

**RSU 63 Board of Directors  
Monday, November 24, 2025  
6:00pm  
Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Executive Session – Discussion of contract negotiations pursuant to 1 MRSA §405(6)(D)**

**Possible Action Regarding Executive Session**

**Approval of Minutes for October 27, 2025 Board Meeting**

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

**Acceptance of Gifts/Donations**

**Presentation – None**

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **Curriculum Committee:** TBD
2. **Policy Committee Meeting:** January 5, 2026 at 3:30pm, Holbrook Middle School
3. **Budget and Finance Committee Meeting:** TBD
4. **Advisory Committee on Efficiency (ACE):** December 8, 2025 at 6:00pm, Holbrook Library
5. **Advisory Committee on Efficiency (ACE):** December 22, 2025 at 5:30pm, Holden Elementary School (if needed)
6. **Board Meeting:** December 22, 2025 at 6:30pm, Holden Elementary School (if needed)

**Budget and Finance**

**Superintendent’s Report**

**Acceptance of Committees’, Administrators’, Superintendent’s, and Board Chair’s Reports**

**Old Business**

1. Standing Committee on Curriculum
  - a. Instructions to the Committee by the Board per policy BDE, Section IV
  - b. Instructions to the Policy Committee by the Board for updates to policy BDE
  - c. Other necessary actions

**New Business**

1. MSMA Fall Conference Update
2. December Board Meeting
3. Paper Bid
4. Electricity Quote
5. Support Staff Salary Update
6. Policies to Approve – 1<sup>st</sup> Reading of the Board
  - a. GBP – Earned Paid Leave
  - b. GBP-R – Earned Paid Leave Administrative Procedures
  - c. EBBB – Temperature Standards for Schools
  - d. GBO – Family Care Leave
  - e. JICJ – Cell Phones in Schools

**Personnel Actions**

1. Resignations/Retirements
  - a. Jessica Knights – Business Manager

2. Elections
  - a. Claire Warmuth – Life Skills Teacher, Holden
3. Appointments
  - a. Nicholas Osborne – Girls A Team Basketball Coach
  - b. Mindy Perry - Bookkeeper
4. Reassignments
5. Searches
  - a. Business Manager
  - b. Administrative Assistant to the Superintendent
  - c. Cheering Coach
  - d. Bus Driver
  - e. Grade 8 Math/STEM/RTI Teacher
  - f. Ed Tech III, Special Education Resource Room (Holbrook)
  - g. Ed Tech II or III, Special Education Life Skills (Holden)
  - h. Speech Language Pathologist (District)
  - i. Spare Van Driver
  - j. Spare Bus Drivers

**Executive Session – Discussion of officials/appointees/employees pursuant to 1 MRSA §405(6)(A)**

**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, ME 04429.*

RSU #63 Board Meeting  
Date: October 27, 2025  
Location: Eddington Elementary School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Amy Hart, Heather Lander, Cherie Faulkner, and Scott Walton

*Town of Clifton:* Linda Graban

*Town of Eddington:* Heather Grass, Rachel Downs, and Brittany Wood

Board Chair, Scott Walton called the meeting to order at 6:33pm followed by the flag salute and moment of silence.

Executive Session:

Motion by Amy Hart with a second by Rachel Downs to enter executive session for discussion of staff and personnel issues pursuant to 1 M.R.S.A. § 405(6)(A) at 6:35pm.

Discussion: None

**Roll Call Vote: Heather Grass: No; Brittany Wood: Yes; Cherie Faulkner: No; Rachel Downs: Yes; Scott Walton: Yes; Amy Hart: Yes; Heather Lander: No; Linda Graban: No**

**Vote: 4 Yes; 4 Opposed**

**Weighted Vote Total Possible Votes: 5,788**

**Calculated Votes: 2,866.5**

**Motion failed by 49.5%**

Motion by Amy Hart with a second by Brittany Wood to recall Cherie Faulkner and elect Linda Graban to Budget and Finance Committee.

Discussion: Rachel Downs and Amy Hart read prepared statements regarding board behavior, ethics, reputation and cited multiple board policies. Scott Walton spoke to the amount of new leadership in the district stating that it is a direct result of the Board.

**Roll Call Vote: Heather Grass: No; Brittany Wood: Yes; Cherie Faulkner: No; Rachel Downs: Yes; Scott Walton: Yes; Amy Hart: Yes; Heather Lander: No; Linda Graban: No**

**Vote: 4 Yes; 4 Opposed**

**Weighted Vote Total Possible Votes: 5,788**

**Calculated Votes: 2,866.5**

**Motion failed by 49.5%**

Approval of Minutes

Motion by Amy Hart with a second by Linda Graban to approve the minutes for the September 22, 2025 Board Meeting Minutes with one correction to acceptance of reports (Heather Grass not Heather Lander).

Discussion: None

**Vote: 8 Approved; 0 Opposed; Motion Passed**

Recognition and/or Awards of Students, Staff, and Other:

Scott Walton thanked the PTG for a wonderful Trunk or Treat event. Scott Walton received an email from a parent expressing gratitude to the students at Holbrook for showing kindness toward a fellow student with special needs. Heather Lander thanked Linda Graban for organizing the field trip to the Air National Guard and the Holden 25 Days of Kindness for providing the funding needed for all students to attend Treworgy's Orchard. Rachel Downs recognized Mr. Cabral for getting his students excited about ELA and the parts of speech. Heather Grass recognized Pam Bull for her efforts of helping people get out of their burning apartment building.

Heather Lander asked for clarification of why the board can not recognize students by name. Discussion took place.

**Acceptance of Gifts and Donations:** Motion by Rachel Downs with a second by Heather Grass to accept the \$10,000 donation from Maine Military Supply for the Holbrook Playground and the \$100 donation from Fitch Property management for 20 tickets to the Holbrook Halloween Dance.

**Discussion:** Rachel Downs asked if the funds were for the swingset, Heather Lander advised it is for the Holbrook playground improvement.

**Vote: 8 Approved; 0 Opposed; Motion Passed**

**Presentation:** None

**Questions and Comments from the Public:** Nathan Dusablon, Holbrook Teacher thanked Linda Graban for organizing the Air National Guard field trip. He also thanked the PTG and parents for their donations to the Holbrook dance. They raised over \$800 for the 8<sup>th</sup> grade end of year activities. Michele Osborne, Holden resident stated she emailed the board and would strongly encourage the board to consider the need for a dedicated principal at Holbrook rather than a teaching principal.

