

**RSU 63 Board Meeting**  
**Date: May 22, 2017**  
**Location: Eddington Elementary School**  
**Minutes**

**Members Present:**

*Town of Eddington* – Rusty Gagnon and David McCluskey

*Town of Holden* – Daniel Allen, Chris Galinski, Jennifer Newcomb and Suzanne Wieland

*Town of Clifton* – Buzz Moore

Susan M. Smith, Superintendent of Schools

**Members Excused:**

*Town of Eddington* – Nikki More

Chair David McCluskey called the meeting to order at 6:33 pm. A flag salute was conducted and a moment of silence was observed.

Motion by Chris Galinski with a second by Suzanne Wieland to adjust the agenda for the Board Meeting tonight and move Item 3, Elections under Personnel Actions to the front of the agenda.

**Vote: 7 yes, 0 opposed**

**Elections:**

Susan Smith nominated Michelle Petty for the position of Grade 1 Teacher at the Eddington School for the 2017-18 school year. Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve the nomination brought forth by the Superintendent.

**Vote: 7 yes, 0 opposed**

Susan Smith nominated Nikki Goss for the position of Grade 7/Math Teacher at the Holbrook School for the 2017-18 school year. Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve the nomination brought forth by the Superintendent.

**Vote: 7 yes, 0 opposed**

**Approval of Minutes:**

At the April 24 Board Meeting the Board discussed three options for the addition of the Gifted and Talented Teacher/Curriculum Coordinator. The minutes only reflected discussion of two options. Jennifer Newcomb feels that the third option, Plan C, should be reflected in the minutes. Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve the April 24, 2017 regular meeting minutes as amended.

**Vote: 6 yes, 0 opposed, and 1 abstention (Daniel Allen)**

Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve the May 8, 2017 special meeting minutes as written.

**Vote: 6 yes, 0 opposed, and 1 abstention (Daniel Allen)**

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

Every year the National Association of Middle Level Educators School Leaders and the Maine Association of Middle Level Educators School Leaders recognize student scholars recommended by their teachers. Jamie Satterfield and Kyle Goodrich were honored this year.

**Acceptance of Gifts/Donations:**

Circle K Fueling Our Schools donated \$1,000 plus two \$50 gift cards, which were raffled off at our Health Fair. One of our school employees and a community member were the lucky winners of the gift cards.

Students wrote thank you notes to the Cole Foundation, which Susan Smith shared with the Board members.

Susan Smith thanked the Holbrook H.E.A.T. and PVG for all their nice work over the past few weeks for teachers' appreciation week.

### **Presentation: After-School Programs**

Sherri MacLaren, After-School Program Coordinator, discussed our After-School Program. The After-School Program successfully supported around 40 students between 3<sup>rd</sup> and 8<sup>th</sup> grade. Instruction and support were specifically focused on students' current needs, which were communicated weekly by classroom teachers via a collaborative Google doc. Study buses were available for transportation home for all students. We also started a babysitter course. The babysitter course was offered to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. The response was positive and the group reached capacity (12) quickly.

Maddy Roberts was the recipient of a mini grant. The purpose of the mini grant was to provide students who were not involved in sports or extra-curricular activities opportunities to learn new hobbies and interests with adult mentors. Twelve students, recommended by the guidance counselor, were invited and attendance ranged from three to eight students per session, led by various teachers. Some of the activities the students participated in were yoga, sewing backpacks, hoola-hooping contest, nature hiking, photography to create wall art, snow sliding, volleyball, and making sugar scrub gifts with essential oils for Mother's Day. A multiple intelligence survey to determine their students' areas of interest was given. Their scores showed that their strengths and interest were nature, visual-spatial, musical, and bodily-kinesthetic categories. We are also exploring the possibility of nutrition and cooking classes next year. Jennifer Newcomb feels it would be great if we could expand this at some level to the elementary school students. Suzanne Wieland asked about the possibility of a book club with volunteer parents and the students.

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

### **Next Meeting Dates:**

Budget & Finance Committee – Monday, June 12, 2017 at Holbrook School, 9:00 am

Budget Meeting – Thursday, June 1, 2017 at Holbrook School, 7:00 pm to vote on the FY18 Budget.

There will be a Special Board Meeting at 6:30 pm prior to the Budget Meeting.

Policy Committee – The next meeting will be in August 2017. Date and time to be determined.

Curriculum Committee – To Be Determined

Technology Committee – To Be Determined

### **Reports:**

Motion by Rusty Gagnon with a second by Jennifer Newcomb to accept all reports submitted.

