

**RSU 63 Board of Directors  
Special Board Meeting  
Monday, May 27, 2020  
6:30pm at Holbrook Middle School and Remotely  
Agenda**

**Remote Dial In Phone Number: 1-443-671-8015 PIN: 952202129#**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for May 11, 2020 Board Meeting**

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

1. Gavin Robinson, RSU 63 Board Member
2. Holbrook Math Team and Math Counts
3. Retirements
  - a. Bernadene Brownell
  - b. Deborah Colbry
  - c. Elizabeth Davis-Spencer

**Dates of Next Committee Meetings**

1. Budget and Finance Committee Meeting: Monday, June 8, 2020 at 3:00pm, Holbrook Middle School and Remotely
2. School Board Meeting and RSU 63 FY21 Budget Public Hearing: Monday, June 15, 2020 at 6:30pm, Holbrook School and Remotely
3. RSU 63 Budget Meeting: Wednesday, July 1, 2020 at 7:00pm at Holbrook School
4. Referendum Vote – RSU 63 FY21 Budget: Tuesday, July 14, 2020

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee

**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)

**Personnel Actions**

1. Resignations - None
2. Retirements - None
3. Reassignments - None
4. Elections (Board Vote Required)
  - a. Eddington Life Skills Teacher
  - b. Holbrook Music Teacher
  - c. Middle School Principal
5. Appointments
  - a. Eddington Life Skills Educational Technician III

**6. Searches**

- a. PK-8 Computer Science Teacher
- b. Grade 2-4 Resource Room Teacher
- c. Part Time Speech Language Pathologist
- d. (1) PK-1 Life Skills Educational Technician II or III
- e. Long-Term Sub Speech Language Pathologist

**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: May 11, 2020  
Location: Holbrook Middle School Library and Remotely  
Minutes  
Remote Dial In Phone Number: 1-929-277-6394 PIN: 132114571#

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

*Town of Holden:* John Hutchins

**RSU 63 Board Members Remotely Present:**

*Town of Eddington:* Steve Carr and Charles Baker, Jr. (Mr. Baker arrived at 7:25pm)

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

*Town of Clifton:* Linda Graban

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

*Town of Eddington:* Christina McLeod

**Also Physically Present:**

*Superintendent of Schools:* Susan M. Smith

**Also Remotely Present:**

*Elementary Schools Principal:* Don Spencer

*Holbrook Principal:* Richard Modery

*Business Manager:* Kelly Theriault

*Transportation and Facilities Director:* Jake Morgan

*Administrative Assistant:* Shelley Wyman

*Curriculum Committee Facilitator:* Madeline Roberts

*Teachers:* Cynthia Frey and Hillari Morgan

Chair, John Hutchins called the meeting to order at 6:30pm.

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

**Approval of Minutes:** Motion by Steve Carr with a second by Linda Graban to approve the minutes from the April 27, 2020 Board Meeting.

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

6 Approved; 0 Opposed

**Recognition and/or Awards of Students, Staff, and Others:** None

**Acceptance of Gifts/Donations:** Many donations have been received for CHEFS and the RSU 63 Food Service Program. Superintendent Smith is thankful for the continued support of these necessary programs.

**Presentation:** None

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

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

**Dates of Next Committee Meeting:**

Special Board Meeting: Wednesday, May 27, 2020 at 6:30pm, at Holbrook Library and Remotely

Budget and Finance Committee Meeting: Monday, June 8, 2020, at Holbrook Library and Remotely

School Board Meeting and RSU 63 FY21 Budget Public Hearing: Monday, June 15, 2020 at 6:30pm, at Holbrook School and Remotely

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

Referendum Vote: Tentatively, Tuesday, July 14, 2020

**Budget and Finance:** Nothing to add verbally. Business Manager Report and Minutes from the May Budget and Finance Committee Meeting will be included in the Board Packet for the May 27, 2020 Board Meeting.

**Superintendent's Report:** Superintendent Smith advised the week of June 8-12 will include professional development workshops and finalizing of report cards as well as student grade level celebrations. More information will be sent out soon.

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

**Acceptance of Reports:** Motion to approve written and verbal report from Superintendent by Heather Charity with a second by Steve Carr.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed

**Old Business:**

**Dates for FY21 Budget Validation Process:** Superintendent Smith advised she received information from Steve Bailey of Maine School Management Association (MSMA) regarding processes for the validation for our FY21 Budget during COVID-19 constraints. Our dates are still tentative, however they appear to be in line with recommendations from MSMA.

Motion by Heather Charity with a second by Gavin Robinson to approve the tentative FY21 Budget Validation Timeline (public hearing on June 15<sup>th</sup>, Budget Meeting on July 1<sup>st</sup>, and Referendum on July 14<sup>th</sup>).

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed

**New Business:**

**Vote to Approve FY21 Budget-Draft 5:** Superintendent Smith advised the FY21 Budget Draft 5 was reviewed at the April 27, 2020 Board Meeting and a copy was included with this Board Packet. No changes have been made. She would like the board to vote today on approving this draft to allow towns time to include these numbers into their town assessment and mil rate projections. Another vote by the RSU 63 Board of Directors and the signing of the Warrant Articles will need to take place on June 15<sup>th</sup>.

Motion by Gavin Robinson with a second by Steve Carr to approve the FY21 Budget-Draft 5.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed

John Hutchins thanked the Budget and Finance Committee, Kelly Theriault, RSU 63 Business Manager, Administrators, and Superintendent Smith for their work on building a fair budget to present to the towns.

**Acceptance of Proposals:** Superintendent Smith emailed a list of proposals received with recommendations to the Board. This list is included in the minutes as *Attachment A*. These proposals were reviewed and discussed by the Budget and Finance Committee.

