

**RSU 63 Board of Directors  
Monday, March 23, 2020  
6:00pm at Holden Elementary School  
Agenda**

**Call Meeting to Order**

**Executive Sessions**

1. Discussion of Contract Negotiations for Administrator(s) pursuant to 1 M.R.S.A. § 405(6)(D)

**Public Session will resume at approximately 6:30pm**

**Flag Salute/Moment of Silence**

**Possible Action Regarding Contract Negotiations for Administrator(s)**

**Approval of Minutes for February 24, 2020 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. Literacy Volunteers of Bangor – Book Donation

**Presentation – COVID-19 Update**

**Questions and Comments from the Board and Public Members**

**Dates of Next Committee Meetings**

1. FY21 Budget Workshop: Tuesday, March 31, 2020 at 6:00pm, at Holbrook – **All Board Members are Encouraged to Attend**
2. Curriculum Committee: Monday, April 6, 2020 at 3:30pm, at Holbrook
3. Student Success Committee: Tuesday, April 7, 2020 at 3:30pm, at Holbrook
4. Policy Committee: Tuesday, April 7, 2020 at 6:00pm, at Holbrook
5. Budget and Finance Committee: Tuesday, April 7, 2020 at 5:00pm, at Holbrook
6. School Board Meeting: Monday, April 27, 2020 at 6:30pm, at Eddington

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee
  - a. Vote to Appoint a Member to the Budget and Finance Committee
3. FY21 Budget Update

**Superintendent's Report**

**RSU 63 Chair's Report**

**Discussion, Motion, and Acceptance of Reports**

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

**Old Business**

## **New Business**

1. Bond for FY21
2. Date for RSU 63 Budget Meeting
3. Vote Regarding Three-Year Audit Contract
4. Selection of Firm to Provide General Engineering Services for Facility Projects
5. Policies to Approve
  - a. BIA – New Board Member Orientation
  - b. BIB – Board Member Development Opportunities
  - c. BBA – School Board Powers and Responsibilities
6. Policy to Rescind
  - a. BB – School Board Legal Status

## **Personnel Actions**

1. Resignations
  - a. Daniel Soule – Bus Driver
2. Retirements
  - a. Bernadene Brownell – Holbrook Math Teacher
  - b. Deborah Colbry – Holden Special Education Teacher
  - c. Elizabeth Davis-Spencer – Holbrook Music Teacher
3. Reassignments - None
4. Leaves – None
5. Elections (Board Vote Required) – None
6. Appointments
  - a. Tessa Byard – Track Coach
  - b. Desiree Doughty – Assistant Track Coach
  - c. Gretchen Spencer, Substitute
7. Searches
  - a. Substitutes
  - b. Baseball Coach
  - c. Softball Coach
  - d. Bus Driver

## **Questions and Comments from the Public**

## **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: February 24, 2020  
Location: Holbrook Middle School  
Minutes

**Members Present:**

*Town of Eddington:* Charles Baker, Jr. and Steve Carr

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

*Town of Clifton:* Linda Graban

*Superintendent of Schools:* Susan M. Smith

**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 Heather Charity with a second by Holly Whitmore to approve the minutes from the January 27, 2020 Board Meeting.

**Vote: 7 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith recognized the following winter scholar athletes: Holbrook Chess Team and Girls "B" Basketball Team for receiving the Penobscot Valley Middle School League Sportsmanship Award; Boys "A" Basketball Team for being Runners-Up in the Penobscot Valley Middle School League B Flight; and Holbrook Spelling Bee Representatives, First Place – Jed Hartley, Grade 7; Second Place – Gage Jones, Grade 8; Third Place – Kaleb Jones, Grade 5; and Fourth Place – Caleb Allen, Grade 7. Wendy Briggs wrote an email to Jake Morgan in recognition of Holly Knowles, evening custodian for doing a good job cleaning Ms. Briggs' classroom.

**Acceptance of Gifts/Donations:** The CHEFS program is helping support the snack program at Holbrook Middle School.

**Presentation:** Superintendent Smith, Richard Modery, Don Spencer, and Jesse Gauthier presented information on Academics in RSU 63. Each administrator reviewed and discussed the information in the handout included with the minutes as *Attachment A*.

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

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

**Dates of Next Committee Meeting:**

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

Policy Committee: Tuesday, March 3, 2020 at 5:30pm, at Holbrook

Curriculum Committee: Monday, March 9, 2020 at 3:30pm, at Holbrook

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

FY21 Budget Workshop Meeting (System Admin, SPED, High School): Wednesday, March 11, 2020 at 5:00pm, at Holbrook

FY21 Budget Workshop Meeting (School Admin, PK-8 Instruction, Staff & Student Support): Tuesday, March 17, 2020 at 4:30pm, at Holbrook

Next Regular Board Meeting: Monday, March 23, 2020 at 6:30, at Holden with Executive Session at 6:00pm

FY21 Budget Workshop Meeting: Tuesday, March 31, 2020 at 5:00pm, at Holbrook

school grounds”; policy BCC was updated to reflect the sample wording from Maine School Management; policy EBABA was an annual review with no updates; and policy GBEC added “nicotine and nicotine addiction support for staff in cessation plans”.

Motion by Heather Charity with a second by Linda Graban to approve policies ADC – Policy Addressing Tobacco Use and Exposure; ADC-R – Policy Addressing Tobacco Use and Exposure – Administrative Procedures; BCC – Nepotism; EBABA – Chemical Hygiene Plan; and GBEC – Drug-Free Workplace.

**Vote: 7 Approved; 0 Opposed**

**Personnel Actions:**

**Resignations:** None

**Retirements:** Deb Colbry, Special Services Teacher (16 years as a Special Education Teacher with RSU 63 and 47 years overall as a Special Education Teacher)

**Reassignments:** None

**Elections:** None

**Appointments:** Jon Harrington, Substitute Education Technician and Josh Baillargeon, Holden Day Custodian

**Searches:** Searches continue for Substitutes, Track Coach and Softball Coach.

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

**Adjournment:** At 7:55pm John Hutchins adjourned the meeting.

Respectfully submitted by,

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

Approved:

***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.***



A great place to live, work, and go to school!

