

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



\*\*\*\***April 18, 2017**\*\*\*\*

**NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM**

**I. Opening of Meeting**

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of March 21, 2017 \*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. Report of Special Committees**

- A. Budget/Finance Committee April 3 & April 10, 2015
  - B. Building Committee April 12, 2017
  - C. Education Committee April 4, 2017
  - D. Policy Committee March 28, 2017
    - 1. First Reading of Policies \*Action
      - a. EBAA Chemical Hazards
      - b. EBAA-R Purchase and Storage of Hazardous Chemicals Regulations
      - c. EBAE Confined Space
      - d. EBAE-E Confined Space Danger Exhibit
      - e. EBAE-R Confined Space Regulations
      - f. BED By Laws Board of Directors
      - g. BEDL Board Meeting Time Limits
      - h. IHB Class Size
    - 2. Second Reading of Policies \*Action
      - a. GBEBB Staff Conduct with Students
      - b. JICIA Weapons, Violence and School Safety
  - E. Transportation Committee
  - F. Warrior Education Foundation Com.
  - G. Negotiations Committee
- The Board will go into Executive Session to discuss labor contracts pursuant to 1 M.R.S.A. § 405 (6) (D)

**V. Old Business**

- A. 2017– 2018 School Calendar \*Action

**VI. New Business**

- A. Staff Resignations – Informational
- |                    |                              |          |
|--------------------|------------------------------|----------|
| 1. Lisa Mogilka    | Ed Tech III SPED             | NRHS     |
| 2. Norleen Fleming | Director of Special Services | District |
| 3. Robert Hughes   | Custodian                    | CES      |
| 4. Mary Graybill   | Teacher                      | EDS      |
| 5. Ted Warren      | ML Science                   | EDS      |
| 6. Mike Cray       | Bus Driver                   |          |
- B. Staff Nominations \*Action
- |              |                              |          |
|--------------|------------------------------|----------|
| 1. Liz Mares | Director of Special Services | District |
|--------------|------------------------------|----------|
- C. Staff Appointments - Informational
- |                   |                             |      |
|-------------------|-----------------------------|------|
| 1. Scott Hayes    | Ed Tech III SPED            | SOM  |
| 2. Justin Amoroso | JV Baseball                 | NRHS |
| 3. Jacob Rogers   | Head Coach Varsity Football | NRHS |
- D. Staff Transfers - Informational
- |                |   |  |
|----------------|---|--|
| 1. Drew Graves | JV Field Hockey to Middle School Field Hockey |  |
|----------------|---|--|

**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**

**March 21, 2017**

**MEMBERS PRESENT:** Corinna Caron, Christopher Easton, Susie Hopkins, William MacDonald, Robin McNeil, Winn Price, Jody Mullis, Kenneth Sands, Jason Scholten, Erik Stitham, Chad Stratton, Jennifer Watson, Ryan Parker

**MEMBERS ABSENT:** Don Mendell (Exc.), Chris Pepin (Exc.), Paul Carter (Exc.), Samantha Brown, (Vacancy – Hartland - 65), (Vacancy – Newport - 53)

**TOTAL MEMBERS PRESENT: 677**

**TOTAL MEMBERS ABSENT: 203**

**Others Present:** Mike Hammer, Angela Brown, Denise Kimball, Don Roux Ellen Surprenant, Josh Grant, Liz Mares, Lori Merrow, Mary Nadeau Maxine Pare, Suzanne Nowinski, Trish Hayes, Mark Babin, Darcey LaPrade

**I. Opening of Meeting**

A. Flag Salute was rendered.

B. Adjustments to Agenda

VI. New Business, add:

F. Tri-County Technical Center Report – Jason Scholten

C. Approval of Board Minutes of February 21, 2017

A **motion** was made by Kenneth Sands to accept the Board Meeting minutes from February 21, 2017, **seconded** by Susie Hopkins and **voted** unanimously.

**II. Public Comment – None**

**III. Reading of Communications**

A. Administrative Communications - Mark Babin presented Girl's Lacrosse as a club sport, partnering with MCI.

A motion was made by Chad Stratton to accept Nokomis partnering with MCI to continue Girl's Lacrosse as a club sport, seconded by Winn Price, and voted unanimously.

B. Superintendent/Board Communications – No communication presented.

**IV. Report of Special Committees**

A. Budget/Finance Committee

March 6, 2017, March 13, 2017

Communication Presented

B. Building Committee March 8, 2017  
Communication Presented

C. Education Committee March 9, 2017  
Communication Presented

D. Policy Committee February 28, 2017  
Communication Presented

1. First Reading of Policies

- a. GBEBB Staff Conduct with Students
- b. JICIA Weapons, Violence and School Safety

A **motion** was made by Winn Price to accept the first reading of the above policies, **seconded** by Chad Stratton and **voted** unanimously.

