



**Regional School Unit 5**  
**Durham • Freeport • Pownal**

*"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."*

Becky Foley, Ph.D., Superintendent of Schools  
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
Bonnie Violette, Ph.D., Director of Instructional Support

---

**TO:** Candy deCsipkes, Lindsey Furtney, Maddy Vertenten  
**FROM:** Cynthia Alexander  
**DATE:** December 21, 2021  
**RE:** Policy Meeting – January 8, 2021

The Policy Sub-Committee is scheduled to meet on Friday, January 8, 2021 at 8:30 a.m. via Zoom

Zoom Link: <https://networkmaine.zoom.us/j/88029056780>

Meeting ID: 880 2905 6780

Join by Telephone: 1 646 876 9923

**Agenda**

- BEB - Board Member Use of Social Media**
- CA - Administrative Goals/Priorities Objectives**
- CB - School Superintendent**
- CC - Administrative Organization**
- CHA - Development of Administrative Procedures**
- CHD - Administration in the Absence of Policy**

## **BOARD MEMBER USE OF SOCIAL MEDIA**

The Board recognizes that many, if not most, of its members are active users of social media, including but not limited to, online platforms and other digital media such as blogs and personal websites. The Board understands that while social media can be a positive tool for supporting schools and encouraging community engagement, Board members need to be aware of the legal and ethical considerations that arise when they post, “message,” or otherwise interact with others on social media platforms.

It is not the intent of this policy to interfere with or restrict a Board members’ freedom of speech, but to set standards for social media conduct that are consistent with law and Board policy, including the Board’s Code of Ethics.

- I. Board members shall **(must)** comply with the following whenever engaged on social media:
  - A. Board members shall not post on social media or engage in online discussions as a substitute for deliberations at Board meetings. Board members should be aware that social media activity can be perceived as a meeting if a sufficient number (a quorum) of Board members are involved on the site to influence or determine the course of action that will be taken by the Board, even if other people are posting to the site as well.
  - B. Board members should be aware that any posting that pertains to school unit matters may create a “record” that is subject to laws and regulations pertaining to the retention and disposition of local government records, and to discovery in legal proceedings involving the Board or the school unit.
  - C. Board members will not knowingly disclose confidential or personally identifiable information about students and school unit employees. Board members shall comply with the same standards as school employees with regard to confidential information.
  - D. Board members shall not disclose matters or discussions that have taken place in executive sessions.

II. The following **ethical guidelines** pertain to the aforementioned provisions. Board members should comply **whenever engaged in the use of social media regarding matters pertaining to school Board work.**

## **Board members will:**

- A. Conduct themselves on social media in a manner that reflects well on the Board and on the school unit, and with the decorum expected of an elected official;**
- B. Recognize that they have no authority to speak on behalf of the Board unless specifically designated to do so, and make it clear that they are speaking in their individual capacity;**
- C. Feel free to invite the public to upcoming school district events, share information about public hearings on bills that affect the schools, and share links to public information about the district (e.g. the proposed budget), and the like, but be clear that they are doing so as an individual and not in any official capacity;**
- D. Avoid posting or responding in anger about school unit matters;**
- E. Refrain from harassing, defaming, or disparaging others for any reason, including racial, religious, or other personal characteristics;**
- F. Keep deliberations within meetings of the Board;**
- G. Take care to avoid disclosing confidential or personally identifiable information about students and school unit employees;**
- H. Take care to avoid disclosing Board discussions that have taken place in executive sessions, as all matters in executive sessions are completely confidential;**
- I. Avoid posting information that is intentionally misleading or inaccurate or which has not been released to the public;**
- J. Never make a promise that they will vote in a particular way;**
- K. Avoid posting content that indicates they have reached an opinion on a matter pending before the Board;**
- L. Direct persons presenting concerns or complaints through social media to follow the Board's policy pertaining to public concerns and complaints;**
- M. When summarizing discussion or action that took place at Board meetings, share only information from open meetings and make it clear that the posting is not an official record of the meeting.**
- N. Retain electronic records, including the Board member's own posts and content others post to the Board member's account when required to do so by law, regulations, or legal process.**

- O. Comply with the school unit's acceptable use rules, as applicable to school unit employees, when using school-unit owned devices or technology resources, or when accessing the Internet through the school unit's network using a personal device.**

**Legal reference:** 1 MRSA § 401 et seq.  
20-A MRSA § 6001-6002  
20 USC § 1232g

**Cross Reference:** BBAA–Board of Directors Member Authority and Responsibilities  
BCA–Board of Directors Member Code of Ethics  
BEC–Executive Sessions  
GBJ–Personnel Records and Files  
JRA–Student Education Records and Information  
KE–Public Concerns and Complaints

**Adopted:**

## **ADMINISTRATIVE GOALS/PRIORITIES OBJECTIVES**

The administration of the school is responsible, within the guidelines established by Board policy, for the direction and coordination of students and staff in their efforts to reach educational goals adopted by the Board. Administration must be based upon positive personal interactions in order to serve as the keystone to the effective operation of the entire educational system. With such a base, the school will maintain a unified atmosphere which recognizes the importance of each individual regardless of the tasks or duties which he/she is discharging, be they professional or nonprofessional.

