

RSU 63 Board Meeting
Date: June 26, 2017
Location: Holbrook Middle School

Minutes

Members Present:

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

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

Town of Clifton: Buzz Moore

Superintendent of Schools: Susan M. Smith

Members Absent:

Town of Holden: Daniel Allen

Chair, David McCluskey called the meeting to order at 6:29pm. A flag salute was conducted and a moment of silence was observed.

David McCluskey asked for motion to adjust the agenda and move personnel discussion to after the presentation. Motion made by Rusty Gagnon and 2nd by Jenn Newcomb.

Vote: 6 Approved; 1 Abstention

Motion made by Rusty Gagnon with a 2nd by Jenn Newcomb to approve minutes from May 22, 2017 Board Meeting; June 1, 2017 Special Board Meeting; and June 1, 2017 Budget Meeting.

Vote: 6 Approved; 1 Abstention

Recognition and/or Awards of Students, Staff and Others: Susan Smith received letters from the University of Maine about Desiree Doughty and Peter Walsh for their participation over February and April breaks (52 hours) at the University of Maine. They observed professors and provided feedback. The University uses the information to plan professional development opportunities. The Grade 8 Promotion and Student Award list was presented to every board member for review.

Acceptance of Gifts/Donations: Notes of appreciation were sent to H.O. Bouchard, Coke, Angelos, Olive Garden, Miguels, and Frank's Bakery for support of the Community Luncheon. We are hoping to make this an annual event and get more volunteers. Appreciation was also extended to Marie Baillargeon and Laurie Smith for organizing the event.

The Seminary Hill Day Light Masonic Lodge in Holden donated 36 bikes and helmets to the Holden and Eddington Schools as part of the Books for Bikes Program. PTG donated 220 Sweet Frog gift certificates for "Good Behavior" during the 3rd Trimester for the Eddington and Holden Schools and also paid for the Grade 2 "Diver Ed" field trip.

Penobscot Chapter of Maine Retired Educators Association donated \$200 for the Community Read Aloud Program at Holden and Eddington Elementary Schools.

Presentations:

How Our Students Are Doing in High School

Richard Modery, principal at Holbrook Middle School, presented test scores for current seniors. Those students have performed relatively well. During their 8th Grade year in 2012-13, our students scored better than the state average on the Maine Educational Assessments in Math, Science, and Literacy. During their junior year, these students performed above state average on the SAT in Math and Literacy and slightly below the state average in Science.

Mr. Modery also presented information regarding our current freshmen. Mr. Modery and Joy Walters recently visited Bangor High School, Brewer High School, Hampden Academy, and John Bapst Memorial High School to see how the students were doing. 91% felt they were prepared for high school. John Bapst Memorial High School and Hampden Academy students felt there was not enough homework given at Holbrook Middle School. Students at Bangor High School and Brewer High School felt there was more homework given at Holbrook Middle School. The change from having "Specials" (classes such as music, Spanish, and art) once or twice per week to having them daily, along with the amount of work required in those classes, has been a challenge for many students. Socially, students are doing well, getting involved, and reaching out to each other. Many of our freshmen are participating in extra-curricular or co-curricular activities. For the most part, students felt as though they were successful during their first year of high school. School counselors felt the biggest struggle is getting students to do their homework. Mr. Modery's and Mrs. Walters' visits to each high school provided more information than we have been able to gather in the past.

Rebecca Schwartz-Mette, University of Maine Professor, and five doctoral students presented **Building Resilience and Student Success** and information about the FRIENDS program, based out of Australia. We will use a three-prong approach: 1. Support Students, 2. Support Parents, and 3. Support Staff. FRIENDS is a social and emotional learning curriculum with a focus students aged 4-7, 8-11, and 12-15. Goals include regulating emotions, solving problems, improving social skills, and adapting coping strategies. Students who participated in FRIENDS showed lower depression, less anxiety, and reduced behavior problems. These students increased their self-esteem, social skills and math skills. Rebecca and her doctoral students will be starting instruction with our students in the fall. They will also lead some staff training and two or three parent sessions. This is all at no cost to RSU 63. Students in our Kindergarten and Grades 2, 5, and 7 will be the inaugural classes for the Maine and the country. Grade levels were chosen based on recommendations from our school counselors. Student progress will be tracked for one year.

Questions and Comments from the Public: None

Personnel Actions:

Everyone was reminded about the retirement luncheon for Susan McKenzie's at the High Tide Restaurant on Tuesday, June 27, 2017, at noon. Shelley Wyman's role in Superintendents Office was announced. The newly elected Board Members, Gavin Robinson representing Holden, and Samantha Berube representing Eddington were recognized.

Resignations: Malcolm Coulter, Bus Driver; Tom Coleman, Grade 2 Teacher Holden Elementary; Diana Higgins, Pre-Kindergarten Eddington Elementary; and Kristi Morrow, Summer Math Camp Teacher.

Jacob Joy will be taking over the Summer Math Camp.

Don Spencer introduced Aurora Stickle as Literacy/Reading Recovery Teacher at Eddington Elementary; Erin Boulter Adams as Grade Two Teacher at Holden Elementary; Ashley Bean as Grade Four Teacher at Holden Elementary; and Shelly Miller as Educational Technician III Math Support at Holden Elementary.

Jesse Gauthier introduced Stephen Goulette as Educational Technician III Grades Seven and Eight Resource Room at Holbrook Middle School; and Jessica Russell as Special Ed Educational Technician III Grades Five and Six Resource Room at Holbrook Middle School; and Carolann McClellan as Occupational Therapist for the District.

Richard Modery introduced Andrew Kirby as Grade Eight Science Teacher at Holbrook Middle School.

