

**RSU 63 Board of Directors  
Monday, August 23, 2021  
6:00pm Holbrook School Tour  
6:30pm Meeting**

**Executive Session at 6:30pm with public session resuming at approximately 7:00pm  
Holbrook Middle School**

**Google Meet: [meet.google.com/uej-eiew-mbf](https://meet.google.com/uej-eiew-mbf)**

**Phone In: 1-614-845-2667 PIN: 280068792**

**Agenda**

**Call Meeting to Order**

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

**Possible Action Regarding Executive Session**

**Flag Salute/Moment of Silence**

**Approval of Minutes for June 14, 2021 Board Meeting**

**Approval of Minutes for July 14, 2021 Special Board Meeting**

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

1. Years of Service
  - a. 5 Years of Service
    - i. Helen Allen Weldon
    - ii. Sandra Brown
    - iii. Desiree Doughty
    - iv. Nicole Goss
  - b. 10 Years of Service
    - i. Dawna Bickford
    - ii. Sherri MacLaren
  - c. 15 Years of Service
    - i. Julia Alley
    - ii. Sara Miller
  - d. 30 Years of Service
    - i. Donnette Cameron

**Acceptance of Gifts/Donations**

1. Cathy Tilton & Central Maine Auto Auction: STEM Camp Planetarium Field Trip
2. Nicole Girard from Brewer Lowes Donated Sanitizing Materials and School Supplies to Holbrook School

**Presentation**

1. Professional Growth and Performance Evaluation by Susan M. Smith, RSU 63 Superintendent
2. Health and Safety Guide for Returning to School (2021-2022 School Year)

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget and Finance Committee Meeting: Wednesday, August 18, 2021 at 5:00pm, Holbrook Middle School
2. Policy Committee Meeting: Wednesday, August 25, 2021 at 5:30pm, Holbrook Middle School
3. Budget and Finance Committee Meeting: September TBD
4. Board Meeting: Monday, September 27, 2021, Holden Elementary School
  - a. 6:00pm Holden School Tour
  - b. 6:30pm Public Information Meeting Regarding Bus Garage Purchase
  - c. 7:00pm Board Meeting
5. District Meeting/Bus Garage Vote: Tuesday, October 5, 2021 at 7:00pm, Holbrook Middle School

**Budget and Finance**

1. Business Manager Report

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2. Budget and Finance Committee Report
  - a. Elect New Budget and Finance Committee Member
  - b. Elect New Warrant Officer

### **Superintendent's Report**

### **RSU #63 Chair's Report**

### **Acceptance of Reports**

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

### **Old Business**

1. Strategic Planning
  - a. 360 Update
  - b. Diversity, Inclusion, and Equality Discussion (Time Permitting)

### **New Business**

1. Bus Garage Purchase
2. RSU 63 Support Staff Handbook
3. Policies to Approve
  - a. EFC – Food Services Program
  - b. GBEBA – District Personnel Dress Code

### **Personnel Actions**

1. Appointments
  - a. Fall Coaches
    - i. Girls Soccer – Sherri MacLaren
    - ii. Boys Soccer – Dan Duran
    - iii. Coed "B" Soccer – Matheu Sagehorn
    - iv. Cross-Country – Desiree Doughty
  - b. Year Long Stipend Positions
    - i. Student Council (Holbrook) – Michele Archambault
    - ii. Yearbook Advisor (Holbrook) – Sherri MacLaren
    - iii. Athletic Director (Holbrook) – Michele Archambault
    - iv. After-School Coordinator – Zachery Pratt
    - v. Outdoor Education Coordinator – Kelly Davis
  - c. Bus Driver – Lorene Hines
2. Resignations
3. Retirements
4. Reassignments
  - a. Health Office Support – Elizabeth "Lisa" Chambers
5. Elections
  - a. Grade One Teacher – Sierra Blake
  - b. Grade Five Teacher – Leslie Beers-Huskins
  - c. Eddington Special Education Teacher – Vanessa Haines
6. Searches
  - a. 2021-2022 School Year
    - i. Holbrook School Counselor
    - ii. Part-time Cook – Holden
    - iii. Holbrook Custodian
    - iv. Full Time, School Year Substitute
    - v. Assistant Cross-Country -
  - b. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

### **Questions and Comments from the Public**

### **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: June 14, 2021  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

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

*Town of Clifton:* Linda Graban

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

Board Vice Chair, Linda Graban called the meeting to order at 6:30pm

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

Linda Graban welcomed new board members, Tracy Roberts, Tracy Bigney, and Matthew Campbell.

Linda Graban called for a motion to move "Personnel Actions" to right after the "Approval of Minutes" and to add the election of Matheu Sagehorn – PE and Sarah Holsapple – Music, so people here tonight do not have to stay too late.

Motion by Cherie Faulkner with a second by Tracy Bigney to move "Personnel Actions" to right after the "Approval of Minutes" and to add the election of Matheu Sagehorn – PE and Sarah Holsapple – Music, so people here tonight do not have to stay too late.

**Vote: 8 Approved; 0 Opposed**

Linda Graban called for nominations for Board Chair.

Cherie Faulkner nominated Tracy Roberts. Robin James nominated Holly Whitmore. Tracy Roberts accepted the nomination. Holly Whitmore accepted the nomination.

Motion by Matthew Campbell with a second by Robin James to elect Holly Whitmore as Board Chair.

Discussion: Matthew Campbell and Robin James made a statement in favor of Holly Whitmore's nomination.

Cherie Faulkner made a statement opposing Holly Whitmore's nomination.

**Vote: 4 Approved; 3 Opposed; 1 Abstention (Holly Whitmore)**

**Holly Whitmore is Board Chair**

Holly Whitmore, Board Chair called for nominations for Board Vice Chair.

Robin James nominated Linda Graban. No other nominations were made. Linda Graban accepted the nomination.

Motion by Cherie Faulkner with a second by Matthew Campbell to elect Linda Graban as Board Vice Chair.

No Discussion.

**Vote: 7 Approved; 0 Opposed; 1 Abstention (Linda Graban)**

**Linda Graban is Board Vice Chair.**

Holly Whitmore called for motion to approve the meeting minutes.

Motion by Cherie Faulkner with a second by Tracy Bigney to approve the May 17, 2021 Board Meeting Minutes.

**Vote: 8 Approved; 0 Opposed**

Motion by Robin James with a second by Matthew Campbell to approve the May 26, 2021 Special Board Meeting Minutes and the May 26, 2021 Budget Meeting.

Discussion: Cherie Faulkner felt the Budget minutes were lacking detail. She wants more detail about who spoke and their statements on Article 2. Superintendent Smith advised the Budget meeting is different from Board meetings. It is not recorded as it is a public hearing/meeting. The meeting minutes are required to capture the voting results of each article.

**Vote: 6 Approved; 1 Opposed; 1 Abstention (Tracy Roberts)**

**Personnel Actions:**

Superintendent Susan Smith advised new Board members would find a few documents in the board folders that needed to be completed and returned to the Central Office. Also included in the folder, board members would find a packet of resumes. These resumes had been previously shared via email with the exception of Sarah Holsapple, who accepted the Elementary Music Teacher position just before the meeting tonight. Superintendent Smith explained appointments, resignations, reassignments, and searches are for Board information. Elections must be voted on and approved by the Board.

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**Appointments:** Kelly Davis, Pre-Kindergarten Ed Tech; David Luciano, Summer School STEM Camp Ed Tech; Michelle Wright, August Outdoor Education Support.

**Resignations:** Brian Cartwright, Ed Tech III Holbrook; Joy Walters, School Counselor Holbrook Middle School.

**Retirements:** None.

**Reassignments:** Billie-Jo Lovley Grade 3 Teacher to Grade 2 Teacher.

**Elections:** Jesse Gauthier, RSU 63 Special Services Director introduced Nicole Luce for the Holbrook Life Skills Teacher.

Motion by Cherie Faulkner with a second by Robin James to elect Nicole Luce as Holbrook Life Skills Teacher.

**Vote: 8 Approved; 0 Opposed**

Superintendent Smith introduced Sharon Haskell for District Instructional Coach/Assistant Principal.

Motion by Jaime Pangburn with a second by Matthew Campbell to elect Sharon Haskell as the District Instructional Coach/Assistant Principal.

**Vote: 8 Approved; 0 Opposed**

Tracy Roberts asked what the order of procedure was for hiring staff as this seemed like the decision has been made the board vote was a formality. Superintendent Smith explained the hiring process and the people being brought to the Board are the recommendations from the search committees and Superintendent Smith.

Don Spencer, Elementary Schools Principal introduced Matheu Sagehorn for PK-Grade 4 PE/Grade K-Grade 8 APE Teacher.

Motion by Robin James with a second by Cherie Faulkner to elect Matheu Sagehorn as PK-Grade 4 PE/Grade K-Grade 8 APE Teacher.

**Vote: 8 Approved; 0 Opposed**

Don Spencer, Elementary Schools Principal introduced Sarah Holsapple for Elementary Music Teacher.

Motion by Robin James with a second by Jaime Pangburn to elect Sarah Holsapple as Elementary Music Teacher.

**Vote: 8 Approved; 0 Opposed**

**Searches:** Ed Tech II or III at Holbrook; Special Education Teacher at Eddington; Full Time, School Year Substitute; Grade One Teacher; Health Office Support Staff (20-25 hours per week); Grade 5 Teacher; Holbrook School Counselor; Bus Driver; and Substitutes (Teachers, Ed Techs, Drivers, Custodians).

**Questions and Comments from the Board:** Cherie Faulkner asked if we still needed the Health Office Support Staff since the CDC doesn't say anything about testing being a requirement for schools. Superintendent Smith advised she received a notification on Friday with new updated information and the Department of Education and CDC are constantly changing. As of now, yes, the position is needed and funded through the ESSER Funds.

Tracy Bigney asked if the level of vacancies were higher or lower than past years at this time. Superintendent Smith responded this year the District had four teachers retire, which is higher than past years, but overall, we are very close to past years. We also added two new positions, making the vacancies a little higher.

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

**Recognition and/or Awards of Students, Staff, and Other:** Superintendent Smith recognized Grade 8 students for their awards and promotion. A copy of the awards list was provided to each Board member.

**Acceptance of Gifts and Donations:** The Seminary Hill Daylight Mason Lodge donated 34 bikes and helmets (17 boys and 17 girls) to the Eddington and Holden Elementary Schools. Stompers donated \$400 to the Eddington Elementary School and G & M Market donated \$400 to the Holden Elementary School for raised garden beds and gardening supplies.

**Presentation:** Student Learning Objectives (SLO) and Every Student Succeeds Act (ESSA) Application: Superintendent Smith shared a packet of information with the Board. Student Success and Steering Committees met today, so not all teachers have seen the NWEA data results. Superintendent Smith reminded the board this was a tough year, but students were in school and learning. Students and teachers worked very hard, are resilient, and adapted the best way they could. There are gaps in student learning. RSU 63 students missed approximately 100 days of in person learning since March 2020.

