

**RSU 63 Board of Directors  
Monday, October 25, 2021  
6:00pm Eddington School Tour  
6:30pm Executive Session Regarding Superintendent Evaluation  
Public Session Anticipated to Resume around 7:00pm  
Eddington Elementary School**

**Google Meet:** [meet.google.com/sfi-irsy-kjn](https://meet.google.com/sfi-irsy-kjn)  
**Phone In:** 1-912-712-4201 **PIN:** 121014574#

**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**

**Executive Session at 6:30pm: Discussion of Superintendent Susan M. Smith's Evaluation pursuant to 1 M.R.S.A. § 405(6)(A)**

**Flag Salute/Moment of Silence**

**Approval of Minutes for September 27, 2021 Bus Garage Informational Meeting**

**Approval of Minutes for September 27, Board Meeting**

**Approval of Minutes for October 5, 2021 District Meeting**

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

1. Ms. Luce, Ms. Faulkner, and their students made and donated dog treats to the Lincoln Humane Society

**Acceptance of Gifts/Donations**

1. Personal Hygiene Items from Community Care
2. Teddy Bears for Grade 2 from Holden Police Department
3. Clewelyville Circle Group of NBEUMC Donated \$100.00 for Snacks at Holbrook
4. Selina Lufkin and the Shoestring Thrift Shop Donated Socks for Students at Holbrook
5. UMaine Donated Apple Trees
6. Kate Garland and the UMaine Cooperative Extension Donated Garden-fresh Carrots to Eddington, Holbrook, and Holden Schools
7. CHEFS Donated Classroom Snacks at Holbrook
8. School Supplies for the Eddington School from Holly Seymour
9. Baseball Field Scoreboard Donation with Help from Tim Archambault through the Chevrolet Community Action Fund

**Presentation**

1. RSU 63 Transportation by Jake Morgan

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Policy Committee Meeting: Wednesday, November 3, 2021 at 5:30pm, Holbrook Middle School
2. Budget and Finance Committee Meeting: Wednesday, November 10, 2021 at 6:00pm, Holbrook Middle School
3. Board Meeting: Monday, November 29, 2021 at 6:00pm, Holbrook Middle School. Executive Session at 6:00pm with Public Session Resuming at Approximately 6:30pm

**Budget and Finance**

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

**Superintendent's Report**

**RSU #63 Chair's Report**

RSU 63 Board Meeting Agenda

October 25, 2021

Page 1 of 2

### **Acceptance of Reports**

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

### **Old Business**

1. Eddington Indoor Air Quality Bid Update

### **New Business**

1. Capital Reserve Fund/Bus Garage Certification of Vote
2. Eddington Roof Re-shingling Bid from Complete Construction (Vote)
3. Policies to Approve
  - a. IMB-R – Teaching About Controversial/Sensitive Issues
  - b. IMBB – Exemption from Required Instruction
  - c. IMDC – Religious Observances and Displays
  - d. IJOC – School Volunteers
  - e. ECB – Pesticide Applications/Notifications
4. Policies Recommended to Rescind
  - a. IMD – School Ceremonies and Observances

### **Personnel Actions**

1. Appointments
  - a. Alex Demers – Substitute Bus Driver
  - b. Stacey Smith – Part-time Ed Tech/Part-time Substitute
2. Resignations
  - a. Jennifer Marshall – Grade 6 ELA Teacher
3. Retirements
4. Reassignments
5. Elections
  - a. Ashley Enright – Grade 6 ELA Teacher
6. Searches
  - a. Full Time, School Year Substitute
  - b. Temporary Custodian (November – January)
  - 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 Bus Garage Informational Meeting

Date: September 27, 2021

Location: Holbrook Middle School

Minutes

Bus Garage Information Session: Superintendent Susan Smith reviewed the history of the bus garage lease from 1975 through 2021. Since 2009, RSU 63 has spent over \$350,000 on lease payments. Chuck Lawrence is asking \$260,000 to purchase the bus garage. Purchase options are mortgage, use the additional revenue from the State, or use funds from the Capital Reserve (currently \$400,000). An Environmental Inspection (Level 1) and AHEARA (asbestos) Inspection will be done after the October 5, 2021 vote, if approved for purchase. Matthew Campbell asked if the asbestos inspection could be waived since the building was so new. Superintendent Smith advised the inspection is mandatory and we will also need to add the building to our Safety Plan Data Sheets.

Chuck Lawrence has installed 2 new, larger garage doors to accommodate a bus, installed a staff lounge, office, and bathroom, and added a well and septic. RSU 63 is responsible for plowing and maintenance of the shared driveway (we currently plow and maintain the bus garage). Linda Graban asked if the agreements/deed stated the plowing and maintenance are the responsibility of RSU 63. Superintendent Smith read from the option agreement (pg. 2, number 7 Covenants, 7.1.), "Seller covenants that Seller shall convey reasonable easement deed(s) as necessary to grant Buyer the right to use the driveway and electric meter, which will be shared by the Real Estate and Seller's adjacent property. Buyer shall be responsible for plowing and upkeep of the shared driveway provided that nothing shall prohibit Seller from plowing and maintain the shared driveway."

Matthew Campbell asked what type of maintenance RSU 63 does on the buses. Jake Morgan, Transportation and Facilities Director, responded all service work, no major engine or transmission work. Mr. Campbell asked if we anticipate any additional charges for our waste oil. Jake responded a community member picks it up and has for many years.

Susan Dunham Shane, Eddington resident asked how many buses, vans, and service vehicles the District has. Jake Morgan responded 19 buses, 10 vans, and 1 service truck. Ms. Shane asked where we planned to park all these vehicles because the property is not big enough and wetlands surround the property, so the District cannot expand. Jake Morgan responded there is generally a maximum of 10 buses on site at a time and we can park additional vehicles at the Holden Elementary School, if needed.

Amon Purington, Holden resident asked for an overview of how Capital Funds were allocated and plans for replenishment. Superintendent Smith advised 3 years ago the towns voted to create a Capital Reserve with funds added yearly with voter approval. Legal counsel confirmed the set-up of the Capital Reserve aligned with using to purchase a Bus Garage. Funds will be replenished as quickly as possible with voter approval. This purchase will save the District \$25,000 this school year, which could potentially be put back into the Capital Reserve if the voters approve.

Susan Dunham Shane asked if the building is currently up to code and does it have a sprinkler system. Superintendent Smith advised the building does not have a sprinkler system and our current building does not either. Cherie Faulkner asked if we knew what the current codes for Holden were. Ben Breadmore, Holden Town Manager and Code Enforcer, advised a building 11,000 sq. ft. or larger or a building of high hazard requires a sprinkler. The bus garage is low hazard as the waste oil is not stored on property, therefore does not require a sprinkler. Mr. Breadmore also advised the Holden Planning Board met and Mr. Lawrence will have to go through the sub division process, but the Town of Holden is waiving all the fees to expedite the process.

Superintendent Smith advised the next step is the vote on Tuesday, October 5, 2021 at 7:00pm in the Holbrook Middle School Gym.

Respectfully submitted by,

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

**Approved:**

RSU #63 Board Meeting  
Date: September 27, 2021  
Location: Holden Elementary School  
Minutes

RSU 63 Board Member(s) Present:

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

*Town of Clifton:* Linda Graban

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

RSU 63 Board Member Absent:

*Town of Holden:* Tracy Roberts

Board Chair, Holly Whitmore called the meeting to order at 7:05pm

A flag salute was conducted and a moment of silence was observed prior to the start of the Bus Garage Informational Meeting at 6:30pm.

Public session resumed at 7:05pm.

Holly Whitmore read opening remarks regarding public comment guidelines.

Motion by Robin James with a second by Tracy Bigney to approve the August 23, 2021 Board Meeting Minutes with changes distributed. Changes: Page 4, "Motion by Robin James with a second by Cherie Faulkner to approve the Health and Safety RSU 63 2021-2022 Guide for Returning to School with amendments (Masking Page 3, #2A; Page 3 #2B; and Outdoor Learning and Mask Breaks Page 3 or 4). Vote 8 Approved; 0 Opposed. Correction Vote: 7 Approved; 1 Opposed (Tracy Roberts)."

**Vote: 7 Approved; 0 Opposed**

Motion by Matthew Campbell with a second by Cherie Faulkner to approve the August 30, 2021 Emergency Board Meeting Minutes.

**Vote: 7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith recognized Ashley Allen, Holbrook Principal and the Holbrook Staff for making weekly positive phone calls to parents/guardians. She also gave a shout out to the staff at all three schools for the Positivity Walls. Brandy Walsh, Leslie Beers, Ashley Hutchins, and Mary St. Peter are working on many different outdoor education activities. Mrs. Walsh is also working on an Orchard Grant for the Holbrook Middle School.

**Acceptance of Gifts/Donations:** Superintendent Smith thanked Kelly Davis, Ashley Allen and Desiree Doughty for their work on the WAVES Teens to Trails award of \$1,000. Superintendent Smith thanked Cherie Faulkner and family for their donation of recess equipment and headphones, Marleina Ford and family for donating flags for Flag Football, Courage Steps for donating school supplies to all three schools, and E. Gale Clenndening for donating \$1,000 toward school supplies and books to the Eddington and Holden Elementary Schools.

**Presentation:**

**RSU 63 Facilities:** Jake Morgan, RSU 63 Transportation and Facilities Director reviewed projects for each school. Holden Elementary needs some roofs replaced, they were last done in 1995. The Indoor Air Quality Project is going slower than anticipated due to materials being on backorder. Eddington Elementary roof work is out for bid again, as the patch work did not hold and the roof is leaking very bad. The first bid came in much higher than anticipated. Mr. Morgan advised he met with a roof contractor today. The Eddington Indoor Air Quality bid came back extremely high. Carpenter Associates is working with ABM to lower the cost. The Holbrook Indoor Air Quality paperwork is being finalized to start the bid process. The water filtration system at Holbrook also needs upgrading. Mr. Morgan provided a Heating Fuel Cost Handout to the Board. Superintendent Smith asked Mr. Morgan to explain how projects are prioritized. Mr. Morgan explained the Five-Year Priority List is due to be updated soon and shared with the Board.

**Questions from the Board:** Jaime Pangburn asked why Holden had a heat price jump. Jake Morgan advised that year we had empty tanks and a company change. Superintendent Smith advised that when we own the tanks, we will be able to join a collaborative bid process to lower the cost of heating fuel.

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

**Dates of Next Meetings:**

Budget and Finance Committee Meeting: Tuesday, October 5, 2021 at 6:00pm, Holbrook Middle School  
District Meeting/Bus Garage Vote: Tuesday, October 5, 2021 at 7:00pm, Holbrook Middle School  
Policy Committee Meeting: Wednesday, October 6, 2021 at 5:30pm, Holbrook Middle School  
Budget and Finance Committee Meeting: Wednesday, October 13, 2021 at 6:00pm, Holbrook Middle School  
Board Meeting: Monday, October 25, 2021 Eddington Elementary School. Tour at 6:00pm; Executive Session Regarding Superintendent Evaluation at 6:30pm; and Public Session Board Meeting to Resume at 7:00pm.

Superintendent Smith advised a Special Board Meeting is needed for the Eddington Indoor Air Quality Bid, Eddington Roof Bid, and Eddington Intercom Bid. Meeting set for Tuesday, October 12, 2021 at 6:30pm.