Elections:

Aurora Stickle-Literacy/Reading Recovery Teacher, Eddington Elementary School;
Erin Boulter Adams-Grade 2 Teacher, Holden Elementary School;
Ashley Bean-Grade 4 Teacher, Holden Elementary School;
Carolann McClellan-Occupational Therapist, RSU 63; and
Andrew Kirby-Grade 8 Science Teacher, Holbrook Middle School.

Motion to elect by Rusty Gagnon, 2nd by Jenn Newcomb.

Vote: 7 Approved, 0 Opposed

Searches: Susan Smith announced the search for a full-time Pre-Kindergarten Teacher has begun, the half-time Pre-Kindergarten Teacher position has been reopened, and part-time Pre-Kindergarten Educational Technician III is still ongoing. All positions have been posted in-house and online. Summer Substitute Custodian interviews have begun. That position will be floating, temporary, and part-time. We will soon be activating the search for a Custodian and for Bus Drivers.

Reassignments: Susan Smith advised that Jeff Smith will be moving from Custodian to Bus Driver in August; Jan Logan will move to a Day Custodian at Holbrook Middle School, Daryl Frye will move to Day Custodian at Holden Elementary, and Kim Colavito will move to Substitute Bus Driver.

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Budget & Finance Committee-Tentatively scheduled for Thursday, July 27, 2017 at Holbrook School, 9:00am. This was changed after appointment of new committee members to Wednesday, July 26, 2017, at 10:00am at Holbrook Middle School. The meeting dates for all other committees (Policy, Curriculum, and Technology) have not been determined.

Discussion and Motions Regarding Reports:

Rusty Gagnon questioned the Curriculum Committee Minutes, Topic III Health Materials and why Grade 6 was not included in the use of "*The Great Body Shop*". Mr. Modery advised it was being phased in slowly. After technology standards are implemented this fall, the focus will then turn to the Health Curriculum.

Jenn Newcomb recommended that the John Bapst Memorial High School and Brewer School Department Minutes be included in the Board Packet along with the Bangor School Department and RSU 22 (Hampden Academy) Minutes.

Mrs. Newcomb questioned the fuel usage versus mileage for the 2015-2016 year (less mileage, higher fuel usage). Mr. Morgan will get this information to Mrs. Newcomb.

Motion to approve reports by Rusty Gagnon, 2nd by Jenn Newcomb

Vote: 7 Approved; 0 Opposed

Budget and Finance:

The RSU 63 2017-2018 budget passed with a little more than a two to one vote ratio.

Motion to approve Budget and Finance reports by Rusty Gagnon, 2nd by Buzz Moore.

Vote: 7 Approved; 0 Opposed

Superintendent's Report:

Ten teachers worked with Ashley Perry last week on Technology Standards. They have drafts to share with all staff in the fall. Our district met three out of four goals on the NWEA testing. There will be a full presentation to the board in the fall. Mrs. Smith attended the Commissioners Conference and met with Scott Brown who is in charge of the new construction school application process. A team of five will start doing site visits in the fall, and will visit our district tentatively in September. They ask that the Superintendent, Facilities Director, and Principal meet and tour the schools with the team. Approval will be based on needs of the schools. They have a total of 79 applicants, including our three schools. One applicant has dropped out.

RSU 63 Chair's Report:

Mr. McCluskey gave his 36th Chair report. Tonight will be election of chair, vice chair, and numerous committees. Mr. McCluskey said, "One thing that really helped me a lot was to really recognize what my role was here at this school and what my role was not. As Chair you do have the ability because this group only supervises one person, right here (motioned to Superintendent), this person (motioned to Superintendent) supervises everyone else. It's very easy, to insert yourself into the daily operations of the school, and be careful of that. That is my word of advice for whoever becomes chair. It's very easy to become involved and you don't want to be involved."

Acceptance of Reports:

Motion by Rusty Gagnon, 2nd by Jenn Newcomb

Vote: 7 Approved; 0 Opposed

Old Business:

Traffic/Safety Issue: Flashing lights and mobile signs are the most effective for slowing down traffic. Kelly Theriault and Lt. Russell are looking into grants to purchase flashing signs.

Door locks have been installed at Holden with buttons on the inside for locking classrooms.

Pre-K Childcare Update: K-6 afterschool care will be provided by the YMCA at Holbrook. Pre-K childcare will be available at Eddington Elementary School from 11:30am until 5:00pm; Kindergarten and Grade One will be 3-5pm. Nicole Wilkinson is hoping for 12 or more students. Ms. Wilkinson and the YMCA have their own insurance and a 45-day cancellation clause to benefit both parties. Details are being finalized and updates will go out to parents and the community.

Suzanne Wieland recommended RSU 63 have a Facebook page that is strictly informational with no comments and that school board members should refrain from commenting and quoting policy on other peoples posts and pages. Susan Smith and George Cummings will revisit creating an RSU 63 Facebook Page. Mrs. Smith will also contact Eric Johns regarding the title of the SAD 63 Community Collaborative Facebook Page.

New Business:

Motion to Certify Referendum Results by Jenn Newcomb, "It is moved that the Computation and Declaration of Votes dated and attached here to and it is hereby approved (attachment A). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Futhermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District."

Motion by Jenn Newcomb, 2nd by Buzz Moore.

Vote: 7 Approved; 0 Opposed.

Motion to approve Board Meeting Schedule for 2017-2018 School year by Rusty Gagnon, 2nd by Jenn Newcomb.

Vote: 7 Approved; 0 Opposed

Motion to authorize Superintendent to hire new employees during summer months by Rusty Gagnon and 2nd by Jenn Newcomb.

