

**RSU 63 Board of Directors
Monday, February 24, 2020
6:30pm at Holbrook Middle School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Approval of Minutes for January 27, 2020 Board Meeting

Recognition and/or Awards of Students, Staff and Others

1. Winter Scholar Athletes
 - a. Penobscot Valley Middle School League Sportsmanship Award
 - i. Holbrook Chess Team
 - ii. Girls "B" Basketball Team
 - b. Penobscot Valley Middle School League Runners-Up "B" Flight
 - i. Boys "A" Basketball Team
 - c. Holbrook Spelling Bee Representatives
 - i. First Place – Jed Hartley, Grade 7
 - ii. Second Place – Gage Jones, Grade 8
 - iii. Third Place – Kaleb Jones, Grade 5
 - iv. Fourth Place – Caleb Allen, Grade 7

Acceptance of Gifts/Donations

Presentation – Academics by RSU #63 Administrators: Don Spencer, Richard Modery, Jesse Gauthier, and Susan Smith

Questions and Comments from the Board and Public Members

Dates of Next Committee Meetings

1. Student Success Committee: Tuesday, March 3, 2020 at 3:30pm, at Holbrook
2. Policy Committee: Tuesday, March 3, 2020 at 5:30pm, at Holbrook
3. Curriculum Committee: Monday, March 9, 2020 at 3:30pm, at Holbrook
4. Budget & Finance Committee: Tuesday, March 11, 2020 at 4:00pm, at Holbrook
5. FY21 Budget Workshop Meeting (System Admin, SPED, High School): Wednesday, March 11, 2020 at 5:00pm, at Holbrook
6. FY21 Budget Workshop Meeting (School Admin, PK-8 Instruction, Staff & Student Support): Tuesday, March 17, 2020 at 4:30pm, at Holbrook
7. Next Regular Board Meeting: Monday, March 23, 2020 at 6:30, at Holden (Executive Session at 6:00pm)
8. FY 21 Budget Workshop Meeting: Tuesday, March 31, 2020 at 5:00pm, at Holbrook

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee
3. FY21 Update

Superintendent's Report

RSU 63 Chair's Report

Discussion, Motion, and Acceptance of Reports

RSU 63 Board Meeting Agenda

February 24, 2020

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

Old Business

New Business

1. School Renovation Revolving Fund Grant
2. Policies to Approve
 - a. ADC – Policy Addressing Tobacco Use and Exposure
 - b. ADC-R – Policy Addressing Tobacco Use and Exposure – Administrative Procedures
 - c. BCC - Nepotism
 - d. EBABA – Chemical Hygiene Plan
 - e. GBEC – Drug-Free Workplace

Personnel Actions

1. Resignations - None
2. Reassignments - None
3. Leaves – None
4. Elections (Board Vote Required) – None
5. Appointments
 - a. Jon Harrington – Substitute Ed Tech
 - b. Josh Baillargeon – Holden Day Custodian
6. Searches
 - a. Substitutes
 - b. Track Coach
 - c. Softball Coach

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: January 27, 2020
Location: Holbrook Middle School
Minutes

Members Present:

Town of Eddington: Charles Baker, Jr. and Christina McLeod

Town of Holden: Gavin Robinson, John Hutchins, Heather Charity, and Holly Whitmore

Town of Clifton: Linda Graban

Superintendent of Schools: Susan M. Smith

Tardy Excused:

Town of Eddington: Steve Carr – Arrived at 6:59pm

Administrators Absent Excused:

Technology Director: George Cummings

Elementary Schools Principal: Don Spencer

Chair, John Hutchins called the meeting to order at 6:30pm.

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

Approval of Minutes: Motion by Christina McLeod with a second by Heather Charity to approve the minutes from the December 2, 2019 Board Meeting.

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith recognized Kelsey Linscott for earning her Master's Degree in Literacy Education. Michelle Wright was recognized for earning her Bachelor of Science Degree in Information and Library Science. The Institute of Museum and Library Sciences (IMLS) grant will fund part of the salary increase of Ms. Wright moving from an Ed Tech to a Librarian for the 2019-2020 school year. Superintendent Smith recognized Rita Lovejoy, Sherri MacLaren, Julia Alley, Brenda DeRoche, Kathy Jellison, Michele Archambault, Deanie Brownell, and Peter Walsh for completing their three-year summative evaluations and professional growth plans in December with an Effective Rating. These continuing contract teachers have helped support the education profession by being mentors, helping with committee work, and having student teachers with them. Marie Baillargeon was thanked for shoveling and salting the Holden school walkways and getting the school opened up by 6:30am without being asked and in the absence of a custodian.

