

**RSU 63 Board of Directors
Monday, January 22, 2024
6:30pm
Eddington Elementary School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Executive Session – Discussion of Superintendent Jared Fulgoni’s Evaluation Pursuant to 1 M.R.S.A. § 405(6)(A)

Approval of Minutes for November 27, 2023 Board Meeting

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

- 4th Grade Santa Elf Fund raised \$998 and provided gifts to over 30 children and Christmas dinners.
- Recognition of Don Spencer, Principal, for 35 years of service to RSU 63.

Acceptance of Gifts/Donations

Presentation

Questions and Comments from the Public

Dates of Next Meetings

1. **Budget and Finance Committee Meeting:** February 5, 2024 at 5:30pm, Holbrook Middle School
2. **Executive Session followed by MSMA School Board Workshop:** February 5, 2024 at 6:15pm, Holbrook Middle School Library
3. **Curriculum Committee:** March 19, 2024 at 5:30pm, Holbrook Middle School Conference Room
4. **Board Meeting:** February 26, 2024 at 6:30pm, Holbrook Middle School Cafeteria

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 Quotes

New Business

1. Policies to Approve, 1st 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
2. Representation of Education Technicians and Food Service Workers by the Maine Education Association

Personnel Actions

1. Resignations/Retirements
 - a. Stephen Inman, Eddington Custodian resigned, effective as of January 16, 2024.
 - b. Hannah Foster, Occupational Therapist resigned, effective as of February 11, 2024.
2. Elections
3. Appointments
4. Reassignments
5. Searches
 - a. Substitute Bus Drivers
 - b. Anticipated Custodian
 - 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: November 27, 2023
Location: Holbrook Middle School
Minutes

RSU 63 Board Member(s) Present:

Town of Holden: Amy Hart, Tracy Roberts, 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 6:33pm followed by the flag salute and moment of silence.

At 6:34pm, motion by Amy Hart with a second by Heather Grass 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; Tracy Roberts, Yes; Amy Hart, Yes; Linda Graban, Yes; Tracy Bigney, Yes; Rachel Downs, Yes; Heather Grass, Yes.

Vote: 7 Yes; 0 Opposed

Public Session resumed at 7:29pm.

Motion by Amy Hart with a second by Rachel Downs to approve the minutes for the October 23, 2023 Board Meeting Minutes.

Discussion: None.

Vote: 7 Approved; 0 Opposed

Recognition and/or Awards of Students, Staff, and Other: Superintendent Fulgoni introduced Kat Rivera, her family, and teacher Desiree McCarthy. Kat placed first in the Cole Land Transportation Museum's Veteran Essay Contest, which she wrote about her interview and meeting with Navy Veteran Clark Thompson. She read her essay to the Board and attendees. After her reading, Heather Lander recognized the Parent Teacher Group (PTG) for doing a great job within the community, specifically on the Trunk or Treat, which was a huge success. In December, the PTG will be hosting additional events for Christmas. She also introduced the new members of the PTG: Emily Robertson, Julie Anna Prentiss, Mindy Bryner, and Kate Foster.

Acceptance of Gifts and Donations: Superintendent Fulgoni acknowledged the support from the community the last month. Maine Military Supply donated \$500 to the theatre program, as well as 600' of paracord to the Chris Greeley Day of Service Group for a service project at Holbrook Middle School. In addition, donations were received for the Sponsor a Child program, including \$1000 from the Holden Police Department for 25 Days of Kindness. East Eddington Community Church also donated \$1000 to the program.

Motion by Linda Graban with a second by Rachel Downs to accept the donations.

Discussion: None.

Vote: 7 Approved; 0 Opposed

Presentation:

Kristina Dumond, Director of Curriculum and Instruction, presented the 2023 NWEA and MTTY data for each school broken down further by grade level. This data shows where the gaps are in each grade and subject. She summarized the areas that RSU 63 is falling below expectations by grade levels for both Math and Reading. She explained that she was not able to pull the Special Education data on its own, but there is a training coming up that she will take to learn how to cull. Superintendent Fulgoni added that Special Education and low-income students are the two groups of students that bring overall percentages down so it is important to analyze the areas they struggle.

Kristina Dumond explained that focus is being put on ELA this year, which will make positive improvements in all areas of study going forward. There was a short discussion regarding action plans around the data and the oversight on applying data in the classrooms. Principal Spencer explained that teachers use individualized data in the classrooms and interventionists work one on one with the children that are struggling in certain testing areas. Next, Kristina Dumond reviewed the science data, which showed that RSU 63 scored above the state average. She attributed this to the middle school students working with the RISE program and University of Maine and that starting from Pre-K, students are focused on workshop models that allow for student centered learning. Superintendent Fulgoni, however, stressed that although we scored above the state average, the overall state average dropped, and due to our programs and district resources, we should be well above average, so there is still much room for improvement.

Questions and Comments from the Public:

Sarah Lane of Holden questioned how staff would be held accountable for training and professional development so that student's test scores improve. She specifically asked what is the accountability for teachers that receive years' worth of feedback with no changes.

Dates of Next Committee Meetings:

There was a short discussion to change the times of the Budget and Finance Committee Meeting and Policy Committees' so that the two meetings do not overlap. Budget and Finance was changed from 5:30pm to 5:15pm and Policy was changed from 6:00pm to 6:15pm.

Budget and Finance Committee: December 4, 2023 at 5:15pm, Holbrook Middle School
Policy Committee: November 6, 2023 at 6:15pm, Holbrook Middle School
Curriculum Committee: December 12, 2023 at 5:30pm, Holbrook Middle School
MSMA School Board Workshop: December 18, 2023 at 6:30pm, Holden Elementary

Budget and Finance: Rachel Downs asked if there was a decision on whether to bring out the salad bar every day at school for lunches. Kelly Theriault explained that it is being considered, but it involves a lot of extra labor, however, after New Years' they may try doing every other day. Superintendent Fulgoni then asked how the extra portions have been received by the students and it was discussed that there has been a lot of waste and leftovers. The chocolate milk shortage was also discussed so that the Board and parents understand that it is a nationwide issue with the packaging of the milk.

Nothing to add to the Budget and Finance Committee Report.

Superintendent's Report: Superintendent Fulgoni thanked Kristina Dumond for a successful Professional Development Day and offering choices for the attendees in workshops. He has received a lot of positive feedback from Staff about the changes. He also noted that enrollment numbers were added to the Board Package, per the Board's request at the October 23, 2023 Meeting. He also commended the Brewer School Department about being proactive with removing non-attending students from the tuition invoices this year.

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

Discussion: None.

Vote: 7 Approved; 0 Opposed

Old Business:

A motion to approve scheduling the MSMA School Board Workshop in lieu of the Board of Director's Meeting on December 18, 2023 was made by Amy Hart and seconded by Heather Lander.

Discussion: None.

Vote: 7 Approved; 0 Opposed

New Business:

Policies to Approve, Second Reading:

A motion to approve the EBABA (Chemical Hygiene Plan) Policy was made by Heather Grass and seconded by Amy Hart.

Discussion: None

Vote: 7 Approved; 0 Opposed

A motion to approve the KF (Community Use of School Facilities and RSU 63 Equipment) Policy with noted revisions was made by Linda Graban and seconded by Rachel Downs.

