

**RSU 63 Board of Directors**  
**Monday, February 28, 2022**  
**6:30pm**  
**Holbrook Middle School**  
**Google Meet:** [meet.google.com/oyq-ohwt-rju](https://meet.google.com/oyq-ohwt-rju)  
**Phone In:** 1-406-578-3446 **PIN:** 111667487#  
**Agenda**

*Phone and video link above are available to members of the public for the purpose of listening/viewing only. If you would like to speak, current law requires that you attend the meeting in-person.*

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes for January 24, 2022 Board Meeting**

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

**Acceptance of Gifts/Donations**

**Presentation**

1. **FY21 Audit, William Hall of RHR Smith and Co. and Kelly Theriault, RSU 63 Business Manager**

**Questions and Comments from the Board Regarding FY21 Audit Presentation**

**Questions and Comments from the Public Regarding FY21 Audit Presentation**

2. **Outdoor Education, Kelly Davis, RSU #63 Outdoor Education Coordinator and Educational Technician**

**Questions and Comments from the Board Regarding Outdoor Education**

**Questions and Comments from the Public Regarding Outdoor Education**

**Dates of Next Committee Meetings**

1. **Policy Committee Meeting:** Monday, March 7, 2022 at 5:30pm, Holbrook Middle School
2. **Budget and Finance Committee Meeting:** Tuesday, March 15, 2022 at 5:30pm, Holbrook Middle School
3. **FY23 Budget Workshop:** Tuesday, March 15, 2022 at 6:00pm, Holbrook Middle School
4. **FY23 Budget Workshop:** Tuesday, March 22, 2022 at 5:30pm, Holbrook Middle School
5. **Board Meeting:** Monday, March 28, 2022 at 6:30pm, Holden Elementary School School

**Budget and Finance**

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

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

(written and verbal Budget and Finance, Policy, Administrators, Superintendent, and Board Chair's Reports)

**Old Business**

1. Strategic Planning
  - a. Proposal from Judy Sanders
  - b. Strategic Planning Committee Outline and Meeting Date
2. COVID-19 Procedures

**Questions and Comments from the Public Regarding COVID-19 Procedures****New Business**

1. 2022-2023 School Year Calendar
2. Policies to Approve
  - a. EBABA – Chemical Hygiene
  - b. JF – Student Residency
  - c. JFAB – Non-resident Secondary Students
  - d. JFABA – Non-resident Elementary Students
  - e. JFABD – Admission and Education of Homeless Students
  - f. JFBC – Secondary School Tuition
3. Board Meeting Agenda Format; Policy BEDB-R

**Personnel Actions**

1. Appointments
  - a. Dennis Whitney - Custodian
  - b. Josh Nelson - Cook
2. Resignations
  - a. Tom Colavito – Bus Driver/Mechanic
  - b. Kim Colavito – Substitute Bus Driver
3. Retirements
4. Reassignments
  - a. Karen Tate – Substitute Bus Driver to Bus Driver
5. Elections
6. Searches
  - a. Full Time Ed Tech II or III, Math Support (Holden)
  - b. Track and Field Coach
  - c. B Baseball Coach
  - d. A Softball Coach
  - e. B Softball Coach
  - f. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

**Questions and Comments from the Public****Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: January 24, 2022  
Location: Eddington Elementary School  
Minutes

**RSU 63 Board Member(s) Present:**

*Town of Holden:* Matthew Campbell, Cherie Faulkner, Tracy Roberts, and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Robin James, Jaime Pangburn, and Tracy Bigney

Board Chair, Holly Whitmore called the meeting to order at 6:37pm

A flag salute was conducted and a moment of silence was observed.

Holly Whitmore read opening remarks regarding public comment guidelines.

Motion by Jaime Pangburn with a second by Matthew Campbell to approve the December 20, 2021 Board Meeting Minutes.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Recognition and/or Awards of Students, Staff, and Others:** Superintendent Smith recognized Holbrook Middle School Students of the Month: Abigail Kennedy, Caden Deslandes, Nathan Marryatt, and Troy Erdhart.

Superintendent Smith thanked the local first responder EMT's and Northern Light Ambulance crew for their help at Holbrook this evening as well as the State Police for their help with a bus accident this evening. All parties involved are okay and the bus received minor damage. Superintendent Smith recognized Billie-Jo Lovley, Grade 2 Teacher; Samantha Bedore, Grade 4 Teacher; Kelsey Linscott, Grade K Teacher; Erin McDonald, ELA Resource Room Teacher, and Monica Norris, K-8 Spanish Teacher for their work and their Professional Growth and Performance.

**Acceptance of Gifts/Donations:** Superintendent Smith thanked Greg Hawes, Clifton Baptist Church, and CHEFS for their donations of holiday dinners to our school community families in need. She also thanked Maine Military Supply for donating game cameras for the walking trails and the Eddington Methodist Church for their monetary donation to CHEFS.

**Presentation:** Motion by Tracy Bigney with a second by Robin James to table the presentation on Outdoor Education by Kelly Davis to February.

**Discussion:** After discussion, it was recommended to have both the Outdoor Education Presentation and the FY21 Audit Presentation at the February Board Meeting.

**Vote:** 8 Approved; 0 Opposed

**Dates of Next Meetings:**

Policy Committee Meeting: Monday, February 7, 2022 at 5:30pm, Holbrook Middle School

Budget and Finance Committee Meeting: Tuesday, February 15, 2022 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, February 28, 2022 at 6:30pm, Holbrook Middle School.

**Budget and Finance:** Nothing to add to the Business Manager Report or Budget and Finance Minutes. Cherie Faulkner made a motion with a second by Linda Graban regarding pest and rodent services immediately for the health and safety of staff and students at the Holden School.

**Discussion:** Superintendent Smith advised the Code Enforcement Officer visited the Holden School after receiving a call from a Board member and felt everything was fine. No reports had been made previously to school administration or staff at Holden. Superintendent Smith only heard about it through the "grapevine". Cherie Faulkner provided photos that were sent to her and a photo of an invoice from Mechanical Services stating a "dead mouse was found" she found in the warrants she signed off on. This was from November. Matthew Campbell asked Jake Morgan, Facilities and Transportation Director for his insight. Mr. Morgan advised when it is reported to a custodian, himself, or other administrators, traps are put out immediately. Nothing had been reported to any of them. Bait and chemicals are not an option for school environments. Maine Pest Solutions has been used in the past, they will investigate and give us a plan. Discussion took place on cost, setting a cost limit, and if the problem could be taken care of internally now that administration is aware of the problem. Ms. Faulkner was adamant the problem needed to be fixed immediately.

## DRAFT

New motion by Cherie Faulkner with a second by Jaime Pangburn for RSU #63 to hire Maine Pest Solutions to assess and remediate any rodent infestation at the Holden Elementary School starting immediately for the health and safety of the students and staff.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

Matthew Campbell stated he was aware the District has many challenges due to COVID, but it was recently brought to his attention that after the work day was done, Superintendent Smith has been staying to help clean the schools. Mr. Campbell thanked Superintendent Smith for going above and beyond. Superintendent Smith added that it is a team effort and people are stepping in everywhere to help.

**Superintendent's Report:** Superintendent Smith added to her written report due to recent leave requests for multiple reasons she has asked for volunteer help with custodial duties, meal time serving, and shoveling. Linda Graban stated she thought it was great to have volunteers in our buildings again and asked if they needed to be fingerprinted. Superintendent Smith advised if volunteers are not alone with students, they do not need to be fingerprinted and we are following the RSU #63 policy on volunteers, using the application and confidentiality agreement. Discussion took place on eating in classrooms, masking, and contact tracing. Discussion was tabled to the February Board Meeting where COVID protocols will be an agenda item. Superintendent Smith will send the Board the Maine CDC and DOE Standard Operating Procedures (SOP) and 2021-2022 RSU 63 Guide for Returning to School.

**RSU #63 Chair's Report:** Nothing to add.

**Acceptance of Reports:** Motion by Matthew Campbell with a second by Jaime Pangburn to approve the written and verbal reports from Budget and Finance Committee, Policy Committee, Administrators, Superintendent, and Board Chair.

Discussion: Tracy Roberts asked Sharon Haskell how the meetings with the RiSE Center were going and if there was an action plan for closing the learning gaps yet. Mrs. Haskell responded the next professional development will be held during the district-wide workshop day on March 18<sup>th</sup>. Superintendent Smith added we decided it best to keep teachers in the classrooms as much as possible and not to pull them out for professional development at this time. The RiSE Center has not yet been able to hire a Math/Science coach. Once hired we plan to have that person work with us two days per week rather than one day.

Tracy Bigney asked Superintendent Smith what the ESSER Dashboard definition of Chronic Absenteeism is, if the data shared was from the previous school year, and if there was a spike due to COVID. Superintendent Smith responded chronic absenteeism is defined as 10% or more days excused or unexcused absent and the data is from the 2020-2021 school year. Superintendent Smith added statewide chronic absenteeism has often been high, but for us, it was a spike.

Tracy Roberts noticed the Board Chair report referenced committee meetings and asked if the committee meeting schedule could be shared with the Board. Matthew Campbell suggested a google calendar for the schedules. Superintendent Smith confirmed she will share those meeting dates with the Board via Google calendar.

**Vote: 8 Approved; 0 Opposed**

### **Old Business:**

**Strategic Planning Advisory Committee:** Discussion on how to choose members for the committee took place. Discussion on Judy Sanders proposal took place. Superintendent Smith will ask Ms. Sanders for a breakdown of cost per phase.

Motion by Matthew Campbell with a second by Linda Graban to begin the set-up of the Strategic Planning Advisory Committee and to start filling member seats.

Discussion: Tracy Bigney recommended to amend the draft Strategic Planning Advisory Committee proposal to include one teacher from each school. The Board agreed. Superintendent Smith asked if the Board wanted her to send out a message via School Messenger to recruit members with the purpose and call to action deadline of February 18, 2022 and first committee meeting in March. The Board agreed. Matthew Campbell offered to create a Google form for recruiting. Superintendent Smith asked if the Board wanted to meet with Judy Sanders in March or before. The Board responded before March. Superintendent Smith will arrange a time for Judy Sanders to meet with the Board via Google Meet.

**Vote: 8 Approved; 0 Opposed**

**Board Initiation & Professional Development:**

Motion by Holly Whitmore with a second by Robin James to adopt the Board Initiation and Professional Development Timeline.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

Holly Whitmore asked for the prospective board candidate letter to be put on the RSU #63 website and distributed to the town offices.

**New Business:**

**FY23 Budget:**

Motion by Cherie Faulkner with a second by Linda Graban to change the May 23, 2022 Board Meeting to May 16, 2022.

**Discussion:** This change helps provide enough time for informational meetings and posting warrants.

**Vote:** 8 Approved; 0 Opposed

Motion by Cherie Faulkner with a second by Linda Graban to set the District Budget Meeting for June 1, 2022 at 7:00pm at the Holbrook Middle School.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Policies to Approve:** Robin James gave a brief overview of policies for approval. Policy GBGAA – Exposure Control Plan requires annual review. Page 8 has a grammatical change. Policy GBN-R – Maine Family Medical Leave – Administrative Procedures per new law changes, “grandchild, domestic partners’ grandchild” was added throughout the policy. Robin James added “spouse/domestic partner’s grandchild” needs to be added throughout. Policy JEA-R – Student Attendance, Absences, Home Instruction, and Truancy – Administrative Procedures per DOE recommendation “educational neglect” has been added. Robin James added Page 2, Section II, combine B and C. Policy JIC – Code of Conduct language has been added so that recess time cannot be deprived as disciplinary consequence. Policy JLF/JLF-E – Reporting Child Abuse and Neglect/Reporting Form, the legal definition of truancy changed and sex trafficking language has also been added. Robin James added Page 1 has a grammatical change of “cause” to “caused”.

Motion by Robin James with a second by Cherie Faulkner to approve policy GBGAA – Exposure Control Plan; policy GBN-R – Maine Family Medical Leave – Administrative Procedures; policy JEA-R – Student Attendance, Absences, Home Instruction, and Truancy – Administrative Procedures; JIC – Code of Conduct; and JLF/JLF-E – Reporting Child Abuse and Neglect/Reporting Form.

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Personnel Actions:**

**Appointments:** CarolAnn Moores, Long Term Occupational Therapist Substitute; Christiana Becker, Substitute; Carrigan Allie, After-School Support.

**Resignations:** Michael Revel, Technology Support and Marie Baillargeon, Holden Cook

**Reassignment:** Cristin Clarke, Every day substitute to on-call substitute

**Searches:** Full Time Ed Tech II or III, Math Support (Holden); Technology Support; Long Term Substitute Custodian; Every Day Substitute; Counselor (LCSW or LCPC); Track and Field Coach; B Baseball Coach; A Softball Coach; B Softball Coach; and Substitutes

**Motion by Matthew Campbell with a second by Jaime Pangburn to extend the meeting past 8:30pm.**

**Discussion:** None

**Vote:** 8 Approved; 0 Opposed

**Questions and Comments from the Public:** Jeremy Legasse, Brewer resident shared a handout on masking with the Board. He stated his daughter is in tears almost daily because students are lectured on proper mask wearing. He wants the lectures to stop and encouraged the Board to read the handout he provided. He also asked the Board to consider using a survey to get input.

**Adjournment:**

At 8:40pm, motion by Robin James with a second by Tracy Bigney to adjourn the meeting.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith

RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

Holbrook School  
Principal's Report  
2-17-22

**Approx. Enrollment:**

Grade 5	43
Grade 6	55
Grade 7	58
Grade 8	44
Total	200

Trimester II comes to an end on March 17th. Trimester II report cards will be sent home Monday, March 28<sup>th</sup>. The winter weather has thrown us some serious curve balls prior to the February break! Inside recess and rescheduled field trips due to below zero temps makes this time of year hard on many levels.

Staff have completed their budget requests and Mrs. Everhart and I are working to get all of the documentation ready for the upcoming budget workshops. The fifth-grade teaching staff will be working closely with Professor Dee Nichols from the University of Maine system. Dee holds a wealth of academic and practical experience with instructional design and the use of effective instructional strategies and has provided support earlier this Fall in grades 6, 7, and 8. His expertise pairs well with the Marzano, Art and Science of Teaching Framework and his presence is well received by our teaching staff. I appreciate his assistance as we work to support student needs as well as teacher growth and development.

The eighth-grade students have had opportunities to visit three area high schools for step up day. Students are completing the application process and gathering the required forms for their schools of choice. We are hopeful that our students will be accepted at their first choice but all students are encouraged to apply to at least two schools. Ms. Baker has been working very hard to coordinate and manage these events and all that the high school application process entails.

Congratulations to all of the 2022 spelling bee participants. The Holbrook School Bee was held on February 3<sup>rd</sup> in the gymnasium. The top four finishers will represent Holbrook in the PVML Bee at the Glenburn Elementary School on Tuesday, March 1, 2022. Good luck to our finalist in the league bee; Rylee More (7), Kaleb Jones (7), Kat Rivera (7) and Cooper Malm (5). Thank you to Mr. Pratt, our school wide Bee Master, as well as other staff and students who helped out in various ways.

Our winter sports seasons will come to a close in the coming days. All participants and coaches represented themselves and our school very well throughout the regular and post season. Boys A basketball won their B flight championship. The Chess team won the sportsmanship banner by tie with Bucksport. We have the banner hanging in our hallway and will send it to Bucksport for the Fall. The cheer squad will have one competition coming up Saturday, February 26<sup>th</sup>. After a

short break between seasons our spring athletes will be signing up and ready to hit the fields. We currently have coaches for boys A baseball, a potential applicant for girls A softball, and are hopeful to find a track coach, as well as B team coaches. Our play practices have begun for the show: *Life is like a Double Cheeseburger* that will be performed Friday, April 29<sup>th</sup> and Saturday, April 30<sup>th</sup>. I have also included our March Madness fundraising raffle calendar; I would like to thank all of the community members and businesses who donated to make this fundraiser possible.

