

**RSU #63 Board of Directors  
Monday, October 23, 2017  
6:30 p.m. at Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for September 25, 2017 Board Meeting**

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

1. Michelle Hardy, Library Volunteer at Holden Elementary
2. Elena Perrello, School Counselor, Presented at the Virginia School Counselor Association Conference about RSU 63's work as a district
3. Fall Scholar Athletes

**Acceptance of Gifts/Donations**

**Presentation**

1. Transportation-Jake Morgan, Director of Transportation and Facilities

**Board Discussion Regarding Presentation**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. New School Community Committee: Wednesday, November 1, 2017, 5:30pm, Holbrook School
2. Curriculum Committee: Thursday, November 2, 2017, 3:30pm, at Holbrook School
3. Policy Committee: Tuesday, November 14, 2017, 4:30pm, at Holbrook School
4. Budget Committee: Wednesday, November 15, 2017, 5:00pm, at Holbrook School
5. Technology Committee: Tuesday, January 23, 2018, 3:30pm, at Holbrook School
6. United Technology Center Board Meeting: Thursday, November 2, 2017, 7:00pm
7. Southern Penobscot Regional Program for Children with Exceptionalities Board Meeting: Thursday, November 2, 2017, 6:00pm

**Discussion and Motions Regarding Reports**

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report
  - a. To see what action, if any, the Board wishes to take regarding the purchase of a 2013 International School Bus

## **Superintendent's Report**

## **RSU #63 Chair's Report**

## **Acceptance of Reports**

### **Old Business**

1. RSU #63 Facebook Page
2. Regional Transportation Feasibility Study
3. Public Access to Board Materials

### **New Business**

1. Policies:
  - a. BBCB-Use of Social Media/Networking by School Board Members
  - b. DIF-Investment
  - c. EBAA-Chemical Hazards
  - d. EBCA-Comprehensive Emergency Management Plan
  - e. EBCB-Emergency/Lockdown/Fire Drills
  - f. EBCC-Bomb Threats
  - g. EBCF-Automated External Defibrillators (AEDs) & CPR Instruction for Students
  - h. EEAEAA-Accident and Vehicle Failure Procedures-Vehicle Drivers
  - i. JFC-Dropout Prevention
  - j. JJIF-Management of Concussions & Other Head Injuries

### **Personnel Actions**

1. Resignations – None
2. Reassignments
  - a. Leianna Spratt to Van Driver
3. Leaves – None
4. Appointments
  - Substitute Teachers
    - a. Audra Whitney
    - b. Emily Mills
    - c. Erica Clark
  - Substitute Custodian/Cook
    - a. Maureen Farren
  - Substitute Bus Driver
    - a. Karen Tate
  - Bus Driver
    - a. Sandy Adams
  - Winter Coaches
    - a. "A" Boys Basketball- Bob Merritt \$2475.00
    - b. "A" Girls Basketball-Chris Nile \$1980.00

- c. "B" Boys Basketball-Andrew Kirby \$1650.00
- d. "B" Girls Basketball-Amanda McDonald \$1320.00
- e. "A" Cheering-Abby Gibbs \$1650.00
- f. Chess-Michael Shepherd \$1320.00

**5. Searches**

- a. Substitutes (Teachers, Drivers, Custodians)
- b. "B" Cheering - depending upon participation

**Executive Session: To discuss employment of official pursuant to 1 M.R.S.A. section 405 (6) (A).**

**Vote to Determine if RSU #63 will schedule a Superintendent Search to Commence December 2017.**

**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: September 25, 2017  
Location: Eddington Elementary School

Minutes

**Members Present:**

*Town of Eddington:* Samantha Berube, Rusty Gagnon, and David McCluskey

*Town of Holden:* Jennifer Newcomb, Gavin Robinson, and Suzanne Wieland

*Town of Clifton:* Buzz Moore

*Superintendent of Schools:* Susan M. Smith

**Absent:**

*Town of Holden:* Daniel Allen

Board Chair, Rusty Gagnon called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Motion by Jenn Newcomb, 2<sup>nd</sup> by David McCluskey to approve minutes from August 28, 2017 Board Meeting. Note to add, on page 4, "Mr. Gauthier will not receive additional compensation, as duties are included in his job description."

**Vote: 7 Approved; 1 Abstention**

**Recognition and/or Awards of Students, Staff and Others:** Susan Smith expressed her gratitude toward the numerous teachers, staff, and administrators who have stepped up to keep the beginning of the school year running smoothly.

Pictures were shown of the entrance way and steps at the Holbrook school where some teachers and educational technicians decorated with side walk chalk welcoming students back to school.

Some students, with the help of Maddy Roberts, participated in the Common Ground Fair exhibit with vegetables from the Holbrook School Garden.

Amy Clement, Grade Eight Writing/Social Studies Teacher, was approached by a student about having an after school creative writing club. Ms. Clement is in support of this club and is helping this student recruit other participants.

**Acceptance of Gifts/Donations:**

The Seventh Grade received a \$284.00 donation from the Maine Arts Commission, a \$150.00 donation from Holbrook H.E.A.T., and \$150.00 from the Holbrook Activities Club, to be used for a Penobscot Theatre Performance.

Mrs. Briggs has been using "Boogie Board" e-writers in her classroom and started having trouble with some of the batteries. She contacted Kent Displays, Inc. about

the problem. They donated 25 new "Boogie Boards" (approximately \$600.00 value) for Grade Seven.

Samantha Bedore asked Donors Choose for subscriptions to Scholastic News for her Grade Four classroom. They donated \$186.06 for 20 subscriptions.

Rita Lovejoy entered the 2017 Scholastic Book Clubs and James Patterson Partnership Giveaway, on "How to use James Patterson books in the classroom." She won \$500.00 plus 500 bonus points for her Grade Five classroom library. Ms. Lovejoy was one of 82,000 entries.

**Presentations:**

Rusty Gagnon, Board Chair, presented information regarding the **Need for Cost Benefit Analysis Per District Option**. Ms. Gagnon shared advice from former Interim Superintendent Ken Smith, EdD. **Step 1:** Establish the need for the project. **Step 2:** Establish the New School location. **Step 3:** Keep the financial information simple so the average taxpayer can understand it. Ms. Gagnon advised that Dr. Smith recommended the Board have a Cost Benefit Analysis done by a professional. Dr. Smith also suggested Jim Rier as a resource.

Susan Smith, Superintendent, presented information regarding **Legally Required Community Votes**. Superintendent Smith provided a handout outlining the types of votes and the process that is required for a State Funded School.

Locally Funded Schools do not require public meetings or straw poll votes; however, the lawyers and Superintendent Smith feel these would be beneficial.

Very similar steps are necessary for school expansion. There could be a possibility of adding to Holbrook. This is not part of our State Funded New School Applications.

The District submitted three applications to the State of Maine for consideration of building a State Funded New School. On October 4<sup>th</sup>, Scott Brown from the State of Maine and his team will be visiting all three schools for evaluation. The results/list will be released in late August or September of 2018.

Ms. Gagnon advised there is no guarantee the school will stay at the same spot on the list. Schools can appeal the list to be reevaluated and the list can change.

David McCluskey asked if the current schools are paid for. Superintendent Smith advised they are debt free.

Discussion continued around the needs and wants of the District and the reactivation of the New School Community Committee. There was also discussion about the studies previously done by Oak Point Associates for RSU #63.

Mr. McCluskey recommended the Cost Benefit Analysis be done. He suggested the District except bids and proposals for the Cost Benefit Analysis to be completed in a fair manner.

Superintendent Smith recommended the New School Community Committee reconvene to define the parameters in putting out a Request for Proposal (RFP) for a Cost Benefit Analysis.

Concerns were brought up around the timeline of how quickly the voting process must happen if ranked well for a new, State Funded School. Superintendent Smith will confirm the information at the meeting on October 4<sup>th</sup> with Scott Brown.

Mrs. Newcomb recommended the Board aim for November 2018 versus June 2018 to bring concrete information to the Voters. She felt June was too soon and the information would be uncertain.

Superintendent Smith confirmed the Board wants her to reconvene the New School Community Committee, with the objective of creating a draft proposal of an RFP for Cost Benefit Analysis to bring to the Board for the meeting in November.

Motion to approve reconvening the New School Community Committee by David McCluskey; 2<sup>nd</sup> by Suzanne Wieland.

**Vote: 7 Approved; 0 Opposed**

**Questions and Comments from the Public:**

Bob Harvey, Town of Holden, stated he was at the meeting when the last analysis was done. Mr. Harvey felt the buildings are in good shape, the District is offering a good education, and is not convinced an entirely new building was in need. Consolidation may be necessary as a cost savings measure. Mr. Harvey stated a new school was not something he could support at this time.

Pat Sirois, Town of Holden, asked if the \$25million estimate from the Oak Point Associates analysis included the land that would be needed. Superintendent Smith advised it included the building only and not the land.

Ben Breadmore, Holden Town Manager, thanked the Board for reconvening the New School Community Committee and looks forward to helping.

**Dates of Next Committee Meeting:**

Budget & Finance Committee: Wednesday, October 11, 2017 at 5:00pm, at Holbrook

Policy Committee: Tuesday, October 3, 2017 at 4:30pm, at Holbrook

Curriculum Committee: Thursday, November 2, 2017 at 3:30pm, at Holbrook

Technology Committee: Tuesday, October 10, 2017 at 3:30pm, at Holbrook

United Technology Center Board Meeting: Thursday, November 2, 2017, at United Technology Center

Southern Penobscot Regional Program for Children with Exceptionalities Board Meeting: Thursday, November 2, 2017, at the Bangor Regional Program Building

Motion to accept the Committee and Administration reports by Jenn Newcomb; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved, 0 Opposed**

**Budget and Finance:**

Nothing to add from Business Manager, Kelly Theriault.

Jennifer Newcomb gave a verbal report for Budget and Finance Committee. The written report will be provided.

Budget Update: A student has entered the district with special needs. We have a contingency line to help cover the special education costs. The audit fieldwork is complete. Drafts should be ready in November or December. A full report should be ready for the Board by January.

The District received four bids for Plowing and Sanding with the lowest bidder dropping out. The second lowest bid was from Whitmore Contracting of Holden.

2017-18: \$14,490

2018-19: \$14,890

2019-20: \$15,090

The bid is approximately \$1,500 more than the previous year, but this bid proposal includes snow removal when banks are too high. Ms. Newcomb stated the timing of future bid proposals would be adjusted. A delay in responding to the contractors can cause a hardship for them. Ms. Newcomb recommended the Board accept the bid from Whitmore Contracting.

