

RSU #63 Board Meeting
Date: August 26, 2019
Location: Holbrook Middle School
Minutes

Members Present:

Town of Eddington: Charles Baker, Steven Carr, and Christina McLeod

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

Town of Clifton: Linda Graban

Superintendent of Schools: Susan M. Smith

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

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

John Hutchins asked for a motion to make an adjustment to the agenda to move Personnel to just after the acceptance of gifts and donations.

Motion by Steve Carr with a second by Heather Charity to move Personnel to just after the acceptance of gifts and donations.

Vote: 8 Approved; 0 Opposed

John Hutchins called for a motion to add Item Five, Robinson Superintendent Agreement, under New Business.

Motion by Heather Charity with a second by Linda Graban to add Item Five, Robinson Superintendent Agreement, under New Business.

Vote: 8 Approved; 0 Opposed

Approval of Minutes: Motion by Linda Graban with a second by Christina McLeod to approve the minutes from the June 17, 2019 Board Meeting.

Vote: 8 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith announced the recognition of staff for their years of service. Five Years of Service: Krista-Rae Helms, Billi-Jo Lovley, Heather Kiley, Samantha Smith, Leianna Spratt; 10 Years of Service: Ashley Perry, Kimber Colavito; 15 Years of Service: Michele Archambault, Lisa Beers, Deb Colbry, Kathy Jellison, Lisa Gamblin; 20 Years of Service: Becca Jordan, Karen Everhart, Wendy Giguere, Jeff Smith; 25 Years of Service: Cynthia Frey; and 30 Years of Service: Brenda DeRoche. Tom Colavito was presented a trophy for placing third in the Maine Association for Pupil Transportation Competition.

Acceptance of Gifts/Donations: Michelle Wright, Ed Tech III Librarian at Holbrook Middle School applied for a grant at the end of last school year. RSU 63 was awarded the 2019 Accelerating Promising Practices for Small Libraries Program Award in the amount of \$49,711.00 for "Integrating Literacy and Life Skills in our Libraries" from the Institute of Museum and Library Services (IMLS). Aurora Stickle received the Galen Cole Family Foundation Grant for the Reading Recovery Program in the amount of \$5,300.00 to support continuing contact and literacy strategies. Rita Lovejoy received Donors Choose Funding for a complete cooking set for the Holbrook Life Skills classroom in the amount of \$215.19. The Daylight Hill Seminary Lodge Masons in Holden presented a check during the welcome back ceremony with teachers and staff in the amount of \$1,500.00 to support the snack and lunch program at the elementary schools. McDonalds provided coffee, muffins, oatmeal, and parfaits for all teachers and staff prior to the welcome back ceremony

today. The Eastern Maine Snowmobile club gave a \$50 donation toward the Eighth-Grade promotion fund. The Cole Foundation donated a kiln to Holbrook School. Ned Jennings donated stone for placement under the kiln. We are still looking for a donation to help with wiring and electrical work to install the kiln.

Personnel Action:

Retirement: Madeline Roberts was recognized this morning for her retirement after twenty-five years of teaching.

Resignations: John Marchelletta, Grade 7 & 8 Science Teacher; Melissa Neptune, Bus Driver; Kaitlin Michaud, Speech Language Pathologist; Veronica Perry, In-Home Tutor.

Reassignments: Nichole Foster is moving from Holbrook Day Custodian to Holden Day Custodian, Richard Elliott is moving from Holden Day Custodian to Holbrook Day Custodian, Scott Sanborn is moving from Bus Driver to Substitute Bus Driver, and Kimber Colavito is moving from Substitute Bus Driver to Bus Driver. Michelle Bartlett is moving from Educational Technician III at Eddington to Holbrook Librarian Educational Technician III in October through funding from the IMLS grant.

Appointments: Jenny-Lee Lagrange, Substitute; Amy Chandler, One-on-One Educational Technician III; Theresa Jameson, Holbrook Cook; and Brian Glass, Bus Driver.

Fall Coaches: Sherri MacLaren, Girls "A" Soccer Coach; Desiree Doughty, Cross-Country Coach; and Rhonda Norman, Assistant Cross-Country Coach.

