

**RSU 63 Board of Directors
Monday, February 26, 2024
6:30pm
Holbrook Middle School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Approval of Minutes for both January 22, 2024 Meeting and February 5, 2024 Special Board Meeting and Workshop

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

1. Deborah Nadeau, Grade 2 Teacher, nominated for Penobscot County Teacher of the Year.
2. Desiree McCarthy, Grade 8 Teacher, nominated for Penobscot County Teacher of the Year.

Acceptance of Gifts/Donations

1. Eddington Store donated snacks to the Eddington School.
2. The Brewer Methodist Church donated socks to the Eddington School.

Presentation

1. Bus Safety and Discipline Update by Zachary Chenier, RSU 63 Transportation Coordinator

Questions and Comments from the Public

Dates of Next Meetings

1. **Budget and Finance Workshop:** March 4, 2024 at 5:30pm, Holbrook Middle School Conference Room
2. **Curriculum Committee Meeting:** March 19, 2024 at 5:30pm, Holbrook Middle School Conference Room
3. **Budget and Finance Workshop:** March 20, 2024 at 5:30pm, Holbrook Middle School Conference Room
4. **Budget and Finance Workshop:** March 25, 2024 at 5:30pm, Holden Elementary School Library
5. **Board Meeting:** March 25, 2024 at 6:30pm, Holden Elementary School Gymnasium

Budget and Finance

1. Business Manager Report
2. Budget and Finance Committee Report

Superintendent's Report

Acceptance of Committees', Administrators', Superintendent's, and Board Chair's Reports

Old Business

1. Bus Garage Bid

New Business

1. Policies to Approve, 2nd Reading
 - a. IJND – District Issued Computing Device Usage at Home
 - b. JKAA – Use of Physical Restraint and Seclusion
 - c. JKAA-R – Procedures on Physical Restraint and Seclusion

Personnel Actions

1. Retirements
 - a. Don Spencer, Elementary School Principal, effective as of June 30, 2024.
 - b. Deb Nadeau, Grade 2 Teacher, effective as of the last staff day of the 2023-2024 School Year.
 - c. Kenneth Robichaud, RSU 63 Custodian, effective as of June 28, 2024.
2. Elections
3. Appointments
 - a. Douglas Conant, Custodian, Holden Elementary School
 - b. Jimmy Berube, Custodian, Eddington Elementary School
 - c. Melissa Egolf, Music/Drama Advisor, Holden Elementary School
4. Reassignments
5. Searches
 - a. Elementary School Principal
 - b. Substitute Bus Drivers
 - c. Track and Field Coach
 - d. A Team Baseball Coach
 - e. B Team Baseball Coach
 - f. A Team Softball Coach
 - g. B Team Softball Coach

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: January 22, 2024
Location: Eddington Elementary School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Amy Hart and Heather Lander

Town of Clifton: Linda Graban

Town of Eddington: Tracy Bigney (arrived during executive session), Rachel Downs, Heather Grass

RSU 63 Board Member Absent Excused:

Town of Holden: Tracy Roberts, Matthew Campbell

Linda Graban, sitting in as Chair for Tracy Roberts, called the meeting to order at 6:38pm followed by the flag salute and moment of silence.

At 6:39pm, motion by Heather Lander with a second by Rachel Downs to enter into executive session for discussion of Superintendent Jared Fulgoni's evaluation pursuant to 1 MRSA section 405(6)(A).

Discussion: None.

Roll Call Vote: Heather Lander, Yes; Amy Hart, Yes; Linda Graban, Yes; Rachel Downs, Yes; Heather Grass, Yes.

Vote: 6 Yes; 0 Opposed

Public Session resumed at 7:08pm.

Motion by Heather Lander with a second by Tracy Bigney to approve the minutes for the November 27, 2023 Board Meeting Minutes.

Discussion: None.

Vote: 6 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Fulgoni recognized the 4th Grade Santa Elf Fund, which raised \$998 and provided gifts and Christmas dinners to over thirty (30) children. He also acknowledged the 25 Days of Kindness program for funding a trip to the Maine Discovery Museum for the Holden Elementary School students. Lastly, Superintendent Fulgoni acknowledged and congratulated Principal Don Spencer for his thirty-five (35) years of service to RSU 63.

Acceptance of Gifts and Donations: None.

Presentation: None.

Questions and Comments from the Public:

Anne Veal of Holden questioned why the executive session is held after the public meeting is called to order. She inquired why it isn't held either prior to or after the public session. She also asked why the Superintendent Evaluation was not mailed out to the entire community. In addition, Sarah Lane of Holden clarified for November 23, 2023 Minutes that she not only asked what is the accountability for teachers, but also the community as a whole.

Dates of Next Committee Meetings:

Budget and Finance Committee: February 5, 2024 at 5:30pm, Holbrook Middle School

Executive Session followed by MSMA School Board Workshop: February 5, 2024 at 6:15pm at Holbrook Middle School Library

Curriculum Committee: March 19, 2024 at 5:30pm, Holbrook Middle School

Board Meeting: February 26, 2024 at 6:30pm, Holbrook Middle School Cafeteria

Budget and Finance: Nothing to add to the report or Budget and Finance Committee minutes.

Superintendent's Report: Superintendent Fulgoni stated there was nothing to add to the Superintendent's Report, but wanted to highlight the hard work of staff for the improvement in the District's chronic absenteeism.

Acceptance of Reports: Motion by Amy Hart with a second by Linda Graban to accept the written and verbal Budget and Finance Committee, Policy Committee, and Superintendent's Reports.

Discussion: Tracy Bigney brought up discussion regarding the Curriculum and Special Education Reports. Tina Dumond, Curriculum Director, explained that ELA Assessments have not been consistent, but the District's goal is to move towards more uniformity, which includes adding data points. The plan is that at the end of this year there will be an assessment given to the students so that there will be baseline data to begin next school year. Tina Dumond also clarified that RSU 63 did not apply for the literacy grant, it was awarded to the District by the State of Maine and allocated based on Title I. The District was awarded eighteen thousand dollars (\$18,000) and there will be a requirement to write an explanation to the State about the manner the funds are utilized. In addition, Tracy Bigney asked if a student is either on an IEP or a Section 504 or if they can be on both simultaneously. Superintendent Fulgoni explained that it is possible that a student is on both, however, RSU 63 does not currently have any students that are on both at the same time.

Vote: 6 Approved; 0 Opposed

Old Business:

A motion to approve the contractor for the bus garage was made by Rachel Downs and seconded by Tracy Bigney.

Discussion: Superintendent Fulgoni explained the process that was used to obtain the contractor for the bus garage repair. He also disclosed the relationship between Zachary Chenier, Transportation Coordinator, and the out-of-state contractor. Kelly Theriault, Business Manager, further explained that this process was unique, given that the District's insurance company could not find an adjuster to submit a quote for the claim. The chosen contractor was initially contacted for just an estimate to submit for the insurance claim; they were not contacted to be the contractor. As a result of the winter, there is now additional damage caused by water and the weakening of the support from the accident. Linda Graban stated that she proposes that this work goes out to bid in the normal process. There was additional discussion that the normal bid process would take a minimum of two weeks plus factoring in Board Approval. Heather Lander expressed that although they are approving the contractor, it is important to note that the Board preferred local contractors, but due to the December storm many contractors are delayed in the locality.

Vote: 4 Approved (Amy Hart, Heather Lander, Tracy Bigney, Rachel Downs); 2 Opposed (Linda Graban and Heather Grass)

New Business:

Policies to Approve, First Reading:

A motion to send back the IJND (District Issued Computing Device Usage at Home) Policy to the Policy Committee was made by Heather Grass and seconded by Amy Hart.

Discussion: Linda Graban inquired about whether there is a scholarship assistance to waive the \$25.00 fee. George Cummings, Technology Coordinator, explained that this fee covers the replacement, damage, and repair, since we do not carry insurance due to the rates. The \$25 fee has been sufficient in the past for covering the related expenditures of maintenance that are all completed in-house. There was further discussion about a program offered to parents to participate in an online safety class with a Maine State Trooper in order to have the fee waived.

Vote: 6 Approved; 0 Opposed

A motion to send back the JKAA (Use of Physical Restraint and Seclusion) Policy back to the Policy Committee was made by Tracy Bigney and seconded by Amy Hart.

Discussion: Tracy Bigney mentioned formatting errors that need to be fixed prior to approval.

Vote: 6 Approved; 0 Opposed

A motion to send back the JKAA-R (Procedures on Physical Restraint and Seclusion) Policy back to the Policy Committee was made by Tracy Bigney and seconded by Amy Hart.

Discussion: Tracy Bigney inquired whether the Reports to the Maine Department of Education that are mentioned in JKAA-R are public information that the Board can review. Superintendent Fulgoni explained that as long as it is a report that does not have student identifying information, the Board can request copies to review from his office.