Motion to approve Snow Plow Bid by David McCluskey; 2<sup>nd</sup> by Gavin Robinson.

**Vote: 7 Approved; 0 Opposed.**

There was discussion about the need to purchase a used bus. The District had hoped to obtain a new bus through State Funding. While the State identified some of our busses as needing to be replaced, we did not make it high enough on the list to be approved for funding in the first or second round.

**Superintendent's Report:**

Superintendent Smith had nothing to add to the written report.

**RSU 63 Chair's Report:**

Jenn Newcomb stated that the discussion of the Chair's report tied into the presentation given earlier by Ms. Gagnon would have been more appropriate at this time of the meeting. Ms. Newcomb recommended pulling the Chair's report from Board Packet. She found it to be opinion-based. Some of the language used in the report could be misunderstood. David McCluskey for the purpose of this discussion,

said he would second the motion to remove the Chair's Report. Ms. Gagnon stated to pull the report and remove it from website, as it never should have been posted there in the first place. Discussion occurred regarding the posting of Board Reports in the Board Packet on the RSU #63 website prior to the Board approval (voting). Superintendent Smith recommended she seek legal advice regarding the posting of Board Reports. She stated it has been our practice to post all Administrative, Superintendent, and Chair reports in the Board Packet prior to the Board Meeting. Board members agreed legal advice would be beneficial.

Motion to not accept the Chair's Report by Jenn Newcomb; 2<sup>nd</sup> by David McCluskey

**Vote: 7 Approved; 0 Opposed**

**Acceptance of Budget & Finance Report and Superintendent's Report:**

Motion by David McCluskey; 2<sup>nd</sup> by Gavin Robinson

**Vote: 7 Approved; 0 Opposed**

**Old Business:**

Sam Berube provided a printout with information regarding the formation of a Communication Committee. The goal would be to increase communication. Buzz Moore presented information from his attendance at the John Bapst Trustee Meeting and his previous experience at private schools. John Bapst publicizes the work of the students and teachers, creating pride in the student for their work done, pride in the teachers for teaching that student how to do their best work. Mr. Moore feels the increased promotion of our schools, the better things will be at Budget time.

How to communicate created discussion on ways to promote the District. Three audiences are: 1. Parents of the children in school; 2. Residents with no children in the school system; and 3. New families interested in moving to our towns. These three groups are very different types of groups to communicate with.

Mr. Moore does not feel a Communication Committee from the Board is appropriate. He recommended the communication be more at the school level. The schools are more knowledgeable about events going on in and around the schools and would be better equipped to promote them.

Ms. Newcomb felt something as simple as a District Facebook page with no availability for other to post comments would be a good first step.

Suzanne Wieland felt a Facebook page would be a good step in increasing staff morale and a place to post news promoting the school, staff, and students.

Mr. McCluskey asked Superintendent Smith to go back to her team and come up with a plan with the amount of time necessary to monitor and maintain a Facebook page to promote the school district. He asked that the Town Offices be contacted to



see if they would be willing to promote the Facebook page, if approved, on the Town websites and social media pages. Superintendent Smith agreed to have the information ready for the October Meeting.

Motion to create a Facebook plan by David McCluskey; 2<sup>nd</sup> by Jenn Newcomb

**Vote: 7 Approved; 0 Opposed**

**New Business:**

**Policies:**

- a. BJA-School Board Use of Electronic Mail
- b. DN-School Properties Disposal Procedure
- c. ECAD-Security Camera System
- d. ECAD-R-Security Camera System-Administrative Procedures

Motion to approve policies by Sam Berube; 2<sup>nd</sup> by David McCluskey

**Vote: 7 Approved; 0 Opposed**

**Policies Continued:**

- a. GCQC-Exit Interview Following Resignation of Personnel
- b. JEA-Student Attendance, Absences, and Truancy
- c. JEA-R-Student Attendance, Absences, and Truancy-Administrative Procedure
- d. JFCK-Student Use of Personal Electronics

Motion to approve policies by Sam Berube; 2<sup>nd</sup> by David McCluskey

**Vote: 7 Approved; 0 Opposed**

Motion by David McCluskey to continue Board meeting past 8:30pm; 2<sup>nd</sup> by Suzanne Wieland.

**Vote: 7 Approved; 0 Opposed**

**Policies Continued:**

- a. JIC-Student Conduct
- b. JICH-Drug & Alcohol Use by Students
- c. JICH-R-Drug & Alcohol Use by Students-Administrative Procedures
- d. JICIA-Weapons, Violence, and School Safety
- e. JLCDA-Medical Marijuana in Schools

Motion to approve policies by Sam Berube; 2<sup>nd</sup> by Jenn Newcomb

**Vote: 7 Approved; 0 Opposed**

Motion by David McCluskey; 2<sup>nd</sup> by Jenn Newcomb to approve MSBA Fall Conference- Local Delegate-Gavin Robinson:

**Vote: 6 Approved; 0 Opposed; 1 Abstention**

**Discussion Regarding Regional Transportation Feasibility Study:**

Superintendent Smith has been meeting with James Stoneton, Superintendent of AOS 47 and Cheri Towle, Superintendent of Brewer regarding the possibility of regional transportation in the school year 2020-2021. Our savings would be in the

areas of not duplicating routes, sharing mechanic costs, and sharing bus garage costs. The cost for a Feasibility Study is approximately \$9500.00 split between the three districts. Superintendent Smith will propose a split based on student population and bring additional information back to the Board.

**Personnel Actions**

No Elections this month.

Keith Johannes has been hired as an evening Custodian at Holbrook.

In addition to searches for substitutes, we are in need of a bus driver. We have two runs covered by approximately four substitutes. The driver-in-training is not yet qualified. A candidate from the previous round of applications will be interviewed this week.

Two new substitute teachers, Andrea Peterson and Susan Harriman, have been appointed.

Andrew Kirby, Holbrook's Eighth Grade Science Teacher, is the Boys "B" Soccer Coach. Our After-School Coordinator is Stephen Goulette. Dawna Bickford (Holden) and Ashley Perry (Eddington) will be splitting the Elementary 504 Coordinator position. The hourly After School staff are Katie Ames, Erin McDonald, Nikki Goss, Jeanne Hamm, Lynn Nickerson, and Jacob Joy.

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

**Adjournment**

At 8:45pm a motion was made by David McCluskey; 2<sup>nd</sup> by Samantha Berube to adjourn the meeting.

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

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

Approved:

**POLICY COMMITTEE MINUTES**  
**Meeting: October 3, 2017**

**Members Present:** Samantha Berube and Gavin Robinson

**Also Present:** Susan Smith (Supt.), Peter Walsh (RSU 63 Teachers' Association President)

**I. Call to Order:** The meeting began at 4:30 PM. Samantha Berube was Acting Chair.

**II. Policies:** The following policies were reviewed, discussed, and edited. Most changes were minor. Wording in Policy DIF – Investment (section II on page one, first paragraph) was adjusted to make the statement clearer. Based on input from the School Nurse, we also adjusted wording in Policy JJIF – Management of Concussions and Other Head Injuries (section III on page two, part B, number 4).

- a. BBCB – Use of Social Media/Networking by School Board Members
- b. DIF – Investment
- c. EBAA – Chemical Hazards
- d. EBCA – Comprehensive Emergency Management Plan
- e. EBCB – Emergency/Lockdown/ Fire Drills
- f. EBCC – Bomb Threats
- g. EBCF – Automated External Defibrillator (AED) & CPR Instruction for Students
- h. EEAEAA – Accident and Vehicle Failure Procedures -Vehicle Drivers
- i. JFC– Dropout Prevention
- j. JJIF – Management of Concussions and Other Head Injuries

**III. Recommendation of Policies for Next Meeting:** It was recommended that seven policies that have not been reviewed since 2013 be on the agenda for the next meeting. These policies are IHBAC, JKF, JKF-R, KDB, ADC, ADC-R, and ACE.

**VIII. Next Meeting:** Changed to Tuesday, November 14, 2017 – 4:30 PM – Holbrook Conference Room

The meeting adjourned at 5:26 PM.

## TECHNOLOGY COMMITTEE MINUTES

Meeting: October 10, 2017

Members Present: Gavin Robinson and Suzanne Wieland

Staff Present: Susan Smith (Superintendent) and George Cummings (Technology Director)

- I. Call to Order:** The meeting began 3:35 PM.
- II. Election of Chair:** Suzanne Wieland nominated Gavin Robinson to be the Chair of the Technology Committee. **Vote: 2 yes, 0 opposed**
- III. Technology Plan:** Mr. Cummings provided an update. The Maine Department of Education will no longer require districts to provide Technology Plans. RSU 63 will continue to work on components of the plan that help our district (ie, Technology Vision, Standards, Upgrades).
- IV. Facebook Page:** The process for adding information to an RSU 63 Facebook Page was discussed during the Administrative Team Meeting Tuesday morning (10/10).

The Technology Committee clarified the RSU 63 Facebook Page will be used by administrators to share information about RSU 63. If people have questions or need more information, they should contact the schools or superintendent's office. Links to our website should be provided.

The title of our Facebook Page should contain RSU 63 as well as the names of our three schools. This will make it easier for people searching for information about our district and schools.

- V. Draft Technology Standards:** Supt. Smith shared feedback from RSU 63 teachers regarding the draft technology standards. Overall, these were well received by the teachers. During the district-wide professional development day on October 6<sup>th</sup>, teachers worked together planning and creating ways to teach the standards to our students. Additional professional development in using technology will take place during our November workshop days.

While working with our draft Technology Vision and developing our draft Technology Standards, teachers noted the "Computational Thinker" strand they included in the standards is not clearly evident in our vision. Susan Smith and Ashley Perry will use language from the International Society for Technology in Education (ISTE) Standards for Students to help draft an additional bullet for our vision.

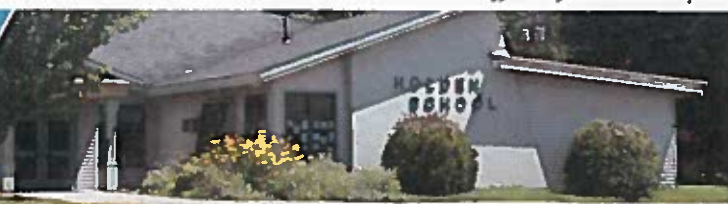
- VI. Title IV Well-Rounded Education, STEM Education:** Supt. Smith has applied to use \$9,855.61 of Title IV Well-Rounded Education funds to support STEM (Science, Technology, Engineering, and Math) Education in RSU #63. We are awaiting approval from the State.

