

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 41
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

Date: **OCTOBER 1, 2025**
Time: **6:00 P.M.**
Location: **PVMS/HS Cafe**

- I. Call meeting to order by Board Chair**
II. Pledge of Allegiance
III. Attendance/Roll Call

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breena Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts

- IV. Approval of Adjustments to the Agenda - **Late additions will be in red font.****

Motion:

Second:

Vote:

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breena Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts

- V. Approval of Minutes:**

- **September 23, 2025 Emergency Board Meeting Minutes**
- **September 10, 2025 Regular Board Meeting Minutes**
- **August 22, 2025 Emergency Board Meeting Minutes**

Motion:

Second:

Vote:

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breena Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts

- VI. Presentations**

- VII. Public Participation/Communications**

The primary purpose of School Board meetings is to conduct the business of the Board related to Board policies, programs, and operations.

The Board recognizes the value of, and welcomes, public comments on school and educational matters. The Board Chair is responsible for ensuring the orderly conduct of Board meetings. The Board Chair will stop any public comment that is contrary to these rules. Individuals who disrupt a Board meeting may be asked to leave in order to allow the Board to conduct its business in an orderly manner.

- Each individual will be required to state their name and town/city of residence before beginning their remarks.
- Public comments should be addressed to the Board Chair. Requests for information or concerns that require further research may be referred to the superintendent for further action, if necessary.
- Comments by individuals are limited to a maximum of three (3) minutes and should not be repetitive in nature.
- Complaints or allegations against specific employees or students are prohibited, and should be addressed through established District policies and procedures.
- The school unit does not discriminate on the basis of sex or other protected categories, as required by federal and state laws and regulations. Comments in violation of our nondiscrimination policy will not be allowed.
- Speakers are expected to follow rules of common etiquette.

VIII. Administrative Reports -

- Amy Kristiansen-Director of Student Services
- Tina Dumond - Milo Elementary School Principal
- Josh Bessey - Brownville Elementary School Principal
- Katie Joyner-Robertson/Danielle Libbey-Penquis Valley Middle/ High School Principals
- Heidi Sisco - Business Manager
- Dillon Watters - Facilities and Transportation Director

IX. Superintendent of Schools Report

X. Board Chair Report

XI. Board Committee Reports

- A. Policy (M.Barker, R.Trefts, M.Kazyaka)
- B. TCTC (M.Barker)
- C. PVAEC (R.Trefts)
- D. Finance/Capital Improvement (J.Blake, G.Hartmann, D.Hamlin, M.Kazyaka)
- E. Curriculum Committee (B.Bissell, R. Trefts, M.Kazyaka)
- F. Negotiations/Personnel (B.Bissell, D.Hamlin, G.Hartmann, M.Kazyaka)

XII. Personnel

- **Nominations**
 - ASAP Teacher- .5FTE
- **Appointments**
 - Danielle Robbins - PreK Ed Tech I- Special Education
 - Jacqueline Badger - Ed Tech I BHP - Special Education
 - Co-Curricular
 - Sasha Bladen - High School Yearbook
 - Chelsea Richards & Misty Chase-Romero- PVMS Student Council
- **Transfers**
 - Hannah Whitten - Ed Tech II BHP from MES to MCC (PreK program)
 - Michelle Hamm - Ed Tech I BHP from BES to MCC (PreK program)
 - Mackenzie Pelletier - Ed Tech II from Special Ed to MCC PreK program
- **Resignations**
 - Andrea Mills- Ed Tech III - effective October 3, 2025

XIII. Old Business

- A. **First Reading of Policy Handbook – [Link](#) provided to review proposed changes and track the progress of the revision process.**

XIV. New Business

A. Retirement of the following policies:

- JIB Student Involvement in Decision Making
- JICG Tobacco Use

Motion:		Second:		Vote:	
Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka	
Breana Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts	

B. Second Reading and Adoption of following policies:

- JI Student Rights and Responsibilities
- JIC* Student Code of Conduct
- JICA Student Dress
- JICB Care of School Property by Students
- JICC Student Conduct on School Buses
- JICE Student Publications
- JICH* Drug and Alcohol Use by Students
- JICIA* Weapons, Violence and School Safety
- JK* Student Discipline
- JIH Questioning and Searches of Students

Motion:		Second:		Vote:	
Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka	
Breena Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts	

C. Discussion of MSBA 2025 Proposed Resolutions

XV. Calendar

FY 25 Meeting Calendar	
Regular School Board Meetings Time: 6:00 p.m. Location: PVMS/HS Cafe ● October 1, 2025 ● November 5, 2025 ● December 3, 2025 ● January 7, 2026 ● February 4, 2026 ● March 4, 2026 ● April 1, 2026 ● May 6, 2026 ● June 3, 2026	Finance Committee Meeting Time: TBD Location: PVMS/HS Cafe ● Remaining Schedule TBD

XVI. Adjournment (Time):

Motion:		Second:		Vote:	
Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka	
Breena Bissell	Andrew Conklin	Vacant	George Hartmann	Roberta Trefts	

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 41
EMERGENCY MEETING
MINUTES**

***This meeting is being called an emergency meeting due to the timing of this announcement.**

DATE: Tuesday, September 23, 2025

TIME: 6:00 P.M.

LOCATION: Zoom Only

<https://us02web.zoom.us/j/87284324970?pwd=WHVvSXNPNkZpZENlaDcrSzBOb3Jsdz09>

I. Call meeting to order by Board Chair: 6:02 PM

II. Pledge of Allegiance

III. Attendance/Roll Call

Molly Barker	Y	Jessie Blake	Y	Leon Farrar	N	Denise Hamlin	Y	Mary Lynn Kazyaka	Y
Breena Bissell	Y	Andrew Conklin	Y			George Hartmann	Y	Roberta Trefts	N

IV. Authorize Superintendent to grant Heidi Finson's retirement benefit

Motion: Molly Barker

Second: George Hartmann

Vote: UN

Molly Barker		Jessie Blake		~~Leon Farrar~~		Denise Hamlin		Mary Lynn Kazyaka	
Breena Bissell		Andrew Conklin				George Hartmann		~~Roberta Trefts~~	

V. Adjournment: 6:12PM

Motion: Jessie Blake

Second: George Hartmann

Vote: UN

Molly Barker		Jessie Blake		~~Leon Farrar~~		Denise Hamlin		Mary Lynn Kazyaka	
Breena Bissell		Andrew Conklin				George Hartmann		~~Roberta Trefts~~	

Read and approved by:



ADA NOTICE: Any person with a disability who requires auxiliary aids or services in order to fully participate in this activity is requested to contact the Office of the Superintendent at 207-943-7317 at least 72 hours in advance

MAINE SCHOOL ADMINISTRATIVE DISTRICT 41

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

Date: September 10, 2025
Time: 6:00 P.M.
Location: PVMS/HS Cafe

- I.** The meeting was called to order by Board Chair Kazyaka @ 6:00 P.M.
II. The Pledge of Allegiance was recited.
III. Board Chair Kazyaka called the Attendance/Roll Call