Vote: 7 Approved; 0 Opposed

Motion to approve Amended Cooperative Agreement for Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE) by Jenn Newcomb and 2nd by Suzanne Wieland.

Vote: 7 Approved; 0 Opposed

Motion to approve Amended Inter-Local Agreement for Southern Penobscot Regional Program for Children with Exceptionalities by Rusty Gagnon and 2nd by Jenn Newcomb.

Vote: 7 Approved; 0 Opposed

Motion to authorize Superintendent to sign Cooperative Agreement and Inter-Local agreement with SPRPCE by Rusty Gagnon, 2nd Jenn Newcomb.

Vote: 7 Approved; 0 Opposed

Election of Chair:

Jenn Newcomb nominated Rusty Gagnon; 2nd by Buzz Moore

Vote: 7 Approved; 0 Opposed

Election of Vice-Chair:

Rusty Gagnon nominated Jenn Newcomb; 2nd by Buzz Moore

Jenn accepted nomination

Vote: 7 Approved; 0 Opposed

Review of Committees and Committee Members:

Policy Committee: Daniel Allen, Sam Berube, Gavin Robinson

Curriculum Committee: Suzanne Wieland, Buzz Moore, Jenn Newcomb

Technology Committee: Gavin Robinson, Suzanne Wieland, Dave McCluskey

New School Committee: Buzz Moore, Gavin Robinson, Sam Berube

United Technology Center (UTC) Board Member: Dave McCluskey

SPRPCE Board Member: Jenn Newcomb, Suzanne Wieland. The next SPRPCE meeting is August 24, 2017 at 6pm.

Brewer High School Liaison: Jenn Newcomb

John Bapst Memorial High School Liaison: Buzz Moore

Hampden Academy Liaison: No volunteer

Bangor High School Liaison: No volunteer

District Wellness Committee: Gavin Robinson, Suzanne Wieland

Election of Budget and Finance Committee Members:

Buzz Moore, Clifton; Jenn Newcomb, Holden; and Dave McCluskey, Eddington, expressed interest. Motion by Suzanne Wieland to approve, 2nd by Sam Berube

Vote: 7 Approved; 0 Opposed

New meeting date: Wednesday, July 26, 2017, at 10am

Election of Warrant Officers:

Motion to elect Jenn Newcomb and Dave McCluskey by Jenn Newcomb and 2nd by Sam Berube

Vote: 7 Approved; 0 Opposed

Questions and Comments from the Public: None

Motion to adjourn by Buzz Moore, 2nd by Sam Berube

Vote: 7 Approved; 0 Opposed

Adjourn 8:29pm

Respectfully submitted by,

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

POLICY COMMITTEE MINUTES

Meeting: August 7, 2017

Next Meeting: Tuesday, September 12, 2017 – 4:30 PM – Holbrook Conference Room

Members Present: Daniel Allen
Samantha Berube
Gavin Robinson

Also Present: Susan Smith, Supt.
Rusty Gagnon, RSU 63 Board Chair

The meeting began at 4:05 PM.

- I. **Election of Chair:** Samantha Berube nominated Daniel Allen to be the Chair of the Policy Committee with a 2nd by Gavin Robinson. **Vote: 3 yes, 0 opposed**
- II. **Policies:** The following policies were reviewed and edited. The Budget and Finance Committee had previously reviewed all of these.

Financial Management

- DJ-Purchasing
- DJ-R- Federal Procurement Manual-Administrative
- DJA-Purchasing Authority
- DJH-Purchasing and Contracting-Procurement Staff Code of Conduct
- DI-Fiscal Accounting & Reporting Budget & Finance Committee
- DIE-Budget & Finance Committee

Support Services

- EFC-Food Services Program
- EFCA-RSU 63 Free & Reduced-Price Meal Program
- EFC R-1-Administrative Procedures Relating to RSU 63's Free & Reduced-Priced Meal Program

- III. **Policy List and Priorities:** A spreadsheet of our current policies was reviewed. It was determined that next month the Policy Committee will review a new policy for Medical Marijuana in Schools, Policy DIF – Investments, and nine policies that are past-due for annual review.
- VIII. **Next Meeting Dates:** It was decided the Policy Committee will hold their meetings at 4:30 on the first Tuesday of the month. Due to a scheduling conflict the September meeting will be held on Tuesday, September 12th. Future meeting dates include October 3rd, November 7th, December 5th, January 2nd, February 6th, March 6th, April 3rd and if needed on May 1st and June 5th.

The meeting adjourned at approximately 5:25 PM.



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

I submit my August board report on behalf of the Holden and Eddington Elementary Schools. The end of June and mid July I was busy doing interviews for several openings between both elementary schools. My thanks to all staff members who gave up their time (some during summer break) to be part of the interview teams at Holden and Eddington. We feel very fortunate to have found several outstanding candidates, who came highly recommended to join our wonder elementary schools. The secretaries are back in the buildings and are registering new students as well as distributing "supplies" that arrived through out the summer.

Staff is now slowly coming in and getting their rooms ready for the new school year. The buildings are in great shape and my thanks to all the custodians for their hard work over the summer. Holden School was very busy with all summer educational programs (math camp, extended school year, etc.) being held there and custodians are working hard to get rooms ready by Aug 18th, giving staff a full week to get all in place before the children starting arriving for another school year.

I was able to spend many days at Egg Pond in Lincoln enjoying some fabulous weather; golfing, reading (7 books) and enjoying some down time with family and friends. I look forward to another great year at both Eddington and Holden Schools.

