

**RSU 63 Board of Directors
Monday, August 24, 2026
6:30pm
Holbrook Elementary School
Agenda**

Call Meeting to Order

Flag Salute/Moment of Silence

Approval of Minutes

1. Board Meeting, July 27, 2026
2. Budget & Finance, April 16, 2026
3. Budget & Finance, July 27, 2026
4. Policy, April 9, 2026

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

Acceptance of Gifts/Donations

1. \$100 from a resident

Presentation

Questions and Comments from the Public

Dates of Next Meetings

1. **School Board Meeting:** Sept 28, 2026 at 6:30pm, Holden Elementary School
2. **Policy Committee Meeting:** TBD
3. **Budget & Finance Committee Meeting:** Sept 22, 2026 at 4:30pm, Holbrook Library Conference Room
4. **School Closure Hearing Meeting:** September 28, 2026 at 5:30pm, Holden Elementary

Budget and Finance

Superintendent's & Administrators' Monthly Report

Acceptance of Committees' Minutes, Administrative Reports, and Superintendent's Report

Old Business

1. Eddington School Closure Update
 - a. School Closure Referendum for November 3, 2026 Election
2. Holden PFAS Water Remediation Update
3. Holden Boiler Replacement Update
4. Policy for the board first read
 - a. GCBI – *(Required)* Annual Evaluation of the Superintendent (CBI MSMA)
 - b. BEDH – *(Required)* Public Participation at Meetings (both)

c. JLF – (Required) Reporting Child Abuse and Neglect

New Business

1. Delegate Assembly Fall Conference
2. Transportation: Sale of items

Personnel Actions

1. Resignations/Retirements

Resignation: Christina Morneault, Education Technician II, Effective August 5, 2026

Resignation: Claire Warmuth, Special Education Teacher – Life Skills, Effective August 3, 2026

2. Elections

Nicholas Ranco – Grade 5-6 Science Teacher, Holbrook Middle School

Miah Ireland – Art Teacher Eddington & Holden Elementary

3. Appointments

Julianna Page – District Nurse

Melissa Ruggiero – Administrative Assistant to the Superintendent, Central Office

Richard Graves – Custodian, Eddington Elementary School

Thomas O'Meara – Custodian, Holden Elementary

Gabe Nason – Education Tech I, Eddington Elementary

Kimberly LaPlant – Education Tech III

Linda Taylor-Williams - Education Tech III, Holden Elementary & Holbrook MS

4. Reassignments

5. Searches

Special Education Teacher, Life Skills (Grades 2-4)

Music Teacher (.06 FTE with Potential for Full Time)

Education Technician I x5 (2 Eddington, 2 Holden, 1 Holbrook)

School Bus Driver – (3 Open Positions)

Substitute Teacher

Cheering Coach

Girls' "A" Team Soccer Coach

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*

RSU #63 Board of Directors Meeting Minutes

Date: Monday, June 22, 2026

Time: 6:30pm

Location: Holden Elementary School

Call Meeting to Order

The meeting was called to order by Superintendent Sheila Caldwell at 6:01pm

Board Members Present:

-Town of Holden: Julianna Prentiss, Jack Turcotte, Patrick Healy

-Town of Clifton: Jamie Youngblood

-Town of Eddington: Rachel Downs, Whitney Gould-Cookson

Board Members Not Present:

-Town of Holden: Chip Haskell (excused)

-Town of Eddington: Brittany Wood (unexcused)

Others Present:

-Superintendent: Sheila Caldwell

A quorum was confirmed.

Agenda Additions

Motion: Superintendent Caldwell called for a motion to add three items to the agenda; Appointment of Budget & Finance Committee Members, Certification of June Referendum Results and Authorization for Superintendent to hire in the months of July and August. Motion to add the appointment of the Budget & Finance Committee Members to the agenda was seconded by Jack Turcotte. The motion to add the Certification of June Referendum Results to the agenda was seconded by Jamie Youngblood. The motion to add the Authorization for the Superintendent to hire in the months of July & August was seconded by Whitney Gould-Cookson.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Welcome Newly Elected & Re-Elected Board Members

Superintendent Caldwell welcomed newly elected board member Patrick Healy from the Town of Holden.

Election of RSU 63 School Board Chair

Motion: A motion was made by Julianna Prentiss to elect Rachel Downs as the School Board Chair.

Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 School Board Vice Chair

Motion: A motion was made by Patrick Healy to elect Julianna Prentiss as the School Board Vice Chair.

Motion was seconded by Whitney Gould-Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 Warrant Officers

Motion: A motion was made by Julianna Prentiss to elect Julianna Prentiss and Jack Turcotte as Warrant Officers. Motion was seconded by Whitney Gould-Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 Budget & Finance Committee Members

Motion: A motion was made by Julianna Prentiss to elect Jamie Youngblood, Jack Turcotte and Julianna Prentiss to the Budget and Finance Committee. Motion was seconded by Whitney Gould Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Appointment of RSU 63 Policy Committee Member

Julianna Prentiss appointed Chip Haskell, Patrick Healy and Whitney Gould-Cookson to the Policy Committee.

Approval of Minutes

Motion: A motion was made by Jamie Youngblood to approve the May 18, 2026 Board Meeting Minutes as written. Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 4 approved; 0 opposed; Julianna Prentiss and Patrick Healy abstained due to absence on May 18th; 2 absent; motion passed

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

There was none.

Acceptance of Gifts/Donations

Rachel Downs acknowledged the following donations, giving thanks to the Seminary Hill Daylight Lodge #220 for their donation.

1. Seminary Hill Daylight Lodge #220: \$3,650.00 donation for the school snack program

Presentation

Superintendent Sheila Caldwell acknowledged Teacher Kayla Ouellette and the book Holden students illustrated called "Welcome to Holden Elementary; A Guide for New Students." The book is on display in the Holden Library.

Questions and Comments from the Public

There was none.

Dates of Next Meetings

1. **School Board Meeting:** The School Board will recess until August. The next meeting will be held August 24th at 6:30pm, Holbrook Middle School
2. **Policy Committee Meeting:** TBD
3. **Budget & Finance Committee Meeting:** TBD

Budget and Finance

There was no report.

Superintendent's & Administrator's Monthly Report

Superintendent Sheila Caldwell introduced the new Business Manager, Stephenie MacLagan.

Acceptance of Committees' Minutes, Administrative Reports, and Superintendent's Report

Motion: A motion was made by Julianna Prentiss to accept the Committees' Minutes, Administrative Reports and the Superintendent's Report as written. Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Old Business

1. Eddington School Closure Update: Superintendent Sheila Caldwell noted that State accepted the Lack of Need and Cost Analysis Reports. The District will proceed with the next steps. The Closure will be on each of the cities November ballot.
2. Holden PFAS Water Remediation Update: Haley Ward submitted to the Drinking Water Program on June 8th. They have 30 days to review.
3. Holden Boiler Replacement Update: Contract is signed but contingent upon budget passing. Work has not started.