**Eddington Roof:** The only proposal received was from Complete construction (Matt Murphy) in the amount of \$15,000. Funds would be used from the FY20 bond. Budget and Finance Committee recommendation is to move forward with Complete Construction, as they have done successful work for us in the past.

Motion by Gavin Robinson with a second by Heather Charity to move forward with Complete Construction (Matt Murphy) for the Eddington Roof.

**Roll Call Vote:** Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed

**Heating Fuel:** Two proposals were received. It is the Budget and Finance Committee recommendation to move forward with the lowest priced proposal from A.E. Robinson Oil Co., Inc.

Motion by Heather Charity with a second by Gavin Robinson to move forward with A.E. Robinson Oil Company, Inc.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed**

Snow Plowing/Sanding: One proposal was received from Whitmore Contracting, Inc. John Hutchins noted this company is associated with Holly Whitmore, therefore she has abstained from discussion and voting. Superintendent Smith also noted Whitmore Contracting, Inc. has the current contract for snow plowing/sanding. We have been very happy with their services.

Motion by Heather Charity with a second by Gavin Robinson to move forward with Whitmore Contracting, Inc. for the three-year snow plowing/sanding contract.

**Roll Call Vote: Steve: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
5 Approved; 0 Opposed; 1 Abstention (Holly Whitmore)**

Trash Removal: One proposal was received from Pine Tree Waste, Inc. – A Casella Company. Superintendent Smith advised Pine Tree Waste, Inc. has the current contract for trash removal and we have been happy with their services.

Motion by Gavin Robinson with a second by Steve Carr to move forward with Pine Tree Waste, Inc.-A Casella Company.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed**

Seven Passenger Van: One proposal was received from Hermon Motor Company. The proposal is for a 2019 Dodge Grand Caravan GT. Jake Morgan, Transportation and Facilities Director did a test drive. John Hutchins asked if this van would be replacing a van that has over 200,000 miles. Superintendent Smith confirmed. Funds from FY20 will be used to purchase this van.

Motion by Holly Whitmore with a second by Heather Charity to purchase a 2019 Dodge Grand Caravan GT from Hermon Motor Company.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed**

Bus: Four proposals were received. It is the Budget and Finance Committee recommendation to move forward with one of the 2018 busses from Cressey. Jake Morgan will inspect the four busses that are available. Funds from FY20 will be used to purchase a bus. John Hutchins noted he doesn't feel a diesel bus is a good choice due to past issues with freezing and the increased cost to maintain this type of bus.

Motion by Linda Graban with a second by Heather Charity to move forward the purchase of a 2018 bus from Cressey.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: No  
5 Approved; 1 Opposed**

Flashing Lights: One proposal was received for TAPCO for Eddington and Holden flashing lights. Superintendent Smith advised a Board vote was not required as the proposals were under \$10,000. She advised funds for this purchase would come from FY20 budget. We will continue to work with the Gloria C. MacKenzie Foundation for grant funding on this project. Funding has been approved through Phase 1, we are now moving into Phase 2 of grant funding approval. Holly Whitmore asked if the price includes removal and installation. Jake Morgan said those are not included.

Motion by Heather Charity with a second by Gavin Robinson to move forward with TAPCO for purchasing flashing lights for Eddington and controls for the Holden Elementary School.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes  
6 Approved; 0 Opposed**

Holden Elementary Fencing: One proposal was received from Superior Fence. It is the Budget and Finance Committee recommendation to move forward with this proposal. John asked about the concern

for maintenance of a cedar fence. Jake advised there is maintenance with every type of fence, but does not foresee any needed maintenance for a while.

Motion by Gavin Robinson with a second by Heather Charity to move forward with fencing from Superior Fence.

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

**6 Approved; 0 Opposed**

**Holbrook Cafeteria Carpet Replacement with Tile:** Two proposals were received. It is the Budget and Finance Committee recommendation to move forward with the lowest price proposal from Carpet One of Bangor.

Motion by Gavin Robinson with a second by Heather Charity to move forward with move forward with the Carpet One proposal for the Holbrook Cafeteria Carpet Replacement.

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

**6 Approved; 0 Opposed**

**Copier Service:** Superintendent Smith advised our current contract provider, Transco Business Technologies, offered a five-year lease proposal to lower our overall cost and update our copiers. The Budget and Finance Committee recommend to move forward with the five-year lease contract.

Motion by Gavin Robinson with a second by Steve Carr to move forward with a five-year lease contract with Transco Business Technologies.

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

**6 Approved; 0 Opposed**

**Curriculum:** Superintendent Smith introduced Madeline Roberts, Curriculum Committee Facilitator. Ms. Roberts has been working with the Curriculum Committee since fall revising the reading portion of the RSU 63 Grade Level Brochures. Ms. Roberts reviewed the process the Curriculum Committee used to revise the brochures. A copy of the new language was provided to Board Members to review. Ms. Roberts discussed the need for new reading instructional materials. Superintendent Smith advised revising the writing portion of the brochures has been started, but due to COVID-19 restrictions, this work has been postponed.

Motion by Gavin Robinson with a second by Steve Carr to approve the revised grade level agreements for reading.

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

**6 Approved; 0 Opposed**

**Fountas & Pinnell Reading Instructional Materials:** Superintendent Smith advised the Fountas & Pinnell Reading Instructional Materials are very good and much needed. These are the instructional materials recommended and she believes are in the best educational interest of our students. She would like to start the process of implementing this program by purchasing some materials this year and more another year.

Motion by Gavin Robinson with a second by Steve Carr to approve Fountas & Pinnell Classroom materials for reading instruction.

