

RSU63 Policy Committee Meeting Agenda
October 13, 2026
Holbrook Middle School
5:30pm

1. Call to Order
2. Review September 8th meeting minutes
3. Review/Discuss MSMA Custom Policy Manual Review Services
4. Policies for 2nd Review:
 - a. *(required)* KDB Public Right to Know (FOAA) *(both)*
5. Policies for 1st Review:
 - a. *(required)* BBBDA Board-Declared Vacancy Caused by Absenteeism *(both)*
 - b. *(required)* IJOC School Volunteers *(both)*
 1. Includes IJOC Volunteer Agreement Draft MSMA
 - c. *(required)* BCA Board of Directors Code of Ethics *(both)*
 1. Includes Title 20-A School Board Member Volunteering

Policies for Future Meetings

A. Personnel

- a. GBP – Earned Paid Leave
- b. GBP-R Earned Paid Leave Administrative Process

B. Students (Discipline)

- a. JK (Required) Student Discipline
- b. JKAA (Required) Use of Physical Restraint and Seclusion
- c. JLKAA-R (Required) Use of Physical Restraint and Seclusion Administrative Procedure
- d. JKB Detention of Students (MSMA only)
- e. JKD Suspension of Students
- f. JKE Expulsion of Students
- g. JKE-R Expulsion of Students Administrative Procedure

Policy Committee Minutes

Date: September 8th meeting

Location: Holbrook Middle School

Time: 5:30p

In attendance: Superintendent Caldwell Pat Healy, Whitney Gould-Cookson.

Additional attendees: Rachel Downs and Jack Turcotte

We discussed each policy and agreed on the items that were redlined and then presented at the September Board meeting.

The committee discussed the evaluation of superintendent process and what evaluation questionnaire should look like and who should respond to it. Jack Turcotte discussed the evaluation of superintendent process of area districts.

The aim of policy committee is to align to MSMA drafted policy when possible and to incorporate components that are specific to RSU63 when necessary.

MSMA CUSTOM POLICY MANUAL REVIEW SERVICES

Next to having no policies at all, the riskiest situation confronting a school board and administration is not knowing exactly what (or even where) policies are. This situation exists when some policies are buried in board minutes, some appear in staff and student handbooks, and some are in an out-of-date policy manual that is of limited value.

When a school unit takes an organized, comprehensive approach to getting its policy "house" in order, the results can be a well-codified, functional manual of board policies and procedures. The board then has a system for retrieving policy information quickly and easily, for keeping policies up-to-date, and for helping to make sure that policies are implemented.

If your policy system is less than effective or just needs a thorough updating, Maine School Management Association has the staff and proven experience to assist. MSMA is strongly committed to *local* board policy development and consults with school officials during the manual review process to create a draft policy manual that is consistent with state and federal law and regulations, yet reflects the philosophy and practices of the local school system.

MSMA offers its custom policy manual review services on a fee basis. The following is a description of the policy services most often requested, but we will work with your school unit to structure a project that meets your needs. Please contact Charlotte Bates, Director of Policy and Research Services, by email (cbates@msmaweb.com) or by phone (800-660-8484) for more detailed information on these services, including fee ranges and scheduling.

COMPLETE POLICY MANUAL REVISION (\$4,500 - \$5,000)

In performing a complete policy manual revision MSMA will:

- Audit manual for required and recommended policies and supply samples on missing topics;
- Code policies according to the current NEPN/NSBA classification system;
- Analyze and edit policies to current policy standards for content, consistency, style, language appropriateness, and gender neutrality;
- Review board minutes, labor contracts, student handbooks, municipal charters for consistency, as appropriate;
- Add and update legal citations, cross references, and adoption dates to policies, as appropriate;
- Review town/city charter for consistency with policy language, if appropriate;
- Consult with superintendent as necessary throughout the review process;
- Provide a report documenting all MSMA work, recommendations, and suggestions for future policy work;
- Provide one copy of the revised policy manual, including table of contents, NSBA code finder index, and complete manual in Word format on thumb drive or by email; and

- Provide a follow-up policy manual workshop with the Board or its Policy Committee.

LEVEL I AUDIT (Flat fee of \$500)

In performing a Level I Audit, MSMA will:

- Check manual for policies required by state or federal law or regulation or recommended as essential by MSMA staff and supply samples as necessary; and
- Provide a written report with MSMA's observations and suggestions for future policy work.