2. Second Reading of Policies

- a. ACAA Harassment and Sexual Harassment of Students  
ACAA-R Student Discrimination & Harassment Complaint Procedure
- b. ACAD Hazing
- c. JICK Bullying  
JICK-R Bullying – Administrative Procedure  
JICK-E1 Bullying Report Form  
JICK-E2 Bullying Investigation Form  
JICK-E3 Documentation of Disciplinary & Remedial Actions Taken  
JICK-E4 Bullying Reporting, Investigation and Intervention/ Resolution Process

A **motion** was made by Winn Price to accept the second reading and to approve the above policies, **seconded** by Kenneth Sands, and **voted** unanimously.

E. Transportation Committee No meeting

F. Warrior Education Foundation Com. No communication presented

V. **Old Business** - None

VI. **New Business**

A. 2017 – 2018 School Calendar

Tabled until the April Board Meeting in order to have more communication with TCTC and to determine when the State Jazz Festival will be hosted at Nokomis in 2018. No action taken.

B. Staff Resignations – Informational

- 1. Donald McDougal Chemical Hygiene Officer/Safety Officer District  
Resignation has not been accepted at this time.

2. Ashley Laking Ed Tech III SPED (3/5ths)

CES

- C. Staff Nominations - None
- D. Staff Appointments - Informational – None
- E. Staff Transfers - Informational – None
- F. TCTC Report

Jason Scholten presented communication about the TCTC budget and calendar for next year, as well as the success of two TCTC graduates who are working for Quirk Auto Group.

## **VII. Reports**

### A. Superintendent

Mr. Hammer requested that the Superintendent and Board Chair Reports be moved up on the agenda. He also requested that Board meetings start at 6:30 pm instead of 7:00 pm. This will be taken to the Policy Committee for consideration.

Plans are moving along well for the new High School / Middle School Project. The District will continue to work with the planners and the state in order to move the Building Project along as swiftly as possible.

### A. Board Chair

Report Presented

## **VIII. Future Agenda Items**

### A. School Calendar

## **IX. Next Meeting Dates**

### A. Board meeting on April 18, 2017

## **X. Adjournment**

The meeting was adjourned at 7:52 PM.

Respectfully submitted,



Mike Hammer  
Secretary to the Board

Note Taker: Darcey LaPrade

## Education Committee Minutes

April 4, 2017  
Nokomis Library

**Committee Members Present:** Ken Sands, Susie Hopkins, Robin McNeil, Don Mendell, Chad Stratton

**Members Absent:** Samantha Brown, Paul Carter, Winn Price (excused)

**Others Present:** Mike Hammer, Sherri Gould, Angela Brown, Ellen Surprenant, Jane Stork, Lori Merrow

I. Public Comment

The administrators indicated that testing is almost complete. It has gone better this year, better connectivity. Unfortunately we get the data too late to use in the year the students take the test.

Our jazz and show choruses did well at States. "Vision" and Show Chorus won Silver awards and Outstanding Musicianship Awards went to Ethan Wiers and Lisa Herrick. Nokomis won an Honorable Mention with "Perception".

II. Math Curriculum Work

Math Curriculum update was postponed due to the weather and the meeting was abbreviated due to the same. We will have the update in May.

III. Great Schools Partnership – Jean Haeger

Jean Haegar described her history working with the district and led the Committee through a few document reviews. She started with the second edition of "Global Best Practices" a rubric that has scoring criteria for high performing educational organizations. Secondly, we reviewed our Committee system and "School Board Member Ethics". This review helped the Committee refine its focus. The result led to a recommendation to hold this exercise with the full board at a "retreat" when all new Board members are seated and before we begin a new school year. Our hope is to have it in early August with a barbeque or social event to get to know one another better.

IV. Other – None

- V. Items for Next Agenda - Budget items that impact the education committee, standards that we use for our content area instruction (Maine Learning Results, National Science Standards. Etc.), Testing update, and a rubric Don Mendell wanted to discuss on Cardinal Virtues as it relates to instructional material.
- VI. The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Hammer". The signature is written in a cursive, flowing style.

Mike Hammer  
Superintendent of Schools



**REGIONAL SCHOOL UNIT 19  
POLICY COMMITTEE MEETING MINUTES  
March 28, 2017**

Committee Members Present: Winn Price, Paul Carter, Chris Easton, Don Mendell, Jody Mullis

Committee Members Absent: Samantha Brown (Exc.), Bill MacDonald

Others Present: Mike Hammer, Robin McNeil, Dean Cray, Don McDougal

**I. Public Comment - None**

**II. Policy Review**

**A. Policies New**

The Committee began by thanking Don McDougal for his long and distinguished service to the District and most recently as the chemical hygiene officer. He indicated that it would be effective to streamline the process for inputting the training schedules for all employees and the inventories.

