

**RSU 63 Board of Directors  
October 26, 2026  
6:30pm  
Eddington Elementary School  
Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Approval of Minutes**

1. Board Meeting, September 28, 2026

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

**Acceptance of Gifts/Donations**

1. Steve Armenia, Student Snacks
2. Fitch Family, \$200 for student tickets, for the Halloween Dance
3. Curtis Family, school supplies for Holbrook students

**Presentation**

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **School Board Meeting:** October 26, 2026 6:30pm, Eddington Elementary School
2. **School Board Meeting:** November 23, 2026 6:30pm, Holbrook Middle School
3. **Policy Committee Meeting:** November 17, 2026 2:00-3:00pm (remote) Holbrook Middle School
4. **Budget & Finance Committee Meeting:** November 17, 2026 4:30pm, Holbrook Middle School

**Budget and Finance**

**Superintendent's & Administrators' Monthly Report**

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

**Old Business**

Public comment updates

**New Business**

1. **Policies for Board 1st Review**
  - a) (Required) KDB Public Right to Know (FOAA) (Both)
  - b) (Required) BBBDA Board-Declared Vacancy Caused by Absenteeism (Both)
  - c) (Required) IJOC School Volunteers (Both)
  - d) (Required) BCA Board of Directors Code of Ethics (Both)

**Personnel Actions**

**Resignations**

Richard Graves, Custodian

## **Retirements**

## **Nominate**

## **Appointments**

Danielle Franck- Administrative Assistant to Superintendent, Central Office  
Callie Vanidestine- Ed Tech III Enrichment/RTI, Holden Elementary School  
Heidi Alamosa- Ed Tech III, Special Ed, Holbrook Middle School  
Crystal Demchak- Ed Tech I, Holden Elementary School  
Annisia Jones- Ed Tech I, Holden Elementary School  
Dan Duran – Chess Club, Holbrook Middle School  
Gene Worcester- Boys A Basketball, Holbrook Middle School  
Dennis Whitney- Boys B Basketball, Holbrook Middle School  
Nicholas Osborne- Girls A Basketball, Holbrook Middle School  
Mariah Roberts- Girls B Basketball, Holbrook Middle School

### **1. Reassignments**

### **2. Searches**

Director of Special Education  
Music Teacher (.6 FTE with Potential for Full Time)  
Education Technician I, x2 (1 Eddington, 1 Holden)  
Substitute Teacher  
Cheering Coach

**Executive Sessions:** Discussion of Evaluation of Officials/Appointees/Employees 1 M.R.S.A 405(6)(A)

No Possible Action Regarding Executive Session

## **Adjournment**

*In Compliance with Americans with Disabilities Act, if you require any kind of assistant to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to:*

*Superintendent of Schools  
202 Kidder Hill Rd  
Holden ME 04429*

RSU63 Board of Directors  
Board Meeting Minutes  
Date: September 28, 2026  
Time: 6:30p  
Location: Holden Elementary School

In attendance: Jack Turcotte, Pat Healy, Chip Haskell, Julianna Prentiss, Rachel Downs, Whitney Gould-Cookson, Jamie Youngblood, and Superintendent Caldwell

Unexcused absence: Brittney Wood

Call to order: 6:43p

Julianna Prentiss motioned to add the topic of superintendent's evaluation to the meeting agenda. Whitney Gould-Cookson seconded. All voted in favor.

Julianna Prentiss motioned to remove executive session for the meeting agenda. Pat Healy seconded. All voted in favor.

Julianna Prentiss motioned to accept the April 27<sup>th</sup> meeting minutes. Chip Haskell seconded. Discussion: Changes to correct: Remove Whitney Gould-Cookson from meeting minutes, as she was not in attendance. And correct recognize Kelly Davis and Hannah Crabtree for greenhouse; replace Hannah Crabtree with Inez Leverdiere. Remove Whitney Gould-Cookson from vote for referendum. Also, change Whitney Gould-Cookson as the alternate, not Julianna Prentiss for the conference.

Jack Turcotte motioned to accept amended minutes. Julianna Prentiss seconded. All voted in favor.

It was announced that the October 14<sup>th</sup> policy meeting was changed to October 13<sup>th</sup>.

