

RSU 63 Board of Directors
Monday, January 25, 2021
5:30pm
Holbrook Middle School
Agenda
Remote Phone-In 1-631-602-0359 PIN: 721112281#

Call Meeting to Order

Executive Session at 5:30pm: To discuss Superintendent Susan M. Smith's Evaluation pursuant to 1 M.R.S.A. § 405(6)(A)

Public Session Resume at 6:30pm

Flag Salute/Moment of Silence

Approval of Minutes for December 14, 2020 Board Meeting

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

- 1. Eddington and Holden Fire Departments**
- 2. Professional Growth and Performance**
 - a. Lisa Beers
 - b. Cynthia Frey
 - c. Jesse Gauthier
 - d. Krista-Rae Helms
 - e. Rebecca Jordan
 - f. Robert Merritt
 - g. Sara Miller
 - h. Valerie Palmer
 - i. Ashley Perry
 - j. Rick Slowikowski
 - k. Polly Sparhawk
 - l. Don Spencer

Acceptance of Gifts/Donations

1. G&M Market Student Food Donation
2. PTG Staff Room Donations
3. Donors Choose Noise Cancelling Headphones (\$150) for Samantha Bedore's Classroom

Presentation – Student Achievement and Instructional Strategies by Don Spencer, Ashley Allen, and Jesse Gauthier

Questions and Comments from the Board

Questions and Comments from the Public

Dates of Next Committee Meetings

1. Budget and Finance Committee: Wednesday, January 20, 2021 at 3:00pm, Holbrook Middle School and Remote
2. Policy Committee: Monday, February 1, 2021 at 5:30pm, Holbrook Middle School and Remote
3. Facilities Advisory Committee: Tuesday, February 9, 2021 at 5:30pm, Holbrook Middle School and Remote
4. Board Meeting: Monday, February 22, 2021 at 6:30pm, Holbrook Middle School and Remote
5. Community Conversation: Wednesday, February 24, 2021 at 6:30pm, Phone In: 1-414-909-6800 PIN 42485464. Google Meet: meet.google.com/ixe-nhmy-suj

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee Report

Superintendent's Report

RSU #63 Chair's Report

Acceptance of Reports

(written and verbal Budget and Finance, Superintendent, Administrators, and Board Chair's Reports)

Old Business

1. Mission and Vision Statements and Policy BA – Operational Goals

New Business

1. FY20 Budget Cost Center Transfer
2. Policies to Approve
 - a. BCA – Board of Directors Code of Ethics
 - b. BCB – Board Member Conflict of Interest
 - c. BEDH – Public Participation at Meetings
 - d. EBABA – Chemical Hygiene Plan
 - e. GBGAA – Exposure Control Plan
 - f. JJIF – Management of Concussions & Other Head Injuries

Personnel Actions

1. Appointments
 - a. Kimberly Kelley - Ed Tech II or II at Eddington
2. Resignations
 - a. Stephen Goulette – Ed Tech III at Holbrook
 - b. Jennifer Barker – Ed Tech III at Eddington
3. Retirement
4. Reassignments
 - a. Cassidy Marsh – COVID-19 Support at Eddington to Ed Tech III at Holbrook
5. Elections
6. Searches
 - a. Cook – Holden and Holbrook Shared
 - b. COVID-19 Support Staff and Substitutes
 - c. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

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: December 14, 2020
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: John Hutchins, Heather Charity, Cherie Faulkner, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James and Steve Carr

RSU 63 Board Member Remotely Present:

Town of Eddington: Charles Baker, Jr. joined at 6:32pm

Board Chair, John Hutchins called the meeting to order at 5:39pm

Motion by Robin James with a second by Steve Carr to enter into Executive Session to discuss Superintendent Susan M. Smith's Evaluation and Negotiations pursuant to 1 M.R.S.A. §405(6)(A).

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 7 Approved; 0 Opposed

Public session resumed at 6:32pm. A flag salute was conducted and a moment of silence was observed.

John Hutchins called for a motion to offer the Superintendent a three-year contract.

Motion by Steve Carr with a second by Robin James to offer Superintendent Susan M. Smith a three-year contract.

Roll Call Vote: Steve Carr: Yes; Linda Graban: No; Holly Whitmore: Yes; Heather Charity: Abstained; Cherie Faulkner: No; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 5 Approved; 2 Opposed; 1 Abstention (Heather Charity)

John Hutchins called for a motion to approve the November 16, 2020 Board Meeting minutes.

Motion by Heather Charity with a second by Cherie Faulkner to approve the minutes for the November 16, 2020 Board Meetings.

Roll Call Vote: Steve Carr: Abstained; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 7 Approved; 0 Opposed; 1 Abstention (Steve Carr)

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

Acceptance of Gifts and Donations: Superintendent Smith thanked the Parent Teacher Group (PTG) for purchasing massage chairs for all three schools as well as, donating to the Santa's Elf Fund at the Holden and Eddington Schools and the Sponsor-a-Child at the Holbrook School. Superintendent Smith thanked the Holden Police Department for their donation of seven Hannaford gift cards for the Sponsor-a-Child program. Together with the generosity of the community, PTG and Holden Police Department, the District has helped over 60 students this holiday season. Superintendent Smith read a thank you letter from a parent new to the District expressing her thankfulness for the help and support the District has offered to them.

