

REGIONAL SCHOOL UNIT 40

Friendship • Union • Waldoboro • Warren • Washington
1070 Heald Highway, PO Box 701, Union, Maine 04862
207.785.2277

Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Board of Directors Meeting Thursday, March 18, 2021 Central Office or Google Meet 7:00 p.m.

Join by Computer: Audio and Visual
meet.google.com/hci-tiib-fob

or

Join by phone: Audio Only
(US)+1 470-222-6977 PIN: 537 789 970#

School Board Members: Erik Amundsen, Sara Andrews, Guy Bourrie, Melissa Ehle, Morgan Hynd, Danny Jackson, Randy Kassa, Lynda Letteney, Sandra O'Farrell, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Melvin Williams, Robert Williams

Student Representatives: Sean Sebrey, Owen Weber

Agenda

I. Call to Order

- A. Pledge of Allegiance
- B. Declaration of Quorum
- C. Note Absences
- D. Additions/Adjustments to the Agenda

II. Consent Agenda – Approve Minutes of March 4, 2021

III. Superintendent and/or Chair Reports

- A. Superintendent's Report
- B. Board Chair's Report
- C. Business Manager's Report
- D. Student Representative Report

IV. Reports from Schools

V. Audience with the Public

VI. Action Items

- A. Approve courses of study
- B. Approve spring sports following Maine Principal's Association and state agency guidelines
- C. Approve \$2,600 donation from Good Sheperd Food Bank to Medomak Valley High School
- D. Approve a two-year contract and a 2.0% salary increase for our Assistant Superintendent for the 2021-22 school year
- E. Approve a two-year contract and a 2.0% salary increase for the 2021-22 school year for our Business Manager
- F. Approve policies for 1st read
 - 1. GBN – Family and Medical Leave
 - 2. GBEC – Drug Free Workplace
- G. Approve policies for 2nd read
 - 1. EEAEAA – Drug and Alcohol Testing of School Bus and Van Drivers
 - 2. EEAEAA-R – Drug and Alcohol Testing of School Bus and Van Driver Procedure

VII. Executive Session 1 M.R.S. §405(6)(D) Negotiations with MVEA

- A. Action as a result of Executive Session

VIII. Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

- A. Action as a result of Executive Session

IX. Committee Meetings

- A. Policy – April 1st @ 5:30 p.m. – Central Office or Google Meet
- B. Budget – March 15th @ 6:30 p.m. – Central Office or Google Meet
- C. Budget – March 22nd @ 6:30 p.m. – Central Office or Google Meet

X. Board Meeting – April 1st @ 7:00 p.m. – Central Office or Google Meet

XI. Region 8 Board Meeting – March 24th @ 7:00 p.m. – Zoom

XII. Adjourn

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board's agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.

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Board of Directors Meeting Thursday, March 4, 2021 Central Office or Google Meet 7:00 p.m.

Join by Computer: Audio and Visual or Join by phone: Audio Only
meet.google.com/vqg-xvdw-hrd (US)+1 515-512-9866 PIN: 346 375 573#

School Board Members: Erik Amundsen, Sara Andrews, Guy Bourrie, Melissa Ehle, Morgan Hynd, Danny Jackson, Randy Kassa, Lynda Letteney, Sandra O'Farrell, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Melvin Williams, Robert Williams

Student Representatives: Sean Sebrey, Owen Weber

Agenda

I. Call to Order 7:00

- A. Pledge of Allegiance
- B. Declaration of Quorum 945 of 945
- C. Note Absences - none
- D. Additions/Adjustments to the Agenda - none

II. Consent Agenda – Approve Minutes of February 4, 2021

Motion: Melvin Williams Second: Lynda Letteney

Vote:876-0-69
(Sara Andrews)

III. Superintendent and/or Chair Reports

- A. Superintendent's Report
- B. Board Chair's Report
- C. Business Manager's Report
- D. Student Representative Report

IV. Reports from Schools

V. Audience with the Public

VI. Action Items

A. Approve teacher nomination

1. Audrey Cannan – Remote Learner Coordinator/Teacher

Motion: Erik Amundsen Second: Melvin Williams Vote: 945-0-0

B. Approve revisions to the 2020-21 district calendar

Motion: Melvin Williams Second: Matthew Speno Vote: 945-0-0

C. Approve policies for 1st read

1. EEAEAA – Drug and Alcohol Testing of School Bus and Van Drivers

2. EEAEAA-R – Drug and Alcohol Testing of School Bus and Van Driver Procedure

Motion: Matthew Speno Second: Guy Bourrie Vote: 945-0-0

VII. Executive Session 1 M.R.S. §405(6)(D) Negotiations with MVEA

Motion: Erik Amundsen Second: Melvin Williams Vote: 945-0-0

In: 7:39 p.m. Out: 7:55 p.m.

