, Director of Communications and Government Relations

Victoria Wallack came to Maine School Management Association with more than 30 years experience in the newspaper industry, serving as editor and publisher of several newspaper groups in Greater Boston after starting out in the business as a daily reporter. She honed her political skills as editor-in-chief of the Portsmouth Herald covering the first Clinton campaign, and eventually appeared on political talk shows on Boston's Public Broadcasting TV WGBH and NECN. Upon coming to Maine, she started her own news service at the Statehouse in Augusta, reporting on state budgets, the adoption of the Essential Programs and Services funding formula and school consolidation.

She was hired as the communication director at MSMA in 2008 and now serves as Director of Communications and Government Relations for the Association. She regularly does communication and legislative advocacy training for superintendents and school boards. She is a graduate of the Ohio State University School of Journalism and took graduate courses in government policy at the Harvard University Extension School in Cambridge.

Charlotte Bates, Director of Policy and Research Services

JD, University of Maine School of Law

MA, University of Iowa, Child Behavior and Development

BA, Bates College, Psychology and History

Charlotte Bates has been with Maine School Management Association for over 20 years, providing policy and other consultation services to school boards and superintendents; developing MSMA sample policies, procedures and other materials; reviewing and revising school board policies, board bylaws and internal operating procedures, and student handbooks; and conducting policy related workshops. She has completed numerous comprehensive reviews/revisions of school board policy manuals and governance documents and has worked with school boards and their policy committees around the state.

She has served on the Scarborough Board of Education, acting as Vice Chair, Chair of the Board's Policy Committee, and member of its Negotiations Committee, and on the Town of Scarborough's Comprehensive Plan Review Committee. She is also a member of the Government and Public Sector Section of the Maine State Bar Association.

Angie Audette, Administrative Assistant

Angie Audette has been with Maine School Management Association since 1994 providing comprehensive administrative support for MSMA Superintendent Search Services for over 11 years. She plays an integral support role in MSMA Superintendent Search Services researching and developing customized materials including all graphic ads and communicating with search committees and candidates throughout the process.

Overview of MSMA Superintendent Search Services

A first step in recruitment for a new Superintendent is getting organized and consideration of the following points:

- ⇒ Whether a consultant will be employed to assist the school board in the selection process.
- ⇒ Whether the outgoing superintendent will be involved in the process.
- ⇒ Whether the full board or a subcommittee will be responsible for the process.
- ⇒ Whether others (administrators, teachers, citizens) will be involved.
- ⇒ Whether the school board will be responsible for the candidates' expenses.

The search process can be divided into five phases, with the primary responsibility of the search consultant and the school board/search committee clearly delineated. MSMA Superintendent Search Services available from start (phase 1) to finish (phase 5) are set forth below. MSMA will assist in developing a timeline for the entire search process.

Phase 1 – Leadership Profile Development

A member of the MSMA team would provide consulting services to identify success factors, major issues, and expectations; approve leadership profile and selection criteria; conduct focus groups/surveys and report to the board/search committee; and compile salary and benefit data. We would assist in job description development and preparation of publicity materials.

Phase 2 – Candidate Recruitment

MSMA would create a complimentary graphic advertisement to be circulated to Superintendents, Assistant Superintendents and CTE Directors in the state of Maine and nationally to the 50 state board executives. The vacancy would be posted free of charge on the MSMA website and in the MSSA Newsletter (dependent upon publication date). Advertising options would be discussed with recommendations and price quotes made available to the board/search committee. Arrangements would be made for advertising in other venues by MSMA.

MSMA would provide customized application materials, coordinate nominations and applications and build candidate files. MSMA staff would promptly and efficiently fulfill requests for application materials and communicate with potential candidates throughout the application process. An MSMA consultant would assist in conducting reference checks on applicants.

Overview of MSMA Superintendent Search Services—*Continued*

Phase 3 – Candidate Screening

An MSMA consultant would screen candidates against selection criteria, help to identify semi-finalist candidates, inform successful candidates and schedule interviews. MSMA would assist with delivering semi-finalist candidates to the board.

MSMA would inform unsuccessful candidates, provide orientation for the board and assist with the selection of finalists.

Phase 4 – Full Board Evaluation of Finalists

MSMA would assist the board in preparation for the finalist stage. MSMA staff would schedule interviews, conduct reference checks on finalists, and assist the board in preparation for site visits and final interviews.

Phase 5 – Appointment

In the final phase of the search process, an MSMA consultant would assist with the selection of the new superintendent and announcement of the appointment. MSMA would inform other finalists, assist the board in contract preparation and negotiation of the contract. MSMA would provide support in closing the search and processing materials. Assistance from an MSMA consultant would be available to ease transition to new leadership.

Service fees: \$175 per hour plus the cost of advertising.

Travel expenses of the candidates at both the semi-finalist and finalist levels are the responsibility of the school board.

Travel expenses for board visits to candidates' home districts are the responsibility of the school board.

RSU 63 Superintendent Search Proposed Timeline

MONTH 1

Confirm Job Description
Advertising and/or Brochure Development

Launch of Community/Staff Qualification and Experience Survey/Public Forums
Recruitment and Advertising Begins
Determination of Search/Interview Committee

Search Update
Summary Report of Community/Staff Opinion Survey
Determine Key Qualifications and Experiences of Candidates

MONTH 2

Deadline for Applications in MSMA Office

Presentation of Candidate Pool and Selection of Semi-Finalists by Cooperative Board to be Interviewed

Semi-Finalist Interviews

Announcement of Finalist Candidates

MONTH 3

Candidate "A" and Candidate "B" in District for Final Interviews with Board

Reference Checks and Visits by Board Members to Candidates' Home District

Announcement of Superintendent:

Start Date:

Recent Superintendent Searches Conducted By MSMA

"Conducting a superintendent search is always a daunting task and for our most recent search we decided to hire MSMA to help us with the process. Not only did MSMA guide us in an efficient search, but they also provided valuable insights that improved our decision making. Using MSMA got us more qualified candidates than we have ever had and we completed our search in half the time expected. We will never do another search without them!"

Fred Grant, Chair, RSU 29

2020-2021

AOS 98
Cape Elizabeth School Department
CTE Region 2
MSAD 17
RSU 29
Sebago School Department
School Union 76 Interim Search

Bangor School Department
Cherryfield School Department
Falmouth Interim Search
RSU 9
Saco Interim Search
South Portland School Department

2019-2020

Auburn School Department
MSAD 49
RSU 21
School Union 69

Heron School Department
MSAD 49 Interim Search
RSU 21 Interim Search

2018-2019

Scarborough
RSU 14
RSU 79/MSAD 1

RSU 3
RSU 58
RSU 87

2017-2018

AOS 93
MSAD 75
RSU 16
RSU 71

AOS 98
RSU 9 (Mt. Blue RSD)
RSU 38
Wiscasset

Superintendent Search References

Wiscasset School Department

Michael Dunn, Board Chair

(207) 350-1028

mdunn@wiscassetsschools.org

Full Search, April 2018–June 2018

District Cost: \$4,361.50 (includes advertising costs)

Scarborough School Department

Leanne Kazilionis

(207) 749-8619

lkazilionis@scarboroughschools.org

Full Search, February 2019–April 2019

District Cost: \$5,507.50 (does not include advertising costs)

RSU 29/MSAD 29

Fred Grant, Board Chair/Search Committee Chair

(207) 532-4030

fred@whoufm.com

Full Search, February 2015–April 2015

District Cost: \$3,104.79 (does not include cost of advertising)

MSAD 58

Kim Jordan, Board Chair

(207) 265-5014

kim_jordan@msad58.org

Full Search, March 2019–May 2019

District Cost: \$2,450.26 (does not include advertising costs)

MSAD 23/RSU 87

Shannon Knowles, Board Chair

(207) 884-7108

mkskbk@aol.com

Full Search, February 2019–May 2019

District Cost: \$3,201.88 (does not include advertising costs)

RSU 14

Kate Brix, Board Chair

(207) 892-4629

katebrix@roadrunner.com

Full Search, February 2019–April 2019

District Cost: \$10,344.16 (includes advertising costs)

Winthrop School Department

Susan Belz, Board Chair

(207) 395-5490

sbelz@winthropschools.org

Partial Search, October 2019–January 2020

District Cost: \$1,238.92 (does not include advertising costs)

Hermon School Department

Jesse Keith, Board Chair

(207) 944-5586

jesse.r.keith@gmail.com

Full Search, January 2020–May 2020

District Cost: \$3,249.55 (does not include advertising costs)

Bangor School Department

Tim Surette

(207) 731-6998

timothy.surette@maine.edu

Full Search, January 2021–April 2021

District Cost: \$9,863.35 (includes advertising costs)

CTE Region Two School of Applied Technology

Laura Farnsworth, Cooperative Board Chair

(207) 854-2012

lfarnsworth@rsu50.org

Full Search, April 2021–June 2021

District Cost: \$2,221.15 (includes advertising costs)



Maine School Management Association Superintendent Search Services

Cost Proposal of MSMA Superintendent Search Services for RSU 63

Maine School Management Association

49 Community Drive
Augusta, Maine 04330

Phone: 207-622-3473
Fax: 207-626-2968
Email: msma@msmaweb.com
Website: www.msmaweb.com

MSMA Superintendent Search Services Cost Proposal

The RSU 63 School Committee has undertaken the important task of searching for a new superintendent. It is deemed that the search will be thorough and the procedure efficient. The Committee retains full authority and responsibility for all decisions.