1. Policy IHB was put forth for a first reading for the Board.
2. Policy JICA awaits more input from administrators.
3. Policy JICC awaits more input from administrators and bus drivers.
4. Student Physical Privacy Policy was reviewed and determined to be in conflict with State Law.

**B. Policies to Review**

1. EBAA Chemical Hazards
2. EBAA - R Purchases and Storage of Hazardous Chemicals
3. EBAE Confined Space
4. EBAE - E Confined Space Danger – Exhibit
5. EBAE - R Confined Space – Regulations

A couple of minor changes were made by Mr. McDougal. These policies, as changed, will be presented to the Board for a first reading.

6. BED By Laws Board of Directors  
Chair and Superintendent Reports were moved to the beginning of the meeting agenda and the action and informational items were removed. This policy is ready for a first reading.
7. BEDL Board Meeting Time Limits  
It was determined to bring this policy back to the Board for discussion by those that would have a hard time to make the meeting at 6:30 PM. The Superintendent wanted to see what Board members thought; however, has no hard and fast opinion either way. From the straw poll, the majority of Board members could make the meeting.

**III. Other**

The Committee wants to know legality of public schools requiring school uniforms.

**IV.** The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Hammer". The signature is written in a cursive, flowing style.

Mike Hammer  
Superintendent of Schools

**FIRST  
READING  
OF  
POLICIES**

## CHEMICAL HAZARDS

RSU 19 is committed to providing a safe environment for students and employees. It is the policy of RSU 19 to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of ~~material~~ safety data sheets (MSDS), and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate.

The Superintendent/designee will appoint a Chemical Hygiene Officer for the school unit. The Chemical Hygiene Officer will have the primary responsibility for implementing the school unit's Chemical Hygiene Plan. The person appointed Chemical Hygiene Officer should be familiar with State and federal regulations pertaining to laboratory and chemical safety and the chemicals used in the schools.

The Chemical Hygiene Office shall achieve such certification and/or attend such training as may be mandated by the Maine Department of Education or other State agencies.

Legal Reference: 29 C.F.R. § 1910.1200  
26 M.R.S.A. § 565  
Ch. 2 § 179 (Dept. of Prof. Regulation Rule)  
Ch. 161 (Me. Dept. of Ed. Rule)  
Commissioner's Administrative Letter No. 33, June 9, 2005  
(Chemicals in Schools)

Cross Reference: EBCA – Crisis Response Plan

## PURCHASE AND STORAGE OF HAZARDOUS CHEMICALS

### 1. DEFINITIONS

Hazardous chemical: “Hazardous chemical” means a chemical which is a physical hazard or a health hazard, as listed by the (Maine Department of Labor) Bureau of Labor Standards.

Health hazard: “Health hazard” means a chemical, which is:

- a. Listed in the Toxic and Hazardous Substance section of the regulations of the Occupational Health and Safety Act labeling standard in the United States Code of Federal Regulations 29, Part 1910, Subpart Z;
- b. Listed in the Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American conference of Governmental Industrial Hygienists, latest edition;
- c. A carcinogen or potential carcinogen, listed in The Registry of Toxic Effects of Chemical Substances, published by the national Institute for Occupational Safety and Health, latest edition based on the National Toxicology Program Annual Report on Carcinogens or the International Agency for Research on Cancer Monographs;
- d. Listed as radioactive material in regulations promulgated by the United States Nuclear Regulatory Commission;
- e. Contained on a list established by the director (of the Bureau of Labor Standards) by rule after consultation with the Bureau of Health and which meets any of the following criteria:
  - (1) Has a median lethal oral dose of not more than 500 milligrams per kilogram of body weight;
  - (2) Has a median lethal dermal dose of not more than 1,000 milligrams per kilogram of body weight;
  - (3) Has median inhalation lethal concentration in air of not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust; or
  - (4) Has been found by the director (of the Bureau of Labor Standards), based on established scientific principles, to have significant potential to cause adverse, acute or chronic health effects; or

- f. A mixture which is a health hazard based on application of the criteria a through e to the mixture as a whole, or which contains more than 1% by weight or volume of a chemical which is a health hazard or which contains more than 0.1% by weight or volume of a carcinogen identified in accordance with paragraph c.

