

RSU #63 Board Meeting
Date: September 23, 2019
Location: Holden Elementary School
Minutes

Members Present:

Town of Eddington: Charles Baker, Jr., 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

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 motioned with a second by Gavin Robinson to move Old Business to just after the Presentation.

Vote: 8 Approved; 0 Opposed

Approval of Minutes: Motion by Steve Carr with a second by Christina McLeod to approve the minutes from the August 26, 2019 Board Meeting.

Vote: 8 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith recognized Steve Sanborn for his help during an emergency involving two adults at the Eddington Elementary School playground. Mr. Sanborn noticed a child was on the playground at the time of this emergency. He brought the student indoors to keep the child safe while the adults resolved the issue. Ms. Smith advised one of the bus drivers noticed a student stopped getting on the bus in the morning for school. Mr. Morgan and Superintendent Smith were notified. Superintendent Smith researched the student history and advised the case manager. In turn, the case manager followed up with the family and assisted with transferring the student information to their new school quickly. We appreciate the efforts made by all our staff to ensure the safety of students.

Acceptance of Gifts/Donations: Courageous Steps donated new school supplies to the Holbrook Middle School for students. Janet Nichols applied to Yoga in Schools and was awarded new mats (approximately \$199) for use at the elementary schools.

Presentation: Superintendent Smith introduced Randy Bragg and Jeff Thurlow from Carpenter Associates. Mr. Bragg and Mr. Thurlow have collected data from the three schools and put together Draft Facilities Needs Assessments for each school. The Board was provided a copy of the draft assessments. Randy Bragg started off by letting the Board know the three buildings are in pretty good shape with the exception of the items identified in the reports. Air quality and security issues were the largest areas of concern. These documents are a working document they priorities with the understanding the Board may have other priorities in mind. He advised Carpenter Associates are able to help put together bid packets and grant applications as the Board identifies the projects to correct. Once the immediate need projects, or priority one items, have been fixed, he suggested budgeting \$400,000 to \$500,000 yearly to maintain the buildings. Superintendent Smith added the Facilities Advisory Committee will be closely looking at these reports this fall. Information from the assessments was used to complete and submit the School Renovation Revolving Fund Applications that are due Monday September 30, 2019.

Questions and Comments from the Board: Gavin Robinson asked if the \$400,000 to \$500,000 estimate are for current infrastructure needs or maintaining the buildings. Mr. Bragg advised this is the amount the District should be budgeting for maintaining the buildings each year after the current infrastructure needs are corrected. John Hutchins asked if it was best for the Board to start with all

priority one items first or start at one school and move on to the next. Mr. Bragg felt the worst items should be corrected first then determine the Boards long term plan for the District and move forward accordingly. Mr. Thurlow added the reports do not include new school trends in relation to electronics, lighting, new educational spaces, additions, etc. These reports focused on the building needs as they stand now. Mr. Robinson asked what the next steps should be for Budget and Finance. Mr. Bragg stated typically boards will identify projects to focus on, budget accordingly, and work toward crossing items off the lists. The lists will need to be updated as additional needs are identified and work is completed. Mr. Hutchins asked what the current budget is for facilities. Superintendent Smith advised \$50,000 to \$60,000 per year for these types of projects.

Questions and Comments from the Public: An unidentified member of the public asked if the Board's next step would be to create a final draft of Carpenter Associates reports. Superintendent Smith advised this was the Board's first look at these draft reports and they will continue to be re-worked and updated in preparation for building next year's budget.

Old Business:

Facilities Advisory Committee Update - School Revolving Fund Applications: Superintendent Smith advised the Board the Facilities Advisory Committee meeting minutes are in their board folders as meetings have taken place after the Board Packet was posted a week ago. A sample School Revolving Fund Application is in each Board member's folder. Final applications are due to the State on Monday, September 30, 2019. Each project must be its own application. Carpenter Associations assisted with the budget for each as well as a letter to the State of Maine. If the applications are approved by the State for subsidy, the Board will have to go through the Bond process for our portion of the funding. The Facilities Advisory Committee and Superintendent Smith are recommending the focus for the applications be on indoor air quality for each school.

