

RSU 63 Board Meeting
Date: August 28, 2017
Location: Holden Elementary School

Minutes

Members Present:

Town of Eddington: Samantha Berube, Rusty Gagnon, David McCluskey

Town of Holden: Daniel Allen, Jennifer Newcomb, Gavin Robinson, Suzanne Wieland

Town of Clifton: Buzz Moore

Superintendent of Schools: Susan M. Smith

Chair, Rusty Gagnon called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Motion by Jenn Newcomb, 2nd by Daniel Allen to approve minutes from June 26, 2017 Board Meeting. Note to please add page numbers and correct one typing error.

Vote: 7 Approved; 1 Abstention

Recognition and/or Awards of Students, Staff and Others: Susan Smith recognized Dianna Higgins, former Pre-K teacher, for 36 years of service. She retired at the end of last school year and will be presented an engraved clock privately, as that was Dianna's preference.

Superintendent Smith recognized some staff members during staff meetings on Monday, August 28, 2017. 30 years of service: Jake Morgan, Deanie Brownell, and Beth Davis-Spencer, 25 years of service: Patricia Philbrook, and 20 years of service: Dianna Porter and Cindy Smith.

Cynthia Frey, former Reading Recovery Teacher, had eight students in Reading Recovery this past year. Five students improved their reading skills with 1.8 years of growth, two students had 1.5 years of growth, and one student left to receive specialized service. Aurora Stickle will be taking over the role of Reading Recovery Teacher for the 2017-2018 school year.

Acceptance of Gifts/Donations:

Maddy Roberts secured a \$1,000 grant from Maine Agriculture, to help with the garden outside of the Holbrook School and to purchase a Kitchen Aid to help in chopping fresh vegetables more efficiently. Sarah Gooding helped secure \$1,000 with Donors Choose, for Pre-K reading materials. Marty Eckman from McDonalds provided coffee, muffins, coupons, and t-shirts on opening day for our teachers and staff. Letters of Appreciation have been signed and will be sent out.

Presentations:

Jenn Newcomb, Chair of Budget & Finance Committee and Kelly Theriault, Business Manager, have been working together on How to Read & Understand the Monthly RSU 63 Finance Report. Financial Reports are reviewed monthly by the Budget and Finance Committee and always available on the RSU 63 website. Revenues come first in the reports. Revenues are mainly made up of money coming in from the towns and state. Cost centers are funded by taxpayer money and are made up of many lines. Cost Centers are bolded throughout the reports and are important to follow throughout the Fiscal year. Cost Centers need to be at or below Budget at the end of each Fiscal Year. The Budget and Finance Committee scrutinize these lines, especially at budget time. Salary lines match benefit lines, to show the exact cost of each position. The last page of the Budget & Finance Report breaks out and tracks transportation costs for other units with which the District contracts. This helps to show if the District is being profitable with these contracts.

Jake Morgan, Director of Transportation/Facilities, discussed Transportation Conference-Topics reviewed, lessons learned. Tyler Tech presented each participant with a badge. They used the badges for signing in at each event by swiping the badge to track attendance. These badges are used in some school Districts for tracking kids boarding and departing the buses. Railroad crossings were a large topic of discussion. Tom Colavito and Mr. Morgan were the only two people at the Transfinder training. They had one-on-one time with the facilitator from 1-4pm, and hands on training.

Questions and Comments from the Public: None**Dates of Next Committee Meeting:**

Budget & Finance Committee has been changed from Tuesday, September 19, 2017 at 5:00pm to Wednesday, September 20, 2017 at 5:00pm.

Policy Committee: Tuesday, September 12, 2017 at 4:30pm

Curriculum Committee: Thursday, November 2, 2017 at 3:30pm

Technology Committee: Tuesday, October 10, 2017 at 3:30pm

Motion to accept the reports by Jenn Newcomb; 2nd by Daniel Allen.

Vote: 8 Approved, 0 Opposed

Budget and Finance:

Nothing to add from Business Manager, Kelly Theriault, or Jenn Newcomb.

Superintendent's Report:

Superintendent Smith added to her report: Jesse Gauthier and Erin McDonald spent some time this past week presenting at the PREP (Penobscot River Education Partnership) Technology Academy. They shared software that is being used in the special services department. Superintendent Smith handed out packets of the

morning presentation from Becca Swartz-Mette, Building Resilience and Student Success.