Budget and Finance (B&F): Jack Turcotte gave an update that the RHH Smith auditor for the FY25 audit attended the September 22<sup>nd</sup> B&F meeting to discuss the FY25 audit and management letter, and answer questions. Jamie Youngblood spoke with additional points about the auditor's visit to the district, as routine and ordinary.

Julianna Prentiss motioned to accept the Committees' minutes and Administrators' and Superintendent's reports. Chip Haskell seconded. All voted in favor.

Administrators' Reports: Superintendent Caldwell shared that the reports were done a week earlier than typically done, and may be briefer than usual because of that.

Old Business:

Pat Healy spoke about listening to the public during the Board hearing prior to the meeting. Superintendent Caldwell reiterated that the FY25 audit has been filed with the state and that we are starting the process for the FY26 audit.

Rachel Downs shared about the delegate process and proposed changes to the resolutions that will be addressed at this year's delegate conference in October. Rachel Downs update the group on the conference and said she'll make a report back to the Board after the conference and meetings. Rachel Downs, Julianna Prentiss and Whitney Gould-Cookson will be in attendance.

#### New Business

The Board discussed the superintendent's evaluation process, the questions to be used, and it will be school board, central office, administrators, and head of the teachers union completing.

#### Policy

Superintendent Caldwell noted that only the Evaluation of the Superintendent was for second review of the Board, all other policies for review on this agenda are first review of the Board.

Jack Turcotte spoke of MSMA's version of GCBI being used by area districts.

Pat Healy motioned that the Board accept policy GCBI-Annual Evaluation of Superintendent. Julianna Prentiss seconded. They discussed the questionnaire that Rachel Downs had prepared to go to: administrators, central office, and the union president, referencing D2, pg 4 of 5 to correct in the draft.

Julianna Prentiss motioned to accept with those 2 changes. Pat Healy seconded. All voted in favor.

JL – Pat Healy motioned to rescind our current JL and replace with MSMA's version. Jack Turcotte seconded. All voted in favor.

CHCA- Julianna Prentiss motioned to rescind our current CHCA with MSMA's version. Jack Turcotte seconded. All voted in favor.

Under reassignments. It was added that James Spencer was reassigned to the Holden Life Skills room.

Julianna Prentiss motioned to adjourn. Jamie seconded. All in favor. The meeting adjourned at 7:41p



## **Regional School Unit 63**

Clifton, Eddington, Holden

### **Office of the Superintendent**

*Sheila Caldwell*

*Superintendent*

#### **Superintendent Board Report October 2026**

We are excited to introduce Danielle Fanck as the new Administrative Assistant to the Superintendent. She's doing a great job and is a pleasure to work with. And lucky for the district, she has enrolled her two delightful children who have been homeschooled to date.

A lot of my focus since the start of the year has been staffing and supporting the life skills rooms at both Holden and Holbrook. I'm happy to report that we have five ed techs at Holden and one teacher, and five ed techs at Holbrook with one teacher. We also filled the Holden Enrichment/RTI ed tech III position (not special ed). Currently on Serving Schools we have postings for: Special Ed Director, ed tech I (x2), .6 music, and cheering coach.

More good news, one of the two district Special Education complaints to DOE has been formally dropped through successful mediation with Krista Vining-Means. We are glad for that. Earlier this month I visited Bangor Regional Program (BRP) and had a very informative visit. This is a wonderful program for special education students who require services that our district is not equipped to handle.

Policy committee and Budget & Finance (B&F) committee meet monthly. There will be a new set of policies for Board review at the October Board meeting. George and I are training Danielle on all things policy, which includes getting the newest versions edited and posted on the website. And, the B&F committee is beginning to discuss the FY28 budget development timeline and will keep the Board informed of this process.

In central office we are updating our staff and student counts in NEO for the state deadlines. Stephenie had a successful onsite meeting with Sarah Pratt from the state's Child Nutrition Program (CNP), and we continue to work together to better understand the record keeping and financial components associated with the CDS changes for the PreK cohort.

Ashley Perry, as the Instructional Technology Coach (grant-funded stipend), and I have been meeting regularly to dig into assessment data, establish a curriculum group, and generate goals for our work. We hope to have a presentation to the Board at the November Board meeting to give an overview of our progress and answer any questions. Stay tuned for more on this!