**Budget and Finance:** Nothing to add to the Business Manager Report or Budget and Finance Minutes.

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

**RSU #63 Chair's Report:** Holly Whitmore advised the Board they have hard copies of the Superintendent Evaluation Form and a postage paid envelope. She asked the Board to return them to her as soon as possible.

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

**Vote:** 7 Approved; 0 Opposed

**Old Business:**

**Strategic Planning – Diversity, Equity, and Inclusion Discussion:** Superintendent Smith stated she has received questions regarding Critical Race Theory Instruction in RSU 63. Superintendent Smith advised we do not teach Critical Race Theory. We provide instruction following the RSU 63 CORE Values and implementing Universal Design and Framework tool to close the COVID-19 learning gap. We incorporate National Standards and Maine Learning Results in the Grade Level Expectations. Tracy Bigney asked how often the Grade Level Expectations reviewed. Superintendent Smith advised ideally, every five years, but we do them once every eight years (one content area per year). Currently none of the expectations are older than eight years old.

RSU 63 has Civil Rights Teams at Holden Elementary for Grades 3 and 4 and Holbrook Middle School. Club meetings happen during the day at school. Students have discussions and plan school-wide functions. Two years ago, the Holbrook Civil Rights Team was recognized by the State of Maine and presented at the Civil Rights Team State Conference for their "We Don't Say" Campaign (inspired by Duke University). Tracy Bigney asked how many students participate in the Civil Rights Team. Superintendent Smith advised approximately 30 students at Holbrook and 15 at Holden.

Superintendent Smith shared a video on Universal Design. Sharon Haskell, RSU 63 Instructional Coach/Assistant Principal and Gayle Middleton, RSU 63 Technology Integrator are pulling ideas from the Universal Design Framework to help students and staff succeed. This program offers multiple ideas of instruction by giving students learning choices and different ways to engage students.

**Holden Traffic Pattern:** Superintendent Smith advised pick up has been very smooth at the Holden Elementary. Traffic has not backed up onto Route 1A. Bus run time changes were needed for some high school runs to allow the elementary runs to stay on time.

**COVID-19 Update:** Superintendent Smith advised all data across the nation has been clear; the best place for students to learn is in person. Universal masking has helped keep students in school. 30% or more of RSU 63 students and staff participate in Pooled Testing. The District has had 20 or more students out daily between the three schools since the beginning of school, so far, no school community spread has been reported. Technology kits are prepared for students who need to quarantine so they can complete class work remotely.

New Federal Law will require schools with 100 staff or more to vaccinate or provide negative COVID test. We are waiting for the rules to be released. Matthew Campbell asked if this will be required forever. Superintendent Smith advised she did not know, hopefully not, but it is unknown. Mr. Campbell asked if vaccines would be required for all students. Superintendent Smith advised COVID-19 vaccines are not required right now and she has not heard any talk of them becoming mandatory for students. As of September 1, 2021, the immunization law changed and all students must be immunized to attend in person learning in Maine. There is no longer a religious exemption, only a medical exemption.

## DRAFT

### **New Business:**

**Eddington Indoor Air Quality:** Superintendent Smith advised we only received one bid for the Eddington Indoor Air Quality (IAQ). The bid came in at \$1.2 million and we budgeted \$630,000. Carpenter Associates is working with the bidder on ways to lower the cost. The high bid is due to labor shortages and material price increases. The focus remains on improving IAQ for the classrooms. They are looking at different wall mount units as options of lowering the cost.

**MSBA Delegate Assembly Representative and Alternate:** Superintendent Smith advised one delegate from every school board across the state attends. Details of the assembly are coming out soon. Matthew Campbell volunteered and Tracy Bigney volunteered to be the alternate.

Motion by Linda Graban with a second by Cherie Faulkner to elect Matthew Campbell as Delegate to the MSMA Assembly and Tracy Bigney as Alternate.

**Vote: 6 Approved; 0 Opposed; Jaime Pangburn stepped out of the meeting.**

**Policies to Approve:** Motion by Robin James with a second by Cherie Faulkner to approve policy IJNDB – Student Computing Device/Internet Use; Policy IJND – District Issued Computing Device Usage at Home; Policy IMC – Controversial Speakers/Programs; Policy IJKA – Purchasing of Computer Hardware and Software Licenses; Policy BEA – School Board Meetings, Procedures, and By-Laws (including Remote Participation).

**Discussion:** Tracy Bigney suggested language added to Policy IJKA that includes ADA accessibility on I.G. George Cummings and Superintendent Smith agreed, they were not aware of any requirements for ADA accessibility. Cherie Faulkner stated students with disabilities have devices and software to assist with the disability.

Tracy Bigney questioned the language in Policy BEA, page 3 regarding remote participation. Superintendent Smith advised the language is from the law. The law requires when Board members have a remote option to speak, the public has a remote option to speak. Matthew Campbell asked if this was for all Board Meetings. Superintendent Smith confirmed. Tracy Bigney asked how the public will know when a board member is remote. Superintendent Smith advised the District will have to post the meeting remote option with enough time. She recommended to continue streaming and make it clear public comment is for in-person, or remote when necessary. Holly Whitmore stated pg. 3, section 3, number 2 (Illness) was wide open to interpretation. Superintendent Smith advised the language was from the law and the Board should follow the RSU 63 policy for excusable absence.

**Vote: 7 Approved; 0 Opposed**

Motion by Robin James with a second by Cherie Faulkner to continue the meeting past 8:30pm.

**Vote: 7 Approved; 0 Opposed**

### **Personnel Actions:**

**Appointments:** Assistant Cross-Country Coach, Leslie Beers; Temporary Cook, Heather Grass; Library Ed Tech, Andrea Peterson; Part-time Math Ed Tech, Mike Revel; Holbrook Custodian, Stephen Spann.

**Resignations:** Library Ed Tech, Michelle Bartlett.

**Reassignments:** Coed "B" Soccer Coach to Girls "A" Soccer Coach, Matheu Sagehorn.

**Elections:** Motion by Robin James with a second by Jaime Pangburn to elect Jennifer Marshall, Grade Six ELA Teacher and Beth Mitchell, Grade One Teacher.

**Vote: 7 Approved; 0 Opposed**

**Searches:** Part-time Cook at Holden, Full-time School Year Substitute, Part-time Ed Tech II or III at Holbrook, Substitutes.

**Questions and Comments from the Public:** Amon Purington, Holden resident and Attorney, voiced his concern for discouragement of public participation at hybrid meetings and his concern for the adequacy of remote participation. He stated remote participation requires participants to hear clearly and the current devices used does not always provide that. Jaime Pangburn suggested headsets or individual microphones. Superintendent Smith was concerned about back feed from microphones, but would look into options.

**Adjournment:** Holly Whitmore directed the Board to the back, inside cover of the Board binders to the evaluation questions. She asked the board to take a moment and evaluate how they felt the Board meeting went.

At 9:05pm, motion by Matthew Campbell with a second by Cherie Faulkner to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

DRAFT

Respectfully submitted by,

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

Approved:

DRAFT

RSU #63 District Meeting  
Date: October 5, 2021  
Location: Holbrook Middle School  
Minutes

RSU #63 Vice-Chair, Linda Graban called the RSU #63 District Meeting to order at 7:02pm for the purpose of expending funds from the RSU #63 Capital Reserve Fund to purchase a Bus Garage following the Warrant Articles set forth below.

**Warrant Articles (Attachment A)**

**Article 1:**

**"To elect by ballot a Moderator to preside at said meeting."**

Motion with a second to nominate John Bunker for the position of Moderator for the RSU #63 District Meeting.

John Bunker accepted the nomination. There were no other motions from the floor. By written ballot, John Bunker was elected Moderator with Mr. Bunker receiving 12 votes with none opposed.

Linda Graban, Board Vice-Chair, swore in Mr. Bunker.

**Article 2:**

**"To authorize an expenditure from the Capital Reserve Fund."**

Motion with a second to approve Article 2 of the RSU #63 Warrant as written in the amount of **\$260,000.00.**

Mr. Bunker asked the if there were any questions from the public on Article 2 of the RSU #63 Warrant as written.

There were no questions or discussion.

Motion was made with a second to approve Article 2 of the RSU #63 Warrant as written.  
By raised hand vote, Article 2 passed receiving 20 votes in favor and none opposed.

**Questions, Comments, and Announcements from the Public:** Mr. Bunker thanked Chuck Lawrence for his generosity in selling the building to RSU #63 for such a fair amount. Tom Copeland, Holden Town Council Chair recognized Tom and Kim Colavito, Holden residents and wished them well in their move.

**Adjournment:** At 7:15pm the meeting adjourned.

Respectfully submitted by,

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

**Approved:**



October 1, 2021

RSU # 63 has eight bus runs and two van runs so far this year.  
Full buses can carry 72 – 84 students vans 6 and driver

**High School Runs** (time first student is on bus and last dropped off)

Run A – 6:30 – 7:15a.m.

Run B - 2:00 – 2:50p.m.

Run E – 6:20 – 7:00a.m. 2:10 – 2:50p.m.

Run J – 6:30 – 7:30a.m. 1:50 – 3:00p.m.

Run L – 6:15 – 7:00a.m. 2:10 – 3:00 p.m.

Run M – 6:10 – 7:00a.m. 2:10 – 3:00p.m.

Run P – 6:00 – 7:00a.m. 2:10 – 3:00p.m.

Run S – 6:20 – 7:00a.m. 2:30 – 3:00 p.m.

Hampden Dismiss @ 1:55 for us, Bus leaves at 2:00. Bangor 2:05 & Bus leaves at 2:10. John Bapst 1:55 and Bus leaves 2:15. Brewer dismiss at 2:11 and Bus leaves 2:16

**Elementary Runs**

Run A – 7:30am – 8:30a.m. 3:00 – 4:00p.m.

Run B – 6:55am – 8:30a.m. 3:05 – 4:00p.m.

Run E – 7:30am – 8:30a.m. 3:10 – 3:55p.m.

Run J – 7:40 am – 8:30a.m. 3:00 – 4:00p.m.

Run L – 7:10am – 9:00a.m. 2:55 – 4:10p.m.

Run M – 7:20am – 8:20a.m. 3:10 – 4:00p.m.

Run P – 7:30am – 8:30a.m. 3:00 – 4:00p.m.

Run S – 7:10am – 8:30a.m. 3:00 – 4:00p.m.

**Afternoon**

Buses L, P & J Leave Eddington at 2:55 & 3:05

Buses S, B, A, E leave Holden 3:05 – 3:12p.m.

Bus M Leaves Holden 3:25p.m.

Buses S & B Leave Holbrook 3:15

Buses A, E, L, & M leave Holbrook 3:15 – 3:20p.m.

Before the State will consider funding for replacement they must meet the following criteria.