A. Action as a result of Executive Session – none

VIII. Committee Meetings

A. Curriculum – March 11th @ 5:00 p.m. – Central Office or Google Meet

B. Facilities – March 18th @ 4:00 p.m. – Central Office or Google Meet

C. Finance – March 18th @ 5:30 p.m. – Central Office or Google Meet

IX. Board Meeting – March 18th @ 7:00 p.m. – Central Office or Google Meet

X. Region 8 Board Meeting – March 24th @ 7:00 p.m. – Zoom

XI. Adjourn 7:58

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time for comments by visitors at Board meetings will be scheduled on the Board agenda. Public input is welcomed but the Board Chair may limit comments.

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

To: Members of the Board of Directors
From: Steve Nolan
Date: March 12, 2021
Subject: Board Agenda for March 18, 2021

- I. Call to Order
- II. Consent Agenda
- III. Superintendent and/or Chair Reports

A. Superintendent's Report

1. Resignations/Retirements: none
2. [COVID-19: Maine Data update](#)
3. Our Professional Evaluation and Professional Growth (PEPG) steering committee continues to meet to revise system components and update the teacher handbook and related forms.
4. Our regional Superintendents' Advisory Committee continues to meet, and I hope to have a draft district calendar for the 2021-22 school year on the agenda for approval at our next regular Board meeting.



- IV. Reports from Schools
- V. Audience with the Public
- VI. Action Items

A. Approve courses of study

You will be asked to approve changes to the courses of study. Please see Christina Wotton's report for more information.

- B. Approve spring sports following Maine Principal's Association and state agency guidelines

You will be asked to approve the spring sports season for Medomak Middle School and Medomak Valley High School. The spring sports season is expected to begin on March 22nd. Guidelines will be provided as soon as we receive them.

- C. Approve \$2,600 donation from Good Sheperd Food Bank to Medomak Valley High School

You will be asked to approve a donation to Medomak Valley High School.

- D. Approve a two-year contract and a 2.0% salary increase for our Assistant Superintendent for the 2021-22 school year

You will be asked to approve a two-year contract and a 2.0% salary increase for our Assistant Superintendent for the 2021-22 school year

- E. Approve a two-year contract and a 2.0% salary increase for the 2021-22 school year for our Business Manager

You will be asked to Approve a two-year contract and a 2.0% salary increase for the 2021-22 school year for our Business Manager

- F. Approve policies for 1st read

You will be asked to approve for 1st read the policies included on the agenda. Please review the draft policies included in this Board packet.

- G. Approve policies for 2nd read

You will be asked to approve for 2nd read the policies included on the agenda. These policies were included in the previous Board packet.

VII. Executive Session 1 M.R.S. §405(6)(D) Negotiations with MVEA

VIII. Executive Session 1 M.R.S. §405(6)(A) Superintendent Evaluation

IX. Committee Meetings

X. RSU 40 Board Meeting

XI. Region 8 Board Meeting

XII. Adjourn

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

March 18, 2021

To: School Board Members
From: Karen Pike, Business Manger
Re: Board Report for Business Office, Facilities, Food Service and Transportation

Business Office

- Budget meetings started on March 4th and will continue all month.

Facilities

- District-wide filter replacement on our air ventilation systems as part of our continuous air quality procedures
- Continue to evaluate the exit road in front the MMS and the associated drainage

Food Service

- \$5000 Full Plate/Full Potential grant
- Students are now in school all 5 days and participation is improving
- Continue to make meals for remote students

Transportation

- Students are now in school all 5 days so bus drivers are busy with transporting students and meals

