

**RSU 63 Board of Directors**  
**Monday, October 17, 2022**  
**6:30pm Meeting**  
**Eddington Elementary School**  
**Google Meet:** [meet.google.com/hwx-azhh-jvx](https://meet.google.com/hwx-azhh-jvx)  
**Phone In:** 1-205-649-0308 **PIN:** 365995334#

**Agenda**

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

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for September 20, 2022 Special Board Meeting**

**Approval of Minutes for September 26, 2022 Board Meeting**

**Approval of Minutes for October 5, 2022 Special Board Meeting**

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

**Acceptance of Gifts/Donations**

1. \$1,000 Donation from Green Thumb Lawn Service for the 8<sup>th</sup> Grade Class
2. \$1,700 Grant from The Maine Agriculture in the Classroom Council for the Holbrook Gardens/Orchard

**Presentation – Interactive Whiteboards by George Cummings and Ashley Perry**

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **Budget and Finance Committee Meeting:** TBD
2. **Policy Committee Meeting:** Thursday, October 13, 2022 at 6:00pm, Holbrook Middle School
3. **Strategic Planning Committee Meeting with Judy Sanders:** Saturday, November 19, 2022, 8:00am – 4:30pm, Holbrook Middle School
4. **Board Meeting:** Monday, November 28, 2022 at 6:30pm, Holbrook Middle School

**Budget and Finance**

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

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

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

**Old Business**

**New Business**

1. Nursing Services

**Personnel Actions**

1. Appointments
  - a. Michele Maybury – Holbrook Outdoor Education Enrichment
  - b. Hannah Crabtree – Substitute
  - c. Elizabeth Davis-Spencer – Substitute
  - d. Esther Yoder - Substitute
2. Resignations
3. Retirements

4. Reassignments
5. Elections
6. Searches
  - a. Girls A Team Basketball Coach
  - b. Girls B Team Basketball Coach
  - c. Boys B Team Basketball Coach
  - d. Cheering Coach
  - e. Library Media Specialist
  - f. Holbrook Resource Room Teacher
  - g. Ed Tech III, Math/Literacy – Eddington
  - h. Ed Tech III, Holbrook
  - i. Bus Drivers
  - j. Speech/Language Pathologist – Holden
  - k. 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 Special Board Meeting  
Date: September 20, 2022  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Cherie Faulkner, Heather Lander, Matthew Campbell, and Tracy Roberts

*Town of Clifton:* Linda Graban

*Town of Eddington:* Tracy Bigney and Heather Grass (arrived at 5:53pm)

RSU 63 Board Member(s) Excused Absent:

*Town of Eddington:* Steven Carr

Board Chair, Tracy Roberts called the meeting to order at 5:50pm. The pledge of allegiance and a moment of silence followed.

At 5:51, motion by Cherie Faulkner with a second by Tracy Bigney to enter into executive session to interview candidates and discussion of suitability of candidates for superintendent pursuant to 1 MRSA section 405(6)(A).

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Yes; Heather Lander: Yes; Heather Grass: Arrived at 5:53pm; Matthew Campbell: Yes; Tracy Roberts: Yes

**Vote:** 7 Approved; 0 Opposed

Public session resumed at 7:50pm

Adjournment:

At 7:50pm, motion by Heather Grass with a second by Linda Graban to adjourn the meeting.

Discussion: None

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Yes; Heather Lander: Yes; Heather Grass: Yes; Matthew Campbell: Yes; Tracy Roberts: Yes

**Vote:** 7 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni  
RSU #63 Interim Superintendent

Approved:

**RSU #63 Board Meeting  
Date: September 26, 2022  
Location: Holden Elementary School  
Minutes**

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

*Town of Holden:* Cherie Faulkner, Tracy Roberts, Matthew Campbell, and Heather Lander

*Town of Clifton:* Linda Graban

*Town of Eddington:* Heather Grass and Tracy Bigney

Board Chair, Tracy Roberts called the meeting to order at 6:15pm.

At 6:15pm, a motion by Linda Graban with a second by Cherie Faulkner to enter Executive Session to discuss appointment, assignment, compensation of officials/appointees/employee pursuant to 1 M.R.S.A. § 405(6)(A).

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

Public session resumed at 6:55pm. The pledge of allegiance and a moment of silence followed.

Tracy Roberts announced there was no action regarding executive session.

Interim Superintendent, Jared Fulgoni announced the resignation of RSU #63 Board Member, Steven Carr. The Eddington Selectboard will appoint a new member at their next meeting to finish the one-year term.

Motion by Linda Graban with a second by Heather Grass to accept the resignation of RSU #63 Board Member, Steven Carr.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

Motion by Tracy Bigney with a second by Linda Graban to approve the August 22, 2022 RSU #63 Board Meeting Minutes.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Recognition and/or Awards of Students, Staff, and Others:** Linda Graban recognized Ryan Davis and the Holden/Eddington Fire Departments for their help with the start of the school year.