Every Student Succeeds Act (ESSA) Report Cards: Superintendent explained RSU 63 uses assessment data to help inform our practices at the district, school, classroom, and individual levels for our students. Each year the Maine Department of Education issues a report for each district and each school. These reports summarize state assessments and other data for students in Grades 3-8 and 11. The report also contains information about teacher qualifications. The ESSA Dashboard at the Maine Department of Education allows you to review report cards for schools and districts across the state. ESSA Dashboard <https://www.maine.gov/doe/dashboard>

ESSA Funding is based on the number of RSU 63 students who qualify for free or reduced lunch (K-8). Funding is based on the number of children from low-income families, but is used to help ensure that all children meet challenging state academic standards. Title I-A: Literacy Teachers at Eddington and Holden = \$122,862.33. Title II-A: Professional Development (district-wide committees, book groups, etc. and our membership to PREP) = \$9,514.18. Title IV-A: Well-rounded Education (afterschool, transportation, outdoor ed, summer) = \$10,780.17.

Academic Achievement as Measured by the NWEAs (May/June 2021): As a district, we only met 2 of our 12 NWEA goals. We are proud that we set difficult goals for our teachers and students to strive for, even during a tumultuous year. 48% of our students (K-8) are at or above Grade Level for Math; 49% of our students made at least one year's growth in Math; 61% of our students are in the average, high average, and high bands for Math. 53% of our students (K-8) are at or above Grade Level for Reading; 42% of our students made at least one year's growth in Reading; 65% of our students are in the average, high average, and high bands for Reading.

Superintendent Smith advised next steps include STEM Camp and Summer School; use "Reinvesting and Rebounding: Where the Evidence Points for Accelerating Learning" as a guide when making decisions to focus our efforts on the areas that will provide the greatest impact; work with UMaine to analyze our data and support our teachers in honing deliberate practices and differentiating instruction (August 2021 through August 2023); set expectations for Honors ELA for Grades 6, 7, and 8; finish refining Writing curriculum and assessments, provide additional training and resources to teachers (Lucy Calkins through PREP and The Writing Strategies Book by J. Serravallo; finish purchasing and implementing Fountas and Pinnell "Classroom" and Guided Reading materials for literacy instruction K-6; and continue to provide counseling and support for the mental health needs of our students.

**Questions and Comments from the Board:** Jaime Pangburn asked who oversees the after-school program.

Superintendent Smith advised we have a coordinator and she oversees as well. Tracy Roberts asked how long the summer camps are. Superintendent Smith advised the program is three hours per day, three days per week for three weeks. Tracy Roberts asked if summer camp is done every year, what is the purpose of the camp, and why is there no one-on-one option. Superintendent Smith advised we did not have summer camp last year due to COVID, but previous years had Math camp. She added that staff need a break, so finding staff for summer camp was not easy. We do have an online TutorMe program for students that has not been utilized by students/families much this year. All Holbrook students have an account. Holden and Eddington students have not all been set up, but can be if a student needs access. Ashley Allen, Holbrook Middle School Principal added families are also tired and need a break. This year has been difficult and different. Some down time is needed for many people. Tracy Bigney asked if the drops in testing data we saw were similar to other school districts. Superintendent Smith responded we don't know the Spring results yet, but for Fall the District did better in Reading and lower in Math. Lower Math skills were found across the country.

**Questions and Comments from the Public:** Ashley Allen, on behalf of her family and as a Holden resident congratulated the District (staff, administrators, and students) for showing up daily with a positive attitude. She also thanked the Board for their support.

**Dates of Next Meetings:**

Budget and Finance Committee: TBD, will be set after Budget and Finance Committee members are elected.

Policy Committee: TBD, will be set after Budget and Finance Committee members are elected.

Board Workshop: Monday, July 26, 2021 at 5:30pm Meet and Greet; 6:00pm Workshop at the Eddington Salmon Club, 25 Main Road, Eddington, ME 04428.

Board Meeting: Monday, August 23, 2021 at 6:00pm for tour of Holbrook; 6:30pm Board Meeting, Holbrook Middle School.

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

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

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

**Acceptance of Reports:** Tracy Roberts asked for an explanation of the Corrective Action Plan mentioned in the Special Services Director Report. Jesse Gauthier, Special Services Director explained the Corrective Action Plan are items found during the audit process. The state added forms and made some changes to some forms that have been now clarified. Minor adjustments are needed for some data entries. These items are identified in the Corrective Action Plan. Linda Graban asked if the Board could see the audit. Jesse Gauthier stated the final report has not been received yet but can be shared with the Board after it has been received. He added a typical report identifies approximately 30 items, he was proud to say our District typical has 10 items or less identified. Tracy Roberts stated the Budget and Finance Committee minutes referenced students in Eddington Life Skills staying in Eddington and asked if they were in fact staying at the Eddington School. Superintendent Smith responded yes, there were parent requests that were approved.

Motion by Robin James with a second by Jaime Pangburn to approve the written and verbal reports from Budget and Finance, Superintendent, Administrators, and Board Chair.

**Vote: 8 Approved; 0 Opposed**

**Old Business:** None.

**New Business:**

**Roofing Bid – Eddington School:** Superintendent Smith advised only one bid was received from Roof Systems of Maine. The bid came in at \$24,785 (\$9,785 more than budgeted). Recommend to wait, patch the area leaking, and rebid. Board agreed.

**Certification of the Referendum Results:** Motion by Robin James with a second by Mathew Campbell that the Computation and Declaration of Votes for the RSU 63 2021-2022 Budget, dated and attached here to and it is hereby approved (Attachment A). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District.

**Vote: 8 Approved; 0 Opposed**

**2021-2022 RSU 63 Board Meeting Dates and Locations:** Motion by Cherie Faulkner with a second by Linda Graban to approve the 2021-2022 RSU 63 Board Meeting Dates and Locations.

**Vote: 8 Approved; 0 Opposed**

**Review of Board Committees and Committee Member Assignments:** Superintendent Smith reviewed policy BDE – Committee Structure, Assignment, and Reporting. Tracy Roberts asked why committees are restricted to no more than three members. Superintendent Smith advised more than that (3 members plus the Board Chair) is legally considered a quorum. Committees make recommendations to the Board vote/approval. More than three board members can attend the committee meetings for informational purposes, but not as a board committee member. Tracy Roberts felt policy BDE was confusing and should be reviewed again. Superintendent Smith advised there is another policy that guides the format and approval/review of each policy.

Motion by Robin James with a second by Linda Graban to continue the Board Meeting past 8:30pm.

**Vote: 8 Approved; 0 Opposed**

Holly Whitmore called for Budget and Finance Committee member volunteers. Cherie Faulkner, Tracy Roberts, and Tracy Bigney volunteered.

Motion by Linda Graban with a second by Jaime Pangburn to elect Cherie Faulkner, Tracy Roberts, and Tracy Bigney as Budget and Finance Committee members.

**Vote: 8 Approved; 0 Opposed**

**Election of Warrant Officers:** Superintendent Smith explained the duties of the Warrant Officer and the Superintendent and Board Chair signing authority. Holly Whitmore called for Warrant Officer volunteers from the newly elected Budget and Finance Committee Members.

Tracy Roberts and Cherie Faulkner volunteered.

Motion by Linda Graban with a second by Tracy Bigney to elect Tracy Roberts and Cherie Faulkner as Budget and Finance Committee Warrant Officers.

**Vote: 8 Approved; 0 Opposed**

Discussion and Volunteers of Other Committee, Boards, and High School Liaisons: Discussion on Facilities Advisory Committee. Facilities Advisory Committee will need a specific task, possibly bus garage or Holbrook reconfiguration. Usually has more members of the public with a few board members. The Board Chair sets the first agenda and board members email their ideas to the Board Chair. No discussion can take place via email. Tracy Roberts asked if the Board could decide to have a Facilities Committee rather than an advisory committee. Superintendent Smith confirmed a committee could be formed through a policy change recommendation from the Policy Committee. Tracy Roberts also thought Technology Committee and Curriculum Committee should be Board Committees and the Board should consider adding these back to the Board Committee list. Superintendent Smith advised they were removed from Board Committees to relieve Board Members from so many committee meetings. In the past, members found it very difficult to commit to attending so many monthly meetings. These committee could be brought to the next Board meeting for further discussion.

Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE) board member is Cherie Faulkner with Linda Graban as alternate. Policy Committee volunteers are Robin James, Jaime Pangburn, and Tracy Roberts. Matthew Campbell volunteered for Teaching, Learning, and Technology Committee as well as Curriculum Committee. Jaime Pangburn volunteered for Student Wellness and Dropout Prevention Committee. Linda Graban asked why the United Technologies Board Member is someone not on the Board. Superintendent Smith explained the UTC Board Member represents more than just our District. Linda Graban is interested in serving on that Board. Superintendent Smith will confirm with the UTC board and the current board member. The Brewer High School Liaison is Robin James; John Bapst Memorial High School Liaison is Linda Graban with Matthew Campbell as alternate; Hampden Academy Liaison is Matthew Campbell with Cherie Faulkner as alternate; and Bangor High School Liaison is Tracy Bigney.

Tracy Roberts suggested a Strategic Planning Committee to work on pay for teachers and facilities needs. Superintendent Smith advised those items could be done through an advisory committee or discussion. Linda Graban prefers an advisory committee. Tracy Roberts stated she wanted this Committee to be accessible to all and not limited to three board members. Tracy Roberts asked how the teacher pay is determined. Superintendent Smith advised salary rates are being reviewed for all hourly staff through the support staff handbook. Teacher and Administrators are part of collective bargaining units and have negotiation processes that are followed. Negotiations start next year. Tracy Bigney asked how the board gives guidance for negotiations. Superintendent Smith recommends the Board set parameters for the negotiation group through executive session. The board negotiation committee then works with the Teacher Association representatives and the Administrator representatives. Superintendent Smith advised Maine School Management compiles data that includes salary, benefits, vacation, etc. and shares with Districts. Tracy Roberts asked if we can pull data now. Superintendent Smith advised its set and then shared with us. Tracy Roberts wants the board to be proactive and not wait until last minute. She asked if the Board wants a strategic planning committee or advisory committee. Superintendent Smith stated this could be added to the next agenda for further discussion.

Motion to Authorize the Superintendent to Hire New Teachers During Summer Months: Superintendent Smith explained the Board does not have another scheduled Board meeting until August. To prevent loss of candidates, this vote allows the Superintendent to hire new teachers during the summer and bring those names to the next Board meeting for confirmation.

Motion by Cherie Faulkner with a second by Jaime Pangburn to authorize the Superintendent to hire new teachers during summer months.

**Vote: 8 Approved; 0 Opposed**

Questions and Comments from the Public: None.

