

7 Lions Lane  
Camden, Maine 04843  
**(207) 236-3358**  
**FAX (207) 236-7810**

**Maria Libby**  
Superintendent  
**Debra McIntyre**  
Assistant Superintendent



Camden Rockport Schools  
Regular School Board Meeting  
**Zoom**  
Wednesday, February 24, 2021  
7:00 P.M.

Meeting URL: <https://networkmaine.zoom.us/j/81511235869>

Note well:

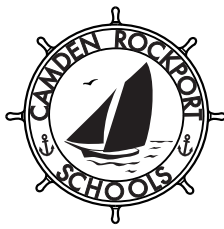
- The meeting will be livestreamed on YouTube: <https://youtube.com/c/SchoolsCamden>
- The public can participate via Zoom. Questions can be asked via the Zoom chatbox.

### **AGENDA**

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Notification of Resignation
  - a. Matt Smith, CRMS Assistant Principal
5. Minutes
  - a. Approval of the January 20, 2021 Regular Board Meeting Minutes
6. Possible Approval of Pre-K Program
7. 2021-22 Requested Budget Presentation – Maria Libby
8. School Board Chair’s Report – Patrick McCafferty
  - a. Review of Public Participation Guidelines
9. Superintendent’s Report – Maria Libby
  - a. Update on Rose Hall Window Project
10. Administrative Reports
  - a. Deb McIntyre, Assistant Superintendent
  - b. Jaime Stone, CRMS Principal
  - c. Chris Walker-Spencer, CRES Principal
  - d. Valerie Mattes, Director of Student Special Services
11. Standing Committee Reports
  - a. Joint Curriculum – Has not met.
  - b. Joint Negotiations – Met February 11. Next meeting February 25, 4:30 p.m.
  - c. Finance – Met January 20, minutes attached. Meets prior to the Board Meeting February 24.
    - Finance Update – Finance Committee Chair
  - d. Joint Personnel – Next meeting March 18, 4:30 p.m.
  - e. Joint Policy – Met February 8, minutes attached. Next meeting April 12, 3:30 p.m.

### **First Reads**

- EEA – Transporting Students to and from School
  - GBP – Earned Paid Leave (new)
  - GBP-R – Earned Paid Leave Administrative Procedure (new)
  - GCGA – Substitute Teachers and Educational Specialists (new)
  - GDB – Benefits for Non-Association Staff
  - GDB-A – School Year Hourly Employee Salary and Benefits
  - GDB-B – Calendar Year Employee Salary and Benefits
  - GDD – Computation of Vacation for Salaried Employees
  - Reviewed with minor or no changes**
  - GCI – Professional Staff Development Opportunities
  - GCK – Professional Staff Assignments and Transfers
  - GCQ – Exit Interviews
  - GCQC – Resignation of Professional Staff
  - GCSA – Employee Computer and Internet Use
  - GCSA-R – Employee Computer and Internet Use Rules
  - GEBA – Employment of Family Members
  - IHBAK – Life-Sustaining Emergency Care
  - Rescind**
  - GCG – Substitute Teachers and Educational Specialists
  - Second Reads**
  - ACAD – Hazing
  - DK – Warrant Procedure
  - GBGAA-R – Bloodborne Pathogens Exposure Control Plan
  - GBN-R – Family and Medical Leave Act (FMLA) Administrative Procedure (code change, combined with GCC)
12. School Advisory Committee Reports
    - a. DEI Task Force – Met February 10, minutes attached. Next meeting March 24, 7:00 p.m.
  13. Future Agenda Items
  14. Adjourn



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Camden Rockport Schools  
Regular School Board Meeting  
**Zoom**  
Wednesday, January 20, 2021  
7:00 P.M.

Meeting recording: <https://www.youtube.com/watch?v=J1UaY8Iexs4>

### MINUTES

#### Board Present

Patrick McCafferty, Chair  
Brianna Gutierrez, Vice Chair  
Marcia Dietrich  
Becky Flanagan  
Peter Orne  
Sarah Bradley Prindiville  
Elizabeth Noble  
Marcus Mrowka (departed at 8:59 p.m.)

#### Also Present

Maria Libby, Superintendent  
Deb McIntyre, Assistant Superintendent  
Chris Walker-Spencer, CRES Principal  
Katie Bauer, CRES Assistant Principal  
Meredith Constantine, CRES Ed Tech, Pause Place Coordinator  
Jaime Stone, CRMS Principal  
Valerie Mattes, Director of Student Special Services  
Peter Nielsen, Business Manager  
Tyler Barter, Oak Point Associates  
Chantel Tardif, Oak Point Associates  
Various staff and parents

1. Call to Order  
Board Chair Patrick McCafferty called the meeting to order at 7:00 p.m. Roll call voting will be in effect for this meeting since members are participating virtually.
2. Adjustments to the Agenda  
None.
3. Public Comment on Items not on the Agenda

None.

4. Minutes

- a. Approval of the December 16, 2020 Special Joint Board Meeting Minutes
- b. Approval of the December 16, 2020 Regular Board Meeting Minutes

**Upon Motion by Marcus Mrowka and second by Peter Orne, the Board voted to approve the minutes of the December 16 Special Joint and Regular Board meetings as written.**

**Vote: 8-0 Passed**

- Patrick McCafferty, aye**
- Brianna Gutierrez, aye**
- Marcia Dietrich, aye**
- Becky Flanagan, aye**
- Peter Orne, aye**
- Sarah Bradley Prindiville, aye**
- Elizabeth Noble, aye**
- Marcus Mrowka, aye**

5. Nominations (Note: Executive Sessions Possible for Nominations)

- a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
CRMS Theatrical Production Director (Play)	Ellen Curtis	20	15%	\$1,791.24

**Upon Motion by Sarah Bradley Prindiville and second by Becky Flanagan, the Board voted to approve the above stipend nomination as written.**

**Vote: 8-0 Passed**

- Patrick McCafferty, aye**
- Brianna Gutierrez, aye**
- Marcia Dietrich, aye**
- Becky Flanagan, aye**
- Peter Orne, aye**
- Sarah Bradley Prindiville, aye**
- Elizabeth Noble, aye**
- Marcus Mrowka, aye**

6. Approval of the 2021-2022 School Calendars

Superintendent Libby presented the proposed 2021-22 school year calendars for CRES and CRMS. They are “normal” calendars, with the only change being a student orientation day on the first day of school for all K-4 students, reducing student days at CRES to the state minimum of 175 days.

**Upon Motion by Becky Flanagan and second by Marcia Dietrich, the Board voted to approve the 2021-2022 School Calendars.**

**Vote: 8-0 Passed**

**Patrick McCafferty, aye**

**Brianna Gutierrez, aye**

**Marcia Dietrich, aye**

**Becky Flanagan, aye**

**Peter Orne, aye**

**Sarah Bradley Prindiville, aye**

**Elizabeth Noble, aye**

**Marcus Mrowka, aye**

7. MET Update – Oak Point Associates

Superintendent Libby began the conversation by reminding the board that when the bids for the MET renovation came in, there was enough money to accept two alternates: replacing the windows and a sidewalk repair in the front of MET. The current windows were too dangerous to use and would have needed to be nailed shut. The bid for the window replacement was \$206,000 which included replacement windows and labor. Ledgewood then began the renovation project with some investigatory work and found major integrity issues with the window openings and surrounding structure. The issues are significant enough that it would pose a liability not to take corrective measures while replacing the windows. The Potential Change Orders (PCO) associated with this additional work require board approval due to the level of costs.

a. Windows

• Issues

Chantel Tardif from Oak Point Associates presented the unexpected issues discovered during the early stages of the renovation of the MET building. After flashing was removed from the exterior and trim removed from the interior, the following concerns were discovered:

1. Lintel corrosion
2. Lintel deflection
3. Loss of material
4. Cracking in the mortar at bearing points
5. Wood rot

Corrective measures include lintel column reinforcement, masonry work, concrete sill repair, new exterior lintels, flashing, and trim. These corrective measures will create structurally sound window openings that are sealed from water infiltration, stopping further deterioration and eliminating safety concerns.

• Possible PCO approval

The following PCOs represent the additional costs of the new windows and need board approval as they are over \$25,000.

1. PCO #6, Windows and blocking \$135,511.25

2. PCO #8, Masonry, flashing, column reinforcement \$174,760
  3. PCO #22, concrete sills ≤\$84,000
- The total estimated additional cost ≤\$394,271.25

Funding for this cost would come from a variety of sources:

1. Project contingency \$50,000
2. Moveable Equipment \$140,950
3. 2020-21 Capital Reserve ≤\$203,321.25

The board asked several clarifying questions around future damage and mitigation strategies but overall agreed that this issue needed to be addressed and supported the plan.

**Upon Motion by Marcia Dietrich and second by Peter Orne, the Board voted to approve Potential Change Orders 6, 8, 19, and 22 for costs not to exceed \$394,271.25.**

**Vote: 8-0 Passed**

**Patrick McCafferty, aye**

**Brianna Gutierrez, aye**

**Marcia Dietrich, aye**

**Becky Flanagan, aye**

**Peter Orne, aye**

**Sarah Bradley Prindiville, aye**

**Elizabeth Noble, aye**

**Marcus Mrowka, aye**

b. Roof

Tyler Barter of Oak Point Associates presented information about the condition of the MET roof so that the board could make an informed decision at this juncture. The options include repairing it or replacing it.

The roof was inspected on January 14 by Walter Barshdorf, a third-party inspector. The findings revealed 5-10 years of life left on the roof with a preventative maintenance program. The roof is currently 27 years old, so this is in line with the expected lifespan. The inspection noted several pooling areas on the penthouse roof and loose membrane found along the penthouse creating the need for patching repairs totaling \$17,397. This expense would be paid from the project contingency. To replace the entire roof now as part of the renovation process would cost \$145,657 and paid from the Capital Reserve.

A board member expressed concern that patching might not address any underlying issues with the roof and cause damage to the newly renovated building. Tyler reassured the board that the membrane is in good condition overall and the repairs

will keep the roof in good condition. A community member asked why this was not discussed at the MET Repurposing Committee. It was noted that the design process and construction costs have continually evolved since the committee ended its work over two years ago.

After further discussion, the board felt that repairing the roof was the most appropriate course of action at this time. The district can plan to save in the Capital Reserve Fund for when a replacement is needed in 5-10 years.

**Upon Motion by Marcia Dietrich and second by Peter Orne, the Board voted to approve roof repairs totaling \$17,397.**

**Vote: 8-0 Passed**

**Patrick McCafferty, aye**

**Brieanna Gutierrez, aye**

**Marcia Dietrich, aye**

**Becky Flanagan, aye**

**Peter Orne, aye**

**Sarah Bradley Prindiville, aye**

**Elizabeth Noble, aye**

**Marcus Mrowka, aye**

8. Pre-K Update – Deb McIntyre – included in packet  
Deb presented information on the nature-based Pre-K program scheduled to begin in the Fall of 2021. The school district will fully fund the Pre-K program as there will be no state subsidy because we are a minimum receiving district. Although she expects there to be a high demand, we only plan to start with one classroom of 16 students in 2021-22. The board asked about enrollment determinations. Children who turn 4 before October 15<sup>th</sup> of the school year would be eligible. Enrollment will be determined by a lottery system with selection criteria that is based on multiple factors in order to offer a heterogeneous class composition. Deb informed the board that she has already notified the Maine Department of Education of the district's intent to begin this program to adhere to the application process timeline. There will be a steering/planning committee created to prepare for the fall start.
9. Formal Change of SAD School Board Membership on the CSD School Board  
The board appointed Marcus Mrowka as CSD board member to replace Elizabeth Noble. Elizabeth will now be the alternate CSD board member.
10. School Board Chair's Report – Patrick McCafferty  
Patrick thanked everyone again for their support and help with holiday giving activities. Also, regarding recent Board approval of a delayed start to the school day, he has received a

lot of positive feedback and thanks to the board and administration from staff for being sensitive and responsive to their needs.