Type C - 10 Years old and 150,000 miles

Qualifies

Type D - 14 Years old and 245,000 miles

Vans - 7 - Years old 100,00 miles and must purchase a bus

Daily Runs	BUS Type	Vehicle #	Vehicle Cap.	Year	Make & Model	9/30/21 Mileage	Lease Payments
*	C	1	77	2018	Vision/Blue Bird	71,337	own
	C	2	66	2018	Vision/Blue Bird	38,410	own
*	C	3	77	2013	INT/Intergrated	105,361	own
*	C	4	77	2019	Vision/Blue Bird	52,384	own
*	C	5	77	2019	Vision/Blue Bird	58,694	own
*	A	6	30	2018	Chevy/Thpmas	58,344	own
*	C	7	77	2021	Vision/Blue Bird	32,152	own
*	C	8	72	2018	Thomas / C2	52,908	own
*	C	19	72	2008	Vision/Blue Bird	201,785	own
*	Van	20	7 Van	2019	Dodge Caravan	54,238	own
*	Van	21	7 Van	2019	Dodge Caravan	59,356	own
	Van	25	7 Van	2007	Dodge Caravan	188,983	own
	C	27	66	2016	Vision/Blue Bird	72,926	own
	C	28	77	2014	Vision/Blue Bird	133,131	own
	D	29	84	2012	Blue Bird	152,149	own
	Van	36	7 van	2011	Dodge Caravan	212,646	own
	Service/ Plow Truck			2004	Ford F250	50,432	own

Bus 2 & 27 have wheel chair lifts

Other transportation information:

Dedham:

We take care of the transportation and vehicle maintenance for the Dedham School department.

Dedham owns three buses and two vans. I have set their routes up so that they have two full time bus drivers of ours.

We also under a separate agreement, transport a student to Stillwater Academy.

We take care of the vehicle maintenance on the Airline C.S.D.8 vehicles at a rate of \$65.00 per hour

Orrington: As part of the contract with Hampden, we transport any students in Orrington going to Hampden Academy. 95% of the time this is done without any "extra costs" to us. I have set it up so that the Orrington/Hampden meet us at Brewer High each morning and in the afternoon, we meet them at a parking lot on South Main Street. The only days we are unable to do this is on early release days for Brewer or Hampden. I then have it set up with the parents of the students to call me if they need my help on that day.

The month of September we traveled 28,689 miles with our buses and vans, and purchased 2,848.3 gallons of fuel. Our buses get between 5.5 and 7.9 miles to the gallon on average. After taxes are removed we paid \$2.70 for diesel and \$2.64 for gas.

We also have three drivers that are looking at retiring from bus driving after this school year.

## School Bus Information

Year	Miles Traveled	Fuel Used	Bus Slips		
			Holbrook	Holden	Eddington
1999/2000	205,715	24,577.10	100	4	33
2000/2001	216,510	26,068.80	95	5	23
2001/2002	211,859	26,041.00	75	24	18
2002/2003	208,800	25,056.40	75	9	12
2003/2004	187,227	24,019.60	49	7	18
2004/2005	200,369	24,132.00	33	5	14
2005/2006	202,140	23,519.80	57	3	49
2006/2007	180,692	21,858.00	42	19	31
2007/2008	218,012	23,451.70	51	10	17
2008/2009	193,804	23,279.00	45	24	26
2009/2010	241,765	27,964.00	46	10	40
2010/2011	199,385	26,060.10	68	27	36
2011/2012	196,192	22,705.00	57	35	64
2012/2013	263,825	26,231.90	25	18	36
2013/2014	235,156	24,664.00	34	34	24
2014/2015	195,727	20,620.80	26	30	25
2015/2016	177,532	23,169.70	67	43	54
2016/2017	258,093	26,855.90	31	21	10
2017/2018	205,542	24,513.00	85	55	27
2018/2019	233,285	31,289.20	69	47	13
2019/2020	168,122	19,238.75	37	17	1
<b>2020/2021</b>	202,896	28,159.96	47	26	7

### Field Trips (not counting sports or swim)

1998/1999	79	2008/2009	68	2016/2017	37
1999/2000	65	2009/2010	75	2017/2018	41
2000/2001	64	2010/2011	76	2018/2019	46
2001/2002	98	2011/2012	66	2019/2020	21
2002/2003	79	2012/2013	62	<b>2020/2021</b>	26
2003/2004	109	2013/2014	46		
2004/2005	94	2014/2015	39		
2005/2006	74	2015/2016	35		

Bus Garage	Light Bill	Heating Oil	Bus Garage	Light Bill	Heating Oil
2010/2011	\$3,354.85	2,700	2015/2016		
2011/2012	\$2,106.41	2,170	2016/2017		
2012/2013	\$2,159.54	2,086	2017/2018	\$3,750.62	
2013/2014	\$3,347.97	2,449	2018/2019	\$3,525.50	
2014/2015	\$2,812.31	1,725	2019/2020	\$2,894.51	
			<b>2020/21</b>	\$2,279.73	1740.5

# Holbrook School

702 Kidder Hill Road

Holden, Me 04429

# Office of the Principal

Tel: (207) 843-7769 Fax: (207) 843-4328

Ashley Allen, Principal [Aallen@rsu63.org](mailto:Aallen@rsu63.org)

Ebonie Baker School Counselor [Ebaker@rsu63.org](mailto:Ebaker@rsu63.org)

Michele Archambault, AD [Marchambault@rsu63.org](mailto:Marchambault@rsu63.org)

Sharon Haskell, Assistant Principal/Instructional Coach [Shaskell@rsu63.org](mailto:Shaskell@rsu63.org)

Dawna Bickford, District Nurse [Dbickford@rsu63.org](mailto:Dbickford@rsu63.org)

Karen Everhart, Administrative Assistant [KEverhart@rsu63.org](mailto:KEverhart@rsu63.org)

## Holbrook School Principal's Report 10-15-21

### Approximate Enrollment:

Grade 5	43
Grade 6	53
Grade 7	58
Grade 8	45
Total	199

Welcome to Steve Spann our new day custodian! Thank you to the Clewelyville Circle Group of NBEUMC for their donation of 100.00 toward supplemental snacks for students in need. Another thank you to Selina Lufkin and the Shoestring Thrift Shop for their donation of extra socks, that will come in handy in the upcoming seasons! Last but not least thank you to the Catholic Charities group for assessing our need for student sneakers, we look forward to growing our collection with their future donation.

### Focus on instruction:

I have started officially getting into classrooms for observations. Classrooms are my favorite place to be! Seeing our professionals engage with students in unique and creative ways is the highlight of my position. Which is why I will continue to share with staff, the great ideas from their colleagues in my weekly email to them. In spite of the challenges we continue to face with Covid-10 and social emotional needs, I'm continually impressed with the professionalism and dedication of our new and veteran staff members. Our community is very fortunate to have these educators at the helm of student learning. They are exceptional at their craft.

The NWEA testing window is closing soon and teachers have access to whole school, grade level and individual student data immediately after the testing window. This data will continue to be used by the steering committee to write the district student growth goal. This snap shot of student performance helps us target needs and support for all students.

It's hard to believe that trimester one progress reports went home Tuesday, October 12<sup>th</sup>. Students have ample time to make efforts to improve marks prior to report card distribution in December. Remote Parent Teacher Conferences are scheduled for October 27<sup>th</sup> through October 29<sup>th</sup> and parents may access and schedule conferences through the Appointment Plus software. Parents will be sent the link to the Appointments Plus system soon.

### Other Important Things

The Holden Fire Department continues to be a terrific support as we practice fire drills at Holbrook. We have two more scheduled in October and that will put us at 5 drills for the Fall.

Good luck to our fall athletic teams as they enter into their end of season tournaments. Our Soccer teams and Cross Country team members will be playing/running in tournaments the week

of October 15<sup>th</sup>. I'm happy to report that our programs continue to experience growth in individual development and team concept acquisition over the course of the season. Additionally, our after school clubs are a huge hit! It doesn't seem possible but soon we'll be well into pre season basketball, cheering and chess.

Our 5<sup>th</sup>, 8<sup>th</sup> grade, and Life Skills students have all had an off campus learning experience this Fall. Each of these trips were rooted in curriculum and were designed to support their in class learning with real life experiences. The 6<sup>th</sup> and 7<sup>th</sup> grade staff are looking into things that may take place in the coming months or in the Spring. Thank you for supporting this kind of authentic learning in RSU 63.

Sincerely,  
Ashley Allen

*Ashley Allen*

Principal, Holbrook Middle School



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: 207-843-432

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 October board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. It is so **GREAT** to have our students attending school! It was nice to have the temperatures reach 60's in early October, but the weather is changing rapidly with colder and darker mornings and evenings, fall is in the air...I am sure the **124** students at Holden (**41** in 2<sup>nd</sup>, **43** in 3<sup>rd</sup>, & **40** in 4<sup>th</sup>) and **112** at Eddington (**30** in PK, **43** in K, & **39** in 1<sup>st</sup> (**236 total and 3 less students than a year ago**)) can't wait for Halloween. Routines (mask wearing, social distance, etc.) continue inside and outside our buildings. The staff are busy in preparation for their "Virtual" parent teacher conferences at the end of October.

The fire departments in Eddington & Holden have been helpful with several fire drills held in October. Safety is #1 and great to have these two resources in our communities. Another big thanks to these two departments for visiting the classrooms during "Fire Prevention Week." A job well done!

Many thanks to Miss Wendy, Miss Marie, and Miss Heather, our elementary cooks, who prepare wonderful meals for our children. The meals are no cost, so the numbers are on the rise. Well done ladies!!

The air quality project has been in full swing at the Holden School and they are about to start work in classrooms on Oct. 25<sup>th</sup>. Our art & music teachers will be on wheels for a while as we place classrooms in their rooms while new vents are put in the homerooms. I keep reminding all, just remember when it is complete the air exchange will be occurring many more times and at shorter intervals than at present. Heating should improve as well!

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



Respectfully submitted,  
Mr. Spencer



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

*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.*

**10/15/2021 Sharon Haskell Board Report**

**Sharon Haskell**  
**District Instructional Coach/Assistant Principal/504 Coordinator**

**Reflection:**

Thank you to our community, our teachers, and our students for working together to create a safe space to learn and simply be with one another.

**Instructional Coach:**

- Gayle and I completed our Universal Design for Learning through CAS1 training course. Our plan is to use this learning to help guide instruction within our schools.
- We have worked across all three schools to answer questions about instruction and ensure teachers have the instructional resources they need.
- On October 12th partners from the RiSE center met to discuss looking into NWEA data with teachers. Their partnership will be long term, as they recommend taking an in-depth look into NWEA information.
- Sat in on a kindergarten lesson with Dee Nicholas along with debrief with the K-team.
- I would like to share some of the great and welcoming work I have seen in our schools:
  - Grade 5 planting trees in Holbrook's apple orchard.
  - Grade 5 went to Fields Pond and learned all about energy transfer within the food chain and put their knowledge of Energy Pyramids to use in the "Critter Restaurant." They played an Energy Transfer relay game and learned about leaf pigment at the outdoor classroom. They also enjoyed a hike on the Fern Trail.
  - Mrs. Walsh began the year doing an activity inspired by the artist Kelsey Montague with #whatliftsyou. The students created an image on a balloon about what lifts them up.
  - Mr. Simko's students had to maintain a velocity on their path around the "box" as they wrote down what they noticed in their orbits.

**Assistant Principal:**

- Focused on relationships with students and staff at all three schools.
- Supported Ashley and Don
- Sub calling & Recruiting. Contacted Husson and Umaine to get word out about our need for substitutes.
- Attended Virtual MAP Growth for Maine Educators



**504 Coordinator:**

- I have been working through each 504 and have had initial meetings as well as follow up meetings with current students who have a 504.