Acceptance of Gifts/Donations: Superintendent Smith recognized Rita Lovejoy for receiving funding through Donors Choose for her life-skills classroom project "Exciting Exploration in Science!" Michelle Wright received a donation from Donors Choose for books for the Holbrook Library. CHEFS had a variety of donations in the amount of \$1,693.00 to benefit the food pantry and the backpack program. The food service department received a donation from the North Brewer Methodist Church in the amount of \$663.00 and a donation from Mr. and Mrs. Paul Seigny in the amount of \$300.00. Cole Transportation Museum donated an interactive projector to the Holbrook School.

Presentation: Superintendent Smith introduced William Hall of RHR Smith and Company. Mr. Hall reviewed highlights of the audit of the 2018-2019 school year. Overall, the District is in good financial shape. Mr. Hall asked the Board if there is anything they would like him to change with his audit presentation in the future. Mr. Robinson recommended a power point for the Board to follow along with rather than flipping through the paper audit statement. Heather Charity recommended a 5-year comparison.

Questions and Comments from the Board: None

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Student Success Committee: Tuesday, February 4, 2020 at 3:30pm, at Holbrook

Policy Committee: Tuesday, February 4, 2020 at 5:30pm, at Holbrook

Curriculum Committee: Monday, February 10, 2020 at 3:30pm, at Holbrook

Budget & Finance Committee: Tuesday, February 11, 2020 at 4:00pm, at Holbrook

FY21 Budget Workshop Meeting (Transportation and Facilities): Tuesday, February 11, 2020 at 5:00pm, at Holbrook

Next Regular Board Meeting: Monday, February 24, 2020 at 6:30, at Holbrook

Budget and Finance: Kelly Theriault advised the audit for FY21 will be going to bid. She anticipates sending out 9 requests for proposals. Nothing to add to the Budget and Finance Committee Reports. Superintendent Smith added that an updated FY21 Budget Timeline is each Board members folder.

Superintendent's Report: Superintendent Smith stated she and Charles Baker attending the Eddington Select Board Meeting last week. They shared information about the budget and facilities. Superintendent Smith also shared she has received unofficial word from the Department of Education that all three projects submitted for the School Renovation Revolving Fund are on the approval list and waiting for final approval of the Commissioner. A truant student and his family went to their second court appearance last week. They were fined \$350.00. Mr. Gauthier met with the student and family the following day and discussed Job Corps as an option. Superintendent Smith met with William Magnum "Pops" to schedule a tour of Job Corps for the student. Superintendent Smith advised the Board she attended the Superintendent Winter Convocation in Portland. The Commissioner of Education spoke on many different areas and asked for Superintendent feedback. The guest speaker was the Chief Justice for the Supreme Court in New Hampshire. He spoke on mental illness and warning signs based on his own personal family experiences. Superintendent Smith is on a planning committee for the Regional Professional Development Day on March 20th. The topic will be Social Emotional Learning.

RSU #63 Chair's Report: None

Acceptance of Reports: Motion to approve written and verbal reports from Administrators, Committees, and Superintendent by Heather Charity with a second by Steve Carr.

Vote: 8 Approved; 0 Opposed

Old Business: None

New Business:

School Year Calendar 2020-2021: Draft 2b was presented to Board members. Changes include starting the school year a little earlier due to the placement of Labor Day. The other change involved dates for parent teacher conferences. Based on input from teachers, parent teacher conferences will be held at the end of October, rather than the beginning.

Motion to approve School Year Calendar 2020-2021 by Steve Carr with a second by Christina McLeod.

Vote: 8 Approved; 0 Opposed

Policies to Rescind: AEC – Accountability – Reporting to the Public and Policy AA – School District Legal Status – Free Choice Selection of High School. Policy AEC is not a required policy and language from this policy is included in another required policies. Policy AA language is included in policy JFBC.

Motion by Heather Charity with a second by Holly Whitmore to rescind policies AEC – Accountability – Reporting to the Public and Policy AA – School District Legal Status – Free Choice Selection of High School.