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

**6 Approved; 0 Opposed**

**Personnel Actions:**

**Resignations:** None

**Retirements:** None

**Reassignments:** None

**Leaves:** None

**Elections:** None

**Appointments:** None

**Searches:** Middle School Principal, Part-time Grade 5-8 Music Teacher, PK-8 Computer Science Teacher, Grade 2-4 Resource Room Teacher, Grade 2-4 Resource Room Teacher, Part-time Speech Language Pathologist, PK-1 Life Skills Teacher, Two PK-1 Life Skills Educational Technician II or III.

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

**Questions and Comments from the Board:** John Hutchins announced Charles Baker, Jr. will be in Alaska until late September or October. Holly Whitmore will be serving in his absence on the Budget and Finance Committee. With the absence of Mr. Baker and Christina McLeod missing the last three Board Meetings, Mr. Hutchins stressed the importance of Board communication and attendance at meetings to ensure a quorum. Mr. Baker advised he may have remote access in Alaska, but will not be sure until he is there.

**Adjournment:** At 7:34pm Heather Charity made the motion with a second by Gavin Robinson 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:

**Proposal Recommendations from the Budget and Finance Committee  
May, 7 2020**

- a. Eddington Roof
  - i. Complete Construction (Matt Murphy) \$15,000

**Budget and Finance Committee Recommendation:** Move forward with Complete Construction (Note: Funded by the FY20 Bond)

- b. Heating Fuel
  - i. A.E. Robinson Oil Co. Inc.
    - 1. K1 Fixed Price per gallon (Holbrook) \$1.510
    - 2. #2 Fixed Price per gallon (Edd and Holb) \$1.290
  - ii. CN Brown Energy
    - 1. K1 Fixed Price per gallon (Holbrook) \$1.659
    - 2. #2 Fixed Price per gallon (Edd and Holb) \$1.329

**Budget and Finance Committee Recommendation:** Move forward with A.E. Robinson (Notes: Funded through the FY21 Budget. We use A.E. Robinson now and have been happy with them. These prices are less than we currently pay.)

- c. Snow Plowing/Sanding
  - i. Whitmore Contracting, Inc.
    - 1. 2020-2021 \$15,090.00
    - 2. 2021-2022 \$15,090.00
    - 3. 2022-2023 \$15,090.00

**Budget and Finance Committee Recommendation:** Move forward with Whitmore Contracting, Inc. (Notes: Funded through the FY21 through FY23 Budgets. This company is owned by Holly Whitmore's husband. We use Whitmore Contracting now and have been happy with their service. This price is less than we budgeted for FY21.)

- d. Trash Removal
  - i. Pine Tree Waste, Inc. – A Casella Company
    - 1. 2020-2021 \$10,260
    - 2. 2021-2022 \$10,740
    - 3. 2022-2023 \$11,220
    - 4. 2023-2024 \$11,700

**Budget and Finance Committee Recommendation:** Move forward with Pine Tree Waste, Inc. – A Casella Company (Notes: Funded through the FY21 through FY24 Budgets. We use Pine Tree Waste, Inc. now and have been happy with their service. This price is less than we budgeted for FY21.)

- e. Seven Passenger Van
  - i. Hermon Motor Company
    - 1. 2019 Dodge Grand Caravan GT \$18,447

**Budget and Finance Committee Recommendation:** Jake Morgan will stop and look at/test drive this van and provide additional information during the Board Meeting. (Note: This van would be funded during our current fiscal year; FY20. We anticipate more than 3% balance forward at the end of this year and feel purchasing



this now will help us in the long run. This price is a bit more than we anticipated, but we really need to replace at least one of our vans.)

f. Bus

- i. Central States Bus Sales Inc – All older busses (1993-2003)
- ii. Cressey – 2018 (4 available) \$61,900 - \$62,900
- iii. Cressey – 2015; 30,729 miles; \$58,993
- iv. Cressey – 2017; 73,000 miles; \$58,314

**Budget and Finance Committee Recommendation:** Move forward with one of the 2018 buses from Cressey. Jake will inspect the four buses available. (Note: This used bus would be funded during our current fiscal year; FY20. We anticipate more than 3% balance forward at the end of this year and feel purchasing this now helps us in the long run by saving about \$30,000. We continue to replace one of our buses each year.)

g. Flashing Lights

- i. Eddington Lights and Controls (Qty 2)
  1. TAPCO - \$7050.00
- ii. Holden Controls (Qty 2)
  1. TAPCO \$3550.00

**Budget and Finance Committee Recommendation:** Move forward with purchasing new lights and controls for Eddington and new controls for Holden. (Notes: The quote for the Eddington lights came in much lower than anticipated. These would be purchased this fiscal year. We will continue to work with the McKenzie Foundation for grant funding for this project.)

h. Holden School Fencing (Proposals due to the Central Office May 11<sup>th</sup>)

- i. Holbrook Cafeteria Carpet Replacement with Tile
  - i. Saliba's \$15,907.28 (Luxury Vinyl Tile – commercial grade)
  - ii. Carpet One of Bangor \$15,583.74 (Luxury Vinyl Tile – commercial grade)

**Budget and Finance Committee Recommendation:** Move forward with Carpet One (Notes: Funded through the current FY20 Budget. We have used both these companies in the past and have been happy with their service. This price is less than we anticipated based on Carpenter Associates original estimate.)

j. Other

- i. Copier Service - Transco Business Technologies \$23,157.65 per year (5-year lease update proposed by Transco)

