

RSU #63 Board Meeting
Date: March 23, 2020
Location: Holbrook Middle School Library and Remotely
Minutes
Remote Dial In Phone Number: 1-601-552-3106 Pin: 225007311

Physically Present:

Town of Eddington: Charles Baker, Jr.

Town of Holden: John Hutchins

Superintendent of Schools: Susan M. Smith

Holbrook Principal: Richard Modery

Remotely Present:

Town of Eddington: Steve Carr

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

Town of Clifton: Linda Graban

Elementary Schools Principal: Don Spencer

Special Services Director: Jesse Gauthier

Technology Director: George Cummings

Business Manager: Kelly Theriault

Transportation and Facilities Director: Jake Morgan

Administrative Assistant: Shelley Wyman

Excused Absent:

Town of Eddington: Christina McLeod

Chair, John Hutchins called the meeting to order at 6:31pm.

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

Approval of Minutes: Motion by Charles Barker, Jr with a second by Heather Charity to approve the minutes from the February 24, 2020 Board Meeting.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes

7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith offered her thanks to the many people who have helped as the COVID-19 pandemic has unfolded. She thanked Marie Baillargeon and Theresa Jameson for organizing the set up and delivery of food to students. Ms. Smith thanked the Literacy Volunteers of Bangor for the book donation.

Acceptance of Gifts/Donations: The CHEFS Food Pantry is providing support for the food delivery being provided to our students. Superintendent Smith thanked the community for their donations to the CHEFS Food Pantry.

Presentation: Superintendent Smith reviewed steps the District has taken in response to the COVID-19 pandemic and ways to help contain the virus. She thanked the Board for their trust, support, and for allowing the Administrators and herself to handle the situation. Superintendent Smith advised she has been meeting weekly with the Pandemic Team that consists of Dawna Bickford (RSU 63 School Nurse), RSU 63 Administrators, Law Enforcement, Fire Department, and Mental Health Service providers. She has also been hosting huddles weekly with administrators, secretaries, school counselors, school nurse, and food service workers. Dawna Bickford is tracking employee sickness/calls out. The food service department has provided food to 505 people, three times in the past week and a half. Kelly Theriault, RSU 63 Business Manager submitted applications for reimbursement to the United States Department of Agriculture (USDA). Heather Charity asked if there are specific needs for CHEFS. Superintendent Smith advised monetary donations is the best way to help as this allows the CHEFS volunteers to replenish the needed supplies.

Beginning Monday, March 23, 2020 school packets for Eddington Elementary students are being delivered to their homes. Tuesday, March 24, 2020 Holbrook students can participate in a drive-thru style pick up of laptops and musical instruments at the Holbrook Middle School. Wednesday, March 25, 2020, Holden Elementary students will be delivered their packets to their homes. Gavin Robinson asked if we were teaching new instruction or holding the students where they were. Superintendent Smith advised we were not doing new instruction however, we are keeping the students engaged. Students will not be held back a grade due to COVID-19. Staff are being paid, the district is following good accounting practices while conducting only necessary meetings. Meetings are being held with the option for the public to attend remotely. Facebook posts will change beginning Tuesday, March 24, 2020. Superintendent Smith will remind people to direct any questions or concerns to her and not post them on Facebook. The posts will be utilized for engaging the community in fun and educational activities as well as keeping them informed.

Questions and Comments from the Board: None

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

FY21 Budget Workshop Meeting: Tuesday, March 31, 2020 at 6:00pm, at Holbrook Library and Remotely

Budget and Finance Committee: Tuesday, April 7, 2020 at 5:00pm, at Holbrook Library and Remotely

School Board Meeting: Monday, April 27, 2020 at 6:30pm, Location TBD

Curriculum Committee: TBD

Student Success Committee: TBD

Policy Committee: TBD

Budget and Finance: Nothing to add to Business Manager Report. The Budget and Finance Committee needs a volunteer to tentatively appoint to the Budget and Finance Committee should Charles Baker, Jr be out of state. Holly Whitmore volunteered.