Questions and Comments from the Board: Tracy Roberts suggested allowing members of the public to speak when they have a question rather than wait until later in the meeting. Superintendent Smith advised there is a policy for public participation at Board meetings (BEDH – Public Participation at Meetings). Board meetings are for board business in the public, not a public meeting. She felt that many times Board business has not been thoroughly discussed due to the amount of public comment. She suggested this be discussed further with Eileen King at the Board Workshop. Holly Whitmore stated over the past year, Board meetings have been a little out of control with public comment making the meetings lengthy. Linda Graban and Cherie Faulkner felt public comment should be open before voting. Matthew Campbell suggested having the public submit questions prior to meeting. Superintendent Smith advised the policy be reviewed more closely. Jaime Pangburn suggested changing the timing of the meetings. Superintendent Smith advised there is a policy that sets the order of the meeting. Linda Graban

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asked how the policies get changed. Superintendent Smith advised policy changes go through the Policy Committee.

**Adjournment:** At 9:43pm, motion by Linda Graban with a second by Matthew Campbell to adjourn the meeting.  
**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,

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

Approved:



RSU #63 Special Board Meeting  
Date: July 14, 2021  
Location: Holbrook Middle 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 and Tracy Bigney

RSU 63 Board Members Absent Excused:

*Town of Holden:* Tracy Roberts

*Town of Eddington:* Jaime Pangburn

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

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

New Business:

Holden Indoor Air Quality Bid: Motion by Tracy Bigney with a second by Linda Graban to approve the Indoor Air Quality bid from Devoe Construction in the amount of \$939,000.00.

Discussion: Robin James asked if we received any information on this company's experience. Superintendent Smith stated references were provided and checked. Carpenter Associates is more comfortable with ABM as they do their own work and Devoe Construction sub-contracts the work. Legal counsel recommended to move forward with the lowest bidder. Linda Graban asked where the funding would come from to cover the over budget amount if ESSER III does not approve the funding. Superintendent Smith advised the Board would need to look at other option such as capital reserve or the additional funding from the State of Maine.

**Vote: 5 Approved; 1 Opposed (Robin James); Motion passed**

Holbrook Oil and Kerosene Heating Fuel Bid: Motion by Cherie Faulkner with a second by Tracy Bigney to approve the Holbrook Oil and Kerosene Heating Fuel Bid from Dead River in the amount of \$2.37 per gallon for Oil and \$2.72 per gallon for Kerosene.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

Holden Propane Bid: Motion by Cherie Faulkner with a second by Robin James to approve the Holden Propane Bid from Maine Energy, Option Two (two-year agreement) in the amount of \$1.46 per gallon.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

Eddington Propane Tank Installation and Propane: Motion by Cherie Faulkner with a second by Tracy Bigney to approve the Propane Tank Installation and Propane from Maine Energy, Option One (two-year agreement) in the amount of \$1.475 per gallon.

Discussion: Superintendent Smith advised this option allows us to own the propane tanks at the end of the two-year agreement.

**Vote: 5 Approved; 0 Opposed; 1 Abstention (Holly Whitmore)**

**Holly Whitmore abstained as her company, Whitmore Contracting, was contacted by one of the contractors bidding on this project.**

Discussion Regarding Strategic Planning: Holly Whitmore directed the Board to the inside of their Board Folders for Policy BA – Operational Goals. Cherie Faulkner advised Tracy Roberts was unable to attend the meeting tonight but wanted to have a Strategic Planning Committee established. Matthew Campbell asked what the purpose of the committee would be. Superintendent Smith stated the committee could use policy BA – Operational Goals as guidance, set priorities for the next two years. Tracy Bigney asked if these goals had measurable outcomes. Superintendent Smith advised they do not at this time and would need a scope or action items. The Strategic Planning Committee could be set up as an Advisory Committee that included board members, staff, and community members; or a workshop with board members and administrators; or the Board could hire a facilitator. Superintendent Smith shared information from School Culture 360 by John Hopkins University. The cost is approximately \$1,000 to have a survey sent out to the public and they provide the data with action step recommendations. She thought it could be combined with the Superintendent Evaluation process, as this year the community is on the schedule for feedback. Linda Graban recommends an Advisory Committee to allow more than

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three board members and members of the community. Discussion continued on who the Board wanted input from. Superintendent Smith stated invitations could be sent to people the Board felt would provide helpful input and an announcement could be posted to attract volunteers for the committee. Superintendent Smith reviewed policy BDF – Advisory Committees with the Board. Holly Whitmore asked the Board if they wanted to start with a workshop or an advisory committee. Cherie Faulkner asked what the first steps of the Advisory Committee would be. Superintendent Smith responded an objective would need to be stated that had a purpose and outcome. Discussion took place on the objective of the strategic planning committee. Linda Graban suggested starting with the School Culture 360 survey by John Hopkins University and wait for the results. The Board agreed this would be a great starting point. Superintendent Smith advised the first Zoom meeting is August 4, 2021. Robin James volunteered to attend and Matthew Campbell is interested however his work schedule may be a conflict. Holly Whitmore asked if all Board members could attend the first workshop, or was it a per person fee. Superintendent Smith stated she will look more closely into this, but thought it was a “team” fee. The Board agreed and was positive about moving forward with the survey to gather input from the community, staff, and administrators to help set the goals/objectives of the strategic planning committee.

### **Dates of Next Meetings:**

Budget and Finance Committee: Wednesday, August 4, 2021 at 5:00pm, Holbrook Middle School

Budget and Finance Committee: Wednesday, August 18, 2021 at 5:00pm, Holbrook Middle School

Board Workshop: Monday, July 26, 2021 at 5:30pm Meet and Greet; 6:00pm Workshop at the Eddington Salmon Club, 25 Main Road, Eddington, ME 04428.

Policy Committee Meeting: Wednesday, July 28, 2021 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, August 23, 2021 Holbrook Tour at 6:00pm; Board Meeting 6:30pm (Executive Session with public session resuming at approximately 7:00pm), Holbrook Middle School.

**Questions and Comments from the Board:** Robin James shared a copy of the Brewer salary scales for Kelly Theriault to aid the Budget and Finance Committee in setting support staff salary scales at the next Budget and Finance Committee Meeting.

**Adjournment:** Holly Whitmore directed the Board to the inside of the Board folders to the evaluations questions. She asked the board to take a moment and evaluate how they felt the Board meeting went. All agreed the meeting was overall successful.

At 7:27pm, motion by Tracy Bigney with a second by Robin James to adjourn the meeting.

**Vote: 6 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

## Holbrook School Principal's Report 8/13/21

### **Approximate Enrollment:**

Grade 5 45

Grade 6 56

Grade 7 56

Grade 8 45

Approximate Total: 202

## **School Year 21-22 is in the air!**

### **August Happenings:**

- Prep Offerings for techs and writing teachers
- RSU 63 writing work with Sharon Haskell and Maddy Roberts - To the extent possible the group was made up of ELA teachers from each grade level or building.
- Personally, I have been busy with scheduling, hiring, and thinking outside the box to provide more math and literacy. After researching middle school offerings nationally, the opportunities below are some of the ways we are going to enhance students at Holbrook in the areas of Math and ELA. These offerings pair perfectly with the summer work done by teachers who met for 2 days to work on writing curriculum with Maddy Roberts and Sharon Haskell

This year we are able to provide students in grades 6, 7, and 8 with some additional instruction through some engaging ELA and Math Workshops.

### **Additional Math Workshop in 6,7,8:**

*Math Workshop:* Vision: Students engaging in puzzles and math games that involve complex reasoning. Students will learn to look at problems in ways that they never thought of before and improve reasoning skills by working collaboratively and sharing strategies. Students will have fun while exercising their brains and improving problem-solving techniques. Last, but not least, students will enhance their skills in: logic, mental math, and creativity. While also taking their respective courses in Pre-Algebra and Algebra.

*Financial Math:* Vision: One session a week for the year, all 8<sup>th</sup> graders will participate in Financial Math and expansion on what we have done in the past. Personal Finance, budget, savings, interest, banking basics, credit, credit scores, payroll, tax deductions, insurance, 401k, 403B, and stock. While also taking their respective courses in Pre-Algebra, Accelerated Algebra, Algebra, and Geometry.

### **Additional Language Arts Workshop 6,7,8:**

*Yearbook and Publishing:* Vision: Students will support yearbook design, photography, and written explanations.

*Hot off the Presses:* Vision: (School Newspaper) Vision: Pitching a story, interviewing, story writing and revising, photography, announcements, caption writing, layout, and designing theme with evidence. How do newspapers decide what is "news-worthy", consider your audience, structure of features, opinion, editorial and could also be paired with school wide Google Site design to host each edition of the paper, add photos, videos, track analytics.

*Presentation Literacy:* Vision: Students engage in exploration and research designed to help them present an amazing TED-ED talk on an idea that they are passionate about. Along the way students will become experts in identifying elements of a great story. Researching, developing, and presenting ideas, creating visuals to tell a compelling story, and using best practices for the camera, lighting, and sound with an end product being a filmed TED-ED talk that with appropriate permissions is shared through district social media outlets, RSU 63, YouTube, and school-wide assemblies.

## **What else is going on?**

**Open House:** An open house is scheduled for the afternoon of Tuesday, August 31<sup>st</sup> 2:45-3:15pm. We are encouraging families to go to the main walkways of our building and help us “Chalk the Walk” and leave an encouraging message on the walkway for the first day of school!

## **New Staff Members and Staff Changes:**

Please join me in welcoming Nicole Luce to Holbrook School as our new Life Skills Teacher! We are equally as excited to welcome Leslie Beers as our new 5<sup>th</sup> Grade teacher. We would also like to congratulate Sharon Haskell on her new role as the RSU 63 Instructional Coach/Assistant Principal. We wish them all a wonderful start in their new positions. The search continues for a new School Counselor and Custodian.

## **Summer Shoutouts!**

- Our custodians have been working tirelessly and Holbrook is absolutely glowing because of it!
- Mrs. Mayo has been helping to create inviting designs on our common spaces!
- Mrs. Archambault and the summer ESY and STEM camp crew had smiling happy and engaged students for their time here in July!
- Mrs. Walsh and a few talented students are continuing an art Mural in a few places around the school, other students designed it and these students are painting it! They have done some summer work on it and they are almost done!
- I would be remiss if I didn't thank the staff volunteering their time to help with interviewing this summer, thank you to that group as well!

We will meet our COVID challenges head on and hope to provide as much structure and “normalcy” as possible. Thank you for your time, dedication on our board.

Sincerely,  
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: 207-843-4329

**"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 August board report on behalf of the Holden and Eddington Elementary Schools. We have certainly learned to be more flexible than ever after the last school year and it shall continue as we work through these challenging and unknown "pandemic" times. As I meet with staff for planning and preparing the overriding feeling is a joy for having school five days a week and looking forward to getting things back to normal, when that may be and what "normal" will look like are the underlying questions for the months to come in 2021-2022. They walk into their classrooms and recall the limitations they left with in the spring and will start this fall with many of the same. They support the administration and board and will do their best to get the students into their new routines; following the CDC and Maine DOE guidelines in order to have another successful year.