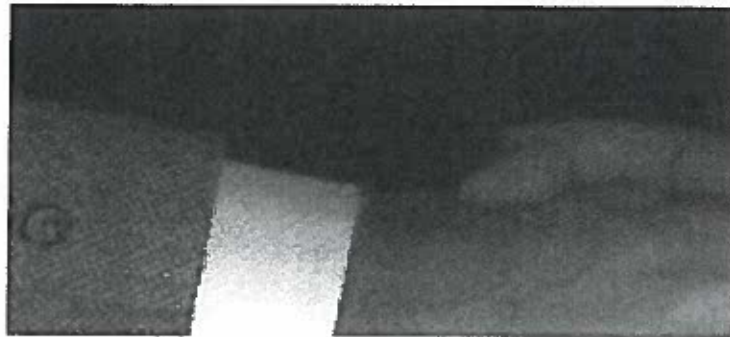
**Budget and Finance Committee Recommendation:** Move forward with extending our lease agreement with Transco (Notes: Please see additional information included. We have been using Transco for about 7 years. This new lease saves us about \$4,000 per year. Funded through the FY21 through FY25 Budgets.)

**TBT** power up  
your business

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**Transco Business Technologies**

A Global Imaging Systems Company



**Trust Our Experience  
To Manage Your Business Needs**

**Proposal Prepared For:**

**MSAD 63**



fmaudit





MSAD # 63

RE: Xerox Refresh 2020-2021 program

Summary:

- 1.) Xerox refresh program will introduce brand new Xerox MFP's into your district replacing older high-volume machines with new state of the art secure MFP's.
- 2.) The program is designed to have schools take delivery on the units in April, May or June 2020. The new units are wrapped, disinfected and delivered to you schools by delivery crew wearing masks and protective gloves. Respecting your COVID -19 policies. The units will then be deployed on a schedule that meets your IT peoples schedule. Assistance will be provided by Transco at that time.
- 3.) No lease payments are due until the end of July 2020, even though equipment has been delivered.
- 4.) This program utilizes Xerox proven successful Municipal K-12 program. In addition to this program "due to the current course of events" for a limited time Xerox in conjunction with local Dealers (Transco) has added additional incentives to the program to lower all existing costs for the Municipalities.
- 5.) Should MSAD 63 like to have all the new units preflight with IP address, Subnet and Gateways (like we have in the past) simply provide that information per location and unit and we will do N/C.

Should you have any questions or wish to take advantage of this program please feel free to let me know. As always, our partnership with MSAD 63 is greatly appreciated. Thank you and stay safe.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Allen", with a long horizontal flourish extending to the right.

Krayton G. Allen, Transco business technologies

Cell 485-6512 email: krayton.allen@xerox.com

## Transeo Business Technologies

MSAD 63

Holden, Me. 04429

Dear Ms. Smith

Please review the following information as it applies to your Xerox multifunctional devices. Xerox has introduced additional incentives to their K-12 program "in light of the current health situation". MSAD63 can introduce new Xerox MFP's (See attached list of recommendations) providing state of the Art technology and security while lower your overall costs. The below costs are based on MSAD63 documented usages of 1,500,000 Black and white page per year and 14,230 Full color pages per year for fiscal 2020-2021.

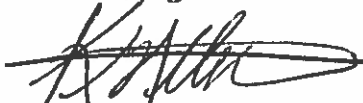
<u>Current Costs</u>		<u>Versus</u>	<u>Proposed Costs</u>
US Bank Lease	\$ 15,616.00/yr.	New Muni Lease	\$ 15,025.00/yr.
B/W Srv/supplies Xerox	\$ 10,500.00/yr.	B/W Srv/supplies Xerox	\$ 7,350.00/yr.
Color Srv/Supplies Xerox	\$ <u>1,038.79/yr.</u>	Color Srv/Supplies Xerox	\$ <u>782.65/yr.</u>
<b>Annual Totals</b>	<b>\$ 27,154.79/yr</b>		<b>\$ 23,157.65/yr</b>

**Annual Savings \$ 3,997.14/yr.**

**\*\* New program ends all financial obligations on current US Bank Lease 500-0476940-000. New 5yr. Annual lease payment not due until July 2020.**

**Under new program we will install 12 new Xerox MFP's and MSAD63 will keep two units of the existing fleet. Please see spreadsheet for breakdown by location. The new units all have print/Scan/Stapling finisher, color scanning and Embedded Fax Boards in locations that were using it prior. Should you have any questions or wish to take advantage of this program please feel free to give me a call. Program is based on allocated inventory and May 29<sup>th</sup> deadline.**

