BOARD OF DIRECTORS MEETING AGENDA
MVHS CAFETERIA
MONDAY, DECEMBER 8, 2025 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- Carrie Luce, Principal at MVCS/MVMS

II. ADJUSTMENTS TO THE AGENDA

If yes:
Motion: Second:

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the November 10th Meeting of the Western Foothills Regional School Unit and the November 24th School Board Financial Workshop No. 10 School Board Meeting Minutes as Written.
11/10/25
Motion: Second:
11/24/25
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- Khloe Brown
Student Board Representatives Reports - BJSHS- Vacant

Upcoming Meetings:
December 15th Teacher Planning Committee at 4:00 at CO
December 17th Finance Committee Meeting at 4:00 at CO
December 17th Policy Committee Meeting at 5:00 at CO
December 17th BG&T Committee Meeting at 6:00 at CO
December 22nd -January 2, 2026 **Christmas Break**
December 24th and December 25th **Central Office CLOSED**
January 1, 2026 New Year's Day **Central Office CLOSED**
January 12th School Board Meeting at 6:30 at MVHS
January 12th-16th NO School Grades 6-8 Mountain Valley Region
January 16th-23rd NO School Grades PreK-5 Mountain Valley Region
January 20th Grades 6-8 Start at MVCS
January 26th Grades PreK-5 Start at MVCS
January 21st Curriculum Committee Meeting at 4:00 at BJSHS

Cont.

January 21st Personnel Committee Meeting at 5:00 at BJSHS
January 21st Policy Committee Meeting at 6:00 at BJSHS

VI. COMMITTEE REPORTS

1. Personnel Committee
2. Policy Committee
3. Finance Committee
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:
Reflective Practice Days and the Connection to our CNA Goals- Matt Gilbert, Assistant Superintendent.
MMSA(Maine Math Sciences Alliance, part of the WorkForce Ready 20230 Project)- Sarah Marshall, Michelle Scribner, Lacey Todd, Jeff Bailey, Brian Carrier, Matt Gilbert

Resignations/Retirements:
The Superintendent has accepted the resignation of Patricia Lawlor, Nutrition Service Worker (6.25hrs/dy) at RES/MVCS, effective 2/27/26.

Transfers:
None

Appointments:
The Superintendent has appointed Ryanne Prevost, as the Newspaper Advisor for MVHS.
The Superintendent has appointed Marc Smith, as the MS- JV Girls Basketball Coach at BJSHS.

New Hires (don't need Board approval):
The Superintendent has hired Michael Berry, as a Special Education, Ed Tech III at MVCS/MES.
The Superintendent has hired Teresa Ryan, as a Special Education, Ed Tech I at HSES.

Employee Probationary Period Completions:
Casie Morris-Special Education, Ed Tech III- BJSHS- 11/25/25

Policy Regulations and Job Descriptions (don't need Board approval):
ACAA-R- Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures- REVISED 11/19/25, by the Policy Committee.
ACAB-R- Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures- REVISED 11/19/25, by the Policy Committee.
KF-E- Facility Use Agreement- REVISED 11/19/25, by the Policy Committee.

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Act on the Superintendent's Recommendation of Mary Hersom, as Grade 7 Math Teacher at BJSHS.
   Motion: Second:
2. Act on the Superintendent's Recommendation of Melissa Porter, as Science Teacher at MVHS.
   Motion: Second:
3. Act on the Use of Additional Capital Improvement Reserve Funds Exceeding $20,000 for a Revised Estimated Amount of ($) for the Sewer Project at HSES.
   Motion: Second:

X. BOARD MEMBER COMMENTS

1. Board Chair's/Superintendent's Review

XI. EXECUTIVE SESSION

1. Act to Enter into Executive Session to Discuss Superintendent Search Pursuant to MRS § 405(6)(A)
   Motion: Second:

EXIT EXECUTIVE SESSION
Motion: Second: at_____p.m

RESULTS FROM EXECUTIVE SESSION:
(ONLY if vote is required)

Motion: Second:

XII. ADJOURNMENT

Motion: Second:

Docusign Envelope ID: 099E1B84-0D9D-4BD6-9081-752B1D8C3ECD

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

November 17, 2025

Erin Hinkley, Buckfield Representative to RSU 10 School Board
Allison Long, Buckfield Representative to RSU 10 School Board
Chad Culleton, RSU 10 School Board Chair
Jennifer LeDuc, RSU 10 School Board Vice-Chair
RSU 10 School Board
799 Hancock, Suite 1
Rumford, ME 04276

Dear Ms. Hinkley, Ms. Long, Mr. Culleton, and Ms. LeDuc:

By letter dated November 5, 2025, this office was informed that by referendum on November 4, 2025, the voters of the Town of Buckfield voted in favor of submitting a petition to RSU 10 and to the Commissioner for the formation of a withdrawal committee.

This November 5, 2025, correspondence included an explanation for why the Town of Buckfield wants to withdraw from RSU 10. The Department of Education has received a certified copy of the petition adopted by the voters, including the affirmative and negative votes cast.

The warrant article voted upon on November 4, 2025, complies with the requirements of the statute, and the official vote tally shows 463 voters in favor and 283 opposed to the question; the vote also authorized the withdrawal committee to make an expenditure not to exceed $50,000.00.

Under 20-A MRSA §1466(4)(A), the Commissioner of the Department of Education must direct you, Ms. Hinkley, and Ms. Long, as the directors of the regional school unit board representing the petitioning municipality, to decide which one of you will serve on the withdrawal committee as prescribed by statute. Also, in accordance with this statute, Mr. Culleton, as the chair of the regional school unit board, shall call the first meeting of the withdrawal committee within 30 days of receipt of the written notice of the vote. Mr. Culleton, as the chair of the regional school unit board, shall open the meeting by presiding over the election of the chair of the withdrawal committee.

The following website has additional information regarding procedures for withdrawal from a regional school unit: https://www.maine.gov/doe/index.php/schools/structure/withdrawal

Docusign Envelope ID: 099E1B84-0D9D-4BD6-9081-752B1D8C3ECD

If you have any questions, please feel free to contact Charlotte Ellis at 207-624-6625 or charlotte.ellis@maine.gov.

Sincerely,

DocuSigned by:
Pender Makin
6119999ABD9B473...

Pender Makin
Commissioner of Education

cc: Deborah Alden, Superintendent RSU 10
Alyssa Phillips, Town Clerk, Town of Sumner
PM/ce

Town of Hartford

1196 Main Street, Hartford, Maine 04220
Tel. 207-388-2674 Fax 207-367-9309
Hartford@megalink.net

November 8, 2025

RSU 10
Attn: Deborah Alden
799 Hancock, Suite 1
Rumford, ME 04276

Dear Mrs. Alden,

This letter serves as written notice that the municipal officers of the Town of Hartford held a Special Election on Tuesday, November 4, 2025, to vote by secret ballot on the following article:

Question: Do you favor filing a petition for withdrawal with the Board of Directors of Regional School Unit 10 and with the Commissioner of Education, authorizing the withdrawal committee to expend $50,000, and authorizing the Select Board to issue notes in the name of the Town of Hartford or otherwise pledge the credit of the Town of Hartford in an amount not to exceed $50,000 for this purpose?

The Town voted in the affirmative with a count of **208 – Yes** votes, **197 – No, and 16 Blank** votes.

As outlined in the State of Maine's published "Steps to be followed in the Withdrawal Process," the municipal officers held a posted and advertised Public Hearing on October 9, 2025, at least 10 days prior to the special election.

The municipal officers believe, to the best of their knowledge, that the following reasons support the municipality's decision to withdraw from RSU 10:

The residents of the Town of Hartford have expressed growing concern over the direction and structure of Regional School Unit (RSU) 10. The desire to withdraw from the district stems from several key issues that have significantly impacted Hartford taxpayers and families.



1. Skyrocketing Costs
Over the past several years, Hartford's share of the RSU 10 budget has increased substantially, placing a heavy burden on local taxpayers. Despite these escalating costs, residents have seen little improvement in educational outcomes or facility conditions. The annual assessments to the Town have risen at an unsustainable rate, making it increasingly difficult for the community to justify the value it receives in return.

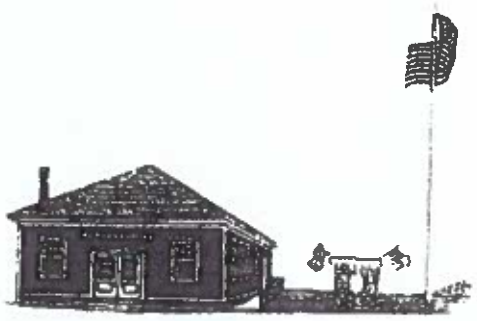
2. Lack of Local Control
Hartford residents feel that their voices are not adequately represented within RSU 10 decision-making processes. Critical decisions regarding school budgets, staffing, programming, and facility investments are made at the district level—often without meaningful input from the Hartford community. This lack of local control has left residents feeling disconnected and powerless to address the unique educational needs and priorities of Hartford's students.

