



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-8010 | F: 207-843-4317

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

**"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 full potential."**

I submit my January (Happy New Year☺) report on behalf of the students and staff at the Eddington & Holden Elementary Schools. As the New Year begins we have 33 students in PK, 49 in K and 43 in 1<sup>st</sup> for a total of 125 students at the Eddington School and 49 students in 2<sup>nd</sup>, 53 in 3<sup>rd</sup> and 55 in 4<sup>th</sup> for a total of 157 students in Holden. We have gained a few and bid farewell to a few at both schools. We certainly have had a strange and "snowy" start to 2018.

We ended 2017 on a high note and I wish to recognize the fourth grade classes for their "outreach" as the Santa's Elf Fund collected over \$350 to help families in our communities during the holiday season. A big thanks to staff along with local families, businesses, and churches in Eddington, Clifton, and Holden, and the surrounding area who adopted families in need of assistance at Christmas as well☺ We continue to have more and more folks needing help and it makes one proud to be part of RSU#63 indeed☺

I was thrilled to send out more than 30 letters to our former 4<sup>th</sup> graders whose names appeared on Holbrook's 1<sup>st</sup> trimester honor roll for grade 5. We are proud of their accomplishment and hope they keep up the great work in 2018☺

January 2018 rings in with the beginning of play practices two times a week for our 3<sup>rd</sup> & 4<sup>th</sup> graders at Holden as Mrs. Egolf (Ed-Tech from Eddington School) rehearse with them for their performance in mid April.

My thanks to the PTG (Parent Teacher Group) for hosting close to 100 students on their first ever "Grinch Ride" and movies in mid December. Kudos to the two volunteer bus drivers who took our children on bus rides to look at the Christmas lights in Brewer and then over to "Whoville" (the Holden School) for a few holiday movies and treats. Rumor has it the Grinch himself made an appearance on both buses☺

I was able to recognize over 200 students between the two elementary schools for the "Good Conduct" award at morning assemblies in early January. These students have made good choices every day during the 1<sup>st</sup> trimester; they did not receive any pink slips, incident reports or bus slips. I was also happy to see that over 300 gold slips and "Busted" slips were handed out during the first trimester as well☺ Keep up the great job guys and gals☺☺☺☺:

I look at the calendar and notice a busy month for staff as Susan and I continue to meet with grade levels to discuss math and literacy. We shall also be sharing MEA results and what all staff can do to improve in the content areas. I shall start to get in my 2<sup>nd</sup> round of staff observations on especially early with 3<sup>rd</sup> & 4<sup>th</sup> grades, as the state testing will begin before you know it.

It's "Busy and Hard Work" as usual at our "Palaces of Learning."☺☺☺

Respectfully submitted,



Mr. Spencer  
Principal Eddington & Holden Elementary Schools



# Holbrook School

202 Kidder Hill Road

Holden, Me 04429

# Office of the Principal

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

Richard Modery, Principal [rmodery@rsu63.org](mailto:rmodery@rsu63.org)

Michele Archambault, Assistant Principal/AD [marchambault@rsu63.org](mailto:marchambault@rsu63.org)

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Dawna Bickford, School Nurse [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

## Holbrook School Principal's Report 1-12-18

# DRAFT

### Enrollment:

Grade 5 59

Grade 6 53

Grade 7 68

Grade 8 72

Total 252

### Focus on instruction:

Trimester II progress reports will be going home Friday, January 26<sup>th</sup>. These are a snapshot of student grades at the midpoint of the trimester and are not reflected in their permanent record. Students will have adequate time to address academic concerns prior to trimester II final marks are calculated in March. The second session of after school support will start in the coming weeks. Each grade level team will identify students who might benefit from extra support.

Mrs. Walters and I met with eighth grade students and families who failed multiple subjects on the trimester I report card. The intention of these meetings was to clearly communicate our concerns for these students' work habits as they prepare for their high school experience. Surprisingly, many of these students don't understand the process of earning high school credits, high school graduation requirements and the limited time they have to meet the requirements. The good news is that every student we met with wants and plans to graduate from high school. The challenge will be to help them actually change their work habits to support their intention to earn a high school diploma.