**Sincerely,**

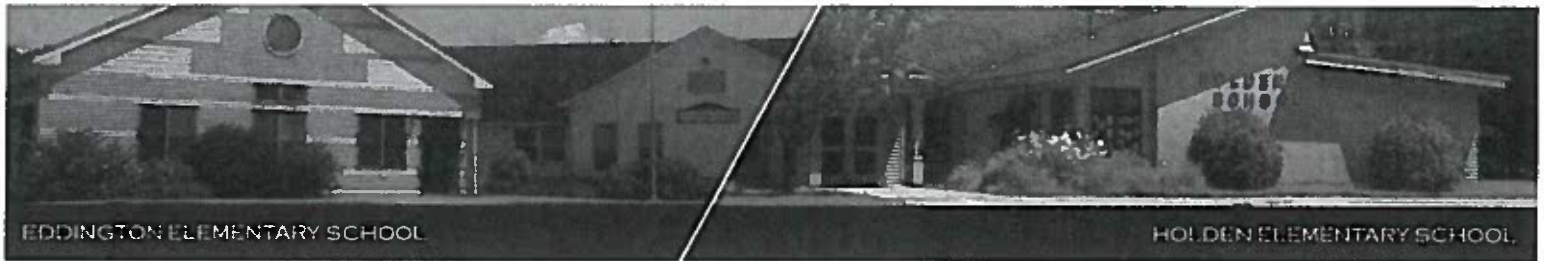


**Krayton G. Allen, Sales Manager, 4-17-2020**

# MSAD # 63 Holden, Eddington

Attachment A  
page 6 of 6

	A	B	C	E	F
1	Location	Current Unit	Proposed Unit	Features	Status
2					
3	Holbrook Teachers	WC5875 ID# MMA95	Xerox B8075	p/s/ staple/lct	NEW
4	Holbrook Teachers	WC5875 ID# MMA98	Xerox B8075	p/s/ staple/lct	NEW
5	Holden Teach	WC5875 ID# JJ14	Xerox B8075	p/s/ staple/lct	NEW
6	Holden Office	WC5855 ID# JJC14	Xerox B8055	p/s/ staple/lct/Fax	NEW
7	Holden Teachers Workroom	WC5325 ID# IHH03	WC7845PT Color	p/s/staple/lct	Get unit from Super office
8	Eddington Office	WC5335 ID# LLS94	Xerox B7035	P/S/Staple/Fax	New
9	Eddington Teachers	WC5875 ID# MMA97	Xerox B8075	p/s/Staple/lct	New
10	Superintendent	WC7845 ID# LHH18 Color	Xerox C8045 Color	P/S/staple/Lct/Fax	New
11	Special Svcs	WC5325P JJB05	WC5325P	P/S/Staple/Fax	Stays the same
12	Holbrook Office	WC5335 ID# JJB02	Xerox B7035	p/s/fax	NEW
13	Bus Garage	WC3635 GGQ79	C405DN Color	p/s/fax	NEW
14					
15	Holbrook Teachers	Xerox C400DN Color	8570DN Solid Ink	Stand alone Printer	NEW
16	Holbrook Teachers	Xerox C400DN Color	8570DN Solid Ink	Stand alone Printer	NEW
17	Art	Xerox C400DN Color	8570DN Solid Ink	Stand alone Printer	NEW
18					
19					
20					
21					
22					
23					
24	p= Print both PCL and Postscript				
25	s= Scan capabilities				
26	LCT= Large capacity tray for 81/2 x 11				
27	staple= Stapling finisher				
28	Fax = Embedded fax				



EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

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

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

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

**DRAFT**

**"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 May Board Report on behalf of the students and staff at our two elementary schools. We delivered the last "packets" of the school year on May 13<sup>th</sup>. My thanks to Cindy & Sam, our bus drivers; along with Mrs. Kiley & Ms. Bedore who handled the Holden delivery and Mrs. DeRoche, Mrs. Egolf, and myself who took the Eddington/Clifton run. All bags were heavy as we sent home personal belongings (emptied out their desks) as well as "remote learning" work. Mrs. Smith sent out a nice message to parents thanking them for all they are doing on behalf of their child/ren and letting them know "it's OK if all of the work doesn't get done." The weather is getting nicer and kids need to be outside! The teachers and I echo the same sentiments. Summer is coming, no more white stuff.....

We are beginning to plan special end of the year events and virtual visits over the next week and placing them on the calendar. We would like to do "Zoom" step-up days for our PK-4 grade students along with a big "face to face" or rather "face mask" to "face mask" celebration before we all break for the summer. I shall send a letter home via email by the end of next week which will include events, dates, and times. I have been busy planning, zooming, informing, and interviewing. Full steam ahead that is for sure!

The memory books have been ordered, but as you can imagine like all over the state, Life Touch; the company printing our book is behind due to Covid-19. We will get the books to all of those that ordered, it just maybe in August or September.

Respectfully submitted,  
Mr. Spencer



Holbrook School  
Principal's Report  
5-19-20

DRAFT

**Enrollment:**

Grade 5	51
Grade 6	50
Grade 7	58
Grade 8	50
Total	209

**Focus on instruction:**

I want thank and commend the Holbrook students and staff as they work through this pandemic. Our teachers and support staff are continuing to reach kids through Gmail, Zoom, Google Meets, DoJo, and Google Classroom. Our staff is working hard to balance the need to academically challenge some students while limiting tasks that result in anxiety for others. This is a difficult and crooked line to walk. I've been on Zoom sessions with staff and students and witnessed direct instruction, teachers providing clear feedback, teachers fielding student questions, and Ed. Techs providing support to individual students within a single lesson. The degree in which the educational landscape changed overnight is astonishing and the students and staff have worked hard to meet and exceed the expectations thrust upon them. I'm grateful and impressed at the professional nature that staff has taken to keep education moving for the students of the Holbrook School. I'm proud to be the Principal of such a terrific educational institution. With all that said, students who are showing a lack of participation will likely need additional support as their education continues. We have implemented a clear participation tracking and reporting system that involves informing students and families of participation level each week. We hope this gives students and families guidance and remain involved as the weather improves.

Plans for remote summer school opportunities are nearly complete. In the coming weeks our guidance and administrative staff will be working to identify students who would benefit the most from an extended school year experience. Once we have students identified we'll confirm participation with families and finalize educational programming for individual students.

**Climate and Culture:**

Our nutrition services and transportation staff continue to provide meals to families on a weekly basis. Their selflessness and dedication to feeding our most vulnerable community members is a benefit to the district. As the feeding program timeline continues to expand the partnership between the RSU 63 nutrition service program and the CHEFS food pantry is critical. Our community of support for CHEFS has continued to expand and financial donations have increased since the pandemic began. It is unfortunate to see families need the support of our local food pantry but comforting to know that CHEFS has become financially sustainable.

