

RSU 63 Board of Directors
Thursday, March 19, 2026
5:00pm
Holbrook Middle School
February Make-Up / Special Board Meeting Agenda

Call Meeting to Order

Flag Salute/Moment of Silence

MSMA Board Orientation

New Business

1. Teacher & Staff Town Hall

2. Policies for Board 1st Read

A. November Reviewed

- 1. GBP – Earned Paid Leave**
- 2. GBP-R – Earned Paid Leave Administrative Procedures**
- 3. EBBB – Temperature Standards for Schools**
- 4. GBO – Family Care Leave**
- 5. JICJ – Cell Phones in Schools**

B. February Reviewed

- 1. BGB - Policy Adoption**
- 2. BG / BG-R - School Board Policy / Policy Adoption Procedure**
- 3. GCFB - Recruiting and Hiring of Administrative Staff (Required)**
- 4. GCFB-R - Recruiting and Hiring of Administrative Staff, Administrative Procedure (Required)**
- 5. JJIBA - Hiring and Evaluation of Coaches**

Executive Session - Discussion of compensation of officials/appointees/employees pursuant to 1 MRSA §405(6)(C)

Resume Public Session

Possible Action Regarding Executive Session

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, M

RSU 63

- a. **NEPN/NSBA Code:** **GBP**
 - b. **Title:** **Earned Paid Leave**
 - c. **Author:**
 - d. **Replaces Policy:** **NEW**
 - e. **Date Approved:** _____ **RSU #63**
 - f. **Previously Approved:**
 - g. **Policy Expiration:** **Review as Needed**
 - h. **Responsible for Review:** **Superintendent & Policy Committee**
 - i. **Date Reviewed:** **11/4/2025 Superintendent**
11/4/2025 Policy Committee
 - j. **References:**
Legal References: **26 MRSA § 637**
Maine Dept of Labor Bureau of Labor Standards Rule Ch. X
- Cross Reference Policies:** **GBN – Family and Medical Leave**
GBO – Family Sick Leave

k. Narrative:

RSU 63 (the District) will comply with all applicable provisions of Maine’s Earned Paid Leave (EPL) law, which takes effect January 1, 2021, and with Maine Department of Labor rules governing EPL.

- I.** The Superintendent/designee will be responsible for developing and implementing administrative procedures to implement use of EPL under this policy.
- II.** Notice of EPL law will be posted in a visible location in each workplace.
- III.** Administrative procedures, including employee eligibility, use of leave, and employee notice requirements will be provided to employees in writing and/or through electronic communications, the school unit’s employee handbook, or other suitable means.

RSU 63

a. NEPN/NSBA Code:	GBP-R
b. Title:	Earned Paid Leave Administrative Procedure
c. Author:	
d. Replaces Policy:	NEW
e. Date Approved:	_____ RSU #63
f. Previously Approved:	
g. Policy Expiration:	Review as Needed
h. Responsible for Review:	Superintendent & Policy Committee
i. Date Reviewed:	11/4/2025 Superintendent 11/4/2025 Policy Committee
j. References:	
k. Narrative:	

This procedure implements Maine’s Earned Paid Leave (EPL) law, 26 MRSA § 637. The law takes effect January 1, 2021.

- I.** This law requires most Maine employers - including school units – with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose.
- II.** The law applies as of January 1, 2021 to non-unionized school unit employees.
- III.** For unionized employees covered by a collective bargaining agreement that addresses paid time off, the law does not apply until the expiration of the current collective bargaining agreement. Accordingly, unionized employees should refer to the provisions for paid leave in the collective bargaining agreement and follow the school unit’s procedures for requesting and/or accounting for paid leave.

A. ACCRUAL OF EARNED PAID LEAVE

- 1.** Effective (beginning) January 1, 2021, employees will accrue one hour of EPL for every 40 hours worked, beginning with the first day of employment, up to a maximum of 40 hours per year. Exempt employees, e.g., teachers and administrators, will be presumed to work 40 hours per week.
- 2.** Employees may not use EPL until they have been employed for 120 calendar days. EPL cannot be used before it is earned and must be used in one-hour increments.
- 3.** Employees employed by the school unit prior to January 1, 2021 will be eligible to use accrued EPL 120 days after their start date.

4. The designated year for purposes of accrual and use of earned paid time off shall be as defined in the respective collective bargaining agreements and/or staff handbooks.
5. 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 120day employment requirement has been met.

