

**RSU 63 Board of Directors
Monday, August 28, 2023
6:30pm
Holbrook Middle School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Executive Session – Discussion of contract negotiations with RSU 63 Business Manager pursuant to 1 M.R.S.A. § 405(6)(D)

Executive Session – Discussion of contract negotiations with RSU 63 Elementary School Principal pursuant to 1 M.R.S.A. § 405(6)(D)

Executive Session – Discussion of contract negotiations with RSU 63 Elementary School Assistant Principal pursuant to 1 M.R.S.A. § 405(6)(D)

Executive Session – Discussion of contract negotiations with RSU 63 Technology Coordinator pursuant to 1 M.R.S.A. § 405(6)(D)

Executive Session – Discussion of contract negotiations with RSU 63 Middle School Principal pursuant to 1 M.R.S.A. § 405(6)(D)

Executive Session – Discussion of contract negotiations with RSU 63 Administrative Assistant to the Superintendent pursuant to 1 M.R.S.A. § 405(6)(D)

Resume Public Session

Action Regarding Executive Sessions

Approval of Minutes for June 26, 2023 Board Meeting

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

1. **Years of Service**
 - a. **5 Years of Service**
 - i. Deborah Nadeau
 - ii. Inez Laverdiere
 - iii. Ryan Porter
 - b. **10 Years of Service**
 - i. Kelly Theriault
 - c. **15 Years of Service**
 - i. Amy Faulkner
 - ii. Keith Kennedy
 - d. **30 Years of Service**
 - i. Don Spencer

Acceptance of Gifts/Donations

Presentation – None

Questions and Comments from the Public

Dates of Next Meetings

1. **Budget and Finance Committee Meeting:** August 28, 2023 at 5:30pm, Holbrook Middle School
2. **Policy Committee Meeting:** TBD
3. **Curriculum Committee:** TBD
4. **Board Workshop:** September 25, 2023 at 5:30pm, Holden Elementary School
5. **Board Meeting:** September 25, 2023 at 6:30pm, Holden Elementary School

Budget and Finance

1. Business Manager Report
 2. Budget and Finance Committee Report
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Superintendent's Report

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

Old Business

New Business

1. Revised COVID Safe Return to School Plan
2. RSU 63 Support Staff Handbook
3. Holbrook Boiler Bid

Personnel Actions

1. Resignations/Retirements
 - a. Brandy Walsh, Art Teacher
 - b. Peter Walsh, Math Teacher
 - c. Nikki Goss, Math Teacher
 - d. Dan Duran, Ed Tech III, Holbrook
 - e. Cindy Smith, Bus Driver
2. Elections
 - a. Carolyn Brown, RSU 63 Special Services Director
 - b. Cassidy Seip, Grade 5 Teacher
 - c. Kasey Gray, Grade 6 & 7 ELA Teacher
 - d. Kaitlyn Helfen, Grade 5 Teacher
 - e. Kimberly Karam, Speech Language Pathologist
 - f. Stephen Inman, Custodian Eddington Elementary
 - g. Alison Blais, .7FTE Teacher/.3FTE Ed Tech Eddington
 - h. David Pearson, Ed Tech III Holbrook
 - i. Gayle Peirce, Library Media Specialist
 - j. Kathleen Greenlaw, Art Teacher Holbrook
 - k. Eric Kimball, Custodian Holbrook Middle School
 - l. Zachary Chenier, Transportation Coordinator/Bus Driver
 - m. Bernadene Brownell, .5FTE Math Teacher/Coach
 - n. Lauren Swalec, 7 & 8 Math Teacher
3. Appointments
4. Reassignments
5. Searches
 - a. Ed Tech II or III Holbrook
 - b. Bus Drivers
 - c. Anticipated Coed B Team Soccer Coach
 - d. Chess Coach
 - e. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

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: June 26, 2023
Location: Holden Elementary School
Minutes

RSU #63 Board Member(s) Present:

Town of Holden: Amy Hart, Tracy Roberts, Matthew Campbell (remote) and Heather Lander

Town of Eddington: Heather Grass, Tracy Bigney (remote), and Rachel Downs

Town of Clifton: Linda Graban

Board Chair, Tracy Roberts called the meeting to order at 6:34pm followed by the flag salute and moment of silence.

Tracy Roberts welcomed new board members, Amy Hart and Rachel Downs.

Tracy Roberts called for nominations for Board Chair.

Linda Graban nominated Tracy Roberts. Ms. Roberts accepted the nomination.

Motion by Linda Graban with a second by Heather Grass to elect Tracy Roberts as Board Chair.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Tracy Roberts is Board Chair

Tracy Roberts called for nominations for Vice Chair.

Heather Grass nominated Linda Graban. Ms. Graban accepted the nomination.

Motion by Heather Grass with a second by Heather Lander to elect Linda Graban as Vice Chair.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Linda Graban is Vice Chair

At 6:45pm, motion by Heather Grass with a second by Linda Graban to enter into executive session for discussion of contract negotiations pursuant to 1 MRSA section 405(6)(D).

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Public session resumed at 6:58pm.

Motion by Tracy Bigney with a second by Matthew Campbell to approve the Administrator Comprehensive Employment Agreement between the RSU 63 Administrative Collective Bargaining Unit and the RSU 63 Board of Directors; effective July 1, 2023 – June 30, 2026.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Motion by Linda Graban with a second by Heather Grass to approve the May 22, 2023 Board Meeting Minutes, May 22, 2023 Budget Meeting Minutes, and the June 12, 2023 Special Board Meeting Minutes.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Recognition and/or Awards of Students, Staff, and Others: Superintendent Fulgoni thanked all the staff for their hard work over the course of the school year and recognized the Grade 8 and PreK teachers for their time and efforts on celebrating the promotion of our Grade 8 students and PreK students.

Superintendent Fulgoni recognized our retirees, Robert Merritt and Robert Simko. Jake Morgan was recognized for his length of service to RSU 63 and Josiah Simko was recognized for working quietly behind the scene to ensure our Board meetings can be heard remotely.

Acceptance of Gifts/Donations: None

Presentation: Kelly Theriault gave an overview of the multiple bills going through legislature regarding hourly staff, teachers, and leave benefits. She gave a detailed comparison of where RSU 63 stands with salaries compared to area schools. RSU 63 is higher or equal to most local school districts on the top of our salary scales, however we are not competitive around the higher experience end of our scales due to the number of steps we allow. This makes it difficult to higher experienced teachers as other districts offer more steps with higher salaries.

Questions from the Public: Sarah Lane, Holden resident stated the district needs experience teachers to mentor and develop the new teachers.

Dates of Next Meetings:

Budget and Finance Committee Meeting: August 8, 2023 at 5:15pm, Holbrook Middle School

Policy Committee Meeting: TBD

Curriculum Committee: TBD

Board Meeting: TBD

Budget and Finance: There was nothing to add to the Business Managers report or Budget and Finance Committee minutes.

Superintendent's Report: Jared Fulgoni welcomed the new board members and thanked Cherie Faulkner and Karen Quimby for their service to the community and school district.

Acceptance of Reports:

Motion by Linda Graban with a second by Heather Grass to accept all written and verbal reports from the Budget and Finance Committee, Administrators, and Superintendent.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Old Business: None

New Business:

Certification of the Referendum Results: Motion by Linda Graban with a second by Heather Lander that the Computation and Declaration of Votes for the RSU 63 2023-2024 Budget, dated and attached here to and it is hereby approved (Attachment A). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Declare Bus 19 as Surplus: Motion by Linda Graban with a second by Heather Grass to declare bus 19 as surplus.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Bids: Snow Plowing and Sanding

Motion by Heather Grass with a second by Linda Graban to approve the three-year snow plowing and sanding bid from Whitmore's Contracting.

Discussion: One bid was received and Budget and Finance Committee recommend approval.

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Bus Fleet Fuel

Motion by Linda Graban with a second by Heather Grass to approve the Bus Fleet Fuel bid from RH Foster.

Discussion: Two bids were received and Budget and Finance Committee recommend approval as the lowest bidder.

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

2023-2024 RSU 63 Board Meeting Dates and Locations: Motion by Linda Graban with a second by Heather Lander to approve the 2023-2024 RSU 63 Board Meeting Dates and Locations with change of adding Board Workshop at 5:30pm in September.

Discussion: Board Workshop discussion took place. Agreed to add workshop prior to September Board Meeting.

Correction on typo of August meeting date.

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Review of Board Committees and Committee Member Assignments: Tracy Roberts called for nominations of Budget and Finance Committee Members. Linda Graban, Tracy Bigney, and Heather Lander were nominated and each accepted the nomination.

Motion by Heather Grass with a second by Rachel Downs to elect Linda Graban, Tracy Bigney, and Heather Lander as the Budget and Finance Committee Members.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Tracy Roberts called for Budget and Finance Committee Member volunteers for Warrant Officers. Linda Graban and Tracy Bigney volunteered.

Motion to elect Linda Graban and Tracy Bigney as the Budget and Finance Committee Warrant Officers.

Discussion: Tracy Roberts volunteered to be part of the rotation for signing warrants and asked Shelley Wyman, Administrative Assistant to create a rotating schedule.

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Yes; Tracy Bigney, Yes.

Vote: 8 Yes; 0 Opposed

Discussion and Volunteers of Other Committees, Boards, and High School Liaisons: Curriculum Committee volunteers are Amy Hart, Linda Graban, and Tracy Bigney. Policy Committee volunteers are Matthew Campbell, Heather Grass, and Rachel Downs. Southern Penobscot Regional Program for Children with Exceptionalities (SPRPCE) Board Member is Tracy Bigney with Tracy Roberts as alternate. Heather Lander volunteered for the Student Wellness Committee. The United Technologies Board Member is David McCluskey, Superintendent Fulgoni will confirm this is unchanged. The Brewer High School Liaison is Rachel Downs; John Bapst Memorial High School Liaison is Amy Hart; Hampden Academy Liaison is Matthew Campbell; and Bangor High School Liaison is Tracy Roberts.

Matthew Campbell left the meeting at 8:00pm.

Motion to Authorize the Superintendent to Hire New Teachers During Summer Months: Motion by Heather Grass with a second by Linda Graban to authorize Superintendent Jared Fulgoni to hire new teachers/administrators during summer months.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Absent; Tracy Bigney, Yes.

Vote: 7 Yes; 0 Opposed

Personnel Actions:

Resignations/Retirements: None

Elections:

Motion by Linda Graban with a second by Heather Grass to approve Ethan Welch as Grade 6 Teacher.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Absent; Tracy Bigney, Yes.

Vote: 7 Yes; 0 Opposed

Motion by Linda Graban with a second by Heather Grass to elect Ryan Porter as RSU 63 Facilities and Maintenance Manager.

Discussion: None

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Absent; Tracy Bigney, Yes.

Vote: 7 Yes; 0 Opposed

Transportation Coordinator election tabled.

Appointments: None

Reassignment: None

Searches: Grade 6 Teacher, Grade 5 Teacher, Grade 7 Teacher, Special Education Director, Holbrook Resource Room Special Education Teacher, Ed Tech III at Holbrook, Bus Drivers, and Substitutes.

Superintendent Fulgoni stated many districts are in the same situation as RSU 63 in regards to hiring and he will keep the Board up to date as he hires new staff.

Adjournment:

At 8:20pm, motion by Heather Grass with a second by Heather Lander to adjourn the meeting.

Discussion: Superintendent Fulgoni recognized Mr. Meyer and Mr. Baker for completing their first years as Principals in RSU 63 and congratulated them on a job well done!

Roll Call Vote: Heather Lander, Yes; Rachel Downs, Yes; Linda Graban, Yes; Heather Grass, Yes; Amy Hart, Yes; Tracy Roberts, Yes; Matthew Campbell, Absent; Tracy Bigney, Yes.

Vote: 7 Yes; 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

TO: RSU 63 BOARD of DIRECTORS
FROM: JARED FULGONI, SUPT OF SCHOOLS
RE: REPORT TO BOARD
DATE: 08/21/23

It has been a very busy yet productive summer. As you can see from the list of new hires the summer was spent interviewing and acclimating people into our community. Each of the new hires brings with them an energy and enthusiasm that will help us continue to grow our positive school culture. I wish to thank all those who have worked tirelessly behind the scenes to keep the District running smoothly and to prepare it for 23-24 school year.