Our eighth-grade staff has been working to develop plans to have a respectful, safe, and fun eighth grade promotion ceremony this spring. We're planning to provide an experience that looks similar to promotion ceremonies in the past with a very different process. Instead of

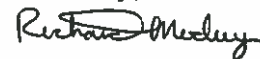
**DRAFT**

gathering in the gym on a hot and humid June evening we'll be asking parents to bring students to Holbrook on the late afternoon or early evening of June 3rd. A link to the RSU 63 Sign Up Genius page was sent to eighth grade parents to limit the number of people on campus at any one time. There will be five available slots every 15 minute with a limit of five family members including the eighth grade student. Once families are on campus staff members will direct them through the process of students accepting awards, getting audio/video footage, returning district belongings and retrieving personal belonging from lockers/classrooms. We're hopeful that once the June 3rd footage is professionally edited it will look something similar to our typical end of year promotion ceremony. The complete production will be available for viewing through a shared link and played at the Bangor Drive-In Monday, June 8th at 9:00pm. After showing the filmed promotion ceremony the drive in will be playing a feature film. Congratulations to the Holbrook School Promotion class of 2020!

Our fifth, sixth, and seventh grade staff will be planning end of year celebrations and step up day events for their students as well. Step-up experiences will be scheduled though Google Meets the week of June 1<sup>st</sup>. This will give students a chance to meet teachers for the coming school year and ask questions they might have. Grade level teams are also investigating and planning end of year celebration experiences for their students as well. These plans are continuing to evolve and as details become clear the staff will inform their students and families.

As this will likely be my final Principal's Report to the RSU 63 Board of Directors I wanted to thank you for the opportunity to service the students and families of Clifton, Eddington, and Holden. It's been the professional honor of my life to be the Holbrook School Principal. In my twelve years as principal we've celebrated great successes and suffered difficult loss, much like a close knit family. I will cherish my experience at Holbrook and will continue to benefit from the professional skills and relationships I've developed while here. Thank you and best wishes to the students, staff, administration, parents, and community members of RSU 63.

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School



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

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**Transportation:**

We have five buses and drivers helping with food deliveries to students on Monday's. The mechanics have been busy doing some rust repairs on our vehicles, getting the lawn equipment running and ready for summer, and will now start going over each bus from top to bottom. This is a very in-depth repair schedule to include checking everything from fluids to loose screws, windows, etc. Wednesday, May 6<sup>th</sup> the State Police came and inspected all of our buses. They do this every year to make sure schools are complying with State Inspection laws. We had two of our drivers operate the "controls" because our mechanic has to stay with the inspector. All buses passed with only minor needs. With Board approval, we purchased a 2018 bus from Cressey with 37,320 miles for \$61,900 dollars. This will be bus #8 and we should get at least 14 years of life from it.

**Facilities:**

The custodians have been busy doing yard work and cleaning up from the storm back in April. They are also cleaning each room, resurfacing the floors, and much needed painting in each school. When the temperatures stay warm outside they will be addressing the painting that is needed outside.

I have turned the heat down to 65 degrees in most area's at Holbrook and Holden School and have turned the blowers off. This will help save on heating fuel, electricity, and maintenance. I can control the heat at these two schools from my computer. The Eddington School has not been upgraded to allow me to do this.



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

*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.*

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**Director of Special Services Report – April 2020**

During the COVID19 Pandemic, I have continued to reach out to families and encouraged case managers and therapy providers to do their best to continue to make contact with families and engage with their students as much as they are able. In this trying time, I am not proposing changes to Individual Education Programs. I have been given guidance by the Maine Department of Education, The Maine Office of Special Services, and Educational Lawyers in the state of Maine that we can either wait until school is back in session and have dozens of meetings the first few days back, which I would rather not put families and staff through, or hold meetings over the phone to keep plans current, which I am choosing to do. Once schools reopen, students will be reassessed, quickly and informally, to determine if more regression than expected occurred for each individual student. Those skills may be targeted through a short-term increase in services to help the student return to the baseline that was established when schools closed in March. Basically, if students return to school in the fall at the same level they were when they left, then we are in a good spot.

I would like to commend the whole of RSU #63, volunteers, parents, and community members in Clifton, Eddington, and Holden for coming together virtually, with social distancing manners, and in individual ways to support the needs of our students and families. Our superintendent, Susan Smith, has presented a consistent message that this is a health crisis and so the health and safety of our students and families must be our priority until we are allowed to relax the measures put in place by the Maine Center for Disease Control and Governor Mills. While education is our business, like many other businesses, we've had to change the way we deliver our product and restrict our capacity in order to mitigate the health risk in our community. I want to thank all of you for supporting our students, your children, and the community at large as we learn together how to effectively meet the learning needs of our students for the rest of the school year and beyond.

I hope everyone continues to be safe and stays healthy.

Respectfully Submitted,  
Jesse Gauthier,  
Director of Special Services



George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

DRAFT

To: RSU 63 Board of Directors  
From: George Cummings  
Date: May 18, 2020  
Re: Monthly Report

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I submit this report to the School Board of Directors for May/June 2020.

### Chromebook Laptops

Work continues on getting Chromebook laptops to students that need one for distance learning. We have discovered over the course of the last month, that many students with personally owned Android tablet devices are unable to access Lexia, one of our key online learning programs. Unfortunately, Lexia only supports a limited number of Android devices but we have been able to overcome this barrier by issuing students an RSU 63 Chromebook. To date, 33 Chromebooks have been issued to K-4 students that either did not have a device at home or need one due having an Android device that could not access Lexia.

### Technology through the summer

With the uncertainty of what the start of the 2020-2021 school year will look like, I will continue with my summer projects and maintenance tasks as outlined below as well as planning for distance learning.

