

RSU 63 Board of Directors
Monday, March 28, 2022
6:30pm
Holden Elementary School
Google Meet: meet.google.com/spz-stfb-wie
Phone In: 1-518-897-9110 **PIN:** 633908730#
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 February 28, 2022 Board Meeting

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

Acceptance of Gifts/Donations

1. Fruit Trees and Educational Materials from ReTreeUS

Presentation: Returning to Pre-COVID Procedures

Questions and Comments from the Public

Dates of Next Committee Meetings

1. **Policy Committee Meeting:** Monday, April 4, 2022 at 5:30pm, Holbrook Middle School
2. **FY23 Budget Workshop:** Tuesday, April 5, 2022 at 5:30pm, Holbrook Middle School
3. **Budget and Finance Committee Meeting:** Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School
4. **FY23 Budget Workshop:** Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School
5. **Board Meeting:** Monday, April 25, 2022 at 6:30pm, Eddington Elementary School

Budget and Finance

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

Superintendent's Report

RSU #63 Chair's Report

Acceptance of Reports

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

Old Business

1. Strategic Planning Meeting – Thursday, April 28, 2022 at 5:30pm

New Business

1. June 2022 Board Meeting Date Change
2. Holbrook Indoor Air Quality Bids
3. Holden Indoor Air Quality and Generator - Main Distribution Panel Proposed Change Order
4. Policies to Approve
 - a. BCC – Nepotism
 - b. BHC – Board Communications and Relationships with Staff

- c. IJOA – Field and Class Trips
 - d. IL – Evaluation of Instructional Programs
- 5. Policy Recommended to Rescind
 - a. DBA – Budget Systems

Personnel Actions

- 1. Appointments
 - a. Gracy Malm – Ed Tech III Holden, Math Support
 - b. John Kelley – Substitute Bus Driver
 - c. Amber Clement – Substitute
 - d. Darrell Pluard – Softball A Coach
 - e. Teighan Colson – Substitute
 - f. Erin McDonald – Track and Field Club
 - g. Desiree Doughty and Nathan Dusablon – Hiking Club
- 2. Resignations
- 3. Retirements
- 4. Reassignments
- 5. Elections
- 6. Searches
 - a. After-School Coordinator
 - b. Technology Support
 - c. 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: February 28, 2022
Location: Holbrook Middle 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 and Jaime Pangburn

RSU 63 Board Member Present Remotely:

Town of Eddington: Tracy Bigney

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 Matthew Campbell with a second by Robin James to approve the January 24, 2022 Board Meeting Minutes.

Discussion: Linda Graban requested a conversation during the Superintendent Report regarding the Law Enforcement Appreciation at the Holden Elementary School be added to the January minutes. Superintendent advised that Shelley Wyman, Administrative Assistant, shared the email request from Ms. Graban with Holly Whitmore and Superintendent Smith. Ms. Wyman prepared an exact transcription of the meeting minutes on the conversation. Ms. Whitmore shared the transcription with the Board.

Cherie Faulkner stated she wanted a statement on the record that Superintendent Smith made when Ms. Faulkner asked Superintendent Smith a question. Ms. Faulkner said she asked Superintendent Smith if there were any more damages that the mice had caused at the Holden School and Superintendent Smith responded no, not to my knowledge. Superintendent Smith asked if Ms. Faulkner wanted the exact wording from the recording, Ms. Faulkner responded yes, whatever I said and responded is what I want on the record.

Matthew Campbell amended the original motion with a second by Robin James to approve the January 24, 2022 Board Meeting Minutes with the exact transcription, as shared, regarding masking at the Law Enforcement Day at Holden during the Superintendent Report discussion and exact transcription of the mice damage question and answer between Cherie Faulkner and Superintendent Smith during the Budget and Finance Report discussion.

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

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith recognized Holbrook Middle School Spelling Bee Champions: Rylee Moore, Grade 7; Kaleb Jones, Grade 7; Kat Rivera, Grade 7; and Cooper Malm, Grade 5. Superintendent Smith congratulated the Boys A Basketball Team for this 1st Place finish in the B Flight, the Cheer Team for their 2nd Place finish in the Competition over the weekend, and the Chess Team for sharing the Sportsmanship Award with Bucksport.

Acceptance of Gifts/Donations: Superintendent Smith thanked area families and businesses for their donations to the Holbrook Raffle Fundraiser.

Presentation: FY21 Audit

Superintendent Smith introduced William Hall of RHR Smith and Co. Mr. Hall gave a detailed overview of the Audit. He explained this is the first time RSU 63 required a Federal Compliance Audit. This was due to spending over \$750,000 in federal funds (grants: ESSER and CRF). Mr. Hall continued to give a detailed explanation of fund balance, revenue and expenses, food service, high school tuition, capital improvement bond, and student activity accounts. Mr. Hall explained the Notes is where you can find all the terminology and understanding of the Audit report. Mr. Hall's synopsis is that RSU 63 is financially solid and Kelly Theriault is doing a great job keeping RSU 63 on track.

Questions from the Board Regarding FY21 Audit Presentation: Matthew Campbell asked about schedule 1, high school tuition. Mr. Hall responded high school tuition is hard to budget. You never know how many new students you may get over the summer or through the school year. Superintendent Smith added high school tuition was less

than anticipated last year. Some area high school tuition rates decreased and surprised us. Kelly Theriault gave some examples of past years with the fluctuating high school transfers.

Questions from the Public Regarding FY21 Audit Presentation: None

Presentation: Outdoor Education

Superintendent Smith introduced Kelly Davis, RSU 63 Outdoor Education Coordinator and Ed Tech. Ms. Davis shared a handout of her PowerPoint presentation. See Attachment A. Ms. Davis shared information on activities, grants, donations, and resources used to build outdoor learning areas, walking trails, rain gear for Pre-K, gardens, and the formation of an apple orchard.

Questions from the Board Regarding Outdoor Education Presentation: Linda Graban asked if this program was for all students. Kelly Davis responded yes, but some programs require sign up. Holly Whitmore asked if there was additional resources needed. Kelly Davis responded additional training for teachers would be helpful. Not all teachers are comfortable with outdoor learning as they are unsure how to incorporate it into their curriculum. Cherie Faulkner suggested developing an outdoor curriculum program. Kelly Davis agreed that would be helpful as long as it aligned with the state standards. Tracy Roberts asked what the state standard meant and Superintendent Smith explained these. Superintendent Smith advised there is a lot of enthusiasm for outdoor education here and at the state level. As it is a new program, teachers worry about fitting in the required curriculum.

Questions from the Public Regarding Outdoor Education Presentation: None

Dates of Next Meetings:

Policy Committee Meeting: Monday, March 7, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, March 15, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, March 15, 2022 at 6:00pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, March 22, 2022 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, March 28, 2022 at 6:30pm, Holden Elementary School.

Superintendent Smith added there will need to be a brief Budget and Finance Committee Meeting on Tuesday, March 22, 2022 prior to the FY23 Budget Workshop regarding the Holbrook Middle School Indoor Air Quality Bid.

Budget and Finance: Nothing to add to the Business Manager Report. Cherie Faulkner asked Tracy Roberts if she wanted to add anything. Tracy Roberts stated as not all Board members were present for the Budget and Finance Committee meeting on January 12, 2022, she thought a significant discussion regarding staffing and classrooms took place, especially on the number of teachers and eliminating ed techs. She stated the minutes did not capture all of that discussion. She stated she did not have anything to propose to add to the meeting minutes. Cherie Faulkner added that there were parts of the minutes regarding discussion that she does not remember being part of the discussion, specifically on funding ed techs through ESSER and realigning of ed techs.

Superintendent's Report: Nothing to add.

RSU #63 Chair's Report: Nothing to add.

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

Discussion: Tracy Bigney asked Jake Morgan when the results of the lead water testing would be in. Jake Morgan responded Holden received results today and should receive Holbrook and Eddington's later in the week. Tracy Roberts stated she brought this up at the last meeting that she has concerns that our students across our schools have learning gaps. She is very interested in an update from the RISE meetings, how individualized plans are coming along and being communicated to parents. Superintendent Smith asked if this was something the full Board was interested in. The Board confirmed. Jaime Pangburn stated the other thing she was interested in was if the RISE Program was able to hire a tutor. Supt. Smith stated they were hiring an Instructional Coach, but has not been able to do so yet. Tracy Roberts stated another piece she is interested in is to understand more aspects of the programs we have and would like a presentation on this as the Board moves forward with strategic planning. Jaime Pangburn commented that Mr. Spencer's Report has an inaccurate student number count.

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

Old Business:

Strategic Planning Advisory Committee: Superintendent Smith advised the proposal from Judy Sanders and policy BA – Operational Goals were included in the Board packet. Superintendent Smith added, in conversation with Ms. Sanders, Ms. Sanders intent was for Goal 4 (Technology) be included. Ms. Sanders proposal does not include facilities, transportation, or finances.