11. Superintendent's Report – Maria Libby – as written

- a. Coronavirus Relief Fund (CRF) Update (minutes from CSD Board Meeting)
- b. Solar Farm Update (minutes from CSD Board Meeting)

12. Administrative Reports

- a. Deb McIntyre, Assistant Superintendent
- b. Jaime Stone, CRMS Principal

Jaime thanked the Town of Camden for installing crosswalk signs around town and keeping sidewalks clear of snow. These were important steps to increase student safety. She also shared that several after school stipend activities have begun and they have been a welcome addition to the afternoon. Two new activities, Girls that Code Club and the Kids Rock Band are very well attended.

- Delayed Start Update

Students and parents have embraced the later start time and the effects seem positive all around. Students come to school better prepared and ready for school. They seem more awake, alert, and less stressed. Staff are rejuvenated and have more time to plan and collaborate to prepare for in-person and remote teaching. Jaime says she has yet to receive any negative feedback.

- c. Chris Walker-Spencer, CRES Principal

- Pause Place Update

Katie Bauer, CRES Assistant Principal, and Meredith Constantine, CRES Ed Tech and Pause Place Coordinator, presented an update on the Pause Place which was originally presented to the board in November 2019 as the Calming Room Concept. Last year, administrators saw an increase in student anxiety, stress, trauma, and dysregulation resulting in more classroom behavioral issues. The Pause Place was created to provide an alternative place, other than the principal's office, for students to go where they can develop self-regulating strategies that can be transferred back to the classroom. The team presented a video tour of the room and explained how a student interacts with the room once they identify their Zone of Regulation (i.e. how they are feeling) through color-coded discs in the entryway. Students spend 5-10 minutes in the room before returning to the classroom. This year, there have been 1,652 visits to the Pause Place: 12.2% girls and 87.8% boys. Katie said she has received positive feedback from teachers and students and noted that she has seen fewer students in the office, which was



the goal. The Pause Place is a more constructive way to manage the behaviors rather than disciplinary methods.

CRMS is also using the Zones of Regulation technique so students have a familiar approach to self-regulation throughout their K-8 education. Jaime shared that the CRMS movement hallway and calming room were successful last year but due to COVID, they had to temporarily discontinue the use of both.

- d. Valerie Mattes, Director of Student Special Services  
Special Education is in the final stages of an audit by the Maine Department of Education.

### 13. Standing Committee Reports

- a. Joint Curriculum – Has not met.
- b. Joint Negotiations – Met December 22 and January 19.
- c. Finance – Did not meet December 16. Meets prior to the Board Meeting January 20.
  - Finance Update – Finance Committee Chair  
The December budget summary had 52.83% remaining with a target of 46.15%. We are on track with no major concerns.
- d. Joint Personnel – Met January 14, minutes attached. Next meeting March 11, 4:30 p.m.

#### **Revised Job Descriptions for Approval**

Activity Stipend Holder  
Athletic Coordinator 5-8  
Athletic Director 5-8  
Bus Driver  
Department Head  
Information Technology Support Technician  
Permanent Substitute Teacher  
School Administrative Assistant  
School Counselor  
Substitute Teacher

**Upon Motion by Marcia Dietrich and second by Sarah Bradley Prindiville, the Board voted to approve the above Job Descriptions.**

**Vote: 7-0 Passed**

**Patrick McCafferty, aye**

**Brieanna Gutierrez, aye**

**Marcia Dietrich, aye**

**Becky Flanagan, aye**

**Peter Orne, aye**

**Sarah Bradley Prindiville, aye**  
**Elizabeth Noble, aye**

- e. Joint Policy – Met December 14, minutes attached. Next meeting February 8, 3:30 p.m.

**First Reads**

ACAD – Hazing

DK – Warrant Procedure

GBGAA-R – Bloodborne Pathogens Exposure Control Plan

GBN-R – Family and Medical Leave Act (FMLA) Administrative Procedure (code change, combined with GCC)

**Reviewed with minor revisions or no changes**

BDE – Board Committees

BEDD – Rules of Order

DKC – Mileage Reimbursement Rate

EGAF – Cellular Phone Use by Bus Drivers

GBGAA-R-A – Bloodborne Pathogens Exposure Control Plan Appendix A

GBGD – Workers' Compensation

GBGD-R – Workers' Compensation Procedure

GBGE – Workers' Compensation Return to Work and Light Duty Assignments

GBGE-R – Workers' Compensation Return to Work and Light Duty Assignments Procedures

GBJ – Personnel Records and Files

GBN – Family and Medical Leave (code change)

GBO – Family Care Leave

GBO-R – Maine Family Medical Leave Administrative Procedure

**Rescind**

GCC – Family & Medical Leave Act (FMLA)

Policy GCC became redundant with other FMLA policies in place.

**Upon Motion by Marcia Dietrich and second by Becky Flanagan, the Board voted to approve the above First Reads as written and Rescinded policy GCC.**

**Vote: 7-0 Passed**

**Patrick McCafferty, aye**

**Brieanna Gutierrez, aye**

**Marcia Dietrich, aye**

**Becky Flanagan, aye**

**Peter Orne, aye**

**Sarah Bradley Prindiville, aye**

**Elizabeth Noble, aye**

14. School Advisory Committee Reports

- a. DEI Task Force – Met January 13, minutes attached. Next meeting February 10, 7:00 p.m.

The DEI Task Force subcommittees had very productive discussions at their last meeting. The group appreciated the depth of conversations and each subcommittee is working to develop immediate and long-term action plans.

15. Future Agenda Items

- An update on the MET window project.

16. Executive Session to Discuss Labor Contracts – 1 MRSA §405 (6) D

The board entered an executive session.

In: 9:12 p.m.

Out: 9:35 p.m.

17. Adjourn

The meeting adjourned at 9:35 p.m.

### SCHOOL BOARD DUTIES AND RESPONSIBILITIES

Maine state law charges school boards with the responsibility to “manage the schools.” This is done essentially by selecting a superintendent and providing him/her with authority and direction. It is not the duty of the board to operate the schools but to see that they are well operated. The board concerns itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system. Members of the board have authority only when acting as a board legally in session. The board shall not be bound in any way by an action or statement of an individual member except when such statement or action is in pursuance of specific instructions from the board.

### BOARD MEETINGS

The Camden Rockport Schools School Board generally meets at 7:00 p.m. on the third Wednesday of each month at Camden Rockport Elementary School **or via Zoom**. Agendas are prepared by the superintendent, the board chair and vice-chair. They are published **on the district website [www.sad.fivetowns.net](http://www.sad.fivetowns.net)** at least four days in advance of each meeting, ~~and are available at the Superintendent’s Office, in each school and in the town offices in each community.~~

### EXECUTIVE SESSION

In accordance with the Freedom of Access (“Right-to-Know”) Law, board meetings are held in public. The board may go into private or executive session, upon vote of 3/5 of the members present and voting, for consideration of certain matters specified in law (e.g., personnel, student suspension/expulsion, contracts to be negotiated, collective bargaining, legal advice or pending litigation). No final action may be taken in executive sessions.

### ADMINISTRATION

Superintendent of Schools: **Maria Libby**      Dir. of Special Services: **Valerie Mattes**  
Assistant Superintendent: **Debra McIntyre**      CRMS Principal: **Jaime Stone**  
Business Manager: **Peter Nielsen**      CRES Principal: **Chris Walker-Spencer**

### SUPERINTENDENT DUTIES AND RESPONSIBILITIES

The position of Superintendent of Schools is created by state law to provide each school board with the benefit of advice from a professional educator. The state statutes and rules give the superintendent the necessary authority to carry out the responsibilities assigned to him/her in relation to the role assigned to him/her in relation to the role assigned to school boards.

# WELCOME!



## TO YOUR CAMDEN ROCKPORT SCHOOLS SCHOOL BOARD MEETING

On behalf of the board, we wish to welcome you to our meeting. We appreciate visitors from the public and trust your attendance will be beneficial to both of us. We feel it is very important for interested persons to know about the workings of our school system and for us to be aware of what is important to the community. You are invited to participate in the meeting in accordance with the policy and rules established by this board.

Sincerely,  
**Patrick McCafferty**, Chair  
**Brieanna Gutierrez**, Vice Chair

### CAMDEN ROCKPORT SCHOOLS BOARD MEMBERS

<b>Patrick McCafferty</b> , Chair, Camden 2021	<b>Marcia Dietrich</b> , Rockport, 2021
<b>Brieanna Gutierrez</b> , Vice-Chair, Rockport, 2022	<b>Elizabeth Noble</b> , Camden, 2023
<b>Sarah Bradley Prindiville</b> , Rockport, 2023	<b>Peter Orne</b> , Camden, 2022
<b>Rebecca Flanagan</b> , Camden, 2022	<b>Marcus Mrowka</b> , Camden, 2023

### NON-DISCRIMINATION POLICY

It is the policy of this school system not to discriminate in educational programs, activities or employment practices on the basis of race, color, national origin, religion, sex, age, ancestry, disability or sexual orientation under the provisions of Titles VI and IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disability Education Act of 1990, and the Americans with Disabilities Act of 1990. The Affirmative Action Plan, as approved by the board and submitted to the Commissioner of Education, is on file in the Superintendent’s Office. The Affirmative Action Officer is the Assistant Superintendent at 207-236-3358.

### CAMDEN ROCKPORT SCHOOLS

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**[www.fivetowns.net](http://www.fivetowns.net)**

## PUBLIC PARTICIPATION

Meetings of the board are public in the sense that they are held in public. This does not mean they are public meetings in the same sense as a “town meeting.” There is no statutory requirement in Maine that the public be permitted to speak; however, we wish to include the public whenever possible. Please be aware of the following “ground rules.”

- To be eligible to address the board, an individual should reside within the school unit, be a parent of a current student, be an employee of the school unit, or be invited by the board or superintendent to speak. The individual shall identify him or herself in each case.
- The chair has the discretion to limit public comment at any time, in terms of number of speakers, length of comment, and nature of comments.
- Except in an emergency, the board will not attempt to decide upon any question before full examination and an opportunity for the superintendent to research the matter and make his/her recommendation to the board.
- Speakers must address all comments and questions to the chair.
- Speakers are asked not to be repetitious of comments already made to the board in the interest of the most efficient use of time.
- The primary purpose of the meeting is for the board to conduct its business as charged by law. Spontaneous discussion, as well as disorder and disruption, prevent the board from doing its work and will not be permitted.
- **Virtual participation:** As with in-person public participation during a traditional school board meeting, the chair has the discretion to limit public comment at any time.
  - Individuals wishing to speak during the Public Comment portion of the meeting should raise their virtual hand or ask their question in the Zoom chatbox. When recognized, an individual should unmute themselves, state their name and connection to the school, then speak to the Board. Individuals will be limited to three (3) minutes. When done, the individual should mute themselves. The board will not engage in a discussion with members of the public during the meeting.

## PUBLIC COMMENT STRUCTURES

### 1. Public Comment – Items not on the Agenda

- The public may comment on any school-related issue during the time set aside at the beginning of an agenda.
- Comments will be limited to 3 minutes per speaker.
- In general, the board will not discuss or act on matters not already on the agenda as they had no time to prepare but will receive comments for consideration at a later date.

- We ask that you consider the implications of your statements, not only with regard to whom they are directed, but also with regard to the general audience of listeners.