LEVEL II AUDIT (\$1,500 - \$1,800)

In performing a Level II audit, MSMA will:

- Check manual for policies required by state or federal law or regulations or recommended as essential by MSMA staff and supply samples as necessary;
- Supply sample policy language for any missing topic, with appropriate legal citations and cross-references;
- Analyze and suggest edits to the Board's existing required and essential policies to current standards for content, consistency, style, language appropriateness, and gender neutrality;
- Provide sample language for other policies that may not be specifically required by law or regulations but which MSMA considers essential to an effective school system, as warranted;
- Recommend deletion of policies and/or procedures, as warranted;
- Highlight any significant concerns with locally-developed policies or procedures; and
- Provide a summary of observations and recommendations based on the content of the Board's policy manual, along with some general suggestions for completing the process of reviewing and adopting content for the revised/updated manual.

MANUAL RE-CODING (Flat fee of \$500)

In this project, MSMA will:

- Re-code policies to current NEPN/NSBA coding system (handwritten on each policy);
- Generate a table of contents listing old and new codes;
- Provide a copy of the NSBA code finder index; and
- Provide a report with MSMA's observations and suggestions for future policy work.

CORE POLICY MANUAL DEVELOPMENT

The goal of the proposed project would be to ensure that the core policy content of a Board's manual is up to date, in essence producing for the Board a ready-to-go updated core manual, with NSBA coding, that includes all of the "required policies," selected "recommended" policies, a set of bylaws/board governance and operations policies (in NSBA parlance, the "B" section of the manual) and a variety of other essential to a comprehensive, but not overly burdensome, policy manual. It also includes essential administrative procedures. Policies are "customized" to the extent that they reflect the names of the Board and school unit consistently throughout, legal references are suitable to the type of school unit, and certain word choices are incorporated. This is not a review and revision project, but is a functional core manual to which the Board can add other optional or local policies. The cost for this service is \$1,500-\$2,500.

In addition to these services, MSMA offers policy workshops to assist boards in their policymaking role and in developing strategies for review and adoption of the school unit's revised policy manual.

FOR REVIEW

RSU #63

- | | |
|-----------------------------------|--|
| a. NEPN/NSBA Code: | KDB |
| b. Title: | Public's Right to Know (FOAA) |
| c. Author: | Superintendent |
| d. Replace Policy: | |
| e. Date Approved: | <u> Under Review</u> |
| f. Previously Approved: | 12/20/2021 RSU #63
01/22/2018 |
| g. Policy Expiration: | Review as Needed |
| h. Responsible for Review: | Superintendent/Board Chair/Policy Committee |
| i. Date Reviewed: | 09/08/2026 Policy Committee
11/22/2021 Superintendent
11/30/2021 Policy Committee |
| j. References: | 20-A MRSA 1256 (5); 1252 (2)
1 M.R.S.A § 401
Policy BEC-Executive Sessions
Policy JRA-Student Educational Records |
| k. Narrative: | |

It is the intent of RSU #63 School District (the District) to comply with the Maine Freedom of Access Act (FOAA). The District recognizes the benefits of an informed, knowledgeable public and its awareness and understanding of school district operations. Except as otherwise provided by statute, RSU #63 School Board (the Board) proceedings will be open to members of the public. All records, including those defined as Public Documents under the law, and minutes of such proceedings required by law will be provided and open to public inspection.

- I. Board agendas, minutes, and submitted or proposed reports, that are approved by the Board, as well as district policies, annual budget and audit reports, and student handbooks will be available for inspection and/or copying in the Superintendent's Office. Requests must be submitted in writing to the Superintendent, specifying the records desired for inspection/copying and the name, address, telephone number, and email address (if available) of the requestor.
- II. The Superintendent/designee will acknowledge receipt of a request for inspection and/or copying within three (3) working days of receipt of the request. Any requested documents available online will be conveyed electronically. Inspection and/or copying will occur within ten (10) working days following acknowledgement of receipt. Requests will be fulfilled during regular office hours. If the request is denied, the denial will be made in writing and the reason so stated.
- III. Fees:
 - A. There will be no charge to search for or retrieve education records of a student. RSU #63 will provide copies of education records to parents/guardians upon request.

