BOARD OF DIRECTORS MEETING AGENDA
MVHS CAFETERIA
MONDAY, MAY 11, 2026 SCHOOL BOARD **6:30PM**

Link for Live Viewing at: https://meet.google.com/yok-odcy-hpq

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. Welcome- Dr. Carrie Luce, Principal MVCS

II. ADJUSTMENTS TO THE AGENDA

If yes:
Motion: Second:

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the April 27th Meeting of the Western Foothills Regional School Unit No. 10 School Board Meeting Minutes as Written.
Motion: Second:

PUBLIC COMMENTS/QUESTIONS

(This is the time for the public to comment in-person at School Board Meetings)

V. COMMUNICATION/CORRESPONDENCE

Student Board Representatives Reports - MVHS- Chloe Brown
Student Board Representatives Reports - BJSHS- Vacant

Upcoming Meetings:
May 18th Budget Informational Meeting at **6:30** at BJSHS
May 20th Curriculum Committee Meeting at 4:00 at CO
May 20th Personnel Committee Meeting at 5:00 at CO
May 20th Policy Committee Meeting at 6:00 at CO
May 25th Memorial Day- Central Office **CLOSED**
May 27th RSU 10 Annual Budget Meeting at **6:30** at MVHS Auditorium
June 1st Employee Retiree Recognition Dinner **5:00** at MVHS Cafeteria
June 1st School Board Meeting at **6:30** at MVHS Cafeteria
June 9th Budget Validation Referendum- VOTING in your Towns!
June 11th MVHS Graduation at MVHS at **6:00**
June 12th BJSHS Graduation at BJSHS at **6:00**
June 15th School Board Meeting at MVHS at **6:30**

VI. COMMITTEE REPORTS

1. Personnel Committee
2. Policy Committee
3. Finance Committee

Cont.

4. Building & Grounds Committee
5. Negotiations Committee update
6. Region 9
7. Region 11
8. Curriculum Committee
9. Superintendent's Report-

VII. SUPERINTENDENT'S CORRESPONDENCE

Administrative/Department Reports:
Summer Falcon Camp-Presentation- Todd Papianou and Karen Wilson
JMG- MAD Day at MVHS 4/16/26- Larry Thornton and Students

Resignations/Retirements:
The Superintendent has accepted the resignation of Mariah Pelletier, Grade 3 Teacher at MVCS, effective at the end of the 2025-2026 SY.

Transfers:
None

Appointments:
The Superintendent has appointed Anthony Mazza, Jr., as JV Baseball Coach at MVCS for the 2025-2026 season.

New Hires (don't need Board approval):
None

Employee Probationary Period Completions:
None

Policy Regulations and Job Descriptions (don't need Board approval):
None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Act to Approve Overnight Trips for the Summer Falcon Club 2026 (Karen Wilson/Todd Papianou).
   Motion: Second:

2. Act on the Recommendation of the Superintendent to Issue a First Year Probationary Teacher Contract(Hired after January 15th):
   Motion: Second:
   Carly Georgen

3. Act on the Recommendation of the Superintendent to Issue a Second Year Probationary Teacher Contract:
   Motion: Second:

Isaac Ledesma	Sydney Rowe
Melissa Porter	Valentina Ortiz
David Knightly	Kimberly Clowes
Vanessa Hamner	Colleen Calden
Ian Cayer	Amy Arsenault
James Aylward	Abigail Wakefield
Shawn Prokey	Kelly Angell
Mary Malchisky	Isabella Leahy
Tracy Morin	Kristen Bernard
Diana Nutting	Lindsay Nowlin
Joshua Thornton	

4. Act on the Recommendation of the Superintendent to Issue Teacher's First Continuing Contract:
   Motion: Second:

Audra Trenoweth	Chris Brennick
Angela Woods	Kristin Arsenault
Sheena Holmquist	Megan Hoyt
Samantha Blanchette	Amy Gilbert
Kristina Gailloux-Therriault	
Shira Waite	

5. Act to Approve the Sale of Surplus Items per Policy DN- School Properties Disposition.
   Motion: Second:

6. Act on First Reading of Revised JICJ- Student Use of Cell Phones and Other Electronic Devices.
   Motion: Second:

7. Act on First Reading of Revised JLCD- Administration of Medication to Students.
   Motion: Second:

X. BOARD MEMBER COMMENTS

XI. EXECUTIVE SESSION

1. Move to Enter Executive Session to Consider Student Disciplinary Matter Pursuant to 1 MRS § 405(6) (B).
   Motion: Second:

EXIT EXECUTIVE SESSION
Motion: Second: at_____p.m

RESULTS FROM EXECUTIVE SESSION:
Act to Expel a Student from School Pursuant to 20A MRS Section 1001(9) on the Grounds that such Expulsion is Necessary for the Peace and Usefulness of the Schools, and to Direct the Superintendent to Provide the Student's Parents Written Notice of this Action and Develop a Reentry Plan for the Student as Required by Law.
Motion: Second:

XII. ADJOURNMENT

Motion: Second:

2026-2027 RSU #10 Board/Budget Meeting Schedule

(Note: all meetings start at 6:30 p.m. unless otherwise stated)

Approved 4/27/26

July(ONLY if necessary)	Mountain Valley High School
August 10	Mountain Valley High School
August 24	Mountain Valley High School
September 8(Tuesday)	Buckfield Junior/Senior High School Cafeteria
September 21	Mountain Valley High School
October 13(Tuesday)	Mountain Valley High School Cafeteria
October 26	Mountain Valley High School Cafeteria
November 9	Buckfield Junior/Senior High School Cafeteria
December 7	Mountain Valley High School Cafeteria
January 11, 2027	Mountain Valley High School Cafeteria
January 25	Mountain Valley High School Cafeteria
February 8	Buckfield Junior/Senior High School Cafeteria/Auditorium
February 22	Mountain Valley High School Cafeteria
March 8 (6:00)	Mountain Valley High School Cafeteria
March 22 (6:00)	Buckfield Junior/Senior High School
March 29 (6:00)	Budget Workshop – Mountain Valley High School Library (if needed)
April 12	Mountain Valley High School Cafeteria
April 26	Buckfield Junior/Senior HighSchool Cafeteria/Auditorium
April 27-30	Post warrants – Individual towns-(Revised dates from May to April per L. Kaulback)
May 10	Mountain Valley High School Cafeteria
May 17 (Monday)	Budget Informational Meeting - (TBD)
May 26 (Wednesday)	Annual Budget Meeting – (TBD)
June 1 (Tuesday)	Mountain Valley High School Cafeteria – Employee Retiree Recognition
June 8	Budget Validation Referendum – Individual town voting
June 14	Mountain Valley High School

2026-2027 Committee Meeting Schedule

(Note: all meetings start at 4:00 p.m. unless otherwise stated)

August 19	(4:00)	Finance
	(5:00)	Policy
	(6:00)	BG&T
September 16	(4:00)	Curriculum
	(5:00)	Personnel
	(6:00)	Policy
October 14 (NV)		Finance
		Policy
		BG&T
November 18		Curriculum
		Personnel
		Policy
December 16		Finance
		Policy
		BG&T
January 20, 2027 (NV)		Curriculum
		Personnel
		Policy
February 24		Finance
		Policy
		BG&T
March 17		Curriculum
		Personnel
		Policy
April 28 (NV)		Finance
		Policy
		BG&T
May 19		Curriculum
		Personnel
		Policy

NOTE: 4th Wednesday of ea. month for a Back-up/Reschedule date.*

SPECIAL BG&T COMMITTEE MEETING 5:00 at CENTRAL OFFICE
BOARD OF DIRECTORS MEETING APPROVED MINUTES
MVHS CAFETERIA
MONDAY, APRIL 13, 2026 SCHOOL BOARD 6:00PM

Link for Live Viewing at: https://meet.google.com/yok-odcy-hpq

School Board Members Present:	Chad Culleton, Allison Long, Peter DeFilipp, Darcy Klein, Ed Bulger, Kristen Chapman, Veronica "Bonnie" Knox(virtual), Dan Hodge, Erin Hinkley, Jennifer LeDuc(virtual), Doug Stone, Jonathan Ferreira,
School Board Members Absent:	Vacant- Hanover Rep.
Staff & Community Present:	Deb Alden, Brian Carrier, Matthew Gilbert, Margaret Therriault, Leah Kaulback, Tom Danylik, Carrie Luce, Ryan Wilkins, Troy Eastman, Jeff Pelletier, Brian Hooper, Diana Charest, Sarah Marshall, Steve Garcia, Kate Clement, Students, Staff, Community Members

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. Welcome- ~~Jim Hodgkin, Elementary Principal MVCS~~ Absent
   Matt Gilbert, Assistant Superintendent

II. ADJUSTMENTS TO THE AGENDA

If yes:
Motion: E. Hinkley Second: J. Ferreira
Motion to Add #5 under New Business Back to the Agenda.
Passed Opposed: P. DeFilipp

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the March 23rd Meeting and March 30th Budget Workshop of the Western Foothills Regional School Unit No. 10 School Board Meeting Minutes as Written.
March 23rd
Motion: A. Long Second: P. DeFilipp
Unanimous
March 30th
Motion: K. Chapman Second: J. Ferreira
Unanimous

PUBLIC COMMENTS/QUESTIONS

(This is the time for the public to comment in-person at School Board Meetings)
Steve Garcia, Sarah Marshall, Lisa Russell

V. COMMUNICATION/CORRESPONDENCE

Superintendent Alden-

- Paid respect with a moment of silence for two beloved staff members who have recently passed away: Heidi Brennick(3/21), Special Education Teacher at MVCS, and Deb Buotte(3/29), Secretary to the Principal at MVHS.
- Congratulated the Board on their choice of Matt Gilbert as Superintendent, beginning 7/1/2026.

Student Board Representatives Reports - MVHS- Chloe Brown
Student Board Representatives Reports - BJSHS- Vacant

Upcoming Meetings:
April ~~16th~~ 15th Negotiations at 4:00 at CO Conference Room
April 20th Patriot's Day- Central Office **CLOSED**
April 20th-24th School Vacation Week
April 27th School Board Meeting at 6:30 at BJSHS
April 29th Finance Committee Meeting at 4:00 at BJSHS LIBRARY
April 29th Policy Committee Meeting at 5:00 at BJSHS LIBRARY
April 29th BG&T Committee Meeting at 6:00 at BJSHS LIBRARY

VI. COMMITTEE REPORTS

1. Personnel Committee-3/18, 5/20
2. Policy Committee- 3/18, 4/29
3. Finance Committee- 2/25, 4/29
4. Building & Grounds Committee- 2/25, 4/13, 4/29
5. Negotiations Committee update- 4/15 Ed Techs
6. Region 9- 4/1
7. Region 11- No Updates
8. Curriculum Committee- 3/18, 5/20
9. Superintendent's Report-

MVCS - May 9th for the MVCS "Ribbon Cutting" - Open House - more to come. Met on April 1st and went through the punch list - many items will be completed the week of April 20th. Next meeting on April 15th.

"Snow Days" - As of March 18th we have had three traditional snow days which takes us to Tuesday, June 16th for the last day of school. We still have 2 traditional snow days available as well. We will consider "Remote Learning days" unless we have no food or power.

VII. SUPERINTENDENT'S CORRESPONDENCE

Administrative/Department Reports:
~~JMG- MAD Day at MVHS 4/16/26- Larry Thornton and Students~~
Rescheduled to 5/11/26

Resignations/Retirements:
The Superintendent has accepted the resignation of Jim Hodgkin, Elementary Principal at MVCS, effective 4/30/26.