Vote: 8 Approved; 0 Opposed

Policy to Approve: JFBC – Secondary School Tuition; GBGAA – Exposure Control Plan; ACAA – Harassment and Sexual Harassment of Students; ACAA-R – Student Discrimination and Harassment Complaint & Administrative Procedures; ACAB-R – Employee Discrimination and Harassment Complaint & Administrative Procedure; GBEBB – Staff Conduct with Students: Christina McLeod, policy committee chair, advised policy JFBC had language added from policy AA and language stating tuition only is paid by the District. Policy GBGAA is an annual review policy. No language changes. Policy ACAA, ACAA-R, ACAB-R had language added to match the new law. Policy GBEBB has a few formatting changes.

Motion by Steve Carr with a second by Christina McLeod to approve policies JFBC – Secondary School Tuition; GBGAA – Exposure Control Plan; ACAA – Harassment and Sexual Harassment of Students; ACAA-R – Student Discrimination and Harassment Complaint & Administrative Procedures; ACAB-R – Employee Discrimination and Harassment Complaint & Administrative Procedure; GBEBB – Staff Conduct with Students.

Vote: 8 Approved; 0 Opposed

Personnel Actions:

Resignations: Nichole Foster, Holden Custodian

Reassignments: Andrea Reed moved from Bus Driver to Substitute Bus Driver.

Elections: None

Appointments: Crystal Graffam, Substitute and Daniel Soule, Bus Driver

Searches: Searches continue for Substitutes, Holbrook Drama Advisor, and a Custodian.

Discussion: Superintendent Smith advised one applicant, Jennifer Barker, applied for the Holbrook Drama Advisor position. Ms. Barker is a former teacher for RSU 63 and in the past held the Drama Advisor position. She is also the sister of Board Member, Holly Whitmore. Due to policy BCC – Nepotism, Ms. Barker is not able to be hired for this position. Superintendent Smith asked if the Board would consider making an exception to hire Ms. Barker or if they would rather not have the Holbrook Play offered. Holly Whitmore excused herself from the discussion and vote. John Hutchins stated he would like to see the play offered to students and felt an exception could be made in this situation as it is an extra-curricular activity. Steve Carr asked if the Nepotism policy could be reviewed by the Policy Committee to allow the Board to make exceptions for situations as this. Superintendent Smith stated the Policy Committee can review the policy at their next meeting.

Motion by Steve Carr with a second by Linda Graban to hire Jennifer Barker as the Holbrook Drama Advisor and for the policy committee to review policy BCC - Nepotism.

Vote: 7 Approved; 0 Opposed; 1 Abstention (Holly Whitmore)

Questions and Comments from the Public: None

Adjournment: At 7:23pm a motion was made by Gavin Robinson with a second by Heather Charity to adjourn the meeting.

Vote: 8 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

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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 February board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. We head into winter break with **30** students in PK, **39** in K, and **46** in 1st for a total of **115** students at the Eddington School and **41** students in 2nd, **44** in 3rd, and **49** in 4th for a total of **134** students in Holden (**249** total). The weather has certainly been "unique" in this part of the state. The students and staff are excited about vacation, but not crazy about adding on 3 days (possibly more) at the end.

Our Holden play participants continue to be busy with their rehearsals and no day has been missed due to the weather; making Mrs. Egolf happy to say the least. She has some parents helping her out and our thanks to them all.

The Holden 4th graders will have the opportunity on March 4th to experience the annual "Band O Rama" with the Holbrook band. The students will be introduced to school band instruments that they can play next year at Holbrook. They will get an "up close and personal" experience with a flute, clarinet, saxophone, trumpet, trombone, and percussion. This has always been a fun and educational time for our 4th graders. Thanks Mrs. Jellison & Mrs. Davis Spencer!

The Student Success Team from the district continues to recognize and encourage students to improve their attendance at the elementary schools. At the end of each month students will be recognized for their attendance at Friday assemblies and their names placed on a bulletin board in the schools' hallway. **Gold medal: 95-100% Attendance, Silver Medal: 90-94%, and Bronze 85-89%.** Go for the Gold!!!!!! I see many smiling faces at assemblies as I announce the monthly attendance medalists.

Students and staff are preparing for the end of the 2nd trimester, MEA testing for grades 3 & 4 in mid-March, and so much more. The break will be nice to get some rest, rid themselves of colds and flu's, and get ready for the hard work ahead. March looks to be a busy month for sure at both schools and for students, staff, and administrators.

Once again, I chair the State Indoor Track Committee on behalf of the Maine Principals' Association and will head to Southern Maine on Monday for the Class A track meet.