Molly Barker	Y	Jessie Blake	Y	Leon Farrar	N	Denise Hamlin	N	Mary Lynn Kazyaka	Y
Breena Bissell	N	Andrew Conklin	Y	Amanda Fernald	N	George Hartmann	Y	Roberta Trefts	Y

- IV.** Approval of Adjustments to the Agenda - **Late additions will be in red font.**
- **Move G. Outing Club Overnight Request to follow the Approval of minutes, and add the overnight spring trip with a tentative departure date of June 12**
 - **Move Executive session- to discuss the Comprehensive Emergency Management Plan to XVII.**

Motion to accept the adjustments as stated: R. Trefts

Second: M. Barker

Vote: Unanimous

Molly Barker		Jessie Blake		Leon Farrar		Denise Hamlin		Mary Lynn Kazyaka	
Breena Bissell		Andrew Conklin		Amanda Fernald		George Hartmann		Roberta Trefts	

- V.** Approval of Minutes:
- August 6, 2025 Regular Board Meeting Minutes

Motion to approve: R. Trefts

Second: A. Conklin

Vote: 5- Approve/1-Abstain

Molly Barker	A	Jessie Blake	Y	Leon Farrar		Denise Hamlin		Mary Lynn Kazyaka	Y
Breena Bissell		Andrew Conklin	Y	Amanda Fernald		George Hartmann	Y	Roberta Trefts	Y

- VI.** **Moved to beginning of the agenda - Dawn McLaughlin- Outing Club overnight trips:**
- **Camping and Hiking** with Appalachian Mountain Club- October 4 - October 5, 2025
 - **Spring Camping and Hiking Trip- Tentative Date June 12- June 15, 2026, depending on snow days**

Motion made to Approve overnight trips according to the school calendar, with the addition of cancellation days added to the end of the year, so students do not miss academic days by R. Trefts.

Second: M. Barker

Vote: Unanimous

Molly Barker		Jessie Blake		Leon Farrar		Denise Hamlin		Mary Lynn Kazyaka	
Breena Bissell		Andrew Conklin		Amanda Fernald		George Hartmann		Roberta Trefts	

- VII.** Presentations- There were none.

VIII. Public Participation/Communications- Board chair read the following statement prior to the opening of public comment:

The primary purpose of School Board meetings is to conduct the business of the Board related to Board policies, programs, and operations.

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- Speakers are expected to follow rules of common etiquette.

Brittany Manning (Milo) spoke about her twin three-year-olds attending the Pre-K program. She expressed appreciation for the staff and the new program, while offering suggestions for improvement. Ms. Manning highlighted the need for enhanced daily communication with families, clearer information regarding programming and van transportation, and more timely sharing of IEPs/files from CDS to allow staff additional time to plan for students with individualized needs.

Jason Mills (PVS) expressed gratitude for the time and commitment MaryLynn Kazyaka devotes daily to MSAD 41. He noted her consistent presence at public school events and her tireless support of staff and students, including many hours dedicated to the Pre-K program.

IX. The following Administrative Reports were reviewed:

- Amy Kristiansen-Director of Student Services
- Tina Dumond - Milo Elementary School Principal- **Excused**
- Josh Bessey - Brownville Elementary School Principal
- Katie Joyner-Robertson/Danielle Libbey-Penquis Valley Middle/ High School Principals
- Heidi Sisco - Business Manager
- Dillon Watters - Facilities and Transportation Director - **Excused**

X. Superintendent of Schools Report: Superintendent Fournier provided updates on several items:

Pre-K Program: Grant funds were approved for bathroom renovations. The program is off to a strong start, with routines established and transportation/meal delivery running smoothly.

NAEP Assessment: MSAD 41's 4th and 8th graders will participate in the 2026 NAEP assessment this winter.

ASAP Program: The alternative education program has been relocated to the PVS building and is going well.

MSAD 41 Buildings: Administration recommends relocating Special Services and the Transportation/Maintenance office into the main building and reviewing options to close/winterize the portables and red building for cost savings. Board feedback and possible action were requested.

IX. Board Chair Report: Board Chair Kazyaka included reading the resignation letter from Director Amanda Fernald as of 9-12-25 in the Chair Report. The Town of Milo will appoint an interested resident until the Annual Town Meeting in March, 2026.

X. Board Committee Reports

- A. Policy (M.Barker, R.Trefts, M.Kazyaka)- **Kazyaka reported that policies up for second reading are on tonight's agenda.**
- B. TCTC (M.Barker) - **Barker reported that our first meeting of the year is coming up later in the month.**
- C. PVAEC (R.Trefts) - **Trefts read the invitation to the open house of the new facility being held on 9/18/25 @ 4-5 P.M.**
- D. Finance/Capital Improvement (J.Blake, G.Hartmann, D.Hamlin, M.Kazyaka) n/a
- E. Curriculum Committee (B.Bissell, R.Trefts, M.Kazyaka) n/a
- F. Negotiations/Personnel (B.Bissell, D.Hamlin, G.Hartmann, M.Kazyaka) n/a

XI. Personnel

- **Nominations - none**
- **Appointments**
 - **Co-Curriculars**
 - Outing Club- Dawn McGlaughlin
 - PVHS Drama Coach-Katie Davis and Vicky Williams
 - National Honor Society - Cole DuMonthier
 - PVHS Student Council- Carolyn Dillon
 - PVMS Yearbook - Brenda Kain
 - Tina Johnston - Long Term Substitute Teacher- MES
 - Andrea Mills- Educational Technician III - MCC
- **Transfers**
 - Jen McMahon- from Special Education Ed Tech I to MTSS Ed Tech III- BES
- **Resignations - none**

XII. Old Business

- A. **First Reading of Policy Handbook- [Link](#)**
The Board continues to review the Policy Handbook.

XIII. New Business

- A. **Surplus Equipment Notification - Superintendent Fournier informed the Board that old educational photography equipment is no longer in use. A list of the items was circulated, and the equipment will be advertised on District News, Facebook Marketplace, and the MSAD 41 website.**
- B. **Second Reading and Adoption of following policies:**
 - AC Nondiscrimination/Equal Opportunity and Affirmative Action
 - ACAA Harassment and Sexual Harassment of Students
 - ACAA-R Student Discrimination and Harassment Complaint Procedure
 - ACAB Harassment of Employees
 - ACAB-R Employee Discrimination/Harassment Complaint Procedure

Motion: M. Barker

Second: R. Trefts

Vote: Unanimous

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breana Bissell	Andrew Conklin	Amanda Fernald	George Hartmann	Roberta Trefts

C. Approval of Longterm Substitute Compensation Guide

Maine School Administrative District No. 41 SUBSTITUTE PERSONNEL COMPENSATION GUIDE

State Law: Substitute teachers with four (4) years of study beyond the high school and with a bachelor's degree and in possession of a standard teacher's certificate and substitute teachers who have retired after a minimum of fifteen (15) years of teaching will be compensated at the rate of not less than \$30.00 for each day of service. Title 204, 1995A Section 13402.

The following compensation guide shall be implemented by the Superintendent of Schools.

