



**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING AGENDA**

*****TUESDAY, SEPTEMBER 15, 2020*****

Nokomis Regional High **Library 6:30 PM**

Join Zoom Meeting:

<https://zoom.us/j/95672650217?pwd=NFBIVk9GeTJWTHpxUWREOUtMeGhYZz09>

Dial: 1 646 558 8656

I. Opening of Meeting

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Minutes of August 18, 2020

*Action

II. Public Comment

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 September 8, 2020
- B. Building Committee September 9, 2020
- C. Education Committee September 1, 2020
- D. Policy Committee August 25, 2020

First Reading of Policies

- 1. GBO Family Care Leave
- 2. JLCC Communicable/Infectious Diseases

*Action

Second Reading of Policies

- 1. Campus Security Monitor
- 2. Dishwasher/Stocker

*Action

- E. Transportation Committee September 1, 2020
- F. Tri-County Vocational Meeting
- G. Negotiations Committee No Meeting
- H. Extra-Curricular Ad Hoc Committee No Meeting

- I. Resource Officer Ad Hoc Committee No Meeting
- J. Pandemic Ad Hoc Committee No Meeting

VI. Old Business - None

VII. New Business

- A. Employee Request for 1 Year Leave of Absence Without Pay *Action
- B. Recreation Departments Use of RSU 19 Playing Fields *Action
- C. Emergency Expenditures of CRF Funds *Action
- D. Staff Resignations *Action
 - 1. Danielle Martin Science NRH
 - 2. Morgan Mitchell Ed Tech I NRMS
 - 3. Sandra Gerry Ed Tech I NRH
 - 4. Gary Dumoulin Bus Driver
- E. Staff Nominations
 - 1. Kate Maccarone K-12 Behavior Specialist *Action
- F. Staff Appointments
 - 1. Laura Bissell Ed Tech III SOM
 - 2. Lisa Cianchette Bus Monitor
 - 3. Frances Macchi Bus Monitor
 - 4. Shelda Madigan Bus Driver
 - 5. Jeffrey Whitney Bus Driver
- G. Staff Transfers
 - 1. Isaac Walton Math to Science at NRH
 - 2. Food Service Transfers:
 - Amanda Fanjoy Server at NRH/MS to interim Cook at EDS
 - Stephanie Bridges Cook at EDS to interim Manager at SOM

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 (Virtual Meeting and In-Person)
August 18, 2020 6:30 PM

MEMBERS PRESENT: Corinna Caron, Christopher Easton, Mark Guzzi, Mark Hansen, Kenneth Kealiher, William McDonald, Robin McNeil, Veronica Nicholson, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson, Leland Youngberg

MEMBERS ABSENT: Excused: (2) Newport Vacancies and St. Albans Vacancy
Unexcused: Paul Carter, Celia Demos, Ryan Parker

TOTAL MEMBERS PRESENT: 688

TOTAL MEMBERS ABSENT: 310

OTHERS PRESENT: District Staff

***NOTE:** All votes recorded by roll call*

I. Opening of Meeting

A. Flag Salute was rendered.

B. Board Reorganization

1. Election of Chair
2. Election of Vice-Chair

A **motion** was made by Jason Scholten to nominate Chris Easton as Board Chair and **seconded** by Leland Youngberg.

A **motion** was made by Robin McNeil to nominate Chad Stratton as Vice-Chair and **seconded** by Mark Hanson.

A **motion** was made by Robin McNeil to cease nominations, **seconded** by Jason Scholten and **voted** unanimously.

It was **voted** unanimously to approve the nomination of Chris Easton as Board Chair and Chad Stratton as Vice-Chair.

1. Appointments to Committees (Discussion)
Board Members discussed the Committees.

C. Adjustments to the Agenda

VII. New Business

B. Staff Resignations add:

Danny York, Custodian, NRH / MS

D. Approval of Board Minutes

A **motion** was made by Jason Scholten to accept the Board Meeting Minutes from June 16, 2020, **seconded** by Robin McNeil and **voted** unanimously.

A **motion** was made by Robin McNeil to accept the Special Board Minutes from August 5, 2020, **seconded** by Jason Scholten and voted unanimously.

II. Public Comment - None

III. Reading of Communications

- A. Administrative Communications - Administrators are working on purchases with COVID Relief Funds and getting ready for school to open.
- B. Superintendent Communication - Mr. Hammer - An informational meeting for parents and community members will take place tomorrow evening via ZOOM. Participants will have an opportunity to ask questions.

IV. Reports

- A. Superintendent - COVID Relief Funds report, working to use these funds to assist in making the school year better for students and staff (Educational materials, playground equipment, busses, etc.).
- B. Board Chair
Committees and systems are working to identify a good source of information that is reliable.

