

**RSU 63 Board of Directors  
Monday, July 27, 2020  
6:30 pm  
Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Welcome New Board Member**

**Approval of Minutes for June 15, 2020 Board Meeting**

**Approval of Minutes for July 1, 2020 Budget Meeting**

**Recognition and/or Awards of Students, Staff and Others**

**Acceptance of Gifts/Donations**

1. Full Plate Summer Meals Grant

**Presentations:**

1. Mark Hawes, Maine Paper and Janitorial Products
2. Plans for 2020-2021 School Year by Superintendent Smith & RSU 63 Administrators

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. Budget & Finance Committee: Monday, August 10, 2020 at 5:30pm, Holbrook Middle School
2. Special Board Meeting: Monday, August 10, 2020 at 6:30pm, Holbrook Middle School
3. Board Meeting: Monday, August 24, 2020 at 6:30pm, Holbrook Middle School

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

(written and verbal Budget and Finance, Superintendent, Administrators, and Board Chair's Reports)

**Old Business**

**New Business**

1. Certification of the Referendum Results
2. Election of RSU 63 Board Chair
3. Election of RSU 63 Board Vice-Chair
4. 2020 - 2021 RSU 63 Board Meeting Dates
5. Review of Board Committees and Committee Member Assignments
  - a. Election of Budget and Finance Committee Members
  - b. Appointment of Warrant Officers
  - c. Volunteers for Other Committees, Boards, and High School Liasons

**RSU 63 Board Meeting Agenda**

**July 27, 2020**

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**Personnel Actions**

1. Appointments - None
2. Resignations
  - a. Jessica Gray – Holbrook Cook
3. Reassignments
  - a. Michele Archambault – Grade 5 Teacher to Grade 8 ELA Teacher
4. Elections - None
5. Searches
  - a. Computer Science Teacher
  - b. Grade 5 Teacher
  - c. Long Term Substitute Speech Language Pathologist
  - d. Ed Tech II or III
  - e. Holbrook Cook
  - f. Substitutes (Teachers, Drivers, Custodians)

**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 and FY21 Budget Hearing

Date: June 15, 2020

Location: Holbrook Middle School and Remotely  
Minutes

Remote Dial In Phone Number: 1-484-841-5850 PIN: 110237675#

**RSU 63 Board Member(s) Physically Present:**

*Town of Holden:* John Hutchins, Cherie Faulkner, and Holly Whitmore

*Town of Clifton:* Linda Graban

**RSU 63 Board Members Remotely Present:**

*Town of Eddington:* Steve Carr (arrived at 6:45pm)

*Town of Holden:* Heather Charity (arrived at 6:45pm)

*Town of Eddington:* Christina McLeod (arrived at 6:45pm)

**RSU 63 Board Member Excused Absent:**

*Town of Eddington:* Charles Barker, Jr.

Chair, John Hutchins called the meeting to order at 6:35pm.

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

John Hutchins introduced Cherie Faulkner as the new Holden Board Member.

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith and Principal Modery recognized the Grade 8 student award recipients.

Susan Smith recognized and thanked Richard Modery, Holbrook Middle School Principal. He has been the Principal at Holbrook since 2008. He has always handled situations calmly with kindness and compassion. He goes above and beyond for the students and staff at Holbrook and implemented many new programs at Holbrook. John Hutchins, Board Chair thanked Mr. Modery for his service to Holbrook Middle School and read a letter of appreciation.

**Approval of Minutes:** Motion by Linda Graban with a second by Holly Whitmore to approve the minutes from the May 27, 2020 Special Board Meeting.

**Roll Call Vote:** Steve: Yes; Christina: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Cherie: Yes; John: Yes

**7 Approved; 0 Opposed**

**Acceptance of Gifts and Donations:** CHEFS received an \$800 grant from Good Shepherd Food Bank and other monetary donations this week. Northern Light Child and Community Health donated 200 bags of dental supplies. We received a \$5000 McKinney-Vento Grant for homeless student support and supplies. The Mason's Seminary Hill Daylight Lodge donated 34 bikes and helmets to the Holden and Eddington Elementary Schools for their Bikes for Books Program. Greg Hawes donated \$250 for the elementary schools end of year celebration.