Several staff members have come together to form a student advisory committee around kindness. This initiative is staff-led and will have a student advisory group to support the endeavor. Their goal is to harness Holbrook's core values, highlight them through various activities, and model them to the school community.

Respectfully Submitted by,

Ashley Allen  
Principal  
Holbrook Middle School

## HOLBROOK SCHOOL PRIZE CALENDAR RAFFLE - MARCH 2022

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Tickets are \$5 each	1 \$50 Walmart Gift Card ~Donated by Brewer Walmart~	2 Family Session with Humble Sight Photography \$350 Total Value	3 Diamond Head Model DU-144 "Hot Rod" Soprano Ukulele with Hard Shell Case ~Donated by David French Music~	4 \$50 Gift Card to Sandy's Hair Salon in Veazie with Joanne Mayer
7 \$50 Pats or Heritage on 9 Gift Card ~Donated by the Cookson-Goodridge Family~	8 \$50 Gift Card to Bangor Mall Cinema ~Donated by the Macilroy Family~	9 \$50 Gift Card to Geaghan's ~Donated by Mr. & Mrs. Nadeau~	10 4 PVCC Golf Passes 4 rounds, 18 holes with cart ~Donated by Resurrection Golf~ AND Tranquill Therapeutic Massage - 1 hour ~Donated by Cindy Borth~	11 Cloud Nine Genuine Sheep Skin Steering Wheel Cover \$30 Total Value ~Anonymous Donation~ AND Gift Card to CBR Power Sports ~Donated by CBR Power Sports~
14 Shoe Box Surprise Assortment of items for Lamey- Wellehan (wallet, socks, bags) ~Anonymous Donation~	15 Gift Card to Deane's Detailing AND Gift Card to Northeast Driving School ~Donated by Northeast Driving School~	16 Stitch People/Pet Portrait of your choosing (cross stitch) ~Donated by Linda Thompson~ AND Homemade Fleece Blanket ~Donated by Sandy Rowe~	17 Mary Kay Gift Basket ~Donated by Jenn Barker~ AND \$30 Yoshi Gift Card	18 Large Whoopie Pie Platter ~Donated by Rivers Edge~ AND 2 Skate Passes to Penobscot Ice Arena ~Donated by G. Bishop~
21 \$25 Gift Card to the Nutrition Shack ~Donated by Rosie & Danny Griffith, owners~ AND Children's Dress by Rabbit Hole Customs ~Donated by Arien Routh~	22 2 Fishing Traps ~Donated by Kelly Davis~ AND \$100 Scratch Ticket Bouquet ~Donated by the PTG~	23 4 PVCC Golf Passes 4 rounds, 18 holes with cart ~Donated by Resurrection Golf~ AND Tranquill Therapeutic Massage - 1 hour ~Donated by Cindy Borth~	24 \$150 Gift Certificate from Semper FI Signs Redeem for custom sign or cribbage board ~Donated by Shawn Bouchard~	25 Two Passes to Urban Air ~Donated by Urban Air~ AND Welcome Sign ~Donated by Robert Williams, Coca-Cola Fanatics~
28 Tastefully Simple Air Fryer Meal \$70 Total Value ~Donated by Rachel Downs~	29 Air Pods \$140 Total Value ~Anonymous Donation~	30 Geaghan's Gift Card ~Donated by Geaghan's~	31 Nintendo Switch Bundle (includes Special Edition Nintendo Switch Console, 2 Games, 1 Case) \$360 Total Value ~Anonymous Donation~	 Get them while they're HOT!

\*If more prizes are received they will be added to a date above and raffled.





EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

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

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

Don Spencer, *principal* dspencer@rsu63.org  
Tina Ferrill, *secretary* tferrill@rsu63.org  
Janet Nichols, *school counselor* jnichols@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

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



I submit my 2022 February board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. We head into winter break with **32** (both sessions at maximum, two new students joined in early January) students in PK, **45** in K, and **39** in 1<sup>st</sup> for a total of **116** students at the Eddington School. We have **42** students in 2<sup>nd</sup>, **42** in 3<sup>rd</sup>, and **38** in 4<sup>th</sup> for a total of **116** students in Holden. (**232** total)

The weather has certainly been up and down and the students and staff are excited about vacation, especially with snow on the ground. It really will be a wonderful time to rest and re-energize for staff during this interesting period of "covid times" and for children to get outside and play!

Kudos to the Holbrook Rec for sponsoring some physical activities for the children to be involved with during these winter months. I have 16-20 Eddington students attending the Outing Club and we have averaged over 25 at Holden on Tuesday nights. The Ski club is on their 2<sup>nd</sup> session of "Meeting at the Mountain" and have over 30 kids downhill skiing and snowboarding! Thanks!!!

I am also excited to see kids involved in some "virtual" activities with Ms. Wright, our school librarian. She has many children attending her "Bed Time Story" nights on Tuesday. The children do enjoy visiting with Ms. Wright and hearing her read them a story. (They just love being in their PJ's.)

Our school staff keep busy planning a special day for "Read Across America" in March and hoping to get a "mini winter carnival" in before February break or early March.

Respectfully submitted,

Don Spencer   
Principal Holden & Eddington  
Elementary School



## Regional School Unit 63

*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.*

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### **2/17/2022 Sharon Haskell Board Report**

**Sharon Haskell**

**District Instructional Coach/Assistant Principal/504 Coordinator**

#### **Reflection:**

Wow, what an amazing few weeks we have had. Each school is finding ways to engage and honor student's readiness, interest, or learning style that meets them where they are at and pushes them to think critically and to problem solve.

#### **Instructional Coach:**

- As always, Gayle Middleton, our Technology Integrator, and I are continuing to work across all grade levels at all three schools to answer questions about instruction and ensure teachers have the instructional resources they need.
  - Third grade spent the week before February break with all things Harry Potter. The classes wrote short opinion pieces on which "house" they belong to and why. They incorporated art into the week by making wands and owls. Each student then wrote about their wands and owls, describing their features and abilities. Students were fully engaged and excited to do their work!
  - In my last board report I spoke of our second grade students researching polar animals of their choice, those are now complete! Students have taken their research and created an infographic. They look amazing and are showcased at the Holden School for all students to see as they enter the gym/cafeteria.
  - Mrs. Enright's Newspaper Class has sent out their next edition of the newspaper.
  - Teachers are looking forward to the opportunity to travel off campus to meet with our partners from the RiSE center on March 18th to continue the conversation around NWEA data that began on our November PD days.
  - I included this in my last board report as well, but it is worth mentioning once again to update all of you. The first grade students are now in the midst of their play based vet clinic. This clinic has cut across disciplines by connecting all contents with a focus on math. They are learning all about weight, length, time, money, and calendar. The students will focus on a unit of length to compare different species of animals. Statistical data collection will also come into play as the students look at graphing data they collected around height, weight, number of patients seen each day during the week, etc.. Teachers will also pull in Fountas and Pinell materials about animals. In social studies the students are set up to participate in a mini-economics unit by looking at how goods and services work in real life. Students met with an actual vet from Southern Maine via Google

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Meets. They learned about what the vet does and how each of their topics of study connect to what they do each day with animals they see.

- Grade 6 ELA teacher, Ms. Enright has partnered with Grade 5 teachers, Mrs. Beers and Mrs. Hutchins, for cross-grade level reading and writing beginning after February break. Ms. Enright is combining her sixth grade students with fifth grade students for an exciting opportunity for fifth grade leadership and sixth grade mentorship.
- The Teaching and Learning Team met January 20th for conversations on our books: *Uncover the Roots of Challenging Behavior: Create Responsive Environments Where Young Children Thrive*, written by Michele Salcedo, M.Ed. and will be offered to our pre-k to 1st/2nd grade team. *Innovate Inside the Box: Empowering Learners Through UDL and the Innovator's Mindset*, written by George Couros and Katie Novak and is geared toward our 2nd-8th grade audience.
- Fourth grade has learned all about the solar system over the past weeks. They are pretty much experts now! They culminated the unit with some wonder art, showing what they learned about the solar system.
- I have also included some pictures of our second graders celebrating being in second grade on 2/2/22. Super fun time for them.

**Assistant Principal:**

- Supported Ashley and Don
- Supported students with positive behavior reinforcements
- Taken care of sub calling
- Continue to walk the halls, visit classrooms and be supportive of our teachers and students, sharing in their celebrations.

**504 Coordinator:**

- Continue to update, monitor, and discuss 504 needs with staff and families.

Respectfully submitted,  
Sharon Haskell

### Harry Potter:





## Infographics:



Mrs. Lane:



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### Grade 4 Solar System:



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

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

**Director of Special Services Report – February, 2022**

It was another busy month for the Office of Special Services with annual and reevaluation meetings and it's hard to believe that we are beginning the process of scheduling meetings to transition student services to the next grade, or high school for our 8<sup>th</sup> graders. The 8<sup>th</sup> graders will be visiting their prospective high school and I have given the high school my anticipated service needs for next year's Freshmen. We will set up meetings with each high school in the coming months to give students and parents a chance to meet their high school special education teachers and to discuss any changes needed to their plans to align with high school expectations.

The biggest struggle I've seen in the transition from middle school to high school for students is understanding graduation requirements and the process of earning credits. In the middle school setting, each trimester brings with it a blank grade book and a fresh start of the student. However, that is not the case at the high school level. Students who do poorly in the first or second quarters are having to go back and complete assessments in order to get their grades up to passing and earn their credits. It is quite an adjustment for students to focus on an entire academic year (and beyond) when they have become used to just focusing on the end of a trimester in middle school. It's a conversation we have at IEP team meetings quite often and a message delivered to the 8<sup>th</sup> grade class. When a student doesn't earn a credit in a class or two, it generally can be recovered successfully through summer school or credit recovery. However, when a student doesn't earn multiple credits, it has a ripple effect that can lead to adding a 5<sup>th</sup> year onto their school plan, which is never a popular option. It also effects the student's ability to enroll in their preferred program at the United Technology Center which most students are eligible to attend beginning their Junior Year after earning enough credits to be off-campus for the morning or afternoon session.

Respectfully Submitted,

Jesse Gauthier,  
Director of Special Services





George Cummings  
Technology Coordinator

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**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** February 17, 2022  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for February 2022.

#### **MLTI 2.0**

For the 2022-2023 school year, MLTI 2.0 will provide districts with the opportunity to expand MLTI teacher and student devices into a contiguous grade of their choice, either grade 6 or 9. In the 2023-2024 school year, MLTI 2.0 will provide another opportunity for districts to expand MLTI devices to another grade level of their choice.

MLTI 2.0 will continue to reimburse districts \$459 for each eligible student and teacher device so this is a great opportunity to get new devices for grade 6 students and teachers next year and grade 5 students and teachers the following year with minimal cost for the teacher devices.

We have already filled out the grade choice selection survey and then in March we will receive and sign the year 2&3 opt-in agreement. Once the opt-in agreement has been signed and submitted, we can order devices starting April 1 from the vendor of our choice.

Respectfully submitted,

**R.S.U. # 63 SCHOOL BOARD**  
**February 2022 Board Report**  
**Jake Morgan Transportation/Facilities**

**Transportation:** We have one bus in Augusta for body work. This bus was involved in an accident on Rt. 9 last month. Over vacation we hope to finish the rust repair work on the 2013 bus. We had to replace the back door and do some metal repair around the lights. This bus is the second International bus this has happened to.

In February, we have six buses receiving State Inspections. We will be replacing some tires.

The State has approved us for approximately 47% of the cost to purchase a new bus this coming school year.

**Facilities:** On February 24<sup>th</sup> I will attend my annual, required pesticide training. Again, this year, it is on line. My training is due for renewal every February and in the spring the State Pesticide Coordinator stops in to review our paperwork. The required lead testing for our water systems has been completed and submitted to the State and we are waiting on the results.

**Holden School:**

The new custodian starts on Thursday the 24<sup>th</sup>. We are glad to have this position filled. I have been unlocking the school each morning and taking care of the snow and ice on the walkways. I will work with him a few days and have some training for him.

**Eddington School:**

The heating & ventilation upgrade is taking shape and the contractor will be on site very soon. We have established locations of dumpsters, storage trailers, contractor entrance, bathroom area, and hours of work. Teachers most likely will not be affected by classroom construction until late March.

**Holbrook School:**

We are very close to having our custodian staff fully staffed. Three Point cleaning will cover our 2-10pm position. They will clean about 60% of the cleaning area upstairs.

**Regional School Unit #63**  
202 KIDDER HILL ROAD  
HOLDEN, ME 04429

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** February 16, 2022  
**From:** Kelly Theriault  
**RE:** February Board Report

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- The Budget & Finance committee met on February 15, 2022. FY22 financials were reviewed. Susan provided updates on the Holden SRRF project, Holden generator (delayed again) and Holbrook SRRF bid. We hired one custodian, but continue to be short staffed in that area, we will contract with 3 Point cleaning service as a temporary solution. The new Holden cook started 2/3/22. The FY21 audit is complete, we are waiting on the draft report. The report will be sent out to all board members once received and prior to the board meeting. (The report was emailed to all board members 2/16/22.) Mr. William Hall, from RHR Smith & Co. will review the audit during the February board meeting. The next regular meeting for the Budget & Finance committee is on March 15 @ 5:30, followed by budget workshop #1. (Departments scheduled for review at this workshop are School Administration, Regular Elementary, Staff & Student Support (except technology), and Other Instruction/Co-Curricular.
- Calendar year end work is complete! Calendar year end means, new tax tables for Federal and State income taxes, Quarterly Unemployment, Federal and State 940/941 Tax reports, W2/W3 forms, 1099 forms and 1094/1095 Affordable Health Care Act reporting forms. This is also a time when we hear from a lot of staff about changing their personal deductions, and past staff who left and didn't update their address and contact info. This year we processed 164 sets of W2 forms, 130 sets each of 1094/1095 ACA forms, and 27 sets of 1099NEW/1099MISC forms.
- We continue to struggle with product availability in food service. The latest being cereal! Getting any kind of cereal has been a challenge so we take whatever brand/flavor we can get. The USDA has allocated supply chain assistance funds to offset the increase in costs due to demand or having to substitute for other products. RSU #63's allocation is \$12,494 and should arrive in March. There are several restrictions around use of these funds including record keeping and procurement processes. Additionally, ***'Funds will only be used to purchase domestic unprocessed or minimally processed foods; and Funds will not be used for labor, indirect or other administrative costs.'***
- Reports completed this month in the business office; Quarterly 940ME, Quarterly 941, Quarterly Unemployment, MePERS, Bureau of Labor & Statistics, NSP (national school lunch program) monthly claim, and grant reimbursement invoices.