New Business

1. Certification of the Referendum Results for the RSU 63 FY27 School Budget

Motion: A motion was made by Julianna Prentiss to accept the Computation and Declaration of Votes for the RSU 63 2026-2027 Budget, dated and attached here to and it is hereby approved (Attachment A). Furthermore, that the Computation and Declaration of Votes be entered upon the records of the District. Furthermore, that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within the District. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Personnel Actions

Superintendent Sheila Caldwell acknowledged the following personnel actions:

1. Resignations/Retirements
 - a. Resignation: Sarah Maxsimic, Second Grade Teacher, Effective at end of 2025-2026 Summer School Year
 - b. Resignation: Cassidy Seip, 5/6 Grade ELA, Effective at end of 2025-2026 School Year
 - c. Resignation: Jillian Tweedie, Education Technician 1, Effective at end of 2025-2026 School Year
 - d. Resignation: Mary Beth Churchill, Special Education Technician 1, Effective at end of 2025-2026 School Year
 - e. Resignation: Mindy Bryner, Bus Driver, Effective at end of 2025-2026 School Year
 - f. Resignation: Carrie Schwabenbauer, Administrative Assistant to the Superintendent, Effective June 12, 2026
 - g. Resignation: H. William Bradley, Music/Chorus Teacher (0.6 FTE), Effective at end of 2025-2026 School Year.
2. Elections
 - a. **Julianna Page – Registered School Nurse**
Motion: A motion was made by Julianna Prentiss to elect Julianna Page as the Registered School Nurse. Motion was seconded by Patrick Healy.
Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

b. Courtney Deprez – Grade 5/6 ELA Teacher

Motion: A motion was made by Whitney Gould-Cookson to elect Courtney Deprez as the 5/6 ELA Teacher. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

c. Matthew Zavaldia – Elementary Schools Principal

Motion: A motion was made by Julianna Prentiss to elect Matthew Zavaldia as Elementary Schools Principal. Motion was seconded by Whitney Gould-Cookson.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

3. Appointments

- a. Camren Barker, Holden Night Custodian
- b. Stephenie MacLagan, Business Manager
- c. Nicole Kavin, Enrichment/Library Ed Tech III, Eddington Elementary

4. Reassignments

- a. Ashley Perry – Grade 4 Teacher to STEM/RTI Teacher
- b. Julia Poland – Grade 1 teacher to 5/6 Social Studies Teacher
- c. Kayla Ouellette – Ed Tech III/RTI to Grade 4 Teacher
- d. Haley Saucier – Title I/ELL to Grade 1 Teacher
- e. Gracey Malm – Ed Tech III/Math Support to Title 1 (0.5 FTE) / Interventionist (0.5 FTE) Teacher

5. Searches

- a. Title 1 (0.5 FTE) / Reading Recovery (0.5) Teacher
- b. Art Teacher
- c. Grade 5/6 ELA Teacher
- d. Enrichment/Library Ed Tech III (0.5 FTE)
- e. Enrichment/RTI Ed Tech III
- f. Ed Tech I – Special Education
- g. Ed Tech III – Special Education
- h. Ed Tech II or III – Special Education (2 Open Positions)
- i. Ed Tech II or III – Special Education (2 Open Positions)
- j. Boys “A” Soccer Coach
- k. Elementary Schools Principal (Eddington & Holden)
- l. Business Manager
- m. Administrative Assistant to the Superintendent
- n. Day Custodian (2 Open Positions) (Holden & Eddington)
- o. Speech Language Pathologist (District)
- p. Bus Drivers (3 Open Positions)
- q. Spare Van Driver
- r. Spare Bus Drivers

Authorization for Superintendent to Hire in Months of July and August

Motion: A motion was made by Julianna Prentiss to authorize Superintendent Sheila Caldwell to hire new staff (administrative, teachers and support staff) during the months of July and August. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Adjournment

Motion: Rachel Downs called for a motion to adjourn the meeting at 6:58pm. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Respectfully Submitted,

Sheila Caldwell
Superintendent

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

DRAFT

RSU 63
Budget & Finance Committee Meeting Minutes
July 27, 2026
Library Conference Room, Holbrook Middle School
4:30pm

Committee Members: Jack Turcotte, Julianna Prentiss,, Jamie Youngblood

Superintendent: Sheila Caldwell

Business Manager: Stephanie MacLagan

Bookkeeper: Mindy Perry

The meeting was called to order at 4:30pm

In attendance: Jack Turcotte, Julianna Prentiss, Jamie Youngblood, Sheila Caldwell, Stephanie MacLagan and Mindy Perry

Election of Officers: Julianna motioned to nominate Jack as Chair. Jamie seconded. The vote was unanimous.

We approved April 16th, 2026 Minutes

FY26 Financials: Discussed the FY26 documents and which reports are best for these meetings. It was determined to include a different financial report in the packet (which was emailed to the committee the following day). The Superintendent explained that the finance team is paying invoices from FY26 as well as for FY27, and they will close out FY26 when all bills are paid for the year.

FY27 was reviewed with a brief discussion.

FY25 Audit: The Superintendent shared that the state granted a December 2026 e RHR Smith is finalizing the letter and findings report for the RSU63 FY25 audit. Once completed, RHR Smith sends it to their internal review department before it gets sent to the district. Jack asked that we bring these documents to the B&F committee when they become available.

1. Other: Three items were discussed

- a. CNP and discussion of potentially hiring an hourly person to assist with the Kitchen Manager responsibilities and that doing so would create a deficit because it was not**

budgeted for this year. People thought that an hourly rate equivalent to the school secretary's pay scale was fair for this administrative work.

- b. Stephenie shared that she will attend the August 18th CNP Bootcamp.
- c. The Superintendent informed the committee that a teacher has been placed on paid administrative leave indefinitely (\$50k salary plus benefits), and the potential need for a long term sub to fill the role.
- d. The Superintendent shared with the committee that we most likely did not budget enough for legal costs as we are dealing with a current unexpected situation and looking ahead to the school closure process. Jack suggested that we go over on that line item rather than transfer funds so that we get an accurate assessment of this expense.

Next meeting date/time: Future Meetings: in the packet was a draft of future meetings to be held on Tuesdays each month at 4:30. We agreed that some months may need to be rescheduled. And, that we won't hold a meeting if we don't need to on any given month.

Adjourn - 5:50pm

RSU #63 Board of Directors Meeting Minutes

Date: Monday, June 22, 2026

Time: 6:30pm

Location: Holden Elementary School

Call Meeting to Order

The meeting was called to order by Superintendent Sheila Caldwell at 6:01pm

Board Members Present:

-Town of Holden: Julianna Prentiss, Jack Turcotte, Patrick Healy

-Town of Clifton: Jamie Youngblood

-Town of Eddington: Rachel Downs, Whitney Gould-Cookson

Board Members Not Present:

-Town of Holden: Chip Haskell (excused)

-Town of Eddington: Brittany Wood (unexcused)

Others Present:

-Superintendent: Sheila Caldwell

A quorum was confirmed.

Agenda Additions

Motion: Superintendent Caldwell called for a motion to add three items to the agenda; Appointment of Budget & Finance Committee Members, Certification of June Referendum Results and Authorization for Superintendent to hire in the months of July and August. Motion to add the appointment of the Budget & Finance Committee Members to the agenda was seconded by Jack Turcotte. The motion to add the Certification of June Referendum Results to the agenda was seconded by Jamie Youngblood. The motion to add the Authorization for the Superintendent to hire in the months of July & August was seconded by Whitney Gould-Cookson.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Welcome Newly Elected & Re-Elected Board Members

Superintendent Caldwell welcomed newly elected board member Patrick Healy from the Town of Holden.

Election of RSU 63 School Board Chair

Motion: A motion was made by Julianna Prentiss to elect Rachel Downs as the School Board Chair.

Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 School Board Vice Chair

Motion: A motion was made by Patrick Healy to elect Julianna Prentiss and the School Board Vice Chair.

Motion was seconded by Whitney Gould-Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 Warrant Officers

Motion: A motion was made by Julianna Prentiss to elect Julianna Prentiss and Jack Turcotte as Warrant Officers. Motion was seconded by Whitney Gould-Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Election of RSU 63 Budget & Finance Committee Members

Motion: A motion was made by Julianna Prentiss to elect Jamie Youngblood, Jack Turcotte and Julianna Prentiss to the Budget and Finance Committee. Motion was seconded by Whitney Gould Cookson

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Appointment of RSU 63 Policy Committee Member

Julianna Prentiss appointed Chip Haskell, Patrick Healy and Whitney Gould-Cookson to the Policy Committee.

Approval of Minutes

Motion: A motion was made by Jamie Youngblood to approve the May 18, 2026 Board Meeting Minutes as written. Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 4 approved; 0 opposed; Julianna Prentiss and Patrick Healy abstained due to absence on May 18th; 2 absent; motion passed

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

There was none.