**Presentation:** Superintendent Smith reviewed the FY21 Budget Summary. There is a 1.2% (\$125,927.63) increase over the 2019-2020 Budget. State funding to RSU 63 will increase by \$130,499.60. Local assessments to towns will decrease by (\$10,112.97). Clifton decrease is \$2,458.21 (-0.3%); Eddington decrease is \$10,598.42 (-0.6%); and Holden increase is \$2,943.66 (+0.1%) due to an increase in the State's evaluation of Holden property. All cost centers except facilities are decreased. There are improvements needed at all three facilities. Bigger projects will remain on hold until things settle down and we know what the needs will be for re-opening the schools in the fall. Bonds have been looked into for big projects (ie. moving boilers out of the basements at Holden and Eddington, reconfiguration of pick-up/drop-off at Holbrook). Funding from the State (approximately \$1.3M) is available to improve the indoor air quality at all three schools. A referendum vote in November is

needed to receive these matching funds and an interest-free loan. Superintendent Smith reviewed the cost center comparison showing how RSU 63 budgets and spends money compared to the State.

**Questions and Comments from the Public:** None

**Questions and Comments from the Board:** John Hutchins thanked Susan Smith, Kelly Theriault, and the Budget and Finance Committee for their work building the budget.

**Dates of Next Committee Meeting:**

RSU 63 Budget Meeting: Wednesday, July 1, 2020 at 7:00pm at Holbrook School and Remotely

Referendum Vote – RSU 63 FY21 Budget: Tuesday, July 14, 2020

Board Meeting – Monday, July 27, 2020 at 6:30pm, Holbrook Middle School and Remotely

Budget and Finance Committee Meeting: Thursday, July 9, 2020 at 5:30pm, Holbrook Middle School and Remotely

**Budget and Finance:** Nothing to add verbally.

**Superintendent's Report:** Superintendent Smith advised she met with RSU 63 Administrators today to discuss options for starting school in the fall. They reviewed the summer school guidelines, framework released by the Department of Education, subcommittees are being formed, and a draft planning timeline was created. The timeline will be part of the Board Minutes. Superintendent Smith anticipates final plans from the Department of Education and CDC on how schools should re-open in the fall to come out around the beginning of August.

**RSU #63 Chair's Report:** John Hutchins announced the Board will meet more frequently for at least the next few months. He stated it was the responsibility of the Board to make themselves available.

**Acceptance of Reports:** Motion to approve written and verbal reports from Budget and Finance, Superintendent, and Board Chair Reports by Heather Charity with a second by Linda Graban.

**Roll Call Vote:** Steve: Yes; Christina: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Cherie: Yes; John: Yes

**7 Approved; 0 Opposed**

**Old Business:**

**Approval of the Proposed 2020-2021 (FY21) RSU 63 Budget:** Motion by Linda Graban with a second by Cherie Faulkner to approve the proposed 2020-2021 (FY21) RSU 63 Budget.

**Roll Call Vote:** Steve: Yes; Christina: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Cherie: Yes; John: Yes

**7 Approved; 0 Opposed**

**Fountas and Pinnell Reading Materials:** Superintendent Smith advised the current reading materials are approximately 13 years old and need to be updated. The District started purchasing a few Fountas and Pinnell supplies with grant money. She recommends spending \$37,000 of the anticipated \$800,000 balance forward to update the reading materials and allow teachers time to get used to the new materials over the summer.

Motion by Holly Whitmore with a second by Linda Graban to approve the purchase of the Fountas and Pinnell Reading Materials.

**Roll Call Vote:** Steve: Yes; Christina: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Cherie: Yes; John: Yes

**7 Approved; 0 Opposed**

**New Business:** None

**Personnel Actions:**

**Resignations:** None

**Retirements:** None

**Reassignments:** None

Leaves: None

Elections: Theresa Richardson, Resource Room Teacher at Holden and Suzanne Schropfer, Life Skills Teacher at Eddington.

Motion by Holly Whitmore with a second by Linda Graban to approve the election of Theresa Richardson, Resource Room Teacher at Holden and Suzanne Schropfer, Life Skills Teacher at Eddington.

