REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING

******October 18, 2016******

NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM

I. Opening of Meeting

A. Flag Salute
B. Adjustments to Agenda
C. Approval of Board Minutes *Action
   1. September 20, 2016 Regular Board Meeting
   2. October 5, 2016 Special Board Meeting
   3. October 11, 2016 Special Board Meeting

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. Report of Special Committees

A. Budget/Finance Committee October 5 & October 11, 2016
B. Building Committee October 12, 2016
C. Education Committee October 4, 2016
D. Policy Committee September 27, 2016
   1. First Reading of Policies
      a. CCAD Finance/Budget Chart
      b. CGC Adult Education
      c. DICA GASB54 Fund Balance
         Committee Recommends to Delete
      d. DIE Audits/Financial Monitoring
      e. DJA Purchasing Authority
      f. DJH Purchasing & Contracting: Procurement Staff Code of Conduct
      g. DLB Tax Sheltered Annuities
      h. DN School Properties Disposition
      i. EFD Hot Lunch Credit

   2. Second Reading of Policies
      a. ADC Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession

b. ADC-R Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession Administrative Procedure
c. ADC-R1 Discipline Guidelines K-12
d. GBGAB Possession of Medication by RSU 19 Employees

E. Transportation Committee N/A
F. Warrior Education Foundation Com. N/A

V. Old Business - None

VI. New Business

A. Board Professional Development with Dale Douglass, Interim Executive Director at Maine School Management Association
B. Staff Resignations - Informational
C. Staff Nominations *Action
D. Staff Appointments – Informational
   1. Cameron Arcidi – Administrative Assistant Adult Ed (2 days wk)
E. Staff Transfers - Informational
F. Title 1 Coverage *Action
G. TIF Coordinator *Action

VII. Reports

A. Superintendent
B. Board Chair

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 postponed until the following evening, or as announced with the district's closure release.

REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING MINUTES

September 20, 2016

MEMBERS PRESENT: Jennifer Watson, Corinna Caron, Paul Carter, Samantha Brown, Christopher Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, Chris Pepin, William McDonald, Robin McNeil, Don Mendell, Chad Stratton, Kenneth Sands, Jason Scholten

MEMBERS ABSENT: Shawn Coots, Winn Price, Jody Mullis, Erik Stitham

TOTAL MEMBERS PRESENT: 775
TOTAL MEMBERS ABSENT: 223

Others Present: RSU #19 Staff, Teachers, Community members and Students

I. **Opening of Meeting**

A. Flag Salute was rendered.

B. Adjustments to Agenda

VI. New Business

C. Staff Nominations add:

6. Jennifer Gagne, Assistant Director of Special Services

D. Staff Appointments add:

12. Sandra Gerry, SPED Ed Tech I

Add:

E. MSBA Delegate Representative and Alternate

C. Approval of Minutes

A **motion** was made by Fred Hickey, to accept the minutes from August 16, **seconded** by Kenneth Sands and **voted** 704 for, 71 abstained (Don Mendell). Motion passed.

A **motion** was made by Fred Hickey, to accept the Special Board Meeting minutes from August 30, **seconded** by Kenneth Sands and **voted** 670 for, 105 abstained (Paul Carter, Don Mendell). Motion passed.

II. **Public Comment** – Several parents and community member spoke to their concerns about Transgender bathroom and locker rooms.

III. **Reading of Communication**

A. Administrative Communication – Communication presented.

B. Superintendent / Board Communication – Communication presented.

IV. **Report of Special Committees**

A. Budget/Finance Committee September 13, 2016
Communication presented.

B. Building Committee September 14, 2016
Communication presented. Next meeting October 12 at Hartland Consolidated School.

C. Education Committee September 6, 2016
Communication presented. Welcome to Sherri Gould as the new District Steering Committee Leader .

D. Policy Committee August 30, 2016
Communication presented.

1. First Reading of Policies
GBGAB Possession of Medication by RSU 19 Employees
Policy was accepted for a first reading.

2. Second Reading of Policies
EEAEA Student Transportation Driver Requirement, Training & Responsibilities
A **motion** was made by Christopher Easton to accept EEAEA as written, **seconded** by Fred Hickey and **voted** 659, 116 abstain (Corinna Caron, Jason Scholten). Motion passed.

3. Policies Re-Affirmed
   a. ADC Electronic Cigarettes / Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession
   b. ADC-R Electronic Cigarettes / Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession Administrative Procedure
   c. ADC-R1 Discipline Guidelines K-12

   The above ADC documents were accepted for a first reading.

   d. JICH Drug and Alcohol use by Students
   A **motion** was made by Fred Hickey to Re-Affirm Policy JICH, **seconded** by Christopher Easton and **voted** 741, 34 abstain (Paul Carter). Motion passed.

   e. JJIC Co-Curricular Policy Standards and Conduct for Participation
   A **motion** was made by Fred Hickey to Re-Affirm Policy JJIC, **seconded** by Kenneth Sands and **voted** 576, 135 against (Samantha Brown, Don Mendell) 64 abstain (Jason Scholten). Motion passed.

4. Email regarding Transgender Issues
A **motion** was made by William McDonald to send the email regarding transgender issues back to the Policy committee for further review, **seconded** by Fred Hickey and **voted** 534 for, 205 against (Paul Carter, Samantha Brown, Susie Hopkins, Don Mendell), and 36 abstained (Christopher Easton). Motion passed.