Motion by Matthew Campbell with a second by Tracy Bigney to accept Judy Sanders proposal for her role as consultant to the Strategic Planning Committee.

Discussion: None

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

COVID-19 Procedures:

Motion by Matthew Campbell with a second by Linda Graban to update the 2021-2022 Guide for Returning to School. Remove contact tracing and pooled testing and make masks optional for the remainder of the school year, effective immediately.

Discussion: There was much discussion among board members and Superintendent Smith regarding the pros, cons, and consequences of this motion. After clarification that RSU 63 would still follow the Standard Operating Procedures (SOP) from the Maine CDC, Matt Campbell called for a vote.

Roll Call Vote: Cherie Faulkner, Yes; Robin James, Yes; Linda Graban, Yes; Tracy Roberts, No; Jaime Pangburn, Yes; Tracy Bigney, No; Holly Whitmore, Yes; Matthew Campbell, Yes

Vote: 6 Approved; 2 Opposed

The Board made it clear they wanted this message to go out tonight via a schoolmessenger phone call.

Motion by Linda Graban with a second by Cherie Faulkner to return all RSU 63 operations back to “pre-COVID” procedures. Students will eat lunch in the cafeteria, parent pick-up will return to normal, all activities will resume (including sports, concerts, graduations). Parent teacher conferences and all IEP and Special Education meetings to be in person at school.

Discussion: Linda Graban stated she understands eating in the cafeteria and parent pick-up will take a day or two to make the changes. Superintendent Smith stated there could be some unintended consequences regarding the wording in the motion. There are safety concerns regarding changing pick-up and spacing and scheduling concerns with eating lunch in the cafeteria. Matthew Campbell asked if Ms. Graban would be open to amending the motion to allow time for schedule changes. Motion change: Lunch in cafeteria and parent pick-up changes effective March 14, 2022. Don Spencer advised the construction going on at the elementary schools in the cafeteria area is almost at the end. Schedule changes are significant for students to eat in the cafeteria. Kelly Theriault advised Holbrook may require a complete schedule change because there is not enough time in the schedule right now. Linda Graban said, let’s do April 1st then. Matthew Campbell agreed, let’s shoot for April 1st, if it is not working let us know and we can revisit in March. Superintendent Smith stated the next Board meeting is March 28th.

New motion by Linda Graban with a second by Matthew Campbell to return all RSU 63 operations back to “pre-COVID” procedures. Students will eat lunch in the cafeteria by April 1st. Parent pick-up will return to normal April 1st. All activities will resume including: sports, concerts, graduations, parent teacher conferences and all IEP and Special Education meetings can resume in person, effective immediately.

Discussion: None

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

Vote: 8 Approved; 0 Opposed

Motion by Robin James with a second by Jaime Pangburn to extend the meeting past 8:30pm.

Discussion: None

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

Questions from the Public Regarding COVID-19 Procedures: Josh Baillargeon, Eddington resident and former RSU 63 employee, began discussing a personnel issue. Superintendent Smith stated we cannot discuss personnel issues in a public setting. Josh Baillargeon stated this is not a personnel issue. He continued. Matthew Campbell stopped Mr. Baillargeon and advised this was in fact a personnel issue. Josh Baillargeon asked when a good time would be

DRAFT

to talk. Superintendent Smith advised she could set up a time for them to talk. Mr. Baillargeon politely declined and asked to meet with the Board. Superintendent Smith advised he would need to make a request with the Board Chair. Mr. Baillargeon asked to make a request. Superintendent Smith stated he should put that request in writing.

Alex Mitchell, Holden resident stated he has two children in school and he appreciates the time and effort the Board puts in. He agrees with the Board's decision. However, he cautioned the Board to stand up for their reasoning and not be swayed back and forth as they were in the fall.

Nathaniel Larson, Holbrook student stated he realized a few weeks ago the American Flag at the Holbrook School was ripped. Robin James asked if Daniel would take care of the ripped flag when it is replaced. Mr. Larson said he could take care of it.

Peter Walsh, Holden resident and Holbrook Teacher stated he had concerns that the SOP requires 5 days of masking after a return to school and how to police that. Matthew Campbell stated we have to follow the SOP. Peter Walsh stated they have no way to police that as they do not know who was positive. Superintendent Smith stated we will have to take a closer look at the SOP and enforce it.

Brandy Cullen, online stated she was concerned how the Board and Superintendent Smith was going to ensure the safety of children at school with this new motion and questioned why the public comment was not allowed before the decision was made. Brandy Cullen also stated she is highly concerned there is no contact tracing, pooled testing, and optional masking, how does that ensure our students are safe when the Board changed the SOP. Matthew Campbell stated the Board is following the SOP. Superintendent Smith stated RSU 63 will continue to follow the SOP. Matthew Campbell also stated public comment was not allowed before the Board voted because it was a procedural agenda item.

Ashley Allen, Holbrook Principal (online) wanted to let the Board know middle school scheduling is extremely complex and will do her best to make the changes to the lunch schedule, but it may alter all student schedules.

New Business:

2022-2023 School Year Calendar:

Motion by Cherie Faulkner with a second by Matthew Campbell to approve the 2022-2023 School Year Calendar.

Discussion: Tracy Bigney asked what an exchange day was. Superintendent Smith advised it is in the teacher's contract in exchange for the two days of after-hours for parent teacher conferences.

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

Policies to Approve: Robin James gave a brief overview of policies for approval. Policy EBABA requires annual review and had language changes regarding "labs". Policy JF, JFAB, JFABA, JFABD, and JFBC had language added regarding military-connected students to comply with a new law. Some wording was added regarding Superintendent Agreement circumstances and high school transportation. Additional small grammatical changes were made.

Motion by Robin James with a second by Cherie Faulkner to approve policy EBABA – Chemical Hygiene; policy JF – Student Residency; JFAB – Non-resident Secondary Students; policy JFABA – Non-resident Elementary Students; policy JFABD – Admission and Education of Homeless Students; policy JFBC – Secondary School Tuition.

Discussion: None

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

Board Meeting Agenda Format; Policy BEDB-R: Linda Graban stated at the last meeting public comment was skipped and stated she made a request to discuss changing the format of the agenda without a vote. She does not want public comment taken off the agenda unless voted on by the Board. Tracy Roberts asked if Ms. Graban was requesting to keep the public comment after the presentation. Ms. Graban confirmed. Tracy Roberts stated, I just brought this up tonight to have public comment before voting and the Board said no. Superintendent Smith stated we have a policy on the Agenda Format. Cherie Faulkner stated this policy needs to go to Policy Committee. Robin James stated it would not be this month, but would be reviewed in April.

Personnel Actions:

Appointments: Dennis Whitney, Holden Custodian and Joshua Nelson, Holden Cook.

Resignations: Tom Colavito, Bus Driver/Mechanic; Kim Colavito, Substitute Bus Driver; and Scott Sanborn, Bus Driver.

Reassignment: Karen Tate, Substitute Bus Driver to Bus Driver.

Searches: Full Time Ed Tech II or III, Math Support (Holden); Track and Field Coach; B Baseball Coach; A Softball Coach; B Softball Coach; Substitutes; After School Coordinator; and After School Guided Study.

Jaime Pangburn asked if a plea could be sent out for Track and Field.

Questions and Comments from the Public: Alex Mitchell, stated a plea to parents should include the detail of the track program not happening, how many students participated last year, and the potential of that number of students not being able to participate if no one steps up. That creates more of an impact than the typical “we are looking for a coach”.

Adjournment:

Holly directed the Board to their board binders for reflection.

At 9:00pm, motion by Robin James with a second by Cherie Faulkner to adjourn the meeting.