Acceptance of Gifts/Donations

Rachel Downs acknowledged the following donations, giving thanks to the Seminary Hill Daylight Lodge #220 for their donation.

1. Seminary Hill Daylight Lodge #220: \$3,650.00 donation for the school snack program

Presentation

Superintendent Sheila Caldwell acknowledged Teacher Kayla Ouellette and the book Holden students illustrated called "Welcome to Holden Elementary; A Guide for New Students." The book is on display in the Holden Library.

Questions and Comments from the Public

There was none.

Dates of Next Meetings

1. **School Board Meeting:** The School Board will recess until August. The next meeting will be held August 24th at 6:30pm, Holbrook Middle School
2. **Policy Committee Meeting:** TBD
3. **Budget & Finance Committee Meeting:** TBD

Budget and Finance

There was no report.

Superintendent's & Administrator's Monthly Report

Superintendent Sheila Caldwell introduced the new Business Manager, Stephenie MacLagan.

Acceptance of Committees' Minutes, Administrative Reports, and Superintendent's Report

Motion: A motion was made by Julianna Prentiss to accept the Committees' Minutes, Administrative Reports and the Superintendent's Report as written. Motion was seconded by Jack Turcotte.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Old Business

1. Eddington School Closure Update: Superintendent Sheila Caldwell noted that State accepted the Lack of Need and Cost Analysis Reports. The District will proceed with the next steps. The Closure will be on each of the cities November ballot.
2. Holden PFAS Water Remediation Update: Haley Ward submitted to the Drinking Water Program on June 8th. They have 30 days to review.
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Discussion: There was none.

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 - a. **Julianna Page – Registered School Nurse**
Motion: A motion was made by Julianna Prentiss to elect Julianna Page as the Registered School Nurse. Motion was seconded by Patrick Healy.
Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

b. Courtney Deprez – Grade 5/6 ELA Teacher

Motion: A motion was made by Whitney Gould-Cookson to elect Courtney Deprez as the 5/6 ELA Teacher. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

c. Matthew Zavalda – Elementary Schools Principal

Motion: A motion was made by Julianna Prentiss to elect Matthew Zavalda as Elementary Schools Principal. Motion was seconded by Whitney Gould-Cookson.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

3. Appointments

- a. Camren Barker, Holden Night Custodian
- b. Stephenie MacLagan, Business Manager
- c. Nicole Kavin, Enrichment/Library Ed Tech III, Eddington Elementary

4. Reassignments

- a. Ashley Perry – Grade 4 Teacher to STEM/RTI Teacher
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Authorization for Superintendent to Hire in Months of July and August

Motion: A motion was made by Julianna Prentiss to authorize Superintendent Sheila Caldwell to hire new staff (administrative, teachers and support staff) during the months of July and August. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Adjournment

Motion: Rachel Downs called for a motion to adjourn the meeting at 6:58pm. Motion was seconded by Jamie Youngblood.

Discussion: There was none.

Vote: 6 approved; 0 opposed; 2 absent; motion passed

Respectfully Submitted,

Sheila Caldwell
Superintendent

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DRAFT

RSU 63
Budget & Finance Committee Meeting Minutes
April 16, 2026
4:30 pm

Committee Members Present: Jamie Youngblood and Rachel Downs
Others Present: Sheila Caldwell, Mindy Perry, Ali Alnasif

1. Call to Order – 4:33pm
2. Review of March 24, 2026 minutes – approved
3. FY26 March Financials – lag in reporting due to no Business Manager in office to update information when deposits are made, Financial reporting is getting caught up.
4. FY27 Budget
 - a. Review Draft Budget – discussion held about creating a reserve/contingency account for unexpected special education expenses. Agreed to move forward with Reserve. Wouldn't impact budget.
 - b. Proposed Budget Approved – approved proposed budget contingent on special education reserve account.
5. Other- none
6. No new meeting date scheduled
7. Adjourn 5:39

RSU 63
Budget & Finance Committee Meeting Minutes
July 27, 2026
Library Conference Room, Holbrook Middle School
4:30pm

Committee Members: Jack Turcotte, Julianna Prentiss,, Jamie Youngblood

Superintendent: Sheila Caldwell

Business Manager: Stephanie MacLagan

Bookkeeper: Mindy Perry

The meeting was called to order at 4:30pm

In attendance: Jack Turcotte, Julianna Prentiss, Jamie Youngblood, Sheila Caldwell, Stephanie MacLagan and Mindy Perry

Election of Officers: Julianna motioned to nominate Jack as Chair. Jamie seconded. The vote was unanimous.

We approved April 16th, 2026 Minutes

FY26 Financials: Discussed the FY26 documents and which reports are best for these meetings. It was determined to include a different financial report in the packet (which was emailed to the committee the following day). The Superintendent explained that the finance team is paying invoices from FY26 as well as for FY27, and they will close out FY26 when all bills are paid for the year.

FY27 was reviewed with a brief discussion.

FY25 Audit: The Superintendent shared that the state granted a December 2026 e RHR Smith is finalizing the letter and findings report for the RSU63 FY25 audit. Once completed, RHR Smith sends it to their internal review department before it gets sent to the district. Jack asked that we bring these documents to the B&F committee when they become available.

i. Other: Three items were discussed

- a. CNP and discussion of potentially hiring an hourly person to assist with the Kitchen Manager responsibilities and that doing so would create a deficit because it was not**

budgeted for this year. People thought that an hourly rate equivalent to the school secretary's pay scale was fair for this administrative work.

- b. Stephenie shared that she will attend the August 18th CNP Bootcamp.
- c. The Superintendent informed the committee that a teacher has been placed on paid administrative leave indefinitely (\$50k salary plus benefits), and the potential need for a long term sub to fill the role.
- d. The Superintendent shared with the committee that we most likely did not budget enough for legal costs as we are dealing with a current unexpected situation and looking ahead to the school closure process. Jack suggested that we go over on that line item rather than transfer funds so that we get an accurate assessment of this expense.

Next meeting date/time: Future Meetings: in the packet was a draft of future meetings to be held on Tuesdays each month at 4:30. We agreed that some months may need to be rescheduled. And, that we won't hold a meeting if we don't need to on any given month.

Adjourn - 5:50pm

Minutes RSU 63 Policy Committee Meeting Agenda

April 9, 2026

Holbrook Middle School

4:00pm

Members in attendance: Amy Hart, Rachel Downs, Brittany Wood, Sheila Caldwell

1 Call to order: 4:00pm

2. Previous minutes approved

3. Policies for 2nd review

A. November Reviewed:

1. **GBP** – reviewed, ok to go forward with original changes

2. **GBP – R** – Reviewed, ok to go to board for 2nd reading with changes from November

3. **GBO** – reviewed, ok to go forward with original changes from November

B. February Reviewed:

1. **GCFB** – ok to move forward with 2nd reading with edits from 2/9

2. **GCFB – R** – Ok to move forward with 2nd reading with edits from 2/9

C. March Reviewed:

1. **EEA** – In the edited policy from March replace “The Board” with RSU 63. In the final paragraph delete Hampden Academy to be in compliant with April 3rd, 2023 board meeting. The last sentence should read “Transportation to Bangor may be considered by the Superintendent and Transportation Director.”

4. Policies Tabled at Board Meeting:

1. **EEBA** – replace “school unit name” with RSU 63. Remove the first optional bullet point, keep the 2nd optional bullet point. In the last paragraph add “RSU 63” in the blank.

2. **EEBB** – decided not necessary

5. **Next Meeting** – May 14 4pm

6. **Adjourn 5:03pm**



Regional School Unit 63
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.

BUSINESS OFFICE REPORT TO THE SCHOOL BOARD

To: RSU 63 Board of Directors
From: Business Manager
Meeting: August 2026
Regarding: Monthly Report

Since my hire at the end of June, activity has been focused on fiscal year end and start, while learning systems and attending required training.