- Prepare and distribute student devices for summer learning programs
- All Collected MLTI student MacBook Air laptops and Chromebooks will disinfected and cleaned
- All iPads, Kindle Fires, classroom Chromebooks, servers and COW laptops will be cleaned and updated with the latest software updates/image
- Run year-end processes for Nutrikids and TylerSIS
- Update the TylerSIS database to reflect staffing changes
- Inventory and assign asset identification numbers to all new district technology assets.
- Organize the disposal of all obsolete computer equipment from Eddington, Holbrook, and Holden Schools
- Install new ceiling mounted projectors
- Configure Accelerated Reader, IXL, Learning Ally and Lexia for the new school year
- Update the District and school websites with new school year information
- Update the NutriKids point of sale stations and server software
- Gmail account information cards will be created for all students in grades 2-8
- All District projectors will be cleaned and bulbs replaced as needed

Respectfully submitted,

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

Susan Smith  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851

**DRAFT** FAX 843-7295

**Date:** May 13, 2020

**From:** Kelly Theriault

**RE:** May Board Report

- 
- Budget & Finance committee met on May 7, 2020. The April financials were reviewed. The committee was told of the anticipated dates for the June board meeting (to approve the budget), budget public meeting, and referendum vote. Several facilities and transportation proposals were reviewed. The summer food service program served 2312 meals last month and earned \$15,091 in subsidy reimbursement. The next meeting is scheduled for June 8 @ 3:00 p.m.
  - I've been working on the FY20 Pre-Audit. Getting a lot of this done early shortens the time needed for the audit in the fall and allows for quicker turnaround of audit reports. Most of the audit will happen remotely this year.
  - The school lunch program received a \$500 donation to pay down lunch balances for Holbrook students. Thank you Joshua & Kimberly Allen! CHEFS continues to receive multiple donations-Thank you Sponsors!
  - I wrote two food service grants in April. Both were approved and we received \$1,250.00. I'm still waiting to hear on the grant through No Kid Hungry, written back in March. The grant passed phase I, final awards were scheduled for May.
  - Reports completed this month in the business office; MePERS, summer food service program details & claims report, EFS 214 (special education high cost tuition), and several unemployment separation & wage reports.

## MSAD63

Report # 24558

## Warrant Article Summary Financial YTD

Statement Code: ArtSummFin

Account Number / Description	Revised Budget 7/1/2019 - 6/30/2020	Current Period 4/1/2020 - 4/30/2020	Reported Period 7/1/2019 - 4/30/2020	Encumbrances 7/1/2019 - 4/30/2020	Amount Remaining 7/1/2019 - 4/30/2020	Percent Remaining 7/1/2019 - 4/30/2020	Last Year Period 7/1/2018 - 4/30/2019
Subtotal Regular Instruction	\$2,759,609	\$186,067	\$1,950,420	\$19,143	\$790,046	29%	\$1,944,310
Subtotal Reg 9-12	\$3,441,226	\$273,443	\$2,183,925	\$0	\$1,257,301	37%	\$2,151,419
Subtotal Special Education	\$1,749,555	\$117,553	\$1,003,090	\$8,167	\$738,298	42%	\$1,047,458
Subtotal Staff & Student Sppt	\$475,593	\$28,810	\$364,517	\$730	\$110,346	23%	\$358,146
Subtotal Facilities	\$900,802	\$27,773	\$623,210	\$49,220	\$228,372	25%	\$694,543
Subtotal Transportation	\$801,370	\$53,059	\$614,042	\$31,869	\$155,459	19%	\$609,628
Sub Total Trans to Other Units	\$0	\$5,745	\$51,394	\$4,024	\$(55,418)	---	\$50,876
Subtotal System Administration	\$337,016	\$20,285	\$261,261	\$3,144	\$72,611	22%	\$274,140
Subtotal School Administration	\$388,395	\$29,276	\$319,808	\$986	\$67,601	17%	\$290,313
Subtotal Other Instrn	\$51,266	\$0	\$28,251	\$878	\$22,137	43%	\$27,280
Subtotal All Other	\$10,000	\$0	\$0	\$0	\$10,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$10,914,832	\$742,011	\$7,399,918	\$118,161	\$3,396,753	31%	\$7,448,113
NET REVENUE OVER EXPENSE	\$10,914,832	\$742,011	\$7,399,918	\$118,161	\$3,396,753	31%	\$7,448,113

# MSAD63

## Income Statement Hot Lunch

Report # 24559

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	4/1/2020 - 4/30/2020	7/1/2019 - 4/30/2020	7/1/2019 - 4/30/2020
<b>00000 OVERHEAD</b>			
6000-0000-00000-4162100-950 A La Carte Sales	0.00	(333.75)	0.00
<b>TOTAL 00000 OVERHEAD</b>	<b>\$0.00</b>	<b>\$ (333.75)</b>	<b>\$0.00</b>
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(500.00)	(63,748.64)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(5,337.58)	(62,644.79)	0.00
6000-0000-10000-4454900-950 SUMMER FOOD PROG	(5,287.28)	(5,287.28)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$ (11,124.86)</b>	<b>\$ (131,680.71)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	7,108.21	56,821.13	0.00
6000-0000-31000-5202040-950 UNEMPLOYMENT	27.12	154.81	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	0.50	1,270.04	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	1,773.20	16,105.09	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	62.36	513.78	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	100.21	789.22	0.00
6000-0000-31000-5218000-950 FICA/MEDI	428.47	3,374.41	0.00
6000-0000-31000-5218015-950 Dental	5.58	62.33	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	4.04	44.44	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	8.54	60,166.99	200.00
6000-0000-31000-5630030-950 SNACK	0.00	856.23	0.00
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	242.94	10,056.15	205.62
6000-0000-31000-5890000-950 Repairs	0.00	821.79	300.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$9,761.17</b>	<b>\$151,167.41</b>	<b>\$705.62</b>
<b>31200 A LA CARTE</b>			
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	138.97	0.00
<b>TOTAL 31200 A LA CARTE</b>	<b>\$0.00</b>	<b>\$138.97</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$ (1,363.69)</b>	<b>\$19,291.92</b>	<b>\$705.62</b>