FOR REVIEW

- B.** For documents requested that are not the educational record of a student, there will be a \$25.00 per hour charge after the first two hours of staff time associated with responding to the FOAA request.
 - C.** The cost of producing printed copies of documents will be ten cents (\$.10) per page copied, plus postage. Parents/guardians who are unable to pay such fees will not be denied access to educational records. There will not be a charge per page for documents transmitted electronically.
 - D.** Members of the Board of Directors will not be charged for requested copies. Electronic transmittal of requested documents will be the preferred manner.
- IV.** Records and Documents at Board of Director Public Meetings:
 - A.** It will be the District's ordinary practice to make at least two (2) copies of documents to be reviewed by the presiding Board members at any public meeting. These copies will be available to the public on a "first come, first served" basis. Document copies will be limited to those that come under the Maine Freedom of Access Act. It will also be the District's ordinary practice to post Board Reports and Meeting Minutes marked as "DRAFT" on the RSU #63 website one week prior to the meeting.
- V.** Public Documents Available on the RSU #63 Website:
 - A.** It will be the ordinary practice to make agendas, minutes, finance reports, audit reports, and approved annual budgets available on the RSU #63 Website.
 - B.** It will be the ordinary practice to make the District's pending and approved policies available on the RSU #63 Website.

PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent, and to act in the absence of the Superintendent, the Assistant Superintendent [or _____] as the Public Access Officer for [School unit name.] The Public Access Officer is responsible for ensuring compliance in regard to Freedom of Access requests (see 1MRSA § 413(1)).

The Superintendent, [If the district has one, add: Assistant Superintendent] and any other person(s) designated as a public access officer shall complete the mandated training on the requirements of Maine's Freedom of Access Act.

[NOTE: 1MRSA § 413 requires each school administrative unit to designate "an existing employee" as its public access officer. The public access officer is responsible for ensuring compliance in regard to Freedom of Access requests (see 1MRSA § 413(1)). A person designated as a public access officer is required to complete a course of training on the requirements of Maine's Freedom of Access Act (FOAA) as related to public records and proceedings and must do so no later than the 120th day after such designation (see 1 MRSA § 412(1)).

By virtue of their status as (public) "officials" under 1 MRSA § 412, the Superintendent and Assistant Superintendent of a school district, are required to complete FOAA training no later than 120 days after assuming their position.

As with school board members, a person designated as public access officer may meet the training requirement by reviewing all the information made available by the State of Maine on the Frequently Asked Questions portion of its Freedom of Access website, or by completing any other training course that includes all of this information. Certification of completion is also required (see 1MRSA § 412(3)).

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

NEPN/NSBA Coe: KDB

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in

the Superintendent's Office. Requests for all other public records shall be made, preferably in writing, to the Superintendent, specifying the records desired for inspection/copying. The Superintendent/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five working days of the request.

[NOTE: Prior to October 9, 2013, the law had required acknowledgement of the receipt of a request to inspect and/or copy a public record only within a "reasonable period of time."]

If the request is denied, the Superintendent/designee shall inform the requestor in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

The school unit is not required to create a record that does not exist.

[NOTE: What should be regarded as a "reasonable period of time" for producing records for inspection depends upon the circumstances. Some documents are more accessible than others, and some requests more complex or difficult to fulfill, e.g., those requiring retrieval from multiple files, redacting (blacking out) of confidential information, searching computer networks or converting a record to a usable form. Other documents, such as Board meeting minutes and Board policies are typically kept in a central location and easily retrieved. It would be reasonable to expect that such documents would be provided expeditiously.]

ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, the school unit will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that the school unit is not required to provide access to an electronically stored public record as a computer file if the school unit does not have the ability to separate or prevent the disclosure of confidential

NEPN/NSBA Coe: KDB

information contained in or associated with that file. The school unit is not required to provide access to a computer terminal.

[NOTE: We recommend consultation with your school attorney if there is a question as to whether a document or particular information must be provided in response to a Freedom of Access request, or the form in which it must be provided.]