# MSAD63

Report # 27853

## Warrant Article Summary Financial YTD

Statement Code: AtSummFin

Account Number / Description	Revised Budget 7/1/2021 - 6/30/2022	Current Period 1/1/2022 - 1/31/2022	Reported Period 7/1/2021 - 1/31/2022	Encumbrances 7/1/2021 - 1/31/2022	Amount Remaining 7/1/2021 - 1/31/2022	Percent Remaining 7/1/2021 - 1/31/2022	Last Year Period 7/1/2020 - 1/31/2021
Subtotal Regular Instruction	\$2,789,944	\$190,671	\$1,161,034	\$56,347	\$1,572,563	56%	\$1,208,484
Subtotal REG 9-12	\$3,052,816	\$181,524	\$1,303,335	\$0	\$1,749,481	57%	\$1,284,140
Subtotal Special Education	\$1,604,850	\$91,342	\$637,231	\$139,562	\$828,057	52%	\$779,709
Subtotal Staff & Student Sppt	\$549,707	\$33,145	\$271,672	\$1,557	\$276,478	50%	\$251,938
Subtotal Facilities	\$1,124,147	\$71,760	\$767,762	\$90,433	\$265,952	24%	\$477,564
Subtotal Transportation	\$783,043	\$35,490	\$373,022	\$141,931	\$268,090	34%	\$396,155
Sub Total Trans to Other Units	\$0	\$6,225	\$42,411	\$0	\$-(42,411)	---	\$48,030
Subtotal System Administration	\$356,652	\$23,622	\$223,812	\$8,391	\$124,449	35%	\$199,701
Subtotal School Administration	\$454,096	\$31,616	\$255,590	\$1,410	\$197,096	43%	\$239,301
Subtotal Other Instrn	\$66,496	\$3,723	\$14,811	\$2,818	\$48,867	73%	\$8,854
Subtotal All Other	\$30,000	\$0	\$0	\$0	\$30,000	100%	\$0
Subtotal CTE	\$0	\$0	\$0	\$0	\$0	---	\$0
TOTAL ALL EXPENSES	\$907,244	\$58,961	\$494,213	\$12,619	\$400,412	44%	\$447,856
NET REVENUE OVER EXPENSE	\$10,811,751	\$669,118	\$5,050,680	\$442,449	\$5,318,622	49%	\$4,893,876

# MSAD63

## Income Statement Hot Lunch

Report # 27855

Statement Code: hot lunch

Account Number / Description	Current Period	Reported Period	Encumbrances
	1/1/2022 - 1/31/2022	7/1/2021 - 1/31/2022	7/1/2021 - 1/31/2022
<b>10000 REGULAR INSTRUCTION</b>			
6000-0000-10000-4161000-950 SCHOOL LUNCH - DAILY CASH SALE	(114.50)	(2,203.70)	0.00
6000-0000-10000-4325000-950 HOT LUNCH - STATE SUBSIDY	0.00	(2,673.86)	0.00
6000-0000-10000-4454900-950 SUMMER FOOD PROG	0.00	(1,842.00)	0.00
<b>TOTAL 10000 REGULAR INSTRUCTION</b>	<b>\$(114.50)</b>	<b>\$(6,719.56)</b>	<b>\$0.00</b>
<b>31000 FOOD SERVICE OPERATIONS</b>			
6000-0000-31000-5118000-950 HOT LUNCH - WAGES	7,905.93	48,272.63	37,915.41
6000-0000-31000-5202040-950 UNEMPLOYMENT	30.98	62.31	0.00
6000-0000-31000-5208000-950 HOT LUNCH - BENEFITS	1.16	840.22	0.00
6000-0000-31000-5208010-950 REGULAR E/E - HEALTH	1,919.00	13,150.09	0.00
6000-0000-31000-5208015-950 REGULAR E/E - DENTAL	75.66	382.98	0.00
6000-0000-31000-5208020-950 REGULAR E/E - OASDI/MCR	112.30	688.04	0.00
6000-0000-31000-5218000-950 FICA/MEDI	480.12	2,941.76	0.00
6000-0000-31000-5238000-950 RETIREMENT CONT /REGULAR E/E	10.72	80.40	0.00
6000-0000-31000-5600020-950 SCHOOL LUNCH EQUIPMENT	0.00	1,857.43	0.00
6000-0000-31000-5630000-950 HOT LUNCH - FOOD PURCHASES	9,972.16	61,507.10	0.00
6000-0000-31000-5630030-950 SNACK	70.57	472.61	0.00
6000-0000-31000-5630035-950 AFTERSCHOOL SNACK	169.56	403.07	136.17
6000-0000-31000-5631000-950 HOT LUNCH - NON - FOOD PURCHASE	2,369.69	12,036.48	1,836.82
6000-0000-31000-5890000-950 Repairs	0.00	672.75	1,750.00
<b>TOTAL 31000 FOOD SERVICE OPERATIONS</b>	<b>\$23,117.85</b>	<b>\$143,367.87</b>	<b>\$41,638.40</b>
<b>31600 Afterschool Snack</b>			
6000-0000-31600-4437000-950 CNP afterschool Snack	(88.44)	(172.75)	0.00
<b>TOTAL 31600 Afterschool Snack</b>	<b>\$(88.44)</b>	<b>\$(172.75)</b>	<b>\$0.00</b>
<b>31700 Seamless Summer-SSO</b>			
6000-0000-31700-4455300-950 CNP Fed Lunch Reimb	(38,425.75)	(87,213.50)	0.00
6000-0000-31700-4455400-950 CNP Fed Breakfast	(11,820.00)	(27,117.06)	0.00
<b>TOTAL 31700 Seamless Summer-SSO</b>	<b>\$(50,245.75)</b>	<b>\$(114,330.56)</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$(27,330.84)</b>	<b>\$22,145.00</b>	<b>\$41,638.40</b>

## Budget and Finance Committee Meeting 01/12/2022

**Members Present In Person:** Tracy Bigney and Linda Graban

**Members Present Remotely:** Cherie Faulkner

**Also Present In Person:** Susan Smith, Kelly Theriault, Ashley Allen, Tracy Roberts (6:15pm), and Sara Miller

**Called to Order:** 6:02pm

### **FY22 Financials:**

**Cost Center Summary:** Discussion on facilities, revenue, long term substitutes, and sick bank need. Line #557 incorrectly coded the \$1.3million IAQ Budget to our general fund budget. That made the facilities cost center budget and expenses incorrect. That line will be moved to the IAQ/Bond projects.

**December FY22 Detail:** No concerns or questions.

**Hot Lunch:** December financial is showing in the red, but two months of accounts receivable are outstanding. Once accounted for, the department is running slightly in the black-right where we want it to be. Supt. Smith needs to go in and approve the claim for reimbursement.

**Staffing:** Superintendent Smith reviewed the ED 279 form from the State of Maine on public education funding. This form changes yearly based on staffing numbers, student count, and approved education budget from the State and is generally released around the end of January or beginning of February. Kelly Theriault advised the class size model does not change yearly. The state reviews that on a rotating schedule, every 3-4 years. Discussion took place on how the funding is calculated. Superintendent Smith will share a ED 279 power point to all Budget and Finance Staff for further explanation on how the ED 279 is calculated.

Superintendent Smith shared student enrollment number comparison since 2018. Discussion took place on the larger class sizes. Superintendent Smith advised it is harder than anticipated, but it is unclear if that is due to COVID, mix of kids, or because they have higher numbers. Additional Ed Techs were brought in to help. Mrs. Allen added this year has been very hard for teaching overall.

Superintendent Smith shared the Advisory Committee Staffing Recommendation from seven years ago and the current (January 2022) Staffing. At that time, the District had four classrooms per grade and enrollment supported four classrooms per grade. Tracy Roberts voiced her concern for using outdated (2014) staffing recommendations to base current staff planning. She recommends to disregard this document and have staffing be part of the Strategic Planning. She also recommends to go back to three teachers per grade levels, realign Ed Techs, and allow time for Strategic Planning. Superintendent Smith advised Ed Tech's will need to be reviewed closely as some of the funding for those positions is through ESSER funds. Superintendent Smith reviewed the current staffing per grade level, specials staffing, school counselors, and special education staffing. Cherie Faulkner and Linda Graban are also in favor of returning to three teachers per grade level.

**FY23 Budget Time Line:** Draft timeline was reviewed. Workshop dates and times were set for March. (See Attached)

**Other:** Cherie Faulkner stated "she was told there was a mouse problem wreaking havoc at the Holden School" and asked if an exterminator could be hired to take care of the mice problem. Superintendent Smith said "No and the reason is, the Health Inspector came the other day, and I checked with Marie (Holden Cook), and Holden Staff, the problem is less this year than it has been in previous years." Superintendent Smith advised there are three ways we can help prevent the mice problem, but pesticides are not an option for schools. This issue was not brought to the attention of administration. The problem is being addressed and steps are being taken (trap, store food in containers, caulk/fill holes and small places mice could be entering).

### **Next Meetings**

- Tuesday, February 15, 2022 at 5:30pm

**Adjourned:** 7:46pm

## POLICY COMMITTEE MINUTES

Meeting: February 7, 2022

Members Present: Robin James and Jaime Pangburn

Also Present: Superintendent Susan Smith

Member Absent Excused: Tracy Roberts

Tracy Roberts and Tracy Bigney emailed questions, comments, and suggestions to the Policy Committee Chair. These questions and comments were incorporated into the meeting for discussion and revisions.

1. **Call to Order:** The meeting began at 5:32pm.
2. **EBABA – Chemical Hygiene:** This policy had language changes regarding scientific lab, chemical lab, etc. Tracy Bigney submitted some language changes regarding laboratories. Discussion on training employees as soon as they are hired and make sure they are retrained yearly. Supt. Smith will reach out to Jake Morgan to schedule training on handling chemicals. This policy is ready for the Board.
3. **JF – Student Residency:** Language added regarding military-connected students. This policy is ready for the Board.
4. **JFAB – Non-Resident Secondary Students:** Small grammatical changes were made. This policy is ready for the Board.
5. **JFABA – Non-Resident Elementary Students:** Language added regarding Superintendent Agreement circumstances. This policy is ready for the Board.
6. **JFABD – Admission and Education of Homeless Students:** Small grammatical changes were made to this policy. This policy is ready for the Board.
7. **JFBC – Secondary School Tuition:** Language added regarding military-connected students and high school transportation. This policy is ready for the Board.
8. **Policies to Review Next:**  
For the Next Policy Meeting  
BCC – Nepotism  
BHC – Board Communications and Relationships with Staff  
DBA - Budget System  
DJB – Purchasing Procedures  
IJOA – Field and Class Trips  
IL – Evaluation of Instructional Programs
9. **Other:** Jaime Pangburn asked how many students were on a Superintendent Agreement to attend Dedham. Superintendent Smith did not know the current count and shared some examples of where students attend and reasoning. She will share the current count with the committee.
10. **Next Meetings:**  
Policy Committee: Monday, March 7, 2022 at 5:30pm, Holbrook Middle School

The meeting adjourned at 6:14pm.



## Regional School Unit 63

*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.*

**TO:** RSU 63 BOARD of DIRECTORS

**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

**RE:** MONTHLY REPORT

**DATE:** FEBRUARY 18, 2022

There are many items on the agenda for the Board of Directors Meeting this month. Bill Hall from RHR Smith will share information about the FY21 audit. Kelly Davis will provide an update regarding outdoor education. In addition to the material Mrs. Davis will be presenting, I have attached a list of the before and after school activities that have been provided to our students this year. The variety of choices and supports RSU 63 staff members are providing to help students stay connected to school, pursue their interests, participate in physical activity, and hone their academic skills is impressive; especially for a district with less than 500 students (Pre-Kindergarten to Grade 8).

I look forward to working with the Board and other stakeholders to develop a Strategic Plan. The Board Packet includes the most recent proposal from Judy Sanders. In her proposal, Ms. Sanders refers to Goals I, II, and III from Policy BA - RSU #63 Operational Goals. That policy and the draft outline of the Strategic Planning Committee are also included in with the board materials. As of February 17<sup>th</sup>, 13 people indicated interest in participating on the Strategic Planning Committee. I will provide an updated count during the Board Meeting.

The Draft 2022-2023 School Year Calendar has been reviewed by the Administrative Team and shared with the leaders of the teachers' association. It follows the same format and timeline we have used for the past few years.

### COVID-19 Procedures

It has been a long journey, with March 2022 marking the two-year point since schools felt the full and sudden impact of the COVID-19 pandemic. RSU 63 has worked hard to navigate our way, supporting our students through many challenging and frequently changing circumstances. As the RSU 63 Board of Directors takes on the difficult task of revisiting our COVID protocols and procedures, I will continue to work to provide the Board with current information and data.

Attached you will find the 2021-2022 RSU 63 Guide for Returning to School approved by the Board on August 30, 2021. We have been following this guide and the Maine Center for Disease Control and Prevention Standard Operating Procedure (SOP) for Investigation of COVID-19 Cases in Pre-K – 12 Schools. This document was updated on February 16, 2022 and is also attached. I anticipate this document will be revised again.





## Regional School Unit 63

*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.*

Maine schools are required to follow the SOP. The SOP is based on Maine conditions and guidance recommended by the federal Center for Disease Control. The US CDC guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Schools across the nation are grappling with masking requirements. There has been a lot of conversation here in Maine. I anticipate several districts in our area will be moving to have masks become optional in mid-March, as long as case numbers continue to stay low.

Over the last several weeks, people in RSU 63 who tested positive for COVID-19 (who were in school/at work during their infectious period) have dropped from 28 to 17, 9, 5, and then 2. During that same time period, universal masking in our schools has meant that close contacts have not been required to quarantine from school.

In RSU 63, approximately

- 79% of our staff report they are vaccinated,
- 27% of our students are vaccinated (We have not asked parents to report vaccination information),
- 40% of our staff and students participate in pooled testing, and
- 20% of our staff and students report they have tested positive within 90 days.

Maine CDC is expanding access and encouraging all families to take advantage of free test kits that are available to Maine families. Testing before returning to school after the vacation is recommended. Further information on how to get testing kits mailed to homes is being provided by the Maine Department of Education and Maine CDC.

If the Board of Directors decides masks should be optional in RSU 63, I recommend that change takes effect March 14<sup>th</sup> or later. Please note the Federal transportation requirements for masks are in effect until March 18<sup>th</sup> and masks must be worn on school buses. Any changes to the March 18<sup>th</sup> timeline for public transportation would have to come from the Federal CDC.

### **2021-2022 RSU #63 Offerings**

#### **Fall**

<b>Co-Curricular</b>	<b>Athletics</b>	<b>After/Before School</b>
Art Club	Soccer Boy A	Coding Club (Holbrook)
World Cultures Club	Soccer Girls A	Cribbage Club (Holbrook)
	Cross Country	Web Development Club (Holbrook)
		WeeDos – Robotics (Gr. 4)
		Robotics (Holbrook)
		Sign Language Club (Holbrook)
		Book Club (Holbrook)
		Guided Study (AM & PM) Holbrook
		Backyard Games Club
		Minecraft Club (Gr. 5-8)

#### **Winter**

<b>Co-Curricular</b>	<b>Athletics</b>	<b>After/Before School</b>
Math Team	Basketball Boys A	Readers Theater/Word Study (Gr. 3 & 4)
Chess	Basketball Boys B	Word Games (Holbrook)
Art Club	Basketball Girls A	STEAM Club (Holbrook)
World Cultures Club	Basketball Girls B	After School Study (Holbrook)
Drama Holden	Cheering	Zen Library (AM and PM Holbrook)
Drama Holbrook		Virtual Bedtime Stories (Elementary)
		Reading Intervention (Holbrook)
		Minecraft (Gr. 3 & 4)
		Guided Study (AM & PM) Holbrook

## February Board Chair Report

Once again, we owe an enormous thank you to Susan, Administration, Teachers, Staff and Volunteers for continuing to go above and beyond to find creative ways to keep our students in school and learning.

