Regional School Unit 5

Durham · Freeport · Pownal

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

Jean Skorapa, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources
Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Kara Kaikini, Danielle George

CC: Trevor Bean

FROM: Cynthia Alexander

DATE: April 29, 2025

RE: Policy Meeting – May 2, 2025

The Policy Committee is scheduled to meet on May 2, 2025 at 8:45 a.m. via Zoom at the following link: https://networkmaine.zoom.us/j/88179232220 Meeting ID: 881 7923 2220 or join by telephone at 1-646-876-9923

Agenda:

1. Policy Review Cycle:
   GBJ - Personnel Records and Files
   GCF - Professional Staff Hiring

2. At Board/Superintendent Request:
   None

3. Required Changes Based on Law:
   None

PERSONNEL RECORDS AND FILES

The school unit shall maintain records of current and former employees in the Office of the Superintendent in accordance with state and federal laws and regulations.

Directory Information

As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

A. Name of employee;

B. Date(s) of employment by the school unit;

C. Regular and extracurricular duties, courses, subjects taught, responsibilities since the start of employment by the school unit;

D. Postsecondary education institution(s) attended;

E. Major and minor field(s) of study as required by those institutions; and

F. Degrees received and dates degrees were awarded.

Confidential Information

As required by law, all information (except Directory Information) about an employee, applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

A. All information, working papers, and examinations used in the evaluation or selection of applicants for employment,

B. Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;

C. Performance evaluations, personal references and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;

D. Credit information;

E. The personal history, general character or conduct of the employee or any member of the employee's immediate family;

F. Complaints, charges of misconduct, replies thereto and memoranda and other materials pertaining to disciplinary action;

G. Social Security number;

H. Any teacher action plan and support system documents and reports maintained for certification purposes; and

I. Criminal history record information.

Personnel Files

Personnel files will contain a cumulative history of the staff member's employment, including formal or informal employee work evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits.

Other Confidential Personnel Records

The school unit must maintain the following confidential employee records separate from the personnel files:

A. Medical information of any kind; and

B. Teacher action plan and support system documents and reports maintained for certification purposes.

Disciplinary Action Information

Any written record of a decision involving an employee disciplinary action by the Board shall not be included within any category of confidential information.

Procedures for Review of Personnel Files

For the purpose of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits which the Superintendent has in their ~~his/her~~ possession.

A. The Superintendent shall, upon written request and within 5 business days, provide the employee, former employee, or their ~~his/her~~ duly authorized representative(s) with an opportunity to review and copy their ~~his/her~~ personnel file, if the Superintendent has a personnel file for that employee.

B. Reviews of personnel files shall take place at the location where the personnel files are maintained and during normal office hours.

C. The cost of any copying is to be paid by the person requesting the copy.

D. Access to confidential college placement records and letters of reference will be granted only to the Superintendent/designee.

Access to Personnel Files

Access to personnel files may be given to the following persons without the consent of the employee.

A. The Superintendent or his/her designee, the employee's principal or other supervisor(s). Personnel files are not accessible to individual Board members.

   Relevant portions of a personnel file may be summarized and/or shared with the Board by the Superintendent when consideration is being given to performance evaluation, continuation of employment or disciplinary action.

B. The general public shall have access only to the Directory Information as outlined above.

Access to personnel files will not be granted to any other persons except under the following circumstances:

A. When the employee gives written consent for the release of his/her records. The written consent must specify the record(s) to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted, and

B. Upon advice of counsel, when subpoenaed or under court order.

Records Management

The Superintendent has overall responsibility for maintaining and preserving the confidentiality of all employee/applicant records. The Superintendent may designate a staff member who shall be responsible for granting or denying access to records according to the guidelines in this policy.

Written reports shall be maintained in personnel files to document compliance with federal and state laws and regulations and Board policies regarding employee evaluations. Once a document is properly placed in a personnel file, it shall remain in the file permanently, unless determined by the Superintendent to be obsolete or otherwise inappropriate.

Records Retention

The school unit will retain all personnel records and files in accordance with applicable laws and regulations.

Legal Reference: 20A MRSA § 6101
20A MRSA § 13015
26 MRSA § 631
Chapter 10, Rules for Disposition of Local Government Records (Maine State Archives)
Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
Family and Medical Leave Act of 1993, 29 U.S.C. 2611 et seq.

Cross Reference: GBJC Retention of Application Materials
KDB Public's Right to Know/Freedom of Information

Adopted: June 9, 2010
Reviewed: February 29, 2012
Reviewed: October 25, 2017

PROFESSIONAL STAFF HIRING

Through its employment policies, the RSU No. 5 Board of Directors shall attempt to attract, secure and hold the highest qualified personnel for all professional positions. The selection program shall be based upon an alertness to candidates who will devote themselves to the education and welfare of the children attending our public schools.

It is the responsibility of the Superintendent and of persons to whom ~~he/she~~ they delegate~~s~~ this responsibility to determine the personnel needs of the school system and to locate suitable candidates to recommend to the Board for employment. Through effective administrative procedures, the Superintendent shall recruit and recommend to the Board the employment and retention of personnel who are motivated to do their best work and to be creative from their own inner resources.

It shall be the duty of the Superintendent to see that persons nominated for employment in the schools shall meet all certification requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines shall be used in the selection of personnel:

A. There shall be no illegal discrimination in the hiring process;

B. Interviewing and selection procedures shall assure that an administrator has the opportunity to aid in the selection of any staff member who will work under ~~his/her~~ their supervision;

C. No candidate shall be hired without a personal interview;

D. All candidates shall be considered on the basis of their merits, qualifications and the needs of the unit. In each instance, the Superintendent and others playing a role in the selection shall seek to hire the best qualified person for the job; and

E. While the Board may accept or reject a nomination, an approval shall be valid only if made with the recommendation of the Superintendent. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

Legal Reference: 20-A MRSA Section 13201 et seq.

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
GBJC - Retention of Application Materials

Adopted: June 9, 2010
Reviewed: March 28, 2012
Reviewed: January 10, 2018