## Academics in RSU 63: Some Data We Regularly Use

MEA and NWEA Results

Percent of Students Completing Algebra or Geometry in Grade 8

Grades

Success in High School

Academic Support and Extension Programs

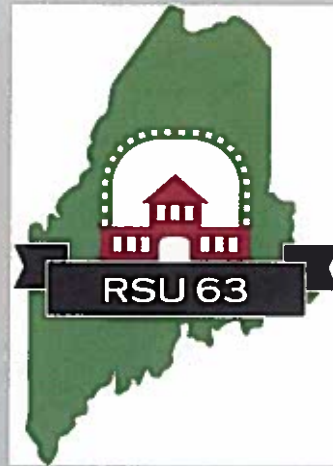
Attendance

Participation in Extra- and Co-Curricular Activities

Incidents of Prohibitive Behavior

# Achievement Testing

Some History and  
Some Results



## Maine and the Nation

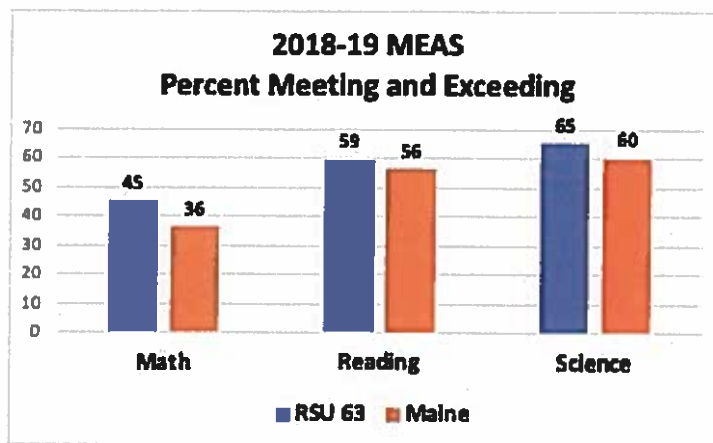
ESEA: Accountability at the Federal Level

MEAs: Maine Educational Assessments

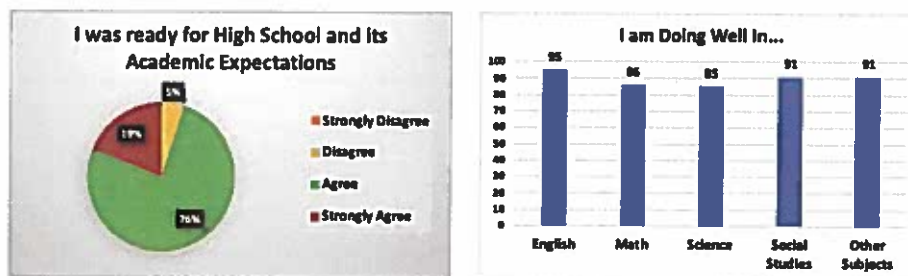
“District” Results



ESSA Dashboard - <https://www.maine.gov/doe/dashboard>



### Our Grade 9 Students, May 2019 (approximately 35% responded)



62% Participated in Extra-Curricular Activities

# ACADEMIC PROGRAMS

What is Going Well?



## District Wide

### What is Going Well

- Revisiting English Language Arts priorities, resources, and instruction
- Continued use of Math in Focus (Grades K-5) and Big Ideas (Math Grades 6-8)
- Social Studies alignment
- Library classes expanded to include all 3 schools
- Expanded after school programs
- We have an excellent staff, with a good mix of veterans and those new to RSU 63
- Our greatest strength is our students. Although there are challenges, it is easy to see that they all have talents and gifts to share with the world.



## **EDDINGTON & HOLDEN**

### What is Going Well

- Literacy Specialists (teachers, one at each school)
- Interventionists (educational technicians, one at each school)
- Response to Intervention (Monthly team meetings to focus support on student needs)
- Professional development in literacy through the Univ. of Maine (Prof. Dee Nichols)
- Including social & emotional learning within the classrooms
- After school "Math Masters" offered to students who need additional interventions (3rd & 4th)

## **HOLBROOK SCHOOL**

### What is Going Well

- Honors English Language Arts classes in Grades 6, 7, and 8
- Wide-range of math classes for students in Grades 6 through 8 (including pre-algebra, algebra, & geometry)
- 78% of our Grade 8 Students are taking Algebra or Geometry
- STEM position (computer coding, robotics, multi-media applications, website design, and application software tools)
- The Great Body Shop for health instruction in all grades
- Increased Library (all students access the library at least monthly)
- After school Math Masters for Grade 5
- Math Team and Math Counts for Grades 6, 7, and 8

# SPECIAL EDUCATION

## What is Going Well

- Life Skills – Students Grades 2-8
  - Taking trips into the community
  - Using Life Skills curriculum that is differentiated
  - Participating in Social Skills Stories
- High quality instructional materials are being used in K-8 Resource Rooms to assist teachers, improve equity, and deliver continuity to our students from year to year.
  - Leveled Literacy Instruction (LLI) for specially designed individualized reading instruction (K-8)
  - Lexia for independent reading fluency practice (K-8)
  - VMath to learn, improve, and review foundational math skills (2-6)

## ACADEMIC PROGRAMS

Long-Term Goals,  
Needs, and  
Concerns



## **District Wide:**

### **Goals for this year and next**

- Finalize K-8 ELA priorities and begin to implement consistent instructional resources in Kindergarten through Grade 6
- Provide professional development for successful implementation of ELA resources
- Revisit K-8 Art, Music, Physical Education, Spanish, and Guidance priorities
- Librarian/Library Lessons at all 3 schools (IMLS Grant)
- Enhance Summer School

## **District Wide: Long-Term Goals**

**Goal: 80% or more of our students performing at or above grade level in ELA, Math, and Science**

- Adjust staffing to maintain recommended class size while providing specialized instruction in all content areas (including health and computer science)
- Maintain educational technician support for general education students at all three schools
- Have a teacher with the "Gifted and Talented" endorsement provide direction instruction, consultation, and coordination for students with accelerated learning
- *Hire a part-time Licensed Clinical Social Worker paired with a part-time Board Certified Behavior Analyst and part-time Case Manager*
  - *These individuals would provide small-group and individual counselling as behavioral plans and interventions. They would also help provide services as our Homeless liaison and Foster Care liaison, help with PK-8 students transitioning from/to schools, and assist with truancy and attendance from PK to high school.*

## **EDDINGTON & HOLDEN: Goals**

- Continue K-4 Spanish and World Culture instruction
- Continue Library classes and support
- Continue on-site professional development for ELA
- Have a teacher with the Gifted and Talented endorsement provide instruction and coordination
- *Continue to support students' social and emotional needs*

## **HOLBROOK SCHOOL: Goals**

- Continue to support content area teachers who have a high level of content knowledge and enthusiasm, ensuring they specialize in their area of expertise
- Maintain enough Math and ELA teachers in Grades 6 through 8 to support struggling students and provide GT instruction
- Make Holbrook's Response to Intervention (RTI) procedure systemic (utilizing our Academic Intervention Checklist).
- *Strengthen our relationship with Community Care to ensure students' emotional needs are met so our students can reach their academic potential (ie. help for anxiety and depression, social skills, emotional regulation, and organizational skills)*

## **SPECIAL EDUCATION: Goals**

- Continue to enhance and expand Life Skills programs in all grades K-8
- Continue high quality, individualized reading and math instruction
- Continue supporting students in the regular education setting with Ed Tech support
- Increase our capacity to meet the emotional and behavioral needs of students by creating a Behavioral Program at Holbrook for grades 5-8.