Presentation: None.

Questions and Comments from the Board: Cherie Faulkner asked how much it cost to sponsor a child. Superintendent Smith advised donations of any size are welcomed. Some were in the form of money while others were in the form of gifts.

Steve Carr asked if any information regarding the COVID-19 vaccination was available from the State. Superintendent Smith advised no new information has been received yet. Steve Carr suggested the Board and District should start thinking about the District wants to handle the vaccination language.

John Hutchins asked how the District was doing with staffing. Superintendent Smith advised the District is doing well. Some staff have been out due to close contact or child care issues, but no major concerns right now.

Holly Whitmore mentioned her appreciation for the teachers and staff that have started the after-school clubs. She thanked Ms. Norris for starting the World Cultures Club. Superintendent Smith advised more clubs (book club, writing club, etc.) will be starting up soon at the Holbrook School after the December break. Linda Graban asked if

there would be any after-school clubs for the elementary schools. Superintendent Smith advised the librarian and Holbrook Rec are working on activities to include the Holden and Eddington Elementary Schools.

Questions and Comments from the Public: None.

Dates of Next Committee Meetings:

Budget and Finance Committee: Tuesday, December 15, 2020 at 3:00pm, Holbrook Middle School

Community Conversation: Tuesday, January 12, 2021 at 6:30pm, Remote Connectivity Only

Policy Committee: Wednesday, January 13, 2021 at 5:30pm, Holbrook Middle School

Facilities Advisory Committee: Thursday, January 14, 2021 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, January 25, 2021 at 6:30pm, Holbrook Middle School

John Hutchins asked if an amendment could be made to include an Executive Session at the January 25, 2021 at 5:30pm to go over Superintendent Smith's evaluation. The Board and Superintendent Smith approved the change.

Superintendent Smith asked Charles Baker, Jr. if he would be attending the Budget and Finance Committee meeting on Tuesday, December 15, 2021. Mr. Baker advised he will be connecting remotely.

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

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

RSU 63 Chair's Report: None.

Acceptance of Reports: Motion by Steve Carr with a second by Heather Charity to approve the written and verbal reports from Budget and Finance, Superintendent, Administrators, and Board Chair.

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 8 Approved; 0 Opposed

Old Business: None.

New Business:

Facilities Advisory Committee Update – Holden Generator: Superintendent Smith advised the Facilities Advisory Committee met on November 19, 2020. Committee agreed to move forward with the Holden Generator and Carpenter Associates for the engineering design in the amount of approximately \$9,000. \$150,000 for the new generator is in the local budget. Mr. Morgan is working on the removal aspect of the project. This process will take some time to complete as generators are low in stock right now. Steve Carr asked if we had a plan for the parts of the old generator as he remembers there being low replacements parts available. Jake Morgan advised the plan is to sell it for junk.

Mission, Vision, and Goals: Superintendent Smith advised in the Board Packet the Board would find the Vision and Mission Statement from 2016. It cost the District approximately \$9,000 to complete over a period of time. Policy BA – Operational Goals closely align with the Vision Statement. Policy Committee will take a look at the policy and Mission, Vision, and Goals at the next policy committee meeting. Superintendent Smith provided a visual prototype of the Board "Placement" that includes the Mission, Vision, and Goals as well as the Robert's Rules of Order Tip Sheet.

Policies to Approve: Policy AC-R – Grievance Procedures for Nondiscrimination has been added to reflect the new laws in place. Policy IHBAL is recommended to rescind and the language has been integrated into policy AC-R. Policy BBAA – Board Member Authority and Responsibilities, policy BID – Board of Directors Compensation, policy DK – Payment Procedures, are all older policies that haven't been looked at in a while. Minor changes are recommended. Policy EFCA – Free and Reduced-Price Meal Program has been updated to reflect new law language around student balances and offering of food options.

Motion by Heather Charity with a second by Robin James to approve policy AC-R – Grievance Procedures for Nondiscrimination, policy BBAA – Board Member Authority and Responsibilities, policy BID – Board of Directors Compensation, policy DK – Payment Procedures

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Vote: 8 Approved; 0 Opposed

DRAFT

Policies to Rescind: Policy IHBAJ – Special Education Student Oversight Agreement, policy IHBAJ-E – Special Education Student Oversight Agreement Form, and policy IHBAL – Grievance Procedures are recommended to rescind due to revised laws.

Motion to by Cherie Faulkner with a second by Heather Charity to rescind policy IHBAJ – Special Education Student Oversight Agreement, policy IHBAJ-E – Special Education Student Oversight Agreement Form, and policy IHBAL – Grievance Procedures

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Personnel Actions:

Superintendent Smith advised the District posted for an anticipated Ed Tech III at Holbrook. Superintendent Smith has received notice from a staff member they will be accepting a position with another school district beginning after winter break, but has not signed a contract yet. We also need some food service support for our Holden breakfast program and our Holbrook lunch program due to the increase of students receiving meals. Kelly Theriault is working on a Full Plate Grant to help off-set the cost.

