

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 Medomak Valley High School Thursday, May 4, 2023 7:00 p.m.

Join by computer:

meet.google.com/wcp-wgby-sqc

or

Join by phone:

(US)+1 419-922-9079 PIN: 960 056 863#

School Board Members: Julia Abernethy, Naomi Aho, Erik Amundsen, Noah Botley, Morgan Hynd, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Melvin Williams, Robert Williams

Student Representative: Finian Kelly

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 April 6, 2023 and April 13, 2023

III. Superintendent and/or Chair Reports

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

IV. Reports from Schools

V. Audience with the Public

VI. Presentation – Capital Improvement Project

VII. Action Items

- A. Approve Teacher Nominations
 - 1. Stephen Piwowarski – Teacher – Miller & Friendship Schools
 - 2. Lori Taylor – Teacher – Warren Community School
 - 3. Lori-Ann Thompson – Teacher – Miller School
 - 4. Sarah Viekman – Teacher – Miller School

- B. Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and Authorize the Notice of Amounts Adopted

- C. Do you favor authorizing the Board of Regional School Unit No. 40 (the “RSU”) to issue bonds or notes in the name of the RSU for school construction and minor capital projects in an amount not to exceed \$80,000,000 for the purpose of an RSU-wide capital improvement project, including renovations and additions to Medomak Valley High School and Miller School?

- D. Approve Policies for 1st Read
 - 1. EEAEA – Student Transportation Employee Requirements, Training and Responsibilities
 - 2. EEAEA-R – Student Transportation Employee Requirements, Training and Responsibilities Procedure
 - 3. IGA – Curriculum Development and Adoption
 - 4. IJNDB – Student Digital Device and Internet Use
 - 5. IJNDB-R – Student Digital Device and Internet Use Procedure
 - 6. GCSA – Employee Digital Device and Internet Use
 - 7. GCSA-R – Employee Digital Device and Internet Use Procedure

VIII. Committee Meetings

- A. Curriculum – May 11th @ 5:00 p.m. – Medomak Middle School
- B. Facilities – May 18th @ 4:00 p.m. – Central Office
- C. Finance – May 18th @ 5:30 p.m. – Central Office

IX. Board Meeting – May 18th @ 7:00 p.m. – Central Office

X. Region 8 Board Meeting – May 24th @ 6:00 p.m. – Region 8

XI. Adjourn

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken 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’s agenda. Public input is welcomed but the Board Chair may limit discussion.

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

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

Board of Directors Meeting Medomak Valley High School Thursday, April 6, 2023 7:00 p.m.

Join by computer:
meet.google.com/dys-fseo-uhb

or

Join by phone:
(US)+1 513-818-3744 PIN: 546 366 628#

School Board Members: Julia Abernethy, Naomi Aho, Erik Amundsen, Noah Botley, Morgan Hynd, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Melvin Williams, Robert Williams

Student Representative: Finian Kelly

Minutes

- I. Call to Order: 7:01**
 - A. Pledge of Allegiance
 - B. Declaration of Quorum: 817 of 1000, 890 of 1000 (Sandra O'Farrell arrived at 7:26)
 - C. Note Absences: Julia Abernethy, Erik Amundsen,
 - D. Additions/Adjustments to the Agenda

- II. Consent Agenda – Approve Minutes of March 16, 2023**
Motion: Melvin William Second: Matthew Speno Vote: 775-0-42
(Angela Robinson)

- III. Superintendent and/or Chair Reports**
 - A. Board Chair's Report
 - B. Superintendent's Report
 - C. Business Manager's Report
 - D. Student Representative's Report

- IV. Reports from Schools**

- V. Audience with the Public**

VI. Action Items

A. Approve Teacher Nominations

- 1. Laura Goltry – Teacher – Prescott Memorial School
- 2. Marcie Howard – Teacher – Friendship, Prescott and Union Schools
- 3. Abigail Nelson – Teacher - Friendship, Prescott and Union Schools

Motion: Morgan Hynd Second: Brooke Simmons Vote: 890-0-0

B. Approve contract renewals for administrators covered under the Administrator Group Collective Bargaining Agreement

One-year contract

Crystal Boucher
Holly Doe
Scott Hastings
Rachelle Leonard

Two-year contract

Terry Steinbeiser
Scott White

Motion: Matthew Speno Second: Morgan Hynd Vote: 890-0-0

C. Approve LAU Plan

Motion: Morgan Hynd Second: Julie Swindler Vote: 890-0-0

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

Motion: Brooke Simmons Second: Julie Swindler Vote: 890-0-0

Time In: 7:45 p.m. Time Out: 8:12 p.m.

A. Action as a result of Executive Session

Motion to accept the staff contract as negotiated

Motion: Emily Trask-Eaton Second: Brooke Simmons Vote: 890-0-0

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

Motion: Julie Swindler Second: Brooke Simmons Vote: 890-0-0

Time In: 8:18 p.m. Time Out: 9:12 p.m.

A. Action as a result of Executive Session

Motion to approve 4 yr. contract for the Business Manager and set salary to \$129,500

Motion Noah Botley Second: Emily Trask-Eaton Vote: 890-0-0

Motion to extend meetings until we are done

Motion: Melvin Williams Second: Morgan Hynd Vote: 890-0-0

IX. Executive Session 1 M.R.S. §405(6)(A) Personnel

Motion: Jeanette Wheeler Second: Morgan Hynd Vote: 890-0-0
Time In: 9:17 p.m. Time Out: 9:47 p.m.

A. Action as a result of Executive Session

Motion to approve 4 yr. contract for the Assistant Superintendent and set salary to \$146,523.80

Motion: Brooke Simmons Second: Angela Robinson Vote: 354-536-0
(Naomi Aho, Noah Botley, Morgan Hynd, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Robert Williams)

Motion to approve 4 yr. contract for the Assistant Superintendent and set salary to \$141,500

Motion: Noah Botley Second: Morgan Hynd Vote: 678-157-55
(Angela Robinson, Brooke Simmons, Melvin William) (Matthew Speno)

Amend the previous adopted motion which approved the Business Manager for a 4 yr. contract for \$132,500

Motion: Morgan Hynd Second: Matthew Speno Vote:398-492-0
(Naomi Aho, Noah Botley, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Julie Swindler, Jeannette Wheeler)

X. Executive Session 1 M.R.S. §405(6)(A) Personnel

A. Action as a result of Executive Session

Motion: Julie Swindler Second: Brooke Simmons Vote:890-0-0
Time In: 9:52 p.m. Time Out: 10:25 p.m.

Motion to approve 5 yr. contract for the Superintendent and set salary to \$163,500

Motion: Noah Botley Second: Brooke Simmons Vote:419-471-0
(Morgan Hynd, Danny Jackson, Sandra O'Farrell, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Melvin Williams, Robert Williams)

Motion to approve 5 yr. contract for the Superintendent and set salary to \$165,000

Motion: Morgan Hynd Second: Matthew Speno Vote:806-84-0
(Brooke Simmons, Angela Robinson)

XI. Committee Meetings

- A. Budget – April 10th @ 6:30 p.m. – Central Office
- B. Curriculum – April 13th @ 5:00 p.m. – Medomak Middle School
- C. Personnel/Negotiations – April 27th @ 5:00 p.m. – Central Office
- D. Policy – May 4th @ 5:30 p.m. – Central Office

XII. Special Board Meeting – April 13th @ 7:00 p.m.– Central Office

XIII. Board Meeting – May 4th @ 7:00 p.m. – Medomak

XIV. Region 8 Board Meeting – March 22nd @ 6:00 p.m. – Region 8

XV. Adjourn: 10:32

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DRAFT

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

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

Special Board of Directors Meeting Thursday, April 13, 2023 Medomak Middle School 7:00 p.m.

Join by computer:
meet.google.com/uyn-dwje-qzt

or

Join by phone:
(US)+1 515-674-2280 PIN: 689 551 239#

School Board Members: Julia Abernethy, Naomi Aho, Erik Amundsen, Noah Botley, Morgan Hynd, Danny Jackson, Randy Kassa, Sandra O'Farrell, Angela Robinson, Brooke Simmons, Matthew Speno, Julie Swindler, Emily Trask-Eaton, Jeannette Wheeler, Melvin Williams, Robert Williams

Student Representative: Finian Kelly

Agenda

I. Call to Order: 7:03

- A. Pledge of Allegiance
- B. Declaration of Quorum: 757 of 1000
- C. Note Absences: Julia Abernethy, Brooke Simmons, Emily Trask-Eaton

II. Audience with the Public

III. Action Items

A. Approve Proposed FY '24 Budget

Motion to approve 2023-2024 budget for \$37,695,898

Motion: Morgan Hynd Second: Matthew Speno Vote: 376-381-0
(Naomi Aho, Noah Botley, Randy Kassa, Sandra O'Farrell, Angela Robinson, Melvin Williams)

Friendly Amendment to approve \$36,968,627.00

Motion: Sandra O'Farrell Second: (No Second)

Motion to approve tier 1, 11 and first 4 on tier III 2023-2024 \$37,205,527

Motion: Morgan Hynd Second: Matthew Speno Vote: 73-684-0

(Naomi Aho, Erik Amundsen, Noah Botley, Morgan Hynd, Randy Kassa, Sandra O'Farrell, Angela Robinson, Matthew Speno, Julie Swindler, Jeannette Wheeler, Melvin Williams, Robert Williams)

Motion to approve tier I, II, pre-k teacher and \$200,000 for Medomak Middle School) for and first 4 on tier III 2023-2024 \$37,255,527

Motion: Julie Swindler Second: Sandra O'Farrell Vote: 390-367-0

(Morgan Hynd, Danny Jackson, Angela Robinson, Matthew Speno, Melvin Williams,
Robert Williams)

IV. Committee Meetings

- A. Personnel/Negotiations – April 27th @ 5:00 p.m. – Central Office
- B. Policy – May 4th @ 5:30 p.m. – Medomak Valley High School

V. Board Meeting – May 4th @ 7:00 p.m. – Medomak Valley High School

VI. Region 8 Board Meeting – April 26th @ 6:00 p.m. – Region 8

VII. Adjourn: 7:53

All meetings of the Board, except executive sessions, will be open to the public. All actions of the Board will be taken 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's agenda. Public input is welcomed but the Board Chair may limit discussion.

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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: April 28, 2023
Subject: Board Agenda for May 4, 2023

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



1. Resignations:
 - Cara Johnson - Health Aide - Medomak Middle School
 - Neil Lash - Teacher - Medomak Valley High School
2. Congratulations to our Medomak Valley High School students who participated in the Philbrook Speech Competition on April 12th!
3. We have completed the initial site visits for the Security Assessments at First Entry (SAFEs) for each of our schools and I anticipate receiving reports soon.
4. The recent article [Maine children continue to struggle in pandemic's wake](#) quantifies student challenges. Over the past two years, high school graduation rates declined, child suicide attempts and ideation increased, and child maltreatment increased, while participation in preschool has also increased.
5. I plan to attend the 31st Annual Maine Superintendent Seminar hosted by Drummond Woodsum on May 5th.
6. The [Visible Learning](#) research is recognized as the world's largest evidence base on what works best in schools to improve teaching and learning. Influences on student learning are organized into nine domains. Examples of home factors relating to family resources, structure, and environment having a positive influence on student learning include Parental expectations (0.70), Home environment (0.52), and Socioeconomic status (0.51). Examples of home factors that have a negative influence on student learning include Corporal punishment (-0.33), Mobility (-0.30), Television hours (-0.18), and Family on welfare (-0.12). The average effect size is 0.4, representing an average year's growth.