The Strategic Planning workshop was a positive, productive, initial step in our process. Judy Sanders gave us some great information and ideas for our planning. I especially liked her suggestion to set up a team charter with organization roles, rules, & meeting norms, her 4 steps: Plan, Do, Check & Adjust, and the one day "input" event. It all seems very overwhelming, but I'm confident we can get this done as we work together.

In the interest of time/efficiency, I ask that those of us who are going to participate in the planning familiarize yourself with our goals/mission statement and review the results of the School Culture 360 survey. There is so much information in the survey results, it will take some time to go through it all.

I appreciate the time and commitment you all are putting into making our district a great place for our students. All of the committee work, workshops, seminars, research, and volunteering, all contributes to keeping our district running and improving.

Respectfully submitted,

Holly Whitmore

## **Planning Process Proposal for RSU 63**

*Revised – Jan. 31, 2022*

### **Draft proposal to support the completion of the RSU 63 Education Plan**

#### **Phase 1: Preparation for the development of key initiatives and action plans for Goals I, II, III. Prior to July 1, 2022 (April – June) \$2000**

1. Judy designs and facilitates a one-hour meeting with the SPC (Strategic Planning Committee) to review and further customize this draft proposal.
2. Judy designs and facilitates an SPC team development session (8:30-2:30) to work on team infrastructure including, but not limited to:
  - clarity of the team's mission
  - team working agreements
  - team operations
  - team information management
3. Judy meets with the Admin. Team for 1 hour to discuss its role in the planning process.
4. Judy designs and facilitates a two-hour meeting with the SPC (and perhaps some other selected stakeholders) to develop an invitation list and personalized invitation process for a one-day school/community education "input" event.  
The purpose of the "input" event is to gather key stakeholder **input** for the development of key initiatives and action plans for Goals I, II, and III.

#### **Phase 2. Holding the school and community stakeholder one-day "input" event. July - August, 2022 \$3500**

1. Judy and her assistant design, organize, set-up, and then facilitate a customized "input" event for 50-80 stakeholders. Stakeholders offer **input** on initiatives for Goals, I, II, III.
2. Judy drafts a report reflecting all details and data from the "input" event.

#### **Phase 3. Developing initiatives and action plans for Goals I, II, III. August – September 2022 \$3500**

1. Judy designs and then facilitates a 2-day customized planning process for the SPC. Key initiatives and action plans will be drafted for Goals I, II, III using the data gathered at the "input" event and other sources of relevant systemic data.
2. Judy composes the first draft of the plan. The SPC finalizes the plan.
3. Judy returns a final time to facilitate/model a process for the 3-4 SPC update meetings annually.

#### **Services provided in this proposal:**

Services for this proposal include all design, preparation, facilitation, consultation, and follow-up for a customized planning process for RSU 63. It also includes all expenses for materials, copying, mileage, and hotel expenses.

**Estimate total for the planning process: \$9000**

## RSU #63

- a. **NEPN/NSBA Code:** BA
- b. **Title:** Operational Goals
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 04/26/2021 RSU #63
- f. **Previously Approved:** 04/03/2017
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent & Policy Committee
- i. **Date Reviewed:** 12/08/2020 Superintendent & Administrators  
04/12/2021 Policy Committee
- j. **References:** RSU 63 Vision & Mission Statements  
Adopted 10/24/2016 and Revised 3/22/2021

### k. Narrative:

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.

In establishing direction and guidance for RSU 63, the Board of Directors (the Board), in consultation with the administration and faculty, sets the following long-term goals for the district. The Superintendent will annually provide the Board with an update that includes progress toward reaching the stated goals. This annual update will include key measures and performance targets for each goal, as well as a review of progress made and recommendations for future work.

**Goal I - Academics:** All students will be well prepared for high school academically and with skills and a work ethic that enables them to succeed. RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students “where they are” with respect to individual needs and capabilities.

**Goal II - Student Overall Growth and Development:** Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally, and socially; that allow for cross-grade-level interactions; and that bolster their confidence and readiness to live and work in a global community. All students will have opportunities for learning about and gaining skills in the natural world, linking their experiences to core academic curriculum.

**Goal III - Environment:** RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff, and administrators and be considered an outstanding district within which to work and grow professionally. RSU 63 will continue to be known as a close-knit community of learners; offering small class sizes, a safe and supportive environment,

frequent and effective parent-teacher communication, and strong community support.

**Goal IV - Technology:** All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.

**Goal V - Facilities:** RSU 63 will provide safe, healthy, and efficient schools for students and staff as well as adult learners throughout the community.

**Goal VI - Transportation:** RSU 63 will provide safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.

**Goal VII - Fiscal Responsibility:** RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

**1. Advisory Committee Name:** *RSU #63 Strategic Planning Committee (SPC)*

**2. Purpose of the committee, the specific issue(s) for study, and the scope of the committee's activity:**

*The purpose of the SPC is to create a recommended three-year strategic plan for RSU #63 that includes review of RSU #63's current mission, vision, values and goals, staffing models, facilities, and other areas deemed appropriate by the SPC or RSU #63 Board.*

**3. The first agenda of the advisory committee will be drawn up by the Chairperson of the Board; all succeeding agendas will be drawn up by the members of the advisory committee at the end of each meeting for the next meeting.**

**4. Composition of the committee, including voting and non-voting members:**

(NOTE: The language above is directly from policy BDF. In the planning stages the various roles of stakeholders should be considered. For example: Board, Admin, Hourly Staff, Teachers, Parents, Community Members, etc. Consideration should also be given as to whether the consensus model or voting will be used in decision making. Based on the scope and purpose of the Advisory Committee sub-committees could also be considered.)

*The SPC will include at members from each of the following groups:*

*RSU #63 School Board (at least 2)*

*RSU #63 Administrators (at least 2)*

*RSU #63 Support Staff (at least 2)*

*RSU #63 Teachers (at least 1 from each school)*

*Parents of RSU #63 students (at least 1 from each town)*

*The RSU #63 Strategic Planning Committee reserves the right to establish sub-committees as needed to provide recommendations to the SPC.*

**5. Length of time each member is expected to serve (time or subject):**

*Members of the SPC are expected to serve until a draft strategic plan is presented to the RSU #63 School Board (Board). Members may request to limit their role in the SPC in time or scope at the time of joining the SPC and may still participate so long as two members from each of the categories identified in #4 are able to fully participate.*

**6. Role of the committee is advisory only.**

**7. Resources the Board will provide to assist the committee:**

*The Board will provide the necessary resources to facilitate committee meetings including space to meet and technology for remote participation. The Board reserves the right to provide additional resources needed that are identified by the SPC.*

**8. Expectations regarding the committee's relationship with the Board:**

*The SPC will provide monthly updates to the Board and will present a draft strategic plan along with a presentation on the reasoning behind the elements of the plan for the Board's review and consideration.*

**9. Designation of the group's spokesperson: *TBD at the time of first SPC meeting.***

**10. Time and place of the next meeting:**

**a.** Date: *TBD*

**b.** Time: *TBD*

**11. Timeline for progress reports to the Board:**

*Monthly.*

**12. Date the Board expects to receive a final report or recommendations, and the dissolution of the committee:**

*August 2022. The Board reserves the right to adjust this timeframe as needed.*





#### 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.*

# 2021-2022 Guide for Returning to School

**Approved by RSU 63 Board of Directors on August 30, 2021**

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.

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## 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): Tina Ferrill [tferrill@rsu63.org](mailto:tferrill@rsu63.org) 843-6010
- **Holden** (Grades 2, 3, and 4): Heather Kiley [hkiley@rsu63.org](mailto:hkiley@rsu63.org) 843-7828
- **Holbrook** (Grades 5, 6, 7, & 8): Karen Everhart [keverhart@rsu63.org](mailto:keverhart@rsu63.org) 843-7769

**RSU 63 Staff** – Contact Sharon Haskell or Jake Morgan (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](mailto: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. **All adults, students, and children over 2 must 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. 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 until 8:25am.** Prior to 7:55am, students will need to wait in the vehicle with their parents. When arriving between 7:55am and 8:15am, students can enter the school and go to the cafeteria to get a breakfast or go straight to the playground. After 8:15am, students should be dropped off at the front door.

**Students can be dropped off at the Holbrook School from 7:45am until 8:25am.** Prior to 7:45am students will need to wait in the vehicle with their parents. When arriving between 7:45am and 8:25am, 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.

## Standard Operating Procedure (SOP)

**First Issued:** 8/26/2020

**Revised:** 2/16/2022 (See Change Log/Appendix H)

**SUBJECT:** Investigation of COVID-19 Cases in Pre-K-12 Schools

Maine Center for Disease Control and Prevention  
Division of Disease Surveillance

### I. PURPOSE

This SOP provides a framework for responding to COVID-19 cases among students or staff within a school. The guidance in this SOP is not exhaustive, nor does it replace a school's strategic plan for COVID-19, or direct engagement with the Maine Department of Education (Maine DOE) or Maine Center for Disease Control and Prevention (Maine CDC). The primary goal of this document is to enable students and staff to remain in the school classroom through vaccination, pooled testing, isolation/quarantine, and masking.

### II. ISOLATION AND QUARANTINE

#### Case Definitions

Maine CDC is following case definitions for COVID-19 as established by the Council of State and Territorial Epidemiologists. The current case definitions can be found [here](#). These case definitions are subject to change.

#### School Responsibilities

A designated school staff member affiliated with the school where a case of COVID-19 is identified will be the primary point of contact and serve as an essential part of any epidemiological investigation. The designee should contact other applicable designated school administrators, school health advisors/school physicians, as needed.

The designated school staff member shall serve as the primary point of contact for families of confirmed cases. The designee should:

- Communicate with the family of a COVID-19 case and share guidance on [isolation](#) and [quarantine](#) for the COVID-19 case and for family members living in the same household;
- Provide an anticipated release from isolation date;
- Make social service referrals with the family's permission to [covidsocialsupport@maine.gov](mailto:covidsocialsupport@maine.gov);
- Recommend that the parent/guardian monitor other family members for [symptoms](#) of COVID-19;
- Advise families to alert their health care provider of the positive COVID-19 test, especially if symptoms worsen; and
- Advise close contacts to seek a COVID-19 test 5 days following exposure.



### **Laboratory Testing**

Maine CDC recommends testing close contacts of COVID-19 cases. Asymptomatic close contacts should test on day 5 following exposure. Symptomatic close contacts should test as soon as possible.

Individuals identified as close contacts should follow the U.S. CDC's [guidance on quarantine](#). Testing of close contacts also helps identify additional cases and helps identify further close contacts who should quarantine. PCR confirmation of a positive antigen test is not required if the antigen test is conducted on an individual with a known exposure to a positive case or linked to a positive PCR pooled test. Pooled testing participants do not need additional testing beyond the pooled and follow-up testing if identified as close contacts, provided they remain asymptomatic.

In general, individuals who test positive should not be retested for 90 days following the date of the positive test result. However, an individual who develops new onset of symptoms consistent with COVID-19 infection during the 90-day period following the initial positive test collection date should be retested.

### **At-Home Test Results**

With increasing availability of at-home COVID-19 tests, Maine CDC suggests that schools accept the results from such tests. Please note that Maine CDC does not investigate or collect reports of positive results from at-home tests or count such positive results as cases.

### **School-Based Pooled Testing**

Maine CDC and Maine Department of Education (DOE) have implemented a pooled PCR testing program, available to public and private schools (private pre-K-only programs are not eligible to apply). Pooled testing involves mixing several test samples together in a “batch” or “pool” and then testing the pooled sample with a PCR test for detection of SARS-CoV-2. Students who participate in this pooled testing program can avoid quarantine if exposed to COVID-19, regardless of vaccination status.

In December 2021, the U.S. CDC issued [guidance](#) on a “Test to Stay strategy” for students exposed to COVID-19. Test to Stay is a practice comprising contact tracing and serial testing to allow school-associated close contacts who are not fully vaccinated to continue in-person learning and avoid quarantine. Maine’s “Test to Stay” program is the pooled testing program.

### **Isolation**

- Isolation is the process of separating individuals who are infected with COVID-19 from others.
- All students or staff who test positive for COVID-19 shall isolate until they meet the [U.S. CDC criteria for release from isolation](#), regardless of vaccination status. See Appendix G.
- If a student or staff has access to a test and wants to test during isolation, they should use an [antigen test](#) toward the end of the 5-day isolation period. Follow [U.S CDC guidance for details on testing](#). If the test result is positive, continue to isolate until day 10. If the test result is negative, isolation can end (on or after day 6), and the student or staff can return to school.
- When returning to school after isolation, wearing a well-fitting [mask for an additional five days](#)

(until day 10) is required at all times when around others indoors, except when eating or drinking.

- The school should ensure there is a plan for people to stay masked while undergoing their 5 additional days (days 6-10).
- During times of the school day when students typically remove masks indoors (*e.g.*, during lunches, snacks, etc.), schools should have a plan for them to adequately distance from others and ensure they wear their masks when not actively participating in these activities (such as when they are not actively eating).

### **Quarantine**

- Quarantine is the process of separating and restricting the movement of persons who were in close contact with someone infected with or had symptoms of COVID-19. *See* Appendix F.

### **Contact Tracing**

- Contact tracing is the process of identifying and notifying individuals (or their families) who have had close contact with someone infected with COVID-19.
- Schools may conduct contact tracing for all students, staff, and visitors, if feasible.
- **For schools where contact tracing is feasible:**
  - In a school setting where there is no assigned seating the whole classroom will be counted as close contacts. Where a school strictly adheres to assigned seating, close contacts will be identified using the definition in the glossary (*see* Section V).
  - Close contacts must quarantine at home from all activities outside the home, including school and school activities, for 5 days from last COVID-19 exposure, and then must wear a well-fitting mask at all times when around others indoors, except while eating or drinking, for an additional 5 days.
  - The school should ensure that there is a plan for people identified as close contacts and people returning to school after quarantine to stay masked at all times (except while eating and drinking) as outlined in U.S. CDC guidelines.
  - During times in the school day when students or staff typically remove masks indoors (*e.g.*, during lunches, snacks, etc.), schools should have a plan for them to adequately distance from others and ensure they wear their masks when not actively participating in these activities (such as when they are not actively eating).
  - Exposures that occur in outdoor settings or on a school bus do not constitute a close contact and, thus, do not require quarantine, regardless of vaccination status. This applies even where there is physical contact in outdoor settings (*e.g.*, during sporting events).
  - Designated school staff, along with other school officials, should make initial contact with close contacts to ensure they begin their quarantine period in a timely manner. If close contacts need to quarantine from school, and are identified while school is in session, they may complete the day and must be masked. If private transport is unavailable, taking the bus

home is acceptable.

### **Quarantine Exceptions**

Schools that are conducting contact tracing should continue to place students/faculty/staff who are close contacts into quarantine. However, if at least one of the following conditions applies, students/faculty/staff can be exempt from quarantine, provided that the close contact is asymptomatic:

1. The close contact is 18 or older and has received [all recommended vaccine doses](#), including [boosters](#) and [additional primary shots](#) for some immunocompromised people; **or**
2. The close contact is 5-17 years and completed the [primary vaccine series](#) of COVID-19 vaccines but who have not yet received all eligible boosters; **or**
3. The close contact had COVID-19 within the last 90 days; **or**
4. The close contact (staff/faculty/student) participates in school pooled testing; **or**
5. The school consistently observes and enforces a universal masking policy for all students, faculty, staff, and visitors.

Students and staff who do not fall within exceptions 1-5 above must quarantine if they are a close contact, regardless of the location of exposure. Students and staff who only fall within exceptions 4-5 must quarantine in the community, per Maine CDC quarantine guidelines.

