

REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING



****TUESDAY, NOVEMBER 19, 2019****

NEW Nokomis Regional High Library 6:30 PM

I. Opening of Meeting

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of October 15, 2019 *Action

II. Public Comment – *This is intended for the public to address items that are on this agenda only.*

III. Reading of Communications

- A. Administrative Communications
- B. Superintendent/Board Communications

IV. Reports

- A. Superintendent
- B. Board Chair

V. Report of Special Committees

- A. Budget/Finance Committee No Meeting
- B. Building Committee November 13, 2019
- C. Education Committee November 5, 2019
- D. Policy Committee October 22, 2019
 - First Reading of Policies
 - 1. GBGD Workers' Compensation
 - 2. JJIBB School Colors and Symbols
 - Second Reading of Policies *Action
 - 1. EFC Free and Reduced Priced Food Services
 - 2. IMGB Therapy Dogs
- E. Transportation Committee October 29, 2019
- F. Tri-County Vocational Meeting
- G. Negotiations Committee
- H. Extra-Curricular Ad Hoc Committee November 6, 2019

VI. Old Business - None

VII. New Business

- A. Approve Financing for old Nokomis Regional High IT Wing *Action
- B. Staff Resignations - Informational None
 - 1. Michael Graves Custodian NRH
- C. Staff Nominations
 - 1. Stella Duhaime Sped Teacher SVES
- D. Staff Appointments - Informational
 - 1. Ashley Corey Ed Tech I NRH
 - 2. Corey Farley Ed Tech I NRH
- F. Staff Transfers - Informational - None

VIII. Future Agenda Items

IX. Next Meeting Dates

X. Adjournment

A.D.A. NOTICE: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

IF the district is closed for weather or other issues, the Board meeting will be on the next regularly scheduled meeting date.

**Regional School Unit 19
Board of Directors' Minutes
October 15, 2019**

MEMBERS PRESENT: Mark Hansen, Jennifer Watson, Paul Carter, Christopher Easton, Stacy Lasselle, Mark Guzzie, Leland Youngberg, William McDonald, Robin McNeil, Don Mendell, Ken Kealiher, Jason Scholten, Chad Stratton, Josh Keezer, Calvin Peck (Student)

MEMBERS EXCUSED: Corinna Caron, Charles Cossar, Celia Demos, Ryan Parker,

MEMBERS ABSENT: Ken Sands

TOTAL MEMBERS PRESENT: 731

TOTAL MEMBERS ABSENT: 267

OTHERS PRESENT: District staff and members of the community

I. Opening of Meeting

A. Flag Salute was rendered.

B. Adjustments to Agenda

V. Report of Special Committees – Under D. Policy Committee add:

First Reading:

1. EFC Free and Reduced Priced Food Services
2. IMGB Therapy Dogs

VII. New Business – Under D. Staff Appointments add:

Jennifer Lenfest Ed Tech I SPED NRMS

C. Approval of Board Minutes

A **motion** was made by Leland Youngberg to accept the Board Meeting Minutes of September 17, 2019, removing Bill Mc Donald from attendance, **seconded** by Robin McNeil, and **voted** unanimously.

II. Public Comment - None

Food Corps Update (VII. New Business A.) was heard here, prior to Reading of Communications.

Food, Nutrition, and Connection to the community. The goal is to engage students in these areas. Isaac, a 4th-grade student at EDS, presented information on 3rd and 4th-grade students helping with the garden and compost. Noah, a 4th-grade student, presented about the writing students do around composting in their everyday writing.

Jaime, a 3rd-grade student, reported on a field trip her class took to two local farms where they learned about planting and harvesting potatoes. Sophia, a 3rd-grade student, discussed how math is related to gardening, learning how to tell which vegetables are ripe. Students at EDS eat their vegetables for lunch and snacks. Mrs. Stork reports that a grant from Modern Woodsman will allow them to put up another hoop house. The Food Corp Committee members are as follows: Ryan Parker, Mark Guzzi, Colleen Tibbetts, Anne Carney, Caitlyn Barker, Lori Smith, Stephanie Greaton, Meghan Baker, Carissa Pacheco (student teacher), Jon Thurston (Farm to School Coach), Dan Soucy, and Jane Stork.

III. Reading of Communications

- A. Administrative Communications - Calvin Peck, a senior, was introduced as the student representative on the Board.
- B. Superintendent/Board Communication - None

IV. Reports

- A. Superintendent

Mr. Hammer asked for a Board member to serve on the SPRPCE Board. Chris Easton will attend the October 17th meeting as the representative from RSU 19.

