

Budget and Finance Committee/ RSU 63 Board Workshop Report
January 20, 2016 Meeting
Holden Elementary School

Committee attendance: Jennifer Newcomb and Rusty Gagnon. Nikki Moore, excused.

Board Members in attendance: Dave McCluskey, Chris Galinski, Susan Wieland, and Dola Hinckley.

Staff: Dr. Ken Smith, Superintendent; Kelly Theriault, Business Manager; Cindy Badger, Direction of Special Services; Don Spencer, Elementary School Principal; Susan Smith, Direction of Curriculum and Instruction

The Meeting was called to order at 5:34pm.

Mr. Bill Hall, CPA at RHR Smith & Company, presented and highlighted the completed FY15 Audit. Additionally, the Management Letter was discussed in detail with recommendations. The Superintendent and Business Manager have already begun implementing changes based on the recommendations put forth.

The Superintendent presented a sample Teacher Retirement Incentive over. Calculations were based on a "buy back" of 30 unused sick days for teachers above Step 25 and of retirement age. A daily rate was calculated based on current salary figures making a maximum allowable one time early retirement incentive to be between \$9,550.00 and \$10,598.00. The Board will be presented with this retirement offer at the January Board meeting.

The meeting was adjourned at 6:45.

Submitted by,

Jenn Newcomb
Chair

Budget and Finance Committee Report
February 11, 2016 Meeting
Holbrook School

Committee attendance: Nikki Moore, Jennifer Newcomb, and Rusty Gagnon.

Staff: Dr. Ken Smith, Superintendent; Kelly Theriault, Business Manager; Richard Modery, Holbrook Principal

The Meeting was called to order at 5:10pm.

Financials through the end of January for FY16 were reviewed as well as a report detailing cost center projections for year end. Areas of discussion included: secretarial benefits; postage; adjusted high school tuition rates; snow removal allocations and spending to date. Despite the projected overage in high school tuition, the budget is projected to end in the black. Spending is being watched closely and in an effort to keep cost center spending in line with taxpayer approval.

The Superintendent and Business Manager continue to meet with Administrators and make changes recommended in the Management Letter sent with the FY15 audit.

A very preliminary discussion of the FY17 Budget began. The Superintendent and Business Manager developed Draft 1 of the FY17 Budget. Preliminary ED279 funding reflects a local cut in subsidy of approximately \$356,000 and, at this point, a projected 2% increase over last year's budget. The Committee was given the budget detail for review and discussion of the FY17 Budget will continue at a workshop on February 18th. Areas of discussion included: how to handle budgeting of AOS positions; recommended increased work days for the bookkeeper, Business Manager and Superintendent; adding Human Resources; implementing time-clocks for all support staff.

The Superintendent has compiled Penquis Regional Data regarding the state subsidy cuts in school funding reflected in the recently released ED279 for FY17. Within the Penquis region, the state has cut funding near two million dollars. He continues to advocate for increased state funding.

The Superintendent discussed the Board's decision to offer a Teacher Retirement Incentive Offer. The matter was discussed at the Committee – it was questioned whether the incentive actually aids the district in budget building. Due to the incentive payout, the salary money available for new hires and potential change in health insurance may negate the intended benefit. It was decided to bring the matter before the full Board again at the February 29th meeting..

The next B&F meetings are: March 17th, April 7th and April 28th - All at 5:00 in the Holbrook conference room.

The meeting was adjourned at 6:20.

Submitted by,

Jenn Newcomb
Chair



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I submit my February board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. We head into winter (seems like spring) break with 164 students at Holden and 124 (25 preschool) at Eddington. The weather has certainly been "unique" in this part of the state. The students and staff are excited about the thought of getting out in early June. I do believe based on that "Ground hound" predictor, they may get their wish of an early spring. Who knows???

Our Holden play participants continue to be busy; play rehearsals 3 days a week and time being expanded each month until the "Big Show" on April 8. Mrs. Jellison is happy to have some parents helping her out during practices@

Holden & Eddington will be participating in our "spring" fundraiser, selling chocolate bunnies and almonds from "World's Finest Chocolate." We will receive 50% of the profit and this will be used for trips, speakers, etc. for the end of the school year events.

