

**RSU 63 Board of Directors**  
**Monday, April 27, 2020**  
**6:30pm at Holbrook Middle School Library and Remotely**  
**Agenda**  
**Remote Dial In Phone Number: 1-541-579-2943 Pin: 202579264#**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for March 23, 2020 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. Monetary Donations for CHEFS
2. East Eddington Community Church \$1,000 Donation for Student Internet Access
3. Theresa Maybury, Audra Leland, and Alice Miller PPE Supplies and Support
4. Two Cases of Toilet Paper for Students Donated by Maine Paper and Janitorial
5. Community Care Donation of Staff Support Services
6. Steve Goulette and Deborah Sykes Tech Support for Students \$200 Donation

**Presentation - None**

**Questions and Comments from the Board and Public Members**

**Dates of Next Committee Meetings**

1. Budget and Finance Committee: Thursday, May 7, 2020 at 5:00pm, at Holbrook Library and Remotely
2. FY21 Board Meeting: Monday, May 11, 2020 at 6:30pm, at Holbrook Library and Remotely
3. Special Board Meeting: Wednesday, May 27, 2020 at 6:30pm, at Holbrook Library and Remotely
4. School Board Meeting: Monday, June 15, 2020 at 6:30pm, Location TBD
5. Referendum Vote: Tentatively, Tuesday, July 14, 2020

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee
3. FY21 Budget Update
  - a. FY21 Draft Budget – Version 5

**Superintendent's Report**

**RSU 63 Chair's Report**

**Discussion, Motion, and Acceptance of Reports**

(written and verbal Administrative, Committee, Budget and Finance, Superintendent, and Board Chair Reports)

**Old Business**

RSU 63 Board Meeting Agenda

April 27, 2020

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## **New Business**

1. Remote Learning in RSU 63 (Vote Required)
2. Waiver for Student Days (Vote Required)

## **Personnel Actions**

1. Resignations - None
2. Retirements - None
3. Reassignments
  - a. Peter Walsh – Holbrook STEM Teacher to Holbrook Math Teacher
4. Elections (Board Vote Required)
  - a. Probationary Year 1 to Probationary Year 2
    - i. Jennifer Mahoney – Speech & Language Pathologist
    - ii. Kasha Robertson – Special Education Teacher
    - iii. Hannah Foster – Occupational Therapist
    - iv. Audra Leland – Pre-K Teacher
    - v. Mary St.Peter – Grade 4 Teacher
    - vi. Nathan Dusablon – Middle School Science Teacher
    - vii. Sara Ostrander – Grade 5 Teacher
  - b. Probationary Year 2 to Probationary Year 3
    - i. Janet Nichols – Elementary School Counselor
    - ii. Deborah Nadeau – Grade 2 Teacher
    - iii. Robert Simko – Grade 6 Teacher
    - iv. Brandy Walsh – Grade 5-8 Art Teacher
    - v. Sandra Rowe – Special Education Teacher
  - c. Probationary Year 3 to Continuing Contract
    - i. Sarah Lane – Grade 2 Teacher
    - ii. Aurora Stickle – Literacy Teacher
    - iii. Michelle Voci – Grade 1 Teacher
    - iv. Ashley Bean – Grade 5 Teacher
    - v. Nikki Goss – Middle School Math Teacher
5. Appointments - None
6. Searches
  - a. Middle School Principal
  - b. Part Time Grade 5-8 Music Teacher
  - c. PK-8 Computer Science Teacher
  - d. Grade 2-4 Resource Room Teacher
  - e. Part Time Speech Language Pathologist
  - f. PK-1 Life Skills Teacher
  - g. (2) PK-1 Life Skills Educational Technician II or III

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

## **Adjournment**

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

RSU #63 Board Meeting  
Date: March 23, 2020  
Location: Holbrook Middle School Library and Remotely  
Minutes  
Remote Dial In Phone Number: 1-601-552-3106 Pin: 225007311

**Members Physically Present:**

*Town of Eddington:* Charles Baker, Jr.  
*Town of Holden:* John Hutchins  
*Superintendent of Schools:* Susan M. Smith  
*Holbrook Principal:* Richard Modery

**Members Remotely Present:**

*Town of Eddington:* Steve Carr  
*Town of Holden:* Gavin Robinson, Heather Charity, and Holly Whitmore  
*Town of Clifton:* Linda Graban  
*Elementary Schools Principal:* Don Spencer  
*Special Services Director:* Jesse Gauthier  
*Technology Director:* George Cummings  
*Business Manager:* Kelly Theriault  
*Transportation and Facilities Director:* Jake Morgan  
*Administrative Assistant:* Shelley Wyman

**Excused Absent:**

*Town of Eddington:* Christina McLeod

Chair, John Hutchins called the meeting to order at 6:31pm.

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

**Approval of Minutes:** Motion by Charles Barker, Jr with a second by Heather Charity to approve the minutes from the February 24, 2020 Board Meeting.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith offered her thanks to the many people who have helped as the COVID-19 pandemic has unfolded. She thanked Marie Baillargeon and Theresa Jameson for organizing the set up and delivery of food to students. Ms. Smith thanked the Literacy Volunteers of Bangor for the book donation.

**Acceptance of Gifts/Donations:** The CHEFS Food Pantry is providing support for the food delivery being provided to our students. Superintendent Smith thanked the community for their donations to the CHEFS Food Pantry.

**Presentation:** Superintendent Smith reviewed steps the District has taken in response to the COVID-19 pandemic and ways to help contain the virus. She thanked the Board for their trust, support, and for allowing the Administrators and herself to handle the situation. Superintendent Smith advised she has been meeting weekly with the Pandemic Team that consists of Dawna Bickford (RSU 63 School Nurse), RSU 63 Administrators, Law Enforcement, Fire Department, and Mental Health Service providers. She has also been hosting huddles weekly with administrators, secretaries, school counselors, school nurse, and food service workers. Dawna Bickford is tracking employee sickness/calls out. The food service department has provided food to 505 people, three times in the past week and a half. Kelly Theriault, RSU 63 Business Manager submitted applications for reimbursement to the United States Department of Agriculture (USDA). Heather Charity asked if there are specific needs for CHEFS. Superintendent Smith advised monetary donations is the best way to help as this allows the CHEFS volunteers to replenish the needed supplies.