Transfers:
None

Appointments:
The Superintendent has appointed Melissa Forbes, as Head Field Hockey Coach at MVHS.
The Superintendent has appointed Melissa Porter, as Head Winter Cheerleading Coach at MVHS.
The Superintendent has appointed Kathryn Miracle, as Girls Tennis Coach at MVHS for the 2025-2026 season.
The Superintendent has appointed Trent Holman, as the JV Baseball Coach at MVHS for the 2025-2026 season.

New Hires (don't need Board approval):
The Superintendent has hired Bethanie Sharples, as Human Resources for the District.
The Superintendent has hired Erica Johnson, as a Bus Driver/ Custodian at MVCS.

Employee Probationary Period Completions:
Jennifer Aasen, Special Education, Ed Tech III at MVCS-4/1/26

Policy Regulations and Job Descriptions (don't need Board approval):
None

VIII. OLD BUSINESS

1. Act to Reduce a Restorative Practice .5 Teacher position at HSES/BMS and .5 Teacher (Elective) to BJSHS for FY '27. $109,847.99
   Motion: A. Long Second: D. Klein
   Passed Opposed: D. Stone
2. Act to Reduce One(1) School (Guidance) Counselor at HSES for FY'27.
   Motion: P. DeFilipp Second: E. Hinkley $91,223.14
   Passed Opposed: D. Stone
3. Act to Reduce One(1) MVCS Principal Position for FY'27.
   Motion: P. DeFilipp Second: E. Bulger $131,918.06
   Passed Opposed: D. Stone
4. Act to Reduce an ELL Education Technician for FY'27.
   Motion: K. Chapman Second: D. Klein $50,181.07
   Passed Opposed: D. Stone

5. Act to Reduce a Library Education Technician at MVCS for FY'27.
   Motion: E. Hinkley Second: J. Ferreira $52,622.14
   Unanimous
6. Act to Reduce One(1) Office Secretary at MVCS.
   Motion: P. DeFilipp Second: D. Klein $45,454.28
   Unanimous
7. Act to Reduce One(1) School (Guidance) Counselor at MVCS for FY'27.
   Motion: E. Bulger Second: J. Ferreira $103,636.18
   Unanimous
8. Act to Reduce One(1) Social Worker at MVCS for FY'27.
   Motion: P. DeFilipp Second: D. Klein $117,454.23
   Passed Opposed: J. Ferreira, J. LeDuc, D. Stone, V. Knox
   Weighted Vote: In Favor= 640 Opposed= 271
9. Act to Reduce a Special Education Teacher at BJSHS.
   Motion: K. Chapman Second: D. Klein $76,722.94
   Passed Opposed: A. Long, D. Stone
10. Act to Reduce Three(3) Teachers (Math, English, and French) at MVHS.
    $186,998.78

Motion: D. Hodge made a motion to AMEND to separate French($58,333.94) from Math and English($128,664.84).
Second: D. Klein
Unanimous
Act to Reduce Two(2) Teachers (Math and English) at MVHS.
Motion: D.Hodge Second: D. Klein
Failed In Favor: E. Hinkley, C. Culleton, A. Long, J. Ferreira
Opposed: D. Hodge, K. Chapman, E. Bulger, D. Klein, D. Stone, V. Knox, J. LeDuc, P. DeFilipp
Act to Reduce One(1) Teacher (French) at MVHS.
Motion: E. Bulger Second: D. Stone
Passed Opposed: D. Stone

11. Act to Cut MVHS Alpine/Nordic Skiing for FY'27.
    Motion: P. DeFilipp Second: D. Klein $26,418.40
    Passed Opposed: D. Stone

IX. NEW BUSINESS

1. ~~Act to Approve the RSU 10 Health and Safety Emergency Management Plan.~~
   ~~Motion: Second:~~ Rescheduled for 4/27/26
2. Act to Appoint Christopher Brennick to the Region 9 Board of Directors, as the Third Representative for the RSU 10 District.
   Motion: P. DeFilipp Second: D. Klein
   Unanimous

3. Act to Approve the Superintendent's Recommendation of Kelsi Stevens, as School Psychologist for the RSU 10 District.
   Motion: P. DeFilipp Second: D. Klein
   Unanimous
4. Act to Approve the Superintendent's Recommendation of Carly Georgen, as a Grade 4 Special Education Teacher at MVCS.
   Motion: P. DeFilipp Second: D. Klein
   Unanimous
5. **Act to Approve Recommendation of the B,G,T Committee regarding the Bucket Loader.**
   Motion: K. Chapman Second: D. Klein
   Unanimous
6. Act to Reduce a Human Resource Specialist in RSU 10 for FY'27.
   Motion: D. Klein Second: J. Ferreira $95,143.24
   Failed Opposed: Unanimous
7. Act to Reduce a Special Education Teacher at HSES for FY'27.
   Motion: D. Klein Second: C. Culleton $71,201.51
   Failed Opposed: Unanimous
8. Act to Reduce Four(4) Special Education Education Technicians I's for FY '27.
   Motion: D. Klein Second: J. Ferreira $178,846.54
   Motion: J. LeDuc made a motion to AMEND to reduce Two(2) Special Education Technician I's for FY'27.
   Second: D. Stone
   Passed Opposed: E. Bulger, V. Knox, A. Long, D. Stone
9. Act to Reduce Two (2) Teachers at HSES Based on Class Sizes for FY'27.
   Motion: D. Klein Second: D. Stone $117,909.20
   Passed Opposed: A. Long, D. Stone
10. Act to Reduce Four (4) Teachers at MVCS Based on Class Sizes for FY'27.
    Motion: D. Klein Second: J. Ferriera $294,021.85
    Motion: D. Stone made a motion to AMEND to reduce Two(2) Teachers at MVCS based on class sizes for FY'27.
    Second: J. LeDuc
    Passed In Favor: E. Bulger, K. Chapman, E. Hinkley, D. Stone, J. Ferreira, C. Culleton, J. LeDuc, V. Knox, D. Stone
    Opposed: A. Long, D. Klein, D. Hodge

Vote to reduce Two Teachers at MVCS based on class sizes for FY'27.

Passed In Favor: E. Bulger, K. Chapman, E. Hinkley, D. Stone, J. Ferreira, C. Culleton, J. LeDuc, V. Knox
Opposed: A. Long, D. Klein, D. Hodge, D. Stone

Cont.

Prior to 23 vote:
K. Chapman made a motion to reconsider AMENDING to reduce Three(3) Teachers at MVCS based on class sizes for FY'27.
Second: E. Hinkley
Passed **In Favor: K. Chapman, D. Klein, E. Bulger, E. Hinkley, C. Culleton, V. Knox, D. Hodge**
Opposed: P. DeFilipp, A. Long, D. Stone, J. LeDuc
Abstained: J. Ferreira
Vote to reduce Three(3) Teachers at MVCS based on class sizes for FY'27
In Favor: K. Chapman, E. Hinkley, E. Bulger, D. Klein, C. Culleton, J. LeDuc, V. Knox
Opposed: P. DeFilipp, A. Long, D. Stone, D. Hodge
Abstained: J. Ferreira
Weighted Vote: In Favor= 712 Opposed= 243

11. Act on the Addition of One(1) General Ed. Education Technician III at MVCS-MS for FY'27.
    Motion: D. Klein Second: E. Bulger $52,622.14
    Failed Opposed: Unanimous
12. Act to Reduce One(1) School Nurse at BJSHS.
    Motion: K. Chapman Second: J. Ferreira $105,169.85
    Failed Opposed: D. Hodge, J. Ferreira, P. DeFilipp, A. Long, D. Stone, C. Culleton
    Weighted Vote: In Favor= 476 Opposed= 507
13. Act on the Addition of a Med Tech (Education Technician I) at BJSHS.
    Motion: E. Bulger Second: D. Klein $46,057.43
    Failed Opposed: Unanimous
14. Act to Reduce a Mechanic and a .5 Transportation Specialist Position for FY'27. $100,833.14
    Motion: C. Culleton Second: D. Klein $40,844.38
    Motion: E. Hinkley made a motion to AMEND to reduce .5 mechanic and a .5 transportation specialist for FY'27.
    Second: C. Culleton
    Unanimous
15. Act to Reduce .5 Assistant Special Education Director Position in RSU 10 District for FY'27.
    Motion: D. Klein Second: D. Stone $65,974.26
    Unanimous
16. Act to Reduce ELO Teachers to One(1) for the District Paid form Grant Funding for FY'27.
    Motion: D. Klein Second: P. DeFilipp $105,169.85
    Unanimous

17. Act to Change the position of Assistant Superintendent to Curriculum Coordinator for FY'27.
Motion: P. DeFilipp Second: A. Long $29,300.86
Unanimous

18. Act to Change Assistant Principal at HSES/BJSHS to AP/AD for FY'27.
Motion: P. DeFilipp Second: D. Stone $5,000.00
Failed In Favor: K. Chapman Opposed: Remaining Board members

19. Act to Cut Two(2) Stipends for Athletic Director at BJSHS.
Motion: E. Bulger Second: D. Klein $33,519.36
Failed In Favor: J. LeDuc Opposed: C. Culleton, D. Stone, J. Ferreira, V. Knox, A. Long, P. DeFilipp, E. Bulger, D. Klein, D. Hodge, E. Hinkley
Abstained: K. Chapman

20. Act to Reduce an Athletic Director Position in the MV Region for FY'27.
Motion: D. Klein Second: J. Ferreira $137,615.71
Failed In Favor: A. Long Opposed: C. Culleton, D. Stone, J. Ferreira, V. Knox, A. Long, P. DeFilipp, E. Bulger, D. Klein, D. Hodge, C. Chapman
Abstained: E. Hinkley

21. Act on the Addition of Two(2) Stipends for Athletic Director at MVCS and MVHS.
Motion: P. DeFilipp Second: D. Stone $33,519.36
Failed Opposed: C. Culleton, D. Stone, J. Ferreira, V. Knox, A. Long, P. DeFilipp, E. Bulger, D. Klein, D. Hodge, C. Chapman
Abstained: E. Hinkley

22. Act to Reduce an Athletic Trainer in the MV Region for FY'27.
Motion: J. Ferreira Second: D. Klein $77,757.10
In Favor: A. Long, K. Chapman, E. Hinkley, V. Knox, C.Culleton
Opposed: J. LeDuc, D. Klein, E. Bulger, D. Hodge, P. DeFilipp, J. Ferreira
Failed

23. Act to Approve the FY 2026-2027 School Budget to Present to the Annual Budget Meeting on May 27th. 4.131% $45,045,746.32
Motion: E. Bulger Second: D. Stone
Passed Abstained: K. Chapman

X. BOARD MEMBER COMMENTS

None

XI. EXECUTIVE SESSION

Act to Enter into Executive Session for the Purpose of Hiring a Director of Special Services for RSU 10 District Pursuant to 1 MRS § 405(6)(A).

Motion: C. Culleton Second: D. Stone
Unanimous at 9:38p.m.

EXIT EXECUTIVE SESSION

Motion: C. Culleton Second: D. Stone
Unanimous at 9:48 p.m

RESULTS FROM EXECUTIVE SESSION:

Act on the Hiring of Diana Charest, as Director of Special Services for RSU 10 Distric Pursuant to 1 MRS § 405(6)(A) with an Annual Salary of $107,000, beginning July 1, 2026.

Motion: C. Culleton Second: P. DeFilipp
Unanimous

No Board members who are in attendance of a Board meeting virtually can attend the executive session remotely, per BEC-R Executive Session Law(II): Restrictions During Executive Session.

XII. ADJOURNMENT

Motion: C. Culleton Second: D. Stone
Unanimous at 9:49p.m.