FEES

Except as otherwise provided by law or court order, [School unit name] may charge fees as follows:

- A. A fee of \$0.10 per page to cover the cost of copying. **[NOTE: By statute, a "reasonable fee" is no more than ten cents per page for a standard 8 ½ inch by 11 black and white copy of a record..]**
- B. A fee of \$25 per hour after the first two hours of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information. **[NOTE: By statute, this fee may not exceed \$25.00 per hour.]**
- C. The actual cost to convert a public record into a form susceptible to visual or aural comprehension into a usable format and for the actual cost of a device used to store the public record if the storage will be given to the requestor by the school unit.
- D. No fee will be charged for inspection of public records unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies
- E. As required by law, the school unit will provide the person making the request with an estimate of the time frame within which the school unit will complete the request and of the total cost. If the estimated total cost exceeds \$50.00, the school unit will inform the requestor before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to [School unit name] records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

NEPN/NSBA Coe: KDB

The Superintendent is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 MRSA § 401 et seq.

Cross Reference: BEC – Executive Sessions
GBJ – Personnel Records and Files
JRA – Student Educational Records

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 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.

BBBDA Comparison Notes

Feature / Area	MSMA Template (Image)	RSU #63 Adopted Policy (Text)
Excused Absence Criteria	Does not define valid reasons; leaves approval entirely up to the Chair. (? See F.)	Lists 4 specific approved reasons: personal/family illness, family death, short-term family obligations, and unavoidable work commitments.
Notification Method	Keeps written notification generic; marks "by certified mail" as optional language .	Mandates dual notification: must be sent via both District email and in writing via certified mail (noting no signature is required).
Absence Reporting	Specifies that minutes must reflect names of members present, absent with excuse, and absent without excuse.	Simplifies the language to state minutes will reflect names as present, absent excused, or unexcused.
Overriding the Chair	Explicitly states the Chair's decision stands " unless otherwise ruled by a majority of the Board. "	Removes the clause regarding a Board majority override.
Applicability Exemptions	Notes exemptions for members elected from municipalities operating under a town or city charter.	Removes the generic charter exemptions to apply strictly to RSU #63.
Formatting & Structure	Uses a standard alphabetical list (A through E) for steps following an unexcused absence.	Re-structures the steps using a mix of Roman numerals, numbers, and sub-lettering (e.g., separating the vote and the final vacancy filing into new subsections A and B).

RSU #63

a. NEPN/NSBA Code: BBBDA

b. Title: Board-Declared Vacancy Caused by Absenteeism

c. Author:

d. Replaces Policy: NEW

e. Date Approved: 02/25/2019 RSU #63

f. Previously Approved:

g. Policy Expiration: Review as Needed

h. Responsible for Review: Policy Committee and Superintendent

i. Date Reviewed: 02/04/2019 Policy Committee and Superintendent

j. Reference: 20-A MRSA § 1474 (RSU)

k. Narrative:

I. When a Board Member will be absent from a regular meeting of the RSU #63 Board of Directors (the Board), the member will:

A. Contact the Board Chair and request to be excused from the meeting. If the Board Chair will be absent, he/she will contact the Vice Chair.

B. The Chair will determine whether or not the request will be granted.

1. An absence for any of the following reasons will be routinely considered an excused absence if advance notification is provided to the Board Chair via phone call or District email. Absences for reasons other than those identified will be considered by the Board Chair on an individual basis.

i. Illness of the Board member or immediate family

ii. Death in the family

iii. A short-term family obligation

iv. An unavoidable commitment related to the member's employment (so long as such a commitment is not of the type which prevents the member from attending on a regular basis)

C. The minutes of each meeting will reflect the names of the members present, those absent excused or unexcused.

II. The Board Chair (or designee) will take the following action when a member is absent without excuse:

A. After two (2) consecutive unexcused absences from regular meetings, the Board Member will be notified through District email and in writing via certified mail

(no signature required) that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her Board seat vacant.

B. After three (3) consecutive unexcused absences from regular meetings, the Board Member will be notified through District email and in writing via certified mail (no signature required) that the Board will consider declaring his/her seat vacant at the next regular meeting of the Board or at a special meeting called for the purpose of considering this matter.

III. At the meeting where the declaration of a vacancy, in accordance with this policy, is being considered, the Board Member who is the subject of the action will be provided the opportunity to present his/her reasons why the Board should not declare a vacancy.

A. The Board will vote whether or not to declare a vacancy.

B. Should a vacancy be declared, the vacancy will be filled in accordance with the provisions of MRSA Title 20-A. BBBDA – RSU #63 Board-Declared Vacancy Caused by Absenteeism

The main difference between the two policies is that the RSU #63 policy provides a highly structured framework for tracking absences and enforces strict notification rules, whereas the Maine School Management Association (MSMA) document serves as a flexible template.