B. ALLOWABLE USES AND NOTICE REQUIREMENTS

1. EPL leave may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes.
 - a. Planned Purpose: Employees will provide at least four (4) weeks' advance written notice to their supervisor to use EPL for a purpose that can be planned. Such purposes include, but are not limited to, weddings/social events, vacation, or recreational activity. Any such use of EPL will run concurrently with any other type of paid leave for which the employee is eligible for this purpose (such as vacation or personal leave).

In general, planned EPL should not be used for more than three (3) consecutive work days. Planned EPL cannot be used on the days immediately before and/or after a holiday or vacation period, or on any other days determined by the employee's supervisor to conflict with the school unit's operational needs.

- b. Unplanned/Emergency Purpose: EPL may be used for an emergency, illness, or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. Examples include, but are not limited to, sudden illness or injury; motor vehicle accident, unanticipated child care closure; or residential issues such as burst pipes. In such cases, the employee is required to notify his/her supervisor as soon as practicable in the circumstances.

The employee's supervisor will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if an employee requests such leave for three (3) consecutive work days or more.

Any use of such EPL will run concurrently with any other type of paid leave for which the employee is eligible (such as sick, personal, or vacation leave).

C. CARRYOVER

1. Up to 40 hours of unused, accrued EPL may be carried over to the next designated year.

However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours carried over. For example, if an employee carries over eight (8) hours of EPL from one year to the next the employee shall only be eligible to earn 32 hours in the second designated year.

D. SEPARATION FROM EMPLOYMENT

1. Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked.

However, if the employee returns to work within one year of leaving, the accrued/remaining leave will be reinstated.

RSU #63

a. NEPN/NSBA Code:	EBBD
b. Title:	Temperature Standards for Schools
c. Author:	
d. Replaces Policy:	NEW
e. Date Approved:	_____
f. Previously Approved:	
g. Policy Expiration:	Review as Needed
h. Responsible for Review:	Policy Committee
i. Date Reviewed:	11/04/2025 Policy Committee 11/04/2025 Superintendent
j. Legal References:	20-A MRSA § 1001(23)
k. Narrative:	

Maine law (20-A MRSA § 1001(23)) requires school boards to adopt and implement a policy establishing standards for minimum and maximum temperatures for school buildings.

The RSU 63 Board of Directors (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 degrees and adopts this as the “temperature standard” for the District’s schools.

The Board recognizes that, due to age and manner of construction, the District’s school buildings may not have HVAC (heating, ventilation, and air conditioning) systems capable of maintaining consistent temperatures in this range in some or all areas of the building. Some schools may have air conditioning in a few spaces, and some schools may have no air conditioning at all.

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):

- Opening windows, when this can be done safely
- Pulling down shades or blinds
- Using fans and/or opening doors within the building to improve air circulation
- Turning off heat-producing electronics and equipment
- Having water readily available to students and staff
- Allowing students and staff to bring battery operated personal fans to school
- If an individual classroom is affected, allowing teachers to move students to a cooler area of the building (e.g., air-conditioned library or space on shaded side of the building) or, if feasible, to move students to a cooler “outside classroom” for continued instruction

- On days of extreme heat, considering rescheduling tests/exams to another day to enable more effective demonstration and evaluation of student performance.

This does not preclude building administrators from acting preemptively in anticipation of a rise in building/classroom temperature to the point that will require action to be taken.

On cold days, when building and classroom temperatures hover near the minimum, schools are encouraged to incorporate more opportunities for physical activity during class time and may consider having extra layers of clothing available.

Families should ensure that their students are dressed appropriately for expected weather conditions.

Building administrators will be responsible for implementation of this policy, including identifying and planning for measures that are feasible in their schools.

This policy will be posted/made accessible to the public on the District's website.

DRAFT

RSU 63

- a. **NEPN/NSBA Code:** **GBO**
- b. **Title:** **Family Care Leave**
- c. **Author:**
- d. **Replaces Policy:** **NEW**
- e. **Date Approved:** _____ **RSU #63**
- f. **Previously Approved:**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent & Policy Committee**
- i. **Date Reviewed:** **11/04/2025 Superintendent**
11/04/2025 Policy Committee
- j. **References:**
Legal References: **26 M.R.S.A. § 636**
Cross Reference Policies: **GBN – Family and Medical Leave**

k. Narrative:

This policy governs employee leave under 26 M.R.S.A. § 636, “An Act to Care for Families,” referred to in this policy as the “Family Care Act.” Leave under this policy is referred to as “Family Care Leave” or “Family Sick Leave.”