Short-Term: 1-10 Days in the Assignment	Long-Term: 11+ Consecutive Days in the Same Assignment
Substitute Teachers: - High School Diploma \$20.00 per day - Four Year College Degree \$28.00 per day - Teacher Certified in assigned content area and grade level \$38.00 per day Substitute Educational Technicians and Secretaries: 115% of minimum wage per hour	Long Term Substitute Teachers: - High School Diploma \$38.00 per day - Two Year College Degree \$43.00 per day - Four Year College Degree \$48.00 per day - Certified Teacher (in assigned content area and grade level): per diem rate based on bottom of the teacher salary schedule Long Term Substitute for Educational Technicians and Secretaries will be compensated at the hourly rate of Step 0 on the appropriate salary scale. "If a position is advertised as a long-term substitute, the long-term rate will be used as of day one (1) of assignment."

Motion AS WRITTEN: J. Blake

Second: M. Barker

Vote: Unanimous

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breana Bissell	Andrew Conklin	Amanda Fernald	George Hartmann	Roberta Trefts

D. MSAD 41 Buildings -

Motion made to pursue winterizing the two portables on the Penquis Campus and the Maintenance/Transportation Building to include draining the water but maintaining the minimum amount of heat by M. Kazyaka

Second: M. Barker

Vote: Unanimous

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breana Bissell	Andrew Conklin	Amanda Fernald	George Hartmann	Roberta Trefts

E. Selection and approval of the MSAD 41 Delegate to attend the 2025 MSBA Delegate Assembly on October 18th @ 9:30 a.m.

Motion to nominate Breana Bissell: M. Kazyaka

Second: M. Barker

Vote: Unanimous

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka
Breana Bissell	Andrew Conklin	Amanda Fernald	George Hartmann	Roberta Trefts

F. Approval and Signing of August 2, 2025, Computation and Declaration of Votes of BVR #2

Time Entered Executive Session: 6:57 PM
Time Returned to Plenary Session: 7:23 PM

Motion to approve CEMP with edits: R. Trefts Second: M Barker Vote: Unanimous

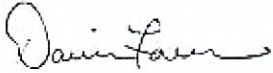
Molly Barker	Jessie Blake	~~Leon Farrar~~	~~Denise Hamlin~~	Mary Lynn Kazyaka	
~~Breana Bissell~~	Andrew Conklin	~~Amanda Fernald~~	George Hartmann	Roberta Trefts	

XVIII. Adjournment (Time): 7:24 P.M.

Motion: R. Trefts Second: M. Barker Vote: Unanimous

Molly Barker	Jessie Blake	~~Leon Farrar~~	~~Denise Hamlin~~	Mary Lynn Kazyaka	
~~Breana Bissell~~	Andrew Conklin	~~Amanda Fernald~~	George Hartmann	Roberta Trefts	

Read and approved by:



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**MAINE SCHOOL ADMINISTRATIVE DISTRICT 41
EMERGENCY MEETING
MINUTES**

***This meeting is being called an emergency meeting due to the timing of this announcement.**

DATE: Friday, August 22, 2025

TIME: 4:00 P.M.

LOCATION: Zoom

<https://us02web.zoom.us/j/87284324970?pwd=WHVvSXNPNkZpZENlaDcrSzBOb3Jsdz09>

I. Call meeting to order by Board Chair: 4:01 p.m.

II. Pledge of Allegiance

III. Attendance/Roll Call

Molly Barker	Y	Jessie Blake	Y	Leon Farrar	N	Denise Hamlin	Y	Mary Lynn Kazyaka	Y
Breena Bissell	Y	Andrew Conklin	N	Amanda Fernald	N	George Hartmann	Y	Roberta Trefts	N

IV. Personnel

a. Appointments

- Craig Durant- Library Media Technician
- Vicki Gray - Long Term Substitute Teacher- PreK

b. Transfers

- Tori Silva - From 1st Grade Teacher MES to PreK Teacher at MCCook
- Debra Gauvin - From ASAP Special Education Teacher to PVS Special Education Teacher
- Rochelle White - From Social Worker to K-12 Special Education Social Worker

c. Nominations

- Reo Hunter- Classroom Teacher- Grade 2 MES

Motion: Denise Hamlin

Second: Molly Barker

Vote: UN

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka	
Breena Bissell	~~Andrew Conklin~~	~~Amanda Fernald~~	George Hartmann	~~Roberta Trefts~~	

V. Adjournment: 4:04PM

Motion: Molly Barker

Second: Denise Hamlin

Vote: UN

Molly Barker	Jessie Blake	Leon Farrar	Denise Hamlin	Mary Lynn Kazyaka	
Breena Bissell	~~Andrew Conklin~~	~~Amanda Fernald~~	George Hartmann	~~Roberta Trefts~~	

Read and approved by:



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MSAD41
Office of Special Services
Special Education and 504 Plans
September 2025 Board Report

Greetings,

It seems we have slowed down a bit with students transferring in and out. We are currently serving 164 students with IEPs and 49 with 504 Plans, there are 5 students in the referral process from PreK - grade 12. With 49 team meetings held since the start of the school year through September.

We continue to have staffing challenges however our special education teams are working well together in each of our 5 schools, supporting one another as a team and providing services to our students. I am looking to spend more time in each of our buildings and expect this will be better supported by the move of our offices into the main Penquis complex.

We have Safety Care re-certification coming up for several of our staff during the October teacher workshop day and hope to be offering initial certification training later this month as well. The initial BDI and DAYC training identified several needs for PreK and special education services for our youngest learners. In working with the 2nd cohort and CDS during our transition to providing special education services we have finalized our MOU with CDS and they will continue to support Child Find, referral, evaluations and initial eligibility determinations until we are fully trained and prepared to complete these on our own.

Later this month, I plan to attend the MADSEC Directors conference in Portland which is always filled with pertinent information, updates, and support. In addition, we are a part of the Leading Early Learners Fellowship with professional development, coursework, and regular meetings throughout the year focused on the importance of literacy and math in PreK through 3rd grade for future academic success.

And I almost forgot, our annual craft fair is Saturday October 25th in the gym at Penquis! Vendor fees and raffle ticket sales go to support our students with the focus being participation in Special Olympics and Life Skills activities. The High School Student Council will be offering hot lunch options again this year which are always delicious! We hope you'll spread the word and stop by.

Respectfully,
Amy Kristiansen
Director of Special Services

BROWNVILLE



LAGRANGE

MILO

SCHOOL ADMINISTRATIVE DISTRICT #41

Milo Elementary School

18 Belmont Street Milo, Maine 04463

Phone:(207)943-2122 Fax:(207)943-5330

October 1, 2025

Dear Members of the Board,

I would like to recognize the PreK team. It has been a rollercoaster start and through it all they have worked together to make the program work. We are so thankful that Heidi was able to be here to get things set up and attend the Open House which helped with this program on track to be very successful. That's all I have to say about that.

Current enrollment is as follows:

PreK	Kindergarten	Grade 1	Grade 2	Total
34	26	34	41	135

I really don't have much to report for the month of September. This month has been spent practicing routines, beginning of the year classroom testing. We have just started doing PAWS tickets to reward positive behavior. Every Friday we will pull some tickets for prizes. Tickets earned will also go up on a bulletin board in the hallway as a sort of wall of fame.