FinancialFinance Board Committee
Minutes
April 29, 2026
4:00-5:00
BJSHS Library.

Members: Dan Hodge-Chair, Peter DeFilipp, Kristen Chapman, Jennifer LeDuc, Doug Stone
Attendees: K. Chapman, D. Stone, D. Hodge, M. Gilbert, L. Kaulback, Casey Leonard (Auditor), D. Alden

1) Audit Review with Auditors - **Clean opinion - No material weaknesses, Segregation of duties always comes up as a Significant deficiency due to the small staff size in the Business Office. Recommendation: Approval of student activity fund bank account reconciliations need to be completed on a monthly basis.**
   Tested three program grants - Timeliness of reporting is necessary and beefing up the timeliness of HS student graduation for Title 1A.

2) Q3 Financials review - Leah - **19.25% of budget is left - one Cost center of concern is Facilities Management. We can move up to 5% from other Cost Centers.**

3) Discussion of Facilities budget for remainder of FY'26 Facilities Accounts FY'26
   (Please refer to Leah's email dated 4/17/26) **Discussed not allowing OT, but would have to stop night and weekend building use…easier said than done. Discussed why OT happens…ideas for less. Not doing the Site Improvements that weren't already completed. We need to do the portable at BJSHS for next school year.**
4) Other

Next Meeting: August 19th @ 4:00 @ **CO Conference** (Unless necessary in the meantime)

Building, Grounds Transportation Committee
Meeting Minutes
April 29, 2026
6:00-7:00
BJSHS Library

Members: Peter DeFilipp-Chair, Ed Bulger, Erin Hinkley, Dan Hodge

Attendees: E. Hinkley, P. Defilipp, D. Hodge, C. Culleton, E. Bulger, B. Hooper, M. Gilbert, L. Kaulback, D. Alden, Phil Therriault

1. Update on Septic project at HSES - **the pumps were reinstalled and it is good for the next seven weeks of school. One of the three tanks disintegrated and needs to be replaced along with the piping and pumps needed to get it up to where it needs to be, however we need an engineer to make a plan. We need to go out to Bid for the Engineer and then out to bid for the project. It needs to be done and completed by the end of August.**

2. FY'26 Facilities Budget - Should we do the remaining Site Improvement jobs?
   (Please review Leah's email dated April 17th)
   We need to make up for all of the overtime taken in the Facilities cost center. We need to complete the portable at BJSHS that should have been done last fall and is needed for next school year. This will be going out to bid. The committee agreed we will not be able to do the gym floor at MVHS and the BJSHS dugout. We also need to see what we can do about less OT between now and the end of June.

3. Meroby building - **Students helped clean it out during MAD day. Matt has met with a couple Towns about items they want. All decent items are in the gym. The Mexico Town Manager wants to meet with Chad and Matt at their next Selectmen's meeting on May 5th to discuss this.**

4. Energy Audit for MVCS - **Committee talked about getting an Energy auditor to go through the building before the warranty is up to make sure what savings there could be if there are changes that need to be made. We spoke of checking with Efficiency Maine. EEI was also mentioned to see if they have someone to do an audit. Leah reported that our Electrical contract with CMP is up June 2027 and that would be when we go out to bid. Also discussed having Revision Energy come and discuss solar panels for MVCS as was discussed during the original planning of the building.**
5. Other

This Committee may need to meet in June once we get plans from the engineer.
Next Meeting: August 19th @ 6:00 @ CO Conference (Unless needed this summer)

RSU #10 Policy Committee Minutes

April 29th, 2026
5:00pm
BJSHS Library

Members of the Personnel Committee:
Chair - Allison Long • Kristen Chapman • Bonnie Child • Jen LeDuc • Doug Stone
Attendees: A. Long, D. Stone, C. Culleton, K. Chapman, B. Knox (virtual), M. Gilbert, D. Alden

1. JICH: Student Use of Cell Phones and Other Electronic Devices
    a. Current RSU #10
        JICJ - Student Use of Cell Phones and Other Electronc Devices.docx
    b. DRAFT JICJ Student Use of Cell Phones and Other Electronic Devices

Conversation around the new law and how the current proposal draft meets or doesn't meet the law. (LD1234 is the bill) The law doesn't allow for a tiered approach. Students are not permitted to have a cell phone on them "bell to bell" PreK-12th grade. We need to also have a Procedure for the Policy. Question about school sponsored activities - going to competitions, etc.

Next Meeting: May 20, 2026, 6:00pm in the Central Office Conference Room

Committee also decided to have a Policy meeting on June 17, 2026 @ 5:00pm @ BJSHS

2. Physical Restraint and Seclusion policies
    a. JKAA: Use of Physical Restraint and Seclusion
        i. Current RSU #10 JKAA - Use of Physical Restraint and Seclusion
        ii. DRAFT JKAA Use of Physical Restraint and Seclusion

    b. JKAA-R Procedures on Physical Restraint and Seclusion
        i. Current RSU #10 JKAA -R Use of Physical Restraint and Seclusion
        ii. DRAFT JKAA-R Use of Physical Restraint and Seclusion Admin. Pr…

3. Substance use policies, continued
   Guests: Melissa Harding, Program Manager, River Valley Healthy Communities Coalition & Anita Lenardis, Prevention Program Coordinator, Healthy Oxford Hills

    a. ADC Tobacco Use and Possession
        i. Current RSU #10 ADC Tobacco Use and Possession.doc
        ii. DRAFT ADC Tobacco Use and Possession

    b. ADC-R Tobacco Use and Possession Administrative Procedure
        i. Current RSU #10 ADC-R Tobacco Use & Possession Procedure.doc
        ii. DRAFT ADC-R Tobacco Use and Possession Administrative Proce…

    c. IGDA Substance Use Policy for Co/Extra Curricular Participants
        i. Current
            IGDA RSU_10 Substance Abuse Policy for Co Extra Curricular 8.1…

ii. IGDA-E1 Student Participation - Parental Approval Form.docx

4. I Policies, continued
    a. Current RSU #10
        IHBAG Programming in the Least Restrictive Environment.docx **(No MSBA sample)**

Note: This Committee is reviewing any policy that is eight (8) or more years since last review/revision. Other policies are reviewed as they are brought to the Committee's attention and/or as laws change.

Next Meeting: May 20, 2026, 6:00pm in the Central Office Conference Room

MVR #11

www.ohts.net

TO:	**MVR #11 Board Members, Superintendents of SAD #17 and RSU #10**
FROM:	**Chairperson and Director of MVR #11**
RE:	**MVR #11 Board Meeting**
DATE:	**May 14, 2026**
TIME:	**6:30 PM**
LOCATION:	**E118**

AGENDA

I. Call to Order: John Poto, Chairperson

II. Pledge of Allegiance

III. Welcome to all Board Members and Guests

IV. Adjustments to the Agenda

V. Questions and Comments from the Public and Board

VI. Director's Report

VII. Routine Business

A. To see if the Board will vote to approve the Minutes of the April 9, 2026 Regular Board Meeting.

B. Committee Reports
   1. Finance Committee
   2. Program Review Committee
   3. Budget Committee
   4. Negotiations Committee
   5. Personnel Committee
   6. Policy Committee

MVR #11

www.ohts.net

VIII. Old Business

A. To see if the Board will approve the second reading of Policy EEAEAA and EEAEAA-R

IX. New Business

A. To see if the Board will approve Doug Duguay, Tony Steevens and Heather Swain for continuing contracts as Instructors.
B. To see if the Board will approve Erik Arnsten, Peter Doucette, and Nicolle Ryan for second year Probationary instructor contracts for the 206-2027 school year.
C. To see if the Board will approve Jay Bisette and Matt Wilkinson for second year Probationary trade assistant contracts.
D. To see if the Board will approve Heidi Bigelow as Instructor in the Diversified Occupations program for the 2026-2027 school year.

X. Comments from Board

XI. Adjournment

MVR #11

NEPN/NSBA Code: EEAEAA

DRUG AND ALCOHOL TESTING OF SCHOOL BUS/COMMERCIAL MOTOR VEHICLE DRIVERS

In accordance with the federal Omnibus Transportation Employee Testing Act of 1991, in addition to other pertinent state and federal laws promulgated to effectuate a drug and alcohol free workplace, the MVR #11 Board is committed to the establishment of an alcohol and controlled substance testing program for school bus/commercial motor vehicle drivers, in addition to any other employees who drive vehicles to transport sixteen (16) or more passengers, including the driver.

The purpose of the testing program shall be to help prevent accidents, injuries and deaths resulting from the misuse of alcohol and controlled substances by drivers performing safety-sensitive functions. The Director shall be responsible for the implementation of an alcohol and drug testing program consistent with federal regulations and shall implement additional administrative procedures to assist and further the implementation of the federal mandates regarding alcohol and controlled substances testing as he/she deems necessary.

Legal References: 49 CFR Part 382
26 MRSA §§ 681(8)(B); 685(2); 689

1st Reading: April 9, 2026
2nd Reading: May 14, 2026

Director's Report May 14, 2026

1 - Awards and Celebrations!

2 - Update on hiring

3 - Acceptance and Enrollment process for 2026-2027

4- MSAD 17/MVR 11 Budget Referendum May 20th, OHCHS Forum at 6:00 PM

A regular meeting of MVR #11 School Board of Directors was held Thursday, April 9, 2026 at Oxford Hills Comprehensive High School. Board members present: John Poto, Susan Bowyer, Steven Campbell, Robert Kirchherr, Ryan Ricci, Veronica Poland, and Joseph Vaillancourt. Also in attendance: Randy Crockett, Patrick Carson, Shelley Cummings, Lisa Letourneau, and student representatives, Max Davis and Madeline Poland.

I. Chairman Poto called the meeting to order at 6:30 PM.

II. Pledge of Allegiance

III. John Poto welcomed all Board Members and Guests.

IV. Adjustments to the Agenda
   A. None.

V. Questions and Comments from the Public and Board
   A. None

VI. Randy Crockett gave his Director's Report.

VII. Routine Business
   A. Ryan Ricci moved and Steven Campbell seconded to approve the Minutes of the March 12, 2026 Regular Board Meeting.
   The vote was unanimous with one abstention.

   B. Committee Reports
      1. Finance Committee has not met.
      2. Program Review Committee has not met.
      3. Budget Committee has met and has an item on the agenda.
      4. Negotiations Committee has met.
      5. Personnel Committee has met and has an item on the agenda.
      6. Policy Committee has met and has an item on the agenda.

VIII. Old Business
   A. None.

IX. New Business
   A. Robert Kirchherr moved and Ryan Ricci seconded to approve the first reading of revisions to Policy EEAEAA and EEAEAA-R.
   The vote was unanimous.

   B. Steven Campbell moved and Susan Bowyer seconded to approve Patrick Carson as the OHTS Director for the 2026-2027 school year as recommended by the Personnel and Negotiations Committees
   The vote was unanimous.

C. Joseph Vaillancourt moved and Ryan Ricci seconded to approve the MVR 11, FY27 Budget as recommended by the Personnel and Negotiations Committees. **The vote was unanimous.**

IX. Comments from the Board

A. None.

X. Steven Campbell moved and Susan Bowyer seconded to adjourn the meeting.

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

MVR #11

EEAEAA-R

DRUG AND ALCOHOL TESTING OF SCHOOL BUS/COMMERCIAL MOTOR VEHICLE DRIVERS ADMINISTRATIVE PROCEDURE

The MVR #11 Board is committed to the establishment of an alcohol and controlled substance testing program that meets all applicable requirements of the federal Omnibus Transportation Employee Testing Act of 1991, in addition to pertinent state laws and regulations. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by drivers performing safety-sensitive functions.

