

**RSU 63 Board of Directors**  
**Monday, December 14, 2020**  
**5:30pm**  
**Holbrook Middle School**  
**Agenda**  
**Remote Phone-In 1-484-841-5487    PIN: 486414445#**

**Call Meeting to Order**

**Executive Session at 5:30pm:** To discuss Superintendent Susan M. Smith's Evaluation and Negotiations pursuant to 1 M.R.S.A. § 405(6)(A)

**Public Session Resume at 6:30pm**

**Flag Salute/Moment of Silence**

**Possible Action Regarding Superintendent Contract**

**Approval of Minutes for November 16, 2020 Board Meeting**

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

**Acceptance of Gifts/Donations**

1. **Staff Massage Chairs Donated by PTG**
2. **Sponsor-a-Child Donations**

**Presentation**

**Questions and Comments from the Board**

**Questions and Comments from the Public**

**Dates of Next Committee Meetings**

1. **Budget and Finance Committee:** Tuesday, December 15, 2020 at 3:00pm, Holbrook Middle School
2. **Community Conversation:** Tuesday, January 12, 2021 at 6:30pm, Remote Connectivity Only
3. **Policy Committee:** Wednesday, January 13, 2021 at 5:30pm, Holbrook Middle School
4. **Facilities Advisory Committee:** Thursday, January 14, 2021 at 5:30pm, Holbrook Middle School
5. **Board Meeting:** Monday, January 25, 2021 at 6:30pm, Holbrook Middle School

**Budget and Finance**

1. **Business Manager Report**
2. **Budget and Finance Committee Report**

**Superintendent's Report**

**RSU #63 Chair's Report**

**Acceptance of Reports**

(written and verbal Budget and Finance, Superintendent, Administrators, and Board Chair's Reports)

**Old Business**

**New Business**

1. **Facilities Advisory Committee Update – Holden Generator**

2. Mission, Vision, and Goals
3. Policies to Approve
  - a. AC-R – Grievance Procedures for Nondiscrimination
  - b. BBAA – Board Member Authority and Responsibilities
  - c. BID – Board of Directors Compensation
  - d. DK – Payment Procedures
  - e. EFCA – Free and Reduced-Price Meal Program
4. Policies to Rescind
  - a. IHBAJ – Special Education Student Oversight Agreement
  - b. IHBAJ-E – Special Education Student Oversight Agreement Form
  - c. IHBAL – Grievance Procedures

**Personnel Actions**

1. Appointments
2. Resignations
3. Retirement
4. Reassignments
5. Elections
6. Searches
  - a. Substitutes (Teachers, Ed Techs, Drivers, Custodians)

**Questions and Comments from the Public**

**Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: November 16, 2020  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* John Hutchins, Heather Charity, and Holly Whitmore

*Town of Clifton:* Linda Graban

*Town of Eddington:* Robin James and Charles Baker, Jr.

RSU 63 Board Member Excused Absent:

*Town of Eddington:* Steve Carr

*Town of Holden:* Cherie Faulkner

Board Chair, John Hutchins called the meeting to order at 5:35pm

Motion by Heather Charity with a second by Linda Graban to enter into Executive Session to discuss Superintendent Susan M. Smith's Evaluation and Negotiations pursuant to 1 M.R.S.A. §405(6)(A).

**Roll Call Vote: Holly Whitmore: Yes; Linda Graban: Yes; Heather Charity: Yes; Robin James: Yes; Charles Baker, Jr.: Yes; John Hutchins: Yes**

**Vote: 6 Approved; 0 Opposed**

Public session resumed at 6:34pm. A flag salute was conducted and a moment of silence was observed.

John Hutchins announced the Board is not ready for an action in regards to the Superintendents Contract. Two Board members were absent from the meeting and the Board felt it was important all members be present. The Board will meet for another Executive Session on December 14, 2020 to finalize the Superintendents Contract.

Motion by Robin James with a second by Heather Charity to approve the minutes for the October 13, 2020 and October 26, 2020 Board Meetings.

**Vote: 6 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff, and Other:** Superintendent Smith recognized Dawna Bickford, RSU 63 School Nurse for all her work answering COVID-19 questions and concerns from staff and parents. She is working closely with the Maine Center for Disease Control and the Maine Department of Education.

**Acceptance of Gifts and Donations:** Superintendent Smith thanked Viking Lumber for their donation of buckets and dowels for the Holbrook Music Department. These items are being used as drums in the initiative for creative music lessons. The Maine Environmental Education Association awarded Holbrook Middle School a \$1,500 Outdoor Learning mini grant that will be used to purchase outdoor winter clothing.

**Presentation:** Jake Morgan, RSU 63 Facilities and Transportation Director presented information on the mileage of each van and bus. The list highlighted which buses met the mileage requirement for state funded replacement. Mr. Morgan submits applications to the state every year. Mr. Morgan advised he parked Bus 2 and added Bus 28 as it is a bigger bus and allows for more student seating. Superintendent Smith added state guidelines for students on the bus has changed since summer. RSU 63 is staying with half-capacity or less for safety. Each bus is cleaned after each run and sprayed every Friday. One bus has been removed from the road as it no longer passes inspection. This bus has been stripped of its seats and is used for storage. Mr. Morgan also provided a list of each run's pick-up and drop-off times, gas and diesel fuel pricing, and a list of the extra runs the District contracts with for surrounding communities. Superintendent Smith advised the bus contract for United Technology Center has allowed some driver time to replace the normal Pre-Kindergarten and the Friday Elementary and Middle School driver time that is missing this year. In the event RSU 63 moves to a "Red" all remote schedule, plans are being worked on for other types of jobs bus drivers can do to continue receiving pay. The Executive Order has expired ensuring all school employees are paid during the COVID-19 mandated closures. Food service work will increase, so bus drivers may be asked to help in that area. Superintendent Smith and Mr. Morgan are meeting with drivers on Friday.

Holly Whitmore and Heather Charity attended the Maine School Management Association Fall Conference. Holly Whitmore stated she attended a session on remote learning with DrummondWoodsum. They recommended a Guide for Remote Learning be created for each school and discussed the importance of not discussing education records during live instruction. They also recommend teacher training on ways to avoid that type of discussion. Ms. Whitmore also attended a session on Superintendent and Board Relations. Recommendations were made for Boards

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to have a Vision Statement for their District, a School Board Handbook with that Boards goals, and ways to not feel like a rubber stamp Board member. The last session Ms. Whitmore attended was on Special Education. She felt this session was very overwhelming and thanked Mr. Gauthier for all of the work he does to support the students in the District. Holly Whitmore added there was a guest speaker from Volunteer Maine. She thought this would be a great presentation for students and Board on ways they can engage with service learning in the community.

Heather Charity attended a session on Racism. There was a lot of discussion on ways to try and improve discussions in school as well as inclusion. The Cultural Competency Institute is conducting a year-long monthly study on strategies for equality, inclusion, and diversity. Superintendent Smith advised we have a group of staff and herself that are currently participating in this study. Heather Charity also attended the Maine School Board Association Delegate Assembly. She advised the resolutions discussed and voted on are in the Board packet. They also had discussion on grants available. She advised the Rethinking Remote Education Ventures is offering a grant up to \$250,000 for learning how to work and teach remotely.