The RSU 63 Board of Directors (the Board) recognizes that under Maine’s “Family Care Act,” if an employer provides paid leave under the terms of a collective bargaining agreement or employment policy, the employer must allow an employee to use the paid leave for the care of an immediate family member who is ill.

- I. In law and for the purpose of this policy, the following definitions apply:
 - A. “Employer” means a public or private employer with 25 or more employees.
 - B. “Immediate family member” means an employee’s child, spouse or parent.
 - C. “Paid leave” means time away from work by an employee for which the employee receives compensation. Paid leave is limited to sick time, vacation time, compensatory time, and leave that is provided as an aggregate amount for use at the discretion of the employee for any of these purposes. Paid leave does not include paid short-term or long-term disability, catastrophic leave, or similar types of benefits.

Policy Committee 1st Review 11.4.25

Board 1st Reading: 11.24.25

- II.** Employees may take up to 40 hours of paid leave as Family Care Leave per 12-month period or the amount provided by an applicable collective bargaining agreement and/or staff handbook, whichever is greater.
 - A.** 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.
 - B.** An employee may elect which type of paid leave and the amount of each type of paid leave to use for Family Care Leave.
 - C.** An employee is not entitled to use paid leave until that leave has been earned.

- III.** Notice/verification of illness for Family Care Leave shall be the same as that required for the employee's own illness. The employee must specify that leave is being taken pursuant to the Family Care Act.

- IV. Application of Family Medical Leave Requirements**
 - A.** For purposes of applying family medical leave requirements (i.e., FMLA), the school unit shall treat leave under the Family Care Act in the same manner as the employer treats leave for an employee illness. Therefore, Family Care leave and FMLA leave shall run concurrently.

DRAFT

RSU #63

- a. NEPN/NSBA Code: JICJ
- b. Title: Cell Phones and Other Personal Electronic Devices in Schools
- c. Author:
- d. Replaces Policy: NEW
- e. Date Approved: _____ RSU #63
- f. Date Previously Approved:
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent /Policy Committee
- i. Date Reviewed: 11/04/2026 Policy Committee
11/04/2026 Superintendent
- j. References: 20-A M.R.S.A. § 1001(23)
- k. Cross References: Policies: GBCC – Employee Use of Cell Phones
IJNDB – Student Computer and Internet Use
and Internet Safety
JIC - Student Code of Conduct
JIH – Questioning and Searches of Students

I. Narrative:

The intent of this policy is to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by regulating and setting expectations regarding the use of student personal cell phones, smart watches, and other personal electronic devices (PED's) during the school day and while students are participating in other school-sponsored activities. This policy applies to all student-owned personal electronic devices with or without internet or cellular network connectivity capabilities, wearable or handheld.

- I. Students Pre-K through Grade 8: No Personal Use During the School Day**
 - A. Students are not permitted to carry/wear or access personal cell phones (and may include smart watches, and other PED's) during the school day.
 - B. Upon arrival at school, devices must be silenced and stored in lockers or designated storage areas.
 - C. 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.
 - D. 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.

II. MISUSE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of a cell phone, smart watch, or any other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to bullying, harassment, cheating, and other violations of the student code of conduct.

Use of cell phones and other devices with cameras and/or voice recording capabilities is strictly prohibited in bathrooms, locker rooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing or recording another person. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.

- A.** At all grade levels, violations of this policy may result in:
 - 1.** A verbal warning.
 - 2.** Confiscation of the cell phone, smart watch, or other device for the remainder of the day.
 - 3.** For continued or repeated violations, a meeting with the student's parent/guardian may be required.
 - 4.** 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.

- B.** At all grade levels, parent communications concerning their child should be directed to the school office.

In the event of a school emergency, the school/district will communicate with parents as promptly as possible in accordance with the school unit's Health and Safety and Emergency Management Plan.

RSU 63 will not be responsible for loss, theft, or damage to student cell phones, smart watches, or other PED's students bring to school or onto school property, including school buses.