Respectfully submitted,

Sharon Haskell

**Grade 5 planting trees in Holbrook's apple orchard.**



### Grade 5 Fields Pond



### Grade 5 Fields Pond



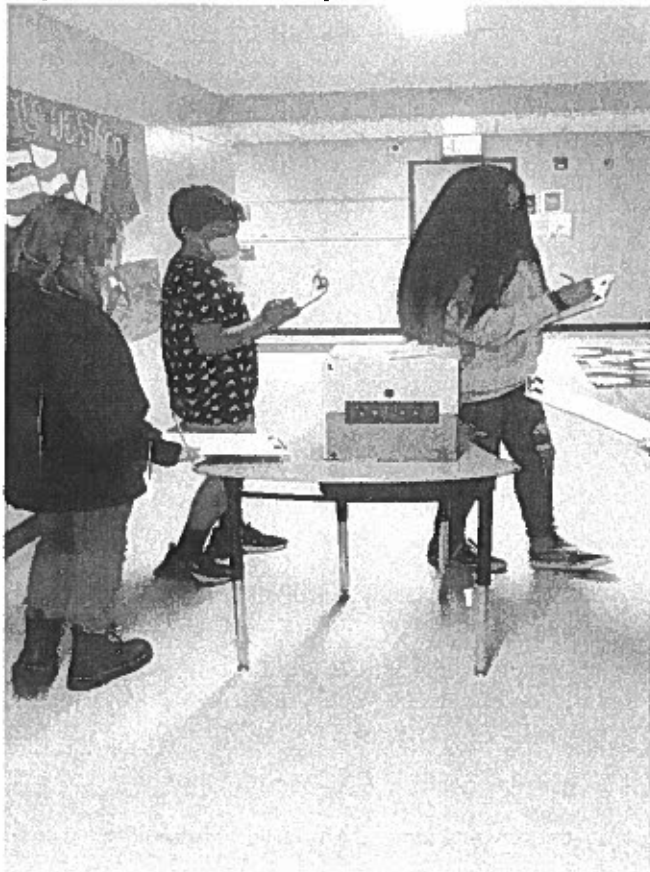
### Grade 5 Fields Pond



**Mrs. Walsh: Kelsey Montague with #whatliftsyou**



**Mr. Simko's students had to maintain a velocity on their path around the "box" as they wrote down what they noticed in their orbits.**





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

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

### **Director of Special Services Report – October, 2021**

I have spent the last month working on the Corrective Action Plan given to RSU 63 by the Maine Department of Education (MDOE) after the Progress Monitoring File Review conducted by the MDOE in January. The MDOE found 9 instances of noncompliance (the MDOE told me that 30 is the average from other districts across the state), and we have successfully rectified all nine areas. I am awaiting a response from the file reviewer to determine if Prong I has been accepted. Prong I is the stage where I reviewed the errors with my staff during our team meeting. For Prong II, I will have to submit evidence from upcoming Individual Education Program (IEP) meetings that show we have made systematic and consistent improvement in our compliance with DOE expectations. I anticipate completing Prong II over the next few months, well ahead of the May 30th deadline. From there, my staff and I will continue following the best practices suggested by the MDOE to maintain compliance.

We completed and certified student count process for the 2021-2022 school year. The number of students who receive special services in RSU 63 is 139 in grades Kindergarten through 12th Grade. That is down 3 from last year, mainly due to students with special needs moving out of our district. Whenever a student registers in our school district, I review to Individualized Education Program to ensure that we have the resources to implement the programming that the student requires effectively. The vast majority of the time, we have the resources needed in order to provide what the student requires. Sometimes, equipment must be purchased, staff must be hired, or programs need to be delivered in out-of-district placements in order to meet the needs of a student. After a student has started attending, we hold a transfer meeting to discuss the current IEP and determine if any amendments need to be made based on regular education schedules and curriculum. If a student received 60 minutes of services each day at their previous school, but our schedule has 45 minute classes, I recommend reducing the time on the IEP so the student doesn't miss 15 minutes of their next class.

We also added several students new to our district to the Co:Writer program on their laptops and Chromebooks. The word predictive software also has voice to text capabilities and text to voice capabilities so students who struggle with reading and writing can use this assistive technology as an accommodation on their writing assignments to help them produce essays that capture their true knowledge and perspective without being limited by their disability.

Respectfully Submitted,

Jesse Gauthier,  
Director of Special Services





George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

To: RSU 63 Board of Directors  
From: George Cummings  
Date: October 18, 2021  
Re: Monthly Report

---

I submit this report to the School Board of Directors for October 2021.

#### **MDOE Student Data Reporting**

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

#### **Student Information System Evaluations**

I received a call this month from Tyler Technologies VP of K-12 Business Development and he explained that they will be consolidating their efforts to get to one supported student information system and to discuss the status of TylerSIS in the State of Maine.

There are currently 2 student information systems Tyler Technologies support and a decision has been made to get to one supported system. Unfortunately, the TylerSIS version we use will become non-supported in the near future. To continue with Tyler Technologies, we would need to do another data migration to their supported version along with staff training. He also indicated that there are only 2 Districts in Maine (RSU63 and RSU64) using TylerSIS. Because of this, it may not make sense financially for Tyler Technologies to support TylerSIS in Maine at all.

In my brief conversation with RSU64's Curriculum Coordinator, who manages their TylerSIS system, they will most likely move to another SIS system like PowerSchool or Infinite Campus.

The Administrative team and Technology Committee will begin the process of evaluating new student Information systems over the next few months. The SIS systems we plan to evaluate are Infinite Campus and Powerschool. These are the 2 most popular SIS systems used by school Districts in Maine. Currently Brewer and Bangor School Departments use Infinite Campus and RSU 22 (Hampden) uses Powerschool.

Our first presentation will be with Infinite Campus on November 9<sup>th</sup>.

Respectfully submitted,



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

**Transportation:**

We are still waiting for our new bus to arrive. It seems one of the wire harnesses needed is not being manufactured at this time. We have been busy with repairs and driving bus routes. With the mechanic and I, we have just enough drivers. We have had one of our buses at O'Connor's in Augusta for recalls, some engine parts, and they are painting the nose of bus.

**Facilities:**

**Holden School:**

Thursday the 14<sup>th</sup>, I spent two hours meeting with the construction crews and Carpenter Associates going over the work done to date and scheduling when they will start working in classrooms. They will start in rooms 6 & 8 on October 25<sup>th</sup>. Things are looking great and they estimate being completed in February.

**Eddington School:**

All is good at this time.

**Holbrook School:**

We have had some trouble with the boiler, circulator pumps, and several fittings in the boiler room. At this time, everything is operating. I am currently getting a price to replace our water filtering system. Over the past five months, we have been doing a lot of repairs to this old system. The new daytime custodian is working out very well at this time. He has a lot to learn, but is very eager to learn what is needed for the day to day operations.

## Budget and Finance Committee Meeting 09/15/2021

**Called to Order:** 6:01pm

**Members Present:** Tracy Bigney, Linda Graban (left meeting at 6:30pm), Cherie Faulkner

**Also Present:** Holly Whitmore (Board Member), Susan Smith, and Kelly Theriault

**Change in Agenda:** Superintendent Smith recommended to move Other, Next Meeting Dates, Bids, and Financials to the start of the meeting, before Linda Graban has to leave. All agreed.

### **Other**

- Elect Chair/Vice-Chair: Cherie Faulkner accepted the nomination to be Chair and Linda Graban accepted the nomination to be Vice-Chair. All approved. Superintendent Smith asked Cherie Faulkner if she wanted to do minutes, or continue with the recording and Shelley Wyman helping with minutes. Cherie confirmed to continue with recording and Shelley.

### **Next Meetings**

- Wednesday, September 22, 2021 at 6:00pm (for Eddington IAQ Bid Update)
- Wednesday, October 13, 2021 at 6:00pm
- Wednesday, November 10, 2021 at 6:00pm
- Wednesday, December 8, 2021 at 6:00pm
- Committee will try to meet the 2<sup>nd</sup> Wednesday of each month at 6:00pm.

### **Bids:**

#### • **Eddington SRRF IAQ**

- Bids came in today from Carpenter Associates. Only one bid was received (ABM, Inc.). The bid came in twice the amount budgeted. Superintendent Smith called Randy Bragg, at Carpenter Associates to question why the bid was so much higher than expected. Through various lines we could put toward the Eddington Project:

\$630,000 in bond budget  
\$ 32,500 bid contingency (built into bond budget)  
\$ 63,000 construction contingency  
\$127,000 ESSER 3 Application  
\$852,500 Total

Superintendent Smith discussed this amount with Randy Bragg. He is going to meet with the bidder and ask about the Schedule of Values and their input on how to trim the project. Randy thinks the money needs to go toward classroom spaces as that is where kids spend most of their time. Superintendent Smith will schedule a virtual meeting with Randy Bragg for next week on September 22, 2021 to finalize the Eddington IAQ bid detail and confirm recommendation to the Board for September 27, 2021.

### **Negotiations:**

- Superintendent Smith advised she reached out to Steve Carr, former Board Member/Negotiation Committee Member and he is interested in negotiating again. She did not reach out to Jenn Newcomb. Superintendent Smith and Holly Whitmore spoke with legal counsel. They could sit in on negotiations, however it may not be received well or set a good tone to start off negotiations. Sitting in on negotiations would be costly and can be more polarizing. Legal counsel could provide support behind the scenes. The committee would like Superintendent Smith to start with sending the current Teacher Agreement to legal counsel for review and suggestions.

### **FY21 Financials:**

- **August FY22**  
Transportation, Facilities, and System Admin, were a little off from average expenses at this time of year (83% remaining). Workers comp and encumbered items were the reason for the difference. No red flags.
- Kelly Theriault advised there is no hot lunch financial at this time as school just started and nothing to compile yet. Tracy Bigney asked why food orders do not have purchase orders. Kelly Theriault advised it is tracked differently, but any maintenance needs have purchase orders. Commodities and after-school snack program was explained.

### **Audit FY21:**

- Bill Hall, RHR Smith was on site today. He only needed one day on site as a pre-audit had been conducted with Kelly Theriault. A single item audit will need to be done due to COVID federal funds received. He asked for award letters and trial balance of all federal funds to narrow down which account he will do a single audit on. Overall, the audit is going very well and we are in good shape.

- Tracy Bigney asked how many years we have worked with RHR Smith. Kelly Theriault advised we have worked with them for several years and are in year two of a three-year contract.
- Susan Smith advised when we go to bid, we will need to budget more funds as the cost for auditors has increased significantly.

**Facilities:**

- **Projects**

- Holden IAQ project is going slower than anticipated.
- Holden Generator is taking longer to arrive than anticipated. Hopeful to receive and install in November.
- Eddington Roof is going to bid again. It has started leaking again. This bid previously came in significantly higher than anticipated.
- Eddington Intercom is going to bid for replacement.
- Clifton Selectboard meeting went well. They were very supportive of the purchase of the bus garage and using the additional state revenue this year to off-set taxes next year.
- Holden Town Council meeting went well. They were also supportive of the purchase of the bus garage.