**Vote: 7 yes, 0 opposed**

### **Budget and Finance:**

1) Business Manager Report – Nothing further to add to written report.

2) Budget & Finance Committee – The Budget & Finance Committee had four items on the agenda and two of the items were related to bids. We only received one bid for \$9,800 for the Eddington Pre-K Bathroom. The committee decided to pursue hiring an electrician and a plumber for the licensed part of the work and using our staff for the framing, sheetrock work, and painting.

We received seven bids for the Holbrook roof ranging from \$14,700 to \$37,120. The committee agreed to accept the \$14,700 bid. We had put \$23,000 in the FY18 Budget so this would leave us availability if anything else came up that needed attention.

The committee approved a contract with C.S.D. #8 for maintenance work on their buses. The committee decided to continue bussing service for the Crossroads Christian Camp this summer.

- 3) **Budget Discussion** – Susan Smith went to the Holden, Eddington, and Clifton town meetings last week to discuss the FY18 budget. She felt the meetings went very well and the community members seemed positive. Rusty Gagnon commented that Susan Smith's handouts distributed to the selectmen and other community members at the Eddington Town Meeting were very well read and referenced.

**Superintendent's Report:**

In addition to the superintendent's written report, Susan Smith let the Board members know that Jake Morgan's father-in-law passed away this weekend. Over the weekend we had some vandalism at the Holbrook School. Two rocks were thrown and broke windows. The police looked at it and we took pictures. We also have our own investigation under way. The Spanish Cultural Affair will be on June 7 at 6:00 pm. This year, the eighth grade trip will be on June 16. The students will be going to Old Orchard Beach. We will have less than ten students per chaperone.

**RSU 63's Chair Report:**

David McCluskey processed the feedback he received for the superintendent's evaluation.

Rusty Gagnon asked for clarification in Jake Morgan's report about Bus 17 with 220,542 miles on it. She wanted to verify that we do not plan to repair the bus and use the bus next year. We do not. We will be selling this bus by bid. Also, in the first paragraph Mr. Morgan discussed our 2002 Chevy service truck we use to plow and sand. Rusty clarified that we plow and sand the parking lot of the bus garage. Jennifer Newcomb feels the 2002 Chevy truck seems to need a lot of work and repairs to it. We might want to think about purchasing another truck at auction. In Susan Smith's Board report, she discussed a partnership with the University of Maine and relational aggression and teaching students with stress and trauma. Rusty Gagnon asked Susan Smith to raise the issue of a buddy bench for students.

Motion by Rusty Gagnon with a second by Jennifer Newcomb to accept all previous reports.

**Vote: 7 yes, 0 opposed**

**Old Business:**

- 1) **Traffic/Safety Issues** – Susan Smith and Jack Morgan met with Bruce Mattson from the Department of Transportation. He visited and watched the traffic at all the schools. Bigger and brighter signs have been installed on Route 1A with metal flags. These are farther away from the school entrance. There are stickers on the Eddington signs for the numbers and times are larger and easier to read. We discussed ways we could make the pick up in the afternoon at the Holbrook School safer for the students and drivers. Mr. Mattson suggested flashing lights and in the meantime keep monitoring and asking parents for help. We discussed other possibilities, such as signs in the parents' windows with name of child (ren) picking up and walkie-talkie system, and in particular for Holbrook School looked at ways to make the pathway longer for cars to come in. We will be meeting with the Holden Police and Penobscot Sheriff on Wednesday night and traffic safety is on the agenda. Susan Smith thanked the Holden Police and Penobscot Sheriff for beefing up their patrols of the schools, particularly at the end of the day.
- 2) **Pre-K Childcare Update** – Nicole Wilkinson would like to provide afternoon care for our morning Pre-K students until 5:00 pm. Afternoon care would also be available to Kindergarten and 1<sup>st</sup> grade students from 3:00 pm to 5:00 pm next year. She would also like to move her first payment to October 2017 and her last payment due June 15, 2018. Susan Smith suggested that the Bangor Y Works be for Kindergarten to sixth grade students and not Pre-K students. If the Bangor Y Works included Pre-K students, they would have to have more staff for their staffing ratio.

## **New Business:**

### **1) Policies to Approve:**

- a) Motion by Rusty Gagnon with a second by Daniel Allen to approve Draft Policy ACAD – Hazing as written, Draft Policy Policy ADAA – Standards for Ethical & Responsible Behavior as written, Draft Policy AEC – Accountability, Reporting to the Public as amended, and Draft Policy Policy GCIDA – Workshop Protocols as amended on 1<sup>st</sup> Reading.