Schools will include the appropriate use of cell phones, smart watches, and other electronic devices with internet and cellular connectivity in educating students and staff about digital citizenship, online safety, and responsible technology use.

Teachers and other school staff should be conscious of the impact of their own behavior on their students and avoid the use of their own cell phones, smart watches, and other electronic devices when engaged in classroom instruction or supervision of students, except as permitted in this policy.



State of Maine Legislature

Summary of LD 1234

Bill Info

LD 1234 (HP 809)

"An Act to Ban Cellular Telephones from Public School Classrooms"
(By Request)

Sponsored by **Representative Richard Campbell**

Status Summary

Reference Committee **Education and Cultural Affairs**

Last House Action **6/2/2025 - PASSED TO BE ENACTED.**
Sent for concurrence. ORDERED SENT FORTHWITH.

Last Senate Action **6/2/2025 - PASSED TO BE ENACTED,** in concurrence.

Last Engrossed by House **5/29/2025**
on

Last Engrossed by Senate on **5/29/2025**

Governor Action **Signed by the Governor**
Chapter **210**

Final Law Type **Public Law**
Date **6/9/2025**

New Search

Summary

Actions

Bill Text and Other Docs

Committee Info

Title & Section

Amendments

Sponsors

Roll-calls

Subjects

Related Links

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132nd MAINE LEGISLATURE

FIRST SPECIAL SESSION-2025

Legislative Document

No. 1234

H.P. 809

House of Representatives, March 25, 2025

An Act to Ban Cellular Telephones from Public School Classrooms

Reference to the Committee on Education and Cultural Affairs suggested and ordered printed.

Robert B. Hunt
ROBERT B. HUNT
Clerk

Presented by Representative CAMPBELL of Orrington. (BY REQUEST)

1 **Be it enacted by the People of the State of Maine as follows:**

2 **Sec. 1. 20-A MRSA §4017** is enacted to read:

3 **§4017. Cellular telephones prohibited in classrooms**

4 School administrative units shall require all public schools administered by the school
5 administrative unit to adopt and enforce a policy that prohibits students from possessing
6 cellular telephones in classrooms.

7 A policy developed by a public school pursuant to this section must include an
8 exception that allows a student to possess a cellular telephone in a classroom in certain
9 emergency circumstances.

10 This section may not be construed to require public schools to prohibit students from
11 possessing cellular telephones on school property in a place other than a classroom.

12 **SUMMARY**

13 This bill requires school administrative units to require that all public schools adopt
14 and enforce a policy that prohibits students from possessing cellular telephones in a
15 classroom. A policy developed by a school must contain an exception that allows a student
16 to possess a cellular telephone in a classroom in certain emergency circumstances.

17 This provision does not require schools to prohibit students from possessing cellular
18 telephones on school property in a place other than a classroom.

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L.D. 1234

Date: (Filing No. H-)

EDUCATION AND CULTURAL AFFAIRS

Reproduced and distributed under the direction of the Clerk of the House.

**STATE OF MAINE
HOUSE OF REPRESENTATIVES
132ND LEGISLATURE
FIRST SPECIAL SESSION**

COMMITTEE AMENDMENT “ ” to H.P. 809, L.D. 1234, “An Act to Ban Cellular Telephones from Public School Classrooms”

Amend the bill by striking out the title and substituting the following:
'An Act Regarding Cellular Telephones in Public Schools'
Amend the bill by striking out everything after the enacting clause and inserting the following:

'Sec. 1. 20-A MRSA §1001, sub-§23 is enacted to read:
23. Cellular telephone policy. By August 1, 2026, a school board shall adopt and implement a policy related to use of personal electronic devices during the school day. The policy must include, but is not limited to, provisions related to student use of cellular telephones and wearable electronic devices with Internet or cellular network connectivity capabilities.'

Amend the bill by relettering or renumbering any nonconsecutive Part letter or section number to read consecutively.

SUMMARY

This amendment replaces the bill and changes the title. The amendment provides that, by August 1, 2026, a school board must adopt a policy related to use of personal electronic devices during the school day. The policy must include, but is not limited to, provisions related to student use of cellular telephones and wearable electronic devices.