Year Long Stipend Positions: Michele Archambault, Assistant to the Principal/Athletic Director (Holbrook) and Student Council (Holbrook); Deanie Brownell, Math Team Advisor (Holbrook); Karen Everhart, Yearbook Advisor (Holbrook); Beth Davis-Spencer, Middle School Music Co-Curricular; Brenda DeRoche, Assistant to the Principal (Eddington) and Elementary Substitute Caller; Becca Jordan, Assistant to the Principal (Holden); Joy Walters, 504 Coordinator (Holbrook); and Kathy Jellison, Elementary Music Co-Curricular.

Elections: Superintendent Smith recommended Jennifer Mahoney as Elementary Speech Language Pathologist; Audra Leland as Pre-Kindergarten Teacher; Sara Ostrander, Grade 5 Teacher; Nathan Dusablon, Grade 7 & 8 Science Teacher.

Motion by Linda Graban with a second by Gavin Robinson to elect Jennifer Mahoney as Elementary Speech Language Pathologist; Audra Leland as Pre-Kindergarten Teacher; Sara Ostrander, Grade 5 Teacher; Nathan Dusablon, Grade 7 & 8 Science Teacher.

Vote: 8 Approved; 0 Opposed

Searches: Searches continue for Substitutes, Boys "A" Soccer Coach, "B" Coed Soccer Coach, and In-Home Tutor.

Presentation: Superintendent Smith introduced Ashley Perry, Grade 1 Teacher and Krista-Rae Helms, Grade 1 Teacher to present the Kindergarten through Grade Five Social Studies Standards for the Grade Level Brochures. A handout was provided to Board Members. Ms. Perry reviewed the process of determining what standards would be RSU 63 priorities. They determined History, Geography, Civics, and Economics would be taught several times over the K – Five grade span. Native American Studies would be taught yearly. Ms. Helms added they worked closely with the teachers to ensure what they were passionate about teaching remained in the RSU 63 agreements. Ms. Perry advised they also worked hard to ensure the content is not redundant through the years.

Questions and Comments from the Board: John Hutchins asked what was different from previously being taught. Ms. Perry advised it is different for each grade level. Superintendent Smith advised Kindergarten through Grade Five Teachers teach many content areas. Social Studies is the last piece to be added to the Grade Level Brochures and will need approval by the Board.

Motion by Steve Carr with a second by Christina McLeod to approve the addition of Kindergarten through Grade Five Social Studies Standards to the Grade Level Brochures.

Vote: 8 Approved; 0 Opposed

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Budget and Finance Committee: Monday, September 16, 2019 at 6:00pm, at Holbrook

Policy Committee: Monday, September 9, 2019 at 6:00pm, at Holbrook

Budget and Finance: Nothing to add to the Business Manager Report. Nothing to add to Budget and Finance Committee Report.

Superintendent's Report: Superintendent Smith thanked Jesse Gauthier, Special Services Director for attending new student day at the area high schools ensuring our students have a smooth transition. She also advised Jake Morgan, Transportation and Facilities Director included in his report a bus mileage and maintenance report. Superintendent Smith asked Mr. Morgan to give a brief update on the summer projects. Mr. Morgan advised the Holbrook roof is still being worked on. The flashing lights are installed, working at Holbrook, and can be controlled at Jake's office. The walkway project is almost done, just waiting on the curbing to be finished. The Holbrook heating controls are running, but still being worked on. Holden's boilers are fixed. The Eddington roof was completed in July. Also, in July, the freezer at Holbrook failed. It has been repaired and is working again. Two trees were struck by lightning at Holbrook. Those trees are being removed.

Superintendent Smith directed the Board to their Board folders containing information regarding the partnership with Community Care and information on the Re-unification Method being implemented. She also advised each school participated or will be participating in mock lock down drills with the help of Chief Greely, Holden Police Department and the Deputy Watson, Penobscot County Sheriff's Department.