**Roll Call Vote: Steve: Yes; Christina: Yes; Holly: Yes; Linda: Yes; Heather: Yes; Cherie: Yes; John: Yes  
7 Approved; 0 Opposed**

Appointments: None

Searches: PK-8 Computer Science Teacher, Part-time Speech Language Pathologist, Life Skills Educational Technician II or III, and Long-Term Substitute Speech Language Pathologist.

Questions and Comments from the Public: None

Questions and Comments from the Board: None

Adjournment: At 7:20pm John Hutchins adjourned the meeting.

Respectfully submitted by,

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

Approved:

RSU #63 Budget Meeting  
Date: July 1, 2020  
Location: Holbrook Middle School  
Minutes

RSU #63 Chair, John Hutchins called the meeting to order at 7:06pm for the purpose of determining the Budget Articles set forth below. A flag salute was conducted and a moment of silence was observed.

Motion with a second to allow RSU #63 Administrator, Susan Smith, who does not reside in the District to speak and/or answer questions.

**By a show of hands, more than 2/3<sup>rd</sup> of the residents' present voted. Motion passed with none opposed.**

**Warrant Articles (Attachment A)**

**Article 1:**

**"To elect by ballot a Moderator to preside at said meeting."** School budget for July 1, 2020 to June 30, 2021.

Motion with a second to nominate John Bunker for the position of Moderator for the RSU #63 Budget Meeting.

John Bunker accepted the nomination. There were no other motions from the floor. **By written ballot, John Bunker was elected Moderator with Mr. Bunker receiving 6 votes with none opposed.**

John Hutchins, Board Chair, swore in Mr. Bunker.

**Article 2-10:**

Motion with a second to approve Articles 2 thru 10 of the RSU #63 Warrant as written.

Mr. Bunker asked the if there were any questions from the public on Articles 2 thru 10 of the RSU #63 Warrant as written. Susan Dunham Shane asked why there is \$15,000 contingency (article 10). Superintendent Susan Smith advised this article allows for flexible spending for unknown costs that arise, citing the pandemic food service costs that recently occurred.

**By a show of hands, Articles 2 thru 10 of the RSU #63 Warrant as written passed with none opposed.**

**Article 11:**

Mr. Bunker read Article 11. Motion was made by John Hutchins with a second by Linda Graban to approve Article 11 of the RSU #63 Warrant as written.

**By a show of hands, Articles 11 of the RSU #63 Warrant as written passed with none opposed.**

**Article 12:**

Mr. Bunker read Article 12. Motion was made with a second to approve Article 12 of the RSU #63 Warrant as written.

**By secret ballot, Article 12 of the RSU #63 Warrant as written passed with none opposed.**

**Vote: 12 Yes; 0 Opposed**

**Article 13:**

Mr. Bunker read Article 13. Motion was made with a second to approve Article 13 of the RSU #63 Warrant as written.

**By a show of hands, Article 13 of the RSU #63 Warrant as written passed with none opposed.**

**Article 14:**

Mr. Bunker read Article 14. Motion was made with a second to approve Article 14 of the RSU #63 Warrant as written.

**By a show of hands, Article 14 of the RSU #63 Warrant as written passed with none opposed.**

**Vote: 12 Yes; 0 Opposed**

**Article 15:**

Mr. Bunker read Article 15. Motion was made with a second to approve Article 15 of the RSU #63 Warrant as written.

**By a show of hands, Article 15 of the RSU #63 Warrant as written passed with none opposed.**

**Vote: 12 Yes; 0 Opposed**

**Article 16:**

Mr. Bunker read Article 16. Motion was made with a second to approve Article 16 of the RSU #63 Warrant as written.

**By a show of hands, Article 16 of the RSU #63 Warrant as written passed with none opposed.**

**Vote: 12 Yes; 0 Opposed**

**Article 17:**

Mr. Bunker read Article 17. Motion was made with a second to approve Article 17 of the RSU #63 Warrant as written.

**By a show of hands, Article 17 of the RSU #63 Warrant as written passed with none opposed.**

**Vote: 12 Yes; 0 Opposed**

**Questions, Comments, and Announcements from the Public:** Susan Dunham Shane announced the Bean and Pie Sale at the Eddington-Clifton Civic Center (Comins Hall) on Friday, July 10, 2020 from 4 to 5:30pm.