**School Renovation Revolving Funds (SRRF)****Indoor Air Quality (Ventilation and Heating) – Projects Funded through State and Bond****Approved for Each School (Holbrook, Holden, and Eddington):**

Demolition and Patching

Purchase and Install Fan Coil Units

Purchase and Install Heating and Ventilation Units

Install Digital Controls

School	Portion of Loan to Be Forgiven by State	Portion of Loan to be Repaid through Bond	IAQ Project Totals
Holbrook	\$487,900	\$512,100	\$1,000,000*
Holden	\$427,766	\$448,984	\$876,750
Eddington	\$388,612	\$407,888	\$796,500
<b>Totals</b>	<b>\$1,304,264</b>	<b>\$1,368,972</b>	<b>\$2,673,250</b>

\* Note: Holbrook IAQ cost estimate = \$1,352,000; \$352,000 would need to be paid locally

Total SRRF to repay through interest-free SRRF bond over 10 years = \$1,368,972

\$136,898 = annual payment for SRRF/Indoor Air Quality projects

An additional bond will be needed to complete other necessary projects (i.e.– Eddington and Holden boiler rooms, traffic reconfiguration at Holbrook).

**School Renovation Revolving Funds Timeline**

- Secure Bond Counsel - Tuesday, February 25<sup>th</sup> (\$ required - reimbursed?)
- Run Request for Qualifications (RFQ) ads in Kennebec Journal & Bangor Daily – Feb. 29 & Mar. 7 (\$ required - reimbursed?)
- Qualifications Due Mar. 16
- Select Architect/Engineer Week of Mar. 16
- Begin Design and Bid Specifications for IAQ Projects (\$ required - reimbursed?)
- Public Hearing Regarding SRRF Projects and Bond Projects/Board Meeting – May 11<sup>th</sup>?
- RSU 63 Budget Meeting/Vote – May 27<sup>th</sup>?
- Public Referendum Vote – June 9<sup>th</sup>
- Secure SRRF Funds – June 10<sup>th</sup>?
- Begin SRRF Projects – June 15<sup>th</sup>?
- Begin Design and Bid Specifications for Other Bond Projects
- Secure Other Bond Funds – October 31<sup>st</sup>
- Begin Other Bond Projects – November 2020
- SRRF/IAQ Projects Must Be Completed by July 31, 2021
- Other Bond Projects Must Be Completed by October 2023

**POLICY COMMITTEE MINUTES**  
**Meeting: March 3, 2020**

DRAFT

Members Present: Christina Harmon McLeod, Holly Whitmore, Heather Charity (arrived at 5:50pm)  
Also Present: Superintendent Susan Smith

1. **Call to Order:** Christina McLeod began the meeting at 5:34pm.
2. **BIA – New Board Member Orientation:** This policy had not been reviewed since 2013. Minor changes were made. This policy is ready to go to the full Board in March. It was suggested that when new members are elected, a “meet and greet” session be held just prior to the start of their first board meeting. We will put this in practice but decided not to include it in policy.
3. **BIB – Board Member Development Opportunities:** This policy had not been reviewed since 2013. Minor changes were made. This policy is ready to go to the full Board in March.
4. **BB – School Board Legal Status:** This policy was needed for the AOS Board. It is no longer required. It is the committee’s recommendation that it be rescinded.
5. **BBA – School Board Powers and Responsibilities:** This policy had not been reviewed since 2013. Minor changes were made. This policy is ready to go to the full Board in March.

6. **Policies to Review Next:**

For the April Policy Meeting

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

BBAA – Board Member Authority and Responsibilities

BID – Board of Directors Compensation

DK – Payment Procedures

JJIF – Management of Concussions & Other Head Injuries

Dawna Bickford (our School Nurse) is reviewing our policy regarding concussion (JJIF) to make sure it aligns with recent changes to Maine law and the samples provided by the State.

AC-R – Grievance Procedures for Persons with Disabilities. We have a version of this policy coded as IHBAL. Maine School Management Association is recommending all districts revise and rename this policy to AC-R.

IHBAJ and IHBAJ-E are both no longer recommended by Maine School Management. They are suggesting school boards rescind these.

NOTE: Since this meeting held on March 3, 2020, the Maine Child Nutrition Services have advised us to update policy EFCA and DJ-R. Minor changes are required.

7. **Next Meetings:**

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

8. **Other:** Novel Coronavirus and policies/procedures regarding infectious diseases were discussed.

The meeting adjourned at 6:00pm.



EDDINGTON ELEMENTARY SCHOOL

HOLDEN 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

DRAFT

690 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

**"RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life**



I submit my March board report on behalf of the students and staff at these "hard working" schools. Our Eddington enrollment begins with **29** students in PK, **40** in K, and **46** in 1<sup>st</sup> for a total of **115** students. We head over on RT 1A and have **42** in 2<sup>nd</sup>, **44** in 3<sup>rd</sup>, and **50** in 4<sup>th</sup> for a total of **136** students in Holden. (**251** in total). We will have a few Univ. of Maine & Husson Univ. students joining us over the next nine weeks as student teachers at the Holden and Eddington Schools. As we "spring forward" I certainly am hoping the warmer weather is here to stay.

The staff spent a lot of time in early March assessing their students as the 2<sup>nd</sup> trimester ended. We encourage parents to schedule conferences if they have any concerns or questions about their child's progress report. The teachers continue to be thankful for the early release days at the end of each trimester to complete their assessments and progress reports. Our 3<sup>rd</sup> & 4<sup>th</sup> grade teachers and students will be spending several days administering or taking the MEA's. A big kudos to our SPED staff for working out a schedule that will allow students to be in the best settings possible and receive their accommodations so they can be successful on these standardized tests.