FISCAL NOTE REQUIRED
(See attached)

COMMITTEE AMENDMENT



132nd MAINE LEGISLATURE

LD 1234

LR 23(02)

An Act to Ban Cellular Telephones from Public School Classrooms

Fiscal Note for Bill as Amended by Committee Amendment " "

Committee: Education and Cultural Affairs

Fiscal Note Required: Yes

Fiscal Note

Minor cost increase - local school administrative units

Fiscal Detail and Notes

Additional costs to local school administrative units to adopt a policy related to the use of personal electronic devices during the school day can be absorbed within existing budgeted resources.

RSU #63

- a. **NEPN/NSBA Code:** **BG**
- b. **Title:** **School Board Policy**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** **TBD RSU #63**
- f. **Previously Approved:**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Board of Directors/Policy Committee**
- i. **Date Reviewed:** **02/09/2026 Policy Committee**
- j. **References:** **20-A MRSA §1001 (1) (A)**
- k. **Cross Reference:** **BG-R – Policy Adoption Procedure**

l. Narrative:

The RSU #63 Board considers policy development its most important governance function.

It is the intent of the Board to develop written policies that will serve as the foundation for the successful and efficient operation of RSU #63 and its schools.

The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements that set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the Superintendent and the staff can discharge their assigned duties with positive direction. They tell what is wanted. They may also indicate why and how much. Policies should define clearly the goals and objectives of the school system, allow for the flexibility that is vital in day-to-day operations, reflect the board's vision, define roles and responsibilities (who is supposed to do what), and include measurable outcomes.

[NOTE: The source for this definition is NSBA's publication, *Becoming a Better Board Member*, 3rd edition (2006).]

The Board's policies are framed and meant to be interpreted in terms of federal laws and regulations, state statutes and the rules of the Maine Department of Education, State Board of Education, and other regulatory agencies at various levels of government. The Board's policies are also intended to reflect the Board's educational philosophy and instructional objectives and practices and procedures that are supported by research and

generally accepted by leaders and authorities in the field of public education.

It is the Board's intent that its policies set goals and provide direction and guidance for administrators, staff, and students and serve as sources of information for parents, community members and others who are interested in or connected with the schools.

The Board regards policy development and review as an ongoing process. The need for a new policy or revision or deletion of an existing policy may arise from a change in law and/or regulations, modification of the school unit's vision or goals, educational research or trends, the occurrence of a significant incident or a recommendation or request from Board members, school administrators, staff, parents, students or other interested persons.

Adoption of new or revised policies and repeal of existing policies is solely the responsibility of the Board. Policies will be adopted, amended or repealed only by the affirmative vote of a majority of members present and voting.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

The Superintendent/designee will be responsible for distributing new or revised policies to Board members and for making policies accessible to school personnel, students and the public.

RSU #63

A. NEPN/NSBA Code: BG-R
B. Title: Policy Adoption Procedure
C. Author:
D. Replaces Policy: BGB
E. Date Approved: TBD RSU #63
F. Previously Approved:
G. Policy Expiration: Review as Needed
H. Responsible for Review: Board of Directors/Policy Committee
I. Date Reviewed: 02/09/2026 Policy Committee
J. References: 26 MRSA § 965(1) (C)
K. Cross Reference: BEDB-R – Agenda Format
BG - School Board Policy
CHD - Administration in the Absence of Policy

L. Narrative:

- A.** The following procedure shall be used to develop, adopt, review, revise and/or delete (repeal) RSU #63 Board policies:
- B.** The Board’s Policy Committee is charged with reviewing and recommending all new policies and policy changes to be considered by the Board.
- a. Individual Board members, Board subcommittees, the Superintendent, and members of the public may submit policy suggestions and concerns directly to the Policy Committee. Policy suggestions that are submitted to **[OR: received by]** the Board Chair or the Superintendent will be forwarded to the Policy Committee. School unit employees should follow any and all applicable administrative procedures and/or collective bargaining agreement provisions for submitting policy suggestions.
 - b. The Policy Committee, together with the Superintendent, will be responsible for reviewing and researching suggestions for new policies and policy changes. The Policy Committee may seek or ask the Superintendent to provide information such as, but not limited to, the specific need for the policy; the fiscal consequences of the proposed policy; the potential effect of the policy on the instructional program, staff, students and the community; samples of policies on the same or similar subjects; applicable provisions of state and/or federal law and regulations; and the anticipated costs and benefits of implementing, enforcing and monitoring the proposed policy.
 - c. The Policy Committee may prepare draft policies or delegate the drafting of all or individual policies to the Superintendent.
 - d. At an appropriate stage in the process, the Superintendent, on behalf of the Policy

Committee and the Board, shall notify the bargaining agent for the school unit's teachers of any proposed new educational policy or proposed modification of any existing educational policy.