BOARD-DECLARED VACANCY CAUSED BY ABSENTEEISM

When a member must be absent from a regular meeting of the School Board for any reason, that member shall contact the Board Chair and request to be excused from the meeting; if the Chair must be absent, he/she shall contact the vice Chair. The Chair **[OR: Vice Chair]** shall determine whether or not the request shall be granted, **unless otherwise ruled by a majority of the Board**. The minutes of each meeting shall reflect the names of the members present, those absent with excuse (if any) and those absent without excuse (if any).

(Some SADs, RSUs and CSDs: Except for Board members who are elected from municipalities that operate under a town or city charter,) The Board shall take the following action when a member is absent without excuse.

- A. After two consecutive unexcused absences from regular meetings, the member shall be notified in writing **[Optional language: add “by certified mail”]** by the Board informing him/her that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her seat on the Board vacant.
- B. After three consecutive unexcused absences from regular meetings, the Board shall notify said member in writing **[Optional language: add “by certified mail”]** that the Board will consider declaring his/her seat vacant at the next regular meeting of the Board or at a special meeting called for the purpose of considering this matter.
- C. At the meeting where the declaration of a vacancy, in accordance with this policy, is being considered, the Board member who is the subject of the action shall be provided the opportunity to present his/her reasons why the Board should not declare a vacancy.
- D. Following the deliberation outlined in sections B and C of this policy, the Board shall vote whether or not to declare a vacancy.
- E. Should a vacancy be declared in accordance with this policy, the vacancy shall be filled in accordance with the appropriate provisions of MRSA Title 20-A.

MAINE SCHOOL MANAGEMENT ASSOCIATION

NEPN/NSBA Code: BBBDA

- F. An absence for any of the following reasons shall be routinely considered an excused absence: **Illness of the member or members of his/her immediate family, death in the member's family, a short-term family obligation, or an unavoidable commitment related to the member's employment (so long as such a commitment is not of the type which prevents the member from attending on a regular basis).** Absences for reasons other than those identified above shall be considered by the Board on an individual basis.

Legal Reference: 20-A MRSA § 1254 (SAD)
20-A MRSA § 1653 (CSD)
20-A MRSA § 2305 (NON-CHARTERED MUNICIPALITY)
20-A MRSA § 1474 (RSU)

Adopted: _____

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MAINE SCHOOL MANAGEMENT ASSOCIATION

Idoc Comparisons

Feature	Document 1: RSU #63 Policy	Document 2: MSMA Model Policy
Volunteers' Age	Defines a volunteer simply as an "adult." [1]	Explicitly states volunteers must be at least 18 years old (with exceptions for student service learning).
Background Checks & Screening	Does not explicitly mention background or sex offender registry checks.	Explicitly requires sex offender registry checks and allows for criminal background checks .
Application Process	Mentions receiving orientation and signing a Confidentiality Form and FERPA agreement provided by the school secretary.	Requires a written application and mentions orientation, a handbook, or other training means.
Specific Examples of Tasks	Provides broad goals (e.g., sharing specialized knowledge, giving individualized instruction).	Lists 8 specific approved tasks (A–H) , including tutoring, reading, playground help, and chaperoning field trips.
Transportation Rule	Does not mention driving students.	Explicitly states volunteers cannot transport students in private vehicles unless permitted by Board policy.
Restrictions on Volunteers	Highly restrictive: Volunteers cannot bring children, cannot discuss personal concerns about their own kids, and are banned from the Staff Room .	Fewer specific social restrictions; focuses instead on task boundaries and staying within assigned duties.
Program Evaluation & Recognition	Mentions recognizing parent-volunteer associations for fundraising and recruitment.	Mandates that the Superintendent evaluate the program annually and that the Board/principal formally recognize volunteer service.

Summary of Tone and Scope

- **Document 1 (RSU #63)** focuses heavily on **boundaries and operational limits** within the school building. It acts as a direct code of conduct, making sure volunteers do not disrupt teachers, bring outside children, or use employee-only spaces.
- **Document 2 (MSMA Model)** focuses heavily on **risk management, liability, and administrative structure**. It outlines clear legal protections, screening protocols, logistical restrictions (like driving), and programmatic evaluation.