- Our buildings have been thoroughly cleaned and refreshed thanks to the hard work of our custodial team.
- Our teachers and building administrators came together to kick off our work on revising our standards driven curriculum.
- Our busses are serviced and ready to bring the children to school- Thank you to Keith Kennedy for his extra efforts and his dedication this summer as he fulfilled the role of “interim” transportation coordinator.

Up Coming Events:

New Staff Orientation
Teacher Inservice Days
First Day of School

August 21st
August 25th and 28th
August 29th

202 Kidder Hill Road

Holden, ME 04429

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Robert Meyer, Principal Rmeyer@rsu63.org

Ebonie Baker, School Counselor Ebaker@rsu63.org

Dawna Bickford, District Nurse Dbickford@rsu63.org

Karen Everhart, Administrative Assistant Keverhart@rsu63.org

Principal's Report - 18 Aug 2023

Although I left in June with some concern about staffing, I would like to share with you how excited I am now about this upcoming school year. I feel very much like a coach of an athletic team. In the off season we have hired a number of new and promising "rookie" teachers, picked up a few great transfers from other "teams", and we still have several of our own seasoned veterans that will help with the school's continuity as well as the coaching and development of the new folks that have joined us. We have filled nearly all of our vacancies, minus one or two support roles (such as an Ed Tech position). I have built into the schedule opportunities (both time and people) to provide enhanced mentorship and coaching for our new hires. The work teachers did this spring on improving our mentorship program will now be quite valuable as we implement it. Supporting new teachers is extremely important for not only professional growth, but also retention.

Although the staffing challenges we faced drove me to consider a number of scheduling options that would meet our needs, in the end, hiring progressed through the summer and put us in a position where we can stick with the plan we had hoped to use. This new schedule increased time on learning, from 45 minutes to 53 minutes per period, or about 18%. We have also restructured the time dedicated to academic support, allowing students time each day to get the help they need, such as time to make up assignments, assessments, or interventions. This new block is called WIN, which stands for "What I Need".

I am very optimistic about our addition of our new RTI Coordinator and Literacy Interventionist position. This new role will help all Holbrook students, and most especially students that need a little extra support. I'm confident that student achievement will be positively impacted by this new position. Ms. Merchant has been eagerly developing plans to support our teachers, students, and staff. We are fortunate to have her on the team.

We will continue to support the district's initiative of reviewing and updating our curriculum. This effort is foundational to providing quality instruction and there are opportunities to enhance our curriculum offerings. For instance, we are implementing a new science curriculum this year. Our teachers have attended training and will be introducing a very engaging, student-centered, hands-on science curriculum. Students are going to enjoy this I believe.

Fall sports are on track. Most, if not all, coaching positions have been filled, and the schedules have been developed by the league and our athletic director. It should be another successful fall season.

Projected student population is TOTAL: 171

6th - 39

7th - 44

8th - 49

In summary, I think 2023-2024 is going to be a very successful year with a number of new faces!

Respectfully submitted,

Robert C. Meyer



Don Spencer, principal dspencer@rsu63.org
Heather Kiley, secretary hkiley@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawn 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 enable them to succeed."

I submit my August board report on behalf of the Holden Elementary School. As of the writing of this report we have 140 students and the last time our numbers were that high was 7 years ago. I am sure the numbers will change over the days we have remaining before school starts. I am sure when we combine Eddington and Holden we will have over 280 students and there hasn't been that many students combine in over 10 years. ☺☺☺

I am back into the routines of preparing for another school year. I continue my mentoring with Tim Baker and feel he is doing a wonderful job as assistant elementary principal/lead administrator at the Eddington School. We have spent time sharing and discussing our expectations for the school year. The elementary staff continued to be relieved to know there will be the same administrator in their building all year long.

The custodial staffs have been quite busy and I am sure the buildings will be ready for the first day of school. Well done everyone and kudos to Ryan Porter, our new maintenance director for being visible through-out the summer.

The teachers are in their classrooms setting up, the secretaries are busy distributing supplies and registering new students, custodians are busy with finishing touches in the buildings, school is in the air.....

Summer has flown for sure and I was so so happy to get some reenergized time at Egg Pond and both my daughters were able to join us from Montana and Washington D.C. for some family time at the lake. I look forward to my 36th year in the district (20th year as principal) and continue to have complete faith in the faculty and staff in both our elementary schools, they will once again get the job done☺

Sincerely,

Don Spencer

Eddington & Holden Principal



Timothy Baker, principal tbaker@rsu63.org
Tina Ferrill, secretary tferrill@rsu63.org
Lauren Moulton, school counselor lmoulton@rsu63.org
Dawna Bickford, school nurse dbickford@rsu63.org

440 Main Road | Eddington, ME 04428 | P: 207-843-8010 | F: 207-843-4317

August 18, 2023

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

Here we go again with the starting of another school year. With my first year in the books as the Assistant Principal for RSU #63 and the building administrator for the Eddington Elementary School, I look forward to continuing this journey.

This summer appeared to be short, yet very productive for myself and the Eddington Elementary School. The Eddington School looks amazing. The custodial staff has done an amazing job at completing projects that needed attention and preparing the school for opening day.

Over the summer, I have been doing some planning on on the culture and climate at the Eddington School. I have attended a two- day virtual webinar on PBIS and how to effectively implement this into the school. I have created posted and lesson plans for the first days of school that will teach children the expectations and procedures of each area of the building.

I have also used this summer to think about changes that I would to improve on. One of those changes is Bus behaviors. I would like to find a way to reduce the number of bus slips that come across my desk. Another area is attendance. This year I am asking my secretary to call home when students are absent.

Respectfully Submitted

Timothy M. Baker
RSU #63 Assistant Principal



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

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Director of Special Services Report – August 2023

I am excited to be serving RSU 63 as your new Director of Special Services. I have spent my first weeks working closely with the administration and staff and must say, I am thrilled that I was chosen to work with a district so devoted to the success of ALL students.

The Special Education Department has been hard at work this summer closing the 2022-23 school year and preparing to enter the 2023-24 school year with 242 students, broken down as follows:

Individualized Education Plans (IEPs)	152
504s	84
Currently in the Referral Process	6

There are three new members on the Special Education Team in the district this year, other than myself. Kim Karan will be serving as the Speech Language Pathologist at Holden Elementary. Annabelle Muscatell will be at Holbrook Middle as Math Resource Teacher. David Pearson will also be at Holbrook serving as an Ed TechIII. We welcome them all into the Special Education Department and the RSU63 family.

I would like to acknowledge Brian White. He has agreed to be trained as our district Safety Care Trainer. I will attend a three day training in October that will allow him to return and train the teachers and staff in our district in November.

Respectfully submitted,
Carolyn Brown
Director of Special Services



Regional School Unit 63 Clifton, Eddington, and Holden

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August 28, 2023

Dear Members of the Board,

Thank you for the opportunity to be a part of this district. I look forward to facilitating the work towards collaboratively creating a standards based curriculum that is comprehensive and cohesive.

CURRICULUM PLAN:

I have had the opportunity of going through all the pieces that have been created for curriculum purposes. There is good work that has already been done that can aid us in beginning the process of putting together a comprehensive and cohesive curriculum. We are going to take our time with this process and it will take quite a bit of work. The process itself is an ongoing cycle that starts with creating Curriculum Maps, Scope and Sequences then moving on to Unit Planning. We will be constantly planning, analyzing, revising and implementing our curriculum.



On August 16th and 17th our curriculum work began with Dr. Sue Earabino. She worked with our Curriculum Team that consists of: Robert Meyer, Don Spencer, Timothy Baker, Ashley Merchant, Ashley Perry, Ashley Hutchins, Sierra Blake, Samantha Bedore and me. The objective was for participating staff to be able to comprehend their grade level standards as evidenced by

completed documents and a plan for sharing with colleagues.

The next step of our process takes place on August 25th. I will be working with teachers and educational technicians on beginning to create our Curriculum Maps. Our

maps will identify the topic, standards being taught, essential question/learning target, timeframe, activities/experiences and assessment type.

Building principals have identified meeting times that our work can continue. Our next step will be creating a Scope and Sequence document for each grade level and content area. Then we will begin the process of creating units using a Unit Planning Template. Each Curriculum Team member will be a leader in their building to aid in the planning process.

Goals-

1. By Thanksgiving Break Curriculum Maps, Scopes and Sequences and at least one Unit Plan will be completed (or close to completion) at each grade level for ELA, Math, Science and Social Studies.
2. Continue work for the rest of the school year to create Unit Plans for each topic being taught (continue into the next year if needed)
3. By the end of the school year, each classroom will have a Curriculum Binder that contains the District Mission/Vision/Core Values, Guiding Principles, Taxonomy of Educational Objectives, Curriculum Map(s), Scope and Sequence, Unit Plans, Curriculum Review Cycle.
4. Make the Curriculum Maps, Scopes and Sequences and Unit Plans available to view on our District and school websites.
5. Continuously meet by grade level and/or content area to implement the Curriculum Review Cycle of planning, analyzing, revising and implementation
6. Meet a few times a year by content area only to implement the Curriculum Review Cycle vertically which would include finding common programs to teach from that span vertically K-8.

GRANTS:

ESEA-

The ESEA grant is our district grant application to the MDOE for the allocation of Title funds. We are currently waiting on approval of these funds after today's Public Comments can be entered. Our funding allocation is based on our district goals that have been identified through our Comprehensive Needs Assessments(CNA). Student data has been analyzed to determine high areas of needs for our students and the goals were created to address these needs. As the structure and people in administrative positions has changed in the past couple of years, it is in the best interest of the district to keep the goals in the CNA that were created during the '21-'22 school year.

The three areas that have been identified as high needs are:

1. Academic improvement in ELA and Mathematics
2. Decreasing chronic absenteeism and truancy
3. Increasing opportunities and participation in Outdoor Education and other student support and enrichment options

The following goals have been created based on the areas of need:

1. Math Achievement Goal- "Students in grades K-8 scoring at or above grade level on the NWEA Math assessment will increase from 55% to 58% by Spring of 2024."
2. Literacy Achievement Goal- "Students in grades K-8 scoring at or above grade level on the NWEA Reading Assessment will increase from 58% to 61% by Spring 2024."
3. Absenteeism/Truancy and student enrichment options are covered under a Student Success Goal- "The percentage of K-8 students who became truant, will decrease from 12.88% to 10% or less by the end of the 2023-2024 school year."

STEPHEN & TABITHA KING FOUNDATION GRANT-

The Stephen and Tabitha King Foundation was created in 1986 to provide support for Maine communities. A family foundation, they are interested in projects that address the underlying causes of social and environmental problems, as well as those that address the consequences. They have a strong interest in literacy, community services and the arts. As community builders, they are particularly interested in organizations and projects that will affect or serve the most members of a community.

We are in the process of applying for this grant with an application deadline of October 15. This grant is being written to allocate funds to support our identified area of need in outdoor education and other student support and enrichment options.

STUDENT DATA:

School and District goals have been based on NWEA data and student achievement on the NWEA's. I have found documentation stating that the long-range (5-year) academic goal has been set to have 80% or more of our students in Grades K-8 at or above grade level for Reading and Math as measured by the Spring 2027 NWEA and Maine Through the Year assessments. Below is a table identifying the percentages of students (by Year of Graduation) that were at or above grade level in Spring of 2022 and Spring of 2023.

Year of Grad.	READING % At or above grade level		MATH % At or above grade level	
	Spring '22	Spring '23	Spring '22	Spring '23
Class of 2035	N/A (PreK)	55%	N/A (PreK)	68%
Class of 2034	67%	66%	78%	68%
Class of 2033	67%	67%	68%	51%
Class of 2032	73%	68%	68%	59%
Class of 2031	70%	70%	75%	62%
Class of 2030	66%	63%	69%	67%
Class of 2029	66%	49%	52%	53%
Class of 2028	73%	54%	44%	58%
Class of 2027	71%	70%	59%	56%

The data shows our students are not at our goals quite yet. There are also decreases in achievement. A couple of variables may have affected the outcomes. One is that the Class of 2027 to 2032 all took the new state assessment, Maine Through the Year. Although it is still run through NWEA it was created as a state standardized test. Another possible variable is having a different teacher with different programs being used to teach reading or math when moving to the next grade level.

Sincerely,
Tina Dumond
Director of Curriculum and Instruction



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: August 18, 2023
Re: Monthly Report

I submit this report to the School Board of Directors for August 2023.

Infinite Campus

I'm happy to report that the District is now fully transition to Infinite Campus and that administrators and secretaries are liking the ease of use and the efficient workflows the system offers.