Appointments: None.

Resignations: None.

Retirement: None.

Reassignments: None.

Elections: None.

Searches: Anticipated Ed Tech III at Holbrook, Cook at Holden and Holbrook, and Substitutes.

Additional Questions and Comments from the Board: Holly Whitmore asked if there is a timeline for the start of the Gifted and Talented Program. Superintendent Smith advised she has met with Marleina Ford, GT Coordinator and she will begin meeting with students currently identified in January and will begin contacting newly identified students in February.

Adjournment: At 7:01pm, motion by Steve Carr with a second by Heather Charity to adjourn the meeting.

Roll Call Vote: Steve Carr: Yes; Linda Graban: Yes; Holly Whitmore: Yes; Heather Charity: Yes; Cherie Faulkner: Yes; Charles Baker, Jr.: Yes; Robin James: Yes; John Hutchins: Yes

Respectfully submitted by,

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

Approved:



EDDINGTON ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

Don Spencer, *principal* dspencer@rsu63.org
Tina Ferrill, *secretary* tferrill@rsu63.org
Janet Nichols, *school counselor* jnichols@rsu63.org
Dawna Bickford, *school nurse* dbickford@rsu63.org



HOLDEN ELEMENTARY SCHOOL

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4328

Don Spencer, *principal* dspencer@rsu63.org
Heather Kiley, *secretary* hkiley@rsu63.org
Janet Nichols, *school counselor* jnichols@rsu63.org
Dawna Bickford, *school nurse* dbickford@rsu63.org

DRAFT

"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 full potential."

I submit my January 2021 board report (Happy New Year!) on behalf of the students and staff at the Eddington and Holden Elementary Schools. As of this report we have **29** in PK, **42** in K, and **40** in 1st for a total of **111** at the Eddington School and **38** in 2nd, **43** in 3rd, and **43** in 4th for a total of **124** in Holden; for a grand total of **235** in our elementary schools. The weather has been interesting to say the least as we enter 2021. The children are just happy there is snow on the ground. Let the snowmen/creatures begin!

We ended the year on many wonderful positives:

- The fourth-grade class was able to collect over \$400 for the "Santa's Elf Fund" and many gifts were bought for families in our towns who needed help during the holiday. My thanks to several local businesses, churches, police department, and families who also adopted our families to assist during the Christmas season! I also received some offers of fuel assistance for these families as well. We continue to have more and more folks in need and our schools and neighbors always reach out to help.
- I was thrilled to send out close to thirty letters to fifth grade students whose names appeared on the Holbrook Honor Roll for the 1st trimester. We are proud of their accomplishments and hope they keep up the great work!
- I was able to recognize over 200 students (**100% of the Eddington students and 96% of the Holden students**) at our schools for receiving the "Good Conduct" award for the 1st trimester. These students come to school each day and make great choices from the moment they get on the bus until they get off at the end of the day! We also handed out over 150 gold slips and busted slips during the 1st trimester as well. **Keep up the great work!** Each student received an Eagle or Paw certificate of good conduct and a personalized **Panther** or **Eagle** pencil. Great job folks!!
- The Holbrook Rec will be offering some afterschool activities for the next few months. The skiers and snow boarders will be going to Hermon Mt. once a week and others can be involved in the "Outing" club at the two elementary schools for the next few months. (Let's keep the snow for everyone involved!)
- We all continued to be "**Green**" with envy that students are attending 4 days a week!

It is "Busy and Hard Work" as usual at our "Palaces of Learning!"

Respectfully submitted,



Mr. Spencer
Principal Eddington & Holden Schools

Holbrook School

Office of the Principal

102 Kidder Hill Road

Holden, ME 04429

Tel: (207) 843-7769 Fax: (207) 843-4328

Ashley Allen, Principal aallen@rsu63.org

Lichele Archambault, Assistant Principal/AD marchambault@rsu63.org

Joy Walters, School Counselor jwalters@rsu63.org

Dawna Bickford, School Nurse dbickford@rsu63.org

Holbrook School Principal's Report 1/11/21

DRAFT

Approximate
Projected Enrollment:

Grade 5	52
Grade 6	57
Grade 7	49
Grade 8	64
Total	222

WELCOME NEW STAFF

Holbrook welcomes Cassidy Marsh as a new staff member this month. Prior to Holbrook Ms. Marsh was a COVID sub at Eddington School. We also have two student teachers joining us in fifth grade. We are excited to have them join us here at Holbrook.

PROGRESS REPORTS

Trimester II progress reports will be going home Monday, February 1st. These are a snapshot of student grades at the midpoint of the trimester and are not reflected in their permanent record. Students will have adequate time to address academic concerns prior to trimester II final marks are calculated in March.