3. Deteriorating Facilities
Despite the high financial contributions made by Hartford taxpayers, the condition of local school facilities continues to decline. Deferred maintenance, outdated infrastructure, and limited investment in our local schools have created environments that are no longer adequate to support quality education. Residents believe that under a locally governed school system, funds could be better directed toward maintaining and improving facilities to ensure safe, modern learning environments for students.

As required, a copy of this notification has also been sent by registered mail to Commissioner of Education.

Sincerely,

Lianne Bedard
Town Clerk
Town of Hartford, Maine



RSU 10 Board of Directors
Committees/Reps. 2025-2026

Standing Committees:

Finance Committee
Peter DeFilipp
Kristen Chapman
Dan Hodge - Chair
Doug Stone
Jennifer LeDuc

Personnel Committee
Veronica Child - Chair
Dan Hodge
Erin Hinkley
Ed Bulger
Kristen Chapman

Policy Committee
Allison Long - Chair
Doug Stone
Veronica Child
Jennifer LeDuc
Kristen Chapman

BG&T Committee
Peter DeFilipp - Chair
Doug Stone
Erin Hinkley
Ed Bulger
Dan Hodge

Curriculum Committee
Allison Long - Chair
Veronica Child
Darcy Klein
Jennifer LeDuc

~~~~~~

Advisory Committees:

Building Advisory Committee
Veronica Child
Peter DeFilipp
Greg Buccina - Community Rep.

Negotiators
Dan Hodge
Chad Culleton
Peter DeFilipp

Nezinscot Valley Building Committee
Chad Culleton
Allison Long
Erin Hinkley
Kristen Chapman

Region 9
Doug Stone
Peter DeFilipp
Pamela Bevins - Community Rep.

Region 11
Chad Culleton
Steve Campbell - Community Rep.

Board Chair is an Ex-Officio member of all committees Updated: 8/4/25 - 12/1/25
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RSU #10 Policy Committee Minutes

November 19, 2025
6:00-7:00
Central Office Conference Room

Committee Members Present:: A. Long, B. Child, J. LeDuc, D. Stone, K. Chapman,
Committee Members Absent: None
Attendees: D. Alden, M. Gilbert, C. Culleton(virtual)

1. Small addition to two procedures:
   - DRAFT ACAA-R Student Discrimination/Harassment and Title IX Sexual Harassm...
   - DRAFT ACAB-R Employee Discrimination/Harassment and Title IX Sexual Harass...

The committee agreed to add an "Alternate Contact" to each of the procedures.

2. DRAFT JRA-E Notification of Rights Under FERPA.docx New sample/draft to review

The committee agreed to the new sample/draft and wanted to add a sign off if requesting "do-not-disclose" that is similar to the other forms Parents sign at the beginning of the year.

3. KF Community Use of School Facilities/Facility Use Agreement
   a. Finance Committee Minutes 8/20/25
   b. Current RSU #10 KF - Community Use of School Facilities.doc
   c. DRAFT Facility Use Agreement for policy committee approval **The committee liked the revised form for easier usage. We changed A. to add the actual verbiage from Policy JICH. It is set to use.**

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4. JLCD Administration of Medication to Students
   a. Current RSU #10 JLCD Administration of Medication to Students.doc
   b. DRAFT JLCD Administration of Medication to Students

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: December 17th, 5:00pm in the Central Office Conference Room
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Personnel Committee Minutes
11/19/25
5:00-6:00
CO conference rm.

Committee Members Present: B. Child, D. Stone, E. Hinkley, K. Chapman,
E. Bulger (5:30),
Committee Members Absent: D. Hodge
Attendees: D. Alden, M. Gilbert, J. LeDuc, C. Culleton (virtual),

1. Review of Staff Exit Survey Results Committee received at the last meeting -**Agreed this information is helpful and will review it again next Sept.**

2. Substitute Rate review for Jan. 2026. Substitute Teachers Other Substitute Pay - **we considered other rates in nearby districts and are making adjustments to begin 1/1/26.**

3. Discussion of Superintendent Hiring Process Policy CBD - Superintendent's Contract Superintendent Job Description - **Committee agreed for Chad to reach out to MSMA to get information about the process and assist the District in the hiring process.**

4. Job Description Review - Teacher Contract (Cont.)
    a. Library/Media Specialist - **Started a review of this JD; question about the "Legal and Ethical Duties" section. These are the same on Classroom Teacher and Special Ed Teacher.**

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    b. Nurse
    c. Academic Dean
    d. High School Guidance Counselor
    e. Elementary/Middle Guidance Counselor
    f. School Social Worker
    g. ELL Teacher/Coordinator
    h. Occupational Therapist - Sample OT
    i. Restorative Practices Coach

4. Other -

Next Meeting: Jan. 21st @ 5:00pm @ CO.
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Curriculum Committee Minutes
November 19, 2025 @ 4:00
RSU 10 CO Conference Room

Committee Members Present: Allison Long, Darcy Klein, Bonnie Child
Committee Members Absent: Jennifer LeDuc
Community and Staff: Lisa Russell (MVHS Math), Matt Gilbert (Assistant Superintendent)

Call to Order: 4:00PM

1. Region 9 Credit update Region 9 Credit '25-'26 Proposed RSU 10 Graduation Pathways
    a. Description of process
    b. Presentation to Region 9
    c. Starting in the 26-27 school year and grandfathering students currently enrolled in programs
    d. Connection to Graduation Policy IKF and the need to focus on that policy
        i. Alignment across district
        ii. Well defined pathways
        iii. Need for input from administrators, students, staff and parents
2. Data Story RSU #10 Data Story 25-26
    a. Based on the three goals of the Comprehensive Needs Assessment (CNA)
        i. Reducing chronic absenteeism
        ii. Increasing math performance
        iii. Increasing reading performance
    b. Reflects progress after ¼ of the the 25-26 school year
        i. Chronic absenteeism is down more than 10% district wide
        ii. Math performance based on the NWEA is up 8%
        iii. Reading performance based on the NWEA is up 3%
    c. All schools were below the state average on the Spring science assessment
3. Reflective Practice Days Update
    a. AI, pacing, and NWEA data were the focus
4. Winter testing window and the transition into MVCS
    a. The timeline for moving in will impact when students will be administered the winter NWEA
5. Future agenda topics
6. Adjourn: 5:02PM

Documents:

- IGA-CurricDev.docx
- Draft RSU 10 Curriculum Review Cycle
- RSU 10 Gr 6-12 ELA Curriculum Framework Draft
- RSU 10 Gr 6-12 Social Studies Curriculum Framework Draft
- RSU 10 Gr 6-12 Health Curriculum Framework Draft
- K-5 Grading Handbook draft '23
- Grading Handbook 23-24 V.1
- RSU10 2024-25 PD Plan
- IKF Graduation Requirements

BOARD OF DIRECTORS MEETING APPROVED MINUTES
MVHS CAFETERIA
MONDAY, OCTOBER 27, 2025 SCHOOL BOARD 6:30PM

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

School Board Members Present: Allison Long, Peter DeFilipp, Darcy Klein, Jennifer LeDuc, Veronica "Bonnie" Child, Ed Bulger, Erin Hinkley, Kristen Chapman, Doug Stone, Dan Hodge

School Board Student Rep. Present: Chloe Brown

School Board Members Absent: Chad Culleton, Vacant- Hanover Rep., Vacant- Roxbury Rep.

Staff & Community Present: Deb Alden, Brian Carrier, Matthew Gilbert, Margaret Therriault, Leah Kaulback, Carrie Luce, Tom Danylik, Troy Eastman, Brenda Gammon, Laura Johnston, Students, Staff, Community Members

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. Welcome- ~~Jim Hodgkin, Principal RES~~
   Matt Gilbert, Assistant Superintendent

II. ADJUSTMENTS TO THE AGENDA

If yes:
Motion: V. Child Second: D. Stone
Unanimous

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the October 14th Meeting of the Western Foothills Regional School Unit No. 10 School Board Meeting Minutes as Written.
Motion: A. Long Second: P. DeFilipp
Unanimous

PUBLIC COMMENTS/QUESTIONS

(This is the time for the public to comment in-person at School Board Meetings)
None

V. COMMUNICATION/CORRESPONDENCE

Student Board Representatives Reports - MVHS- Chloe Brown
Student Board Representatives Reports - BJSHS- Vacant
Superintendent Alden- MDOE- McKinney-Vento Featuring Liaison, Kasey Flagg, RSU 10
FEMA- RSU 10 received $7074.90 December '23 flood event

Upcoming Meetings:
November 2nd Daylight Savings Time Ends!

November 3rd Teacher Planning Committee at 5:00 at CO

Cont.

November 4th Election Day in your Towns!
November 10th School Board Meeting at 6:30 at BJSHS
November 11th Veterans Day **Central Office CLOSED**
November 15th SATURDAY Open House Tour of MVCS 9:00-12:00
November 19th Curriculum Committee Meeting at 4:00 at CO
November 19th Personnel Committee Meeting at 5:00 at CO
November 19th Policy Committee Meeting at 6:00 at CO
November 24th Financial Workshop at 6:00 at MVHS-LIBRARY

VI. COMMITTEE REPORTS

1. Personnel Committee-11/19
2. Policy Committee-10/15, 11/19
3. Finance Committee-10/15, 11/24 Workshop
4. Building & Grounds Committee-10/15, 12/17
5. Negotiations Committee update- Administrative Contract/Bargaining Agreement, setting up November dates to meet.
6. Region 9-11/5
7. Region 11-N/A
8. Curriculum Committee-11/19
9. Superintendent's Report-

- Superintendent Alden and three School Board members attended the MSMA conference in Augusta last week. She shared a handout from one session and P. DeFilipp has many more downloaded to share with School Board members.
  P. DeFilipp- Mentioned an available $50,000 grant for a "Community School Coordinator" to help with logistics, etc. for MVCS, that he learned about.
- **Board Goals:** Chad, Matt and Superintendent Alden had their second meeting on October 17th. Topics were the Special ed. - current Due Process and lack of staffing, review of happenings in each building/dept. They finished putting together the School Board Meeting Survey and sent it out (Tues. Oct. 21st). She asked for responses as soon as possible. She shared results at this meeting.
- **Transition to MVCS** - Dates are set. ½ day Fridays will begin on November 21st - Jan. 9th to plan and pack. Grades 6-8 move and set up Jan. 12-16 (no school for those grades) Grades PreK-5 move and set up Jan. 16-23 (no school for those grades). Beginning November 19th, PreK will attend on Wednesdays instead of Fridays.
  Grades 6-8 start at MVCS on Tuesday, Jan. 20th
  Grades PreK-5 start at MVCS on Monday, Jan. 26th

- **MVCS** - Landry/French confirmed an Open House at MVCS on Saturday, November 15th from 9am to noon. There will be a tour through the building, there may or may not be able to access every room.

Cont.

- **Teacher Planning Time Committee** - The Committee met for the first time on Oct. 21. They did a lot of brainstorming. Surveying staff and neighboring districts and meeting again on Nov. 3 at 5:00.

VII. SUPERINTENDENT'S CORRESPONDENCE

Administrative/Department Reports:
Region 9- Brenda Gammon, Director
Updates on Facility Needs- ~~Devin Roberts, Director BG&T~~