Teachers will be trained on the Infinite Campus gradebook on Monday, August 28.

Cleartouch Interactive Panels

By August 18th all three 5th grade classrooms at Holbrook School will have a Cleartouch interactive panel installed in them.

These interactive panels are essentially a giant Android tablet placed on the wall. They have so many capabilities and ways to do things it will be a game changer for delivering instruction and educational content to students.

Cleartouch offers online video resources that teachers can watch to get themselves familiar with the board and its capabilities. These videos are about 2-3 minutes each and cover a lot of information.

Respectfully submitted,

August Board Report
Ryan Porter – Facilities/Maintenance Manager

Eddington:

The Eddington custodians and myself took part in training provided by McGuire Controls to go over the new heating/ventilation system and thermostats to the ERV's. I was shown how to access the system via computer and check the status on the heaters and the components along with what to look for in case of an alarm call. I also showed the custodians how to change the filters in the ERV's and the ones in the classrooms. We check and replace them every 6 months or as needed.

The school was cleaned from top to bottom and the floors waxed by the end of June. We tried something new this year, so instead of each custodian focusing on their assigned school building, we had all the custodians from the district work at one school at a time. When we were finished, we moved onto the next which worked very well and had a great response from the custodians.

We also interviewed and hired a new daytime custodian to take my old position there.

I was also able to mud, sand, and paint the principal's office which it desperately needed a makeover.

Holden:

Holden was the second school we took part in cleaning. Things went very smoothly and was able to get the cleaning and waxing done in a timely manner, around 2 weeks.

Holden also had the walk-in freezer replaced. When they removed it, there was a good amount of black mold growing and needed to be taken care of. I was able to spray and wipe down the walls and floor to safely remove the mold. I needed to tear off 3 sheets of sheetrock and replace with new sheets. I then had to mud, sand and paint over the sheetrock and the floor with mold/mildew resistant primer. New composite deck boards were then spaced apart to allow airflow under the freezer to reduce any future mold from growing. They later installed the new freezer in its place and is all hooked back up and running.

Holbrook:

Started cleaning and waxing the floors in the school. It's been more challenging here this year as we have to work alongside the new heating/ventilation system being installed. We were able to communicate with the contractors so we wouldn't be in each other's way. Last of the flooring to be cleaned and waxed should be by the 18th. The contractors seem to be moving at a good pace in order to have this done in a reasonable time.

The custodians have also been painting the much-needed entrance doors/doorframes, walls, installing new toilets, grounds work and mowing.

We also interviewed and hired a much-needed daytime custodian for the Holbrook school. It's great to say that we are now fully staffed as far as custodians go in RSU63. This group of people laugh together, respect each other and most importantly, work great together to get the job done and done right. Thank you all for your amazing work this summer!



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: August 21, 2023

From: Kelly Theriault

RE: August Board Report

WOW! Where has summer gone? It's been a blur and hard to believe staff and students are already back! This has been on one of the busiest summer "breaks" I can recall (I think maybe ever). There wasn't much of a break for central office. It has literally been a whirlwind of a summer!

- The Budget & Finance committee did not meet over the summer. We will meet on August 28, 2023 before the school board meeting.
- The support staff handbook has been reviewed with recommended changes. The handbook is included in your board packet with the recommended changes highlighted. There were only a few recommendations: Mechanic hourly rates (this wasn't looked at when bus driver rates were adjusted), the probationary employment period(s) and benefit waiting period. It really came to light this last year with the number of vacancies we had that these periods are too long to be competitive in a tight labor market.
- I managed to "survive" and successfully complete two law classes this summer. Drummond Woodsum MacMahon, in conjunction with the University of Maine offered both Maine Special Education Law and Maine School Law via zoom. Pre-COVID these classes were week long, all day classes held at Thomas College. DWM would prefer to go back to in person, so it was best to get them both in while zoom was still an option, but Boy, I would not recommend taking both (back to back) working full time and trying to enjoy some of the summer break!
- I've been working closely with Carpenter Associates this summer to get all the SRRF HVAC projects closed out before the School Revolving Renovation Funds expire at the end of the month. Holbrook will still have a wing left under ESSR to complete in the fall but the projects are coming to a close. Devoe should be done most of the upstairs when students arrive and primarily be working on the downstairs and the mechanical room.
- The Holbrook boiler project went out to bid for the boiler project. The project received two bidders. Bids were much higher than projected by the engineers. This project is spread over 3 budget years. Architect/Engineering=FY23, Boiler Phase I=FY24 and Boiler Phase II=FY25. This will have a big impact on the FY25 facilities budget.
- Reports completed this summer in the business office; MePERS, monthly school nutrition claim, Federal reimbursement invoicing, EFM46, Local Entitlement application, National School Lunch Program (NSP) application, quarterly unemployment, quarterly 940ME, quarterly 941.



MISSION

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.

Effective Monday, February 28, 2022

Reviewed May 22, 2023

Reviewed August 28, 2023

Masks are optional in RSU 63 Facilities and on RSU 63 Vehicles.

RSU 63 is not contact tracing.

RSU 63 is not participating in pooled testing.

RSU 63 operations are returning back to “pre-COVID” procedures. Students eat lunch in the cafeteria. Parent pick-up has returned to normal procedure. All activities have resumed including: sports, concerts, graduations, parent teacher conferences, and all IEP and Special Education meetings are in person. Parent meetings (i.e. Special education, IEP), may be held virtually at the parent’s convenience.

RSU 63 will continue to follow the current Standard Operating Procedure (SOP) for Investigation of COVID-19 Cases in Pre-K – 12 Schools issued by the Maine Center for Disease Control and Prevention’s Division of Disease Surveillance.



MISSION

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~~2021-2022~~

~~2022-2023~~

2023-2024

Guide for Returning to School

Approved by RSU 63 Board of Directors on August 23, 2021

Reviewed & Revised May 22, 2023

See Addendum(s) A, B for recent revisions

Reviewed & Revised August 28, 2023

The purpose of the rules and procedures in this guide is to maximize at-school, in person instruction for our students, help mitigate the spread of COVID-19, and limit the need for quarantining. We want our students healthy, safe, and in school as much as possible.

Priorities:

- Keeping the **health and safety** of students and staff the primary consideration while providing **At-School Instruction** for our students with **as little disruption as possible**.

This 2021-2022 Guide for Returning to School is based on available public health information at the time of its creation. The rules and procedures may need to be adjusted based on local conditions and guidance from public health officials.

Table of Contents

Health and Safety	2
Busing and Transportation	6
Food and Nutrition Services	7

Health and Safety

STAYING HOME WHEN SICK

Students, staff, and visitors who have symptoms of infectious illness, such as the flu or COVID-19, should stay home and contact their healthcare provider for testing and care, regardless of vaccination status. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others.

1. The following questions are to be used for screening for school attendance:
 - a. Within the past 24 hours have you had a fever (100.4 and above) or used any fever reducing medicine?
 - b. Do you feel sick, have vomiting, diarrhea, or a sore throat?
 - c. Have you been told to stay home and isolate/quarantine due to COVID-19 exposure?

If the answer to any of these questions is “Yes,” stay home! Contact your health care provider and...

Parents – Contact the school secretary and let her know why your child will not be coming to school.

- **Eddington** (PreK, K, and Grade 1): kjsmith@rsu63.org 843-6010
- **Holden** (Grades 2, 3, and 4): Heather Kiley hkiley@rsu63.org 843-7828
- **Holbrook** (Grades 5, 6, 7, & 8): Karen Everhart keverhart@rsu63.org 843-7769

RSU 63 Staff – Contact ~~Sharon Haskell~~ **Timothy Baker** or ~~Jake Morgan~~ **Zachary Chenier** (drivers and custodians) and let them know why you will not be coming to work.

Reporting a Positive Case of COVID-19

If you or someone in your household has COVID-19, **STAY HOME** and report that (immediately upon confirmation of a positive test) to our school nurse, Dawna Bickford by sending an email

to dbickford@rsu63.org. Please email Nurse Bickford even if it is during the night or over a weekend. Timely communication is critically important to reducing spread.

Responding to a Positive Case of COVID-19

RSU 63 will follow the [Standard Operating Procedure](#) (SOP) from the Maine CDC when responding to COVID19 among students or staff.

COVID-19 Vaccinations

COVID-19 vaccination is one of the most critical strategies to help schools safely resume full operations. **Fully vaccinated people who are asymptomatic do not have to quarantine when exposed to a positive COVID case.**

1. RSU 63 encourages all staff, eligible students, and adults who regularly interact with our students who are not already fully vaccinated to get vaccinated as soon as possible.
2. As required by the Maine Department of Health and Human Services, RSU 63 will collect and report the rates of COVID-19 vaccination among school staff serving our students.

~~Pooled Testing~~

~~Any student or staff member who participates in weekly pooled testing is exempt from school quarantine if exposed to COVID at school and is asymptomatic.~~

~~The early detection and reduction of spread provides peace of mind for students, staff, and families, as well as the added benefit of reducing education disruption and exclusion from extracurriculars due to quarantine as a close contact.~~

~~Opt-in pooled testing will be offered to all RSU 63 staff and students following Maine Department of Education's (DOE's) procedures and guidelines. Consistent with legal requirements and the Family Education Rights and Privacy Act (FERPA), parental consent will be obtained prior to any COVID testing.~~

~~More information about Pooled Testing can be found at <https://www.maine.gov/doe/covid-19/toolkit#pooled>.~~

Masks/Face Coverings

The primary route of transmission for COVID-19 is respiratory. Masks/face coverings are among the most critical tools for reducing risk and spread of COVID-19. Masks help prevent respiratory droplets from traveling into the air and onto other people or surfaces.

Students without symptoms, who attend schools requiring the wearing of masks indoors, and who are at least 3' away from an individual who tests positive for COVID-19 do not have to quarantine from the regular school day.

Select a mask/face covering that:

- Has two or more layers of washable, breathable fabric

- Completely covers the nose and mouth
 - Fits snugly but comfortably against the side the face and does not have gaps
 - Masks with exhalation valves are not allowed
- ~~1. All adults and students must wear a mask/face covering that covers their nose and mouth while on an RSU 63 bus or in an RSU 63 van (as per [Federal CDC order](#)).~~
 - ~~2. It is highly recommended all adults, students, children over 2, wear a mask/face covering that covers their nose and mouth while in an RSU 63 school (Eddington, Holden, and Holbrook Schools) or in the RSU 63 bus garage.~~
 - ~~a. A parent/guardian must provide written permission for their child to not wear a mask/face covering while in an RSU 63 building.~~
 - ~~b. All visitors inside RSU 63 buildings are required to wear a mask/face covering.~~
 3. Face shields may be an alternative for students with medical, behavioral, or other challenges who are unable to wear masks/face coverings. The same applies to staff with medical or other health reasons for being unable to wear face coverings. Face shields will be allowed for staff and/or students who provide medical documentation that they cannot wear face masks/coverings due to medical conditions, disability impact, or other health or safety factors.
 3. **Adults and students do not need to wear masks when outdoors.** However, CDC recommends that people who are not fully vaccinated wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people.
 4. Please be aware that when students who participate in sports or other activities travel to other schools, different rules for that district may apply to RSU 63 students and adults. Please respect the rules and decisions made by that district.
 5. Masks/face coverings should be provided by the student/family, but extra masks will be made available by the school for students who need them. Families experiencing financial hardship and unable to afford masks/face coverings should contact the school.
 6. Masks/face coverings should be replaced when soiled or wet. If the mask/face covering becomes soiled, remove and safely discard disposable masks, or store reusable face coverings in a sealed plastic bag for laundering. Perform hand hygiene after changing a soiled mask/face covering. Masks/face coverings should be washed daily.
 7. Masks with exhalation valves are not allowed.
 8. Incorporate outdoor learning as much as possible and incorporate mask breaks throughout the day.

Physical Distancing

Physical distancing is another important practice that helps reduce transmission of the virus. We aim for three to six feet of distance between individuals whenever possible.

- ~~1. When eating, students must be at least three feet apart and facing the same direction.~~
- ~~2. Desks will be spaced three feet or more apart and facing the same direction.~~
- ~~3. Unvaccinated adults must maintain a distance of six feet from other adults and students.~~

Hand Hygiene

Frequent hand hygiene reduces the risk of transmission of COVID-19 by removing pathogens from the surface of the hands.