**Acceptance of Gifts/Donations:** Motion by Matthew Campbell with a second by Linda Graban to accept \$250 donation from Stompers for snack milk and milk balances, \$250 donation from G&M Market for snack milk and milk balances, \$20 anonymous donation for milk, \$1,500 donation from the Seminary Hill Daylight Lodge #220 for snacks, \$100 donation from Mr. and Mrs. Conn for student supplies at Holbrook Middle School, \$250 donation from Donors Choose for a sensory path at the Eddington Elementary School, and donation of two girls team soccer jerseys from Danielle Schaub.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Presentation:** None

**Questions from the Public:** Jaime Pangburn, Eddington resident, asked a question regarding whether a girls basketball coach had been hired yet and expressed concerns relating to the B soccer team not being formed this year. Ms. Pangburn also asked for more details on the PE enrichment program and where the program outline could be found. Mr. Meyer responded that the new Athletic Director will handle the hiring of the basketball coach, there was not enough participation for a B soccer team and explained the PE enrichment program.

**Dates of Next Meetings:**

Strategic Planning Committee Meeting with Judy Sanders: Tuesday, October 4, 2022 from 6:00pm until 8:00pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, October 11, 2022 at 5:30pm, Holbrook Middle School

Policy Committee Meeting: Thursday, October 13, 2022 at 6:00pm, Holbrook Middle School

Board Meeting: Monday, October 17, 2022 at 6:30pm, Eddington Elementary School

**Budget and Finance:** Kelly Theriault, RSU #63 Business Manager and Cherie Faulkner, Chair of the Budget and Finance Committee, did not have anything to add to the Budget and Finance Committee Minutes.

Matthew Campbell asked for details on the bid for treating the fields. Kelly Theriault explained no bids were received. One proposal was submitted before the bid was posted. However, it did not include proposals for all areas of the bid spec. She added this will go back out for bid soon.

**Bus Driver Rates:** Kelly Theriault reported she surveyed the local area due to driver shortages. She found the low end of our driver scale to be very low. The Budget and Finance Committee is recommending shortening the number of steps and base the pay scale on experience level to be more competitive within the area. She stated the District has not lost any applicants, but the low salary scale has not helped us recruit applicants. The proposed driver rates will be an \$8,000 impact to the transportation budget and would require a board vote to approve.

As a point of order, motion by Matthew Campbell with a second by Cherie Faulkner to add Bus Driver Rates to the agenda.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

Motion by Cherie Faulkner with a second by Matthew Campbell to approve the FY23 and FY24 Bus Driver Rates as written in Kelly Theriault's September Business Manager report, effective October 1, 2022.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Superintendent's Report:** Superintendent Jared Fulgoni gave a brief overview of work that has been done since the start of the school year. He announced the first Special Education Parent Advisory Committee meeting will be held on October 6, 2022, at Holbrook Middle School to help bridge the previous disconnect some parents felt with the schools.

**RSU #63 Chair's Report:** Tracy Roberts noted there was no Chair report as the committee meeting minutes and Board meeting minutes reflect the activity of the Board. The report will remain on the agenda in case there is a time it is needed but regular reports will not be provided.

**Acceptance of Reports:**

Motion by Matthew Campbell with a second by Cherie Faulkner to accept all written and verbal reports from the Budget and Finance Committee, Policy Committee, Administrators, Superintendent, and Board Chair.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Old Business:** None

**New Business:**

**MSBA Delegate Assembly Representative and Alternate:** Matthew Campbell attended this event last year and gave a brief overview. Mr. Campbell volunteered to be the delegate again and Tracy Bigney volunteered to be the alternate.

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

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Heating Oil Bid:** Kelly Theriault advised we received three bids. One bidder did not offer the complete bid requirement. The other two bids were extremely close. The Budget and Finance Committee recommends to move forward with RH Foster as the lowest bid.

Motion by Cherie Faulkner with a second by Linda Graban to accept the heating fuel bid for Holbrook Middle School from RH Foster in the amount of \$4.199 per gallon for K1 and \$3.849 per gallon for #2.

**Discussion:** None

**Vote:** 7 Approved; 0 Opposed

**Policies to Approve:** Motion by Linda Graban with a second by Cherie Faulkner to approve policy IHBEA – LAU Plan-English as a Second Language, policy BEA – School Board Meetings, Procedures, and By-Laws, policy BDE

– Committee Structure, Assignment, and Reporting, policy EFC – Food Services Program, policy KF – Community Use of RSU #63 Facilities (with amendment), policy JG – Student Placement, and policy JFCK – Student Use of Personal Electronic Devices at School.