**Adjournment:** At 7:28pm the meeting adjourned.

Respectfully submitted by,

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

Approved:



EDDINGTON ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

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



HOLDEN ELEMENTARY SCHOOL

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

Don Spencer, *principal* dspencer@rsu63.org  
Heather Kiley, *secretary* hkiley@rsu63.org  
Janet Nichols, *school counselor* jnichols@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

DRAFT

I submit my July board report on behalf of all the wonderful children who did a "great" job in completing this "interesting & challenging" school year. Kudos to all the faculty, staff, parents, grandparents, students, and many others for "coming together as one" to teach, learn, support, and finish on a happy ending. The "Drive Thru" for our Pk-3 students at Eddington was a joy! We had a sad but exciting "Drive-Thru Farewell" to our 4<sup>th</sup> graders at the Holden School. I shall never forget how we finished the Covid-19 School Year; it was outstanding!!!

The summer is shaping up much different for me than it has in a long time. Egg Pond has been my home to go to for the month of July; swimming, golfing, reading, and just getting some down time. I realized quickly that was not going to be the case this summer, but I am hoping to get some long weekends at the lake. My youngest daughter headed cross country with her mom to Big Sky Country. It was tough good-bye for this dad as Madison will start Grad School we hope in the spring at the University of Montana.

I have started meeting with sub committees to start planning for the 2020-2021 school year. I have several staff leaders who have stepped up and joined the committees to assist us in Teaching/Learning, Technology, Screening/Scheduling of PK, and whatever else may need to be discussed. The staff have been very receptive to the challenges that could occur and have offered up many positives ways to address them. As long as we stay focused on the "kids" I believe we will get through this "pandemic" crisis.

My hope for the fall is certainly to start with some children and eventually get them all back as the students and staff miss each other, that's for sure.

Sincerely submitted,

Don Spencer  
Eddington & Holden School Principal



## Holbrook School

## Principal's Report

7/17/2020

### Projected Enrollment:

Grade 5	51
Grade 6	51
Grade 7	48
Grade 8	58
Total	208

**DRAFT**

I am happily settling in at Holbrook School as the new building principal. I continue to research, learn, and collaborate with the teams here in RSU 63 each day, as I continue to grow into my new position. I appreciate the time, patience, and warm welcome I have received thus far!

### Preparing for the year ahead:

We are excited to welcome Marleina Ford to Holbrook School as our new Music Teacher! We would also like to congratulate Michele Archambault on her move to 8<sup>th</sup> Grade ELA as well as Peter Walsh on his move to 8<sup>th</sup> Grade Math! We are wishing them all a wonderful start in their new positions.

We feel very fortunate to have had a large collection of highly qualified professionals apply for our fifth-grade opening. Many thanks to those who served on this committee and put in the time to think carefully and critically about the needs and best fit for RSU 63. We look forward to bringing a strong candidate to the board as soon as possible.

Our facilities are looking great! The custodial and maintenance staff have been working diligently to clean, prep, paint, mow, and create an overall abundance of safety for our staff and students. I commend them for all of their hard work!

Teacher and Admin Committees have been working hard in July to gain perspective and information as we start to create a clearer picture of what the 20-21 school year might look like under various scenarios. A big thank you to the staff that have joined these meetings both in person and via virtual conference. Your input and time is tremendously appreciated.

We continue to work together to plan for what may come our way in school year 2020-2021. Susan shared a great quote today and I think I will add it to the feathers in my cap; "Everything will be okay in the end, and if it's not okay, it's not the end." -J. Lennon.

I look forward to the days when staff and student faces safely fill our halls again. You can bet I will be meeting and greeting them all!

Sincerely,

*Ashley Allen*

Ashley Allen

Principal

Holbrook School



*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.*

### **Director of Special Services Report – July 2020**

This summer, the Office of Special Services is working closely with multiple committees to help determine how school is going to look in the fall. There are many, many situations and logistics to consider in RSU 63 and Special Services will be limited or delivered remotely in most situations due to the constraints of being safe during the COVID Pandemic. Regardless of the limitations, we will continue to find creative ways to safely work on making progress towards individual student goals and create new plans for students that have newly discovered or recently increased disabilities due to the stress of the challenges we've all encountered since March.