1. The Policy Committee may also seek input or discuss the proposal with other groups affected by the policy.
 - e. The Policy Committee will make reports to the Board regarding its activities and the status of policy development.
- C. Upon recommendation by the Policy Committee, the first reading of a new policy, revision or deletion of policy shall be placed on the agenda of a regular Board meeting. Board members shall receive the policy, supporting material, if appropriate, and any written recommendations in advance of the meeting date.
- a. The Policy Committee Chair will explain the proposed policy or policy change. The Board may discuss the substance of the policy proposal, and a vote shall be held to acknowledge the first reading of the policy. Any changes to the policy agreed to by consensus or by vote on a motion to amend shall be made prior to the second reading.

Imported from original RSU #63 BGB Policy: Please specify where this should go in the policy, if not here:

- D.** *Proposed new policies or revisions to existing Policies, will normally be subject to one reading prior to approval. Approval after the First Reading is subject to the following prerequisites*
- a. *The policy must be available to all Directors and the public for review forty-eight (48) hours prior to the First Reading. This may be accomplished by electronic delivery in the case of the Directors, and by website posting in the case of the public.*
 - b. *No Director(s) requests a Second Reading.*
 - c. *There are no revisions or corrections to be made to the policy at the First Reading. Simple corrections, i.e., spelling, punctuation, grammar, etc. will be corrected by the Policy Chair or designee and will not require a Second Reading by the Board.*

Should these prerequisites not be met, the policy will be set for a Second Reading prior to a vote on approval.

- E. At a subsequent regular meeting, at least two weeks but no more than eight weeks after the first reading, the policy shall be placed on the agenda for second reading and action. Amendments may be introduced and acted upon. If a main motion to approve the policy is not passed at such a meeting by a majority vote of Board members present and voting, the process for that policy is ended unless the Board, by vote, takes action to table further

consideration of the policy or otherwise dispose of the policy (e.g., refer it back to the Policy Committee for further research).

- F.** The Superintendent will be responsible for making new and revised policies available to board members, school unit personnel, students and the public by sending copies to the schools, updating the school unit's website and/or other appropriate means as soon as practicable following adoption. Board members should update their policy manuals when they receive copies of new or revised policies or notifications of deletions.
- G.** The Superintendent shall provide each Board member with a policy manual, in print, on a CD, and/or by other means, as specified by the Board. If Board member access to the policy manual will be online, the Superintendent will provide each Board member with instructions for accessing it. The Superintendent /designee may periodically recall all policy manuals for administrative updating to ensure that the content of all Board manuals is current and consistent.

RSU #63

- a. **NEPN/NSBA Code:** GCFB
- b. **Title:** Recruiting and Hiring of Administrative Staff
- c. **Author:** Board of Directors
- d. **Replaces Policy:**
- e. **Date Approved:** TBD RSU#63
- f. **Previously Approved:** 04/26/2021
04/28/2014
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Board of Directors
- i. **Date Reviewed:** 02/09/2026 Policy Committee
04/12/2021 Policy Committee
03/14/2021 Superintendent
- j. **References:** 5 MRSA § 4576 (Maine Human Rights Act),
20-A MRSA §§ 1001(13), 4502(4-A), 13011(6)
- k. **Cross Reference:** AC – Nondiscrimination/Equal
Opportunity and Affirmative Action
GCFB-R – Recruiting and Hiring of
Administrative Staff – Administrative
Procedures

l. Narrative:

The RSU 63 Board of Directors (the Board) affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, disability, pregnancy, or genetic information, and to the principle of affirmative action to obtain wide and representative candidate pools.

For the purpose of this policy, “race” includes traits associated with race, including hair texture, Afro hairstyles, and protective hairstyles, including braids, twists, and locs.

- I. In accordance with 20-A MRSA § 1001(13), the Superintendent will prepare a procedure designed to ensure nondiscriminatory practices in recruitment and hiring for all positions requiring administrator certification, as well as result in selection of the most qualified candidates. That procedure will be attached hereto as GCFB-R, and will be reviewed as needed.
- II. Moreover, upon each occasion of administrative vacancy, the Superintendent will review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board will review the procedure, adapting as appropriate.