### 2. Public Comments – Items on the Agenda

- Comments to items on the agenda will be allowed prior to board discussion of the agenda item.
- Members of the public will be afforded 3 minutes each to express their views. Comments should be limited to the specific agenda item.
- Questions specifically addressed to the chair or superintendent will be noted and they may respond after the speaker has finished addressing the board.
- The board will not engage in a discussion with members of the public during the meeting.

### 3. Public Input During Board Workshops

- Public input is not a part of regular school board workshops; however, the board can call community meetings where no official action is taken but public comments are solicited.

### 4. Public Participation During Special Meetings

- Boards can make exceptions to public participation during special board meetings.
- Input will be limited to 3 minutes per speaker as others may wish to have their turn.

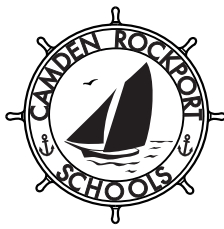
### 5. Public Comments About Personnel

- Due to confidentiality laws, the board does not allow complaints or accusations to be stated in public against any personnel. Should such matters begin to come up, the chair will stop the speaker and describe the appropriate procedure to share a personnel complaint.

**THANK YOU FOR YOUR PARTICIPATION!**



- Your Camden Rockport Schools  
School Board



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**Maria Libby**  
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Assistant Superintendent



Camden Rockport Schools  
Superintendent Board Report  
February 24, 2021

## 1. Strategic Plan Updates

### Goal #1: Social/Emotional, Staff Wellness

- a. The more I read about student mental health issues arising from school closures, the better I feel about the fact that we have been open to in-person since the start of the school year. This is not to say that students of all ages aren't suffering from a lack of normal social interaction, but school offers a social time that is unparalleled in our society, even if it comes with a lot of structured learning. Mixed in with the academic structure is time to connect, see friends, and simply interact.

The news has also made me appreciate the emphasis we have placed, and continue to place, on student supports. In both our elementary and middle schools we have a full-time school counselor, a full-time social worker, and full-time school psychologists. Granted, we have struggled to fill that latter position at CRES, but we have an intern for next year that will get us back on track. In addition, we are planning to hire a full-time Behavior Specialist at CRES next year to provide additional support to our behaviorally dysregulated students. Finally, we have implemented Second Step this year, a social/emotional curriculum to more explicitly teach students the skills they need to cope with life's challenges.

- b. By the same token, I continue to feel we have taken appropriate and generous steps to help our staff during the pandemic and to do our best to support their well-being. I can't speak to the many actions principals take to promote staff well-being, but I know they do a lot. As a district, we delayed the start of school in the fall to allow for more time to prepare, giving teachers nearly two extra weeks of prep time before school started. We also added Early Release every Wednesday to allow more time for teachers. Since the beginning of January, we delayed the start at CRMS to accommodate the extra demands on teachers who instruct simultaneously remote and in-person students. (This ended Early Release Wednesdays at CRMS.) At every step we have been receptive to their needs while still looking out for the needs of students.

### Goal #2: Meaningful, Engaging Curriculum

- a. The DEI Task Force has concluded that an outside audit will be the most effective way to help our district reflect on our practices and our curriculum to make sure it contains diverse perspectives and includes historically marginalized groups.
- b. A long-awaited step for our district has been the launching of a PreK program. We had talked about it for decades, and three years ago included its exploration in our Strategic Plan. After doing so, it is clear that it would benefit a segment of our community and I was committed to ending the discussion and finally take action. At the board meeting this week, we are seeking board approval of this program. We hope to offer the program in a way that doesn't have a significant negative impact on local private pre-schools.

## 2. General Updates

### a. Budget Preparation Summary

This year's budget preparation has been a little different than normal for a variety of reasons. The most obvious is that we are still contending with a global pandemic and the shape of schooling next year is still unknown. This has required a lot of strategic thought and analysis to predict needs in that scenario. Another is that having a new Business Manager has provided a great opportunity for more analysis and tidying up many facets of budgeting that had been glossed over in the past. We have resituated expenses that were not in their proper buckets, precisely analyzed the splits and offsets between districts, and have gone over every line of the budget with a fine-tooth comb.

So, despite the uncertainty of next year, I am feeling very comfortable and optimistic about the budget that will be presented. We are coming in at a 3.57% increase (2.4% without Pre-K). The board recommended a target of 2.5%. The increase above the target is a result of adding the Nature-Based Pre-K program. It was important to me to present a budget to the board with an overall taxpayer impact at under 3%. We have successfully done that, coming in at a 2.82% increase to taxpayers.

We are optimistically expecting school to resume fairly normally next year, with a full slate of sports and activities and have budgeted accordingly. We expect our enrollment to remain stable and we will make a move for the Central Office into Rose Hall (formerly MET). In addition, we plan to complete the Secondary Egress between CHRHS and CRES over the summer and be online with the Solar Farm in the fall.

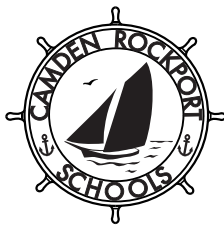
### b. Update on Rose Hall Window Project

Window repairs on Rose Hall have begun and after thoroughly assessing the situation, Ledgewood and OakPoint have determined that 50% of the windowsills need to be replaced. This number falls in the middle of Oak Point's estimate range of 25-75% of the windows presented at the January board meeting. The PCO for the the windowsills, which is the final piece of the comprehensive repairs, is \$50,534.

### c. Secondary Egress

While we had budgeted for the Secondary Egress in this fiscal year, we did not begin the project last summer due to the significant uncertainty at the time. We have now done the background work necessary to begin this project, but due to a stream that will be impacted, there is a small window (end July/Aug) that some of the work has to be done within. Therefore, the project will not start until next summer. The SAD is using the Capital Reserve for its share of this project but will need to raise an additional \$10,000 because the cost of the project has increased. We budgeted for that in the local Ops and Maintenance budget for 2021-22.

Respectfully Submitted,  
Maria Libby



7 Lions Lane  
Camden, Maine 04843  
**(207) 236-3358**  
**FAX (207) 236-7810**

**Maria Libby**  
Superintendent  
**Debra McIntyre**  
Assistant Superintendent



Camden Rockport Schools  
Assistant Superintendent Board Report  
February 24, 2021

**Goals Update:**

**Goal #1 Healthy Learning Environment**

- Supporting through use of title IV funds to purchase supplies and materials to be used in classrooms (wiggle seats, manipulative tools, resource books).

**Goal #2 Teaching and Learning**

- Ongoing discussion and planning for continued supports and opportunities for outdoor learning.
- PreK programming – included a site visit with a consultant from Juniper Hill – will help us to plan the outdoor areas for PreK. Pre-K Planning Committee met to discuss goals and provide recommendations.
- Participating in a graduate level course through UMO “The Innovation Mindset and Pilot Development” – this course is required in order to apply for a state grant to support our outdoor learning PreK-12.
- Working to plan and develop a summer institute focused on integrating technology.
- Implemented a book study group for interested educational technicians “What We Say and How We Say It Matters”.

**GOAL #3: Resource Management**

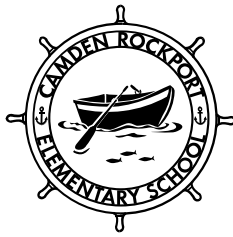
- Continued working on budget development for 2021-22.

**Other**

- Planning and supporting custodial trainings to occur over February break.
- Participating in the Anti-Racism Study Group.
- Ongoing committee work – recertification (district and Mid-Coast Admin), personnel committee
- Participating in the MSSA Winter Convocation, Assistant Superintendent Conference.
- Ongoing updating as needed for the daily health screener.

Respectfully,  
Debra McIntyre





Camden Rockport Schools  
CRES Principal Board Report  
February 24, 2021

**Goals Update:**

**Goal #1: Healthy Learning Environment / Positive School Climate**

As a follow up to our Pause Place presentation to the Board in January, we surveyed CRES staff members to gather additional input about our new program implementation. 87% of staff respondents agree that the Pause Place is achieving its goal: *to respond to individual student needs in real time so students can access academic learning*. The remaining 13% of respondents offered a "neutral" response. Additionally, 11 of the 15 teachers who regularly send students to the Pause Place agreed that their students transferred the skills they learned in the Pause Place (self-regulation and self-advocacy) to their homeroom. The other four teachers responded "neutral." In early March we will conduct a deeper analysis of the comments suggesting areas for improvement.

We also collected data around our Second Step, Social Emotional Learning, program implementation. Most staff members are teaching one lesson per week and finding alignment between our Responsive Classroom practices and Second Step. Teachers appreciate the common language between the two and some note the opportunities for integration with writing, and the benefits of singing and movement.

**Goal #2: Curriculum, instruction and assessment**

We just completed our Winter NWEA assessments and we will take a deeper dive into the results at our next faculty meeting in early March. Teachers continue to problem-solve ways to overcome distancing requirements in the classroom, especially around small group reading instruction. I am continually impressed with the level of effort the staff puts forth to meet the emotional and academic needs of our students. I so appreciate it.

**Goal #4: Effectively Implement District Reopening Plan**

As new families continue to move into the district throughout the year, we recognize the need to periodically revisit our expectations with the broader school community. Overall levels of compliance to our safety expectations are very high and Nurse Fitzpatrick and I continue to follow up with reminders on an individual basis as needed. Families have been willing to problem solve and find ways to consistently adhere to our expectations.

**Enrollment Overview:**

10/1/20	Total: 334
2/11/21	Total: 344

Respectfully Submitted,  
Chris Walker-Spencer

7 Lions Lane  
Camden, Maine 04843  
(207) 236-7812  
FAX (207) 236-7810



**Valerie Mattes**  
Director of Special Services  
**Carla Fancy**  
Assistant Director of Special Services

Camden Rockport Schools  
Special Services Board Report  
February 24, 2021

**Goal: Teaching and Learning**

- Delayed start – Open hours in the morning for all our special education programs are being used fairly extensively at the middle school. The Transitional Life Skills students, both in person and remote, access the program at the rate 6 out of 12 students. Day Treatment students access their program at an average rate of 6 out of 8 students. Approximately 20 students access the resource room in person at least one time per week. Students also access remote support during this time.

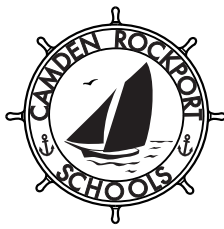
**Other**

- Transition meetings are on the calendar for the 2021-22 school year:
  - CDS to Kindergarten –May
  - Grade 8 to grade 9 – March
- We have secured a School Psychologist Intern, Hannah Luken, from USM to work at CRES next year. Iride Piechocki, our CHRHS school psychologist, will provide clinical supervision. The building administrators and support team had the opportunity to meet with our candidate in January. It has been a long search, and we are thrilled to have Hannah on board!
- I attended a meeting this month with the DOE Monitoring Team to review next steps in the audit process. Normally, the DOE would do a site visit to our district; however, with the current COVID situation, they will create a Zoom Review that mimics the typical Onsite Review. At this time, a sample of IEPs (Individualized Education Plans) will be reviewed by their staff, who will then provide immediate guidance on the findings. Our Corrective Action Plan will be developed and sent to us in June. The DOE will then provide specific training in the fall with the completion of the exit interview at that time. Comments from the DOE staff indicate the initial review of our material appears to be looking good, and so I am hopeful we will have a streamlined Action Plan.

**STUDENT COUNTS:**

Special Education: 136; PERCENTAGE – 19%

Respectfully submitted,  
Valerie Mattes



7 Lions Lane  
Camden, Maine 04843  
**(207) 236-3358**  
**FAX (207) 236-7810**

**Maria Libby**  
Superintendent  
**Debra McIntyre**  
Assistant Superintendent



Camden Rockport Schools  
Finance Committee Meeting  
Zoom  
January 20, 2021  
6:30-7:00 p.m.