Search services and support may be tailored to the individual needs of the District. Consultation and support may be obtained from the Superintendent Search Service of the Maine School Management Association at the following rate:

**Professional consultation and guidance, an adaptable structure, brochure and ad development,
and administrative/clerical support throughout the search process:**

- ◇ \$175 per hour (plus the cost of advertising)

Additional search-related expenses to be borne by the School Committee include:

- ◇ Telephone, postage, and consumable supplies (at cost)
- ◇ Fee-based advertising (varies, and is to be determined by the Committee in consultation with MSMA)
- ◇ Travel expenses of the candidates at both the semi-finalist and finalist levels
- ◇ Travel expenses for School Committee visits to candidates' home district
- ◇ Consultant travel expenses

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The "per applications" costs will be adjusted.

Meeting with District planning to conduct a search

Complimentary

Planning

Preparation of Superintendent Search timeline, activities and calendar

Complimentary

Committee Workshops: 1.5 for the two topics

_____ Confidentiality training for all involved in the Hiring Process

- Maine and Federal Laws that address Equal Employment Opportunity as well as how to avoid discrimination of protected classes
- Policy and job description review, including the following policies, if approved district policies
 - Recruitment and Appointment of Superintendent
 - Evaluation of Superintendent
 - Equal Employment Opportunity
 - Confidentiality in the Hiring Process
 - Recruiting and Hiring of Administrative Staff
 - Recruiting and Hiring of Administrative Staff, Administrative Procedure
 - Job Description, Superintendent of Schools

_____ Interrupting Bias in the Hiring Process:

- What's getting in the way of an Inclusive Hiring Process?
- What is Bias?
- Can I get rid of my Bias?

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The “per applications” costs will be adjusted.

Forums (In-Person Event)

_____ Community: 1.5 hours (\$262.50)

_____ Staff: 1.5 hours (\$262.50)

_____ Student: 1.5 hours (\$262.50)

Listening Sessions (Remote listening activities designed to maximize participation from a wide range of participants)

MSMA staff will conduct listening sessions with a variety of stakeholders (School Boards, district staff, community members) to collect data on the characteristics and qualifications that is desired in the next Superintendent of Schools. (\$175/session)

_____ Please identify the number of Listening Sessions you would like conducted. Each session is approximately one hour long.

Survey

_____ Development of survey questionnaire: 1.5 hours (\$262.50)

_____ Collation of survey results: 5 hours (\$875.00)

Advertising/Recruitment

_____ Job Description development with samples: 1.5 hours (\$262.50)

_____ Brochure Development: 2.5 hours (\$437.50)

_____ Development of online and print advertisement and posting both online and in MSSA News: 1.5 hours (\$262.50)

_____ AASA Premium Job Flash package + Diversity Upgrade: \$848.00

_____ EdWeek Online: 30 days online TopSchoolJobs.org \$495.00

_____ Graphic advertisement development, electronic circulation to Maine Superintendents, Assistant Superintendents, CTE Directors, Special Education Directors, Curriculum Coordinators and the 50 state board executives and NSBA Network
Complimentary

Application Process

_____ Custom application materials development: .5 hours (\$87.50)

_____ Correspondence with candidates – responding to application requests: \$43.75 per application (\$656.25)

_____ Secure webpage creation: 1 hour (\$175.00)

_____ Redaction/scan-upload/link each application packet to secure webpage for 15 applications at \$87.50 per application (\$1312.50)

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 15 applications. The “per applications” costs will be adjusted.

Application Process (continued)

_____ Processing applications: 5 hours (\$875.00)

_____ Background Check service: \$150/candidate (cost may vary per individual)—typically for finalist(s)

Interview Process

_____ Development of proposed interview questions, and scoring rubric: 2 hours (\$350.00)

_____ Development of reference check questions: 1 hour (\$175.00)

_____ Scheduling of interviews and correspondence with candidates selected and not selected: \$43.75 per application (\$656.25)

Onboarding Follow-up

_____ Setting the Stage for Success: 1-3 consultation conferences w/Superintendent, Board Chair, School Board (typically 1 hour each)

Total \$ _____

RSU #63 Special Board Meeting
Date: April 7, 2022
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Cherie Faulkner, Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Tracy Bigney, and Jaime Pangburn

RSU 63 Board Member Present Remotely:

Town of Holden: Matthew Campbell

RSU 63 Board Member Absent Excused:

Town of Eddington: Robin James

Board Chair, Holly Whitmore called the meeting to order at 5:17pm

At 5:19pm, Motion by Jaime Pangburn with a second by Tracy Bigney to enter into executive session for discussion of legal rights and duties of school unit pursuant to 1 MRSA section 405(6)(E).

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 7 Approved; 0 Opposed

Public session resumed at 5:37pm

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

Motion by Jaime Pangburn with a second by Cherie Faulkner to authorize the board chair to enter into a resignation agreement with Superintendent Susan M. Smith.

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 7 Approved; 0 Opposed

Questions from the Public: None

Dates of Next Meetings:

Budget and Finance Committee Meeting: Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Informational Meeting: Monday, April 25, 2022 at 6:00pm, Eddington Elementary School

Board Meeting: Monday, April 25, 2022 at 6:30pm, Eddington Elementary School

Old Business:

Interim Superintendent Search: Holly Whitmore began the discussion with items needing to be decided to conduct the search. Based on the resignation agreement with Superintendent Smith, June 2, 2022 is the start date for the Interim Superintendent. Discussion took place on the number of work days and anticipated end date. The Board agreed a five day per week Interim Superintendent was needed with the anticipated end date of September 1, 2022. Tracy Roberts suggested conducting the long-term Superintendent search parallel with the Interim search.

Motion by Matthew Campbell with a second by Cherie Faulkner to provide the Interim Superintendent Search Committee authorization to enter into communication with Maine School Management Association on Interim Superintendent Search.

Discussion: Clarification this motion was for communication only and not an agreement.

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 7 Approved; 0 Opposed

Motion by Linda Graban with a second by Tracy Bigney to enter into an agreement with Maine School Management Association to conduct the Interim and Long-term Superintendent searches.

Discussion: None

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 7 Approved; 0 Opposed

DRAFT

Superintendent Smith advised the Board Chair will set the agenda for the first Interim Superintendent Search Committee meeting and the Committee Chair will be set at that meeting. Holly Whitmore will confirm available dates with Steve Bailey.

Holly Whitmore advised Tracy Roberts suggested sending a letter to staff and the community regarding the transition time. She is currently working on drafting the letter, Tracy Bigney will help with the draft. The draft letter will be shared with the Board members individually for feedback before sending out to the staff and community. Superintendent Smith advised a motion is needed for this Board action.

Motion by Linda Graban with a second by Tracy Bigney to authorize Tracy Roberts and Tracy Bigney to draft a letter to send out to staff and the community.

Discussion: Recommended to also share the letter via Facebook and the RSU 63 website as well as school messenger.

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 7 Approved; 0 Opposed

Adjournment:

At 6:01pm, motion by Cherie Faulkner with a second by Tracy Bigney to adjourn the meeting.

Discussion: None

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes

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
Heather Kiley, *secretary* hkiley@rsu63.org
Janet Nichols, *school counselor* jnichols@rsu63.org
Dawna Bickford, *school nurse* dbickford@rsu63.org

“RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.”



I submit my April board report on behalf of the students and staff at these “hard working” schools. Our Eddington enrollment begins with 32 students in PK, 46 in K, and 38 in 1st, for a total of **116** students. We head over to Holden and have 41 in 2nd, 42 in 3rd, and 38 in 4th for a total of **121** students in Holden. **(237 in total)** The students and staff anxiously await April vacation and I am hoping for summer like temperatures and winds to dry out our fields at both schools!

As we wrapped up the “Outing Club” with Mr. Sagehorn and “Bedtimes Stories” with Ms. Wright before April vacation, we welcomed Mrs. Egolf (Eddington teacher) who enjoys spending some after school time with her 4th grade “theater” group who will be presenting the “Secret Garden” in early June. She has over 20 students rehearsing and some on the tech crew will be attending by mid-May.

I was happy to recognize over 200 students at both schools’ during our morning assemblies for receiving the “Good Conduct” award for the second trimester. These students come to school each day and make ‘good choices’ and did not receive a pink slip, bus slip, or incident report. I also was happy to see over 500 gold slips and “Busted” slips handed out for going above and beyond in the classrooms and on the busses during the 2nd trimester. Well done Eddington & Holden!!

The staff continue to prepare students for the NWEA (state assessment for grades 3 & 4) testing in mid-May. We have been tweaking the pick-up process at the Holden School, trying to get all cars off 1A and it looks like we are able to do this at this point and time.

The staff and I will be busy preparing for end of the year events and field trips. May will soon be upon us and it is full steam ahead!!!!

