

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS  
WEDNESDAY- OCTOBER 26, 2022  
POWNALELEMENTARY SCHOOL - CAFETERIA  
6:30 P.M. REGULAR SESSION  
AGENDA**

1. Call to Order:

The meeting was called to order at \_\_\_\_\_p.m. by Chair Michelle Ritcheson

2. Attendance:

___ Colin Cheney	___ Jill Piker
___ Candace deCsipkes	___ Maura Pillsbury
___ Jennifer Galletta	___ Michelle Ritcheson
___ Susana Hancock	___ Valeria Steverlynck
___ Kara Kaikini	___ Madelyn Vertenten
___ Elisabeth Munsen	___ Piper Williams – Student Representative
	___ Teagan Davenport – Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of October 12, 2022 as presented barring any errors or omissions.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

5. Adjustments to the Agenda:

6. Good News & Recognition:

- A. Report from Board’s Student Representative (10 Minutes)
- B. Good News from Pownal Elementary School - Holly Johnson (10 Minutes)

7. Public Comments: (10 Minutes)

8. Reports from Superintendent: (10 Minutes)

- A. Items for Information
  - 1. District Happenings
  - 2. Resignations: Paul St. Pierre - Maintenance, Fields and Grounds

9. Administrator Reports:

- A. Finance - Peggy Brown (5 Minutes)
- B. Pownal Elementary School Goal Review - Holly Johnson (20 Minutes)

10. Board Comments and Committee Reports:

- A. Board Information Exchange and Agenda Requests (10 Minutes)
- B. Finance Committee (5 Minutes)
- C. Strategic Communications (5 Minutes)
- D. Policy Committee (5 Minutes)

11. Policy Review: (20 Minutes)

A. Consideration and approval of 1<sup>st</sup> Read of the following policies:

JLCD - Administration of Medication to Students

GCFB - Recruiting and Hiring of Administrative Staff

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

12. Unfinished Business:

NA

13. New Business:

NA

14. Personnel:

NA

15. Public Comments: (10 Minutes)

16. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

Item # 4.A.

**RSU No. 5 Board of Directors Meeting  
Wednesday, October 12, 2022 – 6:30 p.m.  
Freeport High School – Library  
Meeting Minutes**

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the October 26, 2022 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:31 p.m.

- 2. MEMBERS PRESENT:** Colin Cheney, Candace deCspikes, Jennifer Galletta, Kara Kaikini, Elisabeth Munsen, Jill Piker (arrived at 6:48 p.m.), Maura Pillsbury, Michelle Ritcheson, Madelyn Vertenten, and Teagan Davenport, Student Representative  
**MEMBERS ABSENT:** Susana Hancock, Valy Steverlynck

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

**A. VOTED:** To approve the minutes of September 28, 2022 (Vertenten – Pillsbury) (8 – 0)  
The Student Representative voted with the majority.

**5. ADJUSTMENTS TO THE AGENDA:**

Three additional resignations to report under Item #8.A.1

**6. GOOD NEWS AND RECOGNITION:**

- A. Report from Board's Student Representative – No report  
B. Good News from Mast Landing School - Emily Grimm

**7. PUBLIC COMMENT:**

None

**8. REPORTS FROM SUPERINTENDENT:**

**A. Items for Information**

**1. Resignations:**

Dennis Ouellette - Director of Facilities and Transportation

Kelsey Donogue - MSS Special Education Teacher

Scott Gallant - Mechanic

Brenda Anderson - Bus Driver/Custodian

**2. School Properties Disposition**

**9. ADMINISTRATOR REPORTS:**

- A. Mast Landing School Goal Review - Emily Grimm  
B. Capital Improvement Plan and Goal Review - Dennis Ouellette

**10. BOARD COMMENTS AND COMMITTEE REPORTS:**

None

**11. POLICY REVIEW:**

**A. VOTED:** To approve 2<sup>nd</sup> Read of Policy FFA - Memorials and Remembrances.  
(Kaikini – Munsen) (9 – 0) The Student Representative voted with the majority.