- III.** In accordance with 20-A MRSA, § 4502 (4-A), the unit's Affirmative Action Plan will include a description of the status of the unit's nondiscriminatory administrator hiring practice and plans for in-service training programs on gender equity for teachers, administrators, and the School Board.

DRAFT

RSU #63

- a. **NEPN/NSBA Code:** GCFB-R
- b. **Title:** Recruiting and Hiring of Administrative Staff - Administrative Procedure Board of Directors
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** TBD RSU #63
- f. **Previously Approved:** 04/26/2021
04/28/2014
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Board of Directors/Policy Committee
- i. **Date Reviewed:** 02/09/2026

j. **Cross References:** 04/12/2021 Policy Committee
03/14/2021 Superintendent
GCFB - Recruiting and Hiring of Administrative Staff

k. Narrative:

These procedures implement the RSU 63 Board of Director's (the Board's) policy GCFB and are designed to establish a thorough, efficient, and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

- A. **Job Description Development/Review**
To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee (the Board in a Superintendent search) is to:
 - 1. Conduct a review of the job description, with input from persons affected by the position. If no job description exists, one will be developed prior to initiating the recruitment phase;
 - 2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
 - 3. List the minimum qualifications (training, education, and experience) for the position.
- B. **Recruitment**
To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in L below) by:
 - 1. Posting a notice of the vacancy within the District and on job search website;
 - 2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday paper; and at colleges and universities in Maine and other states, and the Maine Department of Education.
- C. **Screening**
To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:
 - 1. Ensure all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualification in the job description;
 - 2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
 - 3. Provide orientation on confidentiality and equity issues to screeners;
 - 4. Eliminate all candidates who do not meet the minimum qualifications;
 - 5. Conduct preliminary reference checks, as appropriate;

6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge, and abilities outlined in the job description; and
7. Notify applicants not selected for the interview.

D. Interviewing

To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:

1. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
2. Provide orientation on the process, including the function and extent of responsibility of the panel, the weighting of criteria, and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

E. The Interviewing Panel is to:

1. Design interview questions, which match the criteria and the duties/responsibilities outlined in the job description; and
2. Provide equal opportunity for the candidates to respond to the same questions/questioners.

F. Selection – The Interview Panel is to:

1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
2. Submit a report to the Superintendent, including the individual rating forms as well as a list (usually 2 to 4) candidates to be considered further for the position.

The Superintendent/designee is to:

- i. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidate;
- ii. Review the material on the finalist candidates to determine whether additional information is needed;
- iii. Conduct final interviews of any or all finalists, as deemed necessary;
- iv. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or reject all finalists, reopen the position, and begin the process anew); and
- v. Have any further reference checks made, as appropriate.

G. Nomination/Employment – The Superintendent is to:

1. Notify and obtain agreement of the successful candidate, pending Board approval;
2. Inform the interview panel; and
3. Nominate and employ the successful candidate in accordance with state law and local policies,

H. Notification – The Superintendent/designee will:

1. Notify the nominee of the Board approval and employ the administrator; and
2. Notify the other candidates interviewed.

I. Orientation and Support

To ensure the new administrator is provided with the proper information about the school/district system and job expectations, the Superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the respective district(s).

J. Record Keeping

To ensure confidentiality of employee and applicant records, the Superintendent is to provide, for a period of three (3) years, the storage, in secure files, of all applications and documentation of the hiring, screening, and interviewing process.

K. Confidentiality

To ensure confidentiality is permanently maintained throughout and following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including that following completion.

L. Hiring of Current Employees

The Board may forego one or more of the steps set forth in section B-E of this procedure and appoint a person who is currently employed by the District to fill an administrative position only if the Superintendent, after consultation with the Board concerning the search, determines the following circumstances exist:

1. The currently employed candidate is exceptionally well qualified for the position; and
2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.

