

RSU #63 Board Meeting  
Date: December 20, 2021  
Location: Holden Elementary School  
Minutes

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

*Town of Holden:* Matthew Campbell, Cherie Faulkner (6:03pm), and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Robin James, Jaime Pangburn (6:05pm), and Tracy Bigney

**RSU 63 Board Member Present Remotely:**

*Town of Holden:* Tracy Roberts

Board Chair, Holly Whitmore called the meeting to order at 6:01pm

Motion at 6:02pm, by Robin James with a second by Tracy Bigney to enter into Executive Session to discuss Superintendent Susan M. Smith's evaluation pursuant to 1 M.R.S.A. § 405(6)(A).

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

**Vote:** 6 Approved; 0 Opposed

Executive session ended at 6:07pm.

Motion at 6:15pm, by Robin James with a second by Linda Graban to enter into Executive Session to discuss contract negotiations pursuant to 1 M.R.S.A. § 405(6)(D).

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

**Vote:** 8 Approved; 0 Opposed

Executive session ended at 6:58pm.

Public session resumed at 7:04pm. A flag salute was conducted and a moment of silence was observed.

Holly Whitmore read opening remarks regarding public comment guidelines.

Motion by Matthew Campbell with a second by Robin James to approve the November 29, 2021 Board Meeting Minutes.

**Discussion:** Jaime Pangburn asked if the NWEA school district comparison data has been released yet.

Superintendent Smith advised the data release takes time to compile and usually is not released until March or possibly the next school year.

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

**Vote:** 8 Approved; 0 Opposed

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith recognized Holbrook Middle School Students of the Month, Sophia Grindal, Adrianna Jandreau, Cece Higgins, and Kaelyn Dunn.

Superintendent Smith thanked the Administrators for contributing to the RSU 63 Facebook page. Some of the fun and festive events happening in RSU 63 include a Puppet Show, Nutcracker, Grinch Day, assemblies and games.

**Acceptance of Gifts/Donations:** Superintendent Smith thanked the Holden Police Department for their donation of \$1,000 to Sponsor-a-Child and the Nutrition Shack for their donation. The Holbrook Basketball Club purchased new uniforms for the Holbrook Girls Basketball teams and donated the equipment needed to live stream all of the Holbrook Middle School home basketball games. Superintendent Smith also thanked Steve Pelkey at Pelkey's Burner Service for donating holiday meals for one hundred families in our area. Linda Graban thanked Matthew Campbell for his work on the Holiday parade.

**Presentation:** None

**Questions from the Board:** None

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

**Dates of Next Meetings:**

Policy Committee Meeting: Monday, January 10, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Wednesday, January 12, 2022 at 6:00pm, Holbrook Middle School

Board Meeting: Monday, January 24, 2022 at 6:30pm, Eddington Elementary School.

Superintendent Smith added the Budget and Finance Committee Meeting will have information on staffing at the January meeting.

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

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

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

**Acceptance of Reports:** Motion by Robin James with a second by Tracy Bigney to approve the written and verbal reports from Committees, Superintendent, and Board Chair.

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

**Vote:** 8 Approved; 0 Opposed

**Old Business:**

**School Board Norms:** Nothing to add. The Board liked the handout that will be added to the Board binders.

Jaime Pangburn shared a power point from the Maine School Management Association Board Workshop on team building called STICK Together (*Attachment A*). The Board engaged in a short team building exercise highlighting areas of building a strong team foundation and the five D's that destroy teams.

**Board Initiation:** Holly Whitmore began the discussion on scheduling a Board Initiation meeting for January. The focus of the meeting will be setting a timeline to repeat every year for Board refreshers and develop a Board Brochure for members of the communities interested in running for a seat on the RSU 63 Board of Directors. Holly has templates to share at the meeting.

Workshop set for Tuesday, January 11, 2022 at 5:30pm, Holbrook Middle School.