IV. Reports from Schools

V. Presentation – Capital improvement project

VI. Audience with the Public

VII. Action Items

A. Approve Teacher Nominations

You will be asked to approve teacher nominations for the 2023-24 school year. Please review the new hire information included in this Board packet.

B. Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and Authorize the Notice of Amounts Adopted

You will be asked to call and approve the warrants for the Budget Meeting and the Budget Validation Referendum and authorize the Notice of Amounts Adopted

C. Do you favor authorizing the Board of Regional School Unit No. 40 (the “RSU”) to issue bonds or notes in the name of the RSU for school construction and minor capital projects in an amount not to exceed \$80,000,000 for the purpose of an RSU-wide capital improvement project, including renovations and additions to Medomak Valley High School and Miller School?

You will be asked to approve issuing bonds or notes to support capital improvement projects.

D. Approve Policies for 1st Read

You will be asked to approve polices for 1st read. Please review the draft policy revisions included in this Board packet.

VII. Committee Meetings

VIII. Board Meeting

IX. Region 8 Board Meeting

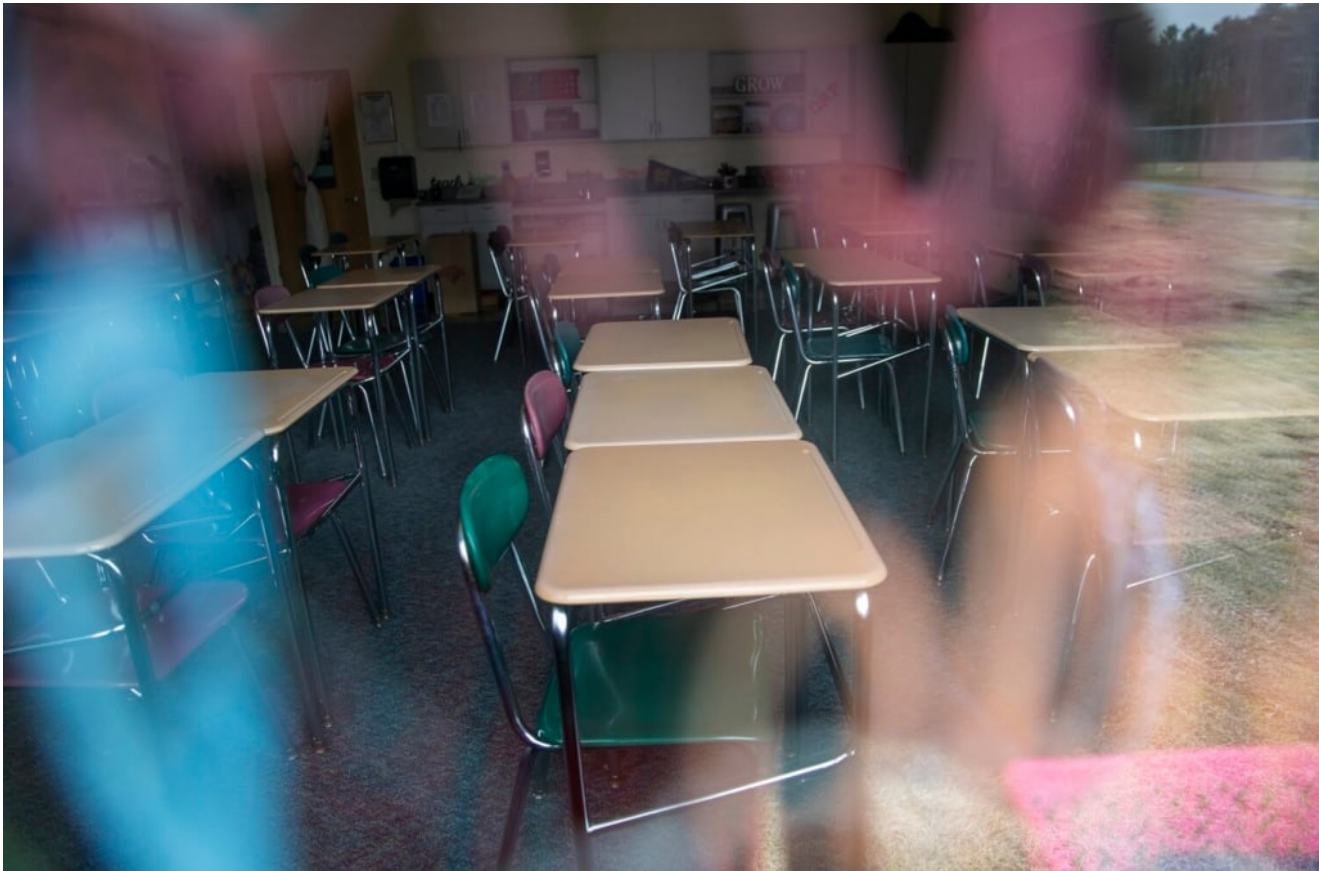
X. Adjourn

Maine children continue to struggle in pandemic's wake

pressherald.com/2023/04/25/maine-children-continue-to-struggle-in-wake-of-the-pandemic/

By Lana Cohen

April 25, 2023



A classroom sits empty at Scarborough Middle School in April 2020. *Derek Davis/Staff Photographer*

Maine's children are experiencing more poverty, homelessness and mental health emergencies. High school graduation rates have dropped.

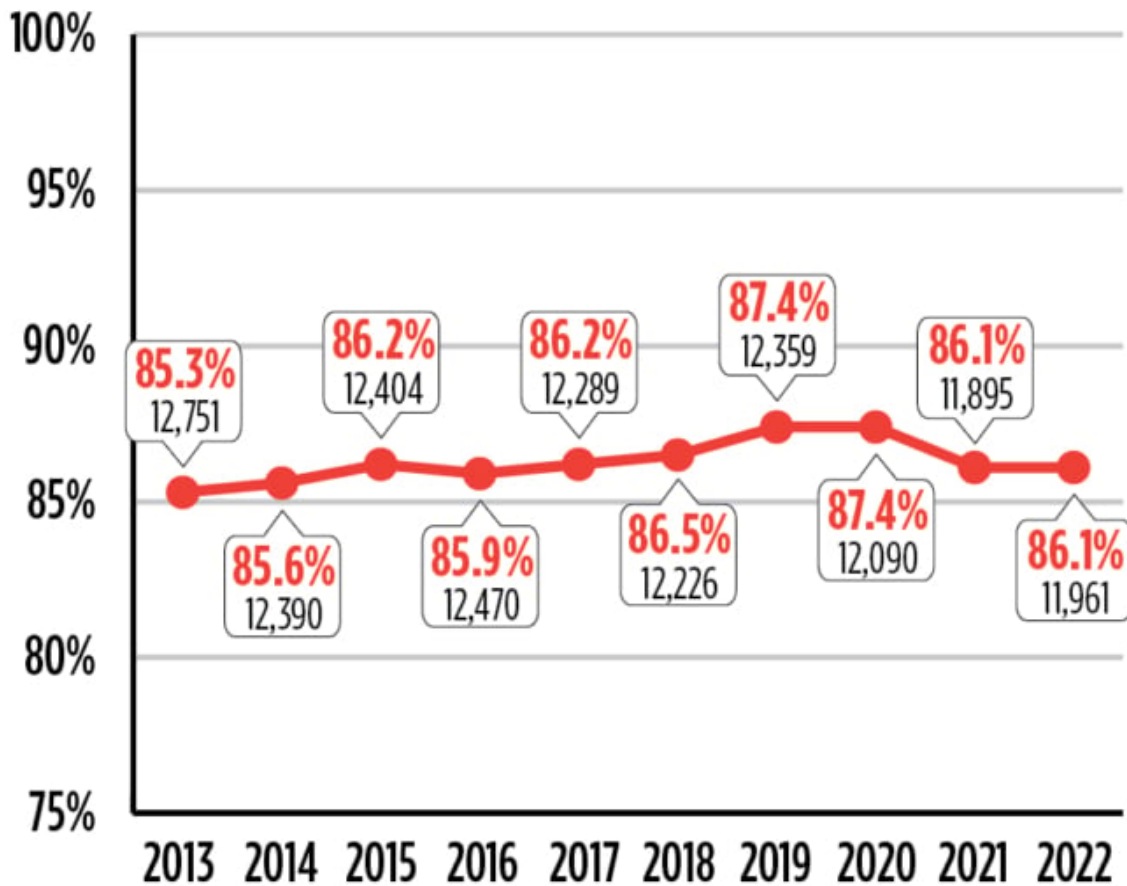
Three years after the onset of the pandemic, young people in Maine are still feeling the impacts of disruptions caused by COVID-19, and in many cases, groups that were struggling the most before the pandemic continue to face the greatest barriers.

The Maine Children's Alliance on Tuesday released its 2023 Kids Count data book, a sweeping collection of metrics used to measure the general welfare of Maine's youth. The data released by the public policy and advocacy nonprofit covers topics including maltreatment of children, substance use, obesity, school attendance and graduation, childcare, poverty, homelessness and mental health.

Although some information shows improved conditions for the state's youth, most of the statistics highlight the struggles that children in Maine face.

In 2021, 34,000 Maine children – 13.8% of the state’s youth population – were living in households below the poverty line, which that year was \$27,740 for a family of four. More struggled with food insecurity. In both 2021 and 2022, around 2,650 Maine youths went to the emergency room for suicide attempts or due to suicidal thoughts, an increase of 500 from 2020. And in 2022, 2,142 Maine students were confirmed as homeless.

Maine high school graduation rates



SOURCE: Maine Children’s Alliance

STAFF GRAPHIC | JAKE LAWS

At the same time, chronic absenteeism rose and the high school graduation rate dropped. Almost 50,000 Maine students – 40% of economically disadvantaged students and 23% of non-economically disadvantaged students – were chronically absent during the 2021-22 school year. That means they missed more than 18 days of school in the 180-day school year.

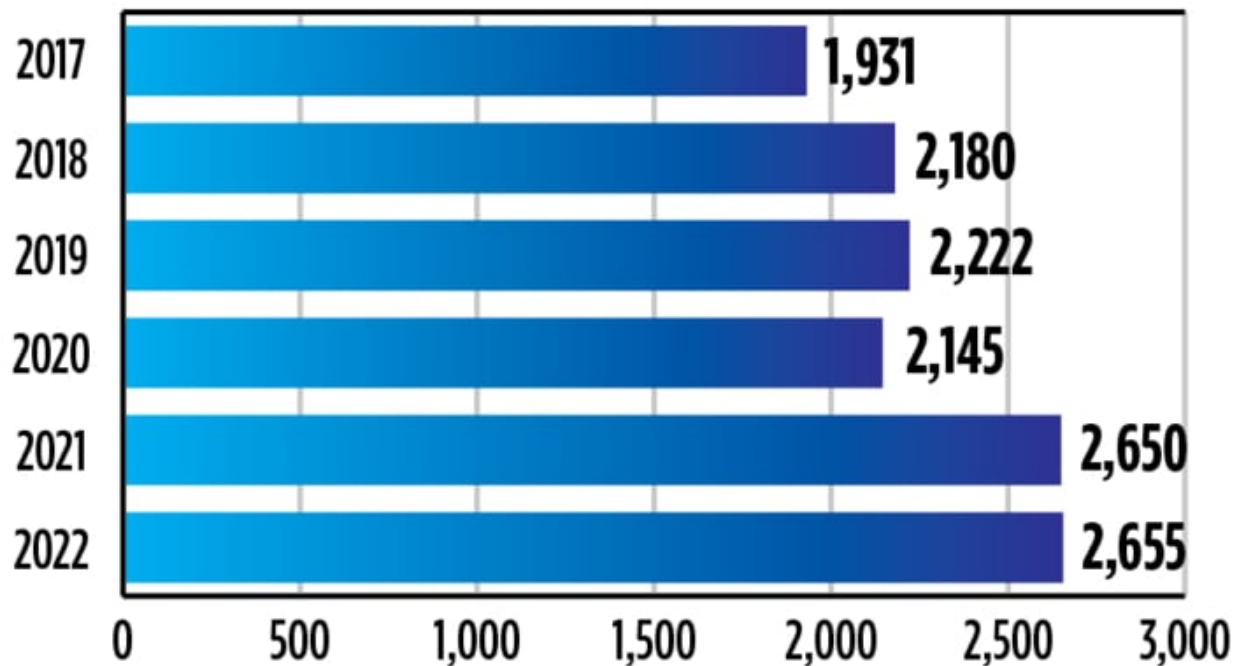
The high school graduation rate dropped from 87.4% in 2020 to 86.1% in 2021 after years of gradual improvement. The rate remained at 86.1% in 2022, the lowest graduation rate since 2016.