The eighth grade high school fair was held at Holbrook on Wednesday, January 10<sup>th</sup>. All eighth grade students experienced presentations from Bangor, Brewer, Hampden and John Bapst High schools, each lasting approximately an hour. These presentations consist of school officials providing information, high school student accounts of their experiences and a question and answer session. Over the next six weeks Holbrook students will have opportunities to attend step up days at each of the high school sites based on their interest. This is an exciting time for our kids, but it can also lead to a very stressful spring as students work to meet application requirements and deadlines. Mrs. Walters works closely with every eighth grader to keep all options open and minimize student anxiety.

### Climate and Culture:

The 'Student Success' committee has been working to identify students for their positive impact on our school community. This committee organized a fun filled trimester I awards ceremony on Friday, December 15<sup>th</sup>. Students were recognized for academic, co-curricular, club, and positive behavior in our community. This group plans to support a "Student Success" celebration assembly each trimester.



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Winter athletics is in full swing. Teams and clubs are about half-way through their respective seasons. Each group will have a chance to participate in an end of season tournament or competition.

"A" Basketball-	Semifinals @ Hampden Academy 2-10-18 Time TBD
	Finals @ Hampden Academy 2-13-18 Time TBD
"B" Basketball-	Quarterfinals @ Glenburn 2-3-18 Time TBD
	Semifinals @ Glenburn/Orrington 2-6-18 Time TBD
	Finals @ Orrington 2-8-18 Time TBD
Chess	Finals @ Glenburn 2-3-18 Time TBD
Cheering	Bangor Tournament @ Bangor High School 2-3-18 at 11:00am
Cheering	PVML Tournament @ EMMC 2-15-18 at 5:30pm
Spelling Bee	PVML @ Glenburn 2-27-18 at 6:00
Spelling Bee	SCRIP Regional @ Husson University 3-3-18 at 6:00pm
Geography Bee	Holbrook School @ Holbrook 1-23-18 at 1:00pm

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School



**DRAFT**

### **Director of Special Services Report – January 2018**

The Office of Special Services has started 2018 off right out of the gate. We are continuing to evaluate students to determine if they are eligible for services and work with the new students that have transferred into our district. It is always an adjustment but the school communities and case managers have done an excellent job assisting students through their transition into RSU 63.

During my leave, the principals and case managers did an excellent job of running IEP meetings and keeping up with timelines. I continued to run the IEP meetings that needed to take place at the high school level and any meeting where eligibility was under consideration, but I was able to spend time with my new daughter, Fern Elizabeth, so I greatly appreciate the RSU communities support during her introduction to our family.

I mentioned the new state requirements for the determination of a Specific Learning Disability in my November Board Report but it continues to be a topic of discussion amongst special education directors. Dr. Tim Rogers from Eastern Maine Counseling and Testing gave a presentation to the Regional Area Board at our meeting in December and gave more specific guidance in regards to the data that the Maine Department of Education is expecting to see when a student qualifies with a specific learning disability in reading, writing, or math. These updated expectations do not change the procedures in place for RSU 63 and the impact to our students will be minimal, but there is the possibility in every district across the state that some students who have qualified for services in the past, will not qualify any more. This will be a difficult situation for parents of students who struggle academically but we are fortunate to have school psychologists that have been trained in the updated guidelines and will make sure all avenues of evaluation are exhausted before exiting a student from special services due to a change in guidelines.

Another major concern for districts is the transition of Child Development Services (CDS) for children ages 3 to 5 from centers to school districts. The state committee involved has put together a lengthy list of recommendations that validate concerns raised on a local level. The transition was supposed to be a two-year process, starting next year, but it seems as though that start day will be postponed pending further deliberation on the logistics of the transition. You can read the recommendations on the Maine DOE website.