- VIII. Next Meeting:** Tuesday, January 23, 2018 – 3:30 PM – Holbrook Conference Room

The meeting adjourned at 4:40 PM.



EDDINGTON ELEMENTARY SCHOOL



HOLDEN ELEMENTARY SCHOOL

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Don Spencer, *principal* dspencer@rsu63.org  
Mindy Perry, *secretary* mperry@rsu63.org  
Elena Perrello, *school counselor* eperrello@rsu63.org  
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**"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 October board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. It was nice to have the temperature reached the low 70's in early October but the weather is changing rapidly with colder and darker mornings and evenings, fall is in the air...I am sure the 157 students at Holden (**49** in 2<sup>nd</sup>, **55** in 3<sup>rd</sup> & **53** in 4<sup>th</sup>) and 124 at Eddington (33 in PK, **47** in K & **44** in 1<sup>st</sup>) can't wait for the white stuff to come☺. Routines are down and students and staff are very busy in preparation for the upcoming parent teacher conferences at the end of the month. Indeed, a perfect time for the teachers to connect with parents and talk about their child/'s progress to date. I hope to see many folks attend these very informative sessions.

My thanks again to the Eddington & Holden Fire Departments for visiting all our classrooms during Fire Prevention Week. The students learned a lot and especially enjoyed touring the fire truck☺. The departments have also been helpful in getting in my fire drills along with an evacuation drill to be held in Eddington on Oct. 26 and Holden in early November. Safety #1 and great to have these two resources in our communities.

The fall fund-raisers at both elementary schools will kick off on Oct. 20 and run for three weeks. Ours comes on the heels of Holbrook's fundraiser and hoping we do as well as we have done in the past.

The staff continues to create SLO's (Student Learning Outcomes) & PGG (Professional Growth Goals) under the direction of Susan Smith and the RSU#63 steering committee. The workshop on Oct. 6 was quite beneficial to the staff; folks were given some time to work in grade levels on technology standards as well as working on their individual SLO's.

The month shall end with PTC, workshop and a PTG "Trunk or Treat" for the elementary schools.



Mr. Spencer

# Holbrook School

202 Kidder Hill Road

Holden, Me 04429

# Office of the Principal

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## Holbrook School Principal's Report 10-12-17

### **Focus on instruction:**

I've enjoyed spending time in almost all of the classrooms at Holbrook already this fall. In most cases I've sat in on full lessons and provided formal feedback to the teacher through the iObservation system. The Marzano Art and Science of Teaching framework seems to have taken root with the majority of staff members and has developed it's own momentum. Teachers and students are more familiar than ever with administrators being in classrooms and providing critical feedback in an effort to improve instructional practices throughout our school. I appreciate the time and energy invested by several Holbrook staff members through the steering committee. The steering committee has been instrumental as we've instituted the iObservation system.

### **PTC:**

The Holbrook teaching staff will be opening the doors for parent/teacher conferences from 3:30-6:00 on October the 25<sup>th</sup>, from 12:00-6:00 on October the 26<sup>th</sup>, and 8:00-3:00 on October 27<sup>th</sup>. Parents have had the opportunity to schedule appointments with any and/or all of their child's teachers. The evening and morning offerings are an effort to reach as many parents as possible. It is important that parents understand that they can schedule to meet with their child's teacher at any time. They are encouraged to call, email, or send a note with any concerns, thoughts, or encouragement throughout the year. All Holbrook staff members are available by appointment if and/or when the need arises.

### **Trimester I Progress Reports:**

Trimester I progress reports were sent home with students Friday the 13<sup>th</sup> of October. In addition to progress reports all students' grade books are available online 24hrs a day, seven days a week. We hope that students and parents find the website and online grade book a helpful communication tool.

### **NWEA:**

Students completed the NWEA assessment in late September. The NWEA is an accepted and very effective screening tool that will be used at Holbrook as the initial Response to Intervention (RTI) assessment. RTI requires three school-wide screenings for math, reading, and behavior each year. The NWEA will fulfill the requirement for math and reading and be the catalyst for intervention programs for individual students. The NWEA allows teachers to drive instruction to the needs of individual students.

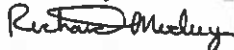
**Athletics:**

Congratulations to our fall student athletes. The Holbrook Red Devils "A" soccer teams ended their seasons on a high note. Our girls' soccer team played to a 3-0 PVML Championship win over Bangor Christian on Thursday, October 12<sup>th</sup> and our boys' soccer team played to a 2-1 PVML Championship win over Orono on the 12<sup>th</sup> as well. The league trophies will be proudly displayed in the trophy case outside the office until the conclusion of 2018 soccer season. With any luck maybe the Red Devils can deliver them back to Holbrook next fall as well. Our cross country team will be running in the PVML League championship race at the Center Drive School on Tuesday, October 17<sup>th</sup>. Good luck to all runners!

As we wind down the fall season winter athletics is knocking on the door. Holbrook will provide "A" and "B" basketball and cheering, and chess. Basketball will start the first full week of November. As always our chess team will travel with our "A" basketball teams in an effort to control spending. The Eddington School has been a great venue for our cheering teams to practice. With Mr. Spencer's authorization I hope to continue this practice this winter.

<u>Teams</u>	<u>Coach</u>
"A" Boys	Bob Merritt
"B" Boys	Andrew Kirby
"A" Girls	Chris Nile
"B" Girls	Amanda McDonald
Chess	Michael Shephard
"A" Cheering	Abby Gibbs
"B" Cheering	TBA (If needed)

Sincerely,



Richard Modery  
Principal  
Holbrook Middle School



### **Director of Special Services Report – October 2017**

I have spent the last month working on the Corrective Action Plan given to RSU 63 by the Maine Department of Education after the Progress Monitoring File Review conducted by the DOE in January. The DOE found 18 areas of noncompliance, and I have successfully rectified 13 of those 18 areas. I resubmitted the other five domains, and I am awaiting a response from the file reviewer to determine if Prong I has been completed. Prong I is the stage where I go back and fix the issues that the DOE found during their review of 20% of our files from the 2015-2016 school year. For Prong II, I will have to submit evidence from current documents that show we have made systematic and consistent improvement in our compliance with DOE expectations. The evidence will have to come from the 80% of our files that the DOE has not already reviewed. I anticipate completing Prong II by the end of the calendar year, well ahead of the May 30th deadline. From there, my staff and I will continue following the best practices suggested by the DOE to maintain compliance and solidify correct procedures to ensure our next review in 2021 will go much more smoothly.

We have begun the student count process for the 2017-2018 school year. This year the Department of Education is doing away with the April 1st count, so our numbers will only be compared each October 1st. While we do not have an official count just yet, the estimated number of students who receive special services is 147 Kindergarten through 12th Grade. That is up 20 from last year, mainly due to students with special needs moving into our district. Whenever a student registers in our school district, I review to Individualized Education Program to ensure that we have the resources to implement the programming that the student requires effectively. The vast majority of the time, we have the resources needed in order to provide what the student requires. Sometimes, equipment must be purchased, staff must be hired, or programs need to be transferred out of our district in order to meet the needs of the student who has moved to our district. After a student has started attending, we hold a transfer meeting to discuss the current IEP and determine if any amendments need to be made based on regular education schedules and curriculum. If a student received 40 minutes of services each day at their previous school, but our regular education curriculum only includes 30 minutes of instruction, I would recommend reducing the time on the IEP, so the student is not 10 minutes late after the rest of their peers have already transitioned to their next class. Because of the student transfers to our district, I have had unique circumstances to deal with and more meetings than originally planned, but the families I have met have felt like the RSU 63 staff and students have welcomed their students and that the transition has gone well.

I also spent a couple of days at the new Special Education Director's training hosted by MADSEC in Augusta for my second time. I received further clarity on several compliance issues from experts in the field and received further guidance on some of the more complicated scenarios that occurred last year.

Respectfully Submitted,  
Jesse Gauthier, Director of Special Services



# REGIONAL SCHOOL UNIT 63

## TECHNOLOGY

p: 207.843.4316  
f: 207.843.4328

George Cummings • Technology Coordinator

gcummings@rsu63.org  
www.rsu63.org

To: RSU 63 Board of Directors  
From: George Cummings  
Date: October 16, 2017  
Re: Monthly Report

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I submit this report to the School Board of Directors for October 2017.

### MLTI Take-home

The two MLTI Laptop parent meetings held at Holbrook School this Fall were very well attended by parents and their students. The purpose of these meetings is to inform the parents of 7<sup>th</sup> and 8<sup>th</sup> grade students about the MLTI program and RSU 63 laptop take policy/procedures. These meetings are mandatory for the parents of students that would like to take their MLTI MacBook home during the 2017-2018 school year. Out of the 145 laptops deployed to 7<sup>th</sup> and 8<sup>th</sup> grade students, there are currently 73 students taking their laptops home.

### MLTI Tech

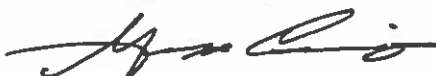
On September 28th, I attended the MLTI fall tech lead update session. This session was very well attended by many of the technology coordinators that support middle school and high school MLTI laptop deployments. Some focal points of this webinar were:

- DOE Update – Tech Plans and personnel changes
- Mac IOS, and OSX updates
- Apple School Manager
- Repair Depot processes
- JAMF Updates
- Sales update

### Synergy

Work continues with getting our student information system data from SchoolMaster to align with the DOE's new data management system, Synergy. Many of the challenges are with new DOE data requirements and the new enrollment/exit codes, school codes and Special Ed codes that have changed this year. These code changes have proved challenging for SchoolMaster because of the age of the program and its data field character limitations. While SchoolMaster support has been able to provide work arounds, many of the required data exports need to be opened in Excel and visually verified that the data is correct and in the correct format. This is time a consuming process as any errors found in the data after the upload to Synergy will need to be corrected in SchoolMaster or corrected by hand and the data uploaded again until all data is 100% correct.