Respectfully submitted,

Don Spencer
Principal Holden & Eddington
Elementary Schools

Holbrook School
Principal's Report
2-12-20

Enrollment:

Grade 5	50
Grade 6	51
Grade 7	56
Grade 8	50
Total	207

Focus on instruction:

Trimester II progress reports were sent home January 24th. This is a snapshot of students' academic marks and is not part of students' permanent records. Students will have ample time to make academic improvements prior to trimester II report cards being distributed if needed. Trimester II report cards will be sent home March 23rd.

The eighth grade students will have visited our four area high schools for step up day by the end of February. Students are completing the application process and gathering the required forms for their schools of choice. We are hopeful that our students will be accepted at their first choice but all students are encouraged to apply to at least two schools.

The spring MEA assessments testing windows are as follows: Math, Reading, Writing window is from March 16th through April 10th and the science window is from April 27th to May 8th (Grades 5 and 8 only). We'll be working on a schedule to get the required testing completed in the allotted time without overloading students. We will ensure that students receive valuable instruction time throughout the testing window.

The teaching staff has been working hard to update their content level curriculum block plans. With several new staff members this content driven plan can help guide teachers through an academic year of instruction. They also serve as a framework for how we will support anchor standards in math and reading through all content area instruction.

Climate and Culture:

Our student success committee members are working hard to increase the level of attention and focus on the RSU 63 Core Values. These strong guiding principles (honesty, respect, responsibility, kindness, compassion and courage) are tied to our whole school PBIS system (Kudos Cards). Staff identify and reward students for actively displaying our core values by issuing Kudos Cards that students turn in to the office where they choose a prize from the prize box. These Kudos Cards are then mailed home to the parent/guardian of the student.

Congratulations to all of the 2020 spelling bee participants. The Holbrook School Bee was held on February 5th in the gymnasium. The top four finishers will represent Holbrook in the PVML Bee at the Glenburn Elementary School on Tuesday, February 25th. Good luck to our finalists in the league bee: Jed Hartley (7), Gage Jones (8), Kaleb Jones (5) and Caleb Allen (7).

Our winter athletes have completed their seasons in good health and with a competitive spirit. Congratulations to our girls "B" basketball team and our chess team for earning the PVML sportsmanship banners for the 19-20 season. The awards were presented to our student athletes at the schoolwide spelling bee on February 5th.

"A" Boys Basketball – "B" flight Championship Runners-up at Hampden Academy on 2-11-20.

"A" Girls Basketball – Hard fought Semifinal loss at Reed's Brook Middle School on 2-8-20.

"B" Boys Basketball – Hard fought Semifinal loss at Center Drive School on 2-4-20.

"B" Girls Basketball – Hard fought Semifinal loss at Glenburn on 2-4-20.

Chess – Placed 5th in the PVML

There will be a short break between the winter and spring athletic seasons. We hope to have reasonable spring weather and start spring track, baseball and softball in the first week of April. I've reached out to our spring coaching staff from last year and will confirm with those that intend to return and post any opening in the coming days. I'm confident that we'll have coaches in place prior to the start of the spring season.

Sincerely,

A handwritten signature in cursive script that reads "Richard Modery".

Richard Modery

Principal

Holbrook Middle School



RSU 63
Department of Transportation
205 Main Road, Building 3
Holden, ME 04429
(207) 561-9238

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



Clifton

Dedham

Eddington

Holden

February Board Report

Transportation:

At the end of January, Bus #29 had to go to New England Kenworth for repair on the DEF system (Diesel Emissions System). This bus seems to need fairly major repair at least once a year. This bus is still at New England Kenworth waiting for repairs. Our mechanic did a few tests but we had to have another bus towed to New England Kenworth because the fuel system shut down. With two buses at New England Kenworth, this puts us down to only one spare bus at this time. Luckily, Dedham has let us use their spare a couple of times.

The gas buses are getting between 5–6 mpg and the diesel buses are getting 6–8 mpg average. Gas is costing us an average of \$2.00 per gallon and Diesel is costing us an average of \$2.50 per gallon.

During February vacation we have to conduct State Inspections on eight of our buses. Both our mechanics are licensed to perform these.

Facilities:

Still no roof leaks. I am very happy about this. After the last two years of severe leaks at Holbrook School I rejoice a lot about this accomplishment.