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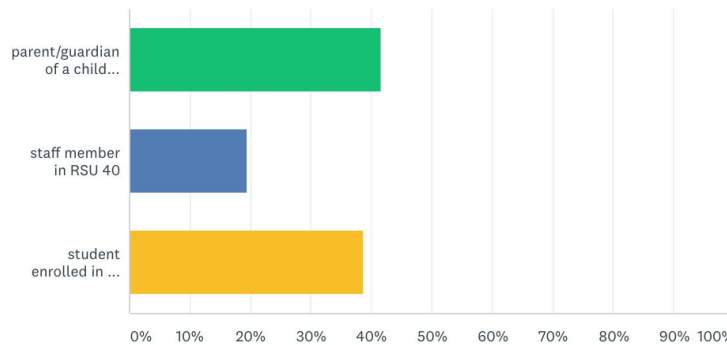
Steve Nolan, Superintendent Karen Pike, Business Manager
 Christina Wotton, Assistant Superintendent Karen Brackett, Director of Special Services

To: Members of the Board of Directors
 From: Christina M. Wotton
 Date: March 12, 2021
 Subject: Board Report from Assistant Superintendent

Staff Updates/Information

Please select your role

Answered: 1,268 Skipped: 0



| ANSWER CHOICES | RESPONSES |
|--|--------------|
| parent/guardian of a child enrolled in a RSU 40 school | 41.72% 529 |
| staff member in RSU 40 | 19.48% 247 |
| student enrolled in a RSU 40 school | 38.80% 492 |
| TOTAL | 1,268 |

My overall feeling about my school experience at this time is

Answered: 1,032 Skipped: 236

3.4 ★
average rating



| | NEEDS MAJOR IMPROVEMENT | NEEDS SOME IMPROVEMENT | THINGS ARE GOING OK | THINGS ARE GOING WELL | THINGS ARE GOING EXCEPTIONALLY WELL | TOTAL | WEIGHTED AVERAGE |
|---|-------------------------|------------------------|---------------------|-----------------------|-------------------------------------|-------|------------------|
| ★ | 2.91% 30 | 12.40% 128 | 36.34% 375 | 40.02% 413 | 8.33% 86 | 1,032 | 3.38 |

- ★ **40/40 Survey Results** - We sent out our third 40/40 Feedback Survey on February 24, 2021, and closed the survey on March 5th. We had 1,062 responses from our family members, staff and students. We will be sending out our next opportunity for feedback in April.

[February 40/40 Feedback - Students](#)

[February 40/40 Feedback - Staff](#)

[February 40/40 Feedback - Families](#)

- ★ **Parent Training** - April 7th, Virtually 5:30-7pm - Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder, A new perspective with Loren Andrews.
- ★ **Anti-Bias Training** - April 29th, Virtually 5:30-7pm - “To achieve basic human rights — including the right to life, liberty, free speech, health, and education — we must address both historic and contemporary ways in which bias, racism, discrimination, and rising extremism are used to undermine them. Mindbridge applies the vast realm of psychology and neurobiological research to these ends.” (Mindbridge) Mindbridge. (March 10, 2021). *Eliminating Racism and Discrimination*. Mindbridge Center. <https://www.mindbridgecenter.org>

Medomak Valley High School

320 Manktown Road
Waldoboro, Maine 04572
Office: (207) 832-5389
Guidance: (207) 832-7270
Fax: (207) 832-2280



Linda M.D. Pease, Principal
Tamra S. Philbrook, Assistant Principal
Matthew S. Carlson Assistant Principal
Matthew J. Lash, Athletic Director

March 11, 2021

Staff Updates/Information:

- We are currently in the process of finalizing MVHS and MMS spring coaching positions.

Student Updates/Information:

- Spring sports sign-ups are underway at both schools. If approved, we will sponsor the following spring teams: MVHS – Boys & Girls Track & Field, Boys Tennis, Girls Tennis, Varsity & JV Softball, and Varsity & JV Baseball. MMS – Boys & Girls Track & Field, 7th Softball & Baseball, and 8th Softball & Baseball. Sign-ups will determine if JV Baseball & Softball at MVHS and four baseball and softball teams at MMS are needed this season. Winter participation was down for many reasons, so we hope spring sign-ups are better.
- If approved, MVHS pitchers & catchers begin March 22nd. MVHS tryouts begin March 29th. MMS pitchers & catchers would begin April 5th with tryouts April 19th.