Ms. Perrello has both schools involved in collecting items (can goods & non-perishable items) for the CHEF food pantry at the Holbrook School. We extended "National Kindness Day" to include the whole month and collect as much as we can during the month of February.

The Holden 4th graders will have the opportunity on Feb. 23 to be involved with our 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@

I was very pleased to receive the news last week that both our elementary schools will be receiving 50 Kindle Fires. I applied for two grants from the Cole Land Transportation Museum and both were chosen to receive the maximum number of Kindle Fires allowed. These will be a great resource for all our classroom teachers as well as other staff members who may need them. They will be delivered in early March and Mr. Cummings will get them ready for use in our technology network systems. My thanks to the museum and our only commitment is to bring a group of students from each school to the museum for a presentation of their "Junior Curator" program. I have had the pleasure of visiting this fabulous museum a few times and would encourage all to make the visit.

Students and staff are looking forward to the break, resting, getting over the flu, colds and etc. As the Maine Principal's chair of Indoor Track I will again be at USM during February break handing out state championships for the Class A division. Next month promises to be busy with preparation for the state tests, evaluations, observations and so much more.

Respectfully submitted,

Don Spencer

Holbrook School

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Office of the Principal

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Richard Modery, Principal rmodery@sad63.org

Michele Archambault, Assistant Principal marchambault@sad63.org

Joy Walters, Guidance jwalters@sad63.org

Dawna Bickford, School Nurse dbickford@sad63.org

Holbrook School Principal's Report 2-22-16

Enrollment:

Grade 5	62
Grade 6	79
Grade 7	64
Grade 8	61
Total	266

Focus on instruction:

The mandatory testing window for all schools in Maine has been released and will open March 28th and close April 15th. I attended a Maine Department of Education training session on test administration and technology requirements on Tuesday, February 9th. The new version of the MEA will be a computer-based assessment with continued alignment with the CCSS. We will be organizing a testing schedule that works best for our students and limits the loss of instructional time. Our teaching staff will be educated on the particulars of the assessment prior to the test administration.

Our eighth grade students have attended step up days in four of our area high schools and will be completing applications and registration materials over the next several weeks. Mrs. Walters organizes materials and provides students opportunities to discuss options during instructional guidance. She also meets in small groups and individually with students who are struggling with the decision-making process. It seems like yesterday that our current eighth graders were visiting Holbrook as fourth grade step up students.

Trimester II will be closing Friday, March 4th with report cards going home Monday, March 14th.

Climate and Culture:

Our students will have a great opportunity to meet high school students from 30+ countries on Friday, March 11th. The Dirigo Chapter of the AFS program will be holding an International Day at Holbrook. Exchange students from throughout the state will spend the day at Holbrook sharing their language and culture with our students. Holbrook has hosted this event in the past and it's always been a terrific experience for our students as well as the exchange students. The day will start with an entrance ceremony in the gym with each country represented along with its flag. Each foreign student will introduce themselves in English and their native language followed by a talent show with many students sharing a traditional or non-traditional skill.

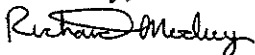
Our winter co curricular seasons have come to a close with all programs showing solid improvement over the course of the season. It's with great appreciation that I express my thanks to the winter coaching staff. Our coaches invest a great deal of time and energy with our student athletes to create positive and meaningful experiences. Our teams competed in their respective tournaments with the following results.

Team	Tournament Seed	Tournament Results
"A" Boys Basketball	#2	Runners up "A" Flight
"A" Girls Basketball	#3	Defeated in Semifinal round "A" Flight
"B" Boys Basketball	#1	Champions "B" Tournament
"B" Girls Basketball	#1	Champions "B" Tournament
Chess	#2	Runners Up – Move to State Meet

As one season winds down another rushes in on its heels. The auditions for the spring play productions started the week of February 8th. The "School House Rock Jr." production will start rehearsals on Tuesday, February 23rd. The performance will be Wednesday, April 6th and Thursday, April 7th.