**Material** Safety Data Sheet: “~~Material~~—Safety Data Sheet” (**MSDS**) means a form containing information concerning a hazardous chemical substantially equivalent in content to Form 20 of the United States Occupational Safety and Health Administration, but which includes both acute and chronic health hazard information.

Physical hazard: “Physical hazard” means a chemical, which is:

- a. Listed in the United States Department of Transportation Hazardous Materials Table, 49 Code of Federal Regulations 172,101;
- b. Contained on a list established by the director (of the Bureau of Labor Standards) after consultation with the State Fire Marshall and which meets any of the following criteria:
  - (1) Is a combustible liquid, i.e., any liquid with a flash point above 100 degrees F, and below 200 degrees F.;
  - (2) Is a compressed gas (other than air), i.e., any chemical having in the container an absolute pressure exceeding 40 PSI at 70 degrees F. or having an absolute pressure exceeding 104 PSI at 130 degrees F. or any liquid having a vapor pressure exceeding 40 PSI absolute pressure at 100 degrees F.;
  - (3) Is an explosive, i.e., any chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature;
  - (4) Is a flammable substance, i.e., any liquid with a flash point of below 100 degrees F., solid that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change or retained heat from manufacturing or processing or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard, or gas which at atmospheric temperature or pressure forms a flammable mixture with air when present at a concentration of 13% or less by volume or that forms a range of flammable mixtures with air wider than 12% by volume regardless of the lower limit;
  - (5) Is an organic peroxide, i.e., an organic compound that contains the

- bivalent –0-0- structure and which is a derivative of hydrogen peroxide where one or more hydrogen atoms have been replaced by organic radicals;
- (6) Is an oxidizer, i.e., a chemical that initiates or promotes combustion in other materials thereby causing fire;
  - (7) Is pyrophoric, i.e., a chemical that will ignite spontaneously in air at a temperature of 130 degrees F. or below.
  - (8) Is unstable (reactive), i.e., a chemical which will vigorously react under conditions of shock, pressure or temperature, or
  - (9) Is water reactive, i.e., a chemical that reacts with water to release a gas that is either flammable or presents a health hazard; or
- c. A mixture which is a physical hazard based on applicability of the criteria of paragraphs a and b to the mixture as a whole.

## 2. **PURPOSE PURCHASE OF HAZARDOUS CHEMICALS**

- A. Requests for the purchase of a hazardous chemical shall include at least the following information:
  - 1. The common and chemical name of the chemical;
  - 2. The amount of the chemical needed for the year;
  - 3. The storage requirement, curricular use and waste disposal procedures for the chemical; and
  - 4. The amount and age of any existing quantities of the chemical.
- B. When purchasing hazardous chemicals that have a shelf life of greater than two years, the school unit shall order quantities which can be fully consumed under normal conditions and use within two years of the purchase date. If the hazardous chemical has a shelf life of less than two years, the quantity purchased must be consumable under normal conditions and use within the stated shelf-life period.

## 3. **STORAGE OF HAZARDOUS CHEMICALS**

- A. Inventory lists of all hazardous chemicals shall be submitted to the Superintendent annually at the close of the year. The Superintendent will submit that inventory to the Director of the Bureau of Labor Standards, Department of Labor.

- B. Chemicals which are beyond their published shelf life or expiration date or which are chemical wastes (including unwanted and unneeded chemical or chemicals) shall be disposed of in accordance with applicable state (38 MRSA Section 1301 et seq. and Chapters 850857 of the Maine Department of Environmental Protection's Hazardous Waste Management Rules) and federal (Title 40 Code of Federal Regulations, Chapter 260-266) laws and regulations.
- C. Quantities of hazardous chemicals in storage shall be limited to that expected to be used in a two-year period.
- D. Hazardous chemicals shall be stored in accordance with the specifications described on the **Materials** Safety Data Sheets, consistent with an acceptable compatibility classification system and shall be accurately and appropriately labeled in accordance with 26 MRSA Section 1713.
- E. Storage areas shall be secure and accessible only to trained personnel. Storage shall be on steel or wood shelving with acid-resistant paint with safety lips to prevent spillage. Shelves shall be securely anchored to the floor, wall and/or ceiling and shall be clearly labeled to indicate the kind of chemicals that are to be stored there.
- F. It is recommended that a continuous flow (plumbed) eyewash station, which is capable of providing fifteen (15) minutes of continuous irrigation of both eyes, and a deluge shower be readily accessible from the storage area.
- G. There shall be an ABC fire extinguisher, or its equivalent, of at least 10 pounds and preferably 20 pounds capacity within fifty (50) feet of the storage area.
- H. Material and equipment for spill control shall be provided.
- I. It is recommended that chemical storage areas should be vented to provide four (4) room changes per hour to the outside of the building away from air intakes. Vent shall be in operation whenever school is in session or whenever school personnel are in attendance.