With the current hybrid learning plans in mind, we should be able to offer more consistent and frequent services both in person and via video conference, depending on family availability. We will continue working closely within the schedules, pods, and transportation guidelines to deliver effective instruction and therapies to the greatest extent possible. Guidance from the Maine Department of Education is to maintain services on Individualized Education Programs (IEPs) as if school will be in session full-time in the fall and I agree that is the best course of action for future service determinations and in case a student moves out of our district. This will preserve what the IEP team recommends for the student based on each individual need, despite the fact that in most cases we will most likely not be able to deliver that level of service due to time constraints.

These are challenging times for all of us and we are all going to have to wait and see what the fall brings in this new "normal" and, under Susan's outstanding leadership, adjust to all of the unforeseen obstacles that are headed our way.

Respectfully Submitted,  
Jesse Gauthier,  
Director of Special Services



George Cummings  
Technology Coordinator

p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**DRAFT**

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** July 17, 2020  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for July 2020.

### **Student Laptop Collection**

I am happy to report that most but not all of the student laptops issued to students to be used at home for remote learning this Spring have been returned. We did allow students going from grade 5 to grade 6 as well as students in grade 7 going to grade 8, keep their laptops over the summer. A breakdown of devices issued and not returned is as follows.

<b>Grade(s)</b>	<b>Devices Issued</b>	<b>Devices Returned</b>	<b>Not Returned</b>
K-4	33	12	21
6	49	38	11
8	51	50	1

### **Remote Learning Planning**

The Technology Planning subcommittee held its first meeting on July 13, 2020. This committee will be working on identifying the necessary hardware, learning software, video communication services, and training/resource needs for teachers, students and parents. The committee will also be looking at ways to streamline and standardize the various learning, communication, and content delivery applications we use throughout the district to make it easier for parents and student to engage in remote/distance learning. Committee members are Don Spencer, Ashley Allen, Desiree Doughty, Samantha Bedore, Ashley Perry, and myself.

Along with attending the Technology and Teaching & Learning subcommittees, work continues on getting student devices, various software applications, and infrastructure ready for the 2020-2021 school year.

Respectfully submitted,

**DRAFT**

**R.S.U. # 63 SCHOOL BOARD  
July Board Report  
Jake Morgan Transportation/Facilities**

**Transportation:**

Both of our mechanics have taken a little vacation time over the past four weeks. We have taken a couple of buses to O'Connor's in Augusta for warrantee work. One of the buses had some painting done and the other had the shifter cable replaced. We still need to prep the newest bus for service, install a camera, and the two-way radio. We have done a major rust repair to the back of Bus 3, removed all lights and windows, then sanded, primed, and painted. Bus repairs are about half done for the summer at this time. Attached is a break-down of last years transportation.

**Facilities:**

So far maintenance projects completed are: Holden school stockade fence installed, old fuel tank removed at Holden, and floors refurbished at all three schools.

The north west side of the library roof has been re-shingled at Eddington School, custodians have replaced an exit door in room 104, and are starting to install an egress window in the nurse's office.

The carpet in the cafeteria at Holbrook has been removed and Luxury Vinyl Tile (LVT) installed.

We are also preparing secretaries offices and installing windows for COVID-19 protection. The summer staff have been focusing on what we will need to do to reopen school with all the new regulations.

**DRAFT**

2019/20

Gas	MILEAGE MILEAGE MILEAGE MILEAGE									
VEHICLE	1-Jul	30-Jun	MILEAGE		MILEAGE		MILEAGE		MILEAGE	
NUMBER	YEAR	Starting Mileage	ENDING MILEAGE	TOTAL	FIELD TRIPS	LATE RUNS	SPORTS TRIPS	PRE - K RUNS	MAINTENANCE COST	Homeless Mileage
1	2018	43,119	56,686	13,567	211	460	0	0	\$1,310.10	0
2	2018	26,508	33,137	6,629		0	0	0	\$825.92	0
3	2013	76,360	89,103	12,743	335	232	0	358	\$2,343.44	0
4	2018	19,369	34,456	15,087	222	496	126	0	\$2,568.37	0
5	2018	23,885	40,025	16,140	135	0	236	42	\$976.06	0
6	2018	11,677	31,757	20,080	788	68	0	3,083	\$942.79	1,519
7	2021	1,417	13,276	11,859	85	0		716	\$5420.89	0
19	2008	188,119	193,332	5,213	84	312	0	225	\$7,661.53	0
25	2007	161,404	173,585	12,181	33	0	0	0	\$2,414.14	0
27	2016	63,326	69,140	5,481	114	0	160	0	\$1,237.80	0
28	2014	113,625	126,202	12,577	115	19	257	846	\$3,660.65	0
29	2012	136,189	143,578	7,389	19	0	292	0	\$6,727.86	0
32	2007	184,074	189,013	4,939	593	53	121	38	\$3,340.84	0
33	2005	217,102	222,385	5,283	0	0	0	0	\$1,125.83	0
36	2011	189,877	205,636	15,759	0	12	0	495	\$3,866.11	4,520
S TRUCK	2004	44,224	47,419	3,195	0	0	0	0	\$1,570.21	0