RSU #63 Chair's Report: None

Acceptance of Reports: Motion to accept written and verbal reports from Administrators, Committees, and Superintendent by Heather Charity with a second by Linda Graban.

Vote: 8 Approved; 0 Opposed

Old Business:

Recognition of Long-Term Employees Who Resign: John Hutchins opened the floor for Board discussion. Superintendent Smith started by stating employees resign for a variety of reasons. The District does a great job of recognizing employees at their milestones and retirement. She suggested recognizing the length of service in the acceptance of resignation letters sent to the employee. Linda Graban stated she felt if an employee had been with the District for 15 years, they should be recognized for those years of service when they resign. Holly Whitmore stated she felt recognition in a letter would be nice. The Board agreed. Superintendent Smith stated she will work on the wording of the letters of resignation acceptance to include a thank you for years of service. No motion needed.

Vote to Authorize \$200,000 Loan Agreement, Issuance of Bonds, and Related Documentation for Minor Capital Projects: Motion by Gavin Robinson with a second by Linda Graban to move that the resolution entitled, "Resolution to Authorize \$200,000 Loan Agreement, Issuance of Bonds, and Related Documentation for Minor Capital Project Purposes," be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting (*Attachment A*).

Discussion: Superintendent Smith advised, the language for the motion came from our Bond Counsel and requires signature of each Board Member.

Vote: 8 Approved; 0 Opposed

New Business:

Policy EFC – Food Service Program: Motion by Heather Charity with a second by Christina McLeod to approve Policy EFC – Food Service Program.

Vote: 8 Approved; 0 Opposed

Pay Averaging: This is an amendment to the Hourly Staff Handbook and is required by Maine law. It allows the option for hourly employees to divide their pay equally over 26 pay periods.

Motion by Linda Graban with a second by Christina McLeod to approve the Pay Averaging amendment to the Hourly Staff Handbook. "Hourly School-Year Employees have the option to receive their pay as it is earned during the months of September to June or spread out their earnings over 12 months by averaging their annual scheduled work hours into 26 equal paychecks. Employees are required to specify in writing annually which option they are electing. An election form will be provided by the Central office prior to the first pay of the school year. All hourly employees are required to complete a time card recording their actual time worked each pay period. Each time card needs to be signed by the immediate supervisor and submitted to the payroll department bi-weekly in accordance with the pay schedule. Any adjustments for additional hours or fewer hours will be adjusted within the pay period in which they occur."

Vote: 8 Approved; 0 Opposed

Earned Paid Leave for All Employees: This is an amendment to the Hourly Staff Handbook. For every forty hours worked, eligible employees will earn one medical or personal hour.

Motion by Linda Graban with a second by Christina McLeod to approve the Pay Averaging amendment to the Hourly Staff Handbook. "Employees working less than 20 hours per week, and who have been employed for at least 120 days, are eligible for Earned Paid Leave to be used for medical or personal reasons. The Earned Paid Leave will accrue 1 hour for every 40 hours worked, to a maximum of 40 hours per year. Employees whose employment classification allows for paid time off via an alternate leave classification are not eligible for Earned Paid Leave. Employees may accrue up to 360 hours; any hours over this amount are forfeited. Accumulated/unused earned paid leave is not paid out upon termination of employment."

Vote: 8 Approved; 0 Opposed

Advisory Committee for Facilities and Offer from ESG: John Hutchins opened the floor for discussion. Superintendent Smith advised there was a copy of the letter from ESG in each Board folder. Superintendent Smith advised the Facilities Advisory Committee would require three board members with a preference of one member from each town. Linda Graban, Town of Clifton; Charles Baker, Jr, Town of Eddington; and Holly Whitmore, Town of Holden volunteered to be on the committee. Superintendent Smith advised the committee would need a specific purpose and meet with the expectation of being a short-term committee as per policy. Carpenter Associates is currently drafting a long-term maintenance plan that will be ready for Board review in September. John Hutchins felt a Facilities Advisory Committee was wise and asked for a motion.

Motion by Steve Carr with a second by Christina McLeod to approve the formation of the Facilities Advisory Committee with the purpose of reviewing information from Carpenter Associations and applying for school revolving renovation funds.