Discussion: Tracy Bigney discussed approving once vaping language is added to Section IV, Part C of the RSU #63 Facilities Use Application and Agreement Form.

Vote: 7 Approved; 0 Opposed

Personnel Actions:

Resignations/Retirements: None.

Elections: None

Appointments: Megan Harvey, Administrative Assistant to the Superintendent; Connor Young, Custodian, Eddington; Dennis Whitney, Girls A Basketball Coach; Gene Worster, Boys B Basketball Coach; Matthew Pushard, Long Term Physical Education Substitute, Holbrook; and Abigail McCarthy, Ed Tech 1, Eddington.

Reassignments: None

Searches: Ed Tech I, Holden and Substitute Bus Drivers.

Adjournment: At 8:10pm, motion by Heather Grass with a second by Rachel Downs 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: January 16, 2024
From: Kelly Theriault
RE: January Board Report

BUDGET & FINANCE

- Budget & Finance met on December 4, 2023 and January 8, 2024. We discussed the ongoing FY24 budget concerns. We're slowly closing the gaps. Special Education and Transportation continue to be ongoing problem areas. We are continuing to closely monitor the FY24 budget. Mr. Fulgoni updated the committee on current tuition agreements and policies/practices as well as superintendent agreements. Mr. Chenier presented on the Clean Energy Bus Grant he'd like to apply for.
- We finally got the insurance approval for the fall damage on the bus garage. The insurance company could not find any adjusters in the area available and asked that we do that and send them the estimates. Mr. Chenier reached out to several local companies for a repair estimate with no success, but was able to get a proposal from an out of state company, which was accepted by our insurance. The finance committee asked that Mr. Chenier reach out to local contractors again to see if any are interested in the job before moving forward. The board will be asked to approve the repair work at the board meeting so we can get that work started.
- Most of the department FY25 budgets are complete for round one. Mr. Fulgoni and I will start meeting with the department leaders in early February to get the full budget ready for the budget and finance committee.
- The FY23 audit continues to move forward. We're mostly done the general audit, but are just starting the federal compliance portion. The will be onsite in February.

FOOD SERVICE

- The Eddington convection oven was installed on December 27th. Ms. Wendy reports it is working great and she loves it! We had one bid for the disposal of the old unit. The bidder was a local resident, who (upon acceptance) picked up and took the old unit out.
- We received another round of supply chain assistance funding. This round was \$14,737. We are no having the same on-going delays or issues with supply chain that we've had the last couple of years, but we still do randomly have issues pop up (milk, cereal). The bigger issue is the increased costs.

REPORTS

- Reports completed this month in the business office; MePERS, monthly school nutrition claim, 940ME, quarterly unemployment, 941, and Federal reimbursement invoicing.
- We are also working on year end reconciliations and W2 and 1099 processing.

MSAD63

Income Statement Hot Lunch

Report # 31044

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances		
	12/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023		
00000 OVERHEAD					
6000-0000-00000-4162100-950 A La Carte Sales	0.00	0.00	0.00		
6000-0000-00000-4455020-950 SCHOOL LUNCH OTHER REVENUE	0.00	0.00	0.00		
TOTAL 00000 OVERHEAD	\$0.00	\$0.00	\$0.00		
10000 REGULAR INSTRUCTION					
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	0.00	(2,398.00)	0.00		
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	(35,188.05)	(59,420.90)	0.00		
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	0.00	0.00		
6000-0000-10000-4455000-950 SCHOOL LUNCH REVENUES	0.00	0.00	0.00		
6000-0000-10000-4455100-950 SCHOOL LUNCH SUBSIDY-FED REG	(3,130.08)	(6,095.04)	0.00		
6000-0000-10000-4455200-950 CNP Fed meal Reimb Red	(1,961.07)	(2,088.57)	0.00		
6000-0000-10000-4455300-950 CNP Fed Lunch FR	(9,863.74)	(15,622.64)	0.00		
6000-0000-10000-4455400-950 CNP Fed Breakfast	(5,509.68)	(8,438.28)	0.00		
6000-0000-10000-4456100-950 Supply Chain Asst Revenue	0.00	0.00	0.00		
6000-0000-10000-4520100-950 LOCAL TRANSFER IN	0.00	0.00	0.00		
TOTAL 10000 REGULAR INSTRUCTION	\$(55,652.62)	\$(94,063.43)	\$0.00		
31000 FOOD SERVICE OPERATIONS					
6000-0000-31000-4455100-900 SCHOOL LUNCH STATE SUBSIDY	0.00	0.00	0.00		
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	10,021.94	50,427.54	0.00		
6000-0000-31000-5202040-950 UNEMPLOYMENT	0.44	4.82	0.00		
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	36.36	298.23	0.00		
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	5,574.93	17,111.73	0.00		
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	114.40	586.14	0.00		
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	140.16	709.41	0.00		
6000-0000-31000-5218000-950 FICA/MEDI	599.33	3,033.42	0.00		
6000-0000-31000-5218010-950 FICA/MEDI	0.00	0.00	0.00		
6000-0000-31000-5218015-950 Dental	0.00	0.00	0.00		
6000-0000-31000-5218020-950 FICA/MEDI	0.00	0.00	0.00		
6000-0000-31000-5238000-950 RETIREMENT CONT./REGULAR E/E	38.98	177.61	0.00		
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	0.00	6,475.00		
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	3,841.62	35,983.75	0.00		
6000-0000-31000-5630030-950 SNACK	0.00	61.54	0.00		
6000-0000-31000-5630035-950 AFTERSCHOOL SNACK	0.00	0.00	0.00		
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	135.70	8,289.52	2,954.00		
6000-0000-31000-5890000-950 Repairs	0.00	1,454.59	348.41		
TOTAL 31000 FOOD SERVICE OPERATIONS	\$20,503.86	\$118,138.30	\$9,777.41		
31100 SUMMER FOOD PROG					
6000-0000-31100-5630000-950 FOOD-SFSP	0.00	0.00	0.00		
6000-0000-31100-5631000-950 NON FOOD SUPPLIES - SFSP	0.00	0.00	0.00		
TOTAL 31100 SUMMER FOOD PROG	\$0.00	\$0.00	\$0.00		
31200 A LA CARTE					

MSAD63

Income Statement Hot Lunch

Report # 31044

Account Number / Description	Current Period	Reported Period	Encumbrances		
	12/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023	7/1/2023 - 12/31/2023		
6000-0000-31200-5630000-950 A LA CARTE FOOD	0.00	0.00	0.00		
6000-0000-31200-5631000-950 A LA CARTE NON FOOD	0.00	0.00	0.00		
TOTAL 31200 A LA CARTE	\$0.00	\$0.00	\$0.00		
31300 CNP Breakfast					
6000-0000-31300-4455400-950 CNP Fed Breakfast	0.00	0.00	0.00		
TOTAL 31300 CNP Breakfast	\$0.00	\$0.00	\$0.00		
31400 CNP Lunch					
6000-0000-31400-4455300-950 CNP Fed Lunch Reimb	0.00	0.00	0.00		
TOTAL 31400 CNP Lunch	\$0.00	\$0.00	\$0.00		
31600 Afterschool Snack					
6000-0000-31600-4437000-950 CNP afterschool Snack	(34.85)	(34.85)	0.00		
TOTAL 31600 Afterschool Snack	\$(34.85)	\$(34.85)	\$0.00		
GRAND TOTAL	\$(35,183.61)	\$24,040.02	\$9,777.41		