<http://www.maine.gov/doe/cds/guidance/documents/PartB619AdvisoryCommitteeRecommendations-Final.pdf>

Finally, I have started submitting documents for the Prong II for the RSU 63 Corrective Action Plan. I hope to have that process completed by mid-March at the latest. Case Managers have done a fantastic job with the changes that I have put in place since the Maine DOE site visit on January 18, 2017 and their hard work shows in the quality of the Individualized Education Programs (IEPs) that we have developed for our students with special needs which I am deeply proud of.

Respectfully Submitted,  
Jesse Gauthier,  
Director of Special Services





RSU 63  
Department of Transportation  
202 Kidder Hill Road  
Holden, ME 04429  
(207) 561-9238

*Jake Morgan, Transportation & Facilities Director  
jmorgan@rsu63.org*



**DRAFT**

Clifton

Dedham

Eddington

Holden

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### Transportation/Facilities Board Report January 2018

#### **Transportation:**

At this time we have two buses out of service, one of them is in the garage being repaired, we need to replace four of the fuel injectors. One of them we will be putting out for sale. We are taking parts off it and are using them on other buses; we have even sold Dedham some parts for their buses.

The cold weather has been hard on the diesel buses. We had six of them that the diesel jelled up and would not start. We pushed two into the garage to thaw and the other ones we changed frozen filters and ran the space heater on them. We have now doubled the dose of fuel treatment in hopes this will not happen again.

Sports trips are in full swing so all our spare drivers, mechanic, and myself have been driving regularly.

We had two buses get stuck in our new turn around on the Bradley Road. The Town of Eddington will be redoing it for us in the Spring/Summer. A big thank you to the Town Manager Russell Smith for helping us get the buses unstuck both times. He showed up with a chain and crawled under the bus in the snow to hook chain up. He did ask what happened to the "old" days when all buses had tow hooks.

I would also like to acknowledge that Donald Crabtree stopped with his dually plow truck, helped plow around the bus, and pulled it forward so that Russell could back it out. Just shows that we do still have some good people around. I don't know this person so if you do please let me know, I would like to call and thank him.

#### **Facilities:**

Holbrook School has had a fair share of roof leaks the past couple of weeks. Some of these areas have leaked before, but have not leaked for the past couple of years. So much ice is built up in the valleys that no melting snow can run off. We had a company come in and work on these areas in anticipation of the rain that is coming this weekend. Heating problems have not been to bad so far this year.



# REGIONAL SCHOOL UNIT 63

## TECHNOLOGY

# DRAFT

p: 207.843.4316  
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George Cummings • Technology Coordinator

gcummings@rsu63.org  
www.rsu63.org

To: RSU 63 Board of Directors  
From: George Cummings  
Date: January 12, 2018  
Re: Monthly Report

I submit this report to the School Board of Directors for January 2018.

### Student Information System Evaluations

The Administrative team will begin the evaluation of 3 Student Information Systems over the next few months. The SIS systems we plan to evaluate are Tyler SIS, PowerSchool, and Infinite Campus. These are the 3 most popular SIS systems used by school Districts in Maine.

During the month of December, I reached out to various districts that use these systems to gather feedback around ease of use, quality of training and support, implementation timelines, overall satisfaction, and why they chose one particular system over another. The information I received will be valuable in guiding our decision.

Our first presentation is with Tyler Technologies on January 23<sup>rd</sup>, followed by PowerSchool on January 24<sup>th</sup>, and Infinite Campus on February 9<sup>th</sup>.

### District Website

Our current website hosting solution is an end of life product and will no longer be available after 12/31/18 so work has begun on moving the Districts website content and the website content of the 3 schools from Edline to Blackboard Web Community Manager. With the change to Blackboard Web Community Manager, the District website and school's websites will have a fresh new look as well.

I'm hoping to go live with the new and updated sites during the first week of February. Please remember to update your Internet browsers bookmark for RSU 63 ([www.rsu63.org](http://www.rsu63.org)) after the new site goes live as the landing URL will change.