Mainers need to come together to support the state’s youth, said Helen Hemminger, a Maine Children’s Alliance research associate.

“It’s important that we work to help all children in Maine thrive. It’s important to Maine as a whole and to the future of the state,” she said. “Children are our future.”

Mental health struggles continue

The number of Mainers 19 years old or younger who went to hospital emergency departments because of suicide attempts or suicidal ideation.



SOURCE: Maine Department of Health and Human Services
STAFF GRAPHIC | JAKE LAWS

Maine children are struggling in many ways. One notable trend is the significant decline in youth mental health.

In 2021, 35.9% of Maine’s roughly 55,000 high school students reported feeling sad or hopeless, up from 32.1% in 2019. The percentage of high school students who reported self-harming rose from 22.9% to 28.7% over the same time period, and students who said they seriously considered suicide increased from 16.4% to 18.5%. That’s on top of the 2,654 Maine youths who went to the emergency room because of suicide attempts or ideation in 2022.

Females and LGBTQ+ students reported greater feelings of depression, anxiety, hopelessness, self-harm and suicidal ideation compared to their straight, male counterparts.

“In Maine and nationally, kids are doing terribly,” said Jeffrey Barkin, a Portland-based psychiatrist and president of the Maine Medical Association. “There is of course variability from child to child, but kids have lost time in school and that has led to academic challenges but also social loss and as a result we’re seeing more kids with anxiety, depression and suicidal ideation.”

To make matters worse, Barkin said, there aren’t enough mental health resources to appropriately and promptly serve all the kids who need extra support.

There needs to be a concerted effort to help kids before things get to the point where they wind up in an emergency room, he said.

Just as recovering from COVID-19 academic learning loss will be difficult, teaching kids the social and emotional skills they didn’t learn during the pandemic is going to be a big lift, Barkin said. But it’s crucial to fostering well-adjusted adults who have the chance to be successful socially and in other aspects of their lives, he said.

Another area where conditions for Maine children have significantly deteriorated in recent years is maltreatment, including abuse and neglect.

The number of children confirmed to have experienced maltreatment increased 30% in Maine between 2017 and 2021, from 3,286 to 4,263. In 2020, Maine’s rate of child maltreatment was more than double the national average, with 19 per 1,000 children experiencing maltreatment compared to 8.4 per 1,000 on the national level.

Like most things, maltreatment doesn’t exist in a vacuum. The report said causes of child abuse or neglect, including poverty-related indicators such as unemployment, single parenthood, housing instability, lack of childcare and substance use, are well-documented.

One significant exception to the trend of worsening conditions for Maine youth is steady participation in public preschool. Public preschool, which has been heavily supported with state funding, was attended by 47% of Maine 4-year-olds in 2022, the same percentage as prepandemic.

Seventy-nine percent of Maine’s school districts have a public preschool option and that number is expected to jump to 85% by the 2023-24 school year, the report said.

Maine children are facing numerous challenges, but there also are numerous, well-researched and proven solutions to those challenges, Hemminger said. The challenge, she said, is garnering fiscal and political support for them. She said creating a state child tax

credit, footing the bill for paid medical leave for parents, building a comprehensive mental health system, and supporting families in other ways that could help reduce anxiety and compounding problems all could help Maine's youth and their families.

[« Previous](#)

[Debate heats up on Maine's proposed flavored tobacco ban](#)

[Next »](#)

[Fox may not want Tucker Carlson, but Bryant Pond does](#)

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Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

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

May 4, 2023

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

Business Office

- Continue to work on budgets for school year 2023-2024

Facilities

- J&H landscaping has started mowing.
- Winter clean-up and plow damage repairs.
- LED light conversion is complete in 6 schools, Miller should be completed around May 15th.
- Septic System soil testing complete for potential septic field sites, pending results.

Transportation

- Driver shortage continues to cause transportation difficulty.

Food Service

- Reviewing new Point of sale software
- Staffing shortage

		Regional School Unit 40				
		Proposed FY 2023-24 Budget Summary				
		FY2023				
		Adopted Budget				
General Fund		33,916,963				
			FY2024	FY23 to FY24		
Proposed Expenditure Adjustments			Proposed Change	Individual % Increase	Running \$ Increase	Running % Increase
a.	Debt refinancing		\$ (50,233)	-0.1%	\$ (50,233)	-0.15%
b.	Assessments		\$ (17,500)	-0.1%	\$ (67,733)	-0.20%
c.	Revenue loss (Tuition/State Agency/Ma	\$ 135,274	\$ -	0.0%	\$ (67,733)	-0.20%
d.	Mid-Coast School of Technology		\$ 6,077	0.0%	\$ (61,656)	-0.18%
e.	Wages		\$ 818,414	2.4%	\$ 756,758	2.23%
f.	Benefits (health ins, FICA, Medicare, MePERS, tuition)		\$ 270,886	0.8%	\$ 1,027,644	3.03%
g.	Facilities		\$ 219,547	0.6%	\$ 1,247,191	3.68%
h.	Transportation		\$ 52,510	0.2%	\$ 1,299,701	3.83%
i.	Property Insurance		\$ 14,814	0.0%	\$ 1,314,515	3.88%
j.	Legal Fees		\$ 25,000	0.1%	\$ 1,339,515	3.95%
k.	Support Staff Contract		\$ 455,875	1.3%	\$ 1,795,390	5.29%
l.	Fund Balance -Revenue Reduction	\$ 201,800	\$ -	0.0%	\$ 1,795,390	5.29%
m.	Pre-K Teacher (1.0 FTE)		\$ 86,900	0.3%	\$ 1,882,290	5.55%
n.	Teachers (MMS)		\$ 200,000	0.6%	\$ 2,082,290	6.14%

Regional School Unit 40				
Proposed FY 2023-24 Anticipated Revenues				
Budget Committee Approved				04.13.23
	2022-23	2023-24	Proposed	Proposed
	Adopted	Proposed	\$ Increase	% Increase
	Budget	Budget	(Decrease)	(Decrease)
General Fund				
Tuition - Regular Education	\$ 169,000	\$ 202,853	\$ 33,853	
Tuition - Special Education	\$ 175,000	\$ 87,710	\$ (87,290)	
Misc Revenues and Investment Income	\$ 41,000	\$ 45,000	\$ 4,000	
State Subsidy	\$ 14,081,868	\$ 14,511,343	\$ 429,475	
State Agency Client	\$ 66,000	\$ 17,090	\$ (48,910)	
MaineCare Reimbursement	\$ 200,000	\$ 163,073	\$ (36,927)	
Fund Balance	\$ 1,009,110	\$ 807,310	\$ (201,800)	
Total Miscellaneous Revenues	\$ 15,741,978	\$ 15,834,379	\$ 92,401	0.6%
Town Assessment - Waldoboro				
Local Share - Waldoboro	\$ 3,754,618	\$ 3,871,313	\$ 116,695	
Debt Service - Waldoboro	\$ 33,177	\$ 31,939	\$ (1,238)	
Additional Local - Waldoboro	\$ 2,612,962	\$ 3,206,930	\$ 593,968	
Total Assessment - Waldoboro	\$ 6,400,757	\$ 7,110,182	\$ 709,425	11.1%
Town Assessment - Washington				
Local Share - Washington	\$ 1,113,531	\$ 1,133,888	\$ 20,357	
Debt Service - Washington	\$ 9,840	\$ 9,355	\$ (485)	
Additional Local - Washington	\$ 774,943	\$ 939,293	\$ 164,351	
Total Assessment - Washington	\$ 1,898,314	\$ 2,082,536	\$ 184,222	9.7%
Town Assessment - Union				
Local Share - Union	\$ 1,560,187	\$ 1,614,516	\$ 54,330	
Debt Service - Union	\$ 13,786	\$ 13,320	\$ (466)	
Additional Local - Union	\$ 1,085,785	\$ 1,337,438	\$ 251,653	
Total Assessment - Union	\$ 2,659,758	\$ 2,965,275	\$ 305,517	11.5%
Town Assessment - Warren				
Local Share - Warren	\$ 2,956,279	\$ 3,022,224	\$ 65,946	
Debt Service - Warren	\$ 26,123	\$ 24,934	\$ (1,189)	
Additional Local - Warren	\$ 2,057,371	\$ 2,503,559	\$ 446,188	
Total Assessment - Warren	\$ 5,039,772	\$ 5,550,718	\$ 510,945	10.1%
Town Assessment - Friendship				
Local Share - Friendship	\$ 1,276,644	\$ 1,337,319	\$ 60,675	
Debt Service - Friendship	\$ 11,281	\$ 11,033	\$ (248)	
Additional Local - Friendship	\$ 888,458	\$ 1,107,812	\$ 219,354	
Total Assessment - Friendship	\$ 2,176,384	\$ 2,456,164	\$ 279,781	12.9%
Total General Fund	\$ 33,916,963	\$ 35,999,253	\$ 2,082,290	6.14%
Adult Education Other Revenue	\$ 82,719	\$ 71,726	\$ (10,993)	
Adult Education Assessments:				
Local Share - Waldoboro	\$ 18,464	\$ 19,264	\$ 800	
Local Share - Washington	\$ 5,476	\$ 5,642	\$ 166	
Local Share - Union	\$ 7,673	\$ 8,034	\$ 361	
Local Share - Warren	\$ 14,538	\$ 15,039	\$ 501	
Local Share - Friendship	\$ 6,278	\$ 6,655	\$ 376	
Total Assessments - Adult Education	\$ 52,430	\$ 54,634	\$ 2,204	4.2%
Food Service Other Revenue	\$ 963,225	\$ 1,004,914	\$ 41,689	
Food Service Assessments:				
Local Share - Waldoboro	\$ 44,022	\$ 44,075	\$ 54	
Local Share - Washington	\$ 13,056	\$ 12,909	\$ (146)	
Local Share - Union	\$ 18,293	\$ 18,381	\$ 89	
Local Share - Warren	\$ 34,662	\$ 34,408	\$ (253)	
Local Share - Friendship	\$ 14,968	\$ 15,226	\$ 257	
Total Assessments - Food Service	\$ 125,000	\$ 125,000	\$ 0.0	0.0%
Grand Total	\$ 35,140,337	\$ 37,255,527	\$ 2,115,190	6.02%