Discussion: Cherie Faulkner questioned if the lunch prices had to be posted in the policy. Kelly Theriault advised they are not required to be posted in the policy, but are required to be posted elsewhere. Policy BEA: Linda Graban suggested the rotating meeting location continue. Policy KF: Discussion on rental fee and vagueness of the language “significant number of members”. Linda Graban asked if a staff member will always be present when facilities are in use. It was noted the Letter I and J was inadvertently omitted and would be re-added I. “All activities must be supervised by a competent, responsible adult.” and J. “A RSU #63 staff member must be present during facility use as directed by the Superintendent.”

**Vote: 7 Approved; 0 Opposed**

**Personnel Actions:**

Appointments: James Spencer, Ed Tech III at Holbrook; Allison Blais, Ed Tech III Library; David Johnson, Bus Driver; Leslie Brundage, Van Driver; Michele Archambault, Athletic Director; Dennis Whitney, Cross Country Coach; Daniel Duran, Boys A Soccer Coach; James Spencer, Girls A Soccer Coach; Mentors: Nathan Dusablon, Michele Archambault, Deborah Nadeau, Nikki Goss, and Ashley Perry.

Discussion: Matthew Campbell asked what the role of a mentor was. Sharon Haskell explained a mentor is assigned to a teacher that is new to us or new to the position. They help guide the teacher through their first year.

Resignations: David Luciano, Ed Tech III at Holbrook; Amy Chandler, Life Skills Ed Tech III at Holden; Melissa Egolf, Ed Tech III at Eddington; and Donnette Cameron, Van Driver.

Retirements: None

Reassignment: Kelly Davis transferred from Pre-K Ed Tech III at Eddington to Life Skills Ed Tech III at Holden. Kim Khoury Kelley transferred from Life Skills Ed Tech III at Holbrook to Pre-K Ed Tech III at Eddington. Mary Beth Churchill transferred from on-call substitute to every day substitute at Holden and Eddington.

Election: Motion by Cherie Faulkner with a second by Linda Graban to elect Lauren Moulton as Elementary School Counselor.

Discussion: None

**Vote: 7 Approved; 0 Opposed**

Searches: Superintendent, Library Media Specialist, Holbrook Resource Room Special Education Teacher, Ed Tech III Math/Literacy at Eddington, Bus Drivers, Holden Speech Language Pathologist, and Substitutes.

**Questions and Comments from the Public:** Robert Meyer asked if the Board would review the policy JK – Student Discipline and reconsider to allow grade 6-8 detention during an occasional recess. Matthew Campbell confirmed this policy would be added to the Policy Committee Agenda.

**Adjournment:**

At 8:07pm, motion by Cherie Faulkner with a second by Heather Grass to adjourn the meeting.

Discussion: None

**Vote: 6 Approved; 0 Opposed**

Respectfully submitted by,

Jared Fulgoni  
RSU #63 Interim Superintendent

**Approved:**

RSU #63 Special Board Meeting  
Date: October 5, 2022  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Cherie Faulkner, Heather Lander, Matthew Campbell (remote arrived 6:20pm), and Tracy Roberts

*Town of Clifton:* Linda Graban

*Town of Eddington:* Tracy Bigney (arrived at 6:20pm) and Heather Grass

Board Chair, Tracy Roberts called the meeting to order at 6:15pm.

Motion by Linda Graban with a second by Heather Lander to enter into executive session to discuss appointment, assignment, compensation of officials/appointees/employee pursuant to 1 MRSA section 405(6)(A).

**Discussion:** None

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Arrived at 6:20pm; Heather Lander: Yes; Heather Grass: Yes; Matthew Campbell: Arrived at 6:20pm; Tracy Roberts: Yes

**Vote:** 5 Approved; 0 Opposed

Public session resumed at 6:32pm. The pledge of allegiance and a moment of silence followed.

Motion by Cherie Faulkner with a second by Linda Graban to elect Jared Fulgoni as Superintendent of RSU 63 effective upon signing of an employment contract until June 30, 2025.

**Discussion:** None

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Yes; Heather Lander: Yes; Heather Grass: Yes; Matthew Campbell: Yes; Tracy Roberts: Yes

**Vote:** 7 Approved; 0 Opposed

Motion by Cherie Faulkner with a second by Heather Grass to authorize the chair to sign the employment contract with Jared Fulgoni on behalf of the Board.

**Discussion:** None

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Yes; Heather Lander: Yes; Heather Grass: Yes; Matthew Campbell: Yes; Tracy Roberts: Yes

**Vote:** 7 Approved; 0 Opposed

Questions and Comments from the Public: None

The Board congratulated and thanked Mr. Fulgoni. The Board discussed a plan for announcing Mr. Fulgoni's acceptance of the permanent position to staff and the broader community (parents, etc).