Our PTF continues to support the schools and will be hosting two "Pastries for Parents" breakfasts at the end of the March and beginning of April. The end of the trimester brings "the good conduct" award for all those students who did not receive a pink slip, bus slip, or incident report. The recognition and awards will be announced in early April.

Our talented actors have been busy and will continue their rehearsals for our spring play that will take place on March 27<sup>th</sup>. Mrs. Egolf along with cast and crew have not missed a rehearsal due to snow days (a 1<sup>st</sup> in a long time) and are very excited to perform. Good luck to all participants.

I shall start to have lunch with small groups of fourth graders on a weekly basis and our discussions will focus on moving over to the "big school." I shall share with them my knowledge of what Holbrook is like; after all I did teach grade 5 for sixteen years there and that seems to ease their concerns. Great questions and answers are had while we enjoy each other's company.

It was a sea of green on March 17<sup>th</sup> as Irish music echoed in the hallways and a "Big Green Leprechaun" visited the classrooms throughout the morning? I do so enjoy St. Paddy's Day!

Respectfully submitted,  
 Don Spencer  
 Principal Eddington & Holden Elementary



Holbrook School  
Principal's Report  
3-13-20

**DRAFT**

**Enrollment:**

Grade 5	50
Grade 6	50
Grade 7	57
Grade 8	50
Total	207

**Focus on instruction:**

It's hard to believe but today, March 13<sup>th</sup>, is the last day of trimester II. Over the next week teachers will get their gradebooks in order so that trimester II report cards can go home with students on Monday, March 23<sup>rd</sup>. As we move into the last trimester of the school year we're preparing for a variety of potential impacts due to the COVID-19 concerns. Our staff will be preparing materials so that learning doesn't have to stop entirely if schools have to experience a closure. We remain fortunate to have such terrific students, staff, and families at Holbrook.

Many of our eighth grade students have submitted applications to John Bapst and Hampden Academy. We strongly encourage our students to apply to multiple high schools to keep their options open. Students will be receiving letters of intent from John Bapst and Hampden Academy in the coming weeks. Mrs. Walters continues to work with students to get registration material for Bangor and Brewer high schools completed.

The staff is preparing students for the annual large scale MEA Assessment required of all public schools in Maine. Links to released practice material (hard copy) and practice test sessions have been sent to the staff to ensure that students have been exposed to question types and their platform. We've worked on a test schedule and accommodation groups for students to provide them with the best possible test environment. All Holbrook School students will be testing the mornings of March 24, 25, 26, and 31. There will be make up sessions available through April 10<sup>th</sup> for students who may miss a test session. Testing will only take a portion of each day and students will receive instruction throughout the testing window as well. We strive to provide students with a comfortable test environment with limited distraction to ensure they represent themselves well.

Holbrook was well represented at the annual PVML Spelling Bee which was held at the Glenburn School on Tuesday, February 25<sup>th</sup>. Congratulations and thank you to Jed Hartley, Gage Jones, Kaleb Jones, and Caleb Allen for their terrific spelling efforts.

### **Climate and Culture:**

Over the last several weeks the Holbrook School office has had fresh fruit available to students at no cost. This simple effort has had a terrific positive impact. Not only are students actually eating servings of fresh fruit every day they are expressing appreciation and gratitude. This idea came out of the Student Success Committee and is being funded by the Masonic Lodge, CHEFS, and the Clifton Church.

As we work to keep our students and staff healthy through the COVID-19 situation we are closely monitoring recommendations from the Maine CDC and Maine DOE. We're increasing our attention on basic efforts to help keep students and staff healthy. These efforts include but are not limited to: hand washing, hand sanitizer use, sanitizing touch surfaces regularly, and incorporating "social distancing" strategies in our school. For the time being we have suspended all events that gather large groups and will restrict building access to those who work or attend school in RSU 63. Thanks to our custodial staff as they work to clean and sanitize touch surfaces and restrooms multiple times throughout each day. Mr. Morgan remains in close contact with our cleaning chemical vendors to ensure that our cleaning materials are up to the task. Unfortunately, these steps will limit experiences such as our spring play, concert, field trips and community events. I'm hopeful that the COVID-19 situation will peak and subside in the near future so that students will not have to endure further disruption and anxiety. In cooperation with the Maine Principal's Association our local athletic league (PVML) will be delaying the start of the spring athletic season. Typically, our spring athletic season starts on April 1<sup>st</sup>. The MPA has set April 27<sup>th</sup> as the first available date for spring athletics this year and the PVML will follow their lead. Keeping our students' health and well-being is our top priority and I hope we can accomplish this without negatively impacting their education. In the coming days our staff will be organizing materials in the event that school has to close for a period of time. This would be unfortunate as new learning would be limited but if deemed necessary we'll be prepared. Keep your fingers crossed!

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School



**Regional School Unit 63**  
**Clifton, Eddington, and Holden**

**DRAFT**

*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 – March 2020**

Transition planning is in full swing for our eighth-grade students going to high school and for Pre-K students entering Kindergarten in the fall. I will be meeting with Child Development Services at the beginning of April to review the needs of our students coming into the Kindergarten class at Eddington next year. I have read the Individualized Education Programs for these students and budgeted for next year based on the anticipated need to these students. One change that I am recommending is that RSU #63 create a Life Skills program at the Eddington School for grades K & 1. We have had more students on a consistent basis needing small group, behavioral, and cognitive supports. Generally, these are students with no violent or aggressive behaviors but need continuous and frequent adult support in order to attend to a nonpreferred task for 2 to 5 minutes at a time. These students also require support at each transition back to a nonpreferred task, which is about every 10 minutes. In the past, there has not been the consistent enrollment to make adding a classroom to the special education department feasible. But now, with the trends we are seeing over the past 5 years, there's a strong likelihood of having 4 to 6 students in those grade spans year to year, particularly if we were to support the needs of 4-year-old students who needs surpass what is available in our current Pre-K program through the current Child Development (CDS) model. In the past, the Kindergarten and First grade students have been supported by the Bangor Regional Program at the 14<sup>th</sup> Street School. Students had specially designed instruction to meet their needs and adult support to be with their nondisabled peers during lunch, recess, library, and music. Currently, Pre-K students with higher needs have been bussed to programs in Brewer, Bangor, and Ellsworth. Offering to meet the needs of our students at our schools is what is best for those students and would reduce the cost of our out-of-district-placements including, hiring a teacher, Ed Techs, and setting up the space to meet the needs of the students.