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**Clifton, Eddington, and Holden**

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**BUSINESS OFFICE REPORT TO THE SCHOOL BOARD**

**To:** RSU 63 Board of Directors

**From:** Business Manager

**Meeting:** October 2026

**Regarding:** Monthly Report

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In addition to focusing on school year end and start, activities have focused on starting the FY26 Audit process and FY28 Budget Development process, while onboarding to quarterly report filings and insurance claims.

The Business Office has been focused on grants management, onboarding new hires, and reporting annual data to the state.

- Expenditure reports toward Title Grants are being caught up.
- Sink banks were discovered and communicated for SY27.
- Exploration of finance software options began.
- FY26 year-end activities are being uploaded to initiate the FY26 Audit.
- Financial statements for budget categories were created for staff.

**Budget & Finance Committee**

- Met on October 20 to initiate the FY28 budget development process.

**School Nutrition**

- Federal applications were reviewed with a no-findings result.
- Nutrition staff meetings are occurring monthly to document the full workload of federal and state compliance.
- Student meal statuses were entered on time, and adult meal accounts are being caught up.
- The SY27 Nutrition Review continues with a verification process.

**Holden Boiler Project**

- This capital project has been completed, with a budget balance of \$84,700 remaining.

Respectfully,

Stephenie MacLagan

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

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**Director of Special Services Report October 2026**

For the 2026-2027 school year, the Special Education Department is currently serving 225 students, broken down as follows:

|                                               |     |
|-----------------------------------------------|-----|
| <b>Individualized Education Plans (IEPS):</b> | 143 |
| <b>504s:</b>                                  | 75  |
| <b>Currently in Referral Process:</b>         | 13  |
| <b>Total Number of Students:</b>              | 231 |

| <b>School/Level</b>  | <b>IEPs</b> | <b>504s</b> |
|----------------------|-------------|-------------|
| <b>High Schools:</b> | 32          | 39          |
| <b>Holbrook:</b>     | 45          | 21          |
| <b>Holden:</b>       | 36          | 14          |
| <b>Eddington:</b>    | 30          | 1           |

Throughout the month of October, Kelli Pollack and I have been working closely with the Maine Department of Education's Early Childhood Special Education (ECSE) team to ensure that all PreK students with IEPs are accurately accounted for to secure appropriate funding. Additionally, we have completed the verification process for our October 30 Child Count for all students in grades PreK–12 receiving special education services. All student records have been verified, and I will complete the certification process on October 30.

We continue to make progress in staffing our special education programs. We have secured Kim Laplant as the Life Skills teacher at Holbrook Middle School. I have been meeting with Kim weekly to support her onboarding, provide guidance, and ensure a successful transition into her new role. Additionally, two of our long-term substitutes at Holden School have recently received their Educational Technician certifications from the state, and we are excited to see them



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continue to grow professionally within our district. Recruitment efforts remain ongoing as we work to fill our remaining ed tech vacancies, with additional interviews anticipated in the coming weeks.

On October 1 and 2, I conducted Safety Care training for our entire PreK team, Principal Zavala, and an additional educational technician from Holbrook Middle School. This training continues to be an important part of our district's commitment to student and staff safety and ensuring that staff have the necessary skills to respond appropriately to challenging situations.

As part of our ongoing transition of Early Childhood Special Education services from CDS to the district, I continue to meet biweekly with the Superintendent and Business Manager to review implementation, funding, and program needs. Additionally, invitations were sent to all PreK parents of students with IEPs to participate in the CDS Parent Advisory Committee meeting scheduled for Wednesday, October 28. This provides families with an opportunity to remain informed and engaged throughout the transition process.

I have continued to work closely with our area high schools and their Special Education Directors to ensure that our students' needs are being met. Brewer High School welcomed a new Special Education Director this year, who previously worked in Hermon, and we have established a positive, collaborative working relationship focused on supporting our students and their individual needs. Additionally, I have continued to collaborate with UCP Bridges and the Bangor Regional Program to ensure that students requiring a more intensive, day treatment setting have access to appropriate programming and services.