Vote: 8 Approved; 0 Opposed

John Hutchins advised the Board he was approached at work via telephone by Don Bresnahan of ESG to schedule a meeting with Chris Green, Mechanical Services, and himself. Mr. Hutchins discussed this with the District legal counsel and was advised not to meet with ESG until there is a clear understanding of their intentions. Mr. Bresnahan indicated ESG was offering to help RSU 63 write an application for the Revolving Fund. Applications for this grant are due no later than September 30, 2019. The District can apply for up to \$1 million per project. Mr. Hutchins asked the Board if they want ESG and Mechanical Services to help RSU 63 with the application. If the application is approved, the Board will have to go back to the towns to ask for another bond approval. Discussion took place. Mr. Hutchins asked if there was a motion.

Motion by Steve Carr to contact ESG and Mechanical Services for assistance with Revolving Fund Application.

Motion failed without a second

Robinson Superintendent Agreement: Gavin Robinson provided the Board with an email advising his children would be attending the Dedham School for the 2019-2020 school year on a Superintendent Agreement. Mr. Hutchins opened the floor for discussion. Questions were asked.

Questions and Comments from the Public: None

Adjournment: At 7:42pm a motion was made by Heather Charity with a second by Linda Graban to adjourn the meeting.

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,



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

Approved: September 23, 2019

August 26, 2019

Motion: I move that the Resolution entitled, "Resolution To Authorize \$200,000 Loan Agreement, Issuance of Bonds, and Related Documentation for Minor Capital Project Purposes," be approved in form presented to this meeting, and that an attested copy of said Resolution be included with the minutes of this meeting.

**RESOLUTION TO AUTHORIZE \$200,000 LOAN AGREEMENT,
ISSUANCE OF BONDS, AND RELATED DOCUMENTATION
FOR MINOR CAPITAL PROJECT PURPOSES**

Under and pursuant to the laws of the State of Maine, including sections 1490 and 1501 and chapter 609 of Title 20-A of the Maine Revised Statutes, and the approval of the voters of Regional School Unit No. 63 (the "RSU") at a referendum duly called and held on June 11, 2019 (the "Referendum"), the School Board of the RSU hereby RESOLVES as follows:

1. That the project to construct and equip renovations and improvements to RSU schools, at a total cost not to exceed \$200,000.00, as approved at the Referendum (the "Project") be approved and authorized;
2. That the issuance and sale of general obligation bonds and notes in anticipation thereof in an amount not to exceed \$200,000.00 (collectively, the "Bonds") be authorized to fund costs of the Project;
3. That the Treasurer of the RSU be authorized to arrange for the sale of the Bonds at public or private sale to such parties, including the Maine Municipal Bond Bank, as the Treasurer determines to be in the RSU's interest, and to provide for sale of the Bonds at one time or from time to time, as one or more separate issues, and to determine the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption with or without premium, form(s), and other details of the Bonds, including execution and delivery of the Bonds against payment therefor; to execute and deliver loan agreements and other contracts for that purpose, which loan agreements and contracts shall be signed by the Treasurer, countersigned by the Chair of the School Board (the "Chair"), and attested and sealed by the Secretary of the RSU; and to hire such financial advisors, bond counsel, underwriters, registrars, paying agents, transfer agents, and other consultants as the Treasurer deems necessary or appropriate in connection with the sale of the Bonds, all on such terms not inconsistent with this Resolution as the Treasurer shall approve; and any such prior action of the Treasurer is hereby ratified and confirmed;
4. That the Bonds be executed and delivered by the Treasurer, countersigned by the Chair, and attested by the Secretary, and otherwise be in such form and contain such terms and provisions not inconsistent herewith, as they shall approve, their approval to be conclusively evidenced by their execution thereof, and that any signature thereon may be by facsimile to the extent permitted by law;
5. That the Bonds be issued in the name of the RSU and in registered form transferable only on the registration books of the RSU, which registration books may be kept by the RSU or its transfer agent, upon surrender thereof with a written instrument of transfer, duly executed by the registered owner or his/her attorney duly authorized in writing;
6. That in lieu of physical certificates of any of the Bonds, the Treasurer be authorized to undertake all acts necessary to provide for the issuance and transfer of such Bonds in bookentry form