**Questions and Comments from the Board:** John Hutchins asked where we get fuel from. Mr. Morgan advised the District is contracted with Dysart's through next year. Charles Baker, Jr. thanked Mr. Morgan for the creative solutions. Linda Graban asked if the board can approve payment to staff since the money is already in the budget. Superintendent Smith advised it can be looked at, however some changes will be needed from how it was handled in the spring to ensure equality.

**Questions and Comments from the Public:** None.

### **Dates of Next Committee Meetings:**

Facilities Advisory Committee: Thursday, November 19, 2020 at 5:30pm, Holbrook Middle School

Community Conversation: Tuesday, December 1, 2020 at 6:00pm via Video Conference

Policy Committee: Thursday, December 3, 2020 at 5:30pm, Holbrook Middle School

Board Meeting: Monday, December 14, 2020 at 6:30pm, Holbrook Middle School

Budget and Finance Committee: Tuesday, December 15, 2020 at 3:00pm, Holbrook Middle School

Board Meeting: Monday, January 25, 2020 at 6:30pm, Holbrook Middle School

**Budget and Finance:** Nothing to add to the Business Manager Report. Nothing to add to the Budget and Finance Committee Report.

**Superintendent's Report:** Superintendent Smith followed up on some questions presented at the Board Workshop. She asked the Board if they wanted the placement idea or if the Board wanted to look at drafting Policy BA – Board Goals and policy BDD – Board/Superintendent Relationship. The Board wants the “placement” idea to be included on their Board Folders. John Hutchins stated he felt the Vision Statement should be reviewed with input from Administrators and members of the public. Superintendent Smith advised the last Vision Statement was adopted by the Board on October 24, 2016. Mr. Hutchins advised the Vision Statement can be added to New Business for the December 14, 2020 meeting.

Superintendent Smith asked if the Board had any ideas they wanted her to discuss for the Community Conversation on Tuesday, December 1, 2020. She thought masks and travel procedures would be good topics with family holidays approaching. Mr. Hutchins thought ideas for the Vision Statement should be included as well.

**RSU 63 Chair's Report:** None

**Acceptance of Reports:** Motion by Heather Charity with a second by Robin James to approve the written and verbal reports from Budget and Finance, Superintendent, Administrators, and Board Chair.

**Vote: 6 Approved; 0 Opposed**

**Old Business:** None

### **New Business:**

**School Revolving Renovation Fund Bond Resolution:** Superintendent Smith stated although the voters approved the Bond referendum on November 3, 2020 with 2,848 “Yes” votes and 1,109 “No” votes, Gregg Im, bond legal counsel recommends the District go through the Resolution Process as one of the towns did not have the Warrant and Notice of Election signed prior to posting.

Heather Charity with a second by Linda Graban moved that the Resolution entitled, “Resolution to Authorized \$2,673,250 School Revolving Renovation Fund Financing,” be approved in form presented to this meeting; that an

attested copy of said Resolution be included with the minutes of this meeting; and that the Notice of Resolution presented to the meeting be approved and signed by a majority of the School Board at the convenience of each School Board member either in person or by electronic signature.

**Vote: 6 Approved; 0 Opposed**

**Policies to Approve:** Policy DJ-R – Federal Procurement Manual – Administrative Procedures has one change. Food service is no longer exempt from the bid process. Language has been updated to reflect this change. Policy EBCA – Comprehensive Emergency Management Plan and policy EBCC – Bomb Threats are required annual review. No language changes are being made.

Motion by Robin James with a second by Heather Charity to approve policy DJ-R – Federal Procurement Manual – Administrative; policy EBCA – Comprehensive Emergency Management Plan and policy EBCC – Bomb Threats  
**Vote: 6 Approved; 0 Opposed**

**Personnel Actions:**

**Appointments:** Margaret Peckenham, COVID-19 Substitute at Holbrook and afterschool clubs.

**Resignations:** Lizabeth Richards, Part-time Speech Language Pathologist shared with Dedham is changing to Dedham only.

**Retirement:** None.

**Reassignments:** Jacob Gould moved from van driver to bus driver; Sonja Salley moved from long term Speech Language Pathologist Assistant to Speech Language Pathologist Assistant.

**Elections:** None.

**Searches:** Substitutes.

**Additional Questions and Comments from the Board:** Holly Whitmore asked why we have 3 Speech Language Pathologists. Superintendent Smith advised we have one for Holbrook, one for Holden, and Sonja will be at the Eddington School as a Speech Language Pathologist Assistant working under Dani Eichenlaub's supervision. The need is high. We currently have 25 students at Holden Elementary School who need services and we have added intervention at the Pre-Kindergarten level. Any speech or occupational services for Pre-K students is reimbursed by CDS.

**Adjournment:** At 7:17pm, motion by Charles Baker, Jr. with a second by Heather Charity to adjourn the meeting.  
**Vote: 6 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith  
RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

**DRAFT**

**Budget and Finance Committee Meeting  
11/10/2020**

**Called to Order:** 5:07pm

**In Attendance:** Steve Carr, Holly Whitmore, Charles Baker, Jr., Susan Smith, and Kelly Theriault (remote)

Superintendent Smith confirmed the minutes of July organizational meeting of the Board stating Budget and Finance Committee members are Steve Carr, Holly Whitmore, and Charles Baker, Jr., and Cherie Faulkner is the alternate while Mr. Baker was out of the area.

**Financials**

- No concerns with cost centers. Hot lunch looks good even though it is showing in the red right now. \$31,000 in subsidy waiting for processing. We were approved for the equipment grant and will cover the cost of the milk cooler. Meal counts are good, breakfast numbers are still increasing. Increases are likely due to free meals for all students program.

**Substitute Pay/Minimum Wage**

- Minimum wage changes to \$12.15 in January 2021, no hourly concerns. Current sub pay is \$90 per day which is a bit higher than minimum wage. (Kelly collected sub rates from others schools, most were \$84-\$95 per day.) Earned paid leave is a new law going into effect in the new year. Susan stated as we start to review employee handbooks and negotiate the next teacher contract, earned paid leave will need to be reviewed closely. Subs who work more than 120 days will earn paid leave. Holly understood the law to read paid time leave would need to be used in the same year and does not roll into another year. Kelly Theriault has attended webinars with Brann and Isaacson regarding paid earned leave and said earned paid leave cannot be denied.

**Policy DJ-R**

- Policy DJ-R required Budget and Finance Committee review. One small change on pg. 14, section IX per food service review. Food service items are no longer exempt from the bid process.

**Irving/Propane**

- In the past we purchased propane for the bus garage through Ned Jennings, landlord of bus garage. He approached Mr. Morgan about purchasing bulk propane for Holden School. A verbal agreement was made and bills came in for \$1,249 plus tax. The agreement was \$1,219 with no tax. We sent Mr. Jennings an agreement which he signed. Bills are now coming in at 1.219. We will go out to bid in the spring. RH Foster is charging \$1.54 per gallon for the propane we use for the kitchen stoves.

**Personnel**

- Few new names on Board agenda. We are fully staffed at this time.

**Facilities/Transportation**

- Asbestos abatement starts Wednesday, November 11, 2020. No leaks in any school roofs right now. Jake will do Transportation presentation at the Board meeting. One bus run got crowded and has been divided up. Jake is keeping a close eye on another run.