**Meeting Adjourned:** 7:05pm

## Budget and Finance Committee Meeting 09/22/2021

**Called to Order:** 6:07pm

**Members Present:** Tracy Bigney and Cherie Faulkner

**Also Present:** Susan Smith, Kelly Theriault, and Randy Bragg (via Google Meet)

**Members Absent:** Linda Graban

**Eddington Indoor Air Quality Bid:** Superintendent Smith introduced Randy Bragg, Carpenter Associates. Randy has been in communication with ABM this week, knowing the amount we have to work with (\$850,000). Superintendent Smith received good news today. ESSER III has been approved!

Randy Bragg advised only one bid was received. Highly recommended by Carpenter Associates. He is working with them to lower the cost as the bid came in much higher than anticipated. Randy advised the discussion with ABM is focused on classrooms air quality improvements.

Randy presented three focus options.

1. Lower ERV (Energy Recovery Ventilator) unit price. These units are housed in attic space/ceiling space.
2. Horizontal units in the ceiling. Comparable to cabinet floor units, but in the ceiling.
3. Replace current cabinet units in classrooms with larger units that can handle the increased air flow and possibly some gym/café and library area work as well.

Randy will have more information regarding the MERV13 filter and air exchange capacity this week. Discussion took place on scope of work and bond application. Digital control options were discussed. Materials cost increases were discussed.

Randy does not feel he can have information ready for the Board meeting on Monday, September 27, 2021, but does not want to wait for another month to go by. Superintendent Smith suggested Tuesday, October 5, 2021 at 6:00pm and then ask for a Special Board Meeting around October 12-14th. Kelly Theriault suggested the Budget and Finance Committee could recommend to the Board Monday night to accept ABM as the low bidder for Eddington IAQ with details still needing to be worked out. Superintendent Smith recommended the details could be presented to the Board at the Special Board Meeting. Cherie Faulkner suggested we go back to bid since we only got one bid. She doesn't feel good about the price. Mr. Bragg advised the timeline to go back to bid is a long process and voiced his concern for meeting deadlines (project completion by August 2022). He felt it would be best to work with ABM and would not be of benefit to go back to bid. Kelly Theriault asked how many contractors participated in the bidders meeting. Randy advised there were 2 or 3 contractors at the meeting. Superintendent Smith advised the cost to go back to bid is significant.

Cherie Faulkner does not feel there is enough information to make a decision tonight. Tracy Bigney reiterated our recommendation Monday would be to accept ABM as low bidder only, not the price.

### **Other**

Superintendent Smith shared the details of the Holden sub-division rules for the Bus Garage, Environmental Assessment, and additional costs.

### **Next Meetings**

- Tuesday, October 5, 2021 at 6:00pm. Eddington Indoor Air Quality Bid
- Wednesday, October 13, 2021 at 6:00pm
- Wednesday, November 10, 2021 at 6:00pm
- Wednesday, December 8, 2021 at 6:00pm
- Committee will try to meet the 2<sup>nd</sup> Wednesday of each month at 6:00pm.

**Adjourned:** 7:25pm

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** October 18, 2021

**From:** Kelly Theriault

**RE:** October 2021 Board Report

- 
- The Budget & Finance committee met on October 13, 2021. Randy Bragg (Carpenter Assoc.) updated the committee on the Eddington HVAC (SRRF) project. The committee asked questions regarding new bid specs, pricing, timelines, re-bid option, etc. The committee unanimously voted to put the project back out to bid with support from Mr. Bragg to do so. The committee also reviewed the Eddington roof and the Eddington intercom system bids. There were three roof bids, each was over the allotted budget for the project; the committee recommends Complete Construction. There were two intercom bids, both were higher than the budgeted amount; at the recommendation of Superintendent Smith, the committee rejected all bids. The budget allowed for the intercom will be combined with the roof to complete this higher priority need. FY22 financials were reviewed. Staffing shortages and long term leaves are impacting some budget areas and are being monitored regularly. The next regular meeting for the Budget & Finance committee is on November 10 @ 6:00.
  - I attended webinars on child nutrition P-EBT benefits, USDA programs, Funding allocation and impacts to the ED279, and MEDMS staff and student reporting (these are significant components to the EPS funding.)
  - In food service, we're experiencing a fair amount of food shortages, substitutions, delays and price increases. We're being told its likely going to continue and may get worse before we see improvements. Last month, the USDA delivery didn't arrive because of trucking shortages. This sometimes impacts the menu; the staff do a great job of working with what they have.
  - Reports completed this month in the business office; MePERS, 1<sup>st</sup> Quarter Revenues & Expenses, EFS 07 (special education out of district tuition), local entitlement FY21 year-end report, Quarterly 940ME, Quarterly 941, Quarterly Unemployment report, multiple worksite data report, NSP (national school lunch program) monthly claim and reimbursement invoices.

# MSAD63

## Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget 7/1/2021 - 6/30/2022	Current Period 9/1/2021 - 9/30/2021	Reported Period 7/1/2021 - 9/30/2021	Encumbrances 7/1/2021 - 9/30/2021	Amount Remaining 7/1/2021 - 9/30/2021	Percent Remaining 7/1/2021 - 9/30/2021	Last Year Period 7/1/2020 - 9/30/2020
<b>Subtotal Regular Instruction</b>	\$2,789,944	\$276,602	\$378,295	\$63,562	\$2,348,087	84%	\$386,726
Subtotal Reg 9-12	\$3,062,816	\$150,101	\$150,101	\$0	\$2,902,715	95%	\$178,698
Subtotal Special Education	\$1,604,850	\$104,627	\$170,857	\$137,601	\$1,296,392	81%	\$223,198
Subtotal Staff & Student Suppl	\$549,707	\$50,133	\$125,375	\$3,399	\$420,933	77%	\$120,258
Subtotal Facilities	\$1,246,147	\$227,520	\$487,315	\$195,005	\$563,827	45%	\$238,703
Subtotal Transportation	\$783,043	\$55,403	\$139,241	\$177,576	\$466,226	60%	\$198,036
Sub Total Trans to Other Units	\$0	\$10,605	\$12,495	\$0	\$12,495	---	\$16,890
Subtotal System Administration	\$356,652	\$35,166	\$128,224	\$5,114	\$223,314	63%	\$111,143
Subtotal School Administration	\$454,096	\$47,667	\$121,403	\$4,264	\$328,429	72%	\$117,061
Subtotal Other Instrn	\$66,496	\$0	\$127	\$3040	\$62,729	94%	\$359
Subtotal All Other	\$30,000	\$0	\$26,000	\$0	\$4,000	13%	\$62
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$907,244	\$82,833	\$275,754	\$13,018	\$618,472	68%	\$228,625
<b>NET REVENUE OVER EXPENSE</b>	\$10,933,751	\$957,822	\$1,739,433	\$598,161	\$8,604,157	79%	\$1,591,134

# MSAD63

## Income Statement Hot Lunch

Report # 27211

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	9/1/2021 - 9/30/2021	7/1/2021 - 9/30/2021	7/1/2021 - 9/30/2021
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(1,575.00)	(1,629.65)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$ (1,575.00)</b>	<b>\$ (1,629.65)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	10,927.14	11,643.46	37,915.41
6000-0000-31000-5202040-950 UNEMPLOYMENT	16.79	16.79	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	1.16	786.53	0.00
6000-0000-31000-5208010-950 REGULAR E.E - HEALTH	1,919.00	2,084.52	0.00
6000-0000-31000-5208015-950 REGULAR E.E - DENTAL	75.66	80.34	0.00
6000-0000-31000-5208020-950 REGULAR E.E - OASDI/MCR	156.09	166.21	0.00
6000-0000-31000-5218000-950 FICA MEDI	667.46	710.66	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT. REGULAR E.E	16.08	37.52	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	1,240.88	800.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	13,675.27	17,354.84	0.00
6000-0000-31000-5630030-950 SNACK	207.06	244.46	0.00
6000-0000-31000-5630035-950 AFTERSCHOOL SNACK	0.00	0.00	539.24
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	903.27	5,526.57	940.00
6000-0000-31000-5890000-950 Repairs	0.00	0.00	850.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$28,564.98</b>	<b>\$39,892.78</b>	<b>\$41,044.65</b>
<b>GRAND TOTAL</b>	<b>\$26,989.98</b>	<b>\$38,263.13</b>	<b>\$41,044.65</b>



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

*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:** OCTOBER 2021

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

The meetings on Monday, October 25<sup>th</sup> are being held at the **Eddington Elementary School**.

***There will be a tour of the Eddington School at 6:00pm followed by an Executive Session at 6:30pm.***

*Public Session will resume at approximately 7:00pm in the Eddington Gym.*

### **COVID-19 Update**

During the past few weeks, we have had several staff members and students test positive for COVID-19. When we know a positive person has been in our schools or on our buses during the time period when they could be contagious, we notify the RSU 63 community through our SchoolMessenger email system and begin contact tracing.

A close contact is defined by the Maine CDC as "an individual with exposure to the confirmed or probable case within 6 feet for 15 minutes or more (cumulatively in one day) regardless if individuals were wearing face coverings, or having direct physical contact with a person with confirmed COVID-19 during the infectious period (physical touch or direct contact with secretions or excretions of an infected individual)."

Nurse Bickford or I (or, in some cases a principal) directly notify all close contacts or their parents, including those who are fully vaccinated. We do this through face-to-face conversations or phone calls. We ask about vaccination status and if the contact has had COVID-19 already. We also confirm whether or not the close contact participates in pooled testing, if they would like a technology kit, and if they need food for their child.

Based on where the contact occurred and whether the positive person is a student or an adult, we inform close contacts or their parents about the next steps they need to take. The table on the next page helps clarify quarantine requirements.





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

*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.*

For each close contact (CC) who is asymptomatic and who has not tested positive for COVID 19, use the following matrix to determine quarantine:

Where was the exposure?		Outside of school	Classroom	Bus, lunch area, or other school areas
What exceptions do they qualify for?				
1 Fully vaccinated		No quarantine	No quarantine	No quarantine
2 Positive within 90 days and no longer infectious		No quarantine	No quarantine	No quarantine
3 Pooled testing participant		Quarantine	Community quarantine May attend school-based activities*	Community quarantine May attend school-based activities*
4 School enforces mandatory masking policy; exposure was 3-6', & both CC & COVID+ case are students		Quarantine	Community & activity quarantine May attend school-day hours**	Quarantine
5 None		Quarantine	Quarantine	Quarantine

\* Individuals may attend all school and school-affiliated activities, but must quarantine outside of school activities.

\*\* Students may attend class and other school-day events, but must quarantine outside of the school day.

When making these calls, we encounter a variety of reactions. Some parents are angry and express disbelief in COVID-19 and cautionary procedures. In those instances, we politely convey the information we are required to share. We try to listen, but often need to move to the next call without engaging in an argument.

Some parents and staff members are very concerned about COVID-19 and what to do. We try to acknowledge that things can be terribly hard and scary at times but also recognize that we have some real and effective safeguards. We know that getting vaccinated, wearing masks, participating in pooled testing and individual testing, quarantining when required, and keeping some physical distance at school can keep us relatively safe in our schools.

After talking with or leaving messages for close contacts, I follow up with individual emails to every close contact, outlining testing recommendations, quarantine requirements, COVID-19 symptoms, and where to go to get additional information.

