

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
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**Date:** April 12, 2017  
**From:** Kelly Theriault  
**RE:** April Board Report

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- Budget & Finance committee met April 13, 2017. We had a full agenda that included continued FY18 Budget work, fund balance distribution, reviewing financials for FY17, Grants & Hot Lunch, reviewing a new Central office hourly employee handbook & salary scales, and compensation time closeout. The meeting started with an audit presentation for FY16.
- On Monday April 3, 2017, Lisa and I attended an Anthem workshop regarding changes to the plan for the upcoming year. FY18 rates are in and RSU63's increase is fairly significant at 9.5% (rate increases varied from 0%-9.65% for FY18). Annual rates are set by district or "community" (employers with less than 50 eligible employees) and based on claims to collected ratio. The last three years our claims have continually increased, hitting 98.8% in 2016.
- We had our state food service review last month. Paperwork, reports and menus were sent electronically prior to the review. I had a telephone conference with child nutrition on March 27<sup>th</sup>, and on March 29<sup>th</sup> Child Nutrition came here to do the onsite review, visiting Central office, Holbrook and Eddington. As with any review, a few improvements were recommended and necessary corrections noted. The review went well overall. No follow-up is needed, though a written response outlining corrections is required.
- Reports completed in the business office this month were MePERS, EFS 214, Quarterly Unemployment, 940ME, 941, School Lunch Details, School Lunch Financials, and School Lunch Claims.



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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**"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"**



I submit my April board report on behalf of the students and staff at these fabulous schools. Our Eddington enrollment begins with 31 students in PK, 45 in K and 51 in 1<sup>st</sup> for a total of 127 students and at Holden we have 48 in 2<sup>nd</sup>, 50 in 3<sup>rd</sup> and 59 in 4<sup>th</sup> for a total of 157 students in Holden. (284 in total) We head into break hoping the temperatures rise and the wind dries off all the fields☺

Close to forty actors, stagehands and lighting folks began their "journey" in January and it came full turn on March 31<sup>st</sup> as they presented "A Mother Goose Comedy" to a full house at the Holden School. Mother Goose and the cast performed in front of over 200 audience members and what a great job they did☺ My thanks and kudos to Mrs. Egolf and her right hand ladies Mrs. Bogan & Mrs. Grindal for again getting the best of the best from these 9 & 10 year olds☺ It brought back fond memories of my 1<sup>st</sup> grade days and memorizing many Mother Goose rhymes☺

Our Holden School 3<sup>rd</sup> & 4<sup>th</sup> graders are finishing their make-ups on the state MEA tests before vacation. They will have the "Essay Writing Piece" to complete in early May and the staff has worked hard to get students caught up and my hope is they all did their very best.

It is hard to believe that our spring concert is on the "radar screen." We have one week after break and it's time to shine once again. I can't wait to hear the steel drums by our 4<sup>th</sup> graders and the "bucket brigades" by all our students.. Speaking of fourth graders, I have enjoyed the last several weeks having lunch with the boys and girls as we discuss their move to the middle school. I have shared my experiences teaching grade five for 16 years at Holbrook and how they will love their middle school adventures☺

My thanks to Deputy Watson, Sgt. Benjamin and Fire Chief Davis for assisting me during our "Lockdown" drills at both elementary schools. The drills went off well and we shall share any concerns when our Security Committee meets in May.

You can truly sense the need for a "break" for students and staff and get everyone reenergized to finish the school year on a high note. May promises to be even busier than April, but it's full steam ahead...