**MINUTES**

**Board Present**

Patrick McCafferty, Chair  
Brianna Gutierrez  
Peter Orne  
Becky Flanagan

**Also Present**

Maria Libby, Superintendent  
Deb McIntyre, Assistant Superintendent  
Peter Nielsen, Business Manager  
Chris Walker-Spencer

1. Call to Order

The meeting was called to order at 6:33 p.m.

2. December Budget to Actual Summary

The Business Manager presented the December end-of-month financials and offered that all cost centers are on target without problem. He further offered that due diligence had been applied to reviewing specific lines that were running strong in certain areas and that any tight areas are being closely managed. The payroll target of EOM December is 46.15% of funds remaining, the FY19 remaining balance at the same point had 53.87% remaining, and the SAD had 52.83% funds remaining at FY21 December's close.

3. Other

4. Adjourn

The meeting adjourned at 6:52 p.m.



7 Lions Lane  
Camden, Maine 04843  
**(207) 236-3358**  
**FAX (207) 236-7810**

**Maria Libby**  
Superintendent  
**Debra McIntyre**  
Assistant Superintendent



Five Town CSD/MSAD #28  
Joint Policy Committee Meeting  
**Zoom**  
February 8, 2021

Members Present:

Marcia Dietrich, Chair  
Brianna Gutierrez  
Marcus Mrowka

Also Present:

Maria Libby  
Shawn Carlson  
Chris Walker-Spencer

MINUTES

1. Call to order  
Marcia called the meeting to order at 3:30 p.m.
2. Acknowledge that the Reopening Plan may supersede policy in numerous areas including transportation, athletics, and attendance.
3. CSD Only  
**Review**
  - a. CBI – Evaluation Procedure Criteria for the Superintendent of Schools  
The committee made a few procedural changes to this policy.
  - b. GDD-A – Computation of Vacation for Central Office Staff  
Reviewed with no changes.
4. CSD/MSAD Joint Review  
**New Policies**
  - a. GBP – Earned Paid Leave
  - b. GBP-R – Earned Paid Leave Administrative Procedure
  - c. GCGA – Substitute Teachers and Educational Specialists  
The above policies are being added to comply with the new Earned Paid Leave law and were reviewed with minor edits.  
**Revisions**
  - a. EEA – Transporting Students to and from School  
The committee made several edits to clarify bus stop expectations. They also added a sentence to the section *Student Transportation in Private Vehicles* to reference the State of Maine seat belt and child restraint system law and the legal reference.

- b. GDB – Benefits for Non-Association Staff  
Reviewed with no changes.
- d. GDB-A – School Year Hourly Employee Salary and Benefits  
Reviewed with no changes.
- a. GDB-B – Calendar Year Employee Salary and Benefits  
Reviewed with no changes.
- e. GDD – Computation of Vacation for Salaried Employees  
Reviewed with no changes.

**Review**

- a. GCI – Professional Staff Development Opportunities  
Reviewed with no changes.
- b. GCK – Professional Staff Assignments and Transfers  
Reviewed with minor edits.
- c. GCQ – Exit Interviews  
Reviewed with no changes.
- d. GCQC – Resignation of Professional Staff  
Reviewed with no changes.
- e. GCSA – Employee Computer and Internet Use
- f. GCSA-R – Employee Computer and Internet Use Rules  
The above policies were reviewed with minor title changes in reference to Information Technology personnel.
- g. GEBA – Employment of Family Members  
Reviewed with no changes.
- h. IHBAK – Life-Sustaining Emergency Care  
Reviewed with no changes.

**Rescind**

- f. GCG – Substitute Teachers and Educational Specialists  
The committee decided to rescind this policy.

- 5. The meeting was adjourned at 4:05 p.m.

## CAMDEN ROCKPORT SCHOOLS POLICY

### TRANSPORTING STUDENTS TO AND FROM SCHOOL

The day-to-day operations and administration of the Transportation Department rests with the Superintendent and administrators within the Facilities and Transportation Departments.

It is the intent of Camden Rockport Schools to provide safe and economical student transportation between home and school and to school sponsored, off-campus events, such as field trips and athletic events.

Authorized bus stops will be located in a manner that promotes efficient operation of buses and provides for loading and unloading students with the maximum safety allowed by road conditions.

#### Transportation Between Home and School

The following explains Camden Rockport Schools policy concerning student eligibility for school bus transportation and concerning student use of school bus transportation for other than established pick-up and drop-off purposes.

Subject to the provisions of this Policy, and to Policy concerning Bus Conduct (EEAEC), school bus transportation will be provided for students to and from school as well as to and from a regular childcare provider. Each year, bus routes and bus pick-up/drop-off points will be established by the district's transportation coordinator. ~~These bus stops will be individually planned in order to maximize safety and efficiency.~~ Parents are urged to communicate concerns to the transportation coordinator. Requests to have students regularly picked up or dropped off at locations other than the student's residence must be communicated in writing to, and approved, by the transportation coordinator.

#### 1. Expectations

##### a. Prepared at Bus Stop:

- ~~All students must be within visual contact of an~~ **The school bus driver will not stop if the rider is not within visual contact of the** approaching school bus. ~~or the driver will not be requested to stop.~~

##### b. Pre-K and K students will not be dropped off unless a responsible caregiver is visible to the driver at the drop off location.

##### c. Walking Distances:

- Students in grades 1-4 may be required to walk up to 1/4 mile beyond their property line **to a bus stop or to school.**
- ~~and~~ Students in grades 5-8 may be required to walk up to 1/2 mile beyond their property line to a bus stop or to school.
- **Pre-K and** Kindergarten children will normally be picked up and dropped off at their homes.
- The transportation coordinator is authorized to waive these requirements in individual cases for demonstrable, specific safety

concerns.

## 2. School Van

In some instances, the district may use a van for regular student transportation instead of a school bus due to road and safety concerns. The transportation coordinator will determine instances where this will occur and these exceptions will be approved by the Superintendent. Any van driver that is transporting students will need to have a bus driver license.

The transportation coordinator is authorized to make exceptions to this Policy for students with disabilities, permanent or temporary, on a case-by-case basis.

### Transportation to Athletics and Student Activities

The School board recognizes the value and importance of field trips, clubs, student activities, and athletics which may require student transportation. Students transported to an event by Camden Rockport Schools shall return using the same transportation unless an exception is made. Exceptions require written approval by the parent and Principal/Athletic Director ~~before students leave school grounds for the event, and~~ ~~the parent signing will sign~~ the student out with the coach/advisor before leaving the event. Exceptions will be for extreme circumstances such as a family emergency or the need for a student to return home more quickly than riding the bus would allow.

### Field Trips

School buses, and in some cases a school van, may be used to transport students participating in school sponsored field trips within the state of Maine with prior approval of the Principal. Out of state overnight trips require School Board approval and are generally contracted to a private bus provider.

### Student Transportation in Private Vehicles

Students are not permitted to ride in employees' private vehicles unless a rare exception is made by the Principal or Superintendent. In that event, the employee must provide satisfactory evidence of insurance, insuring the vehicle and driver for not less than \$100,000 combined single limit insurance and \$3000 per person medical payments. Camden Rockport Schools district will provide insurance that will apply only after the individual's insurance. **Any staff member transporting a student must comply with the State of Maine seat belt and child restraint system law.**

### Transportation to After-school Non-school Related Activities

In general, parents are responsible for the transportation of their children to non-school activities. However, on both an individual and on a "space available" basis, students may utilize regularly scheduled school bus service to locations other than their homes upon the receipt of a written request from parents to do so. Such requests should be brought to the school office where a bus pass may be issued. Each school principal is authorized to accept and act upon telephone requests in appropriate situations. Since the granting of requests depends upon space availability, whenever possible requests shall be made in advance of the day of travel.

Cross References:

- EEAEC - Bus Conduct
- KF - School Bus Use and Drivers
- EEAF - Transportation To and From Extra Curricular Activities

Legal Reference:

- Title 29-A MRSA §2081

History: Adopted: 02/23/98, 10/10/00, 10/19/05, 04/10/13 Reviewed: 03/16/20

First Reading: February 24, 2021

Second Reading:

Adopted:



## **MSAD #28 POLICY**

### **EARNED PAID LEAVE**

**The MSAD #28 will comply with all applicable provisions of Maine’s Earned Paid Leave (EPL) law, which ~~takes~~ took effect January 1, 2021, and with Maine Department of Labor rules governing EPL.**

The Superintendent/designee shall be responsible for developing and implementing administrative procedures to implement use of EPL under this policy.

Notice of the EPL law will be posted in a visible location in each workplace.

Administrative procedures, including employee eligibility, use of leave, and employee notice requirements will be provided to employees in writing and/or through electronic communications, the school unit’s employee handbook, or other suitable means.

#### Legal Reference:

- 26 MRSA § 637 et seq.
- Maine Department of Labor Bureau of Labor Standards Rule Chapter 18

#### Cross-Reference:

- GBP-R – Earned Paid Leave Procedure
- GBN–Family and Medical Leave
- GBO–Family Sick Leave

#### History:

First Reading: February 24, 2021

Second Reading:

Adopted:

**MSAD #28 PROCEDURE  
EARNED PAID LEAVE FOR NON-UNIONIZED EMPLOYEES  
ADMINISTRATIVE PROCEDURE**

This procedure implements Maine’s Earned Paid Leave (EPL) Law, 26 MRSA §637. The law ~~takes~~ **took** effect January 1, 2021.

This law requires most Maine employers– including school units– with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose.

This earned paid leave may be used for any purpose, and to the extent that the leave qualifies for paid leave under another leave policy, law or individual employment agreement (such as sick leave, personal leave or vacation, as may be applicable), earned paid leave and the other type of leave will run concurrently.

For unionized employees covered by a collective bargaining agreement that addresses paid time off, the law does not apply until the expiration of the current collective bargaining agreement. Accordingly, unionized employees should refer to the provisions for paid leave in the collective bargaining agreement and follow the school unit’s procedures for requesting and/or accounting for paid leave.

**A. ACCRUAL**

1. Effective (beginning) January 1, 2021, employees shall accrue one hour of EPL for every 40 hours worked, beginning with the first day of employment, up to a maximum of 40 hours per year.

Exempt employees, e.g., teachers and administrators, will be presumed to work 40 hours per week.

A full-day substitute will be presumed to work 7.5 hours per day. A half-day substitute will be presumed to work 3.5. hours per day.

2. Employees may not use EPL until they have been employed for 120 calendar days. The first day of work is considered to be the first day of employment. EPL cannot be used before it is earned and must be used in one-hour increments.
3. Employees employed by the school unit prior to January 1, 2021 will be eligible to use accrued EPL 120 days after their start date.
4. The designated year for purposes of accrual and use of earned paid time off shall be July 1 – June 30.
5. For business office accounting purposes, depending on an employee’s regularly scheduled hours, up to 40 hours of EPL time may be “front-loaded” into the school

unit's payroll/personnel benefits accounting system for some employees for ease of administration, but EPL may not be used until the 120-day employment requirement has been met.

## **B. ALLOWABLE USES AND NOTICE REQUIREMENTS**

1. EPL leave may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes.
  - a. **Planned Purpose:** Employees shall provide at least four (4) weeks' advance written notice to their supervisor to use EPL for a purpose that can be planned. Such purposes include, but are not limited to, weddings/social events, vacation, or recreational activity. Any such use of EPL shall run concurrently with any other type of paid leave for which the employee is eligible for this purpose (such as vacation or personal leave).