E. Transportation Committee No meeting

F. Warrior Education Committee No meeting

V. **Old Business**

A. Ban Update – Communication presented.

VI. **New Business**

A. Superintendent's Goals – Discussion
Goals were reviewed.

B. Staff Resignations - Informational
1. Brenda Foss Pre-K Ed Tech II, HCS Personal
2. Jessica Freeman Sped Ed Tech III, N/P Accepted another position

Note: Two Ed Techs that were hired chose to take other positions: Tiffany Young-Poindexter and Ryan Pelletier.

C. Staff Nominations
1. Nathan Dana Grade 3 HCS
2. Duaine Adkins Math 7/8 SOM
3. Crystal Dutil Math 5/6 SOM
4. Beth Borden Grade 1/2 HCS
5. Izaak Bolduc PE – 2.5 Days/Wk. CES

A **motion** was made by Kenneth Sands to accept the Staff Nominations as a block, **seconded** by Fred Hickey, and **voted** 741for, 34 against (Paul Carter). Motion passed.

6. Jennifer Gagne, Assistant Director of Special Services

A **motion** was made by Fred Hickey to accept the Nomination of Jennifer Gagne as Assistant Director of Special Services, **seconded** by Kenneth Sands and **voted** 704 for, 71 against (Jennifer Watson). Motion passed.

D. Staff Appointments – Informational

1. Izaak Bolduc	Sped Ed Tech III – 2 Days/Wk.	CES
2. Maggie Rancourt	Sped Ed Tech II	SEB
3. Brian Dougeneck	Sped Ed Tech III	N/P
4. Marie Webb	Sped Ed Tech III	SOM
5. Skip Walsh	Sped Ed Tech III	HCS
6. Donna Hammond	Title Ed Tech III	N/P
7. Marisa Bradford	Pre-K Ed Tech II	HCS
8. Daniel Young	Technology Technician	District
9. Stephanie Bridges	Cook	EDS
10. Kelly Nickerson	Spare Bus Driver	
11. Charles Scharf	Mechanic	

E. Staff Transfers - Informational
1. Jennifer Massow Title Ed Tech III at N/P to Long-Term Sub Gr. 3 STAL
2. Ben Jacobson Cook at EDS to Manager at SOM
3. Beatrice Osborne Manager at SOM to Manager at HCS

VII. **Reports**

A. Superintendent

1. MSMA Fall Conference – October 27 & 28

A **motion** was made by Kenneth Sands to elect Robin McNeil as the representative to the Delegate Assembly at the MSMA Fall Conference, **seconded** by Fred Hickey and **voted** unanimous.

A **motion** was made by Christopher Easton to elect Samantha Brown as the alternate representative to the Delegate Assembly for the MSMA Fall Conference, **seconded** by Fred Hickey and **voted** unanimous.

B. Board Chair – Communication Presented.

VIII. **Future Agenda Items**

A. Training on how to run and operate a moderated meeting.

IX. **Next Meeting Dates**

A. October 5, 2016 Special Board Meeting
B. October 18, 2016 Regular Board Meeting

X. **Adjournment**

The meeting was adjourned at 8:50 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' SPECIAL MEETING MINUTES
October 5, 2016

MEMBERS PRESENT: Samantha Brown, Corinna Caron, Paul Carter, Shawn Coots, Christopher Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Jody Mullis, Christopher Pepin, Winn Price, Kenneth Sands, Jason Scholten, Eric Stitham, Chad Stratton, Jennifer Watson

MEMBERS ABSENT: Shawn Coots, Winn Price, Jason Scholten, Eric Stitham

TOTAL MEMBERS PRESENT: 763
TOTAL MEMBERS ABSENT: 235

Others Present: Mike Hammer and Don Roux

I. Opening of Meeting

A. Flag Salute was rendered.

II. Student Disciplinary Matter

A. The Board will go into Executive Session to discuss a student disciplinary matter pursuant to 1 M.R.S.A. § 405 (6) (B)
A **motion** was made by Chris Easton to enter into Executive Session at 6:34 pm for a student Disciplinary Hearing pursuant to 1 M.R.S.A. 405 § (6) (B), **seconded** by Fred Hickey and **voted** unanimously. The Board returned to open session at 7:05 pm. No action taken.

B. The Board will go into Executive Session to discuss a student disciplinary matter pursuant to 1 M.R.S.A. § 405 (6) (B)
A **motion** was made by Corinna Caron to enter into Executive Session at 7:05 pm for a student Disciplinary Hearing pursuant to 1 M.R.S.A. 405 § (6) (B), **seconded** by Evelyn Hickey and **voted** 763 for, 71 abstained, (D. Mendell). Motion passed. The Board returned to open session at 7:10 pm.

A **motion** was made by Chris Easton to continue the student's suspension until the Board hearing on October 11, 2016, **seconded** by Ken Sands and **voted** unanimously.

III. The meeting was adjourned at 7:11 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' SPECIAL MEETING MINUTES

October 11, 2016

MEMBERS PRESENT: Samantha Brown, Corinna Caron, Christopher Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Winn Price, Kenneth Sands, Jason Scholten, Jennifer Watson

MEMBERS ABSENT: Paul Carter, Shawn Coots, Jody Mullis, Christopher Pepin, Erik Stitham, Chad Stratton

TOTAL MEMBERS PRESENT: 708
TOTAL MEMBERS ABSENT: 290

Others Present: Mike Hammer, Staff, and Community Members

I. Opening of Meeting

A. Flag Salute was rendered.

II. Public Comment

Kelly Burns, Literacy Coach at EDS and the District Literacy Coach, spoke on the importance of moving forward and having the Coach position remain at the Newport/Plymouth School.

III. New Business

A. The Board will go into Executive Session to discuss a student disciplinary matter pursuant to 1 M.R.S.A. § 405 (6) (B)

A **motion** was made by Ken Sands to enter into Executive Session at 7:05 pm for a student Disciplinary Hearing pursuant to 1 M.R.S.A. 405 § (6) (B), **seconded** by Evelyn Hickey and **voted** unanimously. The Board returned to open session at 7:45 pm.