Adjournment:

At 6:40pm, motion by Cherie Faulkner with a second by Linda Graban to adjourn the meeting.

**Discussion:** None

**Roll Call:** Linda Graban: Yes; Cherie Faulkner: Yes; Tracy Bigney: Yes; Heather Lander: Yes; Heather Grass: Yes; Matthew Campbell: Yes; Tracy Roberts: Yes

**Vote:** 7 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni  
RSU #63 Interim Superintendent

Approved:



**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.*

*Jared Fulgoni*  
*RSU 63 Superintendent of Schools*  
[jfulgoni@rsu63.org](mailto:jfulgoni@rsu63.org)

*Kelly Theriault*  
*Business Manager*  
[ktheriault@rsu63.org](mailto:ktheriault@rsu63.org)

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**TO: RSU 63 BOARD of DIRECTORS**  
**FROM: JARED FULGONI, SUPT OF SCHOOLS**  
**RE: REPORT TO BOARD**  
**DATE: 10/11/22**

Since the last Board meeting, I have been meeting with the administrators to begin the goal setting process. This will allow us to align the individual administrator's goals to the District's goals and help ensure a more valuable and effective evaluation.

This week I will be participating in an online webinar hosted by Drummond and Woodsum that seeks to clarify the laws and policies that many Districts are facing regarding LGBTQ rights, politically contentious issues, and the teaching of "controversial" topics. Any interested Board members are welcome to join me Wednesday, Oct 12<sup>th</sup> at 4pm.

This past week we held our first ever Special Education Parent Advisory Council (SEPAC) meeting. A SEPAC is a group of parents who, work in conjuncture with the district, to help develop an understanding, respect for, and support of all students and families with special needs. Our goal is to meet at least quarterly to identify issues, inform the budget development process, and provide support via professional development to teachers/staff and parents.

**Upcoming Events:**

Parent Teacher Conferences - Oct 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>

MSMA Fall Conference - Oct 27<sup>th</sup> and 28<sup>th</sup>

Strategic Planning Community-wide Visioning Event – Saturday, November 19<sup>th</sup>



## Principal's Report - 7 Oct 2022

Since our last update in September, we have continued to fine tune our operations, to include our period 8 enrichment and support block. The staff has come to the conclusion that students would benefit from having a school wide study hall on Tuesdays and Thursdays. Enrichments would continue on Monday, Wednesday, and Friday. By making this change we will be providing teachers and students an opportunity to get together to discuss academic concerns such as a missing assignment, poor performance on an assessment, or other routine academic support issues. Students in need of greater support will continue to receive this during the RTI blocks on Tuesday and Thursday concurrently with the study halls. This new structure also makes the RTI process feel less punitive for those students that would otherwise be missing enrichment. This should be more motivating for them.

NWEA testing has begun, with most math classes completing their assessments this week, and ELA beginning next week. The data we receive from these tests will be helpful for our staff as we continue to develop the process of using student achievement data to inform instruction. Ms. Haskell and I have met with each of the grade level teams to begin this process and establish a baseline, as well as to develop a general vision of the direction we will be going as a school using the data cycle.

Current student population is TOTAL: 196

5th - 38

6th - 44

7th - 54

8th - 60

STAFFING: We still have a SPED vacancy for math that is being covered by the substitute. We also have an Educational Technician vacancy.

Respectfully submitted,

***Robert C. Meyer***



EDDINGTON ELEMENTARY SCHOOL



HOLDEN ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

Don Spencer, principal dspencer@rsu63.org  
Tina Ferrill, secretary tferrill@rsu63.org  
Lauren Moulton, school counselor lmoulton@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

Don Spencer, principal dspencer@rsu63.org  
Heather Kiley, secretary hkiley@rsu63.org  
Lauren Moulton, school counselor lmoulton@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

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



I submit my October board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. It was nice to have the temperatures reach 60's in early October but the weather is changing rapidly with colder and darker mornings and evenings, fall is in the air...I am sure the **124** students at Holden (**43** in 2<sup>nd</sup>, **43** in 3<sup>rd</sup> & **38** in 4<sup>th</sup>) and **128** at Eddington (**32** in PK, **47** in K & **49** in 1<sup>st</sup> (**254 total- 16 more students than a year ago**)) can't wait for Halloween. Routines continue inside and outside our buildings. The staff are busy in preparation for their **in person** or **virtual** parent teacher conferences at the end of October.

The fire departments in Eddington & Holden have been helpful with several fire drills held in September October. Safety #1 and great to have these two resources in our communities. Another big thanks to these two departments for visiting the classrooms during "Fire Prevention Week." A job well done😊 We have also scheduled the evacuation drills at both schools on Oct. 24<sup>th</sup> and will prepare the children for this safety drill.