**Strategic Planning:** Superintendent Smith discussed the potential pathways for strategic planning she shared in her Board Report. Tracy Roberts was also looking into local resources. Superintendent Smith spoke with Steve Bailey at Maine School Board Association and he suggested using the Vision and Mission statement along with policy BA and develop SMART Goals. Tracy Roberts stated she likes the SMART Goals, but the mission and vision statements have no action steps. She would like to see action steps implemented, short-term and long-term goals for each category, and establish a facilitator. Superintendent Smith stated the Maine Department of Education has a list of facilitators, but the list seemed outdated. Steve Bailey recommended Judy Enright. Matthew Campbell asked if these services were free and asked if the board set the list of goals and the facilitator advises how to achieve them. Tracy Roberts advised facilitators are involved as much or as little as the Board wants them to be. Mr. Campbell felt strongly the Board should set the list of goals first before spending any money as this is not budgeted and the District has expenses coming up. Tracy Bigney suggested the Superintendent and Board Chair create a draft committee structure and schedule a facilitator presentation for the next Board meeting. Discussion took place on what type of committee, need for facilitator and their roll, and establishing goals. Matthew Campbell volunteered to be on the Advisory Committee. Superintendent Smith asked how detailed the Board wanted the draft structure to be. Suggested the committee could start small and grow or have sub committees.

Motion by Matthew Campbell with a second by Robin James to form an Advisory Committee for Strategic Planning.

**Discussion:** Tracy Bigney asked if the Board has access to the formation of an Advisory Committee. Kelly Theriault, RSU 63 Business Manager advised it was policy BDF – Board Advisory Committees and is posted on the District Website. Per policy, the Board Chair sets the first agenda with parameters and timeline before any action is taken. Mr. Campbell read the steps listed in the policy. He stated per policy, the Board will need one more meeting. Tracy Roberts asked if it could be added to the agenda for the Board Initiation meeting in January. Superintendent Smith advised since it is a Board Workshop, there would be no voting. Tracy Bigney recommended to designate people to form a draft outline for the next Board meeting on January 24<sup>th</sup>. Tracy Roberts and Matthew Campbell volunteered. Superintendent Smith asked if they could have the draft done by January 14<sup>th</sup>, to be added to the

Board packet. Superintendent Smith will provide to Ms. Roberts and Mr. Campbell the Advisory Committee Planning Template.

**Roll Call Vote:** Linda Graban: Yes; Tracy Bigney: Yes; Robin James: Yes; Cherie Faulkner: Yes; Jaime Pangburn: Yes; Tracy Roberts: Yes; Matthew Campbell: Yes; Holly Whitmore: Yes  
**Vote:** 8 Approved; 0 Opposed

Motion by Tracy Roberts with a second by Linda Graban to have Superintendent Smith contact Judy Enright for the purpose of obtaining information on Strategic Planning Facilitation.

**Discussion:** Matthew Campbell asked for this item to be tabled. Tracy Roberts stated it is important to have this information for the next meeting. Matthew Campbell agreed, but does not feel the District should be spending any money at this time on this service. If it is a free service, he is okay with it. Superintendent Smith advised she will contact Ms. Enright for information purposes only. Mr. Campbell agreed.

**Roll Call Vote:** Linda Graban: Yes; Tracy Bigney: Yes; Robin James: Yes; Cherie Faulkner: Yes; Jaime Pangburn: Yes; Tracy Roberts: Yes; Matthew Campbell: Yes; Holly Whitmore: Yes  
**Vote:** 8 Approved; 0 Opposed

#### **New Business:**

**Eddington Indoor Air Quality Bid:** Cherie Faulkner stated she was glad the Board went back to bid for this project with the new scope of work. She advised the bids are included in the Board Packet. Cherie Faulkner stated it is the recommendation of the Budget and Finance Committee (supported by Jake Morgan as well as Randy Bragg from Carpenter Association), that we move forward with contracting with Devoe Construction, Inc. to put ERV (Energy Recovery Ventilation) systems in the classroom wing of the Eddington School for \$475,000 (Bid item #1) and the Admin/Art/Speech wing for \$224,000 (Bid item #3). This recommendation is within the budget allotted through our SRRF bond (School Revolving Renovation Funds) and ARP ESSER III (American Rescue Plan Elementary and Secondary School Emergency Relief) grant.

Motion by Cherie Faulkner with a second by Matthew Campbell to accept the Eddington Indoor Air Quality Bid from Devoe Construction Inc.; ERV (Energy Recovery Ventilation) systems in the classroom wing of the Eddington School for \$475,000 (Bid item #1) and the Admin/Art/Speech wing for \$224,000 (Bid item #3).