Vote: 6 Approved; 0 Opposed

Representation of Education Technicians and Food Service Workers by the Maine Education Association:

Superintendent Fulgoni brought to the Board's attention that RSU 63 received a Petition for Bargaining Agent Certification by Majority Sign-Up from the RSU 63 Education Association and the Maine Labor Relations Board to

represent Education Technicians and Food Service Workers. He outlined the process of the Majority Petition and explained that there is no action required by the Board.

Personnel Actions:

Resignations/Retirements: Stephen Inman, Eddington Custodian resigned, effective as of January 16, 2024.
Hannah Foster, Occupational Therapist resigned, effective as of February 11, 2024.

Elections: None

Appointments: None

Reassignments: None

Searches: Substitute Bus Drivers, Anticipated Custodian, Track and Field Coach, A Team Baseball Coach, B Team Baseball Coach, A Team Softball Coach, and B Team Softball Coach.

Adjournment: At 7:54pm, motion by Heather Grass with a second by Rachel Downs to adjourn the meeting.

Discussion: None

Vote: 6 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni
RSU 63 Superintendent of Schools

Approved:

RSU #63 Board Meeting
Date: February 5, 2024
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Tracy Roberts, Amy Hart and Heather Lander

Town of Clifton: Linda Graban

Town of Eddington: Tracy Bigney, Rachel Downs, Heather Grass

RSU 63 Board Member Absent Excused:

Town of Holden: Matthew Campbell

Board Chair, Tracy Roberts called the meeting to order at 6:38pm.

At 6:39pm, motion by Heather Grass with a second by Heather Lander to enter into executive session for discussion of Superintendent Jared Fulgoni's evaluation pursuant to 1 MRSA section 405(6)(A).

Discussion: None.

Roll Call Vote: Heather Lander, Yes; Amy Hart, Yes; Linda Graban, Yes; Rachel Downs, Yes; Heather Grass; Yes.

Vote: 7 Yes; 0 Opposed

Public Session resumed at 6:43pm and the Board of Directors began their MSMA School Board Workshop, presented by Steven Bailey.

Adjournment: At 8:05pm, motion by Heather Grass with a second by Heather Lander to adjourn the meeting.

Discussion: None

Vote: 7 Approved; 0 Opposed

Respectfully submitted by,

Jared Fulgoni
RSU 63 Superintendent of Schools

Approved:



Regional School Unit 63 Clifton, Eddington, and Holden

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.

Jared Fulgoni
Superintendent of Schools

Kelly Theriault
Business Manager

Date: February 16, 2024
From: Kelly Theriault
RE: February Board Report

BUDGET & FINANCE

- Budget & Finance met on February 5, 2024. The committee reviewed the FY24 financials and set beginning FY25 budget workshop dates. The damage to the garage was discussed with feelings that the work should go through the formal bid process. It was decided to put the repair to bid, bids are due 2/26, and the will need board approval at the February board meeting.
- FY25 budget development is continuing. Currently version 2 is an increase of 11 %, with an assessment increase of 18%.
- The FY23 audit continues to move forward. The firm has had some staffing issues, causing some delays. The bid items are mostly done, we're down to the details that take more time to collect and review.

FOOD SERVICE

- Breakfast participation for the district for January was 35%; Lunch participation was 67%. (Comparatively in October breakfast participation was 34% and lunch was 63 %.)
- Holbrook has had some problems with their convection oven and we've had to have it serviced twice this month.
- The hood on the stove at Eddington has been rattling all year. We've had it looked at a couple of times but the equipment repair company and electrician were not able to resolve it. We had to call a fire suppression company to have it looked at.

STAFF ATTENDANCE

- Staff attendance for December and January was 92.9%. District wide we average 7 staff out a day. The numbers may be a little distorted for this window as it includes Christmas break.
- Administrations' attendance for December and January was 90%; of the 32 absences for administration, 27 of the days were vacation days around the holidays.
- Teacher attendance was 92.7% for the 2 months, averaging 3.5 staff out per day. 76.6% of absences were sick time, the remaining 23.4% was Earned paid leave time.
- Support staff (hourly staff) attendance was 93.7% for the period, averaging 2.9 staff out a day. 70.8% of absences were sick time, 11.5% was earned paid leave and the remaining days (17.7%) were vacation days used.

REPORTS

- Reports completed this month in the business office; MePERS, monthly school nutrition claim, DHHS benefits, Property & Casualty Insurance renewal application, Survey of Occupational Injuries and Illness (2), and Federal reimbursement invoicing.
- W2 forms=167; 1095 forms=127; 127 1094 forms=127; and 1099 forms=27.

MSAD63

Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget	Current Period	Reported Period	Encumbrances	Amount Remaining	Percent Remaining	Last Year Period
	7/1/2023 - 6/30/2024	2/1/2024 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2023 - 2/29/2024	7/1/2022 - 2/28/2023
Subtotal Regular Instruction	\$3,149,386	\$0	\$1,324,219	\$10,288	\$1,814,879	58%	\$1,532,169
Subtotal REg 9-12	\$2,927,838	\$0	\$1,350,223	\$0	\$1,577,615	54%	\$1,528,498
Subtotal Special Education	\$1,738,854	\$0	\$791,099	\$17,250	\$930,505	54%	\$755,291
Subtotal Staff & Student Sppt	\$593,888	\$0	\$337,557	\$7,353	\$248,978	42%	\$397,504
Subtotal Facilities	\$1,335,127	\$0	\$687,661	\$94,913	\$552,553	41%	\$886,001
Subtotal Transportation	\$773,665	\$0	\$333,001	\$26,121	\$414,543	54%	\$396,898
Sub Total Trans to Other Units	\$0	\$0	\$1,419	\$0	\$(1,419)	---	\$53,678
Subtotal System Administration	\$494,405	\$0	\$289,969	\$4,921	\$199,515	40%	\$287,579
Subtotal School Administration	\$485,832	\$0	\$308,196	\$423	\$177,213	36%	\$294,235
Subtotal Other Instrn	\$86,620	\$0	\$19,253	\$6,642	\$60,725	70%	\$23,793
Subtotal All Other	\$68,500	\$0	\$0	\$0	\$68,500	100%	\$0
Total Expenses	\$1,135,357	\$0	\$617,418	\$11,986	\$505,953	45%	\$605,607
Net Revenue over Expense	\$11,654,115	\$0	\$5,442,597	\$167,911	\$6,043,607	52%	\$6,155,646
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$0	\$0	\$0	\$0	\$0	---	\$0

Budget and Finance Committee Meeting February 5, 2024

Called to Order: 5:34pm

In Attendance: Members- Tracy Bigney, Linda Graban, Heather Lander, Jared Fulgoni, and Kelly Theriault. Others present-Rachel Downs.

Budget Update

Kelly Theriault, Business Manager, reported that at this point, the District is not in a deficit and is maintaining a positive balance. We won't add much to our fund balance, but given the budget challenges this year, this is a good outcome. The District has a comfortable funding balance, so the impact should be manageable. Transportation continues to be a concern. Another vehicle is out of service and will likely cost between \$4,500 and \$6,000 for repairs. Keith Kennedy, RSU 63 Mechanic, advised that he will look at the issues closer before sending to a repair shop. The initial diagnosis is the van needs a new transmission. We are unable to do this safely in-house as we do not have a vehicle lift. As of right now, the van has been towed back to the bus garage where it will remain until next budget year to be repaired. The Committee asked for an update on the status of the two bus drivers that are training? Both are waiting on dates in different phases: one is waiting for their written permit test, while the other waiting for their license test. Zachary Chenier, Transportation Coordinator, reports that they are confident that both trainees will pass their respective tests. In addition, discussion ensued regarding the bus garage. First, there was an update on the additional damage that has occurred due to the weather and passing of time, the track is now buckling on the good door. The Committee also decided to send the garage out to bid through the normal bid process in a final attempt to find a local contractor. Kelly Theriault advised that the bid process will take approximately two weeks and that the Committee should be aware that the District might lose the current contractor. Rachel Downs asked if the full board would be notified of this change, since the board had voted at the January meeting to move forward with the repairs as quoted. Kelly stated that by policy the Board would have to accept the bids, so it would be on the next agenda. Mr. Fulgoni advised no other notification was needed and reaffirmed that the Committee's decision to go to bid was made to absolve any concerns around the validity of the process.

FY25 Budget

The Committee set the following tentative dates to review the FY25 Budget:

- March 4, 2024 at 5:30pm, Holbrook Middle School
- March 20, 2024 at 5:30pm, Holbrook Middle School
- March 25, 2024 at 5:30pm, Holden Elementary School

Other

On January 19, 2024, RSU 63 received a Petition for Bargaining Agent Certification by Majority Sign-Up from the RSU 63 Education Association and the Maine Labor Relations Board to represent Educational Technicians and Food Service Workers. Kelly Theriault discussed that salary budget lines have accounted for this, but it is difficult to predict the final outcome of negotiations. She further explained that RSU 63 hourly wages are comparable with other area districts, so benefits would likely be the prominent change. She also made note that the Hourly Employee Handbook will need to be updated to reflect these changes once the Petition is approved, as well as salary and benefits for those hourly staff still covered by the handbook.