Discussion: None

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

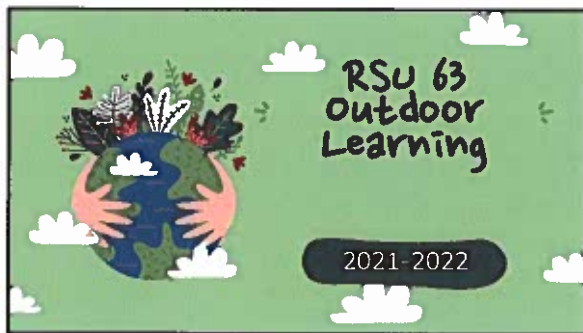
Vote: 8 Approved; 0 Opposed

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:



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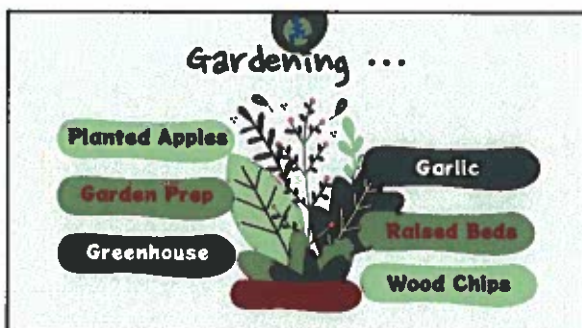
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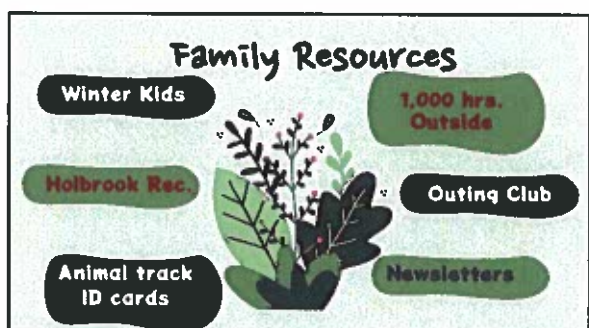
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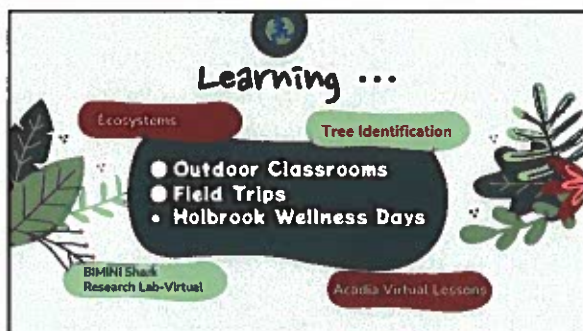
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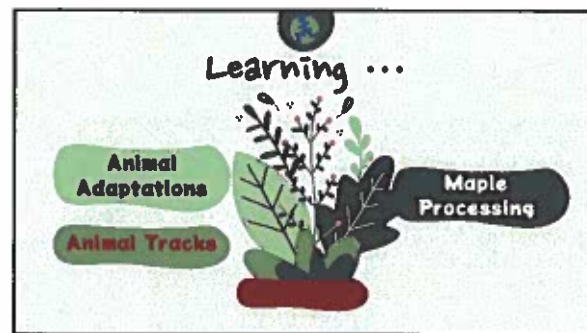
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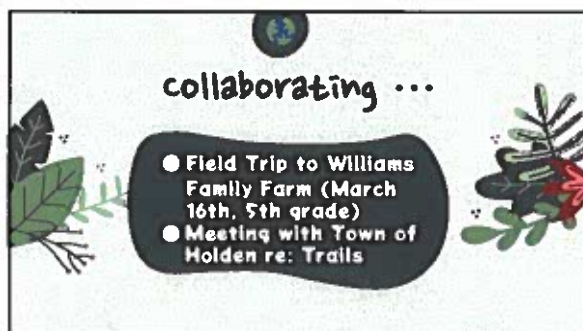
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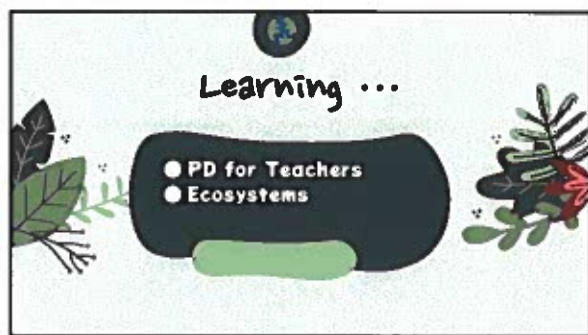
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Holbrook School

202 Kidder Hill Road

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Office of the Principal

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Ashley Allen, Principal Aallen@rsu63.org

Ebonie Baker School Counselor Ebaker@rsu63.org

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Sharon Haskell, Assistant Principal/Instructional Coach Shaskell@rsu63.org

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Karen Everhart, Administrative Assistant KEverhart@rsu63.org

Holbrook School Principal's Report 3-18-22

Enrollment:

Grade 5	43
Grade 6	55
Grade 7	58
Grade 8	45
Total	201

Focus on instruction:

The Trimester II report cards will be going home with students Monday, March 28th. In the weeks leading up the report cards students always put their nose to the grindstone to get things completed. I wish we could convince them to stay caught up on a regular basis to avoid the stress of the trimester closing date. So many students were proud of their standings as they entered the home stretch. We remain fortunate to have such terrific students and staff at Holbrook.

Many of our eighth-grade students have submitted applications to John Bapst, Hampden Academy, Brewer, and Bangor. We strongly encourage our students to apply to multiple high schools to keep their options open. Students will be receiving letters of intent from schools in the coming weeks.

Congratulations to our spelling bee participants who earned the right to compete in the Holbrook School Bee on Tuesday, March 1st. Kaleb Jones, Rylie Moore, Kat Rivera and Cooper Malm finished as our top four spellers and were invited to compete at the PVML Bee in Glenburn on Tuesday, February 27th. Holbrook individual spellers placed in the 3rd and 4th place. The Holbrook team placed first and brought home the trophy.

Climate and Culture:

Ms. Doughty is arranging the eighth grade "Dress Up" dance scheduled for Friday, May 2th at the Meadowbrook Dance Center. They have donated their space, thank you! It's a real treat to see the eighth graders dressed up nicely and interacting with their peers from Dedham. The PTG has also scheduled a school wide dance for Friday, June 10th. It will be nice to see the students enjoying each other's company while getting some physical exercise.

Ms. Smith is working hard to prepare her cast and crew for the spring drama production. The productions of "Life is like a Double Cheeseburger" will be performed on April 29th and 30th. If you have the chance to attend one of their performances, I know they appreciate the support of the community by simply being in the audience.

Warmly,



Ashley Allen
Principal
Holbrook Middle School

Bite Sized PD



To Go

METACOGNITION AND ASKING FOR HELP

There are many reasons students don't ask for help. Research shows there are strategies to help overcome their reluctance.

"Middle schoolers have a harder time asking for help because they're transitioning from the cut-and-dry thinking of elementary school," writes educator and academic coach Penny Kostaras for *TeachThought*. "Add to that the self-consciousness and insecurity that puberty brings, and no one dares to ask for help for fear of being 'found out' or 'exposed'."

We also tend to underestimate just how much discomfort kids feel about asking for help.

- **Normalize It.**
- **Use common misconceptions in lessons.**
- **Prove It Exists Authentically in other careers.**
(Guest speakers)
- **Offer Conversation Starters and Role-Play**
 - I'm struggling with... . Can we talk about it later?
 - I'm working hard, but I'm still not understanding... . Can you help me?
 - I'm not sure what I need. Can you please talk to me?
 - Can you give me advice about ... ?



I understand why students at this age level require scaffolding to ask for support.

(How Kids Can Overcome the Awkwardness of Asking for Help, 2021)



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"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 March board report on behalf of the students and staff at these "hard working" schools. Our Eddington enrollment begins with **32** students in PK, **45** in K, and **39** in 1st, for a total of **116** students. We head over on RT 1A and have **42** in 2nd, **42** in 3rd and **38** in 4th for a total of **122** students in Holden. (**238** in total, 10 less than a year ago) As we "spring forward" I certainly am hoping the warmer weather is here to stay.

The staff spent a lot of time in early March assessing their students as the 2nd trimester ended. We encourage parents to schedule conferences if they have any concerns or questions about their child's progress report. The teachers continue to be thankful for the early release days at the end of each trimester to complete their assessments and progress reports. Many of the elementary staff also attended a professional development day at the Univ. of Maine. The RISE Center offered a "Math" workshop all day long.

March was indeed a busy month for students and staff as mini winter carnivals and Read Across America activities took place at both elementary schools. It is hard to believe the end of the second trimester is here. The month will end with 4th grade try-outs for the school play directed by Mrs. Egolf. Mrs. E had a chance to talk to all 4th graders about this after school activity and was met with much excitement. We also practiced our "lockdown" drills and all went well.

I shall start to have lunch with small groups of fourth graders on a weekly basis and our discussions will focus on moving over to the "big school." I shall share with them my knowledge of what Holbrook is like; after all I did teach grade 5 for sixteen years there and that seems to ease their concerns. Great questions and answers are had while we enjoy each other's company.

Was a sea of green on March 17th as Irish music echoed in the hallways and a "Big Green Leprechaun" visited the classrooms throughout the morning? I do so enjoy St. Patty's Day!

Respectfully submitted,
Don Spencer
Principal Eddington & Holden Elementary



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.

3/21/2022 Sharon Haskell Board Report

Sharon Haskell

District Instructional Coach/Assistant Principal/504 Coordinator

Reflection:

With the welcome of spring, our students seemed to be filled with excitement and energy to finish the last semester of the year with enthusiasm and strength. It is amazing what extended daylight and the promise of greengrass and warmer weather will do for our students and staff. I look forward to continuing my work with teachers to support them as we enter the last few months of school.

Instructional Coach:

I have started meeting with grade levels to discuss student mid year math assessments. We have focused on item analysis to discover where students are tangled with the content. Teams are folding in these concepts in the form of a daily question to further expose students to math concepts they need review on. In some cases, small groups of students have been formed to reteach concepts students need help with.