Respectfully submitted,



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

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** October 13, 2017

**From:** Kelly Theriault

**RE:** October Board Report

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- Budget & Finance committee met on October 12, 2017. We reviewed the financials for the month of September for the General Fund, Food Service and Grants. Updates were given on the recommended purchase of a used bus and stove at Holbrook School, as well as other transportation and facilities projects/issues. We went over the changes to the FY19 ED279.
- Reports completed in the business office this month were MePERS, F/R application verifications, Quarterly Unemployment, Quarterly state withholding tax (940ME), Federal Withholding Tax (941), and Hot lunch monthly details and claims report.
- I've converted our time off tracking system from paper to electronic. It was a huge undertaking and one I've wanted to do for a while. This will put time off and available leave balances on employee check stubs. Each employee will be able see what they have available for sick/vacation (etc.) time and what they have used to date. Currently, I'm "testing" it behind the scenes so only a small group of employees have seen it. (This also opens up some other options (my long range plans) to streamline other parts of payroll.)
- This month I participated in webinars on the eligibility process, guidelines and reviewing applications as well as the verification process. These were free webinars sponsored by MeDOE Child Nutrition.
- I met with the kitchen staff earlier this month. We had a vendor presentation, and discussed the start of the school year, training opportunities/topics and kitchen needs (supplies and equipment). Unfortunately both Holbrook and Holden have started the year with some equipment issues. Parts have been ordered for the Holden dishwasher as well as the Holbrook stove oven. Holbrook has two separate issues with the oven and we're not optimistic one is repairable. Currently, they're making it work with the big oven as we plan for next steps.



Gorham Savings Leasing Group  
63 Marginal Way  
Portland, Maine 04101

October 10, 2017

MSAD #63  
202 Kidder Hill Road  
Holden, Maine 04429  
ATTN: Jake Morgan

### **MUNICIPAL LEASE PURCHASE PROPOSAL**

<b>Lessee:</b>	MSAD #63
<b>Equipment:</b>	2013 International school bus
<b>Vendor:</b>	W.C. Cressey and Son, Inc.
<b>Cost of equipment:</b>	\$40,897.00
<b>Amount financed:</b>	\$40,897.00
<b>Lease term:</b>	2 years
<b>Interest rate:</b>	3.40% fixed
<b>No. of payments:</b>	2 annual
<b>Lease factor:</b>	.5098
<b>Payment schedule:</b>	\$20,848.41 annually (see amortization)
<b>Commencement date:</b>	This lease shall commence on or about October 16, 2017.
<b>First payment due:</b>	The first payment of principal and interest shall be due and payable November 15, 2017.
<b>Purchase option:</b>	One dollar (\$1.00) at end of lease term.
<b>Fee(s):</b>	None
<b>Prepayment:</b>	There are no prepayment penalties.
<b>Insurance:</b>	Prior to delivery of the leased assets, Lessee at its sole cost and expense, will provide all-inclusive physical damage and liability insurance in the joint names of the Lessor and Lessee, in amounts satisfactory to Lessor.
<b>Title (if required):</b>	Lessee listed as owner and Lessor listed as lien holder.
<b>Non-appropriation:</b>	The lease will contain a non-appropriation clause.

**Confirmation:** The anticipated total borrowing for 2017 will not exceed Ten Million dollars (\$10,000,000.), making this lease "Bank Qualified".

**Type of lease:** This lease shall be considered a **Municipal Lease/Purchase** by all parties. Lessee is a state or a political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1986.

**Advances or deposits:** If Lessor advances any deposits or pays any invoices prior to Delivery and Acceptance of the equipment by lessee, interest will accrue at the above rate and be due at closing.

**Legal opinion:** **Leases greater than \$100,000 require an Opinion of Counsel.** The opinion must include a statement that the lease represents a valid and binding obligation of the lessee and further that the lease is a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) (B) (ii) of the Internal Revenue Code of 1986, as amended.

**Financial information:** Lessee will provide Gorham Savings Leasing Group LLC with most recent Audited Financial Statements, current year budget, Annual Report, a copy of the meeting minutes or council order approving the transaction and any other supporting data requested during the term of the lease.

**Lessor's proposal:** This lease proposal is subject to final credit review and not binding until accepted by lessor. Lessor may withdraw the proposal at any time if any adverse information relating to the lessee's affairs is discovered prior to any lease closing. Lease rates are subject to change according to the FHLBB daily advance rates.

**Expiration of proposal:** This lease proposal shall expire if not accepted by a qualified official by 5:00 p.m. on October 31, 2017.

Thank you for the opportunity to present this lease proposal to you. If you are in agreement with the terms of the proposal, please sign and return it with the proper credit information. If you have any questions, please contact me at 222-1498.

Sincerely,



Frederick G. Proctor, Vice President  
Gorham Leasing Group

**AWARD ACKNOWLEDGMENT:**

**This proposal is accepted and this financing  
is awarded to Gorham Leasing Group**

\_\_\_\_\_  
Name and Title

Date: \_\_\_\_\_

## MSAD #63-used bus

Compound Period ..... : Annual

Nominal Annual Rate .... : 3.400 %

## CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Lease	10/16/2017	40,897.00	1		
2 Lease Payment	11/15/2017	20,848.41	2	Annual	11/15/2018

## AMORTIZATION SCHEDULE - Normal Amortization

	Date	Lease Payment	Interest	Principal	Balance
Lease	10/16/2017				40,897.00
1	11/15/2017	20,848.41	114.29	20,734.12	20,162.88
2017 Totals		20,848.41	114.29	20,734.12	
2	11/15/2018	20,848.41	685.53	20,162.88	0.00
2018 Totals		20,848.41	685.53	20,162.88	
Grand Totals		41,696.82	799.82	40,897.00	

**TO: RSU 63 BOARD of DIRECTORS**

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

**RE: MONTHLY REPORT**

**DATE: OCTOBER 2017**

**School Management Leadership Centers (SMLCs)**

For FY18 (our current school year), the EPS (Essential Programs and Services) formula allotted \$135 per student for System Administration. Last year, that amount was \$233 per student.

The biennial State Budget requires districts to become a member of a School Management Leadership Center (SMLC) in order to receive \$46 per pupil for System Administration for FY19 (2018-19 school year) through the EPS formula. This \$46 per student will be in addition to an allotted \$92 per student in System Administration for all districts.

In FY20 (2019-20 school year), districts will get \$47 per pupil for System Administration and, if they are a member of SMLC, an additional \$94 per pupil.

SMLCs must provide services in at least two of four service areas (instruction, education support, central office, and facilities/transportation). In order to establish an SMLC, partnerships must be developed and governance structures put into place. SMLCs also require inter-local agreements and voter approval through a June 8, 2018 referendum. Part I of the Application for an SMLC is due to the Department of Education by November 30, 2017. Part II is due by April 15, 2018.

After meeting with Commissioner Hasson, the Executive Directors (Superintendents) of SPRPCE (Southern Penobscot Regional Partnership for Children with Exceptionalities) voted to pursue applying to become an SMLC. SPRPCE already has a governance structure and inter-local agreement in place. Since we would not be establishing a new entity, a June 8<sup>th</sup> referendum vote would not be required.

Submitting an application through SPRPCE by Nov. 30<sup>th</sup> should allow RSU 63 to receive about \$18,000 in State Subsidy for System Administration during the 2018-19 school year. If Part II of our application is accepted, SPRPCE could gain direct support from the State for two years in the form of reimbursement for the leased space of the Bangor Regional Program and direct funding for 55% of the cost of the SPRPCE Leadership Team. This would help decrease the amount RSU 63 pays for SPRPCE.

Submitting Part I of the application does not lock SPRPCE or RSU 63 in to any specific commitment. We will need to investigate options for expanding SPRPCE to one or more service categories beyond our current instructional services of special and alternative education. There are many possibilities such as sharing Gifted and

Talented Teachers, Middle School Career and Technical Teachers, Tutors, and/or Substitute Teachers; providing leadership courses for administrator training; or pooling together to share food service planning and purchasing costs.

The SPRPCE Board, as well as the Board of Directors for each individual member district of SPRPCE, will need to vote prior to Part II of the application being submitted to the State in April.

#### **After School Programs**

On Tuesday, October 10<sup>th</sup>, RSU 63 began six weeks of after school programs running on Tuesdays, Wednesdays, and Thursdays through November 16<sup>th</sup>. These programs are funded through volunteers and grants. They are all held at the Holbrook School and include:

- Math Masters instructional support for students in Grades 3, 4, and 5;
- English Language Arts and Math instructional support for students in Grades 6, 7, and 8;
- Homework Help for students in Grades 5, 6, 7, and 8;
- Cooking Matters! for students in Grade 5; and
- a Community Mosaic class for students in Grades 7 and 8.

RSU #63 provides transportation home through "late buses" leaving Holbrook at 4:30 on days when after school sessions are held.

We plan on providing after school programs such as these for six weeks in the winter and again in the spring. Specific programs will change based on student need and interest.

#### **Flu Shots**

In partnership with Bangor Public Health, RSU 63 is providing the Influenza Vaccine to students, parents, and employees. I would like to thank Donna Bickford, our District Nurse, for organizing this important service.

Tuesday, October 17<sup>th</sup> at the Holbrook School 2:00 – 3:30

Wednesday, October 18<sup>th</sup> at the Holden School 2:00 – 3:30

Thursday, October 19<sup>th</sup> at the Eddington School 3:00 – 4:30

#### **Communication with Towns**

Attached is the handout I will be sharing when I attend town council and selectmen meetings in October.

Holden Town Council Meeting on Monday, October 16<sup>th</sup>

Eddington Selectmen's Meeting on Tuesday, October 17<sup>th</sup>

Clifton Selectmen's Meeting on Wednesday, October 18<sup>th</sup>

## RSU 63 – Financial Update

<b>Fiscal Year</b>	<b>State Subsidy</b>	<b>Difference from Previous Year</b>	
<b>FY 17 2016-17 School Year</b>	<b>\$4,145,906</b>	<b>Less \$279,653</b>	
<b>FY 18 Proposed in February</b>	<b>\$3,558,266</b>	<b>Less \$587,640</b>	<b>This is the amount we used to budget for the 2017-18 School Year</b>
<b>FY 18 Actual in July</b>	<b>*\$3,777,614</b>	<b>Less \$368,292</b>	<b>*\$219,348 more than proposed in February</b>

The RSU 63 Budget for FY 18 (2017-18 School Year) includes \$728,500 allocated from Balance Forward to the General Fund.

Because RSU 63 will receive \$219,348 more from the State than originally proposed, we will

- use those funds to reduce local taxes next year by allocating it towards the FY19 General Fund for the 2018-19 School Year, and/or
- place those funds in our Capital Reserve Fund to reduce local taxes for future expenses such as school construction, capital improvement projects, facility upgrades, plant maintenance, and capital equipment purchases.