A **motion** was made by Ken Sands to accept the administrative recommendations for the student to return to school, **seconded** by Fred Hickey and **voted** unanimously.

B. Certify Results of Referendum Vote of September 27, 2016

A **motion** was made by Fred Hickey that the Computation and Declaration of Votes dated October 11, 2016 and attached hereto be approved; that the Computation and Declaration of Votes be entered upon the records of Regional School Unit 19; and that a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit, **seconded** by Evelyn Hickey and **voted** unanimously.

C. Consideration of Superintendent/Finance Committee Recommendations to Proposed Budget for 2016 – 2017

A **motion** was made by Fred Hickey to approve the proposed budget for 2016 – 2017 and **seconded** by Corinna Caron.

A **motion** was made by Bill MacDonald to amend the motion to add $78,000 for Literacy Coach back into the budget, **seconded** by Ken Sands and **voted** 126 for and 582 opposed (Samantha Brown, Corinna Caron, Christopher Easton, Evelyn Hickey, Fred Hickey, Robin McNeil, Don Mendell, Winn Price, Jason Scholten, Jennifer Watson). Motion failed.

The original motion to approve the budget was **voted** 672 for and 36 opposed (Susie Hopkins). Motion passed.

D. Approval of Third Attempt for Regional Budget Meting and Validation Referendum Dates and Signing of Warrants

A **motion** was made by Ken Sands that the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Validation Referendum and to Authorize the Notice of Amounts Adopted," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting, **seconded** by Corinna Caron and **voted** unanimously.

VOTE TO CALL AND APPROVE THE WARRANTS FOR THE BUDGET MEETING
AND THE VALIDATION REFERENDUM
AND TO AUTHORIZE THE NOTICE OF AMOUNTS ADOPTED

VOTED: That the warrant for the Regional School Unit No. 19 (the "Regional School Unit") Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for October 19, 2016 for the purpose of voting on the annual budget for the Regional School Unit for the 2016-2017 fiscal year;

That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for November 8, 2016 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2016-2017 fiscal year; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on October 19, 2016, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the November 8, 2016 Regional School Unit budget validation referendum.

E. Board Members were informed that some towns were asking for reimbursement of costs associated with the RSU 19 referendums.

A **motion** was made by Susie Hopkins to not reimburse the RSU 19 towns for the costs of RSU 19 referendums, **seconded** by Ken Sands and **voted** 656 for and 52 opposed (Corinna Caron). Motion passed.

IV. The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

Finance Committee Meeting
DATE: October 5, 2016, 7:15 PM
LOCATION: Nokomis Regional High School

Members Present: Robin McNeil, Susie Hopkins, Evelyn Hickey, Corinna Caron, Samantha Brown, Bill MacDonald, Don Mendel

Staff Present: Mike Hammer, Trish Hayes

1. Public Comments: None

2. 2016 – 2017 Budget:
   Mr. Hammer passed out a list of changes to employees benefits since the FY17 budget was originally created. Mike explained that we don't know during the budget preparation process who will be making lifestyle changes that will reflect in increases to the budget in the coming year. The changes listed reflect newly awarded advanced degrees, changing or adding insurance coverages and corrections to salary steps. The open enrollment period for the RSU is during the months of May and June for July and September effective dates. The budget process is completed before the open enrollment period so this will be an on-going issue. Mike will include language in the next teacher's contract that will require prior notice of an advance degree so that we can budget accordingly.

   Mike handed out a sheet prepared by the high school athletic director which listed the cost for transportation, coaching and officials for each of the sports offered at the school. The list contained the number of participants in each sport and a cost per student which ranged from $226 per student to $764. Members of the Board and public had requested this information.

   Mike reviewed and discussed the list of additional potential cuts. He explained that he had worked closely with all administrators whose programs would be effected by the cuts listed and all were in support of the cuts. Mike explained that there is both risk and reward connected to all of the proposed cuts.

   The Committee considered each item on the list of potential cuts. Each member was asked to vote on each item. The final results are listed below:

Draft Draft Draft Draft

Suggested reductions for consideration by budget committee

$5,000 High school officials **CUT**
$6,000 High school athletic supplies **CUT**
$5,000 Athletic inservice fees **CUT**
~~$10,000 Special Education contingency~~
$25,000. Bus fuel **CUT**
$7,250 Tech equipment – Sebasticook **CUT**
$78,000 Coach to Specialist - Newport Elementary **CUT**

~~$100,000 FY16 Revenue Gap Relief (I'm not sure what Ray called it)~~
$6,000 Savings in Penquis CAP (three year olds filling unused spaces) **CUT**
~~$15,000- Books Special Services - choosing not to purchase new Aspire curriculum~~
$12,000 Special Services In-Service - teacher chosen workshops **CUT**
$20,000 Special Services Professional Services - hired speech instead of teleprompter services **CUT**
$7,000 POS software (point of sale) **CUT**
$6,333.00 Tech Equipment – Corinna **CUT**
$4,200.00 Tech Equipment – Hartland **CUT**
$5,000 Tech Equipment - St Albans **CUT**
~~**10/5/16 Total: 311,783.00**~~
CUTS AGREED TO 10/5/16 $186,783.00

3. The Committee agreed to move forward with a referendum ballot with the National election on November 8, 2016.

4. Adjournment – 8:50 PM

Respectfully submitted,

Trish Hayes, Business Manager

RSU 19

Education Committee Minutes

Tuesday, October 4, 2016

6:30 pm. Nokomis Library

Members Present: Ken Sands, Samantha Brown, Susie Hopkins, Robin McNeil, Don Mendell, Chad Stratton