Sincerely,
Mr. Spencer

Holbrook School
Principal's Report
4-13-22

Enrollment:

Grade 5 43

Grade 6 54

Grade 7 58

Grade 8 44

Total 199

We are beginning to work on NWEA and MEA Science assessment schedules in an effort to limit academic disruption. We hope that our students will take the assessments seriously and put forth a solid effort throughout testing sessions. Students in grades 5-8 will take part in NWEA state testing. Our fifth and eighth grade students will also take the MEA Science assessment (three 60 min assessments and one student questionnaire).

Holbrook 7th and 8th grade students attended an assembly this week with presenter Linda Dutil, RN. Ms. Dutil is an emergency department nurse from Waterville, Maine. She hosts school assemblies nationwide speaking about the dangers of vaping, drugs, and alcohol. She also speaks about making good choices and getting help for friends in need. Ms. Dutil was candid, engaging, and educational.

With School Counselor Ms. Ebonie Baker at the helm Holbrook School students will rotate through career day Friday April 15th, 2022. Students will be choosing the top 3-4 career speakers that they are interested in and rotating through 4 sessions. We will have approximately 10 volunteers coming to meet and/or sending videos about their careers to share with grade level groups.

7th grade teachers have been working with Gayle Middleton to register our 7th graders for the MLTI conference. Our 7th grade students will be attending this virtual MLTI conference on Thursday, May 26th, 2022. The theme of this year's conference is: **MLTI Launches Space2Connect!** The intent of the conference theme is to reflect the many interpretations of space and connection as they relate to Maine students and their use of technology today. In addition to this tremendous experience 7th grade students will also be getting a free t-shirt. We are excited to offer Holbrook students this opportunity.



Holbrook is the recipient of the 2022 Teens to Trails Spring Lottery. Desiree Doughty is working out the details for this trip. This experience will be offered to 14 8th grade students. We will come up with some fair parameters in order to choose who will attend. Teachers are looking into many outdoor experience trips for the Spring and we hope that timing and transportation will line up.



The following is the current breakdown of 8th grade student high school choices.

School	Number Attending
Brewer	25
John Bapst	13
Hampden	4

The spring athletic season is underway! Our track and field intramural club will meet this week to discuss what their time together will look like. Our baseball and softball teams will have their first games Thursday, May 12th at Holbrook. We are thankful for all those who have stepped forward to lead these opportunities.

Team	Coach/ Leader
Softball	Darrell Plourde
Baseball	Zach Pratt
Track and Field Intramural	Erin McDonald

Congratulations to our February and March, Students of the Month:

5	6	7	8
Bristol Kelley Kael Andrews-Bush	AJ Josiah Kat Rivera	Rylee More Hayley Kinney	Nolan Seavey Bella Saucier

Respectfully,

Ashley Allen

Ashley Allen
Principal
Holbrook Middle School



Regional School Unit 63

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

4/25/2022 Sharon Haskell Board Report

Sharon Haskell

District Instructional Coach/Assistant Principal/504 Coordinator

Reflection:

As the year winds down, our learning is ramping up! We have many field trips, assemblies, performances, and rich learning experiences planned for our students in the next few months; from Acadia to Millinocket, the kids are going to end the year with great memories that will last a lifetime.

Instructional Coach:

Teachers continue to amaze me in the creative ways they engage students to provide rich learning opportunities to those who have lost instructional time over the last two years.

Here are some of the amazing ways teachers are ensuring our students are moving forward.

One of the first grade learning philosophies is to create hands-on activities that are engaging, meaningful and solidify the concepts being taught. After meeting with the RiSE center, our team took the information they learned at that conference and ran with it. They immediately adopted the strategy of using Cuisenaire Rods to meet the standard of *Quantitative Reasoning - Numbers and Operations in Base Ten Standard QR.C.6 Use place value understanding and properties of operations to add and subtract*. Cuisenaire Rods can also be used to show: Multiplication & Division, Fractions, Place Value, Counting, Geometry & Measurement, Ratio & Area.

Mrs. Wright and Mrs. Peterson partnered to create an interdisciplinary project for the elementary schools' library classes. With this project, students read books and discussed illustrations while paying close attention to different techniques and mediums the illustrator used. They then used those techniques to create an art project of their own.

Ms. Norris hosted World Culture night where students in World Culture Club shared their presentations to the public. We all loved seeing their research, hearing their stories about why they chose their country and enjoyed food that was local to the area. Well done!

Mr. Dusablon and his 8th grade science class studied aerodynamics of flight using paper airplane design. The students studied the concepts of lift, thrust, drag, and the role of gravity in airplane flight. They also learned how to test their designs, and make adaptations to improve the plane's distance. Standard: *MS-PS2-2 Plan an investigation to provide evidence that the change in an object's motion depends on the sum of the forces on the object and the mass of the object.*

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The first grade team culminated their vet clinic unit with writing an informational digital book about an animal of their choice. They learned the difference between facts and opinions as they decided what aspect of their animal to write in their book.

The Teaching and Learning Team met for a third time April 7th for conversations on our books: *Uncover the Roots of Challenging Behavior: Create Responsive Environments Where Young Children Thrive*, written by Michele Salcedo, M.Ed. and will be offered to our pre-k to 1st/2nd grade team. *Innovate Inside the Box: Empowering Learners Through UDL and the Innovator's Mindset*, written by George Couros and Katie Novak and is geared toward our 2nd-8th grade audience.

Assistant Principal:

- Supported Ashley, Don and teachers at all three schools.
- Supported students with positive behavior reinforcements. Worked with our districts BCBA and teachers to create and implement positive behavior plans.
- Taken care of sub calling
- Continue to walk the halls, visit classrooms and be supportive of our teachers and students, sharing in their celebrations.

504 Coordinator:

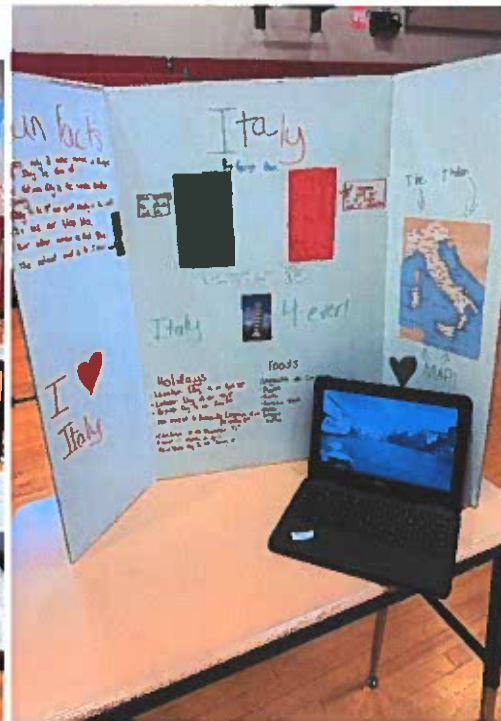
- Continue to update, monitor, and discuss 504 needs with staff and families.

Respectfully submitted,
Sharon Haskell

Ms. Wright's and Mrs. Peterson's project



World Culture Fair

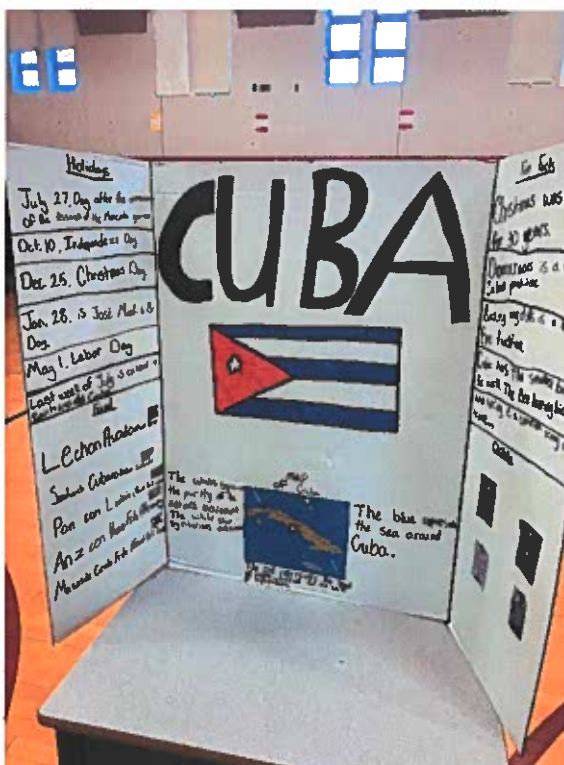
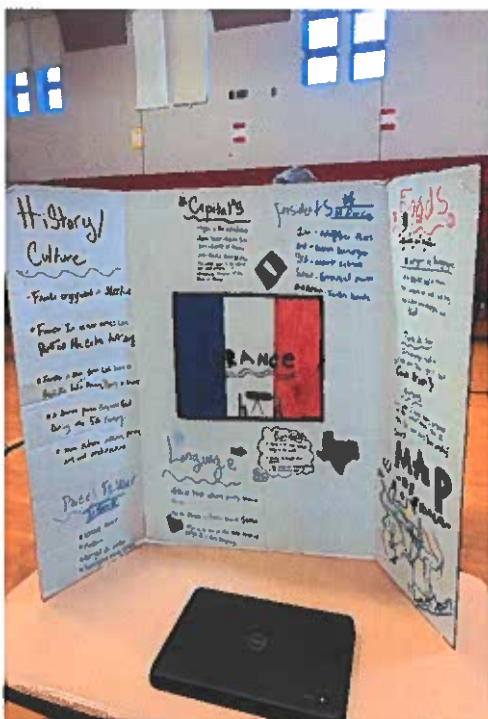