March 18th our math teachers attended The Mathematics Immersion Workshop on Algebraic Thinking: A K-8 Progression at the RiSE Center on the UMaine campus, where we learned about the progression of algebra from kindergarten through grade 8. Here is some feedback from our teachers who attended:

- I liked seeing the trajectory of math from elementary to middle school, the progression of how students get there.
- I liked working with different people in our district.
- I liked the synapses study and (growth/fixed) mindset information.
- I like the notion of shared thinking among students when problem solving.
- I liked seeing the categories of word problems. If the students can identify the categories, they can solve word problems easier.
- Math does not have to be fast.

Over the past few months first grade students have been learning math concepts through a play-based veterinary unit. The students just finished and the results were astounding. One first grade class increased 31% from pretest to post test, with the highest score in time. Not only did the students have fun with their vet centers, they learned so much about weight, length, time, money, and calendar. Yay First grade!

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The Teaching and Learning Team met for a second time March 10th 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.

Fourth grade has learned all about the solar system over the past weeks. They have completed their unit with paper mache of the earth, orbited by the sun. In ELA, they completed reading the book *Hatchet* by Gary Paulsen with a project depicting scenes from the book.

Assistant Principal:

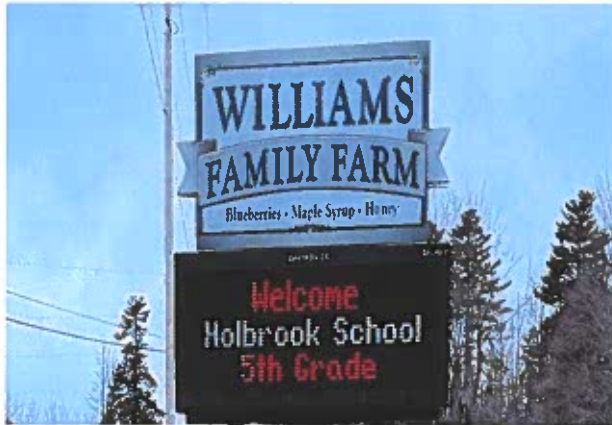
- Supported Ashley and Don
- Supported students with positive behavior reinforcements
- Taken care of sub calling
- Continue to walk the halls, visit classrooms and be supportive of our teachers and students, sharing in their celebrations.

504 Coordinator:

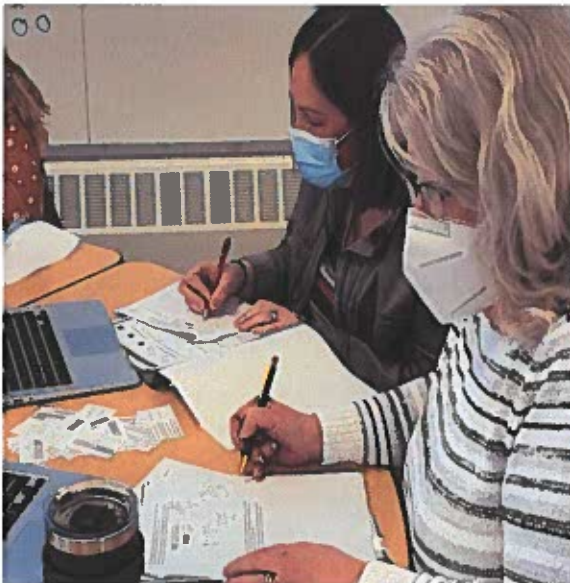
- Continue to update, monitor, and discuss 504 needs with staff and families.

Respectfully submitted,
Sharon Haskell

Fifth Grade at Williams Family Farm



Teachers hard at work at the RiSE Center



Brandy Walsh Art Class used Fantastic Felines Book by Laurel Burch to influence their art.



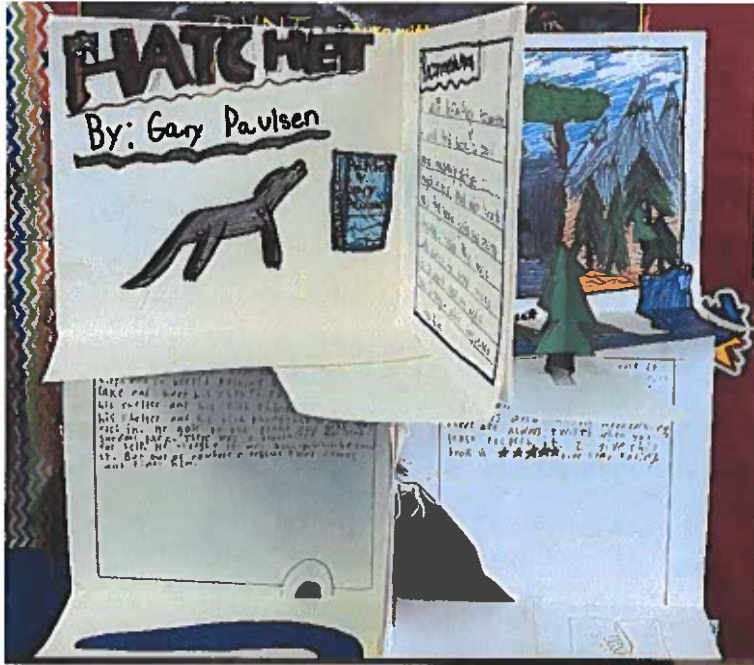
(207) 843-7851

202 Kidder Hill Road, Holden, ME 04429

Fax: (207) 843-7295

www.rsu63.org

Fourth Grade Hatchet and Solar Systems





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: March 17, 2022
Re: Monthly Report

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

Maine Science Assessment for grades 5 & 8

During the month of April, I will be performing various technology readiness checks in preparation for the spring online Maine Science Assessment. These readiness checks will verify that our student laptops meet the system requirements for testing and our network connectivity/bandwidth will be sufficient for the number of simultaneous student testers we will have. In addition to the readiness checks, all student laptops will need the Adam lockdown kiosk installed.

The Maine Science assessment testing window starts on May 2nd and ends on May 27th

State Data Reporting

As we move closer to April 1st, I will be testing and uploading student attendance, behavior, and enrollment data to the Department of Education's student information system. The Department of Education requires us to upload this data every October 1st, January 1st, April 1st, and July 1st. Our TylerSIS data has to 100% match the Department of Education's data requirements and formats to be accepted for verification. This is always a challenge when merging data with 2 different systems.

CTL Chromebook Repair

I have been approved by CTL, the manufacturer of our 7th and 8th grade Chromebooks, to perform self-service warranty repairs on our fleet of CTL Chromebooks. The major benefit of this is that a student's downtime without a device or a loner device is minimized. Once the defective part has been identified, I can submit a ticket online and the new part is usually received in 2-3 days. So far, I have replaced a defective battery, main logic board, and a broken screen.

Respectfully submitted,



Regional School Unit 63
Clifton, Eddington, and Holden

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

Director of Special Services Report – March, 2022

In the coming months more evaluations will be completed and meetings to determine if a student has a disability and needs special service will be scheduled. Generally, it takes 6-8 weeks to get an evaluation scheduled, completed, and reviewed at a meeting but sometimes it takes longer due to the shortage of psychologists in our area. We are meeting our timelines and students are getting evaluated so we are more fortunate than other districts.

I will be meeting with Child Development Services and our kindergarten team in the next few weeks to review the needs of our students coming into kindergarten at Eddington next year. I have read the Individualized Education Programs for these students and budgeted for next year based on the anticipated need to these students.

State testing is underway and our office along with case managers are making sure students are getting the accommodations they need to do their best on the standardized tests. Also, our students who take the Maine State Alternate Assessment (MSAA) are getting started on their testing. The MSAA is designed for students in the lowest 1% of cognitive ability. We are just over 1% of our students who qualify for the MSAA so I submitted an Action Plan to the Maine Department of Education explaining our situation and how all of the Maine DOE Participation Guidelines are being followed. The plan was accepted and our exception was waived for this academic year.

To update the Corrective Action Plan from the 2020-2021 Progress Monitoring Cohort, I have submitted all pieces of evidence required and I am just waiting to hear from Maine DOE that we are back to 100% compliance for our special education documentation.

Finally, on a personal note, my alma mater, Gonzaga University is in the NCAA Men's Basketball tournament again this year. GO ZAGS!

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services

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

Transportation:

We have one bus in Augusta having the body work done. This is the bus that was run into on Rt. 9 on January 24th. They are waiting on some of the parts to arrive so the repair can be made. We just finished up another wonderful ski season for our students, they seem to really enjoy being outside and learning new things. I have only driven bus a few times this month, covering for sick drivers. The mechanic is now spending time getting the lawn equipment ready for the fun season.

