

RSU #63 Board Meeting
Date: May 11, 2020
Location: Holbrook Middle School Library and Remotely
Minutes
Remote Dial In Phone Number: 1-929-277-6394 PIN: 132114571#

RSU 63 Board Member(s) Physically Present:

Town of Holden: John Hutchins

RSU 63 Board Members Remotely Present:

Town of Eddington: Steve Carr and Charles Baker, Jr. (Mr. Baker arrived at 7:25pm)

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

Town of Clifton: Linda Graban

RSU 63 Board Member(s) Absent:

Town of Eddington: Christina McLeod

Also Physically Present:

Superintendent of Schools: Susan M. Smith

Also Remotely Present:

Elementary Schools Principal: Don Spencer

Holbrook Principal: Richard Modery

Business Manager: Kelly Theriault

Transportation and Facilities Director: Jake Morgan

Administrative Assistant: Shelley Wyman

Curriculum Committee Facilitator: Madeline Roberts

Teachers: Cynthia Frey and Hillari Morgan

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

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

Approval of Minutes: Motion by Steve Carr with a second by Linda Graban to approve the minutes from the April 27, 2020 Board Meeting.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes

6 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: None

Acceptance of Gifts/Donations: Many donations have been received for CHEFS and the RSU 63 Food Service Program. Superintendent Smith is thankful for the continued support of these necessary programs.

Presentation: None

Questions and Comments from the Board: None

Questions and Comments from the Public: None

Dates of Next Committee Meeting:

Special Board Meeting: Wednesday, May 27, 2020 at 6:30pm, at Holbrook Library and Remotely
Budget and Finance Committee Meeting: Monday, June 8, 2020, at Holbrook Library and Remotely
School Board Meeting and RSU 63 FY21 Budget Public Hearing: Monday, June 15, 2020 at 6:30pm, at Holbrook School and Remotely

RSU 63 Budget Meeting: Tentatively, Wednesday, July 1, 2020 at 7:00pm at Holbrook School

Referendum Vote: Tentatively, Tuesday, July 14, 2020

Budget and Finance: Nothing to add verbally. Business Manager Report and Minutes from the May Budget and Finance Committee Meeting will be included in the Board Packet for the May 27, 2020 Board Meeting.

Superintendent's Report: Superintendent Smith advised the week of June 8-12 will include professional development workshops and finalizing of report cards as well as student grade level celebrations. More information will be sent out soon.

RSU #63 Chair's Report: None

Acceptance of Reports: Motion to approve written and verbal report from Superintendent by Heather Charity with a second by Steve Carr.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed

Old Business:

Dates for FY21 Budget Validation Process: Superintendent Smith advised she received information from Steve Bailey of Maine School Management Association (MSMA) regarding processes for the validation for our FY21 Budget during COVID-19 constraints. Our dates are still tentative, however they appear to be in line with recommendations from MSMA.

Motion by Heather Charity with a second by Gavin Robinson to approve the tentative FY21 Budget Validation Timeline (public hearing on June 15th, Budget Meeting on July 1st, and Referendum on July 14th).

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed

New Business:

Vote to Approve FY21 Budget-Draft 5: Superintendent Smith advised the FY21 Budget Draft 5 was reviewed at the April 27, 2020 Board Meeting and a copy was included with this Board Packet. No changes have been made. She would like the board to vote today on approving this draft to allow towns time to include these numbers into their town assessment and mil rate projections. Another vote by the RSU 63 Board of Directors and the signing of the Warrant Articles will need to take place on June 15th.

Motion by Gavin Robinson with a second by Steve Carr to approve the FY21 Budget-Draft 5.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed

John Hutchins thanked the Budget and Finance Committee, Kelly Theriault, RSU 63 Business Manager, Administrators, and Superintendent Smith for their work on building a fair budget to present to the towns.

Acceptance of Proposals: Superintendent Smith emailed a list of proposals received with recommendations to the Board. This list is included in the minutes as *Attachment A*. These proposals were reviewed and discussed by the Budget and Finance Committee.

Eddington Roof: The only proposal received was from Complete construction (Matt Murphy) in the amount of \$15,000. Funds would be used from the FY20 bond. Budget and Finance Committee recommendation is to move forward with Complete Construction, as they have done successful work for us in the past.

Motion by Gavin Robinson with a second by Heather Charity to move forward with Complete Construction (Matt Murphy) for the Eddington Roof.

Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed

Heating Fuel: Two proposals were received. It is the Budget and Finance Committee recommendation to move forward with the lowest priced proposal from A.E. Robinson Oil Co., Inc.

Motion by Heather Charity with a second by Gavin Robinson to move forward with A.E. Robinson Oil Company, Inc.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Snow Plowing/Sanding: One proposal was received from Whitmore Contracting, Inc. John Hutchins noted this company is associated with Holly Whitmore, therefore she has abstained from discussion and voting. Superintendent Smith also noted Whitmore Contracting, Inc. has the current contract for snow plowing/sanding. We have been very happy with their services.

Motion by Heather Charity with a second by Gavin Robinson to move forward with Whitmore Contracting, Inc. for the three-year snow plowing/sanding contract.

**Roll Call Vote: Steve: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
5 Approved; 0 Opposed; 1 Abstention (Holly Whitmore)**

Trash Removal: One proposal was received from Pine Tree Waste, Inc. – A Casella Company. Superintendent Smith advised Pine Tree Waste, Inc. has the current contract for trash removal and we have been happy with their services.