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

None

**14. PERSONNEL:**

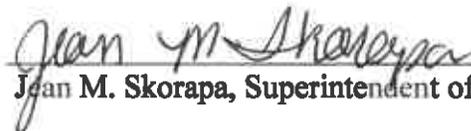
None

**15. PUBLIC COMMENT:**

None

**16. ADJOURNMENT:**

**VOTED:** To adjourn at 7:51 p.m. (Piker – Pillsbury) (9 – 0) The Student Representative voted with the majority.

  
\_\_\_\_\_  
Jean M. Skorapa, Superintendent of Schools

**Warrant Articles For the Period 09/01/2022 through 09/30/2022**

Fiscal Year: 2022-2023

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
<b>INCOME</b>							
<b>GENERAL FUND REVENUES</b>							
REQUIRED LOCAL FUNDS (-)	\$18,334,330.00	\$1,527,860.84	\$4,753,026.55	\$13,581,303.45	\$0.00	\$13,581,303.45	74.1%
ADDITIONAL LOCAL FUNDS (-)	\$10,982,547.64	\$904,787.50	\$2,812,308.87	\$8,170,238.77	\$0.00	\$8,170,238.77	74.4%
ADDLN SHARED REVENUE (-)	\$131,830.36	\$10,424.50	\$31,273.52	\$100,556.84	\$0.00	\$100,556.84	76.3%
INTEREST REVENUE (-)	\$25,000.00	\$0.00	\$21,121.10	\$3,878.90	\$0.00	\$3,878.90	15.5%
STATE REVENUES (-)	\$6,460,443.00	\$446,939.62	\$1,351,450.64	\$5,108,992.36	\$0.00	\$5,108,992.36	79.1%
FUND BALANCE (-)	\$1,177,000.00	\$0.00	\$0.00	\$1,177,000.00	\$0.00	\$1,177,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$37,111,151.00)	(\$2,890,012.46)	(\$8,969,180.68)	(\$28,141,970.32)	\$0.00	(\$28,141,970.32)	75.8%
<b>Total : INCOME</b>	(\$37,111,151.00)	(\$2,890,012.46)	(\$8,969,180.68)	(\$28,141,970.32)	\$0.00	(\$28,141,970.32)	75.8%
<b>EXPENSES</b>							
<b>GENERAL FUND EXPENSES</b>							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$16,401,257.00	\$1,778,638.79	\$1,917,485.48	\$14,483,771.52	\$11,008,840.08	\$3,474,931.44	21.2%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,972,716.00	\$484,611.84	\$548,915.11	\$4,423,800.89	\$3,173,673.97	\$1,250,126.92	25.1%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$184,596.00	\$15,383.00	\$61,532.00	\$123,064.00	\$0.00	\$123,064.00	66.7%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$919,069.00	\$96,164.83	\$124,990.21	\$794,078.79	\$350,332.07	\$443,746.72	48.3%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,594,805.00	\$379,062.68	\$757,914.85	\$2,836,890.15	\$2,056,059.42	\$780,830.73	21.7%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,082,988.00	\$87,747.83	\$317,905.32	\$765,082.68	\$440,641.88	\$324,440.80	30.0%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,942,616.00	\$216,056.33	\$463,273.23	\$1,479,342.77	\$1,232,046.05	\$247,296.72	12.7%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,438,023.00	\$126,519.87	\$214,430.57	\$1,223,592.43	\$554,853.30	\$668,739.13	46.5%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,100,233.00	\$329,142.21	\$820,459.37	\$4,279,773.63	\$1,091,737.09	\$3,188,036.54	62.5%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,181,603.00	\$0.00	\$0.00	\$1,181,603.00	\$0.00	\$1,181,603.00	100.0%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$293,245.00	\$0.00	\$0.00	\$293,245.00	\$0.00	\$293,245.00	100.0%
Sub-total : GENERAL FUND EXPENSES	\$37,111,151.00	\$3,513,327.38	\$5,226,906.14	\$31,884,244.86	\$19,908,183.86	\$11,976,061.00	32.3%

Operating Statement with Encumbrance

2021-2022 PES School Goals

<b>School: Pownal Elementary School</b>
<b>Team Members: PES staff</b>
<b>District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning</b>