**CRF Update**

- All CRF 1 and CRF 2 funds have been encumbered. We had approximately \$20,000 uncommitted. Administrators were asked about last requests and we are working with LL Bean for outdoor clothing for students. Holly asked if there was a possibility to get more playground equipment. Susan said vendors could not get equipment to us by December 31<sup>st</sup>. The Rec Department has approached Mr. Spencer about having an ice rink at one of the schools. Susan reached out to our insurance company for guidance.

**Other**

- January will begin the timeline for starting the FY22 budget. We expect cuts from the state for next school year. We are currently working on the Property and Casualty checklist for insurance discount.

**Next Meeting**

- Tuesday, December 15, 2020 @ 3:00pm

**Meeting Adjourned:** 5:50pm

\*After the meeting adjourned, Susan was asked to track time used (Susan, Shelley, and Lawyer) for the SRRF Resolution.

FACILITIES ADVISORY COMMITTEE MINUTES  
Holbrook Middle School  
Thursday, November 19, 2020

**DRAFT**

Members Present: Linda Graban, Charles Baker, Jr., Holly Whitmore

Also Present: Susan Smith (Superintendent), Jake Morgan (Transportation and Facilities Director)

1. **Call to Order:** The meeting began at 5:27pm.
2. **SRRF Bond and Indoor Air Quality Projects Update:** Superintendent Smith advised the SRRF Bond Resolution papers have been posted, letters have been mailed to Select Board Members and Town Council Members. The Budget and Finance committee asked us to track hours spent on the Resolution process.

Superintendent Smith confirmed with bond counsel Greg Im, we do not have to go to bid again for project coordinator. He advised since we went to bid and awarded to Carpenter Associates, we can continue with them. Randy Bragg from Carpenter Associates would like to get started as soon as possible. Superintendent Smith felt we need to wait until the bond funds are received. Charles Baker asked for a brief catch up on what he has missed and what the bond included. Superintendent Smith advised the Board agreed to just ask the towns to vote on the Indoor Air Quality Bond and not the general bond totaling \$5 million. Holly added the Board was concerned the District could possibly lose out on the state funding if they asked for a larger bond.

Engineering costs associated with the SRRF were discussed. Superintendent Smith will talk and try to negotiate costs with Carpenter Associates as the costs are more than the original estimates.

Holly asked how the traffic reconfiguration study was going. Superintendent Smith advised their professor asked them to slow down their work a little. She will check in with them in January.

3. **Facilities Projects:**

- a. **Asbestos Abatement:** Room 122 at Holbrook had asbestos tile removed. New floor has been installed. Four rooms will have abatement done December 18- December 22. December 21 and 22 will be all remote days. Room 128, 124, 123 and Room 113 will have abatement done in June and will complete all asbestos removal projects completed at Holbrook.
- b. **Holden Generator:** Jake is going to check on fuel for generator. Diesel vs Propane as we have a large propane tank at the Holden Elementary School. Chuck asked if the fuel unit is included with the generator. Jake is not sure and wants to check with Randy Bragg. Susan asked if we should recommend to the Board to move forward with design from Carpenter Associates now or wait as construction costs have increased. We currently have \$150,000 budgeted. The committee would like this added to the Board agenda for December. Jake will talk with Randy more on the details of the generator. Chuck asked how the disposal of the old generator will be handled. Superintendent Smith said in the past when we bid old buses, we would recoup more money by taking them to the scrap yard. She will check the Disposal of Property policy on how to proceed.

4. **Other:** The underground oil tank at Eddington needs to be removed and converted to propane. The cement holding container is filling up with water and causing problem. Jake thinks it will be more cost efficient to convert to propane. Jake will work on gathering estimates for the conversion. Chuck felt it is very important to have the chimney inspections completed as well.

For COVID-19 cleaning we have 5 additional hours per week at Holbrook, 12 hours at Holden, and 12 hours at Eddington. The CRF funding ends in December. Kelly Theriault and Susan have been working on ways to fund the COVID staff until February break as we need the staff to continue staying Green.

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Window replacement work is on-going and almost complete at Holbrook. Eddington and Holden window replacements are done. The Grade 5 roof is done.

Platforms for outdoor learning are built and picnic tables have arrived. Fencing at Eddington and Holden will be started soon. Chuck asked how much money has been saved by completing these projects with COVID funds and will come off the facilities projects that were included in Bond Funding. Superintendent Smith said she will have to get back to him.

Superintendent Smith has been approached by Pine Tree Solar. They are working closely with the Town of Holden and would like RSU 63 to join them. Superintendent Smith advised if the timing is right, she will bring it to the Board for discussion. The committee agreed the timing is not right and approved Superintendent Smith declining their offer at this time.

- 5. Next Meeting:** Thursday, January 14th at Holbrook Middle School at 5:30pm.

The meeting adjourned at 6:51pm.



# POLICY COMMITTEE MINUTES

Meeting: December 3, 2020

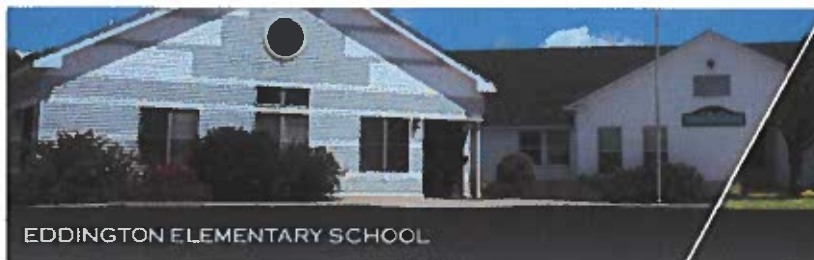
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Members Present: Heather Charity, Robin James, Cherie Faulkner

Also Present: Superintendent Susan Smith

1. **Call to Order:** Superintendent Smith began the meeting at 5:30pm.
2. **AC-R – Grievance Procedures for Nondiscrimination.** We have a version of this policy coded as IHBAL. Maine School Management Association is recommending all districts revise and rename this policy to AC-R. Policy IHBAL language has been added to policy AC-R. This policy is ready for board review.
3. **BBAA –Board Member Authority and Responsibilities.** This policy is one of the older policies in need of updating. Small language and formatting changes needed. This policy is ready for board review.
4. **BID – Board of Directors Compensation.** No changes for this policy. It is ready for board review.
5. **DK – Payment Procedures.** This policy is one of the older policies in need of updating. Small language and formatting changes needed. This policy is ready for board review.
6. **EFCA – Free and Reduced-Price Meal Program.** Recommended changes for this policy include language for no alternate meals regardless of outstanding balance. This policy is ready for board review.
7. **IHBAJ and IHBAJ-E** are both no longer recommended by Maine School Management. This policy and policy form are recommended to rescind and are ready for the board review.
8. **IHBAL -** This policy has been renamed as policy AC-R – Grievance Procedures for Nondiscrimination.
9. **RSU 63 & RSU 63 Teachers Association COVID-19 Guidelines for All Employees.** Update the date in the footer. A few grammatical and language changes to reflect current CDC and DOE guidance.
10. **Policies to Review Next:**  
For the January Policy Meeting
  - BA – Operational Goals
  - BCA – Board of Directors Code of Ethics
  - BCB – Board Member Conflict of Interest
  - BEDH – Public Participation at Meetings
  - EBABA – Chemical Hygiene Plan
  - GBGAA – Exposure Control Plan
  - JJIF – Management of Concussions & Other Head Injuries - Dawna Bickford (our School Nurse) is reviewing our policy regarding concussion (JJIF) to make sure it aligns with recent changes to Maine law and the samples provided by the State.
11. **Next Meetings:**  
Wednesday, January 13, 2020 at **5:30pm** in the Holbrook Library
12. **Other:** None

