

RSU #63 Board Meeting  
Date: June 14, 2021  
Location: Holbrook Middle School  
Minutes

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

*Town of Holden:* Matthew Campbell, Cherie Faulkner, Tracy Roberts, and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Robin James, Tracy Bigney, and Jaime Pangburn

Board Vice Chair, Linda Graban called the meeting to order at 6:30pm

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

Linda Graban welcomed new board members, Tracy Roberts, Tracy Bigney, and Matthew Campbell.

Linda Graban called for a motion to move “Personnel Actions” to right after the “Approval of Minutes” and to add the election of Matheu Sagehorn – PE and Sarah Holsapple – Music, so people here tonight do not have to stay too late.

Motion by Cherie Faulkner with a second by Tracy Bigney to move “Personnel Actions” to right after the “Approval of Minutes” and to add the election of Matheu Sagehorn – PE and Sarah Holsapple – Music, so people here tonight do not have to stay too late.

**Vote: 8 Approved; 0 Opposed**

Linda Graban called for nominations for Board Chair.

Cherie Faulkner nominated Tracy Roberts. Robin James nominated Holly Whitmore. Tracy Roberts accepted the nomination. Holly Whitmore accepted the nomination.

Motion by Matthew Campbell with a second by Robin James to elect Holly Whitmore as Board Chair.

Discussion: Matthew Campbell and Robin James made a statement in favor of Holly Whitmore’s nomination.

Cherie Faulkner made a statement opposing Holly Whitmore’s nomination.

**Vote: 4 Approved; 3 Opposed; 1 Abstention (Holly Whitmore)**

**Holly Whitmore is Board Chair**

Holly Whitmore, Board Chair called for nominations for Board Vice Chair.

Robin James nominated Linda Graban. No other nominations were made. Linda Graban accepted the nomination.

Motion by Cherie Faulkner with a second by Matthew Campbell to elect Linda Graban as Board Vice Chair.

No Discussion.

**Vote: 7 Approved; 0 Opposed; 1 Abstention (Linda Graban)**

**Linda Graban is Board Vice Chair.**

Holly Whitmore called for motion to approve the meeting minutes.

Motion by Cherie Faulkner with a second by Tracy Bigney to approve the May 17, 2021 Board Meeting Minutes.

**Vote: 8 Approved; 0 Opposed**

Motion by Robin James with a second by Matthew Campbell to approve the May 26, 2021 Special Board Meeting Minutes and the May 26, 2021 Budget Meeting.

Discussion: Cherie Faulkner felt the Budget minutes were lacking detail. She wants more detail about who spoke and their statements on Article 2. Superintendent Smith advised the Budget meeting is different from Board meetings. It is not recorded as it is a public hearing/meeting. The meeting minutes are required to capture the voting results of each article.

**Vote: 6 Approved; 1 Opposed; 1 Abstention (Tracy Roberts)**

**Personnel Actions:**

Superintendent Susan Smith advised new Board members would find a few documents in the board folders that needed to be completed and returned to the Central Office. Also included in the folder, board members would find a packet of resumes. These resumes had been previously shared via email with the exception of Sarah Holsapple, who accepted the Elementary Music Teacher position just before the meeting tonight. Superintendent Smith explained appointments, resignations, reassignments, and searches are for Board information. Elections must be voted on and approved by the Board.

Appointments: Kelly Davis, Pre-Kindergarten Ed Tech; David Luciano, Summer School STEM Camp Ed Tech; Michelle Wright, August Outdoor Education Support.

Resignations: Brian Cartwright, Ed Tech III Holbrook; Joy Walters, School Counselor Holbrook Middle School.

Retirements: None.

Reassignments: Billie-Jo Lovley Grade 3 Teacher to Grade 2 Teacher.

Elections: Jesse Gauthier, RSU 63 Special Services Director introduced Nicole Luce for the Holbrook Life Skills Teacher.