## RSU 63 Program Update

<b>Locally Funded</b>	<b>Grant Funded</b>
<b>Technology</b> <ul style="list-style-type: none"> <li>• STEM Teacher at Holbrook</li> <li>• 10 Chromebooks per Classroom at Holden (Grades 2, 3, and 4)</li> <li>• 6 iPads per Classroom at Eddington (Kindergarten and Grade 1)</li> </ul> <b>PreKindergarten</b> at Eddington <b>Math Support Ed. Tech.</b> at Holden <b>½ Time Gifted and Talented Teacher</b> at Holbrook	<b>Social-Emotional Learning</b> FRIENDS Curriculum Materials, Lessons, Professional Development, Consultation, Parent Nights at all three schools  <b>After School Programs</b> Academic Support, Homework Help, Math Masters, Community Mosaic, and Cooking Matters, Additional Options in the Winter and Spring
<b>Y Works! After-School Childcare for Students in Kindergarten through Grade 6</b>	

## Upcoming Meetings

RSU #63 Board of Directors: Monday, October 23<sup>rd</sup>, 6:30 at Holbrook School  
 Presentation Topic = Transportation

New School Community Committee: Wed, November 1<sup>st</sup>, 5:30 at Holbrook School  
 Topic = Parameters for a Cost/Benefit Analysis Request for Proposals (RFP)

FRIENDS/Student Success Parent Night: Thursday, November 2<sup>nd</sup>, 5:30 at Holbrook

RSU #63 Board of Directors: Monday, November 27<sup>th</sup>, 6:30 at the Holden School  
 Presentation Topics = Cost/Benefit Analysis RFP and Technology



**ADMINISTRATIVE TEAM MEETING AGENDA**  
**HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM**

**Kelly will bring snacks.**

**George will take notes.**

***Tuesday, October 10th, 2017***

***9:00 A.M. - 11:00 A.M.***

**Policy Review**

**Recently Approved**

**Property Disposal, Security Cameras, Exit Interviews**

**Board Use of Email**

**Students – Code of Conduct, Weapons, Drug & Alcohol,  
Attendance, Medical Marijuana**

**Coming Up**

**Child Find, Program Accessibility, Discipline of Students with  
Disabilities, Public Right to Know, Tobacco Use**

**Transportation and Facilities**

**Buses**

**Drivers**

**Student Behavior**

**Buildings**

**Custodians**

**Kitchens**

**Projects and Needs**

**Technology**

**Plan**

**Standards**

**State Systems – Synergy, NEO**

**Testing**

**Facebook Page**

**Human Resources and Professional Development**

**Educational Levels**

**Sick Leave**

**TargetSolutions**

**Training Needs**

**K-5 ½ Day on October 27th**

**Business, Budget & Finance**

**Expenses**

**Procedures**

**Update for Towns**

**Round Table Discussion, Other Business, Future Agenda Items**

**10:30 Long Range Planning**

**Using the ED279 & Staffing Committee Recommendations**

**Next Admin. Team Meeting: Tuesday, November 7<sup>th</sup>**

**Other Dates: Academic Council Wednesday, Oct. 18<sup>th</sup>**



## **Transportation Consolidation Study**

*Prepared for*

**AOS 47**

**19 School Street  
Orrington, ME 04474**

**In conjunction, with**

**Airline, Brewer and RSU 63**

*Prepared on 9/1/2017 by  
Dan Roberts, Director of Professional Services*

**Transfinder  
440 State Street  
Schenectady, NY 12305  
Phone: 800-373-3609  
Fax: 534-377-3716**

### Company Information

Transfinder has been in business for over 26 years and is the largest privately held firm exclusively dedicated to serving K-12 school districts and the school bus transportation industry. The company currently employs 83 professionals, located at the company headquarters, 440 State Street, Schenectady, New York, in Austin, Texas, and in Shanghai, China. Dan Roberts, who will be leading this project, is located in Austin, Texas.

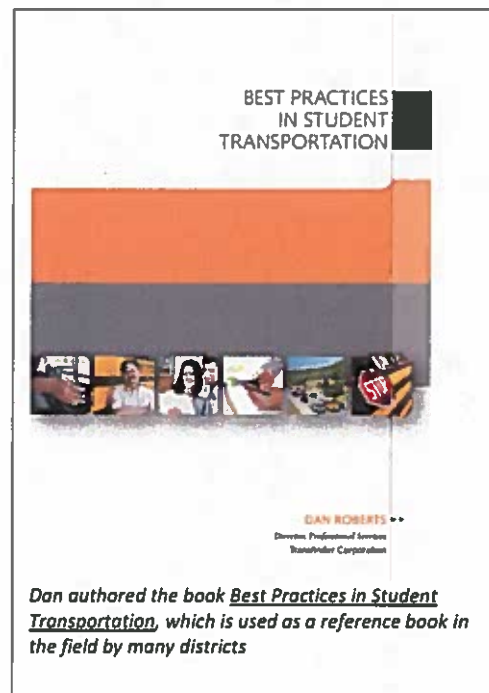
Transfinder has been delivering quality software and services for more than two decades and understands your district challenges, including long range management of your assets, personnel, attendance zone planning, and reporting requirements.



### Dan Roberts, Director, Professional Services



Dan is responsible for developing and expanding the company's professional services for school districts throughout North America. He leads the company's in-house staff as well as taps into a network of industry experts to provide comprehensive services for the efficient management of student transportation operations. From routing and logistics services to demographic analyses, management training, transportation consolidation, and benchmarking studies, Roberts enables districts to meet new challenges arising from budget shortfalls or growth demands.



A former executive director for long range planning and business systems for Round Rock Independent School District in Texas, Roberts is recognized for his pioneering efforts in developing computerized routing systems for school districts. He also is called upon by national and state organizations to establish standards and conduct independent management audits of district transportation operations in order to help districts incorporate best practices into their transportation operations.

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## Statement of Work

Date	September 1, 2017
Client	AOS 47 Community School District
Job Name	Transportation Consolidation Study
Requested by	Angela Vitti, Account Executive
From	Dan Roberts, Director of Professional Services

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## Summary

AOS 47 School District in conjunction with Airline, Brewer and RSU 63 is seeking a consolidation study of four separate school districts (Airline, Brewer & RSU 63) each with its own school bus transportation system. AOS 47 School District would like to explore consolidating the separate transportation operations into a single district run operation. It has requested Transfinder Professional Services (TPS) develop a consolidation study to determine the feasibility of operating a single bus fleet operation.

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## Project Scope

This SOW is preliminary and will be further defined as Transfinder's Professional Services (TPS) team works with AOS 47 (Airline, Brewer & RSU 63) resources and staff. A comprehensive project plan outlining the work to be done by both AOS 47 (Airline, Brewer & RSU 63) and TPS will be developed upon receipt of this signed statement of work. This project plan will include deadlines for work to be completed. The following are the preliminary activities and deliverables.

### Phase One – Data Gathering & Computer Modeling of Current Transportation Operations

- Transfinder will conduct an initial project kick-off call with AOS 47 (Airline, Brewer & RSU 63) staff to review the initial project plan, gather information from staff and review expectations of the project goals and outcomes.
- AOS 47 (Airline, Brewer & RSU 63) will provide TPS with archives of their most recent school bus routes along with current student enrollment data.
- Transfinder will create a Routefinder Pro environment using the map data collected and the route data provided.
- Transfinder will install the data environment on the Transfinder Hosted Network (THN) to enable TPS to work on the project.
- TPS will review the routes with AOS 47 (Airline, Brewer & RSU 63) staff to ensure that the routes created in the system are reflective of the current routes being driven.

### Phase Two – Analysis of Current Routes for Possible Consolidation Options

- To allow the TPS staff to consider potential route efficiency that may reduce overall district expenditures during the consolidation process, TPS routers will need to factor in actual ridership projecting consolidated routes. To obtain the data needed for this the four districts will collect actual ridership data in the form of daily attendance records by student.
- TPS will take the attendance data provided by the districts and enter the information into the consolidation study RoutefinderPro database
- TPS will conduct an analysis of the current routing structure.
- TPS will outline possible consolidation scenarios
- TPS will coordinate a web conference during which a presentation of the outlines possible scenarios for consolidating services will be presented to ACSD Staff.
- AOS 47 (Airline, Brewer & RSU 63) staff will be given an opportunity to provide guidance on proposed solutions.
- TPS will collect feedback from ACSD staff regarding the preferred consolidation scenario

### Phase Three – Consolidation Report and Review of Findings

- Using the guidance provided by AOS 47, TPS will create an alternate database for the purpose of building consolidated bus routes for the final consolidation study.

- After completion of the consolidated bus routes, TPS will provide a report of known issues and costs for consolidating bus service.
- The report will contain:
  - potential efficiency areas the district may wish to consider in the future which will include:
    - Potential efficiency savings
    - Contractor vs. District operated costs
  - bus purchases – purchasing costs vs. contractor operated
  - driver issues – staffing and benefits issues
  - staffing levels – potentials for staff reductions depending on the model selected
  - vehicle maintenance requirements – maintenance costs and mechanic needs
  - training for both staff and drivers – potential costs for training
  - building, and operational needs associated with consolidating – includes office space size, number of required bays, parking lot size, etc.
- TPS will schedule a review of the report findings with AOS 47 (Airline, Brewer & RSU 63) staff. This review will include an overview of the report and time for AOS 47 (Airline, Brewer & RSU 63) staff to ask questions pertaining to the report.
- The Review of Findings can be done via web conference. An on-site review can be provided if requested. Pricing for on-site visits can be found on the last page of the proposal.

## Key Assumptions

This agreement is based on the following assumptions:

- AOS 47 (Airline, Brewer & RSU 63) staff will provide current archives of routes that match with what the drivers are currently driving.
- AOS 47 (Airline, Brewer & RSU 63) will take attendance on each bus for a minimum of one full week to provide the actual ridership data needed for the study.
- AOS 47 (Airline, Brewer & RSU 63) will provide guidance on walk-to-stop and walk-to-school parameters.
- Students will be assigned to routes based on their home address where current stops.

## Schedule \*\*All dates will be determined based on signed contract date. Dates below are for reference purpose only

Task	Finish Date
AOS 47(Airline, Brewer & RSU 63) signs SOW	Sept 15, 2017
Phase 1 – ACSD provides data archives, maps and other pertinent information for analysis	September 22, 2017
Phase 1 – TPS merges data into a consolidated data source in THN for analysis	September 27, 2017
Phase 1 – Review of all routes with ACSD to ensure accuracy	September 29, 2017
Phase 2 – AOS 47 (Airline, Brewer & RSU 63) tracks attendance on all buses for one week	October 2 - 6, 2017
Phase 2 – TPS conducts analysis of current routes and attendance data for possible route efficiencies	October 20, 2017
Phase 2 – TPS analyzes and outlines possible operational consolidation scenarios	October 27, 2017
Phase 2 – TPS presents a review of possible route efficiencies and consolidation scenarios via web conference	November 10, 2017
Phase 3 – TPS provides a draft version of consolidation report	November 24, 2017
Phase 3 – TPS coordinates a conference call review of the draft consolidation report to answer questions and address any concerns	December 1, 2017

Phase 3 – TPS provides a finalized copy of the consolidation report

December 11, 2017

## Pricing

All costs listed below are based on the scope and assumptions included in this Statement of Work.