<b>Goals</b>	<b>Strategies and Action Steps</b>	<b>Responsibility</b>	<b>Evidence of Effectiveness</b>
<p><b>Strategic Goal #2 All RSU 5 students regularly engage in meaningful student centered learning.</b></p> <p><b>PES Goal 1</b> Accelerate overall academic achievement in reading and math by achieving:</p> <p><b>65%</b> of K-5 students will meet or exceed district <b>achievement targets</b> on both the BAS and NWEA.</p> <p><b>75%</b> of K-2 &amp; 3-5 students will meet or exceed 1 year's <b>growth</b> in reading on the BAS &amp; NWEA.</p> <p><b>75%</b> of 3-5 students will meet <b>achievement</b></p>	<p><b>English Language Arts All items completed</b></p> <ul style="list-style-type: none"> <li>● Shift RTI model to a PLC driven portfolio workshop</li> <li>● K-3 Book study <u>Shifting the Balance</u></li> <li>● Participate in TC staff development sessions focused on reading/writing.</li> <li>● Conduct data review to determine trends and address gaps in BAS and NWEA data</li> <li>● Increase use and effectiveness of Interactive Read Aloud and Shared Reading practices</li> <li>● Implement 8 week before school “Booster Club” cycles to increase “just in time” remediation.</li> <li>● Expand Summer School tutoring for students identified a year below grade level in reading and include transportation as an equity practice.</li> </ul> <p><b>Mathematics</b></p> <ul style="list-style-type: none"> <li>● Expand Math RTI to include support in k-5.</li> <li>● Identify k-2 diagnostic interview to complement Acadience Assessment. <u>Piloted Listen to Learn. RTI team determined the Universal Screener was a more accurate screener</u></li> <li>● Implement 8 week before school “Booster Club” cycles to increase “just in time” remediation. <u>Completed</u></li> <li>● Math RTI and special education teachers will participate in 5 session staff meeting series to strengthen content</li> </ul>	<p>Lisa Demick, Gigi MacAllister, classroom teachers, Hilary Massicotte</p>	<p>Spring 21 Baseline: Fountas and Pinnell Benchmark Assessment System (BAS): 21 K-2 Achievement 37% Growth 56.4%</p> <p>22 K-2 Achievement 53.1% Growth 60%</p> <p>NWEA 21 3-5 Achievement 47.6% Growth 97.1%</p> <p>22 3-5 Achievement 69.6% Growth 65.9%</p> <p>NWEA Math 21 3-5 Math Achievement 66.7% Growth 80.6%</p> <p>22 3-5 Math Achievement 71.7% Growth 65.9%</p>



<p><b>fosters curiosity.</b></p> <p><b>PES Goal 3:</b>  <b>Increase awareness and establish practices that create a pathway for sustainable diversity, equity, and inclusion practices.</b></p>	<p>conditions encourage dialogue that promote diversity, equity, and inclusion. (Cathryn Bigley)</p> <ul style="list-style-type: none"> <li>● Examine Social Studies curriculum to ensure progression and materials align with best practice.</li> <li>● Establish Civil Rights Team (Kaley Petros)</li> <li>● Access Teachers College and Responsive Classroom Professional Development opportunities to deepen knowledge of culturally responsive practices.</li> <li>● Leverage Impact (PTO) to continue to provide equitable access to after school enrichment activities.</li> </ul>		<p>Creation of guidelines for documentation of equity practices in curriculum, discipline, and student opportunities.</p> <p><a href="#">Walkthrough tool selected, guidelines in process.</a></p>
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**2022-2023 PES School Goals**

<b>School: Pownal Elementary School</b>
<b>Team Members: PES staff</b>
<b>District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning</b>