Members Absent: Paul Carter, Winn Price

I. **Public Comment** - None

II. **Guidance Presentation** - Leilani Cyr gave a student led presentation on college entrance/admissions process requirements as they relate to the Extra-Curricular activities. Thomas, EMCC, Husson, Orono, Maine Maritime Academy, The University of Maine, and Georgetown University admissions were consulted for her information. The top four (4) things schools of higher education look for are: 1) Well rounded students, 2) Grade Point Average, 3) Employment prior to college, 4) Student Aptitude Test. Based on Bowdoin College Admissions process; students who participate in extracurricular activities including dance, drama, clubs, groups, athletics, have part time employment, and other civic involvement move up in the applicant pool based on participation in a well-rounded school experience. At Georgetown University one of our students was selected based on a "unique course selection and quality of her essay". Skills schools are looking for are; initiative, time management, leadership, and the ability to collaborate. We teach these things in our programs at Nokomis.

Maintaining our extracurricular offerings is important. At the high school teachers will try to help find a way to make a club or group happen if there is enough interest. The list of options was stated as well as some new clubs like an engineering club. It is important to have the right advisor for the activity to be sustained and successful. It might be helpful to do a survey to see how many of our student are participating in an extracurricular activity or have over the course of their high school career.

Admissions process is becoming more competitive and we need to prepare our students for the rigor that is to come. Presently, 42% of career require an associate's degree or higher and that figure rises to 55% by 2020.
Schools are moving to an extracurricular participation requirement in order to give their students the competitive advantage and the benefits of participation.

III. **Drama/Show Choir Presentation** - Lisa Neal presented on her program indicating the classes she instructs during the day and the number of student she teaches over the course of the day, presently 100 or so. Stagecraft has been a new addition to Theatre I and II, and several other electives. Stage Craft meets the needs of the students that may not want to be in the bright lights; however, want to be involved. Students design, build, problem solve and use other lifelong skills in this class to support the presentations, it has been a success.

Many students presented at the meeting indicating the impact participating in Drama or Show Choir has had on their lives. Alyssa Stankaniz, Makenzie Sands, Lacey McDonald and Kayla Cosmo spoke eloquently regarding the transformation they have experienced through participation in an activity that they may not have chosen when all things are considered.

Students develop critical thinking, public speaking, problem solving, and develop confidence as was clearly articulated through student comments in writing or presented to the Committee.

The department is working on a grant to build 4 to 5 life size puppets. This has been a cross curricular endeavors with the Anatomy, Visual Arts, and Stagecraft working together to build the prototype puppet. Mr. Sands has been mentoring some of the students. With the development of the first puppet, Ms. Neal will know what to put into the grant for equipment and supplies.

Ms. Neal commended the forethought of the past board/administration in creating the drama, show chorus programs. Current and former students have benefited in numerous ways from being involved.

IV. The 2016 **NWEA and SAT** data was presented by the administrative team. There is a variety of data presented and many ways to use the information. The SAT is a new version and a conversion for cut off score has not been determined by the Department of Education as of yet. The NWEA is a diagnostic tool to inform instruction and not a great tool to use for comparison of a school over time. We use it to create content area groupings of students and to individual student growth goals. It was stated that further professional development would be helpful for the teachers.

Chad Stratton asked if/how it was going to be budgeted for in the future without TIF. Mike Hammer indicated that it needs to be a budget item and held as a non-negotiable tool that we use with our teachers.

Ellen Surprenant indicated that this is not a true way to gauge student or school success; we used to use interior measurements and this is better, but to be taken with a cautious approach.

Don Mendell indicated his frustration with the minutes not being on the web site. Samantha indicated that they were in the last board packet. Mike Hammer will work to get the minutes on the site as soon as possible. Minutes are not posted to the web site until the following month, after the Board meeting where Board minutes are approved and Committee minutes are reviewed by the full Board, to be sure that accurate information is posted.

V. **Discuss/Planning and Goals for Ed. Committee and Curriculum**

Mike Hammer indicated that he had met with Curriculum Steering Committee and would like to see that Committee and the District Steering Committee build some goals and show them to the Education Committee in order to continue the work they have started. The work is a “work in progress” and won’ be “done”. Sherri Gould is the Curriculum Steering Committee Chair, not the curriculum coordinator.

VI. **Other**

Ken Sands asked how the Education Committee could support the budget vote and how the members could go to their towns in order to work together. Also, the Budget and Education Committees could work together.

The Committee had a short budget discussion.

VII. Items for next meeting

a. Students not in school
b. Alternative Education
c. Kindergarten Jumpstart

Don Mendall asked how we present biblical information in content area classes. Could there be a presentation on the biblical information and its relation to the underpinning of Western Civilization and or some reference to how teachers present connections scripture to students. This was in relation to some of the material drama students were studying through script reading that they then could relate to much better in content/traditional education classes.

VII. The meeting was adjourned.

Respectfully submitted,

Mike Hammer
Superintendent of Schools

REGIONAL SCHOOL UNIT 19
POLICY COMMITTEE MEETING MINUTES
September 27, 2016

Committee Members Present: Samantha Brown, Paul Carter, Chris Easton, Don Mendell, Jody Mullis
Others Present: Mike Hammer, Robin McNeil, Trish Hayes, Maxine Pare

I. Public Comment - None

II. Policy Review

The Committee decided, by consensus, that all future policies being reviewed will be presented to the Board for a first and second reading, and will eliminate reaffirmation of policies.

A. Policies from previous meeting(s):

1. CBI — Evaluation of Superintendent
   The Committee will hold a workshop to develop a procedure and form for the evaluation of the Superintendent.