Next Meeting

March 4, 2024 at 5:30pm, Holbrook Middle School

Meeting Adjourned: 6:09pm

Approved:



Regional School Unit 63 Clifton, Eddington, and Holden

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Jared Fulgoni
Superintendent of Schools

Kelly Theriault
Business Manager

TO: RSU 63 BOARD of DIRECTORS
FROM: JARED FULGONI, SUPT OF SCHOOLS
RE: REPORT TO BOARD
DATE: 02/20/24

February is a busy time as we continue to formulate a budget for the fiscal year 2025. During the budget development process, we have had requests from the Chair of the Clifton Select Board, seeking information about the “per student expenditures” and the approximate cost to Clifton to educate its students. Further, The Business Manager and I attended a meeting with the Holden Town Manager to discuss the potential impacts of different budget scenarios. I appreciate the hard work of the cost center managers and the school district’s Business Manager in developing a budget that supports students learning in a fiscally responsible manner.

As I had mentioned earlier in the year, I will be taking a look at the feasibility of maintaining three school buildings and evaluating the possibility of consolidation. To this end the Penquist Regional Superintendents have proposed contracting with NESDEC to do a regional enrollment study. An updated enrollment study will give us projections for future enrollment and help us identify trends for either increases or decreases in the overall population for the area. This information will be incredibly valuable to the district as we consider how to move forward.

This month we posted the Elementary Principal’s position. Tina Dumond will be assembling a committee comprised of teachers, staff, parents, and a board member to review applications and interview candidates. Applications will be accepted thru March 11th. It is my hope that the committee will send me at least 2 finalists for consideration. Any questions for suggestions regarding the principal search process should be sent to Tina.

I had a follow-up call from Steve Bailey (MSMA) who complimented the Board and appreciated the Board’s participation in the workshop.

Michelle Archambault has been filling in as “Acting Principal” this past week in Mr. Meyer’s absence, and I sincerely appreciate her pinch hitting.



Regional School Unit 63 **Clifton, Eddington, and Holden**

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February 26, 2024

Dear Members of the Board,

Here is an update for you on the planning that has been happening for our district.

CURRICULUM:

Professional Development:

On Friday, March 15 we have a scheduled professional development day. This day is normally planned by the PREP (Penobscot River Educational Partnership) group. For the first hour, we will all be together to watch the Keynote Speaker Kim Strobel on The Science of Happiness *“Most humans only use about 10% of their potential. Kim shows us how we can begin to tap into the other 90% and find the power within ourselves. As a global speaker, Kim works with Fortune 500 companies, schools, and conferences all over the world. She encourages us to pivot through life’s challenges, take 100% responsibility for our lives, and live the life we were born to live. And when we do, the world opens up to us in big ways, and our performance in life and work gets enhanced.”*

On this day we will also be doing some vertical planning discussing standards, expectations per grade level and how they are being met at the different grade levels to prepare for the next. Staff will also be learning about what the expectations are for Wabanaki Studies.

Finally, I want staff to spend time learning how to look at student data and using it to enhance instruction. The second trimester ends the day before so we will have that data to analyze and learn how to use the analysis in our classroom.

ELA:

The focus this month for ELA has been figuring out how best to use our Literacy Grant money to support what is needed in our district. I sent a survey out to teachers asking what they have for materials and what they need. That, combined with feedback during grade level work, shows the need and want for a reading program that spans K-8 and follows best practices. The Curriculum Team and I have looked at a few programs and we believe we have found one we like. We had to work quickly on this as there was only

three weeks between when we found out the final amount of how much we were allocated and when the grant was due.

GRANTS:

Literacy Grant:

As I mentioned above, the grant has been written to allow us to order new reading program materials. The other part in the grant is providing professional development in content area literacy. Staff will be able to participate in a Thinkquiry book study. This will allow all staff to learn how to provide student learning strategies and collaborative routines that improve reading comprehension and vocabulary across content areas. Even if they do not attend the book study, I am purchasing enough books to provide to all classroom teachers and we will continue our learning during staff meetings and common planning times.

Maine Outdoor Learning Initiative:

I have not heard back about this grant yet. I have reached out to others that put in for this grant and they haven't heard anything either. I'll keep crossing my fingers hoping it gets approved!

Summer Learning and Enrichment Programming:

We have a chance to get funds through yet another grant. This is a competitive grant. The ARP Elementary and Secondary School Emergency Relief (ESSER) state funding can provide broad support for summer learning and enrichment programs. We will consider a variety of options for summer learning and enrichment programming such as a school run program and/or partnership with nonprofit or community organizations to address students' academic, social, emotional and mental health needs through a combination of activities.

I will be starting work on this over February break.

OTHER:

I am heading up a Principal Search Committee. The committee consists of a teacher from Eddington elementary and Holden elementary, an elementary specialist, an administrator, a board member, a parent and me. We are currently accepting applications until March 11. The committee will meet prior to that to go over interview questions. We will meet after the deadline to review applications and set up interview times.

Sincerely,

Tina Dumond

Director of Curriculum and Instruction



Regional School Unit 63
Office of Special Services
Clifton, Eddington, and Holden

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Director of Special Services Report – February 2024

The Special Education Department. is currently serving 247 students, broken down as follows:

Individualized Education Plans (IEPs)	148
504s	92
Currently in the Referral Process	7

The district currently has a total of 688 students. The following table is a breakdown of services being provided per level:

School/Level	IEPs	504s
High School (259 total students)	49	49
Eddington (120 total students)	27	4
Holden (140 total students)	41	12
Holbrook (169 total students)	31	27

The MSAA (Multi-State Alternate Assessment) testing window is 3/11/24 - 4/26/24. The MSAA is administered in grades 3-8 and 3rd year of high school and covers the content areas of mathematics, English language arts/literacy, and science. This assessment is designed for students with the most significant cognitive delays. Students who participate in this assessment must meet specific criteria and it must be documented on the IEP. Teachers and the Director of Special Education will be participating in training modules prior to 3/11/24.

The RSU63 Special Education Parent Advisory Council (SEPAC) is seeking members! The SEPAC is a resource for parents in the district to provide a forum for families to learn more about special education, provide support, discuss concerns, network with other families and advocate for children. A link to a survey to allow caregivers to express interest will be found in upcoming school newsletters.

We, in the special education department, continue to work closely with the regular education classroom teachers to assure that every student's needs are met.

Respectfully submitted,
Carolyn Brown
Director of Special Services



George Cummings
Technology Coordinator
p: 207.843.4316
e: gcummings@rsu63.org
www.rsu63.org

To: RSU 63 Board of Directors
From: George Cummings
Date: February 16, 2024
Re: Monthly Report

I submit this report to the School Board of Directors for February 2024.

NAEP 2024 Assessment

Students in grade 4 and grade 8 have been voluntarily selected to participate in the 2024 National Assessment of Educational Progress (NAEP) assessment. The NAEP assessment, often called The Nation's Report Card, is the largest nationally representative and continuing assessment of what America's students know and are able to do in various subject areas. Each student will take only one subject in either Math or Reading.

Part of being selected as NAEP testing site, required completing an internet connectivity survey, running a network diagnostic tool to confirm that testing bandwidth requirements are met and the setup of a dedicated Wi-Fi network for testing.

NAEP representatives will be on site at each school to administer the assessment and bring all necessary testing materials along with the Chromebooks that students will be using for testing.

Testing for grade 8 students will be on February 27th and on February 28th for grade 4 students.

Respectfully submitted,

Principal's Report February 2024

It's been a busy month at Holbrook. Basketball games, tournament games, and championship games along with practices have kept our 'A' and 'B' teams busy. 8th grade students assisting with the concession stand during games have also been keeping busy. Sign-ups for track, baseball and softball are taking place. Classrooms held their spelling bees and our top spellers participated in the school-wide bee. Lastly, there will be a new club offered after school on Wednesdays in March.

Sports Update: The Fall/Winter 23-24 season has officially ended. The B basketball teams participated in the PVML tournament games at Glenburn on Saturday, February 3rd. Our Holbrook girls B basketball team advanced on to the semi-final game in Orrington where they played a great game of basketball but in the end were defeated by the Orrington team. The A basketball teams as well participated in the PVML tournaments at Hampden Academy on Saturday, February 10th. Our Holbrook boys A basketball team advanced to the championship in Hampden where they played Caravel in a challenging game. The Holbrook boys A basketball team received the 2nd place trophy in the PVML A flight division. The Holbrook chess team had a fantastic season with a 2nd place standing in the PVML. The chess team ended their season with tournament play at Glenburn on Saturday, February 3rd.