Deb Alden, Superintendent- Read a report from D. Roberts and answered questions.

Resignations/Retirements:
The Superintendent has accepted the resignation of Kiley Rowe, Special Education, Ed Tech I at HSES.

Transfers:
The Superintendent has approved the transfer of Erica Johnson, from Bus Driver/Custodian at MVHS, to Bus Driver/Custodian at MVCS/RES.

Appointments:
None

New Hires (don't need Board approval):
The Superintendent has hired Caro Farmer, as a PT(20hrs/wk) Custodian at BJSHS.
The Superintendent has hired Donald Turner, as a Transportation Aide/Bus Monitor (20hrs/wk) in the Nezinscot Region.

Employee Probationary Period Completions:
None

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

VIII. OLD BUSINESS

1. Discussion and Action on School Resource Officer vs. School Safety Officer in the Nezinscot Region.
   Motion: E. Hinkley Second: K. Chapman

E. Hinkley made a motion to proceed with the hiring process with the Oxford County Sheriff's Department to hire an SRO(School Resource Officer).

Cont.

Seconded: K. Chapman
Passed Opposed: A. Long, V. Child, D. Stone
V. Child made a motion to hire a provisional SSO (School Safety Officer) until Oxford County Sheriff's Department can hire an SRO(School Resource Officer).
Seconded: E. Bulger
Unanimous

IX. NEW BUSINESS

1. Act to Approve Pamela Bevins, as the RSU 10, Rumford Representative to Region 9.
   Motion: D. Klein Second: P. DeFilipp
   Unanimous
2. ~~Act to Approve a $31,000 Expenditure from the Capitol Improvement Reserve Fund for Fencing at MES/MVCS, and Roof/Repairs at BJSHS.~~
   ~~Motion: Second:~~
3. Discussion on Use of Capital Improvement Reserve Fund for Unanticipated Repairs.

X. BOARD MEMBER COMMENT

K. Chapman

XI. EXECUTIVE SESSION

None

EXIT EXECUTIVE SESSION
Motion: Second: at_____p.m

RESULTS FROM EXECUTIVE SESSION:
(ONLY if vote is required)

Motion: Second:

XII. ADJOURNMENT

Motion: P. DeFilipp Second: V. Child

At 8:18p.m.

BOARD OF DIRECTORS MEETING DRAFT MINUTES
BJSHS CAFETERIA
MONDAY, NOVEMBER 10, 2025 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), Jennifer LeDuc, Ed Bulger, Erin Hinkley, Kristen Chapman, Doug Stone, Dan Hodge, Veronica "Bonnie" Child(virtual)

School Board Members Absent: Vacant- Hanover Rep., Vacant- Roxbury Rep.

School Board Student Rep. Absent: Chloe Brown

Staff & Community Present: Deb Alden, Brian Carrier, Matthew Gilbert, Margaret Therriault, Leah Kaulback, Troy Eastman, Ryan Wilkins, Jerry Wiley, Phil Therriault, Tom Danylik, Devin Roberts, Brian Hooper, Students, Staff, Community Members

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

1. Welcome- Ryan Wilkins, Principal HSES

II. ADJUSTMENTS TO THE AGENDA

If yes: None
Motion: Second:

III. CONSIDERATION OF THE MINUTES

Approve the minutes of the October 27th Meeting of the Western Foothills Regional School Unit No. 10 School Board Meeting Minutes as Written.
Motion: P. DeFilipp Second: D. Hodge
Passed Abstained: C. Culleton

PUBLIC COMMENTS/QUESTIONS

(This is the time for the public to comment in-person at School Board Meetings)
None

V. COMMUNICATION/CORRESPONDENCE

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

Superintendent Alden- Shared letters received from the Towns of Buckfield and Sumner.

Upcoming Meetings:
November 11th Veterans Day **Central Office CLOSED**
November 13th Teacher Planning Committee at 5:30 at CO

Cont.

November 15th SATURDAY Open House Tour of MVCS 9:00-12:00
~~November 17th Administration Negotiations at 5:30 at CO~~
November 19th Curriculum Committee Meeting at 4:00 at CO
November 19th Personnel Committee Meeting at 5:00 at CO
November 19th Policy Committee Meeting at 6:00 at CO
November 24th Financial Workshop at 6:00 at MVHS-LIBRARY
December 4th Administration Negotiations at 5:00 at CO
December 8th School Board Meeting at 6:30 at MVHS
December 17th Finance Committee Meeting at 4:00 at CO
December 17th Policy Committee Meeting at 5:00 at CO
December 17th BG&T Committee Meeting at 6:00 at CO
December 22nd -January 2, 2026 **Christmas Break**
December 24th and December 25th **Central Office CLOSED**

VI. COMMITTEE REPORTS

1. Personnel Committee- 11/19
2. Policy Committee- 11/19
3. Finance Committee- 12/17
4. Building & Grounds Committee- 12/17
5. Negotiations Committee update- Committee met on 11/10, 12/4
6. Region 9- November Meeting Canceled, 12/3
7. Region 11- 11/13
8. Curriculum Committee- 11/19
9. Superintendent's Report-

- **Board Goals:** Results of the School Board Meeting Survey were in the packet with results discussed under "New Business". Our next meeting with Chad and Jen is on Friday, November 21st @ 9:30.
- **MVCS** - Playground equipment has arrived and the company is looking at the end of Nov./beginning of Dec. for installation. We have had a few "hiccups" with installation of phone/internet lines and service, but Brian and Mike have been on it. Starting to install promethean boards, assign phone numbers, etc. She toured with ELS and they would consider staffing a PreK classroom for RSU10 students coming in with needs. Region 9, Early Childhood Ed. toured the MVCS space and are deciding when they will move in.
- **HSES**- As of today (Tuesday 11/4) a "band-aid" has been put on the tank and the septic system is fully functioning. Devin is working to get quotes from more than one company for the replacement of the tank. We still need to move forward with this.

Cont.

- **HSES** - Also, as of today 11/4, there have been no more sightings of cockroaches or bed bugs. On Thursday, after writing this, there were additional sightings at both schools. Modern Pest continues to monitor as well as our School Nurse.
- **Teacher Planning Time Committee** - We have had our second meeting and set for a third on Nov. 13th. We are hoping to receive more responses to the staff survey that recently went out. We are considering what other districts do as well. We are feeling like it probably needs to be a combination of things.

VII. SUPERINTENDENT'S CORRESPONDENCE

Administrative/Department Reports:
None

Resignations/Retirements:
None

Transfers:
The Superintendent has approved the transfer of Tanya Yates, from Special Education, Ed Tech III to Behavior Intervention, Ed Tech III at MVCS/MES.

Appointments:
The Superintendent has appointed Noah Marston, as the HS- JV Boys Basketball Coach at BJSHS.
The Superintendent has appointed Tom Danylik, as the HS-JV Boys Basketball Coach at MVHS for the 2025-2026 season.

New Hires (don't need Board approval):
The Superintendent has hired Brianna Holmquist, as a Title I Ed Tech III at MVCS/MES.
The Superintendent has hired Kelsey Salatino-LeBreton, as a Special Education, Ed Tech III at MVCS/MES, beginning January 16, 2026.

Employee Probationary Period Completions:
None
Policy Regulations and Job Descriptions (don't need Board approval):
None

VIII. OLD BUSINESS

1. Act on the Use of Capital Improvement Reserve Funds for the Sewer Project at HSES, and the Roofing Project at BJSHS.

Cont.

Discussion.

D. Roberts- Estimate at the time it was given was $21,300.

L. Kaulback- There is $150,000 in the capital reserve account.

A. Long- made a motion to use capital improvement reserve funds for the roofing project at BJSHS.

Seconded: D. Stone

Discussion continued.

J. LeDuc- made a motion to use capital improvement reserve funds for the roofing project at BJSHS not to exceed $24,000.

Seconded: D. Stone

Discussion continued.

D. Hodge- made a motion to use capital improvement reserve funds for the roofing project at BJSHS not to exceed $21,300. Any additional amount will need to come back to the Board for a vote.

Seconded: D. Stone

J. LeDuc- withdrew her previous motion and D. Stone withdrew his previous second.

Vote on D. Hodge motion/D. Stone second

Unanimous

E. Bulger- made a motion to use capital improvement reserve funds for the sewer project at HSES not to exceed $20,000. Any additional amount will need to come back to the Board for a vote.

Second: D. Stone

Unanimous

IX. NEW BUSINESS

1. Act to Approve the Superintendent's Recommendation of Sydney Rowe, as a MS Guidance Counselor at MVCS.
   Motion: A. Long Second: P. DeFilipp
   Unanimous

2. Discussion on School Board Survey Results.

X. BOARD MEMBER COMMENTS

K. Chapman, J. LeDuc, A. Long, D. Klein

XI. EXECUTIVE SESSION

1. Move to Enter into Executive Session for the Purpose of Discussion Regarding the Hiring of an Assistant BG&T Director for the District Pursuant to MRS§ 405(6)(A).
   Motion: C. Culleton Second: P. DeFilipp at 7:32p.m.
   Unanimous

EXIT EXECUTIVE SESSION
Motion: D. Stone Second: P. DeFilipp at 7:41p.m.

RESULTS FROM EXECUTIVE SESSION:
(ONLY if vote is required)
Act to Approve the Hiring of **Brian Hooper, with an Annual Salary of $73,000** as an Assistant BG&T Director for the District Pursuant to MRS§ 405(6)(A).
Motion: J. LeDuc Second: E. Hinkley
Unanimous

EXECUTIVE SESSION

2. Discussion Regarding a Personnel Matter Pursuant to MRS§ 405(6)(A).
   Motion: A. Long Second: P. DeFilipp at 7:44p.m.

EXIT EXECUTIVE SESSION
Motion: E. Bulger Second: P. DeFilipp at 7:56p.m.

RESULTS FROM EXECUTIVE SESSION:
(ONLY if vote is required) None
Motion: Second:

XII. ADJOURNMENT

Motion: E. Bulger Second: D. Stone at 7:57p.m.
Unanimous

BOARD OF DIRECTORS FINANCIAL WORKSHOP DRAFT MINUTES
MVHS LIBRARY
MONDAY, NOVEMBER 24, 2025 SCHOOL BOARD **6:00PM**

School Board Members Present:	Chad Culleton, Allison Long, Peter DeFilipp, Erin Hinkley, Kristen Chapman, Dan Hodge, Veronica "Bonnie" Child
School Board Members Absent:	Darcy Klein, Doug Stone, Jennifer LeDuc, Ed Bulger, Vacant-Hanover Rep., Vacant- Roxbury Rep.
Staff & Community Present:	Deb Alden, Matthew Gilbert, Leah Kaulback

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

6:00p.m.

II. ADJUSTMENTS TO THE AGENDA

If yes: None

Motion: Second:

III. School Board Financial Workshop

1. Budgeting Process: Building the Expense side of the budget
   a. Timeline for process
   b. Coding-Chart of Accounts
   c. Splitting accounts

2. EPS (Essential Programs & Services): Revenue side of the budget
3. Fund Balance - Carryover
4. Assessment Sheet
5. Budget to Budget versus % change to Towns - two different things
6. Does the School Board want the Budget Presentations:
   a. Budget by Cost Center **OR**
   b. Budget by School/Department

   (The budget has to be by Cost Center for the voters)

IV. BOARD MEMBER COMMENTS

Paula Gravelle at the MDOE is editing and posting her ED279 presentation.

V. ADJOURNMENT

Motion: C. Culleton Second: V. Child

Unanimous at 7:55p.m.

Peggy Therriault <petherriault@rsu10.org>

Board Materials

1 message

Matthew Gilbert <mgilbert@rsu10.org> Thu, Nov 20, 2025 at 9:01 AM
To: Peggy Therriault <petherriault@rsu10.org>

Please add these documents to the board packet as materials covered during the Curriculum Committee meeting.

RSU #10 Data Story 25-26

Region 9 Credit '25-'26

Curriculum Committee Agenda/Minutes 11/19/25

--
Matthew Gilbert
RSU #10 Assistant Superintendent

"It's hard to beat a person that never quits." -Babe Ruth

ADR