In general, planned EPL should not be used for more than three (3) consecutive work days. Planned EPL cannot be used on the days immediately before and/or after a holiday or vacation period, or on any other days determined by the employee's supervisor to conflict with the school unit's operational needs.

- b. **Unplanned/ Emergency Purpose:** EPL may be used for a sudden emergency, sudden illness or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. Examples include, but are not limited to, sudden illness or injury; motor vehicle accident, unanticipated child care closure; or residential issues such as burst pipes. In such cases, the employee is required to notify their supervisor as soon as practicable in the circumstances.

The employee's supervisor will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if an employee requests such leave for three (3) consecutive work days or more.

Any use of such EPL shall run concurrently with any other type of paid leave for which the employee is eligible (such as sick, personal or vacation leave).

## **C. CARRYOVER**

Up to 40 hours of unused, accrued EPL may be carried over to the next designated year. However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours carried over. For example, if an employee carries over eight (8) hours of EPL from one year to the next the employee shall only be eligible to earn 32 hours in the second designated year.

## **D. SEPARATION FROM EMPLOYMENT**

Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked.

However, if the employee returns to work within one year of leaving, the accrued/remaining leave will be reinstated.

Legal Reference:

- 26 MRSA § 637 et seq.

Cross-Reference:

- GBP – Earned Paid Leave
- GBN–Family and Medical Leave
- GBO–Family Sick Leave

History:

First Reading: February 24, 2021

Second Reading:

Adopted:

## FIVE TOWN CSD POLICY

### SUBSTITUTE TEACHERS AND EDUCATIONAL SPECIALISTS

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee. It is the Board's desire to employ appropriately certified persons, if available, for substitute teaching and educational specialist positions.

Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma. The Board may approve more stringent standards at its discretion.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that his/her teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational specialist certificate is appropriate to the employment.

The Superintendent may request a waiver of the time limit from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before ~~they are assigned to a school~~ **their first assignment.**

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists.

Substitute compensation will be reviewed annually.

#### Legal Reference:

- 20-A MRSA §§ 13001-A; 13402(3)
- 26 MRSA 26 MRSA §664
- Dept. of Educ. Rule Ch. 115(9)

#### History:

First Reading: February 24, 2021

Second Reading:

Adopted:

**MSAD 28**  
**BENEFITS FOR NON-ASSOCIATION STAFF**

*This policy applies to employees hired after December 1, 2019 and will supersede policies GDB-A, GDB-B, GDD, GDD-A*

**Definitions**

1. **Full-time employee:** An employee who is scheduled to work a minimum of 35 hours per week.
2. **Part-time employee:** An employee who is scheduled to work fewer than 35 hours per week.
3. **School year employee:** An employee who works either full-time or part-time and has between 177 and 239 paid days per year.
4. **Calendar year employee:** An employee who works either full-time or part-time and has 240 days or more paid days per year.
5. **Hourly employee:** An employee whose is paid hourly. This is based on legal criteria.
6. **Salaried employee:** An employee who is paid a salary. This is based on legal criteria.

**ADMINISTRATORS** - This policy does not apply to administrative positions.

**I. SCHOOL YEAR EMPLOYEE BENEFITS**

The following benefits apply to Full-time employees, whether salaried or hourly. Part-time employees will get pro-rated benefits based on a 40-hour work week.

**Leaves**

1. **Personal Time Off (PTO) time**  
~~Personal Time Off, PTO can be used for any reason, including sick time, personal business, bereavement, vacation, etc. will be computed as follows:~~ **Earned paid leave will run concurrently with PTO. PTO will be computed as follows:**

**Year 1 of District Employment**

New employees receive up to fifteen (15) days of PTO time during their first year of employment. These are accrued as follows: One day for each of the first five months and two days for each of the next five months. The first year of employment is defined as the date of hire until June 30.

**Years 2 - 10 of District Employment**

Employees receive fifteen (15) days of PTO time beginning on Sept 1, of each year after the first year of employment. These are accrued as follows: 5 days after Sept 1, 5 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

**Years 10+ of District Employment**

Employees receive twenty (20) days of PTO time beginning on Sept 1, of each year after the first ten years of employment. These are accrued as follows: 7 days after Sept 1, 7

days after Nov 1, and 6 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee’s supervisor.

2. Sick leave

Unused PTO time can accumulate to seventy-five (75) days that can only ~~then~~ be used for a sick leave that qualifies for FMLA. Sick leave may be used for sickness or disability.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. The sick leave bank will be for all employees who fall under this policy. An employee who has contributed to the sick leave bank during a given school year (September 1st to August 31st) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of ten (10) days in a given school year, upon submission of a health care provider’s certificate and employee’s written request to the Superintendent of Schools.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore, in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee resigns cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum accumulated 100 sick leave days.

**Health Insurance**

The district shall pay 100% of the “MEA/Anthem Choice Plus Plan” single health insurance coverage. Employees scheduled to work at least half time are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

**Holidays**

School year employees will receive the following paid holidays:

Labor Day	Christmas Day
Indigenous Peoples Day	New Year’s Day
Veteran’s Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
The day after Thanksgiving	

**II. CALENDAR YEAR EMPLOYEE BENEFITS**

The following benefits apply to full-time employees, whether salaried or hourly. Part-time employees will get pro-rated benefits based on a 40-hour work week.

## Leaves

### 1. **Personal Time Off (PTO) time**

~~Personal Time Off, PTO can be used for any reason, including sick time, personal business, bereavement, vacation, etc. will be computed as follows:~~ **Earned paid leave will run concurrently with PTO. PTO will be computed as follows:**

#### **Year 1 of District Employment**

New employees receive twenty (20) days of PTO time during their first year of employment. These are accrued as follows: Two days per month after the first two months. The first year of employment is defined as the date of hire until June 30.

#### **Years 2 - 10 of District Employment**

Employees receive twenty (20) days of PTO time beginning on July 1, of each year after the first year of employment. These are accrued as follows: 10 days after July 1, 5 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

#### **Years 10+ of District Employment**

Employees receive twenty-five (25) days of PTO time beginning on Sept 1, of each year after the first ten years of employment. These are accrued as follows: 10 days after July 1, 10 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

### 2. Sick leave

Unused PTO time can accumulate to one hundred (100) days that can only then be used for a sick leave that qualifies for FMLA. Sick leave may be used for sickness or disability.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. The sick leave bank will be for all employees who fall under this policy. An employee who has contributed to the sick leave bank during any given school year (July 1st to June 31st) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of thirty (30) days in a given fiscal year, upon submission of a health care provider's certificate and employee's written request to the Superintendent of Schools.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore, in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee resigns cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum



accumulated 100 sick leave days.

**Health Insurance**

The District shall pay 100% of the “MEA/Anthem Choice Plus Plan” single health insurance coverage. If the employee chooses to enroll in one of the Standard plans offered, the employee shall be responsible for the difference in cost between the Choice Plus Plan premium and the Standard premium. Employees scheduled to work at least halftime are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

**Holidays**

Calendar year employees will receive the following paid holidays:

July 4th	Christmas Day
Labor Day	New Year’s Day
Indigenous Peoples Day	Martin Luther King, Jr. Day
Veterans’ Day	Presidents’ Day
Thanksgiving Day	Patriot’s Day
The day after Thanksgiving	Memorial Day

**III. OTHER BENEFITS FOR BOTH GROUPS**

**Other Leaves**

1. Professional Leave  
 Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.
  
2. Unpaid Leaves  
 Employees requesting an unpaid leave must acquire prior approval from the Superintendent.
  
3. The Family Medical Leave Act  
 The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

**Jury Duty**

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at his/her regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall furnish the superintendent’s office with a written statement from the court showing the days of

jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

### **Mileage**

Employees shall be reimbursed for the use of their private vehicles for approved school business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage reimbursement forms must be completed with all supporting documentation when appropriate.

### **Course Reimbursement**

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the Superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution by check. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

### **Military Leave**

Employees who are members of the National Guard or other authorized State Military or Naval forces, and those who are members of the Army, Air Force, Marines, Coast Guard, or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of income during the period of annual training not to exceed seventeen calendar days in any

calendar year, as specified under the National Defense Act or Armed Forces Reserve Act of 1952, provided that such employees shall have made every reasonable effort to perform such annual training during the period when school is not in session.

### **Salary**

Pay Rates for all new employees will be recommended by the Building Principal or Director to the Superintendent who will determine the starting pay rate.

Annual pay increases are based on performance.

### **IV. EVALUATION**

Unless a specialized tool for a particular position exists, all non-association employees covered under this contract will be evaluated in each of their first two years, and every other year thereafter, by June 1 of the respective year, using the Non-Exempt Performance Review Evaluation tool.

#### **Cross Reference:**

- **GBP – Earned Paid Leave**
- **GBP-R – Earned Paid Leave Administrative Procedure**

**History:** Adopted: 12/18/19

First Reading: February 24, 2021

Second Reading:

Adopted:

**MSAD #28 POLICY**  
**SCHOOL YEAR HOURLY EMPLOYEE SALARY & BENEFITS**  
*This policy only applies to employees hired prior to December 1, 2019*

Fulltime employee – An employee who is scheduled to work a minimum of 35 hours per week and a minimum of 177 days during the school year.

School year hourly employees who fall under this policy are “at will” employees. School year employees who work on a part-time basis will be eligible for pro-rated benefits, as defined below:

**Leaves**

1. Sick Leave

Employees shall be entitled to twelve (12) sick leave days each school year cumulative to seventy-five (75) days. Sick leave may be used for sickness or disability. The employee may be required to provide medical verification of the need for the use of sick leave when the absence continues for more than three (3) consecutive days. Up to three (3) sick leave days per year may be used to care for an immediate family member.

Immediate family member is defined as any natural grandparent, parent, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household. Sick leave may be applied to Family Medical Leave Act.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. An employee who has contributed to the sick leave bank during any given school year (September 1st to August 31st) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of ten (10) days in a given school year, upon submission of a health care provider’s certificate and employee’s written request to the Superintendent of Schools. The Board may grant an employee additional sick days up to a maximum of ten (10) days in addition to the employee’s original request.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee has reached his/her cumulative total of sick days in any given year, the sick days accrued for that year can be donated to the sick leave bank as long as the donated days does not put the Sick Bank over the maximum accumulated 100 sick leave days.
- When an employee resigns cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum accumulated 100 sick leave days.

2. Bereavement Leave

Employees may be granted up to three (3) paid days of bereavement leave for the death of an immediate family member. For the purpose of this article only, immediate family member includes any grandparent, parent, aunt, uncle, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household.

3. Personal Leave

Employees may request two (2) non-cumulative personal leave days with pay, per year, with reason. These personal leave days shall not be granted for recreational purposes and must be pre-approved by the immediate supervisor and the superintendent or designee.

4. Professional Leave

Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.

5. Unpaid Leaves

Employees requesting an unpaid leave must acquire prior approval from the superintendent.

6. The Family Medical Leave Act

The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

### **Jury Duty**

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at his/her regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall furnish the superintendent's office with a written statement from the court showing the days of jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

### **Mileage**

Employees shall be reimbursed for the use of their private vehicles for approved school business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage

reimbursement forms must be completed with all supporting documentation when appropriate.