## **III. OUTBREAK RESPONSE**

Beginning in January 2022, Maine CDC will open an epidemiological investigation in a school when at least either 15% of students or staff are absent due to illness. This approach is consistent with Maine CDC's approach to other communicable diseases, including other respiratory illnesses.

Schools will use the absenteeism reporting module in NEO, which is the standard process for reporting health-related absenteeism. Schools that do not have access to NEO should report the 15% absenteeism to Maine CDC by email to [disease.reporting@maine.gov](mailto:disease.reporting@maine.gov) (do not send any personal identifying information), by fax at 207-287-6865, or by phone to 1-800-821-5821.

When a school reports 15% absenteeism in either students or staff, Maine CDC will follow up with the school to obtain additional information and determine if the absenteeism report meets outbreak status. An outbreak in a school is defined as greater than or equal to 15% absenteeism among either students or staff in a single day where the majority of those absent is due to COVID-19 illness. Among other pieces of information, Maine CDC will inquire about:

- Number of COVID-19 positive students and staff;
- Number of COVID-19 positive students and staff by test type (PCR or antigen);
- Number of students and staff who are in quarantine and not in school; and
- Number of students and staff working/attending remotely.

After the initial 15% absenteeism report, a school must then report absenteeism daily while in outbreak status.

Outbreaks will be closed after 14 consecutive days with reports of <15% absenteeism. If a school on day 15 has  $\geq 15\%$  absenteeism, then a new outbreak would be opened.

The school should notify all associated individuals of the outbreak (*see* Section IV below). School officials should make such notifications in writing, using a template provided by Maine CDC (*see* Appendix E).

School outbreak status does not necessarily warrant school closure and can be evaluated on a case-by-case basis. Maine CDC may, however, recommend suspending some or even all in-person extra-curricular activities for the duration of the outbreak.

## **IV. NOTIFICATION AND COMMUNICATION**

### **Notification of a Confirmed or Probable Case to Maine CDC**

School officials may be notified of a confirmed or probable case among a student or staff member by the individual or parents (if the case is a student). If school staff are notified by a parent/guardian that their child received a positive COVID-19 test result, school staff should contact the designated school personnel. That individual will report the suspect case using the DOE Positive Case Reporting Form. The school may be notified by either Maine DOE or Maine CDC if the case is confirmed or probable, and the school may begin its notifications of close contacts. The designated school personnel will be the communication link among the family, the Maine DOE and the Maine CDC.

### **Communication with Family Members**

Maine CDC recommends that the designated school staff member communicate with the family of a case (when that case is a student). The designated school staff member will be best suited to provide information to the family. The designee should also reach out to the DOE COVID-19 Hotline or use the reporting link to inform Maine DOE and Maine CDC of the case. The school should notify family members of students that will be in quarantine, if applicable. Sample letters are available in the appendices.

### **Communication with School Community**

Maine CDC recommends that the school notify community members as school-associated confirmed or probable cases are detected. The school is best able to notify parents, staff, and other community stakeholders (*e.g.*, Board of Education, Superintendent, etc.) of the confirmed or probable case(s). Sample letters for such communication are available in the appendices.

### **Public Reporting**

Maine CDC may report publicly when an epidemiological investigation has confirmed an outbreak of COVID-19 associated with a school, as it does in other settings. Schools should notify their school community before Maine CDC announces a school is in outbreak status when possible.

## V. GLOSSARY

Term	Definition
Close contact	In general, being within 6 feet of a person infected with COVID-19 (with or without a face mask) for at least 15 minutes (cumulatively in a day).
Community transmission	Occurs when individuals acquire COVID-19 through contact with someone in their local community, rather than through travel to an affected location.
Confirmed case	A person who has tested positive for SARS-CoV-2 infection (the virus that causes COVID-19) using a molecular test.
Contact tracing	Process of identifying and notifying individuals who have had close contact (see definition above) with someone infected with COVID-19.
Fully vaccinated	2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine.
Incubation period	The time between exposure to an infection and the appearance of first symptoms. SARS-CoV-2 has an incubation period of 2-14 days.
Infectious period (asymptomatic cases)	2-days prior to the date the specimen/swab was collected, until federal CDC criteria to discontinue isolation are met.
Infectious period (symptomatic cases)	2-days before any symptom onset within 10 days prior to positive test result until federal CDC criteria to discontinue isolation are met.
Isolation	Process of separating individuals who are infected with COVID-19 from others.
Outbreak investigation	Greater than or equal to 15% absenteeism among students or staff in a single day where the majority of those absent are due to COVID-19 illness.
Pooled testing participant	An individual who is participating in school pooled testing that has either tested in the most recent pooled testing or was absent and used an antigen or molecular test in place of pooled testing.
Probable case	Individual who has a positive antigen test or is a symptomatic close contact of a lab-confirmed case of COVID-19.
Quarantine	Process of separating and restricting the movement of persons who were in close contact with someone who tested positive or had symptoms of COVID-19.
Symptomatic individual	A person who is experiencing one or more of the <u>symptoms</u> of COVID-19 as defined in U.S. and Maine CDC guidelines.
Testing	Three types of tests are available for COVID-19: molecular, antigen, and antibody tests. Molecular and antigen tests indicate if you have a current infection while antibody tests indicate a previous infection. In this SOP, 'testing' refers to molecular or antigen-based tests to diagnose a person with COVID-19 infection.
Universal masking	A policy of requiring consistent and correct usage of well-fitting masks in indoor spaces for all students, faculty, staff, and visitors, and across all school-based and school-sponsored activities. A universal masking policy allows for removal of masks while eating/drinking in designated spaces, but not for indoor "mask breaks."

## **Appendix A: Sample notification letter to school communities: an individual associated with [School] recently tested positive for COVID-19**

Dear Staff, Students, and Families,

This letter is to inform you that an individual associated with [School] recently tested positive for Coronavirus Disease 2019 (COVID-19). We are informing you out of an abundance of caution.

Please monitor for signs and symptoms of COVID-19, which can include:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Stay home while you are sick and avoid close contact with others. Wear a well-fitting mask in public indoor spaces, especially if you are not vaccinated. Masks are recommended in schools and childcare settings for people over 2 years of age. Stay up to date on COVID-19 vaccines and when in public, avoid social distances of less than 6 feet and direct physical contact.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email [info@211maine.org](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## **Appendix B: Sample notification letter to school communities: close contacts who do not meet any quarantine exceptions**

Dear Staff, Students, and Families,

This letter is to inform you that an individual associated with [School] recently tested positive for Coronavirus Disease 2019 (COVID-19) and that you/your student has been identified as a close contact. We are aware that you/your student do not meet any of these below quarantine exceptions:

1. You/your student is 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people; **or**
2. You/your student is 5-17 years and has completed the primary series of COVID-19 vaccines; **or**
3. You/your student has had COVID-19 within the last 90 days; **or**
4. You/your student does participate in school pooled testing; **or**
5. Your/your student's school consistently observes and enforces a universal masking policy for all faculty, students, staff and visitors.

This means that you/your student must quarantine and stay home for 5 days per US CDC and Maine CDC guidelines. Maine CDC encourages you/your student to get tested 5 days following exposure. After that, you/your student can leave your house and return to school and you/your student must continue to wear a mask at all times, when around others indoors, except for while eating and drinking, for at least 5 additional days. If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about your/your student's symptoms.

Please monitor for signs and symptoms of COVID-19 which can include:

- |   |                              |
|---|------------------------------|
| ○ fever or chills                             | ○ headache                   |
| ○ cough                                       | ○ new loss of taste or smell |
| ○ shortness of breath or difficulty breathing | ○ sore throat                |
| ○ fatigue                                     | ○ congestion or runny nose   |
| ○ muscle or body aches                        | ○ nausea or vomiting         |
|   | ○ diarrhea                   |

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Stay home while you are sick and avoid close contact with others. Wear a well-fitting mask in public indoor spaces, especially if you are not vaccinated. Masks are recommended in schools and childcare settings

for people over 2 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email [info@211maine.org](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,



## **Appendix C: Sample notification letter to school communities: close contact who meets at least one quarantine exception**

Dear Staff, Students, and Families,

This letter is to inform you that an individual associated with [School] recently tested positive for Coronavirus Disease 2019 (COVID-19) and that you/your student has been identified as a close contact.

. We are aware that you/your student meet at least one of the below quarantine exceptions:

1. You/your student is 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people; or
2. You/your student is 5-17 years and has completed the primary series of COVID-19 vaccines; or
3. You/your student has had COVID-19 within the last 90 days; or
4. You/your student does participate in school pooled testing; or
5. Your/your student's school consistently observes and enforces a universal masking policy for all faculty, students, staff, and visitors.

This means that you can continue to participate in school and school activities. You/your student must wear a well-fitting mask at all times, when around others indoors, except for while eating and drinking, for at least 10 days, and Maine CDC encourages you/your student to get tested 5 days after exposure. If you/your student only falls within exceptions 4-5, you/your student must quarantine in the community per Maine CDC quarantine guidelines. If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about you/your student's symptoms.

Please monitor for signs and symptoms of COVID-19 which can include:

- |   |                              |
|---|------------------------------|
| ○ fever or chills                             | ○ headache                   |
| ○ cough                                       | ○ new loss of taste or smell |
| ○ shortness of breath or difficulty breathing | ○ sore throat                |
| ○ fatigue                                     | ○ congestion or runny nose   |
| ○ muscle or body aches                        | ○ nausea or vomiting         |
|   | ○ diarrhea                   |

Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses.

Maine CDC recommends prevention measures to minimize the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Stay home while you are sick and avoid close contact with others. Wear a well-fitting mask in public indoor

spaces, especially if you are not vaccinated. Masks are recommended in schools and childcare settings for people over 2 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email [info@211maine.org](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

|

|

|

|

## **Appendix D: Sample notification letter to student, staff or family: you/your student recently tested positive for COVID-19**

Dear Staff, Student, and Families,

This letter is to inform you that you/your student recently tested positive for Coronavirus Disease 2019 (COVID-19). This means that you/your student must isolate and stay home for at least 5 days per US CDC and Maine CDC guidelines.

If you/your student have no symptoms or your symptoms are resolving after 5 days, you can leave your house and return to school on day 6. When returning to school after isolation, you/your student must continue wearing a well-fitting mask for an additional five days (until day 10) at all times when around others indoors, except when eating or drinking. During times in the school day when you/your student may typically remove masks indoors (such as during lunches, snacks, etc.), your school will have you/your student adequately distance from others and ensure you/your student wear masks when not actively participating in these activities (such as when they are not actively eating).

If you/your student have persistent or worsening symptoms after 5 days, stay home until you/your student has no symptoms or you/your student's symptoms are resolving AND until 24 hours after you/your student's fever resolves without the use of medications. At that time, you/your student can leave the house and return to school. You/your student must continue to wear a well-fitting mask around others at all times, except while eating and drinking, for at least 5 additional days, until day 10. If you have questions about you/your student's symptoms, please call a healthcare provider.

Maine CDC recommends prevention measures to minimize the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Stay home while you are sick and avoid close contact with others. Wear a well-fitting mask in public indoor spaces, especially if you are not vaccinated. Masks are recommended in schools and childcare settings for people over 2 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email [info@211maine.org](mailto:info@211maine.org). More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## Appendix E: Sample notification letter to school communities: letter for outbreaks

Dear Staff, Students, and Families,

This letter is to inform you that there is an outbreak of COVID-19 at (School Name). Maine CDC opens a school-based outbreak investigation when at least 15% of students or staff/faculty in a school are absent in a single day where the majority of those absent are due to COVID-19 illness. Based on recommendations from the Maine CDC, we are taking steps to help prevent further spread of COVID-19. A school representative will contact you directly if you/your student are identified as a close contact of someone who tested positive.

Please monitor yourself/your student for signs and symptoms of COVID-19, which can include:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>○ fever or chills</li></ul>                             | <ul style="list-style-type: none"><li>○ headache</li></ul>                   |
| <ul style="list-style-type: none"><li>○ cough</li></ul>                                       | <ul style="list-style-type: none"><li>○ new loss of taste or smell</li></ul> |
| <ul style="list-style-type: none"><li>○ shortness of breath or difficulty breathing</li></ul> | <ul style="list-style-type: none"><li>○ sore throat</li></ul>                |
| <ul style="list-style-type: none"><li>○ fatigue</li></ul>                                     | <ul style="list-style-type: none"><li>○ congestion or runny nose</li></ul>   |
| <ul style="list-style-type: none"><li>○ muscle or body aches</li></ul>                        | <ul style="list-style-type: none"><li>○ nausea or vomiting</li></ul>         |
|   | <ul style="list-style-type: none"><li>○ diarrhea</li></ul>                   |

If you/your student develop symptoms, get tested, stay home, and call a healthcare provider for questions or concerns about your/your student's symptoms. Please remember that being up-to-date on influenza and routine vaccinations can help minimize the occurrence and transmission of other respiratory illnesses. Maine CDC recommends prevention measures to minimize the spread of COVID-19. These measures include proper handwashing with soap and warm water, which is especially important after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing. When soap and water is not available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are sick. Stay home while you are sick and avoid close contact with others. Wear a well-fitting mask in public indoor spaces, especially if you are not vaccinated. Masks are recommended in schools and childcare settings for people over 2 years of age. Get a COVID-19 vaccine and COVID-19 booster when it is available to you. When in public, avoid social distances of less than 6 feet and direct physical contact.

Questions for the school can be directed at (Name of school representative) by calling (contact number). For general COVID-19 questions, dial 211 (or 1-866-811-5695). You can also text your ZIP code to 898-211 or email [info@211maine.org](mailto:info@211maine.org). Call a health care provider for questions about your symptoms. More information can be found at [www.maine.gov/dhhs/coronavirus](http://www.maine.gov/dhhs/coronavirus) or [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus).

Sincerely,

## Appendix F: Quarantine

### When to Stay Home

#### Calculating Quarantine

The date of your exposure is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19. Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

**IF YOU**  
Were exposed  
to COVID-19  
and are NOT  
[up-to-date](#) on  
COVID-19  
vaccinations

**Quarantine for at least 5 days**

**Stay home**  
Stay home and [quarantine](#) for at least 5 full days.

Wear a well-fitted mask if you must be around others in your home.

**Get tested**  
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**After quarantine**

**Watch for symptoms**  
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

**IF YOU**  
Were exposed  
to COVID-19  
and are [up-to-date](#) with  
vaccination OR  
had confirmed  
COVID-19  
within the past  
90 days (you  
tested positive  
using a viral  
test)

**No quarantine**

You do not need to stay home unless you develop symptoms.

**Get tested**  
Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19

**Watch for symptoms**  
Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

**If you develop symptoms**  
[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

**Take precautions until day 10**

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

The information above is from: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#end-isolation-symptoms> (updated Jan 9, 2022). It does not reflect quarantine exemptions from school discussed in Section II of this SOP.

## Appendix G: Isolation

### Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. Day 1 is the first full day after your symptoms developed or your test specimen was collected. If you have COVID-19 or have symptoms, isolate for at least 5 days.

**IF YOU  
Tested positive  
for COVID-19 or  
have  
symptoms,  
regardless of  
vaccination  
status**

**Stay home for at least 5 days**  
Stay home for 5 days and isolate from others in your home.  
  
Wear a well-fitted mask if you must be around others in your home.

**Ending isolation if you had symptoms**  
End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

**Ending isolation if you did NOT have symptoms**  
End isolation after at least 5 full days after your positive test.

**If you were severely ill with COVID-19**  
You should isolate for at least 10 days. Consult your doctor before ending isolation.