Co-Curricular Activities: Clubs have continued with World Culture being the biggest draw. Homework support club has continued on Wednesdays in February helping students who need to get work done. A volleyball club has been being planned this month that will start in March.

Odyssey of the Mind: Ms. Swalec has started an Odyssey of the Mind (OM) club and the students are very excited about their selected problem, *Rocking World Detour*, and the upcoming competition.

Our 8th graders are preparing to move up to high school and have visited Brewer High School, Bangor High School, Hampden Academy and John Bapst to experience a typical day at those schools. These visits help them select a school they will feel comfortable in as they move on to 9th grade.

Our school-wide spelling bee was held on Thursday, February 15th in the Holbrook Gym. Students did a great job with a wide variety of words. Ultimately, the group was whittled down to the top four spellers. Congratulations go to Kat Rivera in first place; Jacob Leavitt, in second place; Sydney Kinkade, in third place; and Ella McAdam in fourth place. These students will compete in the regional bee at Glenburn on Tuesday, February 27th at the Glenburn School. Should one of our spellers come out on top in the regional bee they will move on to the state bee.

Staff Update: The staff mentors and coaches are continuing to support the new Holbrook teachers this year. Holbrook teachers have been very helpful in covering for each other when needed.

Student Population:

5th Grade – 42

6th Grade – 38

7th Grade – 44

8th Grade – 45

Total - 169

Respectfully Submitted,

Michele R Archambault

For Robert C Meyer



HOLDEN ELEMENTARY SCHOOL

Don Spencer, *principal* dspencer@rsu63.org
Heather Kiley, *secretary* hkiley@rsu63.org
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590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F:207-843-4329

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.”



I submit my February board report on behalf of the students and staff at the Holden Elementary School. There is **51** in 2nd, **42** in 3rd and **47** in 4th for a grand total of **140. (16 more than last year)**. The weather has been the “talk of the school” over the last few weeks. (Too cold to go out, no snow, rain, etc.) The children are hoping for snow for break that is for sure☺

The month of February has been pretty quiet, just a lot of after-school activities. We have over 100 students participating in Outing Club, theater and ski program; so nice to see this many involved that is for sure☺ Mrs. Nadeau and the Sunshine Club have been the leaders behind so many fun activities happening at the end of each month. Students dressing up, celebrating, and receiving prizes; including the Holden staff as well. Thanks☺☺☺

Our 4th graders participated in THE NAEP testing at the end of the month and I graciously took one for the team, a pie thrown in face; all for a great cause. (Get well Mrs. Moulton!!!)

Looking ahead, March indeed will be a busy month for sure. We will have a Maine author visit, (a grant we received with the help of Mrs. Sandy Brown will pay for her visit) early release and workshop days. March will end the 2nd semester (Wow!!!) Busy, busy, busy.....

Sincerely,

Mr. Spencer



EDDINGTON ELEMENTARY SCHOOL

Timothy Baker, principal tbaker@rsu63.org
Kelly Smith, secretary kjsmith@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawna Bickford, school nurse dbickford@rsu63.org

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

It is with great pleasure, I submit my February board report on behalf of the students and staff at Eddington Elementary School. The current enrollment at Eddington Elementary stands at 22 students in Pre-K, 52 in Kindergarten, and 46 in first grade, for a total of 120 students.

Plenty of things have been happening here at the Eddington School. February 2, being Groundhogs day, well here at the Eddington Elementary School, we celebrate Gnomeman day. The students had the opportunity to go outside to see if he saw his shadow and he did not see his shadow so we are hoping for an early spring this year.

The Holbrook Rec Department is once again sponsoring skiing/ snowboarding club for the students of RSU #63. We have 9 students signed up and having a great time going to Hermon mountain learning their skills to be better skiers. The Holbrook Rec. Department is also sponsoring an Outing Club after school for students of the Eddington School on Thursday. We have 26 students signed up and enjoy spending time after school with Mr.Sagehorn who does a remarkable job with the students.

February 12, 2024 the students here at the Eddington Elementary school celebrated the 100th day of school. The students and adults were given the opportunity to dress up as old folks. We saw some great costumes and the students had a lot of fun that day.

February 14, being Valentine's day, the students are looking forward to their class parties and sharing valentines with classmates. With Vacation just around the corner, the students are ready for a break. January is always a long stretch but now it is time to rest, spend time with family and friends, get some fresh air, and come back ready to continue growing and learning.

Timothy M. Baker
Assistant Principal RSU #63
Eddington Elementary School

February Board Report
Ryan Porter – Facilities/Maintenance Manager

Holbrook:

Was able to start scraping the #1 entrance way walls and ceiling and began patching the holes and corners with sheetrock mud. I was able to get the 2nd coat half on because I ran out of mud. In the library, a couple oh heat vents only seem to be working, the others were cool to the touch. I'm getting Mechanical Services to come over to check it out.

We had a ceiling leak in the upstairs hall on Monday morning when the custodian came in. Upon further inspection, DeVoe Construction found out that there were 2 coils that are in one of the ERV units had froze and burst. This was due to Trane's computer saying the unit was off, when in fact something was still running and created for them to freeze. DeVoe called and ordered the new parts but they are 30-35 days out. They plan on coming in over April break to install them as they are a pain to get to and will take them most of the week install.

I went to Lowes and picked up supplies and started mudding the yellow hall wall and prep for painting it over February break. I painted some samples on the wall of some different colors scheme ideas for people to see.

Eddington:

I removed snow and salted walkways since there were no daytime custodians. Had an interview for the custodial position. After interviewing him, we decided that this person would not be a good fit for this position. Called Mechanical Services to come look at a valve that was making a very loud horn noise. They found out that the valve was installed backwards and the noise we are hearing is from the hot water sneaking by the pneumatics. They just cracked the valve handle open enough so it won't make any more noise but still allow hot water to pass by to supply rooms. Their recommendation is to cut the existing valve off and replace it with a new one going the right way.

I need to call next week and set up an appointment for Morris Fire to come out and fix the problem with the hood/light in the kitchen. I have to find an electrician who works on Ansel fire suppression systems. We had hot water coming through the cold-water lines Thursday evening in the gym, gym bathrooms, kitchen & portable building. I was going to call this morning to get it looked at but I checked them again this morning just to make sure and all faucets had cold water on cold. It sounds to me that maybe the mixing valve had a malfunction or may be on its way out. We will keep an eye out on things and hopefully it doesn't happen again.

Holden:

I removed snow and salted walkways since there were no daytime custodians. After snow removal, I filled in as a custodian for the better part of the day. The new unit heater motor came in and DeVoe Construction came over to install it. They were able to get it up and running and adjusted the balance of it so it wasn't vibrating so much. The other unit I had to call Maine Controls because the heat keeps going past the setpoint. They found out in their program that one of the dampers is stuck open. They will be sending someone out to take a look at this and fix it. I had to adjust all the ERV units as they were sending out alarms codes on my computer program for dirty O/A filters & R/A filters. Set them to the correct settings so no alarms are going off now. Saving some money because they were able to show me how to adjust and fix these issues myself.

Room #39 had clogged sewer lines. I tried to plunge it for a while with the hopes it would free up but it didn't. When plunging the toilet, it was actually filling up the shower coming up from the drain. Nichol's Plumbing came over and tried to snake it out but were unsuccessful the first day. They came back the following day to try again and they had to use the pressure washer to finally free it up. In doing so, the plumber told me that they removed about a 5 gal. bucket of wipes from the pipe. I was aware of them using the wipes at the beginning of the school year and told the staff not to flush wipes even though they say flushable. A plumber had told me years ago not to do that. I made a sign above the toilet at the beginning of the year saying not to flush wipes and I provided them with a trash can with a lid to dispose them in. Clearly someone was still flushing them.

Maine Controls came in to fix the damper on the ERV unit in the gym and is now working they way it should.



RSU 63
Department of Transportation
202 Kidder Hill Road
Holden, ME 04429
(207) 561-9238
Zachary Chenier, Transportation Coordinator
Zchenier@rsu63.org



Clifton

Eddington

Holden

To RSU 63 Board of Education:

We have made it to under 100 days of school. We are officially fully staffed now; our one permitted driver passed her rod test on the 14th of February. This will allow for better flexibility when a driver is out due to illness. Our buses are doing good. This month we discovered that two of our buses will need to be brought to O'Connor's in Augusta due to the exhaust manifolds. Unfortunately, this repair will cost the school about \$5,000 for each bus. Right now, we are legally allowed to drive the bus and hold off on that repair. We are not equipped to do this kind of work due to the issues of having to pull the motor. We do not have the equipment for that. We currently have one van out of service due to the transmission. Just like the bus work this can cost up to \$5,000 due to not being able to do this job in house. We would need a car lift to do this because of the type of work it is. The lift is important as well as a whole. This is because by law to be able to inspect our own vans and service truck, we would need this lift. We have new state inspectors so we do not know what this means for our inspection license. The week of the 9th there was a pretty serious incident that happened on Bus K. Because of this I have been reviewing any and all Transportation Regulations that we have here at RSU 63. It is important to be up to date as we do not want to have another issue come up and not sure where to turn. I have added the draft of the regulation for your viewing. Here's to the final days ahead!