**Dates of Next Committee Meetings:**

**Advisory Committee on Efficiency (ACE):** October 27, 2025 at 5:30pm Eddington Elementary School

**Curriculum Committee:** October 29, 2025 at 2:30pm, Holbrook Middle School – Staff meeting not a Board Committee meeting

**Policy Committee:** November 4, 2025 at 4:00pm, Holbrook Middle School

**Budget and Finance Committee:** November 5, 2025 at 3:45pm, Holbrook Middle School

**Advisory Committee on Efficiency (ACE):** TBD due to parent teacher conferences

**Board Meeting:** November 24, 2025 at 6:30pm, Holbrook Middle School

Motion by Rachel Downs with a second by Linda Graban to make an agenda adjustment to add the ACE Committee request.

**Discussion:** Amy Hart advised the ACE sub-committee on student related costs and programs needs more time and direction.

**Vote: 8 Approved; 0 Opposed; Motion Passed**

**ACE Committee:** The ACE sub-committee on student related costs and programs has a due date of November 24<sup>th</sup> to provide an update to the committee. They are asking for more time and direction from the board as this category is very broad. Linda Graban stated getting the information from the Business Office is time consuming with the multiple sub-committees and the amount of information being requested. Amy Hart stated the sub-committee would like to move the time frame to January. Rachel Downs stated she was not in favor of the change as it could cause a ripple effect. Scott Walton advised the time frame was one part, they also want more direction from the board. Brittany Wood as was the goal of this was, Scott Walton responded, efficiency. Scott Walton also advised this committee and the Transportation sub-committee would need extensions. Heather Lander asked if the Administrators could take some of the work off of the Central Office.

Motion by Linda Graban with a second by Heather Grass to extend the time line to January.

**Discussion:** None

**Vote: 8 Approved; 0 Opposed; Motion Passed**

**Budget and Finance:** No update

**Superintendent's Report:** Nothing to add

**Acceptance of Reports:** Motion by Rachel Downs with a second by Amy Hart to approve the committee, administrator, and superintendent reports.

**Discussion:** Amendment to Stephanie McLeans report to amend the date of October 22 to October 31<sup>st</sup> for Trick or Treat. Linda Graban stated all the Old Business is listed in the Board reports and she does not want to

accept the reports without discussing. Discussion took place on accepting reports meaning accepting all old business listed.

**Vote: 4 Approved; 4 Opposed; Motion Failed and agenda item is tabled.**

**Old Business:**

Holbrook Entrance Reconfiguration Update: Interim Superintendent, Sheila Caldwell reviewed the Gloria MacKenzie Grant funds and budgeted amount for this project and the estimate to complete the project. We do not currently have enough funds. Ms. Caldwell reviewed options for use of the Gloria MacKenzie Grant funds. Discussion took place on options, proposals, and floor plans.

Motion by Brittany Wood with a second by Linda Graban to table the Holbrook Entrance Reconfiguration.  
Discussion: None

**Vote: 8 Approved; 0 Opposed; Motion Passed**

Motion by Brittany Wood with a second by Linda Graban to form a sub-committee to explore the Holbrook entrance reconfiguration.

Discussion: None

**Vote: 8 Approved; 0 Opposed; Motion Passed**

Volunteers for the Holbrook Entrance Reconfiguration Sub-Committee: Linda Graban, Rachel Downs, and Brittany Wood. Nathan Dusablon asked the board to please include staff in this committee.

Holbrook Playground Update: Heather Lander advised Ryan Porter, RSU 63 Facilities and Maintenance Manager removed the old swingset as it was condemned after inspection. Install of a new one is holding up the process due to cost. Donations are still be sought, but this phase may not be completed until Spring.

Request for an additional \$2,500 for ACE Committee for the purpose of school blueprints: Scott Walton advised the ACE Committee Chair, Chip Haskell works for Haley Ward and they can complete the blue prints for all three buildings by the end of the year. Linda Graban stated the original vote of \$5,000 was for floor plans and questioned if there was a difference between blue prints and floor plans. Rachel Downs asked if these would be digital or paper or both. Chip Haskell explained blue prints and floor plans are the same and they would be both digital and paper. Heather Lander asked where the \$5,000 went and where the cut off was. She reminded the Board the original \$5,000 approved was not budgeted and now they are being asked for another \$2,500. She wanted to know where is the money coming from. Scott Walton stated this was the final ask. Cherie Faulkner asked if the \$7,500 was just for blue prints. It was confirmed, no more than \$7,500 for blue prints. Linda Graban asked if they obtained the blue prints from Carpenter Associates because we have not had any changes to our schools since 2019. Chip Haskell stated they do not appear to be accurate but worked for the indoor air quality projects.

Motion by Rachel Downs with a second by Brittany Wood to approve the additional funds of \$2,500 for the ACE Committee for the purpose of blue prints/floor plans.

Discussion: Board members voiced concerns and stated no more funds would be approved.

**Vote: 8 Approved; 0 Opposed; Motion Passed**

**New Business:** None

**Personnel Actions:**

Resignations/Retirements: Keith Wheaton, Bus Driver

Elections: None

Appointments: Kayla Ouellette, Ed Tech II, RTI; Brenda Seavey, Assistant Cook; Gene Worster, Boys A & B Basketball Coach; Dennis Whitney, Girls B Basketball Coach

Reassignments: None

Searches: Bookkeeper, Cheering Coach, Girls A Basketball Coach, Bus Driver, Grade 7/8 Math/STEM/ RTI Teacher, Special Education Life Skills Teacher (Holden), Administrative Assistant to the Superintendent, Ed Tech III Special Education Resource Room, Ed Tech II or III Special Education Life Skills, Speech Language Pathologist, Spare Van Driver, and Spare Bus Drivers

Linda Graban questioned why we are posting the bookkeeper and administrative assistant to the superintendent positions. At the last meeting Shelley Wyman transitioned to bookkeeper. It was explained that Shelley has stayed in the Administrative Assistant position and is helping with payroll bookkeeping. We have not been able to fill either position. Both positions are posted so we can get some help in the Central Office and Mrs. Wyman is willing to move to any position that will be in the best interest of the district.

**Executive Session:**

Motion by Linda Graban with a second by Rachel Downs to enter executive session for discussion of contract negotiations pursuant to 1 M.R.S.A. § 405(6)(D) at 8:11pm.