HIGH SCHOOL INFORMATION DAY

The eighth-grade high school information day was held at Holbrook virtually on Wednesday, January 13th. All eighth grade students experienced presentation from Bangor, Brewer, Hampden and John Bapst high schools. Mrs. Walters will be working with area high schools to provide a virtual step up day based on interest. This is an exciting time for our kids but it can also lead to a very stressful spring as students work to meet application requirements and deadlines. Mrs. Walters works closely with every eighth grader to keep all options open and minimize student anxiety.

CLUBS

Holbrook School is offering the following virtual clubs for grades 5-8 Grades 5/6 Book Club, Grade 5 Math Ninjas, Grades 7/8 Writing Club, Grades 5/6 Writing Club, 5-8 Historical Literacy Club, Dungeons & Dragons Club, Virtual Drama, 5th Grade Math Support, Chess, World Culture, and Art Club. Many Holbrook students are also participating in Ski Club and Outing Club organized by Holbrook Rec.

SOME NOV. & DEC. STUDENT AND STAFF HAPPENINGS:

- With Ms. Doughty, Mrs. Walters, Mrs. Lovejoy and many others at the helm Holbrook was able to organize donations, purchase, sponsor and provide for over 21 families during the Holiday Season. This could not have been done without an abundance of community support.
- Approximately 105 Holbrook students made honors or high honors. The fifth graders were so excited to receive a letter in the mail from Mr. Spencer congratulating them on a responsible transition to Holbrook School.
- Holbrook held 2 virtual days in December while custodians and work crews handled the asbestos abatement. I cannot commend our staff more! The abundance of hard work that went into all aspects of those days from work in the building to virtual school days right before break remains admirable.
- We are happy to see students in the office with KUDOS cards recognizing their positive behaviors at school. In addition to the KUDOS card system Mr. Merritt continues to collect monthly nominations for "Student of the Month." Mrs. Mayo and Mrs. Everhart also work hard to make this a special occasion for students.

NOV/DEC STUDENTS OF THE MONTH

5	6	7	8
Riley Farrar	Kody Nyer	Isabel Saucier	Kaleb Murphy
Lily Fish	Ella Butler	Alex Ridlon	Julia Shurtleff

Respectfully,

Ashley Allen

Ashley Allen

Principal: Holbrook School



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.

Director of Special Services Report – January, 2021

Happy New Year from the Office of Special Services!

Our team is starting to identify and qualify students who are new to our district (kindergarten or otherwise) and creating plans to meet their needs based on the evaluations completed from screenings and general education teacher referrals. Most of the concerns were brought up during parent-teacher conferences, which is a convenient time for the conversations to begin and for parents to understand the process to determine if their child requires special services. The regular education teachers have done an excellent job documenting the interventions they are using that will be included in the finalized plans for students which will carry over with each student moving forward year to year. We are also having success with students who are achieving their goals and “graduating” out of services as they master the skills they need to succeed in the general education setting.

Another discussion that has gained more traction at the state level is the transition of Child Development Services (CDS) for children ages 3 to 5 from centers to school districts. The state transition committee shared the plans for the two-year that explain most of the logistics of the transition. We are on the forefront of this transition with our 4-year-olds that are in our Pre-K program. Students who require speech therapy and occupational therapy are receiving those services through our staff but CDS is still responsible for those services. While it was taking some training and adjustments to be effective, having our staff working with our students will make the transition from Pre-K to Kindergarten much easier to plan for in future years.

Finally, I’m awaiting information from the Maine Department of Education about the details of the RSU 63 Corrective Action Plan. I hope to have that plan from the state by mid-March at the latest. The self-assessment I completed and submitted to the state showed that we are meeting expectations 100% of the time in almost every category. There were a few minor clerical errors that brought our score down to 98% in a few areas but as long as we don’t dip below 95% accuracy, the state considers our procedures highly effective. Case Managers and Related Services providers have done a fantastic job with completing goals and objectives specific to each student and their hard work shows in the quality of the Individualized Education Programs (IEPs) that we have developed for our students with special needs which I am deeply proud of.

Respectfully Submitted,

Jesse Gauthier,
Director of Special Services

R.S.U. # 63 SCHOOL BOARD
Board Report
Jake Morgan Transportation/Facilities

Transportation:

We had to replace a fuel tank in Bus #29. This bus is a 2012 and the fuel tank had rusted out close to the top. The tank is eight feet long, 2 feet wide, and weighs about 100 pounds empty.

The mechanics have been busy servicing buses and getting the snow blowers and equipment ready for winter. They replaced the steps on a bus because they rusted out.

Bus #3 (2013) had to be towed to Daigle & Houghton. This bus died on the road. The thermal management valve shorted out causing the "brain" to run low on voltage. The repair cost \$5,375.07.

Some extra things the mechanics have been working on are as follows:

- repaired the projector screen motor for the Holden gym
- repaired the metal drag at Holbrook used on the baseball/softball field diamonds
- installed an updated controller for the Holbrook flashing lights

Facilities:

No major heating problems at the schools, however all the small ones are adding up. Most of the problems we have encountered are with the uni-vents, motors, belts, barrens, and the venting controllers. Replacing these units are part of the Indoor Air Quality projects.