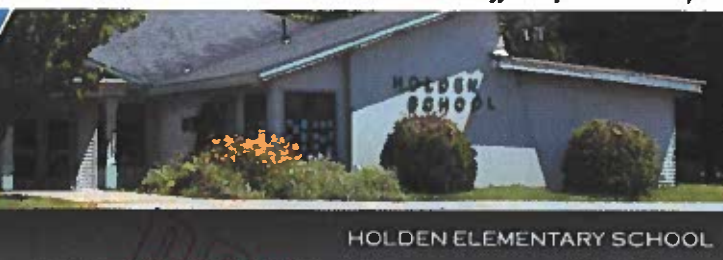
The meeting adjourned at 6:35pm.



EDDINGTON ELEMENTARY SCHOOL

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

Don Spencer, *principal* dspencer@rsu63.org  
Tina Ferril, *secretary* tferril@rsu63.org  
Janet Nichols, *school counselor* jnichols@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org



HOLDEN ELEMENTARY SCHOOL

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

Don Spencer, *principal* dspencer@rsu63.org  
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Dawna Bickford, *school nurse* dbickford@rsu63.org

**"RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life"**



I submit my December board report on behalf of the students and staff at the Eddington and Holden Elementary Schools. As of this report we have **29** in PK, **42** in K, and **40** 1<sup>st</sup> for a total of **111** at the Eddington School and **38** in 2<sup>nd</sup>, **43** in 3<sup>rd</sup>, and **43** in 4<sup>th</sup> for a total of **124** in Holden; for a grand total of **235** in our elementary schools. I was thrilled to welcome back **5** students who were all remote. Parents were excited to send them back and all said they have a greater appreciation for the teaching profession. (That leaves us with **21** all remote students as we enter the end of 2020 school year.)

The children enjoyed their Thanksgiving break and now anxiously wait for snow to fall and that "magical" sleigh ride of course! We are excited to have our specials (Art, PE, and Music) start their "in person" teaching as we begin the 2<sup>nd</sup> trimester. Each grade level will have only one special a week along with their guidance class; leaving more time for the content areas to be taught throughout the 4-day school week. Art & Music will be taught by grade levels in the gyms at both schools. PE will combine a few, but most will have theirs by individual homerooms. (In gyms or outside; weather permitting.) It is indeed a "good thing" we have extra hands (Ed Techs and COVID subs) to help these folks teaching with a lot of children in the class. (38-44 students).



The Holden 4<sup>th</sup> grade will keep up with their "annual" outreach tradition and sponsor "Santa's Elf Drive" for RSU 63 families in need during the holiday time. Their goal is to collect \$1.00 from each child at Holden and purchase clothes, toys, and food for our families less fortunate this Christmas. The school has always gone above and beyond with their goal, collecting anywhere from \$250-\$300. A big thanks to all families for donating to this worthy and generous cause. Thanks again grade four!!!!

Progress reports will be handed out on Dec. 7 as we indeed come to the end of the 1<sup>st</sup> trimester. I am "GREEN" with envy that we are still in school four days a week and hope that continues into the new year. The new mask wearing protocol has been a big adjustment for many students and staff as well. We all know what it will take to keep us in school and not all remote; keep the masks up, washing hands, and physical distancing for sure, for sure!!!

Here's hoping the events of 2020 will be behind us and we enter 2021 with much joy and happiness for all!

I wish you all a Merry Christmas and a Happy New Year!!!



Respectfully submitted,  
Mr. Spencer



## Regional School Unit 63

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

**DRAFT**

**TO:** RSU 63 BOARD of DIRECTORS  
**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.  
**RE:** MONTHLY REPORT  
**DATE:** DECEMBER 2020

### **Board Members Please Note:**

***There will be an Executive Session in the Holbrook Library at 5:30pm on Monday, December 14<sup>th</sup>. Public Session will resume at approximately 6:30pm in the gym.***

### **COVID-19 Procedures**

Over the last few weeks, Maine's Center for Disease Control (CDC), Department of Education (DOE), and Department of Health and Human Services (DHHS) have made changes to rules and procedures. These have included things like new mask rules, reporting and contact tracing expectations, travel rules, and quarantine guidelines. We have also experienced the need for more of our students and staff to be quarantined. Helping people navigate the health and safety rules and the rules around sick leave, COVID leave, and other employment issues has been time consuming, but time well spent.

We have discussed and thought a lot about what we will do when we need to follow our Red (remote learning) schedule for a short period of time (one day to two weeks). Teacher and student schedules, ed tech schedules, ways to provide food, and a myriad of other details have been worked out. Our drivers who are available to work during a "Red" day will be guaranteed five hours of pay (if they are regularly scheduled to work five or more hours that day). They will be tasked to do things like help clean the schools, help with food pick-up or school work packet delivery, clean buses, etc.

### **Academics**

**NWEAs:** During our district-wide workshop days on November 23 and 24, we looked closely at our NWEA (Northwestern Evaluation Association) data and student scores for Reading and Math. Our Kindergarten and Grade 1 students took this assessment for the first time this fall. Having all our students participate (K - 8) enables us to identify needs and strengths of individual students as well as look more holistically as a district. Educators at each school are setting goals, refining building-wide Student Learning Objectives, and developing plans to reach the goals. We plan to share these through a presentation to the Board during the January meeting.

**Distance Learning:** Through our COVID Relief Funds (CRF) and working with our Teaching and Learning Committee and our Technology Committee, we are taking a critical look at aspects of our remote learning opportunities for students. Stipends have been awarded to 11 teachers for nine projects related to:

- **Revamping Instruction** (learning ways to deliver instruction that work well in classrooms and remotely)



## Regional School Unit 63

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

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- **Distance Learning Book Study** (leading a book study for The Distance Learning Playbook by Fisher, Frey, and Hattie);
- **Live Streaming Lessons** (researching, using the OWLS or other hardware, piloting, sharing experience/new learning with others in RSU 63);  
**and**
- **Video Development/Flipped Classrooms** (learning how to use new resources to make short lesson videos for students to view and respond to prior to class, starting a video library, and sharing videos and new learning with others in RSU 63).

The Distance Learning Playbook by Fisher, Frey, and Hattie and Connecting Students Online by Jennifer Serravallo have been purchased for all our educators. We have also surveyed parents and gained feedback and information regarding our remote days during our Yellow schedule and our all-remote Fridays. We have developed a survey about distance learning for our teachers and will be sending that out soon. We will use these projects, resources, and information to refine and improve our distance learning practices.

### **Additional Supports**

In order to learn and grow, our students first have to have their basic needs met. These include physical needs like shelter, food, and clothing; the need to feel safe; and a sense of belonging. Our RSU 63 staff is working hard to make sure our students:

- have food to eat during the week and over the weekends,
- have warm clothes for the winter,
- understand and follow the COVID-19 health and safety rules (masks, physical distancing, hand sanitation),
- feel that school is a safe place for them and they have adults they can count on and trust.