RSU #10 Data Story 25-26

This document is a quick snapshot of our three main goals: improving reading, improving math, and reducing chronic absenteeism. It shows where we are now and what work lies ahead to reach these goals. It compares the data from the Spring NWEA/MTYA for the 2023–24, 24-25, and 25-26 school years. It's meant to track progress—not to provide a full analysis of all our data.

School	Chronic Absenteeism			NWEA Math Achievement			NWEA Reading Achievement			NWEA Math Growth Target			NWEA Reading Growth Target			ME. Science School/State			Disciplinary Referrals		
	S '24	S '25 Final 6/17	F '25	S '24	S '25	F '25	S '24	S '25	F '25	S '24	S '25	F '25	S '24	S '25	F '25	S '23	S '24	S '25	S '23	S '24	S '25 Final 6/17
BJSHS	26.1% -8.8%	36.5% +10.4 %	18.7% -17.8	50% +3%	56% +6%	62% +6%	41% -7%	57% +16%	65% +8%	62% +14%	48% -14%	X X	38% -2%	51% +13%	XX	8th: 37.9/46.9 HS: 25.8/38.7	8th 16.6/43.9 HS: 20.5/36.1	8th 39.4/47.4 HS: 24.6/36	473 (+154)	381 *-92*	49 *-332*
HSES	21.7% -13.3%	27.3% +5.6%	13.1% -14.2	46% -3%	57% +11%	62% +5%	57% -4%	65% +8%	60% -5%	57% +6%	65% +8%	XX	55% +1%	61% +6%	XX	5th: 19.4/23.2	5th: 26.9/22.2	5th: 15.6/25.3	717 (+285)	1053 *+336*	1317 *+264*
MEROBY	32.5% -2%	31.1% -1.4%	18.8% -12.3	29% -4%	29% +0%	XX	24% -3%	31% +7%	XX	36% -8%	48% +12%	XX	36% -5%	57% +21%	XX	Not Tested	Not Tested	XX	1840 (+454)	1410 *-430*	1440 *+30*
MVHS	38.1% -7.9%	31.8% 6.3%	27.4% -4.4	42% -1%	52% +10%	50% -2%	48% 0%	60% +12%	68% +8%	55% +1%	61% +6%	XX	53% +18%	56% +3%	XX	HS: 41.4/38.7	HS: 30.0/36.1	HS: 27/36	516 (-141)	353 *-163*	233 *-120*
MVMS	38.5% +0.2%	43.9% +5.4%	27.5% -16.4	21% -6%	28% +7%	XX	42% +4%	44% +2%	XX	40% -3%	60% +20%	XX	57% +17%	59% +2%	XX	5th: 8.0/23.2 8th: 21.2/46.9	5th: 9.2/22.2 8th: 45.8/43.9	5th: 4.2/25.3 8th: 39/47.4	1195 (+417)	1220 *+25*	999 *-221*
RES	28.0% -12.8%	36.7% +8.7%	18.5% -18.2	29% -2%	41% +12%	XX	28% -6%	46% +18%	XX	38% +2%	59% +21%	XX	34% -15%	68% +34%	XX	Not Tested	Not Tested	XX	1298 (+318	1614 *+316*	991 *-623*
MVCS	XX	XX	XX	XX	XX	47%	XX	XX	50%	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
District	31.9% -5.1%	35.24% +3.34%		35% -2%	42% +7%	50% +8	42% -6%	51% +9%	54% +3%	46% +8%	58% +12%	57% -1%	48% +5%	59% +11%	62% +3%			24.9	6039 +1487	6031 -8	5029 *-1002*

Chronic Absenteeism: is the percentage of students missing 10% or more school days (18 days for a typical student enrolled for the entire school year).

Achievement: represents the percentage of students scoring at or above average (above the 41st percentile) on the spring administration of the NWEA. (Rostered Fall current year, Start Term Spring previous year, End Term Spring current year)

Growth: represents the percentage of students meeting or exceeding growth targets based on a comparison of scores on the NWEA. (Rostered Fall current year, Start Term Spring previous year, End Term Spring current year)

ME. Science: represents the percentage of students scoring at or above average on the spring administration compared to the state.

Disciplinary Referrals: are all incidents (Major and Minor) entered in the SWIS Suite.

+/- : Demonstrates the comparison of the same data point the prior school year.

RSU 10 Credit Distribution for Region 9 Programming

In accordance with LD 436 and RSU 10 Policy IGA, RSU 10 has reviewed the instructional content provided by Region 9, conducted a crosswalk analysis with the secondary-level Maine Learning Results, and identified the corresponding credits within specific content areas for each Region 9 program.

Program	ELA	Math	Soc Std	Sci	Health	PE	FA	Elec	Total
Auto 1 & 2	0	0	0	.5	0	0	0	3	3.5
Building Construction 1	0	0	0	.5	0	0	0	3	3.5
Building Construction 2	0	0	0	.5	0	0	.5	2.5	3.5
CNA	0	0	0	1	.5	0	0	2	3.5
Comp Tech 1	0	0	0	.5	0	0	0	3	3.5
Comp Tech 2*	0	0	0	.5	0	0	0/.5	3/2.5	3.
Culinary Arts 1 & 2	0	0	0	0	.5	0	.5	2.5	3.5
Early Childhood 1 & 2	0	0	0	0	.5	0	0	3	3.5
Fire Science 1	0	0	0	.5	0	.5	0	2.5	3.5
Fire Science 2	0	0	0	.5	.5	.5	0	2.0	3.5
Heavy Equipment Op	0	0	0	.5	0	0	0	3	3.5
Intro to CTE	0	0	0	0	0	.5	0	1.5	2
Metal Trades 1 & 2	0	0	0	.5	0	0	0	3	3.5
Outdoor Leadership 1 & 2	0	0	0	.5	0	.5	0	2.5	3.5
Small Engine Repair	0	0	0	.5	0	0	0	3	3.5

*If a student pursues work in graphic design as part of Computer Tech 2 they will be awarded a .5 fine arts credit.

The credits listed above are awarded at the end of the school year upon successful completion of all required coursework. If a program does not receive credit in a specific content area, this does not indicate that the program fails to address or apply skills from that area. Most programs integrate and reinforce skills from multiple content areas; however, the level of instruction in some areas was not substantial enough at the secondary level to warrant the awarding of credit.

Students who are currently enrolled in a program will be awarded the credits identified in the agreement between RSU 10 and Region 9 for the program they are currently enrolled in.

Curriculum Committee Minutes
November 19, 2025 @ 4:00
RSU 10 CO Conference Room

Committee Members: Alison Long, Darcy Klein, Bonnie Child, Kristen Chapman

Community and Staff: Lisa Russell (MVHS Math), Matt Gilbert (Assistant Superintendent)

Call to Order: 4:00PM

1. Region 9 Credit update Region 9 Credit '25-'26 Proposed RSU 10 Graduation Pathways
    a. Description of process
    b. Presentation to Region 9
    c. Starting in the 26-27 school year and grandfathering students currently enrolled in programs
    d. Connection to Graduation Policy IKF and the need to focus on that policy
        i. Alignment across district
        ii. Well defined pathways
        iii. Need for input from administrators, students, staff and parents
2. Data Story RSU #10 Data Story 25-26
    a. Based on the three goals of the Comprehensive Needs Assessment (CNA)
        i. Reducing chronic absenteeism
        ii. Increasing math performance
        iii. Increasing reading performance
    b. Reflects progress after ¼ of the the 25-26 school year
        i. Chronic absenteeism is down more than 10% district wide
        ii. Math performance based on the NWEA is up 8%
        iii. Reading performance based on the NWEA is up 3%
    c. All schools were below the state average on the Spring science assessment
3. Reflective Practice Days Update
    a. AI, pacing, and NWEA data were the focus
4. Winter testing window and the transition into MVCS
    a. The timeline for moving in will impact when students will be administered the winter NWEA
5. Future agenda topics
6. Adjourn: 5:02PM

Documents:

- IGA-CurricDev.docx
- Draft RSU 10 Curriculum Review Cycle
- RSU 10 Gr 6-12 ELA Curriculum Framework Draft
- RSU 10 Gr 6-12 Social Studies Curriculum Framework Draft
- RSU 10 Gr 6-12 Health Curriculum Framework Draft
- K-5 Grading Handbook draft '23
- Grading Handbook 23-24 V.1
- RSU10 2024-25 PD Plan
- IKF Graduation Requirements

EDUCATIONAL POLICIES OF
REGIONAL SCHOOL UNIT NO. 10

POLICY: ACAA-R
DATE ADOPTED: 7/13/20
REVISED:

RSU NO. 10 STUDENT DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board has adopted these student procedures in order to provide prompt and equitable resolution of reports and complaints of unlawful discrimination and harassment of students, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action and ACAA – Harassment and Sexual Harassment of Students.

Complaints alleging unlawful harassment or discrimination against employees based on a protected category should be addressed through the Board's Employee Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures (ACAB-R).

Any individual who is unsure about whether unlawful discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Affirmative Action Officer or the Title IX Coordinator.

Affirmative Action Officer	**Title IX Coordinator**	**Alternate Contact**
Matthew Gilbert Assistant Superintendent Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8203 mgilbert@rsu10.org	Matthew Gilbert Assistant Superintendent Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8203 mgilbert@rsu10.org	Bethany Poulin Assistant Director of Special Services Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8210 bpoulin@rsu10.org
Reports can also be made using the secure form at this link.		

I. DEFINITIONS

For purposes of these complaint procedures, the following definitions will be used. Affirmative Action Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. "Discrimination or harassment": Discrimination or harassment on the basis of an individual's membership in a protected category, which, for students, includes race (including traits associated with race involving hair texture, Afro hairstyles and protective hairstyles such as braids, twists and

locs), color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability.

2. "Discrimination": Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.

3. "Harassment": Oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the school unit's programs or activities by creating a hostile, intimidating or offensive environment.

4. "Sexual harassment": Under Maine law, this means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following situations:

   a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's educational benefits;
   b. Submission to or rejection of such conduct by a student is used as the basis for decisions on educational benefits; or
   c. Such conduct has the purpose and effect of substantially interfering with a student's academic performance or creates an intimidating, hostile or offensive environment.

5. "Sexual orientation": Under Maine law, this means a person's "actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression."

6. "Gender identity": Under Maine law, this means "the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth."

7. "Complaint" is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, religion, ancestry, national origin or disability (and not otherwise addressed in the Title IX regulations and Section 3 of ACAA-R).

8. Complaints of bullying not involving the protected categories or definitions described above may be addressed under Board Policy JICK – Bullying and Cyberbullying of Students.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. "Sexual Harassment": Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

    a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a better grade or a college recommendation) on an individual's participation in unwelcome sexual conduct;

    b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

    c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. "Report": Under the Title IX regulations, any individual may make a report of sexual harassment involving a student, whether the individual is the alleged victim or not. School employees are required to report possible incidents of sexual harassment involving a student. A report must be made to the Affirmative Action Officer/Title IX Coordinator. A report triggers certain actions by the AAO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a "Formal Complaint" is filed.