A licensed contractor in fuel tank removal has started removing the heating fuel from the old, underground tank at the Holden School. We had estimates between \$3,000 - \$5,000 to remove the fuel. We were able to have it removed for \$0 dollars.

In my mind we have had an awesome winter so far. I would like to commend the "plow" team for keeping our school lots looking so good and being out before schools are in session.

During February vacation, our custodians, cooks, and mechanics will receive three hours of safety training. A representative from our insurance company will be teaching this training on lock out/tag out procedures, hazmat & chemicals, asbestos, hearing programs, ladders, staging, roofs, and safety data sheets.

Regional School Unit No. 63
Special Services Office
Jesse Gauthier, Director
202 KIDDER HILL ROAD
HOLDEN, ME 04429

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.

Tel: (207) 843-0702

Fax: (207) 843-6403

Director of Special Services Report – February 2020

It was another busy month for the office in Special Services with annual and reevaluation meetings and it's hard to believe that we are beginning the process of scheduling meeting to transition student services to the next grade, or high school for our 8th graders. The students have visited their prospective high schools and I have given the high schools my anticipated service needs for next year's Freshmen. We will set up meetings with each high school in the coming months to give students and parents a chance to meet their high school special education teachers and to discuss any changes needed to their plans to align with high school expectations.

The biggest struggle students have is with the acquisition of credits. In our setting, each trimester brings with it a blank grade book but that is not the case at the high school level. Students who do poorly in the first or second quarters are having to go back and complete assessments in order to get their grades up to passing and earn their credits. It is quite an adjustment for students to focus on an entire academic year (and beyond) when they have become used to just focusing on the end of a trimester in middle school. It's a conversation we have at IEP team meetings quite often. When a student misses earning their credit in a class or two, it generally can be recovered successfully through summer school or credit recovery. However, when a student misses multiple credits, it has a ripple effect that can lead to adding a 5th year onto their school plan, which is never a popular option. It also effects the student's ability to enroll in their preferred program at the United Technology Center which most students are eligible to attend beginning their Junior Year.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services



Regional School Unit 63

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: FEBRUARY 2020

Safety and Security

The Maine State Police provide school superintendents access to additional background checks for employment candidates and employees. We recently opened a non-billable (free) account and updated our job applications to include permission to run these checks. Additionally, the Federal Department of Transportation now requires us to run our bus and van drivers' license numbers through a national data-base. We have set up our Federal account and received written consent from all our drivers so we can conduct these checks. I appreciate these state and federal resources that help us keep our students safe.

Facilities

It is exciting to be awarded School Revolving Renovation Funds from the state to help us with heating and ventilation at all three of our schools. However, there are still many requirements and procedures we must complete before we can access those funds. Jake Morgan, Kelly Theriault, and I are working to make sure we follow the state requirements and constraints while developing plans that meet the needs of our students and communities. As discussed at our Budget Workshop, we are also looking into other funding sources for stabilizing our facilities. Options we are currently working on include grants from the Gloria McKenzie Foundation, funding from Efficiency Maine, using some local funds, using some of our Capital Reserve Funds, and securing an additional bond.

Projects we submitted to the Gloria C. McKenzie Foundation for funding include:

- Holbrook Safety and Security (cameras, fire door, replace door knob with crash bar, reconfiguring the main entrance, outdoor site lighting)
- Holbrook Carpet and Asbestos Tile (removing and replacing)
- Holbrook Drop-Off/Pick-Up (reconfiguration and paving)
- Holbrook Roofing (chimney and shingles)
- Eddington Safety and Security (school zone flashing lights, egress window)
- Eddington Fire (alarm upgrade and sprinkler system completion)
- Eddington Asbestos Tile (removing and replacing)
- Eddington Roofing (chimney and shingling)
- Eddington Boiler Room (remove, replace, and relocate)
- Holden Safety and Security (school zone flashing light controls and security fence)
- Holden Boiler Room (remove, replace, and relocate)
- Holden Bathrooms (renovate 5 restrooms and 1 water station)
- Holden Generator (install emergency generator and transfer switch)



Regional School Unit 63

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.

Finances

We are more than half-way through the current fiscal year. We continue to keep a close eye on spending this year as we begin to develop our budget for next year. The next FY21 Budget Workshop (March 11th at 5:00) will focus on System Administration, Special Education, and High School Tuition. I appreciate the work of all our Administrators as they strive to make sure we meet the needs of our students while keeping down the cost to our taxpayers.