1. Students will receive training on good hand hygiene practices and receive frequent reminders through verbal prompts, signs, and other means.
2. All students and staff will use hand hygiene (handwashing or hand sanitizer) frequently throughout the school day.
3. Handwashing is the best option. When handwashing is not practicable, use a hand sanitizer with at least 60% alcohol.
4. Hand sanitizer is placed in all classrooms and at key locations.
5. Students will be taught and reminded to cough or sneeze into their elbow when not wearing a face covering or alternatively, cough or sneeze into a tissue, discard the tissue into trash container, and then perform hand hygiene.

Personal Protective Equipment (PPE)

1. All RSU 63 schools have standard healthcare supplies (e.g., masks and gloves).
2. The school nurse and school secretaries have access to appropriate medical PPE to use in clinic and with symptomatic students or adults. This PPE includes N95 masks, surgical masks, gloves, disposable gowns, and face shields or other eye protection.

RSU 63 Facilities

1. ~~Drinking fountains will only be used as water fill stations. Staff and students should bring water bottles, and cups will be provided for drinking fountain use for those who do not have a water bottle.~~ Drinking fountains will be cleaned and disinfected and have signs for proper use.
2. Lines will be eliminated to the greatest extent practicable. Where lines are unavoidable (e.g. near doors, sinks, bathrooms, or other places where students may line up), three to six feet of distance between individuals will be maintained.
3. ~~Signs will be at entrances and throughout buildings (particularly high traffic areas), alerting staff and students to physical distancing requirements, face covering policies, and hand hygiene protocols.~~

Ventilation

Ventilation is another component that helps reduce transmission of COVID-19. RSU 63 is in the process of renovating the heating and ventilation systems at all three of our schools. This will cause some disruption throughout the school year but is an important health and safety upgrade. We will continue to bring in as much fresh air from outdoors as possible.

- ~~1. Windows and doors will be open, when feasible, to maximize ventilation, especially when eating or if the room is near maximum occupancy.~~
- ~~2. Fans will be used to increase the effectiveness of open windows. Fans should be safely secured to blow potentially contaminated air out of a window and pull new air in through other open windows and doors.~~

Cleaning and Disinfecting

1. RSU 63 facilities will be thoroughly cleaned and disinfected daily.
2. Products used will meet EPA disinfection criteria. We will continue to follow safe and correct usage and storage practices for cleaning and disinfection products, including storing products securely away from children.
3. Students will not participate in disinfecting activities.

BUSING and TRANSPORTATION

COVID-19 presents many unique challenges regarding the busing and transportation of students. **Please consider transporting your child(ren) to school.**

Our traffic flow patterns, drop off, pick up, and building entry points may be different from what we have used in the past. **PLEASE USE CAUTION.**

Students can be dropped off at the Eddington and Holden Schools from ~~7:55am~~ 8:00am until ~~8:25am~~ 8:10am. Prior to ~~7:55am~~ 8:00am, students will need to wait in the vehicle with their parents. When arriving between ~~7:55am~~ 8:00am and ~~8:15am~~ 8:10am, students can enter the school and go to the cafeteria to get a breakfast or go straight to the playground. After ~~8:15am~~ 8:10am, students should be dropped off at the front door.

Students can be dropped off at the Holbrook School from ~~7:45am~~ 7:55am until ~~8:25am~~ 8:05am. Prior to ~~7:45am~~ 7:55am students will need to wait in the vehicle with their parents. When arriving between ~~7:45am~~ 7:55am and ~~8:25am~~ 8:05am, students can enter the school and go to the cafeteria. At 8:05, students can start moving from the cafeteria to their homerooms.

~~Student pick up at the end of the day will be the same as last year.~~

~~Parents can pick up students from the Eddington and Holden Schools from 2:55pm until 3:15pm. Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.~~

~~Parents can pick up students from the Holbrook School from 3:05pm until 3:30pm. Parents will need to wait in the parking lot for their child(ren) to be brought out of the building.~~

Riding in an RSU 63 Bus or Van

~~Students are required wear a facemask on an RSU 63 bus or van.~~ Students must remain in the seat assigned to them by the driver. Students who do not follow these rules will not be allowed to ride in an RSU 63 vehicle.

1. RSU 63 drivers will practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face coverings).
2. ~~Masks/face coverings are required (as per Federal CDC order) to be worn by all adults and students (including those in Pre-Kindergarten) when on the bus/in an RSU 63 van.~~
3. ~~Hand sanitizer is available when entering and exiting the bus.~~
4. Students must remain in their assigned seats.
5. ~~Windows will be open as weather permits.~~
6. All other RSU 63 rules and policies regarding student transportation will be followed.

FOOD and NUTRITION SERVICES

School meals play an important role in addressing food security for students. COVID-19 has not been shown to be a food-borne disease. Standard food preparation guidelines will be followed, with special consideration for masking and physical distancing between food service staff in the kitchen and when in contact with students/staff.

1. Food preparation and service procedures will be adjusted to maintain physical distance and support compliance with health and safety protocols.
2. All our Food and Nutrition Services employees will follow cleaning and disinfecting protocols aligned with CDC guidance and will wear face coverings during food preparation and service.
3. RSU 63 will provide **breakfast and lunch free to all students**. ~~Students will eat at least 3 feet apart.~~ This may occur in classrooms, outdoors, and in cafeterias/gymnasium.

Even though meals are free for all students, we need parents to help by taking the time to complete the confidential Meal Benefit application found at <http://rsu63.nlappscloud.com>

Our schools benefit from the data that is gathered from the application. Examples include school meal reimbursements, funding for our elementary literacy programs, after school and outdoor education funding and resources, special education funding, teacher loan forgiveness, and funding provided through the Maine State Legislature/Essential Programs and Services formula.

To prepay for snack milk (Eddington and Holden Schools) or a la carte items (Holbrook School) on-line using a credit or debit card. Please click the MySchoolBucks link below. Payments can be made whenever it's convenient, 24 hours a day, 7 days a week, 365 days a year.

If you have lost or need your child's student number to register for a free account, please contact your child's school.



Questions or issues creating or managing your account? Contact mySchoolBucks directly at (855)-832-5226.

Regional School Unit #63

HANDBOOK FOR SUPPORT STAFF

Revised and Approved: August 28, 2023
Effective: August 29, 2023

WELCOME

On behalf of RSU #63, I am pleased to present our updated handbook which covers all support staff in the district. Our employees are our most valuable resource. Our goal is to continue to hire and retain outstanding people who take pride in their work and contribute to a positive school climate and culture. The extent to which all of us are diligent, courteous, honest, patient, efficient, and considerate will determine RSU #63's image and is the foundation upon which our reputation depends. We have the responsibility to provide the best possible service to each student at all times.

I want to extend a warm welcome to new members of the RSU #63 team. Your talent, work ethic, and creativity, together with those of our existing employees, will enable our school district to realize its goal of providing an excellent educational program for the children from Clifton, Eddington, and Holden.

In closing, I wish to express my heartfelt gratitude to all current employees for your many collective years of loyalty and dedication. Working together, we have built a school district to be proud of.

Sincerely,

Jared Fulgoni, Superintendent, ~~Director of Curriculum and Instruction~~
RSU #63

TABLE OF CONTENTS

WELCOME.....	i
1. INTRODUCTION.....	1
2. RSU #63 AND ITS VISION.....	2
3. EMPLOYMENT.....	3
A. Equal Opportunity Employer.....	3
B. Categories of Employment.....	3
C. Probationary Period.....	4
D. Personnel Files and Employee Information.....	4
E. Performance Reviews/Evaluations.....	4
F. Training Requirements.....	5
G. Physicals.....	5
H. Confidentiality.....	5
I. Vacancies and Transfers.....	5
J. Outside Employment.....	5
K. Nepotism.....	5
L. Open Door Policy.....	6
M. Resignation from Employment.....	6
N. Whistleblower Policy.....	6
O. Disability Accommodation.....	6
P. Religious Accommodation.....	7
4. WAGES AND HOURS.....	8
A. Wages.....	8
B. Pay Averaging.....	8
C. Pay Day and Paychecks.....	8
D. Time Sheets.....	8
E. Work Schedules.....	8
F. Overtime.....	9
G. Alarm Calls/Building Checks.....	9
H. Meal Periods.....	9
I. Breaks for Nursing Mothers.....	9
5. INSURANCE AND OTHER BENEFITS.....	10
A. Health Insurance.....	10
B. Dental Insurance.....	11
C. 403 (b) Plan.....	11
D. Long Term Disability.....	11
E. Educational Assistance Program.....	11

6.	HOLIDAYS AND LEAVES.....	13
A.	Holidays.....	13
B.	Sick Days.....	13
C.	Sick Leave Bank.....	14
D.	Family Care Leave.....	14
E.	Earned Paid Leave.....	14
F.	Bereavement Leave.....	15
G.	Vacation.....	16
H.	Military Leave.....	16
I.	Jury Duty.....	16
J.	Victims of Violence Leave.....	17
K.	Personal Leave of Absence.....	17
L.	Family and Medical Leave.....	17
7.	EMPLOYEE CONDUCT AND WORK RULES.....	20
A.	Punctuality and Attendance.....	20
B.	Staff Conduct with Students.....	20
C.	Conflicts of Interest.....	20
D.	Employee Expectations and Teamwork.....	20
E.	Drugs and Alcohol.....	21
F.	Harassment and Sexual Harassment.....	21
G.	Tobacco Use.....	21
H.	Personal Appearance.....	21
I.	Computer and Internet Use.....	22
J.	RSU #63 Equipment.....	22
K.	Personal Cell Phones and Other Electronic Devices.....	22
L.	Workplace Safety and Accident Reporting.....	22
M.	Gifts.....	23
N.	Employee Solicitation or Distribution of Materials.....	23
8.	DISCIPLINE.....	24
9.	GENERAL INFORMATION.....	25
A.	Employee Communications.....	25
B.	Visitors.....	25
C.	School Closings.....	25
10.	ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK.....	26
11.	SALARY SCHEDULES A thru K.....	27-37

1. INTRODUCTION

This handbook provides basic information about RSU #63 and its policies, programs, and benefits. You are being asked to read the handbook to learn about your responsibilities as an employee and the programs developed by RSU #63 for your benefit.

This handbook replaces and supersedes all previous handbooks and is designed to acquaint you with RSU #63 by covering the questions most frequently asked by employees. Please do not hesitate to ask your supervisor or the Business Manager for more details.

The policies, programs, and benefits set forth in the handbook are not terms and conditions of employment, nor should they be construed as an employment contract. The best interests of RSU #63 and our employees necessitate that there be flexibility in administration. RSU #63 reserves the right to revise, supplement, or rescind any policy or provision in the handbook it deems appropriate, with sole and absolute discretion. We will try to keep the handbook current, but there may be times when policies, programs, or benefits will change before this material can be revised.

You are employed on an “at-will” basis and your continued employment with RSU #63 is based on mutual consent. You have the right to end your employment relationship at any time for any reason. Similarly, the employment of any employee can be terminated in the sole discretion of RSU #63 at any time for any reason provided that the reason is legal. It should also be understood that no supervisor or representative of RSU #63 except the Superintendent has the authority to enter into an agreement for employment for any specified period of time or to make any promises or commitments contrary to the terms as stated above. Further, any employment agreement shall not be enforceable unless it is in writing.

In addition to this handbook, employees are expected to be familiar with and comply with the policies adopted by the Board of Directors. These policies can be accessed on the district website at <https://www.rsu63.org/domain/44> (Board Policies) and hard copies of the policy manual are maintained in the Central Office and each school office.

2. RSU #63 AND ITS MISSION

We are pleased that you have chosen to join the team of individuals who have earned RSU #63 a unique position in the field of public education.

As your employer, RSU #63 believes we have a responsibility to encourage an atmosphere that fosters individual creativity, energy, and mutual respect. Similarly, we expect all employees to do their best in fulfilling their job responsibilities. By working as a team, we can best serve our students, our parents, our employees, our stakeholders, and the long-term interests of RSU #63. This means involving everyone: bus drivers, cooks, maintenance crew, educational technicians, secretaries, faculty, guidance counselors, administrators, parents, Board of Directors, and the greater communities, in expressing their aspirations, building awareness, and developing capabilities. In an outstanding school system people must work using communications and supportive attitudes to build trust and develop a common stake in the future of the school system. Additionally, a clear expectation of professional behavior promotes a safe work environment where all staff can learn from and respect each other.

Furthermore, we believe that collaboration is one of the important cornerstones of our working lives. To develop a caring, collaborative, and performance-based learning environment for our students, we must expect the same for ourselves. We need to show our students through interactions by being positive role models, communicating clear expectations, following through on commitments and creating a safe and nurturing environment.