MSAD63

Warrant Article Summary Financial YTD

Report # 31042

Statement Code: ArtSummFin

Account Number / Description	Revised Budget 7/1/2023 - 6/30/2024	Current Period 12/1/2023 - 12/31/2023	Reported Period 7/1/2023 - 12/31/2023	Encumbrances 7/1/2023 - 12/31/2023	Amount Remaining 7/1/2023 - 12/31/2023	Percent Remaining 7/1/2023 - 12/31/2023	Last Year Period 7/1/2022 - 12/31/2022
Subtotal Regular Instruction	\$3,149,386	\$211,559	\$1,033,929	\$12,123	\$2,103,334	67%	\$1,094,212
Subtotal REg 9-12	\$2,927,838	\$86,187	\$909,579	\$0	\$2,018,259	69%	\$942,199
Subtotal Special Education	\$1,738,854	\$91,993	\$552,382	\$26,234	\$1,160,238	67%	\$542,928
Subtotal Staff & Student Sppt	\$593,888	\$39,343	\$279,313	\$5,479	\$309,096	52%	\$334,716
Subtotal Facilities	\$1,335,127	\$44,679	\$567,257	\$141,722	\$626,148	47%	\$731,645
Subtotal Transportation	\$773,665	\$35,985	\$272,014	\$40,557	\$461,094	60%	\$299,098
Sub Total Trans to Other Units	\$0	\$161	\$1,103	\$0	\$(1,103)	---	\$40,421
Subtotal System Administration	\$494,405	\$31,078	\$246,635	\$5,128	\$242,642	49%	\$225,561
Subtotal School Administration	\$485,832	\$38,372	\$255,506	\$705	\$229,621	47%	\$227,318
Subtotal Other Instrn	\$86,620	\$3,295	\$15,358	\$8,548	\$62,714	72%	\$14,108
Subtotal All Other	\$68,500	\$0	\$0	\$0	\$68,500	100%	\$0
Total Expenses	\$1,135,357	\$72,745	\$517,499	\$14,381	\$603,477	53%	\$466,987
Net Revenue over Expense	\$11,654,115	\$582,652	\$4,133,076	\$240,496	\$7,280,543	62%	\$4,452,206
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$0	\$0	\$0	\$0	\$0	---	\$0

Budget and Finance Committee Meeting

December 4, 2023

Called to Order: 5:15pm

In Attendance: Members- Tracey Bigney, Linda Graban, Heather Lander (arrived 5:24pm, departed 6:00pm), Jared Fulgoni, and Kelly Theriault.

Transportation – Clean Energy Bus Grant

Zachary Chenier, Transportation Coordinator, discussed the different options under the clean-energy bus grant [Electric, Propane, and Compressed Natural Gas (CNG)]. He recommends that RSU 63 apply to the grant for an electric bus. He stated that our current fleet has a bus ready to scrap and a need to purchase at least one new bus. If we meet all the criteria for the grant, the grant would pay up to \$345,000, which will cover the bus with a little left over that can go towards charging equipment. Mr. Chenier estimates that the district would need to pay approximately \$20,000 to cover the rest of the startup costs. Kelly stated this would be comparable to what would be budgeted for one lease payment. Zach has spoken with a couple of transportation companies who are currently running electric buses in their fleet, including John T Cyr in our region, and has gotten positive feedback. He will contact additional schools that have electric buses to get a better estimate of ongoing costs, such as batteries, electric bill increases due to charging, and other charging costs. He also went over the reasons he does not recommend a CNG or propane bus. In order to apply for the grant, he will need board authorization. The Committee asked that he bring some additional information and the Board will decide whether to sign. If RSU 63 wins the grant award, the Board will still need to vote to accept the award. This current approval is to only to apply for the grant. New regulation states that by 2030 each district must have 10% of their fleet be clean energy, this amounts to just one (1) bus for RSU 63 district.

Budget Update

Superintendent Fulgoni restated that the invoicing issue experienced last year with Brewer so far has improved this school year. Communication notifying RSU 63 about students no longer attending Brewer has improved and there are not as many discrepancies on the invoices due to this communication. The history of Tuition Agreements was discussed, specifically Brewer High School compared to John Bapst Memorial High School. Currently, there are 247 students budgeted for high school tuition and there are currently 245. The vast majority of tuition invoices will start being received soon, therefore next month the business office will have projections for all cost centers.

Kelly Theriault, Business Manager, discussed current FMLA situation with Staff. RSU 63 has three (3) staff currently on leave, (1) just returning and one (1) staff that will be on leave in the near future. Financially, this means that we must pay the staff out on FMLA, as well as a substitute. While FMLA itself is not paid, it runs concurrently with personal leave (sick and/or otherwise.) If the staff member contributed to the sick bank, they could still be paid the twelve (12) weeks of FMLA with the additional time from the sick bank. With the paid language around the sick bank, depending on an employee's personal sick time balance, potentially a staff member could be paid more than the 12 weeks of FMLA leave time.

The Business and Special Education Departments continue to work at managing high need students in-house. Superintendent Fulgoni stated that he will begin to visit out of district classrooms so that he has a better understanding of needs and subsequent tuition billing.

FY24 Financials

Kelly discussed the ongoing subject of students receiving seconds at lunch. There will be a message in the School Newsletter to notify parents and students that they are allowed second helpings. Heather Lander asked if non-utilized food can be given to the after-school program. Kelly explained that the current process entails using the leftovers for other meals and breakfast, but that the after-school program would be a great other option to discuss with the cooks. The trial of the salad bar will start with one (1) day a week sometime in January and has one individual who volunteered their time to assist with the additional prep time if needed.

A new convection oven is scheduled for installation on December 27, 2023. The old convection oven will go out to bid. This will allow the district to recuperate some costs.

Other

It was also discussed that RSU 63 needs at least one additional bus next year, regardless of the clean energy bus grant. RSU 63 applied to the state of Maine's bus replacement program for a diesel, eighty-three (83) passenger bus to replace the scrapped bus for next year. This will be a \$122,000 lease over four (4) years.

The committee discussed a transportation issue that occurred in November with the contract between RSU 63 and Dedham/Orrington around transporting Orrington students to Hampden Academy. Superintendent Fulgoni discussed the history of this relationship and confirmed to the Committee that RSU 63 followed the contract.

Next Meeting

January 8, 2024 at Eddington, 5:30pm

Meeting Adjourned: 6:17pm

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

TO: RSU 63 BOARD of DIRECTORS
FROM: JARED FULGONI, SUPT OF SCHOOLS
RE: REPORT TO BOARD
DATE: 01/18/24

Below please find information regarding our most recent State Attendance Report. The numbers represent the percentage of students who have been chronically absent from school. For the purposes of reporting, *chronically absent* is defined as missing 10% or more of school days. *Absence* includes both excused and unexcused (truant) absence.