The month of April will also mark the start of baseball and softball season. We're fortunate to have secured quality coaches for the spring season. We're happy to have Gene Worcester returning as the "A" baseball coach for the 2016 season. Samantha Bedore will bring a wealth of softball experience to our girls softball team this spring. Samantha was a successful high school and college player and now spends her time teaching first grade at the Eddington School. Practice sessions will start the first full week of April.

Sincerely,



Richard Modery
Principal
Holbrook Middle School

TO: RSU 63 BOARD of DIRECTORS and SUPERINTENDENT SMITH
FROM: SUSAN SMITH, DIRECTOR of CURRICULUM and INSTRUCTION
RE: MONTHLY REPORT - NCLB REVIEW
DATE: FEBRUARY 2016

RSU 63 and CSD 8 were part of a comprehensive five-year review and compliance monitoring of all program requirements under NCLB (No Child Left Behind). In October, we sent several hundred pages of documentation to the Maine Department of Education's NCLB office. This was a "desk" review of our administration of the following programs authorized by NCLB: Title I, Part A; Title II, Part A; Title III; Title VI, Title VII, Part B of the McKinney-Vento Homeless Assistance Act; and Title IX. Also reviewed were our accounting records as related to the financial requirements of our NCLB grant.

On January 29th, we received feedback and a monitoring report based on the evidence we submitted. Results were divided into three categories; "Meets the Intent" (of the law and regulations), "Recommendations," and "Findings" (requiring action). We are pleased that none of the results warranted a follow-up visit and we are working to ensure the findings are rectified.

Meets the Intent

- Identifying migrant children
- Contracting for paid services
- Title IA student support services
- Title IA parental training programs
- Notifying parents when their child receives Title IA services
- Having and disseminating School Level Parental Involvement Policies
- Having and disseminating Parent/School Compacts
- Communicating academic progress with parents of Title IA students
- Educating parents and the public about the NCLB Report Card
- Professional Development under Title IIA
- Notifying parents about directory information
- Notifying parents about their right to request professional qualifications of teachers
- Staff meeting the Highly Qualified Teacher (HQT) requirements
- Notifying parents if their child is taught by a teacher who is not yet HQT
- Having plans in place for teachers not yet HQT
- Bi-annual certification of staff paid with NCLB funds
- Bi-weekly activity reports for staff paid with NCLB funds
- Invoice & expenditure reports showing our accounting system matches the state reimbursement system
- Salary & benefit reports showing our accounting system matches the state reimbursement system

Recommendations

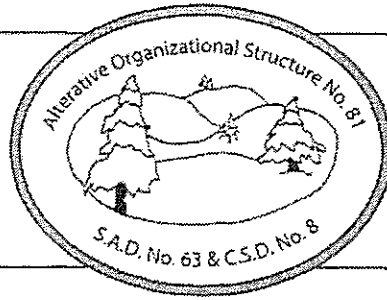
- Ensure that NCLB Grant Funding be a separate board agenda item (at least annually) so the public knows it will be discussed
- Review and amend Policy KBF – E1 (This has been completed since we submitted documentation to the state NCLB office this fall)
- Summarize findings from each group providing feedback regarding professional development to show more clearly how this information is used
- Include the link to our NCLB Report Cards (on our website) when we send that notice home via school newsletters
- Improve communication and collaboration with parents of homeless youth
- Send home a flyer to all children at the beginning of the academic year and in the middle of the school year to ensure homeless parents and youth are informed of their McKinney-Vento educational rights

Findings/Further Action Required

- Amend Section V of our LAU Plan (Policy IHBEA – English as a Second Language Program)
- Provide the state with a written notice or policy that staff can access concerning staff code of conduct covering conflict of interest, gratuities, and violations (new Policy GBI - Staff Gifts and Solicitations)
- Show how we ensure coordination among agencies serving students experiencing homelessness
- Add details and forms to our “Dispute Resolution Process” for handling disagreements over school enrollment for homeless students

Cindy Badger
Director of Special Services

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DIRECTOR'S REPORT - February 2016

I thought that I would provide you with some data that we collect in our office.