2. CCAD — Finance/Budget Chart
   The chart was revised by removing Assistant Superintendent and adding Adult Ed, Central and Business Offices. Chart will be presented to the Board.

B. Policies

1. CGC — Adult Education
   Vocational skills was replaced by work force training, alternative secondary programs was replaced by other high school completion, and the paragraph on petty cash was deleted. Policy will be presented to the Board.

2. DICA — GASB54 Fund Balance
   The Committee will recommend for the Board to delete this policy.

3. DIE — Audits/Financial Monitoring
   The Committee removed the section of additional auditor duties and terms of reference, and the very last sentence. Policy will be presented to the Board.

4. DJ — Purchasing
   The Committee will come back to this policy after reviewing bidding policies.

5. DJA — Purchasing Authority
   The word procurement was replaced by purchase, principal was replaced by administrator, and the last sentence of the second paragraph was deleted. Policy will be presented to the Board.

6. DJH — Purchasing & Contracting: Procurement Staff Code of Conduct
   This is a required policy and the Committee added the section on Staff Gifts and Solicitations. Policy will be presented to the Board.

7. DLB — Tax Sheltered Annuities
   No changes were made after reviewing this policy and it will be presented to the Board.

8. DN — <u>School Properties Disposition</u>
No changes were made after reviewing this policy and it will be presented to the Board.

9. EFD — <u>Hot Lunch Credit</u>
No changes were made after reviewing this policy and it will be presented to the Board.

The following polices were tabled until the next Policy Committee meeting:

10. JJF — Student Activities Funds Management
11. JLCD — Administering Medication to Students
    1. Medical Marijuana in Schools
    2. JLCD Sample Policy that includes Medical Marijuana
12. KBFA — Elementary/Middle Level School Title 1 Parent Involvement

III. Other
None

IV. Adjournment
The meeting was adjourned.

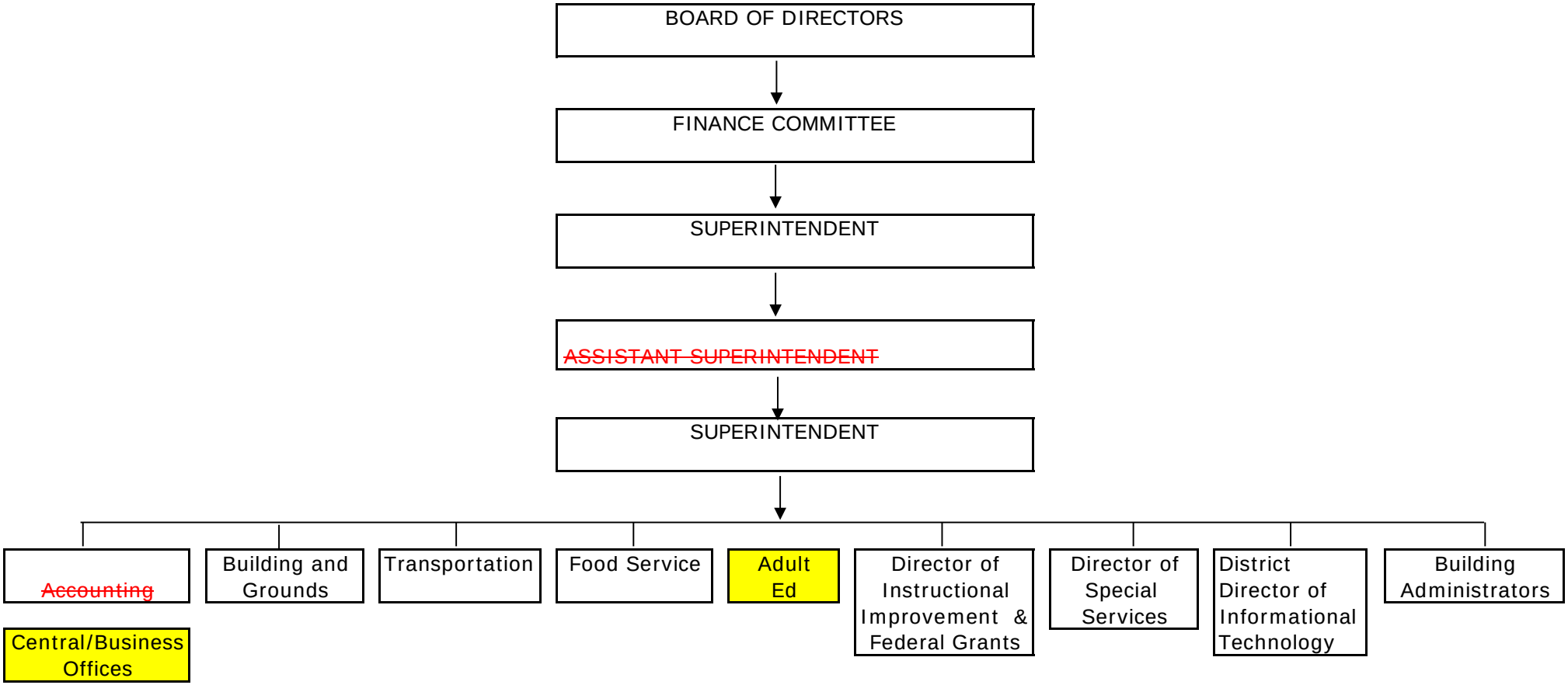
Respectfully submitted,

Mike Hammer
Superintendent of Schools

FIRST READING OF POLICIES

RSU 19 FINANCE / BUDGET

CODE: CCAD



1st Reading: 10/18/16
Adopted:

ADULT EDUCATION POLICY

The Board of Directors of RSU 19 supports a strong, holistic adult education program in the firm belief that education is a lifelong process. The Board makes every effort to provide programs in basic education, high school completion, ~~vocational skills~~ work force training and personal enrichment.