<u>SCHOOL</u>	<u>DAILY AVG ATTENDANCE</u>		<u>% OF CHRONIC ABS</u>	
	2023	2024	2023	2024
EDDINGTON	92.10%	93.9%	30%	14.1%
HOLDEN	94.65%	95.0%	14.4%	12.59%
HOLBROOK	92.91%	94.1%	22.8%	12.87%

I am very pleased with the significant improvement in our attendance. There is a proven correlation between school attendance and student achievement, and further, research has shown that one of the greatest influences on student attendance is the relationship with the teacher and the engagement of the student in the classroom. These improvements in our students' attendance is a testament to both.

The State has released the FY 25 ED 279 funding reports. With a decrease in our overall student enrollment: (441 K-8 students- 248 9-12 two year average) the total subsidy allocation is approximately 95K less. While we would all like to see an increase in funding, the reduction is less than we anticipated.

The Administrative Team has been working on a draft of the SY24-25 calendar and which will be presented to the Board for your consideration at the February Meeting.

Holbrook School

202 Kidder Hill Road

Holden, ME 04429

Robert Meyer, Principal, Rmeyer@rsu63.org
Sarah Estes, School Counselor, sestes@rsu63.org
Michele Archambault, Athletic Director, marchambault@rsu63.org

Office of the Principal

Tel: (207) 843-7769 Fax: (207) 843-4328

Dawna Bickford, District Nurse, Dbickford@rsu63.org
Karen Everhart, Administrative Assistant, Keverhart@rsu63.org

Principal's Report January 2024

A successful first trimester is now behind us. We took time just before the holiday break to hold our first pep rally and awards assembly to celebrate all the student accomplishments and their participation in the extracurricular activities. We recognized outstanding attendance, honor roles, citizenship contributions, and acknowledged their participation in sports, clubs, and other activities. One impressive thing to note was at one time almost all of the students were standing up to be recognized for their participation. We have a very engaged student population!

Sports Update: It's been a challenging winter season with referee staffing and weather. So far it seems we will be able to get all the games and competitions complete. Basketball playoffs start February 3rd for B teams and A teams start February 6th with championships on the 8th and 10th respectively. The chess team's end of year championship will be on February 3rd.

Co-Curricular Activities: Clubs have continued and our world culture club continues to be a big success. We added a homework support group to help students get caught up on missing work and to help them stay caught up. This is really a blend of students seeking help, as well as students being led to the help they need. It's been well attended and the number of missing assignments has fallen measurably.

Our 8th graders had a chance to attend the Penobscot Theater to watch a live performance of The Christmas Carol. The students were very excited to see this show, the first play for many of them. Once again the teachers remarked about how well our students presented themselves while on a field trip, polite, well behaved, and appreciative for the experience.

We also had an opportunity to provide the entire student body with a presentation by Officer Lander on cyber-safety, "Netsmartz". Mr. Lander discussed the various threats, both obvious and insidious that students need to be aware of in order to be safe with their online presence. It was well received by the students and staff.

Staff Update: Nothing significant to report, apart from the usual winter cold and flu season and the impact on our teachers' health. The staff has done a commendable job covering for each other when their peers are out for the day.

Student Population:

5th Grade - 41
6th Grade - 38
7th Grade - 44

8th Grade - 46

Total - 169

Respectfully submitted,

Robert C. Meyer



HOLDEN ELEMENTARY SCHOOL

Don Spencer, principal dspencer@rsu63.org
Heather Kiley, secretary hkiley@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawna Bickford, school nurse dbickford@rsu63.org

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 January board report on behalf of the students and staff at the Holden Elementary Schools. As of this very chilly morning in January, there is **51** in 2nd, **42** in 3rd and **47** in 4th for a grand total of **140. (15 more than last year at this time)**. The weather has been a little wild to say the least as we enter 2024!!! It is however winter time and students should be dressing in appropriate clothing for this time of the year.

I was so proud of the students, families, businesses, churches, and staff members who graciously donated so much to our families in need during the holiday season. We were able to collect \$998 for the Santa's Elf Fund and provided over 30 children with gifts they were in need of along with providing a wonderful Christmas dinner. This "outreach of caring" says so much about RSU#63☺ Thanks again☺ We had some \$ left over and went and purchased 50 pairs of mittens to be divided by classroom and the Life Skill room.

Speaking of "outreach", the same folks have also been supporting our school counselor who was diagnosed with cancer at the end of November. Mrs. Mouton is home recovering and seeking the best treatments available to her. The PTG started seeking donations during the "Grinch" movie as kids had their picture taken with the Grinch with all donations going to the Moulton Family. We will continue with others, a spaghetti supper and selling of raffle tickets for baskets and real big ticket items. Thanks everyone☺

The children will be busy as we begin our 2nd sessions of the "Garden Club," Downhill Skiing at Hermon Mt., and Mrs. Egolf hopes to reach out to 3rd and 4th graders for the spring play by the end of the month.

I continue to keep busy doing classroom observations, in person meetings, reading to classrooms and celebrating and recognizing students for their academic achievements and making great choices in school each day. Well done guys☺ Let the budget season begin as well.

We welcome the New Year and look forward to what lies ahead in 2024☺



Respectfully submitted,
Mr. Spencer (5)



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

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

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 the world. They are well prepared for high school with skills and a work ethic that enables them to succeed.

On behalf of the students and staff of the Eddington Elementary School, it is with great pleasure that I submit my January board report. Our current enrollment is 22 students in Pre-K, 52 in Kindergarten, and 46 in First Grade, for 120 students.

There has been a lot happening here at the Eddington Elementary School for December and January. On December 7, 2023, the Eddington School held its holiday concert. Under the direction of Mrs. Sarah Holsapple, the students, once again, did a fantastic job, and many parents complimented how well everyone performed and behaved.

December 13, 2023, The Eddington School was entertained by the Top Hat Too dance studio. We were even entertained by some of our students participating in the studio with their dance recital routines. The students even had the opportunity to learn a dance routine with the dancers.

December 21, 2023, the school had a fun-filled day of activities on the theme of Rudolph the Red-Nosed Reindeer. The students enjoyed movies, games, a stories, and various activities. All had a great time. The next day, the school had a schoolwide pancake breakfast. I was more than pleased to see members of the school board present. Chief Deputy Bill Birch of the Penobscot County Sheriff's Office and the Eddington Fire Department. I invited them as they constantly watch over the school, and with the events in the fall in Lewiston, they remained at the school the entire day. I couldn't thank them enough for their time and their service.

As the New Year rolled around, we continued to where we left off. The students are looking forward to the first significant snowfall of the year so they can go sliding. Although the students were excited about winter break, they were glad to return to school. This month is a quiet month for us at the Eddington School. The Holbrook Recreation Department is skiing and snowboarding this year once again at Hermon Mountain. We have another large group of students signed up to take part.

Mr. Sagehorn is preparing to kick off his Outing Club at the Eddington School. He plans to start this the Thursday after the Martin Luther King Jr. break. Also, right after



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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this time, we will begin registration with Pre-k and Kindergarten for the 2024-2025 school year. I am excited about our direction we are heading for next year and looking forward to a fantastic year next year.