Curriculum:

This month I have been able to have curriculum meetings with a majority of grade levels. The focus of the first meeting was looking at different areas to evaluate new math programs. We are using edReports to find a math program that has a high rating and spans K-8 for consistency across grade levels. I will be finalizing three programs to get samples from and the teachers will get time to look through the samples and rate the three different math programs.

Engagement:

Our Engagement team has had two CEFAM meetings, (here is a link for information: [PDF CEFAM FSCE CoP - Info Session - June 3.pptx.pdf](#)) . We have a team of 4 staff and 2 parents that are a part of the training. We are already starting to gather great ideas and ways to enhance family engagement.

We also have the following events occurring in October:

- October 1- K-2 Picture Day
- October 1- Staff Meeting
- October 2- PreK Picture Day @ MCCS
- October 2- K-2 Open House 5-6 @ MES
- October 2- Erma the Reading Dog Assembly K-2 1pm
- October 6-24 NWEA Testing
- October 10- In Service
- October 12- Color Run
- October 13- No School
- October 24- PTO Fall Frolic

Sincerely,

Tina Dumond

Principal MES and MCCS

PK-4 Curriculum Leader

Family Engagement Coordinator

BROWNVILLE



LAGRANGE

MILO

SCHOOL ADMINISTRATIVE DISTRICT # 41

Brownville Elementary School
774 Main Road
Brownville, Maine 04414

Phone (207) 965-8184 - FAX (207) 965-8363

October 2025

Open House: We held our open house on Thursday, September 18 from 5:30-7:00. There was an exceptional turnout with lots of families. We had representation of BearCats Afterschool Program, the local Girl Scouts Troop, and the BearCats PTO. Lots of engagement and fun.

Local Cooperation: We have scheduled for the Fire Department to come in and work with the students on October 9 for Fire Prevention week. They will do their annual sit down with the students and bring in the fire trucks. We are working with them as well about scheduling a fire drill so they are able to witness how well our students have learned their expectations and routes.

Busing: We have scheduled Bus Safety to occur on October 24 in the morning. Mr. Dillon will bring in his bus and go over all the rules and expectations as a part of our annual reminders for students. This is also a time to go over bus evacuations.

Curriculum: Teachers have had their first meeting with Mrs. Dumond to discuss curriculum. Here we discussed the different programs that are currently used, where progress could be made, and how we go about looking into new programs. The staff were engaged in these conversations and interested.

Mentor: As a part of being a new principal I am currently participating in the MPA's Mentor/Protégé program. This is a strong program that really helps to support and outside perspective through an experienced principal from another district. The wisdom and guidance of having this mentor is greatly appreciated.

PTO: The PTO is working hard to get the Fall Frolic underway. The requests for auction donations have been sent out and are starting to come in. We look to make this a strong fundraiser for the PTO. Please come out and support on October 24, 2025 at MES.

Respectfully,

Joshua Bessey
Principal of Brownville Elementary

Facilities and Transportation Department Board Report

Reporting Period: September 2025

Executive Summary

The Facilities and Transportation Department continued to support district operations throughout September 2025 with a focus on maintaining safe, functional environments and ensuring consistent transportation services.

Facilities Department Updates

1. Office Relocations

The relocation of the Facilities Office and the Special Education Office to the Penquis building is currently in progress. The move is on schedule and expected to be fully completed by mid-October. Coordination with IT and custodial staff is underway to ensure a smooth transition.

2. Lagrange School Bathroom Renovations

Renovations at the Lagrange School bathrooms are progressing well. Once completed, the updated facilities will provide a much more functional and age-appropriate space for Pre-K students. Work remains on schedule.

3. Fire Safety Systems

District-wide fire safety systems were tested and are all in good working order.

4. Routine Maintenance

Minor repairs and preventive maintenance continued throughout the month, including HVAC servicing, lighting replacements, minor plumbing services, and general building upkeep.

Transportation Department Updates

1. Fleet Maintenance and Operations

The transportation fleet received all scheduled maintenance and inspections during the month.

2. Routes and Ridership

All bus routes are running smoothly. A few minor adjustments were made to improve timing and better serve student needs.

3. Staffing

The department is currently operating with an almost full roster of regular drivers; however, there is a pressing need for substitute bus drivers to provide coverage as needed. Recruitment efforts are ongoing, with job postings and outreach underway.

4. Safety

No transportation-related incidents were reported in September. Drivers participated in refresher training on emergency procedures and student safety protocols.

Budget Overview

- Overall, the department remains within budget.
 - Fuel and maintenance costs are stable and in line with projections.
 - No unexpected expenditures occurred during the reporting period.
-

Upcoming Projects and Priorities

- Complete the office relocation to the Penquis building by mid-October.
 - Finalize bathroom renovations at Lagrange School.
 - Begin preparations for winter facility needs.
 - Continue efforts to recruit substitute bus drivers.
-

Acknowledgments

I thank our maintenance, custodial, and transportation staff for their continued hard work and dedication. Their efforts ensure that our schools remain safe, operational, and welcoming for students and staff every day.

SEPTEMBER 2025 REVENUES

<u>Date</u>	<u>Memo</u>	<u>Amount</u>
9/2/2025	R#10402 LAGRANGE AUGUST ASSESSMENT	\$43,347.25
9/2/2025	R#10401 GRANT REIMBURSEMENT	\$949.22
9/2/2025	R#10400 MSMA WORKERS COMP	\$759.52
9/5/2025	R#10405 MILO SEPT ASSESSMENT - REMIANING	\$69,177.23
9/5/2025	TOWN OF MILO JULY FUEL	\$3,852.67
9/6/2025	THREE RIVERS AMBULANCE JULY FUEL	\$1,082.72
9/9/2025	R#10403 GRANT REIMBURSEMENT	\$2,159.92
9/12/2025	R#10408 GRANT REIMBURSEMENT	\$11,328.59
9/12/2025	R#10407 MCF AFTERSCHOOL PROGRAM	\$2,990.00
9/15/2025	R#10409 EUT SPED MAY-JUNE	\$26,040.00
9/18/2025	MILO WATER DISTRICT JULY FUEL	\$772.35
9/22/2025	R#10412 LE PRESCHOOL JAN 2025	\$954.79
9/22/2025	R#10411 BROWNVILLE SEPT ASSESSMENT	\$82,177.53
9/23/2025	R#10413 EPS SEPT SUBSIDY	\$606,036.26
		\$851,628.05