Facilities:

Holden School:

The newest custodian is working out well. I am spending a lot of time showing him the little secrets of the school. The teachers have given him a very warm welcome. Next week, I will be retesting the three areas that showed lead so that we can determine the appropriate method of repair.

Eddington School:

The heating & ventilation upgrade is taking shape and the contractor will be on site very soon. We have established locations of dumpsters, storage trailers, contractor entrance, bathroom area, and hours of work. Teachers most likely will not be affected by classroom construction until late April. I have done some retests of the three faucets that showed containment of lead. These tests will determine if 1.) We had a false reading, 2.) If lead is in the piping/fittings, or 3.) If lead is in the faucet. I should receive these results back next week. For now, the water is only being used for hand washing. We changed both flags at this school as they were getting torn and tattered.

Holbrook School:

Ryan from Carpenter Associates and I have spent several hours working on options for the heating/ventilation upgrade. We also did a walk through the building with potential bidders on the project. The flag replacement that was requested at our last board meeting was replaced the same week of the request.

Regional School Unit #63

202 KIDDER HILL ROAD

HOLDEN, ME 04429

Susan Smith

SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851

FAX 843-7295

Date: March 17, 2022

From: Kelly Theriault

RE: March Board Report

-
- It's been a busy month with lots of meetings! The Budget & Finance committee met on March 15, 2022. FY22 financials were reviewed. A brief summary and review of the Holden IAQ & Generator projects and a proposed change order needed for electrical upgrades. B & F meets again on March 22. The change order will be discussed more thoroughly and the Holbrook IAQ bids will be reviewed. The next regular meeting for the Budget & Finance committee is on April 12 @ 5:00, followed by budget workshop @ 5:30.
 - The first budget workshop for the FY23 budget followed the budget & finance meeting on March 15. Mr. Spencer and Mrs. Allen attended in person, and two virtual guests joined. It was nice to see participation in the budget process. The cost centers reviewed at this meeting were Other Instruction (co & extra-curricular), School Administration, Regular Instruction K-8. Due to the time Secondary education (9-12) & Staff & student support (Guidance, Health, Library) we table to a later meeting. The next budget workshop is March 22. Secondary Education, Facilities and Transportation cost centers will be reviewed. The first version of the budget is a 7.2% increase over FY22.
 - Reports completed this month in the business office; MePERS, NSP (national school lunch program) monthly claim, ESSR performance report, and grant reimbursement invoices.

MSAD63

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget 7/1/2021 - 6/30/2022	Current Period 2/1/2022 - 2/28/2022	Reported Period 7/1/2021 - 2/28/2022	Encumbrances 7/1/2021 - 2/28/2022	Amount Remaining 7/1/2021 - 2/28/2022	Percent Remaining 7/1/2021 - 2/28/2022	Last Year Period 7/1/2020 - 2/28/2021
Subtotal Regular Instruction	\$2,789,944	\$193,873	\$1,354,902	\$42,784	\$1,392,258	50%	\$1,416,740
Subtotal REG 9-12	\$3,052,816	\$248,316	\$1,552,966	\$0	\$1,499,850	49%	\$1,703,326
Subtotal Special Education	\$1,604,850	\$143,693	\$781,004	\$102,085	\$721,761	45%	\$925,334
Subtotal Staff & Student Sppt	\$549,707	\$33,729	\$305,635	\$9,186	\$234,886	43%	\$282,301
Subtotal Facilities	\$1,124,147	\$72,104	\$840,533	\$67,233	\$216,381	19%	\$531,562
Subtotal Transportation	\$783,043	\$44,358	\$431,944	\$106,917	\$244,182	31%	\$439,754
Sub Total Trans to Other Units	\$0	\$7,583	\$49,995	\$12,349	\$(62,344)	---	\$56,311
Subtotal System Administration	\$356,652	\$23,743	\$247,554	\$6,875	\$102,223	29%	\$221,361
Subtotal School Administration	\$454,096	\$33,442	\$289,034	\$1,386	\$163,676	36%	\$269,901
Subtotal Other Instrn	\$66,496	\$13,911	\$28,722	\$4,397	\$33,377	50%	\$8,854
Subtotal All Other	\$30,000	\$0	\$0	\$0	\$30,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$907,244	\$71,096	\$565,310	\$12,658	\$329,276	36%	\$500,116
NET REVENUE OVER EXPENSE	\$10,811,751	\$814,752	\$5,882,289	\$353,212	\$4,576,250	42%	\$5,855,444

MSAD63

Income Statement Hot Lunch

Report # 27993

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	2/1/2022 - 2/28/2022	7/1/2021 - 2/28/2022	7/1/2021 - 2/28/2022
10000 REGULAR INSTRUCTION			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(120.00)	(2,323.70)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(37,487.44)	(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	(12,494.18)	(12,494.18)	0.00
TOTAL 10000 REGULAR INSTRUCTION	\$ (50,101.62)	\$ (56,821.18)	\$0.00
31000 FOOD SERVICE OPERATIONS			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	12,235.64	60,508.27	10,924.41
6000-0000-31000-5202040-950 UNEMPLOYMENT	47.51	109.82	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	1.16	841.38	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	3,451.65	16,601.74	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	75.66	458.64	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	172.19	860.23	0.00
6000-0000-31000-5218000-950 FICA/MEDI	736.17	3,677.93	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	10.72	91.12	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	11,275.07	72,782.17	0.00
6000-0000-31000-5630030-950 SNACK	0.00	472.61	0.00
6000-0000-31000-5630035-950 AFTERSCHOOL SNACK	49.89	452.96	86.28
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	3,569.94	15,606.42	1,631.85
6000-0000-31000-5890000-950 Repairs	0.00	1,121.75	650.00
TOTAL 31000 FOOD SERVICE OPERATIONS	\$31,625.60	\$175,442.47	\$13,292.54
31200 A LA CARTE			
6000-0000-31200-5630000-950 A LA CARTE FOOD	40.23	40.23	0.00
TOTAL 31200 A LA CARTE	\$40.23	\$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	\$ (18,435.79)	\$4,158.21	\$13,292.54

Budget and Finance Committee Meeting 02/15/2022

Members Present In Person: Tracy Bigney and Cherie Faulkner

Members Present Remotely: Linda Graban

Also Present In Person: Susan Smith and Kelly Theriault

Also Present Remotely: Tracy Roberts and Sara Miller

Called to Order: 5:34pm

FY22 Financials:

Cost Center Summary: Facilities and Transportation are being monitored closely. 41% of the year is remaining in the budget. We anticipate being over budget in facilities, transportation, and system admin. Kelly Theriault advised having multiple people out and paying overtime or substitutes to cover is a contributing factor. Superintendent Smith advised heating fuel has also been a large increase this year. Linda Graban asked about legal fees and closing costs. Superintendent Smith advised we closed shortly after the first of February on the bus garage. Closing costs in January were \$2,500. There may be a few additional invoices coming in. Discussion took place regarding the bus garage additional costs and heating.

January FY22 Detail: No concerns or questions.

Hot Lunch: Kelly Theriault advised the new cook started and is settling in nicely at Holden. Waiting on the December payment and Kelly will submit the January invoice soon. Dishwasher at Holden had some repairs and needs to be upgraded. The steam table at Holbrook is having problem and needs to be replaced.

Facilities: A new custodian will start at Holden vacation week and do some training with Jake. Three Point Cleaning will help with cleaning at Holbrook as we were unsuccessful finding an evening custodian. Three Point is experienced in cleaning schools and have approximately 160 staff. Linda Graban asked about fingerprinting. Supt. Smith advised they have background checks through their company and will not be working directly with students.

The Holden generator is now scheduled for April/May 2022. The Holden Indoor Air Quality (IAQ) is finishing up on schedule. They plan to have the gym and one classroom area will be completed over break. The Eddington IAQ will start soon. The Holbrook bid process is taking longer than anticipated. Carpenter Associates is being mindful of our budget and breaking out the bid. Bid due date is anticipated for March 24th, Superintendent Smith will ask for a March 22nd due date to coincide with the March 22nd FY23 Budget Workshop. Superintendent Smith will reach out to the state for an extension as Holbrook will not be completed by August.

FY21 Audit Review: The draft report has not been received yet. Mr. Hall is planning to attend the February Board Meeting. Once the draft is received, Kelly Theriault will send it to the full Board.

Other: Superintendent Smith advised she received a Freedom of Access Act (FOAA) request for financial records of the past two calendar years and so far this year. The report is generated in a pdf format. The person requested the document in Excel. However, our software does not generate the report in this format and is 6009 pages. Supt. Smith advised we are required to provide the information requested in the format our software generates the information. The person making the request now understands why we cannot accommodate the request in Excel. Tracy Roberts asked who the request came from. Superintendent Smith advised the request is not privileged information and it came from Jeremy Legasse. She also advised many schools are receiving FOAA requests all over the state and Maine School Management sent out a memo reminding Superintendents about how to respond to FOAA requests.