The following administrative procedure represents a summary of the main provisions found in federal regulations promulgated to effectuate drug and alcohol testing of school bus/commercial motor vehicle drivers. The following procedure in no way attempts to modify said regulations, which should always be referred to when questions as to implementation of this policy/procedure arise.

I. APPLICABILITY

All persons operating a commercial motor vehicle in commerce in any state and subject to the commercial driver's license requirements mandated under both federal and state laws, including the Omnibus Transportation Employee Testing Act of 1991, shall be subject to the drug and alcohol testing provisions herein contained.

II. IMPLEMENTATION

The Director shall be responsible for implementing a drug and alcohol testing program which complies with procedures set forth in Title 49 Parts 40, 382, 390 and 395 of the Federal Code of Regulations. Such testing program shall include pre-employment/pre-duty drug testing, post-accident testing, random testing, reasonable suspicion testing, return-to-duty and follow-up testing. This school unit shall provide parties subject to testing with written notice of materials and information available to them as required by Part 382.

III. CONTROLLED SUBSTANCES

Controlled substances in this policy/procedure refer to those covered by the Omnibus Transportation Employee Testing Act of 1991, including, but not limited to, marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

IV. SAFETY-SENSITIVE FUNCTION

Safety-sensitive function(s) in this policy/procedure refer to functions defined in 49 CFR §382.107 and §395.2 (On-Duty Time, paragraphs (1) through (6)).

V. PROHIBITIONS

All drivers subject to this policy shall be prohibited from:

A. Using any alcohol while on duty and four (4) hours prior to going on duty;

B. Possessing alcohol while on duty;

C. Reporting for duty or remaining on duty while having an alcohol concentration of 0.02 or greater;

D. Using any alcohol for eight (8) hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first;

E. Refusing to submit to a required alcohol or controlled substance test(s);

F. Reporting for duty or remaining on duty when using any controlled substance, except when use is pursuant to the instructions of a physician who advised the driver that the substance does not adversely affect the driver's ability to safely operate the vehicle; and

G. Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for a controlled substance.

VI. REQUIRED TESTING

A. **Pre-Employment Testing.** Prior to the first time a driver performs a safety-sensitive function for the school, the driver shall undergo testing

for controlled substances. However, no driver shall be subjected to pre-employment controlled substance testing prior to having been offered a position. Employment is conditioned upon a **verified negative** controlled substance test result.

B. **Post-Accident Testing.** As soon as practicable following an accident, each surviving driver will be subject to alcohol and controlled substance testing as follows:

1. Any driver performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life;

2. Any driver who receives a citation under State or local law for a moving violation arising from the accident; and

    a. Causes bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

    b. Should one or more motor vehicles incurring disabling damage as a result of the accident, require a motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

3. In addition, the following provisions will also apply.

    a. **Alcohol.** If a test required under this section is not administered within two (2) hours following the accident, the school unit shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the accident, the school unit shall cease attempts to administer the test and shall prepare and maintain the same record. Records shall be submitted to the Federal Highway Administration (FHWA) upon request of the Associate Administrator.

    b. **Controlled Substances.** If a test required by this section is not administered within thirty-two (32) hours following the accident, the school unit shall cease attempts to administer the test and shall prepare and maintain on file a record stating the

reasons the test was not promptly administered. Records shall be submitted to the FHWA upon request of the Associate Administrator

C. **Random Testing.** All drivers subject to this policy/procedure will be subject to random and unannounced alcohol and controlled substance testing throughout the year. The minimum annual percentage rate for testing of school bus/commercial motor vehicle drivers is as follows:

1. Random alcohol testing shall be a minimum of 10 percent of the number of driver positions each selection period; and

2. Random controlled substance testing shall be a minimum of 50 percent of the number of driver positions each selection period.

D. **Reasonable Suspicion Testing.** All drivers subject to this policy/procedure shall submit to alcohol and controlled substance testing when the employer has reasonable suspicion to believe that the driver has violated the prohibitions found in Part V. of this procedure, with the exception of Part V. B. regarding alcohol possession. The MVR #11 school shall base its determination that reasonable suspicion exists requiring the driver to undergo such testing on observations concerning appearance, behavior, speech or body odors of the driver. When controlled substances are at issue, observations may include indications of the chronic and withdrawal effects of controlled substances.

In addition, the following provisions also apply.

1. **Alcohol.** Alcohol testing will be performed only if the aforementioned observations are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy/procedure. If a test required under this section is not administered within two (2) hours following the reasonable suspicion determination, the school unit shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required under this section is not administered within eight (8) hours following a determination that reasonable suspicion exists, the school unit shall cease attempts to administer an alcohol test and shall state in the record reasons for not administering the test. The school unit shall submit to

the FHWA records of tests required by this section that were not completed within eight (8) hours according to the mandates of 49 CFR §382.307 (3).

2. **Controlled Substances.** MVR #11 shall, within twenty-four (24) hours or before the results of the controlled substances test are released, whichever is earlier, create a written record of the observations leading to a controlled substances test which shall be signed by the MVR #11 Director official making said observations.

E. **Return-to-Duty Testing.** Prior to returning to duty requiring the performance of safety-sensitive functions when a driver has engaged in conduct prohibited under this policy/procedure, the driver shall undergo a return-to-duty alcohol and/or controlled substances test(s) as appropriate.

Drivers found to have engaged in prohibited conduct under the alcohol/controlled substance provisions of this policy/procedure will not be permitted to return to duty unless the subsequent alcohol test reveals a result less than or consistent with federal and state standards. In cases involving controlled substances, a **verified negative** result is necessary before a driver may return to duty.

F. **Follow-up Testing.** In the event that a driver has been found to have been in violation of the prohibitions herein contained and is identified as requiring assistance in resolving problems associated with alcohol and/or controlled substances, the school unit shall require the driver to submit to at least six (6) unannounced follow-up alcohol and/or controlled substances tests during the first twelve (12) months after returning to duty. Follow-up tests will be unannounced and may continue for up to sixty (60) months after returning to duty. Follow-up alcohol testing shall be conducted only when the driver is performing, just before, or just after ceasing to perform safety-sensitive functions.

VII. REFUSAL TO SUBMIT TO TESTING

All drivers who are required by federal regulations to submit to drug/alcohol testing must do so immediately upon being directed to submit to the test(s). A driver's refusal to submit to testing will subject the driver to immediate removal from the performance of safety-sensitive functions. In addition, failure to comply with Federal regulations or this procedure is

grounds for disciplinary action up to and including dismissal. Any of the following actions on the part of a driver constitutes a refusal to submit to a test:

A. Failure to provide adequate specimens/samples of substance(s) undergoing testing, including but not limited to breath and urine, without a valid medical reason;

B. Engaging in conduct which obstructs the testing process; and

C. Refusal by an employee to complete and sign testing forms.

VIII. TRAINING FOR SUPERVISORS

The MVR #11 Director will determine whether reasonable suspicion exists to require a driver to undergo testing under Part 382, with at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances. Training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

IX. ENFORCEMENT

MVR #11, in its independent authority as an employer, shall subject any driver who violates this policy/administrative procedure or Federal regulations to potential disciplinary action up to and including dismissal, except to the extent that any state law or collective bargaining agreement requires otherwise.

In addition, any driver who refuses to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test(s) shall not perform or continue to perform safety-sensitive functions.

Furthermore, no driver tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions including driving a commercial motor vehicle until the start of the driver's next regularly scheduled duty period, but not less than twenty-four (24) hours after the test was administered.

X. RECORDS

Employee drug and alcohol tests and results shall be maintained under strict confidentiality in a secure location with controlled access and released only

in accordance with law. A driver, upon written request, shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug tests. Records shall be made available to subsequent employers or other identified persons only when expressly requested in writing by the driver.

XI. NOTIFICATIONS

Each driver shall receive educational materials prior to MVR #11's commencement of alcohol and controlled substances testing. Such material will explain the requirements of the Code of Federal Regulations, Title 49 Part 382, and contain a copy of the Board's policy and administrative procedures for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. MVR #11 shall also include in the package of informational material submitted to each driver, a statement certifying that he/she has received the informational material. MVR #11 shall maintain the original signed copy of the statement on file.

In addition to the aforementioned items, MVR #11 shall also make available to drivers and representatives of employee organizations information listed in 49 CFR §382.601(b).

MVR #11 shall also make available the following information:

A. The results of pre-employment controlled substance test(s) if the applicant requests such results within sixty (60) calendar days of being notified of the disposition of the employment application; and

B. The results of random, reasonable suspicion and post-accident drug tests if the results are verified positive. The school unit shall also tell the driver which controlled substance(s) was verified as positive.

XII. CONTROLLED SUBSTANCES

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such substance may be used in conjunction with duty only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

XIII. REFERRAL, EVALUATION, AND TREATMENT

A. **Referral.** A driver who has engaged in conduct prohibited by this policy/procedure shall be advised by the school unit of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. The information the school bus/commercial motor vehicle driver receives will include: names, addresses, and telephone numbers of substance abuse professionals, counseling and treatment programs, in addition to information relating to his/her responsibility with regard to payment of such services.

B. **Evaluation/Treatment.** A driver who engages in such prohibited conduct shall be evaluated by a substance abuse professional who shall determine what assistance or treatment, if any, the employee needs in resolving controlled substance(s) use.

XIV. RETURN TO DUTY

If MVR #11 has not discharged a driver due to his/her engagement in prohibited conduct under this policy/procedure, the school bus/commercial motor vehicle driver must, prior to returning to safety-sensitive duties:

A. Undergo return-to-duty testing and obtain an alcohol concentration level of less than 0.02 and/or a verified negative test for controlled substances;

B. Have been evaluated by a substance abuse professional; and

C. Have followed prescribed and/or recommended treatment.

XV. OTHER POLICIES/PROCEDURES

Nothing contained in this administrative procedure shall prevent the Board from establishing and enforcing independent policies/procedures relating to the possession, being under the influence of, distribution, sale or use of alcohol or controlled substances or any misconduct associated therewith and the penalties for violation of those policies/procedures, up to and including dismissal.

Legal References: 49 CFR Parts 40, 382, 390, 395
26 MRSA §§ 681(8)(B); 685(2); 689

1st Reading: April 9, 2026
2nd Reading: May 14, 2026

BOARD OF DIRECTORS MEETING DRAFT MINUTES
BJSHS CAFETERIA
MONDAY, APRIL 27, 2026 SCHOOL BOARD **6:30PM**

Link for Live Viewing at: https://meet.google.com/yok-odcy-hpq

School Board Members Present: Chad Culleton, Allison Long, Peter DeFilipp, Darcy Klein(virtual), Ed Bulger, Kristen Chapman, Veronica "Bonnie" Knox, Dan Hodge, Erin Hinkley, Doug Stone, Jonathan Ferreira

School Board Members Absent: Jennifer LeDuc, Vacant- Hanover Rep.
School Board Student Rep Absent: Chloe Brown

Staff & Community Present: Deb Alden, Brian Carrier, Matthew Gilbert, Margaret Therriault, Troy Eastman, Ryan Wilkins, Leah Kaulback, Peter Chase, Tom Danylik, Diana Charest, Brian Hooper, Students, Staff, Community Members

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. Welcome- Troy Eastman, Principal BJSHS

II. ADJUSTMENTS TO THE AGENDA

If yes:
Motion: C. Culleton Second: A. Long
Unanimous
Remove IX. 1. from the agenda-per MVCS

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the April 13th Meeting of the Western Foothills Regional School Unit No. 10 School Board Meeting Minutes as Written.
Motion: P. DeFilipp Second: D. Stone
Unanimous

PUBLIC COMMENTS/QUESTIONS

(This is the time for the public to comment in-person at School Board Meetings)

V. COMMUNICATION/CORRESPONDENCE

Student Board Representatives Reports - MVHS- Chloe Brown- Absent
Student Board Representatives Reports - BJSHS- Vacant

Upcoming Meetings:
April 29th Finance Committee Meeting at 4:00 at BJSHS LIBRARY
April 29th Policy Committee Meeting at 5:00 at BJSHS LIBRARY
April 29th BG&T Committee Meeting at 6:00 at BJSHS LIBRARY
May 11th School Board Meeting at 6:30 at 6:30 at MVHS
May 18th Budget Informational Meeting at 6:30 at BJSHS

Cont.