Discussion: None

**Roll Call Vote: Heather Grass: Yes; Brittany Wood: Yes; Cherie Faulkner: Yes; Rachel Downs: Yes; Scott Walton: Yes; Amy Hart: Yes; Heather Lander: Yes; Linda Graban: Yes  
Vote: 8 Yes; 0 Opposed**

Motion by Linda Graban with a second by Heather Grass to extend the meeting past 8:30pm

Discussion: None

**Vote: 8 Approved; 0 Opposed**

Public session resumed at 9:24pm

**Adjournment:** At 9:25pm, a motion by Linda Graban with a second by Rachel Downs to adjourn the meeting.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,

Sheila Caldwell  
RSU 63 Interim Superintendent of Schools

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**Budget and Finance Committee Meeting  
November 5, 2025  
Holbrook Middle School**

**In Attendance:** Members – Cherie Faulkner, Rachel Downs, Heather Lander

**RSU 63 Staff in Attendance:** Sheila Caldwell, Interim Superintendent

**Members of the Public in Attendance:** Linda Graban and Heather Grass

**Call Meeting to Order:** 3:45pm

**Election of Officers:** Motion was made by Heather Lander to elect Cherie Faulkner as chair of Budget and Finance with a second by Cherie Faulkner. With a Unanimous Vote of Yes by all 3 committee members. Cherie Faulkner made a motion to elect Heather Lander as the Vice Chair of Budget and Finance with a second by Rachel Downs. Unanimous Vote of Yes by all 3 committee members.

**FY26 Financials:**

Warrant Summary - Discussion about Sped wages, oil costs, and legal costs and fees and why it was changed from Brann& Isaacson to Drummond & Woodsum and why our legal fees have exceeded the budget this early. Further discussion was made that if the board has questions on policies and board governance that MSMA should be contacted instead of legal as there is a yearly due that is paid for questions pertaining to the board. The recommendation was made to bring this to the attention of the board.

A Motion was made by Rachel Downs to change the agenda format to make 4. a discussion about the business manager opening and adjusting the number of the remaining agenda items to fall within the correct number sequence. A second was made by Cherie Faulkner with a unanimous Yes vote by the entire committee to adjust the agenda.

**Business Manager Opening:** Significant discussion took place on the importance of finding a qualified business manager to carry out the district's business. Interim Superintendent, Sheila Caldwell had a lengthy discussion and voiced her concerns and what she plans to do moving forward.

**Gloria MacKenzie Grant Options:**

ADA Compliance/School Safety and Security - Discussion took place on which area the grant is eligible for. The areas discussed were the entry way at Holbrook, changing the principal's office location, water filtration system at Eddington, school playground equipment, or safety and security. Following discussion by the committee and the Interim Superintendent, the committee thought it would be best used for security and safety measures such as adding additional security cameras to the Holbrook school. The committee recommended to bring this to the board.

Committee member Rachel Downs had to leave the meeting early due to work and left around 4:35pm.

**Paper Bid:** Discussion regarding cost and B & F recommends accepting the bid from CPG at \$39.20/case and this will delivered per pallet load.

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**Electricity Supply Quote:** The quotes were discussed and following discussion by the committee they recommend bringing the Constellation 36mth from Nov 25-28 quotes to the board at \$0.11/kwh

**Support Staff Salary:** Discussion about bringing the support staff to the level of 125% of minimum wage for academic support staff and 115% for non-academic support staff to reflect state law.

**FY27 Budget Process and Planning:** Discussion took place to table this as without a business manager this would be difficult to move forward. Will re-address this at the next budget meeting.

### **Facilities and transportation:**

**Bus Repair Update:** Discussion took place in regards to the bus repair that is currently happening and the cost was \$13,000, but it should not disrupt the current bus routes. It was also discussed by the Interim Superintendent to have an Ed Tech help transport a student on a bus. Discussion took place between the committee and the recommendation would be to inquire if a van would be available for transport of this student if this Staff member is able to be a Van Driver.

**Other F & T Issues:** It was brought to the attention of the committee that the roof above the Library at Holden continues to leak and that the Holden school needs a new AED machine. Holbrook school has a rotted drain pipe that needs to be addressed but will require the plumbers to drill a hole in the cement floor and use a camera to see where the problem is. The Interim Superintendent and Facilities Director are in communication to hopefully wait till summer to get this addressed. After discussion the committee recommended getting quotes for the roof and for the Holbrook drain and recommended moving forward with replacing the AED immediately.

### **Other:**

It was brought to the attention of the committee the need to get a scissor lift to assess the integrity of the rope swings at all three schools so the kids could utilize them again as they have to be inspected before they can be used. Discussion took place and the overall thought was to see if we could rent one for the day and do all three schools with one rental day.

**Next Meeting:** TBD

**Adjourned:** 5:24pm

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Policy Committee Meeting

Thursday 4/10/25

3:30pm

Present: Heather Lander Chair, Rachel Downs, Heather Grass, Jared Fulgoni, and Cheri Faulkner

1. Call to order 3:35
2. Policies for Review
  - a. AC - There was much discussion about this policy regarding discrimination and protected classes. It was discussed that the state law states that gender identity is still protected. It was also discussed that due to Presidential executive order it doesn't need to be included. It was pointed out that the US Department of Education still has sexual orientation and gender identity included in their discrimination act. The policy was reviewed and discussed extensively amongst the committee, and it was recommended to bring to the board to remove gender identity from Article I.
  - b. AC-R - no change
  - c. ACAA - The policy was reviewed and discussed extensively amongst the committee, and it was recommended to bring to the board to remove gender identity from the following the narrative and from 1A. remove gender identity
  - d. ACAA-R- remove title IX coordinator's name. The policy was reviewed and discussed extensively amongst the committee, and it was recommended to bring to the board to remove gender identity from the following gender identity in A1, remove all of #6, in #5 remove gender identity, #7 remove gender identity
  - e. ACAB - The policy was reviewed and discussed extensively amongst the committee, and it was recommended to bring to the board to remove gender identity from the following in the narrative and in the definitions
  - f. ACAB-R - The policy was reviewed and discussed extensively amongst the committee, and it was recommended to bring to the board to remove gender identity from the following all of section #6 "Gender identity"
  - g. JFBC - there was discussion about this policy. It was decided that the district will continue to pay tuition only for school choice. There is no change to the policy.
3. Policies for 3rd Review
  - a. GCBI - there was discussion in regards to our current evaluation process in how it is measured. The discussion was based on making the evaluation more objectively measurable instead of subjectively measured on a number scale. Instead focus the evaluation on achieving district goals that would be weighted more heavily and objectively measured for compensation and district improvement. However, more review of the current evaluation form and its rating scale would be needed by the board as a whole for a more proficient measurable evaluation.
4. Other - none
5. Next meeting: TBD
6. Adjourn - 4:54pm

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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 1<sup>st</sup> 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

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- 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.
  - 
  - • 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:
  - 1<sup>st</sup> A verbal warning.
  - 2<sup>nd</sup> Confiscation of the cell phone, smart watch, or other device for the remainder of the day.
  - 3<sup>rd</sup> For continued or repeated violations, a meeting with the student's parent/guardian may be required.

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- 4<sup>th</sup> 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 5<sup>th</sup> at 3:30pm pending sport schedules.
  8. Adjourn – 6:10pm

Sheila Caldwell, Superintendent  
November Curriculum / Superintendent Board Report

### Curriculum

Since transitioning to the role of Superintendent, I've resumed my monthly meetings with our district reps for HMH (ELA) and IReady (math and reading supplemental). I continue to learn ways to explore these curriculums to best support our staff who are doing an incredible job in year two of implementing these programs.