Some early professional development in writing led by AP Sharon Haskell and Supt. Smith is a sure sign that "school" is on the way. I have attended several meetings along with Mrs. Allen and faculty members in preparing for the fall arrival of our students. Tyler SIS training for the administrators along with "A" team meetings have kept us quite busy in August.

The teachers are in their classrooms setting up, the secretaries are busy distributing supplies and registering new students, custodians are busy with finishing touches in the buildings, school is in the air.....

Summer has flown for sure and I was so, so happy to get some reenergized time at Egg Pond after last summer. I look forward to my 34<sup>th</sup> year in the district and continue to have complete faith in the faculty and staff in both our elementary schools, they will once again get the job done!

Sincerely,

Don Spencer  
Eddington & Holden Principal

## Enrollment as of 8/14/21

Eddington 111      Holden 116



**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.*

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**August 2021 Board Report**

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

**Introduction:** I would like to begin by thanking the Board, Susan Smith, Ashley Allen, and Don Spencer for providing me with the opportunity to serve our students, educators, and our three communities this year. My top priority is to keep our kids in school and safe while being true to our district mission statement as I navigate through my maiden year in this role. To ensure you all receive an accurate report of how my time is spent within the district, I will categorize the report into three sections: instructional coach, assistant principal, and 504 coordinator

**Instructional Coach:**

- Attended two NWEA workshops to examine how to use data reporting to advance student learning. Joined a coaching seminar hosted by the MCLA to look at coaching cycle development and how to support teachers with student-centered coaching.
- Spent two days this August with a group of multi-grade level teachers to continue work on writing standards.
- Next step: to work on establishing, defining, and promoting my role as IC.
  - assist students, educators, and community within my role

**Assistant Principal:**

- Participated in Tyler SIS training and assisted building principals with scheduling teachers and students in the system.
- Next step: assist students, educators, and community within my role

**504 Coordinator:**

- Met with outgoing coordinator for transition purposes.
- Next step: ensure teachers know student accommodations.

With warm regards,

Sharon Haskell



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

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

**Director of Special Services Report – August, 2021**

The Office of Special Services is gearing up for the first day of school. Pre-kindergarten and “new to RSU63” kindergarten students will be screened by staff to determine if there are any concerns that may need to be examined through an evaluation in case services are needed due to the presence of a learning disability. This takes place every year and there are usually 4-5 students in each grade that need some extra support to make academic gains.

Another area we are preparing for is to welcome a service dog at Eddington School. The team will review our Service Animal Policy (IMGA) to ensure the logistics of having an animal in school and work out a plan for breaks for the dog but the dog is used to working for several hours at a time so feeding and relieving will be done before and after school for the most part. The dog will be performing one of the tasks listed in the examples of the policy. “Examples of such work or tasks include, but are not limited to, assisting an individual who is totally or partially blind with navigation or other tasks; alerting an individual who is deaf or hard of hearing to the presence of people or sounds; providing nonviolent protection or rescue work; pulling a wheelchair; assisting an individual during a seizure; alerting an individual to the presence of allergens; retrieving items such as medicine or a telephone; providing physical support and assistance with balance and stability to an individual with a mobility disability; and helping a person with a psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. Families will be notified and students will be educated about the role of the service dog and what limitations are in place for the dog to complete duties effectively.

New staff will be trained to use the programs we have in place to access records digitally and securely. It also appears that there will be a Freshmen Orientation, similar to year pre-COVID19 and I plan on attending in-person to be a familiar face for the students as they get used to their new building and teachers.

We are excited to have Nicole Luce as our Life Skills teacher at Holbrook and Vanessa Haines as our special education teacher at Eddington School this upcoming year. Coincidentally, I worked with both when they were Ed Techs so I am thrilled that they are bringing their talents to RSU 63 as teachers!

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:** August 13, 2021  
**Re:** Monthly Report

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

#### **NetworkMaine Internet Bandwidth Upgrade Project**

The Internet circuits at Eddington, Holbrook, and Holden Schools were upgraded this summer thanks to Network Maine. These new circuits provide a significant improvement in bandwidth. Each school has gone from 500 Mbps to 1 Gbps, which is twice as much available bandwidth as we had during the 2020-2021 school year.

In addition, the network configuration has been changed so that each school site will be independently connected directly to the internet, rather than having each school connected through Holden School. Having each school's internet connection connect through Holden School presented a major issue, in that when Holden School lost power and the battery backups ran out, Eddington and Holbrook Schools would lose their internet connection as well. Now Eddington and Holbrook Schools do not have to rely on Holden School being online to have internet.

#### **Wireless Infrastructure Update**

The wireless network infrastructure in all 3 schools has been upgraded with all new wireless access points. A total of 57 access points were installed and configured. These 802.11ax dual-band radio access points will support denser environments (more devices per area) and provide a much needed bandwidth boost to all schools.

#### **MLTI 2.0**

The DOE finalized details and device option for the new MLTI version and Districts were able to start ordering new devices in early July. After considering all 6 device options offered, we decided to go with Macbook Air laptops for the eligible 7<sup>th</sup> & 8<sup>th</sup> grade teachers/specialists and CTL convertible Chromebooks for 7<sup>th</sup> & 8<sup>th</sup> grade students. A total of 20 Macbook Air laptops and 103 convertible Chromebooks were ordered.

Due to the current computer chip and various component shortages, the Chromebooks will not be delivered until late October or early November so 7<sup>th</sup> and 8<sup>th</sup> students will start the school year using existing Macbook Air laptops and then transition to the new Chromebooks when they are ready.

Respectfully submitted,

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202 Kidder Hill Road • Holden, Maine 04429



**RSU #63 SCHOOL BOARD**  
**August Board Report**  
**Jake Morgan Transportation/Facilities**

**Transportation:**

Buses are getting close to being ready for the start of school. We are about ½ way through the summer maintenance on them. The State Police did their yearly inspection on August 5<sup>th</sup>. We faired really well with only a few notes for repairs. We will have one driver out until September 13<sup>th</sup> because of knee surgery. All other bus runs have drivers, but Keith and I are the only spares at this time.

**Facilities:**

**Holden School:**

Carmel Electric worked on the generator the last few weeks of June. One day they came out and was able to unhook all the power to the old generator. The power was shut down for two hours then. The following week they spent a day digging trenches for propane lines and electrical lines. The old generator was removed and we are waiting for the new generator to arrive.

The library carpet was replaced with Luxury Vinyl Tile (LVT) the last week of June. They were operating with half the worker's they normally have, so it took a couple days longer than anticipated.

The walk ways located out back of the school were repaved and should give us at least fifteen good years. A few rooms were painted, some plumbing issues were taken care of, and the school is in good shape to start. The heating/air quality project began in August. The gym floor was resurfaced and all the tile floors also.

**Eddington School:**

The old heating oil tank was removed and the area was returned to a respectful image. The new propane tanks are installed and hooked into the kitchen.

Eddington custodian, Ryan Porter, replaced all the rotting "skirting" around the portable. It looks great and is better than when it was first installed. Ryan also built a nice platform over one of the septic tank covers. This looks a lot better than a pile of rocks and is much safer.

**Holbrook School:**

The asbestoses was removed from the Holbrook School starting the week of June 14<sup>th</sup>. This was a week sooner than anticipated. The flooring installation started the following week, however only half of the flooring had arrived and only one worker, so this project took three weeks for them to complete. The rear and side parking lot was resurfaced and lined. We had the walkway leading from the bus drop off to the school repaired and paved. Neither of these area's had been paved since 1995. We worked on the cross-country trail and was able to spread wood chips the complete length of the wooded trail. Whitmore Construction donated two big loads of wood chips from a job they had done in Holden. This is the first time we have been able to do the complete trail. We have not been able to find anyone to reshingle the roof over the elevator, I hope we can before winter arrives.

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** August 13, 2021  
**From:** Kelly Theriault  
**RE:** Aug 2021 Board Report

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- The Budget & Finance committee met on August 4, 2021. At the meeting, work on the support staff handbook was complete and the bus garage purchase agreement and purchase options were discussed; both will go to the full board for approval in August. The next meeting for the Budget & Finance committee is on August 18 @ 5:00.
- LD 1679 (**An Act To Address Student Hunger through Expanding Access to Free School Meals**) passed in the House with overwhelming support (117-26). It passed in the Senate previously 33-0. Please email your Senators and Representatives and thank them for supporting Maine kids!
- The SY2022 Free & Reduced meals application is available on-line for download or electronic submission. New to RSU #63 this year, is the opportunity for family's to complete and submit the application online. This service is available through a DOE partnership with Nutri-Link Technologies. I've uploaded the parent resources and RSU application and attended the required Nutri-Link training for us to utilize this program. The software works well with Nutrikids and applications can be imported directly into our Nutrikids software. While all student meals will again be free this year, economic data is still needed for various other resources and programs. The online application and parent letter can be found here: <https://www.nlappscloud.com/Welcome.aspx?sid=1794#loaded>
- We thought the two-part School Nutrition review from FY20 was finally finished. The review was mostly completed when things shut down in March of 2020. Last fall we completed the review electronically and via conference call. During the review a few "findings" were reported. The findings included minor changes to menu planning, policy language, and the last item required was a change to our bid process. We belong to a buying group so all members who were reviewed over the two year period had the same citation. This would have been resolved in the spring of 2020 but the pandemic shutdown required the bid to be delayed. The buying group was able to finish that process in the spring of 2021 and the bid document was updated to include the necessary language. We have completed the bid process and awarded bids. Once the signed bid was forwarded to Child Nutrition, we thought our review process was finally complete; we received a confirmation letter from the state signing off on the Procurement Portion of the review process only. Last week, we received notification that we would be under review in 2021-2022. (This is normally a 5 year cycle.) I spoke to Child Nutrition regarding this; the conclusion was only the "procurement" portion was fully completed and because no on-site review was able to be completed the decision was made to start the review process over. (The state felt starting where they left off would be too difficult because the data would be too old and that the fall communications were considered "learning" tools.)
- Reports completed this month in the business office; MePERS, EFM46, 2020 EEO-5 Data Collection, and CRF/ESSER invoices.