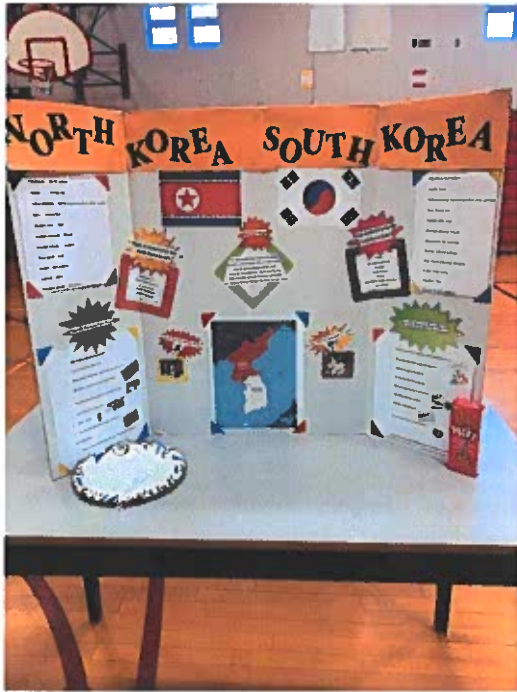
(207) 843-7851

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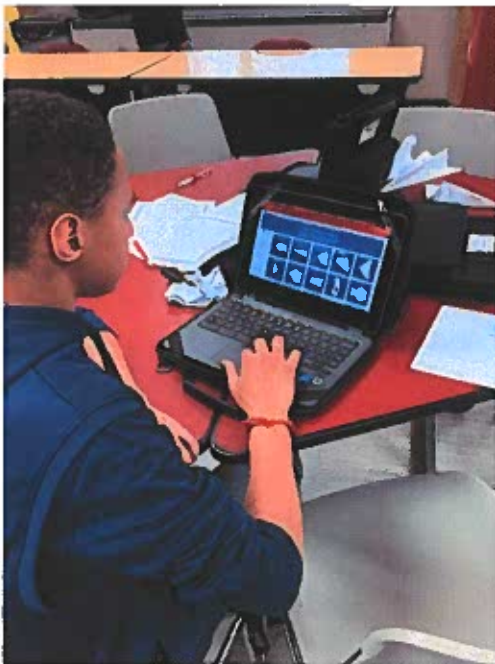
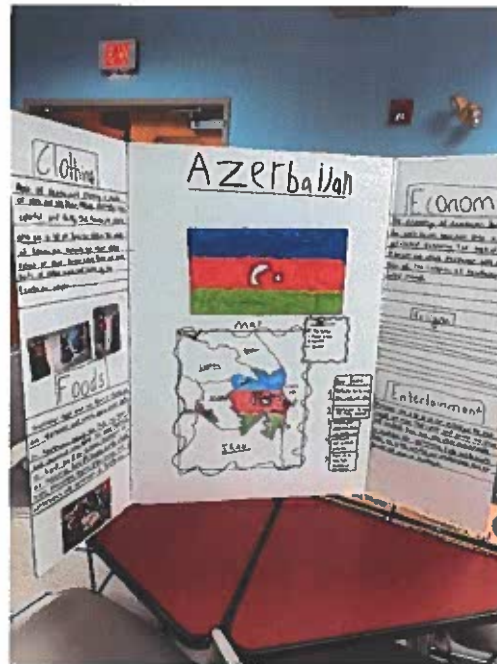
Fax: (207) 843-7295

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Mr. Dusablon's 8th Grade Science Class





Mrs. Perry's Class Presenting their Informational Booklet





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 – April, 2022

The Office of Special Services is working closely with Child Development Services (CDS) to prepare for our incoming kindergarten students with disabilities. We had several meetings with CDS and have a few more meetings scheduled but the needs of our currently identified students have been discussed and placements are being confirmed with providers and parents. We have had students graduate from out of district placements and will join our Life Skills classroom at Holden Elementary, which is always an exciting occasion. There are also students who need more time in their current out-of-district placements in order to continue to make progress towards their behavioral goals before they are ready to transition into the public-school setting.

We are also preparing for the state testing window that is coming up next month. Students with disabilities who need a smaller setting or more time have those accommodations on their plans and will have access to those accommodations during the testing window. Like previous years, staff will be trained in test administration, accommodation selection, and use the results from the testing to give insight to areas of strength and weakness as a part of adjusting Specially Designed Instruction (SDI) in reading or math for each individual student who receives SDI as a service. Also, like last year the state is using the data from NWEA testing instead of using another testing company. This is beneficial to our students because it reduces the amount of testing they have to complete and the results are made available in days not months or over a year as the data has been in the past with different testing companies.

Finally, I've included some of the questions and answer surrounding the plan to move Child Development Services (CDS) for ages 3 to 6 from CDS to the local school districts. While the concept is generally accepted, the logistics and implementation have not been mapped out and that is causing school districts and advocates to push back in the acceptance of the concept without all of the parts completed. I have included a brief write-up with the general concerns from the Maine Parent Federation which aligns very closely to the concerns of school districts as far as how the implementation will occur. If passed, the plan is not scheduled to be phased in until July 2024 and fully incorporated by July 2026. There is a lot that needs to be worked out in the coming years and plans have been drafted and scrapped several times over the past 20 years or so that his plan has been discussed so there will be much more debate over this whether it passes or not.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services

What would the LR 2686 Education Committee CDS Majority report do?

The majority report would require that special education services for children with disabilities from age 3 to 6 be moved from the Child Development Services (CDS) to Maine's local school districts, starting July, 1st 2024.

Is there a need for legislation to change the delivery of Early Childhood Education services in Maine?

Yes. Maine is the only state in the nation that provides early intervention services through a state agency, CDS, instead of local schools.

The result is that Maine is out of compliance with federal law.

The Department of Education and the Legislature have attempted many times in the past to fix this problem by trying to create a plan to transition services from CDS to school districts.

Doesn't the bill fix the problem?

No. While advocates for children with special needs agree that the **early education services should eventually be provided by school districts**, they are concerned about the lack of details around funding, school readiness, workforce availability, oversight and the majority report will actually do more harm.

What's missing from LR 2686 (CDS Majority report)?

The CDS majority report fails to provide these details:

- No long-term funding mechanism – the continuation of services is at risk if MDOE defaults on funding,
- No plan to determine if a local school district will be ready to take on services and what will happen if they are not ready,
- No plan for helping the CDS workforce transition to school districts,
- No transition task force to provide oversight of the process that to include stakeholders (e.g., parents, providers, school educators, and local advocacy).

What should legislators do?

First, they should reject the current language LR 2686 – CDS Majority report and pass the Minority report, sponsored by Rep. Rebecca Millett.

The Amendment creates a formal Transition Task Force charged with developing a detailed plan prior to the transition of 3- to 6-year-olds to school district. The plan would address ALL the omissions in LR 2686. Throughout the entire process the Transition Task Force will oversee the implementation of the plan and report back to the Educational Committee on progress.

Source: Maine Parent Federation| www.mpf.org



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: April 14, 2022
Re: Monthly Report

I submit this report to the School Board of Directors for April 2022.

MLTI 2.0

Chromebook devices for the 6th grade students have been ordered. After considering all 6 device options the MLTI project offered, we decided to go with CTL convertible Chromebooks again. This is the same vendor we chose for 7th & 8th grade Chromebooks last year.

It made sense to continue with CTL Chromebooks for the 6th grade students as they have held up really well to the daily use students put them through and being approved to perform self-service warranty repairs is an added benefit.

A total of 52 convertible Chromebooks were ordered with delivery sometime in June or July.

Spring NWEA

The Spring NWEA testing window will start for all schools on Monday, May 2nd and end Friday, May 27th. Students in Kindergarten and Grade 1 will take the Mathematics and Language Arts assessments while student in Grades 3 - 8 will take the Mathematics, Reading, and Language Arts assessments. The NWEA class roster files for each school have been created and submitted to NWEA for the creation of the spring testing session. Even though the NWEA is now a State assessment, we will still receive results from these tests 24 hours after a completed testing session. This timely data will help teachers identify student instructional levels, provide placement information, and guide classroom instruction and goals for the 2022-2023 school year.

Respectfully submitted,

R.S.U. # 63 SCHOOL BOARD
April 2022 Board Report
Jake Morgan Transportation/Facilities

Transportation:

With the shortage of driver's, I had to consolidate one of the afternoon bus runs for the remainder of the school year. This consolidation effects three bus routes. Keith and I will be driving daily and we will be short a driver when our sports teams are playing away or someone is out sick. This past Thursday, one of our teacher's drove a small group to swim program with our van because we had no other way for the students to attend. Several staff have told me that if they can help us in any way to let them know. I have been working on ways that we can still provide outstanding safe transportation with less drivers. During vacation we were busy with several service jobs on the buses. The "open" house at the bus garage went very well. We had about a dozen people show up and about six little ones ride the bus. It was enjoyable to see some of the new students that will be riding with us soon.