Beginning Monday, March 23, 2020 school packets for Eddington Elementary students are being delivered to their homes. Tuesday, March 24, 2020 Holbrook students can participate in a drive-thru style pick up of laptops and musical instruments at the Holbrook Middle School. Wednesday, March 25, 2020, Holden Elementary students will be delivered their packets to their homes. Gavin Robinson asked if we were teaching new instruction or holding the students where they were. Superintendent Smith advised we were not doing new instruction however, we are keeping the students engaged. Students will not be held back a grade due to COVID-19. Staff are being paid, the district is following good accounting practices while conducting only necessary meetings. Meetings are being held with the option for the public to attend remotely. Facebook posts will change beginning Tuesday, March 24, 2020. Superintendent Smith will remind people to direct any questions or concerns to her and not post them on Facebook. The posts will be utilized for engaging the community in fun and educational activities as well as keeping them informed.

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

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

**Dates of Next Committee Meeting:**

FY21 Budget Workshop Meeting: Tuesday, March 31, 2020 at 6:00pm, at Holbrook Library and Remotely

Budget and Finance Committee: Tuesday, April 7, 2020 at 5:00pm, at Holbrook Library and Remotely

School Board Meeting: Monday, April 27, 2020 at 6:30pm, Location TBD

Curriculum Committee: TBD

Student Success Committee: TBD

Policy Committee: TBD

**Budget and Finance:** Nothing to add to Business Manager Report. The Budget and Finance Committee needs a volunteer to tentatively appoint to the Budget and Finance Committee should Charles Baker, Jr be out of state. Holly Whitmore volunteered.

Motion by Gavin Robinson with a second by Charles Baker, Jr to appoint Holly Whitmore as the substitute Budget and Finance Committee member should Charles Baker, Jr be out of state.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes

**7 Approved; 0 Opposed**

Superintendent Smith recommends to cancel the Tuesday, March 31, 2020 Budget and Finance Committee meeting because she recommends to wait until November for the Bond referendum.

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

**RSU #63 Chair's Report:** John Hutchins thanked the Administrators and Superintendent Smith for all their work that last few weeks. Things have been handled very well. Information has been very informative and organized. He also offered his congratulations to Richard Modery as he moves to be the Glenburn School Department Superintendent on July 1<sup>st</sup>. Mr Hutchins noted he will be missed, but felt confident Mr. Modery will do a great job in his new position.

**Acceptance of Reports:** Motion to approve written and verbal reports from Administrators, Committees, and Superintendent by Heather Charity with a second by Charles Baker, Jr.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes

**7 Approved; 0 Opposed**

**Old Business:**

**School Renovation Revolving Fund/Bond for Facilities:** Superintendent Smith and the Budget and Finance Committee are recommending two bonds. One for the School Renovation Revolving Fund (SRRF) and the second a 15-year bond for other needed facility projects. The total cost of both bonds is

\$5,000,000 with the state paying \$1.3 million. By moving the bond referendum vote to November, it allows more planning time to obtain contractors and financial planning for future budgets.

**New Business:**

**Potential Date for RSU 63 Budget Meeting:** Superintendent Smith asked if 7:00pm Wednesday, May 27, 2020 would work for Board Members to hold the Budget meeting in the Holbrook gym as done in the past. All Board members agreed.

**Three-Year Audit Contract:** Superintendent Smith advised Kelly Theriault, Business Manager sent out 11 Request for Proposals. She received four responses, two of which declined to bid. RHR Smith and Company was the lowest bidder. She stated it is the Budget and Finance Committees recommendation to contract with RHR Smith and Company.

Motion by Linda Graban with a second by Charles Baker, Jr. to approve a three-year auditor contract with RHR Smith and Company.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

**Selection of Firm to Provide General Engineering Services for Facilities Projects:** Superintendent Smith advised there were four responses to the Request for Qualifications. The Budget and Finance Committee and Jake Morgan, Transportation and Facilities Director reviewed each response and used an assessment tool to rank them. It is the Budget and Finance Committees recommendation to move forward with Carpenter Associates.

Motion by Gavin Robinson with a second by Charles Baker, Jr. to approve Carpenter Associates as the General Engineer Consultant for Facilities Projects.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

**Policies to Approve: BIA – New Board Member Orientation; BIB – Board Member Development Opportunities; BBA - School Board Powers and Responsibilities:** Superintendent Smith advised these policies had minor grammatical changes.

Motion by Heather Charity with a second by Charles Baker, Jr. to approve policies BIA – New Board Member Orientation; BIB – Board Member Development Opportunities; BBA - School Board Powers and Responsibilities.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

**Policy to Rescind: BB – School Board Legal Status:** Superintendent Smith advised this policy was written for when the District was part of the AOS. There is no longer a need for this policy.

Motion by Gavin Robinson with a second by Charles Barker, Jr. to rescind policy BB – School Board Legal Status.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

**Personnel Actions:**

**Resignations:** Daniel Soule – Bus Driver; Richard Modery – Holbrook Middle School Principal. All Board members wished him well and thanked him for his service at RSU 63. He will be missed.

**Retirements:** Bernadene Brownell, Holbrook Math Teacher; Deborah Colbry, Holden Special Education Teacher; and Elizabeth Davis- Spencer – Holbrook Music Teacher.

**Reassignments:** None

**Leaves:** None

**Elections:** None

**Appointments:** Tessa Byard, Track Coach; Desiree Doughty, Assistant Track Coach; and Gretchen Spencer, Substitute. Superintendent Smith advised these positions are on hold as all activities and school has been closed down.

**Searches:** Middle School Principal.

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

**Adjournment:** At 7:15pm Heather Charity made the motion with a second by Charles Baker, Jr. to adjourn.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes  
**7 Approved; 0 Opposed**

Respectfully submitted by,

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

Approved:



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

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

Don Spencer, *principal* dspencer@rsu63.org  
 Tina Ferrill, *secretary* tferrill@rsu63.org  
 Janet Nichols, *school counselor* jnichols@rsu63.org  
 Dawna Bickford, *school nurse* dbickford@rsu63.org

Don Spencer, *principal* dspencer@rsu63.org  
 Heather Kiley, *secretary* hkiley@rsu63.org  
 Janet Nichols, *school counselor* jnichols@rsu63.org  
 Dawna Bickford, *school nurse* dbickford@rsu63.org

DRAFT

I write my April report on what I must admit is a very challenging time in the history of our nation and the world. Our hallways at Eddington and Holden are empty and way to quiet for this principal. Each day I come into the schools, I sit and reflect on what the day was like yesterday and what today will bring for us all. I am a very social person, just ask my wife, and the "distancing" has been hard to say the least. I truly miss all the students and staff at my elementary schools and wish they were here. I know that day will come when we can all come back together and continue our "normal" routines, who knows what "normal" will look like by then. My wish is for all to stay safe and healthy, be kind, and reach out to family & friends the best way you can.