### **Course Reimbursement**

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution by check. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

### **Vacation**

**Vacation time will run concurrently with Earned Paid Leave.**

Employees will be eligible for the following vacation:

- Five (5) days upon 1st year anniversary date of hire
- Ten (10) days per year after five (5) years of employment

After the second anniversary date of date of hire, vacation time will accrue from July first to June 30. On July 1st after the second-year anniversary date of hire, the employee will receive a prorated number of vacation days to bring his vacation days to July 1st. The following is an example of how vacation will accrue:

Hire Date	Second Anniversary	Vacation Days	Next July 1st	Following July 1st
July	July	5	5	5
August	August	5	4.5	5
September	September	5	4	5
October	October	5	4	5
November	November	5	3.5	5
December	December	5	3	5
January	January	5	2.5	5
February	February	5	2	5
March	March	5	2	5
April	April	5	1	5
May	May	5	1	5
June	June	5	0.5	5

Thereafter, the employee would receive their vacation time on July 1st of each year. Vacation days do not accrue from year to year and are to be used in the year in which they are earned. Prior approval must be acquired in advance from the immediate supervisor. School year employees may use vacation time only on non-school days.

### Health Insurance

Full time employees shall be entitled to receive twelve (12) months of Health Insurance Coverage pursuant to the Five Town CSD Megunticook Educational Support Association/MEA/NEA Article XVIII. Employees scheduled to work at least half time are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

### Holidays

School year employees will receive the following paid holidays:

Labor Day	Christmas Day
Columbus Day	New Year's Day
Veteran's Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
The day after Thanksgiving	

### Salary

Hourly Rates for all new employees will be recommended by the building principal or director to the Superintendent or designee.

Annual pay increases are to be aligned with the MESA Contract.

**Cross Reference:**

- **GBP – Earned Paid Leave**
- **GBP-R – Earned Paid Leave Administrative Procedure**

History: Adopted: 8/23/04, 12/20/06, 1/20/10, 12/9/15, 12/18/19

First Reading: February 24, 2021

Second Reading:

Adopted:



**MSAD #28 POLICY**  
**CALENDAR YEAR EMPLOYEE SALARY & BENEFITS**

*This policy only applies to employees hired prior to December 1, 2019*

Fulltime employee: An employee who is scheduled to work a minimum of 40 hours per week and a minimum of 240 days per calendar year.

Calendar Year employees who fall under this policy are “at will” employees. Calendar year employees who work on a part-time basis will be eligible for prorated benefits as defined below:

**Leaves**

1. Sick Leave

Employees shall be entitled to fifteen (15) sick leave days each school year cumulative to one hundred (100) days. Sick leave may be used for sickness or disability. The employee may be required to provide medical verification of the need for the use of sick leave when the absence continues for more than three (3) consecutive days. Up to three (3) sick leave days per year may be used to care for an immediate family member. Immediate family member is defined as any natural grandparent, parent, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household. Sick leave may be applied to Family Medical Leave Act.

2. Sick Bank

All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. Employees who have contributed to the sick leave bank during any given fiscal year (July 1st - June 30th) shall be entitled during that year, when their accumulated sick days have been exhausted, to use additional sick days from the sick leave bank up to a maximum of thirty (30) days in a given fiscal year, upon submission of a health care provider’s certificate and employee’s written request to the Superintendent of Schools.

- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee has reached his/her cumulative total of sick days in any given year, the fifteen (15) sick days accrued for that year can be donated to the sick leave bank as long as the donated days does not put the Sick Bank over the maximum accumulated 100 sick leave days.
- When an employee resigns, cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum accumulated 100 sick leave days.

3. Bereavement Leave

Employees may be granted up to three (3) paid days of bereavement leave for the death of an immediate family member. For the purpose of this article only, immediate family member includes any grandparent, parent, aunt, uncle, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household.

4. Personal Leave

Employees may request three (3) personal leave days with pay, per year, with reason. These personal leave days shall not be granted for recreational purposes and must be preapproved by the immediate supervisor and the superintendent or designee. Personal days do not accumulate from year-to-year.

5. Professional Leave

Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.

6. Unpaid Leaves

Employees requesting an unpaid leave must acquire prior approval from the superintendent.

7. The Family Medical Leave Act

The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

### **Jury Duty**

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at their regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall furnish the superintendent's office with a written statement from the court showing the days of jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

### **Mileage**

Employees shall be reimbursed for the use of their private vehicles for approved school business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage reimbursement forms must be completed with all supporting documentation when

appropriate.

### Course Reimbursement

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

### Vacation

Vacation time will run concurrently with Earned Paid Leave.

Employees will be eligible for the following vacation:

- Five (5) days upon 1st year anniversary date of hire
- Ten (10) days after two (2) years of employment
- Fifteen (15) days after five (5) years of employment

After the first anniversary date of date of hire, vacation time will accrue from July 1st to June 30th. On July 1st after the first year anniversary date of hire, the employee will receive a prorated number of vacation days to bring his vacation days to July 1st. The following is an example of how vacation will accrue:

Hire Date	Second	Vacation	Next July 1st	Following July 1st
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	<b>Anniversary</b>	<b>Days</b>		
July	July	5	10	10
August	August	5	9	10
September	September	5	8	10
October	October	5	7	10
November	November	5	6	10
December	December	5	5	10
January	January	5	4	10
February	February	5	3	10
March	March	5	2.5	10
April	April	5	2	10
May	May	5	1	10
June	June	5	0.5	10

Thereafter, the employee would receive their vacation time on July 1st of each year. Vacation days do not accrue from year to year and are to be used in the year in which they are earned. Prior approval must be acquired in advance from the immediate supervisor. Computation of vacation days for Central Office staff is outlined in policy GDB-BA.

**Health Insurance**

The District shall pay 100% of the “MEA/Anthem Choice Plus Plan” single health insurance coverage or 84% of the “MEA/Anthem Choice Plus Plan” dependent health insurance coverage. If the employee chooses to enroll in one of the Standard plans offered, the employee shall be responsible for the difference in cost between the Choice Plus Plan premium and the Standard premium.

Employees scheduled to work at least halftime are eligible to receive prorated health insurance benefits.

Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

**Holidays**

Calendar year employees will receive the following paid holidays:

July 4th	Christmas Day
Labor Day	New Year’s Day
Columbus Day	Martin Luther King, Jr. Day
Veterans’ Day	Presidents’ Day
Thanksgiving Day	Patriot’s Day

The day after Thanksgiving	Memorial Day
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**Salary**

Hourly Rates for all new employees will be recommended by the building principal or director to the Superintendent or designee.

**Cross Reference:**

- GBP – Earned Paid Leave
- GBP-R – Earned Paid Leave Administrative Procedure

History: Adopted: 5/26/04, 2/3/10, 3/2/11, 12/9/15, 12/18/19

First Reading: February 24, 2021

Second Reading:

Adopted:

## CAMDEN ROCKPORT SCHOOLS POLICY

### COMPUTATION OF VACATION FOR SALARIED EMPLOYEES

*This policy only applies to employees hired prior to December 1, 2019*

#### PURPOSE

To define when vacation time is eligible to be used by a salaried employee and to define how used vacation time affects a salaried employee's final pay in the event he/she ceases employment before the end of a work year.

1. A salaried employee's total vacation time for the year is available to be used by the employee at the start of the work year in a manner satisfactory to the employee and his/her immediate supervisor.
2. **Vacation time will run concurrently with Earned Paid Leave.**
3. For pay purposes, an employee is eligible to be paid for that portion of his/her annual vacation time in direct ratio to the amount of time worked during the year.
  - a. For practical purposes, this only becomes an issue when the employee ceases employment without completing the work year.
    - i. Should the employee cease employment in the midst of a work year and have used a proportion of the vacation time for which he/she is entitled less than the portion of the year he/she has worked, then the employee is entitled to be paid for that proportion of unused vacation time.
    - ii. Should the employee cease employment in the midst of a work year and have used a proportion of vacation time greater than the portion of the year he/she has worked, then the employee shall have deducted from his/her final pay check(s) (or shall reimburse the district) for the proportion of vacation time used that exceeds the proportion of time worked in the work year.
4. Vacation time is not accrued year to year.

#### Cross Reference:

- **GBP – Earned Paid Leave**
- **GBP-R – Earned Paid Leave Administrative Procedure**

History: Adopted: 12/10/96, 05/13/20 Reviewed: 04/28/03, 04/10/13

First Reading: February 24, 2021

Second Reading:

Adopted:

## MSAD #28

### Professional Staff Development Opportunities

#### **PURPOSE**

The purpose of this policy is to develop, maintain, and extend the skills of staff members and encourages employees to engage in programs and activities that will lead to their professional growth and increased competence.

#### **POLICY**

The Superintendent is authorized to initiate programs and activities designed to serve the following purposes:

1. To provide a structure through which staff members can stay abreast of new developments in their areas of specialty;
2. To familiarize staff members with new research and innovative teaching methods;
3. To assist staff members in the process of change and school improvement; and
4. To facilitate the development, implementation and evaluation of new programs.

Within budgetary limitations, school visits, attendance at conferences, coursework, and national board certification may be approved by the Superintendent in accordance with Board policy.

Legal Reference:

- Chap. 125.23 B. (5) (m) (Maine Dept. of Ed. Rule)

History: Adopted: 09/08/99, 12/09/15 Reviewed 04/10/13

Reviewed: February 24, 2021

## **MSAD #28 POLICY**

### **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The basic consideration in the assignment of professional personnel will be the needs of students and the instructional program.

Therefore, it will be the policy of the board that personnel be assigned on the basis of their qualifications, the needs of the school unit, and their expressed desires. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with school system needs-where the administration feels the employee is most qualified to serve, and second, regarding the preference of the employee.

Within the school, a Building Administrator or designee will have the right to assign classes and courses, provided this is done with full regard to the teacher's area of certification and Board policies. He/she will also recommend to the Superintendent assignments to any stipend positions in school. Activity and Athletic stipend nominees will be approved by the Board.

A transfer, reassignment, or special assignment may be requested by an employee, which will be given due consideration in accordance with the provisions of this policy.

#### **Cross Reference:**

- GCP - Professional Staff Promotions and Reclassifications
- GCEA - Recruitment, Selection and Employment of Teaching Personnel

History: Adopted: 01/13/99, 05/8/13, 12/09/15

Reviewed: February 24, 2021



## MSAD #28 POLICY

### EXIT INTERVIEWS

It is the Five Town CSD Policy to conduct exit interviews with all employees leaving the District. The goal of the exit interview is to gain honest feedback in the interest of continuously improving our school and work environment.

The exit interview is voluntary, but employees are strongly encouraged to participate and will be notified of the expectation of an exit interview by receiving a copy of this policy upon retirement, resignation, or termination. The exit interview should be scheduled prior to the last day of employment.

The comments provided in exit interviews will be compiled into reports to facilitate analysis for patterns and problems that require attention. If an employee requests anonymity, his or her comments will be recorded but unattributed. Completed reports will be reviewed by Superintendent who will take appropriate actions if necessary.

To encourage candid discussion, exit interviews will be conducted by a “neutral party” whenever possible. For example, the Assistant Superintendent ~~will~~ **may** conduct exit interviews with the teaching staff, and the Assistant Principal ~~will~~ **may** conduct exit interviews with support staff. **The Human Resources Manager also serves as a neutral party for exit interviews.**

The most appropriate personnel to conduct exit interviews with other staff (i.e., Administrators, food service, custodial, etc.) will be determined by the Superintendent.

History: Adopted: 9/15/04, 07/10/13

Reviewed: February 24, 2021

## **MSAD #28 POLICY**

### **RESIGNATION OF PROFESSIONAL STAFF**

The MSAD #28 Board authorizes the Superintendent to accept resignations of all staff. Such acceptance shall be in writing and the Superintendent will negotiate the terms of the resignation. The resignation of teachers, administrators and ~~supervisors~~ **directors** will be accepted by the Superintendent and reported as information to the Board at the next regular meeting.