Respectfully submitted,

Don Spencer  
Principal Eddington & Holden Schools

## Events:

May 2	Spring Concert Holden	6:30
May 5	Spring Concert Eddington	2:00
May 10	Incoming K Parent Night	6:00
May 23	Holden "Spring Sing	6:30

# Holbrook School

202 Kidder Hill Road

Holden, Me 04429

# Office of the Principal

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

## Holbrook School Principal's Report 4-13-17

### Enrollment:

Grade 5	51
Grade 6	62
Grade 7	75
Grade 8	63
Total	251

### Focus on instruction:

Mrs. Clement and a large group of eighth grade students held a "National History Day" showcase Wednesday, April 5<sup>th</sup>. Congratulations to Eli Doering, Nick Geiser, Leah Hart, Hannah McCann, Grace Stinson, Sarah Kiley, Marit Wheelock, Jake Parker, Jacob Tyler, Aidan Valley, Janessa Bishop, Jenny Colavittio, Remy Grindal, Hunter Kimball, Luke Norman, Hailey Crabtree, Ally Crawford, Tasha McLaughlin, Hannah Crabtree, Sarah Stewart, Emma Getchell, and Paige Seymour, all of whom competed at the National History Day state contest on Saturday, April 8<sup>th</sup> at UM, impressing the judges with their keen historical research and analysis skills, and doing our school proud! Though Holbrook couldn't bring home ALL of the competition medals, Paige Seymour and Emma Getchell earned first place in the group exhibits category, marking the fourth year in a row that Holbrook will be represented at the national competition in Washington, D.C. Well done, ladies!

The eighth grade promotion ceremony has been scheduled for Wednesday, June 14 in the Holbrook School gymnasium starting at 7:00pm. We will transport students to the Old Town YMCA for a post promotion fun night from 8:30-11:30 after the ceremony. This is a terrific way for our students wind down their Holbrook experience before they move on to their high school experience.

At this time the following break down of students attending area high schools looks like this.

School	Number Attending	% Attending	Number Accepted	% Accepted	# Choose not to attend
Brewer	29	46%	29	100%	---
John Bapst	16	25%	19	100%	3
Bangor	14	22%	14	100%	---
Hampden	3	5%	14	70%	11
MSSM	1	2%	1	100%	---

The language arts and math MEA testing schedule went well with limited academic disruption. Our fifth and eighth grade students will take the MEA Science assessment

(three 30 minute assessments) the week of April 24<sup>th</sup>. All Holbrook students will be taking an MEA writing (Essay) assessment for the first time this May. The results from this first time assessment will become the baseline data for Maine student performance in the area of writing.

**Climate and Culture:**

The hard work that Mrs. Barker and her crew put in certainly paid off in their performances. The cast and crew put on three terrific shows April 6<sup>th</sup> and 7<sup>th</sup>. The production, "Parents Just Don't Understand," was well received by the Holden and Holbrook students during the Friday morning performance.

The spring athletic season is underway and we hope to get all programs outside soon. Our track and field will have their first meet Wednesday, April 26<sup>th</sup> at MDI. Our baseball and softball teams will have their first games Thursday, April 27<sup>th</sup> at Holbrook vs. Caravel.

**Coaches:**

<u>Team</u>	<u>Coach</u>	<u>Participants</u>
Softball	Samantha Bedore	15
Baseball	Tim Archambault	15
Track and Field	Jen Carlson	65

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School

## **Director of Special Services Report – April 2017**

As the majority of our annual meetings are in the books, I spent some time going over our special education software, SPEDnet with the regular education teachers of RSU 63. Every teacher who has a student with an Individualized Education Program (IEP) or a 504 plan in one of their classes has an individual login to access the plans through SPEDnet. Once a plan is finalized, it is locked and cannot be changed. SPEDnet allows teachers to view the IEP or 504 plan, save a copy, or save a “Regular Education Teacher Synopsis” of the student’s special education information, the services the student receives, and the accommodations that the student requires to access the general education curriculum. Giving staff instant access to their student’s records increases compliance in the classroom and drastically reduces the number of paper and digital copies of plans, which increases our ability to maintain confidentiality throughout our district.