I will meet with the families of our eighth graders and the special education teachers from our sending high schools to plan and prepare for the services and scheduling needs of our students starting their high school careers. We will discuss their current plans with the 8<sup>th</sup> grade teachers and our special education teachers and determine what services and accommodations will best meet their needs as they head off to high school in the fall. This is always a nervous time for students and parents as they try to prepare for leaving the familiarity of RSU #63 and heading to the unknown changes at a high school in another school district in the fall.

Finally, it's that time of year for state testing. With the help of our online special education database that we have implemented over the past three years, SPEDnet, we were able to run reports and with Mr. Cummings's help, upload the students' accommodations into the Maine Department of Education based computer system. Also, our students who take the Maine State Alternate Assessment (MSAA) will begin their testing at the beginning of April. The MSAA is designed for students in the lowest 1% of cognitive ability.

Respectfully Submitted,  
Jesse Gauthier,  
Director of Special Services



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

*Jake Morgan, Transportation & Facilities Director*  
*[jmorgan@rsu63.org](mailto:jmorgan@rsu63.org)*

DRAFT



Clifton

Dedham

Eddington

Holden

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### March Board Report

#### **Transportation:**

We had a bus break down on Rt. 1A one afternoon in late February. We were able to move it to the church parking lot on Church Road. The bus was left there until early the next morning. Holden police was notified. The mechanic and I were able to move the bus back to the garage without having it towed. This saved a \$300.00 towing charge. After several tests, it was determined there was a problem with the fuel system. This bus has been at CB Kenworth for three weeks now waiting on parts and mechanics.

Bus 33 is now in the garage. We are pricing the parts for repair. This bus is scheduled with the State for replacement due to high mileage (223,000 miles) and is need of a lot of TLC.

March 13<sup>th</sup>, we had a bus driver meeting to go over the updated transportation policies and the ever-changing coronavirus procedures. I try to meet quarterly with the drivers so we can discuss anything that might need attention. We also showed drivers how to properly spray the disinfectant on the buses.

#### **Facilities:**

Efficiency Maine has a grant available to fund the replacement of most lights in schools with new LED lights. I met with a representative to discuss the details and get a cost estimate to replace all the lights at Holden Elementary School. The application is due by March 30<sup>th</sup>. If approved, we would have until August 30<sup>th</sup> to complete the replacement. I will keep you informed on how this goes. This past month we have had no heating problems. We had one small roof leak around a drain, as soon as the snow has melted they will be back to repair it.

Custodians have increased washing "touch" services to at least twice per day now.



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:** March 12, 2020  
**Re:** Monthly Report

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

#### **Grade 3-8 Online MEA Assessment**

The MEA site readiness tests have been completed and the updated eMPowerMEA testing client has been installed on all student laptops that will be used for the assessment. Testing for students in grades 3-4 will start on March 17th and on March 24th for students in grades 5-8. Should RSU 63 be impacted by COVID-19, there is the possibility of extending the assessment window to provide additional time to administer the MEA assessments.

#### **Student Data Management**

As we move closer to April 1st, I will be testing and uploading student attendance, behavior, and enrollment data to the Department of Education's student information system. The Department of Education requires us to upload this data every October 1st, January 1st, April 1st, and July 1st. Our TylerSIS data has to 100% match the Department of Education's data requirements and formats to be accepted for verification. This is always a challenge when merging data with 2 different systems.

#### **MLTI Bridge Year**

With the current contract for the MLTI program set to expire on June 30, and no finalized plan for the next phase of the MLTI program, the Department of Education has designed a "bridge year" for the 2020-2021 academic year.

Since there will be no new devices issued to SAU's during this bridge year, the Department of Education will be buying out the lease on the current devices and then transferring ownership to SAUs. There will be no buyout cost to SAUs for 7th and 8th grade & staff eligible devices. RSU 63 will take ownership of 110 student devices and 24 staff devices.

During the 2020-2021 academic year, the Department of Education will continue to work with stakeholders to design what is the next phase of the MLTI program. Discussions around portable computer devices, deployment, device management, wireless networking, software, technical support, professional development, and financial models to support a new project will take place.

Respectfully submitted,

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

Susan Smith  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

DRAFT

**Date:** March 11, 2020  
**From:** Kelly Theriault  
**RE:** March Board Report

- 
- Budget & Finance committee met on February 11 and March 11, 2020. The financials were reviewed, updates were provided on the bond, personnel, food service programs, facilities, and transportation. Following the Feb. meeting, was our first budget workshop. A second workshop followed the March meeting. The focus of those budget workshops was transportation and facilities, special education and secondary education. The next budget workshop will be focusing on elementary education, staff & student support, system admin and school admin.
  - As mentioned in my February verbal report, I sent out 11 Audit RFPs. Only two responded with a proposal. Budget & Finance reviewed the proposals at its last meeting and a recommendation to the full board will be made at the March meeting.
  - The Child Nutrition review of the Holden site is well under way. I sent in the requested documents and information and completed the online portion back in February. On March 4<sup>th</sup>, I had a two hour telephone conference with them. The state will be on site later in the month to complete the last part of the review. There have been a few notations but overall it has gone well.
  - Our student account outstanding balances for Breakfast/Lunch programs are currently at \$5600. This is the highest I can recall it ever being. \$4,000 of this debt is from 22 families and more than half of the \$5600 comes from seven families with debts of over \$150. At my Dirigo group meeting last week, I brought this up to see if other school were seeing similar patterns and most were. The general consensus was this would continue to grow with the adoption of LD1684, which became widely known as the "Food Shaming Law".
  - Reports completed this month in the business office; MePERS, School Breakfast/Lunch monthly details & claims report, & Bureau of Labor statistics Multiple Worksite report.



