

RSU #63 Budget Informational Meeting
Date: April 25, 2022
Location: Eddington Elementary School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Matthew Campbell (6:32pm), Cherie Faulkner, Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Tracy Bigney, and Jaime Pangburn

Board Chair, Holly Whitmore called the Budget Informational Meeting to order at 6:02pm

Presentation: Draft FY23 Budget

Superintendent Susan Smith gave an explanation of the budget process. She continued to give an overview of the draft budget, starting with the overall budget increase and town assessment impact to each town. Superintendent Smith also reviewed the budget summary she provided to the Board and advised this summary will have a few changes (Technology) before being shared with the towns. Superintendent Smith reviewed some proposed Technology changes for the Holden and Eddington School. Superintendent Smith explained the staff changes for two teacher positions, ed tech positions, technology staff, superintendent/curriculum director, instructional coach, assistant principal/athletic director. (Revenue Graphs, FY23 Summary Attached)

Board Discussion: Discussed other revenues, state revenue sharing, and assessment calculations. Property Insurance bidding process was discussed and possibility of shopping around for different rates. Kelly Theriault explained how the process worked, and advised it would require a 6-month notice, but could be done. She added the current provider does go out to bid for lower rates as well. Jaime Pangburn voiced her concern for cutting the substitute bus driver position out of the transportation budget. Superintendent Smith and Kelly Theriault advised the position was never filled this year and we do have spare drivers budgeted.

Questions and Comments from the Public: Susan Dunham Shane asked when the public could ask questions about the budget. Superintendent Smith stated the public could ask questions now, or at the May 16, 2022 Board Meeting, the June 1, 2022 RSU #63 Budget Meeting, or anytime by email up until the June 14, 2022 Referendum.

At 6:45pm, motion by Cherie Faulkner with a second by Robin James to adjourn the Budget Information Meeting.
Discussion: None

Vote: 8 Approved; 0 Opposed

RSU #63 Board Meeting
Date: April 25, 2022
Location: Eddington Elementary School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Matthew Campbell, Cherie Faulkner (left meeting at 9:03pm), Tracy Roberts, and Holly Whitmore

Town of Clifton: Linda Graban

Town of Eddington: Robin James, Tracy Bigney, and Jaime Pangburn

Board Chair, Holly Whitmore called the Board Meeting to order at 6:46pm.

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

Holly Whitmore read opening remarks regarding public comment guidelines.

Motion by Robin James with a second by Cherie Faulkner to approve the March 28, 2022 Board Meeting Minutes.

Discussion: None.

Vote: 8 Approved; 0 Opposed

Motion by Robin James with a second by Cherie Faulkner to approve the April 4, 2022 Special Board Meeting Minutes.

Discussion: None.

Vote: 8 Approved; 0 Opposed

Motion by Tracy Bigney with a second by Jaime Pangburn to approve the April 7, 2022 Special Board Meeting Minutes.

Discussion: None.

Vote: 8 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Smith recognized Audra Leland for receiving a grant for Pre-Kindergarten Robotics and Desiree Doughty for receiving a grant for Middle School Outdoor Education.

Acceptance of Gifts/Donations: Superintendent Smith thanked Pitsco Ed for the pre-coding penguins bundle for the Pre-Kindergarten class and the 2022 Teens to Trails Adventure for the Middle School Outdoor Education.

Presentation: Revision Energy and Solar Credits

Superintendent Smith introduced Tina Meserve from Revision Energy. Ms. Meserve presented information about Revision Energy and how they can help the RSU 63 save money. She explained the solar net energy billing process. Ms. Meserve explained the credit process and 20-year contract. The array is being built in Hampden and is 85% full. Ms. Meserve advised RSU 63 has a spot on-hold should the Board decide to commit to the contract. Superintendent Smith advised the Board does not need to decide tonight, but will need to vote at the May Board meeting. Matthew Campbell asked questions on the length of the contract and renewal process. Ms. Meserve advised the contract is 20 years and renews automatically for another 5 years unless they receive a discontinue letter from RSU 63. Tracy Bigney suggested another meeting was needed to discuss further information gathered, recommendations, and legal review of the contract. Superintendent Smith stated the contract was received today, this was the second presentation from Tina Meserve (the first being at the last Budget and Finance Committee meeting that 6 board members attended), and the project has been vetted by Aga Dixon, from Drummond and Woodsum. This topic could be put on the agenda for the next Budget and Finance Committee meeting for further discussion. Matthew Campbell felt reference checks were not needed based on the number of school districts that have entered into contract with this program and the contract is very straight forward and recommend everyone read it. Tracy Roberts stated the Board needed to receive a copy of it first. Superintendent Smith will share the contract with the Board. Cherie Faulkner stated the Board should figure out what they are doing with the school building before entering into a twenty-year agreement. Jaime Pangburn felt she wanted more time to review, process, and discuss. Superintendent Smith said this item will go on the agenda for May 10, 2022 Budget and Finance Committee and the May 16, 2022 Board Agenda for vote.