Sincerely,

Don Spencer

Eddington & Holden Principal

Holbrook School

202 Kidder Hill Road

Holden, Me 04429

Office of the Principal

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

Richard Modery, Principal rmodery@rsu63.org
Michele Archambault, Assistant Principal marchambault@rsu63.org

Joy Walters, Guidance jwalters@rsu63.org
Dawna Bickford, School Nurse dbickford@rsu63.org

Holbrook School Principal's Report 8-10-17

Current Enrollment:

Grade 5	61
Grade 6	50
Grade 7	69
Grade 8	75
Total	255

We are excited to introduce the following new staff member:

Grade 8 Science/writing - Andrew Kirby has taught a variety of science classes at the Caribou High School for the last nine years. Mr. Kirby and his wife are originally from the mid-coast area and are excited to get closer to their family. They have three children and are very interested in getting involved in the Holbrook School community. His experience and knowledge of the science content will be a benefit to our school.

STEM Position - Peter Walsh has transferred from his seventh grade math teaching position to fill our new STEM position. Mr. Walsh will be teaching several seventh grade math classes, providing math support for struggling math students, and teaching technology classes in grades 5, 7 and 8.

We're excited to have Mr. Walsh bring this new position to our students.

Grade 7 Homeroom, Health, Math (Gr. 6 Math) - Nicole Goss is an experienced teacher who took time off after having children. We were fortunate to get her on board last year as an Ed. Tech III in the resource room. Her expertise as a teacher was obvious from the beginning. She stepped up last year to teach sixth grade math when Mrs. Turmelle's medical issues prohibited her from filling that role. We're excited to have Ms. Goss fill a full time teaching position for us this year.

Half-time GT Teacher/Coordinator - Andrea Turmelle was forced to half-time status last year due to her health. When this position became available she was excited to get started. Andrea has a wealth of language arts teaching experience and our GT/honors level students will benefit from her skills. This is a wonderful opportunity for us to directly support students that are looking to be challenged in the areas of reading and writing.

We're happy to continue our work with the Maine Resilience Network and the Reaching Teens programs this year. To support these efforts a group of doctoral students will be joining our efforts with the IMPACT ME outreach and consultation services. These programs align well with each other and focus on fostering resilience in children so they may thrive through good and challenging times.

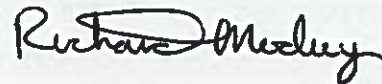
The fall athletic practice sessions will start the week of September 4th. We encourage all Holbrook students to get involved with one more co- or extra-curricular program during the school year. Our fall coaching staff is returning from last year.

"A" Boys Soccer	Rick Slowikowski
"A" Girls Soccer	Sherri MacLaren
"B" Soccer	Danielle Miller
Cross Country	Erin McDonald
Asst. Cross Country	Maddy Roberts

The custodial and maintenance staff has the building looking terrific for the upcoming school year. While the teaching and instructional support staff enjoy time away from school the summer crew is hard at work. Two classrooms had the carpets replaced with tile and several teachers moved from one classroom to another. This creates a tremendous amount of work and the summer staff has been up for the task.

Best wishes on a happy and healthy school year to all students, staff and community members of RSU #63!

Sincerely,



Richard Modery
Principal
Holbrook School

Director of Special Services Report – August 2017

It was an uneventful July and August for the Office of Special Services, which is not to say it wasn't busy. Kelli and I began the project of consolidating the special education cumulative files that were spread out among the three buildings into the Office of Special Services. I ended the practice of case managers filing the necessary paperwork into the official files. Now, all official records are kept in the Special Services office and parents who request access will be able to see the official files for all schools, not just Holbrook as it was in the past. Case managers and teachers, who need access to files, can do so through our online system, SPEDnet. I trained staff on how to access the files in the spring and I will refresh current staff and instruct new staff this fall. We have updated all of our records for the new school year and have already started scheduling evaluations and meetings.

This year, special education teachers have a new systematic Math program for grades 2 through 5, called VMath. It is a core curriculum with targeted supplemental lessons to focus on individual math skills. When I was in the classroom, I saw a lack of fundamental skills, which prevented students from being able to focus on algebraic concepts. With Algebra being a graduation requirement, it is vital that our students have 2 to 3 years to practice Pre-Algebra and Algebra at Holbrook before taking Algebra at the High School level. VMath is an explicit and systematic instructional program that will give students foundational skills they need before they begin to tackle the higher level thinking required to solve algebra problems.

Reading instruction in special education is getting boost as well. Grades 2 through 8 will all use the Leveled Literacy Instruction program from Fountas and Pinell. This will provide consistency across grade levels and buildings, which will help students by continuously building on their basic reading skills and give them a familiar structure as they move through their reading instruction.

We are also continuing our commitment to encouraging independence through the use of Assistive Instructional Materials (AIM) to boost student's abilities to read and write. Students will continue to have access to audiobooks through Learning Ally and Bookshare to assist with reading comprehension and fluency. They will also have access to Co:Writer which is an auto spelling corrector and voice-to-text/text-to-voice program that assists students in their writing mechanics and fluency.

Over the summer it was a smooth transition between assistants, we are starting the school year with all positions filled, and we are excited for the school year to begin.

Respectfully Submitted,
Jesse Gauthier, Director of Special Services



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

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



Clifton

Dedham

Eddington

Holden

August 15, 2017

Facilities:

The asbestos tile was removed from rooms 120 & 103 at Holbrook and new non-asbestos tile was installed in July. The gym floors and stages were refurbished at Holden and Holbrook. The floors are sanded and recoated every year by Superior Flooring. The Eddington School has tile floor, so our custodians do it themselves.

The roof was shingled on the 7th grade wing. This makes our oldest shingles at Holbrook from 2000, located on the 5th grade wing.