Item	Price
Transfinder Professional Services: Phase 1 Phase 1: Data Gathering & Computer Modeling of Current Transportation Operations	\$2,000.00
Transfinder Professional Services: Phase 2 Phase 2: Analysis of Current Routes for Possible Consolidation (no formal report will be provided)	\$2,500.00
Transfinder Professional Services: Phase 3 Phase 3: Consolidation Report and Review of Findings	\$ 5,000.00
Optional On-Site Review (\$2,500.00 per day plus travel and living expenses)	\$2,500.00/day

## Acceptance

The client named below verifies that the terms of this Statement of Work are acceptable. The parties hereto are each acting with proper authority by their respective companies.

**AOS 47 School District (Airline, Brewer & RSU 63)**

Company Name

Full Name

Title

Signature

Date

**Transfinder**

Company Name

**Dan Roberts**

**Dir of Professional Services**

Full Name

Title

Signature

Date



# Proposal

440 State St  
Schenectady, NY 12305

Date of Issue: September 5, 2017

To: James Stoneton  
AOS 47 School District  
26 Great Pond Rd  
Aurora, ME 04408  
PH:

Phone: 888-427-2403 ext-8206  
Prepared By: Angela Vitti  
Title: Account Executive  
Email: AVitti@transfinder.com  
Fax: 518-723-8298

## DESCRIPTION

This proposal has been prepared at your request.

This proposal expires September 15<sup>th</sup> 2017.

Transfinder Professional Services Transportation Consolidation Study  
As outlined in Statement of Work for AOS 47, Airline, Brewer & RSU 63

\$9,500.00

TOTAL JOB COST

\$9,500.00

This proposal is for completing the job(s) as described above or delivering the above described product(s). This proposal expires September 15<sup>th</sup>, 2017. All invoices are due and payable upon receipt. The total system cost for any of the above options, is due and payable upon installation or receipt of the software installation CD. Any Federal and/or State Sales or local taxes are the responsibility of the Licensee.

APPROVED BY:

NAME & TITLE

SIGNATURE

DATE

### FOR INTERNAL USE ONLY

PRODUCT DELIVERED: \_\_\_\_\_ DATE DELIVERED: \_\_\_\_\_ DELIVERED BY: \_\_\_\_\_

MANAGER SIGNATURE: \_\_\_\_\_

÷3 =  
\$3,166.67

**DRAFT  
MINUTES**

**BANGOR SCHOOL COMMITTEE  
Workshop  
6:30 p.m, Wednesday, September 13, 2017**

School Committee Members present: Chairman Warren Caruso, Vice Chair Sue Hawes, Sue Sorg, Brian Doore, Jennifer DeGross, and Caryn Sychterz. Member Marlene Susi was unable to attend.

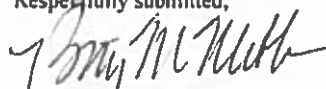
A. 1-2        The meeting was called to order by Chairman Caruso at 6:30 p.m.

The Committee and the Superintendent reviewed sections A, B, and C of the policy manual.

Suggestions included looking at gender neutral language in certain policies and removing any outdated language.

The workshop adjourned at 7:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Betsy M. Webb".

Betsy M. Webb, Ed.D.  
Superintendent of Schools



DRAFT  
MINUTES

BANGOR SCHOOL COMMITTEE  
REGULAR MEETING  
7:00 p.m., Wednesday, September 13, 2017

School Committee Members present: Chairman Warren Caruso, Vice Chair Sue Hawes, Sue Sorg, Brian Doore, Jennifer DeGross, and Carin Sychterz. Member Marlene Susi was unable to attend.

- A. 1. & 2. The meeting was called to order by Chairman Caruso at 7:06 p.m. and the Pledge of Allegiance followed.
3. a. The Bangor School Department and the Bangor School Committee recognized the Class A State Champion Bangor High School Baseball Team.
- b. The Bangor School Department and the Bangor School Committee recognized Peter Kemble, a Bangor High School graduate, for being selected the 2017 USA Today, All-USA Maine Baseball Player of the Year.
- D. 1. a. The Committee VOTED 6-0 to approve Susan Hawes, as the local delegate to the MSBA Annual Delegate Assembly.
- VOTED 6-0 to approve Carin Schterz as the alternate.
- b. VOTED 6-0 to nominate Eastern Maine Counseling and Testing Services, Inc. (EMCTS) for the MSBA Business Friend of Education Award. The purpose of this award is to recognize companies that have made significant contributions to public education.
- D. 2. a. Superintendent Webb shared the Bangor School Department will join the hurricane relief effort. A two-week "Coins of Caring" campaign will take place across the twelve Bangor Schools. Students and employees may choose to donate any amount of coins to form a collective donation in support of those impacted by Hurricane Harvey and Irma. "Coins of Caring" will be collected at the school sites beginning on September 18, 2017 and ending on September 29, 2017. The combined donation will be made directly to the Hurricane Relief with American Red Cross.
- b. Superintendent Webb provided an update on the opening of school and answered questions from the Committee.
- c. Assistant Superintendent Kathy Harris-Smedberg provided an overview of the beginning of year New Teacher Orientation, Educational Support Staff, and Teacher Academy training that took place in August.
- d. Superintendent Webb reported the following resignation(s):
- |                 |                       |                         |
|-----------------|-----------------------|-------------------------|
| Matthew England | Asst. Coach Boys Swim | Bangor High School      |
| Scott Wood      | B Boys Basketball     | James F. Doughty School |
- e. Superintendent Webb reported the following reassignment(s):

David Johnson from Special Education Resource Room Teacher at Fairmount School to (.9) Special Education Resource Room Teacher at Fairmount School and (.1) Special Education Resource Room Teacher at Fourteenth Street School.

Renee Perron from Social Worker (.6) at Bangor High School and (.4) at Downeast School to Social Worker (.9) at Bangor High School and (.1) at Fruit Street School.

Susan McGarry from (.8) Math Teacher and (.2) Science Teacher at Bangor High School to Math Teacher at Bangor High School.

George Redman from Music Teacher at Bangor High School to Music Teacher (.8) at Bangor High School and (.2) at the SPRPCE Innovation School.

- E. 1. a. 1. VOTED 4 (Caruso, Hawes, Sorg, Sychterz) for 0 opposed and 2 (DeGroff, Doore) abstained to approve the Minutes of the August 23, 2017 Regular School Committee Meeting.

- b. 1. a. Superintendent Webb recommended the following Teacher nomination(s) for the 2017-2018 school year, with a one-year Probationary Contract:

Brianne Sciacca, Special Education Resource Room Teacher at Bangor High School

VOTED 6-0 to approve the nomination as presented.

2. Superintendent Webb recommended committee approval of the following Extra-Duty Assignments for school year 2017-2018:

IEP Coordinator (.5)	James F. Doughty School	Darryl Loring
Field Hockey Coach	William S. Cohen School	Casey Pray
Gr. 4-5 Musicals	Mary Snow School	Heather Mills
Asst. Coach Girls Swim	Bangor High School	Lauren Joliat
Fresh. Soccer Girls Coach	Bangor High School	Shannon Fotter
Freshman Football Coach	Bangor High School	Michael Hersom
Co-ed Diving Coach	Bangor High School	Nicholas Jensen
Mosaic Advisor	Bangor High School	Emilie Throckmorton

VOTED 6-0 to approve the nominations as presented.

- c. 1-5. Superintendent Webb recommended approval of second reading of new and revised policies.

1. Revised Policy IJOC-School Volunteers
2. Revised Policy JJE-Student Fundraising Activities
3. Revised Policy KHB-Advertising in the Schools
4. Revised Policy KJA-Distribution of Non-School Materials
5. New Policy JICM-Photographs, Video and Audio Recording for Instructional and Professional Development Purposes.

VOTED 6-0 to approve the policies as presented.

- d. Committee Member Susan Hawes shared the following donation(s):

To Downeast School from Realty of Maine, a gift card to purchase snacks for students, having a total dollar value of \$150.

To Mary Snow School from the PTO, a cash donation for teachers to purchase supplies, having a total dollar value of \$2,400.

To Fruit Street School from the PTO, a cash donation to support academic excellence for all students in the classroom, having a total dollar value of \$2,025.

To Fruit Street School from the Bangor Elks Lodge #244, dictionaries for all grade 3 students, having a total dollar value of \$144.

VOTED 6-0 to approve the donations with appreciation.

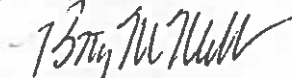
- E. 2. a. 1. Superintendent Webb recommended receipt of first reading of revised Policy BCA Organizational Meeting.

VOTED 6-0 to receive the First Reading of policy as presented.

- H. Chairman Caruso reviewed the important dates and thanked the Bangor School Department administration, faculty, and staff for their work to have a great start of the school year.

- J. Meeting adjourned at 7:51 p.m.

Respectfully submitted,



Betsy M. Webb, Ed.D.  
Superintendent of Schools

**BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES**

*Monday, September 11, 2017*

*6:00 pm*

*Brewer High School Lecture Hall*

Committee members present: Mr. Forrest, Chairman; Mr. Farley, and Mr. Umel, and Jacob Cote, Student representative

A. The meeting was called to order at 6:00 PM by Chairman Forrest.

B. Moment of Silence/Pledge of Allegiance

C. Public Comment

Mayor, Kevin O'Connell stated and apologized that he dropped the ball on communication during the budget process for the need of an SRO. Mayor O'Connell stressed the strong need for SROs, safety is number one not education. Next year there will be better communication.

D. Adjustments to Agenda

Mr. Umel moved to accept the adjustments of G.3 Resignation and J.4 New Business as read; Mr. Farley seconded - VOTED: 3 in favor, 0 in opposed, and 0 abstained. (Mr. Cote in favor)

E. Presentations/Awards

Dr. Towle reported the following presentations/awards:

- a. Connor Archer, The Courageous Steps Project, presenting \$700 grant check to BSD recipients of the Charitable Giving grant in supporting the Life Skills Program.
- b. Coach John White -Girls Tennis Coach of the Year, Spring 2017
- c. Coach Glendon Rand - Boys Track & Field Coach of the Year, Spring 2017
- d. Alex Maximic, KVAC Class A Baseball Player of the Year & Maine "Mr. Baseball" Finalist for Spring 2017 season.