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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** July 13, 2020

**From:** Kelly Theriault

**RE:** July Board Report

**DRAFT**

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- Budget & Finance committee met on June 8 & July 9, 2020. The financials were reviewed. Summer updates around summer food service (since transition to all pick up, we have very low participation), facilities, transportation and personnel. The next meeting is scheduled for August 10 @ 5:30 p.m.
  - I wrote two grants for food service in June. Both were approved; we received \$750.00 from a mini grant and \$5,240 for summer food program. With the extended waiver for area eligibility (continues reimbursable meals from the state) we likely will not need this full amount. Therefore, I reached out to the grantor (to share this) before accepting, and was told that we could request a reallocation of unspent funds in the fall and revise the expected use of the grant. Given that information, we accepted the full amount of the grant.
  - The Holden school is continuing to have problems with their kitchen refrigerator leaking. We've had it looked at several times in the past couple of years. We recommend replacing it this year. The nutrition program finished in the black this year and carried forward a small surplus. The District will work on a kitchen equipment replacement plan.
  - The FY20 audit is scheduled for September 8-11, 2020. A lot of pre-work was already done back in May. This should expedite the process. As much of the audit that can be done remotely will be, they will spend limited (if any) time on-site.
  - Reports completed this month in the business office; MePERS, summer food service program details & claims report, quarterly 940ME, Quarterly 941, Quarterly Unemployment reports & several Unemployment separation reports.

**DRAFT**

**RSU 63**

**Budget & Finance Committee Meeting**

Thursday, July 9, 2020

Holbrook School

In Attendance: Susan Smith, Kelly Theriault, Steve Carr, Cherie Faulkner, Holly Whitmore, Ashley Allen, John Hutchins (6:30)

1. Called the meeting to Order: 5:42pm
2. FY20 Financials (June)
  - a. Summary & General Fund:
    1. The report includes encumbrances for summer salaries (contracts fulfilled).
    2. June is not final as invoices still coming that pertain to FY20. We'll revisit June in August.
    3. As new members/guests were present, Susan summarized how to read and interpret a budget financial statement.
  - b. Hot Lunch
    1. The program finished in the black.
    2. The District will continue to offer food support until the end of August. So far, there has not been much interest.
    3. Grant for \$5,240 was awarded for summer food support. With the low participation and extension of the area eligibility waiver, we likely will not need this. Kelly reached out to the grantor & was given permission to apply for a re-allocation of funds at the end of the grant (fall). The grant can be used to offset unexpected costs for 20-21 that are likely to come up due to challenges around COVID-19 and school re-opening.
    4. Holden is having leaking problems with the refrigerator. Given the current financial position of the nutrition program, the district recommends replacing it. The committee agreed.
3. Facilities – Susan provided updates on projects previously approved by the board as FY20 expenses
  - a. Holden fence installed
  - b. Holbrook Café tile will be installed next week
  - c. Eddington roof complete (this project will use the balance of the FY20 bond)

**4. FY21 Facilities**

- a.** Working with the State & area schools on acquiring PPE. The State is providing PPE to schools at no charge, but unsure how soon they will be able to acquire the quantities needed. Encouraged schools to also prepare.
- b.** Various PPE priced out, order will be placed once budget is approved. May be able to use MEMA/FEMA grant to cover the costs.
- c.** Additional Hydro-static cleaner units are also being purchased. The district owns one currently, looking to purchase 3 more so each location (including bus garage) has a unit. (In the past the unit has been rotated through the district.)