Custodian, Ken Robichaud, built the new bathroom for the Pre-Kindergarten room at Eddington School. Nicholas Plumbing and Duffy Electric did the plumbing and electrical work for us.

All the entrance doors at Eddington were repainted by the custodians and look fantastic. One outside section of the gym had the vinyl siding and rotting wood fixed. Over the years the vinyl had several holes in it and some had blown off.

Holden School received a new stove, so the custodians gave the kitchen a make over with some new paint, and changed some equipment around for better service. The main office had the fire/security doors installed. This will allow the secretary to push a button and contain all visitors to her area only.

We removed a few trees from the schools that were becoming sickly and could fall and injure students and staff.

Transportation:

This year's bus conference at Sugarloaf had the largest attendance in the past four years. Six of us spent two days in classes that discussed Bullying, railroad crossings, transporting students with special needs. Tom Colavito and I attended two classes for Trans-finder routing.

The damages to Bus 28 from the accident last June came to \$10,950 dollars, the insurance paid for all of this, minus our \$500 dollar deductible.

This year we bought 95% of all the filters needed for the buses as one purchase. By doing this, we saved a little over \$500.

We are in the process of selling Bus #31 by bid. Bus #35 will be the next bus out to bid. It is beyond repair. We will be stripping it for parts and putting it up for bid.

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

Susan Smith
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851
FAX 843-7295

Date: August 17, 2017
From: Kelly Theriault
RE: August Board Report

- Budget & Finance committee met July 26, 2017 & August 14, 2017. On the agenda(s) was review of financials, summary of the ESAA FY18 application, policy review (EFC, EFCA, EFC-R, DJ, DJA, DJH, DJ-R, DIE, DIF), summer project updates (Holbrook Roof, Pre-K bathroom, Pre-K/Day Classroom, asbestos abatement & flooring), review of enacted ED279 and summary of estimated fund balance.
- The auditors will be in the office the week of September 5, to start the FY17 audit.
- Reports completed in the business office this summer were MePERS, federal compliance report, multiple worksites, EFM46-FY18 budget revenue and expense, EFM45-FY17 actual revenue and expense, quarterly Unemployment, quarterly state withholding tax (940ME) and federal withholding Tax (941).
- Attached is a summary of the District's chart of accounts. It's a guideline of how to read the financial statement. Each account consists of five sections; Fund, Program, Function, Object, and Cost Center. The fund designates whether or not the cost is associated with local (tax) dollars, the program indicates whether it is an overhead, regular education or special education, (etc.) program, function specifies which program more specifically (I.E, regular education grades 3-8, regular education PK-2, Library, Health, Etc.), the object identifies the type of revenue or expense (I.E salaries, benefits, tuition, energy, supplies, etc.) and the cost center specifies which location the transaction is assigned to (I.E. Holbrook, Holden, Eddington, etc.)

<u>Fund</u> (3 characters)	<u>Program</u> (4 characters)	<u>Function</u> (4 characters)	<u>Object-- 5XXXX (expense); 4XXXX Revenue</u> (5 characters)	<u>Cost Center</u> (3 characters)
100-General	0000-Overhead	1000-Regular Instruction	1010-1500 Salaries	11 Holbrook
150-Adult Ed	1000-Regular Elementary	2000-2100 Support Services	2000-2900 Benefits	12 Eddington
200-Special Revenue	1100-Regular Elementary	2120 Guidance	3000-3590 Purchased Prof & Technical services	13 Holden
600-Enterprise	1120-1122 4yro/K2 programs	2130 Health	4000-4900 Purchased property service	90 System wide
900-Agency	1200-Secondary	2140 Psychological	5000-5690 Other purchasee service (i.e tuition, transportation)	39 CTE
	2000-2800 Special Ed programs	2150 Speech	5800 Travel	40 Adult Ed
	3000-CTE	2160 Occupational Therapy	6000 General supplies	
		2180 Physical Therapy	6100 Instructional Supplies	
		2220 Library	6200-6290 Energy (i.e electricity, oil, gas)	
		2230 Technology	7000 Property	
		2240-Academic assessment	7300 Equipment	
		2300-2330 General Administration	8000 Debt Service & Miscellaneous	
			9000 Other items	

MSAD63

Holden Principal Office - Budget to Actual Report

Account Number / Description	Account Number / Description	Revised Budget	Current Period	Reporting Period	Encumbrances	Ann. Remaining	% Remaining
		7/1/2017 - 6/30/2018	8/1/2017 - 8/31/2017	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018
100-0000-21200-5610010-13	GUIDANCE SUPPLIES - HOLDEN	\$350.00	\$0.00	\$278.05	\$0.00	\$71.95	20.55%
100-0000-22300-5610000-13	TECHNOLOGY SUPPLIES - HOLDEN	\$2,490.00	\$0.00	\$0.00	\$29.95	\$2,460.05	98.79%
100-0000-24000-5330000-13	PRIN. TRAINING & DEVELOPMENT - HOLDEN	\$600.00	\$0.00	\$25.00	\$0.00	\$575.00	95.83%
100-0000-26000-5630010-13	CONTRACTED SERVICES & REPAIRS - HOLDEN	\$32,000.00	\$3,763.55	\$4,308.40	\$9,627.30	\$18,064.30	56.45%
100-0000-26100-5622000-13	ELECTRICITY - HOLDEN	\$28,000.00	\$0.00	\$2,025.76	\$0.00	\$25,974.24	92.76%
100-1100-10000-5330000-13	TEACHER TRAINING & DEV. - HOLDEN	\$4,313.00	\$0.00	\$407.50	\$0.00	\$3,905.50	90.55%
100-1100-10000-5610000-13	TEACHING SUPPLIES - HOLDEN	\$10,550.00	\$0.00	\$5,287.44	\$2,207.52	\$3,055.04	28.95%
100-1120-10000-5610000-13	K-2 INSTRUCTIONAL SUPPLIES - HOLDEN	\$5,750.00	\$0.00	\$2,083.94	\$317.50	\$3,348.56	58.23%
100-1120-10000-5640000-13	K-2 TEXTBOOKS - HOLDEN	\$930.00	\$0.00	\$783.87	\$0.00	\$146.13	15.71%
GRAND TOTAL	GRAND TOTAL	\$84,983.00	\$3,763.55	\$15,199.96	\$12,182.27	\$57,600.77	