I have had the pleasure of attending so many "Zoom" meetings at all grade levels and see the smiling faces of many children from Eddington & Holden. They truly miss all their peers, that is for sure. The staff are doing a great job of connecting with their students daily. If they have any concerns they immediately let our school counselor, Mrs. Nichols know so she can follow up on those concerns. Ms. Nichols and I connect everyday making sure we are addressing the needs and concerns our teachers shared with us. I do believe we are busier now and it is full steam ahead until the end of the school year.

Parents were able to pick up round two of "packets/materials" needed to continue our distant learning. Mrs. Kiley, Mrs. Ferrill, our fabulous bus drivers Cindy and Sam, and I were able to deliver to those students whose parents could not connect at the schools. We were able to see many students in their windows and wave while dropping off what was needed. Did I mention how we much miss our kids?

A big kudos to Mr. Cummings who has spent the week getting computers up and going so we can get technology in the hands of children whose parents said they need support. Thanks George!

It will take a "village" for sure to return to what has been so normal for so long and continue. I have faith in these three communities and all those employed in RSU#63 to make that happen. We all shall learn from this and will be prepared for what may come next in this ever - changing world of ours.

Sincerely,

Mr. Spencer  
 Principal Eddington & Holden Elementary Schools

Holbrook School  
Principal's Report  
4-17-20

**DRAFT**

**Enrollment:**

Grade 5	51
Grade 6	50
Grade 7	58
Grade 8	51
Total	210

**Climate and Culture:**

When the initial two-week school facilities closure was announced our first concerns were with meeting students' basic needs. Our terrific nutrition services staff, business manager, transportation director, bus drivers, and CHEFS volunteers partnered up to ensure that students received breakfast and lunch meals while away from school. As the closure extended, these efforts continued and adjustments were made to mitigate staff exposure and maximize resources. The CHEFS food pantry continues to be opened every Thursday evening and every other Sunday morning. The hours and internal traffic patterns have been adjusted to limit crowding and to maintain social distancing. Feeding our communities has been a herculean effort and those involved deserve a great deal of credit.

Our second concern was to have teachers and support staff make direct connections with students to open lines of communication. Each homeroom teacher set up daily contacts with their homeroom groups and content area teachers started providing learning activities that students could participate in independently. Initially, our focus was on student connection and low stress engagement. We quickly recognized that technology devices needed to get into students' hands so a drive-through style laptop distribution was orchestrated with lots of staff volunteer support. As the interruption in typical school service continued, the staff and students have become better at hosting and attending zoom/meets sessions. These sessions have become more creative as the weeks have gone on with students, staff, and families displaying a great deal of resiliency. I'm proud of the efforts put forth by the Holbrook School staff and students.

Mrs. Walters and I continue to reach out to students and families that we're typically concerned about. In these times of physical isolation our most at-risk kids are on our minds more than ever. We have developed strong relationships with many of these families and we're working hard to keep those lines of communication open. The staff pulled together (while apart) with a strong response to one of our sixth grade students who was seriously burned in a fire accident in the first days of the school closure. The staff gathered large quantities of gift items, food, personal hygiene, books, art supplies, and so-on for the burn victim and her older sister who witnessed the event. The victim was taken to Boston for treatment while her older sister stayed behind to care for the family pets. Students and staff put together a montage video for the victim and we made daily gift/food deliveries to her older sister while her family was away. I'm happy to report that the victim is now recovering at home. I just wanted to share a little good news in this time of challenge and tragedy!



DRAFT

**Focus on instruction:**

In a normal year I'd be talking about MEA and NWEA testing schedules. We would be considering how to balance testing and academic learning time for our students and staff. Obviously, this year is riddled with new challenges. The COVID-19 pandemic has changed the landscape of education and we're working hard to meet challenges daily. In a short time, our staff has learned new skills and implemented virtual instructional strategies they hadn't even considered a few short weeks ago. Shortly after our facilities closed we distributed technology devices, hard copy materials, musical instruments, and personal belongings to students. Teachers immediately started reaching out to their students in an effort to make basic connections and learn about limiting factors that could inhibit their learning while we were forced to be at a distance.

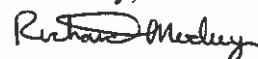
When the order was extended beyond the initial two week time frame our teaching staff quickly planned and distributed learning materials to student through their Gmail, Google Classroom, Google Docs, and Classroom Dojo. The RSU 63 administrative team started hosting staff meetings, team meetings, lunch sessions, and so-on virtually, as connecting with staff was critical, but modeling strategy and introducing multiple platforms as potential tools to reach students was needed. The majority of our staff started holding virtual class meeting through Google Meets, Zoom, and/or Skype quickly. School Messenger has been the platform I've used to update parents during the pandemic and Gmail has been the main tool to communicate with all Holbrook Students multiple times per week.

Once we learned that we'll be teaching for the remainder of the school year virtually and remaining physically distant, the Holbrook staff has developed school-wide expectations and strategies to communicate student participation to students and families on a weekly basis. We will continue to use the Tyler SIS program and student/parent portal to record student participation and effort as we settle into remote learning. A copy of the communication (distributed 4-17-20) to students and parents is included in the Superintendent Report.

In a normal school year, I'd also be reporting on our eighth grade class projected high school enrollment. At this point, the high schools are working out how to complete the enrollment process, schedule placement exams, and determine advanced course placement. Mrs. Walters is working closely with the area high school and our eighth graders to ensure appropriate student placement.

The administrative team will be closely monitoring guidance from the CDC, DOE, and Governor Mills as we consider typical end of year activities and celebrations. Eighth grade promotion, class trips, field days, step-up days, and so-on alternatives are being discussed.

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School



## 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.*

**DRAFT**

### **Director of Special Services Report – April 2020**

During the COVID19 Pandemic, I have continued to reach out to families and encouraged case managers and therapy providers to do their best to continue to make contact with families and engage with their students as much as they are able. In this trying time, I am not proposing changes to Individual Education Programs. I have been given guidance by the Maine Department of Education, The Maine Office of Special Services, and Educational Lawyers in the state of Maine that we can either wait until school is back in session and have dozens of meetings the first few days back, which I would rather not put families and staff through, or hold meetings over the phone to keep plans current, which I am choosing to do. Once schools reopen, students will be reassessed, quickly and informally, to determine if more regression than expected occurred for each individual student. Those skills may be targeted through a short-term increase in services to help the student return to the baseline that was established when schools closed in March. Basically, if students return to school in the fall at the same level they were when they left, then we are in a good spot.