**5. Transportation**

- a.** Jake is pricing out a power washer. This is not budgeted but the previous unit stopped working in March.

**6. Personnel**

- a.** Three Written Reasonable Assurances were returned indicating they did not plan to return. All were substitutes (2 school, 1 bus.)
- b.** Anticipating another resignation from a bus driver.

**7. Other**

- a.** Susan held a meeting with childcare providers or organizations willing to house childcare. Information will be shared with parents and staff. The district is aware childcare may be an issue with any sort of modified return to school plan. Lots of organizations are willing to help.
- b.** Holly asked about the UM Engineering program (Capstone), and if the district had reached out regarding the Holbrook entrance project. Susan has on her to do list but has not to date.
- c.** State released info to MSSA finance committee on revenue and indicates at this time no planned curtailment for FY21.
- d.** Cherie asked if the district has had any requests for summer/organized sports. At this time no.

**8. Next meeting date: August 10th at 5:30pm**

**9. Adjourn: 6:48pm**





## 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: JULY 2020**

**Board Members Please Note:** *The RSU 63 Board of Directors' Meeting on Monday, July 27th will be Robin James' first meeting. Please come a few minutes early to meet Robin. The board meeting will begin at 6:30pm in the Holbrook School Gym.*

### **Presentations**

Mark Hawes from Maine Paper and Janitorial Products will provide information regarding the cleaning and disinfecting supplies we are using.

Supt. Smith and RSU 63 Administrators will share draft plans for returning to school. The draft will then be shared with the public, refined, and brought back to the Board of Directors on August 10<sup>th</sup>.

We anticipate teachers returning on Thursday, August 20<sup>th</sup> and hourly staff starting on Monday, August 24<sup>th</sup>. We are cautiously optimistic our students will be back in our buildings starting Wednesday, August 26<sup>th</sup>. We hope we will be able to begin the 2020-2021 School Year with a Hybrid Model combining Remote and At-School Instruction.

### **New Business**

In addition to certifying the results of the referendum questions, many of the items under New Business are related to the Board structure for the 2020-2021 year (election of officers, committee assignments, and meeting dates).

We anticipate there will be additional personal updates to share with the Board on Monday, July 27<sup>th</sup>.

### **Other Items**

Many hours the last several weeks have been spent meeting with a variety of RSU 63 staff and community members to plan for the re-opening of our schools. We have also been working hard to meet deadlines for our Gloria MacKenzie Foundation Grant Application (due July 31<sup>st</sup>), the Every Student Succeeds Act (ESSA) federal funding application (due August 1<sup>st</sup>), and the School Revolving Renovation Funds Bond Application (due August 4<sup>th</sup>). I would particularly like to thank Shelley Wyman and Kelly Theriault for their hard work on these applications. They and our other assistants, secretaries, and administrators have done an excellent job keeping the regular aspects of RSU 63 running smoothly. Reporting deadlines are being met, student and employment issues are being addressed, and bills are being paid on time.

**RSU 63  
SCHOOL BOARD MEETING SCHEDULE  
2020-2021**

DATE	TIME	LOCATION
<b>Monday, July 27, 2020</b>	<b>6:30pm</b>	<b>Holbrook Middle School</b>
<b><i>Monday, August 10, 2020</i></b> <b><i>*Special Board Meeting</i></b>	<b><i>6:30pm</i></b>	<b><i>Holbrook Middle School</i></b>
<b>Monday, August 24, 2020</b> <b>**Executive Session</b>	<b>6:30pm</b> <b>6:00pm</b>	<b>Holbrook Middle School</b>
<b><i>Monday, September 14, 2020</i></b> <b><i>*Special Board Meeting (if needed)</i></b>	<b><i>6:30pm</i></b>	<b><i>Holbrook Middle School</i></b>
<b>Monday, September 28, 2020</b>	<b>6:30pm</b>	<b>Holden Elementary School</b>
<b><i>Tuesday, October 13, 2020</i></b> <b><i>*Special Board Meeting (if needed)</i></b>	<b><i>6:30pm</i></b>	<b><i>Holbrook Middle School</i></b>
<b>Monday, October 26, 2020</b>	<b>6:30pm</b>	<b>Eddington Elementary School</b>
<b>Monday, November 16, 2020</b>	<b>6:30pm</b>	<b>Holbrook Middle School</b>
<b>Monday, December 14, 2020</b> <b>(if needed)</b>	<b>6:30pm</b>	<b>Holbrook Middle School</b>
<b>Monday, January 25, 2021</b>	<b>6:30pm</b>	<b>Holden Elementary School</b>
<b>Monday, February 22, 2021</b>	<b>6:30pm</b>	<b>Eddington Elementary School</b>
<b>Monday, March 22, 2021</b>	<b>6:30pm</b>	<b>Holbrook Middle School</b>
<b>Monday, April 26, 2021</b>	<b>6:30pm</b>	<b>Holden Elementary School</b>
<b>Monday, May 17, 2021</b>	<b>6:30pm</b>	<b>Eddington Elementary School</b>
<b>Monday, June 14, 2021</b>	<b>6:30pm</b>	<b>Holbrook Middle School</b>