History: Adopted: 12/02/97, 03/23/05 Reviewed: 04/10/13

Reviewed: February 24, 2021

## MSAD #28 POLICY

### EMPLOYEE COMPUTER AND INTERNET USE

MSAD #28 computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

***This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.***

District computers, email system, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers and email is permitted as long as such use:

1. ~~It~~ Does not interfere with the employee's job responsibilities and performance;
2. ~~It~~ Does not interfere with system operations or other system users; and
3. ~~It~~ Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for, or expect, any support from the District's ~~Instructional~~ Information Technology personnel for personal use.

Compliance with the District's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the District's computers will also result in referral to law enforcement.

MSAD #28 computers remain under the control, custody and supervision of the school unit at all times. The District reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers or email.

Employees shall be informed of this policy and the accompanying rules through the school website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Director of ~~Instructional~~ Information Technology and others as he/she deems appropriate.

#### Cross Reference:

- GCSA-R - Employee Computer and Internet Use Rules
- IJNDB - Student Computer and Internet Use
- EGAD - Copyright Compliance

History: Adopted: 01/18/06 Reviewed: 05/08/13

NEPN/NSBA Code: GCSA

Reviewed: February 24, 2021

## MSAD 28 POLICY

### EMPLOYEE COMPUTER AND INTERNET USE RULES

These rules accompany Board policy GCSA (Employee Computer and Internet Use). Each employee is responsible for his/her actions and activities involving District email systems, computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Director of ~~Instructional~~ Information Technology.

#### 1. Consequences for Violation of Computer Use Policy and Rules

Failure to comply with Board policy GCSA, these rules and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of the District's email, computers will also result in referral to law enforcement.

#### 2. Access to School Computers, Networks and Internet Services

The level of employee access to District email, computers, networks and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the District's computers and networks is strictly prohibited.

#### 3. Acceptable Use

District email, computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the District's email, computers, networks and Internet services.

#### 4. Personal Use

District computers, email system, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers and email is permitted as long as such use:

- a. ~~d~~Does not interfere with the employee's job responsibilities and performance;
- b. ~~d~~Does not interfere with system operations or other system users; and
- c. ~~d~~Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for

occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for or expect any support from the District's ~~Instructional~~ **Information** Technology personnel.

## 5. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- a. Any use that is illegal or which violates other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. The District assumes no responsibility for illegal activities of employees while using school computers.
- b. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
- c. Any inappropriate communications with students or minors.
- d. Any use for private financial gain, or commercial, advertising or solicitation purposes.
- e. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
- f. Any communication that represents an employee's personal views as those of the District or that could be misinterpreted as such.
- g. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by employees.
- h. Sending mass emails to school users or outside parties for non-school purposes without the permission of the Director of ~~Instructional~~ **Information** Technology or building administrator.
- i. Any malicious use or disruption of the District's email, computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users).
- j. Any misuse or damage to the District's computer equipment, including opening or forwarding e-mail attachments (executable files) from

- unknown sources and/or that may contain viruses;
- k. Any attempt to access unauthorized sites, or any attempt to disable or circumvent the District's filtering/blocking technology.
- l. Failing to report a breach of computer security to the Director of ~~Instructional~~ **Information** Technology;
- m. Using school email, computers, networks and Internet services after such access has been denied or revoked; and
- n. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

**6. No Expectation of Privacy**

Five Town CSD computers remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

**7. Disclosure of Confidential Information**

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

**8. Employee Responsibility to Supervise Student Computer Use**

Employees who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members are expected to be familiar with the District's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees become aware of a student violation, they are expected to stop the activity and inform a building administrator.

**9. Compensation for Losses, Costs and/or Damages**

The employee is responsible for compensating the District for any losses, costs or damages incurred by the District for violations of Board policies and school rules while the employee is using District computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using District computers.

**10. All school issued technology devices and associated power supplies are property of the district and will be returned immediately upon termination of employment. Failure to do so will result in theft charges.**

Cross Reference:

NEPN/NSBA Code: GCSA-R

- GCSA - Employee Computer and Internet Use

History: Adopted: 01/04/06 Reviewed: 05/08/13

Reviewed: February 24, 2021



## **MSAD #28 POLICY**

### **EMPLOYMENT OF FAMILY MEMBERS**

No person who is a member of the immediate family of an administrator/supervisor shall be employed in a position which is within the jurisdiction of that administrator/supervisor. No person shall be employed in a position where a member of the immediate family is responsible, in whole or in part, for the supervision and/or evaluation of the employee.

The Board may approve an exception to this policy where the Board determines that granting of such exception is in the best interest of the school system.

"Member of immediate family" shall mean spouse, brother, sister, parent, son or daughter, domestic partner or step-child.

Legal Reference:

- TITLE 20-A MRSA SEC. 1002

History: Adopted: 05/08/13

Reviewed: February 24, 2021

## **MSAD #28 POLICY**

### **LIFE-SUSTAINING EMERGENCY CARE**

A primary concern of MSAD 28 shall be the health and safety of its students. In emergency situations involving accident or illness, school employees should undertake reasonable efforts to provide first aid or life-sustaining emergency care to the extent of their knowledge and training, and/or to seek the assistance of school medical personnel or other staff members to obtain emergency assistance for the student.

For those students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. The team should include persons at the school who are knowledgeable about the student, as well as the student's parents and a school administrator. The team may consider requests from the parents that alternative forms of life-sustaining emergency care be used as part of that plan, but those requests must be substantiated by specific medical documentation from the student's physician. The team shall not approve a parental request to deny all life-sustaining emergency care for a student, but may specify that only certain types of intervention are appropriate in a particular situation.

For the purpose of this policy, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such a procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, cardiopulmonary resuscitation ("CPR"), treating diabetic coma, and treating severe allergic reaction.

Legal Reference:

- 29 USC § 794(a)

Cross Reference:

- JLCE - First Aid and Emergency Medical Care

History: Adopted: 3/12/03, 06/19/13

Reviewed: February 24, 2021

## MSAD #28 POLICY

### Substitute Teacher Job Description and Pay Benefits

#### 1. **Part-Time, Occasional Substitutes**

Part-time, occasional substitute teachers in MSAD #28 are those who serve less than 10 consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson planning is not assumed to be done by the part-time occasional substitute because lesson plans are left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of workdays a year. They will be paid \$80.00 per day in the 2015-16 school year and \$85.00 per day in subsequent years for each day of substitute teaching. No benefits are a part of this position. If a substitute unexpectedly is required to remain in the same position for more than ten consecutive school days, all days of substituting in that position will be handled, retroactively, the same as a long-term substitute.

#### 2. **Long-Term Substitutes**

Long-term substitute positions (those who serve 10 or more days in the same position) will be filled at the B-0 step on the teachers' salary schedule providing that the substitute is properly certified in the area of the teaching assignment. Lesson planning is assumed to be done by the long-term substitute after the first day or two. The certified substitute shall receive pro-rated benefits for which they are eligible. In the absence of proper certification, the substitute will be paid \$90 per day in the 2015-16 school year and \$95.00 per day in subsequent years and receive one day per month as a sick leave day benefit. Advertisement and interviews are not required for long-term substitute positions.

History: Adopted: 09/04/02, 01/18/06, 02/26/08, 06/20/12, 12/09/15

First Reading: April 12, 2017

Second Reading: May 18, 2017

Adopted: May 18, 2017

## MSAD #28 POLICY

### HAZING

The MSAD #28 is committed to providing a safe learning environment for all student activity participants, coaches/advisors and supporters, and is unequivocally opposed to hazing activities of any kind.

~~For the purpose of this policy hazing is "any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school."~~

Examples of hazing include, but are not limited to, any activities involving participants in school co-curricular or athletic programs intended as an "initiation," "rite of passage" or "test" of participants that involve the performance of a humiliating, dangerous or illegal act, or any other conduct that has the effect of intimidating, degrading, or physically or psychologically harming the participants, whether or not participation in the activity was voluntary or involuntary.

Hazing activities of any type, ~~during school activities~~, either on or off school property, by any student, staff member, group or organization affiliated with MSAD #28 are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, coach, or other employee of the MSAD #28 shall encourage, permit, condone, nor tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, nor engage in hazing activities.

Persons not associated with MSAD #28 who fail to abide by this policy may be subject to ~~ejection~~ removal from school property and/or other measures as may be available under the law.

Students, administrators, faculty, coaches, and all other employees who fail to abide by this policy may be subject to disciplinary action which may include suspension, expulsion, dismissal, or other appropriate measures. In the case of an organization affiliated with MSAD #28 which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with MSAD #28. These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject.

~~The Superintendent shall assume responsibility for administering this policy.~~ Building administration shall administer this policy in consultation with the Superintendent. In the event that an individual or organization disagrees with an action or lack of action on the part of the Superintendent as he/she administration carries out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

This right to appeal does not apply to student suspensions of 10 days or less or to matters submitted to grievance procedures under applicable collective bargaining agreements.

Legal Reference:

- 20-A MRSA § 6553

Cross Reference:

- ACA - Harassment and Sexual Harassment of Students
- ACAB - Harassment and Sexual Harassment of Employees
- JICIA - Weapons, Violence and School Safety
- JK – Student Discipline

Reference:

- [www.stophazing.org](http://www.stophazing.org)

History: Adopted: 03/28/01, 01/16/13

First Reading: January 20, 2021

Second Reading: February 24, 2021

Approved:

NEPN/NSBA Code: DK

## MSAD #28 POLICY

### WARRANT PROCEDURES

Since a system of checks and balances which also pays bills promptly is in the best interest of the students and taxpayers of MSAD #28, the Board of Directors enacts the following policy.

1. All warrants will be signed by two members of the Finance Committee and/or Board Leadership and the Superintendent. **If there is a significant overlap between Finance Committee members and Board Leadership, the Board Chair may assign one or more additional Board members to sign warrants.**
2. ~~Office staff~~ **The Accounts Payable Clerk (or an assignee)** will inform the Finance Committee of the need to sign a warrant. Finance Committee members will attempt to sign the warrant within 5 days of notification.
3. ~~Accounts Payable Check Warrants will be prepared near the 15th and 30th of each month.~~ **as often as needed, but no more than weekly.**
4. If the Finance Committee and/or Board Leadership has not signed within 5 **4** days, the Superintendent is authorized to approve the warrant.
5. Checks **and ACH transactions** will be ~~distributed~~ **released** after the warrant is signed by two Finance Committee members and/or Board Leadership and the Superintendent.
6. In special circumstances, the Superintendent **or Business Manager** may approve a **urgent checks or ACH transctions** before the Finance Committee members have signed the warrant.
7. ~~Direct deposit accounts payable warrants will be run bi-weekly. The will include only official/referee payments and employee expense reimbursements which are less than \$175 per item.~~
8. Direct deposit payroll warrants will be run bi-weekly.
9. ~~The Superintendent has the authority to approve the direct deposit warrant, but the warrants must be reviewed and approved by two finance committee members and/or board leadership.~~
10. All approval, signing and filing of warrants will be conducted in concert with state laws and general accepted accounting principles.

History: Adopted: 01/20/99, 05/08/13 Revised: 07/07/04

First Reading: January 20, 2021

Second Reading: February 24, 2021

Adopted:

## MSAD #28 POLICY

### BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne Pathogen standards, 29 CFR 1910.1030, the following exposure control plan has been developed:

#### Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency. In this district, the following job classifications are in this category:

1. School Nurse, Health Aide	Medical Emergencies/Personal care
2. Coaches	Medical Emergencies
3. Operations and Maintenance	Custodial Duties
4. Selected Staff	Medical Emergencies/Personal care
5. Bus Drivers	Medical Emergencies

In addition, OSHA requires a list of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks for procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications are around associated tasks for these categories are as follows:

1. Administrators	Medical Emergencies
2. Food Service Staff	Medical Emergencies

Though the risk is minimal, there is potential exposure to bloodborne pathogens for any employee within the school setting because employees may be called upon to attend to the injury of a student.