Motion by Cherie Faulkner with a second by Robin James to elect Nicole Luce as Holbrook Life Skills Teacher.

**Vote: 8 Approved; 0 Opposed**

Superintendent Smith introduced Sharon Haskell for District Instructional Coach/Assistant Principal.

Motion by Jaime Pangburn with a second by Matthew Campbell to elect Sharon Haskell as the District Instructional Coach/Assistant Principal.

**Vote: 8 Approved; 0 Opposed**

Tracy Roberts asked what the order of procedure was for hiring staff as this seemed like the decision has been made the board vote was a formality. Superintendent Smith explained the hiring process and the people being brought to the Board are the recommendations from the search committees and Superintendent Smith.

Don Spencer, Elementary Schools Principal introduced Matheu Sagehorn for PK-Grade 4 PE/Grade K-Grade 8 APE Teacher.

Motion by Robin James with a second by Cherie Faulkner to elect Matheu Sagehorn as PK-Grade 4 PE/Grade K-Grade 8 APE Teacher.

**Vote: 8 Approved; 0 Opposed**

Don Spencer, Elementary Schools Principal introduced Sarah Holsapple for Elementary Music Teacher.

Motion by Robin James with a second by Jaime Pangburn to elect Sarah Holsapple as Elementary Music Teacher.

**Vote: 8 Approved; 0 Opposed**

Searches: Ed Tech II or III at Holbrook; Special Education Teacher at Eddington; Full Time, School Year Substitute; Grade One Teacher; Health Office Support Staff (20-25 hours per week); Grade 5 Teacher; Holbrook School Counselor; Bus Driver; and Substitutes (Teachers, Ed Techs, Drivers, Custodians).

**Questions and Comments from the Board:** Cherie Faulkner asked if we still needed the Health Office Support Staff since the CDC doesn't say anything about testing being a requirement for schools. Superintendent Smith advised she received a notification on Friday with new updated information and the Department of Education and CDC are constantly changing. As of now, yes, the position is needed and funded through the ESSER Funds.

Tracy Bigney asked if the level of vacancies were higher or lower than past years at this time. Superintendent Smith responded this year the District had four teachers retire, which is higher than past years, but overall, we are very close to past years. We also added two new positions, making the vacancies a little higher.

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

**Recognition and/or Awards of Students, Staff, and Other:** Superintendent Smith recognized Grade 8 students for their awards and promotion. A copy of the awards list was provided to each Board member.

**Acceptance of Gifts and Donations:** The Seminary Hill Daylight Mason Lodge donated 34 bikes and helmets (17 boys and 17 girls) to the Eddington and Holden Elementary Schools. Stompers donated \$400 to the Eddington Elementary School and G & M Market donated \$400 to the Holden Elementary School for raised garden beds and gardening supplies.

**Presentation:** Student Learning Objectives (SLO) and Every Student Succeeds Act (ESSA) Application: Superintendent Smith shared a packet of information with the Board. Student Success and Steering Committees met today, so not all teachers have seen the NWEA data results. Superintendent Smith reminded the board this was a tough year, but students were in school and learning. Students and teachers worked very hard, are resilient, and adapted the best way they could. There are gaps in student learning. RSU 63 students missed approximately 100 days of in person learning since March 2020.

Every Student Succeeds Act (ESSA) Report Cards: Superintendent explained RSU 63 uses assessment data to help inform our practices at the district, school, classroom, and individual levels for our students. Each year the Maine Department of Education issues a report for each district and each school. These reports summarize state assessments and other data for students in Grades 3-8 and 11. The report also contains information about teacher qualifications. The ESSA Dashboard at the Maine Department of Education allows you to review report cards for schools and districts across the state. ESSA Dashboard <https://www.maine.gov/doe/dashboard>

ESSA Funding is based on the number of RSU 63 students who qualify for free or reduced lunch (K-8). Funding is based on the number of children from low-income families, but is used to help ensure that all children meet challenging state academic standards. Title I-A: Literacy Teachers at Eddington and Holden = \$122,862.33. Title II-A: Professional Development (district-wide committees, book groups, etc. and our membership to PREP) = \$9,514.18. Title IV-A: Well-rounded Education (afterschool, transportation, outdoor ed, summer) = \$10,780.17.