**Discussion:** Robin James asked if it was for just those two wings. Cherie Faulkner confirmed, yes.

**Roll Call Vote:** Linda Graban: Yes; Tracy Bigney: Yes; Robin James: Yes; Cherie Faulkner: Yes; Jaime Pangburn: Yes; Tracy Roberts: Yes; Matthew Campbell: Yes; Holly Whitmore: Yes  
**Vote:** 8 Approved; 0 Opposed

**Policies to Approve:** Robin James gave a brief overview of policies for approval. Policy EBCC added “threats of violence”, policy DIE had language added to reflect changes in Maine law along with updates to align with our practices, policy KDB was updated to reflect the new law regarding fees for fulfilling FOAA (Freedom of Access Act) requests, and policy AC/Discrimination and Harassment protection policies were updated to include “familial status” in sections where the groups of protected categories were listed. This is to reflect a change in Maine law.

Motion by Robin James with a second by Cherie Faulkner to approve policy EBCC – Bomb Threats/Threats of Violence; policy DIE – Fund Balance; policy KDB – Public’s Right to Know; policy AC – Nondiscrimination/Equal Opportunity of Affirmative Action; policy ACAA – Harassment and Sexual Harassment of Students; policy ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures; policy ACAB – Harassment and Sexual Harassment of School Employees; and policy ACAB-R – Employee and Third-Party Discrimination and Title IX Sexual Harassment Complaint.

**Discussion:** Tracy Bigney asked why policy EBCC, page 3, IV.D. does not include threats of violence.

Superintendent Smith advised it is the law to report a bomb threat to Maine Department of Education (MDOE). Not all threats of violence require a MDOE report.

**Roll Call Vote:** Linda Graban: Yes; Tracy Bigney: Yes; Robin James: Yes; Cherie Faulkner: Yes; Jaime Pangburn: Yes; Tracy Roberts: Yes; Matthew Campbell: Yes; Holly Whitmore: Yes  
**Vote:** 8 Approved; 0 Opposed

#### **Personnel Actions:**

**Appointments:** After/Before School Clubs: Zachery Pratt, Coordinator; Erin McDonald; Nikki Goss; Michelle Wright; Theresa Richardson; Mike Revel; Jeremie Carpenter; and Ashley Enright. Full-Time, School Year Substitute, Cristin Clarke; Substitute, Mary Beth Churchill; Substitute, Stephen Metcalfe; Holden Drama Coach, Melissa Egolf; A Baseball Coach, Zachery Pratt; Substitute, John Walsh; and Holbrook Drama Coach, Stacey Smith.

Searches: Long Term Occupational Therapist Substitute, Counselor (LCSW or LCPC), After-School Club Facilitators, Track and Field Coach, B Baseball Coach, A Softball Coach, B Softball Coach, and Substitutes

Questions and Comments from the Public: None.

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

At 8:16pm, motion by Robin James with a second by Jaime Pangburn to adjourn the meeting.