Four rooms at Holbrook became asbestos free over Christmas break. Saliba's finished installing the last floor at 6pm on New Year's Eve. I wish we had more time to replace the old paneling and paint the rooms. The team was able to do this for one room and Mrs. Mayo painted the other room for us. She is an outstanding painter who does a lot more at Holbrook than teaching, she adds zest to the building! I have found that we have lots of teachers and staff who will go the extra mile to make our schools a better place.

We have been working on some plumbing issues at the Holden School. We have replaced a couple of toilets and are investigating the broken shower drain that is located in cement.



George Cummings
Technology Coordinator
p: 207.843.4316
e: gcummings@rsu63.org
www.rsu63.org

To: RSU 63 Board of Directors
From: George Cummings
Date: January 15, 2021
Re: Monthly Report

I submit this report to the School Board of Directors for January 2021.

NetworkMaine Internet Bandwidth Upgrade Project

The pandemic has exposed the growing need to improve internet bandwidth for remote learning at many of the states preK-12 schools. Heavy usage of video conferencing tools such as Google Meet and Zoom has dramatically increased bandwidth consumption at schools, necessitating the upgrades to Gigabit speeds. NetworkMaine and the Maine DOE have identified 301 schools that would benefit of having their internet bandwidth upgraded to Gigabit speeds.

I'm happy to report that the Internet connections at Eddington, Holbrook, and Holden Schools have made the list to receive a bandwidth upgrade. Each school will be going from 500 Mbps to 1 Gbps, which will be 2 as much available bandwidth as we currently have.

Currently, 112 bandwidth upgrades have been completed with all upgrades scheduled to be completed by April 2021.

Synchronous Learning

We are starting to get Meeting Owl devices out to teachers that are interested in doing "live" lessons. So far, Mr. Pratt and Mrs. Hutchins have used the Meeting Owl for a few "live" lessons with good success. I expect once more teachers learn about the Owl devices and feel comfortable with providing live lessons, there will be more use of these devices throughout the District.

Respectfully submitted,

Budget and Finance Committee Meeting
12/15/2020

DRAFT

Called to Order: 3:05pm

In Attendance: Steve Carr, Holly Whitmore, Charles Baker, Jr. (remote), Susan Smith, and Kelly Theriault

Financials

- Superintendent Smith looked closely at the financials. We are 58% of the way through the total budget with Transportation and Facilities getting closer to 58%. Facilities has \$150,000 budgeted for the generator left. Contracted services and supply costs are getting close, we will keep an eye.
- Contingency is marked for the SRRF bond council and should be reimbursed.
- Systems Admin and School Admin had upfront bigger purchases that skew the data right now. Postage increased. Holden phone and office supplies cost centers are over. Unexpected repairs were needed for phone system.
- No big picture concerns.
- Hot Lunch running a little in the red right now, but not unusual for this time of year. Some of it is due to packaging, purchase of more plastic wear, salt and pepper items (things we don't normally need). Need another staff member for food service. Breakfast at Holden has doubled. Kelly is going to write a grant through the Full Plates Grant to fund the additional staff member. Lunch at Holbrook has increased. Custodians have been helping temporarily.

FY22 Budget Timeline

- Updated timeline reviewed. Cost center sheets are due to Kelly Theriault by February from Administrators. Budget and Finance Committee would like to see a decrease to towns. Unsure on state and federal funding right now. Start building budget on necessary needs.

Facilities/Transportation

- SRRF Resolution documents have been signed, Susan will take for notary signature, and then documents will go in the mail to Greg Im, bond council. Greg Im will submit documents to Maine Municipal Bond Bank. Closing date is December 30th.
- Asbestos abatement will start Friday, December 18th at Holbrook.
- The Holbrook reconfiguration project deadline is May. The UMaine Eagle Eye Team will have a short-term design and a long-term design ready in April.
- Bus 3 (approx. 100,000 miles), broke down and needed towing back to the bus garage. The mechanics were unable to fix. The bus was towed to Daigle. The computer components need replacement, approx. \$5,000.
- RED schedule work options have been discussed with Bus drivers. They will communicate with Jake on a day-by-day basis during RED schedule days/weeks.
- The Holden back parking lot paving needs to be addressed. Difficult to plow and requires lots of fill to maintain.

Other

- Emerson's has been wonderful with helping us with winter coats, boots, etc. for Sponsor-a-Child purchases and CRF supplies. The CRF deadline has been extended into January to help with finalizing invoices and receipt of products.
- Hermon Mountain has reserved Wednesdays, starting January 6th for Holbrook Rec students (50 max).
- COVID-19 vaccination discussed. No guidance has been released yet for schools and requirements.
- Discussion on retaining COVID Technology staff.
- Discussion on teacher minimum salary increase.