RSU 63

a. NEPN/NSBA Code:	IJOC
b. Title:	School Volunteers
c. Author:	
d. Replaces Policy:	
e. Date Approved:	10/25/2021 RSU #63
f. Previously Approved:	03/23/2015
g. Policy Expiration:	Review as Needed
h. Responsible for Review:	Policy Committee
i. Date Reviewed:	10/06/2021 Policy Committee
j. References:	20-A MRSA, Chapter 1002.1.B.

k. Narrative:

The RSU #63 Board of Directors (the Board) recognizes the need to develop a volunteer program to support instructional programs and extra curricular activities. The Board appreciates the dedicated parents/guardians and community members who volunteer and assist with activities to ensure the success of RSU #63's (the District) educational process.

- I. The purpose of the volunteer program is to:**
 - A. Assist employees in providing more individualized and enriched instruction.**
 - B. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the total education process.**
 - C. Strengthen school/community relations through positive participation and involvement.**
 - D. Share specialized knowledge in a particular area that would be a benefit to the students.**
- II. A volunteer is an adult who volunteers on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer will serve in that capacity without compensation or employee benefits of any type, except for liability protection as provided by the District's insurance.**
- III. Use of volunteers within the District is not to conflict with or replace any regularly authorized personnel.**
- IV. Before beginning, volunteers will receive orientation conducted by the school principal or their designee, which will include signing the District's Confidentiality Form and the federally required Family Education Rights and Privacy Act (FERPA) agreement. The school secretary will provide the documents for signature.**
- V. Volunteers may overhear or become aware of information, which must remain confidential. Information about students may not be discussed outside the classroom with anyone other than the assigned teacher. This is for the protection of all students,**

parents/guardians, employees, and volunteers.

- VI.** Volunteers who work with students or assist a teacher must be under the immediate supervision and direction of the teacher.
- VII.** Volunteers must comply with District policies, rules, and regulations as well as state and federal laws.
- VIII.** Volunteers should not be accompanied by children.
- IX.** Volunteers should not take up the teacher's time and attention with personal concerns about their own children who may be students within the District. There are procedures within the District for parents/guardians to make an appointment in advance to meet with the teacher.
- X.** Any room within an RSU 63 facility designated as the Staff Room is a place for staff to get a break from their duties. It is not a place for volunteers.
- XI.** The Board recognizes schools have designated parent-volunteer association designed to raise funds, recruit volunteers, and generally work with school staff to strengthen school/community relations through positive participation and involvement. Volunteer activities must be pre-planned and scheduled with the school principal's permission.

SCHOOL VOLUNTEERS

The Board recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance by:

- A. Tutoring students on a one-to-one or small group basis under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students on field trips;
- G. Assisting teachers in assembling instructional materials; and

H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the building principal or designated staff. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building principal.

Staff must have their use of volunteers approved in advance by the building principal. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. **The building principal shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.**

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the building principal. Prospective volunteers will be **required to complete a written application.**

In the interest of protecting the safety of students and staff, **the school unit will conduct sex offender registry checks and may conduct criminal background checks on all volunteers** who will be working directly with or will have unsupervised access to students, including those chaperoning students on field trips or school-sponsored excursions.

Information collected during this screening process will be treated as confidential to the extent allowed by law.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The school unit will provide liability insurance protection for volunteers while performing assigned services.

The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an annual basis.

The Board will recognize volunteer service on an annual basis. The building principal will be responsible for appropriate school recognition of volunteers.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: EEAG - Student Transportation in Private Vehicles
IJOA - Field Trips and Excursions

Adopted: _____

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[SCHOOL UNIT NAME]

SCHOOL VOLUNTEER AGREEMENT

I understand that as a volunteer in the [School unit name] schools that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all [School unit name] policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school principal at any time if they determine it is in the best interests of [School unit name].

Signature of Volunteer

Date

Printed Name

Title 20-A: EDUCATION
Part 2: SCHOOL ORGANIZATION
Chapter 101: GENERAL PROVISIONS
Subchapter 1: SCHOOL BOARDS

§1002. Prohibited appointments and employment

The following provisions apply to members of a school board. [PL 1981, c. 693, §§5, 8 (NEW).]

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

A. "Employee" means a person who receives ongoing monetary payment or benefits for personal services performed for a school administrative unit. [PL 2021, c. 242, §1 (AMD).]

A-1. "Stipend employee" means a person who receives limited monetary payment or benefits, through a series of payments or in a lump sum, for personal services performed in an advisory, mentoring or coaching capacity for a school administrative unit. [PL 2021, c. 242, §2 (NEW).]