<b>Goals</b>	<b>Strategies and Action Steps</b>	<b>Responsibility</b>	<b>Evidence of Effectiveness</b>
<p><b>Strategic Goal #1 All RSU5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</b></p> <p><b>Strategic Goal #2 All RSU5 students regularly engage in meaningful student centered learning</b></p> <p><b>PES Goal 1:</b> Our school learning community will be safe and nurturing enabling all students to take risks and engage more fully in their learning.</p>	<p><b>Social Emotional Action items:</b> <b>Tier 1:</b></p> <ol style="list-style-type: none"> <li>1. Implement and refine Responsive Classroom practices. Establish School-wide Expectations (Cafeteria, Hallways, Bathrooms, and Playground) <ul style="list-style-type: none"> <li>● 3 Staff members will attend 4 day RC workshops.</li> <li>● Ongoing professional Learning centered on Responsive Classroom</li> <li>● Leadership Team book study: <u>How Learning Works</u> by Fisher &amp; Frey (team will lead winter and spring PD for all staff)</li> <li>● <a href="#">Staff assessment of student engagement</a> and <a href="#">Walkthroughs</a> to target professional learning of strategies to implement and monitor progress</li> </ul> </li> <li>2. Establish Student Advisory to increase student voice</li> <li>3. Monthly student-centered all school assemblies to celebrate achievements, share learning, and build school community.</li> </ol> <p><b>Tier 2:</b></p> <ol style="list-style-type: none"> <li>1. As part of our RTI restructuring, RTI B will support</li> </ol>	<p>Holly Johnson, PES Leadership Team, Nancy Rochat, Cathryn Bigley</p>	<p>Course Completion</p> <p>Decrease in the number of Office referrals</p> <p>Walkthrough Tool</p> <p>Pre &amp; Post assessment of student engagement by staff.</p>

	<p><b>teachers in growing stronger relationships with students as they support students with classroom-based behavior plans using a variety of strategies.</b></p>		
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<p><b>Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</b></p> <p><b>PES Goal 3:</b> Increase awareness and establish more practices that create a pathway for sustainable diversity, equity, and inclusion practices.</p>	<ol style="list-style-type: none"> <li>1. School-based learning focused on disability awareness with Cromwell Center, Portland ME</li> <li>2. Author Visit with MaryAnn Cocoa-Leffler</li> <li>3. Equity <a href="#">Walkthroughs</a></li> <li>4. Civil Rights Team <ul style="list-style-type: none"> <li>-Day of Welcome (November 4, 2022)</li> <li>-Awareness and Inclusion of individuals with disabilities</li> </ul> </li> </ol>	<p>All staff</p>	<p>Civil Rights Team input and feedback</p> <p>Walkthrough Pre &amp; Post data; Fall 2022 Spring 2023</p>



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

Item # 10.B.

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

Jean Skorapa, Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
June Sellers, Ed.D., Director of Instructional Support

**Finance Committee Minutes**  
**October 12, 2022**  
**Freeport High School Library**

**In Attendance:** Beth Munsen (Chair), Michelle Ritcheson, Maura Pillsbury, Jean Skorapa, Peggy Brown

Chair Munsen called the meeting to order at 5:12 p.m.

**FY22 / Audit Update:**

Our auditor, Marge Hall of Berry Talbot Royer has been working with Peggy regarding FY22 results. She gave approval to submit the Q4 report to the DOE. Peggy is working through the software related results and plans to resubmit the report soon.

**FY23 Topics:**

- 1) In reference to the Property & Casualty insurance amount discussed at the last meeting, Peggy and Jean provided an update regarding the cyber liability cost. Michelle Ritcheson requested that Anita Folckmeyer be contacted to confirm whether or not we received credits we had expected to receive as the percentage increase to our bill still seems higher than anticipated.
- 2) Peggy was able to resolve the software issues and the Q1 Budget Expenditure report has now been approved by the DOE.

**FY24 Preparation:**

Peggy, the Superintendent, and the Asst. Superintendent plan to meet later in the week to discuss the format of reports which will be used for budget preparation. The meetings with Administrators will begin in late November.

**Other:**

- 1) The Finance Committee would like Cynthia Alexander and June Sellers to attend an upcoming Finance Committee meeting to provide information about the grants they administer.
- 2) Warrants were brought for committee member signatures.
- 3) The Finance Committee discussed plans for the Cost Sharing presentation which they will do at an upcoming School Board meeting.

**Adjournment:**

Chair Munsen motioned to adjourn at 6:07 p.m. Motion was seconded by Michelle Ritcheson. Vote was unanimous (Munsen, Ritcheson, Pillsbury).

Respectfully submitted,

Peggy Brown  
Interim Director of Finance & HR



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

Item #10.C.