IReady has a Personalized Instruction component where students practice learning concepts on their own/at their academic level in both reading and math. We are seeing improved K-8 usage time in this resource in both contents as we move through the year.

MTSS and GT are off to a good start as the principals and I meet to ensure that district-wide we have a consistent, effective, and meaningful program to meet the needs of struggling learners and those who need more academic rigor.

The kindergarten teachers attended K for ME training, sponsored by the Maine DOE. This is an interdisciplinary program focused on the whole child, integrating literacy, social studies, science, arts, and social-emotional learning through developmentally appropriate play and activities. We met to debrief on their experience. Additionally, I sat in on a DOE sponsored discussion about a kindergarten enrollment assessment pilot program that one of our kindergarten teachers has been participating in for the past two years. I will continue to meet with the kindergarten teachers to learn more about both of these initiatives.

### Superintendent

In October, I attended the Superintendents Annual Conference in Augusta. I had a chance to network, attend learning sessions, and connect with two of our board members.

We have re-posted the central office positions of Business Manager and have offered the bookkeeper position to someone who accepted and will start in two weeks. The district's former business manager is working with us as a consultant to get things on track while we fill central office positions, and Shelley and I are managing well in the meantime. We are working with RHR Smith to reschedule the FY25 financial audit.

I have rescheduled the 2025 School Nutrition Program (CNP) Procurement and Administrative Review in absence of a food services manager which is part of the business manager role. We are working with the DOE's Child Nutrition Consultant to get organized for that and set a new date for their visit.

Policy Committee and Budget and Finance met since the last board meeting. Minutes of these meetings are included in the November Board Packets.

# Holbrook School

202 Kidder Hill Road

Holden, ME 04429

Michele Archambault, Acting Principal, AD [marchambault@rsu63.org](mailto:marchambault@rsu63.org)  
Sarah Estes, School Counselor [sestes@rsu63.org](mailto:sestes@rsu63.org)

# Office of the Principal

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## Principal's Report November 2025

Dear Members of the School Board,

It is with great pleasure that I submit this report on behalf of the students and staff of the Holbrook Middle School.

Holbrook has been a very busy place in late October and early November.

Lifetouch photography came back to Holbrook on Monday, October 27th and did picture retakes for students and staff. Students who were absent also had their pictures taken on this day for school records as well as the Holbrook yearbook.

Ms. Audra Whitney is the long term substitute teacher for Mrs. McCarthy. Her first day here at Holbrook she and the 8th grade students conducted a realistic Mock Election for all of Holbrook students and staff. It was wonderful to see the students learning how to register to vote, getting their ballots, and voting. Thank you to our outside visitors who came to participate that day as well.

Mrs. Brownell and the Math Team had their first math meet of the year and will have others later in the school year. Fantastic job done by all!

Trimester 1 will end on Friday, November 21st with students getting work finished up and turned in. Report cards will go out on Friday, December 5th to parents and students.

Mrs. Hutchins and Ms. Greenlaw are working behind the scenes on our Holbrook Sponsor A Child program. We have been able to run this program, for at least the past twenty years, with donations from community sponsors. Shoppers are then sent out with lists to buy clothes, toys, and essentials for students in our community.

The 8th graders will attend UTC on Wednesday, November 19th to learn about the programs that United Technology Center has to offer. We have many former Holbrook students who are enrolled at UTC in programs such as Law Enforcement, Mechanics, and Nursing.

Educators and students of the Holbrook Middle School are getting ready for the annual Chris Greeley Day of Service next Friday, November 21st. The students and staff will be participating in outdoor work around Holbrook, reading to Eddington students, math games with Holden students, creating posters for the food drives coming up, and indoor work around Holbrook. We very much look forward to this day each year!

Holbrook wraps up the month of November with half days of school on Monday, November 24th and Tuesday, November 25th. Parent Teacher Conferences will be taking place in the afternoons on those days from 1:00-6:00. We look forward to greeting parents/guardians and having time to sit and discuss our students.

Staff Updates: Holbrook School is looking for an Educational Technician III for Special Education as well as an 8th grade math/RTI/STEM teacher.

Athletics: It continues to be a busy time for athletics at the Holbrook Middle School. Soccer/Cross Country season has ended and basketball/chess season is ready to start. Students signed up for the teams they wanted to participate in for tryouts or to play chess. There was a Winter Sports meeting on Wednesday, November 12th to go over the season and expectations. Parents and students met with coaches to go over the season expectations. The Holbrook Basketball teams and Chess team have been practicing for the past two weeks with their first games vs Milford on the 17th. The Winter season is just starting with lots of practices to be had and games/meets to be played. We are very pleased to have Bonnie Clark with us to run the clocks for the home basketball games here at Holbrook.

Congratulations to Rachel Willett for winning fourth place in the Coles Land Transportation Museum essay contest. She had the honor of going to the museum on Veteran's Day and reading her essay to the attending crowd. The Veteran that she interviewed back in September was also in attendance while she read her essay. Rachel won a Kindle as a fourth place prize. We are very proud of her!

Student Population:

5th Grade – 43

6th Grade - 48

7th Grade - 42

8th Grade – 37

Respectfully submitted,

Michele R Archambault



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

Stephanie McLean, *principal* smclean@rsu63.org  
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Dawna Bickford, *school nurse* dbickford@rsu63.org

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Stephanie McLean, *principal* smclean@rsu63.org  
Heather Kiley, *secretary* hkiley@rsu63.org  
Dodie Smith, *social worker* dsmith@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

## Enrollment

**Eddington**  
PreK: 32  
K: 38  
1st: 28  
**Total: 98**

**Holden**  
2nd: 55  
3rd: 48  
4th: 52  
**Total: 155**

Dear Members of the School Board,

On October 15th, the Eddington School Library received a generous donation of eight books from Linda Pollard, a former employee and dedicated community reader. In addition, the Charleston Church kindly donated brand-new winter coats for families in our community to the Holden School.

In honor of Chris Greeley Day, Eddington and Holden Schools held a month-long food drive throughout November. Students and families generously donated food items, toiletries, cleaning products, baby supplies, and pet food. The outpouring of support from our community was incredible — so much so that we made multiple deliveries to CHEFS Pantry throughout the month. Final deliveries from both schools will be made on November 21. It was truly inspiring to see our school communities come together in support of such a meaningful cause.

Parent-teacher conferences will be held on November 24th and 25th from 1:00–6:00 p.m. at both Eddington and Holden. We are excited to welcome families into our schools to strengthen the connection between home and school. These conferences provide valuable opportunities to discuss each child’s academic progress, strengths, and areas for growth. Teachers have been preparing and are eager to meet with parents and share students’ successes.