General Operation

The Board of Directors shall place before the annual budget meeting an article to raise funds sufficient to implement its stated policy.

A Director of Adult Education shall be employed to administer and oversee the program. To increase administrative efficiency and to provide for a smooth transition between directors when necessary, the position of administrative assistant shall be established.

In keeping with the stated policy providing services to as many sectors of the community as possible, the Adult Education Program shall provide the following courses as need may require: general interest, ~~vocational~~ work force training, secondary, college preparatory, post-secondary, cultural, recreational, hobby, and others as sufficient interest may indicate.

In cooperation with the administration of Nokomis Regional High ways and means will be sought to provide courses for ~~alternative secondary programs~~ other high school completion.

~~A petty cash checking account is hereby authorized for use by the director for the rapid deposit of registration and other fees and for petty cash disbursements, such account to be within the purview of the superintendent and subject to all District policies and procedures.~~

The Adult Education Advisory Board shall meet as necessary to make recommendations regarding the courses and other suggestions to help expand the offerings and service to the communities of the district.

The director's duties shall be guided by the job description on file at the Superintendent's office.

1st Reading: 10/18/16
Adopted:

RECOMMEND TO DELETE GASB 54 – FUND BALANCE POLICY

Purpose

The following policy has been adopted by the RSU 19 Board of Directors in order to address the implications of Governmental Accounting Standards Boards ("GASB") Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

a. provide sufficient cash flow for daily financial needs,
b. secure and maintain investment grade bond ratings,
c. offset significant economic downturns or revenue shortfalls, and
d. provide funds for unforeseen expenditures related to emergencies.

Fund Type Definitions

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account and report the proceeds of *specific revenue sources* that are *restricted or committed* to expenditure for *specific purposes* other than debt service or capital projects.

Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's purposes.

Fund Balance Reporting in Governmental Funds

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable Fund Balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification – Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District);
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The District will maintain a fund balance equal to the balance of any land or other nonfictional assets held for sale.

Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority (i.e., the RSU 19 Board of Directors).

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Board of Education. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The RSU 19 Board of Directors delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned Fund Balance
Definition – includes the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

> *Note: Assignment of any fund balance amounts to "offset" the need to raise additional local funds in support of future approved budgeted expenses, shall only take place upon confirmation that all accrued liabilities will be met. Any amount carried forward must be authorized by majority vote of the RSU 19 Board of Directors, and duly identified and authorized by the public budget validation process.*

Operational Guidelines
The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Implementation and Review
Upon adoption of this policy the Board of Directors authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation. The Superintendent shall review this policy periodically and make any recommendations for changes to the Board of Directors.

1st Reading: 01/25/12
Adopted: 02/28/12; Revised 03/26/13

AUDITS/FINANCIAL MONITORING

In accordance with state statutes, all RSU 19 financial records will be audited and a report issued to the Board of Directors within five months following the close of each fiscal year.

The Board will appoint an independent auditor to conduct this audit. The audit must satisfy all Governmental Accounting Standards Board (GASB) pronouncements applicable to the RSU as a governmental unit. The independent auditor will audit the accounts and transactions of the RSU's component units and include an opinion in a report to the Board.

~~In addition to the above, the duties of the Board-appointed auditor are to:~~

- ~~examine the balance sheet RSU 19 as of the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;~~
- ~~conduct this examination in accordance with generally-accepted auditing standards, State Department of Education regulations, and state and federal regulations and to include such tests of the accounting records and other auditing procedures as are necessary in the circumstance;~~
- ~~render an opinion on the financial statements prepared as at the close of the fiscal year;~~
- ~~prepare such financial statements for publication as may be required by law;~~
- ~~make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable; and~~
- ~~perform such other related services as may be requested by the Board.~~

A copy of the approved annual audit report will be filed with the appropriate state agency by the Board. If the Board does not approve the audit report, it will nevertheless file a copy of it with the agency, accompanied by a statement detailing it reasons for failing to approve the report.

Audit Committee

The Budget/Finance Committee of the Board, consisting of eight members appointed by the Board, one member of which will be selected by the Board Chair to be Chairman of the Committee, shall act as the Board's Audit Committee.

~~**Terms of Reference**~~

~~The Audit Committee will meet before the end of June each year at the call of the Chairman of the Committee to:~~

- ~~provide a forum to review all aspects of the management of the system of internal controls; and~~
- ~~identify and recommend to the Board areas of operation which should be reviewed with respect to potential improvement in economy, efficiency and effectiveness.~~

Quorum

A quorum of the Budget/Finance Committee will be four (4) members.

Reporting Procedure

The Budget/Finance Committee will report to the Board.

Committee Warrant Review

A minimum of two (2) Budget/Finance Committee members will review and sign the bi-monthly expenditure warrant(s) for bills other than payroll. ~~This may be completed at the convenience of the Committee members.~~

PURCHASING AUTHORITY

The ~~procurement~~ purchase of goods or services on behalf of the District shall require the prior written approval of the Superintendent.

The ~~principal~~ administrator shall review all purchase orders to ensure conformity with the approved budget, the needs of the District and sound purchasing practices. ~~Requests for purchases inconsistent with these criteria shall be returned to the principal without approval.~~

Requests for goods or services reflecting needs unanticipated during the budget approval process shall be referred to the Superintendent for consideration.