Next Meetings

- Budget and Finance Meeting: Tuesday, March 15, 2022 at 5:30pm
- Budget Workshop: Tuesday, March 15, 2022 at 6:00pm
- Budget Workshop: Tuesday, March 22, 2022 at 5:30pm (There may need to be a brief Budget and Finance Committee meeting first to discuss the Holbrook Indoor Air Quality bids.)

Adjourned: 6:18pm



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: MARCH 21, 2022

Minutes

The Superintendent is the ex officio secretary of the school board (20-A MRSA §1055).

The Freedom of Access Act (FOAA) requires that, "Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time, and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee." (Source: Maine's FOAA - Frequently Asked Questions Website

<https://www.maine.gov/foaa/faq/index.shtml>)

As the Superintendent of RSU 63, it is my responsibility to prepare the minutes of Board Meetings. What is contained in the minutes is guided by FOAA requirements. The Board governs as a collective body. When a lot of information and detail is added to the minutes beyond the FOAA requirements, problems can arise. Things that are important to an individual can be perceived as something that is important to the entire Board. What one individual member wants included in the minutes may differ from what another individual would like included. This can create difficulty in determining where the Board stands and what the Board approves as a whole. Adding a lot of detail, finding direct quotes, and revising minutes is also extremely time consuming, especially when there are urgent matters that require my attention and the attention of my staff.

As Superintendent, it is also my responsibility to advise and make recommendations to the Board. Attached you will find an example of minutes that adhere to the FOAA requirements.

Returning to Pre-COVID Procedures

During the Board Meeting, the RSU 63 Administrative Team will provide an update regarding, returning all RSU 63 operations back to "pre-COVID" procedures.

Strategic Planning

The first Strategic Planning Committee meeting with Judy Sanders has been set for Thursday, April 28th at 5:30pm. Since this first meeting is only one hour, we will be meeting via video conference.



Regional School Unit 63

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June 2022 Board Meeting Date Change Required

Currently, the June meeting of the RSU 63 Board of Directors is scheduled for Monday, June 20, 2022. Juneteenth (June 19th) is a new federal and state holiday. Since June 19th falls on a Sunday this year, Monday, June 20th will be the federal and state holiday. Our June Board meeting needs to occur after the referendum and election votes on Tuesday, June 14th. Therefore, it is my recommendation the June Board of Directors Meeting be moved to Tuesday, June 21st.

Holbrook Indoor Air Quality Bids

Bids for the Holbrook Indoor Air Quality project (funded through the SRRF Bond and ESSER III/ARP) are due on Tuesday, March 22nd. The Budget and Finance Committee hopes to be able to bring a recommendation to the full Board.

Holden Indoor Air Quality and Generator – Main Distribution Panel Change Order

The Main Distribution Paned (MDP) for electricity at the Holden School needs to be changed in order to meet code. This change effects both the locally funded generator project and the Indoor Air Quality project funded through the SRRF Bond and ESSER III/ARP. We are working on gathering additional information from Carpenter Associates, contractors, and the state to determine the best option for completing and funding this change.

RSU #63 Board Meeting
Date: February 28, 2022
Location: Holbrook Middle 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 and Jaime Pangburn

RSU 63 Board Member Present Remotely:

Town of Eddington: Tracy Bigney

Call Meeting to Order: 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.

Approval of Minutes for January 24, 2022: Matthew Campbell motioned with a second by Robin James to approve the January 24, 2022 Board Meeting Minutes with the exact transcription, as shared, regarding masking at the Law Enforcement Day at Holden during the Superintendent Report discussion and exact transcription of the mice damage question and answer between Cherie Faulkner and Superintendent Smith during the Budget and Finance Report discussion.

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

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

Superintendent Smith recognized:

Holbrook Middle School Spelling Bee Champions:

Rylee Moore, Grade 7

Kaleb Jones, Grade 7

Kat Rivera, Grade 7

Cooper Malm, Grade 5

Boys A Basketball Team:

1st Place finish in the B Flight

Cheer Team:

2nd Place finish

Chess Team:

Shared Sportsmanship Award with Bucksport.

Acceptance of Gifts/Donations: Superintendent Smith thanked area families and businesses for their donations to the Holbrook Raffle Calendar.

Presentation: FY21 Audit

William Hall of RHR Smith and Co. gave an overview of the FY21 Audit. The full FY21 Audit is available on the RSU 63 website (www.rsu63.org).

Questions and Comments from the Public: None

Presentation: Outdoor Education

Kelly Davis, RSU 63 Outdoor Education Coordinator and Ed Tech, shared information about Outdoor Education activities. Attached is a handout from her presentation. (See Attachment A).

Questions and Comments from the Public: None

Dates of Next Meetings:

Policy Committee Meeting: Monday, March 7, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, March 15, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, March 15, 2022 at 6:00pm, Holbrook Middle School

EXAMPLE

FY23 Budget Workshop: Tuesday, March 22, 2022 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, March 28, 2022 at 6:30pm, Holden Elementary School.

Superintendent Smith added there will need to be a brief Budget and Finance Committee Meeting on Tuesday, March 22, 2022 prior to the FY23 Budget Workshop regarding the Holbrook Middle School Indoor Air Quality Bid.

Budget and Finance:

Business Manager Report: Nothing to add to the written report.

Budget and Finance Committee Report: Discussion occurred regarding the process of drafting minutes and what is included in Board Meeting minutes and Budget and Finance Committee Meeting minutes.

Superintendent's Report: Nothing to add to the written report.

RSU #63 Chair's Report: Nothing to add to the written report.

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

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

Old Business:

Strategic Planning Advisory Committee:

Motion by Matthew Campbell with a second by Tracy Bigney to accept Judy Sanders proposal for her role as consultant to the Strategic Planning Committee.

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

COVID-19 Procedures:

Motion by Matthew Campbell with a second by Linda Graban to update the 2021-2022 Guide for Returning to School. Remove contact tracing and pooled testing and make masks optional for the remainder of the school year, effective immediately.

Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: No; Tracy Bigney: No; Jaime Pangburn: Yes; Holly Whitmore: Yes

Vote: 6 Approved; 2 Opposed

Motion by Linda Graban with a second by Matthew Campbell to return all RSU 63 operations back to "pre-COVID" procedures. Students will eat lunch in the cafeteria by April 1st. Parent pick-up will return to normal April 1st. All activities will resume including: sports, concerts, graduations, parent teacher conferences and all IEP and Special Education meetings can resume in person, effective immediately.

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

Motion by Robin James with a second by Jaime Pangburn to extend the meeting past 8:30pm.

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

Questions from the Public Regarding COVID-19 Procedures:

Josh Baillargeon, former employee and Eddington resident asked how to get a meeting with the Board.

Alex Mitchell, Holden resident cautioned the Board to stand by their reasoning and not waiver.

EXAMPLE

Nathaniel Larson, Holbrook student requested a new flag for Holbrook.
Peter Walsh, Holden resident and Holbrook Teacher stated concerns with the updated COVID guidelines from the Board and the SOP from the state.
Brandy Cullen, (online) stated her concerns for safety with the new guidelines.
Ashley Allen, Holbrook Principal (online) shared her concerns with scheduling lunch in the cafeteria.

New Business:

2022-2023 School Year Calendar:

Motion to approve the 2022-2023 School Year Calendar by Cherie Faulkner with a second by Matthew Campbell

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

Policies to Approve:

Motion by Robin James with a second by Cherie Faulkner to approve:

EBABA – Chemical Hygiene

JF – Student Residency

JFAB – Non-resident Secondary Student

JFABA – Non-resident Elementary Students

JFABD – Admission and Education of Homeless Students

JFBC – Secondary School Tuition.

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

Board Meeting Agenda Format: Policy BEDB-R: After discussion, it was determined the Policy Committee would review Policy BEDB-R during the April Policy Committee Meeting.

Personnel Actions:

Appointments: Dennis Whitney, Holden Custodian and Joshua Nelson, Holden Cook.

Resignations: Tom Colavito, Bus Driver/Mechanic; Kim Colavito, Substitute Bus Driver; and Scott Sanborn, Bus Driver.

Reassignment: Karen Tate, Substitute Bus Driver to Bus Driver.

Searches: Full Time Ed Tech II or III, Math Support (Holden); Track and Field Coach; B Baseball Coach; A Softball Coach; B Softball Coach; Substitutes; After School Coordinator; and After School Guided Study.

Questions and Comments from the Public:

Alex Mitchell, Holden resident asked that the need for a Track Coach be shared again and in a variety of formats.

Adjournment:

Holly directed the Board to their board binders for reflection.

At 9:00pm, motion by Robin James with a second by Cherie Faulkner to adjourn the meeting.