### Technology Budget

The 2018-2019 Technology Budget is complete and submitted to Kelly to be combined with the rest of the 2018-2019 budget.

Respectfully submitted,





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

**DRAFT**

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** January 11, 2018

**From:** Kelly Theriault

**RE:** January Board Report

- 
- Budget & Finance committee met on December 13, 2017. We reviewed the financials for the month of November for the General Fund and Food Service. Updates were given on transportation and facilities, the Hampden and Bangor transportation proposed agreements for FY19 & FY20 were reviewed (to be continued at the January meeting) and the FY19 budget timelines were established. Mr. Breadmore, Town of Holden, discussed the town's well issues, and requested authorization to research potential sharing with the Holden Elementary School. The town is exploring several options.
  - Reports completed in the business office this month were MePERS, Quarterly Unemployment, Quarterly State Withholding Tax (940ME), Federal Withholding Tax (941), and Bureau of Labor statistics Multiple Worksite report.
  - The MSMA Workers Comp. renewal and MSMA Property & Casualty Insurance renewal applications were completed and submitted for FY19.
  - Again this year, a generous "secret Santa" paid off several hot lunch accounts. Thirteen students were helped by this very thoughtful donation of \$325.20.
  - Final FY17 audit reports are in! A presentation of the audit by Mr. William Hall, is scheduled for the January School Board meeting. Each board member should have a report and the reports are also on the district website.



Committee attendance: David McCluksey and Jennifer Newcomb.

Board Members – Chair, Rusty Gagnon via phone conference

Staff: Kelly Theriault, Business Manager; Susan Smith, Superintendent

Other – Holden Town Manager, Ben Breadmore

The meeting was called to order at 5:02 pm.

It was recognized that Buzz Moore, a Budget and Finance Committee member, has resigned from the Board. Suzanne Weiland has agreed to attend B & F meetings until a new member can be appointed by the Board in January. Due to a previous commitment, Suzanne Weiland was unable to attend today's meeting.

The well at the Town of Holden has been contaminated by salt and the Town has been researching options, including a costly water filtration system. Ben Breadmore attended the B & F meeting to discuss the possibility of sharing the well at the Holden School. Before any agreement could be potentially entertained or made by the Board, the Town will first, at the expense of the Town of Holden, conduct tests to verify the flow of the Holden School well (gallons per minute) and verify usage of both buildings to determine if the Holden School well could even support both facilities. This conversation will be continued.

The Superintendent shared property appraisals. These were conducted by an independent appraisal firm as a benefit of the district's membership with MSMA Property and Casualty Trust. The Committee reviewed the appraisals. It was noted that these were helpful documents as the Board continues discussions regarding a one-campus school district and that these reports are replacement costs and do not include land.

Transportation proposals for Hampden and Bangor were discussed. Contracts currently terminate in June 2018. The Committee discussed the impact of revenue on state funding and the coding of administrative and maintenance costs. The Committee agreed to review the contracts again in January.

The Superintendent reported the proposed timeline for FY19 Budget Building. Administration will be presenting department budgets to the Superintendent in January. Three Budget Workshops were scheduled for: February 8<sup>th</sup>, February 15 and March 1<sup>st</sup>. An update on school funding for FY19 was shared to show known impacts to the funding formula. The Committee also discussed the October 1<sup>st</sup> student data count.

A copy of the FY17 Audit was shared and preliminary discussion items included: the fluctuations in current liabilities, transportation expenses, and system administration expenses from 2016 to 2017; ending fund balance; and the receivables statement on page 27. The Management Letter should be received soon.

The Committee reviewed FY18 General Fund financials through the end of November. Discussion items included: allocation of the audit worker's compensation bill; high school tuition costs; special education purchased professional services; and special education contingency.

The Committee discussed the upcoming Sentencing Hearing for Yvonne Mitchell, related victim impact statements and communication with the Board regarding these prepared statements.

