

**RSU 63 Board of Directors**  
**Monday, March 28, 2022**  
**6:30pm**  
**Holden Elementary School**  
**Google Meet:** [meet.google.com/spz-stfb-wie](https://meet.google.com/spz-stfb-wie)  
**Phone In:** 1-518-897-9110 **PIN:** 633908730#  
**Agenda**

*Phone and video link above are available to members of the public for the purpose of listening/viewing only. If you would like to speak, current law requires that you attend the meeting in-person.*

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for February 28, 2022 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. Fruit Trees and Educational Materials from ReTreeUS

**Presentation:** Returning to Pre-COVID Procedures

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. **Policy Committee Meeting:** Monday, April 4, 2022 at 5:30pm, Holbrook Middle School
2. **FY23 Budget Workshop:** Tuesday, April 5, 2022 at 5:30pm, Holbrook Middle School
3. **Budget and Finance Committee Meeting:** Tuesday, April 12, 2022 at 5:00pm, Holbrook Middle School
4. **FY23 Budget Workshop:** Tuesday, April 12, 2022 at 5:30pm, Holbrook Middle School
5. **Board Meeting:** Monday, April 25, 2022 at 6:30pm, Eddington Elementary School

**Budget and Finance**

1. Business Manager Report
2. FY23 Budget Update
3. Budget and Finance Committee Report

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

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

**Old Business**

1. Strategic Planning Meeting – Thursday, April 28, 2022 at 5:30pm

**New Business**

1. June 2022 Board Meeting Date Change
2. Holbrook Indoor Air Quality Bids
3. Holden Indoor Air Quality and Generator - Main Distribution Panel Proposed Change Order
4. Policies to Approve
  - a. BCC – Nepotism
  - b. BHC – Board Communications and Relationships with Staff

- c. IJOA – Field and Class Trips
- d. IL – Evaluation of Instructional Programs
- 5. Policy Recommended to Rescind
  - a. DBA – Budget Systems

**Personnel Actions**

- 1. Appointments
  - a. Gracy Malm – Ed Tech III Holden, Math Support
  - b. John Kelley – Substitute Bus Driver
  - c. Amber Clement – Substitute
  - d. Darrell Pluard – Softball A Coach
  - e. Teighan Colson – Substitute
  - f. Erin McDonald – Track and Field Club
  - g. Desiree Doughty and Nathan Dusablon – Hiking Club
- 2. Resignations
- 3. Retirements
- 4. Reassignments
- 5. Elections
- 6. Searches
  - a. After-School Coordinator
  - b. Technology Support
  - 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: February 28, 2022  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Matthew Campbell, Cherie Faulkner, Tracy Roberts, and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Robin James and Jaime Pangburn

RSU 63 Board Member Present Remotely:

*Town of Eddington:* Tracy Bigney

**Call Meeting to Order:** Board Chair, Holly Whitmore called the meeting to order at 6:30pm. A flag salute was conducted and a moment of silence was observed.

Holly Whitmore read opening remarks regarding public comment guidelines.

**Approval of Minutes for January 24, 2022:** Matthew Campbell motioned with a second by Robin James to approve the January 24, 2022 Board Meeting Minutes with the exact transcription, as shared, regarding masking at the Law Enforcement Day at Holden during the Superintendent Report discussion and exact transcription of the mice damage question and answer between Cherie Faulkner and Superintendent Smith during the Budget and Finance Report discussion.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 8 Approved; 0 Opposed**

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

Superintendent Smith recognized:

Holbrook Middle School Spelling Bee Champions: Rylee Moore, Grade 7  
Kaleb Jones, Grade 7  
Kat Rivera, Grade 7  
Cooper Malm, Grade 5

Boys A Basketball Team: 1<sup>st</sup> Place finish in the B Flight

Cheer Team: 2<sup>nd</sup> Place finish

Chess Team: Shared Sportsmanship Award with Bucksport.

**Acceptance of Gifts/Donations:** Superintendent Smith thanked area families and businesses for their donations to the Holbrook Raffle Calendar.

**Presentation: FY21 Audit**

William Hall of RHR Smith and Co. gave an overview of the FY21 Audit. The full FY21 Audit is available on the RSU 63 website ([www.rsu63.org](http://www.rsu63.org)).