**Vote: 7 yes, 0 opposed**

- b) Motion by Rusty Gagnon with a second by Daniel Allen to approve Draft Policy IA – Instructional Goals and Objectives as amended, Draft Policy JICK – Bullying & Cyberbullying Plus Report Form as amended, Draft Policy JICK-R– Bullying & Cyberbullying Administrative Procedures as written, and Draft Policy JLCB – Immunization of Students as written on 1<sup>st</sup> Reading.

**Vote: 7 yes, 0 opposed**

- c) Motion by Rusty Gagnon with a second by Jennifer Newcomb to approve Draft Policy JLD – Guidance and Counseling as amended, Draft Policy KB – Parent-Guardian Involvement in Education as written, Draft Policy KEG – Dissemination of Information on Registered Sex Offenders as written, and Draft Policy KE – Public Concerns and Complaints as written on 1<sup>st</sup> Reading.

**Vote: 7 yes, 0 opposed**

Rusty Gagnon gave a special thanks to Police Chief Chris Greeley and Penobscot Sheriff Troy Morton for their help and guidance with Policy KEG.

- 2) **Policies to Rescind:** – Motion by Rusty Gagnon with a second by Jennifer Newcomb to rescind Policy AE – Behavioral Expectations of RSU 63 Students.

**Vote: 7 yes, 0 opposed**

- 3) Motion by Rusty Gagnon with a second by Jennifer Newcomb to authorize the Policy Committee to correct the headings of policies identified as “AOS 81”. These policies include C.S.D. #8 and their approval dates. Grammatical changes within the policies (i.e., Boards to Board, Districts to district, etc.) were also approved.

**Vote: 7 yes, 0 opposed**

### **Personnel Actions:**

- 1. Resignations: Jennifer Carlson, Grade 8 Physical Science Teacher at Holbrook School has taken a position at the Bangor Y. Mary St. Peter, Grade 4 Teacher at Holden School will not be returning next year. Cheryl Hardy, Educational Technician II at Holbrook School will be retiring at the end of this school year.
- 2. Leaves: None
- 3. Appointments: The following appointments to RSU 63 have been made since the last board – Shelley Wyman, Administrative Assistant to the Superintendent and Kelli Pollack, Special Services Secretary. Ms. Wyman will be starting on June 12, 2017 and there will be some overlap time with Susan McKenzie to train Ms. Wyman. Ms. Pollack will be starting on June 5, 2017 and Chris Dunbar will spend one week training Ms. Pollack.
- 4. Searches: We are currently searching for an Occupational Therapist, Literacy/Reading Recovery Teacher, Educational Technician III Math Support at Holden School, Grade 4 Teacher, Grade 8 Physical Science Teacher, ½ Time Pre-Kindergarten Teacher, Part-time Pre-Kindergarten Educational Technician III, Special Ed Educational Technician III for Grade 5/6 Resource Room, Special Ed Educational Technician III for Grade 7/8 Resource Room, Substitute Bus Drivers, Bus Drivers, and Substitute Teachers.

5. Reassignments: Peter Walsh, Grade 7 Math Teacher is being reassigned to the Holbrook STEM Teacher for the 2017-18 school year. Cynthia Frey, Reading Recovery Teacher at Holden School is being reassigned to the Grade 2 Teacher at Holden School for the 2017-18 school year. Samantha Bedore, Grade 1 Teacher at Eddington School is being reassigned to the Grade 4 Teacher at Holden School for the 2017-18 school year. Andrea Turmelle is being reassigned to the part-time Gifted and Talented Teacher at Holbrook School for the 2017-18 school year. John Clark has asked to go from a full-time bus driver to a part-time, substitute bus driver.

**Questions and Comments from the Public:**

Bonnie Clark thanked the Board for approving the bus for the Crossroads Christian Camp. Ms. Clark, who lives on Route 46, commented that it is the traffic coming from the Eddington direction that does not slow down. It is not the traffic coming from the Holden direction. Ms. Clark was sorry about the vandalism at the school.

**Executive Session:**

At 7:50 pm Rusty Gagnon made a motion with a second by Daniel Allen to go into an executive session to discuss the evaluation of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(A).

**Roll call was taken with all members replying "Yes". Vote: 7 yes, 0 opposed**

At 9:37 pm David McCluskey declared the Board out of executive session.

At 9:39 pm a motion was made by Chris Galinski with a second by Rusty Gagnon to adjourn the meeting. **Vote: 7 yes, 0 opposed.**

Sincerely,



Susan M. Smith  
Superintendent of Schools