1st Reading: 10/18/16
Adopted:

RSU 19
PURCHASING AND CONTRACTING:
PROCUREMENT STAFF CODE OF CONDUCT

Conflict of Interest
All employees of RSU 19 shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of RSU 19 with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

Conflict of Interest Disclosure
All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the superintendent of school determines that the proposed transaction is in the best interest of RSU 19 and is fair and reasonable, it may proceed with the transaction. In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

Staff Gifts and Solicitations
RSU 19 employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the RSU. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations
Employees of RSU 19 who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

Legal Reference: ~~EDGAR Part 74 Title 34 - Administration of Grants and Agreements~~
~~EDGAR Part 80 Subpart C, Section 80.20, 80.36~~
34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR)
~~DOE~~ Commissioner's Administrative Letter No. 6, June 18, 2016– (Fiscal Compliance)

1st Reading: 10/18/16
Adopted:

Cross Reference:	BCB	Board Member Conflict of Interest
	DJ	Purchasing
	DJE	Bidding Procedures
	DJG	Vendor Relations
	GBEBC	Staff Gifts and Solicitations
	KCD	Public Gifts/Donations to Schools

1st Reading: 10/18/16
Adopted:

TAX SHELTERED ANNUITIES

So that employees may obtain the benefit of tax sheltered annuities, the RSU 19 Board hereby authorizes the adoption of a Tax Sheltered Annuity Plan. The Superintendent is authorized to sign a written Tax Sheltered Annuity Plan (the "Plan") on behalf of the Board. The Plan shall provide that:

A. Any employee may participate in the Tax Sheltered Annuity Plan, subject to the limitations of the Plan and the Internal Revenue Code.
B. Any agent or agency wishing to sell tax sheltered annuities to employees must file with the Superintendent evidence of its license to sell such annuities in the State of Maine.
C. Only those providers of annuities who agree to comply with the terms of the Plan shall be permitted to participate as an annuity provider under the Tax Sheltered Annuity Plan. In accordance with the Plan, the Board retains the right to limit the number of annuity providers authorized to sell annuities to employees. School district employees who choose to invest any part of their pay in an annuity program, do so at their own risk, and may not hold the District responsible for any resulting loss of investment principal.
D. At no time will solicitation by providers of tax sheltered annuities be permitted in school buildings or on school property during regular school hours.

1st Reading: 10/18/16
Adopted:

SCHOOL PROPERTIES DISPOSITION

(For $1000+ Value of Items)

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

The Board is to be informed of any property declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

A. "All member municipalities" are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board.

B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.

C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.

D. Any surplus property that is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.

E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.

F. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY", or "SURPLUS").

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A MRSA § 7

1st Reading: 10/18/16
Adopted:

HOT LUNCH CREDIT

RSU 19 does not allow students to charge for meals except under very limited circumstances. Students who have unpaid accounts from a previous year will not receive any credit until all payments are current. Students who are current in their payments will be allowed to continue as usual, on a limited basis, when they forget to bring their lunch money as long as the bill is paid prior to the beginning of the next week. No student with the previous week's charges unpaid will continue to receive lunch or breakfast. All charges are to be brought to a "paid up" status by the end of each week, prior to the student receiving any breakfast or lunch the following week. Parents will receive notification of unpaid lunches after a two-week time period.

Parents or guardians with unusual financial circumstances may apply to the Superintendent of Schools for a waiver of the above policy. The decision of the Superintendent will be final.

1st Reading: 10/18/16
Adopted:

SECOND READING OF POLICIES

ELECTRONIC CIGARETTES/VAPORIZER CIGARETTES (E-CIGARETTES) TOBACCO, NICOTINE, ILLEGAL & CONTROLLED SUBSTANCES USE AND POSSESSION

In order to promote the health, ~~welfare~~ wellness and safety of students, staff and visitors and to promote the cleanliness of RSU 19 facilities, the Board prohibits smoking and all other use of electronic cigarettes/vaporizer cigarettes (e-cigarettes) and tobacco, nicotine, illegal and controlled substances (T.N.I.C.S.) products in school buildings and other school unit facilities, on school buses, and on school grounds at all times by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law and Board policy, from selling, distributing or in any way dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students.

Legal Reference: 22 MRSA §§ 1578(B), 1580(A)(3)
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
20 USC 6081-6084 (Pro-Children Act of 1994)

First Reading: 10/18/16
Adopted:

ELECTRONIC CIGARETTES/VAPORIZER CIGARETTES (E-CIGARETTES) TOBACCO, NICOTINE, ILLEGAL & CONTROLLED SUBSTANCES USE AND POSSESSION ADMINISTRATIVE PROCEDURE

I. Prohibited Conduct

a. Students

Use, possession, sale, dispensing or distribution of electronic cigarettes/vaporizer cigarettes (e-cigarettes) and tobacco, nicotine, illegal and controlled substances (T.N.I.C.S.) products by all students is prohibited at all times in school facilities, on school grounds and buses, and during school-sponsored events held away from school.

b. Employees and All Other Persons

The use of ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products by employees and all other persons is prohibited at all times in RSU 19 school facilities, on school grounds and in buses. The use of ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products by employees or volunteers is prohibited during school-sponsored events held away from school. In addition, employees and all other persons are strictly prohibited, under law and RSU#19's policy/administrative procedure, from selling, dispensing or distributing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students.

No student, employee or visitor shall smoke, vaporize (vape), chew or snuff any tobacco-based or illegal substance on school grounds or at school events. Also prohibited is any form of smoking or vaping any other substance.

II. Enforcement

In order to enforce ~~the tobacco products~~ this policy, the following guidelines shall be utilized by the principal or a school in which prohibited conduct occurs. The principal shall report any violations of this policy/administrative procedure as promptly as practicable, to the superintendent.