All of us influence the school experience of our students, beginning first thing in the morning, until the student returns home at the end of the day. Teaching and caring for our students is what we do. In order to do these things well, we must all work together well and communicate well.

MISSION STATEMENT

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.

3. EMPLOYMENT

A. Equal Opportunity Employer

RSU #63 is an equal opportunity employer and does not discriminate against any employee or applicant because of sex, gender or gender identity or expression, race, color, religion, age, sexual orientation, national origin or ancestry, ethnicity, physical or mental disability, genetic information, veteran or marital status, or in any other manner that violates the law. *See Board Policy AC.*

B. Categories of Employment

1. Regular Full-Time Employee, Year-Round – A Regular Full-Time Employee is an employee who is regularly scheduled to work 30 hours a week or more for the full year and who has successfully completed their Probationary Period. These employees are eligible for benefits, holidays, and leaves as specified in this handbook.
2. Regular Full-Time Employee, School-Year – A Regular Full-Time Employee is an employee who is regularly scheduled to work 30 hours a week or more for the school year and who has successfully completed their Probationary Period. These employees are eligible for benefits, holidays, and leaves as specified in this handbook.
3. Regular Part-Time Employee, Year-Round or School-Year – A Regular Part-Time Employee is an employee who is regularly scheduled to work fewer than 30 hours per week, either year-round or school-year, and who has successfully completed their Probationary Period.

Part-Time Employees who work year-round are generally eligible for pro-rated benefits, holidays, and leaves if they are regularly scheduled for 20 or more hours per week. Part-Time Employees who work the school-year are eligible for pro-rated benefits, holidays, and leaves if they are regularly scheduled to work at least 20 hours per week.

4. Special Education Administrative Assistant and School Secretary – A Regular Full-Time Employee. Secretaries have a unique work schedule of 225 days and are eligible for 5 vacation days per year. Employees in this classification are regularly scheduled to work 35 hours or more a week and are eligible for benefits, holidays, and leaves as specified in this handbook after successful completion of their Probationary Period.
5. Temporary Employee – A Temporary Employee may be hired to perform the job responsibilities of an absent employee, to work on a specific project, on a seasonal basis, or to assist RSU #63 with temporary heavy workloads. Temporary Employees are not eligible for benefits. While working at RSU #63, Temporary Employees are required to comply with this handbook.

C. Probationary Period

All new Full-Time and Part-Time Employees have a Probationary Period for the first 90 120 days of employment. RSU #63 reserves the right to extend the Probationary Period for an individual employee to up to 180 days at its sole discretion.

A Probationary Employee whose service is satisfactory may become a Regular Full-Time Employee or a Regular Part-Time Employee. An employee remains "at will" during and after the Probationary Period. ~~During the initial probationary period, employees are not eligible for sick, holiday, or vacation pay.~~ Eligibility for paid sick/medical, holiday and vacation benefits begins after 45 days of employment.

Health insurance and dental insurance coverage begins the first day of the month following employment for eligible employees.

Earned Paid Leave, ~~paid medical leave, paid holidays, and vacation days~~ for eligible employees begin after 120 days.

D. Personnel Files and Employee Information

Confidential personnel files and records, are maintained for each employee and are the property of RSU #63. Confidentiality will be maintained in accordance with applicable legal requirements.

With reasonable advance notice, employees may view the materials in their personnel file.

Changes in personal information should be reported to the Business Manager as soon as possible. Examples of changes include, but are not limited to, name, address, family or marital status, telephone numbers, insurance beneficiary, new dependents, and emergency contacts.

RSU #63 will only verify dates of employment and position to outside requesters. Any additional information requires written authorization from the employee. Employee medical records, if applicable, will be maintained in a separate and secure file. No medical records will be filed in an employee's personnel file.

E. Performance Reviews/Evaluation

RSU #63 considers performance reviews by supervisors to be a continual process. Employees will receive more formal evaluations at the end of the Probationary Period and at least every other year thereafter. Evaluations will be discussed with the employee and placed in their personnel file.

Employees whose performance is not satisfactory may be placed on probation for a period of time, placed on a mandatory improvement plan, or terminated at the sole discretion of RSU #63.

F. Training Requirements

Employees must successfully complete all training programs applicable to their position as scheduled by their Supervisor.

G. Physicals

All employees hired as custodians, maintenance workers, drivers, mechanics, and food service staff are required to pass a pre-employment physical with an occupational health provider chosen by the District. All drivers and mechanics are also required to pass a yearly physical as required by the State of Maine. *See Policy EEAEA.*

H. Confidentiality

As an employee of RSU #63, you may have access to highly confidential student, employee, or district information. All employees are expected to comply with applicable confidentiality laws and policies, and to take care not to disclose confidential information to anyone not authorized to receive it.

RSU #63 records may not be removed from district premises without prior authorization from the employee's supervisor or other administrator.

I. Vacancies and Transfers

Vacancies are generally posted on the RSU #63 website and through district email. Current employees may apply for positions outside of their department after six months of employment. This requirement may be waived by the Superintendent if it is in the interest of the district. An employee who has successfully completed their Probationary Period may apply for vacancies within their current department prior to the usual six-month requirement. In all cases, RSU #63 retains the discretion to fill each position with a candidate of its choosing and to transfer employees as required to meet operational needs.

J. Outside Employment

Any employee engaged in outside employment must inform their supervisor. Outside employment that constitutes a conflict of interest with RSU #63 is prohibited. If the supervisor determines that an employee's outside employment interferes with their performance or ability to meet their responsibilities, the employee will be required to terminate the outside employment or resign their position with RSU #63. Employees are not allowed to use work time or leave time for purposes of outside employment.

K. Nepotism

The Board has adopted a policy concerning the employment of relatives in RSU #63. *See Policy BCC.*

L. Open Door Policy

A critical part of our employee relations program is communication. RSU #63 has an open-door policy to promote speedy resolution of problems in the workplace. We believe employees should have an opportunity to address work-related problems and concerns. If you feel that you have not been treated in accordance with this handbook or Board policy, you are encouraged to discuss the matter with your supervisor.

If an employee feels they cannot discuss the matter with their supervisor, or the matter is not resolved at that level, they may discuss the matter with the appropriate administrator or the Business Manager.

RSU #63 strongly prohibits harassment in the workplace, as outlined in more detail in a separate policy. Concerns regarding harassment or discrimination should be addressed in accordance with Board policies and procedures. *See Policy AC, ACAB, and ACAB-R.*

M. Resignation from Employment

Employees are requested to provide at least two weeks' written notice of resignation to their supervisor. Employees are required to return keys, equipment, computers and any other RSU #63 property or documents issued to them upon separation from employment, or whenever requested by RSU #63.

N. Whistleblower Policy

RSU #63 expects all employees to observe high standards ethics in the conduct of their work duties and responsibilities. This policy is intended to encourage and enable employees to raise serious concerns with RSU #63. No employee shall suffer harassment, retaliation, or adverse employment consequences if they report in good faith suspected illegal activity undertaken by an RSU #63 employee in the performance of such individual's official duties. The report can be made to a supervisor and/or to an appropriate government official. Reports of wrongful conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

O. Disability Accommodation

RSU #63 supports and advances opportunities for all qualified individuals and complies fully with the Americans with Disabilities Act (ADA) and state law, which require that RSU #63 make reasonable accommodations for qualified individuals who can perform the essential functions of their job with or without a reasonable accommodation.

For the purposes of this policy, a "disability" is a physical or mental impairment that substantially limits a major life activity and includes persons who have such a disability, have a record of a disability, who are perceived to be disabled, or who associates with a person with a disability. A "reasonable accommodation" is a modification or alternative that allows the

employee to perform the essential functions of their job, provided it does not create an undue hardship for RSU #63. If you believe you are disabled, you may request that RSU #63 make reasonable accommodations in order to help you perform your job. To make this request, contact your supervisor. Your request will be reviewed in accordance with the provisions of the ADA.

RSU #63 treats disabled individuals without discrimination in any area of work and in all employment practices and decisions. Any employee who feels s/he has been discriminated against or whose rights under this policy have been violated should report his or her concerns to their supervisor.

P. Religious Accommodation

RSU #63 respects the religious beliefs and practices of all employees and will make, upon request, a reasonable accommodation for observances when an accommodation is available that does not create an undue hardship on the District's operations. An employee who seeks a religious accommodation should submit a written request for the accommodation to his/her immediate supervisor. The supervisor, in consultation with the Superintendent, will evaluate whether an accommodation is available that does not create an undue hardship on RSU #63's operations.

4. WAGES AND HOURS

A. Wages

RSU #63 determines employee wages on the basis of position requirements and operating needs. Wages are generally reviewed on a regular basis and adjustments may be made based on cost-of-living indices, district budgets, and other relevant factors. See Schedules A-K; Steps on the schedules represent experience. To advance a step on the schedule employees must work a minimum of 700 hours in a school year (average 20 hours/week). At the Superintendent's discretion, an employee may advance a step based on specific individual circumstances (i.e. long-term sub, regular routine sub continually working).

B. Pay Averaging

Hourly School-Year Employees have the option to receive their pay as it is earned during the months of September to June or spread out their earnings over 12 months by averaging their annual scheduled work hours into 26 equal paychecks. Employees are required to specify in writing annually which option they are electing. An election form will be provided by the Central Office prior to the first pay of the school year. All hourly employees are required to complete a time card recording their actual time worked each pay period. Each time card needs to be signed by the immediate supervisor and submitted to the payroll department bi-weekly in accordance with the pay schedule. Any adjustments for additional hours or fewer hours will be adjusted within the pay period in which they occur.

C. Pay Day and Paychecks

The pay period is bi-weekly and runs from Saturday of week one to Friday of week two and is paid the following Wednesday. In the event that payday falls on a holiday, employees will be paid on the prior business day. Employees are required to use direct deposit. Employees should notify the payroll department immediately if they have any questions about their paycheck.

RSU #63 does not provide wage advances or loans to employees.

D. Timesheets

All hourly (non-exempt) employees are required to record their exact work hours each week utilizing RSU #63 timesheets. Employees must sign their timesheets and submit them to their supervisor by noon on the Friday before payday. Timesheets must also be signed by their supervisor and may not be changed without authorization of a supervisor. Falsification of timesheets or filling out timesheets for other employees will result in disciplinary action, up to and including termination.

E. Work Schedules

Each employee is provided a work schedule based on operational needs in the particular school or department.

F. Overtime

Non-Exempt Employees – A Non-Exempt Employee is an employee who is eligible for overtime compensation after 40 hours of actual work in a work week. All employees covered by this handbook are Non-Exempt Employees.

Overtime must be approved in advance by the Superintendent. Non-Exempt Employees who work over 40 hours in a work week are paid time and a half for all hours over 40. Employees may only work overtime with the prior approval by the Superintendent. Only hours actually worked in a pay week count for the purposes of calculating overtime (e.g., sick days, vacation days, and holidays do not count for purposes of calculating overtime). Overtime pay begins with worked hours over 40 in a given pay week.

G. Alarm Calls/Building Checks

Employees who cover Alarm Calls from 6am-6pm will be compensated \$40.00. Employees who cover Alarm Calls from 6pm-6am will be compensated \$70.00. Employees who complete weekend building/ground checks during the winter months, will be compensated \$40.00 per day.

H. Meal Periods

Employees who are scheduled to work six or more hours per day are required to take an unpaid 30-minute meal period each day which is scheduled by the supervisor. Employees are required to record their meal periods on their timesheets.

I. Breaks for Nursing Mothers

Non-Exempt Employees who are nursing may utilize available break time to discharge milk for a nursing child under three years of age. A clean private location will be provided for this purpose, other than a bathroom. No nursing mother will experience any discrimination for expressing milk in the workplace.

5. INSURANCE AND OTHER BENEFITS

RSU #63 provides a package of insurance and other benefits to employees who meet the eligibility requirements for each plan or program. This section provides a brief summary of each plan and program; more detailed plan/program descriptions are available from the Business Manager. RSU #63 reserves the sole discretion to modify or rescind any plans or programs described here at any time.

A. Health Insurance

Health insurance coverage (including prescription drug coverage) begins the first day of the month following employment for eligible employees. For purposes of health insurance coverage only, employees are eligible for full-time benefits if they are regularly scheduled to work at least 30 hours per week.