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

Our fall fund-raiser at both schools were a success and the children loved collecting their "Kung Fu Coops". The profits from the fund-raisers will go right back to the students and staff at the schools. My thanks to all families that supported this event.

Our wonderful PTG are at it again and October looks to be busy with a Fall Festival at Holden School and a "Trunk or Treat" at Eddington at the end of the month. Many thanks to the PTG for their support😊



Respectfully submitted,  
Mr.Spencer



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

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Tina Ferrill, secretary [tferrill@rsu63.org](mailto:tferrill@rsu63.org)  
Lauren Moulton, school counselor [lmoulton@rsu63.org](mailto:lmoulton@rsu63.org)  
Dawna Bickford, school nurse [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

Don Spencer, principal [dspencer@rsu63.org](mailto:dspencer@rsu63.org)  
Heather Kiley, secretary [hkiley@rsu63.org](mailto:hkiley@rsu63.org)  
Lauren Moulton, school counselor [lmoulton@rsu63.org](mailto:lmoulton@rsu63.org)  
Dawna Bickford, school nurse [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

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It is with great pleasure that I submit my October board report on behalf of the Eddington and Holden elementary schools. It is great to see that students are regularly attending school. They are excited when they arrive in the morning, they are engaged with their learning and developing positive and lasting relationships with their teachers and other students in their classrooms. We have completed our fundraiser activity for future trips and projects for students.

During the months of September and October we have conducted several fire drills in both elementary schools and are planning on conducting our school evacuation drill later in the month of October. The students and staff have learned the importance of leaving the building quickly and have improved their times for exiting the building each time.

October is Fire prevention month and the local fire departments will be visiting the students in the schools to talk more about fire safety. The month of October has started NWEA testing for math, reading and language for students at Eddington and Holden. On October 26, 27, and 28, the elementary schools will be conducting Parent teacher conferences.

I would like to recognize the staff of both elementary schools, for their hard work and dedication to the students they serve. It is an honor to work with a tremendous group of professionals each day. The work they do in the classroom is outstanding and I am proud to work along beside them each and every day.

Respectfully Submitted

Timothy M. Baker  
Assistant Principal



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

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

### **Director of Special Services Report – October, 2022**

We continue to meet with families new to our district to make sure we are meeting the needs of their child by updating and amending the Individualized Education Programs (IEPs) that transferred with the student from their previous school district. Transitions have gone well for most students and any changes to the IEPs were done as a team with parent input and support. We have been able to follow the plans with minimal changes with the programs we already have in place.

We successfully completed the Pre-K screening of our students. Several students have been referred to Child Developmental Services (CDS). They will have evaluations completed and determine eligibility. I will meet with CDS and the Kindergarten team in May to plan for next year's Kindergarten students with special needs and services for the 2023-2024 school year. We have had fewer students transition from CDS than we have in the past but our kindergarten screenings identified multiple students who may need services. We are working with the parents of these students to arrange evaluations with their permission to determine if their student has a disability that requires special education services.

We also had more students with special needs move out of our district than moved in, so our current count of Special Education students is estimated to be 140 which has been consistent for the past few years. We are expecting some of our kindergarten students to receive services after evaluations are completed.

We will begin review and new certification for staff who need to be trained in the physical management of students at the end of the month. Safety Care provides our staff with strategies for preventing and managing behavioral challenges and focuses on replacement behaviors for students to allow them to cope with emotional and behavioral dysregulation. I will teach staff strategies to de-escalate students and how to respond appropriately and safely to dangerous behaviors.

Respectfully Submitted,

Jesse Gauthier,  
Director of Special Services





## Regional School Unit 63

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### 10/17/2022 Board Report

**Sharon Haskell**

**Director of Curriculum and Instruction**

### Curriculum & Instruction

Team meetings have begun at the middle school to lay the foundation on our road to become a data-driven school. This process focuses on fostering collaborative inquiry when working with data and how it is used. This collaborative mindset will lead discussions around the team's core values and beliefs about teaching and learning and how they examine student issues.

The Curriculum Review Cycle is used as a way to evaluate, write, and implement revisions to our curriculum. The long-term model will focus on all content and standards, however, we are focusing on ELA and math for this school year. Part of that goal is to align standards in both English Language Arts and math to create a well articulated curriculum that is visible to all stakeholders. I

- Teams are forming to focus on reading, writing, and phonics.
- I have networked with area colleagues who are also in the review process to share ideas and resources as we work through the standards and ensure our teaching practices and curriculum are well aligned.

The Math Learning Specialist, from the RiSE Center at the University of Maine has begun her rotation of visiting our district once per week to assist with all aspects of math, including instruction, student engagement, data analysis, and formative/summative assessment. All our teachers are excited to have her as a resource and she has worked closely with our new teachers as a thinking partner with peer collaboration.