RSU 63 Chair's Report:

Ms. Gagnon, Chair, added to her report: Every three years there could be a completely different Board, starting all over from scratch. New Board Members have much to learn and figure out in their first year of service. Ms. Gagnon proposed a Board Mentor system with the experienced board members mentoring the newer Board Members. She suggested the follow pairs work together: Ms. Newcomb mentor with Mr. Moore, Mr. Allen mentor with Ms. Berube, and Ms. Wieland mentor with Mr. Robinson. Recently, Board members started receiving the MSMA mailings in the RSU 63 email. They are filled with information that may be helpful for the Board to guide the District.

Acceptance of Reports:

Motion by Jenn Newcomb, 2nd by Gavin Robinson

Vote: 8 Approved; 0 Opposed

Old Business:

Traffic/Safety Issue: The RSU 63 Comprehensive Emergency Plan binder has been completed and will be available for the Board to view at the end of the meeting. Information has been shared with local law enforcement regarding improvements and safety concerns. The binder has been updated. New fire doors have been installed at Holden Elementary School. The District is ready for the traffic and are aware this will continue to be an issue at all schools. Staff will continue to work with parents to help with the flow and congestion at the Holbrook school during pick up time.

Pre-K Childcare Update: A strong effort was made to make child care available for Pre-K at Eddington Elementary School. Unfortunately, there was not enough interest. Parents have been informed and offered alternative solutions. The Y Works program will be starting on September 5th and has approximately 19 students signed up. 16 students are from RSU 63.

Summer Programs: Thirty-three students in grades one through four participated in the Math Camp program. Eighteen students in grades five through eight participated in the Springboard-Math and ELA program. Eight students participated in the Extended School Year program for extra support. Overall, the summer programs ran smoother than in past years in regard to staffing, transportation, snack time, etc. Having the students in one location was helpful.

New Business:

Creation of Board Communication Committee: Ms. Gagnon proposed the development of a committee to market the District and benefits of coming to RSU 63. The Communication Committee would identify a message, accomplishment of

students, or activities for the month that the Board would want to emphasize to the three Town Councils. This would allow the same message or information to be communicated consistently in all three communities. Discussion about the formation of the Communication Committee took place. Ms. Berube expressed interest in creating a solid plan of action for the proposed committee and the Board agreed to re-visit at the next meeting.

Social Media Posting: Discussion on Board Members using a disclaimer when posting on social media sites, indicating the comment being made is of personal opinion and not the opinion of the RSU 63 Board. Concern was stated that, regardless if the disclaimer is included with the comment posted, there might be issues in terms of legal action. This would need to be verified with our lawyers. Superintendent Smith suggested the Policy Committee review social media policies in October and develops a clear policy. Board Members agreed.

Policies:

- a. DI-Fiscal Accounting & Reporting
- b. DIE-Fund Balance
- c. DJ- Purchasing
- d. DJ-R-Federal Procurement Manual-Administrative Procedures
- e. DJA-Purchasing Authority
- f. DJH- Purchasing & Contracting-Procurement Staff Code of Conduct

Motion to approve policies by Dan Allen, 2nd by Sam Berube

Vote: 8 Approved; 0 Opposed

Policies Continued:

- a. EFC-Food Service Program
- b. EFC R-1- Administrative Procedures Relating to RSU 63's Free and Reduced-Priced Meal Program
- c. EFCA-RSU 63 Free and Reduced-Price Meal Program

Motion to approve policies by Dan Allen, 2nd by Dave McCluskey

Vote: 8 Approved; 0 Opposed

Personnel Actions

Daryl Frye resigned as of last week. Andrea Turmelle and Andrea Reed are out on medical leave. Tom Colavito has been allowed to return to desk duty and will know more after his appointment with his doctor on Thursday as to when he will be able to return to driving bus.

Ms. Smith asked the Board to approve the election of Jesse Gauthier as the Title IX Coordinator, and Affirmative Action Coordinator. Ms. Smith would also like to appoint Mr. Gauthier as the Foster Care Liaison. Mr. Gauthier will receive no additional compensation, as these duties are included in his job description. Motion to elect Jesse Gauthier as Title IX Coordinator and Affirmative Action Coordinator by Dave McCluskey, 2nd by Jenn Newcomb.

Vote: 8 Approved, 0 Opposed

Motion to elect Jennifer Barker as Pre-Kindergarten Teacher by Dave McCluskey, 2nd by Gavin Robinson.