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

Jean Skorapa, Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
June Sellers, Ed.D., Director of Instructional Support

### **Strategic Communications Committee**

**Committee: Strategic Communications**

**Meeting date: September 29, 2022**

**Submitted by: Jean Skorapa, Superintendent**

**Committee Members in attendance: Candy deCsipkes, Maddy Vertenten, Jean Skorapa**

**Members absent: Valy Steverlynck**

#### **Agenda Items and Discussion:**

##### **Agenda:**

##### **1. Meeting Dates for the year:**

Thursday, September 29, 2022 @ 8:30 a.m.

*\*\*\*The Committee requested an additional meeting after the November elections.*

Friday, March 24, 2023 @ 8:30 a.m.

Friday, April 28, 2023 @ 8:30 a.m.

##### **2. Elect a Chair for the 22-23 SY**

*Candy deCsipkes was elected unanimously.*

##### **3. Review Budget Brochure**

###### **Items for Consideration:**

- *Cover - Photo with better pixels. Replace quote w/RSU 5 motto.*
- *General Comments - Remove all acronyms. Include a thank you to the voters.*
- *Page 3 "Points of Pride" - include Co-curricular as well as athletics*
- *Page 4 - Board of Directors section can be much smaller*
- *Page 6 - Rename NWEA to "State Assessment", Change pink color to yellow for clarity*
- *Pages 12 - 14 "School Updates" - Space should be similar for each school (i.e., DCS is much larger than others), consider a bulleted format, include other information in District Wide Programs (i.e., curriculum, instructional support)*

##### **4. Staff Satisfaction Survey - Review/Timeline**

- *It is important that all staff, not just teachers and educational technicians have an opportunity to participate in the survey.*
- *Questions may need to be slightly altered to reach a larger audience.*



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

Item # 10.D

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

Jean Skorapa, Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
June Sellers, Ed.D., Director of Instructional Support

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**Policy Subcommittee Report**

**Committee: Policy**

**Zoom Meeting date: September 30, 2022**

**Chair: Maddy Vertenten**

**Committee Members in attendance: Candy deCsipkes, Maddy Vertenten, Colin Cheney,  
Cynthia Alexander**

**Absent: N/A**

**Guest: Emily Guyer**

**Review/Revise Policies:**

*The following policies were revised and will be brought to the Board for 1st read on October 26, 2022.*

JLCD Administration of Medication to Students  
GCFB Recruiting and Hiring of Administrative Staff

*The following policy was reviewed with no substantive changes.*

GCFB- R Recruiting and Hiring of Administrative Staff - Procedures

The next meeting will be held by Zoom on November 4, 2022 at 8:45 a.m.

Submitted by: Cynthia Alexander



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

Item # 11.A.

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Jean Skorapa, Superintendent of Schools  
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
June Sellers, Ed.D., Director of Instructional Support

**TO:** Colin Cheney, Candace deCsipkes, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Kara Kaikini, Jill Piker, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Teagan Davenport, Piper Williams

**CC:** Julie Nickerson, Holly Johnson, Kelli Rogers, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Peter Wagner, Jen Gulko, June Sellers, Jean Skorapa, Emily Grimm, Conor Walsh, Charlie Mellon, Peggy Brown, Gayle Wolotsky, Jen Winkler, Nancy Doherty, Anne-Marie Spizzuoco, Lynn Shea, Kristy Johnson, Lisa Blier, Heidi Cook, Jill Hooper, Dorothy Curtis, Grace Marley, Alicia DeRoche, Julie McCabe

**FROM:** Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment

**DATE:** October 20, 2022

**RE:** Review/Update of Policies

At the October 26, 2022 Board of Directors Meeting, the following policies will be on the agenda:

1<sup>st</sup> Read

JLCD - Administration of Medication to Students

GCFB - Recruiting and Hiring of Administrative Staff

The following policy was reviewed with no substantive changes and requires no Board action.  
GCFB-R - Recruiting and Hiring of Administrative Staff - Procedures

## ADMINISTRATION OF MEDICATION TO STUDENTS

The intent of this policy is to promote the safe administration of medications to students by trained school personnel. The Board discourages the administration of medication to students during the school day when other options exist, but recognizes that in some instances it may be necessary for a student to have medication administered to ~~him/her~~ them while the student is in attendance at school. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

Medications will only be administered to students by trained school personnel. This policy and to provides exceptions for authorization of student self-administration of emergency medication for Asthma, Anaphylaxis and Diabetes: student emergency self-administration of medication.