~~For the 2021-2022 year, insurance eligibility is as follows:~~

- ~~● Full-Time Employees are eligible for 90% single coverage under the Choice Plus.~~
- ~~● Part-Time Employees who are regularly scheduled to work 20 hours a week are eligible for pro-rated coverage based on their hours compared to full-time.~~
- ~~● Full-Time Employees are eligible for up to an additional \$400/month for Adult/Child or Family coverage (not 2 Adults). This amount will be pro-rated for Part-Time Employees.~~
- ~~● Full-Time Employees who certify that they are covered under another health plan may be reimbursed \$2,500.00 per year. Part-Time Employees eligible for health insurance receive a pro-rated benefit. Payment occurs in December and May, and is subject to tax withholding and dependent on eligibility dates and health plan year (September through August).~~

Effective School Year 2022-2023 starting on September 1, 2022, insurance eligibility is as follows:

- Full-Time Employees are eligible for 95% single coverage under the MEA Standard 500 plan.
- Part-Time Employees who are regularly scheduled to work 20 hours a week are eligible for pro-rated coverage based on their hours compared to full-time.
- Full-Time Employees are eligible for up to an additional \$400/month for Adult/Child or Family coverage (not 2 Adults). This amount will be pro-rated for Part-Time Employees.
- Full-Time Employees who certify that they are covered under another health plan may be reimbursed \$2,500.00 per year. Part-Time Employees eligible for health insurance receive a pro-rated benefit. Payment occurs in December and May, and is subject to tax withholding and dependent on eligibility dates and health plan year (September through August).

Employees who leave their employment or whose hours are reduced are eligible for COBRA, which allows continuation of health coverage for a period of time at employee expense. Eligible employees will be provided information about COBRA.

B. Dental Insurance

Full-Time Employees and Part-Time Employees who are regularly scheduled to work at least 20 hours per week for the school year are eligible for RSU #63's dental plan. Part-Time Employees are eligible for pro-rated coverage based on their scheduled hours compared to full-time hours. RSU #63 currently pays \$385 per year toward the cost of this benefit. The employee is responsible for any additional premium for single and/or dependent coverage. Coverage begins the first day of the month following employment.

C. 403(b) Plan

Employees who are 18 years or older may enroll in RSU #63's 403(b) Plan on the first day of the month after employment begins. Under this plan, employees may make pre-tax deductions up to the IRS maximum limit from their compensation. (During an unpaid leave of absence, no paychecks are issued, so no deductions are made). After two years of continuous service, employees who are not covered under the Maine Public Employees Retirement System are eligible for a matching contribution up to 3% from RSU #63.

D. Long-Term Disability (LTD) Insurance

Long Term Disability is available to all employees regularly scheduled for at least 20 hours per week. The district managed program is voluntary at the expense of the employee. The policy has a 60-day elimination period and provides coverage of 60% of monthly earnings. Employees may sign up at any time, but may be subject to a pre-qualification physical. This exam is waived if sign up occurs at the time of hire. For more information, contact the Business Office.

E. Educational Assistance Program

Employees who have been continuously employed for at least one year are eligible for financial assistance to enhance skills and knowledge related to their current job or a job in RSU #63. Employees who intend to take an undergraduate or graduate course from an accredited post-secondary institution that is related to their current job or a job in RSU #63 must receive approval from the Superintendent in advance. RSU #63 will provide reimbursement up to the University of Maine rate for one course per year if the employee receives a "B" or better. Part-Time Employees who are regularly scheduled to work at least 20 hours per week are eligible for a pro-rated benefit. Reimbursement is for tuition only and does not include books, supplies, or other fees and whenever possible will be paid directly to the educational institution from which the employee has taken the course.

Employees must earn a B or better and must provide an official transcript for the grade received before payment can be made.

If the financial institution requires payment prior to completion of the course, the Superintendent may grant approval for employee reimbursement for the course provided the course and reimbursement are approved prior to registration and proof of payment are submitted. Employee will reimburse RSU #63 if a grade of B is not achieved and/or no transcript of course completion is provided. Reimbursement will be via paycheck deduction if not provided by the employee within one month of course completion.

6. HOLIDAYS AND LEAVES

A. Holidays

Full-Time and Part-Time Employees receive paid holidays based on their regularly scheduled hours, provided the holiday is observed on an employee's regularly scheduled workday.

School-Year Employees

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth (if it occurs during school year)
- Labor Day
- Indigenous People Day
- Veteran's Day
- Thanksgiving and the day following
- Christmas

Special Education Administrative Assistant and School Secretary (225 work days)

In addition to the holidays provided for School-Year Employees, Special Education Administrative Assistant and School Secretaries receive the following holidays:

- Presidents' Day
- Patriots' Day

Year-Round Employees

In addition to the holidays provided for School-Year Employees, Year-Round Employees receive the following holidays:

- Presidents' Day
- Patriots' Day
- Juneteenth
- Independence Day

If a holiday occurs during an eligible employee's vacation, that day will not be counted as a vacation day. Other approved holidays observed by the State of Maine will also be observed.

Employees who are required to work on a scheduled holiday are paid at one-and-one-half times their regular rate.

B. Sick Days

Sick days are provided for employees when an illness or injury prevents them from performing their job duties. Employees receive sick days based on their position and in accordance with this

policy. Sick days are pro-rated for Part-Time Employees based on their regularly-scheduled hours compared to full-time. Accumulated/Unused sick days are not paid upon termination of employment, unless the conditions in policy GDQC, Retirement Cash Out Benefit for Long-Term Hourly Employee, Support Staff, are met.

Employees who are regularly scheduled to work at least 20 hours per week accrue one sick day per month worked, to a maximum of ten (10) days for School-Year Employees and twelve (12) days for Year-Round Employees. Employees may accrue up to 110 sick days; any days over this amount are forfeited.

C. Sick Leave Bank

1. A Sick Leave Bank, established by the Board, will be managed by the Superintendent and Business Manager.
2. The Business Office will be responsible for tracking donation, use, and available days in order to maintain an accurate and current count.
3. The Bank will be available to all Full-time and Part-time support staff referenced in the employee handbook (Administrative Assistants, Bookkeeper, Educational Technicians, Secretaries, Cooks, Custodians, Bus Drivers, Van Drivers, and Mechanics).
4. The Bank's intended use is for catastrophic illness and emergencies. It is not for routine sickness or medical issues or maternity or adoption leaves.
5. Each employee may contribute one (1) or two (2) days from their personal sick leave to the bank. Intent to contribute must be sent to the Business Office in writing by October 1 of each school year.
6. To qualify for application to the Bank an employee must have contributed to the Bank Balance within the current year.
7. To request use of days within the Bank, an employee must submit a request in writing to the Superintendent at least one (1) week before the leave can be used, except in emergencies where this requirement may be waived.
8. The maximum days allowed for use by an individual in any given year is 60 days or the Bank balance, whichever is lower.

D. Family Care Leave

The Board has adopted a policy on the use of an employee's paid leave for illness of the employee's child, spouse, or parent. *See Policy GBN and GBN-R.*

E. Earned Paid Leave

Maine has enacted a new law (effective January 1, 2021) which provides earned paid leave for employees. This earned paid leave may be used for any purpose, and to the extent that the leave qualifies for paid leave under another leave policy, law or individual employment agreement (such as sick leave, personal leave or vacation, as may be applicable), earned paid leave and the other type of leave will run concurrently.

1. Accrual

a. Employees not covered by a collective bargaining agreement shall accrue one hour of earned paid leave for every forty (40) hours worked, up to a maximum of forty (40) hours per year.

b. Employees may not use earned paid leave until they have been employed for 120 calendar days. Earned paid leave cannot be used before it is earned, and must be taken in one (1) hour increments.

c. The designated year for purposes of accrual and use shall be July 1 through June 30.

d. Accrued earned paid leave time shall be indicated on the eligible employees pay stub.

2. Allowable Uses and Notice Requirements

Earned paid leave may be used for any purpose, but the notice requirements differ between planned and emergency purposes.

a. Planned Purpose: Employees shall provide at least two weeks' advance, written notice to their supervisor to use earned paid leave for a purpose that can be planned.

In general, planned earned paid leave should not be used for more than three (3) consecutive work days. Planned earned paid leave cannot be used on days determined by the supervisor to conflict with operational needs.

b. Emergency Purpose: Earned paid leave may be used for sudden emergency, sudden illness or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. In such cases, the employee is required to notify their supervisor as soon as practicable in the circumstances and will follow the same approval path as currently exists.

The supervisor may request appropriate documentation demonstrating the necessity of using earned paid leave for emergency purposes.

c. Carryover: Up to forty (40) hours of unused, accrued earned paid leave may be carried over to the next fiscal year. However, the maximum amount of earned paid leave an employee may use in one (1) fiscal year is limited to forty (40) hours and accrued time will not exceed 40 hours.

F. Bereavement Leave

Full-Time and Part-Time Employees receive up to three (3) workdays off for the death of an immediate family member. For purposes of this handbook, immediate family members include an employee's spouse or domestic partner, child, parent, sibling/in-law, parent/in-law, grandparent or grandchild. An employee must inform his/her supervisor as soon as possible of the death and the time to be taken, which typically includes the day of the funeral. Bereavement

days are pro-rated for Part-Time Employees based on their regularly-scheduled hours compared to Full-Time.

G. Vacation

RSU #63 provides fixed vacation days for Full-Time Year-Round Employees based on continuous years of service. The vacation year begins July 1 and ends on June 30.

- 0-1 year: pro-rated based on start date, 1 day per month after waiting probationary period
- 1-6 years: 10 days
- 7-14 years: 15 days
- 15+ years: 20 days

RSU #63 does not provide vacation for School-Year Employees. The vacation year begins July 1 and ends on June 30.

Some Administrative Assistants/Secretaries have a unique work schedule of (at least) 225 days and are eligible for 5 vacation days. Employees in this classification are regularly scheduled to work 35 hours or more a week and are eligible for benefits, holidays, and leaves as specified in this handbook after successful completion of their introductory period.

Employees are expected to take vacation in the year it is accrued. The only exception is if RSU #63 denies a vacation request for a particular time or a vacation request must be canceled because of the district's operational needs. Employees will be paid for any unused, pro-rated vacation days upon favorable separation of employment.

Employees may use vacation days in full or half-day increments. No more than ten (10) days may be taken at one time. Employees with fifteen (15) days of vacation may be required to take five (5) days in a block. Employees are strongly encouraged to make vacation requests to their supervisor as far in advance as possible. RSU #63 reserves the discretion to deny vacation requests based on operational needs. As a general rule, employees are encouraged to schedule vacation on non-student days.

H. Military Leave

If employees require time off from work to fulfill military duties, they will be treated in accordance with applicable requirements of state and federal laws. Employees are expected to notify their supervisor and provide a copy of their orders as soon as possible.

I. Jury Duty

RSU #63 will not discriminate against employees who serve on jury duty. Employees will receive their regular pay for a maximum of two weeks of jury duty, but must submit their jury duty pay (less any expenses). Any time on jury duty beyond two weeks will be unpaid.

Employees should submit a copy of their summons to their supervisor as soon as possible. Employees are expected to return to work when their presence at jury duty is no longer required.

J. Victims of Violence Leave

Maine law provides that employees who are victims may request unpaid leave to take care of certain necessary business, including: preparing for and attending court proceedings; receiving medical treatment or attending to the medical treatment of a victim who is the employee's child, parent or spouse; or obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking. Employees who have questions about such leave should request more information from the Business Manager.

K. Personal Leave of Absence

In special circumstances, RSU #63 may grant an unpaid leave of absence for a specified period of time. Personal leaves of absence must be requested in writing to the Superintendent. The granting of a personal leave of absence is at the sole discretion of RSU #63 and the terms for any personal leave of absence will be made in writing. Holidays will not be paid, and sick days and vacation will not accrue during a personal leave of absence lasting more than two weeks. If a personal leave of absence extends beyond one month, the employee shall be required to pay the full cost of health insurance for the remainder of the leave.

L. Family and Medical Leave

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act (FMLA) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this policy, "family and medical leave" means leave available under both the federal and state laws.

1. The Federal Employee Eligibility Periods

Employees who have been employed for at least 12 month and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

a. 12-Month Period for Birth, Adoption, or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

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- i. Birth and care of the newborn child of the employee;
 - ii. Placement with the employee of a son or daughter for adoption or foster care;
 - iii. Care for an immediate family member (spouse, child, grandchild, or parent) with a serious health condition;
 - iv. Medical leave when the employee is unable to work because of a serious health condition; or
 - v. Qualifying exigency leave for an employee whose spouse, child, or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be the fiscal year.

b. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent, or next of kin of a service member with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track RSU #63's designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by RSU #63 and in certain circumstances; this may impact the employee's eligibility to take other types of FMLA leave.