**Approved:**

**2020-2021 Committee Members**

**Chair**

1. \_\_\_\_\_

**Vice Chair**

1. \_\_\_\_\_

**Budget and Finance Committee:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Warrant Officers:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Policy Committee:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Facility Advisory**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**United Technology Center (UTC) Board Member:**

(represents RSU 63, Dedham, Orrington, & Airline)

1. David McCluskey

**SPRPCE Board Member:**

1. \_\_\_\_\_

Alternate: \_\_\_\_\_

**Brewer High School Liaison:**

1. \_\_\_\_\_

**John Bapst Memorial High School Liaison:**

1. \_\_\_\_\_

**Hampden Academy Liaison:**

1. \_\_\_\_\_

**Bangor High School Liaison:**

1. \_\_\_\_\_

**Student Success Committee Board Representative (Wellness and Dropout Prevention)**

1. \_\_\_\_\_

2. \_\_\_\_\_

Updated:

## **2019-2020 Committee Members**

### **Chair**

1. John Hutchins

### **Vice Chair**

1. Linda Graban

### **Budget and Finance Committee:**

1. Gavin Robinson
2. Steve Carr
3. Charles Barker

### **Warrant Officers:**

1. Gavin Robinson
2. Steve Carr

### **Policy Committee:**

1. Holly Whitmore
2. Heather Charity
3. Christina McLeod

### **Facility Advisory**

1. Charles Baker, Jr
2. Holly Whitmore
3. Linda Graban

### **United Technology Center (UTC) Board Member:**

(represents RSU 63, Dedham, Orrington, & Airline)

1. David McCluskey

### **SPRPCE Board Member:**

1. John Hutchins  
**Alternate:** Holly Whitmore

### **Brewer High School Liaison:**

1. Heather Charity

### **John Bapst Memorial High School Liaison:**

1. Linda Graban

### **Hampden Academy Liaison:**

1. \_\_\_\_\_

### **Bangor High School Liaison:**

1. Christina McLeod

### **Student Success Committee Board Representative (Wellness and Dropout Prevention)**

1. Steve Carr
2. Christina McLeod

Updated: June 18, 2019

**RSU 63**  
**2020-2021 Board of Directors**  
**DRAFT**

<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>Cell Phone</b>	<b>Email</b>	<b>Term Expires</b>
<b>Chair</b> John Hutchins	9 Dole Hill Road Holden, ME 04429		745-0429	jhutchins@rsu63.org	June 2021
<b>Vice-Chair</b> Linda Graban	212 Bobcat Road Clifton, ME 04428	843-6845	944-0238	lgraban@rsu63.org	March 2020
Steven Carr	45 Grandview Drive Eddington, ME 04428		356-5320	scarr@rsu63.org	June 2021
Heather Charity	1031 Mann Hill Road Holden, ME 04429		631-7122	hcharity@rsu63.org	June 2021
Charles Baker, Jr	710 Main Road Eddington, ME 04428		944-6466	cbaker@rsu63.org	June 2022
Holly Whitmore	16 Timber Lane Holden, ME 04429		356-0668	hwhitmore@rsu63.org	June 2022
Cherie Faulkner	700 Mann Hill Road Holden, ME 04429		659-6306	cfaulkner@rsu63.org	June 2023
Robin James	84 Blueberry Ridge Road Eddington, ME 04428	843-7906		rjames@rsu63.org	June 2023

**Updated: July 20, 2020**