This policy does not apply to medical marijuana, which is addressed in RSU No. 5 Board's policy JLCDA, Medical Marijuana in Schools.

The Board encourages collaboration between parents/guardians and the schools in matters involving student medication.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

### I. DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a healthcare provider.

"Collaborative practice agreement" means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA §6402-A, and a school nurse. Such an agreement can provide for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school-sponsored activity under emergency circumstances involving anaphylaxis, or and, as defined in 20-A MRSA §6307, provide for the prescription of naloxone by the physician or school health advisor and the administration of naloxone by the school nurse or designated school personnel to students, staff, or visitors during school or a school-sponsored activity or otherwise on school grounds under emergency circumstances involving an opioid overdose or apparent opioid overdose.

“Designated school personnel” are unlicensed school personnel who have completed such training in administration of medication as may be required by Maine statutes or DOE rules, and who have been authorized by the school nurse to administer medication.

“Health care provider” means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

“Indirect supervision” means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site, but immediately available by telephone.

“Individual Health Plan” means a plan developed by the school nurse, student and family to provide care coordination and facilitate the management of the student’s health condition in the school setting and to inform school educational plans.

“Medication” means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student’s health care provider. For the purpose of this policy, “medication” includes asthma inhalers, epinephrine autoinjectors, naloxone hydrochloride, and medication related to the management of insulin dependent diabetes but does not include medical marijuana.

“Parent” means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child’s welfare.

“School nurse” means a registered professional nurse with Maine Department of Education certification for school nursing.

“Self-administration” is when the student administers medication independently to him/herself themselves under indirect supervision of the school nurse.

“Unlicensed school personnel” are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

## II. ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

### A. Parental/Guardian Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day.

The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents/guardians may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

**B. Health Care Provider's Order**

All parental/guardian requests must be accompanied by a written order from the student's Health Care Provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. Such order must include the:

1. Student's name
2. Name of the medication
3. Dose
4. Route of administration (e.g., tablets, liquid, drops)
5. Time intervals for administration (e.g., every four hours, before meals)
6. Special instructions; and
7. Name of the prescribing Health Care Provider

It is the responsibility of the school nurse to clarify any medication order that ~~he/she~~ they believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if ~~he/she~~ they believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent/guardian, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

If the student's parent/guardian or health care provider indicates that ~~he/she~~ they does not want a medication administered by unlicensed personnel, a meeting or telephone conference will be held involving the school nurse, the building administrator, the parent(s)/guardian(s), and appropriate professionals to discuss alternative options for administration of medication to the student.

**C. Renewal of Parent/Guardian Permission Requests/Forms and Health Care Provider Orders**

Written parental/guardian permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

**D. Delivery and Storage of Medication**

The student's parents/guardians shall deliver any medication to be administered by school personnel to the school in its original container and properly labeled. In the event that this is not practical, the parent/guardian must contact the school to make alternate arrangements. The parent/guardian is responsible for the replenishment of medication kept at school.

The school nurse or authorized designee is responsible for accepting and properly storing all medications. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine autoinjectors. The parent/guardian is responsible for the replenishment of medication kept at school.

If the health care provider's order/prescription is for a medication regulated by Schedule II of the Controlled Substances Act (21 USC §812) (e.g., Ritalin and Adderall) no more than a [one week] supply shall be kept at school.

~~The school nurse is responsible for accepting all medications, and will determine the amount of medication that will be kept at school to manage the student's health condition.~~

Scheduled medications (regulated by the Federal Narcotics Act) will not be accepted at school unless it is part of a student's Individual Health Plan agreed upon by the physician, parent/guardian, school nurse and administrator.

The parent/guardian is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent/guardian must remove any medication no longer required or that remains at the end of the school year. Any medication remaining will be appropriately discarded by the school nurse.