V. Report of Special Committees

- A. Budget/Finance Committee August 11, 2020
Communication Presented by Joe Chadbourne
- B. Building Committee August 12, 2020
Communication Presented by Chad Stratton
- C. Education Committee August 4, 2020
Communication Presented by Kenneth Sands
- D. Policy Committee
Communication Presented by Robin McNeil
First Reading of Policies
 - 1. Campus Security Monitor
 - 2. Dishwasher/StockerA **motion** was made by Robin McNeil to accept the above job descriptions for first reading and to approve them as presented, **seconded** by Kenneth Sands, and **voted** unanimously.
Second Reading of Policies - None

- | | | |
|----|--|------------------------|
| E. | <u>Transportation Committee</u> | No Meeting |
| F. | <u>Tri-County Vocational Meeting</u> | No Meeting |
| G. | <u>Negotiations Committee</u> | No Meeting |
| H. | <u>Extra-Curricular Ad Hoc Committee</u> | No Meeting |
| I. | <u>Resource Officer Ad Hoc Committee</u> | No Meeting |
| J. | <u>Pandemic Ad Hoc Committee</u> | July 1 & July 15, 2020 |
- Communication Presented by Committee members

VI. Old Business

A. School Meal Prices for 2020 - 2021

A **motion** was made by Jason Scholten to increase 2020 - 2021 meal prices from \$2.70 to \$2.80 at the Elementary and Middle school level and from \$2.85 to \$2.95 at the High School level, **seconded** by Leland Youngberg and **voted**, 569 for, 119 against (Corinna Caron, Kenneth Sands, Chad Stratton). Motion passed.

VII. New Business

A. COVID Relief Funds Information

B. Staff Resignations

- | | | | |
|----|-------------------|-------------------|--------|
| 1. | Christopher Judge | Custodian | SOM |
| 2. | Crystal Jackins | French | NRH |
| 3. | Kristin Coulombe | Ed Tech II Sped | NRMS |
| 4. | Lance Schanck | Music | NRH |
| 5. | Julie McFarland | Math | NRH |
| 6. | Cynthia Lang | Ed Tech III Title | SOM |
| 7. | Fionna Bean | Cashier | NRH/MS |
| 8. | Danny York | Custodian | NRH/MS |

A **motion** was made by Robin McNeil to accept the above Staff Resignations, **seconded** by Chad Stratton, and **voted** unanimously.

C. Staff Nominations

- | | | | |
|----|----------------------|-------------------|------|
| 1. | Nicole Bosse | Grade 7 ELA | NRMS |
| 2. | Katherine Van Houten | Grade 2 | SVES |
| 3. | Cynthia Lees | French | NRH |
| 4. | Deborah Richardson | Business Teacher | NRH |
| 5. | Rita Vigneault | Special Education | NRH |
| 6. | Gianna Cialdea | Special Education | NRMS |
| 7. | Dean Neal | Music | NRH |
| 8. | Kyle Ravana | Science | NRH |
| 9. | Isaac Walton | Math | NRH |

A **motion** was made by Chad Stratton to accept the above Staff Nominations, **seconded** by Veronica Nicholson, and **voted** 623 for, 45 abstain (Bill McDonald). Motion passed.

D. Staff Appointments

1.	Catherine Hume-Packard	Ed Tech II Sped	SOM
2.	Cynde Glencross	Ed Tech II Sped	SOM
3.	Laura Angelo	Ed Tech II PK	SOM
4.	Shellie Graves	Cashier	NRH/MS
5.	Hollie Stedman	Server	NRH/MS
6.	Amanda Fanjoy	Server	NRH/MS
7.	Terri McEwen	Cook	NRH/MS
8.	Kelsey Merchant	Cook	NRH/MS

E. Staff Transfers

1. Megan Clukey, Cashier to Cook at NRH/MS

VIII. Future Agenda Items - no items were suggested.

IX. Next Meeting Dates

The next Board meeting date will be September 15, 2020 and the Policy Committee will meet on August 25, 2020.

X. Adjournment

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

Note Taker: Darcey LaPrade

Finance/Budget Committee Minutes
September 08, 2020
NRH In-Person & Virtual (Zoom) 6:30 PM

Members Present: Bill MacDonald, Robin McNeil, Corinna Caron, Mark Guzzi, Leland Youngberg, Veronica Nicholson

Members Absent: Ryan Parker, St. Albans Vacancy

Others Present: Mike Hammer, Joe Chadbourne, Ken Kealiher, Maxine Pare, Suzanne Nowinski, Liz Mares

I. **Public Comment** - None

II. **Financials**

August financial reports were distributed. It is very early in the fiscal year as we are just beginning the school year so not a lot of school year expenditures have been processed. Revenues and Expenditures are in line for this point in the fiscal year.