Fund

Program

Function

Object

Cost Center

TO: RSU 63 BOARD of DIRECTORS
FROM: SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.
RE: MONTHLY REPORT
DATE: AUGUST 2017

Summer has flown by and been very productive with summer school, building projects, federal and state report filing, and the hiring of new staff. I am looking forward to meeting with all our staff on Monday, August 28th and our students returning on Wednesday, August 30th.

New School Construction

Scott Brown, the Maine Department of Education Director of Facilities, Safety, and Transportation, will bring a team of five people to RSU 63 on Wednesday, October 4th. As part of the New School Construction Application process, Jake Morgan, Richard Modery, Don Spencer, and I will meet with Mr. Brown and his team. We will also tour our three schools together.

Comprehensive Emergency Management Plan

Our draft RSU 63 Comprehensive Emergency Management Plan for the 2017-18 school year has been completed. Input was gathered from our administrators and school counselors as well as our local first responders. This is not a public document, but it does need to be approved by the RSU 63 Board of Directors. We will hold an executive session at the end of the board meeting on August 28th for the board to review the document, ask questions, and provide input. If board members would like to view the Comprehensive Emergency Management Plan prior to the August 28th meeting, please stop by the central office.

Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE)

The grant-funded SPRPCE Innovative School is open and ready for students to start on Tuesday, September 5th. RSU 63 currently has one student enrolled in this alternative education, hands-on learning program for students in Grades 7 and 8. I toured the classrooms (housed at Eastern Maine Community College) and was very impressed with the teachers, facilities, curriculum, and resources. This is really an exciting opportunity to expand our regional collaboration.

Personnel

Under "Personnel Actions" on the agenda for this month's board meeting, you will find our new employees as well as appointments to our fall coaching positions and yearlong stipend positions. Mr. Gauthier's duties as the Title IX Coordinator, Affirmative Action Coordinator, and Foster Care Liaison are part of his job description and he will not receive any additional stipend for this work. However, because the Title IX Coordinator and the Affirmative Action Officer must have the authority to report directly to the board (if needed), we are asking the board to elect Mr. Gauthier to these positions.



Tuesday, August 15, 2017

Administrative Leadership Retreat at Susan's Camp

1 White Birch Estates, Passadumkeag

Off of Route 2 in Passadumkeag, Across from #207

17 Miles North of the Light in Milford and on the Left

Follow the camp road until the end. We are the only camp on the road.

Food: Salad – Kelly

Chips – George

Dessert – Don

Rolls – Jesse

Meat – Richard

Cheese – Jake

Susan will provide some breakfast items, mayo, mustard, and iced tea.

Bring your own beverage if you would like something else.

AGENDA

9:00 – 11:30 Don, Jesse, Richard, and Susan

1. SLOs, Observations, and Evaluations
2. Professional Development Outline
3. Assessment and Important Dates Timeline
4. Goals for 2017-2018
 - Academic
 - Student Overall Development (Attendance, Co- and Extra-Curricular)
5. Long Range Planning

11:30 Joined by George, Jake and Kelly

11:30 – 12:30 LUNCH

12:30 – 3:00 (Don, George, Jake, Jesse, Kelly, Richard & Susan)

6. New Employee Orientation & Opening Workshop Days (Aug. 25, 28, & 29)
7. Transportation/Facilities Update
8. Technology Update
9. Business/Food Service Update
10. 2017-2018
 - Board Chair Topics
 - Policy BA – Goals
 - Meeting Schedule
11. Long Range Planning

RSU 63 Chair's Report – August 2017

"Aspire to Make a Difference"

Welcome Back. School is in session and so are we. I hope that each of us has found some time this past summer for mental and physical rest and recuperation. We're going to need it. While every year is a busy year, the one before us will be particularly so.

Just as parents and taxpayers expect district personnel – teachers, administrators, support staff – and students to be ready and prepared to do their jobs, they also expect us, their elected representatives, to do so, as well. While this past year has been challenging in regard to state-shared funding, it has not been exceptional. Until public education is a priority in both the state and country, local school districts and school boards will be on the hook to find ways to fulfill their responsibilities to both students and taxpayers.

It is important that we, the RSU 63 School Board, recognize that our responsibilities are not limited to individual years or terms, but also to the long-term financial and academic strength of the district. That is why I have asked the Superintendent to solicit the assistance of district administrators, and others as may be beneficial, in developing proposed short- and long-term academic program goals tied to associated incremental objectives for the district. Where do we want this school district to be in 5 years, in 10 years? Do we want this district to be exceptional or are we willing to accept whatever happens, whatever government at different levels supports? What kinds of academic opportunities do we want to be available for our students? What kind of jump-start academic foundations do we want to provide that will stimulate and benefit our students in readiness for high school – for life?

As in every year, February through May will involve building the FY 2018-19 school budget. It is not reasonable to believe the district will have the kind of Fund Balance to contribute to off-setting the taxpayers' contribution. Be assured, the state and federal government's will still contain "strings" as the Superintendent will be explaining in months to come.