Finally, I have been working closely with special education staff to prepare for my upcoming departure from the district. My focus remains on ensuring continuity of services, supporting staff, and helping to facilitate a smooth transition for the department. I am committed to leaving the department well-positioned to continue the important work being done on behalf of our students and families.

Respectfully submitted,

Krista Vining-Means  
Director of Special Education, RSU63



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**Office of Special Services**  
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Respectfully submitted,

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Director of Special Education, RSU63



**Eddington**

**PK: 31**

**K: 34**

**1st Grade: 36**

**Total: 101**

**Holden**

**2nd Grade: 32**

**3rd Grade: 51**

**4th Grade: 49**

**Total: 132**

**Total Elementary Enrollment: 233**

Dear Board Members,

October has been an exciting and productive month at both Eddington and Holden Elementary Schools! We continue to focus on building a positive school culture, strengthening relationships, and recognizing students for their accomplishments and contributions to our school communities.

Our first monthly student recognition assemblies were a success at both schools! These assemblies provided an opportunity to celebrate student achievement, recognize birthdays, and honor students who demonstrate our six RSU 63 Core Values: Honesty, Kindness, Respect, Compassion, Responsibility, and Courage.

We are also excited to bring back our Eagle and Panther recognition awards, providing additional opportunities to celebrate students who demonstrate positive behavior, leadership, and school pride.

At Eddington, we have introduced a special weekly classroom recognition opportunity. Each week, a selected classroom receives a visit from the Big Eagle, along with a special story reading from the Principal. This initiative helps build positive relationships with students while promoting literacy and a sense of school community.

**Schoolwide Expectations & Positive Behavior**

Staff have collaborated to develop new cafeteria visuals that provide students with clear reminders of lunchroom rules, routines, and expectations. These visuals reinforce respectful behavior, appropriate voice levels, cleanliness, and student responsibility.

This work supports our continued efforts to establish consistent expectations across both elementary schools and strengthen our positive behavior systems.



### **Fire Safety Week**

At Eddington Elementary, members of the Eddington Fire Department visited our school to provide students with important fire safety lessons and activities.

At Holden Elementary, students visited the Holden Fire Station, where they had the opportunity to learn directly from local firefighters about fire prevention, emergency preparedness, and the important work of our first responders.

We greatly appreciate the ongoing partnership and support of our local fire departments, particularly Fire Chief Ryan Davis, who continues to be a wonderful resource for our schools and community.

### **Field Trips & Student Experiences**

Eddington Elementary students enjoyed a successful field trip to Country Pumpkins in Corinth. This experience provided students with an opportunity to participate in hands-on seasonal learning activities outside the classroom.

We continue to value field trips and enrichment opportunities that connect classroom learning with real-world experiences.

### **Halloween Celebrations & Community Building**

Both elementary schools are preparing for our October 30th Halloween celebrations. These activities are another opportunity to build a positive school culture, strengthen classroom communities, and create memorable experiences for our students.

Staff are collaborating on age appropriate celebrations that emphasize creativity, inclusion, and school spirit while maintaining a safe and welcoming environment for all students.

### **Curriculum, Instruction & Teacher Support**

We continue to work closely with teachers to strengthen curriculum implementation and provide additional instructional resources to support student learning. Our curriculum meetings have provided opportunities to discuss HMH curriculum pacing, i-Ready assessment data, instructional challenges, and student learning needs. These conversations help us identify areas where additional resources, instructional adjustments, and targeted interventions that may be beneficial.



We have also successfully launched our staff mentor program, providing additional support, collaboration, and professional guidance for teachers. This initiative is an important step in strengthening staff relationships, sharing instructional practices, and supporting professional growth across our elementary schools.

### **School Pictures & Student Information**

School picture days are taking place during October at both elementary schools. In addition to providing families with school photographs, these picture days are helpful for updating student and staff photographs in Infinite Campus. Maintaining current photographs supports accurate student records, staff identification, and daily school operations.

### **Cherrydale Fundraiser**

Our Cherrydale Fundraiser kicked off on October 1st! We are excited to see this fundraising effort continue and appreciate the generosity and support of our families and school community. Fundraising initiatives such as this help strengthen school-community partnerships and support additional opportunities for our students. Big thanks to Cory Magee for continuing to support this fundraising effort and working with us in RSU 63!