Staff & Student Recognition:

- Congratulations to both MVHS Varsity Basketball teams for earning berths in the Kno – Wal – Lin Basketball Championship Games.
- Both MVHS and MMS cheer squads are currently participating in end-of-season league and state-wide virtual competitions. MMS recently performed, recorded, and submitted their routine for two Maine Youth Cheer competitions. MVHS has done the same with their KVAC routine. The KVAC Championship will air March 13th at 2:00. MVHS will perform their MPA State Championship routine on March 18th. The state championships will air on March 27th.

Other:

- As the lone winter high-risk sport as designated by the CDC, unfortunately the Maine high school wrestling season was cancelled for 2021.
- A five-week MVHS Unified Basketball season is underway. The first game is March 16th vs. Morse.
- The MPA and State agencies meet Friday, March 12th to finalize spring sports guidelines. Once final plans and guidelines are agreed upon, the MPA will send them to member schools so league schedules and local protocols can be put in place. Decisions on length of seasons, number of games, meets, and matches, along with post-season plans have not been finalized by the MPA.

- At the March 11th Busline League meeting, it was decided that there would not be league championships in baseball, softball, or track, but there would be inter-league play to provide opportunities this spring after losing the entire 2020 season. Track will most likely include virtual meets where schools submit results of events completed at home tracks, rather than in meets with other schools present. Unless the outdoor gathering limit increases from 100 to 200, that may be how the high school track season is conducted as well.

- A decision on spectators for spring sports will be made after reviewing final MPA and state guidelines, gathering limits, and the recently presented % of capacity for specific venues.

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Karen M. Brackett, Director
Casey Lufkin, Assistant Director
Office of Special Services

March 11, 2021

Other News:

In preparation for the upcoming special education budget presentation, I wanted to share some information with you.

As, I have said in the past, the numbers for special education fluctuate on a daily basis and an example of that is that in the last week and a half we have had 7 students move into the district and also one coming to us in April that we know of as well as 3 students changing programs to a more restrictive program due to their intense needs. Of these 11 students, 2 are at Prescott Memorial School, 2 that have enrolled at Friendship Village School, 6 students at Miller School with 5 of those students needing the Composite or LEAD Program, and 1 student at Warren Community School needing the Day Treatment Program. The complexities and needs of students change daily and then we have to try to scramble to make sure that we have staffing to cover the needs and that is always a difficult task.

We have multi-faceted programming in RSU 40 and we are able to provide our students with disabilities equal access to educational opportunities necessary to reach their individualized education program needs by providing them with the necessary supports to attain their goals. Our students have complex, unique and diverse needs and we need programs and supports that enhance their academic, developmental and functional growth. These demands are ever increasing and my staff rise and meet these challenges daily and they cannot do that without the support staff that we currently have in place. The support staff are critical members of the student's team and are the ones on the front line with the student on a day-to-day basis.

Currently we still have 8 open educational technician/behavioral health positions that we have been trying to fill since July but have not received applications. Some of these positions do have long-term subs in them and others are running short-staffed. It has been clear how hard it has been for staff trying to fill more than their position during this school year to meet our individual student needs. If we lose the educational technician positions that we need to support our students I am concerned that the integrity of our programs will suffer.

I am proud of the special education programming that we have in RSU 40 and I have worked diligently over the past 15 years to maintain appropriate programming for our most vulnerable students. What I was dealing with 10-15 years ago is vastly different from what I deal with now and we have improved, changed and modified programming over the years to always meet our students with disabilities needs. I hope that we will continue to do so.

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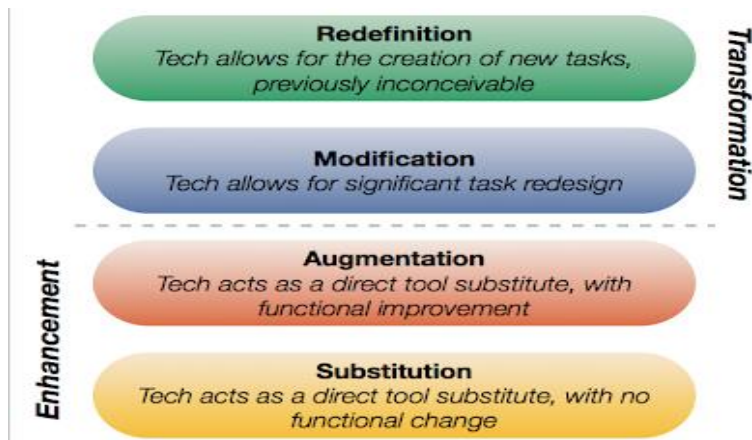
Date: March 12, 20201