The COVID-19 pandemic has amplified these needs. Our students are experiencing more food, housing, and clothing shortages than we have ever seen before. The social and emotional needs of our kids surface in unexpected ways, often at unanticipated times. I commend the great work our staff is doing to help students through these difficulties so they can learn (and have some positive memories of this time period). We truly have a remarkable and magnificent group of people.

*Within the next 10 years...*

- All students will be well prepared for high school academically and with life skills and a work ethic that enables them to succeed.
- RSU 63 will be recognized for its high quality academic offerings as well as its supports and extensions that meet students "where they are" with respect to individual needs and capabilities.
- Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally and socially, allow for cross-grade-level interactions, and bolster their confidence and readiness to live and work in a global community.
- RSU 63 will be known for its distinctive outdoor education focus and programs that provide all students with opportunities for learning about and gaining skills in the natural world, and linking their experiences to the core academic curriculum.
- RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff and administrators and be considered an outstanding district within which to work and grow professionally.
- RSU 63 will continue to be known for its small, family feel - for offering small class sizes, a safe and nurturing environment, a close-knit community of teachers, staff and administrators, frequent and effective parent-teacher communication, and strong local community support. In short, RSU 63 will be a place where the colloquial saying, "It takes a village to raise a child." rings true.
- All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.
- RSU 63 will be moving forward on a plan to have a state-of-the-art campus and center for students as well as adult learners throughout the community.

## **MISSION STATEMENT**

RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.

## RSU #63

- a. **NEPN/NSBA Code:** BA
- b. **Title:** Operational Goals
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 04/03/2017 RSU #63
- f. **Previously Approved:** 02/24/2014
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent & Policy Committee
- i. **Date Reviewed:** 03/06/2017 Superintendent & Administrators  
03/06/2017 Policy Committee
- j. **References:** RSU 63 Vision & Mission Statements  
Adopted 10/24/2016

### k. Narrative:

In establishing direction and guidance for RSU 63, the Board of Directors (the Board), in consultation with the administration and faculty, sets the following long-term goals for the district. The Superintendent will annually provide the Board with an update that includes progress toward reaching the stated goals. This annual update will include key measures and performance targets for each goal, as well as a review of progress made and recommendations for future work.

**Goal I-Academics:** All students will be well prepared for high school academically and with life skills and a work ethic that enables them to succeed. RSU 63 will be recognized for its high-quality academic offerings as well as its supports and extensions that meet students “where they are” with respect to individual needs and capabilities.

**Goal II-Student Overall Growth and Development:** Students will have access to a broad range of co-curricular offerings before and after school that engage students physically, mentally, and socially; that allow for cross-grade-level interactions; and that bolster their confidence and readiness to live and work in a global community.

**Goal III-Environment:** RSU 63 will be known for its highly qualified, skillful, understanding teachers, staff, and administrators and be considered an outstanding district within which to work and grow professionally. RSU 63 will continue to be known for its small, family feel by offering small class sizes, providing a safe and nurturing environment and a close-knit community of teachers, staff, and administrators who will provide frequent and effective parent-teacher communications in a district where there is strong, local community support.

**Goal IV-Technology:** All students will have reliable and equitable access to advanced educational technologies that are well integrated throughout the curriculum and used appropriately to enhance teaching and learning.

**Goal V-Facilities:** RSU 63 will be moving forward on a plan to have a state-of-the-art campus and center for students as well as adult learners throughout the community.

**Goal VI-Transportation:** RSU 63 will provide safe and friendly student transportation to and from district facilities and district-sponsored activities in a cost-efficient manner.

**Goal VII-Fiscal Responsibility:** RSU 63 will provide a quality education for all students within the district while remaining fiscally responsible to our taxpayers.

RSU #63

- a. **NEPN/NSBA Code:** AC-R
- b. **Title:** Grievance Procedures for Nondiscrimination
- c. **Author:**
- d. **Replaces Policy:** IHBAL
- e. **Date Approved:** \_\_\_\_\_ RSU #63
- f. **Previously Approved:** NEW
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Director of Special Services and Policy Committee
- i. **Date Reviewed:** 12/04/2020 Director of Special Services  
12/03/2020 Policy Committee
- j. **References:**
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) has adopted this grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether the RSU #63 District (the District) is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the federal Rehabilitation Act (34 CFR § 104.7(b)) and the federal Americans with Disabilities Act (28 CFR § 35.107(b)).

Questions about this grievance procedure should be directed to the ADA/504 compliance coordinator: Director of Special Services, 202 Kidder Hill Road, Holden, ME 04429; (207) 843-0702.

**I. Step One**

A person with an identifiable disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the building principal where the grievance arose, or with the ADA/504 compliance coordinator. If filed with the ADA/504 compliance coordinator, that person will forward it to the appropriate building principal. No grievance will be heard if it involves actions that occurred more than 60 days prior to the filing of the grievance.

The building principal, after consultation with the ADA/504 compliance coordinator, will respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed if necessary to address fully the issues in the grievance. The principal's written response will be forwarded to the grievant and to the ADA/504 compliance coordinator.

**II. Step Two**

If dissatisfied with the response, the grievant may obtain a review by the Superintendent of the principal's decision.

The grievant must request that review within 15 working days of the decision by the principal. The Superintendent, after consultation with the ADA/504 compliance coordinator, will respond in writing to the grievance within 15 working days. Extensions of 15 working days may be allowed when necessary to address fully the issues in the grievance. The



**DRAFT**

Superintendent's written response will be forwarded to the grievant and to the ADA/504 compliance coordinator.

Except for grievances regarding physical alterations to school buildings or grounds, the decision of the Superintendent will be final. In the case of grievances regarding physical alterations to school building or grounds, a dissatisfied grievant may obtain a review by the Board of the Superintendent's decision.

The grievant must request that review within 15 working days of the decision by the Superintendent. The Board will have a reasonable time to schedule a meeting on the grievance and to issue its decision.

Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concerns at any time through other legal avenues, such as through the Office for Civil Rights, the Department of Justice, the Maine Human Rights Commission or the Maine Department of Education.

Questions about other legal avenues available for persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA/504 compliance coordinator: Director of Special Services, 202 Kidder Hill Road, Holden, ME 04429; (207) 843-0702.

This notice is available in large print and on audio tape from the ADA/504 compliance coordinator.

AOS #81  
(Comprised of CSD #8 and RSU #63)

- a. NEPN/NSBA Code: BBAA
- b. Title: Board Member Authority & Responsibilities
- c. Author:
- d. Replaces Policy: BBAA
- e. Date Approved: 01/29/2014 CSD #8; 12/16/2013 \_\_\_\_\_ RSU #63
- f. Date Previously Approved: 12/16/2013 4-27-2009
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Policy Committee
- i. Date Reviewed: 12/3/2020 Policy Committee 12/2/2013
- j. References: MSBA Handbook for Maine School Board Members

k. Narrative:

**~~BOARD MEMBER AUTHORITY AND RESPONSIBILITIES~~**

The authority of ~~individual district~~ RSU #63 Boards of Directors (the Board) members is limited to participating in actions taken by the ~~individual~~ Board as a whole when legally in session. Board members will not assume responsibilities of administrators or other staff members. The Board of ~~Directors~~ or staff is not bound in any way or by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the ~~applicable~~ Board of ~~Directors~~.

