

## **RSU #63 Board of Directors Meeting Minutes**

**Date:** March 23, 2026

**Location:** Holden Elementary School

**Time:** 6:30pm

### **Call to Order**

The meeting was called to order by Scott Walton, Board Committee Chair at 6:31pm.

### **Roll Call**

#### **Board Members Present:**

- Town of Holden: Amy Hart, Julianna Prentiss, Scott Walton
- Town of Clifton: Jamie Youngblood
- Town of Eddington: Rachel Downs, Brittany Wood (late arrival), Whitney Gould-Cookson

#### **Board Members Not Present:**

- Town of Holden: Chip Haskell

#### **Others Present:**

- Superintendent: Sheila Caldwell

A quorum was confirmed.

### **Addition to Agenda**

**Motion:** A motion was made by Rachel Downs to move the executive session to just before Questions and Comments from the Public. Motion was seconded by Julianna Prentiss.

**Discussion:** There was no discussion.

**Vote:** 6 approved; 0 opposed; 1 absent; At time of vote Brittany Wood was not present; motion passed.

### **Approval of Minutes**

**Motion:** A motion was made by Julianna Prentiss to approve the February 2<sup>nd</sup>, 2026 Board Meeting Minutes. Motion was seconded by Rachel Downs.

**Discussion:** There was no discussion.

**Vote:** 6 approved; 0 opposed; 1 absent; At time of vote Brittany Wood was not present; motion passed.

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

Superintendent Sheila Caldwell thanked PTG for their donation of snacks on the March 13<sup>th</sup>, 2026 Professional Development Day. Board Chair Scott Walton thanked all the teachers and staff that attended the townhall on March 19<sup>th</sup>, 2026.

### **Presentation**

Kindergarten Teachers Brenda DeRoche and Julia Alley presented information regarding the K for ME, a play-based DOE curriculum program and how they have been able to implement the play lab in the classroom.

## Questions and Comments from the Public

There was no comment from the public.

## Executive Session

**Motion:** A motion was made by Rachel Downs to enter into executive session for discussion pursuant to 1 M.R.S.A. § 405(6)(A) at 6:44pm. Motion was seconded by Amy Hart.

**Discussion:** There was no discussion.

### Roll Call Vote:

Brittany: yes	Jamie: yes
Julianna: yes	Amy: yes
Chip: n/a	Rachel: yes
Whitney: yes	Scott: yes

**Resume Public Session:** 7:54pm

## Possible Action Regarding Executive Session

**Motion:** There was no motion.

## Dates of Meetings

**Budget & Finance Committee Meeting:** Rachel Downs, as Chair of the committee requested additional information be provide to the committee by 12:00pm on Tuesday, March 24<sup>th</sup> or the scheduled meeting for 4:00pm on the same date would be postponed.

**Advisory Committee on Efficiency (ACE):** Committee has completed their final report and is ready to submit their findings to the School Board. The April 27<sup>th</sup>, 2026 meeting will be canceled.

## Budget & Finance

Budget & Finance Committee Chair Rachel Downs stated the committee continues to work on the FY27 budget with the intent of being able to present to the towns next month.

## ACE Committee

ACE Committee member Julianna Prentiss stated that the ACE committee approved the Final Report at the meeting held earlier in the evening. Board Chair Scott Walton read from the Final Report that was provided by the ACE Committee.

**Motion:** A motion was made by Julianna Prentiss to dissolve the ACE Committee since the Final Report is complete. Motion was seconded by Rachel Downs.

**Discussion:** Scott Walton spoke of the committee member make-up and thanked them for their time and diligence.

**Vote:** 7 approved; 0 opposed; 1 absent; motion passed.

## Acceptance of Committees' Reports/Minutes, Administrators' and Superintendents' Reports

**Motion:** A motion was made by Rachel Downs to accept the Committees' Reports/Minutes, Administrators' and Superintendents' Reports as written. Motion was seconded by Julianna Prentiss.

**Discussion:** There was no discussion.

**Vote:** 7 approved; 0 opposed; 1 absent; motion passed.

### **Old Business**

**PFAS Water at Holden:** Superintendent Sheila Caldwell provided an updated on the progress of the project. The award letter has been received, a contract with Haley Ward to engineer has been signed, a quote from Nichols Plumbing has been received and the portal is established with the state for reimbursement.

### **New Business**

#### **2026/2027 School Year Calendar**

**Motion:** A motion was made by Rachel Downs to adopt the 2026/2027 School Year Calendar with the adjustment to move the August 27<sup>th</sup>, 2026 Open House hours from 4pm-6pm to 2pm-4pm. Motion was seconded by Amy Hart.

**Discussion:** Rachel Downs communicated that the time for the open house should alternate year to year from 4pm start time to 2pm start time. A straw poll was taken of the audience. A few votes were made for a 2pm-4pm open house time. Zero votes were made for a 4pm – 6pm open house time.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

#### **Holden Boiler System**

**Motion:** A motion was made by Rachel Downs to solicit a request for proposal with 30 days public notice to replace the Holden Elementary boiler system out of the reserve funds. Motion was seconded by Jamie Youngblood.

**Discussion:** As the chair of the Budget & Finance Committee, Rachel Downs spoke of the importance of prioritizing the replacement rather than simple repairs which may void any warranty.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

### **Policies for Board 1<sup>st</sup> Read**

#### **A. March Reviewed**

##### **1. EEA – Student Transportation:**

**Motion:** A motion was made by Rachel Downs to send policy EEA back to the committee for 2<sup>nd</sup> review. Motion was seconded by Jamie Youngblood.