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

**Vote:** 8 Approved; 0 Opposed

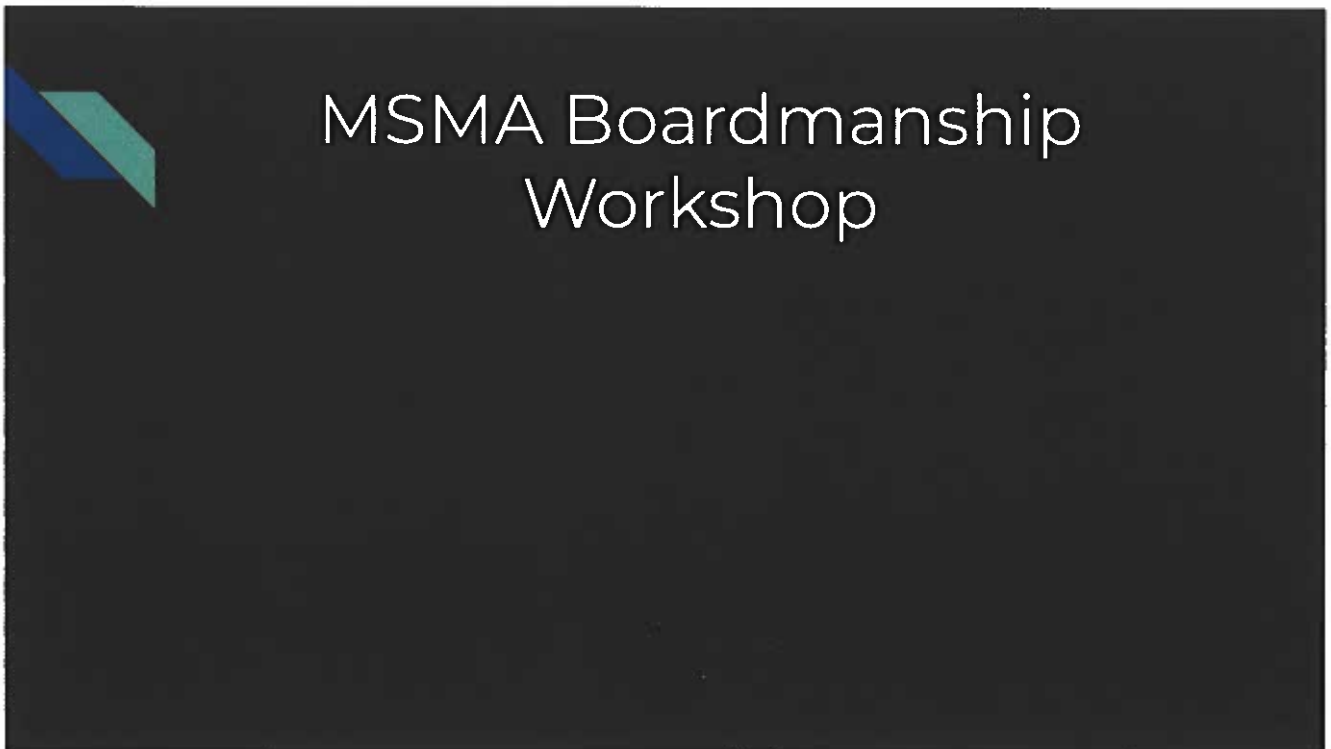
Respectfully submitted by,




Susan M. Smith


RSU #63 Superintendent/Director of Curriculum and Instruction

**Approved: January 24, 2022**





## Stick Challenge



MC-Goals and Resources

RJ-Believing

HW-Collaboration and Communication

TR-Team Leadership

TB-Speaking in a conscientious and courteous manner

LG-Respect

CF-Working with others

SS-Ownership



## Goals and Resources

1. We can't manage what we don't measure -clear goals
2. We can't improve upon something you don't properly manage.



## Collaboration and Communication

1. We need to seek regular communication
2. Work with other board members in a courteous manner
3. Represent the entire district when making decisions
4. Understand the role of the board.



## Believe

1. Challenges are opportunities
2. Believe that all children can learn.



## Ownership

1. Take responsibility for your choices- No Excuses
2. Failure refines us instead of defining us






## Working well with others

1. Connection leads to commitment
2. Builds Trust
3. Earn a reputation for emotional maturity, personal integrity and honesty




## Respect

1. Demonstrate familiarity with knowledge of effective Board Governance as well as content knowledge for areas for which the Board is responsible
2. Refrain from performing management functions that are the responsibility of the Superintendent and staff. Why????? **So you can hold the system accountable for results...**




## Team Leadership

1. Planners
2. Organizer
3. Spokesperson
4. Delegator
5. Liaison and confidant
6. Caretaker of Relationships



## Speaking in a conscientious and courteous manner

1. Recognize the Superintendent as the educational leader of the school unit.
2. Our oath as a School board member is that we will support a decision made by the majority of the Board graciously.
3. I will not criticize employees publicly, but will make such criticism to the superintendent in private for investigation and action if necessary. Follow the chain of command and encourage the public to do so as well.
4. I will make decisions openly after all the facts bearing on a question have been presented and discussed.



## Stick Challenge



## 5 D's to keep in mind that destroy Teams

Doubt-----Trust

Distortion-----Speak the truth

Discouragement-----Encouragement

Distraction-----Focus

Division-----Uniting