III. **CARES Funds**

Cares Relief Funds were discussed. The budget that was submitted to the DOE was discussed showing how we were planning to spend our Cares Relief Funds. The budget was approved by the DOE and we are now in the process of purchasing the approved goods and services.

IV. **Other**

Food Service was discussed and all students will be eligible for free meals due to the extension of the Summer Food Program. This will last until the end of December or until program funds are expended, whichever comes first. We also discussed the cost of providing free meals to all students outside of COVID. Estimated additional district cost would be roughly \$200,000. The audit is ongoing and we expect to receive any adjustments needed from the auditors soon. Financial software conversion is under way with a "go live" date of January 1st.

V. **Adjournment**

The meeting was adjourned at 7:05pm.

Respectfully submitted,

Joe Chadbourne, Business Manager

Education Committee Minutes

Tuesday, September 1, 2020, 6:30 PM

Virtual/In person Meeting

Members Present: Ken Sands, Mark Guzzi, Robin McNeil, Ryan Parker, Chad Stratton, Leland Youngberg, Jenny Watson

Members Excused: St. Albans Vacancy

Members Absent:

Others Present: Lori Merrow, Laura Donahue, Ken Keliher, Maxine Pare, Mike Hammer, Scott Finemore, Angela Brown, Melony Fitts

I. Public Comment - None

- II. Special Education and Covid-19** - Liz Mares presented the current planning for special education in the district under the Covid-19 guidelines. She presented the percentage of students who are choosing to go remote which is approximately 20%. She mentioned IEP meetings are still being held remotely, and that Child Find will continue with any necessary individual cognitive or achievement testing administered in person following social distancing and health and safety guidelines. She described what special education programming will look like for both in school and remote students, and how they will be assessed to determine new benchmarks in comparison with where they were when we stopped in school programming back in mid March, and that those students with significant regression may need extra programming to regain lost skills. Liz also described extra safety precautions that will be taken to reduce risk from COVID 19 exposure to staff during responses to students experiencing behavioral escalations. She mentioned the new recommendation from the Department of Education to create Individual Remote Learning Plans for students, which document what the remote students will receive, as this will differ from their IEP, which represents what a student will receive if it were normal, in person programming. This is recommended to enhance transparency and communication between the school and parents, but also is time consuming and increases paperwork on top of the usual IEP related paperwork.

We have hired a full time behavior specialist with an extensive background in supporting students with behavior challenges. Her name is Kate Maccarone and she is joining us from Florida.

- III. Update on Plan for 2020-21 School Year** - Mike presented an update on current activities surrounding the plan for return to school. We continue to receive updated information from the DOE, specifically a Standard Operating Procedure which Mike will share with the full board. Teachers are busy planning remote and in person instructional materials. It was noted by Mark Guzzi that it will be a lot of work to teach in person and take care of the remote learners. Angela and Laura gave some details on how the remote instruction planning is being delivered by multiple teachers at a grade level to balance some of the load while having one teacher to support each student. At the high school Mary is balancing more synchronous learning within each content. We will continue to enrich our remote learning over the remaining professional development days and provide more detail on what will be happening on Wednesdays for our learners. Extra curricular activities and fall sports were discussed in light of the letter from DHHS and the Department of Education to the Maine Principals Association. We will convene the ad hoc extracurricular committee to discuss this in the near future.

- IV. Future Agenda Items** - Assessment of outdoor learning opportunities in the system, how the performing arts are supporting students under the Covid-19 guidelines

- V.** The meeting was adjourned.

Respectfully submitted,

Mike Hammer, Superintendent

Policy Committee Minutes
NRHS Room H131 and Virtual
August 25, 2020 6:30 PM

Members Present: Robin McNeil, Celia Demos, Christopher Easton, Kenneth Kealiher, Ken Sands, Leland Youngberg

Members Excused: Veronica Nicholson, St. Albans Vacancy

Others Present: Mike Hammer, Maxine Pare

I. Public Comment - None

II. Policy Review

- A. GBN Family and Medical Leave
No changes are needed to this policy and it will be noted as reviewed by Committee.

- B. GBN-R1 Family and Medical Leave Act (FMLA) Administrative Procedure
- C. GBN-R2 Maine Family Medical Leave Administrative Procedure
RSU 19 and MSMA sample procedures were reviewed. The Committee wanted to see the changes incorporated into the existing policies. They will be brought back at the next meeting.