B. "Volunteer" means a person who performs personal services for a school administrative unit without monetary payment or benefits of any kind or amount. [PL 1999, c. 128, §1 (NEW).]

[PL 2021, c. 242, §§1, 2 (AMD).]

2. Employment by school administrative unit, school union, academy. A member of a school board or spouse of a member may not be an employee in a public school within the jurisdiction of the school board to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.

A. [PL 2021, c. 242, §3 (NEW); MRSA T. 20-A §1002, sub-§2, ¶A (RP).]

[PL 2021, c. 242, §3 (AMD).]

2-A. Volunteer placement by school administrative unit, school union, academy. A member of a school board or member's spouse may not serve as a volunteer when that volunteer has primary responsibility for a curricular, cocurricular or extracurricular program or activity and reports directly to the superintendent, principal, athletic director or other school administrator in a public school within the jurisdiction of the school board to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the school committee. Volunteer activities of a member of a school board or member's spouse, other than in roles that are prohibited by this subsection, may be prescribed by policies developed and approved by the school board of the school administrative unit.

[PL 1999, c. 128, §3 (NEW).]

2-B. Permissive volunteer placement by school administrative unit, school union, academy.

[PL 2021, c. 242, §4 (NEW); MRSA T. 20-A §1002, sub-§2-B (RP).]

3. Appointment to civil office and other employment. A school board member may not, during the term for which the member serves on the board and for one year after the member ceases to serve on the board, be appointed to any civil office of profit or employment position, which has been created or the compensation of which has been increased by the action of the school board during the time the member serves on the board.

[PL 1991, c. 196 (AMD).]

4. Employees serving on school boards in school unions. An employee or the spouse of an employee of a school administrative unit may not serve on the school board of another school administrative unit when the 2 school administrative units are members of the same school union and have the same superintendent of schools.

[PL 1995, c. 174, §1 (NEW); PL 1995, c. 174, §2 (AFF).]

SECTION HISTORY

PL 1981, c. 693, §§5,8 (NEW). PL 1983, c. 806, §11 (AMD). PL 1991, c. 196 (AMD).
PL 1995, c. 174, §1 (AMD). PL 1995, c. 174, §2 (AFF). PL 1999, c. 128, §§1-3
(AMD). PL 2021, c. 242, §§1-4 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes

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BCA Comparison

While both documents outline the exact same core ethical responsibilities (18 points total), Document 2 updates the terminology to match a regional school district structure and slightly alters the wording of a few specific rules.

Structural & Terminology Differences

Feature	Document 1 (MSMA Template)	Document 2 (RSU #63 Code)
Labeling System	Uses letters (A through R)	Uses numbers (1 through 18)
Entity Governing	"School Board" / "School Unit"	"Board of Directors" / "District"
Preamble Focus	"...provide free public education..."	"...provide free, quality public education..."
Source Citation	NEPN/NSBA Code: BCA	BCA – RSU #63 Board of Directors

Key Wording and Rule Modifications

- **Handling Complaints (Point G / 7):** Document 2 expands on when a complaint can be discussed. The template (Document 1) only allows discussion after an administrative solution fails. Document 2 adds that a member can discuss it if the administrative process is complete **or if the result has not been communicated to the board member.**
- **Board Decisions (Point J / 10):** Document 1 states decisions will be made "**openly** after all facts...". Document 2 changes this to decisions will be made "**only** after all facts...", removing the explicit word "openly."
- **Meeting Attendance (Point Q / 17):** Document 1 focuses on representing your specific town or city at regular/special meetings. Document 2 removes the mention of town representation and explicitly adds that members must also endeavor to attend "**each committee meeting to which I am assigned.**"
- **Public Education Purpose (Point A / 1):** Document 1 calls public education "**the best means**" to promote welfare. Document 2 softens this slightly, calling it "**a means.**"

RSU #63

a. NEPN/NSBA Code:	BCA
b. Title:	Board of Directors Code of Ethics
c. Author:	
d. Replaces Policy:	BCA
e. Date Approved:	01/25/2021 RSU #63
f. Date Previously Approved:	01/27/2014
g. Policy Expiration:	Review as Needed
h. Responsible for Review:	Board of Directors
i. Date Reviewed:	01/13/2021 Policy Committee
j. References:	MSMA Handbook
k. Narrative:	

Having accepted the challenge of public service on the Board of Directors, I accept the principles set forth in the following Code of Ethics to guide me in helping to provide free, quality public education to all the children of my district.