3. "Formal Complaint": Under the Title IX regulations, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAA-R. Only a student and/or their parent/legal guardian (and in certain circumstances, the AAO or Title IX Coordinator) may file a formal complaint.

4. "Student": For the purposes of this procedure, a student is an individual who is enrolled or participating in the school unit's education programs and activities, or is attempting to enroll or participate.

II. DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

This procedure should be used for any complaint of unlawful harassment or discrimination complaint based on a protected category which does <u>not</u> involve Title IX sexual harassment (which is addressed in Section 3).

A. How to Make A Complaint

1. School employees are required to promptly make a report to the AAO/Title IX Coordinator if they have reason to believe that a student has been discriminated against or harassed.

2. Students (and others) who believe that they, or another student has been harassed or discriminated against should report their concern promptly to the AAO/Title IX Coordinator.

3. The individual making the report must provide basic information in writing concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who allegedly engaged in harassment or discrimination, description of allegation) to the AAO/Title IX Coordinator.

4. If an individual is unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, they are encouraged to discuss the matter with the AAO/Title IX Coordinator.

5. Individuals will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary action, up to and including discharge for employees, and expulsion for students.

6. Individuals are encouraged to utilize the school unit's complaint procedure. However, individuals are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The AAO will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.

2. The AAO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether

the resolution is in the best interest of the school unit and the parties in light of the particular circumstances and applicable policies and laws.

3. The AAO/Title IX Coordinator may implement supportive measures to a student to reduce the risk of further discrimination or harassment to a student while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved or changing classes.

4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

5. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.

6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.

7. The complainant and the respondent may suggest witnesses to be interviewed and/or submit materials they believe are relevant to the complaint.

8. If the complaint is against an employee of the school unit, any rights conferred under an applicable collective bargaining agreement shall be applied.

9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

10. The investigation shall be completed within 40 calendar days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.

11. The investigator shall provide a written report and findings to the AAO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The AAO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.

2. If there is a finding that discrimination or harassment occurred, the AAO /Title IX Coordinator, in consultation with the Superintendent shall:

   a. Determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and
   b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.

3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.

2. Appeals must be submitted in writing to the Superintendent within five business days after receiving notice of the resolution.

3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five calendar business days.

4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.

5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

E. Records

The AAO/Title IX Coordinator shall keep a written record of the complaint process.

III. TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURE

This section should be used only for complaints of Title IX sexual harassment as defined in Section 1.B.1.

A. How to Make A Report

1. School employees who have reason to believe that a student has been subjected to sexual harassment is required to promptly make a report to the AAO/Title IX Coordinator.

2. Students, parents/legal guardians or other individuals who believe a student has been sexually harassed are encouraged to make a report to the AAO/Title IX Coordinator.

3. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the AAO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.

    a. Supportive measures are individualized measures designed to ensure the student can continue to access educational programs and activities (such as requiring no contact between individuals or changing classes).

    b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.

4. The school unit cannot provide an informal resolution process for resolving a report unless a formal complaint is filed.

5. Individuals will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge for employees, or expulsion for students.

6. Any student (or their parent/legal guardian) who believes they have been the victim of sexual harassment is encouraged to utilize the school unit's complaint procedure. However, students (and their parents/legal guardians) are hereby notified that they also have the right to report sexual harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post

Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

7. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make A Formal Complaint

1. An alleged student victim and/or their parent/legal guardian may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).

   Students who need assistance in preparing a formal written complaint are encouraged to consult with the Title IX Coordinator.

2. In certain circumstances, the AAO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school unit. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

3. In accordance with the Title IX regulations, the AAO/Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; or b) if the conduct alleged did not occur within the scope of the school unit's education programs and activities, or c) did not occur in the United States.

4. In accordance with the Title IX regulations, the AAO/Title IX Coordinator may dismiss a formal complaint under this Title IX procedure if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by or enrolled in the school unit; or c) there are specific circumstances that prevent the school unit from gathering evidence sufficient to reach a determination regarding the formal complaint. However, if the conduct potentially violates other policies or laws, it may be addressed through the applicable Board policy/procedure.

5. If a formal complaint is dismissed under this Title IX procedure, the AAO/Title IX Coordinator will promptly and simultaneously send written

notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.

6. If the conduct alleged in a formal complaint potentially violates other laws, Board policies and/or professional expectations, the school unit may address the conduct under Section 2 or another applicable Board policy/procedure.

C. Emergency Removal or Administrative Leave

1. The Superintendent may remove a student respondent from education programs and activities on an emergency basis,during the complaint procedure:

a. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment (Examples of such circumstances might include, but are not limited to, a continued threat of violence against a complainant by a respondent, or a respondent's threat of self-harm due to the allegations),

b. The respondent (and their parent/legal guardian) will be provided notice of the emergency removal and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The respondent has the burden to demonstrate why the emergency removal was unreasonable.

2. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable State laws, school policies and collective bargaining agreement provisions.

3. Any decision to remove a respondent from education programs and activities on an emergency basis or place an employee on administrative leave shall be made in compliance with any applicable disability laws, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties a written notice of the formal complaint and allegations of sexual harassment potentially

constituting prohibited conduct under the Title IX regulations and this procedure. The notice shall include:

- Notice regarding the complaint procedure and the availability of an informal resolution process;
- Sufficient details known at the time (including identities of parties, if known; the conduct alleged that potentially violates Title IX; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days);
- As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint; and that the parties may inspect and review evidence;
- Notice that the parties may each have an advisor of their choice (who may be an attorney)
- Notice that knowingly making false statements or submitting false information during the complaint process is prohibited and may result in disciplinary action;
- Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.

2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.

3. The AAO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the AAO/Title IX Coordinator believes the circumstances are appropriate, the AAO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can

withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school unit. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

2. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.

3. If the complaint is against an employee of the school unit, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.

4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

5. The investigator will:

   a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.

   b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.

   c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.

   d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).

e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.

f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school unit does not intend to rely upon in reaching a determination of responsibility), and favorable and unfavorable evidence.

g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten calendar [or business] days to submit a written response.

h. Consider the parties' written responses to the evidence prior to completing the investigation report.

i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten calendar [or business] days of receipt.

j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.

6. The investigation shall be concluded within 40 calendar [or business] days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five calendar [or business] days of when the decision maker received the investigation report and party responses.