Vote: 8 Approved, 0 Opposed

Motion to elect Sarah Gooding as half-time Pre-Kindergarten Teacher by Dave McCluskey, 2nd by Dan Allen.

Vote: 8 Approved, 0 Opposed

Appointments

Staff: Debra Walsh has been appointed as Pre-Kindergarten Ed Tech III working with Jenn Barker. Michelle Bartlett has been appointed as part-time Pre-Kindergarten Ed Tech III working with Sarah Gooding. Melissa Neptune has been appointed as Bus Driver. Terry Farren has been appointed as Holden Custodian and will start September 18th. Two substitute teachers' were appointed, Cynthia Borth and Ethel Hill.

Fall Coaches: Rick Slowikowski has been appointed as Boys Soccer Coach with a stipend of \$1815.00. Sherri McLaren has been appointed as Girls Soccer Coach with a stipend of \$990.00. Danielle Miller has been appointed as "B" Soccer Coach with a stipend of \$660.00. Erin McDonald has been appointed as Cross Country Coach with a stipend of \$1320.00. Maddy Roberts has been appointed as Assistant Cross Country Coach with a stipend of \$660.00.

Year Long Stipend Positions: Michele Archambault as has been appointed as Assistant to the Principal (Holbrook), Athletic Director, and Student Council Advisor for a combined stipend total of \$5990.00. Deanie Brownell has been appointed as Math Team Advisor with a stipend of \$660.00. Karen Everhart has been appointed as Yearbook Advisor with a stipend of \$990.00. Beth Davis-Spencer has been appointed as Middle School Music Co-Curricular with a stipend of \$990.00. Brenda DeRoche has been appointed as Assistant to the Principal (Eddington) and Elementary Substitute Caller with a combined stipend of \$2500.00. Becca Jordan has been appointed as Assistant to the Principal (Holden) with a stipend of \$2000.00. Joy Walters has been appointed as 504 Coordinator (Holbrook) with a stipend of \$600.00. Melissa Egolf has been appointed as Musical/Drama Advisor (Holden) with a stipend of \$1320.00. Kathy Jellison has been appointed as Elementary Music Co-Curricular with a stipend of \$990.00.

Mentors: Each mentor will be paid a stipend of up to \$250.00 (\$25 per hour). The appointees are Julia Alley, Michele Archambault, Deanie Brownell, Amy Clement, Debra Colbry, Brenda DeRoche, Krista-Rae Helms, Becca Jordan, Kelsey Linscott, Polly Sparhawk & Beth Davis-Spencer will share the mentor position and stipend that Bob Merritt was going have. Kaitlin Michaud, Sara Miller, Hillari Morgan, Ashley Perry, and Maddy Roberts will also serve as Mentors this year.

RSU 63 Board Meeting Minutes

August 28, 2017

Page 5 of 6

Searches: The Substitute Custodian position is no longer vacant; the position has been filled by Terry Farren. The District is looking for a year-round custodian for the Holbrook School. Interviews for this position are being conducted this week. The search also continues for a 504 Coordinator for the Elementary Schools. An in-house posting has been sent out to all staff for an After School Coordinator and After School Staff. An Anticipated Ed Tech II or III position is still a possibility, but not needed for Wednesday (first day of school).

Reassignments:

Ashton Carmichael is going to continue to be the librarian in the mornings at Holbrook, and is stepping in as half-time long-term substitute for English Language Arts (ELA)/Gifted and Talented (GT) teacher. Mr. Carmichael's schedule has been arranged by Mr. Modery to accommodate library instruction in the mornings and will not disrupt any student schedules.

Questions and Comments from the Public: None

Executive Session

At 7:59 pm Dave McCluskey made a motion with a second by Buzz Moore to go into an executive session to discuss the RSU 63 Comprehensive Emergency Management pursuant to 1 M.R.S.A § 405 (6) (A).

Roll call was taken with all members replying "Yes". Vote: 8 Approved; 0 Opposed

At 8:12 pm, Rusty Gagnon declared the Board out of executive session.

Motion to approve RSU 63 Comprehensive Emergency Management Plan by Dave McCluskey, 2nd by Jenn Newcomb.

Vote: 8 Approved; 0 Opposed

Adjournment

At 8:14 pm a motion was made by Buzz Moore to adjourn the meeting.

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,



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

Approved: September 25, 2017