MSAD 41 FINANCIAL AS OF SEPTEMBER 30 2025

FY26 FISCAL YEAR						FY25 FISCAL YEAR		FY24 FISCAL YEAR	
	Adopted Budget 07/01/2025 - 06/30/2026	Actual 09/01/2025 - 09/26/2025	Year to Date 7/1/2025 - 06/30/2026	Amount Remaining 7/1/2025 - 06/30/2026	Percent Remaining 7/1/2025 - 06/30/2026	Adopted Budget 07/01/2024 - 06/30/2025	Actual 09/01/2024 - 09/30/2024	Adopted Budget 07/01/2023 - 06/30/2024	Actual 09/01/2023 - 09/30/2023
REGULAR INSTRUCTION	\$3,825,617.16	\$329,766.07	\$458,517.41	\$3,367,099.75	88.01%	\$3,906,402.44	\$599,750.81	\$3,887,347.24	\$504,649.46
SPECIAL EDUCATION	\$2,726,029.13	\$176,515.65	\$225,015.58	\$2,501,013.55	91.75%	\$2,907,024.94	\$214,154.48	\$2,764,167.18	\$266,791.78
CAREER AND TECHNICAL EDUCATION	\$35,743.47	\$5,957.24	\$8,935.89	\$26,807.58	75.00%	\$28,843.26	\$0.00	\$13,927.02	\$0.00
OTHER INSTRUCTION	\$219,379.49	\$16,083.67	\$26,645.56	\$192,733.93	87.85%	\$206,781.75	\$31,047.20	\$224,711.78	\$18,596.10
STUDENT & STAFF SUPPORT	\$724,204.53	\$51,720.76	\$81,143.68	\$643,060.85	88.80%	\$718,523.51	\$52,944.23	\$786,848.22	\$60,207.02
SYSTEM ADMINISTRATION	\$673,506.94	\$53,970.96	\$211,922.12	\$461,584.82	68.53%	\$472,248.56	\$39,354.04	\$384,015.78	\$32,001.30
SCHOOL ADMINISTRATION	\$785,284.22	\$64,322.58	\$182,404.76	\$602,879.46	76.77%	\$659,812.14	\$59,454.78	\$688,235.68	\$57,128.70
TRANSPORTATION	\$805,684.78	\$80,649.35	\$153,544.31	\$652,140.47	80.94%	\$775,391.03	\$62,097.25	\$806,407.03	\$41,576.57
FACILITIES MAINTENANCE	\$1,505,855.05	\$148,984.78	\$378,536.73	\$1,127,318.32	74.86%	\$1,355,683.35	\$101,976.39	\$1,245,250.90	\$94,316.90
DEBT SERVICE/OTHER COMMITMENT	\$199,606.78	\$0.00	\$0.00	\$199,606.78	100.00%	\$208,445.98	\$0.00	\$204,419.42	\$148,622.51
TOTAL EPS EXPENDITURE	\$11,500,911.54	\$927,971.06	\$1,726,666.04	\$9,774,245.51	84.99%	\$11,239,156.96	\$1,160,779.18	\$11,005,330.25	\$1,223,890.34

[illegible]

MSAD 41 Finance Breakdown

SEPTEMBER 2025 Expenses

Payrolls: 12th & 26th	\$506,333.79				
Anthem	\$151,267.26				
Maine State Retirement	\$76,016.06				
Dental	\$4,250.46				
Payables	\$315,903.83				
TOTAL	\$1,053,771.40				
Payables Breakdown					
Purchase Orders		\$114,676.57	books/workshops/supplies		
School Nutrition Payables		\$24,098.36	Food Service		
Telephone & Internet		\$6,125.79	Monthly Expense		
Heating Fuel		\$9,427.49	Fuel oil & propane for buildings		
Electricity - Versant & Ampion		\$13,760.30	Monthly		
Adult Ed		\$3,901.11	Monthly		
MSAD 46		\$5,957.24	TCTC monthly assessment		
Maintenance Department		\$70,055.71	Supplies/Repairs		
Town of Milo		\$40.00	Dumpsters		
Special Education		\$8,632.39	Out of district placement, Speech, OT, PT		
Employee Tuition		\$10,560.00	Various classes for professional dev.		
US Bank		\$979.47	Copier lease - various copiers around district		
Legal Fees		\$3,707.96	Various - budget docs, employee issues, etc.		
Bus Lease		\$27,522.53	Yearly		
Athletic Refs/Timers/Ball handlers		\$3,927.18	Athletics		
Transportation - Bus Garage		\$8,234.63	Supplies/Repairs		
Employee Reimbursements		\$4,297.10	Mileage, uniform allowance, etc.		
	Payables Total	\$315,903.83			
TOTAL EXPENSES	\$1,053,771.40				

SUM of Total		DAC																	
Vendor	DAC	Athletic Refs /Timers /Ball handlers	Bus Garage	Bus Lease	Copier lease	Dumpsters	Electricity	Employee Reimb.	Employee Tuition	Fleet/ Heating Fuel	Legal Fees	Maint. Dept.	Purchase Order	School Nutrition	Special Education	TCTC	Telephone/ Internet	Grand Total	
A. E. ROBINSON OIL CO.										\$9,427.49			\$2,050.00					\$9,427.49	
ACTEM																		\$2,050.00	
AMAZON CAPITAL SERVICES			\$1,271.79									\$491.08	\$14,427.35	\$373.92				\$16,564.14	
AMAZON CREDIT PLAN													\$1,944.97					\$1,944.97	
AMPION							\$5,758.60											\$5,758.60	
BUICK ART MATERIALS																		\$778.03	
CAMDEN NATIONAL BANK													\$507.80					\$507.80	
CLEAN-O-RAMA												\$392.01						\$392.01	
CONSOLIDATED COMMUNICATIONS																	\$2,238.10	\$2,238.10	
DENNIS FOOD SERVICE																		\$718.52	
DRUMMOND WOODSUM											\$3,707.96		\$231.99					\$231.99	
ECOLAB													\$44.15					\$44.15	
EDUCATION TRAINING & RESEARCH													\$3,427.69					\$3,427.69	
EDUCATION TRAINING & RESEARCH ASSOC.													\$68.75					\$68.75	
EPS Learning													\$206.54					\$206.54	
GILMAN ELECTRICAL SUPPLY												\$505.80					\$3,625.91	\$505.80	
GONETSPEED																		\$3,625.91	
GOPHER																		\$363.66	
GRANGER												\$220.22						\$220.22	
GREEN PEST DEFENSE												\$2,105.00						\$2,105.00	
GUAY FIRE EQUIPMENT, INC.												\$124.50						\$124.50	
HARRIS LUMBER												\$557.80			\$8.36			\$556.16	
HEARTLAND PAYMENT SYSTEMS INC														\$5,790.00				\$5,790.00	
HEATH'S TREE SERVICE												\$60.00						\$60.00	
HOGAN TIRE, INC.			\$1,209.88															\$1,209.88	
HONEYWELL												\$19,340.15						\$19,340.15	
IRELAND'S RUBBISH SERVICE, INC.												\$232.00						\$232.00	
IXL													\$4,500.00					\$4,500.00	
J.W. PEPPER & SONS INC.													\$619.49					\$619.49	
JAYPRO SPORTS													\$746.19					\$746.19	
KIDSPACE CORPORATION															\$7,691.39			\$7,691.39	
LEARNING WITHOUT TEARS													\$297.60					\$297.60	
LINDENMEYR MUNROE													\$2,175.00					\$2,175.00	
M & M AUTOMOTIVE, LLC			\$223.00															\$223.00	
MADSEC															\$380.00			\$380.00	
MAHPERD													\$235.00					\$235.00	
MAINE COMMUNITY BANK LEASING GROUP				\$27,522.53														\$27,522.53	
MAINE EDUCATORS' CONSORTIUM									\$1,395.00									\$1,395.00	
MAINE PRINCIPALS' ASSOC.													\$4,429.00					\$4,429.00	
MAINE SCHOOL SUPT. ASSOC.													\$1,910.00					\$1,910.00	
MAINEHEALTH-WALDO HOSPITAL															\$561.00			\$561.00	
MATHESON TRI-GAS INC			\$73.22															\$73.22	
MCINTIRE BUSINESS PRODUCTS, INC																			
MMSA													\$439.00					\$439.00	
MSAD #31													\$8,945.45					\$8,945.45	
													\$527.40					\$527.40	