The Business Office has been turning over fiscal years, updating payroll and completing quarterly reporting requirements.

- Final debits and credits are being processed, and reconciliations are being done, toward closing FY26.
- FY25 Financial Audit is in the final stages of wrapping up, and we've received instructions for initiating the FY26 audit.

Budget & Finance Committee

- Met July 27 and reviewed financial statements
- Set a monthly meeting schedule

School Nutrition

- SY26 Nutrition Review was completed, and preparations are underway for the required verification process ahead of SY start.
- The Business Manager has taken the food safety exam toward required certification for nutrition director responsibilities, and plans to attend the state's bootcamp for new nutrition directors August 18-19th.
- Cooks are attending annual training required on August 18th.

Holden School Water Project

- The engineering design for addressing PFAS in the Holden School drinking water has been approved by the state, and installation work is being scheduled for the week prior to school start.

Respectfully,

Stephenie MacLagan



**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 August 2026

For the 2025-2026 school year, the Special Education Department is currently serving 223 students, broken down as follows:

Individualized Education Plans (IEPS):	124
504s:	86
Currently in Referral Process:	13
Total Number of Students:	223

School/Level	IEPs	504s
High Schools:	31	48
Holbrook:	34	18
Holden:	38	18
Eddington:	21	2

The Special Education Department has remained actively engaged throughout the summer in preparation for the upcoming school year. Our focus continues to be on staffing, program development, professional learning, and ensuring students are well supported as we begin another school year.

Extended School Year (ESY) services concluded successfully in July. I would like to extend my sincere appreciation to Claire Warmuth and the ESY staff for providing a positive and engaging experience for our students throughout the summer.

As the Board is aware, Claire Warmuth has accepted a position out of state and has resigned from RSU 63. While we are disappointed to lose her, we wish her the very best in this next



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

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chapter of her career. We continue to actively recruit for a Life Skills Teacher and remain committed to finding a highly qualified candidate to lead this important program.

Staffing efforts continue across the department. We are pleased to welcome one new Special Education Educational Technician who will be serving students at Eddington School. We are continuing to advertise for five additional Educational Technician positions to ensure student needs are fully supported throughout the district.

On August 6, I met with the Child Development Services (CDS) leadership team to finalize discussion of the Memorandum of Understanding (MOU), which will be forwarded to Superintendent Sheila Caldwell for signature next week. At this time, RSU 63 does not anticipate utilizing CDS support services; however, that may change as student needs evolve. To maintain strong collaboration and proactive planning, monthly MOU meetings have been scheduled every four weeks with Superintendent Caldwell, Business Manager Stephenie MacLagan, and myself.

Professional learning remains a priority as we prepare for the school year. I have begun the recertification process through PRASS, which will include coursework focused on early childhood special education. In June, I attended the 50th Annual MADSEC Conference in Rockland. The conference provided valuable opportunities to collaborate with fellow special education directors, learn from nationally recognized behavior specialist Patrick Mulick, BCBA, and engage in current topics impacting special education across Maine.

On August 24, Danelle Farrell and I will attend the workshop *From Mayhem to Managing: Crafting Behavior Plans that Work*, presented by Therapeutic Learning Company. In addition, Safety-Care training for special education staff has been scheduled for August 27 and 28 as we continue building staff capacity to safely and effectively support students with behavioral needs.

As we prepare to welcome students and staff back to school, the Special Education Department remains committed to providing high-quality services, supporting our educators, and ensuring every student has the opportunity to succeed in the least restrictive environment.

Respectfully submitted,

Krista Vining-Means
Director of Special Education, RSU63



Eddington

PK: 29

K: 30

1st Grade: 37

Total: 96

Holden

2nd Grade: 31

3rd Grade: 51

4th Grade: 48

Total: 130

Total Elementary Enrollment: 226

Dear Board Members,

I wanted to share a quick update on some of the work taking place at Holden and Eddington Elementary as we prepare for the upcoming school year.

We have been busy with hiring and interviewing for our open positions and are continuing to work toward getting the right people in place to support our students and staff. We are also looking closely at our teaching schedules and staffing structures to make sure we are using our time and resources as effectively as possible and providing students with the support they need.

Another area of focus has been making sure staff are comfortable and consistent with the technology and programs we use every day. We are reviewing and providing training around Infinite Campus, i-Ready, HMH Curriculum, and EZ App so that staff have a better understanding of how these tools can support instruction, communication, and student progress.

We have also spent time reviewing the CBU and looking at how we can continue to improve our systems and support for students. Along with this, we are reviewing and updating our transportation policy. The goal is to make expectations clearer and provide better support for students and transportation staff while also addressing behaviors that can create safety concerns on the bus.

Attendance has also been an area of review. We have looked at our attendance data and will continue to monitor trends and identify students who may need additional support to improve attendance and get the most out of their school experience.

As we look ahead, we are preparing for our upcoming professional development staff days. Some of our focus will be on instructional programs, technology, student support, and de-escalation training. We want to make sure staff have practical strategies and a common approach when working through challenging student behaviors.

Office of the Principal



There is a lot of work happening behind the scenes as we get ready for the year, but I am excited about the direction we are heading. Our focus continues to be on creating safe, supportive schools where our students can learn and our staff can be successful.

I look forward to meeting you and working together as the new Principal of both Holden and Eddington Elementary Schools and continuing the good work being done in RSU #63.

Matthew J. Zavala

Principal

Eddington Elementary School | Holden Elementary School

"Together we inspire every child to learn, grow, and thrive "

Principal's Report – August 2026

Dear Members of the School Board,

I hope you have all had a wonderful and relaxing summer! It has been a busy and incredibly productive summer here at Holbrook Middle School, with plenty happening behind the scenes to prepare for the new school year. Mrs. Greenlaw and I have been working hard to ensure everything is in place for a smooth, successful, and positive start to the 2026–2027 school year.

👋 Welcoming New Staff to Our District

A significant amount of time this summer was dedicated to finding excellent educators and staff members to fill essential roles across the district. I am thrilled to report that we have successfully filled the following positions:

- **Grades 5/6 English Language Arts (ELA) Teacher - Courtney Deprez**
- **Grades 5/6 Science Teacher - Nicholas Ranco**
- **Girls' "B" Basketball Coach - Mariah Roberts**
- **Boys' "B" Basketball Coach - Dennis Whitney**
- **Grades 5/6 Social Studies - Julia Poland will be joining us at Holbrook**
- **STEM Grades 5-8/RTI - Ashley Perry will be joining us at Holbrook**

Our new staff members have received their curriculum materials, toured the building, and begun preparing for the start of the school year. We are excited to welcome them to our district and look forward to the contributions they will make to our schools and students.

📅 Scheduling, Database & Multi-School Coordination

- **Red/White Day Schedule:** Final adjustments to our alternating Red/White Day schedule and year-long calendar have been completed and are ready for the start of school on September 1st.
- **Infinite Campus Updates:** Significant backend work was completed in Infinite Campus over the summer. Courses and sections were audited, new academic sections were created to reflect our current student enrollment, and older or obsolete sections were cleaned up.
- **Inter-School Collaboration:** I had the pleasure of working with Mr. Zavala this summer to assist with scheduling frameworks for Holden Elementary School and Eddington School. This cross-school collaboration helps ensure that our shared district staff and resources are well coordinated and aligned.

Policy, Operations & Supply Preparation

- **Handbook Updates:** We completed a thorough review of the Holbrook Student Handbook to ensure that our expectations, digital device policies, procedures, and guidelines are clear, current, and aligned with our school practices.
- **Team Logistics:** Regular administrative meetings were held throughout the summer to plan for scheduling, professional development days, transportation, and other operational needs. Transportation meetings also focused on bus routing, safety protocols, and daily school timelines to help ensure a smooth start to the year.
- **Supplies Ordered:** Classroom resources, instructional materials, and building supplies have been ordered, delivered, and organized to ensure that our teachers and staff have what they need to begin the school year successfully. A big thank you to Mrs. Greenlaw our Holbrook School secretary for all her hard work this summer.