Academic Achievement as Measured by the NWEAs (May/June 2021): As a district, we only met 2 of our 12 NWEA goals. We are proud that we set difficult goals for our teachers and students to strive for, even during a tumultuous year. 48% of our students (K-8) are at or above Grade Level for Math; 49% of our students made at least one year's growth in Math; 61% of our students are in the average, high average, and high bands for Math. 53% of our students (K-8) are at or above Grade Level for Reading; 42% of our students made at least one year's growth in Reading; 65% of our students are in the average, high average, and high bands for Reading.

Superintendent Smith advised next steps include STEM Camp and Summer School; use "Reinvesting and Rebounding: Where the Evidence Points for Accelerating Learning" as a guide when making decisions to focus our efforts on the areas that will provide the greatest impact; work with UMaine to analyze our data and support our teachers in honing deliberate practices and differentiating instruction (August 2021 through August 2023); set expectations for Honors ELA for Grades 6, 7, and 8; finish refining Writing curriculum and assessments, provide additional training and resources to teachers (Lucy Calkins through PREP and The Writing Strategies Book by J. Serravallo; finish purchasing and implementing Fountas and Pinnell "Classroom" and Guided Reading materials for literacy instruction K-6; and continue to provide counseling and support for the mental health needs of our students.

**Questions and Comments from the Board:** Jaime Pangburn asked who oversees the after-school program.

Superintendent Smith advised we have a coordinator and she oversees as well. Tracy Roberts asked how long the summer camps are. Superintendent Smith advised the program is three hours per day, three days per week for three weeks. Tracy Roberts asked if summer camp is done every year, what is the purpose of the camp, and why is there no one-on-one option. Superintendent Smith advised we did not have summer camp last year due to COVID, but previous years had Math camp. She added that staff need a break, so finding staff for summer camp was not easy. We do have an online TutorMe program for students that has not been utilized by students/families much this year. All Holbrook students have an account. Holden and Eddington students have not all been set up, but can be if a student needs access. Ashley Allen, Holbrook Middle School Principal added families are also tired and need a break. This year has been difficult and different. Some down time is needed for many people. Tracy Roberts asked Superintendent Smith to update the list indicating which items were new to close the COVID learning gap and which items were done in the past. Tracy Bigney asked if the drops in testing data we saw were similar to other school districts. Superintendent Smith responded we don't know the Spring results yet, but for Fall the District did better in Reading and lower in Math. Lower Math skills were found across the country.

**Questions and Comments from the Public:** Ashley Allen, on behalf of her family and as a Holden resident congratulated the District (staff, administrators, and students) for showing up daily with a positive attitude. She also thanked the Board for their support.

**Dates of Next Meetings:**

Budget and Finance Committee: TBD, will be set after Budget and Finance Committee members are elected.

Policy Committee: TBD, will be set after Budget and Finance Committee members are elected.

Board Workshop: Monday, July 26, 2021 at 5:30pm Meet and Greet; 6:00pm Workshop at the Eddington Salmon Club, 25 Main Road, Eddington, ME 04428.

Board Meeting: Monday, August 23, 2021 at 6:00pm for tour of Holbrook; 6:30pm Board Meeting, Holbrook Middle School.

**Budget and Finance:** Nothing to add to the Business Manager Report. Nothing to add to the Budget and Finance Committee Report.