### **Looking Ahead**

As we continue through the fall, our focus remains on strengthening academic instruction, supporting teachers, maintaining consistent schoolwide expectations, and creating positive experiences for students. We are particularly excited about the continued development of our student recognition programs, the implementation of our mentor program, and the collaborative work taking place around curriculum and student support.

Both Eddington and Holden Elementary Schools continue to make positive strides in building welcoming, supportive, and engaging learning environments where students and staff can thrive.

**Matthew J. Zavala**

**Principal**

**Eddington Elementary School | Holden Elementary School**

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

Mary Greenlaw, School Secretary [mgreenlaw@rsu63.org](mailto:mgreenlaw@rsu63.org)  
Julianna Page, District Nurse [jpage@rsu63.org](mailto:jpage@rsu63.org)

Holbrook Middle School  
October 2026

Dear Members of the School Board,

It is with great pleasure that I submit this report on behalf of the students and staff of Holbrook Middle School. The 2026–2027 school year continues to be busy and productive, with a focus on academic growth, student support, and extracurricular opportunities.

### **Academic Progress and Student Support**

Trimester 1 progress reports will be sent home on Friday, October 16. These reports provide a snapshot of student achievement at the midpoint of the trimester and are not part of students' permanent academic records. Students will have ample time to address academic concerns and make progress before final trimester grades are calculated in November.

The first session of after-school academic support will begin on Wednesday, October 28. Grade-level teams have identified students who would benefit from additional academic support and are encouraging students and families to take advantage of this opportunity and the late bus. Mrs. Hutchins and Ms. Blais will also provide additional support on select evenings.

In addition to academic support, several extracurricular clubs will begin on late-bus Wednesdays. Mrs. Ruiz will lead the World Culture Club, Mr. Cabral will facilitate the Board Games Club, and Ms. Deprez will lead a Book Club. These activities will provide students with opportunities to explore interests, build relationships, and engage with their peers beyond the regular school day.

Holbrook students have completed the fall 2026 Maine Through Year (MTTY) state assessments in English Language Arts and Mathematics. Results from these assessments, along with i-Ready data, will help identify students who would benefit from additional instruction in specific skill areas. Mrs. Shepherd and Mrs. Perry will work with students individually and in small groups to address identified needs. This work is part of our ongoing Multi-Tiered System of Supports (MTSS), which promotes academic growth and supports students' behavioral and social-emotional needs.

### **Student Learning and Enrichment**

On September 24, our seventh-grade students participated in a field trip with the Penobscot River Keepers. Students learned about the history of the Penobscot River and efforts to protect and improve its water quality. Students and staff also paddled along the river to the wastewater

treatment facility, providing a hands-on learning experience that connected classroom instruction with local environmental issues.

### **School Operations and Safety**

School picture retakes will take place on Tuesday, November 10, through Strawbridge Photography. Students and staff who missed picture day in September will have an opportunity to be photographed. School pictures are used for identification badges, the staff directory, and the yearbook.

Holbrook has conducted four fire drills so far this school year. Regular drills are essential to ensuring that students and staff understand emergency procedures and can exit the building safely and efficiently. Students and staff have consistently done an excellent job evacuating the building, accounting for everyone, and returning inside once the all-clear has been given. The school will continue to conduct drills throughout the year in accordance with state requirements.

### **Student Activities and School Community**

A Halloween dance for students in grades 5–8 will be held at Holbrook on Friday, October 30, from 6:00 to 8:00 p.m. The event is sponsored by the eighth-grade parent fundraising group, with proceeds supporting eighth-grade end-of-year activities. The dance is a popular opportunity for students, staff, and families to come together and celebrate the season.

### **Athletics**

Fall athletics are winding down, with soccer and cross-country teams approaching the end of their seasons. Both the boys' and girls' soccer teams are scheduled to compete in playoff games on Thursday, October 15. The boys will play at Caravel at 3:00 p.m., while the girls will play at Glenburn at 3:30 p.m. The cross-country team competed at Bangor Christian on Wednesday, October 14, and will participate in the end-of-season league championship meet in Orrington next week.