July Summer School Success

We wrapped up a highly successful month of summer school in July! The program provided students with valuable academic intervention and support, helped them maintain and strengthen their core skills, and offered a positive and encouraging learning environment throughout the summer.

Thank you to everyone who helped make our summer school program a success and provided our students with meaningful opportunities to continue learning over the summer.

Facilities & A Big Shout-Out to Maintenance

Our custodial and maintenance team has been working incredibly hard this summer to prepare Holbrook Middle School for the return of students and staff. Classrooms have been deep-cleaned, floors have been waxed, and high-traffic areas have received additional attention to ensure that our building is clean, safe, and ready for the new school year.

A heartfelt thank you goes out to our entire custodial and maintenance team for their tireless work and dedication. Their efforts play an important role in making Holbrook a welcoming place for our students and staff each day.

Looking Ahead: Athletics & Community Events

- **Fall Sports Tryouts:** Fall athletics are just around the corner, with our first home soccer game scheduled for Thursday, September 10th. Because there is a short window between the first day of school on September 1st and our first game, we are currently finalizing official tryout dates and have begun communicating with families.
- **Open House:** We are incredibly excited to welcome our families back into the building for our annual Open House on **Thursday, August 27th, from 2:00–4:00 PM**. This is always a wonderful opportunity for students and families to visit the school, find their classrooms, meet their teachers, and begin getting excited for the year ahead.

As we look toward the start of the 2026–2027 school year, I am grateful for the tremendous amount of work our staff has put in this summer to prepare for our students. We are looking forward to welcoming everyone back and beginning another successful year at Holbrook Middle School.

Thank you all for your continued support of Holbrook Middle School and RSU 63.

Warm regards,

Michele Archambault
Principal
Holbrook Middle School



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: August 10, 2026
Re: Monthly Report

I respectfully submit this report to the School Board of Directors for August 2026.

Staff Accounts, Access, Training, and Support

The district continues to experience a high level of staff turnover and frequent staffing changes, creating a significant ongoing workload related to account creation, access management, device setup and configuration, onboarding, offboarding, and staff support. Each new employee requires individualized setup based on their position, responsibilities, and the district resources they need to perform their job.

Staff accounts often require customized access to district systems and resources, including shared files and applications, remote access, VPN access, and other role-specific systems. Different positions require different configurations and levels of access, which must be carefully established and maintained to provide appropriate resources while maintaining security. Devices must also be prepared, configured, updated, and assigned based on each staff member's role and technology needs.

New staff also require training on district technology systems, applications, devices, and procedures. Ongoing support includes answering questions, troubleshooting access and device issues, resolving technology problems, and assisting staff as they become familiar with district systems. These responsibilities, along with maintaining appropriate security and access controls, fall primarily on one person, making staff turnover and individualized account, device, and access requirements a substantial and ongoing demand on district technology operations.

Student Information and Data Management

All required student year-end data reporting processes have been completed, including the upload of fourth-quarter attendance, truancy, and behavior data to the Maine Department of Education's student information system. This reporting was completed by July 1, 2026, to ensure state compliance.

Year-end processing for Infinite Campus has been completed, including data archiving, account maintenance, system updates, and preparation for the upcoming school year. Year-end processing for Nutrikids is currently waiting to be finalized. While this process is typically completed earlier in the summer, the Business Office is finishing adjustments to student and sibling account balances and credits. The Nutrikids system is expected to be ready before parents begin adding funds to student accounts, which typically occurs one to two weeks before the start of the school year.

The Infinite Campus database has also been updated to reflect current staffing changes, course assignments, student enrollment changes, and other organizational adjustments necessary for the new school year.



George Cummings
Technology Coordinator

p: 207.843.4316
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Device and Infrastructure Maintenance

All district-issued iPads, student Chromebooks, and server systems have undergone comprehensive maintenance, including cleaning, inspection, and installation of the latest operating system and security updates. These activities were completed to maintain device performance, support cybersecurity requirements, and ensure compatibility with instructional applications used throughout the district.

Classroom technology equipment has also been serviced. Projectors in classrooms equipped with them were cleaned and inspected, and bulbs were replaced as needed to ensure reliable operation and continued support for classroom instruction.

EZSchoolApps Substitute Management and Absence Tracking

The district began implementing EZSchoolApps in December with teachers and educational technicians to streamline staff absence requests, approvals, and substitute management. The system is now being expanded to include all staff, providing a consistent and centralized process for managing absences and substitute coverage across the district.

The system is being configured to allow all staff to submit absence requests electronically while providing administrators with a centralized process for reviewing, approving, and tracking those requests. Substitute needs and available assignments can also be managed within the system, reducing reliance on paper forms, email, and other manual processes.

Expanding EZSchoolApps district-wide will reduce administrative workload, improve recordkeeping, and eliminate many of the paper trails associated with absence requests and approvals. It will also improve communication between staff, administrators, and substitutes by providing more timely information regarding absences and available assignments. Overall, the continued rollout will improve efficiency, consistency, and reliability in daily staffing operations.

Website and Communication Updates

District and school websites have been updated and continue to be reviewed throughout the remainder of the summer to reflect staffing changes, updated contact information, school calendars, student and parent handbooks, fall sports opportunities, and other information for the 2026–2027 school year. Additional updates will be made as information is finalized and changes occur. Maintaining accurate and current website information remains an important component of effective district communication and transparency.

Respectfully submitted,



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: August 2026

Overview

The Transportation Department had a successful summer, with Summer School transportation running smoothly and providing safe and reliable service for our students. We also had the opportunity to transport students on a fun summer field trip, which was a great experience for everyone—and resulted in what may have been the quietest bus ride we have ever had on the trip home. As we prepare for the start of the 2026–2027 school year, the department has been focused on finalizing routes, preparing the fleet, completing maintenance, and ensuring our transportation staff are ready for opening day. We are looking forward to welcoming students back and beginning another safe and successful school year.

Operational Highlights

Maintenance & Safety:

Head Mechanic Keith K. has been working hard throughout the summer to ensure our fleet is in great shape and ready for the 2026–2027 school year. Two of the larger projects have included replacing the fuel tank on Bus 1 and completing turbo repairs on Bus 28, with both projects nearing completion. Keith has also been thoroughly inspecting each bus and addressing maintenance needs as they arise. His work throughout the summer is helping ensure that our buses receive a clean bill of health and are safe, reliable, and ready to transport students when school begins.

Training & Staff Development:

Drivers will receive their 2026–2027 routes on August 18, giving everyone time to review and practice their routes and allowing us to make any necessary adjustments before the first day of school. Over the next two weeks, our drivers will also be completing their required physicals to ensure everyone is ready for the start of the school year.

Our drivers will also be attending a training at Bangor High School. This will be a great opportunity for our team to continue building their skills, learn from other transportation professionals, and connect with fellow school bus drivers from around the area as we prepare for another safe and successful year.

Upcoming Priorities

Over the next few weeks, I will be completing the required Maine Department of Education (MDOE) transportation paperwork and putting the finishing touches on our routes for the 2026–2027 school year. Routes will continue to be reviewed and adjusted as needed to ensure they are as safe and efficient as possible.

I am also finalizing the Transportation Handbook so it will be ready and available for staff and families during our upcoming Open Houses. The handbook will provide important information regarding transportation expectations, safety procedures, student conduct, and communication for the new school year.

Closing Remarks

As we prepare to begin the 2026–2027 school year, I am excited about the work our Transportation Department has accomplished this summer and what lies ahead. A tremendous amount of work happens behind the scenes to make sure our students are transported safely each day, and I am grateful for the continued hard work and dedication of our drivers and maintenance staff. We are ready to welcome our students back and look forward to another safe and successful school year. As always, safety remains our number one priority, and getting our students to and from school safely is at the heart of everything we do.