Academic evaluations completed:

2012 - 2013 - 35

2013 - 2014 - 33

2014 - 2015 - 32

Cognitive evaluations completed:

2012 - 2013 - 29 plus 2 risk assessments

2013 - 2014 - 29 plus 2 risk assessments

2014 - 2015 - 26 plus 2 risk assessments

Occupational Therapy evaluations completed:

2012 - 2013 - 12

2013 - 2014 - 13

2014 - 2015 - 6

Speech Language evaluations completed:

2012 - 2013 - 28

2013 - 2014 - 24

2014 - 2015 - 27

Special Education Initial Referrals:

2012 - 2013 - 18 referrals, 12 qualified and 6 did not qualify

2013 - 2014 - 16 referrals, 10 qualified and 6 did not qualify

2014 - 2015 - 25 referrals, 13 qualified and 8 did not qualify, 4 qualified for 504

2014 - 2015: New data that we started collecting:

240 IEP meetings and 37, 504 meetings

I facilitated 142 IEP meetings

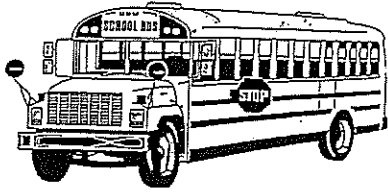
Kathy facilitated 89 IEP meetings

Don Spencer facilitated 9 IEP meetings

2015 - 2016 - Aug - Jan

Total IEP/504 meetings - 128 - Kathy has facilitated 48 meetings, I have facilitated 80 meetings

Respectfully Submitted,
Cindy Badger Director of Special Services RSU #63



Jake Morgan
Transportation/Operations Director
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TO: R.S.U. #63 Board of Directors
FROM: Jake Morgan, Transportation/Operations Director
DATE: February 12, 2016
RE: February Board Report

For the last nine years diesel buses have come with a D.E.F. tank (Diesel Exhaust Fluid). This new system helps reduce the nitrous oxide in diesel fuel exhaust. Maintenance on these systems are very expensive and a common nuisance. Last year the Airline School spent over \$7,000.00 to replace this system on one of their buses when it failed and prevented the bus from operating. This past summer we spent close to \$850.00 on our 2014 bus. The D.E.F. system went into a fail mode and alarms go off and the bus runs terrible.

This past September we spent over \$1,000.00 on our 2012 bus to replace the D.E.F. pump. The first of January this bus started running badly and alarms sounded to check D.E.F. We had the bus put on a scanner for codes at a cost of \$157.00. Codes showed nothing and when reset ran good. After two weeks code started flashing, bus ran badly and alarm going off. We took the bus to garage for scanner reading at a cost of \$154.00 and now shows the D.E.F. pump is bad. A Pump was put on in September and is under warranty, however an upgrade has been made to the D.E.F. pump at a price increase of \$200.00. We are looking at possibly

the same scenario for Bus #31. On a good note last month the average cost of diesel fuel was \$1.89 per gallon.

On February 9 both of our mechanics attended a class in Portland on Wabeston's engine heaters. It was a four-hour class on how to properly service these heaters. Wabeston's engine heaters are designed to automatically kick on to pre-heat engine. This will allow you to not need to plug your diesel engine in on cold, cold mornings.

At the STN EXPO last July, Blue Bird announced the newest bus they would be offering: The Blue Bird Gasoline Vision. Many wondered: "Why did Blue Bird decide to bring back the gasoline school bus?"

Some may remember when gasoline was the fuel of choice, until diesel was accepted as the standard fuel type for school buses. Through the years, diesel buses have become more complex in order to meet required emissions standards, making them more expensive to maintain- so people are considering alternative solutions to their transportation needs.