May 20th Curriculum Committee Meeting at 4:00 at CO
May 20th Personnel Committee Meeting at 5:00 at CO
May 20th Policy Committee Meeting at 6:00 at CO
May 25th Memorial Day- Central Office **CLOSED**

VI. COMMITTEE REPORTS

1. Personnel Committee-5/20
2. Policy Committee- 4/29
3. Finance Committee- 4/29
4. Building & Grounds Committee- 4/29
5. Negotiations Committee update- Ed Tech Contract/Bargaining Agreement
6. Region 9- 5/6
7. Region 11- 5/14
8. Curriculum Committee- 5/20
9. Superintendent's Report-

- **MVCS Grand Opening & Ribbon Cutting is May 9th** - This will be at 10:00 and will include tours of the school. I believe we will have town officials attending. I haven't heard from the State as of yet.
- **School Board meeting Calendar** - This is in your packet. Please review it in case you see any glaring conflicts. Typically the Board doesn't meet in July unless something comes up. The Policy Committee may need to meet in June and/or July to get caught up. Remember the first meeting in August is when the Board positions and Committees get decided.
- **Retirements** - Reminder that June 1st is when the Board recognizes Teacher/staff retirements at a dinner (5:00) before the Board meeting.

VII. SUPERINTENDENT'S CORRESPONDENCE

Administrative/Department Reports:
None

Resignations/Retirements:
The Superintendent has accepted the resignation of Tara Morin, Grade 2 Teacher at MVCS, effective at the end of the 2025-2026 SY.
The Superintendent has accepted the resignation of Michael Arbor, Grade 6 Writing Teacher at MVCS, effective at the end of the 2025-2026 SY.

Transfers:
None

Appointments:
None

New Hires (don't need Board approval):
The Superintendent has hired Susan Welch, as a PT(30hrs/wk) Van Driver for the District.

Employee Probationary Period Completions:
Amber Woods- Special Education, Ed Tech II at HSES- 4/14/26
Caro Farmer- PT Custodian at BJSHS- 4/16/26

Policy Regulations and Job Descriptions (don't need Board approval):
None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

~~1. Act to Approve a Grade 5 Trip to Bryant Pond with 2 Overnight Stays on May 18, 19, and 20 for MVCS,~~
~~Motion: Second:~~

2. Act to Retain Meroby Elementary School if the Town of Mexico Does Not Accept the Conveyance, by July 1, 2026.

MOTION: I move that the Vote entitled, "Vote to Retain Meroby Elementary School" be adopted in form presented to this meeting and that an attested copy of the Vote be filed with the minutes of this meeting.
Motion: P. DeFilipp Second: E..Bulger
Unanimous

3. Act to Approve the School Board Meeting Schedule DRAFT for 2026-2027.
Motion: P. DeFilipp Second: D. Stone
Unanimous
4. Act to Approve the RSU 10 Health and Safety Emergency Management Plan.
Motion: V. Knox Second: D. Stone
K. Chapman made a motion to TABLE to the next meeting for additional information.
Second: C. Culleton Opposed: A. Long, V. Knox, D. Stone, P. DeFilipp
Passed

5. Act on the Use of Additional Capital Improvement Reserve Funds up to $35,000 for the Sewer Project at HSES.
   Motion: D. Stone Second: P. DeFilipp
   Unanimous

6. Act to Call and Approve Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts Adopted.

MOTION: I move that the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Budget 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.
Motion: P. DeFilipp Second: D. Stone
Unanimous

X. BOARD MEMBER COMMENTS

V. Knox

XI. EXECUTIVE SESSION

1. Act to Enter into Executive Session for the Purpose of Hiring a Director of Buildings and Grounds for RSU 10 District Pursuant to 1 MRS § 405(6)(A).
   Motion: C. Culleton Second: D. Stone
   Unanimous at 7:14p.m.

EXIT EXECUTIVE SESSION
Motion: D. Hodge Second: V. Knox at 7:34p.m
Unanimous

RESULTS FROM EXECUTIVE SESSION:
Act on the Hiring of Brian Hooper, as the Director of Buildings and Grounds for RSU 10 District Pursuant to 1 MRS § 405(6)(A), with a salary of $84,000.
Motion: C. Culleton Second: V. Knox
Unanimous

2. Act to Enter into Executive Session for the Purpose of Hiring a Director of Transportation for RSU 10 District Pursuant to 1 MRS § 405(6)(A).
   Motion: D. Stone Second: V. Knox at 7:38p.m.

EXIT EXECUTIVE SESSION
Motion: D. Hodge Second: D. Stone at 7:52p.m
Unanimous

RESULTS FROM EXECUTIVE SESSION:

Act on the Hiring of Peter Chase, as the Director of Transportation for RSU 10 District Pursuant to 1 MRS § 405(6)(A), with a salary of $81,000.

Motion: C. Culleton Second: E. Bulger

Unanimous

No Board members who are in attendance of a Board meeting virtually can attend the executive session remotely, per BEC-R Executive Session Law(II): Restrictions During Executive Session.

XII. ADJOURNMENT

Motion: C. Culleton Second: D. Hodge

Unanimous at 7:55p.m.

EDUCATIONAL POLICIES OF
REGIONAL SCHOOL UNIT NO. 10

POLICY: DN
REVISIONS ADOPTED: 10/13/15

SCHOOL PROPERTIES DISPOSITION

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 municipal departments are to be informed in writing of property declared surplus and are to have the first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board (or "Board's Finance Committee").

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 a 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 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", "SURPLUS").

G. The Director of Building, Grounds, and Transportation develops and implements procedures for sale and/or disposal of surplus property.

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

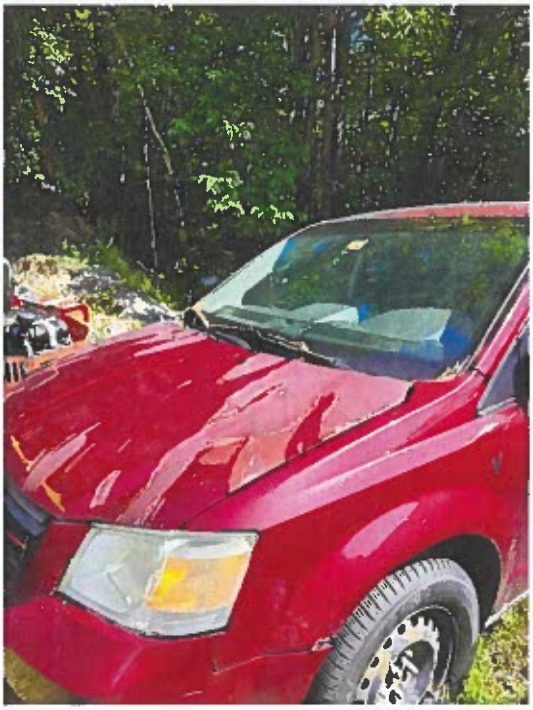
Adopted: 12/1/96
First reading of revisions: 9/28/15
Second reading and adopted: 10/13/15

Auction Items - For Bid

Vans

VIN # - 2D4RN4DE9AR385428 - Van 7
2010 - Maroon - Dodge - Caravan - 7 passenger - Approx 161631 Miles





