

RSU #63 Policy Committee Minutes

Date: November 4, 2025

Time: 4:00pm

Location: Holbrook School

Committee Members Present: Brittany Wood, Heather Grass, and Rachel Downs

Others Present: Cherie Faulkner, Linda Graban, Scott Walton, Sheila Caldwell

1. Call to order – 4:09pm
2. Elect Policy Committee Chair – Nomination made by Brittany Wood to elect Rachel Downs as chair, seconded by Rachel Downs. No discussion. Motion carried 3-0
3. Review of April 10, 2025 Policy Minutes – minutes reviewed and will be submitted to board for acceptance at next board meeting.
4. Policies for 1st Review
 - a. GBP – Earned paid leave – no changes, no discussion
 - b. GBP-R – Earned Paid Leave Administrative Procedure –

The designated year for purposes of accrual and use of earned paid time off shall **be as defined in the respective collective bargaining agreement.**

For business office accounting purposes, depending on an employee’s regularly scheduled hours, up to 40 hours of EPL time **may be** “front loaded” into the school unit’s payroll/personnel benefits accounting system for some employees for ease of administration, but EPL may not be used until the 120-day employment requirement has been met.
 - c. EBBD – Temperature Standards for Schools – There was much discussion on this policy. Here is what is being proposed.

The Board believes that the optimal environment (“comfort zone”) for teaching and learning is between a minimum of **62** degrees and a maximum of 82

When temperatures in the building as a whole or in classrooms or other occupied spaces exceed the maximum comfort zone by **6** degrees, schools are expected to take practicable measures to relieve heat discomfort, such as (but not limited to):
 - d. GBO – Family Care Leave - Employees may take up to **40** hours of paid leave as Family Care Leave per 12-month

- The 12-month period shall be the same for all employees and shall be the contract year, fiscal year or other fixed 12-month period
 - An employee may elect which type of paid leave and the amount of each type of paid leave to use for Family Care Leave.
- e. JICJ – Cell Phones in Schools – There was much discussion about this policy and safety for the students should there be an emergency. What if there is an emergency and parents can't reach their students due to not being able to have their cell phone?
- OPTION TWO: A TIERED APPROACH
 - Students Pre-K through Grade 8 No Personal Use During the School Day
 - • Students are not permitted to carry/wear or access personal cell phones and may include smart watches, or other PED's during the school day.
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 - • Upon arrival at school, devices must be silenced and stored in lockers or designated storage areas.
 - • Cell phones and may include smart watches, and other PED's may only be used before the first bell and after the last bell of the day.
 - • Cell phones, smart watches, and other PED's may be used during bus transportation.
 - • Exceptions to the prohibition on use may be granted for monitoring or management of a health condition in accordance with a health care provider's order as incorporated into a student's individual health plan (IHP) (e.g., glucose monitoring); implementation of a student's IEP; a documented Section 504 accommodation for an individual student (e.g., use of assistive technology); or in emergency situations as authorized by staff.
 - At all grade levels, violations of this policy may result in:
 - 1st A verbal warning.
 - 2nd Confiscation of the cell phone, smart watch, or other device for the remainder of the day.
 - 3rd For continued or repeated violations, a meeting with the student's parent/guardian may be required.

- 4th Repeated or serious violations may require a parent/guardian meeting and/or result in additional disciplinary consequences as provided in the school unit's Student Code of Conduct.
 - f. BDE – Committee Structure Assignment and Reporting – There was much discussion about this policy and Curriculum Committee within. The Policy Committee there would be no changes to this policy at this time and would be referred back to the full board to decide the framework and structure of the curriculum committee.
5. Policies for Future Meetings – The policies listed will be tabled until further guidance is giving from MSMA/MSBA
 6. Other – Policies to discuss at next meeting – BEDH, transportation, annual policies that need to be reviewed as well as any policies that may be emailed to the committee chair prior to the meeting.
 7. Next meeting – the next meeting is tentatively scheduled for January 5th at 3:30pm pending sport schedules.
 8. Adjourn – 6:10pm

ACCEPTED: March 23, 2026