Curriculum and Instruction

The Curriculum Committee has been meeting monthly with Maddy Roberts. I have also been meeting with Grade Level Teams once a month as we work to finalize our Reading Priorities and select resources. It has been about 13 years since RSU 63 has purchased resources for teaching reading. The standards and expectations have changed significantly since then. I am pleased with the progress that has been made and we expect to have a proposal ready for Board approval this spring.

Professor Dee Nichols continues to work directly with our teachers; providing guidance and resources for literacy while also bringing back “real life” examples to his university students. We are grateful to have him expand to the Eddington School this year and look forward to “Literacy Night” there on April 15th.

Fifty RSU 63 teachers and administrators will be joining another 1,550 area educators for training and professional development on Friday, March 20. This regional conference is being hosted by the University of Maine and organized by PREP (Penobscot River Educational Partnership). We are looking forward to learning more about how to help cultivate a growth mindset in our students. Joy Walters and Janet Nichols have also been invited to share information about our implementation of FRIENDS.

RSU 63
Budget & Finance Committee Meeting
Tuesday, February 11, 2020
Holbrook School

In Attendance:

Gavin Robinson, RSU 63 Budget and Finance Committee Chair
Charles Baker, RSU 63 Budget and Finance Committee Member
Kelly Theriault, RSU 63 Business Manager
Susan Smith, RSU 63 Superintendent
John Hutchins, RSU 63 School Board Chair
Jake Morgan, Transportation and Facilities Director – arrived at 4:20pm
Tom Copeland, Holden Town Council Chair – arrived at 4:30pm
Holly Whitmore, RSU 63 School Board Member – arrived at 4:50pm

1. Called to Order: 4:06pm
2. FY20 Financials (Jan)
 - a. Summary
 - i. Workers Comp – we expect to get a refund. Budgeted 5% for next year as the fund manager expects a 3-5% increase.
 - b. General Fund
 - c. Hot Lunch/School Lunch Program
 - i. Turning the corner towards breakeven after this month. Holbrook dishwasher repairs came up. Holden refrigerator will need to be replaced. At Eddington, the milk cooler is their largest concern. Replaced the seal a few times. Finally got a rubber seal which will last longer.
 - ii. Charles mentioned idea of Tech Center students helping to repair units. Susan will reach out and see if this can be integrated into the program.
 - iii. Closer to the end of this school year we will do a plan on which assets need to be replaced first.
3. Facilities
 - a. Bond balance
 - i. \$14,000 remaining
 - ii. Jake got a quote for removing buried tank at Holden – \$2,850.
 - iii. Shingling Eddington Library – Estimate was \$10,000 from Carpenter Associates. Jake asked for quote from local contractors.
 - iv. Remaining \$1,000 - \$2,000 will go towards Mechanical Services bill on Eddington/Holbrook heat.
 - b. SRRF
 - i. State has approved the School Revolving Renovation Fund applications. Discussed the process of applying for Bond money. Charles expressed concern that the \$1.3 million project is capped at \$1 million and how that will work. These three loans would be on one bond and if we need additional funds they will be under the regular bond process. Charles expressed concern that we are tied to the lowest bidder in this program. Susan will ask for clarification on that area. Charles asked about the \$300

thousand additional and how we would get it if we need it. Susan replied that we could use a regular bond or ask tax payers to use capital reserve funds set aside for projects such as this. All work needs to be done within 18 months rather than 3 years as with regular bonds.

4. ED 279s

- a. Expected subsidy from the State is increasing based on funding allocations. Briefly discussed MaineCare SEED adjustments and how the adjustments reduce subsidy. We do not bill MaineCare however, receiving schools may. The reduction applies to the students' resident district. Generally, this has a minimal effect on our funding. Susan went over the ED 279 reports for last year and this year and explained the State's formulas for how much we will be reimbursed for the different line items. John asked how close those numbers are compared to where they come out; Susan replied that they are usually close. Last year there were no adjustments.