**Superintendent's Report:** Nothing to add.

**RSU 63 Chair's Report:** None.

**Acceptance of Reports:** Tracy Roberts asked for an explanation of the Corrective Action Plan mentioned in the Special Services Director Report. Jesse Gauthier, Special Services Director explained the Corrective Action Plan are items found during the audit process. The state added forms and made some changes to some forms that have been now clarified. Minor adjustments are needed for some data entries. These items are identified in the Corrective Action Plan. Linda Graban asked if the Board could see the audit. Jesse Gauthier stated the final report has not been received yet but can be shared with the Board after it has been received. He added a typical report identifies approximately 30 items, he was proud to say our District typical has 10 items or less identified. Tracy Roberts stated the Budget and Finance Committee minutes referenced students in Eddington Life Skills staying in Eddington and asked if they were in fact staying at the Eddington School. Superintendent Smith responded yes, there were parent requests that were approved.

Motion by Robin James with a second by Jaime Pangburn to approve the written and verbal reports from Budget and Finance, Superintendent, Administrators, and Board Chair.

**Vote: 8 Approved; 0 Opposed**

**Old Business:** None.

**New Business:**

**Roofing Bid – Eddington School:** Superintendent Smith advised only one bid was received from Roof Systems of Maine. The bid came in at \$24,785 (\$9,785 more than budgeted). Recommend to wait, patch the area leaking, and rebid. Board agreed.

**Certification of the Referendum Results:** Motion by Robin James with a second by Mathew Campbell that the Computation and Declaration of Votes for the RSU 63 2021-2022 Budget, dated and attached here to and it is hereby approved (Attachment A). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District.

**Vote: 8 Approved; 0 Opposed**

**2021-2022 RSU 63 Board Meeting Dates and Locations:** Motion by Cherie Faulkner with a second by Linda Graban to approve the 2021-2022 RSU 63 Board Meeting Dates and Locations.

**Vote: 8 Approved; 0 Opposed**

**Review of Board Committees and Committee Member Assignments:** Superintendent Smith reviewed policy BDE – Committee Structure, Assignment, and Reporting. Tracy Roberts asked why committees are restricted to no more than three members. Superintendent Smith advised more than that (3 members plus the Board Chair) is legally considered a quorum. Committees make recommendations to the Board vote/approval. More than three board members can attend the committee meetings for informational purposes, but not as a board committee member. Tracy Roberts felt policy BDE was confusing and should be reviewed again. Superintendent Smith advised there is another policy that guides the format and approval/review of each policy.

Motion by Robin James with a second by Linda Graban to continue the Board Meeting past 8:30pm.

**Vote: 8 Approved; 0 Opposed**

Holly Whitmore called for Budget and Finance Committee member volunteers. Cherie Faulkner, Tracy Roberts, and Tracy Bigney volunteered.

Motion by Linda Graban with a second by Jaime Pangburn to elect Cherie Faulkner, Tracy Roberts, and Tracy Bigney as Budget and Finance Committee members.

**Vote: 8 Approved; 0 Opposed**

**Election of Warrant Officers:** Superintendent Smith explained the duties of the Warrant Officer and the Superintendent and Board Chair signing authority. Holly Whitmore called for Warrant Officer volunteers from the newly elected Budget and Finance Committee Members.

Tracy Roberts and Cherie Faulkner volunteered.

Motion by Linda Graban with a second by Tracy Bigney to elect Tracy Roberts and Cherie Faulkner as Budget and Finance Committee Warrant Officers.

**Vote: 8 Approved; 0 Opposed**

Discussion and Volunteers of Other Committee, Boards, and High School Liaisons: Discussion on Facilities Advisory Committee. Facilities Advisory Committee will need a specific task, possibly bus garage or Holbrook reconfiguration. Usually has more members of the public with a few board members. The Board Chair sets the first agenda and board members email their ideas to the Board Chair. No discussion can take place via email. Tracy Roberts asked if the Board could decide to have a Facilities Committee rather than an advisory committee. Superintendent Smith confirmed a committee could be formed through a policy change recommendation from the Policy Committee. Tracy Roberts also thought Technology Committee and Curriculum Committee should be Board Committees and the Board should consider adding these back to the Board Committee list. Superintendent Smith advised they were removed from Board Committees to relieve Board Members from so many committee meetings. In the past, members found it very difficult to commit to attending so many monthly meetings. These committee could be brought to the next Board meeting for further discussion.

Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE) board member is Cherie Faulkner with Linda Graban as alternate. Policy Committee volunteers are Robin James, Jaime Pangburn, and Tracy Roberts. Matthew Campbell volunteered for Teaching, Learning, and Technology Committee as well as Curriculum Committee. Jaime Pangburn volunteered for Student Wellness and Dropout Prevention Committee. Linda Graban asked why the United Technologies Board Member is someone not on the Board. Superintendent Smith explained the UTC Board Member represents more than just our District. Linda Graban is interested in serving on that Board. Superintendent Smith will confirm with the UTC board and the current board member. The Brewer High School Liaison is Robin James; John Baptist Memorial High School Liaison is Linda Graban with Matthew Campbell as alternate; Hampden Academy Liaison is Matthew Campbell with Cherie Faulkner as alternate; and Bangor High School Liaison is Tracy Bigney.

Tracy Roberts suggested a Strategic Planning Committee to set goals and a direction for the District, such as but not limited to, pay for teachers and facility's needs. Superintendent Smith advised those items could be done through an advisory committee or discussion. Linda Graban prefers an advisory committee. Tracy Roberts stated she wanted this Committee to be accessible to all and not limited to three board members. Tracy Roberts asked how the teacher pay is determined. Superintendent Smith advised salary rates are being reviewed for all hourly staff through the support staff handbook. Teacher and Administrators are part of collective bargaining units and have negotiation processes that are followed. Negotiations start next year. Tracy Bigney asked how the board gives guidance for negotiations. Superintendent Smith recommends the Board set parameters for the negotiation group through executive session. The board negotiation committee then works with the Teacher Association representatives and the Administrator representatives. Superintendent Smith advised Maine School Management compiles data that includes salary, benefits, vacation, etc. and shares with Districts. Tracy Roberts asked if we can pull data now. Superintendent Smith advised its set and then shared with us. Tracy Roberts wants the board to be proactive and not wait until last minute. She asked if the Board wants a strategic planning committee or advisory committee. Superintendent Smith stated this could be added to the next agenda for further discussion.

Motion to Authorize the Superintendent to Hire New Teachers During Summer Months: Superintendent Smith explained the Board does not have another scheduled Board meeting until August. To prevent loss of candidates, this vote allows the Superintendent to hire new teachers during the summer and bring those names to the next Board meeting for confirmation.

Motion by Cherie Faulkner with a second by Jaime Pangburn to authorize the Superintendent to hire new teachers during summer months.

**Vote: 8 Approved; 0 Opposed**

Questions and Comments from the Public: None.

Questions and Comments from the Board: Tracy Roberts suggested allowing members of the public to speak when they have a question rather than wait until later in the meeting. Superintendent Smith advised there is a policy for public participation at Board meetings (BEDH – Public Participation at Meetings). Board meetings are for board business in the public, not a public meeting. She felt that many times Board business has not been thoroughly discussed due to the amount of public comment. She suggested this be discussed further with Eileen King at the Board Workshop. Holly Whitmore stated over the past year, Board meetings have been a little out of control with public comment making the meetings lengthy. Linda Graban and Cherie Faulkner felt public comment should be open before voting. Matthew Campbell suggested having the public submit questions prior to meeting. Superintendent Smith advised the policy be reviewed more closely. Jaime Pangburn suggested changing the timing

of the meetings. Superintendent Smith advised there is a policy that sets the order of the meeting. Linda Graban asked how the policies get changed. Superintendent Smith advised policy changes go through the Policy Committee.

**Adjournment:** At 9:43pm, motion by Linda Graban with a second by Matthew Campbell to adjourn the meeting.  
**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,



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

**Approved with Amendments: August 23, 2021**