Questions from the Public: Susan Dunham Shane, Eddington resident asked Ms. Meserve questions directly. Ms. Shane also expressed her disappointment to the Board for making a decision on this subject without an additional formal public hearing.

Presentation: Moving Students Forward

Superintendent Smith and Sharon Haskell, District Instructional Coach/Assistant Principal gave information on the work RSU 63 has done to move students forward from the loss of instructional time caused by COVID. Superintendent Smith shared it is very typical for students of all ages to be at different levels during the year. Every student learns differently and at different paces. She provided a hand out of the Maine Learning Results. The ESSA dashboard recently posted the NWEA results from last spring. The state grade level is lower than RSU 63 expectations. 85.5% of our students were above state grade level in Math. 88.5% of our students were at or above state grade level in ELA. Tracy Roberts asked if the state expectation changed due to COVID. Superintendent Smith responded the state expectation changed due to the test change, not COVID. Sharon Haskell discussed the process of starting the learning process for each student and the assessments techniques used (teacher designed assessments, informal observations, and program assessments). Tracy Roberts and Jaime Pangburn questioned if these techniques were used in every classroom. Superintendent Smith advised these are techniques used by most teachers.

Superintendent Smith presented information on attendance and truancy. She reported 8% (38) RSU 63 students are truant and 39% (165) of RSU 63 students are chronically absent. Chronically absent data has to be reported to the state for funding purposes. Superintendent Smith added 10 staff members per day have been absent this school year for various reasons, not including vacation days.

Tracy Roberts asked if the current NWEA data will be shared at the next board meeting. Superintendent Smith responded the next presentation for NWEA data will be in the fall. Administrators and teachers will review the data

and set goals for the school year. Spring is typically the presentation on how the District performed in relation to those goals.

Motion by Robin James with a second by Jaime Pangburn to extend the meeting beyond 8:30pm.

Discussion: None.

Vote: 8 Approved; 0 Opposed

Motion by Cherie Faulkner with a second by Matthew Campbell to move Old Business to the next item on the agenda.

Discussion: None.

Vote: 8 Approved; 0 Opposed

Old Business:

Interim Superintendent Search Update: Tracy Roberts stated there may have been some confusion on the purpose of the Interim Superintendent Search committee. She felt the committee was to search for both the interim and permanent superintendent, but after reviewing previous meeting minutes, that was not indicated. Robin James stated her understanding was due to so many new members coming on the Board, they should have the opportunity to be involved. Matthew Campbell agreed that was his understanding as well. Tracy Roberts felt the full board will have the opportunity to attend meetings, but waiting too long will push the timeline back for having a permanent Superintendent in place by September. Tracy Bigney said the committee discovered they really need to start work on the long-term superintendent search now.

Motion by Tracy Roberts with a second by Cherie Faulkner to give the Interim Superintendent Search Committee the authority to work on the long-term Superintendent search.

Discussion: Don Spencer asked if all stake holders will be included in the long-term superintendent search as administrators have to do on all search committees. Tracy Roberts advised that will be discussed in the next part of the agenda.

Vote: 7 Approved; 0 Opposed (Jaime Pangburn stepped out)

Tracy Roberts said the Interim Superintendent position has been posted.