Motion by Heather Charity with a second by Christina McLeod to submit School Revolving Fund Applications for Indoor Air Quality for all three schools (Eddington, Holden, and Holbrook) to the State of Maine.

Vote: 8 Approved; 0 Opposed

Superintendent Smith advised the Facilities Advisory Committee meets again Tuesday, September 24, 2019 at 6pm. Holly Whitmore asked if the location could be changed to view another building. The committee members agreed Eddington would be the location.

Dates of Next Committee Meeting:

Facilities Advisory Committee: Tuesday, September 24, 2019 at 6pm, at Eddington
Student Success Committee: Tuesday, October 1, 2019 at 3:30pm, at Holbrook
Budget and Finance Committee: Tuesday, October 15, 2019 at 3:00pm, at Holbrook
Policy Committee: Tuesday, October 15, 2019 at 6:00pm, at Holbrook
Curriculum Committee: Monday, October 21, 2019 at 3:30pm, at Holbrook

Budget and Finance: Kelly Theriault, Business Manager advised her September Board Report's header mistakenly states August Report, should read September Report. Nothing to add to the Business Manager Report. Nothing to add to the Budget and Finance Committee Reports.

Superintendent's Report: Nothing to add to the Superintendent report.

RSU #63 Chair's Report: None

Acceptance of Reports: Motion to approve written and verbal reports from Administrators, Committees, and Superintendent by Gavin Robinson with a second by Heather Charity.

Vote: 8 Approved; 0 Opposed

New Business:

Policy to Approve: DKC – Reimbursement for Authorized RSU #63 Expenses: Christina McLeod, policy committee chair, advised the only change to this policy was the increase to the reimbursement rate for mileage from the State of Maine rate to the Federal mileage rate

Motion by Steve Carr with a second by Christina McLeod to approve policy DKC – Reimbursement for Authorized RSU #63 Expenses.

Vote: 8 Approved; 0 Opposed

Election of Delegate to the Maine School Board Association Assembly: Superintendent Smith advised the Maine School Board Association Assembly is being held October 24th and the Maine School Management Association (MSMA) Fall Conference is being held October 24-25th. Heather Charity stated she attended last year and loved it. She learned a lot from attending and had a great time. Ms. Charity said she would attend again this year, but if someone new wanted to attend she would not go. Christina McLeod said she could only go on the 25th. No other volunteers stepped forward.

Motion by Linda Graban with a second by Christina McLeod for Heather Charity to attend the Maine School Board Association Assembly as RSU 63's delegate, the MSMA conference on October 24th and 25th, and Christina McLeod to attend the MSMA conference October 25th.

Vote: 8 Approved; 0 Opposed

Superintendent Evaluation and Feedback Process: John Hutchins advised all Board members need to complete the Superintendent Evaluation form in the Board folders before the October 28, 2019 meeting. Steve Carr volunteered to compile the data as he has done in the past. The Board agreed to have all forms sent to Steve either electronically or turned into the Superintendent office in a sealed envelope by October 18, 2019. This will allow Mr. Carr time to graph the feedback and have it ready for the October 28, 2019 Board Meeting at Eddington Elementary School.

Executive Session was agreed upon by Board members to start at 6:00pm and public session resuming at 6:30pm on October 28, 2019.

Personnel Actions:

Resignations: None.

Reassignments: None

Elections: None

Appointments: Dan Durant, Boys "A" Soccer Coach; Bob Simko, Boys "B" Soccer Coach; Michelle Bartlett, Girls "B" Soccer Coach; Theresa Jameson, Volunteer "B" Soccer Coach; Maddy Roberts, Curriculum Committee Facilitator; Vanessa Haines, Ed Tech III at Eddington; Hollie Corbett, In-Home Tutor Ed Tech II; Alanna Wilson, Substitute.

Searches: Searches continue for Substitutes and After-School positions were posted in house.

Questions and Comments from the Public: There was a question from member of the public on where our meeting minutes were posted. Superintendent Smith advised they are posted on our website after they are approved. She added Board Packets and agendas are also posted on our website.

Adjournment: At 7:29pm a motion was made by Heather Charity with a second by Christina McLeod to adjourn the meeting.

Vote: 8 Approved; 0 Opposed

Respectfully submitted by,



Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved: October 28, 2019

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