Looking ahead, the state list of districts and schools the state identifies for construction is expected late next summer or early next fall. Where, or if, RSU 63 will be on the list or in a favorable position is Part B in a rather lengthy formula. Part A requires several components, all of which reside right here with the Board and the district's voters. Those components include (1) developing various cost/benefit analyses associated with several options (do we stay with a three-school district, a two-school district, a new Pre-k–eighth grade school, etc.), (2) a necessary and official Board recommendation (in conjunction with the Community New School Committee), and (3) a vote of support by district voters (at the Public Budget Meeting and as a separate Referendum Issue in June when voters will also vote on the proposed FY 2018-19 school budget). In order to get to item (3), items (1) and (2) need to be done by Mid-May 2018.

So, as I said at the beginning, this will be a busy year, one requiring a Working Board with focused minds and commitment. Each one of us needs to be involved, be prepared for Board and Committee meetings, and to actively contribute. Onward and upward.

Submitted,

Rusty Gagnon, Chair

**BREWER SCHOOL COMMITTEE
REGULAR MEETING MINUTES**

Monday, July 10, 2017

6:00 pm

Brewer High School Lecture Hall

Committee members present: Mr. Forrest, Chairman; Ms. Blanchard, Vice-chair; Mr. Farley, and Mr. Umel
Student representative, Jacob Cote excused from summer sessions.

A. The meeting was called to order at 6:00 PM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment - none

D. Adjustments to Agenda - none

E. Minutes

I. Mr. Forrest, without objection and by unanimous consent, proposed that the minutes of the regular meeting of June 5, 2017 be approved .

F. Personnel

I. Ms. Towle reported the following resignations:

- a. Ms. Blanchard moved to accept the resignation of Gary Waldron, IT Tech effective June 23, 2017 for the purpose of other employment; Mr. Farley seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.
- b. Mr. Farley moved to accept the resignation of Shannon LaPointe, Food Service Assistant for the purpose of other employment; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- c. Mr. Farley moved to accept the resignation with regret of Dana Corey, Maintenance effective July 31, 2017; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- d. Mr. Umel moved to accept the resignation of Patricia Gilmore, Food Service Assistant effective July 1, 2017 for personal reasons; Mr. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- e. Ms. Blanchard moved to accept the resignation of Kathie Clark-Woodman, Noon Time Aide effective July 1, 2107 for the purpose of Retirement; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.

2. Ms. Towle reported the following nominations:

- a. Mr. Umel moved to approve the nomination for the ESY (Extended School Year) Summer 2017 staff of Janice Hatch -Teacher K-2, Sonya Miles & Ryan Pelletier - Ed Tech I; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- b. Mr. Farley moved to approve the nomination of Grace Gonnella - BHS STEM Teacher 2017-2018; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- c. Ms. Blanchard moved to approve the nomination of Crystal Jackins - BHS/BCS World Language Teacher; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0

abstained.

- d. Mr. Farley moved to approve the nomination of Alex Wilbur - BHS American Sign Language Teacher 2017-2018; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- e. Ms. Blanchard moved to approve the nomination of Janice Hatch, transfer from Grade 2 to Kindergarten Teachers 2017-2018; Mr. Farley seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- f. Mr. Umel moved to approve the nomination of Haley LaGrange - Kindergarten Teacher 2017-2018; Mr. Farley seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- g. Ms. Blanchard moved to approve the nomination of Taylor Pierce - Grade 2 Teacher 2017-2018; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- h. Mr. Umel moved to approve the nomination of Melanie Hall-Grade 2 Teacher 2017-2018; Mr. Farley seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- i. Mr. Umel moved approve the nomination of Brianna Wilder-Grade 3 Teacher 2017-2018; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- j. Mr. Umel moved to approve the nomination of Aleeta Rhoads-Doyle-Grade 4 Teacher 2017-2018; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- k. Mr. Umel moved to approve the nomination of Sarah Moore - Occupational Therapist; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- l. Ms. Blanchard moved to approve the nomination of Frank Rapp - IT Technician; Mr. Farley seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.
- m. Mr. Umel moved to approve the nomination of Lisa Jordan transferring to Grade 1 from Grade K; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- n. Mr. Umel moved to approve the nomination of Danielle Stuber, Sara Flagg, Ashley Worcester, Carolyn Seidl, Tammy Bouley, Cassandra Johnson, Tyson Bailey, Karen Cole and Jane Burt - Ed Tech I 2017-2018; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
- n. Mr. Farley moved to approve the nomination of Lew Ireland -BHS Assistant Football Coach for fall 2017; Ms. Blanchard seconded - VOTED: 3 in favor 1 opposed, and 0 abstained.

3. Searches

Ms. Towle reported the following searches:

- a. BHS Biology Teacher
- b. Special Education Resource Room Teacher
- c. Anticipated .5 Guidance Counselor
- d. Anticipated Data Specialist
- e. Anticipated BCS Licensed Practical Nurse or Certified Medical Assistant
- f. Anticipated Part-time Physical Therapist
- g. BCS "B" Boys Soccer Head Coach. Previous coach moved onto other ventures in the fall.
- h. Pending budget approval- Girls Volleyball Head Coach
- i. Pending budget approval- Lacrosse Head Coach
- j. JV Girls Basketball Head Coach. Previous coach retired from coaching.
- k. Anticipated Full Time One on One Interpreter for Incoming Student

G. Reports

1. United Technologies Center

Ms. Blanchard reported the meeting date changed and then had no quorum.

2. Southern Penobscot Regional Program for Children with Exceptionalities

Mr. Umel reported the lease approval for the space.