a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.

2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five calendar [or business] days of receiving the answers.

3. Each party will receive a copy of the responses to any follow-up questions.

4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").

5. The decision maker shall issue a written determination, which shall include the following:

    a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;

    b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;

    c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;

    d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school unit imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school unit's programs and activities will be provided to the complainant;

    e. The school unit's appeal procedure and permissible bases for the parties to appeal the determination.

6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school unit provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

Remedies are measures used to ensure that the complainant has equal access to the school unit's education programs and activities following the decision maker's determination. Such remedies may include supportive

measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions - Students

The following are of the types of discipline and other actions that may be imposed on a student when there is a determination that they are responsible for one or more violations involving sexual harassment:

- In or out of school suspension.
- Expulsion.
- Restorative justice.
- Requirement to engage in an education or counseling program.

3. Discipline and Other Actions – Employees

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or

3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five calendar [or business] days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.

2. The Superintendent** shall notify the other party in writing of the appeal and will allow both parties to submit a written statement in support of, or challenging, the determination of the decision maker.

3. The Superintendent** shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school unit officials in making their decision.

4. The Superintendent** shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary or other action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal Reference: Americans with Disabilities Act (42 U.S.C. §12101 et seq., as amended; 28 C.F.R. § 35.107)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq., as amended; 34 C.F.R. § 104.7)
Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)

Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 USC § 2000d)
Maine Human Rights Act, 5 MRSA § 4551 et seq.
20-A MRSA § 6553
MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4

Cross Reference:

ACAA – Harassment and Sexual Harassment of Students
AC – Non Discrimination/Equal Opportunity and Affirmative Action
ACAD – Hazing
GBEB – Staff Conduct with Students
JFCK – Student Use of Cellular Telephones and Other Electronic Devices
JICIA – Weapons, Violence and School Safety
JICK – Bullying

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Revised and approved by policy committee:

EMPLOYEE DISCRIMINATION/HARASSMENT AND TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board has adopted these employee procedures in order to provide prompt and equitable resolution of employee complaints of discrimination and harassment, including sexual harassment, as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action; and ACAB – Harassment and Sexual Harassment of School Employees.

The complaint procedure in Section 2 may also be used, to the extent applicable, by visitors, including parents, volunteers and others having lawful access to the schools who wish to make a complaint of discrimination or harassment.

Complaints alleging harassment or discrimination against students based on a protected category should be addressed through the Board's Student Discrimination/ Harassment and Title IX Sexual Harassment Complaint Procedures (ACAA-R).

Any individual who is unsure about whether discrimination or harassment has occurred and/or or which complaint procedure applies is encouraged to contact the Affirmative Action Officer/Title IX Coordinator.

Affirmative Action Officer	**Title IX Coordinator**	**Alternate Contact**
Matthew Gilbert Assistant Superintendent Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8203 mgilbert@rsu10.org	Matthew Gilbert Assistant Superintendent Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8203 mgilbert@rsu10.org	Bethany Poulin Assistant Director of Special Services Central Office 799 Hancock St., Suite 1 Rumford Maine, 04276 (207)369-5560 x8210 bpoulin@rsu10.org
Reports can also be made using the secure form at this link.		

I. DEFINITIONS

For purposes of these complaint procedures, the following definitions will be used. The Affirmative Action Officer/Title IX Coordinator shall assess all reports and complaints to ensure that they are addressed under the appropriate policy and complaint procedure.

A. Discrimination/Harassment Complaint Procedure Definitions

1. "Discrimination or harassment": Discrimination or harassment on the basis of an individual's membership in a protected category, which, for employees, includes race (including traits associated with race involving

hair texture, Afro hairstyles and protective hairstyles such as braids, twists and locs), color, sex, sexual orientation, gender identity, age, familial status, religion, ancestry, national origin, genetic information, or disability.

2. "Discrimination": Treating individuals differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected category.

3. "Harassment": Oral, written, graphic, electronic or physical conduct relating to an individual's actual or perceived membership in a protected category that is sufficiently severe, pervasive or persistent so as to interfere with or limit that individual's ability to participate in the school unit's programs or activities by creating a hostile, intimidating or offensive environment.

4. Under Title VII and under Maine law/regulations, sexual harassment is defined differently than under Title IX. Maine Human Rights Commission regulations define sexual harassment as conduct on the basis of sex which satisfies one or more of the following:

   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

   b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or

   c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5. "Sexual orientation": Under Maine law, this means a person's "actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression."

6. "Gender identity": Under Maine law, this means "the gender-related identity, appearance, mannerisms or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth."

7. "Complaint" is defined as an allegation that an employee or other third party has been discriminated against or harassed on the basis of race, color, sex, sexual orientation, gender identity, age, familial status, religion, ancestry, national origin, genetic information, or disability (and in regard to sex, conduct not otherwise addressed in the Title IX regulations and Section 3 of ACAB-R).

8. "Employee": Whenever the term "employee" is used in Section 2, it includes visitors or others who have a lawful basis to make a complaint of discrimination or harassment.

9. "Familial status": Under Maine law, this means a family unit that contains:

   a. One of more individuals who have not attained 18 years of age and are living with a parent or another person having legal custody of the individual or individuals or the designee of the parent or other person having custody with the written permission of the parent or other person; or

   b. One or more individuals 18 years of age or older who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive or evaluate information or make or communicate decisions.

B. Title IX Sexual Harassment Complaint Procedure Definitions

1. "Title IX sexual harassment": Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of the school unit's education programs and activities:

   a. "Quid pro quo" sexual harassment by a school employee: Conditioning a school aid, benefit or service (such as a promotion or favorable evaluation) on an individual's participation in unwelcome sexual conduct;

   b. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to the school unit's education programs and activities; or

   c. Sexual assault, dating violence, domestic violence and stalking as these terms are defined in federal laws.

2. "Report": Under the Title IX regulations, any individual may make a report of sexual harassment involving an employee, whether the individual is the alleged victim or not. A report must be made to the Affirmative Action Officer/Title IX Coordinator. A report triggers certain actions by the AAO/Title IX Coordinator for the alleged victim of sexual harassment, but an investigation is not conducted unless a "Formal Complaint" is filed.

3. "Formal Complaint": Under Title IX, the alleged victim of sexual harassment can file a written complaint that triggers the complaint procedure in Section 3 of ACAB-R. Only a school employee (and in certain circumstances, the AAO/Title IX Coordinator) may file a formal complaint.

4. "Employee": For the purpose of this procedure, "employee" means an applicant for employment or a current employee of the school unit.

II. DISCRIMINATION/HARASSMENT COMPLAINT PROCEDURE

This procedure should be used for any complaint of unlawful harassment or discrimination based on a protected category which does not involve Title IX sexual harassment.

A. How to Make A Complaint

1. An employee who believes they have been unlawfully harassed or discriminated against (as such terms are defined in Section 1.A.1-3) is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive, and requesting that the behavior stop. This shall not prevent the employee from making an immediate complaint to the AAO/Title IX Coordinator.

2. Any employee who believes they have been harassed or discriminated against should report their concern promptly to the AAO/Title IX Coordinator. A written complaint must include basic information concerning the allegation of harassment or discrimination (i.e., date, time, location, individual(s) who allegedly engaged in harassment or discrimination, description of allegation).

3. Employees who are unsure as to whether unlawful discrimination or harassment has occurred, or who need assistance in preparing a written complaint, are encouraged to discuss the matter with the AAO/Title IX Coordinator.

4. Employees will not be retaliated against for reporting suspected discrimination or harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary measures, up to and including discharge.

5. Any employee who believes they have been discriminated against or harassed is encouraged to utilize the school unit's complaint procedure. However, employees are hereby notified that they also have the right to