Facilities:

Holbrook School:

We have been very busy getting the ballfields ready for the sports season. Again, this year I have to train/teach the new custodian how we prepare the fields and the location of the equipment used. He does have some background in what they need to look like.

Holden School:

The heating and ventilation project will finish up by April 30th. The generator installation should be complete by September 30th. The day custodian is busy getting the lawns ready for mowing. I continue to work on the water tests with the State. I will be working on the specs for replacing the shingles on the section that was done in 1995. We also need to repair part of the gym ridge vent that came off.

Eddington School:

Getting ready for the heating and ventilation up grade is the priority at this school. The attic has been cleaned out until the project is complete. We will be finishing the shingling of this school this summer, then all shingles will be ten years and newer and in good shape. I have the specs all done for finishing the roofing.

Regional School Unit #63

202 KIDDER HILL ROAD

HOLDEN, ME 04429

Susan Smith

SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851

FAX 843-7295

Date: April 14, 2022

From: Kelly Theriault

RE: April Board Report

-
- It's been another busy month of meetings! I'm happy to report, Budget & Finance is sending out the FY23 Proposed Budget Version 3 for full board review and comment. We've worked hard these last few months to submit what we feel is a responsible budget to our communities and also meets our educational needs of the district. Good work everyone! While the budget is a 5.6% increase (\$610,266), there is a ZERO increase to overall town assessment! We were able to accomplish this by using the additional \$351,958.63 in state revenue that was allocated late last year. Our revenue sharing from the state for FY23 was actually down a little this year (\$56,032.73).
 - The Budget & Finance committee met on April 12, 2022. FY22 financials were reviewed and a brief FY22 fund balance projection was distributed & discussed. Updates on the Holbrook IAQ, and Holden generator were given. A representative from Revision Energy joined remotely to give a presentation regarding an opportunity to join their upcoming solar array for electricity discount credits. The next regular meeting for the Budget & Finance committee is on May 10 @ 5:30.
 - We've had some challenges between deliveries and staffing in the kitchen this year and this month was no different. (Just when you think things might settle down...) The cooks at all three schools are great! I'd especially like to acknowledge Mrs. Grass, Mrs. Jameson, and Ms. Jordan. The three of them worked as one team to manage both kitchens and ensure all meals were served on time. Sharing morning baking duties, places orders for both locations, training on paperwork and menu plans, even being at Holden for "hands on" training on meal prep and meal serving. Great job, ladies! I'd also like to formally welcome Ms. Sherry Neill to the Holden kitchen in the Lead Cook role. Ms. Neill has some wonderful new meal ideas, brings a lot of enthusiasm for the job with her, and has some exciting plans for the future! (Cooking club anyone??) Recently we started having 4th grade helpers back in the kitchen and it was a big success! Lots of smiling faces! (SW, Ms. Sherry, CO, JG)



- Reports completed this month in the business office; MePERS, NSP (national school lunch program) monthly claim, EFS214, quarterly Unemployment reports, quarterly 940ME, quarterly 941 and Census Survey of Public Employment & Payroll data.

MSAD63

Income Statement Hot Lunch

Report # 28161

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	3/1/2022 - 3/31/2022	7/1/2021 - 3/31/2022	7/1/2021 - 3/31/2022
10000 REGULAR INSTRUCTION			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(203.25)	(2,526.95)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	0.00	(40,161.30)	0.00
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	(1,842.00)	0.00
6000-0000-10000-4456100-950 Supply Chain Asst Revenue	0.00	(12,494.18)	0.00
TOTAL 10000 REGULAR INSTRUCTION	\$ (203.25)	\$ (57,024.43)	\$ 0.00
31000 FOOD SERVICE OPERATIONS			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	13,608.33	74,116.60	10,924.41
6000-0000-31000-5202040-950 UNEMPLOYMENT	49.49	159.31	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	1.16	842.54	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	6,516.95	23,118.69	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	75.66	534.30	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	186.27	1,046.50	0.00
6000-0000-31000-5218000-950 FICA/MEDI	796.46	4,474.39	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT./REGULAR E/E	16.08	107.20	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	1,857.43	0.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	15,891.53	88,673.70	0.00
6000-0000-31000-5630030-950 SNACK	0.00	472.61	0.00
6000-0000-31000-5630035-950 AFTERSCHOOL SNACK	160.53	613.49	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	1,901.19	17,643.61	1,198.00
6000-0000-31000-5890000-950 Repairs	0.00	1,121.75	650.00
TOTAL 31000 FOOD SERVICE OPERATIONS	\$39,203.65	\$214,782.12	\$12,772.41
31200 A LA CARTE			
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	40.23	0.00
TOTAL 31200 A LA CARTE	\$ 0.00	\$ 40.23	\$ 0.00
31600 Afterschool Snack			
6000-0000-31600-4437000-950 CNP afterschool Snack	0.00	(172.75)	0.00
TOTAL 31600 Afterschool Snack	\$ 0.00	\$ (172.75)	\$ 0.00
31700 Seamless Summer-SSO			
6000-0000-31700-4455300-950 CNP Fed Lunch Reimb	0.00	(87,213.50)	0.00
6000-0000-31700-4455400-950 CNP Fed Breakfast	0.00	(27,117.06)	0.00
TOTAL 31700 Seamless Summer-SSO	\$ 0.00	\$ (114,330.56)	\$ 0.00
GRAND TOTAL	\$39,000.40	\$43,294.61	\$12,772.41

MSAD63

Statement Code: ArtSummFin

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget 7/1/2021 - 6/30/2022	Current Period 3/1/2022 - 3/31/2022	Reported Period 7/1/2021 - 3/31/2022	Encumbrances 7/1/2021 - 3/31/2022	Amount Remaining 7/1/2021 - 3/31/2022	Percent Remaining 7/1/2021 - 3/31/2022	Last Year Period 7/1/2020 - 3/31/2021
Subtotal Regular Instruction	\$2,789,944	\$269,996	\$1,624,901	\$42,248	\$1,122,795	40%	\$1,701,839
Subtotal REG 9-12	\$3,052,816	\$280,171	\$1,834,420	\$0	\$1,218,396	40%	\$1,879,694
Subtotal Special Education	\$1,604,850	\$147,230	\$966,224	\$101,062	\$537,564	33%	\$1,073,675
Subtotal Staff & Student Sppt	\$549,707	\$46,168	\$351,799	\$8,140	\$189,768	35%	\$326,782
Subtotal Facilities	\$1,124,147	\$88,380	\$934,011	\$61,550	\$128,586	11%	\$610,143
Subtotal Transportation	\$783,043	\$62,676	\$504,462	\$82,158	\$196,423	25%	\$506,844
Sub Total Trans to Other Units	\$0	\$9,310	\$59,307	\$12,349	\$(-71,656)	---	\$67,013
Subtotal System Administration	\$356,652	\$29,991	\$277,630	\$13,412	\$65,610	18%	\$251,498
Subtotal School Administration	\$454,096	\$46,150	\$335,183	\$1,386	\$117,527	26%	\$311,900
Subtotal Other Instrn	\$66,496	\$0	\$30,267	\$3,667	\$32,562	49%	\$6,235
Subtotal All Other	\$300,000	\$0	\$0	\$0	\$30,000	100%	\$23
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$907,244	\$76,141	\$643,080	\$18,465	\$245,699	27%	\$569,656
NET REVENUE OVER EXPENSE	\$10,811,751	\$980,072	\$6,918,204	\$325,972	\$3,567,575	33%	\$6,735,646

Budget and Finance Committee Meeting 03/15/2022

Members Present In Person: Tracy Bigney and Cherie Faulkner

Members Present Remotely: Linda Graban (5:50pm)

Also Present In Person: Susan Smith, Kelly Theriault, and Katherine Morelli

Also Present Remotely: Tracy Roberts and Sara Miller

Called to Order: 5:39pm

FY22 Financials:

Cost Center Summary: Facilities, transportation, and system admin cost centers are still areas of concern. Heating fuel and electricity increases have caused some problems. No other areas of concern.

February FY22 Detail: Cherie Faulkner explained to Katherine Morelli some accounts are encumbered. Superintendent Smith explained how fuel costs are split between two lines, one being the maintenance line at Eddington. The maintenance portion at Eddington is complete. There are some new encumbrances for heating costs at all three schools to get us through the rest of the year. No other areas of concern.

Hot Lunch: Kelly Theriault reported the staff are reviewing equipment lists for upgrades, as recommended by auditor William Hall. The Eddington dishwasher and the Holbrook steam table are the next two items on the list for replacement.

Other: Superintendent Smith shared a handout regarding the Holden generator. Carpenter Associates sent over a change order. The generator switchgear did not meet the Maine code. The Main Distribution Panel needs to be upgraded. Superintendent Smith advised we do not have a proposal for the Budget and Finance Committee today. More research and information are needed. The total change order proposal is \$65,000. Funding source, estimated fiscal year for project completion, and product availability are important pieces to figure out. Cherie Faulkner asked what the 3% bond was. Superintendent Smith said she would add that to her list of questions to ask. Tracy Bigney asked why this was not part of the original specs. Superintendent Smith said that is the first question she has for Carpenter Associates.