F. Minutes

1. Mr. Forrest, without objection and by unanimous consent, proposed that the minutes of the regular meeting of August 14, 2017 be approved .

G. Personnel

1. Dr. Towle reported the following nominations:

- a. Mr. Umel moved to accept the nominations of Jeffrey Gordon as Sophomore Advisor 2017-2018, Brian Estes - .5 Student Council Advisor 2017-2018, and Tom Burby - .5 Student Council Advisor 2017-2018 from full stipend to shared; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)
- b. Mr. Farley moved to approve the nomination of Charity Rogers-Blanchard as Data Specialist for the Brewer School Department; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)
- c. Mr. Umel moved to approve the nomination of Gretchen Gardner as Affirmative Action Officer 2017-2018; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)
- d. Mr. Farley moved to approve the nomination of Dana Corey as Assistant Football Coach from volunteer status; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0

abstained. (Mr. Cote in favor)

- e. Mr. Umel moved to approve the nomination of Chad LaBree as JV Girls Basketball Coach 2017-2018; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

(Mr. Cote in favor)

- f. Mr. Farley moved to approve the nomination of Chris Brady as Boys "A" Soccer Coach 2017-2018; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

(Mr. Cote in favor)

- 2. Dr. Towle reported several searches still in process.

- 3. Dr. Towle reported the following resignation:

Mr. Farley moved to accept the resignation of Brenda Crosby as Brewer High School Senior Class Advisor effective October 1, 2017; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)

#### H. Reports

- 1. United Technologies Center - None

- 2. Southern Penobscot Regional Program for Children with Exceptionalities

Mr. Umel reported the new Innovations school is open and there will be a fundraiser at the Bangor Museum.

- 3. Student Representatives

Mr. Cote reported everyone is happy to be back.

- 4. Trustees

Ms. Towle reported they did general building updates, TAP renovation complete and extended a huge thank you to the custodial/maintenance staff for their hard work in getting things ready for the opening of school.

- 5. Administration

- a. Superintendent of Schools, Dr. Towle reported:

- 1. Transportation Consolidation Study

- 2. Meeting with Brewer Police Department was reviewed.

- a. SRO Positions

- b. Safety/Emergency Plans

- 3. Finance Meeting in Augusta Update - September 8

- 4. Commissioner Hasson's Visit September 21 "Continuing the Conversation" (Penquis Region)

- 5. District Goals 2017-18 were distributed.

- 6. District Numbers September 2017

- 7. Data Specialist Position Roles and Responsibilities

- 8. Thanked the faculty for a great start to the school year.

- b. Business Manager - Non reporting month

- c. Director of Pupil Services

Ms. Moore reported School Year Opening Day Events and News, Grant Award, Maine Autism Leadership team (MALT), Wilson Reading System, and Supporting Students with Challenging Behavior

- d. Director of Instruction

Ms. Ward-Downer reported DOI updates of opening events, new trainings and technology updates.

- e. Principals

1. Mr. Leithiser, BCS principal reported Enrollment, New Staff, Innovation School, Summer Reading Challenge, Title I update, and transportation update.
2. Mr. Slowikowski, BHS principal reported Laptop Pickup Day, In-service days review, Opening days, Add/Drop Period, Enrollment, Guidance meetings.

f. Athletic Director - none Mr. Utterback covering events.

I. Old Business

Mr. Umel moved to approve the second reading, adoption of Policy DJ, *Bidding/Purchasing*; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)

J. New Business

1. Dr. Towle reported the following gifts for acceptance:

Mr. Farley moved to accept the donation of school supplies, estimated value \$60 from The Courageous Steps Project, CEO Connor Archer to BHS, the grant donation of \$700 from The Courageous Steps Project's Charitable Giving Grant to BSD, and donation of school supplies, estimated value of \$125 from the Bangor Chapter of AARP, Attn: Tim Cameron to BCS; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)

2. Mr. Farley moved to approve the ratification of the Non-Teaching Collective Bargaining Agreement for 2017-2020; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)  
seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained..
3. Mr. Umel moved to approve that Superintendent Towle move forward with the joint study of the Transportation Consolidation Study with AOS 47 and RSU 63; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)
4. Mr. Umel moved to approve Kevin Forrest as delegate to the MSMA Fall Conference, October 26th and Mark Farley as alternate; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)

K. Future Meetings

Monday, October 2, 2017, Regular Meeting, 6:00 PM, Brewer High School Lecture Hall

L. Public Comment - None

Adjournment

Mr. Farley moved for adjournment; Mr. Umel seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained. (Mr. Cote in favor)

Meeting adjourned at 6:53 PM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: October 2, 2017

**Wednesday, September 6, 2017**  
**Board of Directors Meeting - 7:00 p.m.**  
**Hampden Academy**

The Regional School Unit No. 22 Board of Directors met at Hampden Academy on Wednesday, September 6, 2017. Board Chair Karen Hawkes called the meeting to order at 7:00 p.m. Directors present were: Scott Cuddy, Tom Dorrity, Jayne Dyer, Lucas Flanagan, Jessica Giles, Allan Gordon, Jr., Karen Hawkes, John Holmes, Jessica King, Anthony Liberatore, DMD, Heath Miller, Amanda Sidell.

Rob Frank, Wallace Fraser, Dakota Noonan, and Niles Parker were excused.

**II. Approval of Minutes of Regular Meeting of August 2, 2017**

Giles moved, Holmes seconded, and the Board voted unanimously to approve the minutes of the regular meeting of August 2, 2017.

Abstain: Flanagan, Liberatore, Sidell

**III. Adjustment to Agenda**

Board Chair Karen Hawkes announced there would be an additional coaching hire recommended under Article VI-B, Personnel.

**IV. Persons Desiring to Address the Board**

None.

**V. Board Chair**

Chair Hawkes welcomed Student Representative Lucas Flanagan to the Board.

Chair Hawkes thanked the administration, faculty and staff for a positive school opening.

**VI. Personnel**

**A. Resignations**

Superintendent Lyons announced the resignation of District Accountant, Anne Lagassey. Anne has accepted the position of Dean of Finance and Administration at Kennebec Valley Community College. Superintendent Lyons asked the Board members to contact him if they are interested in serving on the search committee for this position.

Chair Hawkes thanked and commended Mrs. Lagassey for her dedication, competence, and results.

**B. Nominations - Transfers**

Upon recommendation of Superintendent Lyons, Liberatore moved, Sidell seconded, and the Board voted unanimously to approve:

**Kayla Worster, Grade 1 Teacher, Earl C. McGraw Elementary School**  
BS in Elementary Education, University of Maine at Farmington

1 year, Educational Technician III, Earl C. McGraw Elementary School  
1 year, Grade 1 Teacher, Mill Stream Elementary School, Norridgewock, ME

Salary: \$33,150

Upon recommendation of Superintendent Lyons, Liberatore moved, Giles seconded, and the Board voted unanimously to approve:

**Stephanie Shteirman, Technology Integration Specialist, Weatherbee & McGraw Schools**  
MS in Library Science, Southern Connecticut State University  
MS in Journalism, Columbia University, NY  
BA in Art History, Barnard College, Columbia University, NY

2 years, Library Media Specialist, Harborside Middle School, Milford, CT  
2 years, Library Media Specialist, Beecher Museum School, New Haven, CT  
3 years, Library Media Coach, New Haven Public Schools  
11 years, Library Media Specialist, High School in the Community, New Haven, CT

Salary: \$59,328

Upon recommendation of Superintendent Lyons, Dorrity moved, Holmes seconded, and the Board voted unanimously to approve the following athletic positions:

**Tamara Cardello, Athletic Director, Samuel L. Wagner Middle School**  
Many years of coaching experience; worked with the previous Wagner Athletic Director

Stipend: \$3,948.48

**Derek Smith, Boys Soccer Coach, Samuel L. Wagner Middle School**  
Physical Education Teacher at Wagner; years of coaching experience in a variety of sports

Stipend: \$2,333.99



**Frank Rapp, “B” Boys Soccer Coach, Reeds Brook Middle School**  
2 years, Middle School level coaching experience

Stipend: \$2,083.92

## **VII. Superintendent of Schools**

### **A. Reading of Essential Behaviors and Outcomes Proclamation**

Board member Anthony Liberatore, DMD read the Essential Behaviors and Outcomes Proclamation.

### **B. Faculty Presentation**

Hampden Academy teachers Ben Johnson (Advanced Placement Latin), Mike Ditzel (Advanced Placement Statistics) and Michele Metzler (Advanced Placement History) presented a slide show on Advanced Placement (AP) scoring pools in which they each participated. Hampden Academy offers 12 AP classes and 125 Hampden Academy students participated in AP exams in May 2017.

### **C. Enrollment Overview**

Superintendent Lyons presented current enrollment numbers at all district schools, compared to the numbers from June 2017.

### **D. Statewide Enrollment**

Superintendent Lyons shared statewide school enrollment numbers. RSU #22 is the 20th largest school district in the State of Maine; reported per pupil cost of \$12,000 includes debt service and transportation.

### **E. MSMA Newsletter**

The current newsletter indicates School Funding Formula changes loom for 2018-2019. Superintendent Lyons reviewed aspects that will change, including:

- Hardship monies
- No longer subtracting Title I
- Greater allocation to Pre-K programs
- Removal of declining enrollment adjustment
- Removal of Proficiency Based Education funding

#### **F. The Art of Diplomacy**

Superintendent Lyons shared this article with the Board.

#### **G. Student Representative**

None.

#### **H. Assistant Superintendent Update**

Assistant Superintendent Nickels reviewed the following:

##### **Finance**

- FY17 Audit in progress - week of the 11<sup>th</sup> (field work)
- Final audit report will be ready on Dec 13<sup>th</sup>

##### **Facilities**

- Update on summer projects

##### **Human Resource**

- Custodial hires
- Upcoming implementation of Target Solutions online HR training modules

##### **Transportation**

- Back to School update
- Follow up with DOT

Assistant Superintendent Nickels announced that she and Superintendent Lyons will attend the DrummondWoodsum seminar entitled "A New Talk on Consolidation" on Friday, September 8.

#### **VIII. Questions of Board Members**

Anthony Liberatore, DMD, commented on the school start date being before Labor Day. Voiced a preference for district to consider a later start.

Chair Karen Hawkes asked when United Technologies Center begins school as this date may contribute to RSU #22's school calendar decisions.