I have visited many classrooms with and without other admin to look at student engagement. This is our first pillar of instruction we have unpacked, observed, and discussed. To further the calibration work around student engagement, I created a digital folder of resources connecting this pillar with the Marzano elements within our observation system.

We have our first meeting on October 18th with Aurora Stickle, our reading recovery teacher. We will be hosting a series of mini professional development workshops for the Eddington school based on the learning from the book by Jan Burkins, and Kari Yates, *Shifting the Balance: 6 Ways to Bring the Science of Reading into the Balanced Literacy Classroom*. Here is an overview of the book and the focus of the mini-talks. "Every chapter of *Shifting the Balance* focuses on one of the six simple and scientifically sound shifts reading teachers can make to strengthen their approach to early reading instruction in these areas:

- *Reading Comprehension*

- *Phonemic Awareness*
- *Phonics*
- *High-Frequency Words*
- *Cueing Systems*
- *Text Selection*

*Practical Instruction for Primary Grades: Whether your students are just learning to read or building more advanced reading comprehensive skills, Shifting the Balance is designed to help teachers meet the instructional needs of K-2 students."*

### **Grants**

I submitted a grant through the Maine Department of Education to secure \$15,000 for Mobile Computer Science Labs for RSU 63. These kits will expand access to, and participation in, computer science education. Each mobile lab has equipment and supplies that our teachers can use to integrate the topic area into their classrooms. I surveyed each school to see what kit will best suit their needs. Eddington chose the Robotics and Programming kit. This kit will engage students in the basics of robotics and programming by integrating Sphero technology in the classroom. Students can learn core computer science concepts, dig into computational thinking, and take things to the next level through programming. This mobile lab offers opportunities for "unplugged" learning. Both Holden and Holbrook chose the Coding and Hardware kits where students will learn about hardware and engage in coding through these Lego-based labs. Each lab is customized for our classrooms and can be paired with other software, such as Scratch to create an environment where students have agency and can see what they do on their computers come to life. This mobile lab offers opportunities for "unplugged" learning. We thank the DOE for the generous support with computer science education.

### **Professional Development**

I am studying *The Data Coach's Guide to Improving Learning for All Students: Unleashing the Power of Collaborative Inquiry* to create a culture centered around "collaborative inquiry focused on teaching and learning and making effective use of data, they improve results for students." It is with this mindset our data-driven teams identify what is working well-do more of that, and identify any student learning issues, find causes, and make a plan for change.

My professional work in RSU 63 is focused around supporting teachers with curriculum and instructional expertise, cultivating a healthy culture with a focus on building positive relationships and leveraging my position as a change agent. This work has influenced my own doctoral research as a life-long learner and educator. I am currently in my third year in the Ed. Leadership program at the University of Maine and am in the process of finalizing my research question as a scholarly practitioner of education. Both my role in RSU 63 and my commitment to our educators have influenced the research for my dissertation, which is researching the residual effects covid has on teacher morale as it relates to their professional work. The connection between my research and my professional work is invaluable, as it will directly inform my daily practice with teachers, ultimately impacting student learning.

Respectfully submitted,

Sharon Haskell  
Director of Curriculum and Instruction

*Coming together is a beginning;  
keeping together is progress;  
working together is success.*

~Henry Ford



George Cummings  
Technology Coordinator

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**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** October 7, 2022  
**Re:** Monthly Report

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

**Laptop take home for students in grades 6-8**

Laptop take home for students in grades 6-8 will start on Monday, October 24<sup>th</sup> for those student and parents that elect to participate and have agreed to the rules and responsibilities outlined in policy IJNDB – District Issued Computing Device Usage at Home.

The maintenance coverage cost to take a District issued laptop home remains at \$25.00 for the 2022-2023 school year. The money collected is pooled together to cover the cost of accidental damages to the laptop, charger, and protective case.

**Tyler SIS Student 360**

I am pleased to announce that Student 360, our student and parent portal, is now online for the 2022-2023 school year. Tyler SIS Student 360 offers multiple ways for students, parents and guardians to access student information: via the web on PCs and tablets, or with a smartphone application. Student 360 provides students, parents and guardians access to the full spectrum of student information including:

- Announcements
- Homework assignments
- Incident reports
- Assessment data
- Real-time gradebook and report card grades

Holbrook Students were provided their login credentials on September 14<sup>th</sup> and new 5<sup>th</sup> grade parents and parents that have never signed into Tyler SIS Student 360, received their login credentials via email on September 12<sup>th</sup>.

To date, 51 Holbrook parents have signed into their Student 360 account. I expect this number to increase as we get closer to the end of the first trimester.