The Board expects the administration to specialize in:

- A. The processes of decision making and communication;
- B. Planning, organizing, implementing and evaluating education programs;
- C. The coordination of various centers of skill, knowledge and influence within the school system and the community so as to enable people to do the things together for education that they might never be able to do separately;
- D. The demonstration of leadership, including the ability to motivate and inspire leadership in others;
- E. The development and maintenance of close working relationships and channels of communication within the school system and community; and
- F. Proactively developing cooperative environments in which the educational goals adopted by the Board can be attained.

The administration will be governed by the following principles:

- A. The teachers and administration shall have sufficient latitude to develop and implement the best possible educational program for the students;
- B. The Superintendent and administration will be held accountable by the Board for the effectiveness of the school program; and
- C. Responsibility for a strong school system and effective problem solving begins in the classroom with teachers, and flows from them to building level administration, to the Superintendent and ultimately to the Board.

Adopted: January 27, 2010  
Reviewed: May 25, 2011  
Reviewed: March 26, 2014

## SCHOOL SUPERINTENDENT

A primary function of the Board is to select a Superintendent of Schools. To select a Superintendent, a majority vote of all members of the Board shall be required. He/she may be appointed to a contract of up to five years in accordance with the laws of the State of Maine.

The Superintendent shall be executive officer of the Board. In addition, under Maine Statutes he/she shall serve as secretary ex officio to the Board. He/she shall attend all meetings and have the right to speak on all subjects, but shall have no vote.

The Superintendent shall administer and supervise the public educational system of the Town. He/she shall have discretionary authority, subject to later approval by the Board, to act upon all emergency matters and those as to which his/her power and duties are not specifically set forth or limited.

The Superintendent shall devote his/her entire working time to the duties of the position. He/she may, without violation of the provisions of this section, perform educational functions outside the Town with the approval of the Commissioner of Education and the Board.

Legal Reference: 20-A MRSA §§ 1001, 1053

Cross Reference: CB1 - Evaluation of the Superintendent

Adopted: January 27, 2010  
Reviewed: May 25, 2011  
Reviewed: March 26, 2014

## **ADMINISTRATIVE ORGANIZATION**

The legal authority of the Board of Directors shall be transmitted through the Superintendent along specific paths from position to position as shown in the Board-approved organizational chart of the school system.

The lines of authority on the chart shall represent direction of authority and responsibility.

The Superintendent, shall have the freedom and responsibility to reorganize lines of authority and to revise the organizational chart subject to Board approval of major changes and/or the elimination and creation of positions. The Board expects the Superintendent to keep the administrative structure up to date with the needs for supervision and accountability throughout the school system.

Adopted: January 27, 2010  
Reviewed: May 25, 2011  
Reviewed: March 26, 2014

## **DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

The Board delegates to the Superintendent the responsibility for promulgating such administrative procedures as may be necessary to carry out the policies adopted by the Board.

“Administrative procedures” include procedures, directives, specification of actions to be taken, rules/regulations, protocols, and other detailed arrangements for the operation of the school unit and the schools.

The Superintendent may issue such administrative procedures without prior Board approval unless Board action is required by state or federal law or regulations, or the Board has asked that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for Board approval if he/she believes Board consideration is necessary or desirable.

Cross Reference:      CB – School Superintendent  
                                 CB-R – Superintendent Job Description  
                                 CHD – Administration in the Absence of Policy

Adopted:      January 27, 2010  
Revised:      May 25, 2011  
Reviewed:     March 26, 2014



**ADMINISTRATION IN THE ABSENCE OF POLICY**

In cases when action must be taken within the school system and the Board has provided no guidelines for administrative action through policy, the Superintendent shall have the power to act.

The Superintendent shall inform the Board of the need for policy on such topics.

Cross Reference:      **CB - School Superintendent**  
                              **CB-R - Superintendent Job Description**

Adopted:            January 27, 2010  
Reviewed:          May 25, 2011  
Reviewed:          March 26, 2014