We are proud of the commitment and effort our student-athletes have demonstrated throughout the fall season and wish our soccer teams success in the playoffs.

Sign-ups for the 2026–2027 winter basketball season and chess have begun. At this time, basketball tryouts are tentatively scheduled for the last week of October. We look forward to another active winter season and appreciate the continued support of our coaches, families, and school community.

Thank you for your continued support of Holbrook Middle School. We appreciate the partnership of our families, staff, and community as we work together to provide meaningful learning experiences and opportunities for all students.

Respectfully submitted,

**Michele Archambault**  
Principal, Holbrook Middle School

**Current Enrollment**

| <b>Grade</b>            | <b>Enrollment</b> |
|-------------------------|-------------------|
| Grade 5                 | 50                |
| Grade 6                 | 39                |
| Grade 7                 | 48                |
| Grade 8                 | 43                |
| <b>Total Enrollment</b> | <b>180</b>        |



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

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** October 16, 2026  
**Re:** Monthly Report

---

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

#### **Laptop Take-Home Program for Students in Grades 6–8**

Beginning Monday, November 2, 2026, students in grades 6–8 will be eligible to participate in the laptop take-home program. Participation is optional and requires parent or guardian consent and agreement to the terms outlined in Policy IJNDB – District-Issued Computing Device Usage at Home.

The maintenance coverage fee for the 2026–2027 school year will remain at \$25 per student. Fees collected are pooled to help cover the costs of accidental damage to district-issued laptops, chargers, and protective cases.

#### **Infinite Campus Parent and Student Portal**

The Infinite Campus Parent and Student Portal is active for the 2026–2027 school year, providing parents, guardians, and students with convenient access to student information through a web browser or the Infinite Campus mobile app.

The portal provides real-time access to a variety of student information, including:

- Assignments
- Gradebook information and report card grades
- Student schedules
- Assessment data
- Attendance and absence records

Login credentials were distributed on September 11 to students new to Holbrook School and all grade 5 students. On September 8, login credentials were emailed to new grade 5 parents and parents who had not previously accessed the portal.

To date, 75% of Holbrook parents have activated their Infinite Campus portal accounts. We anticipate that this percentage will continue to increase as the end of the first trimester approaches. Increased portal participation supports communication between home and school and helps families stay informed about student progress throughout the school year.

Respectfully submitted,

October 2026 Board Report  
Ryan Porter – Facilities/Maintenance Manager

**Holbrook:**

Ordered a part for ERV#1. It needs a new control board before it is able to operate. Mechanical Services will be installing it as soon as it comes in. Room #124 needs a new circuit board in the CUH. TRANE will be installing it as soon as it comes in.

Ceiling above the principals' room was leaking. Went onto the roof to inspect and found that some of the sealant was compromised around a vent. I was able to apply roofing tar around the vent pipe and flashing and also another vent that was close by. Checked in after some rain and it is no longer leaking. Some spots were also leaking in the 7 & 8 grade hallway. I went onto the roof to inspect and found multiple shingles that were flipped up, broken and missing where the asphalt roof meets the rubber roof. I removed all the damaged shingles and was able to replace them all. Replaced the ceiling tiles in the hall and no other water damage since the shingles were replaced.

The stairs that used for the concession stand up at the CHEF's building need to be replaced. The custodian noticed that someone broke part of one of the stair treads due to rot. After inspecting it more closely, I noticed that the stringers are also starting to rot in various spots. I went to Lowes to buy the supplies in order to replace the stairs completely. I started working on them and blocked off the upper rail section with boards so no one could fall over.

**Holden:**

Ron Bragg Carpentry came by to look and give us an estimate to repair the roof valley above the library. I am currently waiting to hear back from them on a price.

I was able to trim lots of hanging branches from trees around the entire grounds of the school and remove some trees that were in the way from teachers view for kids out at recess.

I had to replace some window screens in a classroom due to a student.