**Questions and Comments from the Public:** None

**Presentation: Outdoor Education**

Kelly Davis, RSU 63 Outdoor Education Coordinator and Ed Tech, shared information about Outdoor Education activities. Attached is a handout from her presentation. (See Attachment A).

**Questions and Comments from the Public:** None

**Dates of Next Meetings:**

Policy Committee Meeting: Monday, March 7, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, March 15, 2022 at 5:30pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, March 15, 2022 at 6:00pm, Holbrook Middle School

FY23 Budget Workshop: Tuesday, March 22, 2022 at 5:30pm, Holbrook Middle School  
 Board Meeting: Monday, March 28, 2022 at 6:30pm, Holden Elementary School.

Superintendent Smith added there will need to be a brief Budget and Finance Committee Meeting on Tuesday, March 22, 2022 prior to the FY23 Budget Workshop regarding the Holbrook Middle School Indoor Air Quality Bid.

**Budget and Finance:**

**Business Manager Report:** Nothing to add to the written report.

**Budget and Finance Committee Report:** Discussion occurred regarding the process of drafting minutes and what is included in Board Meeting minutes and Budget and Finance Committee Meeting minutes.

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

**RSU #63 Chair's Report:** Nothing to add to the written report.

**Acceptance of Reports:** Motion by Robin James with a second by Linda Graban to approve the written and verbal reports from Budget and Finance Committee, Policy Committee, Administrators, Superintendent, and Board Chair.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 8 Approved; 0 Opposed**

**Old Business:**

**Strategic Planning Advisory Committee:**

Motion by Matthew Campbell with a second by Tracy Bigney to accept Judy Sanders proposal for her role as consultant to the Strategic Planning Committee.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 8 Approved; 0 Opposed**

**COVID-19 Procedures:**

Motion by Matthew Campbell with a second by Linda Graban to update the 2021-2022 Guide for Returning to School. Remove contact tracing and pooled testing and make masks optional for the remainder of the school year, effective immediately.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: No; Tracy Bigney: No; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 6 Approved; 2 Opposed**

Motion by Linda Graban with a second by Matthew Campbell to return all RSU 63 operations back to "pre-COVID" procedures. Students will eat lunch in the cafeteria by April 1<sup>st</sup>. Parent pick-up will return to normal April 1. All activities will resume including: sports, concerts, graduations, parent teacher conferences and all IEP and Special Education meetings can resume in person, effective immediately.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 8 Approved; 0 Opposed**

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

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**

**Vote: 8 Approved; 0 Opposed**

**Questions from the Public Regarding COVID-19 Procedures:**

Josh Baillargeon, former employee and Eddington resident asked how to get a meeting with the Board.

Alex Mitchell, Holden resident cautioned the Board to stand by their reasoning and not waiver.

EXAMPLE

Nathaniel Larson, Holbrook student requested a new flag for Holbrook.  
Peter Walsh, Holden resident and Holbrook Teacher stated concerns with the updated COVID guidelines from the Board and the SOP from the state.  
Brandy Cullen, (online) stated her concerns for safety with the new guidelines.  
Ashley Allen, Holbrook Principal (online) shared her concerns with scheduling lunch in the cafeteria.

**New Business:**

**2022-2023 School Year Calendar:**

Motion to approve the 2022-2023 School Year Calendar by Cherie Faulkner with a second by Matthew Campbell

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**  
**Vote: 8 Approved; 0 Opposed**

**Policies to Approve:**

Motion by Robin James with a second by Cherie Faulkner to approve

- EBABA – Chemical Hygiene
- JF – Student Residency
- JFAB – Non-resident Secondary Student
- JFABA – Non-resident Elementary Students
- JFABD – Admission and Education of Homeless Students
- JFBC – Secondary School Tuition.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**  
**Vote: 8 Approved; 0 Opposed**

**Board Meeting Agenda Format; Policy BEDB-R:** After discussion, it was determined the Policy Committee would review Policy BEDB-R during the April Policy Committee Meeting.