We are also thrilled to be hosting the Scholastic Book Fair at both schools in December. Book fairs create excitement around books and reading while supporting our school libraries and classrooms.



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

Stephanie McLean, *principal* smclean@rsu63.org  
Kelly Smith, *secretary* kjsmith@rsu63.org  
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Stephanie McLean, *principal* smclean@rsu63.org  
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Dodie Smith, *social worker* dsmith@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

- Eddington: December 9–11
- Holden: December 13–17

Our Holiday Concerts are also coming up soon:

- Eddington: December 10 at 2:00 p.m.
- Holden: December 16 at 1:30 p.m.

Thank you for your continued support of our schools and the programs that make our community such a special place for students to learn and grow.

Sincerely,

Stephanie McLean

Principal



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

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

**Director of Special Services Report November 2025**

For the 2025-2026 school year, the Special Education Department is currently serving 222 students, broken down as follows:

<b>Individualized Education Plans (IEPS):</b>	127
<b>504s:</b>	86
<b>Currently in Referral Process:</b>	9
<b>Total Number of Students:</b>	222

<b>School/Level</b>	<b>IEPs</b>	<b>504s</b>
<b>High Schools:</b>	32	51
<b>Holbrook:</b>	38	17
<b>Holden:</b>	41	15
<b>Eddington:</b>	16	3

The month of November has been steady and productive across the Special Education Department. Our focus continues to be on strengthening Tier 1 instruction, providing appropriate supports aligned to student IEPs, meeting state compliance expectations, and ensuring smooth communication among staff, caregivers, and building teams.

Staffing & Recruitment: I am excited to report that we have offered the Special Education Life Skills Teacher position to Claire Warmuth, and she has accepted. Pending board approval, Claire will begin on December 1. She will work closely with Mrs. Bridgham to meet students, learn classroom programming, and become familiar with daily routines and support. I will be working with her on onboarding, IEP alignment, communication practices, and RSU 63 service-delivery structures. We continue advertising for two Special Education Ed Tech positions and are reviewing applications as they come in.



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

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CAP / State Compliance Work: I continue working with the Maine DOE on our Alternate Assessment Corrective Action Plan as we address the state's 1% participation threshold. Our district remains slightly above the allowable limit; current actions include:

- Enhanced IEP team guidance for participation decisions
- Staff training on eligibility criteria
- Alignment checks to ensure decisions match instructional levels and data

The DOE has been supportive, and we remain on track with all required deadlines.

CDS Collaboration: CDS is supporting the referrals we have initiated, and we are working together to ensure referral meetings are scheduled and held in a timely manner. We continue reviewing and determining the Least Restrictive Environment for several PreK students as needs evolve. Communication remains consistent as we collaborate to ensure early intervention pathways remain appropriate.

Professional Development & Staff Support: I continue providing individualized coaching to case managers, including assistance with IEP alignment, progress monitoring, and compliance documentation. The team is preparing for December IEP and evaluation deadlines, and we remain on pace for timely completion.

Student Services & Programming: Programming across all three schools remains stable and responsive. Teams are reviewing student goals and progress monitoring data in preparation for winter benchmark assessments. Collaboration continues to address behavioral needs, maintain communication with families, and support staff in delivering services with fidelity.

Upcoming Focus Areas: Continued hiring efforts, Finalization of December IEPs and evaluations, Preparations for mid-year transitions, Ongoing CAP implementation, Winter PD planning with administrators.

Respectfully Submitted,

Krista Vining-Means

Director of Special Services



George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** November 14, 2025  
**Re:** Monthly Report

---

I submit this report to the School Board of Directors for November 2025.

In an effort to improve efficiency and consistency in the way staff absences and substitute coverage is managed, RSU 63 has implemented a new automated substitute management system from EZ School Apps. This new substitute management system replaces the manual process previously used by building Principals to contact and confirm substitutes for open absences.

The new system streamlines several key functions of teacher absence and substitute coordination:

- **Automation:** Teachers can now enter absence requests directly into the system, which automatically notifies eligible substitutes of open positions.
- **Accessibility:** Substitutes can review and accept assignments through a mobile app or web browser providing real-time access and flexibility.
- **Efficiency:** This reduces the need for principals and administrative assistants to spend time calling or texting multiple substitutes for coverage.
- **Transparency and Data Tracking:** The software provides centralized records of teacher absences and substitute activity,

Implementation began in early November, starting with account setup for all teachers and substitutes with training for building principal and secretaries. Teachers and substitutes have been introduced to the system through step-by-step setup instructions and support from the Technology office.

The new substitute management system will go live on December 1<sup>st</sup> and represents a significant step forward in modernizing RSU 63's operations. By reducing manual administrative work and improving communication with substitutes, the district is enhancing both efficiency and reliability in daily staffing operations.

Respectfully submitted,

A handwritten signature in black ink, which appears to read 'George Cummings', is positioned below the text 'Respectfully submitted,'.

November 2025 Board Report  
Ryan Porter – Facilities/Maintenance Manager

**Holbrook:**

Waiting for a quote to see what needs to be done on to the floor drain in the kitchen for the 3 bay sink. Sunrise Glass came in to replace the broken glass window in the art room.

**Holden:**

Looking to start the roof repair over the library/teachers work room in the near future. Northstar Protection came by to give me a quote to install a smoke/heat detector in the boiler room as there is not one currently in the room. We had to order a new AED machine as the one here has some issues and it should be here shortly. Had new front tires replaced on the tractor. Circulator pump #3 not moving hot water. Mechanical Services came over and replaced the bad bushings and is working as it should.

**Eddington:**

Eddington gym had a water leak. Upon inspection I found that some shingles had blown off. I repaired the missing/bad shingles with new ones and leak has stopped. A vent pipe on the roof needed new roof tar around it. One of the ridge cap sections was missing a few shingles which I replaced.

Picking away at maintenance tasks.



**RSU 63 Department of Transportation**  
 202 Kidder Hill Road • Holden, ME 04429  
 (207) 561-9238

Zachary Chenier-Holcomb, Transportation Director • Zchenier@rsu63.org



# RSU 63 School Board Transportation Report

Prepared by: Zachary Chenier-Holcomb, Transportation Director

Date: November 2025

## Overview

The Transportation Department remains focused on providing safe, reliable, and efficient transportation for all RSU 63 students. Daily operations have continued smoothly, with ongoing attention to route efficiency, student safety, and communication with families and school staff.