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

POLICY COMMITTEE MINUTES

Meeting: March 7, 2022

Members Present: Robin James, Tracy Roberts, and Jaime Pangburn (arrived 5:40pm)

Also Present: Superintendent Susan Smith and Kathy Morelli, Holden Resident

1. **Call to Order:** The meeting began at 5:35pm.
2. **BCC - Nepotism:** This policy had the sample policy from Maine School Management Association (MSMA) shared for comparison. Tracy Roberts wanted to have the definitions capitalized and consistent with capitalization throughout the policies. Discussion on the spouse of a Board member employment took place. This is no longer illegal, but must be disclosed. Language from the updated law regarding employment of immediate family or spouse was reviewed. Policy committee recommends to add language for spouse of Board members in stipend position and volunteer positions. This applies only through June 30, 2024. This policy will be emailed to the Policy Committee for a second review prior to going to the Board in March.
3. **BHC – Board Communication and Relationships with Staff:** This policy had the sample policy from MSMA shared for comparison. Capitalization of position titles was discussed. Policy Committee recommends to make them all lower case, unless the position is also a specific title. Language was added from the MSMA sample policy regarding Board communication with teachers and staff. This policy will be emailed to the Policy Committee for a second review prior to going to the Board in March.
4. **DBA – Budget System:** This policy is not required or recommended by MSMA. It repeats the law and the District has to follow the law. Kelly Theriault reviewed the policy and agreed this policy is not necessary. Policy Committee recommends to rescind. This policy is ready for the Board.
5. **DJB – Purchasing Procedures:** Kelly Theriault reviewed the policy and agreed this policy is not necessary as the District follows the law and RSU 63 Purchasing Procedures. Policy Committee recommends to rescind, but the Budget and Finance Committee will need to review and make a recommendation as well.
6. **IJOA – Field and Class Trips:** Small grammatical changes were made to this policy regarding headings and capitalization of titles. This policy is ready for the Board.
7. **IL – Evaluation of Instructional Programs:** Small grammatical changes were made to this policy. This policy is ready for the Board.
8. **Policies to Review Next:**
For the Next Policy Meeting
BEDB-R – Agenda Format
JLCB – Immunization of Students
IHBEA – LAU Plan English as a Second Language
GDQC – Long-term, Hourly Employee, Support Staff Retirement
IKAB – Report Cards and Progress Reports
ILD – Student Submissions to Surveys or Evaluations
9. **Other:** Superintendent Smith explained high school tuition procedures. December is when tuition rates are determined/changed. Purchase order procedures was explained. High school tuition is one exception to the purchase order procedure as it is ever changing.

Superintendent Smith shared the Superintendent Agreement details, organized by town and grade.
Superintendent Smith explained the determination process and reasoning for approval or denial.

Jaime Pangburn asked about the status of the Holbrook sign. Superintendent Smith will follow up with Ashley Allen for a status.
10. **Next Meetings:**
Policy Committee: Monday, April 4, 2022 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:42pm.

RSU #63

- a. NEPN/NSBA Code: BCC
- b. Title: Nepotism
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 02/24/2020 RSU #63
- f. Date Previously Approved: 02/24/2020 11/16/2015
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent/Board of Directors
- i. Date Reviewed: 02/17/2022 02/04/2020 Superintendent
02/04/2020 Policy Committee
- j. References: 20-A MRSA §1002, (2) and (2-A)
- k. Narrative:

It is the intent of this policy to ensure that employment practices comply with Maine's "prohibited appointments and employment" statute, 20-A MRSA § 2002 and to avoid favoritism and the appearance of favoritism in employment practices.

I. Definitions

For the purposes of this section, the following definitions will apply:

- A. "Immediate Family" means spouse, domestic partner, brother, sister, parent, son, or daughter.
- B. "Administrative Supervision Supervisor" means ~~any person who holds a supervisory position~~ refers to the authority of a person in the position of principal or higher.
~~"Immediate family" means spouse, domestic partner, brother, sister, parent, son, daughter.~~

II. Employment

- A. RSU #63 (the District) will generally not employ any person who is a member of the immediate family of a Board member or of the Superintendent. Exceptions are identified in section IV.

III. Supervision and Evaluation

- A. No person will be employed in or assigned to a position that is within the Administrative Supervision of a member of ~~his/her~~ **their** Immediate Family, nor in a position in which ~~he/she is~~ **they are** supervised or evaluated, in whole or in part, by a member of ~~his/her~~ **their** Immediate Family.

IV. Exceptions

- A. In extraordinary circumstances, the Board may approve an exception to the prohibitions on the employment of Immediate Family so long as the candidate is qualified for the position to which ~~he/she has~~ **they have** applied, the hiring is in the best interest of the school system and its students. ~~and the candidate is not the spouse of a Board Member.~~
 - 1. Exceptions for spouses of Board Members in stipend positions only:
 - a. For the purpose of this policy a "stipend employee" means a person who

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receives limited monetary payment of benefit, through a series of payments or in a lump sum, for personal services performed in an advisory, mentoring, or coaching capacity for the District.

- b. The Board authorizes the Superintendent to employ a spouse of the member of the Board as a stipend employee on a contractual basis when that action is in the best interest of the students and the needs of the District. Such a contract will summarize potential conflicts of interest and describe mitigations of such conflicts.
 - c. Such contract will be for one season or one year only, with no guarantee or expectation of continuation.
 - d. It is the Board's intent that hiring practices for stipend positions discourage favoritism and political patronage and provide qualified applicants a fair opportunity to be selected on merit, with priority consideration given to the best interest without restricts based solely on family association. To that end, the Superintendent/designee will be responsible for developing job descriptions for stipend positions, including relevant qualifications and duties/responsibilities.
 - e. These exceptions for spouses of Board Members applies only through June 20, 2024, unless extended by the Maine legislature.
2. ~~There will be no exceptions to this policy for the spouse of a Board Member.~~ Other exceptions must be brought to the full Board for their consideration.

V. Volunteers

- A. Under Maine Law (20-A M.R.S.A., § 1002, (2-A)) a Board Member or Board Member's spouse may not serve as a volunteer when that volunteer has primary responsibilities for a curricular, co-curricular, or extra-curricular program or activity and reports directly to the superintendent, principal, athletic director, or other school administrator within the jurisdiction of the Board.
1. Exceptions for spouses of Board Members in volunteer positions only:
 - a. Notwithstanding the preceding paragraph, the Board may permit a Board Member's spouse to serve as a volunteer in the same capacities as other school volunteers. In approving spouses of Board Members as volunteers, the Superintendent/designee will ensure that practices applicable to approval of school volunteers discourage favoritism and political patronage and provide qualified applicants a fair opportunity to be selected on merit, with priority consideration given to the best interest without restricts based solely on family association. Board member spouses who volunteer in schools will be subject to the provision of the Board's policy IJOC, School Volunteers.
 - b. This exception applies only through June 30, 2024, unless extended by the Maine legislature.

RSU #63

- a. NEPN/NSBA Code: BHC
- b. Title: Board Communications and Relationships with Staff
- c. Author:
- d. Replaces Policy: ~~Revised Title~~
- e. Date Approved: ~~04/26/2021~~ RSU #63
- f. Date Previously Approved: ~~02/23/2015~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent/Policy Committee
- i. Date Reviewed: ~~02/17/2022~~ ~~03/14/2021~~ Superintendent
~~04/12/2021~~ Policy Committee
- j. Reference: Maine School Management Sample Policy BHC
Legal Reference: 20-A MRSA §§ 1(28); 1001(21); 1051; 13201-13202
Cross Reference: Policy BEDH – Public Participation at Board Meetings
Policy KE – Public Concerns and Complaints
- k. Narrative:

A clear understanding of responsibilities and relationships between and among the RSU 63 Board of Directors (the Board) and school personnel is essential for a well run and efficient school system. The Board, superintendent, District other RSU #63 administrators, teachers, and all others staff responsible for any phase of work of RSU 63 (the District) have a common and basic responsibility – the welfare and education of the children in the schools. These responsibilities must guide the Board’s consideration and decisions.

I. Board of Directors and Superintendent

- A. The relationship between the Board and the superintendent is best described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the District. The Board exercises its mandated management through the formation of policies for the District’s operation.
- B. The Superintendent is the ~~executive officer~~ ex officio secretary of the Board and the chief administrative officer. The superintendent is responsible for the day to day administration of RSU #63 and for ensuring that the operations of the school unit conform to Board policies and applicable law. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.
- C. All communications or reports to the Board, or to any committee of the Board, from principals, supervisors, teachers, or other employees will be submitted through the Superintendent.

II. Board and Other RSU 63 Administrators

- A. RSU 63 administrators have no direct administrative relations with the Board. Their relations to the Board are through the superintendent, for the Board recognizes that the superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the superintendent and the administrators if the best results are to be realized. For instance, the administrators and the superintendent must cooperate in the selection of school staff because they are in the best position to know the kind of person needed for a particular type of service in the school. Administrators must make recommendations to the superintendent and not to the Board. At all times Administrators must remember that all matters which require Board action must be presented to the Board by the superintendent.