Respectfully submitted,

Zachary Chenier-Holcomb
Transportation Director, RSU 63

August Board Report 2026
Ryan Porter – Facilities/Maintenance Manager

Holbrook:

Kitchen floor was cut to remove old grease trap drain. Found out that the bottom of the metal pipes that ran underground were rotted through. We were able to reroute the new sink & grease drains above grade using PVC pipe. The new grease trap has a pump that will dispose through the new piping and use the drain that is located in the mop sink area. Concrete was poured into part of the floor opening to secure the new grease trap. The other is left open to access the cleanout and for maintenance. I will need to make a new counter top to expand over exposed area.

Library roof/wall was completed. Roof sealant was compromised due to age and weather. They were able to reapply new sealant to the roof joints. The inside library wall had water damage to the studded wall and was replaced with new timber. After installed, they added sheetrock, mud, and painted the small section of the wall.

The custodians are mudding, sanding & painting the upper wing of the school. With the anticipation and possibility of consolidation next year, I wanted to make sure that part was completed before hand.

Holden:

Mechanical Services has been busy installing the new boilers at the school. Boilers are in and getting piped up. This are coming along nicely. Hoping to have it up and running before school starts. Waiting on the PFAS system to be installed as well.

Need to reach out to another company to repair the roof valley over the library. The company that was going to do it fell through. Looking like it might have to be a weekend job now.

We also hired a new day time custodian who will start next week.

Eddington:

The sewer electrical lines that run temporarily across the lawn in PVC piping should be buried by the end of the month.

We are hiring a new day custodian who starts next week.

Misc:

The custodians have been working very hard this summer on cleaning, moving & repairs. Even being down 2 custodians this summer, this group has been outstanding at doing their work and doing it efficiently.

For Review

RSU #63

- | | |
|----------------------------|--|
| 1. NEPN/NSBA Code: | GCBI |
| 2. Title: | Annual Evaluation of the Superintendent |
| 3. Author: | |
| 4. Replaces Policy: | Policy GCBI |
| 5. Date Approved: | <u>Under Review</u> RSU #63 |
| 6. Previously Approved: | 06/18/2018
01/25/2016
Review as needed |
| 7. Policy Expiration: | Board of Directors/Policy Committee |
| 8. Responsible for Review: | 08/05/2026 Policy Committee |
| 9. Date Reviewed: | 06/18/2018 Board of Directors
04/03/2018 Policy Committee |

j. References:

Cross References: Policy CB-Superintendent of Schools
Policy CB-R-Duties & Responsibilities of the Superintendent
Policy CBD-Superintendent's Contract
20-A MRSA section 1051

k. Narrative:

The Superintendent of Schools reports to and provides services to the RSU #63 Board of Directors (the Board). The Board is responsible for conducting an annual evaluation of the Superintendent with the objective of determining the Superintendent's accomplishments of the previous year, the areas needing improvement, and to set priorities for the coming year. The primary purpose of the evaluation will be to effect improvements in administrative leadership and, subsequently, improvements in the school unit. This written evaluation will be considered the sole and official evaluation of the Superintendent.

Maine law (20-A MRSA section 1051) requires the Superintendent's employment be considered no later than December 31st of the year preceding the expiration of his/her contract; earlier consideration is the Board's option. If it is the last year of the contract with the Superintendent, the evaluation process will include a design by the Board whether or not to enter into a new contract with the Superintendent.

I. Guidelines:

- A. The superintendent will be involved in the development of the standards with which s/he will be evaluated or appropriate to her/his operations. (See "Superintendent Evaluation Form", attached as Exhibit A).
- B. The evaluation will be at a scheduled time and place, in Executive Session, with a quorum of the Board present and completed by the end of November.
- C. The evaluation will include four sections (a written evaluation, data from community/staff survey, assessment data, and an action plan with goals.)

1. Superintendent will conduct self-evaluation
 2. Not to rotate but survey staff & community each year
 3. Change all Board members to a quorum of the Board for executive session

September

1. Data Regarding Community and Staff Relations - In September, the Board Chair will begin to collect this data on a rotating basis, from the community one year and from District staff the following year. The Superintendent will be involved in the development of the survey questions.
2. Board members will prepare their "Superintendent Evaluation Form" and will provide it to the Board Chair prior to the October Evaluation/Executive Session. The Superintendent Evaluation Form is attached as Exhibit A. Each component of the written evaluation, prepared by the Board, relating to the administration of the school unit and major components considered essential to its success must be rated from 1 to 4. 1 meaning Ineffective, 2 meaning Partially Effective, 3 meaning Effective, and 4 meaning Highly Effective.

October

1. The Superintendent will provide the assessment data and results of the District-Wide Student Learning Objectives (SLO) from the previous year.
2. During an Evaluation/Executive Session, the Board will reach consensus on the written evaluation to be presented to the Superintendent (using the Superintendent Evaluation Form).
3. During an Evaluation/Executive Session the data and the evaluation will be reviewed and discussed with the Superintendent. Individual Board members may address any additional or different, and by definition "minority opinion" or issue, he/she wishes with the Superintendent. This need not be limited to the items that appear on the evaluation form because no form or set of guidelines can encompass the totality of the Superintendent's responsibility.

November

1. During an Executive Session at the next Board meeting (typically November), the Superintendent will present an action plan for discussion. This will include his/her designated areas for focus, objectives, and goals for professional growth in the coming year. The Board and Superintendent will set official goals and objectives for the ensuing year.
- II.** An overall rating at 3 or above will be required for an increase in compensation for the following contract but does not obligate the Board to increase compensation.
- III.** With the permission of the Board, a new Superintendent, who did not take office until July 1 of any fiscal year, may have her/his first annual evaluation during the fall of the year following the Superintendent's initial employment – in essence after eighteen (18) months of employment.

EXHIBIT A

Superintendent Evaluation Form

Understanding that the Superintendent will have different relationships with various Board members because of the various foci assigned committees and special projects, individual Board members will only submit ratings on their "Superintendent Evaluation" for those areas on the evaluation form with which they have genuine knowledge and/or experience.

Areas with which a Board member has no knowledge, or with which the Superintendent has had no responsibility or involvement, are to be rated N/A. Any rating of 1 or 4 will be accompanied with specific examples supporting the rating.

Superintendent Evaluation Form

A. Board Relations					Rating and Comments
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and Background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board Questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy Involvement	Makes decisions without regard to adopt policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board Development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
Category Rating (Average)					

Superintendent Evaluation Form

B. Community Relations					
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating and Comments
District Image	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district as expected.	Projects and promotes a positive image of the district.	
Communication with Community	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media Relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
Category Rating (Average)					

Superintendent Evaluation Form

C. Staff Relationships					
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating and Comments
Internal Communications	Doesn't have specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
Personnel Matters	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion, and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
Delegation of Duties	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibilities to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership, and decision-making skills.	
Recruitment	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
Visibility	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classrooms as time permits.	Regular visits to buildings and classrooms are a priority item.	
Category Rating (Average)					

Superintendent Evaluation Form

D. Business and Finance					
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	Rating and Comments
Budget Development and Maintenance	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and considered the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
Budget Reports	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/financial information provided with discussion of the ramifications of any changes.	
Facility Management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan is place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
Resource Allocation	Resources are allocated without consideration of district needs.	Resources are allocated to meet to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
Category Rating (Average)					

Superintendent Evaluation Form

E. Instructional Leadership					Rating and Comments
	Ineffective (1)	Partially Effective (2)	Effective (3)	Highly Effective (4)	
Professional Knowledge	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
Self-Improvement	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
Focus on Students	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	

Superintendent Evaluation Form

Goal Development	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial resources to meet those goals.	Believes in and facilitates the development of short/long term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
Staff Development	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
Curriculum	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
Category Rating (Average)					

SUPERVISION AND EVALUATION OF THE SUPERINTENDENT

The School Board employs and evaluates one person—the Superintendent—holding that person accountable for the school unit’s performance and compliance with applicable laws, regulations, and Board policy.