Next Meeting

- Wednesday, January 20, 2021 @ 3:00pm

Meeting Adjourned: 3:59pm

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

DRAFT
TELEPHONE 843-7851
FAX 843-7295

Susan Smith
SUPERINTENDENT OF SCHOOLS

Date: January 11, 2021

From: Kelly Theriault

RE: January 2021 Board Report

-
- Budget & Finance committee met on December 15, 2020. Financials were reviewed, the need for additional help in the kitchen and FY22 budget planning were discussed. Specific budget workshop meeting dates will be set at the next meeting. The next meeting is Wednesday, January 20, 2021.
 - The FY20 audit is complete; Mr. Hall will present the audit at our February meeting. The board needs to formally transfer (using the 5% allowed rule) \$41,000.00 from Regular Instruction into Transportation. All other cost centers were within budget.
 - Mrs. Giguere is still out on leave, with her absence and the increase in meal counts we are short staffed 1.5 people. We hope to have the part time (temporary) position filled by the end of the week. All three cooks are doing a great job keeping up! The extra help the custodians have offered has been great!
 - Reports completed this month in the business office; FY22 workers compensation renewal application, FY22 property & casualty insurance renewal application, MePERS, SFSP monthly claim, quarterly 940ME, Quarterly 941, Quarterly Unemployment report, multiple worksite data report.

MSAD63

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget		Current Period		Reported Period		Encumbrances		Amount Remaining		Percent Remaining		Last Year Period	
	7/1/2019 - 6/30/2020	6/1/2020 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019		
Subtotal Regular Instruction	\$2,759,609	\$565,857	\$2,708,264	\$0	\$51,345	2%	\$2,572,387							
Subtotal REG 9-12	\$3,441,226	\$400,861	\$3,089,796	\$0	\$351,430	10%	\$2,814,995							
Subtotal Special Education	\$1,749,555	\$268,849	\$1,444,580	\$0	\$304,975	17%	\$1,455,573							
Subtotal Staff & Student Sppt	\$475,593	\$48,610	\$443,005	\$0	\$32,588	7%	\$445,529							
Subtotal Facilities	\$900,802	\$68,358	\$744,663	\$0	\$156,139	17%	\$790,984							
Subtotal Transportation	\$801,370	\$50,869	\$780,252	\$0	\$21,118	3%	\$709,963							
Sub Total Trans to Other Units	\$0	\$5,478	\$61,788	\$0	\$(61,788)	---	\$65,996							
Subtotal System Administration	\$337,016	\$22,078	\$303,827	\$0	\$33,189	10%	\$322,269							
Subtotal School Administration	\$388,395	\$29,748	\$376,289	\$0	\$12,106	3%	\$346,445							
Subtotal Other Instrn	\$51,266	\$11,522	\$40,159	\$0	\$11,107	22%	\$43,999							
Subtotal All Other	\$10,000	\$0	\$0	\$0	\$10,000	100%	\$0							
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0							
TOTAL ALL EXPENSES	\$10,914,832	\$1,472,230	\$9,992,623	\$0	\$922,209	8%	\$9,568,140							
NET REVENUE OVER EXPENSE	\$10,914,832	\$1,472,230	\$9,992,623	\$0	\$922,209	8%	\$9,568,140							

CARPENTER ASSOCIATES
Consulting Engineers
687 Stillwater Avenue
Old Town, Maine 04468

AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: RSU #63
202 Kidder Hill Road
Holden, Maine 04429

Date: January 7, 2021

Project No: 2021010

Project Name/Location: Standby Generator Replacement
Holden Elementary School

Scope/Intent and Extent of Services: The project will generally include the removal of the aged existing military grade generator, replacing it with a new propane fueled unit to serve the 120/208v, 600-amp main distribution panel. The work will also include a new service rated automatic transfer switch. The deliverable will be a completed set of design development drawings and technical specifications.

Carpenter Associates will provide assistance with the Bidding Phase. During the Bidding Phase we will develop the bid documents, advertise, distribute bid documents to interested contractors, host a pre-bid meeting, review bids, check references, and make recommendation for award.

Carpenter Associates will assist with Construction Administration. We will prepare the Owner-Contractor Agreement for signatures, host a pre-construction meeting to review chain of communication and project expectations, address contractor questions, review monthly pay requisitions making recommendation for payment, and providing regular construction site visits to monitor schedule, workmanship, and construction closeout.

Fee Arrangement: Hourly basis not to exceed without Client approval:

Design Drawings & Specifications	\$ 9,500
Bidding Phase Assistance	\$ 2,500
Construction Administration	<u>\$ 6,000</u>
	\$18,000

Retainer Amount: Not Required.

Special Conditions: Additional or extra services requested will be on an hourly basis at the rates established in the attached schedule unless otherwise negotiated. Costs associated with filing fees, permit fees, or the like are not included in this agreement. Alternate design solutions and redesign work due to lack of construction funds will be considered extra work (i.e. "value engineering"). Total liability shall be limited to fee amount.