Next Meetings

- Budget and Finance Meeting: Tuesday, March 22, 2022 at 5:30pm
- Budget Workshop: Tuesday, March 22, 2022 at 6:00pm (Transportation and Facilities)
- Budget Workshop: Tuesday, April 5, 2022 at 5:30pm (Technology, System Administration, Special Education, and High School (including CTE))
- Budget and Finance Meeting: Tuesday, April 12, 2022 at 5:00pm
- Budget Workshop: Tuesday, April 12, 2022 at 5:30pm (Overview/Review of Draft)

Adjourned: 6:10pm

Budget and Finance Committee Meeting 03/22/2022

Members Present In Person: Tracy Bigney and Cherie Faulkner

Member Present Remotely: Linda Graban

Also Present In Person: Susan Smith, Kelly Theriault, Jake Morgan, and Katherine Morelli

Also Present Remotely: Tracy Roberts and Randy Bragg

Called to Order: 5:37pm

Holbrook Indoor Air Quality Bid: Randy Bragg was concerned that, unless we extend the bid deadline for the Holbrook IAQ project, we would not have any bidders. Randy recommended to Susan Smith to extend the bid deadline to April 7, 2022. All agreed and Mr. Bragg sent out an addendum to all bidders. Supt. Smith advised the bids can be reviewed at the next Budget and Finance Committee meeting on Tuesday, April 12th. A recommendation can then go to the Board at the end of April. Tracy Bigney asked how the extension effects our timeline. Supt. Smith advised she has been keeping the state informed and they have responded, "Thank you for the update." Randy Bragg added the state has been pretty good on all other school projects to date as long as they are kept informed of the difficulty of obtaining bidders and timing of equipment. Kelly Theriault advised that we should not sign a contract for the Holbrook IAQ project until we have the okay from the state.

Holden Indoor Air Quality/Main Distribution Panel Proposed Change Order: Superintendent Smith asked Randy Bragg how the main distribution panel problem was missed. Mr. Bragg advised this is part of the original generator project. The former generator was put in around 2008 or 2009. This year, the state electrical inspector discovered the ground was not put in at that time. It is now a code violation that needs to be taken care of. Superintendent Smith advised this needs to be part of the generator project and not the Holden IAQ. It only needs to be replaced due to the generator installation. The generator is set to ship in July of 2022, which pushes this project completion into the next fiscal year. Kelly Theriault will talk with William Hall. Mr. Bragg will work with Carmel Electric (generator contractor) for pricing on installation of the main distribution panel. Cherie Faulkner asked about the fund balance. This expense will need to come from FY23 local budget.

Other: None

Next Meetings

- Budget Workshop: Tuesday, April 5, 2022 at 5:30pm (Technology, System Administration, Special Education, and High School (including CTE))
- Budget and Finance Meeting: Tuesday, April 12, 2022 at 5:00pm
- Budget Workshop: Tuesday, April 12, 2022 at 5:30pm (Overview/Review of Draft)

Adjourned: 5:59pm



Regional School Unit 63

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

TO: RSU 63 BOARD of DIRECTORS

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

RE: MONTHLY REPORT

DATE: APRIL 15, 2022

FY23 Budget Update

Version 3 of the RSU 63 FY23 (July 2022 – June 2023), along with explanatory documents, are almost ready for distribution. With Patriot's Day and April Break next week, we plan to email these documents to all Board members on Wednesday, April 20th. They will also be available to the public.

On Monday, April 25th there is a Budget Informational Meeting at the Eddington School at 6:00pm. This will be followed by the Board Meeting at 6:30pm.

We anticipate the RSU 63 Board will vote on the FY23 Budget during the regular RSU 63 Board Meeting on Monday, May 16th. This will be followed by the RSU 63 Budget Meeting in the Holbrook School gym on Wednesday, June 1st at 7:00pm and the Referendum vote on Tuesday, June 14th.

I would like to thank the members of the Budget and Finance Committee, our RSU 63 Administrators, and others who attended the FY23 Budget Workshops for their help in developing a budget that is fiscally responsible while meeting the needs of our students.

Presentations

There will be two presentations during the April 25th Board Meeting. Tina Meserve will be sharing information and answering questions regarding the possibility of RSU 63 participating in Revision Energy's Net Energy Billing (NEB) Credit Program. Sharon Haskell (Instructional Coach/Assistant Principal) and I will be presenting information regarding RSU 63's efforts to help students gain ground academically.

Holden Generator – Main Distribution Panel Change Order

The Main Distribution Panel (MDP) for electricity at the Holden School needs to be changed in order to meet code. After working with and gathering information from Carpenter Associates and contractors, it is the Budget and Finance Committee's recommendation to correct the problem by moving forward with Change Order #2 from Carmel Electric. (See document in Board Packet. Note: Change Order #1 was to use the concrete pad that is in existence and decreased the cost of the project by \$5,000.) Funds for this change are included in the Proposed FY23 Budget.

Holbrook Indoor Air Quality Project

No bids were submitted for Holbrook's Indoor Air Quality project (funded through the SRRF Bond and ESSER III/ARP). Based on recommendations from Randy Bragg at Carpenter Associates and an extension and advice from Anne Pinnette from Maine Department of Education's Facilities and Transportation team, we will use the same specifications and go out to bid again in the fall. RSU 63's Budget and Finance Committee plans to revisit this during their August 2022 meeting.



Regional School Unit 63

RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

Personnel

Prior to May 15th, Probationary Teachers need to be notified about their status for the following school year. This year, we have nine teachers who I am recommending for Continuing Contract. Jennifer Mahoney, Kasha Robertson, Hannah Foster, Audra Leland, Mary St. Peter, and Nathan Dusablon finished their third year as Probationary Teachers in RSU 63. State law recently changed and teachers now complete two years as Probationary Teachers prior to moving to a Continuing Contract. RSU 63 teachers in this category are Zachery Pratt, Marleina Ford, and Theresa Richardson. Congratulations to these nine teachers! We also have nine teachers being recommended for Probationary Year 2.

Information regarding staffing needs for the 2022-2023 school year will be discussed during the Budget Informational Meeting and during the FY23 Budget portion of the Board Meeting. We hope to advertise some anticipated openings for next year starting on Tuesday, April 26th.

April Board Chair Report

Earlier this school year, I attended a School Board Chair workshop through the MSBA. I just wanted to share some of the information that was provided to us and how that applied to my own experience.

***Take the time to discuss and agree upon expectations of HOW the team will work together.** This is done through forming, discussing, and regularly reviewing Board Norms. In reviewing the Board norms, a discussion about what happens when things go wrong should be included.

***Set Goals for the year as a Board.** This gives new members the opportunity to learn what ideas have been proposed in past years, and the opportunity to suggest new ideas.

***Member development:** talking with/ mentoring board members, asking other Board members to mentor Board members, referring members to the MSBA, workshops, our policies, and attending committee meetings, to give members a base of knowledge to be effective.

***The Chair can, and should in my opinion, facilitate communications between members and the Superintendent, and assist members in getting the information they need to make decisions.** When a member goes to the Superintendent with a concern, she/ he is not expected to act on it- she/ he gets direction from the board as a whole. The Chair sets the agenda. The Board can override the chair, by majority vote, to place an item on the agenda, giving the Board as a whole, the authority to set the agenda. The Chair also has to have the ability to explain the roles and responsibilities of the board vs. those of the Superintendent to keep members true to the Board norms and Code of Ethics. This keeps the Board's focus on the district mission, vision, and goals.

***Meeting agendas should focus on student achievement related topics.** Our agendas have been dominated by facilities/ maintenance, and more recently, Covid issues. We need to find a way to prioritize presentations and discussions on student achievement.

***Educating members on the parliamentary procedure of a School Board meeting.** It is important that members know that the Chair facilitates the meeting, to stick to the agenda items, waiting to be acknowledged by the chair, so everyone has a chance to be heard, and to not engage with the public during the public comment period.

***Make the most of the School Board Orientation/ Professional Development Timeline.** Take the time to review and help other/ new members understand roles, rules, and responsibilities so the focus can be on attaining goals set by the Board. Performing the mid-winter review of progress toward goals and adherence to Code of Ethics and an Evaluation in May.

Respectfully submitted,

Holly Whitmore

**RSU 63 Interim Superintendent
Search Sub-Committee Meeting
04/11/2022**

Members Present In Person: Tracy Bigney, Linda Graban, and Tracy Roberts

Also Present In Person: Holly Whitmore

Also Present Remotely: Steve Bailey, MSMA

Members Absent: Cherie Faulkner

Called to Order: 5:35pm

Designation of Sub-Committee Chair: Holly Whitmore called for a nomination of Sub-Committee Chair. Linda Graban nominated Tracy Roberts. Tracy Bigney second. No discussion. Tracy Roberts accepted.