Having hired the Superintendent as its chief executive officer, the Board delegates to him/her the authority to operate the schools, implement board policy, and provide leadership to staff. This delegation of authority empowers the Superintendent to pursue the mission, visions, and goals set by the Board.

The Board, in its oversight role, is responsible for ensuring that a plan is in place for effective transition for an incoming Superintendent, supporting the Superintendent’s continued success, and monitoring the Superintendent’s performance to ensure that the school unit is progressing toward its goals. The evaluation process culminates in the annual performance evaluation.

The Board believes that a successful employment relationship—and ultimately, the success of the school unit—depends on mutual respect and a clear understanding of the roles, responsibilities, and expectations of both the Superintendent and the Board. The Board sees evaluation as an opportunity to facilitate communication, enhance the Board-Superintendent relationship, and improve the performance of the school unit.

Evaluation of the Superintendent begins with the process of defining how success in the position will be demonstrated. Based on the Superintendent’s job description, professional standards for the position, and knowledge of the school unit, the Superintendent in consultation with the Board will identify annual goals to lead and enhance the work of the school unit.

Supervision/monitoring of the Superintendent should be thoughtfully planned. The Board will engage with the Superintendent in an informal semi-annual evaluation. This is intended to provide the Superintendent with an update on their progress toward the goals and expectations agreed to and to determine whether there has been any change in the school unit’s priorities. This will also be an opportunity for the Board to express any concerns about the Superintendent’s performance to date so that adjustments can be made if necessary, and for the Superintendent to communicate their own concerns to the Board.

ANNUAL EVALUATION

Annually, the Board will evaluate the performance of the Superintendent as a regular and scheduled activity. The primary purpose of the evaluation will be to continually improve

administrative leadership, to strengthen the working relationship of the Board and Superintendent governance team, and to assist the Board in reviewing issues associated with the Superintendent' employment.

The following guidelines apply to the annual evaluation:

- A. The Superintendent should be involved in developing the evaluation form and standards or reviewing the existing evaluation form and standards.
- B. The evaluation(s) should be at a regularly scheduled time and place, **[Optional language: with no other items on the agenda]** in an executive session in which all Board members are present.
- C. The Superintendent should prepare for the evaluation by conducting a self-evaluation based on the job description, mutually agreed to and previously developed goals, and knowledge of the district. This self-evaluation is to be prepared prior to individual Board members completing their superintendent evaluation documents.
- D. The Board should prepare for the evaluation as follows:
 - 1. Board members will submit individual written assessments to the Chair, using the evaluation form and standards, with supporting comments giving specific examples related to conduct and/or performance. Board members will have access to the superintendent self-evaluation prior to completing their individual evaluation forms.
 - 2. The Chair may seek individual assessment information from other sources within the district, such as but not limited to Central Office Administrators and Directors, Building Administrators, and Teacher Leadership.
 - 3. The Chair **[OR: Chair and Vice-Chair]** will develop a composite **[OR: summary]** evaluation from members' written opinions.
 - 4. The Board will meet in executive session to review the composite **[OR: summary]** evaluation and materials related to the Superintendent's performance as prepared by the Chair. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.

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[NOTE: The Superintendent must be present for any discussion that may lead to or result in allegations, charges or investigation of misconduct.]

5. Adjustments, if any, to the summary evaluation will be made before a final copy is shared with the Superintendent. The importance of the Board speaking with one voice in the summary evaluation cannot be over-emphasized.
- E. The Board will meet with the Superintendent in executive session to review the evaluation:
1. The Board as a whole will meet with the Superintendent to discuss the evaluation, which should include the composite **[OR: summary]** of individual Board members' written assessments, and other assessment information, as agreed upon by the superintendent and the Board.
 2. The evaluation should include a discussion of strengths as well as areas identified for improvement.
 3. As no form or set of guidelines can encompass the totality of the Superintendent's responsibilities, the evaluation discussion may include items not described in the evaluation form.
 4. The Board's evaluation should be supported by specific examples of the Superintendent's conduct/performance, and should represent the perspective of the majority of the Board.
 5. The Superintendent shall be given the opportunity to provide feedback to the Board regarding their perceptions of the working relationship between the Superintendent and the Board and other issues the Superintendent identifies as relevant to their job responsibilities and performance.
 6. Adjustments, if any to the summary evaluation will be made before a final copy is shared with the Superintendent. The importance of the board speaking with one voice in the summary evaluation cannot be over-emphasized.
- F. The Board will meet in executive session to discuss issues such as compensation, benefits, and extension of contract that are directly related to

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the Superintendent's evaluation and employment. The Superintendent may be invited to, or excluded from, this session at the Board's discretion.

- G. The Board will meet with the Superintendent in executive session to discuss compensation, benefits, extension of contract and other matters relevant to the Superintendent's employment.
- H. Following the completed evaluation process, the Board Chair shall provide the Superintendent with a written summary of the key elements of the evaluation review.

Performance Objectives

Using the Superintendent's evaluation(s) for the year and the priorities established by the Board, the Board and the Superintendent will establish mutually agreed upon and clearly understood performance goals for the ensuing year prior to **[insert date]**. Progress toward these goals will be included as part of the next Board evaluation of the Superintendent.

Cross Reference: BDD - Board-Superintendent Relationship
CB - School Superintendent
CB-R - Superintendent Job Description

Adopted: _____

PLEASE NOTE MSMA sample policies and other resource materials do not necessarily reflect official Association policy. They are not intended for verbatim replication. Sample policies should be used as a starting

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point for a board's policy development on specific topics. Rarely does one board's policy serve exactly to address the concerns and needs of all other school units. MSMA recommends a careful analysis of the need and purpose of any policy and a thorough consideration of the application and suitability to the individual school system.

MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

Recommend Board to replace current policy with MSMA's here.

PUBLIC COMMENT AT SCHOOL BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board related to school policies, programs, and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operations and programs of the schools and cordially invites any interested member of the public to attend and participate as provided in this policy.

The Board recognizes the value of public comments on school and educational matters. To permit fair and orderly expression of public comments at Board business meetings, while still allowing the Board to conduct its business efficiently, the Board has established the procedure below for regular business meetings.

At special, emergency, or workshop meetings, public comments will be limited to the topic(s) of the particular meeting.

In addition to speaking during the designated public comment portion of the agenda at Board meetings, members of the public are welcome to submit written comments on school and educational matters to the Board and Superintendent.

The following rules apply to public participation in Board business meetings:

1. The Board includes a public comment period, not to exceed 30 minutes on the agenda of its regular business meetings. Individual speakers will be given equal amounts of time to speak during public comment period, limited to a maximum of three (3) minutes per speaker. Individuals may not relinquish a portion of their allotted time to another speaker. The time limits in this paragraph may be modified at a particular meeting at the discretion of the Board Chair.
2. The Board will hear public comments from residents of the school unit first. If there is time remaining in the public comment period once all residents have had the opportunity to speak, the Board will permit comments from non-residents. Individuals who wish to speak are required to fill out the sign-in form available at each Board meeting, prior to the beginning of the public comment period, and review a copy of this policy. Each individual will be required to state their name and town/city of residence before beginning their remarks.
3. In order to make efficient use of meeting time, the Board requests that groups or organizations be represented by designated spokespersons.

- c. Discussion of matters involving individual students are also not permitted during the public comment period due to the privacy, confidentiality, and due process rights of the school unit's students.
- d. All concerns about personnel matters and/or student matters should be directed to the Superintendent or another appropriate administrator outside of Board meetings so that they can be addressed through an alternative channel and in a manner consistent with privacy, confidentiality, and due process rights of the individuals involved.
- e. The Board Chair will stop any public comment that is contrary to these rules.
- f. Individuals who disrupt a Board meeting may be asked to leave in order to allow the Board to conduct its business in an orderly manner. The Board Chair may request the assistance of law enforcement if necessary to address disruptions or safety concerns.