I would like to commend the whole of RSU #63, volunteers, parents, and community members in Clifton, Eddington, and Holden for coming together virtually, with social distancing manners, and in individual ways to support the needs of our students and families. Our superintendent, Susan Smith, has presented a consistent message that this is a health crisis and so the health and safety of our students and families must be our priority until we are allowed to relax the measures put in place by the Maine Center for Disease Control and Governor Mills. While education is our business, like many other businesses, we've had to change the way we deliver our product and restrict our capacity in order to mitigate the health risk in our community. I want to thank all of you for supporting our students, your children, and the community at large as we learn together how to effectively meet the learning needs of our students for the rest of the school year and beyond.

Respectfully Submitted,  
Jesse Gauthier,  
Director of Special Services

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

DRAFT

**Transportation:**

We have five buses and drivers delivering food to students three times a week. After April vacation this will drop to one day a week (Mondays). Drivers have also been helping deliver study materials to students when needed. At the bus garage we have spent the last few weeks replacing the rocker panel and door on one of our van's. We have also been doing some school maintenance repairs on the lawn mowers and snow blowers. We took apart some bathroom partitions and sanded, welded, and painted them to look as good as when they were installed in 1989. I continue to come into work every day, check the schools, and work on when the students return. This has allowed me to only work eight hours a day and to take some vacation time.

**Facilities:**

The custodians are doing a great job working around the fluctuating schedules. Some come in early and others work later in the evening. They are cleaning the areas of use twice daily and are trying to focus on prepping area's that are not in high use for the return of students. Although not as efficient as when we do "normal" summer cleaning, the staff have started using this time in that manner.

All of the staff are doing there best to accommodate the needs and be available when asked. Over the last snow storm, one custodian went to the Eddington school three times to keep the generator running for the sump pump and one of our bus drivers spent four nights on-site to make sure we had no problems. He voiced that all you and the district are doing for us, it's the least I can do for you guys.



George Cummings  
Technology Coordinator

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e: gcummings@rsu63.org  
www.rsu63.org

**DRAFT**

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** April 16, 2020  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for April 2020.

### **Study-From-Car**

With the closure of our schools and the subsequent transition to remote learning, we have identified a lack of adequate Internet access in the homes of some of our students, limiting the ability of those students to participate in online learning opportunities.

On April 3<sup>rd</sup> I opened up the guest wireless networks at all schools to allow connections without a passcode. This will allow students and parents with inadequate Internet access at home to come to any of the school's properties, park alongside the building, and participate in online learning opportunities while maintaining social distancing. This guest wireless access will be allowed from 7am-9pm, Monday – Sunday.

### **Holbrook School Internet Connection Fiber Optic Cable Break – Take 2**

Due to the wind and heavy snow storm on Friday, April 10<sup>th</sup>, the Holbrook School lost its internet connection for the second time this year. Due to the weight of the snow and significant winds, the aerial fiber optic cable that was run in December, pulled away from the building and broke internally.

I made arrangements with Spectrum customer service to meet a technician at Holbrook School on Saturday afternoon so they could run some fiber optic cable diagnostics to verify breakage and to make sure no internal equipment had suffered any damage as well.

A new aerial fiber optic cable was run on Monday, April 13<sup>th</sup> and internet service was restored to the building around 10:30am that morning.

Going forward, we may want to look at running a new underground cable conduit to run the fiber optic cable in so this does not become an ongoing issue with an aerial cable that is susceptible to breakage due to wind and heavy snow. This project would be an expense for the District as it would not be covered by Spectrum.

Respectfully submitted,

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

Susan Smith  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**DRAFT**

**Date:** April 14, 2020

**From:** Kelly Theriault

**RE:** April Board Report

- 
- Budget & Finance committee met on April 7, 2020. The financials were reviewed. Susan provided a summary of how the budget approval process for FY21 might look under the COVID-19 restrictions. Given the June referendum has been moved to mid-July, we will likely start the new fiscal year operating under the FY20 budget.
  - The Child Nutrition review of the Holden site has been postponed until sometime in the fall. We do not have a definitive date. We were able to finish a good part of the administrative and menu planning components, we still need to complete the on-site review and Fee/Reduced application inspections.
  - I wrote two food service grants in late March. We were approved for a \$500 mini grant through Full Plates. We received this last week. Applicants are allowed to apply every two weeks. I submitted a second grant request this week from Full Plates. The second grant is through No Kid Hungry, it's a much larger grant. Awards are made in late April or early May.
  - Reports completed this month in the business office; MePERS, School Breakfast/Lunch monthly details & claims report, Summer Food Service Program reimbursement claim & quarterly 940ME, Quarterly 941, Quarterly Unemployment reports.

## MSAD63

Report # 24391

## Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget 7/1/2019 - 6/30/2020	Current Period 3/1/2020 - 3/31/2020	Reported Period 7/1/2019 - 3/31/2020	Encumbrances 7/1/2019 - 3/31/2020	Amount Remaining 7/1/2019 - 3/31/2020	Percent Remaining 7/1/2019 - 3/31/2020	Last Year Period 7/1/2018 - 3/31/2019
Subtotal Regular Instruction	\$2,759,609	\$196,861	\$1,762,398	\$19,265	\$977,946	35%	\$1,743,387
Subtotal REG 9-12	\$3,441,226	\$264,127	\$1,890,605	\$0	\$1,550,621	45%	\$1,811,309
Subtotal Special Education	\$1,749,555	\$88,096	\$866,941	\$9,793	\$872,821	50%	\$914,172
Subtotal Staff & Student Sppt	\$475,593	\$29,734	\$335,709	\$754	\$139,130	29%	\$330,818
Subtotal Facilities	\$900,802	\$42,873	\$586,772	\$61,951	\$257,079	28%	\$624,563
Subtotal Transportation	\$801,370	\$46,832	\$549,703	\$46,739	\$204,928	26%	\$562,022
Sub Total Trans to Other Units	\$0	\$5,729	\$45,647	\$4,024	\$(-49,671)	---	\$44,558
Subtotal System Administration	\$337,016	\$20,545	\$240,779	\$3,244	\$92,993	28%	\$250,939
Subtotal School Administration	\$388,395	\$28,024	\$290,479	\$1,125	\$96,791	25%	\$265,444
Subtotal Other Instrn	\$51,266	\$103	\$28,251	\$749	\$22,266	43%	\$25,841
Subtotal All Other	\$10,000	\$0	\$0	\$0	\$10,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$10,914,832	\$722,924	\$6,597,284	\$147,644	\$4,169,904	38%	\$6,573,053
NET REVENUE OVER EXPENSE	\$10,914,832	\$722,924	\$6,597,284	\$147,644	\$4,169,904	38%	\$6,573,053