Long Term Superintendent Search: Cherie Faulkner directed the Board to the Maine School Management Association (MSMA) cost proposal. Ms. Faulkner advised there were items to discuss with Steve Bailey. Anything complimentary from the cost proposal will be used. Tracy Roberts said they are proposing a survey for community and staff and offering at least two in-person listening session with a minimum participation requirement. The Board will have their own listening session (with new Board members included) and teachers/administrators will have a listening session. Cherie Faulkner advised the committee is asking MSMA to develop a new job description as the current one is combined with the Curriculum and Instruction job description. Superintendent Smith advised the current job description is in two separate pieces, one for Superintendent and one for Director of Curriculum and Instruction. Ms. Faulkner stated the committee wants MSMA to provide them with more samples. The committee has questions on the national search and TopSchoolJobs.org for Steve Bailey. MSMA will handle the application (material development) and corresponding with candidates. Tracy Roberts requested a buffer be built into the budget for extra items that may be needed for the search. Cherie Faulkner stated the Budget has \$5,000 this fiscal year and \$5,000 next fiscal year.

Motion by Cherie Faulkner with a second by Matthew Campbell to authorize the Superintendent Search Committee(s) to use up to \$5,000 for each of the two fiscal years FY22 and FY23 for the Interim Superintendent and the Long-Term Superintendent search process.

Discussion: Kelly Theriault cautioned the committee to be mindful of the language in the contract and make sure anything after \$5,000 will need to be billed next fiscal year. Matthew Campbell cautioned the committee to be mindful of other area school district costs for Superintendent searches with MSMA.

Vote: 8 Approved; 0 Opposed

Tracy Roberts advised the committee is hopeful to have an update on the Superintendent job description for the May 2nd Board meeting and requested it be added to the agenda.

Jaime Pangburn asked Mr. Spencer for his input on past Superintendent Search Committee processes. Mr. Spencer advised Kelly Theriault was the chair of the last Search Committee and explained the process. Linda Graban added years ago she was on a Superintendent Search Committee and there were teachers on the committee as well. Holly

Whitmore added after the Board changes the committee could add in new board members and teachers/staff/administrators/community members to the search committee. Kelly Theriault explained the process of the last Search Committee, members on the committee, and the parameters for selecting candidates. Tracy Roberts stated she expected this time will look different. Kelly Theriault recommended an administrator or someone from Central Office be part of the Search Committee.

Facilities - Holden Generator Change Order: Superintendent Smith stated the change order came from Carmel Electric (contracted to install the generator) and it is less than the estimate from Gifford Electric. This is part of the FY23 Budget.

Motion by Matthew Campbell with a second by Jaime Pangburn to approve the Holden Generator Change order #2.
Discussion: None
Vote: 8 Approved; 0 Opposed

Holbrook Indoor Air Quality Update: Superintendent Smith advised we will go back to bid in August, as no bids were received, and we have permission from the State to extend the process.

Dates of Next Meetings:

Strategic Planning Committee Meeting with Judy Sanders: Thursday, April 28, 2022 at 5:30pm via Google Meet

Policy Committee Meeting: Monday, May 2, 2022 at 5:30pm, Holbrook Middle School

Special Board Meeting: Monday, May 2, 2022 at 6:30pm, Holbrook Middle School; an executive session for contract negotiations will be added to this meeting.

Budget and Finance Committee Meeting: Tuesday, May 10, 2022 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, May 16, 2022 at 6:30pm, Holbrook Middle School

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

Superintendent's Report: Superintendent Smith asked if the board was ready to advertise anticipated openings for the next school year. She advised we will advertise in house first for a few days prior to posting on serving schools.

RSU #63 Chair's Report: Nothing to add.

Acceptance of Reports:

Motion by Robin James with a second by Matthew Campbell to accept all reports as submitted from the Budget and Finance Committee, Policy Committee, Interim Superintendent Search Committee, Administrators, Superintendent, and Board Chair.

Discussion: Tracy Roberts asked Sharon Haskell what BCBA stood for. Sharon Haskell responded Behavioral Specialist.

Vote: 8 Approved; 0 Opposed

Cherie Faulkner left meeting at 9:03pm.

New Business:

Policies to Approve: Robin James gave a brief overview of policies for approval. Policy BEDB-R – Agenda Format; JFCK – Student Use of Personal Electronic Devices at School; JLCB – Immunization of Students; GDQC – Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff; IKAB – Report Cards and Progress Reports; ILD – Student Submissions to Surveys or Evaluations.