**Eddington:**

Roof was leaking above room #104. It went through the attic insulation, through the original ceiling and then through the drop ceiling tile in her room. I went on the roof to inspect and found that there was a nail slightly pushing up under the shingle that was near the edge of the shingle row. I was able to remove the nail and patch the hole using roofing tar. Checked back after it rained and hasn't leaked since,

**MISC.:**

Working on budget items and quotes



**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: October 2026

### **Overview**

The Transportation Department continues to focus on safe, reliable service while managing staffing, route coverage, and fleet maintenance. Routes and community stops are being reviewed and adjusted as student needs and staffing change. Recent student safety training reinforced bus expectations, and we continue working with school staff to address ongoing behavior concerns. Fuel spending and vehicle maintenance needs are being monitored closely to support dependable service and responsible use of the transportation budget.

### **Operational Highlights**

**Maintenance & Safety:** The buses are rolling down the road! We've had a few hiccups along the way, but our head mechanic, Keith, is always rocking it and keeping things moving. We are so grateful for all his hard work and dedication! Our Transportation Department has also been looking into a program that could help us add new crossing arms to our fleet. I am still waiting for answers from the state regarding the process, but I have met with our business manager to explore our options so we'll be ready when the time comes. We're continuing to work behind the scenes to keep our buses safe, reliable, and ready to roll!

**Training & Staff Development:** We have a new driver who has joined our team! She brings an impressive 18 years of bus-driving experience, and I am very excited to welcome her aboard. October is an exciting month for our bus drivers! School Bus Driver Appreciation Week is October 19–23, and it is a wonderful opportunity to recognize and celebrate the dedication and hard work of our drivers. On Tuesday, we met with our drivers to review several important topics, including route updates, weather updates, and preparations for the upcoming winter months. As the seasons change, it is important that we stay informed, prepared, and focused on keeping our students safe.

### **Upcoming Priorities**

With fuel costs on the rise, I have been keeping a close eye on our transportation fuel expenses and running regular analyses to get a better understanding of where our budget may stand as we approach the end of the fiscal year in June. Fuel prices can fluctuate throughout the year, and even small increases can have an impact on our overall transportation budget.

As of right now, things are looking okay, and we are in a good position with our current fuel budget. However, I want to make sure we stay proactive and continue to monitor our spending closely. By reviewing our fuel usage, tracking price changes, and looking ahead at our projected expenses, we can better prepare for any unexpected increases that may come our way.

### **Closing Remarks**

The 2026–2027 school year is off to a busy but positive start, and I am proud of how our transportation team has worked together to keep everything moving. Our drivers, and mechanic continue to demonstrate flexibility, patience, and dedication as we fine-tune routes and address the everyday surprises that come with school transportation. I appreciate the continued support of our school staff, families, administration, and Board as we work to provide safe and reliable transportation for our students. There will always be a few bumps in the road, but our team is ready to meet them and keep RSU 63 rolling forward!

Respectfully submitted,

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

Budge & Finance Meeting Minutes  
September 22, 2026  
Holbrook Middle School  
4:30pm

In attendance: Jack Turcotte, Julianna Prentiss, Jamie Youngblood, Superintendent Caldwell, Stephenie MacLagan, and Mindy Perry

Also in attendance: Rachel Downs, RHR Smith (Ron), and Kelly Theriault (remote)

The meeting was called to order at 4:35.

Approval of Aug 18, 2026 minutes - unanimous.

Ron from RHR Smith and Kelly T were in attendance to discuss and answer questions about the FY25 audit. Ron said this would count as our exit meeting for state requirement. He said that the district is financial sound and is carrying over appropriately, about what we should.

Ron reviewed the FY25 audit and the management letter. A discussion took place regarding the last item on the letter—Documentation and Disbursement. We will get a notification from the state.

We have to change the collateralization agreement with the bank to raise the collateralization with Bangor Savings.

And school secretaries need to use Quicken to manage student activity funds (with the goal to move student activities funds to the district financial platform)

No cap on capital revenue

Invoicing for grants has to be timely.

#### FY26 Audit

We confirmed that the FY26 audit is underway. RHR Smith has the initial signed documents from RSU63, and we have two check lists, which we are working through to get the interim documentation to them. RHR Smith will come on site when we are ready.

#### FY28

We discussed the Budget timeline for FY28 planning. A review of this timeline will begin at the next B&F meeting.