VIN # - 2D4RN5DX5AR126300 - Van 9

2010 - Sky Blue - Dodge - Caravan - 7 passenger







VIN # - 2C4RDGBGXKR805849 - Van 3

2019 - Black - Dodge - Grand Caravan - 7 passenger









VIN # - 1GAHG35U471182651 - Van 8

2007 - Grey - Chevy - Express - 11 passenger









VIN # - 1FBNE31L78DB20002 - Van 6

2008 - Blue - Ford - Econoline - 10 passenger

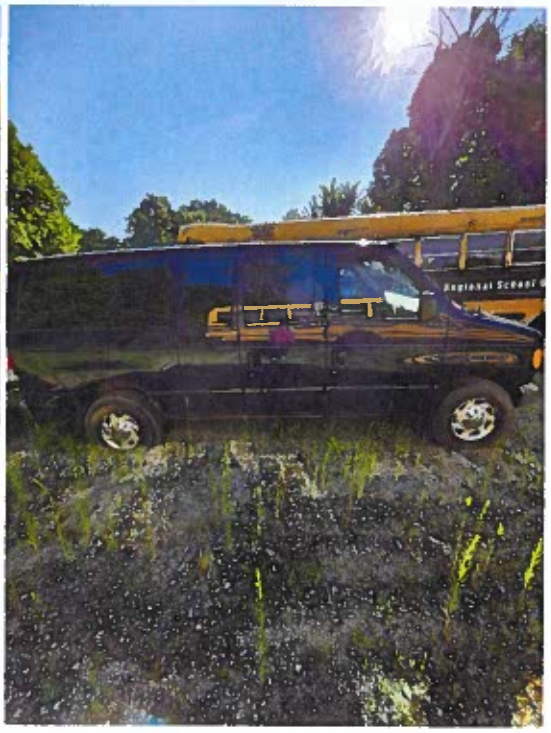


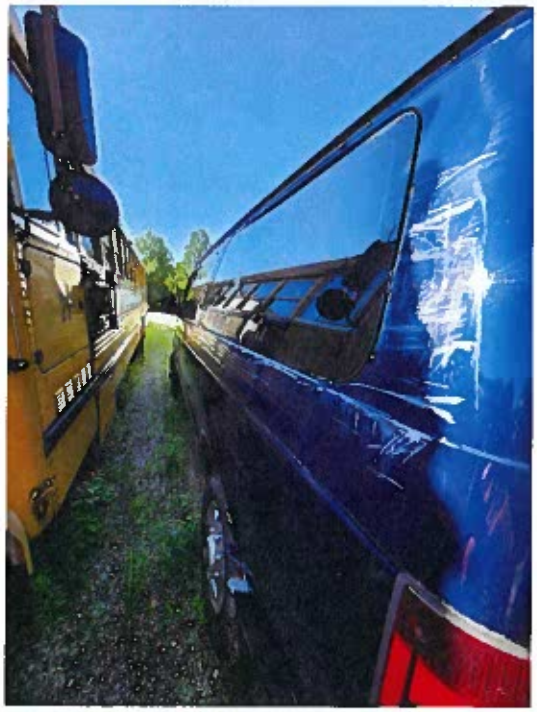


VIN # - 1FTNE24LX7DB06997 - Van 1

2007 - Blue - Ford - Econoline - 8 passenger

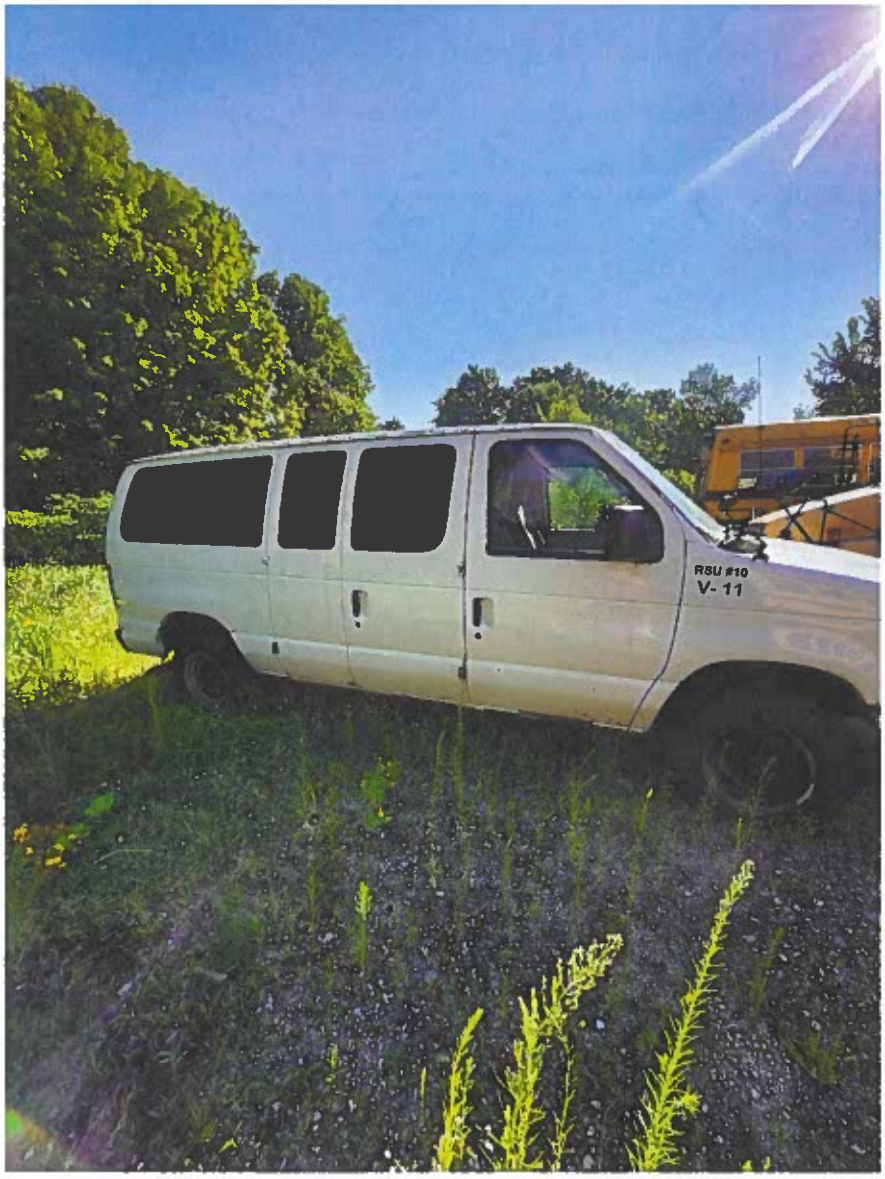






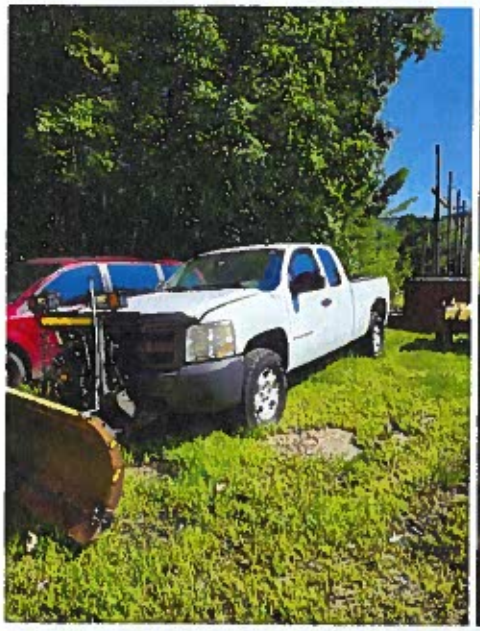
VIN # - 1FBNE3BL6EDB00222 - Van 11

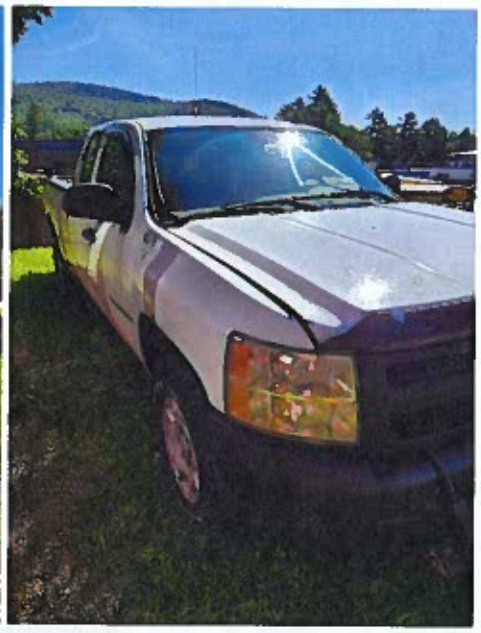
2014 - White - Ford - Econoline - 10 passenger



Trucks

VIN # - 2GCEK19J881139410 - T6
2008 - White - Chevy - 1500 4X4 - Sold W/ Plow



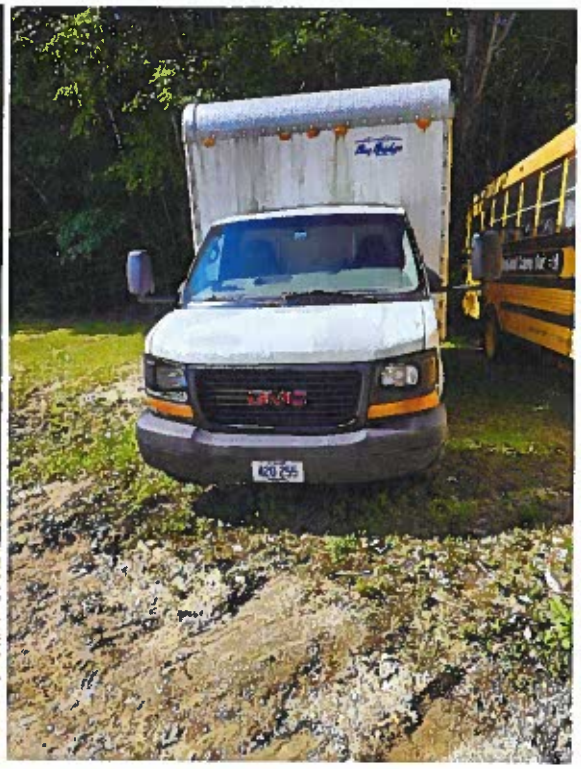




VIN # - 1GDJG31U471159090 - T10

2008 - White - GMC - Savannah - Box Truck







VIN # - 3D7LT2ET3AG190592 - T2

2010 - Green - Dodge - Ram 2500 4X4 -





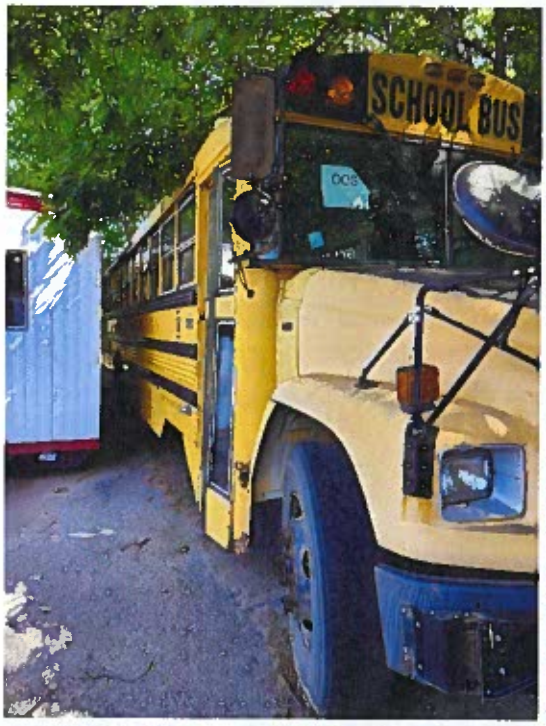




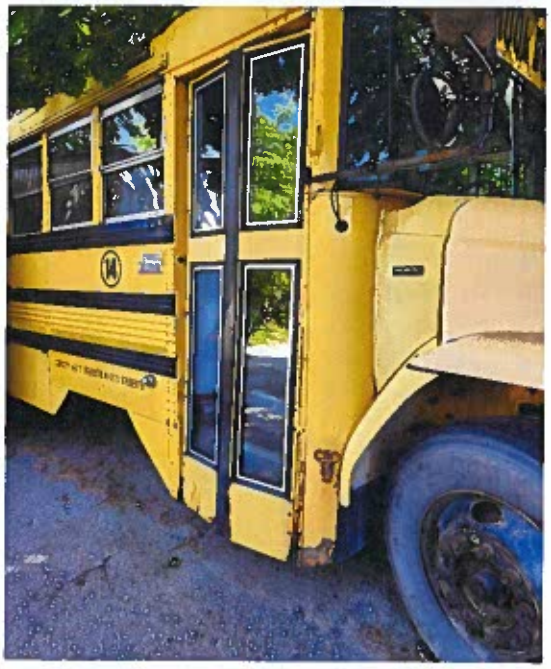


Buses

VIN # - 4UZAAXCS25CN36148 - Bus 14
Bus #14 - 2005 - Freightliner - Diesel





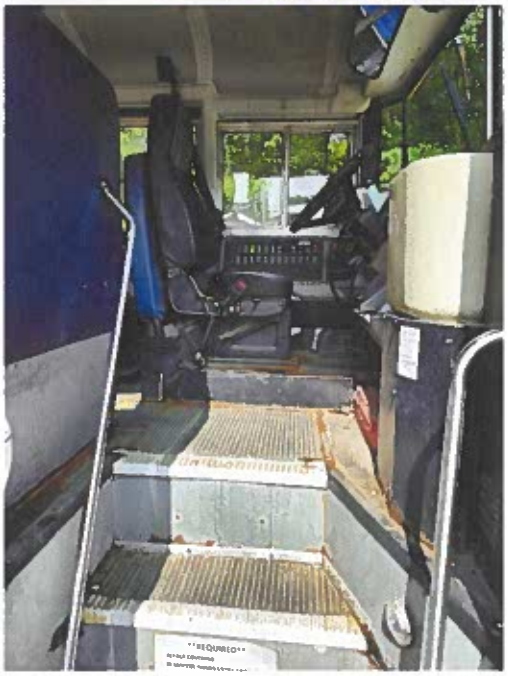


VIN # - 4UZAAXCS25CN36229 - Bus 9

2005 - Freightliner - Diesel - 36 Passenger - Wheel Chair Lift







VIN # - 1HVBBABM6YH305647 - Bus 17

2000 - International - Diesel - 36 Passenger - Wheel Chair Lift







VIN # - 4UZAAXBV02CJ97770 - Bus 11

2002 - Freightliner - Diesel - 77 Passenger











VIN # - 4DRBUAFP68B555943 - Bus 26

2008 - International - Diesel - 77 Passenger







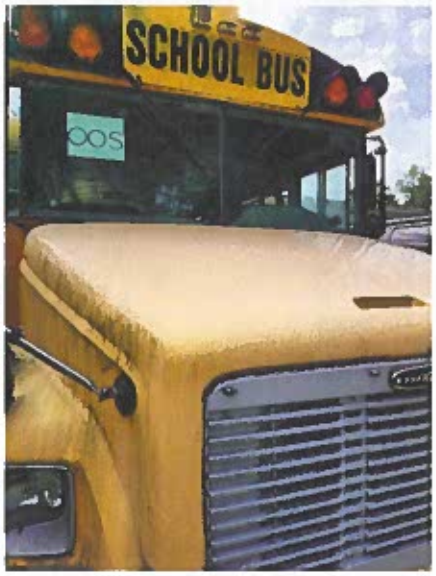
VIN # - 4UZAAXCT45CU82246 - Bus 23

2005 - Freightliner - Diesel - 77 Passenger














23










HYDROSTATIC




HYDROSTATIC



Portable Trailer (Two of them)
Roughly 20 x 40 ft





6.