Vote: 3 Approved; 0 Opposed; 1 Abstention (Tracy Roberts)

Review Draft Advertisement from MSMA: Steve Bailey explained that Interim Superintendent job postings typically do not contain as much information as a permanent position and he does not recommend adding any more content to the draft advertisement. Information was provided to Mr. Bailey by the committee for the advertisement as decided by the full Board, including: Interim role will be through August with possibility to extend, if needed. Start date will be June 2, 2022, to align with Superintendent Smith's resignation date. Once the advertisement is approved, MSMA will post on the ad also be sent to Shelley Wyman to post on the RSU 63 website. Complete application packets will be sent to MSMA and then forwarded on to the committee. Reference checks will need to be completed for finalist candidates and should be conducted by two committee members. Mr. Bailey will provide a rubric used for a Superintendent search, generally it is used for the long-term position, but can be used for the interim search too.

Permanent Superintendent Search: Mr. Bailey advised that MSMA will need a job description for the permanent position before an ad can be posted. MSMA will need it by the beginning of May to try to meet the timeframe for having a permanent superintendent by the end of August. **ACTION ITEM:** Plan made by the committee to review the current job description at the next meeting and bring a recommended revised version to the full board for approval on April 25th.

Mr. Bailey reviewed the cost proposal summary previously provided board members and stated MSMA will need to know what elements the committee will want to incorporate into the search. **ACTION ITEM:** Plan made by the committee to review the cost proposal at the next meeting and bring a proposal to the full board for approval on April 25th.

Mr. Bailey also advised that a commitment letter/cost proposal needs to be signed and will be sent to Holly Whitmore, Board Chair. **ACTION ITEM:** Commitment letter needs to be signed with MSMA for interim and permanent superintendent search.

Holly Whitmore will add the Superintendent job description and the Interim Search Cost Summary Proposal from MSMA to the April Board agenda.

Approximate Timeline for Permanent Superintendent Search:

Job Description: end of April/beginning of May

Ad: end of May

Application Screening: June

Interviews: end of June/beginning of July

First round interviews/reference checks completed by committee: middle of July

Interview by full Board: end of July

Superintendent Start: August or September based on candidate current contract

Other: None

Next Meetings:

- April 21, 2022 at 5:30pm, will check with Cherie Faulkner to confirm

Adjourned: 6:42pm

CARMEL ELECTRIC, INC.

16 Lexington Drive
CARMEL ME 04419

207 848-3499
FAX 207 848-7293

TO: Holden School
RE: Holden Generator
DATE: 04/12/22

CHANGE ORDER #2

Change: Install and supply New 600-amp 3 phase 208volt MDP Located next to new ATS below kitchen area. Install wiring and conduit between ATS and MDP with terminations. Intercept conduit feeding KP panel and pipe to new 600-amp MDP and pull new aluminum parallel 250 kcmil conductors from new MDP to existing new PP1 (PP1 installed and provided by others) including terminations. Re feed KP panel from new MDP with conduit and parallel 250 kcmil aluminum wire. Install a new grounding electrode from boiler room to new MDP (copper 1/0 wire). Disconnect existing feeds to PP1.

Exclusions:

Any utility cost with the work not included in this proposal.

If pipe size under slab is smaller and copper is needed, please add \$7,500.00 to price.

Existing pole mounted metering to stay existing

All labor is figured during normal business hours

Total Change: \$49,595.00

FORTY-NINE THOUSAND FIVE NINETY-FIVE DOLLARS

If agreed upon and signed by both contractors named below, this change order will modify the contract agreement.

GENERAL CONTRACTOR
HOLDEN SCHOOL

BY _____

Authorized signature

Printed name

Date

ELECTRICAL CONTRACTOR
CARMEL ELECTRIC INC.

BY _____

Authorized signature

Leas Wadsworth
Printed name

4/12/22
Date

POLICY COMMITTEE MINUTES

Meeting: April 4, 2022

Members Present: Robin James, Tracy Roberts (Remote, and then in person at 6:00pm), and Jaime Pangburn
Also Present: Superintendent Susan Smith, Linda Graban, and Kathy Morelli, Holden Resident

1. **Call to Order:** The meeting began at 5:33pm.
 2. **BEDB-R – Agenda Format:** Discussion on public session and executive session and questions and comments from the public. Committee likes having two spots for questions and comments from the public. Linda Graban recommended having questions from the board added to the agenda. Jaime Pangburn felt questions from the Board should be sent to the Board Chair or Superintendent before the board meeting so there are no surprises at the meetings and the Board shows a unified front. Jaime Pangburn added board questions regarding agenda items can be asked during discussion time. This policy is ready for the Board.
 3. **JFCK – Student Use of Personal Electronic Devices at School:** Cellphones are causing problems at the middle school level. The teachers have suggested to have cellphones stored away during the school day unless needed to call the parent or the teacher has given permission to use the cellphone. Language added regarding permission to photograph or video. Language added regarding informing parent/guardian of device being searched. This policy is ready for the Board.
 4. **JLCB – Immunization of Students:** This policy had language added following the State law for required immunizations. This policy is ready for the Board.
 5. **GDQC – Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff:** Kelly Theriault reviewed this policy and added payout language within 30 days of retirement. Changes also made to accrued sick leave due to the maximum number of days staff are able to accumulate. This policy is ready for the Board.
 6. **IKAB – Report Cards and Progress Reports:** This policy had grammatical changes and is ready for the Board.
 7. **ILD – Student Submissions to Surveys or Evaluations:** This policy had grammatical changes and is ready for the Board.
 8. **Policies to Review Next:**
For the Next Policy Meeting
IHBEA – LAU Plan English as a Second Language
BEA – School Board Meetings, Procedures, and By Laws
BDE – Committee Structure, Assignment, and Reporting
 9. **Other:** None
 10. **Next Meetings:**
Policy Committee: Monday, May 2, 2022 at 5:30pm, Holbrook Middle School
- The meeting adjourned at 6:15pm.

RSU #63

- a. NEPN/NSBA Code: BEDB - R
b. Title: Agenda Format
c. Author: Board of Directors
d. Replaces Policy:
e. Date Approved: 09/24/2018 RSU #63
f. Previously Approved: ~~09/24/2018~~ 09/28/2015
g. Policy Expiration: Review as Needed
h. Responsible for Review: Board of Directors/Superintendent/Policy Committee
i. Date Reviewed: 04/04/2022 09/10/2018 Policy Committee
03/22/2022 Superintendent
j. Reference: 20-A MRSA § 1466 (RSU);
Cross Reference: ~~BE-Types of School Board Meetings;~~
BEA-School Board Meetings, Procedures, and By-Laws;
~~BEC-Executive Sessions;~~
~~BEC-R-Executive Session Law~~
k. Narrative:

I. The order of business at regular RSU #63 Board of Directors' (the Board)

II. meetings will be as follows:

A. Call meeting to order

B. Executive Sessions (if any) will be held at the start of the meeting. Public Session will be reconvened at a predetermined time.

C. Flag Salute/Moment of Silence

~~D. Executive Sessions (if any) will be held at the start of the meeting. Public Session will be reconvened at a predetermined time.~~

E. Approval of Previous Meeting's Minutes

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

G. Acceptance of Gifts/Donations

H. Presentation

I. Questions and Comments from the Public

J. Dates of Next Committee Meetings

- K. Budget and Finance**
 - L. Superintendent's Report**
 - M. Chair's Report**
 - N. Acceptance of Committees', Administrators', Superintendent's and Board Chair's Reports**
 - O. Old Business**
 - P. New Business**
 - Q. Personnel**
 - 1. Resignations/Retirements**
 - ~~**2. Leaves**~~
 - 3. Elections**
 - 4. Appointments**
 - 5. Reassignments**
 - 6. Searches**
 - ~~**7. Reassignments**~~
 - R. Questions and Comments from the Public**
 - S. Adjournment**
- II. A majority of Board Directors present may alter the order of business or items to be added or deleted from the agenda.**

RSU #63

- a. **NEPN/NSBA Code:** JFCK
- b. **Title:** Student Use of Personal Electronic Devices at School Technology
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 09/25/2017 RSU #63
- f. **Previously Approved:** 09/25/2017 04/27/2015
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Policy Committee
- i. **Date Reviewed:** 04/04/2022 09/12/2017 Policy Committee
- j. **References:** IJNDB/IJNDB-R Student Use of School-Issued Computers/Devices and the Internet
JIH – Questioning and Searches of Students
JIC – System-wide Student Code of Conduct
JICIA – Weapons, Violence and School Safety
JICK – Bullying and Cyberbullying in Schools
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used at school or during school activities in any manner that disrupts the educational process or violates Board policies or school rules. The district is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

I. Students are prohibited from using personal electronic devices, including but not limited to cell phones, smartphones, tablets, MP3 players, and electronic games during classes and school activities, including study halls, field trips, and co-curricular/extracurricular activities.

II. Students may use personal electronic devices while traveling for school activities to the extent allowed by bus drivers or employees chaperoning trips.

III. During the school day, ~~classes and school activities~~, all such devices (including cell phones) must be turned off and stowed away. ~~The only~~ Exceptions to this rule ~~is~~ are:

- A. When a teacher specifically authorizes students to use personal electronic devices for a specific purpose (such as entering an assignment in a device).
- B. When a staff member gives permission to a student to use their cell phone to call a parent/guardian.