## Operational Highlights

- ACE Committee: I have compiled data for the current bus routes and student ride times. Analyzed the impact of potential route changes and/or additional buses on student time spent on the bus.
- Policy and Procedure review: We are working to clarify behavior expectations for students while riding the bus and ensure that all procedures align with the RSU 63 Transportation Student Handbook and district-wide policies. This includes strengthening our reporting and documentation process for bus-related incidents and defining clear steps and communication protocols for drivers, administration, and families when behavior concerns arise.
- Maintenance & Safety: Bus 5 is currently at Forest Auto Body for body repairs, and Bus 4 is out of service due to brake issues and additional problems that were discovered during routine maintenance. Keith is working hard to keep our buses safe, maintained, and on the road.
- Training & Staff Development: Meeting with Drivers every 2 weeks to talk about issues arising and how we are handling them.
- Insurance Inspection: The Bus Barn inspection is being scheduled with MSMA.

## Fuel Usage Summary – October 2025

## Upcoming Priorities

Fuel Type	Gallons Used	Total Cost (\$)
Gasoline	1437.96	\$4144.93
Diesel	1148.55	\$4168.05
Totals	2586.51	\$8312.33

- Finalizing updates to the Bus Student Handbook and discipline procedures to present to the Policy Committee.
- Preparing fleet for winter readiness.

## Closing Remarks

The transportation department remains strong, organized, and focused on safety and consistency. The teamwork among drivers, mechanics, and administration continues to make a positive impact on our students' daily experience.

Respectfully submitted,

**Zachary Chenier-Holcomb**  
 Transportation Director, RSU 63

## RSU #63

- a. **NEPN/NSBA Code:** BDE
- b. **Title:** Committee Structure, Assignment, and Reporting
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 09/26/2022 RSU #63
- f. **Date Previously Approved:** 03/22/2021
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Policy Committee
- i. **Date Reviewed:** 09/12/2022 Policy Committee
- j. **References:** 1 M.R.S.A. § 401 et seq.
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) believes that standing committees can be useful to its decision-making process and in the transaction of Board business. The Board may establish such standing committees as it deems necessary to facilitate school unit governance and address ongoing school unit needs. A standing committee has only such authority as specified by the Board.

All standing committees will be comprised of less than a majority of the Board.

All standing committee meetings are open to the public except as provided by the Freedom of Access Law and the Municipal Public Employees Labor Relations Law.

### I. STANDING COMMITTEES:

- A. Standing RSU #63 Board Committees include, but are not limited to, Budget & Finance and Policy.
  - 1. Policy committee members will be appointed by the Board Chair following a request for volunteers. Representation of the three communities on each committee will be encouraged, but not required. Members will serve a minimum of one year or until their successors are appointed. No committee will consist of more than three (3) members; however, committees can designate alternates.
  - 2. Members of the Board may be assigned as Liaison's between the Board and the various high schools district students attend.
  - 3. A majority of the Board will elect the Budget & Finance Committee annually. There should be a member from each of the three (3) communities in the district unless it is in the best interest of the district to have more than one member from a single community. Members will serve a minimum of one year or until their successors are elected.
    - a. Warrant signature authority will be granted to two (2) members of the Budget & Finance Committee, with the Board Chair serving as an alternate. The remaining committee members will not have signature authority.

- II. All Standing Committees will elect a Committee Chair who is authorized to call such meetings as necessary to discharge committee functions. The Board Chair may assign a Committee Chair to each Standing Committee to serve until the first meeting when that committee will elect a permanent Chair. The Committee Chair must call a committee meeting following the request of two (2) or more committee members. Other members of the Board may attend committee meetings; however, they have no authority or responsibility. Committee members have no obligation to recognize Board members differently than other citizens attending.
- III. The Board Chair is an ex-officio member of all committees but is a non-voting member of any committee. The Superintendent is an ex-officio member of all committees. He/she may attend and participate but is a non-voting member of any committee.
- IV. The general function of a Standing Committee is to study, report, and make recommendations, when appropriate, to the full Board. The full Board will define the overall mission for each committee. Either the full Board or a committee may identify issues that require investigation. The scope of action and the authority to make decisions are allocated to the full Board.
- V. Each committee meeting agenda must be announced in advance, be open to the public, and the schedule provided to the Central Office. Whenever possible, committee agendas should be posted on the district website under the appropriate section heading. Each Committee Chair will ensure that meetings have minutes recorded that include a record of all votes taken. A copy of the minutes will be given to all members of the Board and the Superintendent. Committee reports can substitute for committee minutes as long as they include the results of any votes taken.
- VI. **Committee Responsibilities:**
  - A. The Budget & Finance Committee will supervise all district accounting and approve expenditures in accordance with legal requirements. The Committee Chair will coordinate with other Standing Committees on matters involving finance and perform such duties as the Board may assign. The Committees will work with the Superintendent, Business Manager, Transportation and Facilities Director, and other staff throughout the course of a fiscal year in agreed upon matters, and in the various stages of budget preparation each year by reviewing balances, estimated revenues, and requests for appropriations in each line item of the expenditure budget.
  - B. The Committee will perform on-going inspection and updating of district policies, utilizing the appropriate Committee or Department for assistance. Additionally, the Committee Chair will develop and share with the Superintendent and Department heads a fiscal year schedule for those policies identified for Annual Review.

All policies being submitted to the Board for review and approval will be posted on the district's website, at a minimum of forty-eight (48) hours prior to the scheduled Board meeting. Policies will be provided to the Teachers Association or Committee via the Superintendent. Requested changes/corrections will be returned to the Policy Committee Chair for review and subsequent inclusion, if needed.

- C. High School Liaison's for the Board will endeavor to represent RSU #63 at Board of Director meetings of major receiving high schools whenever possible. Minutes of meetings of major district receivers will be included in RSU #63 Board Packets and archived.
  - D. Technology and Curriculum Committees are delegated to appropriate administrators via the Superintendent. These committee meetings, and their agendas, will be scheduled and published in advance via notification to Board members and others, who will be welcome to attend and participate as they may desire.
    - 1. The Curriculum Committee will review all educational policies; work with staff on curriculum development and revision; student assessment testing results; review feedback from high school administrators and freshmen surveys regarding eighth-grade preparedness for high school; and assume various educational duties, which may be assigned by the Board.
    - 2. The Technology Committee is responsible for annually reviewing and proposing revisions to the various District technology policies along with evaluating and updating the District's Technology Plan. The committee also reviews proposals for new technology initiatives and develops strategies to improve the use of technology in RSU #63.
- VII. Any member of a committee who is unable to attend a committee meeting will attempt to contact the Chair of that committee.







Jessica Knights <jknights@rsu63.org>

**Electricity Supply pricing from MPO/Constellation for RSU 63; 7 accounts - 10/30/2025**

Cloutier, Michael J: (Constellation) <Michael.Cloutier@constellation.com>

Thu, Oct 30, 2025 at 11:48 AM

To: Jessica Knights <jknights@rsu63.org>

Cc: Rexford Tychan <rtychan@mainepoweroptions.org>, "Chan, Jason C: (Constellation)" <Jason.Chan@constellation.com>

Hi Jessica,

Following up on my prior email with current pricing for your review. The 12 month is unchanged, but the longer terms are up a little from last pricing. The market at this time of year tends to be more volatile and can react rather quickly to any of the market influences (weather, natural gas production, tariffs, etc...). Prices quoted are generally valid until 5pm the day they are quoted.