The next B&F Meeting is scheduled for Wednesday, January 16<sup>th</sup> at 5:00 at Holbrook.

The meeting was adjourned at 6:00 pm.

Submitted by,  
Jenn Newcomb, Chair



## Regional School Unit No. 63

**DRAFT**

*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: JANUARY 2018**

The following items correspond to those under "New Business" on the agenda for our meeting on Monday, January 22, 2018 at the Holbrook School:

### **Policies**

Based on input from the Maine Center for Disease Control and Maine Prevention Services, the Policy Committee is recommending revisions to Policy ADC - RSU #63 Policy Addressing Tobacco Use & Exposure and ADC-R - RSU #63 Policy Addressing Tobacco Use & Exposure-Administrative Procedures. The Policy Committee is also recommending GBED-Tobacco & E-Cigarette Use on School Premises be rescinded. This is covered under the required Policy ADC - Policy Addressing Tobacco Use & Exposure. Our current ADC, ADC-R and GBED policies are included in your Board Packet materials (along with the recommended versions of ADC and ADC-R) so you can more easily cross-reference the suggested changes.

### **Board Committee Membership and High School Liaisons**

We need an additional Board member for the Budget and Finance Committee and one for the Policy Committee. Appointment to the Budget and Finance Committee is through election by the majority of the Board. (Policy BDE – Committee Structure, Assignment, and Reporting) All other standing committee members and high school liaisons are appointed by the Board Chair following a request for volunteers. Jenn Newcomb is our Brewer High School Liaison. We do not have liaisons for John Bapst, Hampden, or Bangor.

### **Cost Benefit Analysis Recommendation from the New School Community Committee**

The New School Community Committee meets on Thursday, January 18<sup>th</sup> at 5:30 in order to review proposals submitted in response to our Cost Benefit Analysis Services Request. Proposals are due on Tuesday, January 16<sup>th</sup>. We received one proposal last week and I anticipate one more. The New School Community Committee plans to bring a recommendation to the full Board of Directors for your consideration on Monday, January 22<sup>nd</sup>.

### **2018-2019 Calendar**

The Draft 2018-2019 Calendar in your Board packet is very similar to the calendar we have followed the past several years. It closely matches the DRAFT 2018-19 Calendar for the United Technology Center (UTC). Area high schools try to match the UTC calendar. I have shared the Draft 2018-19 Calendar with the RSU 63 Teachers Association. It was brought to my attention that dismissing at 11:00 on the last student day does not meet the State requirements for a school day. I will be recommending that our last day of school this year (June 2018) and next year (June 2019) be a full student day.



## Regional School Unit No. 63

**DRAFT**

*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.*

While not on the agenda, there are some other items I would like to bring to your attention.

### **Truancy and Drop Outs**

One of our Grade 8 students has not been attending school and is truant. We will continue working with the student, parent, and other agencies to try to get this student in school.

I am required to certify Drop Out data for the Maine Department of Education by January 19<sup>th</sup>. We have one student in Grade 9 who is categorized by the State as a "Drop Out" because she is not attending an officially accredited school. This student is attending school and we expect her to obtain a Bangor High School diploma.

Another student in Grade 9 is showing up as a Drop Out because he has two different State student identification numbers. This student is attending Bangor High School. Shelley Wyman is working with the State and Bangor to get the issue corrected.

We have two students who dropped out of Grade 12 last year and three students who dropped out this fall. Of the three who dropped out this fall, two attended Holbrook Middle School and one moved into our district.

### **Curriculum Development**

I would like to welcome Hillari Morgan (our Grade 8 English Language Arts Teacher) as the facilitator of our new Instruction and Curriculum Committee. This group met for the first time on January 8<sup>th</sup> and includes one teacher from each grade level as well as Polly Sparhawk (Holbrook Physical Education Teacher) and Dawna Bickford (District Nurse). Long-term goals include: guiding curriculum and instructional resource decisions; supporting the implementation of these decisions and resources; and bringing forward and help address challenges and problems in order to continually improve our curriculum and instructional resources. Outcomes for next fall include Board-Approved K-8 Grade Level Agreements for Health and Board-Approved Health Instructional Resources.