Best,
Zach Chenier
Transportation Coordinator

Transportation Regulations

DRAFT 1

Students shall **NOT** be permitted to ride school buses other than the bus or buses assigned.

Students identified as “walkers” will **NOT** be permitted to ride the school buses to and/or from the assigned “home” school. **Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the Transportation Coordinator.**

Changes of buses will only be permitted under the following circumstances:

1. A Parent changes residence during the school term (includes court-ordered dual custody situations)
2. A student was mistakenly assigned to an incorrect bus or buses at the start of the school term
3. A Parent changes daycare providers
4. A student is reassigned to a new school because of the required educational program
5. A temporary change is needed IE needs to go to grandparents’ house due to sitter issue.
6. An emergency develops relating to the family of the student where no one would be at the residence to send the student to school or to receive the student at the end of the school day and there are no other Parent arrangements that can be made for safe transportation other than by school bus. Any request for a temporary bus change shall go through the transportation office. After an administrator investigates the emergency, a pass shall be issued and this pass will be given to the Bus Driver of the temporary assignment

The district reserves the right to modify student bus assignments, bus routes and pickup/drop off times.

This Policy has been developed and will be used to gain a consistent level of operation from one school to another within the district; to help ensure the safety of all students assigned to the various schools within the district; and to have a more accurate method for identifying the location of students during the times of school bus transportation.

All students of the district share in the responsibility to provide a safe, efficient, and wholesome atmosphere on District buses. Students shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students shall cooperate fully with the bus drivers and the instructions and directives of the bus driver. The following rules apply to all students riding school buses:

1. Arrive at the assigned bus stop ten (10) minutes before scheduled pick-up times. Parents are responsible for their child/children meeting the bus schedule and

- their safety to and from pick-up points. Parents/ Guardians are responsible for their child's conduct at the bus stop both before and after school.
2. Students should stay at least 10 feet away from the roadway while waiting for the bus and at least 10 feet away from the moving bus and wait until the bus stops before approaching it.
 3. If a student is not going to be on the bus, he/she should let the driver know in advance. Parents may contact RSU 63 Transportation at 207-561-9238 or transportation@rsu63.org
 4. Students will only be picked up at designated stops (Unless arraignments have been made prior)

While on the Bus: Students will: Respect the bus driver, other students, property and themselves.

- Obey the bus driver's instructions/directions the first time given.
- Keep hands/feet off other people and their property.
- Sit while the bus is in motion.
- Speak only to those around them in conversational (inside) voices using respectful words.
- Communicate any problems or conflicts with the bus driver.
- not eat on the bus
- **be assigned a seat on the bus and expected to sit in assigned seats**

After Leaving the Bus:

- If a student must cross the road after leaving the bus, he/she shall wait for the driver's signal (Thumbs up) and then cross in front of the bus.
- If a student lives on the side of the road on which the bus stops, he/she shall move away from the bus immediately after getting off.
- Students will be dropped off only at designated bus stops.

SCHOOL BUS RIDERSHIP IS A PRIVILEGE AND NOT A RIGHT. Misconduct by bus passengers will result in having transportation privileges suspended. District reserves the right to suspend disruptive students from bus transportation, and students who misbehave may be denied the privilege of riding the bus, in which case Parent(s) must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus. **SUSPENSION FROM THE BUS IS NOT AN EXCUSE FOR BEING ABSENT FROM SCHOOL**, unless the infraction is of a serious nature, in which case a school suspension may be assigned in addition to the bus riding suspension. Parent will be held liable for any damages or destruction caused by their child to any property of another student or any part of the bus.

The district does not allow the use of physical force in the discipline of students except in those cases where it is reasonable for purposes of self-defense, to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the protection of property or in preventing bodily harm to others in accordance with District student discipline Policy.

Bus drivers shall report in writing on approved forms any infraction of the bus Policy to the Transportation Coordinator. Morning infractions would be given to the Transportation Coordinator by the end of the school day, while afternoon infraction must be reported by noon the following work day. Disciplinary steps shall be taken by the Transportation Coordinator in accordance with this Code.

Audio and/or video surveillance of school buses may be utilized by the district. The district shall provide proper notice to students and others that audio and/or video surveillance may occur on any transportation vehicle at any time. If video monitoring is utilized, a warning, via a posted decal, will inform riders that a video monitoring system may be used at any time.

The Transportation Coordinator is authorized to move directly to any offense when a criminal offense occurs such as assault, drug-related offenses, destruction of public property, possession of weapons, and similar acts. In this instance, the student will be disciplined in accordance with the decision of the Transportation Coordinator and or local law enforcement.

In the event that there are aggravating circumstances, discipline in addition to the discipline set forth above may be more severe.

A STUDENT WHO BECOMES A DISCIPLINE PROBLEM ON THE BUS WILL BE DEPRIVED OF THE PRIVILEGE OF RIDING ALL BUSES USED BY DISTRICT AS FOLLOWS:

Level I - Offenses

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the Transportation Coordinator
- General horseplay
- Littering
- Delaying bus services by tardiness, loitering, etc.

*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral Warning and parent contact
 - 2nd Referral parent contact and one (1/2) day bus suspension
 - 3rd Referral Suspended from bus three (3) days and parent conference
 - 4th Referral Suspended from bus up to five (5) days and parent conference
- *Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense.

Level II Offenses

Profanity/Obscene Gestures

Throwing objects

Rude, discourteous behavior directed at staff

Vandalism

Inappropriate verbal or physical conduct

Other safety violations that may interfere with the safe operation of the school bus

*The school administration may classify a Level III offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

1st Referral Suspension from bus up seven (7) days and parent conference

2nd Referral Suspension from bus ten (10) days and parent conference

3rd Referral Suspension from bus twenty (20) days, possible removal and parent conference

*Students damaging school buses will be responsible for the damage. Failure to pay such damages/ restitution (or make arrangements to pay) within two weeks will result in the loss of bus privileges until damages are paid.

*Additional Level II referrals will result in administrative review and may be accelerated to a Level III offense.

Level III Offenses

Possession, use or transfer of weapons
Profanity directed at staff
Impeding the operation of a school bus
Distribution, use or being under the influence of alcohol or controlled substance
Threatening harm to a school employee
Possession/use of tobacco products, e-cigarettes or vaping devices Fighting

*Additional Level III referrals will initiate an administrative review which may result in removal from the bus for the remainder of the school year.

Level III Consequences

Any referral - Minimum of (25) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

*If transportation is included in the child's IEP, a bus suspension must be treated as a suspension under 34 CFR §300.530 and all of the discipline procedures applicable to children with disabilities would apply. *

POLICY COMMITTEE MINUTES
Thursday, January 11, 2024
Eddington Elementary School

Members Present: Heather Grass, Matthew Campbell, and Rachel Downs

Members Absent: None

Also Present: Superintendent, Jared Fulgoni

1. Call to Order: The meeting began at 6:26pm.

2. Policies for 2nd Review

There were no recommended changes to IJND (District Issued Computing Device Usage at Home), JKAA (Use of Physical Restraint and Seclusion), or JKAA-R (Procedures on Physical Restraint and Seclusion). The Committee recommends sending to the Board for final approval.

3. Other

The committee discussed the need to create a policy regarding tuition to other educational institutions for RSU 63's kindergarten through eighth grade students. Superintendent Fulgoni will assist with the drafting of this policy and will bring to the next meeting for the Committee to discuss and review further.

4. Next Meeting Date: TBD

5. Adjourn: 6:50pm

1st Review Policy Committee: 11/06/2023
2nd Review Policy Committee: 01/11/2024
1st Reading by Board: 01/22/2024
3rd Review Policy Committee: 02/26/2024
2nd Reading by Board: 02/26/2024

RSU #63

- a. NEPN/NSBA Code: IJND
- b. Title: District Issued Computing Device Usage at Home
- c. Author: Board of Directors/Superintendent
- d. Replaces Policy:
- e. Date Approved: ~~09/27/2021~~ RSU #63
- f. Previously Approved: ~~09/27/2021~~ ~~04/24/2017~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Technology Committee/Policy Committee
- i. Date Reviewed: ~~08/16/2021~~ Technology Coordinator
~~08/25/2021~~ Policy Committee
- j. References:
- k. Narrative:

The RSU #63 Board of Directors (the Board) believes District issued computing devices (laptop or tablet) are valuable educational tool and should only be used for educational and/or research purposes consistent with the mission, goals, and objectives of RSU 63 (the District). Failure to comply with this policy and the procedures outlined herein may result in loss of the issued computing device privileges, disciplinary action, and/or legal action. The following outlines the process to be followed in order that students may take the computing device home to do their homework.