**RSU 63**  
**Budget & Finance Committee Meeting**  
Wednesday, March 11, 2020  
Holbrook School

DRAFT

Present: Kelly Theriault, Susan Smith, Gavin Robinson, Charles Baker, Steven Carr (5:00pm), Holly Whitmore (5:00pm)

1. Call the meeting to Order: 4:14pm
2. FY20 Financials (Feb)
  - a. Summary
  - b. General Fund  
Discussed facilities and Interest Income.  
Charles asked about funding for backup, new pumps to replace those we used for the emergency well repair. Susan advised the install was less than expected so we may have room in the budget to purchase new backup pumps. Brief discussion on well sharing with the Town of Holden.
  - c. Hot Lunch  
Student balances are rising, likely as a result of the recent food shaming law. We have spoken with the families with highest balances and some of it was oversight. Other schools are turning to small claims court rather than collection agencies. Charles asked if it was possible to attach a balance to the Towns tax bill and we were unsure if that was possible.
3. Audit RFP  
Only 2 of 11 responded. RHR is the lowest initially with a flat line of the expense for the next two years. Both have strong peer reviews. RHR has had the school audit since 2015. They did a good job with the timeframes for the last audit. It was the opinion of the Committee that RHR has corrected previous deficiencies and has the best pricing and as such we should proceed with them.
4. FY21 RFPs
  - a. Trash
  - b. Fuel
  - c. Plowing/Sanding  
Discussed the bids to go out. Gavin asked about the policy around when/if a company associated with Board member bids. In that event we would need to note the association as a footnote in the audit but it is possible. Susan will review policy to ensure we follow closely.
5. Transportation
  - a. FY21 Transportation Contracts
  - b. Van?  
State Auction coming up soon and there is a van. Committee agreed that Jake should attend to see if we could get the van for ~2,000 plus some likely cost to fix up. Charles asked if UMO still had auctions on used equipment.
6. Other
  - a. Looking at Efficiency Maine lighting grant. Jake is working on a cost quote. It is \$100,000 per school but we need to understand what the District's investment might need to be in order to access the funds. Charles asked what the energy savings would be on the conversion to LED and Susan said she would look into.
  - b. Susan will be meeting with Lt. Benjamin of Holden PD to explore a COPS Grant. These grants are for up to \$500,000 for security and technology enhancements for schools. We have met a requirement that allows us to apply and now we need to go through what appears to be a fairly intensive process to see if we can put together the next step in the application process.
  - c. RFQ review for firms that can help with the SRRF requirements. Carpenter Associates has responded and we expect a few more responses. Susan will meet at 12:00pm on March 17th to review RFQ's and make decision. Charles will attend.
  - d. Gavin asked if kiln had been installed and it has been installed and fired.
7. Next meeting date: Tuesday, April 11<sup>th</sup>, 5:00pm at Holbrook School
8. Adjourn: 5:01pm

# MSAD63

## Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining	Last Year Period
	7/1/2019 - 6/30/2020	2/1/2020 - 2/29/2020	7/1/2019 - 2/29/2020	7/1/2019 - 2/29/2020	7/1/2019 - 2/29/2020	7/1/2019 - 2/29/2020	7/1/2018 - 2/28/2019
Subtotal Regular Instruction	\$2,759,609	\$198,442	\$1,565,261	\$19,801	\$1,174,547	43%	\$1,544,303
Subtotal REG 9-12	\$3,441,226	\$361,658	\$1,626,478	\$0	\$1,814,748	53%	\$1,573,070
Subtotal Special Education	\$1,749,605	\$117,682	\$778,843	\$8,629	\$962,133	55%	\$781,755
Subtotal Staff & Student Sppt	\$475,593	\$27,984	\$305,974	\$1,832	\$167,787	35%	\$303,534
Subtotal Facilities	\$900,802	\$64,246	\$541,704	\$76,715	\$282,383	31%	\$568,747
Subtotal Transportation	\$801,370	\$44,594	\$502,871	\$49,875	\$248,624	31%	\$499,122
Sub Total Trans to Other Units	\$0	\$5,108	\$39,920	\$4,024	\$(-43,944)	---	\$39,253
Subtotal System Administration	\$337,016	\$20,160	\$220,233	\$3,639	\$113,144	34%	\$230,420
Subtotal School Administration	\$388,395	\$26,920	\$262,459	\$1,181	\$124,755	32%	\$237,510
Subtotal Other Instrn	\$51,266	\$13,868	\$28,148	\$852	\$22,266	43%	\$21,457
Subtotal All Other	\$10,000	\$0	\$0	\$0	\$10,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$10,914,882	\$880,662	\$5,871,891	\$166,548	\$4,876,443	45%	\$5,799,171
NET REVENUE OVER EXPENSE	\$10,914,882	\$880,662	\$5,871,891	\$166,548	\$4,876,443	45%	\$5,799,171



# MSAD63

## Income Statement Hot Lunch

Report # 24277

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances		
	2/1/2020 - 2/29/2020	7/1/2019 - 2/29/2020	7/1/2019 - 2/29/2020		
<b>00000 OVERHEAD</b>					
6000-0000-00000-4162100-950 A La Carte Sales	0.00	(285.75)	0.00		
<b>TOTAL 00000 OVERHEAD</b>	<b>\$0.00</b>	<b>\$ (285.75)</b>	<b>\$0.00</b>		
<b>10000 REGULAR INSTRUCTION</b>					
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(5,333.50)	(54,728.69)	0.00		
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(7,897.23)	(39,762.53)	0.00		
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$ (13,230.73)</b>	<b>\$ (94,491.22)</b>	<b>\$0.00</b>		
<b>31000 FOOD SERVICE OPERATIONS</b>					
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	5,913.63	42,967.07	0.00		
6000-0000-31000-5202040-950 UNEMPLOYMENT	22.87	101.85	0.00		
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	500.50	1,269.04	0.00		
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	1,759.29	12,567.41	0.00		
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	62.36	389.06	0.00		
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	82.90	594.05	0.00		
6000-0000-31000-5218000-950 FICA/MEDI	354.51	2,539.87	0.00		
6000-0000-31000-5218015-950 Dental	5.58	51.17	0.00		
6000-0000-31000-5238000-950 RETIREMENT CONT./REGULAR E/E	4.04	36.36	0.00		
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	131.00	0.00		
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	5,641.91	55,743.43	200.00		
6000-0000-31000-5630030-950 SNACK	278.56	681.75	0.00		
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	491.75	9,354.57	205.62		
6000-0000-31000-5890000-950 Repairs	316.42	821.79	300.00		
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$15,434.32</b>	<b>\$127,248.42</b>	<b>\$705.62</b>		
<b>31200 A LA CARTE</b>					
6000-0000-31200-5630000-950 A LA CARTE FOOD	41.91	138.97	0.00		
<b>TOTAL 31200 A LA CARTE</b>	<b>\$41.91</b>	<b>\$138.97</b>	<b>\$0.00</b>		
<b>GRAND TOTAL</b>	<b>\$2,245.50</b>	<b>\$32,610.42</b>	<b>\$705.62</b>		



## Regional School Unit 63

**DRAFT**

*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: MARCH 2020**

During these unusual times, I am focused on three priorities:

- Responding to and planning for COVID-19 in our RSU 63 Communities
- Meeting State Revolving Renovation Fund (SRRF) and Bond Requirements
- Developing the RSU 63 Budget for the 2020-21 School Year (FY21)

**Until guidance changes, we will be holding RSU 63 Budget Workshops, Budget and Finance Committee Meetings, Board Meetings, and Policy Committee Meetings. If you would like to participate in any meeting remotely, please email George Cummings ([gcummings@rsu63.org](mailto:gcummings@rsu63.org)) for information on how to connect to the meeting/workshop.**

**During our meetings, we will practice social distancing – a small group in a large space.**

Below is some brief background information regarding some items on the March 23<sup>rd</sup> agenda.