Regional School Unit 40				
Proposed FY 2023-24 Anticipated Revenues				
Budget Committee Approved				04.13.23
	2022-23	2023-24	Proposed	Proposed
	Adopted	Proposed	\$ Increase	% Increase
	Budget	Budget	(Decrease)	(Decrease)
Changes in Town Assessments				
Waldoboro				
Local Contribution	\$ 3,754,618	\$ 3,871,313	\$ 116,695	
Local Only Debt	\$ 33,177	\$ 31,939	\$ (1,238)	
Additional Local	\$ 2,612,962	\$ 3,206,930	\$ 593,968	
Adult Education	\$ 18,464	\$ 19,264	\$ 800	
Food Service	\$ 44,022	\$ 44,075	\$ 54	
Total Waldoboro	\$ 6,463,243	\$ 7,173,522	\$ 710,278	10.99%
Washington				
Local Contribution	\$ 1,113,531	\$ 1,133,888	\$ 20,357	
Local Only Debt	\$ 9,840	\$ 9,355	\$ (485)	
Additional Local	\$ 774,943	\$ 939,293	\$ 164,351	
Adult Education	\$ 5,476	\$ 5,642	\$ 166	
Food Service	\$ 13,056	\$ 12,909	\$ (146)	
Total Washington	\$ 1,916,846	\$ 2,101,088	\$ 184,242	9.61%
Union				
Local Contribution	\$ 1,560,187	\$ 1,614,516	\$ 54,330	
Local Only Debt	\$ 13,786	\$ 13,320	\$ (466)	
Additional Local	\$ 1,085,785	\$ 1,337,438	\$ 251,653	
Adult Education	\$ 7,673	\$ 8,034	\$ 361	
Food Service	\$ 18,293	\$ 18,381	\$ 89	
Total Union	\$ 2,685,723	\$ 2,991,690	\$ 305,967	11.39%
Warren				
Local Contribution	\$ 2,956,279	\$ 3,022,224	\$ 65,946	
Local Only Debt	\$ 26,123	\$ 24,934	\$ (1,189)	
Additional Local	\$ 2,057,371	\$ 2,503,559	\$ 446,188	
Adult Education	\$ 14,538	\$ 15,039	\$ 501	
Food Service	\$ 34,662	\$ 34,408	\$ (253)	
Total Warren	\$ 5,088,973	\$ 5,600,165	\$ 511,192	10.05%
Friendship				
Local Contribution	\$ 1,276,644	\$ 1,337,319	\$ 60,675	
Local Only Debt	\$ 11,281	\$ 11,033	\$ (248)	
Additional Local	\$ 888,458	\$ 1,107,812	\$ 219,354	
Adult Education	\$ 6,278	\$ 6,655	\$ 376	
Food Service	\$ 14,968	\$ 15,226	\$ 257	
Total Friendship	\$ 2,197,630	\$ 2,478,044	\$ 280,414	12.76%

REGIONAL SCHOOL UNIT 40

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

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: April 27, 2023

Subject: Board Report from Assistant Superintendent

- Staff & Student Recognition
 - Thank you, Tami Casas, RSU 40 Science Curriculum Representative for making a beautiful movie to showcase science in RSU 40 with our Curriculum Committee at our April meeting. It was exciting to see our students having fun while learning.
 - We welcome Ryan McNelly to our Curriculum Representative team as our 7-12 Science Representative.
- Other News
 - RSU 40 has been awarded the Title I Re-allocation Grant for summer school in the amount of **\$56,000**. Using these funds, we will provide our second annual camp for students entering grades 4-6 at the Medomak Camp on Washington Pond.
 - We already have 94 students registered for camp with a maximum of 100.
 - 23 staff signed up to work and we had our first staff meeting last night.
 - Through a collaboration with the Medomak Camp, we will use their site with our staff to provide students with an opportunity to learn while being outside in a camp-style atmosphere. We will provide reading, writing, math, science, foreign language, arts, and physical education, as well as social and emotional learning for our students with a focus on the outdoors and play. The camp will be for twelve days in July and August.

Measurable objectives for the program include:

1. Increasing student confidence in learning. This will be measured with a pre/post survey of the parents/student and teacher observation.
2. Increasing family connections with school staff. This would be measured with a weekly family feedback form based on an activity of the week. The activity for the family would be around building healthy family relationships and include the student reading a book to their family. By giving the students an opportunity to play, learn and foster positive relationships with school staff we will see their skills and love of learning grow. The summer program will again be tied with our summer food program, so students would have access to a free lunch each day they were at the program.

**Midcoast Adult & Community Education
RSU 40 School Board Report, May 4**

As the adult education school year winds down, Ashley and I look forward to planning the first graduation she and I will host at MACE. So far, despite 18 enrollments, only two students completed their HiSETS. I want to be transparent about this because I know this is a drop from previous years. There are any number of reasons why young people (especially) sign up to do adult education, come for a few learning labs, and then we don't see them for weeks or months.

But at the program level – the only area I can influence – we are in transition from the way adult education programs had to operate during Covid to continue helping adult learners reach their educational goals and the optimal way they should run. Plus we got a late start on academic programming this with learning labs really getting fully underway in November.

During Covid, the state adult education field pivoted to an online platform called HiSET Academy. Students enrolled at a local adult education, signed up for this virtual program, and in many cases given laptops. A teacher monitored their work remotely. Attendance was awarded for proxy hours.

The field – and our program - is moving away from what was meant to be “survival mode,” but unlike the pivot to an online format, the transition back is more challenging. Students who enrolled in 2021-22 but didn't finish the HiSET don't understand why HiSET Academy is now considered a supplement to instruction and that for their attendance to count, they actually have to come to a minimum of 12 hours of learning lab time.

I admit, we lost some students this year who could not make that commitment. As I said, there are many reasons why making it to learning labs could be hard – work, childcare, transportation, just to name a few. But from the program's perspective, the 12 hours we require are 12 hours when we get to know them, their unique concerns, what's impacting their learning, and how we can help. Yes, attendance is important for instruction, but additionally, it allows us to figure out ways to support them as whole learners. Do they need help with food, workforce training, clothing, transportation, childcare?

It's my first year as director and I am dismayed we may only graduate two students by the end of June, but I believe creating a program based on in-person instructional integrity, and building a sturdy structure that supports adult learning will pay off in future years.

And maybe we will see one or two more students complete. For those that are still working on their prep, I am working on a summer bridge program so they will not lose momentum. Ashley and I are also happy to administer official HiSET tests throughout the summer for students that may be ready. Who knows? We may have a robust graduation in December!

The current number of enrolled high school completion students is 8. The last day for learning labs will be June 14 to allow for post-testing before the end of the school year.

I am pleased to share that I was appointed by the education commissioner to serve as the adult education representative to the Truancy, Drop-out, and Alternative Education Committee. This dovetails with our recent outreach effort to recent drop-outs in the district. We sent 25 letters sharing information about adult education and basically letting these former students know, hey, we are here for you whenever you are ready to complete your high school credential.

Enrichment classes are winding down, but we are already planning the fall brochure. If there is a class you would like to see offered, please let me know.

Respectfully submitted,
Raye S. Leonard, director

REGIONAL SCHOOL UNIT 40

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207.785.2277

Steve Nolan, Superintendent
Christina Wotton, Assistant Superintendent

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

Date: May 4, 2023 Technology Department Board Report

Other News:

Interactive Flat Screen Panel Pilot:

Eight interactive flat panels were installed into classrooms at Miller, Union and Medomak Valley High School over the April Vacation week. Seven more will be installed in the coming weeks. An initial training was done with a group of 10 staff members and we will be extending that training to all staff who receive a new panel in their classroom. Staff will provide feedback on how they used the technology in their classrooms to inform future purchases.




MLTI:


We are in the third year of MLTI 2.0. RSU 40 will be receiving MLTI funds to extend the program to our 5th grade students. Through this program we will be purchasing 151 devices to go to 5th grade students for the 23-24 school year.


ParentSquare and Website News:

Each School website has a new feature on their homepage that integrates current ParentSquare news below their school image. Staff in each of the schools have been trained to update their school sites including the new news feature.



May Menu MVHS
 Tuesday, Apr 25 2023

RNs National Certification
 RSU 40 has three registered nurses who have achieved national certification in school nursing (NCSN). According to the Maine Department of Education, currently, in the state of Maine, there are 461 full-time school nurses and 74 have achieved this... Thursday, Apr 13 2023

Philbrook Speech Winners
 Medomak Valley holds Annual Speech Competition On the morning of April 12th, Medomak Valley High School held its annual Philbrook Speech Competition, an event that highlights and rewards students who have taken a position on a topic, supported L...

I am happy to address any questions, comments or concerns the board may have in regards to the update provided.

Holly Doe, RSU 40 Director of Technology

RSU 40 New Hire and Change of Status
Professional Staff

Date: 4/12/2023

Administrator: Terry Steinbeiser

Effective date: 8/29/2023

Employee name: Steven Piwowarski

Position: Music teacher shared between Miller and FVS

Type of Change: New Hire

FTE: 1

Replacing: New position

School: Friendship Village/Miller

Department: Regular Instruction

Certification: 614 Music (K-12)

Type of certification: Professional

Highest degree: Masters

Year: 11

Salary Amount: \$58,300

Funding source: 1000-1100-1000-51010-060/1000-1100-1000-51010-020

References checked by: Terry Steinbeiser

Business Manager Approval: _____

Superintendent Approval: _____

Met with Superintendent: April 28, 2023

Scheduled for Board Approval: May 4, 2023

RSU 40 New Hire and Change of Status
Professional Staff

Date: 4/24/2023

Administrator: Justin Catapano-Kangas

Effective date: 4/24/2023

Employee name: Lori Taylor

Position: Intervention

Type of Change: New Hire

FTE: 1

Replacing: Angela Hoch

School: Warren Community

Department: Regular Instruction

Certification: 092 Literacy Specialist

Type of certification: Professional

Highest degree: PhD

Year: 24

Salary Amount: \$85,175

Funding source: 1000-0000-2210-51010-050

References checked by: Justin Kangas

Business Manager Approval: _____

Superintendent Approval: _____

Met with Superintendent: May 4, 2023

Scheduled for Board Approval: May 4, 2023

RSU 40 New Hire and Change of Status
Professional Staff

Date: 4/11/2023

Administrator: Julia Levensaler

Effective date: 8/28/2023

Employee name: Lori-Ann Thompson

Position: Classroom Teacher

Type of Change: New Hire

FTE: 1

Replacing: Rebecca Hyler

School: Medomak Valley

Department: Regular Instruction

Certification: 020 General Elementary Endorsement (K-8)

Type of certification: Professional

Highest degree: Masters

Year: 15

Salary Amount: \$64,349

Funding source: 1000-1100-1000-51010-020

References checked by: Jamie White

Business Manager Approval: _____

Superintendent Approval: _____

Met with Superintendent: May 2, 2023

Scheduled for Board Approval: May 4, 2023

RSU 40 New Hire and Change of Status
Professional Staff

Date: 4/25/2023

Administrator: Julia Levensaler

Effective date: 8/29/2023

Employee name: Sara Viekman

Position: art teacher

Type of Change: New Hire

FTE: 1

Replacing: Anthony Lufkin

School: Miller

Department: Regular Instruction

Certification: 620 Arts (K-12)

Type of certification: Provisional

Highest degree: Bachelors

Year: 1

Salary Amount: \$42,936

Funding source: 1000-1100-1000-51010-020

References checked by: Jamie White

Business Manager Approval: _____

Superintendent Approval: _____

Met with Superintendent: May 2, 2023

Scheduled for Board Approval: May 4, 2023

Student Transportation Employee Requirements, Training and Responsibilities

School Bus and Van Drivers

RSU 40 school bus and van drivers are responsible for safeguarding the lives of the students in performance of the driver's duty. The work requires physical strength, mental poise, excellent driving skills, ability to cope effectively with emergencies, and the ability to relate positively to students.

RSU 40 school bus ~~and van~~ drivers must hold a valid commercial driver's license (CDL) with a school bus endorsement issued by the Maine Secretary of State.

All school bus and van drivers are required to participate in any in-service training provided by RSU 40.

A. Annual Medical Examination

All school bus and van drivers ~~operating a vehicle designed to carry 10 or more passengers~~ must undergo an annual physical examination. Physical examinations will be conducted by a physician or medical practice selected by RSU 40 and paid for by RSU 40.

Annual examinations must be completed during the month preceding the start of the school year for regular drivers. New and substitute bus and van drivers must complete the examination before beginning their driving duties.

B. Drug and Alcohol Testing

School bus and van drivers will participate in drug and alcohol testing as required by applicable federal and state laws and regulations.

C. Annual Motor Vehicle Records Check

Each school bus and van driver ~~operating a vehicle carrying 10 or more passengers~~ will undergo an annual state motor vehicle records check.

Other Employees with Student Driving Responsibilities

The Superintendent/designee is directed to obtain annual motor vehicle records checks for any school employee who transports students as part of their regular duties.

Legal Reference: 49 CFR Parts 40 and 382
 26 M.R.S. §§685(2); 689
 29-A M.R.S. §2303

Cross Reference: EEAEAA - Drug and Alcohol Testing of School Bus Drivers
EEAEAA-R - Drug and Alcohol Testing of Bus Driver Procedure

Adopted: March 4, 1966

Revised: January 8, 1985
December 17, 2009
January 23, 2014
November 1, 2018
December 1, 2022

Student Transportation Employee Driver Requirements, Training, and Responsibilities Procedure

1. Buses and vans will not be driven faster than the legal speed limit on the best hard surfaced roads, and more slowly on gravel or dirt roads, or when required by crowded traffic, bad weather, poor roads, poor visibility, or other conditions.
2. Conversation will be courteous and without profanity or name-calling.
3. All buses and vans will stop before entering any through highway and at all blind intersections. "Through highway" will be defined as all hard surfaced roads.
4. Bus and van drivers are required to stop vehicles if students cross highways. The door will not be opened until approaching vehicles have either passed or come to a complete stop.
5. Drivers are prohibited from transporting passengers other than students and school employees who are approved to ride on their bus by the Superintendent/designee.
6. School buses and vans will stop at a point not more than 50 feet, and not less than 10 feet, from the nearest railroad crossing.
7. School buses and vans will be operated at least 75 yards behind any other traveling vehicle.
8. Drivers will not permit anyone to enter ~~the a~~ bus or van that is recognizably under the influence of alcohol or drugs. The driver or aide will not use tobacco on the bus or van ~~while conveying students~~ and will not permit the students to do so.
9. With an exception for on duty law enforcement and military officials, drivers will not permit any weapon, loaded or unloaded, or any animal other than service animals to be brought on ~~the a~~ bus or van.
10. Drivers will observe carefully the time schedule for different points on their routes.
11. Drivers will be sure the door is closed before starting the bus or van, avoid jerky starts and sudden stops, go slowly over bumps and rough places, and not turn or swerve suddenly.

12. Drivers will observe carefully all signs, signals, rules of the road, and courtesies to other drivers.
13. Bus and van drivers will keep on the right side of the road on all highways. Students who cross the road to get home, will cross in front of the bus or van. The bus or van driver will not depend upon the warning lights for assurance that other vehicles ~~with~~ will stop. If there is a vehicle approaching, the driver will hold the students until the vehicle has either stopped or passed the bus. It is the driver's responsibility to make sure the highway is clear before signaling the students to cross the highway. If several students get off the bus at any stop, the driver will account for all students before proceeding. The warning lights will be kept on until the students are safe.
14. In case of an accident or breakdown, the driver will remain with the bus or van until directed otherwise.
15. Drivers will report any disruptive behavior to the building administrator and the Director of Transportation using the Bus Conduct Report.
16. Drivers will assume full charge of discipline on their bus and follow the district's discipline policy and procedures (Policy JICC).
17. Drivers may assign seats on their bus or van as they see fit. The driver will not permit moving about while the bus or van is in motion. If students wish to move to more desirable seats the driver may permit them to do so, provided these seats are unoccupied and the bus or van is stopped.
18. If a driver is unable to drive their route, they will contact the Director of Transportation without delay.
19. Under ordinary conditions, buses or vans will arrive at the school not earlier than 15 minutes before the opening of school in the morning and will be at the school in the afternoon not later than 5 minutes before the dismissal of school.
20. Drivers will pick up and unload students at home, at special bus stops, and at the school. In an unusual situation, the driver may pick up or unload students at points the Director of Transportation deems satisfactory.
21. Bus and van drivers will not park an empty bus or van along a highway or road except in an emergency.

22. A bus or van should not be driven in reverse on school grounds ~~unless absolutely necessary~~ without a backup camera or staff member to spot.
23. Buses or vans should not back onto a highway unless absolutely necessary.
24. A bus or van is not to leave the ~~pavement~~ road, right-hand travel lane or driveway when loading or discharging passengers.
25. Drivers will complete a daily pre-trip inspection of their assigned bus or van. The bus or van driver will sweep the bus or van every operational day. They will ensure clear visibility prior to and at all times of operation.
26. Drivers will not force a long string of cars to follow the vehicle.
27. No driver will use a school bus or van for personal use.
28. Bus and van drivers will receive instruction in safety and school bus or van laws at regular intervals.

Adopted: March 4, 1966

Revised: January 8, 1985
December 17, 2009
January 23, 2014
November 1, 2018
December 1, 2022

Curriculum Development and Adoption

For the purpose of this policy “curriculum” means RSU 40 written document that sets forth the learning expectations for all students for all content areas of Maine’s system of Learning Results, as well as for other content areas as specified by the Board. The curriculum must reflect continuous, sequential, and specific instruction aligned with the content areas of the Learning Results.

The curriculum should also:

1. Be agreed upon and shared district/school wide
2. Be coherently and vertically aligned within and across grades
3. Articulate what students should understand, know, and be able to do during the course of their academic careers
4. Provide indicators of assessment evidence and learning experiences designed to help all students reach those outcomes
5. Be reflected in the classroom learning
6. Be guaranteed – ensures that specific content is taught in specific courses and grade levels
7. Be viable – ensures there is enough instructional time available to actually teach the identified content as important.

The Board recognizes that curriculum development, review, and evaluation is an ongoing process and programs and practices may need to be adjusted or revised to meet educational standards and to serve the best interests of students and the community.

Therefore, the Board expects:

1. The administration and staff to be sensitive to changing conditions that may require modifications in curriculum.
2. All programs to be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.

3. ~~RSU 40 to undertake intensive curriculum revision as needed.~~
4. ~~The Superintendent/designee will lead the ongoing curriculum development and review process, and in aligning curriculum with educational standards and with advances in knowledge, educational research and “best practices.”~~
5. ~~That curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community, and the Board.~~
6. ~~The Superintendent/designee will develop plans and timelines as necessary for the development, implementation, and evaluation of the curriculum and to provide the Board with an annual report on the status of the curriculum.~~
7. ~~The Superintendent/designee will make recommendations concerning professional development, instructional materials, and resources needed for curriculum implementation, consistent with Board policy.~~

Legal Reference: ~~20-A M.R.S. §§ 1001(6), 6209~~
~~Maine Department of Education Rule Chapter 127 §§5-7~~

~~Adopted: June 6, 2013~~ ~~Revised: July 17, 2014~~
~~February 7, 2019~~

Curriculum Development and Adoption

As defined in Maine Department of Education rules, “curriculum” means Regional School Unit 40’s written document that sets forth the learning expectations for all students for all content areas of Maine’s system of Learning Results, as well as for other content areas as specified by the Board.

RSU 40’s curriculum will reflect continuous, sequential and specific instruction aligned with the content areas of the Learning Results including the knowledge and skills described in the *“Parameters for Essential Instruction”* and the *“Guiding Principles”* of the Learning Results.

Through its curriculum, the schools will provide courses and learning experiences that support multiple pathways for learning, accommodate a variety of learning styles, provide multiple options for students to demonstrate proficiency, and prepare students for responsible citizenship and success in a global society.

The Board recognizes that curriculum development, review and evaluation is an ongoing process, and that programs and practices may need to be adjusted or revised to meet educational standards, to reflect community aspirations and values, and to serve the best interests of students.

Our curriculum should be:

1. Agreed-upon and shared district/school wide
2. Coherently and vertically aligned within and across grades
3. Reflected in the classroom learning
4. Guaranteed - ensures that specific content is taught in specific courses and grade levels
5. Viable - ensures there is enough instructional time available to actually teach the identified content as important.

Our curriculum should also:

1. Articulate what students should understand, know, and be able to do during the

course of their academic careers

2. Provide indicators of assessment evidence and learning experiences designed to help all students reach those outcomes

In development, revision and evaluation of curriculum, the Board expects that:

- A. School administrators and staff will be sensitive to initiatives such as the Common Core and Next Generation Science Standards, and other changing conditions that may require modifications in curriculum.
- B. All programs will be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.
- C. The school system will undertake intensive curriculum revision as needed.
- D. The Superintendent/designee will take the lead in the ongoing curriculum development and review process and in aligning the curriculum with educational standards and with advances in knowledge, educational research and best practices.
- E. Curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community and the Board.

The Board will review and adopt (approve) the courses of study in alignment with the system of Learning Results prior to their implementation.

The Superintendent/designee is expected to develop plans and timelines as necessary for the development, implementation and evaluation of the curriculum.

The Superintendent is expected to make recommendations to the Board, consistent with Board policy, in regard to professional development, instructional materials and the resources needed for curriculum implementation.

The Superintendent will report annually, or as otherwise requested, to the Board on the status of the curriculum.

Legal Reference: 20-A M.R.S. §§ 1001(6), 4701-4729, 6209
Maine. Department. of Education Rule Chapters 125, 127

Cross Reference: ADF - School Unit Commitment to Learning Results
 IJJ - Selection of Educational Materials

Adopted: June 6, 2013

Revised: July 17, 2014
 February, 7, 2019

Student Digital Device and Internet Use

RSU 40's computers, network, and Internet services are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to other school devices issued directly to students (such as laptops and iPads), whether in use at school or off school premises.

Compliance with RSU 40's policies and rules concerning computer/device, network, and Internet services use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student's privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

RSU 40's computers/devices, network, and Internet services remain under the control, custody and supervision of RSU 40 at all times. RSU 40 monitors all computer/device and Internet activity by students. Students have no expectation of privacy in their use of school computers/devices, networks, and Internet services, whether they are used on or off school property.

RSU 40 utilizes filtering technology designed to block materials that are obscene or harmful to minors, including child pornography. RSU 40 takes precautions to supervise student use of the Internet and electronic communications and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. RSU 40 educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that RSU 40 cannot prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communications.

Students and parents will be informed of this policy and the accompanying rules through handbooks and/or other means selected by the Superintendent.

The Superintendent/designee is responsible for implementing this policy and the accompanying procedure. Additional administrative procedures or school procedures governing the day to day management and operations of RSU 40's computers/devices and network may be implemented by the Superintendent, consistent with Board policies and rules.

~~Cross Reference: IJNDB-R Student Computer/Digital Device and Internet Use Procedure
JICIA Weapons, Violence and School Safety
JICK/JICK-R Bullying & Cyberbullying in Schools/Procedure
GBEB Staff Conduct with Students
EGAD/EGAD-R Copyright Compliance/Procedure~~

~~Legal Reference: 47 USC §254(h)(5) (Children's Internet Protection Act)
47 C.F.R. §54.520~~

~~This is a required policy.~~

~~Adopted: October 2, 2008~~

~~Revised: September 6, 2012~~

~~October 15, 2015~~

~~January 3, 2019~~

Student Use of School-Issued Computer/Device and the Internet

RSU 40's computers, network and Internet services, including third-party services like G Suite for Education, are provided to support the educational mission of the schools. This policy and the accompanying rules also apply to other school devices issued directly to students (such as laptops and iPads), whether in use at school or off school premises.

Use of Privately-Owned Computer Devices for School Purposes

Students are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules. If applicable, students are expected to comply with this policy and the accompanying rules when using a privately-owned computer/device at home during remote learning.

Personal use of privately-owned devices at school is addressed in a separate sample, Student Use of Privately-Owned Electronic Devices at School (JFCK/JFCK-R.)

Policy and Rules are Mandatory

Compliance with RSU 40's policies and rules concerning computer/device, network and Internet services use is mandatory. Students who violate these policies and rules may, after being given an opportunity to respond to an alleged violation, have their privileges limited, suspended or revoked. The building administrator will have the final authority to decide whether a student's privileges will be altered, based on the circumstances of the particular case. Such violations may also result in disciplinary action, referral to law enforcement and legal action.

No Right to Privacy

RSU 40's computers/devices, network and Internet services remain under the control, custody and supervision of RSU 40 at all times. RSU 40 monitors all computer/device and Internet activity by students. Students have no expectation of privacy in their use of school computers/devices, network and Internet services, whether they are used on or off school property.

Filtering Technology

RSU 40 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. RSU 40 takes precautions to supervise student use of the Internet and electronic communications, and to prevent the unlawful disclosure, use or dissemination of personally identifiable information about students. RSU 40 educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that RSU 40 cannot reasonably

prevent all instances of inappropriate computer/device use by students that may violate Board policies and rules, including access to objectionable materials and communications.

Notification of Policy and Rules

Students and parents will be informed of this policy and the accompanying rules through handbooks or other means selected by the Superintendent.

Implementation and Rules

The Superintendent/designee 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 RSU 40's computers/devices and network may be implemented by the Superintendent, consistent with Board policies and rules.

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)
47 C.F.R. § 54.520

Cross Reference: IJNDB-R - Student Computer/Device and Internet Use Rules
JFCK - Student Use of Privately-Owned Electronic Devices at School
JFCK-R - Student Use of Privately-Owned Electronic Devices at School Procedure
JICIA - Weapons, Violence and School Safety
JICK - Bullying and Cyberbullying Prevention in Schools
JICK-R - Bullying and Cyberbullying Prevention in Schools Procedure
GBEB - Staff Conduct with Students
GCSA - Employee Use of School-Issued Computer/Devices and the Internet
GCSA-R - Employee Use of School-Issued Computer/Devices and the Internet Procedure
EGAD - Copyright Compliance
EGAD-R - Copyright Compliance Procedure

Adopted: October 2, 2008

Revised: September 6, 2012
October 15, 2015
January 3, 2019

Student Digital Device and Internet Use Procedure

All students are responsible for their actions and activities involving RSU 40 computers/devices, network and Internet services, and for their computer files, passwords and accounts. These procedures provide general guidance concerning the use of RSU 40's computers/devices, networks, and Internet services, and examples of prohibited uses. The procedures do not attempt to describe every possible prohibited activity by students. Students, parents and school employees who have questions about whether a particular activity is prohibited are encouraged to contact a building principal. These procedures apply to all school computers/devices wherever they are used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. RSU 40's computers/devices, network and Internet services are provided for educational purposes and research consistent with RSU 40's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations for student conduct and communications when using school computers/devices, whether on or off school property.
3. Students also must comply with all specific instructions from school employees and volunteers when using RSU 40's computers/devices.
4. Students are required to provide their passwords for any school-issued computers/devices to the Director of Technology.

B. Prohibited Uses

Unacceptable uses of RSU 40's computers/devices and network and Internet services include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials**— Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying, and/or illegal materials or messages.
2. **Illegal Activities**— Students may not use RSU 40's computers/devices, network and Internet services for any illegal activity or in violation of any Board

policy/procedure or school rules. RSU 40 assumes no responsibility for illegal activities of students while using school computers/devices.

3. **Violating Copyrights or Software Licenses**—Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. RSU 40 assumes no responsibility for copyright or licensing violations by students (c.f. Board policy EGAD and EGAD-R—Copyright Compliance).
4. **Downloading “Apps”**—Students may not download any “apps” without prior approval from an authorized school employee.
5. **Plagiarism**—Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.
6. **Use for Non-School-Related Purposes**—Using RSU 40’s computers/devices, network and Internet services for any personal reasons not connected with the educational program, school assignments, and college or career opportunities.
7. **Misuse of Passwords/Unauthorized Access**—Students may not share passwords (except with authorized school employees); use passwords belonging to others; access or use the accounts of others; or circumvent, or attempt to circumvent network security.
8. **Malicious Use/Vandalism**—Students may not engage in any malicious use, disruption or harm to RSU 40’s computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. **Avoiding School Filters**—Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific, bona fide research purposes, they should discuss the matter with their teacher.
10. **Unauthorized Access to Blogs/Social Media, etc.**—Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

Students and their parents/guardians are responsible for compensating RSU 40 for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using RSU 40 computers/devices, networks, and/or Internet services, including the cost of investigating such violations. RSU 40 assumes no responsibility for any unauthorized charges or costs incurred by students while using RSU 40 computers/devices, networks, and/or Internet services.

D. Student Security

Students are not allowed to reveal their full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer/device, network, and/or Internet service without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of RSU 40's computers/devices, network and Internet services is a high priority. Any student who identifies a security problem must notify their teacher or building administrator immediately. Students must not demonstrate the problem to others or access unauthorized material.

F. Additional Rules for Devices Issued to Students

1. Laptops/iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by school employees and the MLTI program.
2. An informational meeting is held yearly for parents/guardians. A parent/guardian must sign a permission form before a device is allowed to go home. Home access to a device is at the discretion of the school administrator and Director of Technology.
3. Students and their families are responsible for the proper care of devices at all times, whether on or off school property, including costs associated with repairing or replacing the devices.
4. If a device is lost or stolen, this must be reported to the building principal immediately. If a device is stolen, a report should be made to the local police immediately as well.

5. ~~The Board's policy and procedure concerning computer and Internet use apply to use of devices at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.~~
6. ~~RSU 40 requires families to notify the building principal in advance if any RSU 40 digital device is to be transported out of Maine.~~
7. ~~Violation of policies or rules governing the use of computers/devices, or any careless use of a device, may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.~~
8. ~~Parents are responsible for supervising their child's use of the device and Internet access when in use at home.~~
9. ~~The device may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.~~
10. ~~All use of school loaned devices must comply with the school's Student Computer/Device and Internet Use Rules.~~
11. ~~Devices must be returned in acceptable working order at the end of the school year or whenever requested by school staff.——~~

~~G. Additional Rules for Use of Privately-Owned Computers/Devices by Students~~

1. ~~A student who wishes to use a privately-owned computer/device in school for school purposes, in lieu of or in addition to a school-issued computer/device, must complete a Student Request to Use Privately-Owned Computer/Device form. The form must be signed by the student, their parent, a sponsoring teacher, the building administrator and the Director of Technology. There must be an educational basis for any request.~~
2. ~~The Director of Technology will determine whether a student's privately-owned computer/device meets RSU 40's network requirements.~~

3. ~~Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on RSU 40's network or staff would be unreasonable.~~
4. ~~The student is responsible for proper care of their privately owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer at school.~~
5. ~~RSU 40 is not responsible for damage, loss or theft of any privately owned computer/device.~~
6. ~~Students are required to comply with all Board policies, administrative procedures and school rules while using privately owned computers/devices at school.~~
7. ~~Students have no expectation of privacy in their use of a privately owned computer/device while at school. RSU 40 reserves the right to search a student's privately owned computer/device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer/device.~~
8. ~~RSU 40 may confiscate any privately owned computer/device used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.~~
9. ~~Violation of any Board policies, administrative procedures or school rules involving a student's privately owned computer/device may result in the revocation of the privilege of using the computer at school and/or disciplinary action.~~

H. ~~Google G-Suite for Education~~

~~RSU 40 may, at its discretion, create Google G-Suite for Education for students. Access to accounts will be removed when a student ceases to be a student in RSU 40. Google G-Suite for Education will be enabled in accordance with RSU 40's G-Suite for Education agreement and at the discretion of the Director of Technology. Any additional G-Suite services will be at the discretion of the Director of Technology. Use of Google G-Suite is subject to Google's acceptable use policy and all RSU 40 policies, procedures and rules. RSU 40 maintains the right to suspend or terminate a student's access to their account for violations of policies, procedures, rules or applicable laws. Students must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to, not sharing passwords and following all security and access rules.~~

Cross Reference: IJNDB—Student Digital Device and Internet Use

This is a required policy.

Adopted: October 2, 2008

Revised: September 15, 2011

October 15, 2015

February 7, 2019

Student Computer/Device and Internet Use Rules

All students are responsible for their actions and activities involving RSU 40 computers/devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of RSU 40's computers/devices, network and Internet services, and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school employees who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers/devices wherever they are used, and all uses of school servers, third-party services (such as Google Workspace for Education), Internet access and networks regardless of how they are accessed.

Acceptable Use

1. RSU 40's computers/devices, network and Internet services are provided for educational purposes and research consistent with RSU 40's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations for student conduct and communications when using school computers/devices, whether on or off school property.
3. Students also must comply with all specific instructions from school employees and volunteers when using RSU 40's computers/devices.
4. Students are required to provide their passwords for any school-issued computers/devices to Director of Technology.

Unacceptable uses of RSU 40 computers/devices include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying/cyberbullying, and/or illegal materials or messages.
2. Illegal Activities – Students may not use RSU 40's computers/devices, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. RSU 40 assumes no responsibility for illegal

activities of students while using school computers/devices.

3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. RSU 40 assumes no responsibility for copyright or licensing violations by students. See Board policy EGAD – Copyright Compliance and Procedure.
4. Violating Third-Party Provider Terms of Service – Students must abide by the terms of use/service that apply to the third-party service provider services that students use.
5. Downloading “Apps” – Students may not download any “apps” without prior approval from an authorized school employee.
6. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.) or through the use of generative AI (e.g., entering a prompt on an AI tool and using the output in school work). When Internet sources are used in student work, the author, publisher and website must be identified.
7. Use for Non-School-Related Purposes - Using RSU 40’s computers/devices, network and Internet services for any personal reasons not connected with the educational program or school assignments.
8. Misuse of Passwords/Unauthorized Access – Students may not share passwords (except with authorized school employees); use passwords belonging to others; access or use the accounts of others; or circumvent, or attempt to circumvent network security.
9. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to RSU 40’s computers/devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
10. Avoiding School Filters – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters. If a student believes filtering should be less restrictive on a temporary basis for specific,

bona fide research purposes, they should discuss the matter with their teacher.

11. Unauthorized Access to Blogs/Social Media, Etc. – Students may not access blogs, social networking sites, etc. to which student access is prohibited.

Compensation for Losses, Costs and/or Damages

Students and their parents are responsible for compensating RSU 40 for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using RSU 40 computers/devices, network and/or Internet services, including the cost of investigating such violations. RSU 40 assumes no responsibility for any unauthorized charges or costs incurred by students while using RSU 40 computers/devices, network and/or Internet services.

Student Security

Students are not allowed to reveal their full name, address, telephone number, social security number, photograph or other personal information on the Internet while using a school computer/device, network, and/or Internet service without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of RSU 40's computers/devices, network and Internet services is a high priority. Any student who identifies a security problem must notify their teacher or building administrator immediately. Students will not demonstrate the problem to others or access unauthorized material.

Additional Rules for Use of Privately-Owned Computers/Devices by Students [in Lieu of or in Addition to School-Issued Computers/Devices]

1. A student who wishes to use a privately-owned computer/device in school (which, for the purposes of these rules includes use for remote learning) for school purposes, in lieu of or in addition to a school-issued computer/device, must complete a Student Request to Use Privately-Owned Computer/Device form. The form must be signed by the student, their parent, a sponsoring teacher, the building administrator and the Director of Technology. There must be an educational basis for any request.

2. The Director of Technology will determine whether a student's privately-owned computer/device meets RSU 40's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on RSU 40's network or staff would be unreasonable.
4. The student is responsible for proper care of their privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. RSU 40 is not responsible for damage, loss or theft of any privately-owned computer/device.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers/devices in school.
7. Students have no expectation of privacy in their use of a privately-owned computer/device while at school. RSU 40 reserves the right to search a student's privately-owned computer/device if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer/device.
8. RSU 40 may confiscate and/or disallow use of any privately-owned computer/device used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.
9. Violation of any Board policies, administrative procedures or school rules involving a student's privately-owned computer/device may result in the revocation of the privilege of using the computer at school and/or disciplinary action.

Google Workspace for Education

RSU 40 will, at its discretion, create Google Workspace for Education accounts for students. Accounts will be terminated when a student ceases to be a student in RSU 40.

Google Workspace features will be enabled on a user-by-user-basis at the discretion of the Director of Technology. Use of Google Workspace is subject to Google's acceptable use policy (available upon request from the Director of Technology), and all RSU 40 policies, procedures and rules. RSU 40 maintains the right to suspend or terminate a student's

access to their account for violations of policies, procedures, rules or applicable laws. Students must, at all times, take reasonable measures to protect files and information in Google Workspace, including, but not limited to, not sharing passwords and following all security and access rules.

Cross Reference: EGAD - Copyright Compliance
 EGAD-R - Copyright Compliance Procedure
 IJNDB - Student Use of School-Issued Computers/Devices and the
 Internet

Adopted: October 2, 2008

Revised: September 15, 2011
 October 15, 2015
 February 7, 2019

Employee Digital Device and Internet Use

RSU 40's computers, network and Internet services are provided to support the educational mission of the schools. This policy and the accompanying procedure also apply to other school devices issued directly to staff (such as laptops and iPads), whether in use at school or off school premises. Employees are provided the use of school computers/devices to fulfill their job responsibilities. An employee who wishes to use a privately owned computer in school for school purposes must complete an Employee Request to Use Privately Owned Computer/Device form and follow the procedure described in policy GCSA-R (F). A privately owned computer/device used at school without authorization may be temporarily confiscated.

Personal Use of School Computers

School unit computers/devices, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers/devices is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying procedure, or any other Board policy/procedure or school procedures. "Incidental personal use" is defined as use by an individual employee for occasional personal communications which do not interfere or conflict with their job responsibilities.

Policy and Procedure are Mandatory

Compliance with this policy and the accompanying procedure concerning computers/devices, network, and Internet services use is mandatory. An employee who violates this policy and/or any procedures governing use of the school unit's computers/devices, network, and/or Internet services will be subject to disciplinary action, up to and including termination. Illegal use of the school unit's computers/devices, network, and/or Internet services will also result in referral to law enforcement.

Filtering Technology

RSU 40 utilizes filtering technology designed to block materials that are obscene, pornographic, sexually explicit, sexually suggestive, or harmful to minors.

No Right to Privacy

RSU 40 computers/devices, networks, and Internet service remain under the control, custody and supervision of the RSU 40 at all times. RSU 40 reserves the right to monitor all computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices,

network and Internet services.

Notification of Policy and procedures

Employees will be informed of this policy and the accompanying procedure through handbooks, computer start up page and/or other means selected by the Superintendent.

Implementation and procedures

The Superintendent/designee is responsible for implementing this policy and the accompanying procedure. Additional administrative procedures or school procedures governing the day-to-day management and operations of RSU 40's computers/devices and network may be implemented, consistent with Board policies and procedures.

Cross Reference: ~~_____ GCSA-R – Employee Digital Device and Internet Use Procedure~~
~~_____ GBEB – Staff Conduct with Students~~
~~_____ IJNDB/IJNDB-R – Student Digital Device and Internet Use/Procedure~~
~~_____ EGAD/EGAD-R – Copyright Compliance~~

This is a required policy.

Adopted: October 2, 2008 _____ Revised: December 18, 2008
_____ Reviewed: September 11, 2013
_____ Revised: October 15, 2015
_____ Revised: March 21, 2019

Employee Use of School-Issued Computer/Devices and the Internet

RSU 40's computers, network and Internet services, including third-party services like Google Workspace for Education are provided to support the educational mission of the schools. These rules provide general guidance concerning the use of RSU 40's computers/devices, network, and Internet services (including third-party services like Google Workspace for Education), and examples of prohibited uses.

Employees are allowed to use privately-owned computers/devices at school with prior authorization, provided that they comply with this policy and the accompanying rules.

Personal Use of School Computers

RSU 40 computers/devices, network and Internet services are provided for purposes related to school programs and operations, and performance of employees' job responsibilities. Incidental personal use of school computers/devices is permitted as long as such use: 1) does not interfere with an employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) 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 which do not interfere or conflict with their job responsibilities.

Policy and Rules are Mandatory

Compliance with this policy and the accompanying rules concerning RSU 40's computers/devices, network and Internet services use is mandatory. An employee who violates this policy or any rules governing use of RSU 40's computers/devices, network or Internet services will be subject to disciplinary action, up to and including termination. Illegal use of RSU 40's computers/devices, network, and/or Internet services will also result in referral to law enforcement.

Filtering Technology

RSU 40 utilizes filtering technology designed to block materials that are obscene or harmful to minors, and child pornography.

No Right to Privacy

RSU 40's computers/devices, networks, and Internet services remain under the control, custody and supervision of RSU 40 at all times. RSU 40 reserves the right to monitor all computer/device and Internet activity by employees, whether on or off school premises. Employees have no expectation of privacy in their use of school computers/devices, network and Internet services.

Notification of Policy and Rules

Employees will be informed of this policy and the accompanying rules through handbooks, computer start-up page and/or other means selected by the Superintendent.

Implementation and Rules

The Superintendent/designee 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 RSU 40's computers/devices and network may be implemented, consistent with Board policies and rules.

Cross Reference: GCSA-R – Employee Computer/Devices and Internet Use Rules
 GBEB – Staff Conduct with Students
 IJNDB - Student Use of School-Issued Computers/Devices and the
 Internet
 IJNDB-R – Student Use of School-Issued Computers/Devices
 and the Internet Procedure
 EGAD - Copyright Compliance
 EGAD-R – Copyright Compliance Procedure

Adopted: October 2, 2008

Revised: December 18, 2008

Reviewed: September 11, 2013

Revised: October 15, 2015

Revised: March 21, 2019

Employee Digital Device and Internet Use Procedure

Each employee is responsible for their actions and activities involving RSU 40 computers/devices, network and Internet services, and for their computer files, passwords and accounts. These procedures provide general guidance concerning the use of RSU 40's computers/devices, network, and Internet services, and examples of prohibited uses. The procedures 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 the Superintendent/designee.

Access to School Computers/Devices and Acceptable Use

The level of employee access to RSU 40 computers/devices, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of RSU 40's computers/devices, network, and Internet services is strictly prohibited.

All Board policies, school procedures and expectations for professional conduct and communications apply when employees are using RSU 40's computers/devices, network and Internet services, whether in use at school or off school premises.

Prohibited Uses

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

1. Any use that is illegal or which violates Policy GCSA and/or other Board policies/procedures or school procedures, including harassing, discriminatory, threatening or bullying/cyberbullying communications and behavior; violations of copyright laws or software licenses. RSU 40 assumes no responsibility for illegal activities of employees while using school computers/devices, network, and/or Internet service.
2. Any attempt to access unauthorized websites or any attempt to disable or circumvent RSU 40's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with the Superintendent/designee.
3. Any use involving materials that are obscene, pornographic, sexually explicit, sexually suggestive or harmful to minors.
4. Any communications with students or minors for non-school-related purposes.

5. ~~Downloading “apps” or using or encouraging students to use other online educational services without prior authorization from the Director of Technology.~~
6. ~~Any use for private financial, commercial, advertising or solicitation purposes.~~
7. ~~Any sending of e-mail or other messages to groups of school employees (except in the performance of their duties as school employees) without authorization from the Superintendent/designee. Prohibited uses of the school’s message systems also include but are not necessarily limited to:~~
 - a. ~~Solicitation of membership in any non-school-sponsored organization;~~
 - b. ~~Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;~~
 - c. ~~Political or religious purposes;~~
 - d. ~~Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit;~~
 - e. ~~Selling articles or services of any kind, advertising or promoting any kind of business; or~~
 - f. ~~Any communications that represent an employee’s views as those of RSU 40 or that could be misinterpreted as such.~~
8. ~~Sending mass e-mails or messages to school users or outside parties for any purpose without the permission of the Superintendent/designee.~~
9. ~~Sharing passwords or other login information (except with authorized school employees), using other users’ passwords and/or login information, accessing or using other users’ accounts; or attempting to circumvent network security systems.~~
10. ~~Any malicious use, damage or disruption of RSU 40’s computers/devices, network and Internet services; any breach of security features; any failure to report a security breach or misuse of computer passwords or accounts (the employee’s or those of other users).~~
11. ~~Any attempt to delete, erase or otherwise conceal any information stored on a school computer/device that violates these procedures or other Board policies or school procedures, or refusing to return computers/devices or related equipment issued to the employee upon request.~~
12. ~~Failure to comply with RSU 40’s record retention requirements for electronic records.~~

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 and is not disclosed, used or disseminated without proper authorization.

Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

Employees and volunteers who use school computers/devices with students for instructional purposes have a duty of care to supervise such use and to enforce RSU 40's policies and procedures concerning student use of school computers/devices. When, in the course of their duties, employees or volunteers become aware of a student violation or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.

1. Any allowed student use of interactive electronic communications must be closely monitored.

Compensation for Losses, Costs and/or Damages

An employee is responsible for compensating RSU 40 for any losses, costs or damages incurred by RSU 40 for violations of Board policies and school procedures while the employee is using RSU 40 computers/devices, network, and/or Internet service, including the cost of investigating such violations. RSU 40 assumes no responsibility for any unauthorized charges or costs incurred by an employee while using RSU 40 computers/devices.

Additional Procedures for Use of Privately-Owned Computers/Devices by Employees

1. An employee who wishes to use a privately owned computer in school for school purposes must complete an Employee Request to Use Privately-Owned Computer/Device form. The form must be signed by the employee, the building administrator/supervisor and the Director of Technology. There must be a legitimate work-related basis for any request.
2. The Director of Technology will determine whether an employee's privately owned computer/device meets RSU 40's network requirements.
3. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on RSU 40's network or staff would be unreasonable.

4. ~~The employee is responsible for proper care of their privately owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school.~~
5. ~~RSU 40 is not responsible for damage, loss or theft of any privately owned computer/device.~~
6. ~~Employees are required to comply with all Board policies/procedures and school procedures while using privately owned computers/devices at school.~~
7. ~~Employees have no expectation of privacy in their use of a privately owned computer/device while it is being used at school. The contents of the computer/device may be searched in accordance with applicable laws and policies.~~
8. ~~RSU 40 may temporarily confiscate any privately owned computer/device brought to school and used by an employee in school without authorization as required by these procedures.~~

Google G-Suite for Education

~~RSU 40 will, at its discretion, create Google G-Suite for Education accounts for eligible employees. Google G-Suite features will be enabled on a user-by-user basis at the discretion of the Director of Technology. Use of Google G-Suite is subject to Google's acceptable use policy available upon request from the Director of Technology, and all other RSU 40 policies and procedures. Employees must, at all times, take reasonable measures to protect files and information in G-Suite, including, but not limited to not sharing passwords and following all security and access procedures.~~

~~Cross Reference: GCSA – Employee Computer and Internet Use~~

~~*This is a required policy.*~~

~~Adopted: October 2, 2008~~

~~Revised: October 3, 2013~~

~~Reviewed: September 11, 2013~~

~~Revised: March 21, 2019~~

Employee Computer/Device and Internet Use Rules

Each employee is responsible for their actions and activities involving RSU 40 computers/devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of RSU 40's computers/devices, network and Internet services, 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.

Access to School Computers/Devices and Acceptable Use

The level of employee access to RSU 40 computers/devices, network and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of RSU 40's computers/devices, network, and Internet services is strictly prohibited.

All Board policies, school rules and expectations for professional conduct and communications apply when employees are using RSU 40's computers/devices, network and Internet services, whether in use at school or off school premises.

Prohibited Uses

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

1. Any use that is illegal, which violates Policy GCSA or other Board policies/procedures, or school rules. This includes harassing, discriminatory, threatening or bullying communications and behavior; violations of copyright laws or software licenses; etc. RSU 40 assumes no responsibility for illegal activities of employees while using school computers/devices, network, and/or Internet service.
2. Any attempt to access unauthorized websites or any attempt to disable or circumvent RSU 40's filtering/blocking technology. Employees who believe filtering should be disabled or made less restrictive for their own temporary, bona fide research or other lawful purposes should discuss the matter with their building administrator.
3. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive, harmful to minors, or intended to appeal to prurient interests.
4. Any communications with students or minors for non-school-related purposes.

5. Downloading “apps” or using or encouraging students to use other online educational services without prior authorization from the Director of Technology.
6. Any use for private financial, commercial, advertising or solicitation purposes.
7. Emails or other messages to groups of school employees (except in the performance of their duties as school employees) without authorization from the building administrator or Superintendent. Prohibited uses of the school’s communication systems also include but are not necessarily limited to:
 - a. Solicitation of membership in any non-school-sponsored organization;
 - b. Advocacy or expression by or on behalf of individuals or non-school-sponsored organizations or associations;
 - c. Political or religious purposes;
 - d. Raising funds for non-school-sponsored purposes, whether profit-making or not-for-profit;
 - e. Selling articles or services of any kind, advertising or promoting any kind of business; or
 - f. Any communications that represent an employee’s views as those of RSU 40 or that could be misinterpreted as such.
8. Sending mass emails or messages to school users or outside parties for any purpose without the permission of the Director of Technology.
9. Sharing passwords or other login information (except with authorized school employees); using other users’ passwords and/or login information; accessing or using other users’ accounts; or attempting to circumvent network security systems.
10. Any malicious use, damage or disruption of RSU 40’s computers/devices, network and Internet services; any breach of security features; any failure to report a security breach; or misuse of any computer passwords or accounts.
11. Any attempt to delete, erase or otherwise conceal any information stored on a school computer/device that violates these rules or other Board policies or school rules.
12. Refusing to return computers/devices or related equipment issued to the employee upon request.
13. Failure to comply with RSU 40’s record retention requirements for electronic

records, including failure to comply with a request to preserve documents.

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, and is not disclosed, used or disseminated without proper authorization.

Employee/Volunteer Responsibility to Supervise Student Computer/Device Use

1. Employees and volunteers who use school computers/devices with students for instructional purposes have a duty of care to supervise such use and to enforce RSU 40's policies and rules concerning student use. When, in the course of their duties, employees or volunteers become aware of a student violation of policies or rules, or have a concern about student safety on the Internet, they are expected to stop the activity and inform the building administrator.
2. Any authorized student use of interactive electronic communications must be closely monitored.

Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating RSU 40 for any losses, costs or damages incurred by RSU 40 for violations of Board policies and school rules while an employee is using RSU 40 computers/devices, network and Internet services, including the cost of investigating such violations. RSU 40 assumes no responsibility for any unauthorized charges or costs incurred by an employee while using school unit computers/devices.

Additional Rules for Use of Privately-Owned Computers/Devices by Employees

1. An employee who wishes to use a privately-owned computer in school for school purposes must complete an Employee Request to Use Privately-Owned Computer/Device form. The form must be signed by the employee, the building administrator/supervisor and the Director of Technology. There must be a legitimate work-related basis for any request.
2. The Director of Technology will determine whether an employee's privately-owned computer/device meets RSU 40's network requirements.
3. Requests may be denied if it is determined that there is not a suitable work-related reason for the request and/or if the demands on RSU 40's network or staff would be unreasonable.

4. The employee is responsible for proper care of their privately-owned computer/device, including any costs of repair, replacement or any modifications needed to use the computer/device at school.
5. RSU 40 is not responsible for damage, loss or theft of any privately-owned computer/device.
6. Employees are required to comply with all Board policies/procedures (including Sections A-E of these rules) and school rules while using privately-owned computers/devices at school.
7. Employees have no expectation of privacy in their use of a privately-owned computer/device while it is being used at school. The contents of the computer/device may be searched in accordance with applicable laws and policies.
8. RSU 40 may temporarily confiscate any privately-owned computer/device brought to school and used by an employee in school without authorization as required by these rules.

Google Workspace for Education

RSU 40 will, at its discretion, create Google Workspace for Education accounts for eligible employees. Google Workspace features will be enabled on a user-by-user-basis at the discretion of the Director of Technology. Use of Google Workspace is subject to Google's acceptable use policy (available upon request from the Director of Technology), and all other RSU 40 policies, procedures, and rules. Employees must, at all times, take reasonable measures to protect files and information in Google Workspace including, but not limited to, not sharing passwords and following all security and access rules.

Cross Reference: GCSA – Employee Use of School-Issued Computers/Devices and the Internet

Adopted: October 2, 2008

Revised: October 3, 2013
Reviewed: September 11, 2013
Revised: March 21, 2019

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

Policy Committee Meeting Central Office Thursday, February 2, 2023 5:30 p.m.

Join with Google Meet: Video and Audio
meet.google.com/viu-hxjh-cat

Join by phone: Audio Only
(US)+1 208-741-3094 PIN: 112 235 771#

Committee Members: Julia Abernethy, Naomi Aho, Guy Bourrie, Brooke Simmons, Matthew Speno, Jeanette Wheeler

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

Minutes:

I. Call to Order: 5:30 p.m.

- A. Declaration of Quorum
- B. Note Absences – Brooke Simmons
- C. Additions/Adjustments to the Agenda

II. Consent Agenda – Approve Minutes of December 1, 2022

III. Action Items

A. [BDE – Board Committees](#)

[BDE – Board Standing Committees](#) (sample)

[BDE-R - Standing Committee Operating Procedures](#) (sample)

Motion to send to Board for 1st read: Guy Bourrie

Second: Naomi Aho

Vote: 4-1-1

(Matthew Speno)(Danny Jackson)

B. [DJE - Bidding/Purchasing Requirements](#)

[DJ - Bidding/Purchasing Requirements](#) (sample)

Motion to send to Board for 1st read: Danny Jackson

Second: Julia Abernethy

Vote: 5-1-0

(Guy Bourrie)

Motion to amend to \$10,000: Guy Bourrie

Second: Julia Abernethy

Vote: 6-0-0

- C. [GBEB - Staff Conduct with Students](#)
[GBEB - Staff Conduct with Students](#) (sample)
Motion to send to Board for 1st read: Guy Bourrie
Second: Julia Abernethy
Vote: 6-0-0
- D. [IJNDB - Student Digital Device and Internet Use](#)
[IJNDB - Student Use of School-Issued Computers, Devices and the Internet](#)
(sample)
Motion to table: Danny Jackson
Second: Guy Bourrie
Vote: 6-0-0
- E. [IJNDB-R - Student Digital Device and Internet Use Procedure](#)
[IJNDB-R - Student Computer/Device and Internet Use Rules](#) (sample)
Motion to table: Danny Jackson
Second: Guy Bourrie
Vote: 6-0-0
- F. [IJOA - School Sponsored and Non-School Sponsored Student Trips](#)
[IJOA - School-Sponsored and Non-School-Sponsored Student Trips](#) (sample)
Motion to mark reviewed: Guy Bourrie
Second: Jeanette Wheeler
Vote: 6-0-0
- G. [IJCA - Student Dress](#)
[IJCA - Student Dress](#) (sample)
Motion to send to Board for 1st read: Danny Jackson
Second: Naomi Aho
Vote: 6-0-0
Motion to amend: Guy Bourrie
Vote: 3-0-0
(Julia Abernethy, Danny Jackson, Matthew Speno)

IV. Other Items

V. Adjourn: 6:19 p.m.

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

Curriculum Committee Meeting Thursday, March 9, 2023 Warren Community School 5:00 p.m.

Join by Computer:

meet.google.com/ubi-enjt-cmn

or

Join by phone:

(US) +1 302-643-2539 PIN: 961 428 283#

Committee Members: Angela Robinson, Naomi Aho, 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

I. Call to Order: 5:00 p.m.

- A. Declaration of Quorum
- B. Note Absences: Erik Amundsen (excused), Bob Williams (excused)
- C. Adjustments/Additions to the Agenda

II. Consent Agenda - Approve minutes February 9, 2023

Motion: Melvin Williams Second: Naomi Aho Vote: 5-0-0

III. Action Items

IV. Other Items

- A. Performing Arts Standards
- B. Overview of Performing Arts progress in RSU 40
- C. Teacher/Student work share with Johnathan Baldwin
- D. Policy Review, Curriculum Development and Adoption review
 - 1. Policy ILA
 - 2. Sample ILA Policy

Motion to send revised DRAFT Policy ILA to the Policy Committee for review: Danny Jackson Second: Emily Trask Eaton Vote: 7-0-0

- E. Tour of school

F. Plus/Delta Exercise

V. Adjourn: 5:56 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 · Complete the Plus/Delta Exercise

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