During this time, I continue to run the daily operations of the Eddington School. I continue to work on Attendance and Truancy for the district and do the substitute calling for the Elementary Schools on the weekends and after hours. I make myself visible to the staff and students and cover duties when other staff members are absent. I am working on projects such as a Literacy Night and Steam Night at the Eddington School. I also plan on creating a digital Data wall covering both the Eddington and Holden school that will be visible for K-5 grade teachers as we try to fill in gaps for next year.

Respectfully Submitted,

Timothy M. Baker
Assistant Principal / Eddington School Administrator



Regional School Unit 63
Clifton, Eddington, and Holden

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January 22, 2024

Dear Members of the Board,

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

The MPA is asking for and posting Positive Stories of the Day. On January 5 our district was highlighted for our work during the Chris Greely Day of Service! Here is the link:


<https://mpaprof.org/maines-positive-story-of-the-day-rsu63/>

CURRICULUM:

ELA:

Staff teaching ELA continue to work on training for our new assessments. Currently we are using one data point to measure student progress. Best practices based in research require 3 (or more) data points from different assessments that are triangulated to get an accurate look at student progress. DIBELS is the assessment that staff are training for. It measures all five areas of reading: fluency, phonics, phonemic awareness, comprehension and vocabulary.

MTSS (Multi-Tiered Systems of Support):

**Multi-Tier System of Supports (MTSS):
Fact Sheet**

MTSS is...

- ✓ A framework that helps schools improve the performance of all students by identifying needs early and modifying instruction quickly.
- ✓ A comprehensive system that screens all students and provides interventions that can be intensified if needed.
- ✓ Real-time support, not wait-to-fail.

MTSS is not...

- ✗ Just help with academics. Behavioral and social-emotional support are included.
- ✗ The job of a few specialists. General educators play a key role in helping assess students and plan interventions.
- ✗ An excuse to delay or deny a special education evaluation. Parents can request an evaluation at any time.

Many schools use some elements of MTSS

Response to intervention (RTI) focuses on academics and provides increasing levels of support to struggling students. In most districts, Tier 1 is classroom-wide support for all students, Tier 2 is small group interventions, and Tier 3 is intensive, individualized support.

Positive behavioral interventions and supports (PBIS) is similar to RTI but focuses on establishing behavioral expectations and providing tiered supports to help students meet those expectations.


Teacher training in MTSS can help schools work on...


Assessing the needs of all students, not just those who are outwardly struggling	Monitoring student progress data and using this data to make decisions	Expanding access to specialists who typically work with kids with disabilities	Faithfully following intervention timelines and other key aspects of MTSS
--	--	--	---

Spotlight: Integrated MTSS

MTSS can be phased in. For example, Kansas started using it in 2005 in one content area like math or reading. Since then, it has been integrated into all content areas, behavior and social-emotional learning. Survey respondents at more than 500 [Kansas schools](#) said MTSS helped by:

- ↓ Decreasing discipline referrals (77% of respondents)
- ↓ Decreasing special education referrals (63% of respondents)
- ↑ Increasing student proficiency (70% of respondents)

**Understood**
for learning & attention issues

**National Center for Learning Disabilities**

For more information, go to u.org/mtss. And to learn how to advocate for schoolwide teacher training on this topic and others, go to u.org/schoolwide. Published in February 2018. All rights reserved.

We continue to edit the MTSS handbook. This is not a specific program we are adopting but rather a comprehensive framework that takes a whole child approach while using all available resources within the school setting to increase student achievement. Implementation of a Multi-Tiered System of Support is a requirement in Maine schools. Here is a fact sheet. If you would like to learn more here is the link to the MDOE MTSS site:

<https://www.maine.gov/doe/MTSS>

GRANTS:

Literacy Grant:

Over the holiday break, we received word that we have been allocated over \$18,000 from a new literacy grant the MODE has created. The grant is to be used to support the development, expansion, and enhancement of evidence-based core literacy instruction and targeted interventions for Maine students. Based on observations, discussions and student data the grant will be used towards PD and materials for tier I strategies in the classroom. The application is due February 5 and, once approved, has to be used by September 30, 2024.

Maine Outdoor Learning Initiative:

On Friday, I submitted a grant to the Maine Outdoor Learning Initiative for over \$40,000 to help start a Mountain Biking Club. This third year of the Governor's Maine Outdoor Learning Initiative (MOLI) will provide funding for programs that provide opportunities for grades 6-12 students at no cost to students and families (including transportation to and from program site(s)). Programming must provide students with opportunities to engage in authentic, accelerated, interdisciplinary experiences in Maine and be held outside as much as practical. When (not if) it gets approved we will be able to purchase 20 bikes and helmets as well as two trailers to store them. The trailers will also be used to haul the bikes to different planned trail rides. I have also been in contact with the Bike Coalition of Maine and they have agreed to teach three different sessions to the club: bike maintenance, biking safety and trail maintenance/creation. Our goals for the club are:

1. Students will learn healthy habits by being able to regulate heart rates, stay hydrated, eating right to maintain energy and learning basic first aid/survival skills. They will be evaluated by being able to bring healthy snacks and water, track their heart rate on rides, and demonstrate basic first aid in a mock situation.
 2. Students will learn how to be a safe rider by respecting the road/trail, wearing a helmet, wearing appropriate clothing and being prepared. This will be evaluated as we go on trail rides.
 3. Students will create positive relationships with adults that support and work with them.
 4. Students will be challenged to try new things like bike maintenance, riding, trail building/maintenance and basic first aid/survival skills. Trail maintenance will be an ongoing occurrence.
 5. Students will be engaged enough to continue the club into the next school year.
- I will get an email once the grant has been looked over and evaluated. The plan is to start this club the Wednesday after vacation. All expenditures must be completed prior to September 1, 2024.

OTHER:

The Curriculum Committee has been working on a survey for RSU #63 students attending high school. The goal of this survey is to become more effective in RSU #63, preparing our students for high school. We are gathering feedback on how well students and parents felt we prepared them and also how we can do better. This survey is currently being sent out to students and will be sent to parents/guardians as well. The committee will analyze the results of the survey at their next meeting in March.

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 – January 2024

The Special Education Department has been hard at work to ensure that all students are receiving services per their IEPs. We are currently serving 246 students, broken down as follows:

Individualized Education Plans (IEPs)	150
504s	90
Currently in the Referral Process	6

The following table is a breakdown of services being provided per level: Students in the referral process are not included.

School/Level	IEPs	504s
High School	49	49
Eddington	23	4
Holden	42	11
Holbrook	30	26
Other Elementary (included in home elementary school)	6	0

Hannah Foster, OT, has turned in her resignation. We are working with Mr. Earl Mamaril of Therapy Solutions to provide Occupational Therapy Services through the end of the school year. The position has been posted for the 24-25 school year.

Special Education Directors now have access to the CDS Data System. This access allows one to see the students who live in RSU 63 and are currently in the CDS system. With this information, schools can better plan how to provide an appropriate transition to public education.

We are currently in the planning phase of creating a new multicategorical K-1 classroom at Eddington for next school year. This program will provide a classroom for

students who need a more restrictive environment, but do not require an out of district placement. This will give students who previously would have been placed out of district, the opportunity to participate in a more inclusive environment.