Mr. Hammer, along with staff and students, traveled to Manchester High School in New Hampshire, as part of the Barr Grant. This was a large school and students represented the District very well.

- B. Board Chair - Josh Keezer was introduced as the newest Board member from Newport. He is employed by KeyBank (a subsidiary of KeyCorp) and they have requested that an Affidavit be a part of the RSU 19 Board Minutes.

A **motion** was made by Chris Easton to accept the affidavit from KeyCorp, **seconded** by Robin McNeil, and **voted** unanimously. (See attached affidavit)

V. Report of Special Committees

- A. Budget/Finance Committee No meeting
- B. Building Committee
- C. Education Committee Communication Presented

A **motion** was made by Robin McNeil to move that the RSU 19 Board of Directors comply with state law by continuing to ensure that all District staff receive appropriate, ongoing training in sexual abuse prevention and that RSU 19 students receive teaching of the age-appropriate curricula reviewed by the social workers, and school nurses of the District, from Beth Dupui and Kathleen Paradis, or other professionals approved of by the state of Maine DOE, and the aforementioned

District staff, **seconded** by Chris Easton and **voted**, 11 for, 3 opposed (Don Mendell, Paul Carter, Kenneth Kealiher). Motion passed.

D. Policy Committee

First Reading:

1. EFC Free and Reduced Priced Food Services
2. IMGB Therapy Dogs

E. Transportation Committee

Next Meeting will be on October 29, 2019, 6:30 pm at the Superintendent's Office

F. Tri-County Vocational Meeting

Co-op Agreement Dinner Meeting: September 17, 2019, TCTC

G. Negotiations Committee

H. Extra-Curricular Ad Hoc Committee

I. School Resource Officer Ad Hoc Committee

VI. Old Business - None

VII. New Business

A. Food Corps Update (Presentations heard earlier in the meeting)

B. Tri-County Technical Center Cooperative Agreement

A **motion** was made by Jason Scholton to approve the 2019-20 Cooperative Agreement, **seconded** by Chris Easton, and **voted** unanimously.

C. Staff Resignations - None

D. Staff Appointments - The Board was informed of the following:

1. Keri St.Peter Administrative Assistant SPED District
2. Jennifer Lenfest Ed Tech I at NRMS

E. Staff Transfers - None

F. School Board Representative to the Delegate Assembly of the MSBA

A **motion** was made by Chris Easton to name Robin McNeil as the RSU 19 representative to the Delegate Assembly, **seconded** by Jason Scholten.

A **motion** was made by Paul Carter to replace Robin McNeil as the representative with Don Mendell, **seconded** by Ken Kealiher.

The Board, by consensus, agreed to vote for the representative by secret ballot.

The **vote** was 8 for Robin McNeil and 7 for Don Mendell. Robin McNeil will represent RSU 19 at the Delegate Assembly of the MSBA.

VIII. Future Agenda Items

IX. Next Meeting Dates

November 19, 2019

X. Adjournment

The meeting was adjourned at 7:43 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

Note Taker: Darcey LaPrade

AFFIDAVIT

STATE OF MAINE :
 : SS
COUNTY OF PENOBSCOT :


I, Joshua Kezer, having been duly cautioned and sworn hereby state the following based upon personal knowledge:

1. I am a member of the RSU19 Board of Directors.
2. I am also an employee of KeyBank National Association ("KeyBank") and serve as a Licensed Branch Manager.
3. KeyBank is a subsidiary of KeyCorp.
4. I am not an officer or employee of KeyCorp.
5. I own stock in KeyCorp, which represents less than .1% of the outstanding shares of that company.
6. In connection with my commencement of service on RSU19 Board of Directors, I am providing notice of my association with KeyBank, and plan to withdraw from all decisions and deliberations related in any manner to matters related to my employer.

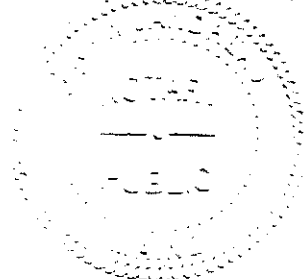
FURTHER AFFIANT SAYETH NAUGHT.

Joshua Kezer 
Joshua Kezer

Sworn to before me and subscribed in my presence this 8th day of October, 2019.

Darin Jandreau 
Notary Public

DARIN JANDREAU
NOTARY PUBLIC, STATE OF MAINE
MY COMMISSION EXPIRES MAY 03, 2024



Policy Committee Minutes
Central Office
October 22, 2019 6:30 PM

Members Present: Robin McNeil, Kenneth Kealiher, Ken Sands, Leland Youngberg

Members Excused: Charles Cossar, Celia Demos, Christopher Easton, Don Mendell

Others Present: Mike Hammer, Liz Mares, Maxine Pare, Scott Finnemore

I. Public Comment - None

II. Policies

A. Policy Review

1. JJIBB School Colors and Symbols
Logo was added, EDS changed to flying eagle, and colors were decided. Policy will be presented to the Board for a first reading.