Respectfully submitted,



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

**Transportation:** October we have 13 buses and 2 vans to do the State Inspections on. I am working with the Police and the Insurance company on the van that was run into on the 30<sup>th</sup> of September. The mechanic and I have been driving regularly. A few times we have had to take our cross country team to the meet 45 minutes early so the driver can drop them off and come back to do his regular runs.

**Facilities:**

**Holbrook School:**

On October 4<sup>th</sup> I met with the engineer from Carpenter Associates to start the process of upgrading the Holbrook boiler room. This boiler was installed in 1995, it has had a lot of service work done on it over the years. We are looking at converting to propane with two boilers. I am also working at the repair and upgrade to the water filtration system at the Holbrook School.

**Holden School:**

The generator was delivered on Friday the 9<sup>th</sup>, the crew is busy hooking up everything they can before they have to shut power down to hook generator into the building grid. Both custodians have been working hard to keep the building and grounds safe and presentable for the students and staff. We are working on a hot water issue or lack of in one wing. The propane line dilemma has been repaired and I am looking into us getting reimbursed for our troubles. Friday the 7<sup>th</sup> I worked with Maine Controls with the computer side of the heating and ventilation upgrade.

**Eddington School:**

Most all the windows now have the numbers on them for police and fire identification in an emergency.

We still are only able to use one boiler at this time, we have two sections of boiler # 2 that has leaks and are waiting for the parts to arrive. They estimate we should have sections by the first of December.



## 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.*

---

Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

**Date:** October 7, 2022

**From:** Kelly Theriault

**RE:** October Board Report

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- The Budget & Finance committee has not met since my last report.
- We received no bids for the Holbrook SRRF project. Jake and I are working with Carpenter Associates to see about breaking the bid out into smaller bids and see if we are able to get bidders that way. From what we understand the issue is the concern about not being able to complete the project within the time required per the bid (August 30, 2023). I reached out to D.O.E, about an extension beyond August but was not able to get it approved. (We've already gotten three extensions.) We are working on other possible options if we can not breakdown the bid or are still unsuccessful even after doing so.
- We're a full month into the school year! For the month of September we had 96% overall attendance! Administration-97.5% attendance, teachers-93.7%, and support staff-97.4%. 25% of the absences were for earned paid leave time and 8% was due to COVID.
- The Holbrook and Holden kitchens tried some new things this month. All were big hits! At Holbrook, (from a student request) Big Mac Pizza!



And Holden, Frozen Banana Breakfast Pops (Frozen banana, dipped in strawberry yogurt and rolled in crushed corn flakes) and Red, White and Blue Yogurt Parfaits.



- Reports completed this month in the business office; MePERS, monthly school nutrition claim, EEOC data collection, 941 quarterly report, 940-ME quarterly report, Quarterly Unemployment report, and audit work.

**MSAD63**

Statement Code: ArtSummFin

**Warrant Article Summary Financial YTD**

Account Number / Description	Revised Budget 7/1/2022 - 6/30/2023	Current Period 9/1/2022 - 9/30/2022	Reported Period 7/1/2022 - 9/30/2022	Encumbrances 7/1/2022 - 9/30/2022	Amount Remaining 7/1/2022 - 9/30/2022	Percent Remaining 7/1/2022 - 9/30/2022	Last Year Period 7/1/2021 - 9/30/2021
<b>Subtotal Regular Instruction</b>	\$2,904,963	\$230,200	\$418,328	\$17,317	\$2,469,318	85%	\$380,327
<b>Subtotal REG 9-12</b>	\$2,880,168	\$107,155	\$107,155	\$0	\$2,773,013	96%	\$150,101
<b>Subtotal Special Education</b>	\$1,727,395	\$80,131	\$173,201	\$80,603	\$1,473,591	85%	\$208,615
<b>Subtotal Staff &amp; Student Sppt</b>	\$670,481	\$42,172	\$222,641	\$2,325	\$445,515	66%	\$125,375
<b>Subtotal Facilities</b>	\$1,402,010	\$179,915	\$518,579	\$297,383	\$586,048	42%	\$475,186
<b>Subtotal Transportation</b>	\$776,956	\$34,891	\$140,864	\$38,235	\$597,857	77%	\$139,483
<b>Sub Total Trans to Other Units</b>	\$0	\$7,713	\$15,906	\$538	\$16,444	---	\$12,495
<b>Subtotal System Administration</b>	\$441,701	\$29,725	\$132,475	\$20,555	\$288,671	65%	\$128,224
<b>Subtotal School Administration</b>	\$485,715	\$35,068	\$124,145	\$2,901	\$358,669	74%	\$121,403
<b>Subtotal Other Instrn</b>	\$75,806	\$726	\$1,254	\$300	\$74,252	98%	\$127
<b>Subtotal All Other</b>	\$100,000	\$0	\$0	\$0	\$100,000	100%	\$26,000
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$1,103,222	\$65,519	\$257,874	\$23,756	\$821,592	74%	\$275,754
<b>NET REVENUE OVER EXPENSE</b>	\$11,465,195	\$747,696	\$1,854,548	\$460,157	\$9,150,490	80%	\$1,767,336