Nurse Bickford submits a report to the Maine CDC with the names, birthdates, and contact information of close contacts who are not fully vaccinated, not in pooled testing, and have not already had COVID-19.



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

*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.*

When one of our pools tests positive, we also administer BinaxNOW tests to all the people in that pool in order to determine who has COVID-19. We have recently begun offering the BinaxNOW test to staff members who are close contacts due to potential exposure at school. Each time we use a BinaxNOW test, Mrs. Bickford also reports that information to the Maine CDC.

### **District-Wide Committees**

In addition to the Board Committees of Policy and Budget & Finance, we have many district-wide and school-based committees and teams that meet throughout the year. Examples of school-based committees include "RTI" (Response to Intervention), Grade Level Teams, Content Area Teams, and Holbrook LEADership Team (Listen, Empathize, Appreciate, Design). These school-based committees meet monthly.

All administrators, nearly all teachers, and several support staff members serve on our district-wide committees. Below are the focus areas and meeting dates of the district-wide committees.

### **2021-2022 RSU 63 District-Wide Committees**

Most of the District-Wide Committees start at 3:30pm and end at 5:00pm.

**Certification Committee** meets approximately once a month during the school year.

**Goal:** Guide the recertification process for teachers and educational technicians.

**Chaired by Brenda DeRoche.** Includes at least three teachers, one ed tech, and Don Spencer as the Administrative Representative.

**Fall Meeting Dates:**

Monday, October 4<sup>th</sup>  
Monday, November 1<sup>st</sup>  
Monday, January 3<sup>rd</sup>  
Monday, April 4<sup>th</sup>  
Monday, May 2<sup>nd</sup>  
Monday, June 6<sup>th</sup> (if needed)

**Writing Curriculum Committee** resumed this summer and will continue throughout the year.

**Goals:** Finish revising Grade Level Priorities and Instructional Units for Writing. Recommend changes to Writing Assessments and Rubrics for piloting this school year (one district-wide writing assessment per grade). **Facilitated by Susan Smith.**



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*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.*

---

### **Meeting Dates:**

**Sept. – Nov.** Susan will be asking for feedback regarding the “Grade Level Writing Priorities” and Instructional Units during Grade Level Team meetings (K-5) and 6-8 Content Area Team meetings.

**Jan. – Mar.** ½ day release (sub coverage) for Instructional Units for Writing. Recommend changes to Writing Assessments and Rubrics for piloting this school year.

**Safety Committee** meets three times per year.

**Goal:** Help maintain a safe and healthy learning and working environment for students and staff.

**Facilitated by Jake Morgan** with approximately 7 members.

**Meeting Dates: Meetings start at 3:45pm**

Tuesday, September 21<sup>st</sup> (at Holbrook)

Wednesday, November 3<sup>rd</sup> (at Holden)

Wednesday, December 15<sup>th</sup> (at Eddington)

**School Nutrition** meets quarterly (more often if needed).

**Goals:** Provide training and updates to any rule changes and waivers, make adjustments to program, share menu ideas, participate in state review.

**Facilitated by Kelly Theriault** with our cooks (other staff members and guests included as needed).

**Meeting Dates:**

Fall Meeting is Thursday, October 28th

**Security Committee** meets once a year (more frequently if needed).

**Goal:** Help maintain safe and secure school facilities and transportation.

**Facilitated by Don Spencer** with other administrators and representatives from local law enforcement and fire departments.

**Meeting Date:**

Thursday, October 14<sup>th</sup> at the Holbrook School at 4:00pm

**Staff and Student Wellness Committee** will meet three times per year.

**Goal:** Help maintain a safe and healthy learning and working environment for students and staff.



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*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.*

---

**Facilitated by Dawna Bickford and Susan Smith** with approximately 10 members.

**Meeting Dates:**

Wednesday, October 20th  
Wednesday, February 16th  
Wednesday, May 4th

**Steering Committee**

**Goal:** A Professional Growth and Evaluation System aligned to RSU 63's vision and goals as well as Maine's LD 1858 (An Act to Ensure Effective Teaching and School Leadership).

**Facilitated by Susan Smith.** We will be asking for participation from additional teachers and hoping for approximately 12 members.

**Meeting Dates:**

- Met this summer to recommend changes to our Professional Growth and Performance Evaluation System.
- **Tuesday, February 15<sup>th</sup> at 3:30pm** - Winter meeting to monitor progress towards building SLOs and gather feedback on how iObservation is going.
- June meeting (Date TBD) - Review NWEA/SLO data and gather feedback.
- Summer 2022 meeting (Date TBD) to update handbook and make recommendations to the Board of Directors.

**Student Success Committee** (inc. Drop Out Prevention) will meet 3 times during the year.

**Goal:** Improve student attendance (drop-out prevention) and behavior.

**Facilitated by Susan Smith and Janet Nichols** with approximately 15 members.

**Meeting Dates:**

- Tuesday, December 7<sup>th</sup> (SDQ – Behavior Screening Data) at Holbrook
- Tuesday, January 18<sup>th</sup> (2<sup>nd</sup> Quarter Attendance and Behavior Follow-up) - Building Based Meeting
- Tuesday, April 26<sup>th</sup> (3<sup>rd</sup> Quarter Attendance and Behavior Follow-up) Building Based Meeting

**Teaching and Learning Committee**

**Goal:** Continue to evaluate, refine, and implement instructional strategies, Universal Design for Learning, and technology resources to refine our practice and improve student achievement.



## **Regional School Unit 63**

**Clifton, Eddington, and Holden**

*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.*

---

**Facilitated by Sharon Haskell, Gayle Middleton, and Susan Smith** with approximately 15 other members.

**Meeting Dates:**

Thursday, September 16<sup>th</sup>  
Thursday, October 21<sup>st</sup>  
Thursday, November 18<sup>th</sup>  
Thursday, January 13<sup>th</sup>  
Thursday, March 10<sup>th</sup>  
Thursday, April 7<sup>th</sup>  
Thursday, May 12<sup>th</sup>

**Technology Committee**

**Goal:** To help evaluate and determine the hardware and software needs of the district. Our Tyler SIS students information system is being discontinued at the end of this school year. This year, the Technology Committee will also be reviewing different Student Information Systems and making a recommendation for next year.

**Facilitated by George Cummings** with approximately 10 other members.

**Meeting Dates:** Additional meetings will likely be needed this year in order to select new Student Information System software.

Tuesday, November 9<sup>th</sup>  
Tuesday, February 8<sup>th</sup>  
Tuesday April 12<sup>th</sup>

## October Board Chair Report

Once again, I am thankful that school has remained in session, despite many obstacles. The administration, teachers, ed techs, and all support staff have done an amazing job juggling to keep school open for our students. If you get the opportunity, please thank them.

There certainly has been a lot of important things going on with the Policy and Budget and Finance committees. Thank you for your time and careful consideration on these matters. It's great to see us working as a team, listening to one another and working towards solutions. To promote a productive team, we need people to be on time, prepared, and to keep to the agenda, so our important decisions can be made.

Thank you for completing the Superintendent evaluation. I will be completing the summary and getting it to you, so you will have time to review it before the executive session. The data from the School Culture 360 will be available to us before the November board meeting. We will include those two pieces to come up with goals for Mrs. Smith to work on over the next year.

Once we have the results from the School Culture 360 survey, we can begin planning the strategic planning workshops. This will be a great opportunity to introduce and discuss solutions to some of our district's challenges and highlight many of the great things that are currently happening in our district. I encourage you to look up what other schools have for strategic plans. I also encourage you to attend some of the district-wide committee meetings in our district. These committee meetings will give you a first-hand account of what is happening in our three schools, programs that are in place, how teachers and administrators are meeting goals, challenges and successes. I believe we will get a complete calendar of meeting dates in our board packets.

\*The Staff and Student Wellness committee meets on October 20 at 3:30.

\* The Teaching and Learning Committee meets October 21 at 3:30.

The Eddington school tour will be at 6:00, before the executive session. These informal meeting times are a great way to get to know each other better, which I believe can help us work effectively together. I hope you take the time to join us.

Holly Whitmore

**REGIONAL SCHOOL UNIT NO. 63  
DECLARATION OF VOTES**

The total number of votes cast in all of the municipalities within Regional School Unit No. 63 (the "District") in the affirmative and in the negative on Article 2 of the Warrant for the Maine Regional School Unit No. 63 District Meeting held October 5, 2021, relating to the expenditure from the Capital Reserve Fund is as follows:

**Article 2: TO AUTHORIZE AN EXPENDITURE FROM THE CAPITAL RESERVE FUND**

Shall the School Board be authorized to expend **\$260,000** from the Capital Reserve Fund, as approved by the School Board at its August 23, 2021 meeting, to purchase the property and building(s) located at 153 Main Road in Holden for use as the RSU 63 bus garage, which will replace the leased facilities located at 205 Main Road?

	<u><b>AFFIRMATIVE</b></u>	<u><b>NEGATIVE</b></u>
<b>TOTAL</b>	20	0

The School Board hereby declares that said Question has Passed.

Dated:

\_\_\_\_\_  
Holly Whitmore

\_\_\_\_\_  
Robin James

\_\_\_\_\_  
Cherie Faulkner

\_\_\_\_\_  
Linda Graban

\_\_\_\_\_  
Tracy Bigney

\_\_\_\_\_  
Tracy Roberts

\_\_\_\_\_  
Matthew Campbell

\_\_\_\_\_  
Jamie Pangburn

A majority of the School Board of Regional School Unit No. 63

A true copy, attest: \_\_\_\_\_

Susan M. Smith, Secretary

## POLICY COMMITTEE MINUTES

### Meeting: October 6, 2021

Members Present: Robin James, Jaime Pangburn (5:51pm), Tracy Roberts  
Also Present: Superintendent Susan Smith

1. **Call to Order:** The meeting began at 5:48pm.

Tracy Roberts stated she did not like some of the language in policy BEA – School Board Meetings, Procedures, and By Laws regarding excused absences of Board members. Superintendent Smith advised we would follow the policy for Board member absences.

2. **IMB-R – Teaching Controversial-Sensitive Issues:** This policy was reviewed by Brann and Isaacson. Recommended language from legal counsel was added to Section V. Tracy Roberts suggested a statement be added if teachers are unsure of ways to address content that could be viewed as controversial to seek advice from the Principal. This policy is ready for the Board.
3. **IMBB – Exemption from Required Instruction:** Small language changes needed. No other changes recommended. This policy is ready for the Board.
4. **IMD – School Ceremonies and Observances:** This policy is not on the required policy list and language is covered in other policies. Recommend to rescind. This policy is ready for the Board.
5. **IMDC – Religious Observances and Displays:** Superintendent Smith asked about trees being displayed. The committee did not feel they were of any concern. This policy is ready for the Board.
6. **IJOC – School Volunteers:** Discussion on confidentiality, criminal history records check, and background checks. This policy is ready for the Board.
7. **ECB – Pesticide Applications Notification:** This policy is a required policy. No other recommended changes. This policy is ready for the Board.

Discussion on new laws approved by legislature. Superintendent Smith received the information packet on September 29<sup>th</sup>. The packet states policies updates should be in place by October 18<sup>th</sup>. There are more than 18 policies that require changes. A list of policies that will require updating will be brought to the next meeting.