**Personnel Actions:**

**Appointments:** Dennis Whitney, Holden Custodian and Joshua Nelson, Holden Cook.

**Resignations:** Tom Colavito, Bus Driver/Mechanic; Kim Colavito, Substitute Bus Driver; and Scott Sanborn, Bus Driver.

**Reassignment:** Karen Tate, Substitute Bus Driver to Bus Driver.

**Searches:** Full Time Ed Tech II or III, Math Support (Holden); Track and Field Coach; B Baseball Coach; A Softball Coach; B Softball Coach; Substitutes; After School Coordinator; and After School Guided Study

**Questions and Comments from the Public:**

Alex Mitchell, Holden resident asked that the need for a Track Coach be shared again and in a variety of formats.

**Adjournment:**

Holly directed the Board to their board binders for reflection.

At 9:00pm, motion by Robin James with a second by Cherie Faulkner to adjourn the meeting.

**Roll Call: Cherie Faulkner: Yes; Matthew Campbell: Yes; Robin James: Yes; Linda Graban: Yes; Tracy Roberts: Yes; Tracy Bigney: Yes; Jaime Pangburn: Yes; Holly Whitmore: Yes**  
**Vote: 8 Approved; 0 Opposed**



## Regional School Unit 63

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

**TO:** RSU 63 BOARD of DIRECTORS

**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

**RE:** MONTHLY REPORT

**DATE:** MARCH 21, 2022

### **Minutes**

The Superintendent is the ex officio secretary of the school board (20-A MRSA §1055).

The Freedom of Access Act (FOAA) requires that, “Unless otherwise provided by law, a record of each public proceeding for which notice is required must be made within a reasonable period of time. At a minimum, the record must include the date, time, and place of the meeting; the presence or absence of each member of the body holding the meeting; and all motions or votes taken, by individual member if there is a roll call.

The FOAA also requires that public bodies and agencies make a written record of every decision that involves the conditional approval or denial of an application, license, certificate or permit, and every decision that involves the dismissal or refusal to renew the contract of any public official, employee or appointee.” (Source: Maine’s FOAA - Frequently Asked Questions Website <https://www.maine.gov/foaa/fag/index.shtml>)

As the Superintendent of RSU 63, it is my responsibility to prepare the minutes of Board Meetings. What is contained in the minutes is guided by FOAA requirements. The Board governs as a collective body. When a lot of information and detail is added to the minutes beyond the FOAA requirements, problems can arise. Things that are important to an individual can be perceived as something that is important to the entire Board. What one individual member wants included in the minutes may differ from what another individual would like included. This can create difficulty in determining where the Board stands and what the Board approves as a whole. Adding a lot of detail, finding direct quotes, and revising minutes is also extremely time consuming, especially when there are urgent matters that require my attention and the attention of my staff.

As Superintendent, it is also my responsibility to advise and make recommendations to the Board. Attached you will find an example of minutes that adhere to the FOAA requirements.

### **Returning to Pre-COVID Procedures**

During the Board Meeting, the RSU 63 Administrative Team will provide an update regarding, returning all RSU 63 operations back to “pre-COVID” procedures.

### **Strategic Planning**

The first Strategic Planning Committee meeting with Judy Sanders has been set for Thursday, April 28th at 5:30pm. Since this first meeting is only one hour, we will be meeting via video conference.



## Regional School Unit 63

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

### **June 2022 Board Meeting Date Change Required**

Currently, the June meeting of the RSU 63 Board of Directors is scheduled for Monday, June 20, 2022. Juneteenth (June 19<sup>th</sup>) is a new federal and state holiday. Since June 19<sup>th</sup> falls on a Sunday this year, Monday, June 20<sup>th</sup> will be the federal and state holiday. Our June Board meeting needs to occur after the referendum and election votes on Tuesday, June 14<sup>th</sup>. Therefore, it is my recommendation the June Board of Directors Meeting be moved to Tuesday, June 21<sup>st</sup>.

### **Holbrook Indoor Air Quality Bids**

Bids for the Holbrook Indoor Air Quality project (funded through the SRRF Bond and ESSER III/ARP) are due on Tuesday, March 22<sup>nd</sup>. The Budget and Finance Committee hopes to be able to bring a recommendation to the full Board.

### **Holden Indoor Air Quality and Generator – Main Distribution Panel Change Order**

The Main Distribution Paned (MDP) for electricity at the Holden School needs to be changed in order to meet code. This change effects both the locally funded generator project and the Indoor Air Quality project funded through the SRRF Bond and ESSER III/ARP. We are working on gathering additional information from Carpenter Associates, contractors, and the state to determine the best option for completing and funding this change.