#### Compliance Methods

Universal precautions will be practiced by all employees of MSAD #28. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate or minimize exposure to employees in this District. Where occupational exposure remains after institution of these

controls, personal protective equipment shall also be used. In this District, the following engineering controls will be followed: All contaminated sharps will be placed in a sharps container.

The above controls will be examined and maintained on a regular basis.

Hand washing facilities are also available to employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Bus Drivers are the only employees who may not have hand washing facilities readily available, but are provided by the transportation department with appropriate antimicrobial towelettes/wipes or instant hand sanitizer.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

### **Contaminated Sharps**

Contaminated sharps will be placed in a puncture resistant, leak proof container. The container will be labeled with a "biohazard" label. The sharps containers will be kept in a locked closet in the Nurse's office and in other deemed necessary locations reviewed by the school nurse. Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Arrangements will be made with parents of any student who carries an epi pen, diabetic equipment or any other pre-approved medication to transport sharps safely. The school nurse has the responsibility of safely disposing of all sharps containers ~~either through the First Aid Association or through Penobscot Bay Medical Center,~~ [coordinating the disposal using methods and guidelines provided by the Maine DEP Biomedical Waste Program.](#)

### **Personal Protective Equipment**

All personal protective equipment used in this District will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. A pair of gloves will be provided for all school personnel at the beginning of each school year as

needed. Gloves will be available from the school nurse's office as needed. Disposable gloves used in this District are not to be washed or decontaminated for reuse and are to be replaced



by staff as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised. The schools will be cleaned and decontaminated according to the maintenance schedule. Decontamination will be accomplished by using cleaning materials deemed necessary by maintenance.

***All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials.***

All bins, pails, cans and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis to be determined by maintenance.

### **Hepatitis B Vaccine**

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity. Antibody testing is at cost to the employee. Employees who decline the Hepatitis B vaccine will sign a waiver using the wording in Appendix A of the OSHA standard. **The Human Resources Manager is designated to carry out this section of the policy.**

Employees who initially declined the vaccine but who later wish to have it may then have the vaccine provided at no cost.

All records of vaccines will be kept in the Superintendent's office.

### **Caring for Biting Incidents**

A. For person bitten:

1. Care for the wound. **Follow procedure for accidental bloodborne pathogen exposure**
2. Notify administrator of incident and plan for prompt parental notification.
3. Advise parent of pertinent health recommendations:
  - a. Whenever skin is broken, consultation with health care provider for direction regarding any necessary treatment measures, including tetanus immunization. (although the risk of disease transmission from a human bite is minimal, a health care provider should evaluate the degree of risk to the person.

**B. For biter:**

1. When blood is drawn during a biting incident, the student should rinse mouth with water to remove possible residual blood.
2. Advise parent of pertinent health recommendations.
  - a. Whenever skin is broken, consultation with health care provider for direction regarding any necessary treatment measures, including tetanus immunization. (although the risk of disease transmission from a human bite is minimal, a health care provider should evaluate the degree of risk to the person.)
3. Refer, as appropriate, to school counselor or appropriate person for management of behavioral concerns.

**Post-exposure Evaluation and Follow-Up**

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or ~~parental~~ **parenteral** contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

1. When an employee incurs an exposure incident, it should be reported to the School Nurse or Building Administrator immediately. The Superintendent's office will maintain all records of exposure incidents.
2. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the following OSHA standards.

The follow-up will include:

1. Documentation of the route of exposure and circumstances related to the incident. Employee will fill out an Accident Report and send it to the Building Administrator's office.
2. If possible, the identification of the source individual.
3. Referral to Health Connections or private physician for follow-up.

The Assistant Superintendent has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

**Interaction with other Health Care Professionals**

A written ~~opinion~~ **report** shall be obtained from the health care professional that evaluates employees of this school. Written ~~opinions~~ **reports** will be obtained in the following instances:

1. When the employee is sent to obtain the Hepatitis B vaccine.
2. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their ~~opinions~~ **reports** to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation, and
3. That the employee has been told about any medical conditions resulting from

exposure to blood or other potentially infectious materials. (Note that the written ~~opinion report~~ to the employer is not to reference any personal medical information.)

### **Training**

Training programs shall be conducted ~~annually, as needed by the school nurse or other knowledgeable personnel.~~ Training will be conducted using ~~videotapes~~ **online resources**, written materials, and/or verbal updates ~~s knowledge by the trainer~~ **that meet the required training components.**

All employees will receive annual refresher training.

Training programs must include:

1. A general explanation of the epidemiology and symptoms of bloodborne disease
2. Explanation of the different areas covered under the Bloodborne Pathogens policy for the District. Written handout **or online location** of the MSAD #28 Policy.
3. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that be made available.
4. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
5. Documentation of training must occur, and will be maintained in the superintendent's office.

### **Record Keeping**

All records required by the OSHA standard will be maintained by the Superintendent's office. Current bloodborne pathogen information will be available in each school.

Cross Reference:

- Appendix A - Procedures for Receiving Hepatitis B Vaccine

History: Adopted: 08/23/04, 05/08/13

First Reading: January 20, 2021

Second Reading: February 24, 2021

Adopted:

## **MSAD 28 POLICY**

### **FAMILY AND MEDICAL LEAVE ACT (FMLA) ADMINISTRATIVE PROCEDURE**

The following administrative procedure covers the main provisions of the federal Family and Medical leave Act (FMLA). The guidelines in no way attempt to modify the Act, which should always be referred to when questions about implementation arise. The school unit is responsible for analyzing each employee request for leave to determine whether he/she is eligible under the federal and/or state statute. When an employee is eligible for leave under both the federal and state statutes, the applicable law with regard to each benefit shall be the one which provides the greater benefit (usually federal FMLA).

#### **1. Eligibility Requirement**

To be eligible under the FMLA, employees must work at a site where 50 or more employees of the same school board are employed within 75 miles of that work site. An employee must have been employed by the school unit for at least twelve months and have worked at least 1250 hours in the previous twelve-month period. According to the law, teachers employed on a full-time basis are presumed to meet the minimum hours requirement.

Under the FMLA, an eligible employee is entitled to receive up to twelve weeks of leave during a twelve-month period for the following reasons:

- a. The birth and care of a child;
- b. The adoption or foster placement of a child with the employee;
- c. To care for a spouse, child or parent with a serious health condition; or
- d. The employee is unable to perform the functions of his/her position because of a serious health condition.

#### **2. Administration**

- A. If the leave request is due to the employee's serious health condition, the employee is required to provide medical certification stating the date the health condition commenced, the probable duration, the appropriate medical facts concerning the condition, and that the employee cannot perform the functions of his/her job.
- B. If the leave request is due to the serious health condition of a family member, the employee is required to provide medical certification stating the date the health condition commenced, the probable duration, the appropriate medical facts concerning the condition, and an estimate of the time the employee will be needed to care for the family member.
- C. The twelve-month period in which an employee is entitled to twelve weeks of FMLA leave shall be the contract year, fiscal year or other fixed 12-month period. The twelve-month period will be based upon the employee's contractual agreement.

- D. An employee must submit an application for leave at least 30 days in advance when the leave is foreseeable, or as soon as practicable if it is not foreseeable. If an employee fails to provide 30 days' notice of foreseeable leave, the leave may be delayed to start 30 days after notice is given, provided that the employee had actual notice of FMLA notification requirements.
- E. Any leave taken for FMLA-qualifying purposes (including leave taken under employment policies, bargaining agreements, or contracts) shall also be applied to an employee's annual FMLA entitlement. Employees are allowed to use sick leave or other paid leave in accordance with their contract. When paid leave taken for FMLA-qualifying purposes is exhausted, the balance of FMLA leave shall be unpaid.
- F. **MSAD #28 will continue to pay its share of the employee's health insurance premium while the employee is on unpaid FMLA leave. The employee must continue to pay his/her share of the premium on a monthly basis. If payment is not made in a timely manner, group health insurance may be cancelled, provided the District notifies the employee in writing at least 15 days before the date that the health coverage will lapse. The board may at its discretion pay the employee's share of premiums during FMLA leave and recover these payments from the employee upon return to work.**
- G. Upon an employee's return to work, he/she will be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, conditions and terms of employment.
- H. An employee returning from FMLA leave for his/her own serious health condition is required to submit medical certification that indicates fitness to return to work and ability to perform the functions of the job.
- I. If the employee is unable to return to work because of his/her own serious health condition at the expiration of allowable FMLA leave, the School Board may consider a request for extension of unpaid leave and benefits on a case-by-case basis. Failure to return to work upon the expiration of FMLA leave may subject the employee to immediate termination unless such an extension is granted.
- J. An employee who is not eligible for federal FMLA leave may be eligible for Maine Family Medical Leave.

Legal Reference:

- 26 USC § 2601 et seq. 29 CFR Part 825
- 29 C.F.R. Part 25 (Regulations to Implement the Family and Medical Leave Act of 1993)
- **29 USC § 2617 et seq.**

History: Adopted: 01/13/99, 05/01/13, 01/20/16

NEPN/NSBA Code: GBN-R1

First Reading: January 20, 2021  
Second Reading: February 24, 2021  
Adopted:



7 Lions Lane  
Camden, Maine 04843  
**(207) 236-3358**  
**FAX (207) 236-7810**

**Maria Libby**  
Superintendent  
**Debra McIntyre**  
Assistant Superintendent



**Diversity/Equity/Inclusion (DEI) Task Force Meeting**  
**Wednesday, February 10, 2021**

**Zoom**  
**7 – 8:30 pm**

**MINUTES**

**Members present:**

Maria Libby  
Chris Walker-Spencer  
Sarah Bradley Prindiville  
Shaamya Dishner  
Tom Gray  
Isaiah Doble  
Nikole Seeger  
Ava Baeza  
Sally Lane Smith  
Sara Cole-Pardun

**Members absent:**

Dana Jackson  
Jaime Stone  
Jen Curtis  
Sal Taylor Kydd  
Kisha Marsh  
Jared Lindsey  
Leanna Cotton

1. Overarching Plan and Structure
  - a. Purpose
  - b. Values
  - c. Goals
  - d. Initiatives

Sally Smith presented a draft proposal of how the group could structure our work – it is an organized scope of work with a way to track details. The committee supported moving forward with a review of the draft created by Sally Smith. The committee reviewed the Purpose, Values, Goals, and Initiatives of the draft and provided feedback.

There was a question regarding the values; should the focus be specifically on BIPOC or under-represented groups and does a specific focus put specific groups in an

uncomfortable position? Will there be a lack of impact if there is a broad focus? There was another question about whether there are other similar groups with the same mission or purposed where there could be coordination between groups.

The committee discussed some past and current student experiences: microaggressions, use of 'N' word in school, etc., and that students do not often speak up. There was a strong desire to create a space where students could share their experiences, whether through affinity groups, a social media platform, or other venue. There were questions about what is being taught in school. Are students being taught to consider the perspectives of others before they make comments? The committee discussed the impact of social media on student exposure to racist, homophobic, and charged language.

**Decision: *Committee members will review the revised draft documents between meetings and come to the next meeting prepared to share feedback and provide input into action steps.***

Group members may email feedback to Sally Smith: [ssmith872@gmail.com](mailto:ssmith872@gmail.com)

2. Low Hanging Fruit Action Steps  
The committee will discuss this at the March meeting.
3. Next Steps  
Goals for the next meeting include finalizing the content of the plan presented by Sally and identify at least one action step that can be taken to be addressing the issues.
4. Next Meeting – March 24, 2021, 7 pm