#### **4. MONITORING**

- A. The Department of Education shall monitor the school unit's compliance with these rules as part of the Comprehensive School Review required in 20-A MRSA § 4504 (2).
- B. Other monitoring visits may be scheduled at the discretion of the Commissioner.

STATUTORY AUTHORITY: 20-A MRSA § 15613 (14)

## RSU 19 CONFINED SPACE POLICY

RSU 19 has many confined spaces – both Permit Required and Non-Permit Required (see attached listing). It is the policy of RSU 19 that no district employee will be permitted to enter the Permit Required Confined Spaces (PRCS) designated as Type 1 and Type 2. All work in these spaces will be performed by contractors certified to perform the needed work following RSU 19's Confined Space Program. Before any contracted employee enters any Permit Required Confined Space of RSU 19, a copy of their PRCS Policy, a completed RSU 19 Pre-Entry Permit, and a copy of the contractor's Entry Form will be filed with the Buildings and Grounds Supervisor.

A permit-required confined space is one that has one or more of these characteristics:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing an entrant
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated
- Contains any other serious safety or health hazards

These identified spaces must have danger signs posted on them that read:

**“DANGER—PERMIT-REQUIRED  
CONFINED SPACE  
DO NOT ENTER”**

**DANGER**

**PERMIT-REQUIRED  
CONFINED SPACE**

**DO NOT ENTER**

**RSU 19 CONFINED SPACE REGULATIONS**

Type 1 – These spaces are the only permanently Permit-Required Confined Spaces existing in RSU 19

Asbestos containing tunnels exist at:

Corinna Elementary School in spaces designated as:  
Confined Space #1 (South corner of Boiler Room)  
Confined Space #3 (North end of Boiler Room),

Newport/Plymouth Elementary  
Utility Access #1 (Located at base of stairway facing N),  
Utility Access #2 (Feed to E and N portions of building),  
Utility Access #3 (Feed to W and S portions of building).

Type 2 – Asbestos free tunnels that are considered Permit Required Confined Spaces due to possible hazardous atmosphere. These PRCS's are located at the following sites:

Corinna Elementary  
Utility Access #2 (The middle of the three tunnels)

Hartland Consolidated School  
Utility Access #1 (Feed to New Wing),  
Utility Access #2 (East Side of South Wing),  
Utility Access #3 (Entire West Side of original building),  
Utility Access #4 (East side of North Wing).

Type 3 – Overhead/Other Confined Spaces. These spaces contain no known hazardous materials and are well ventilated. Therefore, they are classified as Non-Permit Required Confined Spaces and do not fall under RSU 19's Permit Required Confined Space Policy.

Corinna Elementary School  
Old wing attic access is through the janitor's closet  
New wing attic access is through janitor's closet located in that section  
Under stage area access through physical education office or access panels in front of stage

Etna-Dixmont School  
Attic Access over the hallway by the kitchen.  
Air handler room over the custodian's closet in the Middle Level hallway.  
Space above ceiling over the mid-court section of the gymnasium.  
Attic access over the hall by the computer laboratory.  
Attic access over the east hallway between room 10 and the girls bathroom.  
Attic access over the Library

Hartland Consolidated School

Old wing attic access is through the janitor's closet  
New wing attic access is through the Computer Network Server room  
Under stage area access through panels in front of stage

Newport/Plymouth Elementary School

Attic access is through ceiling tile in corridor near the office  
Lunch records room through fold-down stairway in Kitchen Office of Gym

Nokomis Regional High

Storage room over JROTC classroom  
Crawlspace over Boys' Locker Room is through ceiling

St. Albans

Attic access through janitor's room  
Attic access through ceiling in copy room  
Attic access through ceiling in kitchen storage room  
Air exchanger filters (6) on side of gymnasium.

Central Office

Attic access through ceiling in coat closet

RSU 19  
**PERMIT-REQUIRED CONFINED SPACE # \_\_\_\_\_**

Location and Type: \_\_\_\_\_

Potential Hazards: \_\_\_\_\_

Before any work begins, the following procedures must be completed. A permit verifies completion of each item and is posted at the jobsite throughout the duration of the work.