**MSAD63**

Statement Code: ArtSummFin

**Warrant Article Summary Financial YTD-DRAFT**

Account Number / Description	Revised Budget 7/1/2021 - 6/30/2022	Current Period 7/1/2021 - 7/31/2021	Reported Period 7/1/2021 - 7/31/2021	Encumbrances 7/1/2021 - 7/31/2021	Amount Remaining 7/1/2021 - 7/31/2021	Percent Remaining 7/1/2021 - 7/31/2021	Last Year Period 7/1/2020 - 7/31/2020
<b>Subtotal Regular Instruction</b>	\$2,789,944	\$411,633	\$411,633	\$40,846	\$2,707,465	97%	\$42,868
<b>Subtotal REG 9-12</b>	\$3,052,816	\$0	\$0	\$0	\$3,052,816	100%	\$0
<b>Subtotal Special Education</b>	\$1,604,850	\$37,296	\$37,296	\$10,801	\$1,556,753	97%	\$56,110
<b>Subtotal Staff &amp; Student Sppt</b>	\$549,707	\$33,655	\$33,655	\$18,248	\$497,804	91%	\$57,943
<b>Subtotal Facilities</b>	\$1,246,147	\$111,275	\$111,275	\$295,836	\$839,036	67%	\$91,025
<b>Subtotal Transportation</b>	\$783,043	\$64,986	\$64,986	\$73,642	\$644,415	82%	\$79,795
<b>Sub Total Trans to Other Units</b>	\$0	\$1,281	\$1,281	\$0	\$(-1,281)	---	\$4,928
<b>Subtotal System Administration</b>	\$356,652	\$62,579	\$62,579	\$11,656	\$282,417	79%	\$60,860
<b>Subtotal School Administration</b>	\$454,096	\$46,835	\$46,835	\$3,308	\$403,953	89%	\$52,868
<b>Subtotal Other Instrn</b>	\$66,496	\$95	\$95	\$32	\$66,369	100%	\$739
<b>Subtotal All Other</b>	\$30,000	\$0	\$0	\$0	\$30,000	100%	\$0
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$907,244	\$109,509	\$109,509	\$14,996	\$782,739	86%	\$114,467
<b>NET REVENUE OVER EXPENSE</b>	\$10,933,751	\$399,635	\$399,635	\$454,369	\$10,079,747	92%	\$447,136

## Budget and Finance Committee Meeting 06/07/2021

**Called to Order:** 3:37pm

**In Attendance:** Steve Carr, Holly Whitmore, Cherie Faulkner, Susan Smith, Kelly Theriault, and Tracy Bigney (community member)

### **FY21 Financials (April)**

- Ed Tech, Bus Drivers, and Cooks are part of the pay averaging encumbrances.
- Generator is encumbered in Facilities line.
- Facilities cost center is expected to be over due to the increased cost of the generator.
- Transportation and Central Office lines are close.
- Cherie asked if the special education contingency is carried over. Kelly Theriault said it carries over into the general fund balance and is reassigned to the special education contingency.
- The upright freezer stopped working at Holbrook. \$300 estimate to replace, looking at replacement toward the end of summer. Dishwasher scheduled to install next week.
- No big concerns with hot lunch.
- Superintendent Smith handed out activities account summaries. These are reviewed by the Budget and Finance Committee every year in June. The five accounts we have are Parent Teacher Group (PTG), CHEFS, Holbrook Account with Sub Accounts, Holden and Eddington Accounts also have Sub Accounts.
- School Activities Accounts are used to purchase certificates, awards, etc. Usually funded through fund raisers. Superintendent Smith is going to check with Don Spencer on the CSteps Grant.
- Laminator machines are 18 years old and in need of replacement at the Elementary Schools.
- Funds left in Music and Art Grant Account. Superintendent Smith will let the new music teacher know there are funds to use.
- Holbrook activities account is saving toward an 8<sup>th</sup> grade legacy gift, one idea is for an outdoor sign. Student council balance is a little high (\$5,000), no funds spent this year. Superintendent Smith will follow up with Michele Archambault on possible sign donation.
- CHEFS balance received a lot of donations this year. CHEFS has funded the backpack program, fresh fruit/veggie snack program (after February Vacation), and a clothing closet.
- Parent Teacher Group (PTG) account has no concerns. They have a plan to use up the funds in case no one steps up to take over the program.

### **Personnel**

- Lots of changes in the works for anticipated new staff.
- Some confidential information will be shared with the Board.

### **Facilities**

- Request for Proposals were sent out for the Eddington Roof, budgeted for next fiscal year. Randy Bragg from Carpenter Associates helped with a list of contractors he has used in the past.
- Paving for Holbrook parking lot bid went out with the Town of Holden. More information is expected soon.
- The joint propane bid with AOS 47 did not work out because we do not own our tanks. Maine Energy is the only company willing to work with us. Superintendent Smith pulled out of the joint bid. We will need to go out to bid for propane to include the purchase of tanks.
- The Eddington tank conversion, piping, and concrete pad is \$86,000+. This is way over budgeted funds. We will need to go out to bid for this project.
- Parking lot sand clean-up is needed. In the past John Clark used to clean the parking lots for us with his tractor or we worked with Downeast Sweeping (\$400 Holden parking lot). The cost would be approx. \$1,200 for all three schools to be swept. A sweeper attachment for our tractor is \$2,460. The facilities cost center is tight so this will be revisited later.
- Bus garage update: Route 9 Towing posted a building for sale. Holly Whitmore and Jake Morgan viewed the property. Concern is property is in Clifton and it's a private sale. Superintendent Smith reached out to Belinda Lawrence who said to talk to Chuck Lawrence. Chuck does not want to sell the Trade Winds warehouse. He estimated \$650,000 for a building in a space he just purchased and demolished. He is looking for other property around \$250,000 for us. Mr. Lawrence has a property he is in the process of purchasing on Route 1A that would need some work, paving, septic, and garage doors installed. Jake Morgan viewed the property. Mr. Lawrence said he would sell us the property with garage doors and septic for \$260,000. He understands we would need to go to referendum. Holly Whitmore felt this was a very generous offer. Superintendent Smith will let Mr. Lawrence know we are interested in moving forward with working with him and start the process to go to referendum in November.

**Transportation**

- There was a manifold that needed to be replaced on a bus. We asked Daigle and Houghton to not install yet, but they did, so we have an unexpected cost to cover.
- There are some personnel issues. Jake and Keith will finish out the rest of the school year covering bus runs.

**Other** - None

**Next Meeting**

- TBD after June 14, 2021 Board Meeting

**Meeting Adjourned:** 4:28pm

## Budget and Finance Committee Meeting 07/14/2021

**Called to Order:** 5:01pm

**In Attendance:** Tracy Bigney, Cherie Faulkner, Holly Whitmore (Board Member), Matthew Campbell (Board Member), Susan Smith, and Kelly Theriault,

**Committee Members Absent:** Tracy Roberts

**Elect Chair/Vice-Chair** tabled until all Budget and Finance Committee members are present.

### **FY21 Financials (June)**

- Summary is a draft right now as not all invoices/payments have been received.
- No areas of concern right now.
- Small transfer to facilities is anticipated.
- Regular instruction has summer salaries encumbered.

### **Facilities**

- Bids
  - **Indoor Air Quality Holden**  
Legal counsel recommends to accept the lower bid. Carpenter Associates recommends ABM as they complete the work themselves, Devoe Construction sub-contracts out the work. Both companies do quality work, no red flags. Recommend to the Board tonight to move forward with Devoe Construction.
  - **Heating Fuel Holden and Holbrook**  
Fuel prices are ever changing and contingent on Thursday morning price to lock in the price. Four bids for Holbrook. Dead River and CN Brown are very close in price. K1 (Kerosene) is used in colder weather. Kelly T. advised in past two years, K1 was used more than oil. K1 lower with Dead River than CN Brown. Recommend to the Board tonight to move forward with Dead River.  
  
Breakdown was discussed on all options provided (one year, two year, or five-year agreements). Tanks will be budgeted for next fiscal year. Supt. Smith thinks anything over two-year agreements are too long. Recommend to the Board tonight to move forward with Maine Energy Option 2 (one-year agreement).
  - **Propane Tanks and Fuel Eddington**  
Holly Whitmore excused herself from this part of the meeting as her company has been contacted by a contractor for this project.  
Breakdown of proposals were discussed. \$25,000 budgeted for fuel and \$10,000 for tank installation. Maine Energy spreads cost out evenly over two years and allows us to own tanks at the end of second year. Paving was approx. \$12,000 less than budgeted. The Holden walkway bid came in \$4,500 less than budgeted and the Holbrook Walkway came in \$2,875 less than budgeted. The Eddington underground oil tank removal came in \$8,600 less than budgeted. Total savings \$54,775 that could be used to cover the difference for this project.  
Recommend to the Board tonight to move forward with the proposal from Maine Energy, Option 1 for two-years.

\*Holly Whitmore rejoined the Budget and Finance Committee meeting.

- Projects
  - **Current Projects**  
Asbestos has been removed and re-tiling is in process at Holbrook. Carpet has been removed from Holden library and retiled. Holden old generator has been removed and the new generator installation process has been started. Holbrook paving has been completed. Shingling at Eddington is on hold, bids came in far too high over budget. Field work (ticks and grubs) service agreements at Holbrook are in place with Green Thumb from August through June. Will work with Mr. Greer for the Eddington and Holden School fields.
  - **Bus Garage**  
Working with our lawyers through Brann and Isaacson and Chuck Lawrence's lawyers for a 60 x 80 building at cost (\$260,000) on Route 1A. He is installing larger doors, building a lounge area in the back of the building, and an office in the front of the building for Mr. Morgan. Holly Whitmore has also done some research for buildings. Mr. Morgan has talked with Mr. Jennings (current landlord under lease until July

2022) to let him know we will not be accepting his proposal to purchase the current bus garage. Superintendent Smith talked with Gavin Robinson, former Board member and current loan officer at Bangor Savings) on loan options and processes. Our lawyer is working on November referendum language for purchasing a property.

- **Holbrook Reconfiguration**

Superintendent Smith talked with Ed Nagy, UMaine Professor who oversaw the Capstone Project and presentation. He recommends CES, Hailey Ward in Brewer to assist with planning. Hold off on this project until the Bus Garage is finalized.

**Personnel**

- Still looking for Special Ed Teacher and School Counselor. Grade 5 Teacher information will be finalized and sent to the Board soon.
- Advertising for an Assistant Cook at Holden will be posted soon. Bus Driver interviews are starting next week.

**Support Staff Handbook**

- Draft Handbook reviewed. Language is complete, with the exception of areas in yellow. Salaries still need to be worked on. Hopeful to have this ready for Board review/approval for August 23, 2021.
- Insurance was discussed.
- Discussion took place on area salaries at different businesses. Minimum salary increase (\$16.00 per hour) has been passed at the House and Senate level. Superintendent Smith and Kelly Theriault will work on draft salary scales to gradually increase salaries over a period of time to avoid a large salary increase in one year.
- Discussion took place on Cook, Custodian, and Bus Driver salaries.
- Continue work on the Support Staff Handbook at the next meeting.

**Other** – None

**Next Meeting**

- Wednesday, August 4, 2021 at 5:00pm, Holbrook Middle School (Support Staff Handbook)
- Wednesday, August 18, 2021 at 5:00pm, Holbrook Middle School (Regular Monthly Meeting)

**Meeting Adjourned:** 6:25pm

**Budget and Finance Committee Meeting**  
**08/04/2021**

**Called to Order:** 5:05pm

**In Attendance:** Tracy Bigney, Cherie Faulkner, Holly Whitmore (Board Member), Susan Smith, and Kelly Theriault,

**Committee Members Absent:** Tracy Roberts

**Elect Chair/Vice-Chair:** Tabled until all Budget and Finance Committee members are present.

**ED279 update:**

- Superintendent Smith advised RSU 63 is receiving an increase from the State of Maine in the amount of \$351,978.67
- This year only, school boards have spending options
  - Spend more in a cost center
  - Increase amount to reserve account
  - Help decrease town tax cost
  - Keep money in general fund balance
- Superintendent Smith recommends to wait and see how the Indoor Air Quality projects progress. Costs are higher than anticipated, so far. Committee members supported this recommendation.
- Cherie Faulkner asked about ESSER III. Supt. Smith advised the application was returned yesterday from the State asking for more details. Kelly Theriault advised spending time frames have changed and allows for longer periods of time to spend funding.
- Kelly Theriault was notified the full Food Service Audit is a requirement again this year. This is a very in-depth, time consuming process.