For next meeting the business manager will provide a spreadsheet of actual staff salaries and benefits by school. The business manager will set up demos and obtain quotes of new POS systems to share with the committee.

**Meeting adjourned 6:44**

## **Policy Committee Minutes**

**Date: September 8<sup>th</sup> Meeting**

**Location: Holbrook Middle School**

**Time: 5:30PM**

**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 redlines 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.**

## **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 to act as the Public Access Officer for **RSU63**. 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.

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.

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.

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.

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

## FEES

Except as otherwise provided by law or court order, **RSU63** may charge fees as follows:

- A. A fee of **10 cents** per page to cover the cost of copying.
- 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.
- 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 **RSU63** 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.

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

## RSU #63

- |                                   |                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>a. NEPN/NSBA Code:</b>         | <b>KDB</b>                                                                                                                                             |
| <b>b. Title:</b>                  | <b>Public's Right to Know (FOAA)</b>                                                                                                                   |
| <b>c. Author:</b>                 | <b>Superintendent</b>                                                                                                                                  |
| <b>d. Replace Policy:</b>         | <b>For Board Review 10/26/26</b>                                                                                                                       |
| <b>e. Date Approved:</b>          | <b>12/20/2021 RSU #63</b>                                                                                                                              |
| <b>f. Previously Approved:</b>    | <b>01/22/2018</b>                                                                                                                                      |
| <b>g. Policy Expiration:</b>      | <b>Review as Needed</b>                                                                                                                                |
| <b>h. Responsible for Review:</b> | <b>Superintendent/Board Chair/Policy Committee</b>                                                                                                     |
| <b>i. Date Reviewed:</b>          | <b>11/22/2021 Superintendent</b><br><b>11/30/2021 Policy Committee</b>                                                                                 |
| <b>j. References:</b>             | <b>20-A MRSA 1256 (5); 1252 (2)</b><br><b>1 M.R.S.A § 401</b><br><b>Policy BEC-Executive Sessions</b><br><b>Policy JRA-Student Educational Records</b> |
| <b>k. Narrative:</b>              | <b>Reviewed by Policy Committee 10/13/26</b>                                                                                                           |

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.

- 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.

### **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.

- 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: \_\_\_\_\_

## RSU #63

|    |                                |                                                                        |
|----|--------------------------------|------------------------------------------------------------------------|
| a. | <b>NEPN/NSBA Code:</b>         | <b>BBBDA</b>                                                           |
| b. | <b>Title:</b>                  | <b>Board-Declared Vacancy Caused by Absenteeism</b>                    |
| c. | <b>Author:</b>                 | For Board Review 10/26/26                                              |
| d. | <b>Replaces Policy:</b>        | <b>NEW</b>                                                             |
| e. | <b>Date Approved:</b>          | <b>02/25/2019 RSU #63</b>                                              |
| f. | <b>Previously Approved:</b>    | Reviewed by Policy Committee 10/13/26                                  |
| g. | <b>Policy Expiration:</b>      | <b>Review as Needed</b>                                                |
| h. | <b>Responsible for Review:</b> | <b>Policy Committee and Superintendent</b>                             |
| i. | <b>Date Reviewed:</b>          | <b>02/04/2019 Policy Committee</b><br><b>02/04/2019 Superintendent</b> |
| j. | <b>Reference:</b>              | <b>20-A MRSA § 1474 (RSU)</b>                                          |
| k. | <b>Narrative:</b>              |                                                                        |

- 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.

## **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: \_\_\_\_\_

## RSU 63

|                            |                                                       |
|----------------------------|-------------------------------------------------------|
| a. NEPN/NSBA Code:         | IJOC                                                  |
| b. Title:                  | School Volunteers                                     |
| c. Author:                 | For Board Review 10/26/26<br>Policy Reviewed 10/13/26 |
| 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.

## **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: \_\_\_\_\_

## RSU #63

|                              |                                                       |
|------------------------------|-------------------------------------------------------|
| a. NEPN/NSBA Code:           | BCA                                                   |
| b. Title:                    | Board of Directors Code of Ethics                     |
| c. Author:                   | For Board Review 10/26/26<br>Policy Reviewed 10/13/26 |
| 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.