

**RSU 63 Board Meeting  
December 14, 2015  
Holden School  
Minutes**

**Members Present:**

Town of Eddington – Rusty Gagnon and Nikki More;  
Town of Holden – Chris Doering, Jennifer Newcomb and Suzanne Wieland;  
Dr. Kenneth Smith, Superintendent of Schools.

**Members Excused:**

Town of Eddington – David McCluskey  
Town of Holden – Chris Galinski

**Members Unexcused:**

Town of Clifton – Dola Hinckley

The meeting was called to order at 6:30 p.m. A salute to the U.S. flag was done and a moment of silence observed.

**Approval of Minutes:** Jennifer Newcomb made the following motion and Suzanne Wieland seconded the motion. **“It is moved to approve the November 16, 2015 regular meeting minutes, as amended.”**

**The motion was approved by a vote of four in favor and none opposed. Nikki More abstained.**

*Newcomb/Wieland*

*4/0/1*

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

Wendy Briggs, Grade 7 teacher, bought a Kindle Fire device to help her students with their reading program. The device provides auditory feedback while the students are reading. We are still investigating a variety of options. Mrs. Briggs has put in a request to the Holbrook HEAT Group to purchase some additional devices for her students and Mr. Modery believes HEAT has agreed.

Several students in Wendy Briggs' class had submitted essays to Creative Writing. The essays were extremely well done and very creative. The following students received awards for their essays and their work will be published: Harper Averitt, Grace Galinski, Leah Hart, Raven Kurtzman, Kendra Lyons, Hannah McCann, Keann Moncrieffe, Joshua Seymour, Grace Stinson, and Emily Verschoor.

**Acceptance of Gifts/Donations:**

Susan Smith wrote a grant for the Gifted and Talented, which will be used for the Holbrook Middle School students. It is a federal grant in the amount of \$4,640. We

will be using the grant money to help gifted students in mathematics and we are looking for four math tutors and one Educational Technician III.

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

**Committee Meeting Dates:**

Budget & Finance Committee – *Thursday, January 7, 2016 at 5:30 pm and Wednesday, January 20, 2016 at 5:30 pm. Both meetings will be at Holbrook School.*

Policy Committee – *Monday, January 4, 2016 at Holbrook School, 6:15 pm.*

Operations/Facilities Committee – *TBD*

Curriculum Committee – *Wednesday, January 13, 2016 at Holbrook School, 5:00 pm.*

Technology Committee – *Tuesday, February 9, 2016 at Holbrook School, 3:30 pm.*

New School Committee – *TBD. Once the architects have completed their report, we will schedule meetings.*

Pre-K Committee – *Thursday, January 21, 2016 at Eddington School, 5:00 pm.*

**Budget & Finance:**

Budget & Finance Committee did not meet. No report submitted from the Business Manager.

**Superintendent:**

We have received and reviewed the facilities report from the architects. We found several errors, and we will be returning the reports for correction. Once fixed, they will send the books back to us. At that point, we will schedule a meeting with the architects. The report looks good. Phase II will involve interviews with staff, primarily teachers. The meetings will be with the architect and interior designer. The audit report is done and we will be setting up a meeting with the auditors to present their report to the full Board. Dr. Smith reviewed his written report.

**RSU 63 Acting Chair:**

Rusty Gagnon spoke with Representative Peter Lyford. Mr. Lyford stated that for FY17 public education is going to receive significantly more money than last year and Revenue Sharing is going to be increased to municipalities compared to last year.

The following motion was made, seconded and passed. **"It is moved to approve all written and oral reports as presented to the Board."**

*More/Newcomb*

*5/0/0*

**Old Business:**

- 1) New School Committee: In addition to interviewing teachers and other staff during Phase II, we will also be looking for input from our communities and community leaders as to what they would like to see in a new school. We will

be talking to a lot of different people for their ideas to put in the pot to develop a concept design.

- 2) Teachers and Administrators' Contract Negotiations: The first meeting for the Administrators' Contract Negotiations will be Wednesday, December 16 at 3:30 p.m. at Holbrook School, which will be followed by the Teachers' Contract Negotiations at 5:30 p.m.
- 3) School Construction Process: Nothing to add.
- 4) School Facilities Study: Nothing to add.
- 5) Comprehensive Enrollment Projection: This study is under way.
- 6) New Board Member Orientation: Dr. Smith will set up a meeting with our two new Board Members.