report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

B. Complaint Handling and Investigation

1. The AAO/Title IX Coordinator will promptly inform the Superintendent and the person who is the subject of the complaint (respondent) that a complaint has been received.

2. The AAO/Title IX Coordinator may pursue an informal resolution of the complaint with the agreement of the parties involved. Any party to the complaint may decide to end the informal resolution process and pursue the formal process at any point. Any informal resolution is subject to the approval of the parties and the Superintendent, who shall consider whether the resolution is in the best interest of the school unit and the parties in light of the particular circumstances and applicable policies and laws.

3. The AAO/Title IX Coordinator may implement supportive measures (consistent with any applicable collective bargaining agreement provisions) to reduce the risk of further discrimination or harassment while an investigation is pending. Examples of supportive measures include, but are not limited to, ordering no contact between the individuals involved; changing a work location or changing a work schedule.

4. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and the AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

5. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.

6. The respondent will be provided with an opportunity to be heard as part of the investigation. The complainant shall not be required to attend meetings with the respondent, but may choose to do so as part of an informal resolution process.

7. The complainant and the respondent may suggest witnesses and/or submit materials they believe are relevant to the complaint.

8. If the complaint is against an employee of the school unit, any rights conferred under an applicable collective bargaining agreement shall be applied.

9. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

10. The investigation shall be completed within 40 business days of receiving the complaint, if practicable. Reasonable extensions of time for good reason shall be allowed.

11. The investigator shall provide a written report and findings to the AAO/Title IX Coordinator.

C. Findings and Subsequent Actions

1. The AAO/Title IX Coordinator shall consult with the Superintendent concerning the investigation and findings.

2. If there is a finding that discrimination or harassment occurred, the AAO/Title IX Coordinator, in consultation with the Superintendent:

   a. Shall determine what remedial action, if any, is required to end the discrimination or harassment, remedy its effect and prevent recurrence; and

   b. Determine what disciplinary action should be taken against the individual(s) who engaged in discrimination or harassment, if any.

3. Inform the complainant and the respondent in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).

D. Appeals

1. After the conclusion of the investigation, the complainant or respondent may seek an appeal of the findings solely on the basis of either: (a) prejudicial procedural error or (b) the discovery of previously unavailable relevant evidence that could significantly impact the outcome.

2. Appeals must be submitted in writing to the Superintendent within five business days after receiving notice of the resolution.

3. Upon receipt of a valid appeal, the Superintendent shall provide notice to the other party, along with an opportunity to provide a written statement within five business days.

4. The Superintendent shall review the available documentation and may conduct further investigation if deemed appropriate.

5. The Superintendent's decision on the appeal shall be provided to the parties within 10 business days, if practicable. The Superintendent's decision shall be final.

E. Records

The AAO/Title IX Coordinator shall keep a written record of the complaint process.

III. TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURE

This section should be used only for complaints of Title IX sexual harassment as defined in Section 1.B.1.

A. How to Make A Report

1. Any individual who believes an employee has been sexually harassed (as this term is defined in Section 1.B.1) may make a report to the Title IX Coordinator.

2. If the individual making the report is the alleged victim, or if the alleged victim is identified by the individual making the report, the AAO/Title IX Coordinator will meet with the alleged victim to discuss supportive measures that may be appropriate in the particular circumstances and explain the process for filing a formal complaint.

   a. Supportive measures are individualized measures designed to ensure the employee can continue to access and perform their work (such as requiring no contact between individuals, temporarily moving work locations or changing schedules, etc.).

   b. Supportive measures may be continued even if the alleged victim chooses not to file a formal complaint, if appropriate under the particular circumstances.

3. The school unit cannot provide an informal resolution process for resolving a report until a formal complaint is filed.

4. Employees will not be retaliated against for reporting sexual harassment, or for participating in an investigation. Retaliation is illegal under federal and state nondiscrimination laws, and any retaliation will result in disciplinary actions, up to and including discharge.

5. Any employee who believes they have been the victim of sexual harassment is encouraged to utilize the school unit's complaint procedures. However, employees are hereby notified that they also have the right to report sexual harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, Maine 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (telephone: 617-289-0111).

6. The Superintendent shall be informed of all reports and formal complaints of sexual harassment.

B. How to Make A Formal Complaint

1. An alleged victim may file a formal written complaint requesting investigation of alleged Title IX sexual harassment. The written complaint must include basic information concerning the allegation of sexual harassment (i.e., date, time, location, individual(s) who allegedly engaged in sexual harassment, description of allegation).

   Employees who need assistance in preparing a formal written complaint are encouraged to consult with the AAO/Title IX Coordinator.

2. In certain circumstances, the AAO/Title IX Coordinator may file a formal complaint even when the alleged victim chooses not to. Examples include if the respondent (person alleged to have engaged in sexual harassment) has been found responsible for previous sexual harassment or there is a safety threat within the school unit. In such cases, the alleged victim is not a party to the case, but will receive notices as required by the Title IX regulations at specific points in the complaint process.

3. In accordance with the Title IX regulations, the AAO/Title IX Coordinator must dismiss a formal complaint under this Title IX procedure if: a) the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations and this policy; b) if the conduct alleged did not occur within the scope of the school unit's education programs and activities, or c) did not occur in the United States.

4. In accordance with the Title IX regulations, the AAO/Title IX Coordinator may dismiss a formal complaint under this Title IX procedure if: a) a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; b) the respondent is no longer employed by the school unit; or c) there are specific circumstances that prevent the school unit from gathering evidence sufficient to reach a determination regarding the formal complaint.

5. If a formal complaint is dismissed under this Title IX procedure, the Title IX Coordinator will promptly and simultaneously send written notices to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with subsection I below.

6. If the conduct that is alleged potentially violates other laws, Board policies, and/or professional expectations, the school unit may address the conduct under Section 2 or another applicable policy/procedure.

C. Administrative Leave

1. The Superintendent may place an employee respondent on administrative leave during the complaint procedure in accordance with any applicable State laws, school policies and collective bargaining agreement provisions.

2. Any such decision to place an employee respondent on administrative leave shall be made in compliance with any applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

D. Notice to Parties of Formal Complaint

1. The Title IX Coordinator will provide to the parties written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under the Title IX regulations and this procedure. The notice will include:

- Notice regarding the complaint procedure and the availability of an informal resolution process;
- Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (not less than five business days);

- As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the complaint; and that the parties may inspect and review evidence;
- Notice that the parties may each have an advisor of their choice (who may be an attorney), and that the parties may inspect and review evidence;
- Notice that knowingly making false statements or submitting false information during the complaint procedure is prohibited and may result in disciplinary action; and
- Notice of the name of the investigator, with sufficient time (no less than three business days) to raise concerns of conflict of interest or bias.

2. If additional allegations become known at a later time, notice of the additional allegations will be provided to the parties.

3. The AAO/Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.

E. Informal Resolution Process

After a formal complaint has been filed, and if the AAO/Title IX Coordinator believes the circumstances are appropriate, the AAO/Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and determination process. Informal resolutions cannot be used to resolve a formal complaint where a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; disciplinary actions against a respondent or a requirement to engage in specific services; or supportive measures. Both parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time. The Superintendent must agree to the terms of any informal resolution reached between the parties. If an informal resolution agreement is reached, it must be signed by both parties and the school unit. Any such signed agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the subsequent investigation or determination.

F. Investigation

1. The complaint will be investigated by a trained internal or external individual designated by the Superintendent and AAO/Title IX Coordinator. Any complaint about an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. Any complaint about the Superintendent should be submitted to the Chair of the Board, who should consult with legal counsel concerning the handling and investigation of the complaint.