# MSAD63

## Income Statement Hot Lunch

Report # 24392

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	3/1/2020 - 3/31/2020	7/1/2019 - 3/31/2020	7/1/2019 - 3/31/2020
<b>00000 OVERHEAD</b>			
6000-0000-00000-4162100-950 A La Carte Sales	0.00	(333.75)	0.00
<b>TOTAL 00000 OVERHEAD</b>	<b>\$0.00</b>	<b>\$ (333.75)</b>	<b>\$0.00</b>
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-1161000-950 SCHOOL LUNCH - DAILY CASH SALE	(2,178.30)	(59,516.54)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(17,544.68)	(57,307.21)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$ (19,722.98)</b>	<b>\$ (116,823.75)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	6,745.85	49,712.92	0.00
6000-0000-31000-5202040-950 UNEMPLOYMENT	25.84	127.69	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	0.50	1,269.54	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	1,764.48	14,331.89	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	62.36	451.42	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	94.96	689.01	0.00
6000-0000-31000-5218000-950 FICA/MEDI	406.07	2,945.94	0.00
6000-0000-31000-5218015-950 Dental	5.58	56.75	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	4.04	40.40	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	131.00	0.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	4,415.02	60,158.45	200.00
6000-0000-31000-5630030-950 SNACK	174.48	856.23	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	258.75	9,813.21	205.62
6000-0000-31000-5890000-950 Repairs	0.00	821.79	300.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$13,957.93</b>	<b>\$141,406.24</b>	<b>\$705.62</b>
<b>31200 A LA CARTE</b>			
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	138.97	0.00
<b>TOTAL 31200 A LA CARTE</b>	<b>\$0.00</b>	<b>\$138.97</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$ (5,765.05)</b>	<b>\$24,387.71</b>	<b>\$705.62</b>

**R.S.U 63**  
**Budget & Finance Committee Meeting**  
April 7, 2020  
Remote

**DRAFT**

1. Call the meeting to Order: 5:02 by Susan Smith. In attendance Charles Baker, & Susan Smith; Steve Carr, Kelly Theriault , & Gavin Robinson (5:11) via Google Meet remotely.
2. FY20 Financials
  - a. Summary
    - i. Reviewed Summary – Most cost centers are where they should be. Transportation is a little lower balance than it should be, but has been expected all year. We anticipate this cost center may go a little bit over. Chuck asked about transportation revenue and if no regular day school would impact our expected revenue. Susan has been talking with James Stoneton (AOS 47) , they plan to honor the full contract. Other transportation contracts are smaller and would have minimal impact if not fully paid.
    - ii. We're projecting a healthy fund balance. Kelly will look further into this, specifically around High School tuition as school (Specifically Bangor) has been delayed with their billing all year. The 80% of expected fund balance is coming from High School Regular and Special Education tuition. Susan share we are still moving High School students in and have enrolled a few as recently as



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this week. Superintendents are still working on how these students might be recorded; it appears we will be responsible for High School Tuition for them for the remainder of this school year still.

b. Hot Lunch

- i. Hot lunch showed a positive balance for the current month. Considering the fund balance carried on the balance sheet overall the program is doing fine this year. We should start looking at an equipment replacement program. The Holden and Holbrook kitchens both have again refrigerators and Holden's has a steady drip. The inside grates are peeling and were cited in the state health inspection as needing replacement. We have been unable to find the required amount of replacements needed.
- ii. Gavin asked if product distribution is a concern for the future for the continued meal program. Currently we're doing fine, Hannaford and G&M Market have been very supportive with helping us find products and we've also been able to get supplies from CHEFS. We are hearing from our vendors they are having difficult stocking some products as all school clients are ordering the same (shelf stable) products. We've done well because the staff planned on a bigger scale from the get-go. I.E Instead of purchasing packaged PJ & J sandwiches, we provided jars of PB, Jelly & bread. Mr. Hawes (G& M Market) is helping us order some items through his vendors, that we

**DRAFT**

may not be able to get through ours, and only charging his cost.

3. Susan reviewed the FY21 budget timeline and the new challenges we are facing during the pandemic. We do not know if we will be able to hold a budget meeting or town-style voting meeting this spring or if a June referendum can be held. The school can't have a referendum vote without first holding a town-style meeting. The plan is to move forward as though those things are happening, so we will have enough time to meet deadlines and due dates if we are able to have a Budget Town meeting and validation referendum this spring. The board should try to approve the FY21 budget at its May meeting as originally planned. Susan will keep the board informed of these dates and changes. Area superintendents are requesting more information and clarification on this subject. Susan is also checking with towns on how they expect the budget approval process and referendum within their towns to work.

Chuck asked if we start FY21 without an approved budget will that impact operations. Susan explained that school operate under the most recently approved budget (FY20) and would move forward as expected until the FY21 is approved. Another reason to have the FY21 budget approved by the board, so plans can be made based on expected budget. The school is financially stable enough to absorb this temporary delay. While we have not been told to expect one, we are also planning for the likelihood of a state curtailment at some point in FY21.

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4. Facilities/Transportation updates-Eddington roof will be done this spring with the remainder of the FY20 bond funds. We are working on sending out RFP for the van.
5. Shaw House reached out to Susan about using Eddington School as a “well” youth shelter area.
6. Kelly confirmed with Bangor Savings the school accounts are all FDIC insured and/or collateralized.
7. Next meeting date: Thursday, May 7th (2020), 5:00 Holbrook Conference Room and/or Remote
8. Adjourn: 6:00 pm



## Regional School Unit 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:** APRIL 2020

### **FY21 Budget Update**

Version 5 of the RSU 63 FY21 (July 2020 – June 2021) will be emailed to Board members, along with some explanatory documents, during the week of April 20<sup>th</sup>. We will also post Version 5 to our website. This proposed FY21 Budget has an overall increase of about 1%. However, with additional revenue coming from the state, there is a decrease of approximately \$10,000 to what the three towns will need to contribute (collectively). The biggest increase is to the facilities cost center so we can continue to work on stabilizing our facilities.