**Take precautions until day 10**

**Wear a mask**  
Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

**Avoid travel**

**Avoid being around people who are at high risk**

The information above is from: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#end-isolation-symptoms> (updated Jan 9, 2022).



## Appendix H: Change Log

Date of original version: 8/26/2020

Date of Change	Description of Change	Author
9/9/2020	To reflect designation of close contacts from school sports	Team
9/15/2020	To clarify conditions under which an outbreak investigation is opened	Team
9/23/2020	To clarify the definition of close contacts in an outbreak	Team
9/28/2020	To clarify case investigation process, AHOC, and bus windows	Team
9/29/2020	To clarify the role of antigen testing and, separately, school sports by creating Appendix B	Team
9/30/2020	To clarify bus exposures and, separately, to add Appendix C for school-based testing documents	Team
10/2/2020	To clarify cleaning guidance and community-based sports	Team
10/4/2020	To add Appendix D, which will track all subsequent revisions	NDS
10/31/2020	Updated Outbreak G section to match Table 4	AF
11/14/2020	Updated Community sports link, probable case investigation, outbreak school letter	AF
12/8/2020	Updated with changes to definition of “probable case,” case investigation prioritization, contact tracing, quarantine, and community sports	JML
12/12/2020	Updated background section and formatting	AF
2/25/2021	Updated requirements of quarantine and isolation for those with a previous positive test in the last 90 days, quarantine requirements for fully vaccinated individuals; Addition to role of designated school personnel, DOE contact tracing team and superintendent if school deemed an outbreak, insert page numbers; Updated guidance regarding quarantine of individuals who are identified as close contacts of a case and use of antigen testing, role of the designated school personnel clarified use of BinaxNOW testing for essential faculty/staff	MA
3/31/2021	Clarify the preliminary and official ending of outbreak timelines, updated close contacts within a school setting	MA
5/13/2021	Addition of pooled testing guidance and home-based	MA

	testing clarification on close contact for those in School Pooled testing, updated testing guidance in sample notification letter for close contacts, updated infectious period for symptomatic cases definition in glossary	
8/3/2021	Simplification of close contact definition, update testing recommendations for vaccinated individuals, addition of guidance for informing pooling close contacts of the need to quarantine in the community, addition of 4 new COVID-19 symptoms	Team
8/10/2021	Interpretation of federal exception for quarantine; reorganization of isolation and quarantine section, addition of Table 2 for understanding quarantine exceptions	Team
8/12/2021	Updated exception to close contact quarantine per US CDC changes.	NDS
9/8/2021	Clarified Purpose, created a “cleaner” table 2, ordered contact tracing section before quarantine and concomitant exceptions, added proscription for essential workers to staff exceptions to quarantine, removed tables 3 & 4 and summarized the difference between assigned and non-assigned seat contact tracing in-text, removed emergency orders section from pooled testing description, changed BinaxNOW references to generic antigen	CS
10/29/2021	Updated to reflect recommendation for vaccinated close contacts to test 5-7 days after an exposure and the provide the recommended pool testing size	NDS, DB
12/29/2021	Changes to definition of ‘outbreak’ in a school setting; removed outdoor close contact from definition of close contact; additional changes to align with recent U.S. CDC isolation/quarantine guidance	Team
1/11/2022	Updated to note that schools can pause contact tracing when universal masking requirements are in place. Added tables from US CDC regarding release from isolation and quarantine. Clarified outbreak definition in response to questions from schools.	Team
2/16/2022	Updated to note that schools may conduct contact tracing if feasible, regardless of masking requirements in schools.	Team



# RSU #63

## 2022-2023 School Calendar

JULY						
S	M	T	W	TH	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Summer Vacation!!!					

AUGUST						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	N	26	27
28	P	P	FD			
Student Days = 1 Teacher Days = 3						
First Day School: August 31st						

SEPTEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Student Days = 21 Teacher Days = 21						

OCTOBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	H	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26*	ER*	P*	29
30	31					
Student Days = 19 Teacher Days = 20						
*Parent Teacher Conferences: October 26th, 27th & 28th						

NOVEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	V	12
13	14	15	16	17	18	19
20	P	P	X	V	V	26
27	28	29	30			
Student Days = 16 Teacher Days = 19						

DECEMBER						
S	M	T	W	TH	F	S
				1	ER	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	V	24
25	H	V	V	V	V	31
Student Days = 16 Teacher Days = 16						
1st Trimester Ends: December 2nd						

JANUARY						
S	M	T	W	TH	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
Student Days = 20 Teacher Days = 20						

FEBRUARY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28				
Student Days = 15 Teacher Days = 15						

MARCH						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	ER	P	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Student Days = 22 Teacher Days = 23						
2nd Trimester Ends: March 14th						

APRIL						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	29
30	Student Days =15 Teacher Days =15					

MAY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	30	31			
Student Days = 22 Teacher Days = 22						

JUNE						
S	M	T	W	TH	F	S
				1	ER	3
4	5	6	7	8	9	10
11	LD	P	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	
Student Days = 8 Teacher Days = 9						

Key	
N	New Staff Day
FD	First Day Students
V	Vacation Day
H	Holiday
ER	Early Release
X	Exchange Day
P	Professional Day
LD	Last Day of School

*Parent Teacher Conferences		
October 26	3:30pm-6:00pm	All Schools
October 27	12:00pm-6:00pm	All Schools
October 28	8:00am-3:00pm	Holbrook
October 28	8:00am-12:00pm	Elementary
Workshop	12:30pm-3:00pm	Elementary

No snowdays are built in.  
Add one day for each snowday to the last day of school. Early release day scheduled for June 2nd may change depending on number of snowdays needed.

Progress/Report  
Cards Out  
December 12th  
March 27th  
Last Day of School

175 Pupil Days  
4 Early Release Days  
7 Professional Days  
1 Exchange Day

DRAFT

1<sup>st</sup> review 1/10/2022

2<sup>nd</sup> review 2/7/2022

## RSU #63

- a. NEPN/NSBA Code: EBABA
- b. Title: Chemical Hygiene Plan
- c. Author: Superintendent/Board of Directors
- d. Replaces Policy:
- e. Date Approved: ~~01/25/2021~~ RSU #63
- f. Previously Approved: ~~01/25/2021~~ 02/24/2020
- g. Policy Expiration: Annual Review (required by state law)
- h. Responsible for Review: Superintendent, Director of Facilities, & Policy Committee
- i. Date Reviewed: ~~12/19/2021~~ 12/28/2020 Superintendent  
~~12/29/2021~~ 12/29/2020 Director of Facilities/CHO  
~~02/07/2022~~ 01/13/2021 Policy Committee
- j. References:
- Legal Reference: 29 CFR 1910.1450 & 1910.1020  
26 MRSA § 565  
ME Hazardous Waste Mgmt. Rules  
Chap. 800 (3)(A)(4)(xvii)(xviii)  
Maine Dept. of Education Regulations Ch.161  
Department of Environmental Protection  
Waste Rules Chap. 850 & 851  
Commissioner's Administrative Letter No. 33,  
June 9, 2005 (Chemicals in Schools)
- Cross Referenced Policies: EBCC-Bomb Threats  
EBAA-Chemical Hazards  
EBCD-Emergency School  
Closings/Situations  
DJB-Purchasing Procedures  
GBGAA-Exposure Control Plan
- k. Narrative:

RSU #63 (the District) is committed to provide a safe environment. All personnel have a right to know about health hazards associated with their work in order to make knowledgeable decisions regarding personal risks. The District Chemical Hygiene Plan includes hazardous conditions or chemicals in the district (classes, kitchens, custodial areas, and bus garage) and required training for personnel in appropriate safe working conditions. **The District does not allow science projects requiring exhaust hoods/ducting.**

- I. New personnel are to be trained within their first month of employment. All personnel are to receive refresher/updated training as required.
- II. It is important administrators assume responsibility for classroom safety and personnel training. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to

detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

**III.** This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

**IV.** The District does not have a specific science “lab”. Throughout this policy, the term “lab” is used to define a room where students are using chemicals.

**V. Responsibilities:**

Specific to this Chemical Hygiene Plan (CHP) for the District, employees (teachers, staff), administrators (Superintendent, Principals), and students all have responsibilities to conform to this standard. The District Administration will provide continuing support for institutional chemical hygiene. *29 CFR 1910.1450 (e) (3) (vii) and Appendix A(B)*

**A. Administration Responsibilities:**

1. The Chemical Hygiene Officer (CHO) for the District is the Transportation and Facilities Director.
2. Implement a CHP conforming to the OSHA Lab Standard. *29 CFR 1910.1450.*
3. Ensure that employees receive training regarding the CHP.
4. Allocate staff time for regular, formal, chemical hygiene, and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
5. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records.
6. Ensure confidentiality of all personal records.
7. Provide resources to ensure that facilities and equipment align with requirements of the plan.
8. Ensure local Fire Departments receive a copy of the annual chemical inventory.
9. Provide training to colleagues, including administrators, teachers, and facilities staff.
10. Submit budget for maintenance of lab equipment and inspections.

**B. CHO Responsibilities:**

1. Work with the administration and ~~science department~~ staff to develop and implement appropriate chemical hygiene policies and practices.
2. Monitor procurement, use, and disposal of chemicals ~~in the lab~~, including determining facilities and training levels are adequate for any chemicals in use.
3. Perform regular safety audits.
4. Maintain Safety Data Sheets (SDS), ~~formerly called Material Safety Data Sheets—aka MSDS~~ for science laboratory chemicals.
5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the custodians ~~age~~, ~~mechanics~~, Principals, Superintendent, and local first responders, ~~and the State of Maine~~. In the District, this occurs every September and is updated as needed. ~~within the~~

- year.
6. Maintain legal regulations for ~~Holbrook Middle School's 8<sup>th</sup> grade science laboratory and~~ chemical safety.
  7. Coordinate annual review of the CHP by ~~science staff~~.
  8. Coordinate annual hazardous waste disposal for the **District science department**.
  9. Oversee maintenance of appropriate spill kit(s) and materials.
  10. Maintain communication with administration regarding the CHP.

**C. Teacher Responsibilities:**

1. Plan and conduct ~~each laboratory~~ operations in accordance with the CHP and safe work practices.
2. Develop good personal chemical hygiene habits.
3. Align curriculum with CHP. Teach good personal chemical hygiene habits. Ensure that students meet their ~~lab~~-safety responsibilities. Prohibit unsupervised work by students.
4. Participate in annual chemical inventory.
5. Plan and conduct ~~each laboratory~~ exercise with the least toxic materials. Obtain and review SDS prior to requesting a new chemical.
6. Annually submit a list of ~~experiments and~~ materials needed to the CHO.
7. Label, use, and dispose of each chemical as required.
8. Maintain ~~laboratory~~ safety equipment.
9. Maintain spill kits that are consistent with type and amount of chemicals used.
10. Maintain communication with CHO.

**D. Student Responsibilities:**

1. Understand the experimental procedure before starting to work in the laboratory.
2. Become familiar with the properties and hazards of the chemicals in use.
3. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
4. Clean personal work area immediately after use. Obey good housekeeping practices.
5. Do not engage in inappropriate behavior (*i.e.* no horseplay).
6. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
7. Never remove chemicals from the **classroom laboratory**.
8. Never work ~~in the laboratory~~ **with chemicals** unless authorized to do so. Never work alone. ~~in the laboratory~~.
9. Report chemical spills and accidents to teacher immediately.

**E. Custodian Responsibilities:**

1. Understand and follow chemical and hazardous waste management regulations and best practices.
2. Clean ~~science laboratories and~~ storage areas with caution.
3. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training and using the proper materials.

**V. Basic Safety Rules and Procedures:**

"The Chemical Hygiene Plan will include ... standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use hazardous chemicals." *29 CFR 1910.1450 (e) (3) (i) and Appendix A (E)*

- A. Adhere to the intent and procedures of this CHP.
- B. Know the safety equipment. Users of ~~the science labs~~ **chemicals** must know:
  - 1. The location of eyewash fountains, safety showers, ~~fire blankets~~, fire extinguishers, first aid kits and emergency exit;
  - 2. How to respond in case of an emergency; and
  - 3. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
- C. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from an SDS.
- D. No horseplay, games, or pranks **near chemicals**. ~~in the laboratory.~~
- E. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
- F. Report any chemical accidents or unsafe conditions to the CHO immediately.
- G. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
- H. Do not eat, drink, or apply cosmetics **near chemicals**. ~~in the laboratory.~~
- I. Do not taste any chemical. Do not smell chemicals directly.
- J. Do not perform pipette solutions by mouth.
- K. Wash hands with soap and water before leaving the **classroom**, ~~laboratory~~, even if you have been wearing gloves.
- L. Promptly flush exposed skin with water. **In Holbrook Middle School, a Drench Showers are is located in Room 128.**
- M. Also see the Housekeeping section of this CHP.

**VI. Chemical Procurement: 29 CFR 1910.1450 Appendix A (D)**

- A. Before a chemical is procured, proper handling, storage, and disposal methods must be known to those responsible for handling the chemical.
- B. Purchase the smallest possible amounts. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
- C. No container will be accepted without an adequate label and SDS.
- D. The District will follow its purchasing policy (Policy DJB) and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
- E. No chemical will be purchased in quantities greater than a two-year supply. (*Maine Department of Education regulations, Ch. 161*)
- F. Requests for procurement of new chemicals will be made through the building Principal. Any concerns about the safety of a requested chemical should be brought to the attention of the CHO.
- G. All chemicals will be received ~~at the District Central Services Office~~ by the CHO **or their designee.**



- H. The school will not accept donations of chemicals from outside sources without review by the CHO to ~~insure~~ **ensure** the material is:
1. needed by the school,
  2. useful to the school's program,
  3. a quantity no greater than a two-year supply, and
  4. not a hazardous waste ~~at from~~ the donating organization.
- I. The school will follow Maine's Hazardous Waste Management Rules, *Chapter 850 Section (3) (A) (4) (xvii) & (xviii)* for applicable exclusions and procedures for transfer.

## VII. Control Measures:

"The Chemical Hygiene Plan will include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment, and hygiene practices..." *CFR 1910.1450 (e) (3) (ii)*

### A. Engineering Controls:

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection.

**Immediately report improper functioning of engineering controls to the CHO.**

1. ~~Chemicals requiring~~ laboratory hoods will **not** be used ~~in RSU #63. for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:~~
  - ~~a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.~~
  - ~~b. Do not store chemicals inside the hood.~~
  - ~~c. Do not use hood for disposal of volatile chemicals.~~
  - ~~d. Minimize interference with inward flow of air into the hood.~~
  - ~~e. Maintain face velocity between 75 and 125 linear feet per minute.~~
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either directly vented to the outside or not vented with bungs/**stoppers** left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained. ~~for each lab with air intakes and exhausts located to avoid intake of contaminated air.~~

### B. Protective Clothing and Equipment:

Clothing worn ~~in the laboratory~~ should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment, and chemicals being used. List activities requiring PPE and type of PPE required:

Activity	Type of PPE required
Chemical handling	Chemical goggles and gloves


2. Students and staff will wear appropriate PPE to avoid chemical exposure.
  - a. Wear eye protection during chemical transfer and handling.
  - b. Do not wear sandals, perforated shoes, or **have** bare feet **when using chemicals. in labs.**
  - c. Shorts and skirts will not be worn unless a disposable apron is worn **to protect legs.**
  - d. Gloves appropriate to the materials and task will be provided. All gloves have breakthrough time. The teacher will check manufacturers recommendations.
3. The school will provide required PPE for all employees at no cost.
4. PPE for students will be provided as necessary.
5. The District will provide training for students at no cost.
6. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
7. ~~Each science laboratory will have~~
  - a. ~~An easily accessible drench-type safety shower~~
  - b. ~~An eyewash fountain~~
  - c. ~~An ABC fire extinguisher~~
8. Fire alarms are located near each building's exterior doors.
9. ~~Conduct~~ **Work with toxic chemicals will not be conducted in classrooms. in a fume/vapor hood. Confirm hood performance before use.**
10. **An emergency phone is located by Room #128 at Holbrook. the lab classroom door. Dial 100 for the main office.**

#### C. Housekeeping:

Each instructor is responsible for keeping ~~his/her~~ **their** workspace clean and is jointly responsible for **chemical storage. common laboratory areas.**

1. Access to emergency equipment such as showers, eyewash, fire extinguishers, ~~fire blankets,~~ and emergency exits is to be kept unobstructed.
2. Work areas are to be kept clean and uncluttered. Chemicals and equipment are to be properly labeled and stored. Work areas are to be cleaned at the end of each operation or each day. All gas and water outlets are to be completely shut off. All items used in the experiment are to be returned to their proper storage location.
3. Dispose of chemical wastes according to Department of Environmental Protection hazardous waste or solid waste rules. (ref. Chapters 850 and 851)
4. Any spills ~~on the floor or bench~~ are to be cleaned up immediately using proper materials.