Technology Department Board Report

Other News:

A year of technology during the pandemic brief review:

The way we use technology both in administration of services and educational content has been a positive outcome of the pandemic and is best reflected using the SAMR model. We have grown into the transformative stages of technology use; where creative tasks and solutions are developed to meet needs that even if we knew existed before, had to have a significant redesign. These changes (such as... communicating with students outside of the school building, allowing parents anytime access to student information and the ability to effectively deliver services, increased monitoring capabilities that meet federal guidelines) are not going to be rolled back after the pandemic; they are now part of our school culture and we are better for it.



The challenge now is to identify and maintain the hardware and software support need to continue this progress as we adapt our educational models.

Linda Trenholm, RSU 40 Technology Director

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Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Courses of Study

§1001(6). Duties of school boards

Courses of study. They shall adopt the courses of study in alignment with the system of learning results as established in [section 6209](#) and in accordance with the requirements of this Title.

§4711. Elementary course of study

The basic course of study for elementary schools must provide for the instruction of all students in career and education development, English language arts, world languages, health education and physical education, mathematics, science and technology, social studies and visual and performing arts, as described in the parameters for essential instruction and graduation requirements subject to the schedule specified in section 6209.

- For the 2021-2022 school year, RSU 40 continues to provide a course of study that includes English language arts, physical education, mathematics, science and technology, social studies and visual and performing arts.
- We continue to lack a curriculum for elementary students in the areas of world languages and health education.

§4712. Junior high school or middle school course of study

The basic course of study for the junior high schools or middle schools must provide for the instruction of all students in career and education development, English language arts, health education and physical education, mathematics, science and technology, social studies, visual and performing arts and world languages, as described in the parameters for essential instruction and graduation requirements subject to the schedule specified in section 6209.

- For the 2021-22 school year, RSU 40 continues to provide a course of study that includes career and education development, English language arts, health and physical education, mathematics, science and technology, social studies, world-language and visual and performing arts.

§4721. General Requirement

A secondary school shall provide a comprehensive program of instruction of at least 2 years in length, which must meet the requirements of this chapter and the parameters for essential instruction and graduation requirements established under section 6209. The program must include instruction for all students in career and education development, English language arts, health education and physical education, mathematics, science and technology, social studies, visual and performing arts and world languages.

§4722. High School Diploma Standards

Required subjects. Courses in the following subjects shall be provided in separate or integrated study programs to all students and required for a high school diploma:

- A. English--4 years;
- B. Social studies and history, including American history, government, civics and personal finance--2 years;
- C. Mathematics--2 years;
- D. Science, including at least one year of laboratory study--2 years; and
- E. Fine arts, which may include art, music, forensics or drama--one year.

3. Satisfactory completion. A diploma may be awarded to secondary school students who have satisfactorily completed all diploma requirements in accordance with the academic standards of the school administrative unit and this section. All secondary school students must achieve the content standards of the parameters for essential instruction and graduation requirements established pursuant to section 6209.

A child with a disability, as defined in section 7001, subsection 1-B, who satisfies the local diploma requirements in the manner specified by the child's individualized education plan must be awarded a high school diploma.

Career and technical students may, consistent with the approval of the commissioner and the local school board, satisfy the requirements of subsection 2 through separate or integrated study within the career and technical school curriculum, including through courses provided pursuant to section 8402 or 8451-A.

MVHS 2021- 2022 Program of Studies

[Medomak Valley High School Program Of Studies 2021-2022 \(Including Mid Coast School of Technology Offerings\)](#)

Updates to MVHS 2021-2022 Program of Studies

Mathematics

- Eliminate College Calculus
- Add Advanced Placement Statistics

Social Studies

- Reintroduce Psychology
- Eliminate Dual Enrollment Criminal Justice (teacher retirement)
- Change World History to World Geography (teaching history through geographical regions)

English

- Eliminate PSAT PREP
- Change SAT PREP to Nonfiction Reading

Family and Medical Leave

~~RSU 40/MSAD 40 shall comply with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), the Maine Family Medical Leave Law, and any other Board policies and collective bargaining agreements regarding family and medical leave.~~

~~The Superintendent is responsible for implementing administrative procedures to comply with this policy.~~

Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. As used in this policy, "family and medical leave" means leave available under both the federal and state laws.