Pre-entry Procedures—

Control hazards by: \_\_\_\_\_

Atmospheric testing procedures: \_\_\_\_\_

Space ventilation: \_\_\_\_\_

Conditions are acceptable for entry when: \_\_\_\_\_

Entry Procedures—

PPE: \_\_\_\_\_

Emergency Preparation:

- One employee will stand by outside the space to give assistance in case of an emergency. He or she will wear the following PPE: \_\_\_\_\_
- One additional worker will be within sight or call of the standby person. Communication between the standby person and the person entering the space shall be maintained by: \_\_\_\_\_
- Barriers will be placed to protect entrants from external hazards:

Enter by: \_\_\_\_\_

Monitoring method and schedule: \_\_\_\_\_

When rescue procedures must begin: \_\_\_\_\_

Rescue Procedures: \_\_\_\_\_

Exiting Procedures: \_\_\_\_\_

**PERMITS:**

Pre-entry procedures must be carried out according to the confined space sheets and checked off on the following confined space entry permit by the entry supervisor. The permit is then signed and posted at the confined space during the operation. When the work is completed, the entrants must remove the permit and return it to the entry supervisor, who will cancel it and retain it in the files for 1 year. A copy will also be kept on file with the Buildings and Grounds Supervisor.

RSU 19

**Confined Space Entry Permit**

Date and Time Issued: \_\_\_\_\_

Date and Time Expires: \_\_\_\_\_

Job Supervisor: \_\_\_\_\_

Jobsite/Space I.D.: \_\_\_\_\_

Equipment to be worked on:  
\_\_\_\_\_

Work to be performed:  
\_\_\_\_\_

Stand-by personnel:  
\_\_\_\_\_

- 1. Atmospheric Checks: Time \_\_\_\_\_  
                                   Oxygen        \_\_\_\_\_ %  
                                   Explosive    \_\_\_\_\_ % L.F.L.  
                                   Toxic         \_\_\_\_\_ PPM

2. Tester's signature: \_\_\_\_\_

- 3. Source isolation (No Entry):    N/A    Yes    No  
    Pumps or lines blinded,  
    disconnected, or blocked        ( )    ( )    ( )

- 4. Ventilation Modification:  
    Mechanical                        ( )    ( )    ( )  
    Natural Ventilation only        ( )    ( )    ( )

- 5. Atmospheric check after isolation and ventilation:  
                                   Time                        \_\_\_\_\_  
                                   Oxygen                    \_\_\_\_\_ %    > 19.5%  
                                   Explosive                \_\_\_\_\_ % L.F.L.    < 10%  
                                   Toxic                      \_\_\_\_\_ PPM    10 PPM H2S

Tester's signature: \_\_\_\_\_

- 6. Communication procedures:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

- 7. Rescue procedures:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

- 8. Entry, standby, and back up persons:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

(Continued)

Successfully completed required training		Yes ( )	No ( )
Is it current?		( )	( )
9. Equipment:	N/A	Yes	No
Direct-reading gas monitor tested	( )	( )	( )
Safety harnesses and lifelines for entry and standby persons	( )	( )	( )
Hoisting equipment	( )	( )	( )
Powered communications	( )	( )	( )
SCBAs for entry and standby persons	( )	( )	( )
Protective Clothing	( )	( )	( )
All electric equipment listed Class I, Division i, Group D and non-sparking tools	( )	( )	( )
10. Periodic atmospheric tests:			
Oxygen	___% Time___		
Explosive	___% Time___		
Toxic	___% Time___		
We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "no" column. This permit is not valid unless all appropriate items are completed.			
Permit prepared by:			
_____	_____	Signature	
Printed name			
Approved by: (Unit Supervisor)			
_____	_____	Signature	
Printed name			
Reviewed by: (Building and Grounds Supervisor)			
_____	_____	Signature	
Printed name			
This permit to be kept at job site. A copy to be filed with the Buildings and Grounds Supervisor before initiating work.			

**CONTRACTORS:**

Contractors must be informed of permit spaces and entry requirements, any identified hazards, and precautions and procedures to be followed when they are in or near permit spaces.

**CHECKLIST:**

The Building and Grounds Supervisor will review the following checklist with the contractor before initiating work. The Safety Committee will review all canceled entry permits annually and revise the program accordingly.

- ( ) Identify and evaluate permit space hazards before allowing entry.
- ( ) Test conditions before entry operations and monitor the space during entry.
- ( ) Perform testing for atmospheric hazards in the following order: (1) oxygen, (2) combustible gases or vapors, (3) toxic gases or vapors
- ( ) Implement necessary measures to prevent unauthorized entry.
- ( ) Eliminate or control the hazards within the space.
- ( ) Verify acceptable entry conditions.
- ( ) Identify contractor employee job duties.
- ( ) Provide appropriate PPE.
- ( ) Provide all other equipment necessary for safe entry.
- ( ) Ensure that at least one attendant is stationed outside the space during the operation.
- ( ) Implement appropriate procedures for summoning rescue and emergency services.
- ( ) Use entry permit procedures for each operation.