2. The investigator shall consult with the AAO/Title IX Coordinator as agreed during the investigation process.

3. If the complaint is against an employee of the school unit, rights conferred under an applicable collective bargaining agreement shall be applied, to the extent they do not conflict with the Title IX regulatory requirements.

4. Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

5. The investigator will:

   a. Meet with each party after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.

   b. Allow parties to have their advisor at all meetings related to the complaint, although advisors may not speak on behalf of a party or interfere with the process.

   c. Allow parties a reasonable opportunity to identify witnesses and submit favorable and unfavorable evidence.

   d. Interview witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.).

   e. Consider evidence that is relevant and directly related to the allegations in the formal complaint.

   f. During the course of the investigation, provide both parties with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint (including evidence which the school unit does not intend to rely upon in reaching a

determination of responsibility), and favorable and unfavorable evidence.

g. Prior to completion of the investigation report, provide each party and advisor (if any) the evidence subject to inspection and review, and provide the parties with ten business days to submit a written response.

h. Consider the parties' written responses to the evidence prior to completing the investigation report.

i. Create an investigative report that fairly summarizes relevant evidence and send the report to the parties and advisors (if any), for their review and written responses within ten business days of receipt.

j. After receipt of the parties' written responses (if any), forward the investigation report and party responses to the assigned decision maker.

6. The investigation shall be concluded within 40 business days if practicable. Reasonable extension of time for good reason shall be allowed.

G. Determination of Responsibility

1. The decision maker shall provide the parties with the opportunity to submit written, relevant questions that the party wants asked of another party or witness within five or business days of when the decision maker received the investigation report and party responses.

a. The decision maker shall explain to a party proposing questions if the decision maker excludes a question as not relevant.

2. Each party shall be provided the opportunity to review the responses of another party and/or witness, and to ask limited written follow-up questions within five business days of receiving the answers.

3. Each party will receive a copy of the responses to any follow-up questions.

4. The decision maker shall review the investigation report, the parties' responses and other relevant materials, applying the preponderance of the evidence standard ("more likely than not").

5. The decision maker shall issue a written determination, which shall include the following:

   a. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy;

   b. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and meetings held;

   c. A determination regarding responsibility as to each allegation and findings of fact supporting the determinations;

   d. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school unit imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school unit's programs and activities will be provided to the complainant;

   e. The school unit's appeal procedure and permissible bases for the parties to appeal the determination.

6. The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that the school unit provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal would no longer be considered timely.

H. Remedies, Discipline and Other Actions

1. Remedies

   Remedies are measures used to ensure that the complainant has equal access to the school unit's education programs and activities following the decision maker's determination. Such remedies may include supportive measures, and may include other appropriate measures, depending upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

2. Discipline and Other Actions

The following are examples of the types of disciplinary actions that may be imposed on an employee when there is a determination that they are responsible for one or more violations involving sexual harassment:

- Written warning.
- Probation.
- Demotion.
- Suspension without pay.
- Discharge.

The following are examples of other types of actions that may be imposed on an employee when there is a determination of responsibility:

- Performance improvement plan.
- Counseling.
- Training.
- Loss of leadership/stipend position.

I. Appeals

The parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Under the Title IX regulations, appeals are allowed on the following grounds:

1. A procedural irregularity that affected the outcome of the matter;

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal of the formal complaint was made, that could affect the outcome of the matter; or

3. The Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.

An appeal must be filed in writing within five business days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

1. Appeals must be filed with the Superintendent, who will consider the appeal.

2. The Superintendent shall conduct an impartial review of the appeal, including consideration of the written record of the matter, and may consult with legal counsel or other school unit officials in making their decision.

3. The Superintendent shall issue a written decision describing the result of the appeal and rationale for the result, and provide the written decision simultaneously to the parties. The decision will either deny the appeal; grant the appeal and remand to the decision maker for further consideration; or grant the appeal by revising the disciplinary action(s).

J. Records

Records in connection with sexual harassment reports and the complaint process shall be maintained for a minimum of seven years.

Legal References:
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.); 34 C.F.R. Part 106
Clery Act (20 U.S.C. §1092(f)(6)(A)(v) - definition of sexual assault)
Violence Against Women Act (34 U.S.C. § 1092(f)(6)(A)(v) – definition of sexual assault; 34 U.S.C. § 12291(a)(10) – dating violence; 34 U.S.C. §12291(a)(3) – definition of stalking; 34 U.S.C. §12291(a)(8) – definition of domestic violence)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Americans with Disabilities Act (42 U.S.C § 12101 et seq.), as amended
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et. seq.; 29 C.F.R. § 1604.11)
Age Discrimination in Employment Act (29 U.S.C. § 623 et seq.)
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)

Cross Reference:
AC – Non Discrimination/Equal Opportunity and Affirmative Action
ACAB – Harassment and Sexual Harassment of School Employees
GBGB – Workplace Bullying

Adopted: May 5, 2001
Revised: July 17, 2006
First reading of revisions: September 24, 2012
Second reading and adoption: October 22, 2012
First reading of revisions: April 23, 2018

Second reading and adopted: May 21, 2018
First reading and adoption by Policy Committee: July 13, 2020
Revised and Adopted: December 13. 2021
Revised and Adopted: January 24, 2022
Revised and Adopted: April 12, 2023
Revised and Adopted: April 30, 2025
Revised and approved by policy committee:

FACILITY USE AGREEMENT
for non-school groups

*This form must be submitted to the Building Administration of the requested facility at least **TWO weeks** prior to the requested date of use.*

Application date: _____ Event date(s): _____ Building requested: _____

Event information

Function/activity/event name: _____

Hours of use, including setup and takedown From: _____ To: _____

How many people do you anticipate will attend? _____

Rooms/areas requested:

- ☐ Gym
- ☐ Cafeteria
- ☐ Kitchen
- ☐ Home Ec.
- ☐ Shop
- ☐ Library
- ☐ Auditorium
- ☐ Stage
- ☐ Classroom(s) (specify)
  _____
- ☐ School grounds (specify)
  _____
- ☐ Other (specify)
  _____

Fees

Resource	*Fee*	*Total*
Half day facility use (4 hours)	**$130**	
Full day facility use (8 hours)	**$180**	
Custodian(s)*	**$40/hr**	
Kitchen staff member	**$40/hr**	
Additional kitchen staff member	**$30/hr**	
	Total fees due	

**If no custodian is hired, the building needs to be left in the same order it was found. If it is determined after the event that cleaning is needed, a charge of $50/hr per custodian will be assessed for the cleaning.*

Organization information

Organization making request: _____

Does the requesting organization have an in-force public liability policy? Yes No
If yes, please attach a copy of the Insurance Binder.

Organization contact's name: _____

Organization contact's work/home phone: _____ Cell phone: _____

Email: _____

Mailing address: _____

By signing below, I understand that:

A. Per RSU #10 Policy JICH, no individual utilizing school facilities shall distribute, dispense, possess, use, manufacture or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor, tobacco products of any kind, including e-cigarettes and vape devices, oral smokeless tobacco product, narcotic drugs, hallucinogenic drugs, amphetamine, barbiturate, cannabis, anabolic steroids, fentanyl or any scheduled drugs or controlled substances defined in federal and state laws and regulations, or any substance that is represented to be a controlled substance.
B. School facilities may not be used for any illegal purposes.
C. No school equipment will be used without prior approval.
D. The facility may be used ONLY on the day and time approved.
E. If the facility is used after regular hours, all doors must be secured, locked and checked before leaving.
F. The requesting organization is responsible for reimbursing the school for any damage done to the facilities.
G. If school is closed due to inclement weather, the facility will not be used.
H. If there is more than two (2) inches of snow on the ground, the organization must contact the Buildings, Grounds and Transportation (BGT) Director, whose information is at the bottom of this page, to determine the accessibility of the facility.
I. Any exceptions to these factors require Superintendent approval.
J. Failure to comply with **items A-J** above will result in the loss of future use.

Organization contact's signature: _____ Date: _____

Organization contact's name, printed: _____

Building Principal's signature: _____ Date: _____

BGT Director's signature: _____ Date: _____

Superintendent's signature: _____ Date: _____

cc: Individual Requesting
School Nutrition Director
School Principal
School Head Custodian
Superintendent
Business Manager

BGT Director: Devin Roberts
207-369-5560 x 8223
deroberts@rsu10.org