- D. GCC Employee Leaves and Absences
No changes are needed to this policy and will be noted as reviewed by Committee.

- E. GBO Family Care Leave
Employment was changed to District policy in the second paragraph. A typo was corrected to change 480 to 40 hours of paid leave. Policy is ready for first reading by the Board.

- F. JLCC Communicable/Infectious Diseases
Policy changes were made to reflect language in MSMA's policy and this is ready to be presented to the Board for a first reading.

III. Other - None

IV. Adjournment

The meeting was adjourned.

Respectfully submitted,

Mike Hammer
Superintendent of Schools

**FIRST
READING
OF
POLICIES**

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~~ District 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:

- A. “Employer” means a public or private employer with 25 or more employees.
- B. “Immediate family member” means an employee’s child, spouse or parent.
- C. “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 ~~480~~ 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 consistent with the 12-month period identified for the school unit’s administration of the Family Medical Leave Act (FMLA).}

An employee is not entitled to use paid leave until that leave has been earned. Any employee electing to take Family Care Leave must apply such leave against available paid personal leave and if personal leave is exhausted, against paid sick leave until all paid leave available has been exhausted, except as otherwise provided in applicable collective bargaining agreements.

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

COMMUNICABLE/INFECTIOUS DISEASES

Teachers shall be alert to signs of illness and communicable disease and refer students who show such symptoms to the school nurse.

~~All students under quarantine shall be excluded from school and school activities. Quarantine regulations established by the Bureau of Health shall be observed. The school nurse shall be responsible for notifying the local health department of all students having a communicable disease as required by law and Department of Education rules. The building Principal shall be notified of all communicable disease cases and contacts in the school.~~

The Superintendent/school nurse shall be responsible for notifying the Maine Center for Disease Control and Prevention (CDC) of any student suspected of having a communicable disease, the occurrence of which is required to be reported pursuant to law and/or Maine Department of Health and Human Services (DHHS) rules.

The building principal will be notified when a report of communicable disease has been made.

Any student for whom the CDC has prescribed isolation or quarantine shall be excluded from school and school activities.

Students who have other types of communicable diseases shall be excluded from school and school activities as prescribed by law, or shall observe other protective procedures according to recommendations issued by the school physician/school health advisor/school nurse.

The Superintendent is encouraged to consult with the school nurse if a teacher informs the Superintendent that he/she has reason to believe that a student is a public health threat due to a communicable disease.

~~The Center for Disease Control (CDC) recommendation states students/staff may return to school after they have been fever free for 24 hours without the use of fever reducing medications.~~

~~When a student returns to school after having had a communicable disease, a certificate from the attending physician is required.~~ A certificate from the student's health care provider shall be required before a student who has had a "notifiable" communicable disease may return to school or participate in school activities. The building principal and/or the school nurse must give permission before the student is readmitted to class.

Legal Reference: 5 MRSA § 19201 et seq.
20-A MRSA §§ 1001(11)(A), 6301
22 MRSA §§ 801, 802, 806, 823, 824
Maine Dept. of Health and Human Services Rule Ch. 258(2015)

1st Reading:
Adopted:

**SECOND
READING
OF
POLICIES**

REGIONAL SCHOOL UNIT 19

JOB DESCRIPTION

TITLE: **Campus Security Monitor**

LOCATION: Nokomis Regional High / Middle School

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Maine authorization as an Ed Tech I (or higher).
3. Ability and interest in supervising young people.
4. Ability to make good judgments relative to student and visitor behavior.
5. Ability to follow safety and security protocols established by school Administrators.
6. Ability to interact with campus visitors in support of safety and security.
7. Evidence of training (or willingness to obtain training) on diffusion techniques. Ability to diffuse potentially contentious and or harmful situations.

REPORTS TO: Building Principal(s)

JOB GOAL: To assist with campus safety and security through the monitoring of student and visitor behavior and the following of established security protocols.

PERFORMANCE RESPONSIBILITIES:

1. Ensures the safe crossing of students to and from the student parking lot at arrival and dismissal.
2. Monitors the main entrance(s) during arrival and dismissal.
3. Communicates frequently with other security personnel.
4. Communicates with the main office regarding the dismissal of students during the school day.
5. Performs security sweeps of the campus and exterior doors during the school day.
6. Monitors campus visitors to help ensure that safety and security practices are followed.
7. Responds as directed by administration to other matters of safety and security during the school day.
8. Ability to deescalate potentially dangerous and or harmful situations.

9. Performs such other duties, consistent with this position, as may be assigned by the Principal or designee (IEP meetings, Safety Committee meetings, etc).