3. Student Representatives -none

4. Trustees

Ms. Towle reported the discussion of TAP room renovation; Update of Lead Fixtures in BCS/BHS - needing to change pipes at Dan Lee Building as faucet changes did not correct problem; executive session to discuss legal issues with BCS construction.

5. Administration

a. Superintendent of Schools, Ms. Towle reported:

1. New Ambassadors- Nine new members will be joining the team in the fall: Krystal Baillargeon, Olivia Catton, Alyssa Cottrell, Riley Curtis, Anna Jewell, Andrew Kiley, Cameron Monroe, Sean Neal, and Grace Robertson
2. Thank you letter from a grandparent attending graduation
3. Updated Regulation EFC-R-1 & 2 lunch prices for 2017-2018. These are mandated prices.
4. Brewer School Dept, Wellness Team, End of Year Report 2016-2017
5. Budget Update and Discussion
6. Meeting with Systems Engineering
7. District Numbers, June and July
8. Student Eligibility Meeting with Mr. Utterback
9. Summer "Projects"

a. Preparing for Proficiency-based Education

I. Family Grading Guide

II. Empower System

III. Infinite Campus

IV. ASL Standards

V. Habits of Work

VI. Website Update

b. IT Systemic Plan and Get ALL new machines ready

c. TAP Renovations/BCS Floor Refinishing

d. Admin Retreat/Planning for 17-18 Strategic Year

e. Title I and Title II Grants

f. EdYouSched Application Set Up for HS

g. Job Descriptions Updated for District

b. Business Manager - none

c. Director of Pupil Services - none

d. Director of Instruction - none

e. Principals - none

f. Athletic Director - none

H. New Business

1. Ms. Towle reported the follow gifts for acceptance:
 - a. Ms. Blanchard moved to accept the donations of \$100 from Pat Tait of Brewer, \$100 from Traditions Golf Course in Holden, and \$100 from Bangor Lodge of Elks #244, Bingo Committee to Brewer Special Olympics Program; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
 - b. Mr. Farley moved to accept the donation of \$1000 from Walter McKee of McKee Law in Augusta for the fall 2017 XC Festival of Champions expenses; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
 - c. Mr. Umel moved to accept the donation of \$2,000 from Brewer Travel Basketball Club to Brewer High School Boys Basketball Activity; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
 - d. Mr. Umel moved to accept the donation valued at \$350 from Gilman Electric Supply attn:Skip Estes of transformer and breakers to for the installation of the milling machine and a \$500 donation/sponsorship from JAYMAC Corporation(Tender Lawn Care) to Brewer Robotics; Mr. Farley seconded - VOTED: 4 in favor 0 opposed, and 0 abstained
 - e. Ms. Blanchard moved to accept the donations of \$900 from Brewer High School Athletic Boosters toward BHS athletic spring banquets and \$1000 for Cheering transportation to New England Competition; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
 - f. Mr. Umel moved to accept the donation of \$58.52 from Darling's Corporation, Darling Ice Cream Truck to Sarah White, JMG program; Ms. Blanchard seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
 - g. Ms. Blanchard moved to accept the donation of \$250 Southworth-Milton Cat Inc to Brewer High School Forestry for assisting in serving breakfast; Mr. Umel seconded - VOTED: 4 in favor 0 opposed, and 0 abstained.
2. Ms. Blanchard moved to approve the District Photocopier Lease; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.
3. Mr. Umel moved to approve the Amended Inter-Local and Cooperative Agreements; Mr. Farley seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.

I. Future Meetings

Monday, August 14, 2017, Regular Meeting, 6:00 PM, Brewer High School Lecture Hall

J. Public Comment - none

Adjournment

Ms. Blanchard moved for adjournment; Mr. Umel seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.

Meeting adjourned at 6:34 PM.

Respectfully submitted,

Cheri Towle
Secretary

Approved: August 14, 2107

**BREWER SCHOOL COMMITTEE
SPECIAL MEETING MINUTES
Thursday, July 20, 2017
4:30 pm
D. Lee Building Conference Room**

Committee members present: Ms. Blanchard, Vice-chair; Mr. Farley, and Mr. Umel
Student representative, Jacob Cote excused from summer sessions.

A. The meeting was called to order at 4:36 PM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment

Mr. Joe Ferris - speaking as a resident. Hopeful that the school committee will reimburse the city fund balance now the state funds are allocated.

D. Adjustments to Agenda - none

E. Personnel

1. Ms. Towle reported the following resignation:

a. Ms. Blanchard moved to accept the resignation of Robert Simko, IT Director; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

2. Ms. Towle reported the following nominations:

a. Mr. Farley moved to approve the nomination of Debra Carey, Guidance Office Assistant, 12.5 hrs week; Ms. Blanchard seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

b. Ms. Blanchard moved to approve the nomination of Pamela Klekotka from full time world language to half time world language for the 17-18 school year; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

c. Ms. Blanchard moved to approve the nomination of Robert Simko, IT Assistant for the 17-18 school year; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

F. New Business

1. Ms. Blanchard moved to approve the FY18 budget as amended; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

2. Mr. Farley moved to approved the revision of Policy GDBA, Support Staff Compensation Guide 2017-2018; Ms. Blanchard seconded - VOTED: 3 in favor 0 opposed, and 0 abstained.

G. Future Meetings

Monday, August 14, 2017, Regular Meeting, 6:00 PM, Brewer High School Lecture Hall

H. Public Comment -none

Adjournment

Mr. Farley moved to adjourn; Ms. Blanchard seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

Meeting adjourned at 5:16 PM.

Respectfully submitted,

Cheri Towle
Secretary

Approved: August 14, 2017