During our Special Education Staff meeting I shared information from an effective IEP writing workshop that I attended at the end of March. Dr. Michael Opuda, who is the special education consultant for Drummond & Woodsum, led the workshop. For the past few years, there has been confusion around how to write IEP goals that are aligned with Common Core State Standards. Until last fall, the state guidance was that the goals should be written with a standard from the grade level that the student is enrolled at. However, grade level standards are broad and districts all across Maine have had difficulty measuring growth to show progress and struggled with individualizing goals since standards are multi-skill based. Now, the Department of Education recommends using grade level standards that address the skill the student is working on. This means that if a Middle School student is working on fluency, it is OK to use a second grade standard that addresses fluency, since that is the most critical skill that the IEP team feels should be a priority.

Another component that case managers continue to work to improve on is reporting progress to parents. This too is a struggle for many school districts. The guidance from Drummond and Woodsum clarified the progress reporting process, which in turn, will clarify for parents what skills their student is working on and precisely how much progress has been made. We are using a more robust Progress Report in SPEDnet that consolidates progress reports from all service providers in the same report. This gives a more accurate picture of the gains each student is making across all areas of their IEP.

As this year has progressed, the occupational therapy needs of the students were evaluated with more fidelity; therefore more students have their fine motor and sensory needs met. With the increase of time spent evaluating and goal writing, in addition to the time required to deliver services, the needs of our students and district are at a level equal to a full-time position. Currently, two part-time, hourly employees are serving our students, so from a budget and finance perspective, having one qualified employee on the teacher's salary scale will reduce the annual expense. Because of this recommendation, an open search was started.

Respectfully Submitted,  
Jesse Gauthier, Director of Special Services

# REGIONAL SCHOOL UNIT 63

## TECHNOLOGY

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George Cummings • Technology Coordinator

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www.rsu63.org

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** April 13, 2017  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for April 2017.

### Spring NWEA

The Spring NWEA testing window starts for all schools on Monday, May 8<sup>th</sup> and ends Friday, May 26<sup>th</sup>. The NWEA class roster files for each school have been created and submitted to NWEA for the creation of the spring testing session. Once Spring testing is complete, the RIT score results will be imported into our Student Information System so that teachers can have quick and easy retrieval of this information.

### Technology Committee

#### Meeting Minutes

Tuesday, March 21 at 3:30m – 5:00pm.

Members present: Susan Smith, George Cummings, Ashley Perry, Gavin Robinson

Members excused: Suzanne Wieland, Dan Allen

The meeting was called to order at 3:32pm

#### I. Technology Plan Development

##### A. Distributed handouts

1. 2016 ISTE Student Technology Standards
2. The 4 C's – Creativity, Collaboration, Critical Thinking, Communication
3. Maine Learning Technology framework

##### B. Discussed how the information contained in the handouts will help guide the development of a shared vision for learning and technology curriculum.

##### C. George shared 2 vision for learning examples from a recent BrightBytes webinar he attended.

1. The committee discussed these shared vision for learning examples and highlighted some key takeaways

##### D. Creating a Shared Vision for Learning

1. The committee collectively identified items from the 2016 ISTE student technology standards, the 4 C's, and our District Vision/Mission statements and created a rough draft.
2. Ashley Perry will work on revising the committee's rough draft into a shared vision for learning.

Meeting adjourned: 5:05pm

Next Meeting Date: May 9, 2017 at 3:30pm - Holbrook School Conference Room

Respectfully submitted,



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202 Kidder Hill Road • Holden, Maine 04429

TO: R.S.U 63 School Board  
From: Jake Morgan  
Date: April 11, 2017  
RE: April Report

**Transportation:** The bus that was out of service for the bad fuel tank is back in service for now. We were able to find a patch kit for the tank. After removing the tank from the bus, draining and sanding bad spot, we applied the patch and all seems to be fine for now.

We purchased a van from the State Auction for \$1,400.00. We need to replace one rocker panel and the shocks for the rear lift gate, and install our two-way radio, fire extinguisher, and first aid kit and the van will be in service. We want to start putting stickers on the back of the vans so that they will be identified that these vans are for student transportation. When this van is in service we will be selling our 2001 van with 254,452 miles on it.