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**RSU 63**  
**Budget & Finance Committee Meeting**  
May 7, 2020  
Remotely

1. Call the meeting to Order: 5:08pm by Susan Smith. In attendance Charles Baker, & Susan Smith; John Hutchins, Jake Morgan, Gavin Robinson & Kelly Theriault via Google Meet remotely. Steve Carr absent.
2. FY20 Financials
  - a. Summary
    - i. Reviewed Summary & Details– Most cost centers are where they should be. Transportation is a little lower, but has been expected all year. We anticipate this cost center going over & will require a transfer from another cost center from the board.
  - b. Hot Lunch
    - i. Hot lunch showed a positive balance again this month. We received \$1,250 in Grants and \$500 in personal donations. The April reimbursement claim for “Emergency Summer Food Service Program” was \$15,091. We distributed the equivalent of 2,312 student meals during the month of April.
3. Susan provided the FY21 budget process upcoming dates; June 15 will be the public hearing, followed by a board meeting for the board to formally approve the budget. The budget (voting) meeting is set for July 1, with the referendum on July 14.
4. Facilities/Transportation –Susan provided bid summaries for the Eddington Roof (partial), Heating fuel, Plowing/Sanding, Trash, Fence at Holden, Carpet removal/Tile install at Holbrook (café), Copier, Flashing traffic lights (Eddington) & controls (Holden), Van, and Bus. Several RFP received only one response. The committee was made aware that the Plowing & Sanding RFP (only bidder) was connected to board member, Holly Whitmore. Susan stressed we had been happy with their service during the previous contract & the price was reasonable

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compared to past contracts. The committee agreed to move forward with the apparent low bidders for each of the RFPs to the full board for approval.

5. The committee agreed to allow electronic warrant signatures temporarily to help with approval process during this “closure” time. Kelly will scan the warrants and check registers to the finance committee. Any further documentation or particular invoices the committee would like to review can also be sent. “Wet” signatures will be added as soon as possible, but this will allow us to move checks out more quickly.
6. Next meeting date: Tentatively set for Monday June 8<sup>th</sup>, Susan will connect with Steve Carr to confirm the date is acceptable to him and set a time. The meeting will be at the Holbrook Conference Room and/or Remotely.
7. Adjourn: 6:15pm





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## Regional School Unit 63

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

**TO:** RSU 63 BOARD of DIRECTORS

**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

**RE:** MONTHLY REPORT

**DATE:** MAY 20, 2020

### **Recognitions**

We look forward to thanking Gavin Robinson for serving on the RSU 63 Board, recognizing some of our students for their accomplishments in math, and celebrating the teaching careers of Deanie Brownell, Deb Colbry, and Beth Davis-Spencer.

### **Personnel**

Searches are under way for several positions. There is a shortage of Speech Language Pathologists (SLP) across the state. We need a part-time SLP and so does the Dedham School Department. By advertising these two part-time needs as one full time SLP split between the two districts, we hope to attract more applicants. Overall, we have been very pleased with the quality of the applicants for our other openings. In addition to having a Holbrook Principal finalist, we also hope to bring forward candidates for a few other positions.

### **End-of-Year**

Our teachers and administrators have been working hard to bring a sense of normalcy and closure to this very unique and difficult 2019-2020 school year.

- June 1 – 5: “Step-Up” Zoom Meetings will be held.
- June 3: Grade 8 students will come to Holbrook to receive awards and promotion certificates. This will take place in very small groups and will be digitally recorded.
- June 5: The last day students have assignments due to their teachers. Make-up/late work will be accepted during the week of June 8<sup>th</sup> – 12<sup>th</sup>.
- June 8: Grade 8 Promotion video will be shown at the Drive-In theater.
- June 8 – 12: Teachers and students will be participating in special grade level and school-wide events during the afternoons this week. In the mornings, teachers will be finishing report cards, sharing information with next year’s teachers, and participating in training.
- June 12: Last student day.
- June 15: Last day of our 2019-20 food support. We will find a way to continue food support during the summer. We are waiting to learn if RSU 63 can continue to be reimbursed from the state and USDA for food distribution this summer. If we cannot be reimbursed, we will work closely with CHEFS and other area food pantries to ensure our students have food.

### **Summer**

June through August: Planning is ongoing for a variety of situations regarding COVID-19. More information will be shared as details are worked out. There are still many unknowns at this time and information changes quickly. As we anticipate the 2020-2021 school year, we are including a range of possibilities such as in-class learning with social distancing, a hybrid of



## Regional School Unit 63

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remote and in-class learning, and remote learning. While we are waiting for the Maine Department for Education and Maine CDC to share guidance regarding reopening school buildings in the fall, teachers and administrators are meeting to discuss what seems to be working with remote learning and what needs to be improved. Parents and students will be invited to provide feedback regarding remote learning and input into plans for next year through surveys and email.

July 13 – 18: Teachers will be checking in to make sure their “old” students are doing okay and to say hello to their “new” students. Teachers will also be invited to participate in meetings to provide feedback and input into plans for the school year through Steering, Curriculum, Student Success, and Safety Committee Meetings.

July 27 – August 14: Summer Student Support will take place through small-group and one-on-one remote tutoring, counseling, speech, and occupational therapy.

August 20 and 21: Last days of the 2019-20 contract year for teachers.

August 24 and 25: First days of the 2020-21 school year for teachers.