The Federal Employee Eligibility Periods

Employees who have been employed for at least 12 months and have worked at least 1,250 hours in the previous 12 months are eligible for FMLA leave under the federal law.

There are two types of eligibility periods under the federal law as described below.

1. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for 12 weeks of FMLA leave taken for the following qualifying purposes:

- a. Birth and care of the newborn child of the employee;
- b. Placement with the employee of a son or daughter for adoption or foster care;
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
- d. Medical leave when the employee is unable to work because of a serious health condition; or
- e. Qualifying exigency leave for an employee whose spouse, child or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under a call or order to active duty in a

contingency operation.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above will be the same for all employees and will be July 1st through June 30th.

2. Federal 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent or next of kin of an eligible service member or veteran with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track the employer's designated 12-month FMLA tracking period as described above. Any military caregiver leave that is not taken within the specific 12-month period is forfeited. This leave period may overlap with the usual 12-month leave period designated by the employer and in certain circumstances, this may impact the employee's eligibility to take other types of FMLA leave.

Maine Requirements

1. Employee Eligibility

Employees who have been employed for at least 12 consecutive months are eligible for leave under the Maine Family Medical Leave law.

2. Leave Amount and Eligibility

The amount of family and medical leave available to employees under the Maine law is 10 work weeks in any two-year period.

3. Qualifying Purposes

Leave may be used for the following qualifying purposes:

- a. Serious health condition of the employee;
- b. Serious health condition of the employee's spouse, domestic partner, child (or child of domestic partner), parent or sibling;
- c. Birth of the employee's child or child of his/her domestic partner;
- d. Placement of a child 16 years of age or younger with the employee or the employee's domestic partner for adoption;
- e. Donation of an organ for human transplant by the employee;
- f. Death or serious health condition of the employee's spouse, domestic partner, parent, sibling or child as a member of the state military forces or United States Armed Forces (including National Guard and Reserves) while on active duty.

Notice by Employee

Employees requesting leave will provide at least 30 days' notice to the Employer whenever the need for such leave is foreseeable. The employee will provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the Employer has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the Employer should request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee will use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that will run concurrently with FMLA include, but are not necessarily limited to: accrued sick leave, vacation and compensatory time, unpaid leave, absence for work-related injuries, and any other applicable types of leave.

Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition will submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

Legal Reference: 26 U.S.C., Section 2601 et seq.; 29 CFR Part 825
26 M.R.S.A., Section 843 et seq.

Adopted: October 5, 2006

Reviewed: February 12, 2014
April 6, 2017

Drug Free Workplace

The School Board recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance. Accordingly, the Board has adopted the following policy applicable to all school system employees.

The Board will be supportive of any employee who seeks assistance or who is asked to seek assistance by the Board for such a problem. The RSU 40/MSAD 40 Board and Administration are committed to establishing a helping relationship with those employees who endeavor to recover from this illness or who wish to discuss the possibility that they have a chemical use problem.

Requests for self-referral or concerns regarding a colleague should be directed to the Superintendent or designee. Neither supervisors nor other representatives have qualifications to diagnose alcoholism/drug dependency. Therefore, referral for diagnosis and treatment will be based on job performance. District employees who are diagnosed will receive the same consideration and opportunity for treatment which is extended to employees with other types of illness. While under treatment, employees with the illness of chemical dependency will qualify for the same employee benefits and group insurance coverages that are provided for other medically-certified illnesses with established employee benefit plans and programs.

It is understood that information exchanges between the employee and the professional counselor will be kept confidential between the two, unless the employee chooses to release the information. No documentation pertaining to an employee's condition and/or treatment will be placed in the employee's personnel file, excluding issues related to job performance.

This policy does not preclude the rights of any employee to due process, including employee rights outlined in existing labor/management agreements. Nothing in the above statement of policy is to be interpreted as a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures within the framework of agreements or the code of the school district in the case of misconduct that may result from alcoholism/drug dependency.