We anticipate the RSU 63 Board will vote on the FY21 Budget through a roll call vote during the regular RSU 63 Board Meeting on Monday, May 11<sup>th</sup> (remotely and at the Holbrook Library). This will enable us to provide preliminary numbers and information to town leaders and the public.

Once social distancing regulations have been relaxed, we will need to go through the regular budget approval process with a public hearing, warrant articles signed and posted, an RSU 63 Budget Meeting (traditionally in the Holbrook School Gym), and a referendum vote. We hope this can all be completed by the July 14<sup>th</sup> date set by Governor Mills for the state primary elections. If not, we will try for the November election date (November 3<sup>rd</sup>). Maine law (and the Executive Orders put in place by Governor Mills) will allow us to start the new Fiscal Year on July 1, 2020 using our current FY20 budget.

I would like to thank the members of the Budget and Finance Committee, the Facilities Advisory Committee, and our RSU 63 Administrators for their help in developing a budget that is fiscally responsible while meeting the needs of our students.

### **Remote Learning in RSU 63**

Below is a timeline outlining steps we have taken to develop and refine remote learning for our teachers and students. Please recognize that our RSU 63 Remote Learning plan is reviewed and revised based on feedback from parents and staff, changing resources, guidance from the Maine Center for Disease Control, and the Maine Department of Education, as well as Executive Orders from Governor Mills.

**March 6<sup>th</sup> & 10<sup>th</sup>:** Shared COVID-19 information and cautionary steps with staff and parents

**Sunday, March 14<sup>th</sup>:** Announced RSU 63 Schools would be closed due to COVID-19 through at least Monday, March 30<sup>th</sup>

**Monday, March 16<sup>th</sup>:**

- Custodians, secretaries, office staff, and administrators reported to work as usual.
- First of several "Huddle" meetings for administrators, office staff, and school nurse. Huddle meetings been expanded to include school counselors and cooks.



## Regional School Unit 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.*

- RSU 63 Pandemic Management Team Meetings began in Holbrook Library and remotely. These include staff, local emergency management personnel, and mental health providers.

**Tuesday, March 17<sup>th</sup>:** All staff reported to work. We used this as a workday to develop details and implement plans for our three priorities.

- The health and well-being (including mental health) of our students
- Food support for students who need it
- At-home optional activities for all our students (modified on April 2<sup>nd</sup> to include more of an emphasis on learning)

Attached are the RSU 63 plans that were in place for March 18<sup>th</sup> – 27<sup>th</sup>.

**Monday, March 30<sup>th</sup> and Tuesday, March 31<sup>st</sup>:** RSU 63 “Educators Meetings” held to get input into long-term, sustainable Remote Learning Plan.

**Thursday, April 2<sup>nd</sup>:** Remote Learning Message shared with parents.

**Sunday, April 5<sup>th</sup>:** “Remote Learning in RSU 63” plan refined and shared with educators. (Please see attached.)

**Wednesday, April 8<sup>th</sup>:** Remote Learning for the rest of the school year was announced.

**Wednesday, April 15<sup>th</sup>:** Holbrook Middle School Educator Team meetings held to gather additional input into participation expectations and reporting for Grades 5 – 8.

**Friday, April 17<sup>th</sup>:** Participation Expectations and Reporting information shared with middle school parents and students. (Please see attached.)

### **Waiver for Student Days**

Closing our school buildings and figuring out how to provide Remote Learning, food, and social/emotional support to students and families has meant that we have needed to change some of our student days to teacher/staff days. The Maine Department of Education is asking for a copy of the minutes showing school boards understand and endorse the need for remote learning and fewer student days this school year.

### **Personnel**

Prior to May 15<sup>th</sup>, Probationary Teachers need to be notified about their status for the following school year. This year, we have five teachers who I am recommending for Continuing Contract (Sarah Lane, Aurora Stickle, Michelle Voci, Ashley Bean, and Nikki Goss). Congratulations to these teachers! We have five teachers moving to Probationary Year 3 and seven teachers being recommended for Probationary Year 2.

March 16, 2020 6:00pm

Hello RSU 63 Employees,

This is a quick list of some plans and expectations for this week and next. Thank you for understanding that there are still a lot of questions to be answered and things to figure out. This is not yet as complete as I would like it to be, but you'll get the gist and we'll figure it out together!

Susan

**Tuesday morning – Meetings of 10 people or less in the gym/cafeteria –  
PRACTICE SOCIAL DISTANCING**

- If you are able to come, report to your respective buildings on Tuesday morning at 8:00
- **If you cannot come in, that is ok! Please email Dawna Bickford ([dbickford@rsu63.org](mailto:dbickford@rsu63.org)), letting her know the reason.** We need to keep track of information such as fevers, coughs, child care, previously scheduled medical appointments, other medical reasons, etc.
- Start the day in your classroom/regularly assigned area at 8:00am and wait for administrative meeting time to be announced at Holden and Eddington. Richard has emailed these times to the Holbrook folks.
- Bus drivers, cooks report to Holbrook Cafeteria
- Staff only (o children allowed) –
- Follow CDC Guidelines around health (don't come if you have a fever!)
- Use social distancing in the buildings at all times
- During this two-week time-period we will be honoring financial commitments to our teachers, special service providers, educational technicians, food service workers, bus drivers, and custodians. Our payroll will happen in the same orderly and consistent manner as it always has. We **will** figure something out for what happens after March 27<sup>th</sup>. We need to have our Board meeting first (March 23). We should also be receiving additional guidance from the state and fed. govt about pay
- Our buildings will remain accessible to **staff only**. We are requiring staff to use the main entrance and to sign in and out. Practice Social Distancing.

**Hourly Staff:**

- You will continue to be **paid** for your regularly scheduled hours this week and next.
- You are encouraged to come in if you are healthy and able. Stay 3 feet away from anyone else. If you do not come in, just email Dawna ([dbickford@rsu63.org](mailto:dbickford@rsu63.org)) so we can keep track of why

- **Custodians/Mechanics**– work a reduced 6-hour/day schedule. Consider staggering schedules to help with social distancing. You will continued to be **paid** for your regularly scheduled hours this week and next.
- **Secretaries** – covering the phones from 8:00 until 2:00, would be most helpful. You will continue to be **paid** for your regularly scheduled hours this week and next.
- **Cooks and Drivers** – **More info regarding food delivery will be available after meeting with Kelly and Jake Tuesday morning.** You will continue to be **paid** for your regularly scheduled hours this week and next. If you work more than your scheduled hours, you will be paid for those hours.