5. Other – Voice over Internet; Susan followed up on this question and it would be cost prohibitive to switch.

6. Next meeting date: March 11, 2020 at 4:00 pm

7. Adjourn: 5:10pm

POLICY COMMITTEE MINUTES

Meeting: February 4, 2020

Members Present: Heather Charity, Holly Whitmore, Christina Harmon McLeod

Also Present: Superintendent Susan Smith

1. **Call to Order:** Christina McLeod began the meeting at 5:36pm.
2. **ADC – Tobacco Use and Exposure:** This policy has been updated to reflect the recent changes in Maine law prohibiting all tobacco products (included vaping products) from schools, school grounds, and school vehicles. This policy is ready to go to the full Board in February.
3. **ADC-R – Tobacco Use and Possession, Administrative Procedures:** These procedures have been updated to reflect the recent changes in Maine law. (See above.) These are ready to go to the full Board in February.
4. **GBEC – Drug Free Workplace:** This policy was revised to include nicotine/tobacco.
5. **BCC - Nepotism:** The wording of this policy continues to follow Maine law regarding board members and spouses. The recommended changes follow the sample provided by the Maine School Management Association and provide for some flexibility regarding other family members, board members, and administrators. This policy will be reviewed by the Policy Committee via email and then should be ready to go to the full Board in February.
6. **EEAAA – School Vehicle Operating Procedures:** It was requested that this policy be reviewed to ensure parents can opt to have students in Grade 4 or younger dropped off without an adult present. The Committee determined the current wording in Section IV B. is fine. “When dropping off students in Pre-K to Grade 4, acknowledgement of someone home to receive the student(s) is required unless waived in writing by the parent(s)/guardian(s).” This policy does not need to go back to the full Board for review at this time.

7. Policies to Review Next:

For the March Policy Meeting

The following policies around Board Governance will be reviewed with the goal of bringing them forward to the full Board in March. These policies have not been reviewed since December 2013 and are some of our oldest policies.

BIA – New Board Member Orientation

BIB – Board Member Development Opportunities

BB – School Board Legal Status

BBA – School Board Powers and Responsibilities

Dawna Bickford (our School Nurse) is reviewing our policies regarding concussions to make sure they align with recent changes to Maine law and the samples provided by the State.

For the April Policy Meeting

The following policies around Board Governance and Finance will be reviewed with the goal of bringing them forward to the full Board in April. These policies have not been reviewed since December 2013 and the last of our oldest policies.

BBAA –Board Member Authority and Responsibilities

BID – Board of Directors Compensation

DK – Payment Procedures

8. Next Meetings:

Tuesday, March 3, 2020 at 5:30pm in the Holbrook Conference Room

Tuesday, April 7, 2020 at **6:00pm** in the Holbrook Conference Room

9. Other: No other discussion

The meeting adjourned at 6:02pm.

MSAD63

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining	Last Year Period
	7/1/2019 - 6/30/2020	1/1/2020 - 1/31/2020	7/1/2019 - 1/31/2020	7/1/2019 - 1/31/2020	7/1/2019 - 1/31/2020	7/1/2019 - 1/31/2020	7/1/2018 - 1/31/2019
Subtotal Regular Instruction	\$2,759,609	\$202,308	\$1,366,130	\$23,510	\$1,369,969	50%	\$1,348,329
Subtotal Reg 9-12	\$3,441,226	\$264,579	\$1,261,766	\$0	\$2,179,460	63%	\$1,328,928
Subtotal Special Education	\$1,749,605	\$116,688	\$661,144	\$9,416	\$1,079,045	62%	\$652,348
Subtotal Staff & Student Spt	\$475,593	\$27,381	\$277,841	\$1,463	\$196,289	41%	\$270,580
Subtotal Facilities	\$900,802	\$56,126	\$461,785	\$107,507	\$331,510	37%	\$509,278
Subtotal Transportation	\$801,370	\$35,261	\$429,722	\$75,514	\$296,134	37%	\$462,722
Sub Total Trans to Other Units	\$0	\$5,217	\$34,813	\$4,024	\$(38,837)	---	\$34,716
Subtotal System Administration	\$337,016	\$20,501	\$199,985	\$813	\$136,218	40%	\$210,026
Subtotal School Administration	\$388,395	\$27,756	\$235,541	\$1,852	\$151,002	39%	\$212,586
Subtotal Other Instrn	\$51,266	\$0	\$13,282	\$1,852	\$36,132	70%	\$12,922
Subtotal All Other	\$10,000	\$(4,295)	\$0	\$0	\$10,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$10,914,882	\$751,522	\$4,942,009	\$225,951	\$5,746,922	53%	\$5,042,435
NET REVENUE OVER EXPENSE	\$10,914,882	\$751,522	\$4,942,009	\$225,951	\$5,746,922	53%	\$5,042,435