**Facilities**

- **Bus Garage:** Superintendent Smith shared a copy of the draft agreement from Chuck Lawrence's lawyer and the RSU 63 lawyer to purchase the property from Mr. Lawrence in the amount of \$260,000. Kelly Theriault recommends not taking on more debt and to use funds from the capital reserve (Capital Reserve Balance as of July 2021: \$451,341.00). Superintendent Smith is working closely with legal counsel to ensure the process of taking funds out of the capital reserve is done in accordance with school law. This purchase will not have to follow the referendum process. It can follow the public town meeting style, raised hand vote process.

**Support Staff Handbook**

- Staff position counts were shared.
- Some language was reviewed and discussed. Insurance waiting periods for new hires was discussed. Changes were recommended to the current language to start insurance the first of the month after hire date.
- Long Term and Short Term Disability discussed. In the past, we have not had the staff support for short term disability. Long Term Disability language will be added to the handbook.
- Juneteenth, the newest Federal and State Holiday was discussed. This holiday is recommended to be added to the paid holiday schedule for all staff with language for school year only employees to be eligible only if the holiday occurs during the school year.
- Personal leave, sick leave, vacation days, and earned paid leave discussed. Vacation day adjustments were recommended.
- Tracy Bigney mentioned changes to Family Medical Leave to include grandchildren. Kelly Theriault will look into that.
- All proposed staff pay scales were reviewed and recommended to approve.

**Next Meeting**

- Wednesday, August 18, 2021 at 5:00pm, Holbrook Middle School (Regular Monthly Meeting)

**Meeting Adjourned:** 6:35pm





## Regional School Unit 63

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

TO: RSU 63 BOARD of DIRECTORS

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

RE: MONTHLY REPORT

DATE: AUGUST 2021

**Board Members Please Note:** *There will be a tour of the Holbrook School at 6:00pm and an Executive Session regarding Contract Negotiations in the Holbrook Library at 6:30pm on Monday, August 23<sup>rd</sup>. Public proceedings will reconvene at approximately 7:00pm in the Holbrook School Gym.*

There is a full agenda for the August Board Meeting and many other things happening in RSU 63.

### **Recognition of Staff**

On Monday, August 30<sup>th</sup>, we will introduce new employees and recognize other employees for their service. We welcome Board Members to join us at the Holbrook School. Coffee and Conversation will be in the cafeteria at 7:45am with Introductions and Recognitions in the gym at 8:15am.

### **Presentations**

**Professional Growth and Performance Evaluation:** The state legislature has passed laws no longer requiring student achievement to be included in teacher and principal evaluations and making all evaluations except second year probationary teachers optional this year. However, we believe these are important aspects of a high-quality school system and are continuing to include student achievement measures and evaluate all teachers and administrators. I am proud of the work our Steering Committee has been doing and honored to share information with you about the components we include when providing feedback and evaluating teachers and administrators.

**Health and Safety Guide for Returning to School:** We are all ready to be done with COVID-19. Unfortunately, it is not ready to be done with us. Cases are on the rise in Maine and the Delta variant is causing problems across the nation and world. We ordered and received (thank you Maine Guard!) additional PPE and are keeping up with recommendations, requirements, procedures, and data. We are using this information to draft an "RSU 63 Guide for Returning to School." In developing this plan, our priorities are keeping the **health and safety** of students and staff the primary consideration while providing **At-School Instruction** for our students **with as little disruption as possible**. We will have this document ready to share with the Board of Directors on Friday, Aug. 20<sup>th</sup>. There will need to be a vote by the Board during the August Board Meeting and I anticipate there will be quite a bit of discussion.



## **Regional School Unit 63**

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

### **New Business**

**Bus Garage Purchase:** Over the past several months we have been looking into long-term, cost saving options for housing our buses and transportation department. After looking at and pricing several properties, we approached Chuck Lawrence. Included in the Board Packet is a purchase option agreement we have worked out with Mr. Lawrence through our legal counsel at Brann and Isaacson for a bus garage located at 153 Main Road in Holden. (The address will be changing to Tradewinds Way.) The purchase price of \$260,000 is well under other properties we investigated. Pending RSU 63 Board and tax payer approval, we recommend moving forward with using funds from our Capital Reserve Account to purchase this property. There is \$451,341 in the Capital Reserve Fund and we currently pay over \$25,000 per year to lease space. The required steps and timeline for making this purchase include:

#### **Monday, August 16, 2021**

- Draft Warrant Articles and Option Agreement from Brann and Isaacson included in Board Packet

#### **Monday, August 23, 2021**

- Board Vote required to ask residents to use funds from the Capital Reserve Fund to purchase a bus garage, post warrant articles, and hold an RSU 63 District Meeting.

#### **Starting Tuesday, August 24, 2021**

- Warrant articles to towns with information and posting requirements

#### **Monday, September 27, 2021; 6:30pm at Holden School**

- Informational Meeting regarding bus garage purchase held prior to the start of the RSU 63 regular Board Meeting

#### **Tuesday, October 5, 2021; 7:00pm at Holbrook School**

- District Meeting with Public Vote (with a moderator and similar format to a RSU 63 Budget Meeting)

#### **Monday, October 25, 2021**

- Minutes from October 5<sup>th</sup> District Meeting approved at regular RSU 63 Board Meeting

#### **November 2021**

- Close on property

#### **December 2022**

- Move into new bus garage



## Regional School Unit 63

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

**RSU 63 Staff Handbook:** Also, over the past several months, the Budget and Finance Committee has been working to update the language and pay scales for hourly staff. The draft including in the Board Packet is a result of that work. These changes incorporate new laws around earned paid leave and a \$16.00 minimum wage for school staff. The changes will also help keep and attract high quality people to work with our students.

### **Policies:**

**EFC – Food Service Program** has been updated to reflect free breakfast and lunch for all students while continuing to receive reimbursement from the state and federal government.

**GBEBA – District Personnel Dress Code** has language added to prohibit the wearing of clothing that may be offensive or controversial.

### **Personnel**

Several positions have been filled during the summer. We are very pleased with the new employees joining RSU 63 and happy to have our regular staff fill so many of our coaching and year-long stipend positions. We are still in the process of searching for/hiring an Assistant Cross-County Coach, a Holbrook School Counsellor, a Holbrook Custodian, a Part-Time Cook at Holden, and Substitutes.

### **Additional Information**

I received positive feedback regarding this summer's STEM Camp and Extended School Year programs. Outdoor Education summer activities are being held this week.

Several teachers met over two full days with Sharon Haskell and Maddy Roberts to work on Writing Curriculum. Draft documents will be shared with teachers this fall for their input. All writing teachers will receive a copy of the Writing Strategies Book by Jennifer Serravallo. We plan to bring a recommendation to the Board prior to the end of 2021.

The Steering Committee for Professional Growth and Performance Evaluation met to provide guidance and clarity, particularly around Peer Collaboration and Support.

I met with faculty from the University of Maine. RSU 63 will be working with the RiSE Center (Research Institute for STEM Education) and Prof. Dee Nichols (Literacy) throughout the school year. All teachers in RSU 63 will be expected to work with a "thinking partner" this year to tackle problems related to academic achievement and COVID-19. Thinking partners can include the faculty mentioned above as well as our Instructional Coach, Sharon Haskell, and our Technology Integrator, Gayle Middleton.



## **Regional School Unit 63**

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

Several of our Educational Technicians participated in two days of training hosted by PREP titled *"How to be an Effective Educational Technician."* Topics included:

- Roles and responsibilities
- Traits of effective ed techs
- Classroom support
- Data collection
- Communication
- Supervising students
- Trauma informed practices
- Behavior support and de-escalation
- Supporting individual student needs
- Effective teacher-ed tech partnerships
- Boundaries
- Laws: FERPA, 504, IDEA, Mandated Reporter, Suicide Prevention

Thank you for taking the time to participate in the board workshop. I think it set the tone for a positive, collaborative, successful school year. An initiation workshop is very important to get to know your fellow board members, ask questions, and learn about our role as a school board member. Our goal is to make this an annual workshop to serve as an initiation to new members and a refresher to current members.

Many positive ideas were introduced last year. It will be rewarding to see them put into action this school year. Some of those ideas include:

- \*Hiring the Instructional Coach to work with students and teachers to improve learning
- \*Hiring an Outdoor Education Coordinator to help teachers integrate nature into their teaching
- \*Grouping students in math and ELA according to ability to maximize each student's learning time

More recently we have started the process of purchasing a bus garage, which will save money in the long run and starting the process toward a new strategic plan for our district. I think it is important to follow Eileen King's advice about marketing our district and sharing these positive changes with our community to gain their support and trust.

Our August meeting is starting with a building tour. It will be interesting to all to hear about the changes that have been made since the facilities maintenance plan was started, after the one campus vote and what is still on the lists.

We will also hear about the Cultural Competence Institute that was put on through the MSBA and MSSA. Some of our teachers and administrators attended this program last year and it is being offered again this year. With all of the talk about CRT and public schools, it is important for us to discuss how we want to handle these controversial social issues. I encourage you to read policy IMB-R, Teaching About Controversial / Sensitive Issues. While there will be an opportunity to discuss this at our August board meeting, the place to make decisions about these issues will be through Policy committee meetings and the Strategic Planning process.

Also, on the agenda is our return to school guidelines. This will likely be an emotional issue for many. After the board discussion and an opportunity for public comment and questions, we will vote on Mrs. Smith's recommendations.

In September we will start the process of Mrs. Smith's annual evaluation, policy GCBI. Please read through this policy. This process will lead us toward a written evaluation and action plan with goals for her, presented in November.

I appreciate the opportunity to serve as the board chair. I ask for your patience as this is unlike anything I have ever done before. I think we are off to a great year of improving the education and experiences of our district's students.

"I can do things you can't do. You can do things I can't do. Together we can do great things." Mother Teresa

Respectfully submitted,

Holly

## OPTION AGREEMENT

THIS AGREEMENT ("Agreement") is made August 24, 2021 BETWEEN Southstreet Development Company, LLC ("Seller"), and Regional School Unit #63 ("Buyer").

### BACKGROUND

Seller is the owner of the land situated at 153 Main Road, Holden, Maine 04429, shown on Holden **Tax Map 17, Lot 6**, and which is more particularly described in the deed from Smith & Quimby to Seller, dated June 24, 2016, and recorded in the Penobscot County Registry of Deeds in **Book 14191, Page 154**. Seller desires to grant Buyer an option to purchase a portion of said property.