2. Maine Requirements

a. Employee Eligibility

Employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

b. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is ten (10) work weeks in any two-year period.

c. Qualifying Purposes

Leave may be used for the following qualifying purposes:

- i. Serious health condition of the employee;
- ii. Serious health condition of the employee's spouse, domestic partner, child (or child of domestic partner), parent, or sibling;
- iii. Birth of the employee's child or child of his/her domestic partner;

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- iv. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
 - v. Donation of an organ for human transplant by the employee;
 - vi. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

3. Notice by Employee

Employees requesting leave shall provide at least 30 days' notice to the Employer whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When RSU #63 has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, it will request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

4. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include, but are not necessarily limited to: accrued sick days, vacation and comp time, disability leave, absences for work-related injuries, and any other applicable types of leave. After any paid leave runs out, the balance of the FMLA leave shall be unpaid.

5. Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

7. EMPLOYEE CONDUCT AND WORK RULES

A. Punctuality and Attendance

To maintain a productive work force and the best service to our students, RSU #63 expects employees to be reliable and punctual for work. Employees who cannot avoid being late to work or are unable to work as scheduled due to unexpected illness or other unavoidable reasons must notify their supervisor prior to the beginning of their workday. The only exception is for a bona fide emergency. Any absence that can be planned in advance requires at least two business days' notice to their supervisor. RSU #63 reserves the right to request appropriate documentation of all absences.

Excessive absenteeism and/or tardiness will result in discipline, up to and including termination of employment. Failure to call in or report to work for three (3) consecutive days will be considered a voluntary resignation.

B. Staff Conduct with Students

The Board has adopted a policy concerning staff conduct with students which applies to all RSU #63 employees. *See Policy GBEBB.*

C. Conflicts of Interest

Employees should not permit personal interests to conflict or appear to conflict with their job duties and the interests of RSU #63. If an employee has a question about whether a particular activity might constitute a conflict of interest, he/she should discuss the matter with his/her supervisor, the Business Manager, or the Superintendent.

D. Employee Expectations and Teamwork

The conduct of our employees reflects upon RSU #63 and each employee's performance and personal conduct should reflect our high standards. Important concerns include:

- *Initiative.* We need employees who are alert and perceptive, pointing out possible improvements, making suggestions, and showing the ability to work with limited supervision.
- *Reliability.* We need employees on whom we can depend to carry out the obligations of their jobs. Poor performance or lack of professional attitude will not be tolerated.

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- *Personal integrity.* We need employees to understand the importance of confidentiality. Breach of this trust is a serious disciplinary matter.
 - *Teamwork.* We need every employee to play a role in the successful operation of our District. A positive attitude and your best effort in working with fellow employees are necessary to form a productive team, united to achieve our common purposes. Only the combined group effort will enable us to grow. Every job is important at RSU #63. We operate as a team, with each employee ready to assist as needed.
 - *Courtesy.* We need all employees to interact with parents and community members in a respectful and helpful manner. One of the important cornerstones of our beliefs is to welcome parents and community members as valued partners in our efforts to further develop one of the most successful school districts in the state.
 - *Honesty.* We need employees who are honest in all respects to their work, actions, and communication. Mistakes need to be acknowledged, accepted, and corrected.

E. Drugs and Alcohol

The Board has adopted a drug-free workplace policy. *See Policy GBEC.*

RSU #63 maintains a drug and alcohol testing policy/procedure for bus drivers. *See Policy/Procedure EEAEAA/EEAEAA-R.*

F. Harassment and Sexual Harassment

The Board has adopted a policy concerning harassment and sexual harassment, as well as a complaint procedure for employee complaints of discrimination and harassment. *See Policy/Procedure ACAB/ACAB-R.*

G. Tobacco Use

The Board has adopted a policy and procedure concerning tobacco use. *See Policy/Procedure ADC/ADC-R.*

H. Personal Appearance - *See Policy GBEBA District Personnel Dress Code*

Every RSU #63 employee has some contact with the public and therefore represents the district in their appearance as well as their conduct. Employees are expected to be well-groomed, use appropriate hygiene, and to dress in a neat, business-like manner appropriate to the school setting. In addition, employees who work with machinery are expected to ensure that their attire does not present any type of safety hazard. For some positions, uniforms are required as are safety shoes, goggles, and ear protection.

During the summer when students are not present, during severe inclement weather, or other specific occasions authorized by supervisors, employees in educational technician or office positions may wear more casual clothing, but at all times an employee's personal appearance must be well-groomed and appropriate to the work setting.

The following are examples of the type of dress that is not allowed at any time.

- Low-cut or see-through tops, halter tops, and camisoles
- Any clothing that exposes the midriff or underwear
- Short skirts
- Athletic wear and spandex
- Any clothing with words or illustrations that are profane, controversial/offensive, promote illegal activity, or are sexually suggestive
- Any ripped, dirty, or disheveled clothing
- Wearing caps in school buildings (subject to RSU #63's religious accommodation policy)
- Flip flops

Employees who have questions as to whether certain clothing is appropriate should ask their supervisor. Supervisors are authorized to send employees home to change if their dress is inappropriate. Any such time shall be unpaid.

I. Computer and Internet Use

The Board has adopted a policy/procedure regarding RSU #63 Computer and Internet Use. *See Policy GCSA/GCSA-R.*

J. RSU #63 Equipment

Employees are not permitted to use copiers, postage machines, landline phones or other RSU #63 tools and equipment for personal purposes, or to remove RSU #63 equipment from district property without prior approval of their supervisor.

K. Personal Cell Phones and Other Electronic Devices

RSU #63 does not allow personal cell phones and other personal electronic devices to be used in a manner which interferes with the performance of job duties. Employees who carry electronic devices at work must keep them on silent/vibrate.

L. Workplace Safety and Accident Reporting

Maintaining a safe work environment requires the continuous cooperation of all employees. Employees are expected to follow all safety rules; to exercise caution in work areas and maintain equipment in good condition; to use safety equipment as required; and to report any unsafe

condition to their supervisor immediately. **Any accident or injury at work, no matter how minor it may seem at the time, must be reported immediately to the supervisor.** Employees are required to cooperate in completing paperwork and any other requirements for workers' compensation claims.

M. Gifts

Employees may not solicit or accept gifts from students, vendors or others, except that employees may accept gifts of nominal value, such as food items, calendars, pens, mugs, caps, or t-shirts. Under no circumstances may employees accept gifts of money. If an employee has any questions about whether accepting a particular gift is appropriate, they should discuss the issue with their supervisor. *See Policy GBI* for additional details.

N. Employee Solicitation or Distribution of Materials

RSU #63 does not permit solicitation or distribution of materials by non-employees on its premises. Employees may not solicit or distribute materials during working time. This includes political materials. The term "working time" does not include an employee's authorized meal periods, or before or after work hours.

8. DISCIPLINE

To assure effective operations and provide the best possible work environment, RSU #63 expects employees to follow rules of conduct and ethics that will protect the interests and safety of all students, employees, and RSU #63. While it is not possible to list all the forms of behavior that are unacceptable in the workplace, employees will be disciplined for any behavior that is unsafe, detracts from any employee's ability to work, or is not in RSU #63's best interest. Discipline is in the sole discretion of RSU #63 and, while general disciplinary procedure will include progressive discipline, RSU #63 retains full discretion to deviate from progressive discipline based on the nature of the employee's misconduct. Discipline may entail verbal counseling, written reprimands, suspension (with or without pay) and termination. Some types of employee misconduct are so serious, however, that they may result in immediate termination. Examples include, but are not limited to, the following:

1. Falsifying RSU #63 records or giving false information for any RSU #63 record.
2. Theft or unauthorized possession of property or money of RSU #63, fellow employees, students, or anyone else, regardless of the value.
3. Insubordination, including refusing to respond to a request or order from a supervisor, or the use of abusive, profane, threatening language towards any supervisory personnel.
4. Violation of safety rules.
5. Failing to comply with RSU #63 Board policies and/or guidelines in this handbook.
6. Engaging in any act of violence or disorderly conduct, threatening or using abusive language to another employee, client, or member of the public.
7. Possession of firearms, weapons, explosives, or other hazardous materials/devices on RSU #63 property.
8. Misappropriation or use of RSU #63 time and/or materials for non-work purposes.
9. Use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, or any mind-altering substances on work property or work time.
10. Tampering with another employee's time records.
11. Excessive absenteeism and/or tardiness, leaving work without authorization, or failure to follow absence reporting procedures.
12. Disclosure of confidential RSU #63 or student information.
13. Any other conduct which RSU #63, in its sole discretion, deems to have a negative impact on the reputation, safety, or business of RSU #63.

9. GENERAL INFORMATION

A. Employee Communications

Important information is disseminated to employees through email, employee mailboxes, posting notices at each school, and/or meetings with employees, depending on the topic. Employees are expected to check their email, mailboxes, and posted notices regularly.

B. Visitors

Only authorized visitors are allowed in the workplace. All visitors must enter through the main reception area.

C. School Closings

School and emergency closings are broadcasted through the School Messenger System, posted on our website, and posted on the RSU #63 Eddington, Holden, and Holbrook Schools Facebook page. If school is closed, only essential employees are required to work, including custodians and mechanics. Depending on the circumstances, other employees may also be required to work during school closings.

10. **ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I have received and read the RSU #63 Employee Handbook, and I agree to comply with the policies and rules contained therein.

I understand that the handbook is effective _____ and replaces and supersedes all previous handbooks. I understand that this handbook represents only current policies, programs, and benefits and that it **does not constitute a contract of employment**. RSU #63 may change policies and benefits as it deems advisable to meet its needs and the needs of its employees.

Print Full Name: _____

Signature: _____

Date: _____

Schedule A

Bus Driver Salary Schedule

Step	FY22	FY23	FY24
0	\$ 15.45	\$ 15.95	\$ 16.35
1	\$ 15.75	\$ 16.25	\$ 16.65
2	\$ 16.05	\$ 16.55	\$ 16.95
3	\$ 16.35	\$ 16.85	\$ 17.25
4	\$ 16.65	\$ 17.15	\$ 17.55
5	\$ 16.95	\$ 17.45	\$ 17.85
6	\$ 17.25	\$ 17.75	\$ 18.15
7	\$ 17.60	\$ 18.05	\$ 18.45
8	\$ 17.90	\$ 18.35	\$ 18.75

9	\$ 18.20	\$ 18.65	\$ 19.05
10	\$ 18.55	\$ 19.00	\$ 19.40
11	\$ 18.90	\$ 19.35	\$ 19.75
12	\$ 19.30	\$ 19.75	\$ 20.15
13	\$ 19.70	\$ 20.15	\$ 20.55
14	\$ 20.10	\$ 20.60	\$ 21.00
15	\$ 20.55	\$ 21.05	\$ 21.45
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

New Rates

RSU 63 BOARD APPROVED: SEPTEMBER 26, 2022;
Effective October 1, 2022

Schedule B

Custodian Salary Schedule

Experience	FY23		FY24
0-5	\$18.00		\$19.00
6-10	\$19.50		\$20.50
11-15	\$20.5		\$21.50
16+	\$22.00		\$23.00

Step	FY22	FY23	FY24
0	\$ 14.04	\$ 14.95	\$ 16.00
1	\$ 14.34	\$ 15.25	\$ 16.30
2	\$ 14.64	\$ 15.55	\$ 16.60
3	\$ 14.94	\$ 15.85	\$ 16.90
4	\$ 15.24	\$ 16.15	\$ 17.20

5	\$ 15.54	\$ 16.45	\$ 17.50
6	\$ 15.89	\$ 16.75	\$ 17.80
7	\$ 16.24	\$ 17.05	\$ 18.10
8	\$ 16.59	\$ 17.35	\$ 18.40
9	\$ 16.94	\$ 17.65	\$ 18.70
10	\$ 17.29	\$ 18.00	\$ 19.05
11	\$ 17.64	\$ 18.35	\$ 19.40
12	\$ 17.99	\$ 18.70	\$ 19.75
13	\$ 18.34	\$ 19.05	\$ 20.10
14	\$ 18.69	\$ 19.40	\$ 20.45
15	\$ 19.04	\$ 19.75	\$ 20.80
<p>After FY21 Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.</p> <p>**FY=Fiscal Year (July 1 to June 30)</p>			