Employees are prohibited from using, possessing, distributing, or selling alcohol or scheduled drugs (as defined in Title 17-A 1101) while in school, on school premises, at any school facility, at any school-sponsored activity or in a school vehicle. Employees are also prohibited from attending their place of work while under the

~~influence of scheduled drugs or alcohol, or using drugs or alcohol under any circumstances which create a situation in which his/her ability to carry out his/her normal or scheduled job functions is impaired. Compliance with these standards of conduct is mandatory.~~

~~Responsible use of prescription drugs by the person to whom the drugs are prescribed does not fall within the scope of this policy.~~

~~Any employee who violates the above standards of conduct will be disciplined. Discipline for a violation will include, at a minimum, suspension of the employee from one to five days without pay, but may include other disciplinary sanctions, up to and including termination. The disciplinary sanctions that may be imposed upon employees who violate these standards of conduct include, but are not limited to, the following:~~

- ~~1. Suspension without pay;~~
- ~~2. Mandatory clinical assessment at the employee's expense;~~
- ~~3. Reassignment of job responsibilities;~~
- ~~4. Mandatory completion of an approved course of treatment;~~
- ~~5. Non-renewal of contract; and/or~~
- ~~6. Termination of employment.~~

~~Violations of the standards of conduct that involve sales or distribution of alcohol or scheduled drugs also may be referred to law enforcement authorities for prosecution.~~

~~The Superintendent may, at his/her option, reassign or suspend an employee with pay during the course of an investigation relating to allegations that the above standards of conduct have been violated. In the event that no misconduct has occurred, no record of such suspension or reassignment will appear in the employee's records.~~

The Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the Board expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

Any employee who suspects that they may have an alcohol or drug dependency problem is strongly encouraged to contact their supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals will be kept confidential.

Prohibited Conduct

No employee will distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor will an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC §812]; by regulation at 21 CFR, §1300.11 through 1300.15; and in 17-A MRSA, §1101). This applies-before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip, or athletic event, where students are under the jurisdiction of the school, or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school business.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining alcoholic beverages or scheduled drugs not covered by the preceding paragraph is also prohibited.

In addition, employees (including coaches) are prohibited from selling, distributing or promoting any performance-enhancing substances included on the banned substances list prepared by the Maine Department of Health and Human Services Office of Substance Abuse.

Appropriate disciplinary action will be taken against any employee who violates this policy, up to and including dismissal. Referrals for assistance or treatment do not preclude disciplinary action being taken for violations of this policy.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify RSU 40 of a criminal or civil conviction for 'a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10

calendar days of learning of such a conviction, is to give written notification to the U.S. Department of Education and to any other federal agency from which the unit receives grant funds.

Implementation

The Superintendent will be responsible for developing and administering appropriate procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal Reference: 21 U.S.C. §812 (Controlled Substances Act)
21 C.F.R. §§1300.11-1300.15
Fed. P.L. 101-226
17-A M.R.S.A. §1101
20-A M.R.S.A. §6621 et seq.

Cross Reference: JICH - Drug and Alcohol Use by Students

This is a required policy.

Adopted: November 1, 1993

Revised: June 19, 2013
March 16, 2017

REGIONAL SCHOOL UNIT 40

Friendship • Union • Waldoboro • Warren • Washington
1070 Heald Highway, PO Box 701, Union, Maine 04862
207.785.2277

Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Curriculum Committee Meeting Thursday, January 14, 2021 Virtual or at Central Office 5:00 p.m.

Join by Computer: Audio and Visual
meet.google.com/ubi-enjt-cmn

or Join by phone: Audio Only
(US) +1 302-643-2539 PIN: 961 428 283#

Committee Members: Sara Andrews, Erik Amundsen, Morgan Hynd, Emily Trask-Eaton, Bob Williams and Melvin Williams

Ex-Officio Members: Danny Jackson/Board Chair, Steve Nolan/Superintendent, Christina Wotton/Assistant Superintendent and Linda Pease/Principal Medomak Valley High School

Minutes

- **Call to Order 5:00 p.m.**
 - A. Declaration of Quorum (yes)
 - B. Note Absences (none)Approve Minutes from December 10, 2020: Erik Amundsen moved to approve the minutes and Melvin Williams seconded the motion. The Committee voted unanimously to approve the minutes.
- **Action Items**
- **Other Items**
 - A. [The Landing Place](#) – Joseph Hufnagel, the director of The Landing Place will share updates to programming and how they are supporting youth in RSU 40 and around the Mid Coast.