DRAFT

DRAFT

EDUCATIONAL POLICIES OF
REGIONAL SCHOOL UNIT NO. 10

POLICY: JICJ
ADOPTED 9/9/19

STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

~~The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.~~

~~The intent of this policy is to support a focused learning environment, minimize distractions, and promote student social and emotional well-being by regulating **[OR: setting expectations regarding]** the use of student personal cell phones, smart watches, and other personal electronic devices (PEDs) during the school day~~

This policy, developed in accordance with Maine law, applies to all student personal electronic devices with Internet or cellular network connection connectivity capabilities, wearable or handheld.

~~The following provisions apply to student use of cell phones and other electronic devices:~~

~~A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, "smart phones," I-Pods, MP3 players, handheld computers/PDAs, and electronic games at school or during school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.~~

~~B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.~~

~~C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).~~

~~D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.~~

~~E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:~~

~~1. Confiscation of the device until the end of the school day;~~

~~2. A conference with the student's parent/guardian;~~

~~3. Exclusion of the device from school for an extended period of time;~~

~~4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and~~

~~5. Referral to law enforcement.~~

BELL TO BELL PROHIBITION

All students, from Pre-K through Grade 12, are prohibited from using cell phones and other personal electronic devices with Internet or cellular network connectivity capabilities for the duration of the entire school day, from starting to dismissal, except as otherwise permitted in this policy.

Students are not permitted to carry/wear or access personal cell phones, smart watches, or other PEDs during the school day.

- Prior to the starting bell, cell phones and other PEDs must be powered off and remain off and stored as determined by the building administrator.
- Exceptions to the prohibition on use may be granted for
  - monitoring or management of a health condition in accordance with a health care provider's order as incorporated into the student's individual health plan (IHP) (e.g., glucose monitoring);
  - implementation of a student's IEP;
  - a documented Section 504 accommodation for an individual student (e.g., use of assistive technology);
  - in language support services for emergent English language learners when no other translation option is reasonably available;
  - or in an emergency situation as authorized by the building administrator in accordance with the school unit's health and safety and emergency management plan.

In the event of a school emergency, the school/district will communicate with parents as promptly as possible in accordance with the school unit's emergency procedures.

RSU 10 shall not be responsible for the loss, theft or damage to students' personally owned cell phones, smart watches or other ~~electronic devices that students bring with them to school or school activities or use on school transportation.~~ PEDs brought into schools or onto school property, including school buses, parking lots, athletic fields and/or any other school facilities.

Teachers and other school staff should be conscious of the impact of their own behavior on their students and avoid the use of their own cell phones, smart watches, and other electronic devices when engaged in classroom instruction or supervision of students, except as permitted in this policy.

~~The Superintendent/designee may develop additional rules to implement this policy. The policy and rules will be communicated to students and parents through the student handbook and/or the student code of conduct.~~ The Superintendent and building administrators will be responsible for ~~developing and~~ implementing and enforcing this policy and its associated procedure. ~~to implement/enforce this policy~~. Students and parents will be provided notice of this policy and its associated procedure through student handbooks and/or other means of communication prior to the beginning of the school year.

Legal Reference: 20-A MRSA § 1001(23)

Cross Reference: JICJ-R Student Use of Cell Phones and Other Electronic Devices
[pending Policy Committee approval; this is a new document]
GBCC–Employee Use of Cell Phones
IJNDB–Student Computer and Internet Use and Internet Safety
JIC–Student Code of Conduct
JIH–Questioning and Searches of Students

First reading: August 19, 2019
Second reading and adoption: September 9, 2019
First reading:
Second reading and adoption:

DRAFT DRAFT

EDUCATIONAL POLICIES OF
REGIONAL SCHOOL UNIT NO. 10

POLICY: JLCD
REVISIONS ADOPTED:

ADMINISTRATION OF MEDICATION TO STUDENTS

Although the Board discourages the administration of medication to students during the school day when other options exist, it recognizes that in some instances it may be necessary for a student to have medication administered while the student is in attendance at school. ~~it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day.~~ The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program. Whenever possible, it is recommended that the first dose of a newly-prescribed medication be given at home.

The intent of this policy is to promote the safe administration of medications, including emergency and rescue medications, to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine autoinjectors. ~~pens~~.

The Board encourages collaboration between parents/guardians and the schools ~~in these efforts~~ in matters involving student medication.

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

This policy does not apply to medical marijuana, which is addressed in the Board's policy JLCDA, Medical Marijuana in Schools.

SPECIFIC AUTHORIZATIONS: EPINEPHRINE, NALOXONE

This policy authorizes the adoption of a collaborative practice agreement for the purposes of stocking and administration of epinephrine autoinjectors by the school nurse or designated trained school personnel to any student during school or a school-sponsored activity under emergency circumstances involving anaphylaxis.

This policy also authorizes the adoption of a collaborative practice agreement to provide for the possession and administration of naloxone hydrochloride or other noninjectable opioid overdose-reversing medication by the school nurse or designated trained school personnel to students, staff, or visitors during school or a school-sponsored activity or otherwise on school grounds in emergency circumstances involving an opioid overdose or apparent opioid overdose.

I. **Definitions**

A. **"Administration"** means the provision of prescribed medication to a student according to the orders of a healthcare provider.

B. **"Collaborative practice agreement"** means a written and signed agreement between a physician licensed in Maine or a school health advisor, as defined in 20-A MRSA §6402-A, and a school nurse that provides for the prescription of epinephrine autoinjectors by the physician or school health advisor and administration of epinephrine injectors by the school nurse or designated school personnel to students during school or a school-sponsored activity under emergency circumstances involving anaphylaxis; or as defined in 20-A MRSA § 6307 that provides for the prescription of naloxone by the physician or school health advisor and the administration of naloxone by the school nurse or designated school personnel to students, staff, or visitors during school or a school-sponsored activity or otherwise on school grounds under emergency circumstances involving an opioid overdose or apparent opioid overdose.

C. **"Designated school personnel"** are unlicensed school personnel who have completed such training in administration of medication as may be required by Maine statutes or DOE rules and who have been authorized by the school nurse to administer medication.

~~D. **"Diabetes Care plan"** means an individual health plan document that specifies the diabetes-related services needed by a student at school and at school-sponsored activities and which may include an emergency action plan.~~

E. **"Emergency action plan"** means a document that provides guidelines to prepare school personnel to respond to a serious life-threatening injury or medical emergency.

F. **"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.

G. **"Indirect supervision"** means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

H. **"Medication"** means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a healthcare provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider. For the purpose of this policy, "medication" includes epinephrine, naloxone hydrochloride and other noninjectable opioid overdose-reversing medications, but does not include medical marijuana.

I. **"Parent"** means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

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

K. **"Self-administration"** is when the student administers medication independently to themselves under indirect supervision of the school nurse.

L. **"Standing order"** is an order written by a health care provider (as defined in this policy) for the entire population of students or subset thereof rather than written for a specific named individual.

M. **"Unlicensed school personnel"** are persons who do not have a professional license that allows them, within the scope of that license, to administer medication.

II. Administration of Medication by School Personnel

A. **Parental Request:** In the event that no reasonable alternative exists, the parent may request medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. **Requests shall be valid for the current school year only.**

B. The school nurse may take a verbal request from the parent, however, for continued administration, a signed permission to administer form must be provided as soon as possible.

C. **Health Care Provider's Order:** Except for the circumstances described above, the following procedure must be followed for any prescription medication to be administered to a student pursuant to a health care provider's order:

1. The parent/legal guardian shall obtain a copy of the RSU #10's Medication Administration Form and Board Policy JLCD from the school nurse or via the district website.
2. The parent/legal guardian shall complete and sign the Request/Permission Form.
3. The parent/legal guardian shall return the Request/Permission Form to the school nurse along with the medication:
    a) In the original container appropriately labeled by the health care provider or pharmacy;

b) Including no more than the amount of medication necessary to comply with the health provider's order.

4. If there is a later change in the medical order (such as change in dose, frequency or type of medication), a new Medication Administration Form form must be completed.
5. All parental requests for prescription medication must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. ~~A medication label that provides sufficient information may be used in lieu of a written order unless the medication is to be administered for more than 15 consecutive days.~~ Such order must include:
6. The student's name;
7. The student's date of birth;
8. The name of the medication;
9. The reason the medication is given
10. The dose;
11. The route of administration (e.g., tablets, liquid, drops); and
12. Time intervals for administration (e.g., every four hours, before meals);
13. Any special instructions; and
14. The name of the prescribing health care provider.

D. It is the responsibility of the school nurse to clarify any medication order that ~~he/she~~ they believe~~s~~ to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer medication if ~~he/she~~ they believe~~s~~ such administration would jeopardize student safety. In this case, the school nurse must notify the parent, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

III. Renewal of Parent Permission Requests/Forms and Health Care Provider Orders

Written parental permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

IV. Delivery and Storage of Medication

A. The student's parent shall deliver any medication to be administered by school personnel to the school nurse in its original container and properly labeled. In the

event that this is not practical, the parent must contact the school to make alternate arrangements.

B. The parent is responsible for the replenishment of medication kept at school.
C. The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required or that remains at the end of the school year. Medications not retrieved by parents will be destroyed at the end of the school year by the school nurse.
D. All prescription medication will be kept in a secured, locked cabinet in the nurse's office or main office. The cabinet is to be kept locked at all times except during the administration of the medication.
E. Emergency medications shall be stored in an area readily accessible to the individual designated to administer them.
F. The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

V. Recordkeeping

A. School personnel and the student's parents shall account for all medication brought to school. The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded ~~on the medication administration record~~.
B. School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given~~, and signature~~. and the name of the person administering the medication
C. The school nurse shall maintain a record including the parent's request, physician's order, details of the specific medications (including dosage and timing of medication), and documentation of each instance the medication is administered.
D. All controlled-substance medications will be counted and recorded upon receipt from the parent. Medication shall be recounted after every administration and this count reconciled with the medication administration record.
E. Any adverse reaction to medication shall be reported to the student's parent immediately and entered into the student's health record.
F. Any error made in the administration of medications shall be reported to the building administrator immediately, and a written report completed and entered into the student's health record. The nurse is responsible for reporting the error to the student's parents.
G. Records shall be retained according to the current State schedules pertaining to student health records.
H. RSU #10 will report to the Department of Education (on a form developed by the Department) of each incident involving a severe allergic reaction or the administration of an epinephrine auto-injector.