- I. ~~Via the AOS #81 Board,~~ The Board is responsible for ~~to employing~~ an able and qualified Superintendent of Schools.
- II. ~~To adopt~~ The Board is responsible for adopting policies to govern ~~the school districts within the AOS #81 RSU #63 school District (the District).~~ systems.
- III. Individual Board of ~~Director~~ members ~~shall~~ will refer all complaints or requests directly or indirectly relating to instruction, personnel, or services to the Superintendent of Schools, who is charged with the responsibility of administering policies related to these areas.
- IV. Individual Board of ~~Director~~ members are obligated to attend Board meetings regularly and to request an excused absence when the member is unable to attend. Each member will review the agenda and study materials distributed prior to the meeting to be prepared to participate in the discussion making for each agenda item.
- V. In addition to the foregoing, individual Board of ~~Director~~ members should meet the following qualifications:
  - A. ~~They should~~ Have personal integrity, intelligence, and appreciation of the value of a good education.

- B. ~~They should be~~ Citizens willing and capable of assuming committee and Board responsibilities.
- C. ~~They should be~~ Active members of Board deliberations and discussions.
- D. ~~They should have the~~ Ability to work with others, ~~should have the courage of their convictions, should~~ and always vote their beliefs, ~~should be as~~ champions of the public schools, ~~and attentive~~ with attention to the quality of education provided to the students of the District.
- E. ~~They should be~~ Prepared and willing to devote a sufficiently large amount of time to the study of the problems of education in their respective school District so as to be able to interpret them to the citizens of their District.
- F. ~~They must be~~ Willing and able to make sacrifices of ~~dedicate~~ their time and knowledge, for the benefit of their respective school District.

RSU #63

- a. NEPN/NSBA Code: **BID**
- b. Title: **Board of Directors Compensation**
- c. Author: **Board of Directors**
- d. Replaces Policy:
- e. Date Approved: **12/16/2013**
- f. Date Previously Approved: **12/16/2013** ~~6/27/2011~~
- g. Policy Expiration: **Review as Needed**
- h. Responsible for Review: **Policy Committee/Board of Directors**
- i. Date Reviewed: **12/03/2020 Policy Committee 12/2/2013**
- j. References: **20-A MRSA §1251**

k. Narrative:

**~~BOARD OF DIRECTORS COMPENSATION~~**

Members of the **RSU #63** Board of Directors (**the Board**) ~~shall~~ **will** be compensated at the rate of \$10 (ten dollars), and the Chair of the Board ~~of Directors~~ ~~shall~~ **will** be compensated \$25 (twenty-five dollars), for each Regular, Special, and Emergency Board meeting he/she attends. There ~~shall~~ **will** be no compensation for other meetings attended, or work done, by Board members or the Chair, unless such compensation is approved in advance by vote of the Board ~~of Directors~~.

- I. Compensation payment for meeting attendance ~~shall~~ **will** be calculated from June 1<sup>st</sup> to May 30<sup>th</sup>, and ~~shall~~ **will** be paid in one lump sum for the number of meetings attended in the most recently ended period, normally by the end of June.
- II. A member of the Board ~~of Directors~~ or the Chair may waive all or part of any accrued and/or prospective compensation by so stating, in writing, to the district's Business Manager. Waiver of accrued compensation ~~shall~~ **will** be irrevocable.
- III. Compensation to members of the Board ~~of Directors~~ for mileage covered in a privately owned vehicle used on business for the school district ~~shall~~ **will** be paid in accordance with the policies the district uses for its employees, except that mileage for conferences ~~shall~~ **will** be approved in advance by a vote of the Board ~~of Directors~~.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. **NEPN/NSBA Code:** **DK**
- b. **Title:** **Payment Procedures**
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** ~~02/26/2014 CSD #8, 12/16/2013~~  
RSU #63  
**12/16/2013 01/05/2004**
- f. **Date Previously Approved:** **Review as Needed**
- g. **Policy Expiration:** **Board of Directors/Superintendent**
- h. **Responsible for Review:** **12/2/2013**  
Board of Directors  
**12/03/2020 Superintendent**
- i. **Date Reviewed:** **Policies BBA, BBAA**
- j. **References:**
- k. **Narrative:**

The **RSU #63** Board(s) of Directors (**the Board**) shall ~~will~~ approve, in advance, all disbursements from ~~their~~ district accounts except those for amounts ~~owed~~~~ing~~ under contracts previously approved by the ~~appropriate~~ Board of Directors, and those for which the district(s) will receive a discount or advantage for prompt payment.

- I. As an operating procedure, the Warrant Officers will receive each month (or more often) from the Superintendent ~~of~~ **or their** his/her designee lists of bills for payment from the appropriate account. Purchase orders, invoices, and vouchers properly certified and approved with respect to materials or services received or expenses incurred shall ~~will~~ support these lists. The Warrant Officers shall ~~will~~ check the invoices and vouchers against the computer lists and the prepared checks. The Warrant Officers will discuss questionable items, if any, in the listings; make changes, if deemed necessary; and approve the bills for payment. The Warrant Officers shall ~~will~~ sign each Warrant and forward it to the Business Manager as authorization for mailing the checks out for payment.

## RSU #63

- a. **NEPN/NSBA Code:** EFCA
- b. **Title:** RSU #63 Free and Reduced-Price Meal Program
- c. **Author:** Superintendent/Budget & Finance Committee
- d. **Replaces Policy:**
- e. **Date Approved:** 08/28/2017 RSU #63
- f. **Previously Approved:** ~~08/28/2017~~ 09/28/2015
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Budget & Finance Committee/Policy Committee
- i. **Date Reviewed:** 07/26/2017 Budget & Finance Committee  
12/03/2020 08/07/2017 Policy Committee  
12/03/2020 07/26/2017 Superintendent
- j. **References:** Policies: EFC - Food Services Program  
EFC-R - Administrative Procedures Relating to  
RSU 63's Free & Reduced-Price Meal Program
- k. **Narrative**

Studies prove that children are more successful in a school if they receive appropriate nutritional meals throughout the day. To that end, the District participates in the National School Lunch Program (NSL) administered through the U.S. Department of Agriculture and overseen by the Maine Department of Education, Child Nutrition Services. Proper nutrition is essential for growing bodies and assists students in reaching their full academic and physical potential.

It is the responsibility of the parent/guardian to ensure his/her student has access to proper nutrition. However, the District is well aware that many District families have difficulties providing many of life's basic necessities. To assist the students of these families, the District provides a Free or Reduced-Price Meal Program for those who qualify. The meal program provides breakfast and lunch for Pre-K through eighth grade students during school days.

- I. To qualify a student for free or reduced-price meals, the parent/guardian only needs to complete a "Free and Reduced Lunch School Meal Application" which is available through the office of the student's school principal or the District's Business Manager. Eligibility criteria are available through the District's website ([www.rsu63.org](http://www.rsu63.org)), the student handbook, and information provided to parents/guardians at the beginning of each school year. All information provided on the form is held in strict confidence.
- II. In accordance with the guidelines for participation in these programs, and the wishes of the Board, no student ~~who a teacher believes is improperly nourished shall~~ **will** be denied a ~~free~~ lunch or other food simply because proper application has not been received from his/her parent/guardian.