PHYSICAL QUALIFICATIONS:

1. Visual acuity to include color, depth perception & field of vision with/without correction.
2. Sufficient auditory function to hear phones, pager, instrument and/or system alarms.
3. Ability to communicate verbally with others - including phone and radio equipment.
4. Manual dexterity in the operation of a computer.
5. Ability to sit or stand for prolonged periods of time.
6. Ability to complete repetitive motions including bending, stooping, reaching, jogging, running and walking
7. Ability to lift 40-50 pounds.

TERMS OF EMPLOYMENT: Hourly rate to be established by the Board and work year up to 181 days (or as established by the Board).

EVALUATION: Performance of this job will be evaluated annually by the Building Principal(s)

Note: This job description is subject to ongoing review and/or revision.
Updated 6/24/20

REGIONAL SCHOOL UNIT 19

JOB DESCRIPTION

TITLE: **Dishwasher/Stocker**

QUALIFICATIONS: 1. High School Diploma
2. Knowledge of procedures used in food sanitation
3. Demonstrated aptitude for assigned responsibilities

REPORTS TO: Senior Kitchen Manager

JOB GOAL: To maintain the cleanliness of the kitchen by thoroughly cleaning and sanitizing meal trays and serving equipment in an atmosphere of efficiency and support. To assist in the receiving and storage of delivered food supplies.

PERFORMANCE DUTIES AND RESPONSIBILITIES:

1. Assists in the daily cleanup of the dishwashing and service areas. Wash and sanitize all trays, pots, pans, counters, dish machines, food service and ware washing areas.
2. Performs major cleaning of dishwasher, storerooms, and pulper room at regularly scheduled intervals as designated by the Senior Kitchen Manager.
3. Assumes responsibility for disposal of unused foods.
4. Assists in receiving and storage of food and supply deliveries – lifting of cases up to 40 lbs. using the buddy system if over 40 lbs.
5. Retrieving food stock from refrigerators and freezers and bringing into the kitchen for preparation. Rotates stock on shelves in freezer, cooler, and dry storeroom as deemed necessary by the Senior Kitchen Manager.
6. Attends all training required for employment.
7. Obtains CHRC Certification and any other credentials that may become necessary for employment.
8. Completes such other duties and such other responsibilities as may be required by the Senior Kitchen Manager and/or Director Child Nutrition.

EQUIPMENT USED:

All hand and power equipment necessary for the practice of ware washing and sanitation.

All hand and pushed equipment for the moving of food supplies to include, but not limited to dish washer, ware washing equipment and dispensers, pulper equipment, hand trucks and dollies.

WORKING CONDITIONS:

Mental Aspects:

calculating, implementing, communicating, assisting

Physical Aspects

operating (hand & power equipment)
connecting (equipment to power sources)
lifting (maximum of 40 lbs.)
pulling

Environmental Conditions

inside/outside
slippery surfaces
work around moving objects
works alone/with others
heat/cold (dishwasher/freezer)

TERMS OF EMPLOYMENT: Hourly rate and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Senior Kitchen Manager and/or Director of Food Services.

Note: This job description is subject to ongoing review and/or revision.
Updated 6/24/20

REGIONAL SCHOOL UNIT 19

TRANSPORTATION COMMITTEE MINUTES

September 1, 2020 6:30 PM

Nokomis Music Room

Members Present: Jason Scholten, Mark Hansen, Ken Kealiher, Jennifer Watson

Members Absent: Paul Carter **Members Excused:** Mark Guzzi

Others Present: Mike Hammer, Dean Cray, Maxine Pare

I. Public Comment

None

II. Transportation Update 2020-21

Dean has gone over bus times for all routes and is continuing to work on the last few runs for the students that will be taking district transportation. He feels we can follow last year's pick up and drop off times by using an earlier dismissal time at the middle/high school, this will begin around 2:10. He has also looked at central location pickup for Tri County students on Wednesdays. All other days, Tri County students will have regular transportation. We have one bus dedicated to daycare students, this route was taken from the runs around Somerset due to fewer students taking the bus. We will have to continue to watch the runs carefully, students cannot randomly change runs; however, families can have flexible drop off/pickup at predetermined locations throughout the week.

We have 4 new buses on the way. One is the VW replacement bus, one is from CRF funds, and two are in the regular budget. We also have two vans, all of these buses should be here by December. This will be a tremendous boost to our fleet.

- III. **Other** - We have a request for a kindergarten/pre K student to be picked up on Blaisdell road in Newport. This will be a temporary pick up as the students are in Pre-K and Kindergarten.

IV. Adjournment

The meeting was adjourned at 6:26 pm.

Respectfully submitted,

Mike Hammer, Superintendent