Let me know if you have any questions. Thank you.

Mike

**10/30/2025 Pricing**

**Product: Fixed Price – All Inclusive**

**Bandwidth: 100%** (whatever goes through you meter is charged the contract rate, no matter if it is higher or lower than historical)

**Billing Type:** Rate Ready (utility billed with our supply rate)

**Start Date:** *November 2025 meter read start*

***7 Accounts***

Offer #: OF-0001091667

12 months, November 2025 – November 2026 = \$ 0.10940/kWh

24 months, November 2025 – November 2027 = \$ 0.11060/kWh

36 months, November 2025 – November 2028 = \$ 0.11070/kWh

<b>Account #</b>	<b>Start Date</b>	<b>Service Address</b>
10051838	11/16/2025	440 Main Rd. Eddington Elementary School, Eddington, ME 04428
10051841	11/13/2025	Main St, Eddington, ME 04428
10076092	12/02/2025	Streetlights, Holden, ME 04429
10113857	11/13/2025	Main Rd, Holden, ME 04429

10113867	11/24/2025	<a href="#">202 KIDDER HILL RD, HOLDEN, ME 04429</a>
10113868	11/25/2025	590 Main Rd. Holden Elementary School, Holden, ME 04429
10642848	11/24/2025	153 Main Rd., Lot 2, Holden, ME 04429

Michael J Cloutier

Senior Business Development Manager



55 King Rd.

Bedford NH 03110

Mobile: 603 566 5944

Office: 207 520 2007

[michael.cloutier@constellation.com](mailto:michael.cloutier@constellation.com) | [www.constellationenergy.com](http://www.constellationenergy.com)

In addition to selling Power, **Constellation offers a full suite of Energy Related Services:**

- Could you implement Energy Efficiency upgrades at no upfront cost? [click here to learn more](#)
- Need to manage your Energy Footprint, Costs, and Sustainability Metrics easily? [click here to learn more](#)
- Questions about Sustainability but don't know where to start? [click here to learn more](#)

*America's Leading Clean Energy Company*



**From:** Cloutier, Michael J: (Constellation)

**Sent:** Wednesday, October 22, 2025 3:24 PM

**To:** Jessica Knights <[jknights@rsu63.org](mailto:jknights@rsu63.org)>

**Cc:** Rexford Tychan <[rtychan@mainepoweroptions.org](mailto:rtychan@mainepoweroptions.org)>; Chan, Jason C: (Constellation) <[Jason.Chan@constellation.com](mailto:Jason.Chan@constellation.com)>

**Subject:** Electricity Supply pricing from MPO/Constellation for RSU 63; 7 accounts - 10/22/2024

Hi Jessica,

On behalf of MPO and Constellation, below is current electricity supply pricing based on your November 2025 meter read start. Attached is a pdf of all the components that make up your electricity supply pricing in the State of Maine. It is important to note that all components are included and fixed in the quote below and are not subject to change during the term of the agreement. I've also attached a recent energy market update that provides some additional information around all the factors the drive the New England energy market. Below is an account list with the expected start dates.

Prices quoted are generally valid until 5pm the day they are quoted as the market does move up and down from day to day. Let me know if you have any time available tomorrow and we can review in more detail. Thank you.

Mike

**10/22/2025 Pricing**

-

**Product: Fixed Price – All Inclusive**

**Bandwidth: 100%** (whatever goes through you meter is charged the contract rate, no matter if it is higher or lower than historical)

**Billing Type:** Rate Ready (utility billed with our supply rate)

**Start Date:** **November 2025 meter read start**

**7 Accounts**

Offer #: OF-0001091667

12 months, November 2025 – November 2026 = \$ 0.10940/kWh

24 months, November 2025 – November 2027 = \$ 0.10980/kWh

36 months, November 2025 – November 2028 = \$ 0.11060/kWh

<b>Account #</b>	<b>Start Date</b>	<b>Service Address</b>
10051838	11/16/2025	440 Main Rd. Eddington Elementary School, Eddington, ME 04428
10051841	11/13/2025	Main St, Eddington, ME 04428
10076092	12/02/2025	Streetlights, Holden, ME 04429
10113857	11/13/2025	Main Rd, Holden, ME 04429
10113867	11/24/2025	<a href="#">202 KIDDER HILL RD, HOLDEN, ME 04429</a>
10113868	11/25/2025	590 Main Rd. Holden Elementary School, Holden, ME 04429
10642848	11/24/2025	153 Main Rd., Lot 2, Holden, ME 04429

Michael J Cloutier

Senior Business Development Manager



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- Questions about Sustainability but don't know where to start? [click here to learn more](#)