The school nurse in conjunction with principal and/or designated school official shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

#### E. Recordkeeping

School personnel and the student's parent/guardian shall account for all medication brought to school. The number of capsules, pills, tablets, and/or volume of scheduled medications brought to school shall be recorded.

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent/guardian's request, physician's order, details of the specific medications (including dosage and timing

of medication), and documentation of each instance the medication is administered.

Records shall be retained according to the current State of Maine schedules pertaining to student health records.

**F. Confidentiality**

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

**G. Administration of Medication**

Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will communicate to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication.

Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

**H. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events**

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of ~~his/her~~ their health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent/guardian and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent/guardian must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent/guardian will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Procedure for Medication Administration on School Field Trips" will be followed.

- I. Student Self-Administration of Emergency Medications for Asthma, Anaphylaxis and Diabetes: Asthma Inhalers, Epinephrine Autoinjectors and medication related to the care of insulin dependent diabetes.
- ~~Students with these emergency conditions may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication during the school day, field trips, school-sponsored events, or while on a school bus. This authorization will be granted if the following conditions have been met. Students with allergies or asthma or type one diabetes may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine autoinjector or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine autoinjector, asthma inhaler or medication related to the care of their insulin dependent diabetes if the following conditions have been met:~~
1. The parent/guardian (or student, if 18 years of age or older) provides a written request for the student to possess and self-administer emergency medication from an epinephrine autoinjector or asthma inhaler.
  2. The student must have the prior written approval from his/her their primary health care provider and, if the student is under the age of 18, the prior written approval of their parent/guardian. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
  3. The student's parent/guardian must submit written verification to the school from the student's primary care health provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine auto-injector or asthma inhaler.
  4. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine auto-injector or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.

5. The parent/guardian will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer Emergency Medication for Asthma, Anaphylaxis and Diabetes shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer these medications may be limited or revoked by the building principal after consultation with the school nurse and the student's parents/guardians if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

**J. Administration of Over-the-Counter Medications**

With prior written parent/guardian permission, students may receive certain over the counter medications at school, e.g., Tylenol, Ibuprofen, Tums, cough drops, etc. pursuant to a standing order from the school physician/school health advisor.

**K. Required Training of Unlicensed Personnel to Administer Medication**

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will communicate recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

**L. Delegation and Implementation**

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including the standards for the signs and symptoms of anaphylaxis and the use of epinephrine auto-injectors for students with known anaphylaxis allergies.
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster;
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents/guardians.

**Legal Reference:**

20-A M.R.S.A. §§ 254(5); 4009(4); 4502 (5)(N); 6305  
Me. Dept. of Ed. Rule Ch. 40 (2016)  
21 USC §801 et.seq. (Controlled Substances Act)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)

34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

**Cross Reference:**

JLCD-E – Medication Administration on School Field Trips  
(Me. DOE)  
JLCDA – Medical Marijuana in Schools  
RSU No. 5 School Department  
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Adopted: July 8, 2009  
Revised: December 8, 2010  
Revised: May 24, 2017

## RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

The RSU No. 5 Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, race, color, sex, sexual orientation, religion, ancestry or national origin, disability, age, pregnancy, or genetic information and to the principle of affirmative action to obtain wide and representative candidate pools.

For the purpose of this policy, "race" includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locs.

In accordance with 20A MRSA, section 1001.13, the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the superintendency, the RSU No. 5 Board shall review the procedure, adapting as appropriate.

RSU No. 5 provides equity training prior to the hiring of administrators. In accordance with 20A MRSA, section 4502.4-A, the RSU No. 5's Affirmative Action Plan shall include: a description of the status of RSU No. 5's nondiscriminatory administrator hiring practice, and plans for in-service training programs on gender equity for teachers, administrators and the Board.

Legal Reference: 5 MRSA § 4576 (Maine Human Rights Act)  
20-A MRSA §§ ~~6,254 (8-10)~~, 1001(13), 4502(4-A), 13011(6),  
~~13019-B, 13019-C~~

Cross Reference: AC – Nondiscrimination/Equal Opportunity  
GBJC – Retention of Application Materials  
GCFB-R – Recruiting and Hiring of Administrative Staff  
Administrative Procedure

Adopted: June 24, 2009  
Reviewed: March 28, 2012  
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