CARPENTER ASSOCIATES
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687 Stillwater Avenue
Old Town, Maine 04468

AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: RSU #63
202 Kidder Hill Road
Holden, Maine 04429

Date: January 7, 2021

Project No: 2021008

Project Name/Location: Indoor Air Quality Improvements
Holden Elementary School

Scope/Intent and Extent of Services: The project will generally include the removal, disposal, and replacement of old unit ventilators throughout; the installation of fan coils throughout; addition of DDC controls; installation of CO₂ sensors as required to add supplemental control; and all required demolition, cutting, patching of all floors, walls, ceilings, etc. to facilitate the improvements. The deliverable will be a complete set of design development drawings and technical specifications.

Carpenter Associates will provide assistance with the Bidding Phase. During the Bidding Phase Carpenter Associates will develop the bid documents, provide an advertisement, distribute bid documents to interested contractors, host a pre-bid meeting, review bids, check references, and make recommendation for award.

Carpenter Associates will assist with Construction Administration. We will prepare the Owner-Contractor Agreement for signatures, host a pre-construction meeting to review chain of communication and project expectations, address contractor questions, review monthly pay requisitions including recommendation for payment, and providing regular construction site visits to monitor schedule, workmanship, and provide construction closeout.

Fee Arrangement: Hourly basis not to exceed without Client approval:

Design Drawings & Specifications	\$51,000
Bidding Phase Assistance	\$ 2,800
Construction Administration	<u>\$15,700</u>
	\$69,500

Retainer Amount: Not Required.

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AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: RSU #63
202 Kidder Hill Road
Holden, Maine 04429

Date: January 7, 2021

Project No: 2021007

Project Name/Location: Indoor Air Quality Improvements
Eddington Elementary School

Scope/Intent and Extent of Services: The project will generally include the removal, disposal, and replacement of old unit ventilators throughout; the installation of fan coils throughout; addition of DDC controls; installation of CO₂ sensors as required to add supplemental control; and all required demolition, cutting, patching of all floors, walls, ceilings, etc. to facilitate the improvements. The deliverable will be a complete set of design development drawings and technical specifications.

Carpenter Associates will provide assistance with the Bidding Phase. During the Bidding Phase Carpenter Associates will develop the bid documents, provide an advertisement, distribute bid documents to interested contractors, host a pre-bid meeting, review bids, check references, and make recommendation for award.

Carpenter Associates will assist with Construction Administration. We will prepare the Owner-Contractor Agreement for signatures, host a pre-construction meeting to review chain of communication and project expectations, address contractor questions, review monthly pay requisitions including recommendation for payment, and providing regular construction site visits to monitor schedule, workmanship, and provide construction closeout.

Fee Arrangement: Hourly basis not to exceed without Client approval:

Design Drawings & Specifications	\$46,500
Bidding Phase Assistance	\$ 2,800
Construction Administration	<u>\$13,700</u>
	\$63,000

Retainer Amount: Not Required.

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AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Client: RSU #63
202 Kidder Hill Road
Holden, Maine 04429

Date: January 7, 2021

Project No: 2021009

Project Name/Location: Indoor Air Quality Improvements
Holbrook Middle School

Scope/Intent and Extent of Services: The project will generally include the removal, disposal, and replacement of old unit ventilators throughout; the installation of fan coils throughout; addition of DDC controls; installation of CO₂ sensors as required to add supplemental control; and all required demolition, cutting, patching of all floors, walls, ceilings, etc. to facilitate the improvements. The deliverable will be a complete set of design development drawings and technical specifications.

Carpenter Associates will provide assistance with the Bidding Phase. During the Bidding Phase Carpenter Associates will develop the bid documents, provide an advertisement, distribute bid documents to interested contractors, host a pre-bid meeting, review bids, check references, and make recommendation for award.

Carpenter Associates will assist with Construction Administration. We will prepare the Owner-Contractor Agreement for signatures, host a pre-construction meeting to review chain of communication and project expectations, address contractor questions, review monthly pay requisitions including recommendation for payment, and providing regular construction site visits to monitor schedule, workmanship, and provide construction closeout.

Fee Arrangement: Hourly basis not to exceed without Client approval:

Design Drawings & Specifications	\$58,000
Bidding Phase Assistance	\$ 2,800
Construction Administration	<u>\$20,800</u>
	\$81,600

Retainer Amount: Not Required.

The terms and conditions required on this form are a part of this Agreement.

Offered by:

Accepted by:

Randy Bragg 1/7/21
(signature) (date)

(signature) (date)

Randy T. Bragg, P.E.
Carpenter Associates

Susan Smith, Superintendent of Schools
RSU #63

TERMS AND CONDITIONS

The Engineer shall perform the services outlined in this agreement for the stated fee arrangement.

Access to Site:

Unless otherwise stated, the Engineer will have access to the site for activities necessary for the performance of the services. The Engineer will take precautions to minimize damage due to these activities, but have not included in the fee the cost of restoration of any resulting damage.

Fee:

The total fee, if stated, shall be understood to be **\$18,000.00** and shall not be exceeded without approval of the Client. Where the Fee arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. A current rate schedule is attached.

Billings/Payments:

Invoices for the Engineer's services shall be submitted, at the Engineer's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Engineer may, without waiving any claim or right against the client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance (18.0% true annual rate), at the sole election of the Engineer. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification:

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, directors, employees, and subEngineers (collectively, Engineer) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this Project or the performance by any of the parties above-named of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the negligent acts, errors or omissions by the Engineer.