IV. ~~If this rule is violated, the teacher will immediately confiscate the device for the remainder of the school day. Discipline may also be imposed as provided below described in Section VII.~~

- ~~A. Exclusion of the device from school for an extended period;~~
- ~~B. Sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record~~
- ~~IV. Students may use personal electronic devices between class periods and during lunch periods. Devices must be kept off or silenced to avoid disrupting others.~~
- V. The use of cameras or the camera/video function on any device is strictly prohibited in locker rooms, restrooms and classrooms. In other school locations, students are required to obtain permission (from a staff member and from the individual(s) being photographed or videoed) before photographing or taking videos of any individual. Students are also required to obtain prior permission before posting any photos or videos of the individuals taken at school on social media or elsewhere.
- VI. Any use of personal electronic devices that violates any Board policy, administrative procedure, or school rule is strictly prohibited. In addition, accessing, viewing, submitting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal is prohibited.
- VII. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies, procedures or school rules, state or federal law, or engaging in other misconduct. School administrators may confiscate electronic devices for as long as necessary to complete their investigation. Parents/guardians will be informed of the search as policy/law permits.
- VIII. Students violating these rules will be subject to discipline, which may include:
 - A. Loss of the device for the remainder of the school day.
 - B. Exclusion of the device from school for an extended period;
 - C. Sanctions ranging from detention to expulsion from school, depending upon the nature of the offense and the student's disciplinary record

RSU #63

- a. NEPN/NSBA Code: JLCB
- b. Title: Immunization of Students
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 05/22/2017 RSU #63
- f. Previously Approved: 05/27/2017 05/05/2003
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent & Policy Committee
- i. Date Reviewed: 03/22/2022 05/01/2017 Superintendent
04/04/2022 05/01/2017 Policy Committee
- j. References: 20-A MRSA § 6352-6359
Chapter 126 (ME. Dept. of Ed. Rules)
Cross Reference: JLCC – Communicable/Infectious Diseases
JRA – Student Educational Records
- k. Narrative:

The RSU 63 Board of Directors (the Board) intends that students within **RSU #63** (the **District**) will comply with Maine law regarding student immunization.

- I. All students who enroll in ~~RSU 63~~ **the District** are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), varicella (chicken pox), tetanus, measles, mumps, and rubella.
 - A. Students entering 7th grade also require:**
 - 1. One dose of Tetanus/Diphtheria/Pertussis (Tdap).**
 - 2. One dose of meningococcal vaccine MCV4.**
 - B. Students entering 12th grade are required to have received two doses of MCV4. The first dose will have been received on or after the 11th birthday, the second dose will have been received on or after the 16th birthday, at least eight weeks after the first dose.**
- II. Non-immunized students will not be permitted to attend school or school activities unless one of the following conditions is met:
 - A.** The parents/guardian provides to the school written assurance **that** the child will be immunized within 90 days of enrolling in school or ~~his/her~~ **their** first attendance in classes, whichever date is earlier. This option is available only once to each student during ~~his/her~~ **their** school career; or
 - B.** The parents/guardian provides a physician's/health provider's written statement that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation.); ~~or~~
 - C.** ~~The parents/guardian state in writing each year that immunization is contrary to their sincere religious belief or for philosophical reasons.~~

NOTE: With the enactment of L.D. 798, “An Act to Protect Maine Children and Students from Preventable Diseases by Repealing Certain Exemption from the Laws Governing Immunization Requirements” in 2019, exemption based on religious or philosophical beliefs was removed effective September 1, 2021. There is one exception: a student covered by an IEP who elected religious or philosophical exemption prior to September 1, 2021 may continue to attend school under the existing exemption so long as the parent/guardian or the student, if 18 years of age or older, provides a statement from a licensed physician, nurse practitioner, or physician assistant that they have consulted with the parent/guardian or student and has made the parent/guardian or student aware of the risks and benefits associated with the choice to immunize.

- III.** The Superintendent or ~~his/her~~ designee will exclude any non-immunized student when there is a clear danger to the health of others as provided by law.
- IV.** The Superintendent or ~~his/her~~ designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

RSU #63

- a. NEPN/NSBA Code: GDQC
- b. Title: Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff
- c. Author: Board of Directors
- d. Replaces Policy: NEW
- e. Date Approved: 06/22/15 RSU #63
- f. Previously Approved: 06/22/2015 NEW
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors/Policy Committee
- i. Date Reviewed: 04/04/2022 06/01/2015 Policy Committee
- j. References:
- k. Narrative:

The purpose of this policy is to allow retiring long-term, hourly employee, support staff to be able to cash out a certain amount of accrued sick leave, if available, at the time of their retirement.

- I. Eligible support staff employees are those who have continuously worked for RSU #63 (the District) for a minimum of twenty-five (25) years or longer, are not under contract, and have accrued at least ~~one hundred (100)~~ fifty (50) days of sick leave as of their date of retirement. Qualifying for "Continuous employment" shall ~~will~~ not be impacted by authorized, temporary leave that falls under the Family Medical Leave Act (FMLA) or short periods for excused absences authorized by the Superintendent.
- II. Eligible support staff shall ~~will~~ be able to cash out accrued sick leave at their daily compensation (wages only) rate in accordance with the following formula:
 - A. Twenty-five (25) years of continuous employment = twenty (20) days
 - B. ~~—and Plus two (2) days~~ one (1) day per year thereafter
 - C. To a maximum of thirty (30) days at thirty (30) years of continuous employment.
- III. The cash-out benefit shall ~~will~~ be paid within 30 days of retirement. ~~due and payable on June 30 of the same fiscal year (July 1 June 30) in which the employee retires. For example, if the employee retires December 30, 2015, the cash out benefit shall will be paid on June 30, 2016. If the employee retires October 15, 2015, the cash out benefit shall will be paid on June 30, 2016. If the employee retires May 1, 2015, the cash out benefit shall will be paid on June 30, 2015.~~
- IV. Payment shall ~~will~~ be in one lump sum and shall ~~will~~ be payable to the retiring employee directly.

RSU #63

- a. NEPN/NSBA Code: **IKAB**
- b. Title: **Report Cards/Progress Reports**
- c. Author: **Curriculum Committee**
- d. Replaces Policy:
- e. Date Approved: **06/22/2015 RSU #63**
- f. Previously Approved: **06/22/2015 08/22/2005**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Curriculum Committee**
- i. Date Reviewed: **5/13/2015 (CC) & 04/04/2022 6/01/2015 (Policy Committee)**
- j. References: **Policies IK Student Achievement/Evaluation, IKE Promotion, Retention, and Acceleration, ILA Student Assessment/Local Assessment System**
- k. Narrative:
 - I. The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. This system shall **will** be approved by the **RSU #63 Board of Directors (the Board)**. Within this system, grades, proficiency levels, performance notations, narratives, and other forms of reporting, should be understandable to parents. Information should indicate how the student is progressing relative to achievement of the content standards of the Learning Results, as well as performance in specific courses or content areas.
 - II. As a component of the system, a report card will be issued for each student at regular intervals (at the end of each trimester), which are to be reviewed and signed by the student's parent/guardian.
 - III. Interim progress reports indicating deficiency, a need for remedial intervention, or improvement in performance may be issued at any time.

RSU #63

- a. NEPN/NSBA Code: **ILD**
- b. Title: **Educational Research of Student Surveys, Analysis, or Evaluations**
- c. Author: **Curriculum Committee**
- d. Replaces Policy:
- e. Date Approved: **06/22/2015 RSU #63**
- f. Previously Approved: **06/22/2015 11/01/2004**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Curriculum Committee**
- i. Date Reviewed: **May 13, 2015 (CC) & 04/04/2022 June 1, 2015 (Policy Committee)**
- j. References: **20 U.S.C. § 1232(h); Policies JRA, JRA-E, JRA-R**

k. Narrative:

- I. In this policy, “surveys, analyses, or evaluations” refer to methods of gathering data for research purposes.
- II. No student ~~shall~~ **will** be required, as part of any program wholly or partially funded by the U.S. Department of Education, to submit to any survey, analyses, or evaluation that reveals information concerning:
 - A. Political affiliations or beliefs of the student or the student’s parent.
 - B. Mental or psychological problems of the student or the student’s family.
 - C. Sex behavior or attitudes.
 - D. Illegal, anti-social, self-incriminating, or demeaning behavior.
 - E. Critical appraisals of other individuals with whom respondents have close family relationships.
 - F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers.
 - G. Religious practices, affiliations, or beliefs of the student or student’s parents.
 - H. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student’s parent/guardian.
- III. All instructional materials, including teachers’ manuals, ~~films, tapes,~~ **video, audio recording,** or other supplementary material that will be used in connection with any such

survey, analysis, or evaluation ~~shall~~ **will** be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

- IV. A parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.
- V. The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.
- VI. The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change ~~annually at the beginning of the school year~~ when surveys, analyses, or evaluations are scheduled or anticipated. Parents ~~shall~~ **will** have the opportunity to opt their child out of participation in any survey, analysis, or evaluation.