Scott Cuddy read a letter from Hampden Academy student Josie Lawrence, advocating for art classes at the Academy.

Mr. Cuddy presented an idea to consider assigning a teacher representative to the Board of Directors.

Mr. Cuddy shared his opinion that Anne Lagassey's departure is a loss, and that her passion and expertise in her position is unparalleled.

Mr. Cuddy asked a question on the Board's review of a quarterly financial statement.

## **IX. Committee Reports**

### **A. Finance Committee**

Finance Committee Chair Heath Miller reviewed the August 22 meeting notes.

### **B. Budget Committee**

None.

### **C. Athletic Committee**

None.

### **D. Building Committee**

Building Committee Chair Allan Gordon reviewed the August 2 meeting notes.

### **E. Negotiations Committee**

None.

### **F. Education Committee**

The Education Committee's agenda topics that evening were reviewed, and included a math coach presentation and teacher leadership initiatives.

### **G. Policy Committee**

Policy Committee Chair John Holmes reviewed the August 15 meeting notes.

### **H. United Technologies Center Board**

Board Representative Allan Gordon reported on the Board's August 24 meeting. Director Greg Miller will receive a leave of absence until December 31; Marty Gray will serve as Acting Director.

**I. Behavioral Review Committee**

None.

**J. Education Foundation**

None.

**K. SPRPCE Board**

None.

**L. Tibbetts Fund Committee**

None.

**M. Ad-hoc Substance Abuse Committee**

None.

**N. Community Relations Committee**

Community Relations Committee Chair Scott Cuddy reviewed the August 8 meeting notes, and reported on recent happenings: Board member biographies and photos will be posted on the district website. School photo dates to be distributed to Board members so they may attend a session.

**X. Policy Consideration**

**A. Discuss and act on second reading and adoption of Policy JICK, Bullying.**

Upon recommendation of Superintendent Lyons, Cuddy moved, Dyer seconded, and the Board voted unanimously to approve the second reading and adoption of Policy JICK, Bullying.

**XI. Old Business**

**A. Discuss and act on Inter-local Agreement within Southern Penobscot Regional Program for Children with Exceptionalities.**

Bangor School Director of Adult Education, Greg Leavitt, presented about the Innovative School launched at Eastern Maine Community College for 7th and 8th graders, new this year. The Innovative School is currently free to participating districts. 31 regional students, including 5 from RSU #22, are currently enrolled with 10 schools represented.

Upon recommendation of Superintendent Lyons, Dyer moved, Dorrity seconded, and the Board voted unanimously to approve the Inter-local Agreement for this program.

## **XII. New Business**

### **A. Student Assessment Data**

Curriculum Director Mary Giard and building principals presented information on RSU #22 state testing data. Results for each school were presented including NWEA, EmPower State Test, MEA Science, and the SAT. Special Services Director Lynne Wells and building principals shared the next steps for their respective schools, based on the data.

### **B. Discuss and act on lease purchase of computer equipment.**

Upon recommendation of Superintendent Lyons, Liberatore moved, Dyer seconded that the resolution entitled, "Resolution to Authorize Lease Purchase of Computer Equipment in the Principal Amount of \$95,880," be adopted in form presented to this meeting and that a copy of said Resolution be filed with the minutes of this meeting. The Board voted unanimously to approve. Signed copy is attached.

At 9:23 p.m. Gordon moved, Holmes seconded, and the Board voted unanimously to extend the meeting by 30 minutes.

### **C. Discuss and act on first reading of Resolution Affirming its Commitment to Education.**

The Policy Committee requested consideration of a first and second reading of this resolution.

District citizen Mary Anne Royal shared her support of this resolution, for the protection of students' civil rights.

Cuddy moved, Holmes seconded to approve the first and second readings of this resolution. Discussion followed.

Sidell then moved, Dorrity seconded, to amend the original motion with a postponement of the second reading until the next regular Board meeting. The amendment carried 645 to 138 (Cuddy, Holmes).

The Board then voted 568 to 215 (Giles, Gordon, Liberatore) approve the amended motion and first reading of the Resolution Affirming its Commitment to Education.

**XIII. Communication and Correspondence**

**A. Set Meeting Dates**

None.

**XIV. Executive Session**

None.

**XV. Other Business**

A. To see what action, if any, the Board wishes to take on business required by items that are part of this agenda.

None.

**XVI. Adjourn**

Liberatore moved, Holmes seconded, and the meeting was adjourned at 9:37 p.m.

Respectfully submitted

/s/

Richard A. Lyons, Superintendent of Schools

**Present:** Sande Curtis, Chair, Adrienne Carmack, Rich Crowe, Benita Deschaine, Pat Gaetani, Earle Hannigan Paul Hannigan, Kevin Kelly, Jim Lacadie, Mel MacKay, Susan MacKay, Tony Pellegrini, Hans Peterson, Tom Stone, Ed Volkwein, Dan Wellington

**Also Present:** Dave Armistead, Airlia Britt, Beth Campbell, Bill Meier, Buzz Moore

### CALL TO ORDER

Chair Sande Curtis called the meeting to order at 7 a.m. New board member Tony Pellegrini and new RSU 63 sending school representative Buzz Moore were welcomed and introductions around the room made. Sande and Mel spoke to the need to grow the Committee on Trustees to include at least two more members. This will help the board to be self-sustaining and to manage some of the required board functions like annual conflict of interest disclosures and board evaluations. Any board member interested in joining the Committee on Trustees should contact Sande.

Each board member was provided a conflict of interest form, which, once signed, is kept on file in the Head of School office.

**Motion:** To approve the June 6, 2017 minutes as presented.

Peterson/Deschaine

Approved without opposition.

### HEAD OF SCHOOL REPORT

Mel welcomed questions on his previously distributed head's report.

Beth Campbell distributed an admission report with graphics depicting the last four years of ninth-graders from their respective sending schools. On a question, a few previously homeschooled students are enrolled at John Bapst. Beth spoke to the need of the school differentiating itself from others in areas beyond academics, specifically extra-curricular activities and athletics. Transfer day students are accepted by the school throughout the year, and at mid-year at least three international students are expected.

Dave Armistead distributed a document (filed with minutes) summarizing curricular changes made by the school in the last twelve months, some from Academic Council (comprised of all department chairs and counselors) program review and some directly from the administration. Examples of changes already implemented this year are a Ninth-Grade Advisory Program, new courses (ranging from AP Psychology to Field Biology to Digital Drawing), new Honors English I sections for ninth-graders, and a newly added humanities component to the Distinguished Graduate Program. Dave discussed the need to market new courses and expects that social media will help with that.

### FINANCE

Committee chair Paul Hannigan reminded the board that the budget is enrollment driven. At the last meeting of the Finance Committee in June, it was not yet known whether a compensation increase would be feasible. Since the start of school, enrollment has shown that the increase is doable.

Paul also reported that he brought the issue of the Strategic Reserve up at the Endowment Committee meeting on September 6 (see notes under Endowment in these minutes) and that funding the reserve will continue this year.

**Motion:** To adopt the revised budget as presented, which includes an average compensation increase for employees of \$1,200.

S. MacKay/Curtis

Approved without opposition.

In response to Kevin Kelly's question on the history of wage increases, Mel and Bill reported that \$1,200 is about the average raise for each of the last ten years. In a tuition-driven school, revenue increase often translates into compensation increase.

John Bapst is competitive with its boarding tuition rate (an all-inclusive rate that attracts international families who prefer to make single payments and not be inundated with fees/invoices/bills). Currently the school charges \$43,250 for boarding tuition and an increase \$1,250 is justified by market comparables.

**Motion:** To increase boarding tuition by \$1,250 to \$44,500 with the continuation of the additional \$2,500 homestay fee.

Lacadie/Peterson

Approved without opposition.

Mel reported that the private-pay tuition is \$9,950, plus the sports and activities fees of \$710.

### **BUILDINGS AND GROUNDS**

Chair Jim Lacadie reported that the Bangor Water District completed its work in a timely manner as they promised and under budget, too. A fire suppression line is now in place and ready to be tapped into when the campus expansion project renovations happen inside 100 Broadway.

There will be a special meeting of this committee on September 26. The focus of the meeting will be to refine the request for qualifications and project timeline and to determine a list of contractors who will be invited to submit building project proposals later this fall. Ames Associates will participate in the meeting.

### **DEVELOPMENT**

Chair Adrienne Carmack joined by phone today and reported that the annual fund appeal will be mailed in the coming weeks and reminded the board about the importance of 100% participation.

The Love That School capital campaign is still in its silent phase, with a public kick-off event on November 16 (a Thursday) at noon; all board members are encouraged to attend. Airlia Britt reported that countable pledges and receipts toward the Campaign are now at \$3,187,000. Bangor Savings Bank Foundation has awarded the school (as a campaign gift) \$50,000 for equipment for the new fitness center; a presentation is planned for the Homecoming football game on September 29. Mel encouraged board members to refer top donor prospects that might not have a direct connection to the school but might relate to it as another local downtown business/entity. Co-chair of the campaign steering committee Benita Deschaine also asked board members to share with her or co-chair Rich Crowe ideas, suggestions, or feedback on campaign activity.

### **ENDOWMENT**

Paul Hannigan referred to the Endowment minutes and welcomed questions.

Bill Meier confirmed that annual distributions from the Endowment are made for scholarships (usually a 5% draw) and for operating expenses (usually a 4% draw). On behalf of the Finance Committee and at the suggestion of the Endowment Committee, both Paul and Bill had conversations with Bangor Savings Bank personnel regarding the best way to invest the strategic reserve money. Bangor Savings Bank recommends the Insured Cash Sweep (ICS) account instrument for the strategic reserve funds. This is a money market account broken into increments of \$250,000 with each increment held by a different institution in the ICS network, thereby preserving the FDIC guarantee over the entire amount. For purposes of administration it is treated as a single account held at Bangor Savings. The ICS pays money market rates of interest (currently 84 basis points) and can be drawn on up to six times per month. Implementation of this new account would require Finance Committee approval; thus it will be an agenda item for the November 14 Finance Committee meeting.



**NEXT BOARD OF TRUSTEES MEETING– PLEASE NOTE DATE CHANGES BELOW**

The October Board of Advisors Event will be on the evening of October 19 at PVCC (*not October 5 as originally scheduled*).

The December board meeting will be on December 5 (*not December 12 as originally scheduled*) at 7 a.m. in the library.

**ADJOURNMENT**

The meeting adjourned at 8:38 a.m.

*Respectfully submitted by Adrienne Carmack, Secretary*