**BY LAWS  
BOARD OF DIRECTORS  
REGIONAL SCHOOL UNIT 19**

**Article 1  
Central Office and Records**

1. The Central Office of the Board of Directors of Regional School Unit 19 hereinafter referred to as “Board”, shall be at 182 Moosehead Trail, Newport, Maine.
2. All Records except those required by law to be kept elsewhere, or those which by reason of the operation of Regional School Unit 19 affairs must be maintained elsewhere, shall be kept at the Central Office.

**Article 2  
Meetings**

1. Regular Meetings of the Board of Directors shall be held on the third Tuesday of each month, unless another day has been specified at a previous meeting; provided however, that if such Tuesday be a holiday, or a school storm day, the meeting shall be held on the next regularly scheduled meeting date. The Chair, (or if unavailable, the Vice-Chair,) along with the Superintendent, may cancel a meeting if deemed necessary. Board members will be notified of cancellation. A notice of and an agenda for all regular meetings shall be sent by the Superintendent of Schools to all members at least three (3) days prior to stated date.
2. The Annual Meeting of the Board of Directors shall be held at the first regular meeting following the completion of all annual Town Meetings of member towns for the purpose of reorganization of the Board to elect Board Officers and committee membership.
3. A Special Meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or if unavailable, the Vice Chair, at the request of the Superintendent.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

4. Emergency Meetings of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the subject of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

5. **Workshops and Informational Meetings** may be scheduled by the Board, and the Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

### **Article 3 Order of Business**

In each session of the Board, as far as consistent with the purposes of the meeting, the following is a minimum order of business that shall be observed.

1. Opening of Meeting
  - a. Flag salute
  - b. Chair Comments
  - c. Approval of Minutes of Meetings(s)
2. Citizens Forum
3. Distribution of Communications
4. Reports
  - a. Superintendent
  - b. Board Chair
5. Report of Special Committees
6. Old Business
7. New Business
- ~~8. Reports~~
  - ~~a. Action~~
  - ~~b. Informational~~
9. Future Agenda Items
10. Adjournment

- A. Regular Meetings - any business of the Board may be considered and acted upon at any regular meeting, provided all items of new business have been presented according to the order of business stated in Article 3. Requests for agenda items will be brought to the Superintendent and/or the Board Chair for further consideration.

- B. Special Meetings - At a special meeting, only such business of the Board may be considered and acted upon as was announced in the notice of the special meeting.

**Article 4  
Voting**

11. A Quorum for the purpose of conducting business shall consist of 500 of the entire 998 votes.
12. Items of Policy are passed and placed into effect only when a minimum of two-thirds of the entire votes 665/998 are registered in the affirmative. For business items, a majority of members present and voting will suffice.
13. Action relating to a change in written policies of the District may be made only after affirmative vote following the second reading.
14. Elections of Chair and Vice-Chair at Organizational Meetings shall be tallied with all Directors' votes being given equal weight.

In the event of a tie vote for either of the above officers, the tie shall be broken by tallying weighted votes.

**Article 5  
Miscellaneous Procedures**

15. In all questions arising relative to correct parliamentary procedure, the Chair shall refer to the published Roberts Rules of Order and generally follow those procedures.
2. **Executive Session** of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

**Article 6  
Board Sub-Committees**

1. Board sub-committees shall include the following committees; an adhoc committee may be formed by the Board in order to complete specified tasks:

Education Committee	Budget/Finance Committee
Policy Committee	Building Committee
Negotiation Committee	Transportation Committee
Scholarship Committee (adhoc)	Vocational Committee

16. Each sub-committee of the Board shall be represented by one Board member from each community, except for the scholarship and the vocational committees.

**Article 7  
Amendments**

Except as otherwise provided by Law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by a 2/3 majority vote of the Board of Directors, provided notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such meeting.

## **BOARD MEETING TIME LIMITS**

All regular meetings and work sessions of the Board and its committees shall adjourn or recess no longer than two hours after they begin. The regular Board meetings will begin at ~~7:00~~ 6:30 pm and adjourn no more than 2 hours later.

Meetings may be extended by a motion and a second which states the specific time of extension not to exceed 30 minutes, and a majority vote by members present and voting so long as a quorum remains.

Exceptions to the above time-limit restrictions are:

1. Hearings, i.e., truancy, etc.
2. Negotiations
3. Out of District In-service
4. Out of District Committee field trips
5. District tours

## CLASS SIZE POLICY

It is the intent of RSU 19 to allocate staff in a manner that will be educationally sound, instructionally appropriate, and fiscally responsible. RSU 19 recognizes that there is a relationship between class size and pupil achievement and that this relationship varies across grade levels and among subjects. Class size guidelines may be impacted by several variables including the grade level or subject, needs of the students in the classroom both academically and behaviorally, physical classroom space, etc.