#### D. Hazardous Material Handling and Storage:

Follow all federal, state, and local regulations for material handling and storage and waste disposal.

1. **At Holbrook Middle School, science chemicals will be stored in Room 128.**  
The 8<sup>th</sup> grade Science Teacher will oversee the chemical storage. ~~room(s).~~
2. All used chemicals and hazardous waste will be stored in the Holbrook garage for no more than three months.

3. All chemicals ~~in the stock room should~~ **will** be stored according to chemical compatibility. ~~Chemicals will be hazard classified and compatible in a well identified area with local exhaust ventilation.~~
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible, vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs/**stoppers** in place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
7. Gas cylinders **will not be used in RSU #63 school buildings. Gas cylinders used in the bus garage must** ~~should~~ be properly secured from falling, segregated according to compatibility, and stored upright & away from heat sources.
8. **Standard refrigerators should never be used to store chemicals.**
9. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed unsupervised in the storage area.
10. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
11. Before opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
12. Storage of chemicals is not allowed **in classrooms** ~~at the lab bench~~ or areas outside the designated chemical storage room, such as in aisles, stairwells, hallways, floors, or on desks.
13. Maintain a complete inventory of chemicals in the chemical storage room. In compliance with state law, inventory science chemicals in September (update as needed). File the inventories with the Holden Fire Dept., the Eddington Fire Dept., and with the CHO.
14. **During the inventory, any chemicals identified as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal.** See Waste Disposal – Section XI.
15. Mark the acquisition dates on all peroxide forming chemicals; test them for peroxides or dispose of them after six months.
16. Provide spill cleanup supplies (absorbents & neutralizers) in any room used for chemical storage or use.
17. ~~At Holbrook Middle School, the 8<sup>th</sup> grade Science Teacher is responsible for ensuring that the exhaust air is properly ducted. Starting in 2016-17, no Science projects are conducted that require exhaust/ducting are not permitted.~~
18. ~~Use explosion or explosion safe design refrigerators design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.~~
19. Chemicals should be dated upon receipt, dated when to be disposed of where appropriate, and dated when opened. ~~(e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).~~
20. **Science chemical containers should be checked for rust, corrosion, leakage, and for container integrity by the 8<sup>th</sup> grade science teacher at least once a month.**
21. Chemical labels should state name of chemical, be firmly attached to the



- container, list hazards, and name responsible party (manufacturer).
- 22. Chemical labels must be readable and free from chemical encrustation.
- 23. Maintain a clear access to and from the storage areas. Where possible, two separate exits will be provided in chemical storage areas.
- 24. Highly toxic chemicals (LD 50 mg/kg), whose containers have been opened, will be stored in secondary containers.

#### E. Inspections:

1. **The day custodian is responsible for activating safety showers and eyewash fountains once per week to flush the lines and to verify proper operation. Eyewash fountains are located Room 128 at Holbrook Middle School, and in the kitchens and custodial areas in all three schools.**
2. **The day custodian is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly.** Fire extinguishers should be securely mounted on the wall with a sign indicating their location posted above the fire extinguisher.
3. Users should inspect personal protective equipment prior to each use.
4. In addition to daily walk-through inspections, **the day custodian is responsible for conducting safety inspections in each lab-classroom weekly to monitor housekeeping and to make sure safety equipment is working.**
5. **Keep records of inspections.** Inspection records are maintained in a manual kept in the CHO's office. Inspection records ~~go back to 2/1/2005~~ **include:**

Inspection Description	Date Inspected	Inspected By

#### VIII. Medical Program:

"The Chemical Hygiene Plan will include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." *CFR 1910.1450 (e) (3) (vi) and (g)*

##### A. Medical Consultation and Examination

When employees or supervisors suspect that an employee or student has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the victim. *Medical records will be retained according to state and federal laws in accordance with 29 CFR 1910.1020.* The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including, but not limited to, rash, headache, nausea,

coughing, dizziness, tearing, irritation or redness of eyes, irritation of nose or throat, or the loss of motor dexterity or judgment.

4. The District has arranged for Occupational Health and Rehab to provide medical consultation/examination in the event of chemical exposure.

**B. Exposure Assessment:**

1. All chemical exposure incidents will be documented on an accident report form along with any action taken. If no further action is taken, the reason for that decision should be included. In the District, the CHO is responsible for investigating chemical exposure incidents.

**C. First Aid:**

1. Personnel trained in first aid should be available during work hours. The following individual/s has/have received first aid training and is expected to render first aid: **The school nurse.**
2. **The closest emergency rooms with medical personnel are the EMMC on State Street in Bangor, ME and St. Josephs Hospital on Broadway in Bangor, ME**

**IX. Signs and Labels:** (in accordance with *29CFR1910.1450 Appendix A (D) (8)*):  
The following signs and/or labels should be posted prominently in the **Holbrook 8<sup>th</sup> grade science classroom: laboratory:**

**A. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.**

**Rescue: 911**

**Fire: 911**

**Poison Control: 1-800-222-1222**

**CHO: (207) 561-9238**

**~~Lab Instructor: (207) 843-7769~~**

**Dept of Public Safety: (207) 945-4636 and/or 911**

**Clean Harbors for an emergency spill: 1-800-526-9191 or (207) 234-4008.**

- B. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.**
- C. Location of exits, safety showers, eyewash station, fire extinguisher, ~~fire blanket~~, and other safety equipment.**
- ~~D. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED"~~**
- E. Warnings at areas or equipment where special or unusual hazards exist.**
- F. Additional labeling will be done as necessary.**

**X. Spills and Accidents:** (*29CFR1910.1450 Appendix A (D)(9)*)

- A. In the event of a spill, staff must immediately contact the CHO before beginning clean up. The CHO or other authorized person will assess the nature of the spill using the School's Emergency Plan to determine the appropriate response.**  
**The Emergency Response Plan for Holbrook Middle School is located in the **Principal's Office and the Central Office.****
- B. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.**
- C. The CHO is responsible for reviewing the Employee's Incident Report and Supervisor's Incident Report (provided by the Maine School Management Association. The CHO will maintain copies of the accident report.**

- D. Each student, teacher, and staff member must know immediately what to do and where to go in case of any emergency.
- E. In the District, the CHO and nurse are responsible for promptly addressing the needs of people who may have been exposed.
- F. The CHO must report the spill to the Dept of Public Safety (1-800-452-4664).
- G. All waste generated from a chemical spill will be treated as hazardous waste.
- H. **Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided.** The following list identifies those people who are trained to conduct spill response at this school and the date their training was conducted:

Employees trained in spill response	Date trained
Ryan Porter, Eddington Elementary	02/21/2020
Richard Elliot, Holly Knowles, Holbrook	02/21/2020
Ken Robichaud, Josh Baillargeon, Holden Elementary	02/21/2020
Keith Kennedy, Tom Colavito, Jake Morgan, Bus Garage	02/21/2020

**XI. Waste Disposal:** “Aim: To ensure that minimal harm to people, other organization, and the environment will result from the disposal of waste laboratory chemicals” *CFR 1910.1450 Appendix A (D) (11)*

Environmental regulations also govern chemical waste disposal. Reference: Department of Environmental Protection Rules, Chapters 850 and 851.

- A. ~~Prior to the start of~~ Each semester year, the 8<sup>th</sup> grade Science Teacher will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
- B. The CHO will coordinate hazardous waste disposal. Waste will be collected for disposal at least twice a year.
- C. Indiscriminate disposal by pouring waste down the drain or adding them to the trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
- D. If large quantities of hazardous chemical waste are being stored or if a container is full, a hazardous waste pick-up will be scheduled by the CHO within 10 days of the call to Clean Harbors for a container to be picked up.
- E. The CHO is responsible for all hazardous waste manifests and associated paperwork.
- F. No waste pick-ups will be scheduled during regular school hours.
- G. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, the Holbrook Middle School garage, in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:
  - 1. “Hazardous Waste”
  - 2. The chemical contents
  - 3. The date that waste was first put in
  - 4. The date the container was filled
  - 5. ~~Waste is collected, segregated, stored, transported, and disposed of at Holbrook Middle School in accordance with this disposal plan.~~
- H. When a hazardous waste pick-up is needed, this school will contact Clean Harbors at 1-800-526- 9191 or (207) 234-4008 to transport and dispose of hazardous waste.

**NOTE:** Most schools are usually considered Small Quantity Generators by the Dept. of Environmental Protection. Schools that do not know their regulator status should check with DEP at (207) 287-7703.

Non-hazardous liquid may be disposed of down the drain without the permission of the CHO. Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metal, solvents, etc.) and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). **Custodians must be notified of any chemical put in the trash for disposal.**

**XII. Information and Training: (29CFR 1910.1450 (f))**

- A. All employees will be trained on the hazards of the chemicals ~~in the laboratory~~ and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure situations.
- B. Teachers are responsible for teaching students about hazards and safe practices.
- C. The CHO is responsible for ensuring that all employees receive information and training annually to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
  - 1. The contents of OSHA Lab Standard and appendices information.
  - 2. Location and availability of CHP, chemical safety reference materials, including Safety Data Sheets, and the Permissible Exposure Limits for OSHA regulated substances.
  - 3. In Holbrook Middle School:
    - a. A copy of the CHP is kept in the **Principal's office**, Superintendent's office, and room 128.
    - b. Safety Data Sheets are kept in the **CHO's custodian's office and room 128.**
    - c. Additional safety information is located in the kitchen and custodian areas.
  - 4. Signs and symptoms associated with exposure to hazardous chemicals.
  - 5. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visual appearance, odor, monitoring equipment and etc.)
  - 6. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
  - 7. Emergency procedures to be used in case of a spill or exposure, including clean up methods and equipment needed.
  - 8. Use of fire extinguishers and other emergency equipment.

**XIII. Annual Chemical Hygiene Plan Audit (29CFR 1910.1450 (e) (4))**

**The CHO will conduct an audit of all phases of the Chemical Hygiene Plan each year. He/She **They** will provide audit results to the Superintendent and **Principals**, who are responsible for taking corrective action.**

**\*MSMA INCIDENT REPORT FORMS TO BE USED\***

## RSU 63

- a. NEPN/NSBA Code: JF
- b. Title: Student Residency
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 08/22/2016 RSU 63
- f. Previously Approved: 08/22/2016 ~~06/05/2003~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent & Policy Committee
- i. Date Reviewed: 01/23/2022 ~~08/09/2016~~ Superintendent  
02/07/2022 ~~08/09/2016~~ Policy Committee
- j. References: 20-A M.R.S.A. § 5202, 5205  
Policies: AA, JFBC, JFABD
- k. Narrative:

- I. ~~Residence~~ Residency of the student is determined by the legal residence of the parent/guardian, ~~which means the parent or guardian with legal, primary custody of the student.~~
- II. A student is eligible to attend schools within ~~the administrative school district~~ RSU #63 (the District) ~~where~~ when the parent/guardian resides in Clifton, Eddington, or Holden, ~~where~~ when the student resides in Clifton, Eddington, or Holden upon reaching the age of 18 years or upon becoming an emancipated minor. A federal installation will be considered part of the ~~District administrative school unit~~ in which ~~it~~ the installation is located.
- III. Exceptions to the residency rules stated in II above:
  - A. A military-connected student whose parent is transferred or is pending transfer to the State while on active military duty pursuant to an official military order is considered a resident of the administrative unit in which the address identified by the parent is located.
    - 1. The District will accept applications by electronic means for enrollment of a military connected student.
    - 2. The parent of a military-connected student will provide proof of residence in Clifton, Eddington, or Holden within 10 days after the arrival date provided on the parent's official military order.
    - 3. A military parent may identify any of the following as an address in the State for the purpose of this subsection:
      - i. A temporary lodging facility on a military installation;
      - ii. A purchased or leased house or apartment; or
      - iii. Federal Government or public-private venture military housing.
  - B. State wards: A state ward will be considered a resident of ~~RSU 63~~ the District where placed.

- C.** Other students not living at home: A student other than a state ward, a state agency client, or homeless child residing with another person who is not the student's parent/**guardian**, is considered a resident of the school administrative unit that is in the best interest of the student because of the following:
1. It is understandable and impracticable for the student to reside with the student's parent/**guardian** or that other extenuating circumstances exist which justify residence in the administrative school unit.
  2. The student is residing in the school administrative unit for purposes other than education.
  3. If the parent/**guardian**'s employment requires them to move from place to place.
  4. The commissioner will review the Superintendent's determination on the request of the student's parent/**guardian**. The Commissioner's decision is final and binding. ~~The state share percentage for subsidized educational costs for the student will be determined.~~

- IV.** ~~When enrolling a student in an RSU #63 school or state approved high school, the District requires legal proof of guardianship and two forms of proof of residency.~~

**RSU 63**

- a. **NEPN/NSBA Code:** JFAB  
b. **Title:** Non-Resident Secondary Students  
c. **Author:** Superintendent/Policy Committee  
d. **Replaces Policy:** JFAB-2  
e. **Date Approved:** ~~08/22/2016~~ RSU 63  
f. **Previously Approved:** ~~08/22/2016~~ 06/05/2003  
g. **Policy Expiration:** Review as Needed  
h. **Responsible for Review:** Superintendent & Policy Committee  
i. **Date Reviewed:** ~~01/23/2022~~ 08/09/2016 Superintendent  
~~02/07/2022~~ 08/09/2016 Policy Committee  
j. **References:** 20-A M.R.S.A. § 5202, 5205  
Policy AA-School District Legal Status-Free Choice

**k. Narrative:**

A student is eligible to attend school in the school administrative unit where the student's parent/legal guardian resides, where the student resides upon reaching the age of 18 years, or upon becoming an emancipated minor. A federal installation ~~will~~ **shall** be considered part of the school administrative unit in which it is located.

- I. Subject to the approval of the Superintendent, students in grade 12 whose status changes from Resident to Non-resident status within 4 months of the close of the school year may continue to attend the approved secondary school in which the student is enrolled, with tuition paid by RSU 63 (~~the District~~) for the remainder of the school year.
- II. Subject to the approval of the Superintendent, other secondary students whose status changes from Resident to Non-resident may be permitted to continue attending the school in which the student is enrolled if evidence is submitted to the Superintendent indicating special circumstances of an urgent nature. Any such cases ~~will~~ **shall** be brought to the attention of the ~~RSU #63~~ Board of Directors (~~the Board~~) at the next regular meeting.
- III. ~~RSU-63~~ ~~The District~~ **The District** will assume no liability for the transportation of a ~~N~~non-resident student permitted by this policy to attend a secondary school at ~~RSU-63~~ ~~the District's~~ expense unless the student continues to reside in the ~~RSU-63~~ District and is attending a school to which the ~~District~~ regularly provides transportation.