2. GBGD Workers' Compensation Policy
Changes made from 48 hours to immediately, but no later than 24, and "incident" added. Policy is ready for a first reading by the Board.

3. ACAD Hazing
Committee has the draft policy and will review to discuss at their next meeting.

B. New Policies

1. IHBB Gifted and Talented Education
Liz will clarify the percentage of student population and the policy will be brought back to the next meeting.

III. Other

Dangerous Behaviors was presented to the Committee for review. Further work is being done with this policy by Penquis superintendents and Drummond and Woodsum.

IV. Adjournment

The meeting was adjourned at 7:20 PM

Respectfully submitted,

Mike Hammer
Superintendent of Schools

**FIRST
READING
OF
POLICIES**

WORKERS' COMPENSATION POLICY

The Board provides workers' compensation coverage for all employees as required by the Maine Workers' Compensation Act. It is the Board's policy that an employee shall notify their immediate supervisor immediately, but no later than within 48–24 hours of knowledge of a work related incident, injury or condition, by completing an Employee's Report of Injury form.

An employee becomes eligible for workers' compensation wage benefits following a compensable injury on the eighth day of lost time from work. Prior to reaching the eighth day, the employee may elect to receive available sick leave benefits. If the incapacity extends beyond fourteen days, workers' compensation benefits will become retroactive to the first day of incapacity. If such a condition occurs, the employee will reimburse the District for monies received from sick leave up to the amount received from workers' compensation lost time benefits and the employee's sick leave will be restored on a prorated basis. Thereafter, employees will not be eligible for workers' compensation lost-time benefits and sick leave for the same time periods.

Nothing in this policy shall be construed to impair or reduce benefits guaranteed to employees under the workers' compensation laws of the State of Maine, or applicable federal law.





Nothing in this policy shall be construed or applied to teaching staff covered by a negotiated contract in a way that reduces their vested contractual benefits.

1stReading:
Adopted:

SCHOOL COLORS AND SYMBOLS

The RSU 19 Board of Directors believes that the acceptance of school colors and symbols enhances school atmosphere and pride. It also provides a vehicle for individual school recognition.

Below are the approved individual school colors and symbols:

School	Colors	Symbol / Logo
Etna-Dixmont School	Red / White	Eagles 
Sebasticook Valley Elementary School	Burgundy / White	Wildcats 
Somerset Elementary School	Burgundy / White	Panthers 
Nokomis Regional Middle School	Burgundy / White	Warriors 

Nokomis Regional High	Burgundy / White	Warriors 
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Colors and symbols shall not change without Board approval.

**SECOND
READING
OF
POLICIES**

FREE AND REDUCED PRICE FOOD SERVICES

RSU 19 shall take part, as feasible, in the National School Lunch and other food programs that may become available to assure that all children for whom this School Board is responsible shall have the opportunity to receive proper nourishment.

Parents shall be advised that this program is available and eligibility criteria shall be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.

It shall be the policy in our schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent (or student, if emancipated). No student is to be denied food as a disciplinary measure. No student will be denied lunch or breakfast due to an unpaid bill.

The administration shall establish and publish, as appropriate, procedures that conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Legal Reference: 20-A MRSA § 6601 et seq.

THERAPY DOGS

The RSU 19 School Board supports the use of therapy dogs by teachers or other qualified school personnel or contracted services provider (“Owner”) for the benefit of its students subject to the conditions of this policy.

Definitions

Therapy Dog: A “therapy dog” is a dog that has been individually trained and certified to work with its Owner to provide emotional support, well-being, comfort, or companionship to school-aged students. Therapy dogs are not “service animals” as that term is used in the American with Disabilities Act. The dog must be well behaved and have a temperament that is suitable for interaction with students and others in a public school setting. Therapy dogs are personal property of the owner and are not owned by the School District.

Owner: An individual who owns the therapy dog and who guarantees the therapy dog has been properly trained, certified, vaccinated, and who insures the animal against all potential liabilities. An owner must be either an employee of the district or a contracted service provider. The owner is limited to having one trained therapy dog on school grounds at any given time.

Therapy Dog Standards and Procedures. The following requirements must be satisfied BEFORE a therapy dog will be allowed in school buildings or on school grounds within the RSU 19 schools:

Request: An Owner who wants to bring a therapy dog to school must submit a written request form to a principal and/or the superintendent for approval. The request must be renewed each school year. The request must also be renewed whenever a different therapy dog will be used.