SUM of Total		DAC																
Vendor	Adult Ed	Athletic Refs /Timers /Ball handlers	Bus Garage	Bus Lease	Copier lease	Dumpsters	Electricity	Employee Reimb.	Employee Tuition	Fleet/ Heating Fuel	Legal Fees	Maint. Dept.	Purchase Order	School Nutrition	Special Education	TCTC	Telephone/ Internet	Grand Total
MSAD #46 / AOS # 94													\$225.00			\$5,957.24		\$5,957.24
MSMA UC FUND MSMA													\$1,983.28					\$225.00
Music Folder																		\$1,983.28
NAME REDACTED - EMPLOYEE																		
NAME REDACTED - REF		\$3,042.18						\$4,297.10										\$4,297.10
NAME REDACTED - STAFF		\$140.00																\$3,042.18
NAME REDACTED - STUDENT		\$665.00																\$140.00
NAME REDACTED -STUDENT		\$80.00																\$665.00
P & M PERFORMANCE PARTS, INC.			\$594.54									\$59.25						\$80.00
PCSWCD													\$300.00					\$653.79
PERFORMANCE FOOD SERVICE														\$16,927.56				\$300.00
PINE TREE FOOD EQUIPMENT														280				\$16,927.56
Pioneer Valley Books													\$380.00					280
PIONEER VALLEY EDUCATIONAL PRESS													\$3,064.00					\$3,064.00
PORTLAND GLASS																		\$3,064.00
OBS, INC.												\$3,450.00						\$3,450.00
GULL CORPORATION													\$1,127.00					\$1,127.00
RELIABLE NETWORKS													\$1,018.35					\$1,018.35
RICKY BRADEN																	\$261.78	\$261.78
RISE CENTER, ATTN: ELIZABETH MUNCNEY												\$13,500.00						\$13,500.00
RSU #68/M.S.A.D. #68	\$3,901.11												\$4,775.00					\$4,775.00
RSU 25 Superintendent Office													\$2,500.00					\$3,901.11
SAVVAS LEARNING													\$28,005.94					\$28,005.94
SCHOLASTIC													\$790.70					\$790.70
SCHOOL SPECIALTY LLC													\$560.82					\$560.82
SCHOOL/LAW.COM - DRUMMOND WOODSUM													\$1,265.00					\$1,265.00
Sebec Lake Fence Co.												\$8,000.00						\$8,000.00
SHREDDING ON SITE													\$48.60					\$48.60
SIMARD AND SONS, INC.												\$478.50						\$478.50
SOUTHERN NEW HAMPSHIRE UNIVERSITY									\$1,911.00									\$1,911.00
THREE RIVERS HARDWARE												\$88.98						\$88.98
TOWN OF MILO						\$40.00												\$40.00
TYLER TECHNOLOGIES (ADS)													\$14,735.25					\$14,735.25
U.S. BANK EQUIPMENT FINANCE			\$293.09		\$979.47							\$974.60						\$979.47
UNIFIRST CORPORATION									\$5,478.00									\$5,478.00
UNIVERSITY OF MAINE									\$1,776.00									\$1,776.00
UNIVERSITY OF MAINE - ORONO													\$1,750.00					\$1,750.00
UNIVERSITY OF OREGON												\$1,400.00						\$1,400.00
VALLEY VIEW SEPTIC																		\$8,001.70
VERSANT POWER_10894																		\$8,001.70
WB. MASON CO., INC.												\$17,402.65						\$17,402.65
W.C. CRESSEY & SON, INC.		\$3,819.11										\$179.17						\$3,998.28
WATERSHED MAINE												\$494.00						\$494.00
WIGHT'S SPORTING GOODS													\$1,454.05					\$1,454.05
WILSON LANGUAGE TRAINING													\$938.52					\$938.52

SUM of Total	DAC	Athletic Refs /Timers /Ball handlers	Bus Garage	Bus Lease	Copier lease	Dumpsters	Electricity	Employee Reimb.	Employee Tuition	Fleet/ Heating Fuel	Legal Fees	Maint. Dept	Purchase Order	School Nutrition	Special Education	TCIC	Telephone/ Internet	Grand Total
Vendor	Adult Ed																	
WORK HEALTH LLC			\$750.00															\$750.00
zaphire													\$880.00					\$880.00
Grand Total	\$3,901.11	\$3,927.18	\$8,234.63	\$27,522.53	\$979.47	\$40.00	\$13,760.30	\$4,297.10	\$10,560.00	\$9,427.49	\$3,707.96	\$70,055.71	\$114,676.57	\$24,098.36	\$8,632.39	\$5,957.24	\$6,125.79	\$315,903.83

RETIRE

STUDENT INVOLVEMENT IN DECISIONMAKING

The Board shall consider student opinions in establishing policies, particularly those in the area of student privileges and other areas of student sensitivity.

Students shall be welcomed at Board meetings and granted privileges of speaking in line with such privileges extended the general public.

At the high school level, the Board shall consider the student council the spokesperson for the student body. A representative of the student council shall serve as ex-officio student representative to the Board. He/she shall be permitted to enter into all discussions of the Board at regular and special meetings, but will have no vote. He/she may not attend executive sessions held during regular or special meetings.

The administration shall set up channels of communication with students through which the students may voice their views and suggestions on school regulations and programs.

First Reading: December 5, 2001

Adopted: January 2, 2002

TOBACCO USE

Tobacco is the number one killer and is the leading cause of preventable death in Maine. In order to reduce the high incidence of tobacco use in northern Maine, to promote health and safety of all students and employees and to promote the cleanliness of all facilities, the directors of M.S.A.D. #41 prohibit smoking, the distribution and sale of tobacco products in school buildings, on school grounds, on school buses and at school-sponsored functions at all times by all persons. Violation of this policy will be considered a serious offense.

In addition, students are further prohibited from possessing tobacco products in school buildings, on school grounds, on buses and at school-sponsored functions at all times. Students are also prohibited from wearing and/or displaying any type of tobacco promotion materials.

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum as part of the Maine learning results, so that all students will be aware of the consequences of use/nonuse of tobacco products.

Legal References: Pro-Children Act of 1994
22 M.R.S.A. 1578-B
22 M.R.S.A. 1551-1559

First Reading: March 6, 2002

Adopted: April 3, 2002

Maine School Administrative District No. 41
STUDENT RIGHTS AND RESPONSIBILITIES

Students have certain legal rights under federal/state constitutions and statutes as interpreted in pertinent court decisions. In connection with these rights are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

- A. Civil rights, including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
- B. The right to attend free public schools in accordance with provisions of Maine statutes and policies of the board; the responsibility to attend school as required by law;
- C. The right to due process with respect to suspension, expulsion, or an administrative decision which a student believes has injured his/her rights; the responsibility to observe school rules and regulations essential for permitting others to learn at school;
- D. The right to free inquiry and expression and to voice grievances; the responsibility to observe reasonable rules regarding these rights and to express themselves in a manner that does not materially or substantially disrupt the operation of the school or conflict with the school's basic educational mission;
- E. The right to privacy regarding the content of student records--as defined by the Family Educational Rights and Privacy Act--and the right to dress as he/she pleases within reasonable guidelines related to health, safety, and the avoiding of potential disruption; and
- F. The right to be free from unreasonable searches and seizures; the responsibility to comply with school rules and policies.