**Possible ideas for Hourly Employees (including ed techs)**

- Help clean/organize facilities
  - Inventory library books
  - Participate in online webinars or training
  - Pack and deliver food (leaving items outside)
  - Pack and delivering books, packets, art supplies, school supplies, etc. (leaving items outside)
  - Clean our closets, attics, etc. – donate items not needed to families who could use them
  - Update handbooks, registration packets, catch up on filing,
  - Maintenance projects
  - Supporting teachers gathering, implementing, learning activities, communicating with students, etc.
- **Ed Techs** – **Please see below regarding learning/engagement opportunities.** You will continued to be **paid** for your regularly scheduled hours this week and next. **You have been assigned by Don or Richard to a grade level team.**
    - Be available to you team during the day (8:00 am – 2:00 pm)
    - Ways to do that - phone, email, internet, Facetime, Class Dojo, Remind, Google Classroom

**Administrators will be meeting with teachers and ed techs Tuesday to talk more about...**

**Learning/Engagement Opportunities:** Our staff will be providing ideas and resources for optional at-home activities that will help keep your child(ren) engaged. More information about this will be coming from teachers soon. These activities will not be mandatory or part of any student's school program. They will not be graded or incorporated into any part of your child(ren)'s school record. However, we do feel it is important for students to have a chance to use their brains and imagination during this extended time away from school.

### **Expectations for Teachers During This Two-Week Period:**

- **Stay connected with your students**
  - Provide a written statement, emailed to Jesse ([jgauthier@rsu63.org](mailto:jgauthier@rsu63.org)) at least 24 hours prior to every scheduled IEP in the next weeks. (Provide information on classroom engagement, task/assessment performance, and overall behavior from your most recent recollections)
  - Finish Trimester II report cards
  - Be available 8:00am – 9:00am to administrative team
    - Ways to do that – at school, email, web connection (if we hold a virtual meeting)
  - Be available to students during the day (9:00 am – 2:00 pm)
    - Ways to do that - school phone, email, Class Dojo, Remind, Google Classroom...
  - If you are not available from 8:00 until 2:00, please email Dawna to let her know the reason. We need to keep track of information such as fevers, coughs, child care, previously scheduled medical appointments, other medical reasons, etc.
  - Check in on your (homeroom) students daily starting 3/18
    - ways to do that – phone, email, regular mail, google classroom, Dojo, Remind...
  - **Create and share with students Learning/Engagement Opportunities** (low tech and tech based – not graded, not mandated) for our students to **maintain some skills, remain engaged, and have some fun. – Not New Instruction.**
    - We should be able to deliver Take-home packets and materials, give-away books, art supplies, etc. through our bus routes or through the regular mail
    - You can provide account log-in information (IXL, Lexia, Etc.) Google Classroom.
    - Think about which students do not have internet and/or good computer access  
**No students can pick up a laptop/tech device at this time.**
    - Attached are many ideas – be creative – you are awesome - you know your kids – you have access to resources -
- **Consider**
  - Connecting virtually to work on curriculum, grade level expectations, etc.
  - On-line webinars or training





## **Remote Learning in RSU 63**

**4/2/20**

### **Our Priorities:**

- 1) Health and Safety of our students and staff**
- 2) Food Support**
- 3) Helping our students stay connected, engaged, and learning**

### **Substitute "Plans":**

Each teacher should have a statement ready to be emailed to students/parents for when you cannot "connect" for a whole "school" day or longer. Please send the statement so parents/students know you have to be "out"/offline and won't wonder if something "bad" happened. Parents and students do NOT need to know why you will be out.

Everyone: Email Dawna Bickford ([dbickford@rsu63.org](mailto:dbickford@rsu63.org)) and let her know when you will be "out" for a whole day or longer and let Dawna know why you are out. She needs that information to keep an overall picture on the health of our community. There aren't leave forms in place right now, just let Dawna know. Thanks!

If you will be away for a few days and not able to keep making contact with students, consider having an ed-tech or other teacher reach out to make contact with students/parents.

### **Communicating with students and parents:**

#### **Main Communication Tools**

##### **Eddington School**

**PK and K = SeeSaw**

**Account Holders/Managers are:**

PreK = Audra

K = Brenda (main administrator), Julia, and Kelsey

**Grade 1= Dojo**

**Account Holders/Managers are:**

Ashley P, Michelle V, and Krista-Rae

Kristen Russell, Hannah Foster, Jennifer Mahoney, Aurora Stickle, and Janet Nichols should be set up as co-teachers so they can connect directly with their students/parents through the existing SeeSaw and Dojo accounts (and parents do not have to look in multiple places for information).

Rick, Helen, Kathy, Michelle W, and Monica can send (once a week per grade level) assignments, activities, and suggestions for the week to the Account Holders/Managers to post. (They could also be co-teachers if you all feel that is what would work best.)

Vanessa, Deb, and Melissa: Please work with teachers to determine the best way(s) for you to stay connected with the kids and teachers who need you!

#### **Main Communication Tools**

##### **Holden School**

**Grades 1 through 4 = Dojo**

Account Holders/Managers are:

Sara L., Deb N., Cynthia  
Billie-Jo, Val, Lisa  
Becca, Sam, Mary  
Kasha

Deb C., Hannah, Jennifer M., Sandy B, Janet (and Dani for Grades 3 and 4?) should be set up as co-teachers so they can connect directly with their students/parents through the existing Dojo accounts (and parents do not have to look in multiple places for information).

Rick, Helen, Kathy, Michelle W, and Monica can send (once a week per grade level) assignments, activities, and suggestions for the week to the Account Holders/Managers to post. (They could also be co-teachers if you all feel that is what would work best.)

Shelly M., Rachel, Dodie, Heidi, Inez, Dianna, Amy C.: Please work with teachers to determine the best way(s) for you to stay connected with the kids and teachers who need you!

#### **Main Communication Tools**

##### **Holbrook School**

**Grade 5 = Dojo**

Account Holders/Managers are:

Sarah O., Michele A., Ashley B

Google Classroom and email is also available to Grade 5

Erin, Hannah, Dani, Sandy R., and Joy should be set up as co-teachers so they can connect directly with their students/parents through the existing Grade 5 Dojo accounts (and parents do not have to look in multiple places for information).