RSU 63

- a. NEPN/NSBA Code: JFABA  
b. Title: Non-Resident Elementary Students  
c. Author: Superintendent/Policy Committee  
d. Replaces Policy: JFAB-1  
e. Date Approved: 08/22/2016 RSU 63  
f. Previously Approved: 08/22/2016 06/05/2003  
g. Policy Expiration: Review as Needed  
h. Responsible for Review: Superintendent & Policy Committee  
i. Date Reviewed: 01/23/2022 08/09/2016 Superintendent  
02/07/2022 08/09/2016 Policy Committee  
j. References: 20-A M.R.S.A. § 5202, 5805  
Policy AA-School District Legal Status-Free Choice

k. Narrative:

- I. Non-resident elementary students may be allowed to attend RSU #63 (the District) schools during the ~~regular yearly~~ school year session under a superintendent agreement request approved by both the Superintendent of the district where the student resides and the RSU #63 Superintendent or when all of the following circumstances exist:
- A. With the vote of consent of the ~~receiving school administration unit's~~ RSU #63 Board of Directors (the Board) at a regular monthly meeting;
  - B. Attendance does not adversely impact local classroom facilities and school programs;
  - C. Full tuition payments are made on a monthly basis;
  - D. The parent/legal guardian will provide transportation;
  - E. There are no additional expenses to the District receiving RSU 63.
- II. Tuition charges for the non-resident student(s), who are permitted to attend RSU 63 the District, will be at the rate allowed by the Maine Department of Education based on the computation as prescribed in 20-A M.R.S.A. § 5805.
- III. Students of non-resident employees of RSU 63 the District, who meet all of the above requirements, may attend sessions located in one of RSU 63 the District schools at one half (1/2) the legal tuition rate.



## RSU #63

- a. NEPN/NSBA Code: JFABD
- b. Title: Admission and Education of Homeless Students
- c. Author: Director of Special Services
- d. Replaces Policy:
- e. Date Approved: 01/25/2016 RSU #63
- f. Previously Approved: 01/25/2016 01/24/2006
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Director of Special Services, Superintendent, & Policy Committee
- i. Date Reviewed: 01/31/2022 10/23/2015 Director of Special Services  
01/23/2022 01/04/2016 Superintendent  
02/07/2022 01/04/2016 Policy Committee
- j. References: 42 USC Ch. 11431-11435,  
DOE Rules, Ch 14  
20-A MRSA §§ 1 (13-A), 261, 5151-5164, 5207(7)  
McKinney-Vento Act
- k. Narrative:

- I. The RSU #63 Board of Directors (the Board) recognizes that homelessness alone will not be a sufficient reason to separate students from the mainstream school environment. RSU #63 (the District) will strive to ensure qualified homeless students are identified and provided access to the same free and appropriate public education provided to other students in RSU #63 the District. In accordance with the federal and state law and regulations, RSU #63 the District will provide qualified homeless students (identified as homeless following the McKinney-Vento Act) with access to the instructional programming that supports achievement of the content standards of Maine's system of Learning Results and to other services for which they are eligible. Qualified homeless students are defined as those whose most recent confirmed residential address is located within the district. Students ~~shall~~ will not be segregated into a separate school or program based on their status as homeless, nor ~~shall~~ will they be stigmatized in any way.

## II. Definitions:

- A. "Homeless students" are those who lack a fixed, regular, and adequate nighttime residence and include the following:
  - 1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, ~~trailer parks~~ or camping grounds due to the lack of adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
  - 2. Children and youths who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as regular

sleeping accommodations for human beings.

3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  4. Migratory children who meet one of the above-described circumstances.
- B. “School of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- C. “Unaccompanied youth” refers to a youth not in the physical custody of a parent or guardian (~~e.g., runaway and “throw away” children and youth~~).
- D. “Homeless liaison” is the Director of Special Services.

### III. Enrollment/Placement

- A. ~~RSU #63~~ The District will determine, according to the best interest of the child or youth, whether the child or youth will be enrolled in the school of origin or in the public school that non-homeless students, who live in the attendance area in which the child is actually living, are eligible to attend. In determining the best interest of the child or youth, ~~RSU #63~~ the District will, to the extent feasible, keep the child or youth in the school of origin, unless doing so is contrary to the wishes of the parent.
- B. If the youth is unaccompanied by the parent/ or guardian, the homeless liaison will assist in placement and enrollment decisions, with the views of the youth taken into consideration.
- C. The school selected ~~shall~~ will immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, evidence of residency, or other documentation.
- D. ~~RSU #63~~ The District ~~may~~ requires a parent/ or guardian of a homeless child or youth to provide contact information.
- E. ~~RSU #63~~ The District must provide a written explanation, including a statement regarding the right to appeal, to the parent/ or guardian of the homeless child or youth if the school unit sends the child or youth to a school other than the school of origin or other than a school requested by the parent/ or guardian.
- F. In the case of an unaccompanied youth, the homeless liaison will provide notice of the right to appeal.
- G. The enrolling school ~~shall~~ will contact the last school attended by the child or youth to obtain relevant academic or other records. If the child or youth needs to

obtain immunizations or immunization or medical records, the parent/ ~~or~~ guardian of the homeless child or youth will be referred to the homeless liaison for assistance.

**IV. Enrollment Disputes:**

- A. If there is a dispute concerning enrollment, the child or youth ~~shall~~ **will** be immediately enrolled in the school in which enrollment is sought, pending the resolution of the dispute. The parent/ ~~or~~ guardian will be provided with a written explanation of ~~RSU #63's~~ **the District's** decision and the right to appeal.
- B. The homeless liaison ~~shall~~ **will** ensure an unaccompanied youth is enrolled in school, pending resolution of a dispute.

**V. Services:**

Homeless students ~~shall~~ **will** be provided services comparable to services available to other students in ~~RSU #63~~ **the District** including, but not limited to, transportation services; educational services for which the student meets eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, gifted and talented students, and students with limited English proficiency; vocational and technical programs; before and after school-care programs; and school meals/nutrition programs.

**VI. Transportation:**

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in another school unit and the student is enrolled in ~~RSU #63~~ **the District**, or if a homeless student's school of origin is in ~~RSU #63~~ **the District**, but ~~she/he~~ **they is** ~~are~~ enrolled in a different school unit, the school systems will coordinate the transportation services necessary for the student, or will share the responsibilities and costs equally.

**VII. Records:**

Any records ordinarily kept by the school, including immunization records, medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs regarding each homeless student, ~~shall~~ **will** be maintained so that records may be transferred when a student enters a new school system. Access to records will be available to parents/**guardians** and students in accordance with the Family Educational Rights and Privacy Act (FERPA).

**VIII. Homeless Student Liaison:**

- A. The Superintendent ~~shall~~ **will** designate the Director of Special Services to act as Homeless Student Liaison. The Superintendent ~~shall~~ **will** inform school personnel, service providers, and advocates working with homeless families of the duties of RSU #63's Homeless Student Liaison.

**B.** The Homeless Student Liaison will be responsible for ensuring that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in and have a full and equal opportunity to succeed in schools within ~~RSU #63~~ the District.
3. Homeless families, children, and youths receive educational services for which they are eligible, ~~including Head Start, Even Start, and pre-school~~ Pre-Kindergarten programs administered by ~~RSU #63~~ the District, and referrals to health care services, dental services, mental health services, and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, ~~family shelters, and soup kitchens~~ and CHEFS (Clifton, Holden, Eddington Food Support).
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school the student will be attending.
8. Unaccompanied youths are assisted in placement or enrollment decisions and provided notice ~~of~~ of right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, receive assistance.

RSU 63

- a. NEPN/NSBA Code: JFBC
- b. Title: Secondary School Tuition
- c. Author: Superintendent/Policy Committee
- d. Replaces Policy:
- e. Date Approved: ~~01/27/2020~~ RSU 63
- f. Previously Approved: ~~01/27/2020~~ ~~08/22/2016~~
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent & Policy Committee
- i. Date Reviewed: ~~01/23/2022~~ ~~12/30/2019~~ Superintendent  
~~02/07/2022~~ ~~01/07/2020~~ Policy Committee
- j. References: 20-A M.R.S.A. § 5805, 5806, 5809, 5814  
20-A M.R.S.A. § 5205
- k. Narrative:

RSU #63 (the District) secondary students (Grades 9-12) may apply to any Maine Department of Education (MEDOE) approved high school at public expense.

- I. Proof of guardianship and proof of residency in Clifton, Eddington, or Holden is required for the District to pay tuition to the approved high school.
- II. A military-connected student whose parent is transferred or is pending transfer to the State while on active military duty pursuant to an official military order is considered a resident of the school administrative unit in which the address identified by the parent is located.
  - A. The District will accept applications by electronic means for enrollment of a military connected student.
  - B. The parent of a military-connected student will provide proof of residence in the school administrative unit within 10 days after the arrival date provided on the parent's official military order.
  - C. A military parent may identify any of the following as an address in the State for the purpose of this subsection:
    - i. A temporary lodging facility on a military installation;
    - ii. A purchased or leased house or apartment; or
    - iii. Federal Government or public-private venture military housing.
- III. In consideration for providing secondary education instruction, ~~RSU #63~~ the District will pay the secondary student tuition as set forth by the MEDOE as per 20-A M.R.S.A. § 5805 subsections 1, 2, and 4; 5806 subsections 1, 2, and 3; and 5809. ~~RSU #63~~ The District does not pay any additional tuition, costs, fees, room and board, etc. for any students.
- IV. Regular school-day round-trip transportation will be provided by ~~RSU #63~~ the District to its secondary school students attending area high schools on a case-by-case basis.  
Note: Currently the District transports to Bangor High School, Brewer High School,

John Bapst Memorial High School, and Hampden Academy.

- V. The RSU #63 Board of Directors (the Board) reserves the right to make changes regarding transportation of secondary school students.

~~(Note: Currently RSU #63 the District transports to Banger High School, Brewer High School, John Bapst Memorial High School, and Hampden Academy. The RSU #63 Board of Directors (the Board) reserves the right to make changes regarding transportation of secondary school students.)~~

## **Review and Discussion of Agenda Format**

This is a brief explanation as to why I requested to have this item placed on the Agenda. As the attached emails imply, I am not confused nor am I interpreting the format differently than it is written.

At the January Meeting, the Chair skipped over Questions and Comments from the Board and Questions and Comments from the Public. As you can see in the attached email thread, I leaned over and asked why because I had a question I needed to ask.

This Agenda Format is our Policy. The Format is set up so that if we have any questions or comments, we have that time to do so. This is a separate item.

The next item, Questions/Comments from the Public is also placed at that time in order for the public to ask questions or make comment or raise a concern BEFORE we the Board, make any important decisions/vote on anything. If public comment was only at the end of our meetings, it would be a moot point for anyone to even attend. We are trying so hard to encourage the public to come to our meetings. We cannot let this item be taken off the Agenda either by "judgment call" or for any other reason, unless the Board has a majority vote to do so, as it says in the Policy.

Neither of these Items are intended to be part of the Presentation Item on the Agenda. They never have. They are not indented under the Presentation item (as a or b or 1 or 2).

They are Bolded and listed as separate items. They have always been separate items and should remain this way.

I will have the previous 3 Agendas with me if you would like to see the Format we have been using

Thank you

Linda Graban

January 29, 2022

Susan and Holly

I have a question regarding 2 Agenda items that were skipped over.

These items are Questions and Comments from the Board and Questions and Comments from the Public. When Holly skipped over these two items (as I had a couple of questions), I leaned over and mentioned to Holly that she skipped over them. She said, "Nope, those were for the presentation and we didn't have the presentation".

I believe the way the Agenda is set up those two items are separate items and not part of the presentation. This is how it has always been. They are bolded and listed as separate items in line as each of the other separate items are. If that has been changed without a Board vote then that is not okay and somehow needs to be rectified.

Please advise.

Linda

January 30, 2022

Linda,

I agree the way the agenda is set up can be somewhat confusing and interpreted differently. When working last week on the draft agenda for the next board meeting, we tried to clarify when there is space on the agenda for Board and Public comments about the presentation(s) and open public comments (at the end of the agenda). We also added an additional time for public questions and comments regarding COVID-19 to the February agenda.

The last item on the agenda "Questions and Comments from the Public," follows the agenda format as outlined in our Policy BEDB-R - Agenda Format. It is for questions and comments from the public and not intended as a time for questions from board members.

If a board member would like an item placed on the agenda, they should discuss that with the Chair ahead of time or follow section VIII of Policy BEA - School Board Meetings, Procedures, and By-Laws. "Adding an Agenda Item to an Existing Agenda In the event that an agenda item needs to be added or deleted from the present agenda, a majority vote will be held. A motion must be made, seconded, discussed, and voted on."

I have attached both those policies to this email for your reference.

Sincerely,  
Susan



January 31, 2022

Holly,

I am requesting an item to be placed on the Agenda for our February Board Meeting.

The item should read:

**Review and Discussion of Agenda Format**

I would like this item under **New Business** please.

Please confirm receipt of this email and confirmation that this will be on the Agenda for our February Board meeting.

Thank you,  
Linda Graban

February 1, 2022

Hi Linda,

Yes, this will be on the February agenda. I made a judgement call on not having the comment/question period at that time in the agenda because we didn't have the presentation. I agree it will be beneficial to discuss how we should handle this in the future. Could you please write something up explaining your concern/ why we are discussing this, and send it to Shelley by Wednesday, 2/9 to include in the board packet, so everyone has a heads up before the meeting? We will also include our current policy on this, so we can discuss if it needs clarification.

Thank you,  
Holly

## **RSU #63**

- a. NEPN/NSBA Code:** **BEDB - R**
- b. Title:** **Agenda Format**
- c. Author:** **Board of Directors**
- d. Replaces Policy:**
- e. Date Approved:** **09/24/2018 RSU #63**
- f. Previously Approved:** **09/28/2015**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Board of Directors/Superintendent/Policy Committee**
- i. Date Reviewed:** **09/10/2018 Policy Committee**
- j. Reference:** **20-A MRSA § 1466 (RSU);**

**Cross Reference: BE-Types of School Board Meetings;  
BEA-School Board Meetings, Procedures, and By-Laws;  
BEC-Executive Sessions;  
BEC-R – Executive Session Law**

**k. Narrative:**

**I. The order of business at regular Board of Directors' meetings will be as follows:**

- A. Call meeting to order**
- B. Flag Salute/Moment of Silence**
- C. Executive Sessions (if any) will be held at the start of the meeting. Public Session will be reconvened at a predetermined time.**
- D. Approval of Previous Meeting's Minutes**
- E. Recognition and/or Awards of Students, Staff, and Others**
- F. Presentation**
- G. Questions and Comments from the Public**
- H. Dates of Next Committee Meetings**
- I. Superintendent's Report**
- J. Chair's Report**
- K. Acceptance of Reports**
- L. Old Business**

**M. New Business**

**N. Personnel**

**1. Resignations/Retirements**

**2. Leaves**

**3. Elections**

**4. Appointments**

**5. Searches**

**6. Reassignments**

**O. Questions and Comments from the Public**

**P. Adjournment**

- II.** A majority of Board Directors present may alter the order of business or items to be added or deleted from the agenda.