It is the board's belief that as part of the educational process, all students should be made aware of their legal rights and also of the legal authority of the board to make or delegate authority to its staff to make rules and regulations regarding the orderly operation of the schools. As such, this policy shall be included in school handbooks or otherwise communicated to students and parents at the beginning of each school year. The board expects all staff to abide by this policy in order to most effectively achieve mutual respect of rights and the acceptance of responsibility

This board policy is designed for educational and informational purposes and is not intended to create, expand, or restrict any student rights or responsibilities.

Cross Reference: JIC - STUDENT CONDUCT
 JIH - STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS
 JK - STUDENT DISCIPLINE

Adopted: 12/06/2000
 Revised: 10/01/2025

**Maine School Administrative District No. 41
STUDENT CODE OF CONDUCT**

Promoting ethical and responsible student behavior is an essential component of the **MSAD 41** Board's educational mission.

MSAD 41 is committed to maintaining a safe, respectful and orderly school environment in which students may receive and staff may deliver quality education without disruption or interference and in which students may develop as ethical, responsible and involved citizens.

To achieve this goal, the Board has developed this Student Code of Conduct with input from school administrators, staff, students, parents and the community. Based on values identified as essential to ethical and responsible behavior, the Code articulates the **MSAD 41** Board's expectations for student conduct.

The Board believes that each member of the school community should take responsibility for his/her own behavior. To that end, the Board recognizes the need to define unacceptable student conduct, identify the possible consequences for unacceptable conduct, and ensure that discipline is administered fairly, promptly, and appropriately.

The Student Code of Conduct applies to students who are on school property, who are in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

The Student Code of Conduct shall be distributed to students, parents and staff through handbooks and/or other methods deemed appropriate by the Superintendent and building administrators.

Standards for Ethical and Responsible Behavior

The Code of Conduct is intended to support and encourage students to meet the following standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

Code of Conduct

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- On school property,
- While in attendance at school or at any school-sponsored activity, or
- At any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school.

General Behavior Expectations and Discipline Policies

The following expectations for student behavior are fundamental to the safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record. Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Expectations

The following is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail. Students, parents and others should refer to the policies and student handbooks for more information about the expectations and consequences. In case of an inconsistency between the Code of Conduct, Board policies and/or school handbooks, the Board's policies will prevail.

A. Violence and Threats

Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.

B. Weapons

Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives, and knives). Students also shall not use any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools, and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.

C. Bullying

Bullying is not acceptable conduct in **MSAD 41** schools and is prohibited. Any student who engages in conduct that constitutes bullying shall be subject to disciplinary consequences including suspension and expulsion. A student's bullying behavior may also be addressed through other behavioral interventions.

D. Hazing

Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in public school.” No student shall plan, encourage, or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.

E. Discrimination and Harassment/Sexual Harassment

Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation or disability. Nor should students harass one another on the basis of race, color, sex, religion, ancestry, or national origin, sexual orientation or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.

F. Drug and Alcohol Use

Students shall not distribute, possess, use or be under the influence of “bath salts” or of any alcoholic beverage, drug, or look-alike substance as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.

G. Tobacco Use

Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphernalia associated with “vaping.” Violations of this policy may result in disciplinary action up to and including expulsion from school.

H. Conduct on School Buses

Students must comply with all school rules while on school buses. Students who violate these rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon the particular violation.

I. Computer/Internet Use

Students may use school computers, networks and Internet services only for educational purposes. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in suspension or cancellation of computer privileges as well as additional disciplinary and/or legal action.

J. Athletic/Extracurricular Activities

Students must follow all **MSAD 41** Board policies and school rules while participating in athletics and extracurricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

Discipline

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. School administrators have the discretion to tailor discipline to the facts and circumstances of the

particular situation. Disciplinary consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses.

The following limitations on expulsions and out-of-school suspensions for students in grade 5 or below:

1. Students in grade five or below may only be expelled for violations of the federal Gun-Free Schools Act, as provided in 20-A MRSA § 1001(9-A). The Superintendent may determine on a case-by-case basis, in writing that an expulsion is not required.
2. Students in grade five or below may not receive an out-of-school suspension except when a student a) has violated the federal Gun-Free Schools Act or b) presents an imminent danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective.
3. Any out-of-school suspension of a student in grade five or below can be no longer than three school days.
4. Recess may not be withheld as a consequence of violating this Code of Conduct by any student enrolled in grade five or below, except when recess is the only time when restorative interventions can occur.

Removal of Disruptive/Violent/Threatening Students

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student removed should arrange to have the student escorted to the office or other designated location.
2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use force or restraint, except only to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's emergency management plan if appropriate.

Special Services

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.
2. **Review of Individual Educational Plan.** The school shall schedule a meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or others; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

Referrals to Law Enforcement Authorities

The Superintendent and principals have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/principals may also inform law enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

Dissemination of the Student Code of Conduct

The Student Code of Conduct and summary of consequences for violation of the Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15)
Standards for Ethical and Responsible Behavior in Maine Schools and Communities
(Report of the Commission for Ethical and Responsible Behavior, 2/01)

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA/ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADAA - School System Commitment to Standards for Ethical and Responsible Behavior
ADC – Use of and Possession of Tobacco and Electronic Smoking Devices
EBCC - Bomb Threats
IHBAA – Referral and Use of General Education Interventions
IHBAC - Child Find
IJNDB – Student Computer and Internet Use and Internet Safety
JICIA - Weapons, Violence, and School Safety
JICH - Drug and Alcohol Use by Students
JICK - Bullying
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Disciplinary Removals of Students with Disabilities

Adopted: 01/02/2002

Revised: 10/01/2025

Maine School Administrative District No. 41
STUDENT DRESS

The Board recognizes that the responsibility for the dress and appearance of students rests with individual students and their parent(s)/guardian(s). The Board will not interfere with this right unless the personal choices of students create a disruptive influence on the school program or affect the health or safety of others.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the school unit to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Articles of clothing with displays that are sexual, vulgar, lewd, indecent or include insulting words (e.g. racial/ethnic slurs) are prohibited.
- C. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- D. Clothing that is destructive of school property (e.g. cleats, pants with metal inserts that scratch furniture) is prohibited.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain co-curricular activities, work around machines or other activities. However, no particular brand may be required.

The Superintendent is responsible for the development of any administrative procedures necessary to implement this policy.

Adopted: 01/27/2004
Revised: 10/01/2025

**Maine School Administrative District No. 41
CARE OF SCHOOL PROPERTY BY STUDENTS**

Textbooks, other school property, and facilities are available to students for their use. Each student is responsible for loss or damage beyond normal wear. Students will be billed for the replacement costs of such materials.