The following chart will serve as a guide for the organization of classes:

<u>Grade Level</u>	<u>Class Size</u>	<u>Notify School Board</u>
PK	16 students with support	
K –1	15 – 18 students	at 19 students per class
2 – 4	18 – 20 students	at 21 students per class
5 – 8	20 – 25 students	at 26 students per class

The above ranges will be adhered to as a general rule.

If administration has concerns about a particular class or grade level, they will inform the Board of this concern.

Larger class sizes will be allowed for instrumental and/or choral music. Special Education teacher-student ratios are to be in compliance with Special Education Caseload Rules, Pre-K –K State Standards, and Maine State Standards.

First Reading:  
Adopted:

**SECOND  
READING  
OF  
POLICIES**

## RSU 19 STAFF CONDUCT WITH STUDENTS

The Board expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools. It is understood that staff members may interact with and have friendships with students' families outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

### **A. Prohibited Conduct**

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If student initiates such discussions, staff members are expected to be supportive, but to refer the student to appropriate guidance/counseling staff for assistance.
- Sexual banter, allusions, jokes or innuendos with students;
- Asking a student to keep a secret;
- Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- Addressing students with terms of endearment, pet names or otherwise in an overly familiar manner;
- Permitting students to address staff members by first name, nickname or otherwise in an overly familiar manner;
- "Friending" students on social networking sites (outside of any school approved activity); and
- Communicating with students on non-school matters via computer, text message, phone calls, letters, notes or any other means.

Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:

- Being alone with individual students out of public view;
- Driving students home or to other locations;
- Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student baby-sits or performs chores for a staff member, **or is participating in community services**);
- Visiting a student at home or in another location, unless on official school business known to the parent;
- Exchanging personal gifts (beyond the customary student-teacher gifts); ~~and/or~~
- Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside school-sponsored events or organized community activities.
- Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

**B. Reporting Violations**

Students and/or their parents/guardians are strongly encouraged to notify the Principal or other appropriate administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to promptly notify the Principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

**C. Disciplinary Action**

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney and/or law enforcement.

**D. Policy to be included in Student/Parent and Staff Handbooks**

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA      Harassment and Sexual Harassment of Students

## WEAPONS, VIOLENCE AND SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff is required to immediately report incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

### I. PROHIBITED CONDUCT

Students, staff and all other persons are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Possession and or use of articles are allowed when used in an approved instructional activity. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- C. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through an electronic device) which threaten, intimidate, or harass others; ~~which tend to incite violence and/or disrupt the school program;~~
- E. Willful and malicious damage to school or personal property;

- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;
- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

## II. DISCIPLINARY ACTION

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing, and trafficking of scheduled drugs.

Students who are found to have brought a firearm **(as defined by federal law)** to school ~~(as defined by federal law)~~ shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearm violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF **Disciplinary Removal of Students with Disabilities**.

## III. USE OF FIREARMS AND OTHER WEAPONS IN INSTRUCTIONAL ACTIVITIES

Nothing in this policy shall prevent the school system from offering instructional activities related to firearms or other objects that are generally considered weapons (e.g., bows and arrows) or from allowing a firearm or other object generally considered a weapon to be brought to school for instructional activities (e.g., archery, hunter safety) approved by the school system so long as appropriate safeguards have been adopted to ensure student and staff safety. No weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given

specific permission in advance.

#### IV. NOTIFICATION TEAM/CONFIDENTIALITY

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days, or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Legal Reference: 5 MRSA § 4681 et seq.  
 15 M.R.S.A. §§ 3301-A; 3308(7)(E); 3009  
 17-A MRSA §§ 2(9); 2(12-A)  
 20 USCA § 7151 (Gun-Free Schools Act)  
 20-A MRSA §§ 1001(9); 1001(9-A); 1055(1 1); 6552

Cross-Reference: ACAA - Harassment and Sexual Harassment of Students  
 ADC - Tobacco Use and Possession Electronic Cigarettes/  
 Vaporizer Cigarettes (E-Cigarettes) Tobacco, Nicotine,  
 Illegal & Controlled Substances Use and Possession  
 EBCA - Crisis Response Plan  
 JICH - Drug and Alcohol Use by Students  
 JK - Student Discipline  
 JKD - Suspension of Students  
 JKME - Expulsion of Students  
 JFK - ~~Suspension/Expulsion~~ Disciplinary Removal of Students with  
 Disabilities

1<sup>st</sup> Reading: 03/21/17

Adopted:

JIH - Questioning and Searches of Students  
KLG - Relations with Law Enforcement Authorities