**RSU 63**  
**Budget & Finance Committee Meeting Minutes**  
September 13, 2022  
Holbrook School  
**5:00 p.m.**

**Members Present in Person:**

Tracy Bigney, Cherie Faulkner, and Linda Graban

**Also Present In-Person:**

Kelly Theriault, RSU 63 Business Manager and Jared Fulgoni, RSU 63 Interim Superintendent

**Call the meeting to Order: 5:10pm**

**FY23 Financials**

Cost Center Summary – System Admin was noted as being off. The big items in this cost center are paid annually (copier, finance software, and insurance). This distorts the percentage at the start of the year. Kelly Theriault advised with the unknown of the Superintendent salary it will be off for a bit.

Financials Detail – The Holden and Eddington boilers are both broken and it is an unexpected cost. The Holden boiler has been an ongoing issue that we thought was fixed last year. The Holden Generator has been delivered. We are sending a bill to Carmel Electric for the propane loss of 3,000 gallons. They installed the incorrect lines causing a major underground gas leak at Holden. Cherie Faulkner questioned if the propane lines at Eddington were installed correctly. Ms. Theriault advised she thought Jake Morgan confirmed everything at Eddington was okay. This work was also done directly by Maine Energy where it was sub-contracted out at Holden.

Discussion on Carpenter Associates and the main distribution panel at Holden.

**Handbook Review – Continued from August**

Bus Driver Rates – Discussion on Kelly Theriault's bus rate comparisons with area districts and financial impact. Committee recommends changes to the salary scales. This will be brought to the Board for approval.

**Policies – Continued from August**

BDE – Committee Structure Assignment and Reporting – The concern is the procedure around the warrant signatures. The procedure has been two warrant officer signatures are needed. The policy does not specify two warrant officers have to sign off before warrants are processed. The new procedure will be the Superintendent and one warrant officer signature required for binding the warrants. No changes to the policy are needed.

**Other**

Holbrook Fuel Bid

Three bids were received. One bid did not follow our bid sheet. They provided K1 only with a "rack" price. Dead River and RH Foster bids were extremely close. Low bid was RH Foster. Recommendation by the Committee to the Board is to move forward with RH Foster as the low bid.

**Next Meeting Date:**

Tuesday, October 11, 2022 at 5:30pm, Holbrook Middle School

**Adjourn: 5:45pm**

## **LPN Role and Responsibilities from Dawna Bickford, RSU 63 School Nurse**

The most important role an LPN would have in RSU 63 is expanding the ability of students to be assessed by and cared for by a person trained in healthcare. LPNs, while not able to practice without R.N oversight, can be the eyes and ears of the R.N.

This role would be particularly helpful addressing the increased needs of Eddington. I spend every afternoon there, which decreases the amount of time I am able to dedicate to Holden and Holbrook. An LPN working at Holbrook could call me at Eddington and we could decide together what treatment options are appropriate. Concussions and other trauma-related injuries are frequent at Holbrook. The person currently making these types of assessments is the school secretary, who is minimally trained and distracted by many other duties.

When I am not present, medication is given by secretaries, but there is no follow-up to see if the medication is effective, if there were any side effects, or if the dose needs to be adjusted. This is something I do as a part of my role, but it is difficult for untrained staff to manage. Sometimes teachers ask staff such as the school counselor to complete this work, which is not a reliable or safe solution.

The relationship between the nurse and the students is also important. I have been a mentor to several students and have been able to recognize the mental health needs of students who come in for headaches and belly aches. There are many times when this is related to social, academic, or family issues. I know many of these families and can ask the right questions if I'm there to see the student. If I have the ability to spend my time more equally in all three schools, I will be able to provide the care our students need.

In conclusion, the key issue is consistent access to healthcare. At present I am in the Holden school only 2 mornings per week and at Holbrook three mornings per week. Many of the health issues arise after lunch and recess. This is also peak medication administration time. A part-time LPN could easily resolve this issue with as little as 2 days a week. We would also again have the flexibility to go where we are needed the most.

### **LPN Duties: With RN direction and consultation**

1. Assist with daily medications and treatments
2. Monitor daily student health care, provide care for injuries and illness
3. Assist with health screenings
4. Implement health plans and emergency plans (IHP's, 504's)
5. Assist in monitoring communicable disease concerns
6. Documentation and record keeping
7. Assist with immunization compliance
8. Health promotion, individual and classroom
9. Assist with inventory and maintaining clinic supplies