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: January 18, 2024
Re: Monthly Report

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

NWEA Testing

A NWEA (Northwest Evaluation Association) MAP (Measures of Academic Progress) winter testing window has been established for kindergarten and first grade students. Students will be tested on the Math and Reading assessment modules. Testing will begin on January 16th and end on February 9th. The results from this winter testing session will be compared to the fall results to measure growth.

State Data Reporting

I'm happy to report that the January 1 data upload of student attendance, truancy, behavior, and enrollment data to the Department of Education's student information system went smoothly with very few errors. The Department of Education requires us to upload this data every October 1st, January 1st, April 1st, and July 1st. Our Infinite Campus data has to 100% match the Department of Education's data requirements and formats to be accepted for verification. This is always a challenge when merging data with 2 different systems.

Technology Budget

The 2024-2025 Technology Budget is complete and submitted to Kelly to be combined with the rest of the 2024-2025 budget.

Respectfully submitted,

January Board Report
Ryan Porter – Facilities/Maintenance Manager

Holbrook:

Started doing some repair work in the music room entrance way. Took off the handrail that was forced through the sheetrock on the wall. I screwed a piece of wood to the wall to help the rail from going through the sheetrock again. There are also some other good size holes that were on the wall that I taped and mudded. I was also able to adjust a few doors that needed some attention. Some were Exit doors that were sticking and sometimes harder to open than now open freely. Others were hitting the door jambs and not closing the way they should.

Pine State Elevator came by to look at the issue with the phone. He found out the school had changed the phone number causing the phone line not to go through and call 911 if there was an emergency. Everything is good to go now

Was able to do a few small maintenance projects this week, including finishing the mudding in the music hallway. Measured for vinyl siding on part of the school building that the wind took off. Calling Sunrise Glass to have them come fix the window that was broken during the storm. Met with Carpenter Associates about a proposal on building a new front entrance to the school by adding a vestibule for people to come into and check-in. We'd like to add a new security system as well and use a call button to the office to be buzzed in.

Eddington:

In ERV #4, one of the belts is broken and off the pulley and the other is frayed. We have new belts coming in soon and they are under warranty. ERV #1 was not working and I spoke with McGuire Controls and they walked me through on how to reset the system, so it's now up and running again. Keeping an eye on the unit heater in room #103. Once in a while it seems not to throw heat and needs to be adjusted. If it happens again, I will call McGuire Controls to come take a look at what's going on.

Mechanical Services came by and was able to fix the heat issue we have been having the last few weeks in the gym & kitchen. A couple of parts were fried because of the power outage due to the storm. It's up and running but they had to order the right part. They have one in that works but is not the correct load capacity. Soon as it comes in, they will be back to install the correct one.

Holden:



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:

Updates from the world of transportation. I am currently working on a training course that drivers must pass at the beginning of the year to be “recertified” to drive the school Buses or Vans. This will allow the team to have a refresher in driving a bus and the safety precautions that we as drivers must follow. This will in turn in theory lessen our accident rate that we are currently at. Looking at staffing and routes for next year as I would like to get ahead of this so that we can have a smooth start on next year. I have one driver retiring and one that will not be returning. Good News is We should have 2 new drivers by March. After covering I will need to find one more driver for the new school year. My goal is to get our mechanic back off the road and do what he loves turning wrenches to keep the buses chugging along. This will also help with our state inspections that the State Police do in the fall.

Transfinder our new Routing software is working great. I have been working with my trainer and our routes are now up and running on Routefinder Plus. We are now working on getting our field trips and outside school trips on this program to smooth out the bumps of paperwork for field trips.

Being in January I have started to look at our bus slips. Yes, our numbers are extremely lower so behavior has got better, But I still am looking to get things lower than they are now. I have a few ideas on a behavioral system that rewards good behavior once a month. Possibly even bus by bus and make a challenge for the students, what kid doesn’t like a competition.

Best,
Zach Chenier
Transportation Coordinator

MINUTES

BANGOR SCHOOL COMMITTEE REGULAR MEETING

7:00 p.m., Wednesday, November 29, 2023

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

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. 1. a. Superintendent Tager recommended voting to approve the re-naming of the William S. Cohen School gymnasium to the "Lisa E. Richards Gymnasium"

VOTED 7-0 to approve re-naming the William S. Cohen School Gymnasium

2. a. Assistant Superintendent Dr. Kathy Harris-Smedberg and Coordinator of DEIB Dana Carver-Bialer presented the Bangor School Department's Strategic Plan: Pathways to Excellence.

b. Superintendent Tager reported the following teacher resignations:

Caley Boomer	Science Teacher	Bangor High School
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E.1.a.1. VOTED 7-0 to approve the Minutes of the November 15, 2023 Regular School Committee Meeting.

b. 1-17 VOTED 7-0 to approve the second reading of the following revised policies:

1. Revised Policy IJNDB – Student Computer and Internet Use
2. Revised Policy IICA – Field Trips and Other Student Travel
3. Revised Policy IIAE – Copyright Compliance
4. Revised Policy IIA – Selection of Instructional and Library Media Materials
5. Revised Policy IGEE – Adult Education Enrichment Program
6. Revised Policy IGEB – Adult High School Diploma Program
7. Revised Policy IGDJA – Interscholastic Athletics Admission Fees
8. Revised Policy IGDH – Academic Contests for Students
9. Revised Policy GBKA – Drug-Free Workplace
10. Revised Policy IKE – Promotion, Retention, and Acceleration of Students
11. Revised Policy IJOC – School Volunteers
12. Revised Policy IGBAC – Referral/Pre-Referral of Students with Disabilities
13. Revised Policy IKFA – Early Graduation/Admission Programs

- 14. Revised Policy IL – Student Achievement Testing
- 15. Revised Policy IMB – Teaching about Controversial/Sensitive Issues
- 16. Revised Policy IMBAA – Alternatives to Biological Dissection
- 17. Revised Policy IMBB – Exemption from Required Instruction

- c. Committee Member Katie Brydon shared the following donations:

To Downeast School from the Charleston Church, winter coats for students, having a total dollar value of \$360.

To Fruit Street School from the Charleston Church, winter coats for students, having a total dollar value of \$500.

To Abraham Lincoln School from the Charleston Church, winter coats for students, having a total dollar value of \$650.

To Fairmount School from the Charleston Church, winter coats for students, having a total dollar value of \$360.

VOTED 7-0 to approve all donations.

- F. 2. a. VOTED 7-0 to appoint Katie Brydon and Imke Jandreau (alternate) as representatives for the Dropout Prevention Committee.
- b. VOTED 7-0 to appoint Sara Luciano and Imke Jandreau (alternate) as representatives for the Southern Penobscot Regional Program for Children with Exceptionalities.
- c. VOTED 7-0 to appoint Katie Brydon and Timothy Surette as representatives for the United Technology Center.
- d. VOTED 7-0 to appoint Imke Jandreau and Ben Sprague to the Scholarship Committee.
- e. VOTED 7-0 to appoint Shelly Okere and Tim Surette to the Policy Committee.

VOTED 7-0 to appoint Marwa Hassanien and Shelly Okere to the Diversity, Equity, Inclusion and Belonging Committee.

VOTED 7-0 to appoint Sara Luciano and Ben Sprague to the Negotiations Committee.

- F. 4. Member Dusablon reviewed upcoming sports, activities, service projects and math meets happening at the High School.