- III.** Free or reduced-priced lunches may be provided to students of families whose yearly income does not fall within the eligibility guidelines *if* the following steps are taken to establish the need of the students:
- A.** At the beginning of the school year, the parents/guardians of all students will receive written information about the District's School Meal Program. Within these materials will be a "Free and Reduced Lunch School Meal Application". It is the sincere hope of the Board that those families who meet the eligibility criteria for Free and Reduced-Price meals will complete and return the form as directed which will ensure confidentiality.
  - B.** If a completed "Free and Reduced Lunch School Meal Application" is not received from a family with a student(s) believed to be eligible for free or reduced-priced meals, the school lunch accountability person will attempt to contact the family in writing, by phone, or via the SchoolMaster program after conferring with the school principal or Business Manager. The Food Services Director will make the contact if it is determined that students from the same family attend more than one school in the District. Families will be advised of the availability of free and/or reduced-price meals at the school and their child's possible eligibility in accordance with the policy. Families will be directed to the District website to read policies that pertain to their situation or hard copies may be mailed to the family to encourage them to apply on behalf of their students' academic welfare. Long-term health and improved academic performance through good nutrition will be stressed.
  - C.** The school lunch accountability person will contact the family of any student to whom meals have been served for one week without appropriate payment. Contact will be in writing, by phone or the SchoolMaster program and will include a "Due Date" for the outstanding balance. The family will be advised of the means of payment as defined in Policy EFC, Section VIII, and to provide a "bag lunch" for their student if they do not pay the outstanding balance or choose not to participate in the Free or Reduced Lunch program.
  - D.** Following the first contact by the school lunch accountability person, the Business Manager will be provided with the name of the student, the financial status of unpaid meals, the means and date of contact with the student's family, and the "Due Date of the outstanding balance. The Business Manager will notify the appropriate school personnel when/if the outstanding balance is paid and/or application for free or reduced lunch is received.
  - E.** The school lunch accountability person will notify the Food Services Director if it is determined the parent is not providing payment for meals served nor a bag lunch for the student. The Food Services Director will contact the family in writing to document the problem. ~~In the meantime, the school lunch accountability person will ensure the student is provided with an alternate meal that meets the USDA nutritional guidelines.~~
  - F.** The school Principal and Food Services Director will determine any need for the

child to receive free meals, even if the parent/guardian has not filed a Free and Reduced Lunch School Meal Application, and will document that decision. If done, such meals will be claimed for reimbursement according to State guidelines.

- IV. No student will be denied food as a disciplinary measure. No student from Pre-K through ~~the fourth~~ **eighth** grade, whose parent/guardian wants them to receive school meal, will be denied food, even if the student's account is negative.
- V. Meals must always be provided to students in grades Pre-K through ~~fourth~~ **eighth** grade, to any student with disability who may be unable to take full responsibility for the debts they may have created, as well as any student known to qualify for free lunch.
- VI. ~~For students, who have an outstanding balance for school meals and whose parent/guardian has not provided appropriate payment by a specific date, will be served a cheese sandwich, fruit and milk.~~
  - A. The school lunch accountability person will advise the school Principal of any student to whom meals have been served for one week without appropriate payment. The school Principal will contact the family of the student in writing, by phone, or the SchoolMaster program and will include a "Due Date" for the outstanding balance. The parent/guardian will be advised of the means of payment as defined in Policy EFC, Section VIII, and to provide a "bag lunch" for their student until they pay the outstanding balance. If appropriate, the parent/guardian should be encouraged to reconsider applying for the Free and Reduced Price Meal Program if they have not already done so. The school lunch accountability person should offer to send a Free and Reduced Lunch School Meal Application to the parent/guardian and reiterate that all information received is confidential.
  - B. Within one school day following the first contact by the school lunch accountability person, the school Principal and the Business Manager will be provided with the name of the student, the financial status of unpaid meals, the means and date of contact with the student's parent/guardian, and the "Due Date" set for payment of the outstanding balance. The Food Services Director will notify the appropriate school personnel when/if the outstanding balance is paid and/or application for free or reduced-priced lunch is received.
  - C. The school lunch accountability person will notify the Food Service Director if it is determined the parent is not providing payment for the Reduced Price meals served to the student nor a bag lunch for the student. The Food Services Director will contact the family in writing to document the problem. ~~The administration may limit the options available to such households, but meals served will meet the USDA nutritional guidelines and no less than a cheese sandwich, fruit and milk.~~
  - D. The administration's efforts to collect on overdue accounts will conform to the following guidelines:
  - E. Less than \$25 debt in one household: informal communications to household



1. \$25-\$50 in one household: formal written notice; ~~alternate meals~~.
  2. \$50-\$100: registered notice; ~~alternate meals~~.
  3. When, on July 1, a household owes more than \$200 for students under its guardianship, the administration may pursue any means of legal collection.
  4. In all cases, the administration will assist households to document eligibility for free or reduced meals and offer to provide information of charities that may be willing to assist by providing food or funds. All school meal personnel will handle debt situations with as much privacy and respect as possible. All free and reduced meal status information is strictly confidential.
- VII.** The district will make a reasonable attempt to collect unpaid balances at the end of the school year. It also reserves the right to utilize outside collection services for balances exceeding \$50.00. Students will not be allowed to charge meals at the start of the new academic year if there is an unpaid balance from the previous year. There will be a \$25.00 fee charged on returned checks. Cash only or on-line payment may be requested of families who pay by checks that were returned for insufficient funds more than two times in a school year.
- VIII.** The Superintendent is responsible for the development of the process, procedure, and regulations necessary to implementing this policy.

## **RECOMMEND TO RESCIND**

### **RSU #63**

- a. NEPN/NSBA Code:** IHBAJ
- b. Title:** Special Education Student Oversight Agreement
- c. Author:** Director of Special Services
- d. Replaces Policy:** NEW
- e. Date Approved:** 04/24/2017 RSU #63
- f. Previously Approved:** NEW
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Director of Special Services, & Policy Committee
- i. Date Reviewed:** 04/06/2017 Superintendent, Director of Special Services  
04/06/2017 Policy Committee
- j. References:** Ch. 101, §§ II (17), III, IV (2)(D), (E), V (4)(A) (Maine Dept. of Ed. Rules) (May 2012)
- k. Narrative:**

Because RSU 63 special education students may attend any state-approved high school, it is the intention of the RSU 63 School Board (the Board) to have a Special Education Student Oversight Agreement with each high school to which RSU 63 students attend.

The Agreement form is attached as referenced.

A sample Progress Report Form (IHBAJ-E), referenced in the attached Agreement, is provided at the end of this policy.

## **RECOMMEND TO RESCIND**

### **SPECIAL EDUCATION STUDENT OVERSIGHT AGREEMENT**

**RSU 63** and \_\_\_\_\_ hereby agree to the terms set forth below for monitoring students from RSU 63 who are attending \_\_\_\_\_ as tuition students and who have been identified as in need of special education or in need of referral to special education.