I. Signing Out a District Issued Computing Device

- A. In order for a District issued computing device, charger, and it's carrying case to be signed out by the student to take home, the student and parent/guardian MUST agree to the following responsibilities and rules.

1. Parent/Guardian Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with student.
- b. Discuss appropriate use of the internet and supervise student's use of the internet. **The District internet security filters do not protect the computing device from inappropriate internet content once they leave school grounds.**
- c. Supervise the students use of the computing device at home. The computing device should ALWAYS be used in a common family location so adult supervision can be maintained at all times. Students should not isolate themselves from others when using the device.
- d. Ensure the computing device is charged nightly and students begin the school day with a fully charged battery.

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- e. Agree to make sure the computing device, charger, and protective case is returned to the school at the end of each school year, upon student withdrawal from the District, or when requested by an RSU 63 Administrator or staff member.
- f. The parent/guardian **MUST** sign and return the Computing Device Maintenance Program form if they wish the student to be able to take the computing device home. Scholarships will be available to eligible families unable to pay the annual Maintenance fee. The Holbrook School Maintenance Program Form is attached as Exhibit A.

2. Student Responsibilities

- a. Read the Acceptable Use Policy (IJNDB) and discuss it with my parents/guardians.
 - b. Adhere to the terms of the RSU 63's Acceptable Use Policy and District guidelines each time the computing device is used, at home or at school.
 - c. Recharge the device nightly and begin the school day with a fully charged battery.
 - d. Keep the device in its assigned protective case at all times when not being used.
 - e. Do not give out personal information, such as name, address, photo, or other identifying information online.
 - f. Report loss/theft of computing device to parents, School Principal, and proper authorities (police) within 24 hours.
 - g. Report all problems and damage immediately to the School Principal or Technology Coordinator.
 - h. Do not remove or attempt to remove identification tags on the computing device or deface with stickers, marking pens, etc.
3. Students planning to sign out their device must inform their homeroom teacher in advance of this request to ensure the teacher's availability after school. Short- and long-term substitute teachers may sign out computing devices to the student providing the student has informed the substitute teacher in advance for the same reason as stated above. A card will be issued to each student to place in their computing device charging slot during the time it is taken home.

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4. Sign out times for devices will take place immediately after school unless alternative arrangements have been made with the homeroom teacher. Special arrangements (i.e., a parent/guardian signing out and picking up) must be made in advance for those students participating in extra-curricular activities. Devices are NOT to be taken into locker rooms, on playing fields, courts, or away games, etc.
- II. Devices should never be used on the bus or in any moving vehicle, sports practices or games, or in any location that would increase the risk of loss or damage to the computing device.
- III. Computing devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__
- IV. Return of the Computing Device to School:
 - A. The computing device, charger, and it's carrying case will be signed back in before or during homeroom on the school day following the day it was signed out or the day assigned for return. Parents/guardians will be contacted directly if a student returns to school without the complete unit, and will be expected to bring the entire unit to school immediately.
 - B. Failure to check the computing device in on time will result in the school revoking the privilege of signing out your computing device to take home for a period of time determined appropriate by the building principal.

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EXHIBIT A

**Holbrook School
Computing Device Maintenance Agreement
20__-20__ School Year**

Student Name: _____

Homeroom Teacher's Name: _____

Parent/Guardian: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Computing Device Maintenance Coverage

The Holbrook School Computing Device Maintenance Agreement covers the cost of *accidental* damage outside of school *only*. The Computing Device Maintenance Agreement *does not* cover in school or out of school damage caused by intentional or malicious behavior.

Damage to a computing device, its protective carrying case, or charger will be investigated by the district Technology Coordinator and the Holbrook School principal.

Should the investigation reveal that damages were caused by intentional or malicious behavior, replacement costs and/or repair for damages will be the sole responsibility of the parent(s)/guardian(s).

Computing devices must remain at Holbrook School from the Wednesday before vacation starts through the entire school vacation. The dates for the current school year are:

November __-__ December __-__ January __ February __-__ April __-__

Participation Information

_____ I elect to participate in the Holbrook School Computing Device Maintenance Agreement at a cost of \$25.00 for each student. Acquiring this maintenance protection means that my student's computing device may go home during the **20__ - 20__** school year.

Payment Options *(please select one of these options)*

_____ Full non-refundable/non-transferable payment of \$25.00.

_____ Scholarship assistance is requested. Please contact the building principal at 843-7769 for details on how you may still obtain the required maintenance coverage.

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** Please make check payable to Holbrook School **

Parent/Guardian
Signature _____

Date _____

By signing, you are acknowledging that you are participating in the Holbrook School Computing Device Maintenance Agreement and accept all aspects of the maintenance agreement.

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RSU #63

- a. NEPN/NSBA Code: JKAA
b. Title: Use of Physical Restraint and Seclusion
c. Author: Director of Special Services
d. Replaces Policy:
e. Date Approved: ~~11/29/2021~~ RSU #63
f. Previously Approved: ~~11/29/2021~~ ~~04/24/2017~~
g. Policy Expiration: Review as Needed
h. Responsible for Review: Superintendent, Director of Special Services & Policy Committee
i. Date Reviewed: ~~10/25/2021~~ Superintendent
~~10/12/2021~~ Director of Special Services
~~11/08/2021~~ Policy Committee
j. References: 20-A MRSA §§ 4014, 4502 (5)(M); 4009 Me. DOE reg., Ch. 33
Cross Referenced Policies: JKAA-R – Use of Physical Restraint and Seclusion-Administrative Procedures
JK – Student Discipline
KLG/KLG-R – Relations with Law Enforcement
EBCA – Comprehensive Emergency Management Plan
k. Narrative:

The RSU 63 Board of Directors (the Board) has adopted this policy and related administrative procedures (JKAA-R) to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of serious physical injury to the student or others.

State law and MDOE Rule Chapter 33 do not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

The Superintendent has overall responsibility for implementing this policy and the related administrative procedure, but may delegate specific responsibilities as they deem appropriate.

I. Definitions:

The following definitions apply to this policy and the accompanying procedure:

- A. **Physical restraint:** A personal restriction that immobilizes or reduces the ability of a student to move their arms, legs, or head freely.

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B. Physical restraint does not include any of the following:

1. Physical escort: A temporary, voluntary touching or holding of the hand, wrist, arm, shoulder, or back to induce a student to walk to a safe location.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. The use of adaptive devices or mechanical supports to achieve proper body position, balance or alignment to allow greater freedom of movement than would be possible without the use of such devices or supports.
4. The use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

C. Seclusion: The voluntary isolation or confinement of a student alone in a room or clearly defined area from which the student does not feel free to go or is physically denied exit.

D. Seclusion does not include:

Timeout: An intervention where a student requests, or complies with an adult request for, a break.

II. Procedures for Implementing Physical Restraint and Seclusion

A. The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation, and reporting, are included in administrative procedure, Policy JKAA-R.

III. Annual Notice of Policy/Procedure

A. RSU 63 will provide annual notice to parents/guardians of this policy/procedure by means determined by the Superintendent or the Superintendent's designee.

IV. Training Requirements

A. All school staff and contracted providers will receive an annual overview of this policy/procedure.

B. RSU 63 will ensure there are sufficient number of administrators and/or designees, special education, and other staff who maintain certification in a restraint and seclusion training program approved by MDOE. A list of certified staff will be

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updated annually and maintained in the Superintendent's Office, in each school building office, and in RSU 63's Comprehensive Emergency Management Plan.

V. Parent/Guardian Complaint Procedure

- A.** A parent/guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent and/or the Superintendent's designee will investigate the complaint and provide written findings to the parent/guardian within twenty (20) business days, if practicable.
- B.** A parent/guardian who is dissatisfied with the results of the local complaint process may file a complaint with the MDOE. The MDOE will review the results of the local complaint process and the related investigation and may initiate its own investigation at its sole discretion. The MDOE will issue a written report with specific findings to the parent/guardian and RSU 63 within sixty (60) calendar days of receiving the complaint.

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RSU #63

- a. NEPN/NSBA Code: JKAA-R
b. Title: Procedures on Physical Restraint and Seclusion
c. Author:
d. Replaces Policy:
e. Date Approved: ~~11/29/2021~~ RSU #63
f. Previously Approved: ~~11/29/2021~~ ~~04/24/2017~~
g. Policy Expiration: Review as Needed
h. Responsible for Review: Superintendent/Director of Special Services/
Policy Committee
i. Date Reviewed: ~~10/12/2021~~ Director of Special Services
~~10/25/2021~~ Superintendent
~~11/08/2021~~ Policy Committee
j. References: 20-A MRSA §§ 4014, 4502 (5)(M); 4009 Maine
Department of Education (MDOE) Rule,
Chapter 33

Cross Referenced Policies: JKAA - Use of Physical Restraint & Seclusion

JK – Student Discipline

KLG/KLG-R – Relations with Law Enforcement

EBCA – Comprehensive Emergency Management Plan

k. Narrative:

These procedures are established for the purpose of meeting the obligations of RSU #63 (the District) under state law/regulations and Board Policy JKAA governing the use of physical restraint and seclusion. These procedures will be interpreted in a manner consistent with state law and regulations.