**Grades 6-8, and Art, Music, PE, Library, Spanish: Google Classroom and Email**

Send assignments, activities, and suggestions to students once a week, following up with feedback and support throughout the week. Please consider staggering the day of

the week you send assignments to students (so the students do not feel overloaded on Monday!)

Amy F., Amy S., Jen H., Brian, Steve, and Dan: Please work with teachers to determine the best way(s) for you to stay connected with the kids and teachers who need you!

**Other RSU 63 Communication Tools (PK-Grade 8):**

email (using your @rsu63 accounts), school phone (or your phone with \*67 to block your number), Google Meets, Zoom, US Mail

**Parameters for Remote Learning:**

(Just like assignments for students, these parameters for teachers are what we are going to really try to do. We recognize that your lives are all quite different right now and your situation might change over time.)

**Physical and Mental Health and Safety of our Students:**

- **“Homeroom” Teachers (Holbrook) and Dojo/SeeSaw Account Holders/Managers at Eddington and Holden** - Continue connecting with students and families. If you have no connection with a student or their parents by Thursday at noon on any given week and you are concerned about them, email the Janet/Joy and Don/Richard as well as Susan and Jesse. We will come up with a “Friday Follow-up” and try to reach out to those folks.  
ANY TIME you have concerns about a child’s safety, please report! to Janet/Joy, Don/Richard, Susan and/or DHHS.
- Set up **Video Conferences** for the students to join once a week (or more) using only **Zoom or Google Meets**.

Have the students follow norms and Stay Safe! (protect the students and yourself).

<https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>

**Holbrook Homeroom Video Conferences** – Host a Holbrook Homeroom video conference once a week at 12:20. Homeroom teachers can pick the day.

**Engagement and Learning:**

- Provide **activities, assignments, and feedback**. Provide feedback to students. Keep track of what the kids are doing, but keep in mind that every student’s situation is different and these assignments are not mandatory. Do not physically collect ANYTHING. Use electronic and regular US Mail only. (Right now we are not hearing that mail is unsafe, so it is ok to use mail.)
- Keep track of which students are completing assignments and which students are not.

- At the end of "remote learning" be prepared to write a short narrative stating how each student has been participating, what standards they have been working on, etc. (rather than a traditional report card).
- Focus on the standards/priorities in our "Grade Level Brochures."
- Provide a mix of electronic screen time assignments/activities and those that do not require screen time.
- Keep the amount of accounts students need to log into at a minimum (for management, safety, and privacy issues) **3 to 5 accounts per student at the most**. The "login" sites below are ok to use. **Do not** have the students login to other sites.
  - SeeSaw
  - Dojo
  - Happy Numbers (Let's try it with K and 1 only)
  - IXL
  - Lexia
  - Xtra Math
  - Epic Books
  - RAZ Kids
  - Book Creator (Grades 2 and 3)
  - Google Classroom
  - Email
  - Zoom
  - Google Meets
  - Scholastic, Scholastic Story Works, Read Works
  - Learning Ally
  - Quill (Grade 7 only)
  - Quizlett (Grade 8 only)
  - Khan Academy
- Provide **Special Services** to the greatest extent possible (case managers, teachers, therapists). IEP meetings will be held over the phone by Jesse and the parents only. About 2 weeks before the end of the IEP, you will receive an invitation from Kelli P. Please email Jesse a few sentences, providing an update for parents (based on the end of Trimester 2 and student participation in remote learning). No need to call-in or "join" the meeting. No changes in services are expected at this time.
- Continue with established time frame of:
  - 8am-10am (available to each other and administrators) and
  - 10am-2pm (supporting students and families),
  - during days school was scheduled to be in session.
  - April Vacation will be April Vacation! Everyone needs a break. Please try to take one April 20<sup>th</sup> – 24<sup>th</sup>.

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## Participation Expectations/Reporting

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Richard Modery <rmodery@rsu63.org>

Fri, Apr 17, 2020 at 1:02 PM

Reply-To: Richard Modery <rmodery@rsu63.org>

To: ssmith@rsu63.org

Hello Holbrook School Students and Families,

I hope this message finds you in good physical and emotional health as we navigate the realities of physical distancing. To say the least, it has been challenging for students, staff and parents to navigate these changes but I am encouraged to see that we are continuing to learn together. As we move forward we think it is helpful to increase communication with you about student participation in distance learning. For the last three weeks the Holbrook staff has been tracking the levels of participation for each student. Moving forward, we'll be entering this type of information into the Tyler SIS system on a weekly basis. This will look different than what you've typically seen in your child's grade book. There will not be marks for specific assignments; instead, teachers will enter information to indicate levels of participation and/or qualities of works observed, collected, seen and/or shared during that week. The levels of performance will be as follows:

QW=Quality Work   SW=Satisfactory Work   LW=Limited Work   NW=No Work

Teachers will continue to provide academic activities or assignments regularly and will be available for student support every day that school is in session. Students are expected to participate in as many school activities and assignments as they can without becoming frustrated or overwhelmed. If frustration and anxiety become a problem, the student should move on from the assignment causing the problem. Students struggling with work should reach out to the teacher assigning the work for assistance. Remember, teachers and support staff are available for support every day school is scheduled to be in session from 8am-2pm.

As the process of distance learning continues through the remainder of the school year, we've also considered how to provide *honest and effective* feedback on students' end of year report cards. We recognize that distance learning is difficult for everyone and more challenging for some students than others. With that in mind, we will not be providing students with a calculated academic mark on their Trimester III report card this year. Instead, we will use the comment section of the report card to indicate each student's level and quality of participation in the distance learning over the course of the trimester. It's important to remember that the report card is part of a child's permanent record and having documentation of performance during this unprecedented time should be reflective of their work but also account for the reality of this situation.

With all of that said, we hope you haven't forgotten about April Break next week. It's a well-deserved opportunity to break from school expectations. We would like to see students step away from the grind of distance learning to enjoy time with family and reach out to friends. The Holbrook staff looks forward to providing assignments, feedback and making student connections again on Monday, April 27th.

If you need assistance to access your child's student information please don't hesitate to contact me at [rmodery@rsu63.org](mailto:rmodery@rsu63.org). If you have accessed the parent portal previously but have been away from it for a while here's the link. [https://sis-et.tylertech.com/RSU63ME\\_TSI\\_Live\\_360/login](https://sis-et.tylertech.com/RSU63ME_TSI_Live_360/login)

4/17/2020

Regional School Unit #63 Mail - Participation Expectations/Reporting

Principal

Holbrook School

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Regional School Unit 63 would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Regional School Unit 63 directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.