One of these alternative solutions has been the Blue Bird Propane Vision. With the tremendous success of the Ford/ROUSH CleanTech system, Blue Bird reached out to their partners to create the gasoline-powered bus in order to provide customers a bus with a lower acquisition cost, which is also simple to maintain. The modern Ford 6.8L engine has a proven track record, with over 1.8 million of these engines in production at this time, being used in heavy-duty trucks as well as school buses. Paired with the Ford 6R140 transmission, this powertrain brings additional peace-of-mind, with over 1 million vehicles produced with this engine and transmission combination. The bus also provides plenty of power for on-highway applications as well as hilly or mountainous terrains.

Along with a proven powertrain, the bus comes with many of the same benefits as its propane-powered cousin. The engine runs quieter, doesn't require expensive after treatments, runs better in cold weather conditions than diesel buses, has less parts to maintain, and is up to code with emissions standards. Plus, mechanics are easy to find for most any school district, anywhere in North America.

Obviously, infrastructure isn't an issue. There is a gas station in nearly every town in the United States and Canada, so no need to worry about fill-ups while taking a long trip. Plus, there is an optional 100-gallon fuel tank available. It's a great bus for field trips, sports teams and churches, too.

The bus also has the lowest up-front cost when compared to any other fuel type that Blue Bird carries. So acquisition savings are instant- a great option for large fleets, and single-bus purchases alike.

The Blue Bird Gasoline Vision is a great choice for many fleets and organizations, and is currently available for order now, with delivery expected in August of 2016. Contact your local Blue Bird dealer for more information.

Last modified on Thursday, 28 January 2016 14:59

POLICY COMMITTEE REPORT

Meeting: February 1, 2016

Next Meeting: March 2, 2016 – 6:15pm – Holbrook Conference Room

Members Present: Rusty Gagnon, Chair, RSU 63
Chris Galinski, RSU 63
Dola Hinckley, RSU 63
Brian Athrop, CSD #8
Jacquie Wingert CSD # 8

Staff: Excused

The meeting began at 6:16 PM with the presentation of 14 policies to be reviewed/processed, 4 of which were annual technology policies which only required changes in dates (last approved and new review dates) and conversion from AOS #81 language to RSU #63 language. All policies have been reviewed and approved by the Superintendent.

I. Foundations & Basic Commitments:

A. AA-Legal Status-Free Choice of Secondary School

This is a NEW policy, requested by the Superintendent.

II. Support Services:

A. **EBAA-Chemical Hazards.** This policy has also been reviewed & approved by the Director of Facilities.

B. **EBCB-Emergency/Lockdown/Fire Drills.** This policy has also been reviewed by both Principals and the Director of Facilities.

C. **EBCA-Comprehensive Emergency Management Plan.** This policy has also been reviewed by both Principals and the Director of Facilities.

D. **EBCC-Bomb Threats.** This policy has also been reviewed by both Principals.

E. **EBABA-Chemical Hygiene Plan.** This plan has also been reviewed by both Principals and the Director of Facilities.

F. **EBCD-Emergency School Closings/Situations.** This policy has also been reviewed by both Principals and the Director of Facilities.

G. **ECAC-Damage to School Unit Equipment.** This policy also has been reviewed by the Business Manager and the Director of Facilities. The referenced sample letter for repayment has been added. Former version did not include the referenced attachment.

H. **EEA-Student Transportation.** This policy has also been reviewed by the Director of Transportation.

II. Personnel:

A. **GCOC-Supervision & Evaluation of Administrative Staff.** This policy will have the Board-Approved "Professional Growth Evaluation System for Administrators" attached. The Board approved that document at its January 2016 meeting.

III. Technology: The following four policies have been reviewed by the Technology Coordinator; the only needed changes are in the heading – Last Approved Board date and the dates of review in 2016, or simple language changes from AOS #81 related terms or RSU #63 terms. Appreciation was extended to the Technology Coordinator/Committee for the initiative in getting these annual policies updated and submitted to the Policy Committee in a timely manner.

- A. GCSA-Employee Use of School-Issued Computers, Devices, and the Internet.
- B. EHAA-Agreement to Publish Student Information.
- C. IJNDB-Student Computer Internet Use.
- D. IJND-R – Websites.

The meeting concluded at 7:45 PM.

Respectfully Submitted,

Ms. Rusty Gagnon, Chair