### **Board Development**

After speaking with Steve Bailey from Maine School Management Association, Campbell Badger from Drummond/Woodsum, and Peter Lowe from Brann and Isaacson. I recommend we have Peter Lowe come and meet with us on Monday, February 26<sup>th</sup> (either prior to or during our regularly scheduled Board meeting). This would help us all better understand the relationships between policies, collective bargaining, evaluations, and contracts. Mr. Lowe is very willing to work with us to plan his visit to best meet our needs. This would cost \$500.00. The RSU 63 budget includes \$750.00 in Board training funds that have not yet been used.

### **Community and Legislative Activities**

On Thursday, January 11<sup>th</sup> I attended a Community Leaders Forum hosted by the Bangor Region YMCA. I was asked to provide my perspective regarding the critical social issues and pressing problems facing our community. I was struck by the similar needs identified by those at my table (including representatives from AARP, the Bangor Police Department, behavioral health providers, and area creative arts programs).

On Friday, January 19<sup>th</sup> I will be attending the Maine School Superintendents Association meeting in Portland. We will hear from Maine's Education Committee Co-Chairs Senator Langley and Representative Kornfield and receive legislative updates.



**DRAFT**

**ADMINISTRATIVE TEAM MEETING AGENDA**  
**HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM**

Susan will bring snacks.  
*Tuesday, January 9, 2018*

Richard will take notes.  
*9:00 A.M. - 11:00 A.M.*

**2018-19 Draft Calendar**

**Transportation and Facilities**

**Transportation**

Student Behavior (Grade 3, 4 and Middle School Bus Slips)

**Facilities**

Current Problems

5-Year Needs

RFP Update

Other

**Technology**

New Website

New SIS Software Research

Tuesday, January 23, 9:00 – Tyler Technologies

Wednesday, January 24<sup>th</sup>, 9:00 – Power School

Friday, February 9<sup>th</sup>, 8:00 – Infinite Campus

Other

**Business, Budget & Finance**

FY 17 Audit and Draft Management Letter

FY18 Expenses

FY19 Budget

Other

**Special Ed**

**Planned Student Absences**

**Round Table Discussion, Other Business, Future Agenda Items**

**Next Admin. Team Meeting: Tuesday, February 6th**  
**Other Dates: Academic Council Wednesday, Wednesday, January 17th**



**DRAFT**

**ADMINISTRATIVE TEAM MEETING AGENDA**  
**HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM**

**George will bring snacks.**  
**Tuesday, December 12, 2017**

**Don will take notes.**  
**9:00 A.M. - 11:30 A.M.**

**Policy Review**

**Recently Approved**

**Coming Up: Tobacco, Bus Discipline, Facility Use, Mileage and Expense Reimbursement, Disciplinary Removal of Students**

**Transportation and Facilities**

**Transportation**

**Student Behavior**

**Staffing and Route Changes**

**Facilities**

**Other**

**Technology**

**New Website**

**New Content** (Assessment Data, School Registration Information, Superintendent's Message, Athletics/Extracurricular - Offerings, Seasons, Schedules, Office of the Superintendent, Other)

**Update Content** (Principals Messages, Close of Schools in Inclement weather, Curriculum & Instruction, Special Services Other)

**Other**

**Human Resources and Professional Development**

**Personnel**

**Training**

**ADS**

**HazCom**

**Other**

**Business, Budget & Finance**

**FY18 Expenses**

**FY19**

**Other**

**Special Ed**

**Round Table Discussion, Other Business, Future Agenda Items**

**11:00 Long Range Planning**

**Facilities Projects**

**Next Admin. Team Meeting: Tuesday, January 9<sup>th</sup>**  
**Other Dates: Academic Council Wednesday, Wednesday, Dec. 20<sup>th</sup>**