III. Board and Teachers and other School Employees

- A. The relationship of the a teacher to the Board is indirect. ~~The A teacher is directly responsible to the principal and through them to the superintendent, and then to the Board. s. However, this does not mean that the Teacher does not have access to the Superintendent or to the Board. Conditions may arise when direct access may be obtained through channels established for grievances.~~
- B. Other school employees, depending on their position, are directly responsible to the administrator or to the supervisor to whom the employee reports, and through the administrator or supervisor to the superintendent, and then to the Board.
- C. Direct access between employees and the Board may be obtained through channels established for grievances or through applicable Board policies.

IV. Board Communication with Staff

- A. The Board will communicate regularly with school staff on matters of current interest and importance to the school community at such times and through such methods as the Board deems appropriate.
1. Methods to consider might include periodic newsletters, postings, or notices on the RSU #63 website or social media, minutes of Board meetings, Board workshops, and/or opportunities for staff to serve as representatives on advisory committees to the Board, etc.
- B. Individual employees and employee organizations are expected to utilize communication channels established through Board policies, administrative procedures, and collective bargaining agreements and not to circumvent the chain of command and their direct supervisors.
- C. Communications with staff are the responsibility of the Board as a whole. Individual board members should refrain from initiating communications or conversations with staff members on their own.

**AOS #81
(Comprised of CSD #8 and RSU #63)**

- a. **NEPN/NSBA Code:** IJOA
- b. **Title:** Field and Class Trips
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** ~~03/25/2015 CSD #8, 03/23/2015 RSU #63~~
- f. **Previously Approved:** ~~03/23/2015 05/03/2004~~
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Curriculum Committee/Policy Committee
- i. **Date Reviewed:** 03/08/2022 Policy Committee
- j. **References:** Policies: AD, ADF, **KE**, and EEAF*(which needs rewriting)
- k. **Narrative:**

I. Field Trips:

The intention of field trips is to allow students experiences that provide them with insight, information, or knowledge, which cannot be adequately developed through regular classroom instruction. As such, field trips become a part of the curriculum, and are as essential to the instructional process as textbooks, equipment, and other instructional devices. Field trips will be established within the regular school curriculum and must be tied to the Maine Learning Results.

- A. Principals and the transportation director must approve all field trips. The Request for Approval must include: ~~will provide:~~
 - 1. Destination.
 - 2. Information specifying participating students and the basis for their participation. Students may be excused for disciplinary reasons.
 - 3. Names and number of school personnel to attend along with any additional chaperones.
 - 4. Specific reference to the curriculum.
 - 5. Source of payment for the trip for students and participating adults.
 - 6. Method of transportation.
 - 7. Commencement ~~Beginning~~ and termination ~~end~~ times and dates.
 - 8. Any other pertinent information.
- B. Parents and guardians must sign permission slips for students participating in advance of the event.

- C. The individual(s) responsible for the ~~field trip~~ will submit a list of participants to ~~the school nurse medical personnel~~ in a timely fashion to allow any special medical problems and/or precautions to be addressed.
 - D. ~~American Disability Act~~ compliance accommodation will be made upon request.
 - E. The cost of a driver and fuel will be ~~borne~~ **covered** by the district.
 - F. Field ~~trips~~ require at least two weeks advance notice and the individual(s) responsible for the trip will consult with the ~~director of transportation/facilities Operations~~ concerning the availability of transportation.
- II.** Class ~~trips~~, such as the 8th grade class trip, provide an opportunity for students to develop socially and to celebrate school experiences. Class ~~trips~~ need not be specifically related to school curriculum.
- A. The ~~superintendent~~ and the appropriate ~~school principal~~ must approve all ~~class trips~~. The following information must be provided for that approval:
 - 1. Specific purpose and destination.
 - 2. The names of participating students.
 - 3. The names ~~and number~~ of school personnel to attend along with any additional chaperones.
 - 4. Method of transportation.
 - 5. ~~Commencement~~ **Beginning** and ~~termination~~ **end** times and dates.
 - 6. Any other pertinent information.
 - B. Parents and guardians must sign ~~permission slips~~ for students participating in advance of the event.
 - C. The individual(s) responsible for the ~~class trip~~ will submit a list of participants to ~~the school nurse medical personnel~~ in a timely fashion to allow any special medical problems and/or precautions to be addressed.
 - D. ~~The students' Parents/guardians~~ will pay the cost of ~~class trips directly~~. Part or all of the cost may be ~~borne by student and/or parent/guardian~~ **covered by fundraising activities and/or donations**. **With the approval by the RSU #63 Board of Directors (the Board), the cost of a driver and fuel may be covered by the RSU #63 District (the District), funds permitting.**
 - E. If district transportation is planned, the individuals responsible for planning the ~~class trip~~ must contact the ~~director of transportation/facilities Operations~~ at least two weeks in advance to ensure the availability of vehicles and driver(s).

- F. ~~With the approval by the School Board of Directors, the cost of a driver and fuel may be borne by the district, funds permitting.~~

**AOS #81
(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: IL
b. Title: Evaluation of Instructional Programs
c. Author:
d. Replaces Policy:
e. Date Approved: ~~03/25/2015 CSD #8, 03/23/2015 RSU #63~~
f. Previously Approved: ~~03/23/2015~~ 11/01/2004
g. Policy Expiration: Review as Needed
h. Responsible for Review: Superintendent/~~Curriculum Committee/Policy Committee~~
i. Date Reviewed: 02/17/2022 Superintendent
03/08/2022 Policy Committee
j. References: Policies AD, ADA, ADF, BA, and IGA (which needs to be re-written)
k. Narrative:

~~EVALUATION OF INSTRUCTIONAL PROGRAMS~~

Academic instruction is the primary responsibility of schools ~~districts~~. All other activities are ~~subsidiary~~ secondary. Therefore, it is essential that academic instructional programs provided in RSU #63 (the District) s be of the highest order quality possible.

- I. The evaluation of academic programs ~~shall~~ will be a major responsibility of the Superintendent, Director of Curriculum, and assigned staff.
- II. The RSU #63 Board of Directors (the Board) ~~shall~~ will receive periodic reports from the Superintendent or ~~his/her~~ their assigned staff to enable judgments on the success of the District's academic program.
- III. All school programs ~~shall~~ will be under continuous study and evaluation by District staff.
- IV. The Superintendent ~~shall~~ will lead the Districts' staff, communities, and Boards of Directors in the development and on-going review of Board-adopted criteria and standards by which to measure results of the ~~ever-all~~ academic programs.

RECOMMEND TO RESCIND 3.7.2022

RSU #63

- a. NEPN/NSBA Code:** DBA
- b. Title:** Budget System
- c. Author:** Budget & Finance Committee/Business Manager
- d. Replaces Policy:**
- e. Date Approved:** 02/23/2015 RSU #63
- f. Previously Approved:** 04/05/2004
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Business Manager/Policy Committee
- i. Date Reviewed:** 01/21/2015 (B&F) & 02/10/2015
- j. References:**

k. Narrative:

Each district's Board of Directors shall annually develop and present to the voters for approval a proposed school budget in the following format:

I. Local Revenue:

Description: Required local taxes per community within the district, additional local taxes per community within the district, elementary tuition, interest income, and miscellaneous revenues.

II. State Revenues:

III. System Administration:

Description: Costs associated with the School Board of Directors and Superintendent's Office.

IV. School Administration:

Description: Costs associated with the Principals' offices.

V. Regular Instruction:

Description: Teacher, Ed tech, and Substitute staff salaries and benefits; teacher training and development; teaching technology; instructional supplies and equipment; secondary tuition; and Gifted and Talented.

VI. Special Education:

Description: Teacher salaries and benefits, at home instruction, tutors, tuition, outside placement, and special services/therapies.

VII. Staff and Student Support:

DBA-Budget System

RECOMMEND TO RESCIND 3.7.2022

Description: Guidance Counselor salaries, benefits, and supplies; Nurse salaries, benefits, and supplies; Library Aide salaries and benefits; Curriculum Coordinator salary, benefits, and supplies; Library Aide wages, benefits, and books; Technology Coordinator salaries, benefits, supplies, hardware, and software; and Academic assessment supplies.

VIII. Other Instruction:

Description: Co/Extra-Curricular and coaching stipends and benefits.

IX. Debt-Service:

Description: Non-state funded debt, such as repayment of bonds

X. Facilities:

Description: Contracted services and repairs (including but not limited to snow & trash removal); custodial/maintenance staff wages, benefits, and supplies; AOS #81 plant and maintenance administration assessment; and Capital Improvement Contingency.

XI. Transportation:

Description: Transportation salaries, benefits, and licensing requirements; special education transportation; bus garage lease; and expenses associated with purchase, lease, and maintenance of bus fleet.

XII. School Lunch Program:

XIII. Career & Technical Education:

Description: United Technology Center (UTC) regional assessment

XIV. Adult Education: