



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
School Board Meeting
Zoom
Wednesday, January 6, 2021
7:00 p.m.

Meeting URL: <https://networkmaine.zoom.us/j/84724758426>

Note well:

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

AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Minutes
 - a. Approval of the December 2, 2020 Regular Board Meeting Minutes
 - b. Approval of the December 16, 2020 Special Joint Board Meeting Minutes
5. Nominations (Note: Executive Sessions Possible for Nominations)
 - a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
Class Advisor – Junior	Piet Lammert	3	0%	\$233.64

6. Coronavirus Relief Fund (CRF) Update
7. Solar Farm Update – Kurt Penney, Revision Energy
8. School Board Chair’s Report – Becky Flanagan
9. Superintendent’s Report – Maria Libby
10. Student Representatives Report –Juliana Day, Oliver Worner, Bailey Curtis
11. Administrative Reports
 - a. Deb McIntyre, Assistant Superintendent
 - b. Shawn Carlson, CHRHS Principal
 - c. Valerie Mattes, Director of Student Special Services
12. Standing Committee Reports
 - a. Joint Curriculum – Has not met
 - b. Joint Negotiations – Met December 22. Next meeting January 19, 4:30 p.m.
 - c. Finance — Met December 2, minutes attached. Meets prior to School Board meeting January 6.
 - Finance Update – Finance Committee Chair
 - d. Joint Personnel – Next meeting January 14, 4:30 p.m.

A learning community that fosters intellectual and creative excellence while building strong character.

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

First Reads

CBI – Evaluation Procedure Criteria for the Superintendent of Schools.
DK – Warrant Procedure
GBGAA-R Bloodborne Pathogens Exposure Control Plan
GBN-R – Family and Medical Leave Act (FMLA) Administrative Procedure (code change, combined with GCC)

Review with minor revisions or no changes

ACAD – Hazing
BDE – Board Committees
BEDD – Rules of Order
CBI-R – Superintendent Evaluation Tool
DKC – Mileage Reimbursement Rate
GBGAA-R-A – Bloodborne Pathogens Exposure Control Plan Appendix A
GBGD – Workers’ Compensation
GBGD-R – Workers’ Compensation Procedure
GBGE – Workers' Compensation Return to Work and Light Duty Assignments
GBGE-R – Workers' Compensation Return to Work and Light Duty Assignments Procedures
GBJ – Personnel Records and Files
GBN – Family and Medical Leave (code change)
GBO – Family Care Leave
GBO-R – Maine Family Medical Leave Administrative Procedure

Rescind

GCC – Family & Medical Leave Act (FMLA)

- 13. Board Advisory Committee Reports
 - a. Midcoast School of Technology
- 14. School Advisory Committee Reports
 - a. DEI Task Force – Met December 9, minutes attached. Next meeting January 13, 7:00 p.m.
- 15. Future Agenda Items
- 16. Adjourn



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Five Town CSD
School Board Meeting
Zoom
Wednesday, December 2, 2020
7:00 p.m.

Meeting recording: <https://www.youtube.com/watch?v=KZqo-gSc200>

MINUTES

Board Present

Becky Flanagan, Chair
Marcia Dietrich, Vice Chair
Patrick McCafferty
Brianna Gutierrez
Deborah Harbaugh
Sarah Bradley Prindiville
Elizabeth Noble (arrived at 7:14 p.m.)
Peter Orne
Marcus Mrowka, Alternate
Julianna Day, Student Representative
Oliver Worner, Student Representative
Bailey Curtis, Student Representative

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Valerie Mattes, Director of Student Special Services
Shawn Carlson, CHRHS Principal
Jeff Hart, Athletic Director
Peter Nielsen, Business Manager
Will Backman, Esports Coach, Waterville High School
Martin Schelasin, Esports Coach, Thomas College
Students, Parents, and Community Members

Board Absent

Brittany Payson
Andrea Palise

1. Call to Order

A learning community that fosters intellectual and creative excellence while building strong character.

Board Chair Becky Flanagan called the meeting to order at 7:01 p.m. Roll call voting will be in effect for this meeting since members are participating virtually.

2. Adjustments to the Agenda
None.

3. Public Comment on Items not on the Agenda
None.

4. Recognitions

- a. Anya Babb-Brott - MPA Principal's Award
- b. Charles Greibel - CHRHS Principal's Award
- c. Bailey Curtis - HOBY Leadership Seminar
- d. Ava Baeza - CHRHS Community Service Award
- e. College Board National Rural and Small Town Recognition Program
 - Kyla Taylor
 - Claire Wyman
 - Jonathan McDevitt

Shawn recognized each student for their achievements and the board congratulated them on their awards.

5. Minutes

- a. Approval of the November 4, 2020 Regular Board Meeting Minutes

Upon Motion by Marcia Dietrich and second by Peter Orne, the Board voted to approve the minutes of the November 4 meeting as written.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye

Deborah Harbaugh, aye

Sarah Bradley Prindiville, aye

Marcus Mrowka, aye

Peter Orne, aye

Julianna Day, aye

Oliver Worner, aye

Bailey Curtis, aye

6. Esports Update – Jeff Hart
a. Possible Approval

Principal Carlson began the conversation by reframing how the board views Esports. He suggested they think about it like an activity, such as National Honor Society which also falls under the MPA. Because it falls under MPA and has an outside competition aspect, the Athletic Director will have responsibility for Esports.

Esports provides a unique opportunity for students to participate in a school-sponsored extracurricular activity. Currently, there are 14 schools in Maine committed to participating and 15-20 more for the spring semester. The board heard from and asked questions to the two Esports coaches present. They shared that Esports does provide a lot of the same skills as traditional sports such as team building, working together to solve a problem, and critical thinking. In addition, students gain analytical and content creation skills. Students are required to maintain a certain GPA to participate, as do students that participate in traditional sports, which may help motivate a student academically. Recruitment is not as simple as traditional sports, but colleges are recruiting for Esports through a variety of channels. There are scholarships available; Thomas Colleges offers a \$5,000 need-based scholarship and Maryville University, which has won three of the last five National Championships, offers 8 full-ride scholarships.

There was a question from the board about increased screen time. The Esports coaches noted that through their research and experience, they found that some students who played regularly before actually decrease their screen time. With a coach, they are offered a structured plan to help them improve and the students find they improve their game in less time. There is also a cadre of students who participate because of its availability where it may not be available to them at home.

The annual cost to join the competitive league is \$2,000 but could be prorated for joining the second half of the year. The equipment is already available at CHRHS. There was discussion about how this relates to the Gaming Club the board approved several years ago, which is not currently active. It was decided that Esports is different and should start as a club first to gauge student interest over the next two years.

Upon Motion by Marcia Dietrich and second by Elizabeth Noble, the Board voted to approve Esports as a club for two years.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye
Deborah Harbaugh, aye
Sarah Bradley Prindiville, aye
Elizabeth Noble, aye
Peter Orne, aye
Julianna Day, aye
Oliver Worner, aye
Bailey Curtis, aye

7. Athletic Update – Jeff Hart
 - a. Fall Sports Round Up – as written
The Coaches did a tremendous job adapting and doing what they could to give athletes the ability to play fall sports.
 - b. Safety/Injury Report
None to report.
 - c. Winter Sports
The season begins December 7 and teams will work on skills and drills. Practices begin December 14* and competition begins January 11. It is a complicated situation, but they are hoping to provide play opportunities for low and moderate risk sports. * *Since the board meeting practices have been pushed back to a January 4 start date.*
8. School Board Chair’s Report – Becky Flanagan
 - Becky thanked the SAD Board Leadership for their letter to the community in support of Maria’s integrity and work for the Districts.
 - The Negotiations Committee will meet Monday, December 7, 4:30 p.m.
9. Superintendent’s Report – Maria Libby – as written
From her written report, Maria highlighted a few key points for the board.
 - A large portion of the second round of CRF funds has been earmarked for the installation of two pavilions at the high school to further promote outdoor learning and eating space. There will be ancillary community benefits as well.
 - The 7-year mark has arrived to decide whether to purchase the solar panels on the roof. We can purchase them for \$170,000 and plan to use the Capital Reserve to do so, but that purchase will come through the budget process.
 - The heat recovery upgrade to the ventilation system is a lease-purchase agreement and most likely a net-zero cost to the district, but Maria will keep the board updated.
 - Maria proposed postponing the Strategic Plan visioning process because the district, and the community as a whole, is focused on immediate safety issues

and addressing changing conditions. The Administration can continue working on current goals into next year. The board was in agreement to postpone.

10. Student Representatives Report –Juliana Day, Oliver Worner, Bailey Curtis

The Student Representatives provided a Food Service Update from the students' perspective. Through a survey of students and a meeting with the Food Service Director, they found:

- The Café has the same quality of food, but less selection.
- Normally, students use lunchtime to socialize and that is more challenging this year, so the joyful atmosphere is missing. Students enjoy the outside spaces and Adirondack chairs to eat lunch.
- More students are eating lunch at school overall, likely attributed to lunch being free this year. There has been a significant decrease in breakfast participation because of increase participation in open campus.
- There has been an increase in single-use plastic waste. It was noted that the Windplanners Club intends to address this issue.

11. Administrative Reports

a. Deb McIntyre, Assistant Superintendent

- Deb participated in Patti Forster's 10th grade English class via Zoom. The in-person and remote students interacted well and there was a great relationship between Patti and all the students.
- University of Maine Early College is offering the opportunity for students to earn 12 college credits for free. Currently, there are 79 CHRHS students enrolled in one or more classes, primarily writing, literature, and psychology but there is a wide range of other classes as well.

b. Shawn Carlson, CHRHS Principal

- Shawn agreed and empathized with the results of the student survey about Food Service and the Café atmosphere this year.
- NEASC reaccreditation has been postponed until next fall so that it can be done in-person.
- Part of the Strategic Plan that was put on hold due to the pandemic was the development of a capstone program. It is now planned for next fall.

c. Valerie Mattes, Director of Student Special Services

- Special Olympics has been postponed so unfortunately, there is no report this year.
- Every three years Special Services is audited by the Department of Education and we are in good shape. The next phase is an on-site visit.

12. Standing Committee Reports

- a. Joint Curriculum – Met November 23, 2020, minutes attached.

New Course Approvals

- Engineering Challenges: This course is a science elective

Upon Motion by Sarah Bradley Prindiville and second by Marica Dietrich, the Board voted to approve the Engineering Challenges course.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye

Deborah Harbaugh, aye

Sarah Bradley Prindiville, aye

Elizabeth Noble, aye

Peter Orne, aye

Julianna Day, aye

Oliver Worner, aye

Bailey Curtis, aye

- Introduction to Guitar: This course is a Performing Arts elective

Upon Motion by Sarah Bradley Prindiville and second by Brianna Gutierrez, the Board voted to approve the Introduction to Guitar course.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye

Deborah Harbaugh, aye

Sarah Bradley Prindiville, aye

Elizabeth Noble, aye

Peter Orne, aye

Julianna Day, aye

Oliver Worner, aye

Bailey Curtis, aye

Curriculum Approvals

- 9-12 Health Curriculum
- 9-12 Physical Education Curriculum

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

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye
Deborah Harbaugh, aye
Sarah Bradley Prindiville, aye
Elizabeth Noble, aye
Peter Orne, aye
Julianna Day, aye
Oliver Worner, aye
Bailey Curtis, aye

- b. Finance — Met November 4, minutes attached. Meets prior to School Board meeting December 2.
- Finance Update – Finance Committee Chair
The October budget summary had 63.74% remaining with a target of 66.71%. Last year, there was 60.94% remaining at this time. We are on track with no major concerns.
 - 2021-22 Status Quo Budget
The Finance Committee reviewed the Status Quo budget as presented with a 2.7% increase. This represents current staffing, projected payroll increases, and an 8% increase in health insurance costs. The Committee recommended to the Board a 3.5% expense budget target for the administration. This target would also allow us to add a Social Worker to the budget. After some additional discussions about the solar farm project and other variables that go into budget calculations plus the acknowledgment of the unknowns, the Board agreed that a 3.5% expense budget was an appropriate target for the 2021-22 budget.
- c. Joint Personnel – Met November 12, minutes attached. Next meeting January 14, 4:30 p.m.

Revised Job Descriptions for Approval

Administrative Assistant to the Principal
Assistant High School Principal
Assistant Superintendent
Business Manager
Administrative Assistant to the Director of Student Special Services

Upon Motion by Peter Orne and second by Sarah Bradley Prindiville, the Board voted to approve the above Job Descriptions.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye
Marcia Dietrich, aye
Patrick McCafferty, aye
Brianna Gutierrez, aye
Deborah Harbaugh, aye
Sarah Bradley Prindiville, aye

Elizabeth Noble, aye

Peter Orne, aye

Julianna Day, aye

Oliver Worner, aye

Bailey Curtis, aye

- d. Joint Policy — Next meeting December 14, 3:30 p.m.

Second Reads

DIE – Audits and Financial Monitoring

GCB – Salary Determination of Professional Staff

IHBAC – Child Find

JLF-Reporting Child Abuse Neglect

JLF-R – Reporting Child Abuse Neglect Administrative Procedure

Upon Motion by Marcia Dietrich and second by Becky Flanagan, the Board voted to approve the above Second Reads.

Vote: 8-0 Student Vote: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye

Deborah Harbaugh, aye

Sarah Bradley Prindiville, aye

Elizabeth Noble, aye

Peter Orne, aye

Julianna Day, aye

Oliver Worner, aye

Bailey Curtis, aye

13. School Advisory Committee Reports

- a. DEI Task Force – Next meeting December 9, 7:00 p.m.

14. Future Agenda Items

An update on the solar farm project in the Superintendent's Board Report

15. Adjourn

The meeting adjourned at 8:50 p.m.



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/Camden Rockport Schools
Special Joint School Board Meeting
Zoom
Wednesday, December 16, 2020
6:00 P.M.

Meeting Recording: <https://www.youtube.com/watch?v=UBU0vDWLJMI>

MINUTES

Board Present via Zoom

Becky Flanagan, CSD Chair, SAD
Marcia Dietrich, CSD Vice Chair, SAD
Patrick McCafferty, MSAD Chair, CSD
Brianna Gutierrez, MSAD Vice Chair, CSD
Peter Orne, CSD, MSAD
Deborah Harbaugh, CSD
Elizabeth Noble, CSD, MSAD (left at 6:33)
Marcus Mrowka, MSAD
Sarah Bradley Prindiville, CSD, MSAD
Andrea Palise, CSD
Oliver Worner, CSD Student Rep
Julianna Day, CSD Student Rep
Bailey Curtis, CSD Student Rep

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Shawn Carlson, CHRHS Principal
Jen Curtis, CHRHS Assistant Principal
Chris Walker-Spencer, CRES Principal
Jaime Stone, CRMS Principal
Peter Nielsen, Business Manager
Nell Dailey, MTA President
Staff, parents, and students

Board Absent

Brittany Payson, CSD

1. Call to Order

CSD Board Chair, Becky Flanagan called the meeting to order at 6:03 p.m. Roll call voting will be in effect for this meeting since members are participating virtually.

2. Adjustments to the Agenda
None.

3. Possible Schedule Change

Superintendent Libby provided a written proposal to the board before the meeting. From that proposal, she highlighted all the options that were considered before proposing a daily delayed start time of 9:45 for grades 5-12. Teachers are essentially preparing for two simultaneous lessons for every class, one for remote students and one for in-person students. This model benefits students and parents significantly, but an adjustment to the daily schedule is required in order to sustain it. Other options that were evaluated would be worse for students and parents. She noted the importance of having students taught by their teachers rather than a costly, third party. Also, it is best to work with what is known versus switching to an unknown at this point. Board members asked clarifying questions about the loss of instructional time and student supervision. The board heard from several teachers about the challenges and extra time required to teach in-person and remote students simultaneously and that they want and need to see the students daily.

Superintendent Libby, Principal Carlson, and Principal Stone acknowledged the loss of instructional time, but recognized that it will be offset by and increase to the quality of the instruction as teachers will have more time to learn, prepare, and plan. They are also confident that students are receiving significantly more instructional time than most students across the country. In response to student supervision, they said that students who need to come in at the earlier time based on individual needs will be supervised by ed techs in the café or library spaces. They also noted that breakfast will be served which is important for students who rely on school meals.

Another change proposed at CRMS and CHRHS that will not impact CRES, is change the Yellow plan to either remaining Green or moving to the Red, fully remote plan. The rationale for that is due to the extreme difficulty of simultaneously teaching remote and in-person when ½ are in each setting.

A public Q&A session took place and there were expressions of support for four-day weeks or early release every day rather than a later start. Principal Stone share that additional sleep and the consistency of five-day weeks benefit students. This should reduce stress tremendously for students and teachers for a better start to the day. She also noted that after school activities are starting now so sending kids home early and then bringing them back for activities is not feasible. The board also heard from the CRMS Social Worker who

shared the importance of a 5-day/week schedule in order for our neediest students to access mental health support.

Board Chair, Becky Flanagan called an end to public comments and asked board members for further comments or questions. All three student representatives expressed support for the later start, highlighting that extra sleep or preparation time would be beneficial for students as well as the teachers. Board members expressed thanks to everyone for their participation, flexibility, hard work, and dedication. Pete Orne expressed concerns that in a time where everyone is feeling fatigued, fear, uncertainty, and stress, changing the schedule is only shifting the burden from one group to another.

Upon motion by Marcia Dietrich and second by Marcus Mrowka, the CSD Board voted to approve the delayed start schedule change for CHRHS as proposed.

Vote: 8-1 (Peter Orne opposed) Students: 3-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brianna Gutierrez, aye

Peter Orne, nay

Deborah Harbaugh, aye

Marcus Mrowka, aye

Sarah Bradley Prindiville, aye

Andrea Palise, aye

Oliver Worner, aye

Julianna Day, aye

Bailey Curtis, aye

The board took a straw poll and agreed that Superintendent Libby can make the determination on which color plan the districts use when the County changes to Yellow status. She will make that decision upon consultation with local infectious disease experts and epidemiologists.

The MSAD Board voted on this proposal at its meeting following this joint meeting.

4. Adjourn

The meeting adjourned at 7:29 p.m.



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Finance Committee Meeting
Virtual Meeting
Wednesday, December 2, 2020
6:15 P.M.

MINUTES

Board Present

Peter Orne, Chair
Patrick McCafferty
Deborah Harbaugh
Rebecca Flanagan

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Peter Nielsen, Business Manager
Shawn Carlson, Principal

1. Call to Order

The meeting was called to order at 6:20 p.m.

2. Budget-to-Actuals Report

The Business Manager presented the October end-of-month financials and offered that all cost centers are on target without problem. He further offered that due diligence had been applied to reviewing all cost centers and account lines and that everything was running reasonably on target. The calendarized target of EOM October is 66.7% of funds remaining, the FY19 remaining balance at the same point had 60.94% remaining, and the CSD had 63.74% funds remaining at FY21 October's close. The variation between calendarized target and actual target was attributed to the large debt payment already being made for the fiscal year.

3. Status Quo Budget

The Business Manager presented a Status Quo Budget for FY22 budget development purposes. There was discussion about how it was built which revealed that the Zenith rent had been left out; the committee quickly added this back in and recalculated the results. The Status Quo Budget indicated that with all operations and programs remaining as in FY21, employee step increases, forecasted and contractual wage increases, and rising health insurance costs indicate a 2.52% rise in committed expenses.

4. Determining Budget Target

The Business Manager provided details of the last 10 years of CSD budget increases/decreases, the national Consumer Price Index increase of 1.2%, the current balance of the CSD capital reserve fund, and the uncertainty around FY22 state subsidies as context for determining the FY22 budget target.

The Committee discussed the results of the Status Quo Budget forecasts and anticipated increases in other expense areas. Peter Orne offered that a 3.5% increase—given software support increases, rising insurance costs, and other unavoidable increases—would be a reasonable and tight target to meet, but that it seemed prudent to do so. Rebecca Flanagan, Deborah Harbaugh, Brianna Gutierrez, and Patrick McCafferty concurred that a 3.5% increase would be a reasonable target and all agreed to present this to the full Board as a recommended target.

5. Adjourn

The meeting adjourned at 6:58 p.m.



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/MSAD #28
Joint Policy Committee Meeting
December 14, 2020

Present:

Marcia Dietrich, Chair
Marcus Mrowka
Maria Libby
Deb McIntyre
Jaime Stone
Chris Walker-Spencer

MINUTES

1. Call to order
Marcia called the meeting to order at 3:30 pm.
2. Acknowledge that the Reopening Plan may supersede policy in numerous areas including transportation, athletics, and attendance.
3. CSD Only
Revisions
 - a. CBI – Evaluation Procedure Criteria for the Superintendent of Schools
The committee made a few procedural changes to this policy.**Review**
 - b. CBI-R – Superintendent Evaluation Tool
Reviewed with no changes.
4. CSD/MSAD Joint Review
Revisions
 - a. DK – Warrant Procedure
A revision was suggested about adding board members as signatories for warrants in certain situations.**Review**
 - a. ACAD – Hazing
Reviewed with a minor wording revision.
 - b. BDE – Board Committees
Reviewed with one sentence deletion.
 - c. BEDD – Rules of Order
Reviewed with no changes.
 - d. DKC – Mileage Reimbursement Rate
Reviewed with no changes.

e. GBGAA-R Bloodborne Pathogens Exposure Control Plan
Reviewed with no changes.

f. GBGAA-R-A – Bloodborne Pathogens Exposure Control Plan Appendix A
Reviewed with no changes.

g. GBGD – Workers’ Compensation

h. GBGD-R – Workers’ Compensation Procedure

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

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

The above policies were reviewed with minor title changes in reference to Human Resources personnel.

k. GBJ – Personnel Records and Files
Reviewed with no changes.

l. GBN – Family and Medical Leave

m. GBN-R1 – Family and Medical Leave Act (FMLA) Administrative Procedure

n. GBN-R2 – Maine Family Medical Leave Administrative Procedure

o. GBO – Family Care Leave

The above policies were reviewed and policy code changes were recommended and one legal reference added to GBN-R2 which will become GBO-R. GBN-R2 will become GBN-R.

Rescind

a. GCC – Family & Medical Leave Act (FMLA)

5. MSAD Only

Review

a. EGAF – Cellular Phone Use by Bus Drivers
Reviewed with no changes.

6. The meeting was adjourned at 3:57 pm.

FIVE TOWN CSD POLICY

EVALUATION PROCEDURE CRITERIA for the SUPERINTENDENT OF SCHOOLS

The purpose of the evaluation of the Superintendent is to ~~determine~~ **evaluate** the ~~ability~~ **performance** of the Superintendent to carry out assigned responsibilities as defined in the job description, to ~~determine~~ **evaluate** the ability of the Superintendent to establish and carry out mutually agreed upon goals, and to cooperatively recognize areas of strength and identify areas in need of improvement.

Evaluation by the School Board

- A. The School Board and the Superintendent shall annually, prepare a rating of the performance of the Superintendent on the various responsibilities listed on the attached form.
- B. **The Board will receive the self-evaluation and the 360° evaluation prior to performing its own evaluation.**
- C. The purpose of the rating of performance shall be to create a composite rating of the Superintendent's performance on each.
- D. All forms shall be prepared individually by board members and by the Superintendent. Categories which are rated with the highest or lowest marks shall require written commentary.
- E. ~~All forms shall be delivered to the Board Chairperson prior to the evaluation meeting, for the Chairperson to review and collate. The Chairperson shall:~~
 - ~~1. Meet with the Superintendent to review the evaluation forms,~~
 - ~~2. Prepare a composite form showing separate evaluations of each board member in each category and including a draft narrative of strengths and weaknesses, deliver to each board member a copy of the composite form prior to the evaluation meeting.~~**The Board will meet with the Superintendent to review the self-evaluation and clarify any questions before finalizing their ratings. Ratings of each School Board member will be discussed without the Superintendent and after this discussion, board input will be used to determine a final group rating in each category.**
- F. The School Board **Chair** and the Superintendent ~~shall~~ **will** meet to ~~discuss~~ **review** the group rating. ~~The Board may request the absence of the Superintendent if there is consensus that private discussion is necessary.~~
- G. Following the evaluation meeting, the Board Chairperson shall see that a written summary be prepared reflecting the evaluation of the Superintendent by the Board as a whole. A copy of the summary shall be signed by the Chairperson on behalf of the Board and discussed with the Superintendent who shall, in turn, sign it as an indication of having read and discussed the document with the Chairperson. A copy of the summary shall be placed in the Superintendent's personnel file, a copy retained by the Board Chairperson and a copy provided for the Superintendent.

History: Adopted: 12/05/01, 01/08/14

NEPN/NSBA Code: CBI

First Reading: January 6, 2021

Second Reading:

Adopted:

NEPN/NSBA Code: DK

FIVE TOWN CSD POLICY

WARRANT PROCEDURES

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

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

History: Adopted: 01/20/99, 03/02/05, 05/01/13

First Reading: January 6, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

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

Exposure Determination

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

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

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

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

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

Compliance Methods

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

Engineering and work practice controls will be used to eliminate or minimize exposure to employees in this District. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. In this District the following engineering controls will be followed: All contaminated sharps will be placed in a sharps container.

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

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

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

Contaminated Sharps

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

Personal Protective Equipment

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

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. A pair of gloves will be provided for all school personnel at the beginning of each school year as needed. Gloves will be available from the school nurse's office as needed. Disposable gloves used in this District are not to be washed or decontaminated for reuse and are to be replaced

by staff as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

The schools will be cleaned and decontaminated according to the maintenance schedule. Decontamination will be accomplished by using cleaning materials deemed necessary by maintenance.

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

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

Hepatitis B Vaccine

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

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

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

Caring for Biting Incidents

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

bite is minimal, a health care provider should evaluate the degree of risk to the person.

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

Post-exposure Evaluation and Follow-Up

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

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

The follow-up will include:

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

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

Interaction with other Health Care Professionals

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

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

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

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
2. That the employee has been informed of the results of the evaluation, and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written ~~opinion~~ report to the employer is not to reference any personal medical information.)

Training

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

All employees will receive annual refresher training.

Training programs must include:

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

Record Keeping

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

Cross Reference:

- Appendix A Procedures for Receiving Hepatitis B Vaccine

History: Adopted: 08/16/04, 05/01/13

First Reading: January 6, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

FAMILY AND MEDICAL LEAVE ACT (FMLA) ADMINISTRATIVE PROCEDURE

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

1. Eligibility Requirement

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

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

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

2. Administration

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

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

Legal Reference:

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

History: Adopted: 01/13/99, 05/01/13, 01/06/16

NEPN/NSBA Code: GBN-R~~1~~

First Reading: January 6, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

HAZING

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

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

Hazing activities of any type, either on or off school property, by any student, staff member, group or organization affiliated with the Five Town CSD and/or representing Camden Hills Regional High School, are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, coach, or other employee of the Five Town CSD shall encourage or tolerate hazing of any type. No student, including leaders of student organizations, shall plan, encourage, nor engage in hazing activities.

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

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

Hazing incidents will be investigated promptly and in a manner that protects the rights of the persons filing the complaint, the persons complained against, and the District. The administration will notify appropriate law enforcement authorities if it appears that any criminal laws have been violated.

Building administration shall administer this policy in consultation with the Superintendent. In the event that an individual or organization disagrees with an action or lack of action on the part of the administration in carrying out the provisions of this policy, that individual or organization may appeal to the Board. The ruling of the Board, with respect to the provisions of this policy, shall be final.

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

Legal Reference:

- 20-A MRSA § 6553

Cross Reference:

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

Reference:

- www.stophazing.org

History: Adopted: 01/05/00, 07/08/09, 02/06/13, 01/06/16

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

BOARD COMMITTEES

The Five Town CSD School Board shall authorize the establishment of only such committees from among its membership as it finds strictly necessary to study operations in specific areas and to make recommendations for Board action.

STANDING COMMITTEES

Standing Committees are School Board committees that are formed to support the regular work of a school district and focus on the primary areas of Board responsibility.

The following rules will govern the appointment and function of Standing Committees:

1. The committee shall be established at the discretion of the Chair and approved by the Board.
2. The committee members shall be appointed by the Board Chair and the Board Chair will appoint the committee chair.
3. The committee may make recommendations for Board action, but it may not act for the Board.
4. The Board Chair and Superintendent shall be ex-officio members of all standing committees.
5. Membership on committees shall be dissolved at the end of the Board's year unless they are specifically reappointed.
6. Standing Committees may be dissolved at any time by a vote of the Board.
7. All committee meetings shall be open to the public and subject to the Freedom of Access law.
8. Committees shall be composed of less than a majority of the membership of the Board.

AD HOC COMMITTEES

The Board may form Ad Hoc committees for a specific purpose. These “taskforce” committees will serve to investigate a particular idea or need that arises. The Board may ask community members and/or staff to serve on an Ad Hoc committee. Committee members shall not be compensated for work related to the charge of the committee.

So that the Board’s intent and expectations are clear, each Ad Hoc committee shall be instructed in writing concerning:

1. The role of the committee is to make recommendations to the Board;
2. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee’s activity;
3. The composition of the committee, including designation of voting and nonvoting members, if applicable;
4. The service the Board wishes it to render;

NEPN/NSBA Code: BDE

5. The resources the Board intends to provide to help it complete its task;
6. The approximate dates on which the Board wishes it to submit reports;
7. The time and place of the first meeting;
8. Its relationships with the Board as a whole, with members of the professional staff;
and
9. The approximate date on which the Board wishes to dissolve the committee.

The Board shall have the sole power to dissolve any of its Ad Hoc committees and shall reserve the right to exercise this power at any time during the life of any committee. Unless given a new assignment by the Board, an Ad Hoc committee shall be dissolved promptly upon completion of its task. ~~An Ad Hoc committee may be dissolved at any time by Board action.~~ No Ad Hoc committee shall continue for a prolonged period without a specific assignment.

ADVISORY COMMITTEES

The Board may establish advisory committees in order to pull a knowledgeable group of people together when needed. Advisory committees may be long term, but are only active when called upon by the Board to provide an advisory role when necessary. The Committee makes reports and/or recommendations to the Board, but may not act for the Board. Advisory committees may include individuals who are not elected members of the Board but each advisory committee shall have at least one Board representative.

The Board will consult with the Superintendent before establishing or dissolving any advisory committee. The number of members, the composition of each advisory committee, and the selection of members will be determined by the Board, in consultation with the Superintendent based upon the purpose of the committee.

The scope and authority of any advisory committee shall be limited to that assigned to it by the Board. The Board is in no way obligated to follow advisory committee recommendations.

Instructions to Board Advisory Committees

So that the Board's intent and expectations are clear, each advisory committee shall be instructed in writing concerning:

1. The role of the committee being advisory only;
2. The length of time each member is expected to serve;
3. The expectations regarding the committee's relationship with the Board, the Superintendent and school system personnel;
4. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work;
5. The time and place of any meetings;
6. The timeline for reports to the Board and/or other activities;

All advisory committee meetings are open to the public except as may otherwise be provided by law. Committee reports and minutes of advisory committee meetings, if prepared, are

NEPN/NSBA Code: BDE

public information subject to the Freedom of Access Law.

Notice of advisory committee meetings shall be provided in a manner consistent with the Board's policy and practice concerning notification of Board meetings.

The Board recognizes that any advisory committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviations shall be identified when the Board establishes such a committee and reflected in the Board's instructions to the committee.

Legal Reference:

- TITLE 1 MRSA SEC. 401 ET SEQ.

History: Adopted: 12/13/95, 06/04/03, 05/26/04, 11/07/12, 12/02/15

Reviewed: December 14, 2020

NEPN/NSBA Code: BEDD

FIVE TOWN CSD POLICY

RULES OF ORDER

Except as otherwise provided by law, by Maine Department of Education regulations, or by Board policy, *Robert's Rules of Order, Revised* (latest edition available) shall be used to resolve procedural uncertainties.

The Superintendent, as Secretary to the Board, shall function as Parliamentarian and advise the Chair and Board, as necessary, regarding parliamentary procedure. The role of the Parliamentarian shall be advisory only.

The Chair will rule on all questions pertaining to rules of order/parliamentary procedure that may arise during a meeting of the Board.

History: Adopted: 12/13/95, 05/26/04, 12/02/15 Reviewed 11/06/13

Reviewed: December 14, 2020



Five Town CSD Superintendent Evaluation Tool

Superintendent: _____
 Evaluator: _____

School Year: _____
 Date: _____

Performance Standard: Leadership

1. District Culture and Vision Demonstrated creativity and innovative thinking in working to achieve the district's long range mission, vision and beliefs.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
2. Values and Ethics of Leadership Demonstrated personal integrity and ethical consistency in managing the district and advising the Board.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
3. Instructional Leadership Demonstrated knowledge and comfort with current instructional programs. Advocated for prudent academic changes to keep curriculum relevant and rigorous.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
4. Focus on Goals Facilitated the establishment of district goals and aligned resources to work to accomplish those goals. Provided timely updates to the Board on progress toward achieving district goals.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
5. Personal and Professional Growth Sought to learn and improve upon personal and professional abilities.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know

Comments/Recommendations:
Overall Rating in Leadership
Unacceptable Needs Improvement Proficient Exemplary

Performance Standard: Management

1. Organizational Management Demonstrated skill in the overall management and operation of the school system.
Strongly Disagree Disagree Neutral Agree Strongly Agree Do Not Know
2. Human Resources Management Nominated qualified staff who met the district’s needs for employment. Managed the annual performance evaluation process.
Strongly Disagree Disagree Neutral Agree Strongly Agree Do Not Know
3. Fiscal Accountability Directed management of this year’s budget and preparation of next year’s budget accounting for the current and future needs of the district while remaining fiscally responsible to the community.
Strongly Disagree Disagree Neutral Agree Strongly Agree Do Not Know
4. Policy and Governance Offered professional advice to the Board with recommendations based on thorough study and analysis. Ensured that all Board policies were implemented.
Strongly Disagree Disagree Neutral Agree Strongly Agree Do Not Know

Comments/Recommendations:

Overall Rating in Management

Unacceptable

Needs Improvement

Proficient

Exemplary

Performance Standard: Relationships/Communication

1. Board Relations Maintained a harmonious working relationship with the School Board.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
2. Labor Relations Cultivated productive relationships with bargaining groups while managing contracts effectively.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
3. Public Relations Informed the public of the status of the schools and made an effort to listen and respond to community concerns.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
4. Staff Relations Fostered a constructive and respectful relationship with staff.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
5. Communication Demonstrated skill in effective communication, both orally and written.					
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Do Not Know
Comments/Recommendations: 					
Overall Rating in Relations/Communication					
	Unacceptable	Needs Improvement	Proficient	Exemplary	

History:

Reviewed: December 14, 2020

NEPN/NSBA Code: DKC

FIVE TOWN CSD POLICY

MILEAGE REIMBURSEMENT RATE

The Five Town CSD will reimburse mileage expenses incurred on official school business for individuals using personal vehicles. The rate of reimbursement for individuals who are not covered under a collective bargaining agreement is 75% of the IRS rate. The mileage rate covers transportation and operating costs of the vehicle, including but not limited to, gasoline, oil, repairs and insurance.

History: Adopted: 03/04/09, 03/02/11, 12/02/15

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Appendix A:

Procedures for Receiving Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the hepatitis B vaccine at no cost to the employee. The following procedures will apply:

1. Employees covered by health insurance (either through the District or otherwise) should arrange to receive the vaccination through their personal health care provider. The District will reimburse employees any associated co-payments.
2. Employees who do not have health insurance coverage may go directly to Health Connections in Rockport to receive the vaccination. Health Connections will bill the District directly.

History: Adopted: 08/16/04, 05/01/13

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

WORKERS' COMPENSATION

Five Town CSD is committed to a safe work environment. When a work related injury/illness does occur, Five Town CSD is committed to the injured employee receiving medical attention and compensation for time away from work, pursuant to the State of Maine Workers' Compensation Laws. Workers' Compensation provides assistance and payment of medical expenses to an employee who is injured on the job when the employee has been involved in an accident arising out of and in the course of employment in reporting a work related injury as well as the procedures in reporting an injury.

EMPLOYEE RESPONSIBILITY

An injured employee must notify his/her supervisor and/or the Central Office of the injury/incident within 24 hours of the occurrence and complete an "Employee Incident Report." Should an injury occur on Friday, the employee must report it prior to leaving for the day.

The District has the right to choose the health care provider for the first ten days of treatment. Please contact the Human Resources ~~Department~~ **Manager** before beginning treatment on a non-acute work related injury. For an acute injury, the employee should seek treatment at the nearest emergency room. If an employee wishes to change health care providers after the first ten days of treatment, the employer must be informed of the change.

DISTRICT RESPONSIBILITY

The supervisor will file the "Employee Incident Report" and "Employer Incident Report" within 48 hours of occurrence to the Human Resources ~~Department~~ **Manager** at the Central Office.

The Human Resources ~~Department~~ **Manager** will file a First Report of Injury with Maine School Management Association (MSMA), who handles the management of Workers' Compensation claims for the school district.

Legal References:

- Title 39-A Maine's Workers' Compensation Act of 1992
- 39-A MRSA § 152 (2); § 207

Cross Reference:

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

History: Adopted: 0713/05, 05/01/13, 12/02/15

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

WORKERS' COMPENSATION PROCEDURE

FIRST TREATMENT OF A WORK RELATED INJURY

1. The injured employee must notify his/her supervisor of the injury and/or incident immediately.
2. Any employee receiving an acute injury must present themselves to the nearest Emergency Department for examination as soon as possible.
3. A chronic or repetitive injury may be referred directly to the Human Resources ~~Assistant~~ **Manager** in the Central Office for referral to a health care provider.
4. Please remember that the Workers' Compensation Act allows the District to choose an employee's health care provider during the first ten days of medical treatment for a work-related injury.

TIME AWAY FROM WORK DUE TO A WORK RELATED INJURY

1. If a health care provider determines that the injured employee cannot return to work in his/her regular job, the school district will look at availability of temporary modified work while the employee recovers.
2. If an employee cannot work in either a regular or modified capacity and is placed out of work, the employee may use accrued sick time during the waiting period (up to 7 days) before Workers' Compensation Act benefits start.
3. It is the employee's responsibility to ensure that a letter from a health care provider specifying the employee's inability to work is filed with the Human Resources ~~Assistant~~ **Manager** at the Central Office as soon as possible.
4. If procedures and practices in this policy differ from those outlined in a Bargaining Unit contract, the language in the contract overrides this policy.

Legal References:

- Title 39-A Maine's Workers' Compensation Act of 1992
- 39-A MRSA § 152 (2); § 207

Cross Reference:

- GBGD – Workers' Compensation

History: Adopted 07/13/05, 05/01/13 Reviewed: 05/03/17

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

WORKERS' COMPENSATION RETURN TO WORK AND LIGHT DUTY ASSIGNMENTS

Five Town CSD believes that it is in the best interest of both the school district and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, Five Town CSD recognizes the need for a program to effectively manage workers' compensation costs throughout the system, while conserving its most valuable resources the skills, knowledge and experience of its employees. To that end, Five Town CSD supports the establishment of a return-to-work program, including temporary modified or "light duty" assignments, whenever appropriate, to minimize lost time and facilitate an employee's transition back to regular or full-time work.

Modified or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the health care provider or providers designated by the employer. Modified or light-duty assignments are intended to address short-term medical restrictions and are not to be used as a means to establish new assignments or displace other employees.

The Superintendent or designee shall be responsible for developing administrative procedures to implement a return-to-work program, including provisions for monitoring of modified duty assignments by the employee's supervisor, healthcare provider, Human Resources ~~Assistant~~ **Manager** and the workers compensation insurance claims adjuster.

History: Adopted: 05/03/06 Reviewed: 04/03/13

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

WORKERS' COMPENSATION

RETURN TO WORK AND LIGHT DUTY ASSIGNMENTS PROCEDURES

Return-to work and Light Duty assignments are implemented on a case-by-case basis. When a health care provider has determined that an employee with a work-related injury/illness must not return to his/her usual work or must have modified work assignment, it is the employee's responsibility to notify the district immediately. The health care provider at time of determination should present the employee with the State of Maine Workers' Compensation Board Form ("M-1"). The employee should present a copy of the State of Maine Workers' Compensation Board Form "M-1" to his/her Supervisor and/or Human Resources ~~Assistant~~ **Manager** within 24 hours of receipt of said form.

The Human Resources ~~Assistant~~ **Manager** and Supervisor along with the health care provider will determine if the injured/ill employee is eligible for a light duty assignment based on the employee's work capacity stated on the "M-1." Light duty assignments may or may not be within the same department that the injured employee normally works.

When an employee with a work-related injury/illness has been placed on a light-duty assignment, the light-duty assignment cannot last longer than 30 days without a review. Light duty assignments that last longer than 30 days will be referred to the district's workers' compensation insurance claims adjuster for further evaluation.

In all cases, an employee must not return to normal duty without a work clearance from a health care provider.

History: Adopted: 05/03/06 Reviewed: 04/03/13

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

PERSONNEL RECORDS AND FILES

The school unit shall maintain records of current and former employees in the Office of the Superintendent in accordance with state and federal laws and regulations.

Directory Information

As required by law, a record of directory information for each employee shall be open to inspection and copying by any person. Directory information shall contain:

1. Name of employee;
2. Date(s) of employment by the school unit;
3. Regular and extra-curricular duties, courses, subjects taught, and any other responsibilities since the start of employment by the school unit;
4. Post-secondary education institution(s) attended;
5. Major and minor field(s) of study as required by those institutions; and
6. Degree received, and dates degrees were awarded.

Confidential Information

As required by law, all information (except Directory Information) about an employee, applicant for employment, or an employee/applicant's immediate family shall be kept confidential if it relates to the following:

1. All information, working papers, and examinations used in the evaluation or selection of applicants for employment;
2. Medical information of any kind, including information pertaining to diagnosis or treatment of mental or emotional disorders;
3. Performance evaluations, personal references and other reports and evaluations reflecting on the quality or adequacy of the employee's work or general character compiled and maintained for employment purposes;
4. Credit information;
5. The personal history, general character or conduct of the employee or any member of the employee's immediate family;
6. Complaints, charges of misconduct, replies thereto and memoranda and other materials pertaining to disciplinary action;
7. Social Security number;
8. Any teacher action plan and support system documents and reports maintained for certification purposes; and
9. Criminal history record information.

Personnel Files

Each Personnel file will contain a cumulative history of the staff member's employment, including formal or informal employee work evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits.

Other Confidential Personnel Records

The school unit must maintain the following confidential employee records separate from the personnel file:

1. Medical information of any kind; and
2. Teacher action plan and support system documents and reports maintained for certification purposes.

Disciplinary Action Information

Any written record of a decision involving an employee disciplinary action by the School Board shall not be included within any category of confidential information.

Procedures for Review of Personnel Files

For the purpose of this section, a personnel file shall include, but not be limited to, any formal or informal employee evaluations and reports relating to the employee's character, credit, work habits, compensation and benefits which the Superintendent has in his/her possession.

1. The Superintendent shall, upon written request and within 10 business days, provide the employee, former employee, or his/her duly authorized representative(s) with an opportunity to review and copy his/her personnel file, if the Superintendent has a personnel file for that employee.
2. Reviews of personnel files shall take place at the location where the personnel files are maintained and during normal office hours.
3. The cost of any copying is to be paid by the person requesting the copy.
4. Access to confidential college placement records and letters of reference will be granted only to the Superintendent/designee.

Access to Personnel Files

Access to personnel files may be given to the following persons without the consent of the employee:

1. The Superintendent or his/her designee, the employee's principal or other supervisor(s). Personnel files are not accessible to individual School Board members. Relevant portions of a personnel file may be summarized and/or shared with the Board by the Superintendent when consideration is being given to performance evaluation, continuation of employment or disciplinary action.
2. The general public shall have access only to the Directory Information as outlined above.

Access to personnel files will not be granted to any other persons except under the following circumstances:

1. When the employee gives written consent for the release of his/her records. The written consent must specify the record(s) to be released and to whom they are to be released. Each request for consent must be handled separately; blanket permission for release of information will not be accepted; and
2. Upon advice of counsel, when subpoenaed or under court order.

Records Management

The Superintendent has overall responsibility for maintaining and preserving the confidentiality of all employee/applicant records. The Superintendent shall be responsible for granting or denying access to records according to the guidelines in this policy.

Written reports shall be maintained in personnel files to document compliance with federal and state laws and regulations and School Board policies regarding employee evaluations. Once a document is properly placed in a personnel file, it shall remain in the file permanently.

Records Retention

The school unit will retain all personnel records and files in accordance with applicable laws and regulations.

Legal Reference:

- 20-A MRSA §6101
- 20-A MRSA §13015
- 26 MRSA §631
- Chapter 10, Rules for Disposition of Local Government Records (Maine State Archives)
- Americans with Disabilities Act of 1990,42 U.S.C.
- Family and Medical Leave Act of 1993,29 U.S.D. 2611 et seq.

Cross Reference:

- KDB - Public's Right to Know/Freedom of Information

History: Adopted: 01/13/99, 05/01/13 Corrections: 11/18/03

Reviewed: December 14, 2020

NEPN/NSBA Code: GBN

FIVE TOWN CSD POLICY

FAMILY AND MEDICAL LEAVE

The Five Town CSD shall comply with all applicable provisions of the federal Family and Medical Leave Act of 1993 (FMLA), the federal Military Family Leave Public Law, the Maine Family Medical Leave Law, the Maine Military Family Leave Law and any other Board policies and collective bargaining agreements regarding family and medical leave.

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

Legal Reference:

- 26 USC § 12601 et seq. 29 CFR Part 825
- NDAA 2008 P.L. 110-181, Section 585 (a)
- 26 MRSA § 843 et seq.
- 26 MRSA § 514 et seq.

History: Adopted: 07/08/09, 03/13/17

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

FAMILY CARE LEAVE

This policy governs employee leave under 26 M.R.S.A. § 636, “An Act to Care for Families”, referred to in this policy as the “Family Care Act.” Leave under this policy is referred to as “Family Care Leave.”

The Board recognizes that under Maine’s “Family Care Act,” if an employer provides paid leave under the terms of a collective bargaining agreement or employment policy, the employer must allow an employee to use the paid leave for the care of an immediate family member who is ill.

In law and for the purpose of this policy, the following definitions apply:

1. “Employer” means a public or private employer with 25 or more employees.
2. “Immediate family member” means an employee’s child, spouse or parent.
3. “Paid leave” means time away from work by an employee for which the employee receives compensation. Paid leave is limited to sick time, vacation time, compensatory time and leave that is provided as an aggregate amount for use at the discretion of the employee for any of these purposes. Paid leave does not include paid short-term or long-term disability, catastrophic leave or similar types of benefits.

Employees may take up to 40 hours of paid leave as Family Care Leave per 12-month period, or the amount provided by an applicable collective bargaining agreement, whichever is greater. The 12-month period shall be the contract year, fiscal year or other fixed 12-month period, based upon contractual agreements. An employee is not entitled to use paid leave until that leave has been earned.

An employee may elect which type of paid leave to which they are entitled including vacation, personal or sick leave, and the amount of each type of paid leave to use for Family Care Leave.

Notice/verification of illness for Family Care Leave shall be the same as that required for the employee’s own illness. The employee must specify that leave is being taken pursuant to the Family Care Act.

APPLICATION OF FAMILY MEDICAL LEAVE REQUIREMENTS

For purposes of applying family medical leave requirements (i.e., FMLA), the school unit shall treat leave under the Family Care Act in the same manner as the employer treats leave for an employee illness. Therefore, Family Care leave and FMLA leave shall run concurrently.

Legal Reference:

- 26 M.R.S.A. § 636

Cross Reference:

- GBN - Family and Medical Leave

History: Adopted: 11/02/05 Reviewed: 04/03/13

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

MAINE FAMILY MEDICAL LEAVE ADMINISTRATIVE PROCEDURE

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

1. ELIGIBILITY

To be eligible for Maine Family Medical Leave, employees must work at a site where there are 15 or more employees of a school board. An employee must have been employed by the same employer for 12 consecutive months and not taken such leave within the immediately preceding 24-month period or have used less than 10 weeks of family medical leave.

Under the Maine Family Medical Leave Act, an eligible employee is entitled to up to 10 weeks of leave during a 24-month period for the following reasons:

- a. Serious health condition of the employee;
- b. Birth of the employee's child or the employee's domestic partner's child;
- c. Placement of a child 16 years of age or less in connection with the adoption of the child by the employee or the employee's domestic partner;
- d. Serious health condition of a child, domestic partner's child, parent, domestic partner or spouse; Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider;
- e. The donation of an organ of the employee for a human organ transplant; or
- f. The death or serious health condition of the employee's spouse, domestic partner, parent or child if the spouse, domestic partner, parent or child as a member of the state military forces, as defined in Title 37-B, section 102 of the Maine Revised Statutes, or of the United States Armed Services, including the national Guard and Reserves, dies or incurs a serious health condition while on active duty.

2. DOMESTIC PARTNER DEFINED

For the purpose of determining eligibility for Maine Family Medical Leave, "domestic partner" means the partner of an employee who:

- a. Is a mentally competent adult as is the employee;
- b. Has been legally domiciled with the employee for at least 12 months;
- c. Is not legally married to or legally separated from another individual;

- d. Is the sole partner of the employee and expects to remain so;
- e. Is not a sibling of the employee; and
- f. Is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements, joint financial arrangements or joint ownership of real or personal property.

3. ADMINISTRATION

- a. The school unit may require certification from a physician to verify the amount of leave requested. An employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination may submit certification from an accredited practitioner of those healing methods.
- b. An employee requesting leave shall provide at least 30 days' notice of the intended dates upon which the leave will commence and terminate, unless prevented by medical emergency from giving required notice.
- c. Any leave taken for Maine Family Medical Leave qualifying purposes, including leave taken under other applicable statutes, employment policies, collective bargaining agreements or contracts, shall also be considered leave under the Maine Family Medical Leave and shall be applied to an employee's 10-week Maine Family Medical Leave entitlement every 24-month period. Employees are allowed to use their sick leave or other paid leave or other paid leave in accordance with the terms of their contract. When paid leave taken for Maine Family Medical Leave qualifying purposes is exhausted, the balance of Maine Family Medical Leave shall be unpaid.
- d. During Maine Family Medical Leave, an employee shall be permitted to continue his/her medical insurance plan, providing the employee remits the monthly premium to the Superintendent's Office no later than the first day of the month for which the premium is due.
- e. Upon an employee's return to work, he/she will be restored to his/her previous position or to a position with equivalent seniority status, benefits, pay, and other conditions and terms of employment.
- f. An employee taking Maine Family Medical Leave for his/her own serious health condition may be required to submit certification that he/she is fit to return to work and is able to perform the functions of the position.
- g. If at the end of the allowable leave under Maine Family Medical Leave the employee is unable to return to work because of his/her own serious health condition, the Superintendent and School Board may consider a request for extension of unpaid leave and benefits on a case-by-case basis.
- h. An employee who is not eligible for Maine Family Medical Leave may be eligible for federal Family and Medical Leave.

4. LEAVE TAKEN INTERMITTENTLY OR ON A REDUCED LEAVE SCHEDULE

Subject to the other requirements of this policy, leave taken intermittently or on a

reduced leave schedule (i.e., a leave schedule that reduces the usual number of hours per workweek or hours per workday of an employee may be taken subject to the following:

- a. Leave for birth or placement related to adoption may not be taken intermittently or on a reduced schedule unless agreed to by both employer and employee;
- b. Leave for a serious health condition of the employee or his/her child, domestic partner's child, parent, domestic partner or spouse, or for organ donation by the employee may be taken intermittently or on a reduced leave schedule when medically necessary;
- c. The taking of leave intermittently or on a reduced leave schedule may not result in a reduction in the total amount of Maine Family Medical Leave to which the employee is entitled beyond the amount of leave actually taken;
- d. If an employee requests intermittent leave or leave on a reduced leave schedule for a serious health condition of the employee or his/her child, domestic partner's child, parent, domestic partner or spouse, or for organ donation by the employee that is foreseeable based on planned medical treatment, the employer may require the employee to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that 1) has equivalent pay and benefits, and 2) better accommodates recurring periods of leave than the regular employment position of the employee.

Legal References:

- 26 MRSA § 843 et seq.

History: Adopted: 04/02/08, 05/01/13

Reviewed: December 14, 2020

FIVE TOWN CSD POLICY

FAMILY & MEDICAL LEAVE ACT (FMLA)

PURPOSE:

The federal Family and Medical Leave Act (FMLA) provides generally that an eligible employee is entitled to up to 12 work weeks of unpaid leave during any 12-month period: (1) for the birth, adoption, or foster placement of a child; (2) to care for a spouse, son, daughter or parent with a serious health condition; or (3) when the employee is unable to work because of the employee's serious health condition.

To be eligible, an employee must:

1. Have been employed for at least 12 months when the leave commences; and
2. Have worked at least 1250 hours in the 12 previous months.

In administering the FMLA for eligible employees, Five Town CSD will abide by the following guidelines. The guidelines in no way attempt to modify the Act, which should always be referred to when questions about implementation arise. When an employee is eligible for leave under both the federal and state statutes, the applicable law with regard to each benefit shall be the one which provides the greater benefit (usually federal FMLA).

1. The twelve-month period in which an employee is entitled to twelve weeks of FMLA leave shall be the contract year, fiscal year or other fixed 12-month period. The twelve-month period will be based upon the employee's contractual agreement.
2. An employee must submit an application for leave at least 30 days in advance when the leave is foreseeable, or as soon as practicable if it is not foreseeable.
3. Any leave taken for FMLA-qualifying purposes (including leave taken under employment policies, bargaining agreements, or contracts) shall also be applied to an employee's annual FMLA entitlement. When paid leave taken for FMLA-qualifying purposes is exhausted, the balance of FMLA leave shall be unpaid.
4. Five Town CSD will continue to pay its share of the employee's health insurance premium while the employee is on unpaid FMLA leave. The employee must continue to pay his/her share of the premium on a monthly basis. If payment is not made in a timely manner, group health insurance may be cancelled, provided the District notifies the employee in writing at least 15 days before the date that the health coverage will lapse. The Board may at its discretion pay the employee's share of premiums during FMLA leave and recover these payments from the employee upon return to work.
5. An employee returning from FMLA for his/her own serious health condition is

required to submit medical certification that indicates fitness to return to work and ability to perform the functions of the job.

6. Upon an employee's return to work, he/she will be restored to his/her previous position or to an equivalent position with equivalent pay, benefits, conditions and terms of employment.
7. If the employee is unable to return to work because of his/her own serious health condition at the expiration of allowable FMLA, the School Board may consider a request for extension of unpaid leave and benefits on a case-by-case basis. Failure to return to work upon the expiration of FMLA may subject the employee to immediate termination unless such an extension is granted.
8. An employee who is not eligible for federal FMLA leave may be eligible for up to 10 weeks of unpaid leave during any two-year period under the Maine Family & Medical Leave Act.

Legal Reference:

- 26 USC § 2601 et seq. 29 CFR Part 825
- 29 USC § 2617 et seq.

History: Adopted: 07/08/09

First Reading: December 2, 2015

Second Reading: January 6, 2016

Adopted: January 6, 2016

Rescinded: December 14, 2020



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Diversity/Equity/Inclusion (DEI) Task Force Meeting
Zoom
Wednesday, December 9, 2020
7 – 8:30 pm

MINUTES

Members present:

Tom Gray
Ava Baeza
Dana Johnson
Jen Curtis
Nikole Seeger
Sarah Prindiville
Maria Libby
Sally Smith
Leanna Cotton
Isaiah Doble
Sal Taylor Kidd
Jaime Stone
Kisha Marsh

Members absent:

Isaac Young
Sara Cole-Pardun
Chris Walker-Spencer
Shaamya Dishner
Jared Lindsey

1. Welcome
 - a. Ava was added to the Student Experience Group
 - b. Deb McIntyre joined the meeting to act as a consultant to the Curriculum group
2. Sub-committee goals
 - a. The committee reviewed the goals as presented and after brief discussion, agreed with them. They are included below again for further reference.
 - Further define and refine scope of group's work
 - Determine how best to accomplish the work within the group
 - Complete the work to accomplish goals
 - Make recommendations to administration about steps to move toward greater equity for BIPOC students.
3. Subcommittee Work Time

Both subcommittees worked in Zoom breakout rooms for 1 hour.

4. Subcommittee Quick Share

Each committee reported out to the whole group. Summarized below.

a. Curriculum

The curriculum group would like to audit where diverse perspectives are already taught in our schools, they feel we should focus some effort on teacher training, and felt that libraries play a critical role in equity. They also mentioned using a Teaching Tolerance tool to analyze diversity in our curriculum. Their time was mostly discussion and action items will come later.

b. Student Experience

This group met for an hour and decided to collect data to understand how underrepresented groups are doing in our schools, to audit current structures that support BIPOC students, and they brainstormed ways to improve the BIPOC experience. This group finished the meeting with the following action steps.

What	Who
Come to next meeting with idea for guest speaker around race issues for students – any of the schools	Each member
Research strategies other schools use to support BIPOC students	Ava (Portland) Sally (Lewiston)
Identify what structures already exist in our schools to support BIPOC students	Jen will contact the three district principals to gather this information
Gather data to evaluate	Maria

5. Next meeting – January 13, 2020, 7pm via Zoom

DEI Task Force Subcommittees

Curriculum

Sara Cole-Pardun
 Sal Taylor Kydd
 Leanna Cotton
 Jaime Stone
 Sarah Bradley Prindiville
 Chris Walker-Spencer
 Shaamya Dishnder
 Tom Gray

Student Experience

Jen Curtis
 Dana Jackson
 Sally Smith
 Isaiah Doble
 Kisha Marsh
 Nikole Seeger
 Jared Lindsey
 Maria Libby