**Discussion:** Policy edits were not in line with the committee’s intent.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

##### **2. EEAEA - School Vehicle Driver Qualifications:**

**Motion:** A motion was made by Julianna Prentiss to rescind policy EEAEA. Motion was seconded by Rachel Downs.

**Discussion:** There was no discussion.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

- 3. EEAAA - School Vehicle Operating Procedures**  
**Motion:** A motion was made by Rachel Downs to rescind policy EEAAA Motion was seconded by Julianna Prentiss.  
**Discussion:** Rachel Downs stated this policy is more procedural than policy.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.
- 4. EEAEAA - (Required) Drug and Alcohol Testing of School Drivers and Covered Employees:**  
**Motion:** A motion was made by Amy Hart to accept policy EEAEAA as written. Motion was seconded by Whitney Gould-Cookson.  
**Discussion:** There was no discussion.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.
- 5. EEAEAA-R – (Required) Drug and Alcohol Testing of School Drivers and Covered Employees- Administrative Procedures:**  
**Motion:** A motion was made by Whitney Gould-Cookson to accept policy EEAEAA-R as written. Motion was seconded by Brittany Wood.  
**Discussion:** There was no discussion.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.
- 6. EEAEAC - Student and Rider Conduct on School Vehicles (RSU63 only):**  
**Motion:** A motion was made by Rachel Downs to rescind policy EEAEAC. Motion was seconded by Amy Hart.  
**Discussion:** There was no discussion.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.
- 7. EEAEAE - School Vehicle Evacuation Procedures (RSU63 only):**  
**Motion:** A motion was made by Julianna Prentiss to rescind policy EEAEAE. Motion was seconded by Rachel Downs.  
**Discussion:** There was no discussion.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.
- 8. EEAEAA - Accident and Vehicle Failure Procedures - Vehicle Drivers (RSU63 only):**  
**Motion:** A motion was made by Rachel Downs to rescind policy EEAEAA. Motion was seconded by Amy Hart.  
**Discussion:** There was no discussion.  
**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

9. **EEAF - Use of School Busses for RSU 63 & Non-RSU 63 Functions Outside Regular Transport of Students to/from School (RSU63 only):**

**Motion:** A motion was made by Whitney Gould-Cookson to rescind policy EEAF Motion was seconded by Amy Hart.

**Discussion:** There was no discussion.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

10. **MSMA EEAEF - Video Cameras on Transportation Vehicles (MSMA Only)**

**Motion:** A motion was made by Julianna Prentiss to accept policy EEAEF as written. Motion was seconded by Amy Hart.

**Discussion:** There was no discussion.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

11. **MSMA EEBA - Use of Multifunction School Activity Buses and MSMA EEBB - Use of Private Vehicles for School Business**

**Motion:** A motion was made by Rachel Downs to table policies EEBA and EEBB. Motion was seconded by Whitney Gould-Cookson.

**Discussion:** There was no discussion.

**Vote:** 7 approve; 0 oppose; 1 absent; motion passed.

**Personnel Actions**

1. **Retirement:** Dawna Bickford – School Nurse – Effective at end of 2025-26 school year

2. **Resignations:**

**Motion:** A motion was made by Rachel Downs to table all elections to the April 27<sup>th</sup>, 2026 Board meeting. Motion was seconded by Brittany Wood.

**Discussion:** There was no discussion.

**Roll Call Vote:**

Brittany: yes	Jamie: yes
Julianna: yes	Amy: yes
Chip: n/a	Rachel: yes
Whitney: yes	Scott: yes

3. **Elections:**

**Motion:** A motion was made by Rachel Downs to firmly decline all submitted resignations from teachers and staff. Motion was seconded by Amy Hart.

**Discussion:** The board invites all 4 teachers/staff to reconsider their resignations.

**Roll Call Vote:**

Brittany: yes	Jamie: yes
Julianna: yes	Amy: yes
Chip: n/a	Rachel: yes
Whitney: yes	Scott: yes

**4. Appointments:**

- a. Stephenie Soucy – Education Technician One, Pre-K (Holden)
- b. Camren Barker – Night Custodian (Holden)

**5. Reassignments:**

**6. Searches:**

- a. Business Manager
- b. Track Coach
- c. Assistant Track Coach
- d. Ed Tech III, Librarian Aide (Holbrook)
- e. Ed Tech III, Special Education Resource Room (Holbrook)
- f. Ed Tech II or III, Special Education Life Skills (Holden)
- g. Speech Language Pathologist (District)
- h. Bus Driver
- i. Spare Van Driver
- j. Spare Bus Drivers

**Extend Beyond 8:30pm Meeting Time**

**Motion:** A motion was made by Rachel Downs to extend the meeting past the 8:30pm time. The motion was seconded by Julianna Prentiss.

**Discussion:** No discussion at this time.

**Vote:** 7 approved; 0 opposed; 1 absent; motion passed.

**Announcement**

Board Chair Scott Walton announced his departure from the School Board due to relocation to another state. Amy Hart thanked him for his immeasurable hours and complementary service.

**Adjournment**

**Motion:** A motion was made by Julianna Prentiss to adjourn the meeting since there is no further business at 8:35pm. Motion was seconded by Jamie Youngblood.

**Discussion:** There was no discussion.

**Vote:** 7 approved; 0 opposed; 1 absent; motion passed

Respectfully Submitted,

Sheila Caldwell  
Superintendent

**Approved by the Board 04/27/2026**