Training and Certification: The Owner must submit the American Kennel Club’s Canine Good Citizen Certification or its equivalent as determined by the Superintendent. The certification must remain current at all times.

Health and Vaccination: The therapy dog must be clean, well groomed, in good health, housebroken, and vaccinated against diseases common to dogs. The Owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog’s current vaccinations from a licensed veterinarian.

Control: A therapy dog must be under the control of the owner through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog’s safe, effective performance of its work tasks. The therapy dog must be under the Owner’s control at all times.

Identification: The therapy dog must have appropriate identification identifying it as a therapy dog.

No Disruption: The therapy dog must not disrupt the educational process by barking, seeking attention, or any other behavior.

Health and Safety: The therapy dog must not pose a health and safety risk to any student, employee, or other person at school. A “health” risk may be defined to include both physical and mental health. The interpretation of what poses such a potential risk is left up to the building Principal or his/her designee and is not subject to appeal. A therapy dog will not be brought into a classroom if a student in that classroom has a documented allergy to the animal. It is the responsibility of the Owner to verify the absence of documented allergies by consulting with the school nurse.

Supervision and Care of Therapy Dogs: The Owner is solely responsible for the supervision and care of the therapy dog, including any feeding, exercising, and clean up while the animal is in a school building or on school property. The school district is not responsible for providing any care, supervision, or assistance for a therapy dog.

Authorized Area(s): The Owner shall only allow the therapy dog to be in areas within school buildings or on school property that are authorized by school district administrators.

Insurance: The Owner must submit a copy of an insurance policy that provides liability coverage for the therapy dog while on any school property in an amount determined by the Superintendent.

Exclusion or Removal from School: A therapy dog may be excluded from school property and buildings if a school administrator determines that:

1. A handler does not have control of the therapy dog;
2. The therapy dog is not housebroken;
3. The therapy dog presents a health and safety risk as defined above;
4. The therapy dog presents a direct and immediate threat to others in the school; or
5. The animals’ presence otherwise interferes with the educational process.

The Owner shall be required to remove the therapy dog from school premises immediately upon such a determination by school administration.

Allergic Reactions: If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the Owner of the animal will be required to remove the animal to a different location designated by the administrator.

Damages to School Property and Injuries: The Owner of a therapy dog is solely responsible and liable for any damage to school property or injury to personnel, students, or others caused by the therapy dog.

The School Board wishes to make clear that a student's access to a therapy dog is considered an educational opportunity/privilege, and not an educational right.

REGIONAL SCHOOL UNIT 19

TRANSPORTATION COMMITTEE MINUTES

October 29, 2019 5:30 PM

Superintendent's Office

Members Present: Jason Scholten, Mark Hansen, Kenneth Kealiher, Josh Kezer

Members Absent: Paul Carter, Mark Guzzi, Ken Sands, Paul Carter

Others Present: Mike Hammer, Dean Cray, Joe Chadbourne, Larry Novak

I. **Public Comment**

None

II. **Review of the Start of the School Year** and III. **Update of Bus Routes**

The start of the year has had a few hiccups; however, almost all of the runs have changed in some way due to the new configuration of schools. We have had a lot of bus repairs and that shows on the monthly financial statements. We will be having a new set of changes when the new Nokomis High is in session, this will have minimal impact on run start and end times. Dismissal from inside the buses on the middle level will be the same, we will need to see how the high school students will go. We do have the Newport and Corinna buses load last and they stage to arrive later.

We have had a lot of buses rusting out and that will be part of another agenda item. The Maine State Police inspection team is seeing this around the state. We had a few buses taken out of service in our inspection. We do have a few buses with the recall on the seats.

IV. **Bus Fleet Condition and Replacement Plans**

Joe, Dean and Mike presented an option to purchase buses through the Voltswagen rebate program. With this program, school districts can submit for approval at 20% to 30% of the cost of a bus and Voltswagen picks up the remaining amount of the pricetag. This would give us a boost for a couple of buses at a remarkably low amount. We will bring this financing option to the Finance Committee as well. Our fleet is aging quickly due to the rust and corrosion seen lately and our large number of buses to be placed on a replacement cycle. We travel 2,400 miles a day and around 420,000 miles a year in our fleet. This does not include special service, van runs, or private driver mileage.

V. Other - Larry Novak has been working on bus safety during early release time and other internal bus rodeos. We will work to get EZpass for our buses that travel on toll trips and we discussed fueling up procedures through our contract with AE Robinson.

VI. Adjournment

The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Mike Hammer
Superintendent of Schools