Motion by Robin James with a second by Linda Graban to approve policy BEDB-R – Agenda Format; JFCK – Student Use of Personal Electronic Devices at School; JLCB – Immunization of Students; GDQC – Retirement Cash Out Benefit for Long-term, Hourly Employee, Support Staff; IKAB – Report Cards and Progress Reports; ILD – Student Submissions to Surveys or Evaluations.

Discussion: Policy JFCK – Student Use of Personal Electronic Devices at School: Matthew Campbell felt student cell phones are personal property and staff should not be allowed to view a student device. This is a role/responsibility of police. He added backpacks are intended for school use, cellphones/devices are used for personal and school use. Mr. Campbell continued saying cellphones should not be allowed/used in school and felt a better protection would be no use, rather than allowing search at any time. He stated he is not okay with staff having full access to a student personal cell device. Superintendent Smith respectfully disagreed.

Vote: 7 Approved; 0 Opposed

Personnel Actions:

Appointments: Sherry Neill, Holden Cook; Josiah Simko, Technology Support Specialist; Misti Leathers, Long-term Occupational Therapist Substitute.

Resignations: Joshua Nelson, Holden Cook; Ashley Allen, Holbrook Principal; Caid Cummings, Holbrook Ed Tech III; Pamela Bull, Bus Driver but will stay on as a Substitute Driver.

Retirements: Patricia Philbrook, Bus Driver

Reassignment: Jacob Gould, Bus Driver to Substitute Bus Driver

Election: Motion by Robin James with a second by Tracy Bigney to approve Probationary Year 1 to Probationary Year 2 (Ebonie Baker – Holbrook Guidance, Sierra Blake – Grade 1, Leslie Beers-Huskins – Grade 5, Ashley Enright – Grade 6, Vanessa Haines – Eddington Special Education, Sarah Holsapple – Elementary Music, Nicole Luce – Holbrook Special Education, Beth Mitchell – Grade 1, Matheu Sagehorn – Elementary Physical Education/Adapt Physical Education); Probationary Year 2 to Continuing Contract (Zachery Pratt – Grade 7, Marleina Ford – Grade 5-8 Music and GT, Theresa Richardson – Special Education Teacher); and Probationary Year 3 to Continuing Contract (Jennifer Mahoney – Speech & Language Pathologist, Kasha Robertson – Holden Special Education, Hannah Foster – Occupational Therapist, Audra Leland – Pre-Kindergarten, Mary St. Peter – Grade 4, Nathan Dusablon – Grade 7 & 8 Science).

Discussion: None

Vote: 7 Approved; 0 Opposed

Searches: Interim Superintendent, Principal Holbrook Middle School, Bus Driver, Substitutes.

Superintendent Smith mentioned the afternoon route change noted in Mr. Morgan’s board report. Two runs are being combined and notification will go out tomorrow.

Tracy Roberts asked for an update on the Principal search. Superintendent Smith advised applications are due by May 6, 2022. Applications are received at the Central Office and forwarded on to the Search Committee chair, Mr. Spencer. Linda Graban asked if someone from the Board was on the Committee. Superintendent Smith stated Robin James. Tracy Roberts asked who was on the search committee. Mr. Spencer said a counselor, secretary, 4 teachers, technology coordinator, and a board member.

Questions and Comments from the Public: Susan Dunham Shane asked if the lawyers have reviewed the ReVision contract. The board responded the board has not seen the contract yet, lawyers from Drummond and Woodsum reviewed the contract. She voiced her concern that she did not know anything about the Budget Information meeting and they should be posted publicly. Superintendent Smith advised the agendas are sent to towns and posted a week in advance. Ms. Shane suggested each board member consider shadowing a teacher or other professionals to see what happens at schools.

Adjournment:

Holly directed the Board to their board binders for reflection.

Tracy Roberts asked that the board meeting topics are made more available to the public. Superintendent Smith advised the agendas are posted a week in advance on our calendar, website, and sent to the town offices.

At 9:26pm, motion by Matthew Campbell with a second by Robin James to adjourn the meeting.

Discussion: None

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,



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

Approved: May 16, 2022