**I. General Oversight for All Students:**

- A. Each high school student from RSU 63 will have a report form (Progress Report Form. IHBAJ-E) and grades sent from \_\_\_\_\_ to the RSU 63 Office of Special Services twice a year to monitor the student's progress and to keep an accurate account on transfers and dropouts.
- B. RSU 63 will be responsible for contacting the \_\_\_\_\_ Guidance Department to acquaint them with the Progress Report Form and instruct them on its use.
- C. If there is a problem with the student that requires administrative intervention beyond the level of the student's teacher, the Progress Report Form will be filled out by the designated person documenting the problem. That form will be immediately forwarded to the RSU 63 Office of Special Services. \_\_\_\_\_ will also place a phone call to the RSU 63 Office of Special Services to ensure RSU 63 is aware of the issue.
- D. Any action taken by RSU 63 will be documented on the Progress Report Form.

**II. Oversight of Students Referred to the Office of Special Services:**

- A. When a student is referred for evaluation, the Director of Special Services for \_\_\_\_\_ will notify the Director of Special Services for RSU 63 by means of the Progress Report Form within five days of the referral.
- B. RSU 63 will enter the referral into the log to monitor timelines and procedures as it would K-8 referrals.
- C. RSU 63 will schedule the initial evaluation meeting at a mutually convenient time for all parties and notify \_\_\_\_\_ and the parents/guardians as described in Special Education, Reg. § 8.5.
- D. Parents/guardians will be informed by RSU 63 of their procedural safeguards in accordance with Maine Special Education Regulations and will receive notification of the meetings scheduled to discuss their student's school program. Any questions regarding the special education process should be directed to the RSU 63 Office of Special Services.
- E. The RSU 63 Director of Special Services will chair the Individualized Education Program (IEP) Team meetings held to review evaluations and to make determinations on identification, programming, and placement.

**III. Oversight of Students Identified as in Need of Special Education**

- A. For those students enrolled in special education, their progress will be reviewed at annual IEP meetings, through the general oversight arrangements noted above, and through IEP meetings. Either the sending or receiving school district may initiate IEP meetings, although RSU 63 will initiate the annual IEP to review and revise the IEP. Whichever district initiates the IEP meeting will be responsible for scheduling the meeting at a mutually convenient time and for ensuring that

**RECOMMEND TO RESCIND**

- notifications requirements are met.
- B. Parents/guardians will be informed of their procedural safeguards in accordance with the Maine Special Education Regulations and will receive notification of meetings scheduled to discuss their student's school program. Questions regarding the student's progress or level of need that are raised with \_\_\_\_\_ should be relayed to the RSU 63 Director of Special Services.
  - C. Every three years or more often if determined necessary by RSU 63 or the student's IEP, the student will be re-evaluated, as specified in the Special Education Regulations, at RSU 63's expense. The process of notification will be initiated by RSU 63.

Dated: \_\_\_\_\_  
RSU 63

\_\_\_\_\_ (School)

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Superintendent

Adopted: \_\_\_\_\_

**RECOMMEND TO RESCIND**

IHBAJ - E  
Progress Report Form

**Regional School Unit No. 63**  
202 KIDDER HILL ROAD  
HOLDEN, ME 04429

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

Tel: (207) 843-7851

Fax: (207) 843-7295

**Progress Notes for the Period Ending \_\_\_\_\_**

**CHILD INFORMATION**

Child's Name:  
Date of Birth/Age:

Date of Meeting:

School/Grade:  
Parent Information:

Effective Date of IEP:  
Date of Annual IEP Review:  
Date of Re-evaluation:

State Agency Client:  
Disability:

Date(s) of Amended IEP:  
Case Manager:

**A. Academic Performance:**

**Strengths:**

**Needs:**

**Present Levels of Academic Performance:**

**RECOMMEND TO RESCIND**

**Disability Statement:**

**Measurable Educational Goal:**

**Goal Progress Rankings:**

**Goal Specific Narrative:**

**Measurable Educational Goal:**

**Goal Progress Rankings:**

**Goal Specific Narrative:**

**Measurable Educational Goal:**

**Goal Progress Rankings:**

**Goal Specific Narrative:**

**B. Functional Performance:**

**Strengths:**

**Needs:**

**Present Levels of Functional Performance:**

**Disability Statement:**

**Non-Goal Specific Narrative Dated:**

**RECOMMEND TO RESCIND  
POLICY REWRITTEN TO POLICY AC-R**

**S.A.D. #63**

- a. **NEPN/NSBA Code:** **IHBAL**
- b. **Title:** **Grievance Procedure for Persons  
with Disabilities**
- c. **Author:** **Director of Special Services**
- d. **Replaces Policy:** **New**
- e. **Date Approved:** **04-25-2005**
- f. **Policy Expiration:**
- g. **Responsible for Review:** **Director of Special Services**
- h. **References:**
- i. **Narrative:**

I. The S.A.D. #63 Board of Directors has adopted this grievance procedure to provide a local avenue for persons with disabilities to raise concerns about whether the school unit is fully meeting its obligations under state and federal laws to protect persons with disabilities. This procedure is intended to meet the requirements of the Federal Rehabilitation Act (34 CFR § 104.7(b)) and the Federal Americans with Disabilities Act (28 CFR § 35.107(b)).

Questions about this grievance procedure should be directed to the ADA/504 compliance coordinator Director of Special Services, 202 Kidder Hill Road, Holden, ME 04429, telephone number is 207-843-0702.

II. **Step One**

A. A person with an identifiable disability, or someone acting on that person's behalf, may file a written grievance regarding compliance with state or federal disabilities laws with the building principal where the grievance arose, or with the ADA/504 compliance coordinator. If filed with the ADA/504 compliance coordinator, that person shall forward it to the appropriate building principal. No grievance will be heard if it involves actions that occurred more than 60 days prior to the filing of the grievance.

B. The building principal, after consultation with the ADA/504 compliance coordinator, shall respond in writing to the grievance within 15 working days of its receipt. Extensions of 15 working days may be allowed if necessary to address fully the issues in the grievance. The principal's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

III. **Step Two**

A. If dissatisfied with the response, the grievant may obtain a review by the Superintendent of the principal's decision.

B. The grievant must request that review within 15 working days of the decision by the principal. The Superintendent, after consultation with the ADA/504 compliance coordinator, shall respond in writing to the grievance within 15 working days. Extensions of 15 working days may be allowed when necessary to address fully the issues in the grievance. The Superintendent's written response shall be forwarded to the grievant and to the ADA/504 compliance coordinator.

**RECOMMEND TO RESCIND  
POLICY REWRITTEN TO POLICY AC-R**

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The grievant must request that review within 15 working days of the decision by the Superintendent. The Board of Directors shall have a reasonable time to schedule a meeting on the grievance and to issue its decision.

Nothing in this grievance procedure in any way forecloses a person with a disability from seeking redress for their concerns at any time through other legal avenues, such as through the Office for Civil Rights, the Department of Justice, the Maine Human Rights Commission or the Maine Department of Education.

Questions about other legal avenues available for persons with disabilities to pursue compliance concerns under various disabilities laws should be directed to the ADA/504 compliance coordinator Director of Special Services, 202 Kidder Hill Road, Holden, ME 04429. Telephone number 207-843-0702.

This notice will be available in large print and on audio tape from the ADA/504 compliance coordinator.

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