Member Crespo updated on sweater Fridays at the High School.

- H. 1. Important dates were reviewed by Chair Marwa Hassanien.

- I. Member Tim Surette gave appreciation for the set up of the new location.

Chair Marwa Hassanien thanked the city for the opportunity for the joint meeting.

Principal Missbrenner thanked the Committee for the approval of the gymnasium re-naming.

J. VOTED 7-0 to adjourn the meeting at 8:07 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Tager". The signature is fluid and cursive, with the first letter "J" being large and stylized.

James R. Tager
Superintendent of Schools

BREWER SCHOOL COMMITTEE MINUTES
SPECIAL MEETING
Monday, December 18, 2023
6:00 PM , Brewer High School Lecture Hall

- A. The meeting was called to order by Chairperson Forrest at 6:00 PM.
- B. Pledge of Allegiance
- C. Adjustments to Agenda - None
- D. Public Comment - None
- E. New Business
1. Mr. Forrest motion to accept the revision of Policy JICA, *Student Dress Code*; Mr. Farley seconded the motion; 5 in the affirmative.
- F. Executive Session
1. Mr. Damon moved to exit public session and enter into executive session at 6:20 PM for discussion of expulsion of student X in accordance with 1 M.R.S.A. § 405(6)(B)² ; Ms. Dunn seconded the motion; Mr. Forrest called for ROLL CALL VOTE:
 - Mr. Cross - Yes
 - Mr. Damon -Yes
 - Ms. Dunn - Yes
 - Mr. Farley - Yes
 - Mr. Forrest - Yes
- Mr. Cross moved to exit executive session and re-enter into public session at 6:50 PM; Mr. Faley seconded the motion; 5 in the affirmative.
- G. Action as a Result of Executive Session
- Mr. Forrest moved to expel Student X from School for an indefinite period of time pursuant to 20A M.R.S.A. Section 1001(9) on the grounds that such expulsion is necessary for the peace and usefulness of the school, and to direct the Superintendent to provide the student's parents written notice of this action, develop a reentry plan for the student as required by law, and re-enroll the student to school as soon as possible; Mr. Damon seconded the motion; Mr. Forrest called for ROLL CALL VOTE:
- Mr. Cross - Yes
 - Mr. Damon -Yes
 - Ms. Dunn - Yes
 - Mr. Farley - Yes
 - Mr. Forrest - Yes
- H. Future Meetings
- Regular Meeting, Monday, January 8, 2024, 6:00 PM, Brewer High School Lecture Hall
- I. Public Comment - None
- J. Adjournment
- Ms. Dunn moved for adjournment at 7:00 PM; Mr. Cross seconded the motion; 5 in the affirmative.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gregg Palmer', with a stylized, flowing script.

Gregg Palmer
Secretary

Approved: January 8, 2024

BREWER SCHOOL COMMITTEE MINUTES
MONDAY, DECEMBER 4, 2023
6:00 PM
VIRTUAL MEETING

Committee members in attendance: Mr. Forrest, Ms. Dunn, Mr. Damon, Mr. Farley, Cayen Philbrick - student representative.

Committee members absent: Jacob Cross and Jackson Day

A. Mr. Forrest called the meeting to order at 6:00 PM.

B. Pledge of Allegiance

C. Mr. Forrest called for a moment of silence in memory of Thomas Kelly, III of Holden who passed away on October 23, 2023. [Thomas Kelly, III Obituary](#)
Our sincere condolence to Tom's wife, family and friends.

D. Adjustments to Agenda - None

E. Public Comment - None

F. Minutes

1. Mr. Farley moved to approve the regular meeting minutes of November 6, 2023; Ms. Dunn seconded the motion; Roll Call Vote: Ms. Dunn - Yes, Mr. Farley - Yes, Mr. Damon - Y, Mr. Forrest - abstained, and 1 student representative in favor.
2. Mr. Farley moved to approve the annual meeting minutes of November 21, 2023; Ms. Dunn seconded the motion; Roll Call Vote: Ms. Dunn - Yes, Mr. Farley - Yes, Mr. Damon - Y, Mr. Forrest - Y, and 1 student representative in favor.

G. Reports

1. United Technologies Center (UTC)
Mr. Damon reported no report.
2. Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE)
Ms. Dunn reported no report.
3. Trustees
Mr. Palmer reported that some members of the Trustees, School Committee, Interim City Manager and Department Heads toured the new Athletic Complex.
4. Student Representatives
Cayen Philbrick reported BHS activities of Mock Trial, Se Beowulf, Key Club, Student Council, SAAC, Art Club, Drama, and Game Club.
5. Administration
 - a. Superintendent of Schools - Mr. Palmer reported:
 - i. Regulation EF, Free and Reduced Price Food Service - This goes in line with the new business item I.3
 - ii. Staff Resignation:

1. Jeanette Hare, High School Principal Secretary - resignation for other employment effective November 9, 2023. Jeanette was hired on August 21, 2020. We wish her all the best in her new endeavor.
 2. Blair Mamaril, Special Ed Teacher - resignation effective 11/9/2023 for personal reasons. Blair was hired on August 27, 2018. We thank Blair for her dedicated service to the school department and the students and staff of Brewer.
 3. Kevin Nilsson - Ed Tech III at BCS effective November 24, 2023, for the personal reason
- iii. Staff appointments:
1. Jennifer Miles-Welch - BHS Ed Tech I Classroom Monitor (Reg Ed) effective November 27, 2023
 2. Kevin York - BCS ET I effective November 27, 2023
 3. Haylie Burgess - LT Sub starting January 2, 2023 for Grade 4
 4. Reid Higgs - LT Sub for Grade 3 effective November 27, 2023
 5. Deborah Slocum - BCS Title I Tutor effective November 27, 2023
- iv. Staff Transfer
1. Tiffany Ashe - BCS Ed Tech III from Ed Tech I effective November 27, 2023
- v. Athletic appointments:
1. Jacob Saunders - BHS Boys Assistant Hockey Coach 2023-2024.
 2. Perry Antone - BHS Boys Ice Hockey Volunteer Coach
 3. Olivia Steiger - BHS Competition Cheerleading Volunteer Coach
 4. Morgan Mazzei - Penobscot Pioneers Volunteer Assistant Coach
 5. Dan Juilli - BHS Spring Track & Field Heach Coach
- vi. Non-monetary Donations
1. From Bangor Savings Bank in Brewer - 200 jars of peanut butter and jelly to BCS families in need.
 2. From Brenda Hincks of Orrington a guitar valued at \$500 to the BHS Music Department
 3. From Danny & Michaela Day, Leslie Chauvin Hamm, Vicky & Wayne Thayer, Dennis & Melanie McGrath, Maegan Moulton, Shannon & Greg Meadows, Taylor Markie, and Rikki White - 18 Cases (9 ea.) pretzels and cheez-its to BCS Snack Program. Danny Day spearheaded the donation drive.
 4. From Charleston Church, Attn: Brooke Nickerson - 18 winter coats to BCS for students in need.
 5. From Mark Farley - 8 boxes of Goldfish to BCS Snack Program
- b. Director of Instruction
- Ms. Ward-Downer reported MEA Data Reading & Math 2023-2024 to the 2022-2023 data.
- c. BHS Principals
- Mr. Slowikowski reported the UTC Students of the Quarter John Clark, Junior, Building Construction and Fine Woodworking program and Kyle Morton, Junior,

Diesel Equipment program; Parent-Teacher Conferences, National Honor Society Induction, the annual retiree staff breakfast, Veterans' Recognition Assemble, Turkey Trot, and Enrollment

d. BCS Principals

Mr. Richards, Ms. Kahkonen reported Mr. McGrath annual turkey drive raising \$2,255 which provided a turkey for 200 families bringing the total raiser over 15 years to \$25,000, Conferences and report card, Elementary Chorus and Middle School Band Concerts, Brewer Youth Theater THE STINKY CHEESE MAN performance, Winter activities, Grade Level assemblies, Gym floor refinished, and Behavior data

H. Old Business

1. Mr. Farley moved to approve the revision of Policy JICA, *Student Dress Code*; Ms. Dunn seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.