1. I will view my election/appointment to the Board of Directors as an opportunity to serve my community, state, and nation, because I believe public education is a means to promote the welfare of our people and to preserve our democratic way of life.
2. I will, at all times, think of children first and base my decisions on how they will affect the children, their education, and their training.
3. I will make no disparaging remarks, in or out of committee meetings, about other members of the Board of Directors or their opinions.
4. I will remember at all times that, as an individual, I have no legal authority outside the meetings of the Board of Directors, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
5. I will recognize that my responsibility is not to operate the schools, but to see they are well operated.
6. I will seek to provide education for all children in the community commensurate with their needs and abilities.
7. I will listen to all citizens, but will refer all complaints to the proper authorities, and discuss such complaints only at a regular Board of Directors meeting after the completion of the administrative process, failure of administrative solutions, or if the result has not been communicated to me.
8. I will support a decision graciously once it has been made by the majority of the Board of Directors.

9. I will not criticize employees publicly, but will take such criticism to the Superintendent for investigation and action, if necessary.
10. I will make decisions only after all facts bearing on a question have been presented and discussed.
11. I will refuse to make promises as to how I will vote on a matter that should properly come before the Board of Directors as a whole.
12. I will not discuss the confidential business of the Board of Directors in my home, on the street, or in my office; the place for such discussion being at a Board of Directors meeting.
13. I will confine my Board of Directors action to policy-making, planning, and appraisal, leaving the administration of the schools to the school Superintendent.
14. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies, which affect their welfare and that of the children they serve.
15. I will endeavor at all times to see that schools have adequate financial support within the capabilities of the community and state, in order that every child may receive the best possible education.
16. I will resist every temptation and outside pressure to use my position as a Board of Directors member to benefit myself or any other individual or agency apart from the total interest of the district.
17. I will endeavor to attend every regular and special Board of Directors meeting and each committee meeting to which I am assigned. If I find this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board of Directors.
18. I will recognize at all times that the Board of Directors of which I am a member is an agent of the state and, as such, I will abide by the laws of the State of Maine and the regulations formulated by the Maine Department of Education and by the State Board of Education.

BOARD MEMBER CODE OF ETHICS

Having accepted the challenge of service on this School Board, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of my school unit within the State of Maine.

- A. I will view service on the School Board as an opportunity to serve my community, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
- B. I will at all times think of children first and base my decisions on how they will affect children, their education, and their training.
- C. I will make no disparaging remarks, in or out of the Board meetings, about other members of the Board or their opinions.
- D. I will remember at all times that as an individual I have no legal authority outside the meetings of the Board, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
- E. I will recognize that my responsibility is not to operate the schools but to see that they are well operated.
- F. I will seek to provide education for all children in the community commensurate with their needs and abilities.
- G. I will listen to all citizens but will refer all complaints to the proper authorities, and will discuss such complaints only at a regular meeting after failure of administrative solution.
- H. I will support a decision made by the majority of the Board graciously.
- I. I will not criticize employees publicly, but will make such criticism to the Superintendent for investigation and action, if necessary.
- J. I will make decisions openly after all facts bearing on a question have been presented and discussed.

- K. I will refuse to make promises as to how I will vote on a matter that should properly come before the Board as a whole.
- L. I will not discuss the confidential business of the Board in my home, on the street, or in my office, the place for such discussion being the School Board meeting.
- M. I will confine my Board action to policy making, planning, and appraisal, leaving the administration of the schools to the Superintendent.
- N. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies that affect their welfare and that of the children they serve.
- O. I will endeavor at all times to see that schools have adequate financial support within the capabilities of the community and state, in order that every child may receive the best possible education.
- P. I will resist every temptation and outside pressure to use my position as a School Board member to benefit myself or any individual or agency apart from the total interest of the school unit.
- Q. I will endeavor to attend every regular and special Board meeting recognizing that my presence means representation for my town or city. If I find that this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board.
- R. I will recognize at all times that the School Board of which I am a member is an agent of the state, and as such, I will abide by the laws of the state and the regulations formulated by the Maine Department of Education and by the State Board of Education.

Adopted: _____

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