Motion by Gavin Robinson with a second by Steve Carr to move forward with Pine Tree Waste, Inc.-A Casella Company.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Seven Passenger Van: One proposal was received from Hermon Motor Company. The proposal is for a 2019 Dodge Grand Caravan GT. Jake Morgan, Transportation and Facilities Director did a test drive. John Hutchins asked if this van would be replacing a van that has over 200,000 miles. Superintendent Smith confirmed. Funds from FY20 will be used to purchase this van.

Motion by Holly Whitmore with a second by Heather Charity to purchase a 2019 Dodge Grand Caravan GT from Hermon Motor Company.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Bus: Four proposals were received. It is the Budget and Finance Committee recommendation to move forward with one of the 2018 busses from Cressey. Jake Morgan will inspect the four busses that are available. Funds from FY20 will be used to purchase a bus. John Hutchins noted he doesn't feel a diesel bus is a good choice due to past issues with freezing and the increased cost to maintain this type of bus.

Motion by Linda Graban with a second by Heather Charity to move forward the purchase of a 2018 bus from Cressey.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: No
5 Approved; 1 Opposed**

Flashing Lights: One proposal was received for TAPCO for Eddington and Holden flashing lights. Superintendent Smith advised a Board vote was not required as the proposals were under \$10,000. She advised funds for this purchase would come from FY20 budget. We will continue to work with the Gloria C. MacKenzie Foundation for grant funding on this project. Funding has been approved through Phase 1, we are now moving into Phase 2 of grant funding approval. Holly Whitmore asked if the price includes removal and installation. Jake Morgan said those are not included.

Motion by Heather Charity with a second by Gavin Robinson to move forward with TAPCO for purchasing flashing lights for Eddington and controls for the Holden Elementary School.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Holden Elementary Fencing: One proposal was received from Superior Fence. It is the Budget and Finance Committee recommendation to move forward with this proposal. John asked about the concern

for maintenance of a cedar fence. Jake advised there is maintenance with every type of fence, but does not foresee any needed maintenance for a while.

Motion by Gavin Robinson with a second by Heather Charity to move forward with fencing from Superior Fence.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Holbrook Cafeteria Carpet Replacement with Tile: Two proposals were received. It is the Budget and Finance Committee recommendation to move forward with the lowest price proposal from Carpet One of Bangor.

Motion by Gavin Robinson with a second by Heather Charity to move forward with move forward with the Carpet One proposal for the Holbrook Cafeteria Carpet Replacement.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Copier Service: Superintendent Smith advised our current contract provider, Transco Business Technologies, offered a five-year lease proposal to lower our overall cost and update our copiers. The Budget and Finance Committee recommend to move forward with the five-year lease contract.

Motion by Gavin Robinson with a second by Steve Carr to move forward with a five-year lease contract with Transco Business Technologies.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Curriculum: Superintendent Smith introduced Madeline Roberts, Curriculum Committee Facilitator. Ms. Roberts has been working with the Curriculum Committee since fall revising the reading portion of the RSU 63 Grade Level Brochures. Ms. Roberts reviewed the process the Curriculum Committee used to revise the brochures. A copy of the new language was provided to Board Members to review. Ms. Roberts discussed the need for new reading instructional materials. Superintendent Smith advised revising the writing portion of the brochures has been started, but due to COVID-19 restrictions, this work has been postponed.

Motion by Gavin Robinson with a second by Steve Carr to approve the revised grade level agreements for reading.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Fountas & Pinnell Reading Instructional Materials: Superintendent Smith advised the Fountas & Pinnell Reading Instructional Materials are very good and much needed. These are the instructional materials recommended and she believes are in the best educational interest of our students. She would like to start the process of implementing this program by purchasing some materials this year and more another year.

Motion by Gavin Robinson with a second by Steve Carr to approve Fountas & Pinnell Classroom materials for reading instruction.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; John: Yes
6 Approved; 0 Opposed**

Personnel Actions:

Resignations: None

Retirements: None

Reassignments: None

Leaves: None

Elections: None

Appointments: None

Searches: Middle School Principal, Part-time Grade 5-8 Music Teacher, PK-8 Computer Science Teacher, Grade 2-4 Resource Room Teacher, Grade 2-4 Resource Room Teacher, Part-time Speech Language Pathologist, PK-1 Life Skills Teacher, Two PK-1 Life Skills Educational Technician II or III.

Questions and Comments from the Public: None

Questions and Comments from the Board: John Hutchins announced Charles Baker, Jr. will be in Alaska until late September or October. Holly Whitmore will be serving in his absence on the Budget and Finance Committee. With the absence of Mr. Baker and Christina McLeod missing the last three Board Meetings, Mr. Hutchins stressed the importance of Board communication and attendance at meetings to ensure a quorum. Mr. Baker advised he may have remote access in Alaska, but will not be sure until he is there.

Adjournment: At 7:34pm Heather Charity made the motion with a second by Gavin Robinson to adjourn.

**Roll Call Vote: Steve: Yes; Holly: Yes; Linda: Yes; Gavin: Yes; Heather: Yes; Charles: Yes; John: Yes
7 Approved; 0 Opposed**

Respectfully submitted by,



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

Approved: May 27, 2020