I. PHYSICAL RESTRAINT:

To the extent possible, physical restraint will be implemented by staff certified in a training program approved by the MDOE. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues.

This procedure does not preclude law enforcement personnel from implementing physical restraints in carrying out their professional responsibilities.

A. Permitted Uses of Physical Restraint:

1. Physical restraint may be used only when the behavior of a student presents an imminent risk of serious physical injury to the students or others, and only after other less intrusive interventions have failed or been deemed inappropriate. The physical restraint must end immediately upon the cessation of the imminent risk of serious physical injury to the student

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or another person, and should involve the least amount of force necessary to protect the student or other person.

“Serious physical injury” is a physical injury that a reasonable person would consider to be serious for the victim if it were to occur.

2. Prescribed medications, harnesses, seat belts, and other assistive or protective devices may be used as permitted by law and described in Policy JKAA.
3. Parents/legal guardians may be requested to provide assistance with their child at any time.

B. Prohibited Forms and Uses of Physical Restraint:

1. Physical restraint may not be used for punitive purposes, as a therapeutic or educational intervention, for staff convenience, or to control challenging behavior.
2. Physical restraint may not be used solely to prevent property destruction or disruption of the environment in the absence of a risk of serious physical injury.
3. Physical restraint that is life threatening, restricts breathing or restricts blood flow to the brain, including prone restraint may not be used.
4. Physical restraint that relies on pain for control, including but not limited to joint hypertension, excessive force, unsupported take-downs (e.g., tackles), the use of any physical structure (e.g., wall, railing, or post), punching and hitting may not be used.
5. Physical restraint that is contraindicated based on the child’s disability, health care needs, or medical or psychiatric condition may not be used if documented in:
 - a. A health care directive or medical management plan;
 - b. A school-approved behavior plan;
 - c. An IEP or an Individual Family Service Plan (IFSP); or
 - d. A school-approved 504 or ADA plan.
6. Aversive procedures and mechanical and chemical restraints will not be used.
 - a. Aversive procedures are defined as the use of a substance or stimulus, intended to modify behavior, which the person administering it knows or should know is likely to cause physical

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and/or emotional trauma to a student, even when the substance or stimulus appears to be pleasant or neutral to others. Such substances and stimuli include, but are not limited to, infliction of bodily pain (e.g., hitting, pinching, slapping); water spray; noxious fumes' extreme physical exercise; costumes or signs.

- b. Mechanical restraints are defined as any restraint that uses a device to restrict a student's freedom of movement. Such restraints do not include adaptive devices or mechanical supports to achieve proper body position, balance or alignment to allow greater freedom of movement, or the use of vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.
- c. Chemical restraints are defined as the use of drug or medication that is not prescribed as the standard treatment of a student's medical or psychiatric condition by a licensed physician or other qualified health professional acting under the scope of the professional's authority under state law that is used on a student to control behavior or restrict freedom of movement.

C. Monitoring Students in Physical Restraint:

- 1. At least two adults must be present at all times when physical restraint is used except when, for safety reasons, waiting for a second adult to arrive is precluded by the particular circumstances.
- 2. The student must be continuously monitored until they no longer present a risk of injury or harm to the student or others.
- 3. If an injury occurs, applicable school policies and procedures should be followed.

D. Termination of Physical Restraint:

- 1. The staff involved in the use of physical restraint must continually assess for signs that the student in physical restraint is no longer presenting an imminent risk of serious physical injury to themselves or others, and the physical restraint must be discontinued immediately after it is determined that the imminent risk of serious physical harm has ended.
 - a. The time a student is in physical restraint must be monitored and recorded.
 - b. If physical restraint continues for more than ten (10) minutes, an administrator/designee will determine whether continued physical

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restraint is warranted, and will continue to monitor the status of the physical restraint every ten (10) minutes until the restraint is terminated.

- c. If attempts to release a student from physical restraint have been unsuccessful and the student continues to present behaviors that create an imminent risk of serious injury to the student or to others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organization.

II. SECLUSION:

To the extent possible, seclusion will be implemented by staff certified in a training program approved by MDOE. If untrained staff have intervened and initiated seclusion in an emergency, trained staff must be summoned to the scene as soon as possible.

A “timeout” where a student requests, or complies with an adult request for, a break is not considered seclusion under this procedure. Seclusion also does not include a situation where others are present in the room or clearly defined area with the student (including but not limited to classrooms, offices, or other school locations).

A. Permitted Uses and Location of Seclusion:

1. Seclusion may be used only as an emergency intervention when the behavior of a student presents an imminent risk of serious bodily injury to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate. The seclusion must end immediately upon the cessation of the imminent risk of serious physical injury to the student or another person. “Serious physical injury” is a physical injury that a reasonable person would consider to be serious for the victim if it were to occur.
2. Seclusion may be achieved in any part of a school building with adequate light, heat, ventilation, and of normal room height.
 - a. Seclusion may not take place in a locked room.
 - b. If a specific room is designated as a seclusion room, it must be a minimum of sixty (60) square feet; have adequate light, heat, and ventilation; be of normal room height; contain an unbreakable observation window in a wall of door; and must be free of hazardous materials and objects which the student could use to self-inflict bodily injury.

3. Parents/legal guardians may be requested to provide assistance with their child at any time.

B. Prohibited Uses of Seclusion:

1. Seclusion used for punitive purposes, as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior.
2. Seclusion used solely to prevent property destruction or disruption of the environment in the absence of an imminent risk of serious physical injury.
3. Seclusion is life threatening.
4. Seclusion that is contraindicated based on the child's disability health care needs, or medical or psychiatric condition if documented in:
 - a. A health care directive or medical management plan;
 - b. A school-approved behavior plan;
 - c. An IEP or IFSP; or
 - d. A school-approved 504 or ADA plan.

C. Monitoring Students in Seclusion:

1. At least one adult must be physically present to continuously monitor a student in seclusion. The adult, while not present in the room or defined area, must be situated so that the **student is visible at all times**.
2. The student must be continuously monitored until they no longer present an imminent risk of serious injury to the student or to others.
3. If an injury occurs, applicable school policies and procedures should be followed.

D. Termination of Seclusion:

The staff involved in the seclusion must continuously assess for signs that the student is no longer presenting an imminent risk of serious physical injury to the student or others, and the seclusion must be discontinued as soon as the imminent risk ceases.

1. The time a student is in seclusion must be monitored and recorded.
2. If seclusion continues for more than ten (10) minutes, an administrator and/or designee will determine whether continued seclusion is warranted, and will continue to monitor the status of the seclusion every ten (10) minutes until the seclusion is terminated.

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3. If attempts to release a student from seclusion have been unsuccessful and the student continues to present behaviors that create an imminent risk of serious physical injury to the student or to others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

III. Notification and Reports of Physical Restraint and Seclusion Incidents:

For purposes of this procedure, an “incident” consists of all actions between the time a student begins to create a risk of serious physical injury and the time the student ceases to pose that imminent risk and returns to their regular programming.

A. Notice Requirements

After each incident of physical restraint or seclusion:

1. A staff member involved in the incident will make an oral notification to the administrator and/or designee as soon as possible, but no later than the end of the school day.
2. An administrator and/or designee will notify the parent/legal guardian about the physical restraint or seclusion (and any related first aid provided) as soon as practical, but within the school day in which the incident occurred. The administrator and/or designee must utilize all available phone numbers or other available contact information to reach the parent/legal guardian. If the parent/legal guardian is unavailable, the administrator and/or designee must leave a message (if the parent/legal guardian has a phone and message capability) to contact the school as soon as possible. The parent/legal guardian must be informed that written documentation will be provided within seven (7) calendar days.
3. If the physical restraint or seclusion incident occurred outside the school day, the notifications must be made as soon as possible and in accordance with RSU 63 usual emergency notification procedures.
4. If serious bodily injury or death of a student occurs during the implementation of physical restraint or seclusion, the RSU 63 emergency notification procedures will be followed and an administrator and/or designee will notify the MDOE within twenty-four (24) hours or the next business day.

B. Incident Reports:

Each use of physical restraint or seclusion must be documented in an incident report. The incident report must be completed and provided to an administrator and/or designee as soon as practical, and in all cases within two (2) school days of the incident. The parent/legal guardian must be provided a copy of the incident

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report within seven (7) calendar days of the incident.