Motion by Gavin Robinson with a second by Charles Baker, Jr to appoint Holly Whitmore as the substitute Budget and Finance Committee member should Charles Baker, Jr be out of state.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Superintendent Smith recommends to cancel the Tuesday, March 31, 2020 Budget and Finance Committee meeting because she recommends to wait until November for the Bond referendum.

Superintendent's Report: Nothing to add.

RSU #63 Chair's Report: John Hutchins thanked the Administrators and Superintendent Smith for all their work that last few weeks. Things have been handled very well. Information has been very informative and organized. He also offered his congratulations to Richard Modery as he moves to be the Glenburn School Department Superintendent on July 1st. Mr Hutchins noted he will be missed, but felt confident Mr. Modery will do a great job in his new position.

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

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Old Business:

School Renovation Revolving Fund/Bond for Facilities: Superintendent Smith and the Budget and Finance Committee are recommending two bonds. One for the School Renovation Revolving Fund (SRRF) and the second a 15-year bond for other needed facility projects. The total cost of both bonds is

\$5,000,000 with the state paying \$1.3 million. By moving the bond referendum vote to November, it allows more planning time to obtain contractors and financial planning for future budgets.

New Business:

Potential Date for RSU 63 Budget Meeting: Superintendent Smith asked if 7:00pm Wednesday, May 27, 2020 would work for Board Members to hold the Budget meeting in the Holbrook gym as done in the past. All Board members agreed.

Three-Year Audit Contract: Superintendent Smith advised Kelly Theriault, Business Manager sent out 11 Request for Proposals. She received four responses, two of which declined to bid. RHR Smith and Company was the lowest bidder. She stated it is the Budget and Finance Committees recommendation to contract with RHR Smith and Company.

Motion by Linda Graban with a second by Charles Baker, Jr. to approve a three-year auditor contract with RHR Smith and Company.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Selection of Firm to Provide General Engineering Services for Facilities Projects: Superintendent Smith advised there were four responses to the Request for Qualifications. The Budget and Finance Committee and Jake Morgan, Transportation and Facilities Director reviewed each response and used an assessment tool to rank them. It is the Budget and Finance Committees recommendation to move forward with Carpenter Associates.

Motion by Gavin Robinson with a second by Charles Baker, Jr. to approve Carpenter Associates as the General Engineer Consultant for Facilities Projects.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Policies to Approve: BIA – New Board Member Orientation; BIB – Board Member Development Opportunities; BBA - School Board Powers and Responsibilities: Superintendent Smith advised these policies had minor grammatical changes.

Motion by Heather Charity with a second by Charles Baker, Jr. to approve policies BIA – New Board Member Orientation; BIB – Board Member Development Opportunities; BBA - School Board Powers and Responsibilities.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Policy to Rescind: BB – School Board Legal Status: Superintendent Smith advised this policy was written for when the District was part of the AOS. There is no longer a need for this policy.

Motion by Gavin Robinson with a second by Charles Barker, Jr. to rescind policy BB – School Board Legal Status.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Personnel Actions:

Resignations: Daniel Soule – Bus Driver; Richard Modery – Holbrook Middle School Principal. All Board members wished him well and thanked him for his service at RSU 63. He will be missed.

Retirements: Bernadene Brownell, Holbrook Math Teacher; Deborah Colbry, Holden Special Education Teacher; and Elizabeth Davis- Spencer – Holbrook Music Teacher.

Reassignments: None

Leaves: None

Elections: None

Appointments: Tessa Byard, Track Coach; Desiree Doughty, Assistant Track Coach; and Gretchen Spencer, Substitute. Superintendent Smith advised these positions are on hold as all activities and school has been closed down.

Searches: Middle School Principal.

Questions and Comments from the Public: None

Adjournment: At 7:15pm Heather Charity made the motion with a second by Charles Baker, Jr. to adjourn.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed

Respectfully submitted by,



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

Approved: April 27, 2020