### **Executive Session at 6:00pm**

Administrator Contract Negotiations

### **Public Session to Resume at Approximately 6:30pm**

#### **COVID-19**

Rather than start with a presentation, I will provide an update regarding our response to and planning for COVID-19. There will be an opportunity for Board Members (and others) to ask questions.

#### **Appoint a Member to the Budget and Finance Committee**

Chuck Baker is planning on traveling to Alaska from May until October. The Board needs to appoint a member to the Budget and Finance Committee for the months of May and June (until our organization meeting/first meeting after elections scheduled for June 15th).

#### **Bond for FY21**

We will be discussing the need for and parameters of a bond for facility projects in conjunction with SRRF monies. In order to meet required legal timelines, the Board will need to consider (then approve and sign) bond-related warrant articles during our regularly scheduled Board Meeting on April 27<sup>th</sup>. A Bond Hearing can then be held the same night as



## 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.*

**DRAFT**

our next Board Meeting – May 11th. During the May 11th Board meeting, the Board will need to consider (then approve and sign) warrant articles for the FY21 Budget.

### **Date for RSU 63 Budget Meeting**

In order to meet the required timelines, we should hold the RSU 63 Budget Meeting on Wednesday, May 27th at 7:00pm. Another possible date for the RSU Budget Meeting is Thursday, May 21st. This is the meeting where community members come to vote – usually in the Holbrook Gym. This meeting may need to be formatted a bit differently this year.

### **Vote Regarding Three-Year Audit Contract**

Only two companies responded out of the eleven Requests for Proposals that were mailed to Auditors. The Budget and Finance Committee recommends we enter into a three-year contract with RHR Smith at the cost of \$10,850 per year. The other proposal came from Haverlock, Estey, & Curran for \$15,850 per year.

### **Selection of Firm to Provide General Engineering Services for Facility Projects**

Four companies submitted Engineering Qualifications by the deadline of 1:00 pm Monday, March 16th. These will be reviewed and rated by a committee on Tuesday, March 17th. We plan to have a recommendation for you at the March 23rd meeting.

### **Retirements**

We will more formally recognize our three retirees at a later date. However, please join me in thanking Deanie Brownell, Deb Colbry, and Beth Davis-Spencer for their service to our students and community. Some wonderful teachers and people are moving on to their next adventure.

## RSU #63

- a. NEPN/NSBA Code: BIA
- b. Title: New Board Member Orientation
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 12/16/2013 RSU #63
- f. Date Previously Approved: 12/16/2013 ~~11-1-2004~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors
- i. Date Reviewed: 03/03/2020 ~~12/2/2013~~
- j. References: MSBA Handbook; 1 MRSA § 412
- k. Narrative:

**~~NEW BOARD-MEMBER ORIENTATION~~**

In order that newly elected members of the **RSU #63** Board of Directors (**the Board**) may cast informed votes and function effectively as Board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation, and will make every reasonable effort to assist newly elected Board members (or: members-elect) in understanding the Board's functions, policies, procedures and current issues.

- I. In the interim between a new member's election/appointment and him/her assuming office, the Board, through the Superintendent, will invite new members or members-elect to attend meetings, except those held in Executive Session, and ~~shall~~ **will** provide new members or members-elect with an agenda, minutes, and reports applicable to those meetings.
- II. During the time between election/appointment, the swearing in, and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.
- III. The Board, through the Superintendent, will provide new members with copies **or electronic access to** ~~of~~ appropriate publications, such as the Board policy manual, student handbook(s), collective bargaining agreements, and current budget documents.
- IV. The Board will encourage new members to attend appropriate in-district workshops. Any reimbursement for such activities must be approved in advance by the Board Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- V. The Chair and the Superintendent ~~shall~~ **will** schedule and arrange for an orientation session for new Board members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:
  - 1. The roles and responsibilities of the Board and individual members;
  - 2. Basic operational procedures of the Board;

3. Placement of items on the agenda;-
4. The role of committees, subcommittees, and advisory committees;-
5. How/ ~~and~~ why executive sessions may be held;-
6. What information is considered confidential or privileged;-
7. Appropriate responses of an individual member when a request or complaint is made directly to him/her by a student, parent, or member of the community;-
8. How the Board responds to complaints involving personnel;-
9. General information about the school system and its resources;-
10. How Board members, in fulfilling their duties, may request information concerning schools and District operations, finances, and personnel;-
11. **How to use social media appropriately as a member of the Board;**
12. How Board members may make arrangements to visit schools and the protocol for such visits;-
13. Protocol for dealing with the media;-**and**
14. Other relevant topics.

**VI.** The ~~Board Chair, or Superintendent, shall~~ **will** remind Board members of their obligation to complete, no later than the 120<sup>th</sup> day after the date of taking the oath of office, training **on the** requirements of Maine's Freedom of Access Law. The ~~Chair, or Superintendent, shall~~ **will** provide Board members with information regarding available training options. Each Board member ~~shall~~ **will** attest by means of a written or electronic record that he/she has completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certification of Completion of Freedom of Access Training form.

[NOTE: The Freedom of Access Law is ambiguous as to whether an elected official must complete the required training only the first time he/she is elected, or every time. Given the importance of this training and the potential for changes in law, it is recommended that a Board member complete Freedom of Access training each time he/she is elected. Also, while the law requires an elected official to "keep the record [of training] or file it with the public entity to which the official was elected," MSMA recommends that training documentation be maintained at the Superintendent's Office for ease in fulfilling Freedom of Access requests.]

**VII.** All Board members ~~shall~~ **will** be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic **B**boardsmanship

concepts for experienced members, as well as an opportunity to provide information and counsel to **meet** new Board members.

