

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, 2nd 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 4th, 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 accept 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 4th 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; 2nd 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; 2nd
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; 2nd 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,

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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; 2nd by David McCluskey
Vote: 7 Approved; 0 Opposed

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

Motion by David McCluskey; 2nd 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 Baptist Trustee Meeting and his previous experience at private schools. John Baptist 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; 2nd 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; 2nd 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; 2nd by David McCluskey

Vote: 7 Approved; 0 Opposed

Motion by David McCluskey to continue Board meeting past 8:30pm; 2nd 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. JLCDAA-Medical Marijuana in Schools

Motion to approve policies by Sam Berube; 2nd by Jenn Newcomb

Vote: 7 Approved; 0 Opposed

Motion by David McCluskey; 2nd 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; 2nd 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: October 23, 2017