We sold our oldest bus that the transmission was bad in. This was a 1997 bus and we sold it to Corey Recycling for the price of \$800.00. He was the highest bidder. We had removed anything that we could use which was not much because of the age of the bus.

At the bus garage I have constructed shelves in one area so that the first of July we can start stocking some supplies that we use a lot of, all the filters needed for when we service the buses. I have also made a place to put replacement parts, lights, bulbs, light covers, heater motors etc. I think this will allow us to better track inventory. We have been sorting over items like, windows, shocks, exhaust parts and returning items that don't fit our buses anymore. With my office at the garage I am able to make sure that we are not stocking items that will be obsolete in a short period of time.

This year's regional safety conference is being held April 20<sup>th</sup> at Central High School in Milo. We have ten drivers and myself attending. The day is filled with class time and the drivers have the opportunity to test their driving skills. The top six drivers receive trophies. The last two years we have brought back three of the six. I have made room for four this year. This is a good time for drivers to learn, be updated on the new laws, protocol, and discuss problems with other drivers from around the State.

On April 19<sup>th</sup> the State Police will spend a day going over our buses. They do this once a year. They report any problems that they feel need to be repaired. Some

things they require immediate and some things we have a few weeks. They write up anything from a torn seat to an exhaust that might be getting weak. It is a very good inspection for school buses.

The custodians have been busy getting the portable building ready for the “day care” program. Jeff has done some painting and repairs to the sheet rock, and Steve shampooed the carpet and scrubbed and waxed the tile floors. Walls have been washed and with a little outside work the building will be ready. They both have done a good job preparing this building for its next venture.

The State has sent me the required water testing for this year 2017. Both schools will be tested the same, (Holden & Holbrook) – Coliform four times, Nitrate one time and Lead & Copper one time.

April 19<sup>th</sup> our insurance company will be inspecting our buildings. Together we will tour each room in the school and they will be looking for hazards. A written letter will follow this inspection to the Superintendent with their findings. They look at things like missing floor tile, too much stuff on the walls, fire escapes blocked, and equipment hazards. This is a good tool for us to continue to supply a good safe place of learning for our students.



## **POLICY COMMITTEE REPORT**

**Meeting: April 6, 2017**

**Next Meeting: Monday, May 1, 2017 – 6:15pm – Holbrook Conference Room**

**Members Present: Rusty Gagnon, Chair, RSU 63  
Daniel Allen**

**Staff: Susan Smith, Supt.  
Tom Coleman, Representative - Teachers' Association**

**Absent: Chris Galinski**

**The meeting began at 6:15 PM. The following policies were reviewed, all of which had been submitted to the Superintendent and Director of Curriculum & Instruction, the Director of Special Services, and Administrators.**

### **I. Students:**

- A. JKAA- Use of Physical Restraint & Seclusion**
- B. JKAA-R - Use of Physical Restraint & Seclusion-Administrative Procedures**
- C. JLF-Reporting of Child Abuse & Neglect – with a sample Reporting Form  
JLF-E**

### **II. Instruction:**

- A. IJND-MLTI MacBook Air Usage at Home (revised from Annual Review to Review as Needed)**

### **III. Instruction:**

- A. IHBA-Special Education Policy & Procedure**
- B. IHBAA-Referral & Use of General Education Interventions (New Title)**
- C. IHBAA-R -Referral & Use of General Education Interventions-  
Administrative Procedure (Improved language)**
- D. IHBAl-Independent Education Evaluations (New Title)**
- E. IHBAl-Special Education Student Oversight Agreement w/sample  
Agreement Form and sample Progress Report**

**The meeting adjourned at approximately 7:45 PM**

**Respectfully Submitted,  
Ms. Rusty Gagnon, Chair**