Legal Reference: 20-A MRSA § 1001(20)
20-A MRSA § 6101
1 MRSA § 405

Cross Reference: BE – School Board Meetings
BEDB – Agenda
BEDB-R – Agenda Format
BEC – Executive Sessions
KE – Public Concerns and Complaints

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MSMA sample policies and other resource materials may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

Recommend to Board to replace our current policy with MSMA's.

CHILD ABUSE OR NEGLECT REPORTING, PREVENTION AND EDUCATION

1. Definitions

A. Child abuse or neglect. Child abuse or neglect is defined by Maine law as:

(i) A threat to a child's health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation or lack of protection from these by a person responsible for the child;

(ii) Serious harm or threat of serious harm by a person responsible for the child due to inadequate care or supervision of the child or deprivation of food, clothing, shelter, education or medical care necessary for the child's health or welfare by that person when that person is financially able to provide food, clothing, shelter, education or medical care necessary for the child's health or welfare or is offered lawful and reasonable financial means or resources to do so;

(iii) Truancy (for a child who is either (a) age 5 and under age 6 and who has been voluntarily enrolled in school; or (b) six years of age and has not completed grade six; if a child described in (a) or (b) has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year) when the absence is the result of the neglect by a person responsible for the child; or

(iv) A threat to a child's health or welfare caused by child sex trafficking by any person, regardless of whether or not the person is responsible for the child.

B. Person responsible for the child. A "person responsible for the child" means a person with responsibility for a child's health or welfare, whether in the child's home or another home; a facility which, as part of its function, provides for the care of the child; or a person licensed or subject to licensure that, as part of its function, provides for care of the child. It includes the child's parent, guardian, or other custodian.

C. Child Sex Trafficking. Child sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a child for the purposes of a commercial sex act.

2. Employees' Duty to Report

- A. Any employee of the school unit (hereinafter referred to as the “notifying employee”) who has reason to suspect that a child has been or is likely to be abused or neglected must immediately:
 - i. Notify the building administrator, and
 - ii. Whenever possible, make a report directly to the Department of Health and Human Services (DHHS) in consultation with the Superintendent or building administrator. If the notifying employee is unavailable to make the report, the Superintendent or building administrator shall make the report.

Notifying employees may make reports independently to DHHS. All reports must be made to DHHS within twenty-four (24) hours of the notifying employee acquiring knowledge of potential child abuse or neglect.

- B. Any school volunteer who has reason to suspect that a child has been or is likely to be abused or neglected is also expected to make a report to the Superintendent or building administrator and/or directly to DHHS within twenty-four (24) hours of the school volunteer acquiring knowledge of potential child abuse or neglect.

3. Reporting and Confirmation Duties

All building administrators and the Superintendent are designated agents to make child abuse or neglect reports.

- A. If a building administrator suspects abuse or neglect or receives such a report from an employee, they shall notify the Superintendent immediately.
- B. A designated agent (in consultation with the notifying employee whenever possible, as outlined above) shall then make an immediate report by telephone of suspected abuse or neglect to DHHS. DHHS must be notified within twenty-four (24) hours of the school employee acquiring knowledge of potential child abuse or neglect.
 - i. In addition, if the person suspected of abuse or neglect is not the parent, guardian, or other custodian of the child, the designated agent may, in consultation with the notifying employee, also make a verbal report to the appropriate district attorney’s office.
- C. The notifying employee and designated agent shall complete the Suspected Child Abuse or Neglect Form (see JLF-E).
- D. The form shall be retained by the school unit for ten (10) years, along with any other information relevant to the case.

4. Internal Investigations and Discipline

- A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in

accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

- B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.
- C. School officials should attempt to coordinate investigations with DHHS and law enforcement to the extent possible, in light of the school's obligation to protect the safety and security of the school environment. When reasonably possible, any internal interviews of a child who may have been abused or neglected will be conducted by a person who has knowledge of appropriate techniques for interviewing alleged victims of abuse or neglect.

5. Interviews of Child and School Personnel

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school as provided in this section. The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance counselor, school nurse, social worker, or building administrator as the caseworker deems is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; or requiring notice to or consent from a parent or guardian;
- D. Provide an appropriate, quiet, and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

6. Confidentiality of Information and Records

All records, reports and information concerning alleged cases of child abuse or neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials if, based on the totality of the circumstances, the school unit determines there is an articulable or significant threat to the health or safety of the child or other individuals and disclosure is necessary to protect the health or safety of the child or other individuals.

7. Good Faith Immunity from Liability; Retaliation Prohibited

Any person who in good faith reports child abuse or neglect, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation will be immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made, and the person knows the report is false.

The school unit prohibits any retaliation against an employee who makes a good faith report of child abuse or neglect in accordance with this policy.

8. Child Abuse Awareness and Prevention Training for School Employees

- A. All school employees shall receive training on child abuse/neglect and reporting procedures every two (2) years as required by law.

[NOTE: This requirement is contained in 22 MRSA § 4011-A(9).]

- B. All school employees will receive a minimum of one hour of child sexual abuse awareness and prevention training within six months of hire and every two (2) years thereafter.
- C. The training about child sexual abuse awareness and prevention shall be delivered by a qualified instructor(s) and be "evidence-informed."
- D. The training about sexual abuse awareness and prevention is intended to:
 - i. Increase awareness of developmentally appropriate and inappropriate sexual behaviors in children;
 - ii. Increase ability to identify indicators of sexual abuse, including physical and psychosocial indicators on a spectrum (including lower to higher probability);
 - iii. Increase ability to effectively respond to sexual behavior or disclosures or suspicions of child sexual abuse; and

- iv. Include local child sexual abuse and sexual assault resources.

9. Child Sexual Abuse Prevention Education for Students

Students in public pre-school through grade 5 will receive child sexual abuse prevention education curriculum programs delivered by qualified instructors as part of the health education curriculum aligned with the Learning Results Health Education Standards and follow an appropriate scope and sequence. The curriculum will be consistent with evidence-informed, age-appropriate child sexual abuse prevention education for students, and include:

- A. Age-appropriate education regarding physical and personal boundaries, including biologically accurate body terminology;
- B. Age-appropriate education for children regarding identifying unsafe or uncomfortable situations including a range of feelings, touches or violations of physical boundaries;
- C. Age-appropriate education for children regarding identifying safe adults with whom they could discuss unsafe or uncomfortable situations; and
- D. Age-appropriate education for children regarding identifying and developing skills to support a friend who may be experiencing unsafe or uncomfortable situations.

Legal References: 22 MRSA Ch. 1071, Child and Family Services and Child Protection Act
20 U.S.C. § 1232g, Family Educational Rights and Privacy Act
20-A MRSA § 5001-A

Cross References: ACAA – Unlawful Harassment and Sexual Harassment of Students
GBEB – Staff Conduct with Students
JEA – Compulsory School Attendance
JHB – Truancy
JLF-E – Suspected Child Abuse or Neglect Form
JRA – Student Education Records and Information

VOTES TO BE ADOPTED BY THE
SCHOOL BOARD OF
REGIONAL SCHOOL UNIT NO. 63
AT MEETING ON AUGUST 24, 2026

VOTED: That the warrant and notice of election presented to the meeting be approved and that a referendum be called for November 3, 2026 in the Towns of Clifton, Eddington, and Holden for the purpose of approving the closing of the Eddington Elementary School as described therein.

FURTHER VOTED: That the Notice of Public Hearing presented to the meeting be approved and that a public hearing on the closing of the Eddington Elementary School be held on September 28, 2026 at 5:30 P.M. as provided therein.