A. The superintendent shall develop disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

B. The superintendent or designee reserves the right to refer students to a law enforcement agency, on a case-by-case basis, as the superintendent may deem necessary. However, the superintendent/designee shall refer to a law enforcement agency any student reasonabl~~e~~y suspected of selling, dispensing or distributing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products.

First Reading: 10/18/16
Adopted:

C. Other Persons in Violation

All other persons violating this policy, e.g., employees, visitors, shall be immediately directed to cease the violative behavior. In addition, all persons suspected of selling, distributing or in any way dispensing ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. Notices

RSU 19's policy and corresponding disciplinary actions for infractions of this policy shall be distributed to employees and printed in student handbooks. Parents/guardians shall also be sent notification in writing of RSU 19's ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. policy and administrative procedures. Notices shall be signed by parents/legal guardians and returned to the school where they shall be kept on file.

Legal Reference: Title 22 MRSA, Section 1578-B
Public Law 470 - An Act to Reduce Tobacco Use by Minors
20 USC 6081- Pro-Children Act of 1994 (Goals 2000)

First Reading: 10/18/16
Adopted:

RSU 19 DISCIPLINE GUIDELINES K-12

Reference: **Electronic Cigarettes/Vaporzier Cigarettes (E-Cigarettes), Tobacco, Nicotine, Illegal & Controlled Substances (T.N.I.C.S.)**

Use and Possession Administrative Procedure

Students who violate Board Policy ADC entitled **Electronic Cigarettes/Vaporizer Cigarettes (E-Cigarettes)Tobacco, Nicotine, Illegal & Controlled Substances Use and Possession** shall be disciplined by the appropriate building administrator on an individual basis. The following are established guidelines that are intended to assist the building administrator when dealing with student violations.

Please note that the RSU 19 policy indicates that the school administrator reserves the right to refer students to a law enforcement agency on a case-by-case basis as the administrator may deem necessary. Additional disciplinary guidelines are also referenced in individual, general, and extra curricular policies.

1. A student who is found to be in the possession of an ~~tobacco~~ e-cigarette and/or T.N.I.C.S. product will be referred to the students' parent/guardian immediately.

2. Use of an ~~tobacco~~ e-cigarette and/or T.N.I.C.S. product by a student enrolled in RSU 19 will result in the following:

   a. **First Offense** - Students violating this policy shall receive~~d~~ in-house suspension by their building principal or designee for five (5) school days. Parents shall be informed of the suspension and grounds for suspension. Proper authorities will be notified. The student shall be referred to the school counselor, student assistance team, or other available resources for cessation classes and or substance abuse counseling.

   b. **Second Offense** - Students violating this policy on a second occasion within 365 days of a first offense shall be suspended for ten (10) school days and shall be brought before the School Board for an expulsion hearing. Parents will be informed and proper authorities notified. The student shall be referred to the school counselor, student assistance team, or other available resources for cessation classes and or substance abuse counseling.

   c. **Furnishing Offenses** - Any student who sells or otherwise furnishes ~~tobacco~~ e-cigarettes and/or T.N.I.C.S. products to another shall be treated as provided above for second offense. The building administrator shall involve the proper authorities immediately.

First Reading: 10/18/16
Adopted:

Possession of Medication by RSU #19 Employees

The Board recognizes that employees of RSU #19 may require medication during working hours. The district will not deny occupational opportunities to employees requiring the administration of medication in order to remain in attendance and ~~participate~~ perform in duties outlined in their job description.

The intent of this policy is to promote the safe self-administration of medication and the prevention of this medication being acquired by students while the employee is working on and/or off the premises.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any employee, and for any injury arising from an employee's self-administration of medication.

DEFINITIONS

"Administration" means the provision of prescribed medication to an employee according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It also includes but is not limited to, over-the-counter medications (OTCM) that can be purchased by individuals without going through the pharmacy or prescribed by the employee's health care provider, such as cough syrups, stomach acid relief, head and body ache remedies, eye relief etc. Physical properties may include but are not limited to; tablet, liquid, soft gel chewable or drop form, creams, ointments and sprays.

~~"School nurse" means a registered professional nurse with Maine Department of Education certification for school nursing.~~

"Self-administration" is when the employee administers medication independently to him/herself with or without direct supervision.

SELF ADMINISTRATION OF MEDICATION

A. Health Care Provider's Order: All medications, prescribed or self-purchased, must be in the original container.

1st Reading: 09/20/16
Adopted: xx/xx/16

If prescribed, such order must include:

1. The employee's name;
2. The name of the medication;
3. The dose;
4. The route of administration (e.g., tablets, liquid, drops);
5. Time intervals for administration (e.g., every four hours, before meals) including any special instructions; and
6. The name of the prescribing health care provider.

Over the Counter Medications (OTCM) will be kept in the original container, secured in personal property, including but not limited to bags, backpacks, purses, pockets, etc. not visible in plain sight. Medications of any type or form shall not be stored in the property of the RSU unless first secured in personal property.

The Superintendent and/or administrator shall be responsible for providing oversight for:

1. Safe transport of medication while on school grounds;
2. Accountability for medications, particularly those regulated by the Federal Narcotics Act;
3. Proper storage of medication while at school; and
4. For disciplinary actions on an individual basis.

Medication will not be disposed of on RSU#19 grounds. Disposing of medication on school grounds is justification for disciplinary action.

RSU #19 encourages employees to:

Be concerned about working in a safe environment;
Support fellow workers in seeking help;
Use the employee assistance program; and
Report dangerous behavior to their supervisor.

Cross Reference: JLCD Administration of Medication to Students

1st Reading: 09/20/16
Adopted: xx/xx/16