VI. Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

VII. Administration of Medication

A. Medication may be administered during the school day by licensed medical personnel acting within the scope of their licenses.
B. The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.
C. All unlicensed personnel (principals, teachers, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.
D. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

VIII. Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

A. The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:
    1. The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or IEP team, will collaborate with the student's parent and primary care provider to determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of ~~his/her~~ the student's health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).
    2. The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.
    3. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent will be encouraged to accompany the student, if possible, to care for the student and administer medication.
B. All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. ~~As practicable, the DOE's "Procedure for Medication Administration on School Field Trips" will be followed.~~ As practicable, the administration of medication on a field trip will duplicate, as much as possible, the guidelines found in the *Medication Administration Handbook for Unlicensed School Personnel.*

IX. ~~Medication Administration On School Field Trips~~

A. ~~RSU #10 schools will accommodate students requiring administration of medication during field trips or school-sponsored events.~~

B. ~~There must be written permission to administer form completed by the parent and a written physician's order and/or an appropriately labeled original medication container.~~

C. ~~Either a standardized preprinted medication label or preprinted envelope will be used for students attending a field trip. The medication envelope or label will contain the following information transferred by the school nurse.~~

1. ~~Name of student~~
2. ~~Name of medication~~
3. ~~Dose to be given~~
4. ~~Time to be given~~
5. ~~Physician prescribing the medication~~

D. ~~The medication will be transported, stored and administered by designated, trained staff members in compliance with any special direction for the medication and will be secured as safely as possible with the exception of Benadryl, inhaled asthma medication, epinephrine auto-injector, insulin and/or insulin pump and glucagon.~~

E. ~~The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the "Guidelines for Training of Non-Licensed Personnel in Medication Administration". This will include consideration of student privacy and cleanliness of areas where medications are administered.~~

F. ~~Each school nurse will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method or returning any medication not administered.~~

~~X.~~ **Student Self-Administration of Emergency Medications**

~~A.~~ Students shall be authorized to possess and self-administer prescribed emergency medication, including an inhaled asthma medication, epinephrine auto-injector, or medications related to the care of insulin dependent diabetes under the following conditions:

~~1.~~ The student must have the prior written approval of the student's health care provider stating that the student has the knowledge and skills to safely possess and use the emergency medication.

~~2.~~ The student must have the prior written approval of their parent/guardian.

~~3.~~ An Individualized Health Plan or Emergency Plan is required for the student addressing their particular condition.

~~4.~~ The school nurse shall evaluate the student's technique to ensure proper and effective use of the particular emergency medication in school.

~~B.~~ If a student has a unique medical need for which the Individualized Health Plan and Emergency Plan determines the student should carry a medication not

specifically addressed in Section C, the school nurse may allow it as long as the conditions in #1-4 above are met. This does not apply to medical marijuana.

C. Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine ~~pen (EpiPen)~~ autoinjector or asthma inhaler during the school day, during field trips, at school-sponsored events, or while on a school bus. The designated student shall be authorized to possess and self-administer medication from an epinephrine ~~pen~~ autoinjector or asthma inhaler if the following conditions have been met:
   1. The parent (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine ~~pen~~ autoinjector or asthma inhaler.
   2. The student must have the prior written approval of ~~his/her~~ their primary health care provider and, if the student is under the age of 18, the prior written approval of ~~his/her~~ their parent/guardian. The written notice from the student's primary care provider must specify
      a) the name and dosage of the medication,
      b) the frequency with which it may be administered,
      c) and the circumstances that may warrant its use.
   3. The student's parent must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine ~~pen~~ autoinjector or asthma inhaler.
   4. To ensure proper and effective use of an epinephrine ~~pen~~ autoinjector or asthma inhaler, any student approved to self-administer shall demonstrate their ability to do so to the school nurse prior to being approved to carry and self-administer the medication.
   5. The parent will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

D. A student's authorization to possess and self-administer medication from an epinephrine ~~pen~~ autoinjector or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents if the student demonstrates inability to responsibly possess and self-administer such medication.

E. To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

F. Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

XI. Dispensation of Over-the-Counter Medications

A. With prior written parent permission, students may receive certain over the counter medications at school, e.g., Tylenol, Ibuprofen, Tums, cough drops, etc. pursuant to a standing order from the school physician/school health advisor. This medication must be administered as outlined in Section IV of this policy.

XII. Sunscreen

A. Students may possess and self-administer topical sunscreen without a signed order from a health care provider under the following conditions:

1. Sunscreen is to be in its original container, labeled with directions of use and warnings. Because it may adversely affect students with asthma and/or allergies, aerosol and spray sunscreens will not be allowed in schools.
2. ~~The student must have written permission from their parent/guardian.~~
3. The school nurse or other school personnel may inspect sunscreen product for safety and proper FDA labeling.
4. There is no expectation that school staff will apply sunscreen to students.
5. There is no expectation that the school will supply sunscreen to students.
6. A student who is unable to physically apply sunscreen may be assisted by school personnel when requested to do so by the student, if permitted by a parent or guardian and authorized by the school.

XIII. Required Training of Unlicensed Personnel to Administer Medication

A. Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

1. The trainer shall document the training and competency of unlicensed school personnel to administer medication. ~~Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.~~ For each individual trained to administer medication, the school nurse will review this documentation. The school nurse will then make recommendations to the Superintendent/designee as to whether that individual should be authorized to administer medication.

2. Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

XIV. Delegation and Implementation

A. The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy. Such procedures/protocols shall include direction regarding:

1. Safe transport of medication to and from school;
2. Administration of medication during field trips and school-sponsored events;
3. Accountability for medications, particularly those regulated by Schedule II of the Controlled Substances Act;
4. Proper storage of medication at school;
5. Training of appropriate staff on administration of emergency medications including the standards for the signs and symptoms of anaphylaxis and the use of epinephrine autoinjectors for previously unknown severe allergies;
6. The procedure to follow in the event of a medication reaction;
7. Access to medications in case of a disaster
8. The process for documenting medications given and medication errors; and
9. The proper disposal of medications not retrieved by parents.

Legal Reference: 20-A M.R.S.A. §§ 254; 4009(4); 4502 (5)(N); 6305; 6308
~~Ch. 40; 125 § 10.01(e) (Me. Dept. of Ed. Rule)~~ Me. Dept. of Ed. Rule Ch. 40

28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference: JLCDA Medical Marijuana in Schools.docx
JLCD-R Medication Administration On School Field Trips

Adopted: August 10, 2009
First reading of revisions: June 27, 2016
Second reading and adopted: July 11, 2016
First reading of revisions: 11/13/2018
Second reading and adoption 12/10/2018
First reading of revisions: 1/27/26
Second reading and adoption:

Allison Long <along@rsu10.org>

RSU 10 meeting

Lisa Torgersen <lisa.marie.torgersen@gmail.com> Fri, Mar 20, 2026 at 8:34 AM
To: Allison Long <along@rsu10.org>
Cc: Deb Alden <dalden@rsu10.org>, Chad Culleton <cculleton@rsu10.org>, Jennifer LeDuc <jleduc@rsu10.org>

Thanks for allowing me some time to provide a thoughtful response. Understating the need to administer epinephrine is important, and I'm happy to offer up any education I can on the topic.

Clinical Reality: anaphylaxis is deadly and unpredictable.

Anaphylaxis is a quick-onset, rapidly progressive medical condition that can lead to airway obstruction, cardiovascular collapse (shock), and death. This can happen within minutes.

Anaphylaxis is also unpredictable. Up to 25% of reactions occur in individuals with no known or prior allergy.

Anaphylaxis is also a common event in the school setting. I don't know our district's exact numbers, but in general, up to 15% of schools in the US will have an event of anaphylaxis.

Epinephrine is the only first-line, life-saving treatment. The standard of care for first aid and general medical care—supported by national and international guidelines—is immediate intramuscular epinephrine.

Delays in administration of epinephrine increase the cases of severe outcomes and death.

With a large collection of people, like a school, there is a very real possibility that this life threatening happens for the first time at school.

Because anaphylaxis is deadly, unpredictable, and there is a statistically significant chance this will happen at school, our schools must be prepared to treat this emergency is students who have a known history of anaphylaxis, as well as those that will experience it for the first time.

School Setting Challenge: the nurse can't be everywhere at once.

It is very likely anaphylaxis will occur in a classroom, outside area, cafeteria, etc. Anaphylaxis most likely will not occur in the health office.

School nurses are often not present full time. They often are responsible for multiple buildings and/or groups of students. They are also stationed physically far away from large groups of students.

This is why it is critical for non-clinical staff to trained and prepared to recognize and act on anaphylaxis.

Safety: epinephrine auto injectors are designed for a non-clinical person.

Epinephrine auto-injectors are designed for safe layperson use. They have minimal and clear instructions. The device is designed to be easy to use.

National guidance supports training school personnel without medical licenses, because waiting for a nurse or EMS will cause dangerous delays. Epinephrine administration is critical within the first seconds to minutes of recognition of the emergency.

Much like a choking episode: waiting for EMS to arrive to perform a Heimlich Maneuver can be a life threatening delay.

Epinephrine is safe to administer even if the person does not actually have anaphylaxis. The expected side effects are increased heart rate, anxiety, headache. Epinephrine is very fast acting, so these side effects show up right away.

Epinephrine is also very short acting. It is rapidly (within minutes) metabolized by the liver and kidneys, so the side effects wear off quickly. They also do not cause long term harm in otherwise healthy individuals.

The severe adverse effects like cardiac arrhythmias that people can be concerned about are extremely rare. Withholding epinephrine because of concern for a potential underlying condition is not recommended.

Severe adverse effects from epinephrine happen for just a few different reasons. First, incorrect dosing used to be a problem. Epinephrine used to be more widely available in vials of different doses. That made drawing up the correct dose for anaphylaxis challenging, even to trained healthcare workers. The auto injectors eliminate the dosing concerns. They administer the correct dose one time, without need to draw up medication or correct the dose. Second, sometimes people worry about a severe cardiac adverse effect. The reality is that is that a cardiac event due to epinephrine administration for anaphylaxis extremely rare. It is much more likely that anaphylaxis will cause death or debility than it is for the epinephrine to do definitive harm. And remember, anaphylaxis itself causes cardiovascular collapse, so not treating it guarantees harm. If someone with cardiac condition was recognized to be suffering anaphylaxis, the first line treatment is still epinephrine.

Finally, if epinephrine is administered, we should also be calling 911, sending the child on their way to definitive care.

Evidence & National Guidance: major medical societies align on this topic.

The following organizations recommend stock epinephrine and trained staff administration:

- Centers for Disease Control and Prevention
- American Academy of Pediatrics
- American Academy of Family Physicians
- American Academy of Asthma and Immunology
- National Association of School Nurses
- Food Allergy Research & Education

Federal support: our government provides funding to have epinephrine availabile quickly.

This is so important that our government makes provisions for epinephrine in schools. The School Access to Emergency Epinephrine Act encourages schools to maintain epinephrine and train personnel.

Maine Legal Alignment: this is so important that states also have legal provisions.

Maine law supports:

- Stocking (undesignated or "unassigned") epinephrine in schools
- Administration by trained school personnel acting in good faith
- Liability protections for emergency response

Risk Management Perspective: the risks of not administering epinephrine are too great.

Without trained staff access to epinephrine:
- Delayed treatment
- Increased morbidity/mortality
- Potential liability for failure to meet standard of care

With trained staff access:
- Rapid, life-saving intervention
- Alignment with national guidelines
- Reduced institutional risk

My recommended for policy actions align with national guidelines, are articulated in the policy proposed/attached, and are summarized by:

1. Maintain stock epinephrine auto-injectors in accessible locations for emergency use.
2. Provide annual training for designated staff (recognition and administration).
3. Authorize trained non-clinical personnel to administer epinephrine.
4. Maintain emergency response protocols (call EMS immediately after use).
5. Continue individualized plans for known allergies while also preparing for unknown cases that may arise.

In conclusion, allowing trained non-clinical school personnel to administer epinephrine is medically necessary, evidence-based, legally supported, and critical to preventing avoidable deaths.

As a physician, who is duty bound to Do No Harm, and to provide standard of care to the best of my ability, I cannot (and will not) sign standing orders that do not allow for the immediate administration of epinephrine in an emergency.

Sincerely,
Lisa Torgersen MD
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