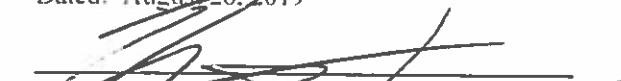
pursuant to the Depository Trust Company Book-Entry Only System, as an alternative to any provisions herein regarding physical transfer, and the Treasurer be authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer's opinion, appropriate in order to qualify the Bonds for and participate in the Depository Trust Company Book-Entry Only System:

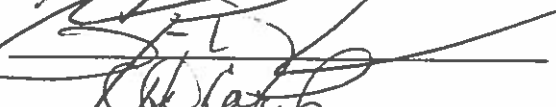
7. That the Treasurer, Chair, and Secretary from time to time be authorized to execute such Bonds and other documents and certificates as may be required to provide for exchanges or transfers of Bonds authorized hereunder:
8. That the Treasurer be authorized to covenant that (i) no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"); and (ii) the proceeds of the Bonds and any project financed by the Bonds shall not be used in a manner that would cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code:
9. That in connection with the issuance and sale of the Bonds, the Treasurer on behalf of the RSU be authorized to execute and deliver Arbitrage and Use of Proceeds Certificates and or other certificates with respect to tax matters in form approved by bond counsel, and to covenant on behalf of the RSU to file any information reports and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions necessary to ensure that the interest on the Bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;
10. That the Treasurer be authorized to designate any of the Bonds, as applicable, as qualified tax exempt obligations for purposes of Section 265(b)(3) of the Code:
11. That the Treasurer be authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of any of the Bonds herein authorized, any such Preliminary Official Statement and Official Statement to be in such form and contain such information as may be approved by the Treasurer, and that the use and distribution of any such Preliminary Official Statement and Official Statement in the name and on behalf of the RSU in connection with offering the Bonds for sale be approved:
12. That the Treasurer be authorized to covenant and agree, on behalf of the RSU, for the benefit of the holders of the Bonds, that the RSU will file any required reports, make any annual financial or material event disclosures, and take any other actions that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met:
13. That the Treasurer in consultation with bond counsel, be authorized and directed to implement written post-issuance tax compliance procedures with respect to the Bonds, including without limitation programs (including appropriate instruction and education of personnel) (i) to ensure timely remedial action for all nonqualified bonds according to U.S. Treasury regulations and (ii) to monitor compliance with the arbitrage, yield restriction, and rebate requirements of the Code and regulations thereunder:
14. That the Treasurer, Chair, Secretary and other proper officials of the RSU, acting singly, be authorized and empowered in its name and on its behalf to execute and deliver such other


documents and certificates and to do or cause to be done all such other acts and things, not inconsistent herewith, as may be necessary or desirable in order to effect the issuance, sale and delivery of the Bonds and the accomplishment of the Project herein authorized:


15. That if the Treasurer, Chair, or Secretary, as applicable, be unavailable for any reason to approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, be authorized to act for such unavailable official with the same force and effect as if such official had himself herself performed such act:
16. That if any of the officers or officials of the RSU who have signed, attested, or as applicable sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the RSU, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or as applicable sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or as applicable sealed on behalf of the RSU by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the RSU, although at the nominal date of the Bonds any such person shall not have been such officer or official:
17. That the RSU hereby resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the RSU reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the RSU's general or other fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and that the RSU reasonably expects that the maximum principal amount that the RSU will issue to finance the Project is \$200,000.00; and
18. That the Secretary include an attested copy of this Resolution with the minutes of this meeting.


Dated: August 26, 2019

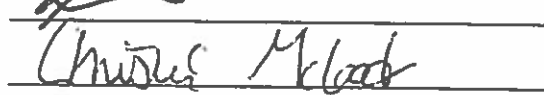












Being a majority of the members of the School Board of Regional School Unit No. 63.

A true copy, attest:



Susan Smith, Secretary