Risk Allocation:

In recognition of the relative risks and benefits of the Project to both the Client and the Engineer, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Engineer and Engineer's officers, directors, partners, employees, shareholders, owners and subEngineers for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Engineer and Engineer's officers, directors, partners, employees, shareholders, owners and subEngineers shall not exceed the Engineer's total fee for services rendered on this Project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Termination of Services:

In the event of termination of this Agreement by either party, the Client shall within fifteen (15) calendar days of termination pay the Engineer for all services rendered and all reimbursable costs incurred by the Engineer up to the date of termination in accordance with the payment provisions of this Agreement.

The Client may terminate this Agreement for the Client's convenience and without cause upon giving the Engineer not less than seven (7) calendar days written notice.

Either party may terminate this Agreement for cause upon giving the other party not less than seven (7) calendar day's written notice for any of the following reasons:

- Substantial failure by the other party to perform in accordance with the terms of this Agreement and through no fault of the terminating party;
- Assignment of this Agreement or transfer of the Project by either party to any other entity without the prior written consent of the other party;
- Suspension of the Project or the Engineer's service by the Client for more than ninety (90) calendar days, consecutive or in the aggregate;
- Material changes in the conditions under which this Agreement was entered into, the Scope of Services or the nature of the Project and the failure of the parties to reach agreement on the compensation and schedule adjustments necessitated by such changes.

In the event of any termination that is not the fault of the Engineer, the Client shall pay the engineer, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the Engineer in connection with the orderly termination of this Agreement, including but not limited to demobilization, reassignment of personnel, associated overhead costs and all other expenses directly resulting from the termination.

No Warranty:

The Design Professional makes no warranty, either expressed or implied, as to his or her findings, recommendations, plans, specifications, or professional advice. The Design Professional has endeavored to perform the services pursuant to generally accepted standards of practice in effect at the time of performance. Client recognizes that neither Engineer nor any of Engineer's subEngineers or subcontractors owes any fiduciary responsibility to Client.

Standard of Care:

Services provided by the Design Professional under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the Design Professional and by mutual agreement between the parties, the Design Professional will correct those services not meeting such a standard without additional compensation.

Ownership of Documents:

All documents produced by the Engineer under this agreement shall remain the property of the Engineer and may not be used by the Client for any other endeavor without the written consent of the Engineer.

The Engineer shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes, and other documents and instruments prepared by the Engineer as instruments of service. The Engineer shall retain all common law, statutory and other reserved rights, including without limitation, all copy rights thereto.

Applicable Laws:

Unless otherwise specified, this agreement shall be governed by the laws of the State of Maine.

Assignment:

Neither party to this Agreement shall transfer, sublet, or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subEngineers, normally contemplated by the Engineer as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

Mediation:

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Engineer agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation.

The Client and the Engineer further agree to include a similar mediation provision in all agreements with independent contractors and Engineers retained for the Project and to require all independent contractors and Engineers also to include a similar mediation provision in all agreements with their subcontractors, subEngineers, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.

Jobsite Safety:

Neither the professional activities of the Engineer, nor the presence of the Engineer or its employees and subEngineers at a construction/project site, shall impose any duty on the Engineer, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Engineer and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, the Engineer and the Engineer's subEngineers. The Client also agrees that the Client, the Engineer and the Engineer's subEngineers shall be made additional insureds under the General Contractor's policies of general liability insurance.

Consequential Damages:

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Engineer, their respective officers, directors, partners, employees, contractors or subEngineers shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract, and breach of strict or implied warranty. Both the Client and the Engineer shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Hazardous Materials:

The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, its officers, partners, employees and subEngineers (collectively, Engineer) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site; whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the engineer.

THIRD-PARTY BENEFICIARIES:

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Engineer. The Engineer's services under this Agreement are being performed solely for the Client's benefit, and no other party of entity shall have any claims against the Engineer because of this Agreement or the performance or nonperformance of services hereunder. The Client and Engineer agree to require a similar provision in all contracts with contractors, subcontractors, subEngineers, vendors, and other entities involved in this Project to carry out the intent of this provision.

**CARPENTER ASSOCIATES
Consulting Engineers
687 Stillwater Avenue
Old Town, Maine 04468**

SCHEDULE OF HOURLY RATES

Effective February 1, 2018

<u>CATEGORY</u>	<u>RATE/HOUR</u>
PRINCIPAL ENGINEER	\$120.00
PROFESSIONAL ENGINEER	\$90.00
PROJECT ENGINEER	\$75.00
SITE ENGINEER	\$70.00
ENGINEER	\$65.00
ENGINEER ASSISTANT	\$55.00
TECHNICIAN	\$50.00
PROJECT ADMINISTRATOR	\$40.00
SECRETARY	\$35.00
DIRECT JOB EXPENSES	AT COST
MILEAGE	.50¢/MILE
RETRIEVAL FEE	\$150.00