### AGREEMENT

The parties agree as follows:

1. **Option.** Seller grants to Buyer an exclusive option to purchase the portion of Seller's real estate being a parcel 200' x 240' as depicted on Exhibit A (the "Real Estate"), which includes the 80' x 60' building situated on the Real Estate, as provided in this Agreement. Seller shall also convey to Buyer a non-exclusive access easement over Seller's remaining land for access to the Real Estate from U.S. Route 1A.
2. **Option Term.** This Option will remain in effect until October 29, 2021 (the "Option Term").
3. **Option Price.** The option price is **\$26,000**, which is to be paid to Seller on or before September 1, 2021, and which is deemed a deposit against the purchase price. The option price shall be applied towards the purchase price if Buyer exercises the option. The Seller shall promptly refund the option price if the purchase is not approved by the voters at a Regional School Unit Meeting on October 5, 2021.
4. **Exercise.** Buyer shall exercise its option by notice to Seller given during the Option Term.
5. **Purchase Price.** The purchase price for the acquisition of the Real Estate shall be **\$260,000**. The purchase price shall be paid in full (less the option price pursuant to Section 3) at the closing.
6. **Representations and Warranties.** Seller represents and warrants to Buyer that, as of the date of this Agreement and as of the date of the closing:
  - 6.1. **No Pending Litigation Affecting Real Estate.** There is no legal proceeding pending or threatened (or, to the best knowledge of Seller, any basis for a proceeding) against Seller affecting any portion of the Real Estate in any court or before any arbitrator of any kind or before or by any governmental body.
  - 6.2. **No Leases or Contracts.** There are no leases, subleases or agreements concerning the ownership, leasing, subleasing or occupancy of the Real Estate. There are no

service contracts, maintenance agreements or other agreements with respect to the Real Estate.

- 6.3. Compliance with Laws. To the best of Seller's knowledge (without any requirement of Seller to undertake any investigation), all applicable laws, statutes, ordinances and regulations have been complied with in regard to the Real Estate.
- 6.4. Unencumbered Title. Seller is the owner of the Real Estate free and clear of all liens, rights to liens, claims, encumbrances, and other matters affecting title, subject only to easements and such restrictions as would not make the title unmarketable and to any lien or encumbrance securing an indebtedness of a definitely ascertainable amount, which lien or encumbrance shall be released at or prior to the closing.

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 maintaining the shared driveway.

8. Closing Conditions.

- 8.1. Title Exceptions. Buyer shall examine the title to the Real Estate and report to Seller in writing any exceptions based on the Standards adopted by the Maine State Bar Association within 30 days of the date of this Agreement.
- 8.2. Completion of Work. Prior to closing, Seller shall have installed well water and a septic system on and for the Real Estate that meets all state and local requirements (use of which shall be solely for the benefit of the 80' x 60' building situated on the Real Estate), shall have connected the well water and septic system to the 80' x 60' building situated on the Real Estate, and shall have paved the shared driveway, and with regard to the 80' x 60' building situated on the Real Estate, Seller shall have installed all plumbing for the building as well as two 11 foot high garage doors adequate for the ingress and egress of standard school buses, and shall have constructed the following: (a) a completed 12' x 12' bathroom, (b) an enclosed 12' x 12' office/storage area, (c) an enclosed 12' x 34' meeting area/driver lounge/kitchen, and (d) an enclosed 10' x 10' office with an exterior window and door at the front of the building.
- 8.3. Inspections. Seller shall provide Buyer with sufficient access and opportunity to inspect the Real Estate (including, at Buyer's option, a Phase 1 environmental site assessment). If Buyer's Phase 1 Environmental assessment recommends a Phase II assessment, then Buyer shall have until October 29 to complete a Phase II assessment and notify Seller of any objections to such environmental conditions. Buyer agrees to share copies of any and all such assessments with Seller.

9. Termination. If Buyer objects to any exceptions to the title of the Real Estate or to the environmental conditions, Seller shall have the option, at Seller's sole discretion, to use reasonable efforts to cure such defects at Seller's own expense during the next 30 days. If Seller cannot or is unwilling to cure the defects within the 30 day time period, or such additional period as Buyer, in Buyer's sole discretion, may allow, Buyer may elect to terminate its exercise of the option on the Real Estate. Buyer shall notify Seller of such election, in which case the option price shall be refunded to Buyer and the obligations of all parties under this Agreement shall terminate. Alternatively, Buyer may elect to purchase the Real Estate as provided under the provisions of this Agreement subject to any defects which cannot be removed.
10. Closing. The closing shall take place at Buyer's election but not later than 60 days after the exercise of the option, at the offices of Buyer or such other place within the State of Maine as the Buyer may select provided that upon request by either party, the closing can be conducted by mail.
11. Conveyance and Payment.
  - 11.1. Title. Seller shall convey the Real Estate by quitclaim deed with covenant and otherwise as provided in Section 6.4. The title shall also be insurable by any reputable title insurance company licensed to do business in the State of Maine. Seller will execute such typical Seller affidavits related to persons in possession and mechanic's liens and closing documents as may appropriately and customarily be required by Buyer's counsel.
  - 11.2. Possession. At the time of the closing, Seller will deliver over exclusive possession of the Real Estate to Buyer.
  - 11.3. Payment. Buyer will make all closing payments by certified, cashier's, or attorney trust account check.
12. Miscellaneous.
  - 12.1. Brokers. Buyer and Seller agree that no brokers have been involved in this transaction, and each agrees to hold harmless and indemnify the other from and against any losses, damages, costs, or expenses that either party may suffer as a result of claims made or suits brought by any broker in connection with this transaction, the indemnifying party to be the party whose conduct gives rise to such claim.
  - 12.2. Time. Time is of the essence in all matters relating to this Agreement.
  - 12.3. Headings. Section headings are for convenience only. They are not intended to expand or restrict the scope or the substance of the provisions of this Agreement.
  - 12.4. Binding Effect. This Agreement shall be binding on the successors and assigns of Seller and Buyer.



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- 12.5. Assignment. This Agreement may not be assigned or delegated by either party without the prior written consent of the other party.
- 12.6. Amendment. This Agreement may not be amended, modified or revoked except by a writing signed by both parties.
- 12.7. Counterparts. This Agreement may be signed on any number of counterparts with the same effect as if the signatures were on the same instrument. The parties intend to conduct business by electronic means.
- 12.8. Governing Law. This Agreement shall be governed by Maine law.
- 12.9. Notices. Any notices required by this Agreement shall be given, in the case of Seller, to:

Christopher J. Austin  
Rudman Winchell  
PO Box 1401  
84 Harlow Street  
Bangor, Maine 04402-1401

and, in the case of Buyer, to:

Susan Smith  
RSU #63 Superintendent of Schools  
Director of Curriculum and Instruction  
202 Kidder Hill Road  
Holden, ME 04429

with a copy to:

Peter D. Lowe  
Brann & Isaacson  
184 Main Street  
PO Box 3070  
Lewiston, Maine 04243-3070

or such other persons and addresses as a party may designate by notice to the other party. All such notices shall be effective upon receipt or refusal when delivered in person, by certified mail, return receipt requested or by delivery service providing proof of receipt.

- 12.10. Entire Agreement. This Agreement contains the entire and only agreement between the parties and no oral statements or representations or prior written matter not contained in this Agreement shall have any force and effect.



**WARRANT TO CALL  
MAINE REGIONAL SCHOOL UNIT NO. 63  
REGIONAL SCHOOL UNIT MEETING  
(20-A M.R.S. § 1491)**

To Holly Whitmore, a resident of Maine Regional School Unit No. 63 ("RSU 63") composed of the Towns of Clifton, Eddington, and Holden in the County of Penobscot, State of Maine.

In the name of the State of Maine, you are hereby required to notify the voters of each of the municipalities within the RSU 63, namely the Towns of Clifton, Eddington, and Holden, that a Regional School Unit Meeting will be held at Holbrook School, 202 Kidder Hill Road, in the Town of Holden, Maine at 7:00pm on October 5, 2021 for the purposes of determining the Articles set forth below.

**ARTICLE 1:** To elect a Moderator to preside at the meeting.

**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?

*Explanation: Voters previously approved the establishment of and transfer of funds to a Capital Reserve Fund for the purpose of funding school construction, capital improvement projects, facility upgrades, plant maintenance, and capital equipment purchases. School construction includes the acquisition of facilities related to the operation of RSU 63. As part of its operations, RSU 63 currently leases a bus garage. In order to eliminate this ongoing expense, the School Board recommends acquisition of the property at 153 Main Road in Holden for use as the RSU 63 bus garage. At purchase this property will include a building suitable for such use, without the need for structural renovation. Using monies from the Capital Reserve Fund will avoid RSU 63 taking on additional debt for this purchase. The current balance in the Capital Reserve Fund is \$451,341. This article requests that voters approve the expenditure of \$260,000 from the Capital Reserve Fund for this acquisition. The School Board recommends a "Yes" vote.*

Given under our hand this day, August 23, 2021 at \_\_\_\_\_, Maine

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

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

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

\_\_\_\_\_  
Jaime Pangburn

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

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

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

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

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

A true copy of the Warrant, attest: \_\_\_\_\_  
Holly Whitmore, Resident, RSU 63

# POLICY COMMITTEE MINUTES

## Meeting: July 28, 2021

Members Present: Robin James, Jaime Pangburn (arrived at 5:54pm), and Tracy Roberts (arrived at 6:02pm)  
Also Present: Superintendent Susan Smith, Holly Whitmore, and Cherie Faulkner

1. **Call to Order:** The meeting began at 5:54pm.
2. **Elect Committee Chair/Vice Chair:** Tabled until August meeting.
3. **Policy Spreadsheet Overview:** Superintendent Smith reviewed the spreadsheet with the Committee.
4. **EFC – Food Service Program:** This policy is an annual review. Prices set for breakfast, lunch, and milk. LD1679 language added (for the 2021-2022 school year, no cost to students/families regardless of economic eligibility). This policy is ready for the Board.
5. **IJKA – Purchasing of Computer Hardware and Software Licenses:** Changes made to this policy to restrict the open purchasing of software in order to protect students. Policy will go to George Cummings, Technology Coordinator for review and back to the Policy Committee in August.
6. **GBEBB – Staff conduct with Students:** Policy reviewed. No changes recommended.
7. **GCOA – Supervision and Evaluation of Professional Staff:** No changes at this time. An update regarding our Professional Growth and Evaluation System will be shared with the full Board during the Board meeting on August 23<sup>rd</sup>.
8. **GBEBA – District Personnel Dress Code:** This policy was reviewed. Addition of “controversial” recommended to this policy. This policy is ready for the Board.
9. **Policies to Review Next:**  
For the Next Policy Meeting
  - IJKA – Purchasing of Computer Hardware and Software Licenses
  - IMB-R – Teaching Controversial-Sensitive Issues
  - IMC – Controversial-Sensitive Issues
  - IJND – MLTI Macbook Air Usage at Home
  - IJNDB – Student Computer Internet Use
  - BEA – School Board Meetings, Procedures, and By-Laws
10. **Next Meetings:**  
 Policy Committee: Wednesday, August 25, 2021 at 5:30pm

The meeting adjourned at 7:08pm.