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	<u>AA CO</u>	2025	2026		<u>AA SPEC</u>	2025	2026		<u>School Secretary</u>	2025	2026		<u>Bookkeeper</u>	2025	2026
	Step 0	\$ 18.50	\$ 19.25		Step 0	\$ 18.00	\$ 18.72		Step 0	\$ 17.50	\$ 18.20		Step 0	\$ 20.00	\$ 20.80
	1	\$ 18.87	\$ 19.60		1	\$ 18.36	\$ 19.09		1	\$ 17.85	\$ 18.56		1	\$ 20.40	\$ 21.22
	2	\$ 19.25	\$ 20.00		2	\$ 18.73	\$ 19.48		2	\$ 18.21	\$ 18.94		2	\$ 20.81	\$ 21.64
	3	\$ 19.63	\$ 20.40		3	\$ 19.10	\$ 19.86		3	\$ 18.57	\$ 19.31		3	\$ 21.22	\$ 22.07
	4	\$ 20.02	\$ 20.80		4	\$ 19.48	\$ 20.26		4	\$ 18.94	\$ 19.70		4	\$ 21.65	\$ 22.52
	5	\$ 20.43	\$ 21.25		5	\$ 19.87	\$ 20.66		5	\$ 19.32	\$ 20.09		5	\$ 22.08	\$ 22.96
	6	\$ 20.83	\$ 21.66		6	\$ 20.27	\$ 21.08		6	\$ 19.71	\$ 20.50		6	\$ 22.52	\$ 23.42
	7	\$ 21.25	\$ 22.10		7	\$ 20.68	\$ 21.51		7	\$ 20.10	\$ 20.90		7	\$ 22.97	\$ 23.89
	8	\$ 21.68	\$ 22.55		8	\$ 21.09	\$ 21.93		8	\$ 20.50	\$ 21.32		8	\$ 23.43	\$ 24.37
	9	\$ 22.11	\$ 23.00		9	\$ 21.51	\$ 22.37		9	\$ 20.91	\$ 21.75		9	\$ 23.90	\$ 24.86
	10	\$ 22.55	\$ 23.45		10	\$ 21.94	\$ 22.82		10	\$ 21.33	\$ 22.18		10	\$ 24.38	\$ 25.36
	11	\$ 23.00	\$ 23.90		11	\$ 22.38	\$ 23.28		11	\$ 21.76	\$ 22.63		11	\$ 24.87	\$ 25.86
	12	\$ 23.46	\$ 24.40		12	\$ 22.83	\$ 23.74		12	\$ 22.19	\$ 23.08		12	\$ 25.36	\$ 26.37
	13	\$ 23.93	\$ 24.89		13	\$ 23.28	\$ 24.21		13	\$ 22.64	\$ 23.55		13	\$ 25.87	\$ 26.90
	14	\$ 24.41	\$ 25.39		14	\$ 23.75	\$ 24.70		14	\$ 23.09	\$ 24.01		14	\$ 26.39	\$ 27.45
	15	\$ 24.90	\$ 25.90		15	\$ 24.23	\$ 25.20		15	\$ 23.55	\$ 24.49		15	\$ 26.92	\$ 28.00
	16+	\$ 25.60	\$ 26.60		16+	\$ 24.88	\$ 25.88		16+	\$ 24.30	\$ 25.27		16+	\$ 27.45	\$ 28.55
	<u>Cust</u>	2025	2026		<u>Bus</u>	2025	2026		<u>Van</u>	2025	2026		<u>Daily Sub</u>	2025	2026
	Step 0	\$ 16.75	\$ 17.84		Step 0	\$19.50	\$ 20.25		Step 0	\$ 16.00	\$ 16.50			\$ 115.00	\$ 120.00
	1	\$ 17.09	\$ 18.14		1	\$19.50	\$ 20.25		1	\$ 16.30	\$ 16.91				
	2	\$ 17.43	\$ 18.44		2	\$19.50	\$ 20.25		2	\$ 16.60	\$ 17.34				
	3	\$ 17.78	\$ 18.74		3	\$20.25	\$ 21.00		3	\$ 16.90	\$ 17.77				
	4	\$ 18.13	\$ 19.04		4	\$20.25	\$ 21.00		4	\$ 17.20	\$ 18.21				
	5	\$ 18.49	\$ 19.34		5	\$20.25	\$ 21.00		5	\$ 17.50	\$ 18.67				
	6	\$ 18.86	\$ 19.64		6	\$21.50	\$ 22.35		6	\$ 17.80	\$ 19.13				
	7	\$ 19.24	\$ 19.94		7	\$21.50	\$ 22.35		7	\$ 18.10	\$ 19.61				
	8	\$ 19.63	\$ 20.24		8	\$21.50	\$ 22.35		8	\$ 18.40	\$ 20.10				
	9	\$ 19.97	\$ 20.54		9	\$22.00	\$ 22.80		9	\$ 18.70	\$ 20.61				
	10	\$ 20.32	\$ 20.89		10	\$22.00	\$ 22.80		10	\$ 19.00	\$ 21.12				
	11	\$ 20.67	\$ 21.24		11	\$22.00	\$ 22.80		11	\$ 19.30	\$ 21.65				
	12	\$ 21.04	\$ 21.59		12	\$22.50	\$ 23.50		12	\$ 19.60	\$ 22.19				
	13	\$ 21.46	\$ 21.94		13	\$22.50	\$ 23.50		13	\$ 19.90	\$ 22.75				
	14	\$ 21.89	\$ 22.29		14	\$23.00	\$ 24.00		14	\$ 20.20	\$ 23.31				
	15	\$ 22.32	\$ 22.64		15	\$23.00	\$ 24.00		15	\$ 20.50	\$ 23.90				
	16	\$ 22.92	\$ 23.14		16	\$24.00	\$ 25.50		16	\$ 21.00	\$ 24.50				

**§4016. Minimum hourly wage for educational technicians and other school support staff**

**1. Definitions.** As used in this section, unless the context otherwise indicates, the following terms have the following meanings.

A. "Educational technician" has the same meaning as in section 13001-A, subsection 8. [PL 2023, c. 643, Pt. G, §1 (NEW).]

B. "Other school support staff" means a public school employee who is not an educational technician and who is paid on an hourly basis. [PL 2023, c. 643, Pt. G, §1 (NEW).]  
[PL 2023, c. 643, Pt. G, §1 (NEW).]

**2. Minimum hourly wage.** Except as provided in subsection 3, for the school year starting after June 30, 2025 and for each subsequent school year, the minimum hourly wage for educational technicians is equal to 125% of the minimum hourly wage established in Title 26, section 664, subsection 1 and the minimum hourly wage for other school support staff is equal to 115% of the minimum hourly wage established in Title 26, section 664, subsection 1.  
[PL 2023, c. 643, Pt. G, §1 (NEW).]

**3. Wage increases.** If, pursuant to the requirements of Title 26, section 664, subsection 1, the minimum hourly wage is increased on January 1st of any year, the minimum hourly wage for educational technicians and other school support staff is increased beginning July 1st of the same year in an amount equal to 125% of the increased minimum hourly wage under Title 26, section 664, subsection 1 for educational technicians and in an amount equal to 115% of the increased minimum hourly wage under Title 26, section 664, subsection 1 for other school support staff.  
[PL 2023, c. 643, Pt. G, §1 (NEW).]

**SECTION HISTORY**

PL 2023, c. 643, Pt. G, §1 (NEW).

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**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:** \_\_\_\_\_ **Superintendent**  
\_\_\_\_\_ **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:** \_\_\_\_\_ **Superintendent**  
\_\_\_\_\_ **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 120-day 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:** **NEW**  
g. **Policy Expiration:** **Review as Needed**  
h. **Responsible for Review:** **Policy Committee**  
i. **Date Reviewed:** \_\_\_\_\_ **Policy Committee**  
\_\_\_\_\_ **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.

**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:** \_\_\_\_\_ **Superintendent**  
\_\_\_\_\_ **Policy Committee**
- j. **References:**  
**Legal References: 26 MRSA § 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.

- 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.

**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:**
- f. **Date Previously Approved:** NEW RSU #63
- g. **Policy Expiration:** Review as Needed
- h. **Date Reviewed:** \_\_\_\_\_ Policy Committee  
\_\_\_\_\_ Superintendent
- i. **Responsible for Review:** Superintendent /Policy Committee
- 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

**l. 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, or 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. Cell phones, smart watches, and other PED’s may be used during bus transportation.~~
  - E. 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.