~~VIII. All new Board members will be given an up to date district Policy Book that will be his/her responsibility to keep current by posting the changes as they are approved and issued.~~

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: **BIB**
- b. Title: **Board Member Development Opportunities**
- c. Author:
- d. Replaces Policy:
- e. Date Approved: **02/26/2014 CSD #8; 12/16/2013 \_ RSU#63**
- f. Date Previously Approved: **12/16/2013 11-1-2004**
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Board of Directors**
- i. Date Policy Reviewed: **12/2/2013-03/03/2020 Board of Directors**
- j. References:
- k. Narrative:

**BOARD-MEMBER DEVELOPMENT OPPORTUNITIES**

Recognizing the value of continuous and life-long learning, the **RSU #63** Board of Directors (**the Board**) places a high priority on the development of its members' "boardsmanship" skills and on supporting opportunities for in-service education. The purpose of Board member development is to enhance the quality of education in the school unit and the effectiveness of school unit governance.

- I. Board members need to be well informed and to expand their knowledge of trends and issues affecting education and school governance. In addition, Board members need to develop and reinforce the skills required for effective policy-making, budget planning, and communications.
- II. Board members are encouraged to participate in district-sponsored training sessions and/or workshops and in school board or related conferences, seminars, workshops, and conventions sponsored by the Maine School Boards Association, and the Maine School Management Association. Board members are also encouraged to be active in leadership opportunities that may be available within regional, state, and national associations.
- III. Financial support should be budgeted annually to support Board member development, including participation at meetings and subscriptions to publications that address the concerns of Board members and membership. Upon Board approval, and within budgetary limitations, reimbursement for travel and necessary expenses will be provided to individual members for activities related to Board development. The Board, on a case-by-case basis, will determine the number of Board members authorized to attend specific meetings, conferences, conventions, or other events at the district's expense, as warranted by budgetary limitations. Board members may use their own discretion regarding attendance at meetings, conferences, conventions, or other events where reimbursement will not be provided **by the District**.

- IV. At a Board meeting subsequent to attendance at an educational event, members are encouraged to report briefly to the Board and the public to share knowledge gained and thoughts on implications for local school governance. Board members are also encouraged to study and share with the Board and Superintendent materials of interest they have collected.



**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. **NEPN/NSBA Code:** BBA
- b. **Title:** School Board Powers and Responsibilities
- c. **Author:** Superintendent/Board of Directors
- d. **Replaces Policy:** BBA
- e. **Date Approved:** 01/29/2014 CSD #8; 12/16/2013 RSU #63
- f. **Date Previously Approved:** 12/16/2013 11-1-2004
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Board of Directors
- i. **Date Reviewed:** 12/2/2013  
03/03/2020 Superintendent  
03/03/2020 Board of Directors
- j. **References:** 20-A MRSA § 1001,  
20-A MRSA § 1476 Policy GCBI
- k. **Narrative:**

**SCHOOL BOARD POWERS AND RESPONSIBILITIES**

The RSU #63 Boards of Directors (the Board) shall will have general charge of all public schools within their designated districts and shall will exercise such other responsibilities as specifically provided by law.

- I. The Boards of Directors shall will concern themselves itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall will be held responsible for the effective administration and supervision of the entire school system.
- II. The Boards of Directors, functioning within the framework of laws, court decisions, attorneys general's opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:
  - A. Enacts policy and keeps it up to date.
  - B. Advises the AOS #81 Board on the Selection, employment, and annual evaluation of the Superintendent.
  - C. Provides for the planning, expansion, improvement, financing, construction, and maintenance of the physical plant of the school system.

- D. Prescribes the minimum standards needed for the efficient operation and improvement of the school system.
  - E. Requires the establishment and maintenance of records, accounts, archives, management methods, and procedures incidental to the conduct of school business.
  - F. Reviews and approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business.
  - G. Estimates the funds necessary from taxes for the operation, support, maintenance, and improvement of the school system.
  - H. Adopts courses of study.
  - I. Provides staff and instructional aids.
  - J. Evaluates the educational program to determine the effectiveness with which the schools are achieving the educational purposes of the school system.
  - K. Provides for the dissemination of information relating to the schools necessary for a well-informed public.
  - L. Approves/disapproves personnel nominations from the Superintendent and determines (where appropriate via collective bargaining) compensation and working conditions of all staff.
  - ~~M. Upon recommendation of the Superintendent, reviews and approves/disapproves the extension of administrative staff contracts, including compensation and benefits.~~
- ~~III. The Boards of Directors annually appoint representatives to the AOS #81 Board, which oversees the Central Office.~~

## **RECOMMEND TO RESCIND**

### **AOS #81 (Comprised of CSD #8 and RSU #63)**

- |                                     |   |
|-------------------------------------|---|
| <b>a. NEPN/NSBA Code:</b>           | <b>BB</b>   |
| <b>b. Title:</b>                    | <b>School Board Legal Status</b>  |
| <b>c. Author:</b>                   | <b>Policy Committee</b>   |
| <b>d. Replaces Policy:</b>          | <b>New</b>  |
| <b>e. Date Approved:</b>            | <b>01/29/2014 CSD #8; <u>12/16/2013</u> RSU #63</b>                               |
| <b>f. Date Previously Approved:</b> | <b>New</b>  |
| <b>g. Policy Expiration:</b>        | <b>Review as Needed</b>   |
| <b>h. Responsible for Review:</b>   | <b>Policy Committee</b>   |
| <b>i. Date Reviewed:</b>            | <b>12/2/2013</b>  |
| <b>j. References:</b>               | <b>20-A MRSA §§ 1001, 1251 et seq<br/>20-A MRSA §§ 1451; 1471, Policy<br/>BBB</b> |
| <b>k. Narrative:</b>                |   |

### **SCHOOL BOARD LEGAL STATUS**

- I. Recognizing that “a general diffusion of the advantages of education [is] essential to the preservation of rights and liberties of the people,” the Constitution of the State of Maine declares that the Legislature has the duty to require communities to provide for the support and maintenance of public schools in order to further this objective.
- II. Maine law establishes a State Department of Education to supervise a coordinated system of public education, a Commissioner to enforce regulatory requirements and to provide technical assistance and educational leadership, and a State Board of Education to act as a body with certain policymaking, administrative, and advisory functions, but places the responsibility for control and management of public schools with locally elected School Committees, School Boards, or Boards of Directors. Thus CSD #8 and RSU #63 derive their legal authority from the State’s Constitution, state statutes, and regulations of the State Board of Education, as well as Federal laws and regulations.