**New Business:**

1) Policies:

- a) Draft Policies CHD, GCOA, JICH, JICIA, JKE, JKE-R, KBF, KBF-E1, and LDA: The following motion was made, seconded and passed. **"It is moved to approve for a first reading Draft Policy CHD, Administration in the Absence of Policy; Draft Policy GCOA, Supervision and Evaluation of Professional Staff; Draft Policy JICH, Drug & Alcohol Use by Students; Draft Policy JICIA, Weapons, Violence, and School Safety; Draft Policy JKE, Expulsion of Students; Draft Policy JKE-R, Expulsion Hearing and Reentry Guidelines; Draft Policy KBF, Parent Involvement in Title I Board Policy; Draft Policy KBF-E1, Title I Parent Involvement District Policy, and Draft Policy LDA, Student Teachers as written."**

More/Newcomb

5/0/0

- b) Draft Policy GCBI: Nikki More made the following motion and Chris Doering seconded the motion. **"It is moved to approve for a first reading Draft Policy GCBI, Annual Evaluation of the Superintendent."**

Chris Doering asked Dr. Smith how prior Board of Directors have evaluated him. Dr. Smith has received both oral and written evaluations. Chris Doering stated if all the Board members sat down together giving opinions about his performance, Chris feels you would get a sense of what the Board is feeling about his performance, instead of relying on those that are outspoken. Discussions are fine among the Board members, but we should have one voice to discuss the evaluation with the superintendent so he/she receives clear directions moving forward. Chris Doering asked if we perceive a written evaluation for Dr. Smith. The policy does state that the superintendent's first evaluation is done after 18 months in the position. Since six months in the position is not enough time to do a formal evaluation, it is recommended that we have an oral meeting. It was agreed that Chris Doering would draft the revision(s) he would like to see for Policy GCBI and submit to Rusty Gagnon for review by the Policy Committee at their next meeting.

**Nikki More withdrew her motion to approve Policy GCBI and Chris Doering withdrew his second.**

- c) Draft Policy IMGA: The following motion was made, seconded and passed. ***"It is moved to approve for a first reading Draft Policy IMGA, Service Animals in Schools as written."***

There was a brief discussion on the difference between a comfort animal and service animal.

- d) Draft Policy JL: The following motion was made, seconded and passed. ***"It is moved to approve for a first reading Draft Policy JL, Student Wellness as written."***

More/Newcomb

5/0/0

Suzanne Wieland will be the Board representative on the Wellness Committee.

- e) Draft Policies KBF-E2 (Eddington School) and KBF-E2 (Holden): The following motion was made, seconded and passed. ***"It is moved to approve for a first reading Draft Policy KBF-E2, Eddington School and Holden School Title I Parent Involvement Policies as written."***

Nikki More asked why we have two policies. According to Title I requirements, we need a Board policy, district policy, and a policy for each school that receives Title I funds. These funds are designed for the elementary schools to get the interventions in place early. The middle school did have Literacy supports through class size reduction funds.

**A vote was taken on the motion to approve Eddington and Holden Schools' KBF-E2 policies. The motion passed by unanimous vote.**

More/Newcomb

5/0/0

- 2) Appointment of Board Representative to Southern Penobscot Regional Program for Children with Exceptionalities Board: The Southern Penobscot Regional Program for Children with Exceptionalities Board oversees the regional programs: multi-handicapped programs, hearing impaired program and day treatment program. This would give us a chance to say how well the programs are being run and to approve the budget for each program. The cost varies each month, as it depends on the number of students in the program(s) and the expenses are shared. They have two meetings a year. Nikki More will attend their next meeting on December 21 at U.T.C. at 6:30 p.m. Once the next meeting is set, either Nikki More or Jennifer Newcomb will attend depending on their availability.

**Personnel Actions:**

- 1) Resignations: We have received a resignation letter from Sarah Greene, Holbrook School Library Ed Tech.
- 2) Leaves: None
- 3) Elections: None
- 4) Appointments: None
- 5) Searches: We are searching for a Holbrook School librarian or Library Ed Tech.
- 6) Reassignments: None

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

One of our long-term bus drivers, Gregg Smith unexpectedly passed away last Friday. There will be a memorial service at the Holbrook School Gymnasium this coming Saturday at 2:00 p.m. Visiting hours are this Friday from 6:00 p.m. to 8:00 p.m. at the North Brewer/Eddington United Methodist Church in Eddington. The Board members will be sending the family a donation to help with medical costs and funeral expenses.

**Executive Session:** At 8:00 p.m. Nikki More made the following motion and Jennifer Newcomb seconded the motion. **"It is moved to go into executive session to discuss the appointment of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(A)."**

**Roll call was taken with all members replying "Yes".**

*Gagnon/Wieland*

*5/0/0*

At 8:15 p.m. Rusty Gagnon declared the Board out of executive session.

At 8:16 p.m. a motion was made, seconded and passed to adjourn the meeting.

*More/Newcomb*

*5/0/0*

Sincerely,

Kenneth Smith, EdD  
RSU #63 Superintendent of Schools