The incident report must include the following elements:

1. Student name;
2. Age, gender, and grade;
3. Location of the incident;
4. Date of the incident;
5. Date of the report;
6. Person completing the report;
7. Beginning and ending time of each physical restraint and/or seclusion;
8. Total time of incident;
9. Description of prior events and circumstances;
10. Less restrictive interventions tried prior to the use of physical restraint and/or seclusion and, if none were used, the reasons why;
11. The student behavior justifying the use of physical restraint or seclusion;
12. A detailed description of the physical restraint or seclusion used;
13. The staff person(s) involved, their role in the physical restraint or seclusion, and whether each person is certified in an approved training program;
14. Description of the incident, including the resolution and process of returning the student to their program, is appropriate;
15. Whether the student has an Individual Education Plan (IEP), 504 Plan, Behavior Plan, Individual Health Plan (IHP), or any other plan;
16. If the student and/or staff sustained bodily injury, the date and time of nurse or other response personnel notification, and any treatment administered;
17. The date, time, and method of parent/legal guardian notification;

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18. The date and time of the administrator and/or designee notification; and
19. Date and time of staff debriefing.

Copies of the incident report(s) will be maintained in the student's file and in the RSU #63 Special Services Office.

IV. RSU #63's Response Following the Use of Physical Restraint or Seclusion:

- A. Following each incident of physical restraint or seclusion, an administrator and/or designee will take these steps within two (2) school days (unless serious bodily injury requiring emergency medical treatment occurred, in which case these steps must take place as soon as possible, but no later than the next school day):
 1. Review the incident with all staff persons involved to discuss (a) whether the use of physical restraint or seclusion complied with state and school board requirements, and (b) how to prevent or reduce the need for physical restraint and/or seclusion in the future.
 2. Meet with the student who was physically restrained or secluded to discuss (a) what triggered the student's escalation, and (b) what the student and staff can do to reduce the need for physical restraint and/or seclusion in the future.
- B. Following the meetings, staff must develop and implement a written plan for response and de-escalation for the student. If a plan already exists, staff must review it and make revisions, if appropriate. For the purpose of this procedure, "de-escalation" is the use of behavior management techniques intended to cause a situation involving problem behavior of a student to become more controlled, calm, and less dangerous, thus reducing the risk of injury or harm.

V. Procedure for Students with Three Incidents Within a School Year

The school district will make reasonable, documented efforts to encourage parent/legal guardian participation in the meetings required in this section, and to schedule meetings at times convenient for parents/legal guardians to attend.

A. Special Education/504 Students

1. After the third incident of physical restraint and/or seclusion in one school year, the student's IEP or 504 Team will meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment (FBA) and/or develop a behavior intervention plan (BIP), or amend an existing one.

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B. All Other Students:

1. A team consisting of the parents/legal guardians, administrator/designee, and/or designee, a teacher for the student, a staff member involved in the incidents (if not the administrator/designee or teacher already invited), and other appropriate staff will meet within ten (10) school days to discuss the incidents.
2. The team will consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA and/or develop a BIP.

VI. Cumulative Reporting Requirements:

A. Reports within the District

1. In conjunction with the Director of Special Services, each building administrator must report the following data on a quarterly and annual basis:
 - a. Aggregate number of uses of physical restraint;
 - b. Aggregate number of students placed in physical restraint;
 - c. Aggregate number of uses of seclusion;
 - d. Aggregate number of students placed in seclusion;
 - e. Aggregate number of students with disabilities having IEPs or 504/ADA plans who are placed in physical restraint;
 - f. Aggregate number of students with disabilities having IEPs or 504/ADA plans who are placed in seclusion;
 - g. Aggregate number of serious physical injuries to students related to the use of physical restraints;
 - h. Aggregate number of serious physical injuries to student related to the use of seclusion;
 - i. Aggregate number of serious physical injuries to staff related to the use of physical restraint; and
 - j. Aggregate number of serious physical injuries to staff related to the use of seclusion.
2. The Superintendent will review the cumulative reports and identify any

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areas that could be addressed to reduce the future use of physical restraint and seclusion.

B. Reports to Maine Department of Education

The Superintendent will submit an annual report to the MDOE on an annual basis that includes the information in Section VII. A. 1 above.

MINUTES

BANGOR SCHOOL COMMITTEE
REGULAR MEETING
7:00 p.m., Wednesday, January 24, 2024

School Committee Members Present: Chair Marwa Hassanien, Timothy Surette, Katie Brydon, Shelly Okere, Imke Schessler-Jandreau, and Ben Sprague. Vice Chair Sara Luciano was absent.

- A. 1. & 2. The meeting was called to order at 7:00 p.m. by Chair Marwa Hassanien and the pledge of allegiance followed.
- B. Adjustments to the Agenda:
No adjustments to the agenda
- C. Public Comments:
No public comments
- D. 2. a. Superintendent Tager and Bangor High School Principal Paul Butler discussed and presented a donation to Bangor High School from student owned business Sneaks and Deals, LLC. The donation of \$7500 will assist fellow students in need of assistance obtaining footwear.
- b. Business Director Jerry Hayman and Consulting Engineer Randy Bragg of Carpenter Associates discussed the Oak Point Study and future construction plans for Bangor School Department.
- c. Superintendent Tager reported the following teacher reassignments:
Heidi Robinson from Resource Room Teacher at Mary Snow to Resource Room Teacher at (.9) Mary Snow School and (.1) William S. Cohen School.
- E.1.a.1. VOTED 6-0 to approve the Minutes of the December 13, 2023 Regular School Committee Meeting.
- b. 1. VOTED 6-0 to approve the June Budget transfers.
2. VOTED 6-0 to approve the January Bids and Quotations Report.
3. VOTED 6-0 to approve the School Revolving Renovation Fund.
- c. VOTED 6-0 approve the following Extra-Duty Assignments for school year 2023-2024:
- | | | |
|---------------------------------------|------------------------------|--------------------|
| Derek Fournier (2 nd yr) | Asst. Hockey Coach | Bangor High School |
| Parker Sanderson (1 st yr) | JV Hockey Coach | Bangor High School |
| Michael Fagone (2 nd yr) | Girls Varsity Lacrosse Coach | Bangor High School |
| Sophia Sciarappa | Varsity Softball Coach | Bangor High School |

- d. Committee Member Ben Sprague shared the following donations:

To Vine Street School from Bangor Savings Bank, clothes and snacks to support students, having a total dollar value of \$500.

To Vine Street School from Charleston Church, winter coats for students, having a total dollar value of \$540.

To Downeast School from Bangor Savings Bank, snacks to support students, having a total dollar value of \$300.

To Downeast School from Box Tops for Kids, a cash donation, having a total dollar value of \$209.10.

VOTED 6-0 to approve all donations.

- E. 2. a. 1-8 Superintendent Tager recommended the first reading of the following revised policies:

1. Revised Policy ICA – 2023-2024 Calendar
2. Revised Policy IIA – Selection of Instructional and Library Media Materials
3. Revised Policy JEA – Compulsory Attendance
4. Revised Policy JEAA – Student Attendance/Student Absences and Tardiness
5. Revised Policy JECA – Admission of Resident Students
6. Revised Policy JECB – Non-Resident Students
7. Revised Policy JEFA – Closed Campus, Secondary Schools
8. Revised Policy JICIA – Weapons, Violence, and School Safety

VOTED 5-0, 1 abstain, to approve revised policies.

- F. 1. Member Imke Schessler-Jandreau thanked the principals for the recent west side school tours and the consistent PBIS messaging seen in the schools as well as the work being done to improve attendance.

Chair Marwa Hassanien also thanked the principals for the recent tour of the west side schools.

Chair Marwa Hassanien congratulated Bangor High School teacher Kelsey Stoyanova on her recent UMO Rising Star award.

Member Shelly Okere spoke about the positive experience touring the west side schools.

Member Katie Brydon thanked the west side schools.

- F. 3. Member Katie Brydon shared information from her first meeting at UTC. The yearly skills competition will be March 15th this year, invitations to follow. UTC is currently planning to expand its student capacity, with Bangor being the largest sending school they would like to increase from two to three Bangor representatives. The third representative could be a member of the community.

Member Tim Surette added that the support for the students during the recent winter storm was much appreciated.

Member Katie Brydon also commended the Principals for their flexibility and support during the recent storms.

Chair Marwa Hassanien spoke about the recent DEIB meeting. DEIB now has Mental Health Advisory, Professional Development, and recruiting sub committees.

Member Shelly Okere updated the committee on the recruiting and hiring of consultants and noted that they are working on revamping the application process.

- F. 4. Members Dusablon and Crespo reviewed current events at the high school including JMG Blood Drive, military assessment, upcoming hockey game, new student ambassadors and new clubs including karaoke.
- H. 1. Important dates were reviewed by Chair Marwa Hassanien.
- I. Member Tim Surette asked if the meeting scheduled for February 14th could be rescheduled.
- J. VOTED 6-0 to adjourn the meeting at 8:10 p.m.

Respectfully Submitted,



James R. Tager
Superintendent of Schools