I. New Business

1. Acceptance of Gifts

- a. \$55.45 from Ohiopyle Prints to BSD royalty donation from sales of Brewer items at local Walgreens and Walmart

Ms. Dunn moved to accept the gift as read; Mr. Farley seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.

- b. \$25,000.00 from Brewer All-Sports Booster Club to BSD towards the new LED lights on Coffin Field. (This project was led by veteran softball coach "Skip" Estes and will save the district several thousands of dollars over the life of these new lights.)

Mr. Farley moved to accept the gift as read; Ms. Dunn seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.

2. Mr. Farley moved Pursuant to the June 8, 2021, Brewer City Council resolve #2021-B006, the Brewer School Committee approves the transfer of \$100,000 from unrestricted fund balance to the capital reserve fund; Mr. Forrest seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.
3. Ms. Dunn moved to approve the first reading of Policy EF, *School Food Service Program Unpaid Meal Charges and Prohibition Against Food Shaming*; Mr. Farley seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.
4. Mr. Farley moved to approve the first reading of Policy EFBA, *Menu Development/Options-Offer vs. Serve Lunch Concept* with a friendly amendment to add State of Maine Provision 2 Schools; Ms. Dunn seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley - Yes, Mr. Damon - Yes, Mr. Forrest - Yes, and one student representative in favor.
5. Mr. Farley moved to approved the revision of Policy EFC, *School Food Service Program No Cost School Meals for All Students* with a friendly amendment to add State of Maine Provision 2 Schools; Ms. Dunn seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr.

Farley

- Yes, Mr. Damon - Yes, Mr. Forrest -Yes, and one student representative in favor.

J. Future Meetings

Regular Meeting, January 8, 2024, 6:00 PM, Brewer High School, Lecture Hall

K. Public Comment - None

L. Executive Session

1. Ms. Dunn moved to exit public session and enter into executive session for discussion of Evaluation/Goals of Superintendent in accordance with 1 M.R.S.A. § 405 (6)(E)¹; Mr. Farley seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley- Yes, Mr. Damon - Yes,
Mr. Forrest - Yes, and one student representative in favor.

Ms. Dunn moved to exit executive session and return to public session at 7:22 PM; Mr. Farley seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley- Yes, Mr. Damon - Yes, Mr. Forrest - Yes.

M. Adjournment

Mr. Farley moved to adjourn the meeting at 7:29 PM, Ms. Dunn seconded the motion; ROLL CALL VOTE: Ms. Dunn -Yes, Mr. Farley- Yes, Mr. Damon -Yes, Mr. Forrest -Yes.

Respectfully submitted,



Gregg Palmer
Secretary

Approved: January 8, 2024

AGENDA
BREWER SCHOOL COMMITTEE
REGULAR MEETING
Monday, January 8, 2024
6:00 PM , Brewer High School Lecture Hall
[Public Virtual Link View Only](#)

- A. Call to Order
- B. Flag Salute
- C. Moment of silence for Jerry Goss, retired Brewer High School Principal who passed away December 7, 2023
Moment of silence for Brenda Crosby, retired Brewer High School Teacher who passed away December 20, 2023
- D. Adjustments to Agenda
- E. Public Comment
- F. Presentation
 - 1. Casey Leonard, COA/Partner of RKO - virtual FY23 BSD Audit
- G. Minutes
 - 1. Regular Meeting Minutes of December 4, 2023
 - 2. Special Meeting Minutes of December 18, 2023
- H. Reports
 - 1. United Technologies Center
 - 2. Southern Penobscot Regional Program for Children with Exceptionalities
 - 3. Student Representatives
 - 4. Trustees
 - 5. Administration
- I. Old Business
 - 1. Second reading, adoption of Policy EF, *School Food Service Program Unpaid Meal Charges and Prohibition Against Food Shaming*
 - 2. Second reading, adoption of Policy EFBA, *Menu Development/Options-Offer vs. Serve Lunch Concept*
- J. New Business
 - 1. Acceptance of Gifts
 - 2. Overnight in-state BHS OE trips on Feb.2-4, 9-11, 16-18, 2024 and Mar 1-3, 8-10, 15-17, 2024
 - 3. First reading of Policy ICA, *School Calendar 2024-2025*
 - 4. Revision of Policy GCGA, *Substitute Employees*
 - 5. Revision of Policy GCSA, *Employee Computer Use and Internet Use*
 - 6. Revision of Policy IHBEA, *Program for English Language Learners*
- K. Future Meetings
 - Regular Meeting, Monday, February 12, 2024, 6:00 PM, Brewer High School Lecture Hall
- L. Public Comment
- M. Executive Session
 - 1. Discussion of expulsion of student X in accordance with 1 M.R.S.A. § 405(6)(B)²
- N. Action as a Result of Executive Session
- O. Adjournment

Brewer School Department educates all students through relevant and engaging instruction to achieve personal success and contribute to their community

In compliance with the American Disabilities Act, individuals requiring accommodations to fully participate in the meeting should contact the Superintendent of Schools, 261 Center St, Brewer, ME 04412
TEL (207)989-3160 - FAX (207)989-8622

Dear Members of the RSU 63 School Board,

Today we are writing to you to request voluntary recognition of the educational technicians and food service workers as members of the RSU 63 Education Association. The workers in our proposed bargaining unit have unanimously signed union authorization cards, indicating our desire to be represented by the Maine Education Association. In the event that the school board does not voluntarily recognize the proposed bargaining unit, we will proceed with a majority sign-up petition with the Maine Labor Relations Board.

Please respond by the end of business on Friday, January 12, by communicating with MEA UniServ Director Anthony Feldpausch at afeldpausch@maineea.org or 207-888-3953.

Signed,

RSU 63 Education Association

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.
- 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.
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

1st Review Policy Committee: 11/06/2023

2nd Review Policy Committee: 01/11/2024

1st Reading by Board: 01/22/2024

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.

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.

**** 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.

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.

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**:
- II. Timeout: An intervention where a student requests, or complies with an adult request for, a break.
- III. **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.
- IV. **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.
- V. **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 updated annually and maintained in the Superintendent's Office, in each school building office, and in RSU 63's Comprehensive Emergency Management Plan.

VI. 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.

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 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 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.** In 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 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 seriously 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.
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 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;
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.
- 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 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.