8. **CDC Recommendations for Physical Activity and Policy JL – Student Wellness Discussion:** Breakfasts at school were discussed. Superintendent Smith advised food served at school is not the same as store bought foods. The nutrition contents are different. Every meal has to meet nutritional requirements of a balanced meal.

The 5210 Group reviewed policy JL and provided feedback with suggested language changes.

Physical Education classes were discussed. Superintendent Smith shared some other district PE class offerings for comparison to RSU 63 PE. Outdoor Education is being incorporated into daily instruction, not just in PE class.

Class sizes and staffing were discussed. Tracy Roberts asked when the appropriate time was to discuss the changes and find out from teachers how they thought things went with the changes. Superintendent Smith advised the best time would be Budget and Finance Committee during Budget Workshops.

Policy JL will be brought to the Wellness Committee and then to the next Policy Committee meeting for further review.



**9. Policies to Review Next:**

For the Next Policy Meeting

- EBCA – Comprehensive Emergency Management Plan
- EBCC – Bomb Threats
- GBGB – Workplace Bullying
- JL – Student Wellness
- JKAA – Use of Physical Restraint and Seclusion
- JKAA – R – Procedures on Physical Restraint and Seclusion
- JK – Student Discipline
- JKD – Suspension/Expulsion of Students
- JKE – Expulsion of Students
- JKF – Disciplinary Removal of Students with Disabilities
- JKF-R – Disciplinary Removal of Students with Disabilities – Admin Procedures

**10. Next Meetings:**

- Policy Committee:      Wednesday, November 3, 2021 at 5:30pm, Holbrook Middle School  
   Wednesday, November 30, 2021 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:58pm.

**RSU #63**

- a. NEPN/NSBA Code: **IMB-R**  
b. Title: **Teaching About Controversial/Sensitive Issues**  
c. Author:  
d. Replaces Policy:  
e. Date Approved: **04/27/2015 RSU #63**  
f. Previously Approved: **04/27/2015 11/03/2003**  
g. Policy Expiration: **Review as Needed**  
h. Responsible for Review: **Curriculum Committee/Policy Committee**  
i. Date Reviewed: **03/26/2015 (Curriculum) & 10/06/2021 04/06/2015 Policy Committee**  
j. References: **Policies IMC – Controversial Speakers-Programs; Policy IMD – School Ceremonies and Observances; Policy IMDC – Religious Observances and Displays; Policy IA – Instructional Goals and Objectives; Policy IGA – Curriculum Development and Adoption and MSMA sample**

**k. Narrative:**

Teaching about controversial/sensitive issues is impossible, or at least severely hampered, if the community does not respect the principles of freedom and recognize that dissent does not necessarily mean disloyalty. However, one form of dissent, which is incompatible with freedom, is that which attempts to end freedom. Irrational fears do this, and thereby may block the **RSU #63 District (the District)** in its efforts to handle controversial issues in an atmosphere of freedom and thoroughness.

- I. Sensitive or controversial issues will be handled as they arise in the classroom and will not be avoided in order to restrict or restrain the academic freedom of either the teacher or the student. Neither teachers nor students in district classrooms will avoid an issue simply because it is of a sensitive or controversial nature. **If a teacher is unsure about ways to address a sensitive or controversial topic, they should consult the Principal.**
- II. Parents will be notified prior to the introduction of a sensitive issue in class in order to have the opportunity to choose not to have their student participate.
- III. It is the responsibility of the schools to make provision for the study of controversial issues. Every effort should be made to see that materials and references presenting all sides of a sensitive or controversial issue are available to students in the school library and that these materials are age appropriate.
- A. The policy on controversial issues should be defined in terms of the rights of students rather than in terms of the rights of teachers.

**DRAFT**

- B. The study should be appropriate to the level of maturity of the students and their ability to reason and to comprehend the various perspectives of the subject matter being presented.
  - C. The study should be objective and scholarly with a minimum emphasis on opinion and a maximum emphasis on facts. The teacher will not suppress a student's view of the issue as long as the expression of that view is not derogatory, malicious, or abusive toward other students' views. Additionally, one student will not be permitted to dominate the discussion. In handling sensitive or controversial subjects in the classroom, teachers and students will be encouraged to keep an open mind and will be encouraged to come to their own conclusions regarding a particular problem after independent inquiry.
- IV. In the study of controversial issues, the students have the following rights:
- A. The right to study any controversial issue which has political, economic, or social significance and concerning which (at the appropriate level) ~~she~~ **they** should begin to have an opinion;
  - B. The right to have free access to all relevant information;
  - C. The right to form and express opinions on controversial issues without thereby jeopardizing relations with the teacher or the school; and
  - D. The right to study under competent instruction in an atmosphere free from bias and prejudice.
- V. The teacher employs the same methods in handling controversial issues as characterize the best teaching at any time.
- A. The teacher, in selecting both the content and the method of instruction, is mindful of the maturity level of the students **and alignment with approved curriculum.**
  - B. The teacher has assured ~~her/himself~~ **them** that the controversial subject to be discussed belongs within the framework of the curriculum to be covered, that the subject is significant as well as meaningful for the students, and that through the discussion, students will have the opportunity to grow.
  - C. The teacher handles the classroom presentation in ways that will ensure a wide range of information and interpretation for the students' consideration and strives to present a balance among many points of view.
  - D. The teacher does not use the classroom as a personal forum, **rather, the teacher serves as a facilitator to ensure points of view are presented in a civil manner.** ~~S/he~~ **They** does not employ the techniques of the demagogue or the protagonist for attention, for control, or simply for color. The teacher has the right

to identify and express ~~her/his~~ **their** own point of view in the classroom **for legitimate pedagogical purposes** as long as ~~s/he~~ **they** indicates clearly that it is ~~her/his~~ **their** own.

- E. The teacher emphasizes keeping an open mind, basing one's judgment on known facts, looking closely at facts to evaluate them in terms of the subject under discussion, and being ready to change one's opinion should new facts come into light.
- F. The emphasis **of student learning** always is on the method of forming an opinion **rather than** ~~as much as~~ on the opinion formed.

VI. Any resident of the appropriate district wishing to lodge a complaint about the use of sensitive or controversial subject matter or methods of teaching controversial subjects should direct such concerns to the Principal of the school involved. Complaints from anyone other than a district resident will be limited to the Principal and the complainant. The procedures outlined below should be followed in responding to such a complaint:

- A. The Principal will inform the teacher(s) involved of the nature of the complaint, and meet with the complainant to discuss the issue and to explain the review procedure.
- B. If the issue is not resolved with the initial discussion, the complainant will be requested to state the objection in writing, citing specific teaching methods and/or subject matter to which ~~s/he~~ **they** objects. The written objection will be submitted to the building Principal for ~~her/his~~ **their** review.
- C. The building Principal will meet with the teacher(s) involved to review the teaching approach and/or subject matter as to purpose, appropriateness, and content. The findings and recommendations of the Principal will be submitted, in writing, to the Superintendent or ~~her/his~~ **their** designee. Additionally, the Principal will inform the complainant and the teacher(s) involved.

VII. If the complainant and teacher(s) involved are satisfied with the decision of the building Principal, the process is complete. If the complainant or teacher(s) involved are not satisfied with the decision, the process continues.

- A. After receiving a formal written indication of dissatisfaction from the complainant or teacher(s) involved, the Principal will direct the appeal to the District Review Committee.
- B. The Committee will consist of:
  - 1. One classroom teacher from the appropriate grade level.
  - 2. One building administrator from the appropriate level other than the

Building Principal.

3. One member from the **RSU #63** Board of Directors (**the Board**).
4. One representative selected by the complainant.
5. One representative selected by the teacher(s).
6. A Chairperson will be selected from the Committee members listed above.

**VIII.** The District Review Committee will review the issues within 30 school days. The Committee will meet with both the complainant and the teacher(s) involved to review the teaching methods and/or subject matter for purpose, appropriateness, and content. The Committee should utilize the findings of the Building Principal, but is not bound by them and may conduct its own independent inquiry.

**IX.** Upon completion of the review, the Chairperson will present the written findings and recommendations to the Superintendent for action by the Board ~~of Directors~~. This information will also be provided to both the complainant and teacher(s) involved. The complainant and teacher(s) involved will be notified by the Superintendent or ~~her/his~~ **their** designee as to the specific date and time that the ~~district~~ Board ~~of Directors~~ will consider the findings and recommendations of the District Review Committee. The Superintendent will inform, in writing, the complainant and teacher(s) involved of the final decision of the ~~district~~ Board ~~of Directors~~.

**X.** Either party is afforded continued due process by direct appeal of the ~~district~~ Board ~~of Directors~~' decision to the Commissioner of Education.

RSU #63

- a. NEPN/NSBA Code: IMBB
- b. Title: Exemption from Required Instruction
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 04/27/2015 RSU #63
- f. Previously Approved: 04/27/2015 06/27/2005
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Curriculum Committee/Policy Committee
- i. Date Reviewed: 03/26/2015 (Curriculum) & 10/06/2021 04/06/2015 Policy Committee
- j. References: Policies IMB-R, IMC, IMDC, and related MRSA sample policies

k. Narrative:

The ~~RSU #63's districts'~~ (the District's) curriculum is designed to reflect the learning expectations for all students in all content areas of the ~~system of~~ Maine Learning Results, as well as other statutory and regulatory requirements, and content areas specified by the Districts' Boards of Directors.

The ~~Boards of Directors~~ acknowledges that, from time to time, individual students may be exposed to some ideas and materials with which they or their parents/guardians disagree. Students and their parents/guardians cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the required curriculum. Exemptions from the required curriculum should be minimized because they detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

- I. The ~~Boards of Directors~~ recognizes that there could be topics in the curriculum that may be objectionable to individual students and/or parents/guardians based on their particular sincerely held religious, moral, or philosophical beliefs. Exemption from instruction that infringes on such beliefs may be requested by the parent/guardian.
- II. Requests for exemption from instruction must be made in writing and are subject to approval by the building Principal. The Principal ~~shall~~ will notify the Superintendent as soon as practicable of any request for exemption from instruction and/or ~~her/his~~ their decision. If the Principal denies an exemption request, the parent/guardian may appeal to the Superintendent. If the parent is still not satisfied, the parent may appeal to the ~~district~~ Board of Directors, whose decision ~~shall~~ will be final.
- III. In considering requests for exemption, factors ~~that~~ the Principal should consider include:
  - A. The alignment of the curriculum with the ~~system of~~ Maine Learning Results,
  - B. Whether the course or content area is required by state law or Board policy,

**DRAFT**

- C. The educational importance of the material or instruction from which exemption is requested,
  - D. Evidence regarding the sincerity of the belief on which the request is based,
  - E. Whether the school has a legal obligation to accommodate the exemption request,
  - F. The effect of exemption or accommodation on the validity of the local assessment system, and
  - G. Other factors that bear upon the particular request.
- IV. Exemption from required instruction does not excuse the student from meeting the requirements of the ~~system of~~ **Maine** Learning Results.