## RSU #63

- a. **NEPN/NSBA Code:** EFC
- b. **Title:** Food Services Program
- c. **Author:** Superintendent/Budget & Finance Committee
- d. **Replaces Policy:** NEW
- e. **Date Approved:** 08/26/2019 RSU #63
- f. **Previously Approved:** 08/26/2019 06/18/2018
- g. **Policy Expiration:** Annual Review
- h. **Responsible for Review:** Superintendent/Budget & Finance Committee/  
Policy Committee
- i. **Date Reviewed:** 08/18/2021 08/13/2019 B&F Committee  
07/28/2021 08/26/2019 Policy Committee  
07/14/2021 08/13/2019 Superintendent
- j. **References:** Policies: EFCA-RSU #63 Free & Reduced-Price Meal Program  
EFC-R1 – Administrative Procedures Relating to  
RSU #63's Free & Reduced-Price Meal Program

k. **Narrative:**

Studies prove that children are more successful in school if they receive appropriate nutritional meals throughout the day. To that end, the RSU #63 (the District) participates in the National School Lunch Program (NSL) administered through the U.S. Department of Agriculture and overseen by the Maine Department of Education, Child Nutrition Services. Proper nutrition is essential for growing bodies and developing brains and assists students in reaching their full academic and physical potential. This policy is applicable to the RSU #63 Food Services Program.

- I. At the beginning of each school year, the District will provide the parent(s)/guardian(s) of district students written information describing the district's Food Service Program. The Program provides breakfast and lunch at all three district schools.
- II. The District is responsible for ordering the food and liquids served as well as maintaining accountability for related costs. For this reason, there is a cost to the student for each meal served. There is a Free and Reduced-price food service program for eligible students, which is the subject of Policy EFCA.
- III. Students always have the option of bringing their own "bagged lunch." A student who buys milk to go with a lunch brought from home must pay the full customary price for milk.
- IV. Students intending to purchase a meal (Breakfast or Lunch) produced by the school's kitchen staff are required to pay the established price.

V. For the ~~2021-2022~~ 2019-2020 school year, prices are as follows:

A. Lunch Prices: ~~Currently, per MRSA 6602; LD1679, there is no cost to students/families regardless of economic eligibility. Per LD1679, the State of Maine will pick up the difference in cost between the reduced price or full price meals and the federal reimbursement rate, as determined by economic eligibility status for all students.~~

1. Full Price:                      Pre-K through Fourth Grade    \$2.75  
    Fifth through Eighth Grade    \$2.85

2. Reduced Price:              Pre-K through Eighth Grade    \$ .40  
~~However, the state currently covers any local cost above the Federal government's subsidized amount for Reduced student lunch. As long as those costs are covered by the state, the District will not charge for this meal.~~

3. Adults:                              Any adult                              \$4.50

B. Breakfast Prices: ~~Currently, per MRSA 6602; LD1679, there is no cost to students/families regardless of economic eligibility. Per LD1679, the State of Maine will pick up the difference in cost between the reduced price or full price meals and the federal reimbursement rate, as determined by economic eligibility status for all students.~~

1. Full Price:                      Pre-K through Fourth Grade    \$1.75  
    Fifth through Eighth Grade    \$1.75

2. Reduced Price:              Pre-K through Eighth Grade    \$ .40  
~~However, the state currently covers any local cost above the Federal government's subsidized amount for Reduced student lunch. As long as those costs are covered by the state, the District will not charge for this meal.~~

3. Adults:                              Any Adult                              \$2.00

C. Milk Price: Milk is provided with each meal. If milk is purchased with a bagged lunch, as "snack" milk, or as an additional milk with the meal, the cost is \$.50.

VI. Students can purchase their meal one of two ways: (1) with cash or (2) by debiting their student lunch account. Payment is due at the time of purchase.

VII. It is the responsibility of the parent(s)/guardian(s) to maintain an appropriate balance in the student's lunch account.

VIII. Parent(s)/Guardian(s) can deposit funds into the student's lunch account in two ways:

A. Sending cash or checks to the student's school administration in care of the Business

Manager. Checks should be made payable to RSU #63 Food Services. Cash or checks can be hand-delivered by the student or parent(s)/guardian(s) to the school's administrative office, or mailed to: RSU #63 Business Manager, RSU #63 Central Office, 202 Kidder Hill, Holden, ME 04429. A \$25.00 fee will be charged for returned checks. Cash only or on-line payment may be requested of families who pay by checks that were returned for insufficient funds more than two times in a school year.

- B. On-line deposits can be made using the "MySchoolBucks" link on the District's web page. The website is: [www.rsu63.org](http://www.rsu63.org). Go to the Parents tab. Instructions are provided for a parent(s)/guardian(s) to be able to access their student's account.
  - C. It is the responsibility of the parent(s)/guardian(s) to keep track of their student's charges and to be in touch with the school's food service office if there is a question. Parent(s)/guardian(s) can monitor their student's account using the information provided directly above.
- IX.** On rare occasions, the student may be able to charge a meal. This could happen if the student's lunch account did not have a balance sufficient to cover the cost of a meal or if the student had lost/forgotten cash that day. In this policy, "charging" refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after service of the meal.
- A. A student may not charge for more than two weeks without appropriate payment or receipt of the necessary paperwork for free or reduced-price meals (refer to Policy EFCA). Parent(s)/guardian(s) who do not wish their student to accrue charges can ask that their student not be allowed to have charging privileges. The parent(s)/guardian(s) must send an email or written note to the School Principal or Business Manager directing this. If no email or written note is received, the parent(s)/guardian(s) consents to paying any meal charges incurred by their student.
  - B. A la carte items, extra milk, or "snack" milk may not be charged.
- X.** No student will be denied food as a disciplinary measure. No student whose parent(s)/guardian(s) wants them to receive school meal, will be denied food, even if the student's account is negative.
- XI.** For students who have an outstanding balance for school meals and whose parent(s)/guardian(s) has not provided appropriate payment:
- A. The Food Service Director (Business Manager) will advise the school Principal of any student to whom meals have been served for one week without appropriate payment. The school Principal will then contact the student's parent(s)/guardian(s). Contact will be in writing, by phone, or the SchoolMaster program and will include a "Due Date" for the outstanding balance. The parent(s)/guardian(s) will be advised of the means of payment as defined in Section VIII above, and to provide a "bag lunch" for their student until they pay the outstanding balance. If appropriate, the

parent(s)/guardian(s) should be encouraged to check out the Free and Reduced-Price Meal Program as described on the District's website. The school lunch accountability person should offer to send a "Free and Reduced Lunch School Meal Application" to the parent(s)/guardian(s) and reiterate that all information received is confidential.

- B.** Within one school day following the first contact by the Food Service Director (Business Manager), the school Principal will be provided with the name of the student, the financial status of unpaid meals, the means and date of contact with the student's parent(s)/guardian(s), and the "Due Date" set for payment of the outstanding balance. The Food Services Director will notify the appropriate school personnel when/if the outstanding balance is paid and/or application for free or reduced-priced lunch is received.
- C.** The Food Service Director (Business Manager) will determine if the parent(s)/guardian(s) is/are not providing payment for meals served nor a bag lunch for the student. The Food Service Director (Business Manager) will contact the family in writing to document the problem.
- D.** The administration's efforts to collect on overdue accounts will conform to the following guidelines:

  - 1. less than \$25 debt in one household: informal communications to household
  - 2. \$25-\$50 in one household: formal written notice;
  - 3. \$50-\$100: registered notice;
  - 4. If a household owes more than \$200 for students under its guardianship, the administration may pursue any means of legal collection.
  - 5. In all cases, the administration will assist households to document eligibility for free or reduced meals and offer to provide information of charities that may be willing to assist by providing food or funds. All school meal personnel will handle debt situations with as much privacy and respect as possible. All free and reduced meal status information is strictly confidential.
- XII.** The District will make a reasonable attempt to collect unpaid balances at the end of the school year. It also reserves the right to utilize outside collection services for balances exceeding \$50. There will be a \$25 fee charged on returned checks. Cash only or on-line payment may be requested of families who pay by checks that were returned for insufficient funds more than two times in a school year.
- XIII.** The Superintendent is responsible for the development of the process, procedure, and regulations necessary to implement this policy.



**RSU #63**

- a. **NEPN/NSBA Code:** **GBEBA**  
b. **Title:** **District Personnel Dress Code**  
c. **Author:**  
d. **Replaces Policy:**  
e. **Date Approved:** 01/23/2017 **RSU #63**  
f. **Previously Approved:** **01/23/2017** ~~12/06/2004~~  
g. **Policy Expiration:** **Review as Needed**  
h. **Responsible for Review:** **Superintendent, Principals, & Policy Committee**  
i. **Date Reviewed:** **07/14/2021** ~~12/05/2016~~ **Superintendent**  
12/05/2016 **Policy Committee**  
j. **References:**  
k. **Narrative:**

RSU #63 (the District) is a place of business for both academic and support staff, as well as students. While it is the district's mission to provide a friendly and safe environment for all, the environmental tone is often set by the appearance of all district employees.

- I. Every ~~RSU-63~~ employee has some contact with the public and therefore represents the district in ~~his/her~~ **their** appearance as well as ~~his/her~~ **their** conduct. Employees are expected to be well-groomed, use appropriate hygiene, and to dress in a neat, business-like manner appropriate to the school setting. RSU #63 identification is to be on the individual at all times when on or in school property.
- II. Employees who work with machinery, such as ~~RSU-63~~ transportation vehicles, are expected to ensure their school attire does not present any type of safety hazard. For some positions, uniforms may be required.
- III. The following are examples of the type of dress that is not allowed at any time, unless prescribed by a medical professional:
- A. Low-cut or see-through tops, halter tops, and camisoles;
  - B. Any clothing that exposes the midriff or underwear;
  - C. Short skirts;
  - D. Athletic wear, unless required for position or task;
  - E. Any clothing with words or illustrations that might be offensive or controversial to others;
  - F. Any ripped, dirty, or disheveled clothing;
  - G. Wearing any headgear in school buildings unless it is for religious reasons;
  - H. Sunglasses are for outside;
  - I. Flip-flops or bare feet.

During the summer when students are not present, during severe inclement weather, or

other specific occasions authorized by supervisors, employees may wear more casual clothing, but, at all times, an employee's personal appearance must be well-groomed and appropriate to the work setting.

- IV.** Employees who have questions as to whether certain clothing or attire is appropriate for the position should ask their supervisor. Supervisors are authorized to send employees home to change if their attire is inappropriate. Any such period of time may be unpaid.
- V.** District personnel, students, and parents are expected to work cooperatively with the school district in order to assure the success of the dress policy.