RSU #63

- a. **NEPN/NSBA Code:** **JJIBA**
- b. **Title:** **Hiring & Evaluation of Coaches**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** **TBD RSU #63**
- f. **Previously Approved:** **11/28/2022**
02/27/2017
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Superintendent & Policy Committee**
- i. **Date Reviewed:** **02/09/2026**
10/13/2022 Superintendent
10/13/2022 Policy Committee
- j. **References:**
- h. **Policies:** **JJI-Philosophy of Athletics**
JJIB-Sponsorship & Evaluation of Athletic Programs
JJIBB-Sportsmanship
JJIBC-Relations with Booster Groups

k. Narrative:

The most essential factor in an educationally sound athletic program is a well-qualified coach. The coach is an important link between sports and the instructional program and the principles of Maine's system of Learning Results, between sports and character development, and between sports in school and long-term health and fitness. It is the intent of the Board that the school unit provide quality coaching in its athletic programs.

A. The Board's View of a Well-qualified Coach

Coaching is a special kind of teaching. A coach not only teaches, refines, and reinforces skills, but is also a role model for the student-athletes he/she coaches. Beyond knowledge of the rules and fundamentals of his/her sport, a well-qualified coach will have organizational, communication, motivational and, especially, teaching skills. A well-qualified coach appreciates the influence he/she has as a role model and mentor and conducts him/herself accordingly.

In addition to these fundamentals, a well-qualified coach:

1. Understands that, first and foremost, he/she is a teacher;
2. Is sensitive to the need of maturing adolescents and assists in their physical, intellectual, social and emotional development;

3. Recognizes that students are diverse in their characteristics and backgrounds including, age, maturity, gender, size and culture and adjusts his/her approach as appropriate;
4. Has a realistic sense of the level at which student athletes should be expected to perform;
5. Promotes sportsmanship, self-discipline and respect, both on and off the playing field;
6. Communicates in a positive manner rather than through intimidation;
7. Encourages competitive spirit, but not a “win at all costs” attitude;
8. Provides a fair opportunity for students to participate in competition;
9. Recognizes the difference between developmental sports programs and more intensive varsity-level sports;
10. Encourages student athletes to explore various athletic activities, both interscholastic and intramural, rather than to specialize in a single sport at an early age;
11. Recognizes the need for balance in the lives of student athletes, including academic, family and social needs; and
12. Adheres to the same standards of conduct with respect to students as classroom teachers are expected to do.

B. COACHING JOB DESCRIPTIONS

The Superintendent or Athletic Director will be responsible for developing job descriptions for coaches and others on the athletic staff (e.g., assistant coaches, trainers) that are consistent with the Board’s view of coaching. Job descriptions will be approved by the Board.

C. HIRING AND ASSIGNMENT OF COACHES

It is the intent of RSU #63 to hire well-qualified coaches for all of its athletic programs. Because of the relationship between teaching and coaching, it will be the school unit’s practice to secure coaches, to the extent practicable, from its teaching staff. If it is necessary to secure individuals from outside the teaching staff, the Superintendent or

Athletic Director May recommend only those persons deemed to have sufficient knowledge and experience to teach the fundamentals and rules of the sport, experience in working or volunteering with adolescents, and current training in sports first aid and cardio-pulmonary resuscitation (CPR).

All persons hired as coaches or assistant coaches must have successfully completed, or successfully complete within the amount of time determined upon hire, the UMO/MCSC Maine Coaching Eligibility Course or its equivalent and appropriate first aid and CPR training. In addition, all persons hired as high school coaches in activities governed by the Maine Principals' Association must meet all coaches eligibility requirements established by the MPA.

All persons hired as coaches for activities governed by the Maine Principals Association (MPA) must agree to follow the MPA Code of Ethics, Board policies, school unit and Athletic Department administrative regulations.

Consistent with the Board's policies on hiring and nondiscrimination/equal opportunity/affirmative action, the Superintendent or Athletic Director will be responsible for developing and implementing procedures for recruiting, selecting, recommending and assigning coaches. No applicant will be hired as a coach or assistant coach without Maine Department of Education approval, including fingerprinting and criminal background check requirements.

Hiring of coaches May be on an annual or seasonal basis, with no expectation of continued employment in a coaching position.

Coaches may be disciplined or terminated in accordance with Board policies or administrative regulations.

C. EVALUATION OF COACHES

In an effort to maintain a well-qualified coaching staff and the integrity of the school unit's athletic programming, coaches will be evaluated annually.

The Superintendent or Athletic Director will be responsible for developing and implementing a process for evaluation of coaches. It is expected that the process will include a self-appraisal component, and that the administrative and self-appraisals will include knowledge of sports, coaching skills and techniques, organizational skills, attitudes, communication skills, behavior, and ethics.