## RSU #63

- a. NEPN/NSBA Code: IMDC
- b. Title: Religious Observances and Displays
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 04/27/2015 RSU #63
- f. Previously Approved: 04/27/2015 04/05/2004
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: ~~Curriculum Committee~~/Superintendent
- i. Date Reviewed: ~~03/26/2015 (Curriculum Com.)~~ & ~~04/06/2015~~  
10/06/2021 (Policy Committee)
- j. References: Materials provided by MSMA, policies IMB, IMB-R, IMC, IMD, and IMBB
- k. Narrative:

The ~~district~~ **RSU #63** Boards of Directors (**the Board**) created this policy with a shared commitment of respect for individual religious beliefs expressed in the constitutional guarantee of religious liberty while ensuring its educational goal to advance students' knowledge and appreciation of the role that religion plays in the social, cultural, and historical development of civilization.

No religious belief or non-belief should be promoted by the **Districts** or their employees and none should be disparaged. Instead, the **Districts** encourage all students and staff ~~members~~ to appreciate and be tolerant of each other's religious views. The **Districts** should use all opportunities to foster understanding and mutual respect among students and parents/**guardians**, whether it involves race, culture, economic background, or religious beliefs.

The intent of this policy and related regulations is to reflect a balance **of** the academic and instruction mission of our schools, the law, and legal guidelines related to the separation of church and state, the richness and diversity of our population, and sensitivity to the rights and dignity of the individual as they relate to the celebration of holidays.

## I. Observance of Religious Holidays

- A. Holidays throughout the year, which have a religious and secular basis may be observed.
- B. The historical and contemporary values and the origins of religious holidays may be explained in an unbiased and objective manner without sectarian indoctrination.
- C. Music, art, literature, and drama having religious themes or basis are permitted as part of the curriculum for school-sponsored activities and programs (if presented in a prudent and objective manner) and as a traditional part of the cultural and religious heritage of the particular holiday.

## II. Religion in the Curriculum



- A. The school calendar should be prepared to minimize conflicts with religious holidays of all faiths. Students will be granted excused absences, if requested in advance, in order to celebrate religious holiday(s) that occur on a school day.
- B. The use of religious symbols such as a cross, menorah, Star of David, Crèche, symbols of Native American religions, or other symbols that are a part of a religious holiday are permitted as teaching aids or resources, provided such symbols are displayed in an example of the cultural and religious heritage of the holiday and are temporary in nature. Religious institutions and orientations are central to human experience, past and present. An education excluding such a significant aspect would be incomplete. It is essential that teaching about – and not of – religion be conducted in a factual, objective, and respectful manner.
- C. The Districts supports the inclusion of religious literature, music, drama, and the arts in curriculum and in school activities provided it is intrinsic to the learning experience in the various fields of study and is presented objectively.
- D. The emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of the areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
- E. Student-initiated expressions to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme, will be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, speech, and debate, as long as such expression is done in a respectful manner.

**RSU 63**

- a. NEPN/NSBA Code: IJOC
- b. Title: School Volunteers
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 03/23/2015 RSU #63
- f. Previously Approved: 03/23/2015 ~~10/22/2007~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Curriculum Committee/Policy Committee
- i. Date Reviewed: 10/06/2021 Policy Committee
- j. References: 20-A MRSA, Chapter 1002.1.B.

**k. Narrative:**

The districts' ~~RSU #63~~ Boards of Directors (~~the Board~~) recognizes the need to develop a volunteer program to support instructional programs and extra curricular activities. The Boards appreciate the dedicated parents/guardians and community members who volunteer and assist with activities to ensure the success of ~~the RSU #63's~~ (the District)s' educational process.

**I. The purpose of the volunteer program is to: ~~will be as follows:~~**

- A. Assist employees in providing more individualized and enriched instruction.
- B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the total education process.
- C. Strengthen school/community relations through positive participation and involvement.
- D. Share specialized knowledge in a particular area that would be a benefit to the students.

**II. A volunteer is ~~a person~~ an adult who volunteers on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by the District's insurance program.****III. Use of volunteers within a the District is not to conflict with or replace any regularly authorized personnel.****IV. Before beginning, volunteers will receive orientation conducted by the school principal or and his/her their designee, which shall will include signing the District's Confidentiality Form and the federally required Family Education Rights and Privacy Act (FERPA) agreement. The school secretary will provide the documents for signature.****V. Volunteers may overhear or become aware of information, which is to must remain**

**DRAFT**

~~confidential, and not carried from the school or discussed. Similarly, volunteers may become aware of~~ Information about students ~~that should~~ **may** not be discussed outside the classroom with anyone other than the assigned teacher. This is for the protection of all students, parents/guardians, **employees, and volunteers.** ~~and teachers.~~

- VI. Volunteers who work with students or assist ~~the a~~ teacher must be under the immediate supervision and direction of the teacher.
- VII. Volunteers ~~will~~ **must** comply with ~~the~~ **District** policies, rules, and regulations **as well as state and federal laws.** ~~set forth within the District.~~
- ~~VIII.~~ Volunteers should not ~~come to school~~ **be** accompanied with ~~pre-school age~~ **by** children. ~~as the children may be a distraction to the students in the classroom and the teacher. In addition, there is the possibility of the children getting into areas of the classroom or common areas that are off limits to anyone but the teacher or school personnel.~~
- IX. Volunteers should not take up the teacher's time and attention with personal concerns about their own children who may be students within the **District**. There are procedures within the **District** for parents/guardians to make an appointment in advance to meet with the teacher.
- ~~X.~~ Any room within an **RSU 63 facility** school designated as the Teachers' **Staff** Room is a place for the teachers **staff** ~~to go~~ to get a break from their duties. It is not a place for **volunteers.** ~~continuing discussions not associated with the volunteers' assigned duties. The principal's office and any area associated with the principal's office is not a social place to spend time unless the volunteer is there on school business.~~
- XI. The Boards of Directors recognizes ~~any school's~~ **schools have** designated parent-volunteer association designed to raise funds, recruit volunteers, and generally work with ~~the school's~~ staff to strengthen school/community relations through positive participation and involvement. Volunteer activities must be pre-planned and scheduled with the school principal's permission.

**DRAFT**

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

- a. NEPN/NSBA Code: ECB
- b. Title: Pesticide Applications/Notification
- c. Author:
- d. Replaces Policy:
- e. Date Approved: ~~02/26/2015 CSD #8, 02/23/2015~~ \_\_\_\_\_ RSU #63
- f. Previously Approved: ~~02/23/2015 06/07/2004~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: ~~Trans./Ops Committee~~ **Transportation and Facilities Director/Policy Committee**
- i. Date Reviewed: ~~02/10/2015~~ **10/06/2021 Policy Committee**  
**09/17/2021 Transportation and Facilities Director**
- j. References: 7 MRSA Sections 601 through 625; 22 MRSA Sections 1471-A through 1471-X; ME Dept. of Agriculture 01-026, Chap. 27
- k. Narrative:

The **RSU #63** Boards of Directors (**the Board**) ~~of both districts~~ recognizes structural and landscape pests can pose significant problems for people and **RSU #63 (the District)** property. Some pesticides also pose health and safety risks to people, property, and the environment. It is the policy ~~of both the~~ districts to incorporate Integrated Pest Management principles and procedures for control of structural and landscape pests.

- I. Definition: Integrated Pest Management (IPM), for the purpose of this regulation means
  - A. The selection, integration, and implementation of pest damage prevention and control based on predicted pest damages, and managing pests and natural enemies;
  - B. Selecting the appropriate system of pest disposal, either by mechanical or chemical prevention;
  - C. Defining “pests” as living organisms (animals, plants, or micro-organisms) that interfere with the intended use of school facilities, equipment, and/or grounds;
  - D. Recognizing that “pesticide” is any substance or mixture of substances intended to prevent, destroy, repel, or mitigate any pests and/or to regulate, defoliate, or desiccate plants.
- II. The IPM Coordinator is the **District’s Transportation and Facilities Director** ~~of Operations, who shall be~~ **and is** responsible for the following:
  - A. Proper management of pest control, which includes proper training of any staff assigned pest control duties.

**DRAFT**

- B. Notifying building occupants of any pest problem as soon as possible following detection;
- C. Ensuring proper steps are followed for pest disposal, in accordance with state laws and district policy;
- D. Identifying and maintaining pest management objectives;
- E. Maintaining a safe, sustainable school environment;
- F. Protecting human health by suppressing pests that threaten public health and safety;
- G. Reducing exposure of humans, particularly children, to pesticides;
- H. Reducing or preventing pest damage to District properties;
- I. Reducing environmental pollution;
- J. Preventing pests from spreading beyond District properties; and
- K. Enhancing the quality of life for students, staff, and others using District properties.

**III. State law has exempted notification of use for the:**

- A. Application of ready-to-use general pesticides by hand or non-powered equipment to control or repel stinging or biting insects when there is an urgent need to eliminate a pest that threatens the health or safety of any student, staff, or other occupant.
- B. Application of general use products by hand or with non-powered equipment to interior or exterior surfaces and furnishings during the course of routine cleaning procedures and application of paints, stains, or wood preservatives that are classified as general use pesticides.

**IV. Notification:**

- A. When pesticide application is necessary, a licensed applicator will take into account the toxicity of the recommended products and choose the lowest risk products based on the signal word on the pesticide label and the commercial safety data sheet. Other toxicology data and any other label language indicating special problems such as toxicity to wildlife or likelihood of contaminating surface or ground water must be reviewed with the ~~district's~~ **Transportation and Facilities** Director of ~~Operations~~ before any application.
- B. The attached Building Occupants Notification form ~~shall~~ **will** be completed and delivered to the District's superintendent and building supervisor ~~no less than one~~

**DRAFT**

~~(1) week~~ prior to any pesticide control treatment as required by state and federal laws.

- V. To the extent possible, applications ~~shall~~ will occur on weekends and during school vacations. They will not occur when students are present.

**DRAFT**

**NOTIFICATION  
to  
BUILDING OCCUPANTS  
of  
PESTICIDE APPLICATION**

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
**RSU 63 Transportation and Facilities Director/Pesticide Coordinator**  
202 Kidder Hill Road  
Holden, ME 04429

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ School will be treated for  
pesticide control on \_\_\_\_\_ (date). A written policy  
for pesticide management control has been developed. This plan is available for inspection at the  
~~district's~~ Central Office at 202 Kidder Hill Road, Holden, ME.

Description of Control Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
**RSU #63 Transportation and Facilities  
Director/Pesticide Coordinator**



**Recommend to Rescind**

**DRAFT**

**AOS #81**

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

- a. NEPN/NSBA Code: **IMD**
- b. Title: **School Ceremonies and Observances**
- c. Author:
- d. Replaces Policy:
- e. Date Approved: **03/25/2015 CSD #8, 03/23/2015 \_\_\_\_\_ RSU #63**
- f. Previously Approved: **03/23/2015 11/03/2003**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Curriculum Committee/Policy Committee**
- i. Date Reviewed: **3/22/2015 (Curriculum) & \_\_\_\_\_ 03/02/2015 Policy Committee**
- j. References: **Policies IMDC, IMB-R, IMB, and IMC**
- k. Narrative:

#### **~~SCHOOL CEREMONIES AND OBSERVANCES~~**

During the course of the school year, many opportunities are available to the **RSU 63's** districts<sup>2</sup> **(the District)** instructional staff to recognize the plural characteristics of American culture. The ceremonies and observances of various cultures help our educational communities understand the total society and are a unifying principle of democracy.