Joseph shared that The Landing Place’s work includes:
 - Community outreach
 - Food
 - Laundry
 - Case management (ages 16-21)
 - Access to housing - shelter solutions
 - Independent living program for 18-21-year old’s with apartments (30% of their income goes to rent, 50% of which is put in a savings account and saved for their transition to different longer-term housing)
 - Serving three school districts

- Working on starting a host home program for youth, available in each of the three school districts
- Partnership with local restaurants
- Art therapy program - could happen virtually or in person
- Mentoring program - “walk & talks”

It was discussed that MSAD 40 needs better transportation to get kids to the Landing Place, but the Landing Place is looking into a mobile unit.

B. [McKinney-Vento Act for homeless students](#) - Christina Wotton will review the act with the committee to better inform them of the rights of children experiencing homelessness.

- This is a federal requirement that requires the district to remove barriers to education for children experiencing homelessness.
- Students must be kept in their school, if appropriate, even if they are staying in another district. Transportation must be provided and the district is responsible for half of the transportation costs.
- The district provides school supplies, clothing and other resources to students.
- Schooner Bay does transport some students for the district.

RSU 40 Homeless Resources - Christina reviewed the recently approved homeless policy.

- i. Homeless Policy [JLG/JLG – R](#)
- ii. [Homeless Brochure](#)
- iii. [Homeless & Unaccompanied Youth Resource Page](#)

C. +/-Delta Exercise (5 min.)

- Good meeting - learned a lot
- Had an agenda that was doable in the time allotted

• **Adjourned at 6:21 p.m.**

Curriculum Committee Norms:

- Start and end meetings on time
- Follow the agenda
- Maintain positive intentions for each meeting
- Listen respectfully without side conversations and be open to different opinions
- Ensure evidence-based decision-making with students at the forefront of all decisions

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken openly and the deliberations leading to Board action will likewise be conducted openly. The public and district employees are encouraged to attend Board meetings. A time of up to thirty minutes in duration for comments by visitors at Board meetings will be scheduled at the beginning of the Board’s agenda. Board committee meetings are open to the public. Public input is welcomed but the Board Chair may need to limit discussion.

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

Karen Pike, Business Manager
Karen Brackett, Director of Special Services

Policy Committee Meeting Thursday, February 4, 2021 Central Office or Google Meet 5:30 p.m.

Join with Google Meet: Video and Audio

meet.google.com/onm-pfri-efw

Join by phone: Audio Only

(US)+1 619-483-1090 PIN: 249 028 686#

Committee Members: Guy Bourrie, Brooke Simmons, Matthew Speno

Ex-officio Members: Board Chair/Danny Jackson, Superintendent/Steve Nolan

Minutes:

I. Call to Order: 5:31 p.m.

A. Declaration of Quorum - Yes

B. Note Absences - None

C. Approve minutes – January 7, 2021

Motion: Brooke Simmons

Second: Guy Bourrie

Vote: 3-0-0

D. Adjustments/Additions to the Agenda - none

II. Action Items

1. [EEAEEA – Drugs and Alcohol Testing of School Bus Drivers](#) (current)

[EEAEEA – Drugs and Alcohol Testing of School Bus Drivers](#) (sample)

Motion to send sample to Board for first read: Matthew Speno

Second: Brooke Simmons

Vote: 2-1-0
(Guy Bourrie)

2. [EEAEEA-R – Drugs and Alcohol Testing of School Bus Drivers Procedure](#) (current)

[EEAEEA-R – Drugs and Alcohol Testing of School Bus Drivers Procedure](#) (sample)

Motion to send sample to Board for first read: Matthew Speno

Second: Brooke Simmons

Vote: 2-1-0
(Guy Bourrie)

3. [IICK - Bullying and Cyberbullying in Schools](#) (current)

Motion to mark reviewed: Guy Bourrie

Second: Brooke Simmons

Vote: 3-0-0

[IICK - Bullying](#) (sample)

4. [JICK-R - Bullying and Cyberbullying in Schools Procedure](#) (current)
Motion to mark reviewed: Guy Bourrie Second: Brooke Simmons Vote: 3-0-0
[JICK-R - Bullying Procedure](#) (sample)
5. [EGAD - Copyright Compliance](#) (current)
Motion to table: Matthew Speno Second: Guy Bourrie Vote: 3-0-0
6. [EGAD-R – Copyright Compliance Procedure](#) (current)
Motion to table: Matthew Speno Second: Guy Bourrie Vote: 3-0-0

III. Adjourn: 6:02 p.m.

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