Schedule C

Educational Technician I, II, and III Salary Schedule

Step	FY22 Ed Tech I	FY22 Ed Tech II	FY22 Ed Tech III	FY23 Ed Tech I	FY23 Ed Tech II	FY23 Ed Tech III	FY24 Ed Tech I	FY24 Ed Tech II	FY 24 Ed Tech III
0	\$ 13.88	\$ 14.88	\$ 16.88	\$ 14.88	\$ 15.88	\$ 18.88	\$ 16.00	\$ 17.00	\$ 19.00
1	\$ 14.13	\$ 15.13	\$ 17.13	\$ 15.08	\$ 16.08	\$ 19.08	\$ 16.20	\$ 17.20	\$ 19.20
2	\$ 14.38	\$ 15.38	\$ 17.38	\$ 15.28	\$ 16.28	\$ 19.28	\$ 16.40	\$ 17.40	\$ 19.40
3	\$ 14.63	\$ 15.63	\$ 17.63	\$ 15.48	\$ 16.48	\$ 19.48	\$ 16.60	\$ 17.60	\$ 19.60

4	\$ 14.88	\$ 15.88	\$ 17.88	\$ 15.68	\$ 16.68	\$ 19.68	\$ 16.80	\$ 17.80	\$ 19.80
5	\$ 15.13	\$ 16.13	\$ 18.13	\$ 15.88	\$ 16.88	\$ 19.88	\$ 17.00	\$ 18.00	\$ 20.00
6	\$ 15.38	\$ 16.38	\$ 18.38	\$ 16.08	\$ 17.08	\$ 20.08	\$ 17.20	\$ 18.20	\$ 20.20
7	\$ 15.63	\$ 16.63	\$ 18.63	\$ 16.28	\$ 17.28	\$ 20.28	\$ 17.40	\$ 18.40	\$ 20.40
8	\$ 15.88	\$ 16.88	\$ 18.88	\$ 16.48	\$ 17.48	\$ 20.48	\$ 17.60	\$ 18.60	\$ 20.60
9	\$ 16.13	\$ 17.13	\$ 19.13	\$ 16.68	\$ 17.68	\$ 20.68	\$ 17.80	\$ 18.80	\$ 20.80
10	\$ 16.38	\$ 17.38	\$ 19.38	\$ 16.88	\$ 17.88	\$ 20.88	\$ 18.00	\$ 19.00	\$ 21.00
11	\$ 16.63	\$ 17.63	\$ 19.63	\$ 17.08	\$ 18.08	\$ 21.08	\$ 18.20	\$ 19.20	\$ 21.20
12	\$ 16.88	\$ 17.88	\$ 19.88	\$ 17.28	\$ 18.28	\$ 21.28	\$ 18.40	\$ 19.40	\$ 21.40
13	\$ 17.13	\$ 18.13	\$ 20.13	\$ 17.48	\$ 18.48	\$ 21.48	\$ 18.60	\$ 19.60	\$ 21.60
14	\$ 17.38	\$ 18.38	\$ 20.38	\$ 17.68	\$ 18.68	\$ 21.68	\$ 18.80	\$ 19.80	\$ 21.80
15	\$ 17.63	\$ 18.63	\$ 20.63	\$ 17.88	\$ 18.88	\$ 21.88	\$ 19.00	\$ 20.00	\$ 22.00
	Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.								
	**FY=Fiscal Year (July 1 to June 30)								

Schedule D

Food Service Salary Schedule

Step	FY22	FY23	FY24
0	\$ 14.08	\$ 14.99	\$ 16.00
1	\$ 14.38	\$ 15.29	\$ 16.30
2	\$ 14.68	\$ 15.59	\$ 16.60
3	\$ 14.98	\$ 15.89	\$ 16.90
4	\$ 15.28	\$ 16.19	\$ 17.20
5	\$ 15.58	\$ 16.49	\$ 17.50

6	\$ 15.88	\$ 16.79	\$ 17.80
7	\$ 16.18	\$ 17.09	\$ 18.10
8	\$ 16.48	\$ 17.39	\$ 18.40
9	\$ 16.78	\$ 17.69	\$ 18.70
10	\$ 17.08	\$ 17.99	\$ 19.00
11	\$ 17.38	\$ 18.29	\$ 19.30
12	\$ 17.68	\$ 18.59	\$ 19.60
13	\$ 17.98	\$ 18.89	\$ 19.90
14	\$ 18.28	\$ 19.19	\$ 20.20
15	\$ 18.58	\$ 19.49	\$ 20.50
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

Schedule E

Mechanic Salary Schedule

Step	FY22	FY23	FY24
0	\$ 16.74	\$ 17.24	\$ 17.76
1	\$ 17.04	\$ 17.54	\$ 18.06
2	\$ 17.34	\$ 17.84	\$ 18.36
3	\$ 17.64	\$ 18.14	\$ 18.66
4	\$ 17.94	\$ 18.44	\$ 18.96
5	\$ 18.24	\$ 18.74	\$ 19.26
6	\$ 18.54	\$ 19.04	\$ 19.56

7	\$ 18.84	\$ 19.34	\$ 19.86
8	\$ 19.14	\$ 19.64	\$ 20.16
9	\$ 19.44	\$ 19.94	\$ 20.46
10	\$ 19.74	\$ 20.24	\$ 20.76
11	\$ 20.04	\$ 20.54	\$ 21.06
12	\$ 20.34	\$ 20.84	\$ 21.36
13	\$ 20.64	\$ 21.14	\$ 21.66
14	\$ 20.94	\$ 21.44	\$ 21.96
15	\$ 21.24	\$ 21.74	\$ 22.26
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

New Rates-Recommended

RSU 63 BOARD APPROVED: August 28, 2023

Effective September 1, 2023

Schedule F

School Secretary Salary Schedule

Experience		FY24		
0-5		\$21.00		
6-10		\$23.00		
11-15		\$25.50		
16+		\$28.00		
	Step	FY22	FY23	FY24
	0	\$ 14.97	\$ 15.50	\$ 16.00
	1	\$ 15.27	\$ 15.80	\$ 16.30
	2	\$ 15.57	\$ 16.10	\$ 16.60

3	\$ 15.87	\$ 16.40	\$ 16.90
4	\$ 16.17	\$ 16.70	\$ 17.20
5	\$ 16.47	\$ 17.00	\$ 17.50
6	\$ 16.77	\$ 17.30	\$ 17.80
7	\$ 17.07	\$ 17.60	\$ 18.10
8	\$ 17.37	\$ 17.90	\$ 18.40
9	\$ 17.67	\$ 18.20	\$ 18.70
10	\$ 18.02	\$ 18.55	\$ 19.00
11	\$ 18.37	\$ 18.90	\$ 19.30
12	\$ 18.72	\$ 19.25	\$ 19.60
13	\$ 19.07	\$ 19.60	\$ 19.90
14	\$ 19.47	\$ 20.00	\$ 20.25
15	\$ 19.87	\$ 20.40	\$ 20.60
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

Schedule G

Van Driver Salary Schedule

Step	FY22	FY23	FY24
0	\$ 15.01	\$ 15.42	\$ 16.00
1	\$ 15.31	\$ 15.72	\$ 16.30
2	\$ 15.61	\$ 16.02	\$ 16.60

3	\$ 15.91	\$ 16.32	\$ 16.90
4	\$ 16.21	\$ 16.62	\$ 17.20
5	\$ 16.51	\$ 16.92	\$ 17.50
6	\$ 16.81	\$ 17.22	\$ 17.80
7	\$ 17.11	\$ 17.52	\$ 18.10
8	\$ 17.41	\$ 17.82	\$ 18.40
9	\$ 17.71	\$ 18.12	\$ 18.70
10	\$ 18.01	\$ 18.42	\$ 19.00
11	\$ 18.31	\$ 18.72	\$ 19.30
12	\$ 18.61	\$ 19.02	\$ 19.60
13	\$ 18.91	\$ 19.32	\$ 19.90
14	\$ 19.21	\$ 19.62	\$ 20.20
15	\$ 19.51	\$ 19.92	\$ 20.50
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

Schedule H

Bookkeeper Salary Schedule

Step	FY22	FY23	FY24
0	\$ 17.85	\$ 18.39	\$ 18.76
1	\$ 18.20	\$ 18.74	\$ 19.11
2	\$ 18.55	\$ 19.09	\$ 19.46
3	\$ 18.90	\$ 19.44	\$ 19.81

4	\$ 19.25	\$ 19.79	\$ 20.16
5	\$ 19.60	\$ 20.14	\$ 20.51
6	\$ 19.95	\$ 20.49	\$ 20.86
7	\$ 20.30	\$ 20.84	\$ 21.21
8	\$ 20.65	\$ 21.19	\$ 21.56
9	\$ 21.00	\$ 21.54	\$ 21.91
10	\$ 21.35	\$ 21.89	\$ 22.26
11	\$ 21.75	\$ 22.29	\$ 22.66
12	\$ 22.20	\$ 22.69	\$ 23.06
13	\$ 22.60	\$ 23.09	\$ 23.46
14	\$ 23.05	\$ 23.54	\$ 23.91
15	\$ 23.50	\$ 23.99	\$ 24.36
Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.			
**FY=Fiscal Year (July 1 to June 30)			

Schedule I

Administrative Assistant (Special Services Office) Salary Schedule

Step	FY22	FY23	FY24
0	\$ 15.97	\$ 16.44	\$ 16.77

1	\$ 16.27	\$ 16.74	\$ 17.07
2	\$ 16.57	\$ 17.09	\$ 17.37
3	\$ 16.87	\$ 17.39	\$ 17.67
4	\$ 17.17	\$ 17.74	\$ 17.97
5	\$ 17.52	\$ 18.09	\$ 18.27
6	\$ 17.87	\$ 18.44	\$ 18.57
7	\$ 18.22	\$ 18.79	\$ 18.87
8	\$ 18.57	\$ 19.14	\$ 19.27
9	\$ 18.92	\$ 19.49	\$ 19.67
10	\$ 19.27	\$ 19.84	\$ 20.07
11	\$ 19.62	\$ 20.14	\$ 20.47
12	\$ 19.97	\$ 20.49	\$ 20.84
13	\$ 20.32	\$ 20.84	\$ 21.24
14	\$ 20.67	\$ 21.19	\$ 21.64
15	\$ 21.02	\$ 21.54	\$ 22.04
<p>After FY21 Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.</p> <p>**FY=Fiscal Year (July 1 to June 30)</p>			

Schedule J

Administrative Assistant (Superintendent Office) Salary Schedule

Step	FY22	FY23	FY24
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0	\$ 16.52	\$ 17.02	\$ 17.36
1	\$ 16.87	\$ 17.37	\$ 17.71
2	\$ 17.22	\$ 17.72	\$ 18.06
3	\$ 17.57	\$ 18.07	\$ 18.41
4	\$ 17.92	\$ 18.42	\$ 18.76
5	\$ 18.27	\$ 18.77	\$ 19.11
6	\$ 18.62	\$ 19.12	\$ 19.46
7	\$ 18.97	\$ 19.47	\$ 19.81
8	\$ 19.32	\$ 19.82	\$ 20.16
9	\$ 19.67	\$ 20.17	\$ 20.51
10	\$ 20.02	\$ 20.52	\$ 20.86
11	\$ 20.37	\$ 20.87	\$ 21.21
12	\$ 20.72	\$ 21.22	\$ 21.56
13	\$ 21.07	\$ 21.57	\$ 21.91
14	\$ 21.42	\$ 21.92	\$ 22.26
15	\$ 21.77	\$ 22.27	\$ 22.61
<p>After FY21 Employees who are higher than Step 15 receive a \$.50/hr increase over the previous rate.</p> <p>**FY=Fiscal Year (July 1 to June 30)</p>			

Schedule K

Other Support Staff Positions Salary Schedule

	FY22	FY23	FY24
Daily Substitute	\$ 90.00 per day	\$ 100.00 per day	\$ 112.50 per day
Technology Integrator	\$ 25.00 per hour	\$ 25.50 per hour	\$ 26.00 per hour
Technology Support	\$ 20.25 per hour	\$ 20.65 per hour	\$ 21.05 per hour
Tutor	\$ 17.00 per hour	\$ 17.50 per hour	\$ 18.00 per hour
After School/Outdoor Education Coordinator *Non-RSU 63 Teacher	\$ 20.00 per hour	\$ 20.40 per hour	\$ 20.80 per hour
**FY=Fiscal Year (July 1 to June 30)			