If reimbursement is not forthcoming within a reasonable time:

- A. Damage to school property may be recovered in a civil action to obtain the permitted "double the damage;" or
- B. Costs of lost, destroyed or damaged school books and instructional appliances may be recovered by requesting the municipal assessor to include the value in the next municipal tax of the delinquent parent.

The Superintendent shall see that students and parents are notified annually of their responsibilities under this policy, such as by publication in pupil/parent handbooks.

Legal Reference: 20-A MRSA §§ 6805-6807

Adopted: 10/01/2025

**Maine School Administrative District No. 41
STUDENT CONDUCT ON SCHOOL BUSES**

The law does not relieve parents of students from the responsibility of supervision before the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus - and only at that time - does he/she become the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board requires children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct themselves properly on a bus, such instances are to be brought to the attention of the building principal by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may face disciplinary action and/or have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Legal Reference: 20-A MRSA § 5401

Cross Reference: EEA - Student Transportation Services

Adopted: 02/04/2004

Revised: 10/01/2025

Maine School Administrative District No. 41
STUDENT PUBLICATIONS

Because the board recognizes creative student expression as an educational benefit of the school experience, it encourages freedom of comment, both oral and written, in a school setting with a degree of order in which proper learning can take place.

Some student publications, such as annual yearbooks and school newspapers, may be developed as part of the curriculum and be of a major educational benefit to those who compile, edit and publish them. Faculty advisors will be assigned to guide students engaged in these activities. Student editors have initial responsibility in determining content. However, the faculty advisor may override the student editor's decision, but shall give substantial and due regard for the judgment of the student editors and for the educational value of the exercise of that judgment. Censorship shall be limited to those aspects of publications that conflict with the basic educational mission of the school, that may be inappropriate for young audiences, or that may be reasonably judged by the public to bear the imprimatur of the school.

Students may be required to submit publications for approval prior to distribution. When approval is required, school administrators must make available to students the standards which will be used in determining the granting or denial of permission.

The Superintendent is authorized to develop review and appeal procedures for students who feel that their material may have been improperly or unfairly censored and to make those procedures known to students, parents and faculty.

Distribution of any non-school-sponsored materials or literature on school property shall require prior approval of the Principal, who shall review and judge the material using the same standards that pertain to other student publications. Limitation as to time and place of distribution of approved materials shall be imposed, as deemed appropriate and necessary by the administration.

Legal Reference: 17 MRSA § 2911

Adopted: 03/06/2002

Revised: 10/01/2025

**Maine School Administrative District No. 41
DRUG AND ALCOHOL USE BY STUDENTS**

The School Board and staff of **MSAD 41** support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well-being of students, the School Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

A. Prohibited Conduct

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of "bath salts; any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

B. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

C. Prevention/Education

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15
P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)
17-A MRSA § 1101
22 MRSA §§ 2390-2394
42 USC § 290dd-2
42 CFR § 2.1 et seq.
20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace
JICIA – Weapons, Violence and School Safety
JKD – Suspension of Students
JKE – Expulsion of Students
JLCD – Administering Medication to Students
JRA – Student Education Records

Adopted: 02/04/2004
Revised: 10/01/2025

Maine School Administrative District No. 41
WEAPONS, VIOLENCE AND SCHOOL SAFETY

The **MSAD 41** Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

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

I. PROHIBITED CONDUCT

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

- A. Possession and/or use of articles commonly used as weapons or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, crossbows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and nunchucks;
- B. Discharge of a firearm within 500 feet of school property
- C. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort, and replicas of weapons (including toys);
- D. Violent or threatening behavior including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- E. Verbal or written statements (including those made using computers or other electronic communications devices or technologies) which threaten, intimidate, or harass others, or which tend to incite violence and/or disrupt the school program; blackmail, extortion, or demands for money or property;
- F. Willful and malicious damage to school or personal property;
- G. Stealing or attempting to steal school or personal property;
- H. Lewd, indecent or obscene acts or expressions of any kind;
- I. Violations of the school unit's drug/alcohol and tobacco policies;

- J. Violations of state or federal laws; and
- K. Any other conduct that may be harmful to persons or property.

II. EXCEPTIONS TO PROHIBITIONS ON POSSESSION AND DISCHARGE OF FIREARMS ON SCHOOL PROPERTY

The prohibition on the possession and discharge of firearms on school property does not apply to law enforcement officials.

The Board authorizes the following additional exceptions to the possession and discharge of firearms on school property:

- A. An authorized person who possesses an unloaded firearm for use in a supervised educational program approved and authorized by the Board, for which appropriate safeguards have been adopted by the Board.
- B. An authorized person who possesses other weapons for use in specific instructional programs that have been approved and authorized by the Board and for which appropriate safeguards have been adopted by the Board.

III. RESPONSE TO POLICY VIOLATIONS/DISCIPLINARY ACTION

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

A student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for a period of not less than one year, except that this requirement may be modified by the Superintendent on a case-by-case basis in writing.

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

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and Board Policy JKF.

IV. PSYCHOLOGICAL EVALUATION/RISK ASSESSMENT

The Superintendent is authorized to request psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school or return to school after a suspension or expulsion.

The Superintendent is also authorized to request psychological evaluations of students who have

Maine School Administrative Unit No. 41
STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive interventions and expectations, as well as appropriate consequences for misconduct. The focus should be on instructional and environmental supports that are designed to teach students prosocial alternatives to problem behaviors, with high rates of feedback.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Positive and restorative interventions should be used to the extent feasible. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Recess may not be withheld as a consequence for a violation of the Student Code of Conduct for any student in grade five or below, except that when there is no alternative time available. Recess time may be used for restorative interventions related to the student's conduct.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that "a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance."

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students and parents and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies,

administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106
20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Student Harassment and Sexual Harassment
EBCA – Comprehensive Emergency Management Plan
JIC – Student Code of Conduct
JICIA Weapons, Violence and School Safety
JKAA – Use of Physical Restraint and Seclusion
JKB - Student Detention
JKD - Suspension of Students
JKE - Expulsion of Students
JKF – Disciplinary Removal of Students with Disabilities

Adopted: 07/10/2019
Revised: 10/01/2025

**Maine School Administrative District No. 41
QUESTIONING AND SEARCHES OF STUDENTS**

The Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedures.

Students, their personal property, and their vehicles may be searched upon reasonable suspicion that they possess any items or substances which are prohibited by law, Board policies and/or school rules or which interfere with the operations, discipline or general welfare of the school.

Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used.

Student use of all school facilities, including but not limited to lockers, desks, and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent.

If a search produces evidence that a student has violated or is violating the law, MSAD #41 policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

This policy and the accompanying procedure will be included in student/parent handbooks. Such administrative procedures shall be subject to Board approval.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and others as appropriate, any administrative procedures necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks. Such administrative procedures shall be subject to Board approval.

Cross Reference: JICIA – Weapons, Violence and School Safety
 JK – Student Discipline
 KLG – Relations with Law Enforcement Authorities
 JICH – Drug and Alcohol Use by Students

Adopted: 10/01/2018
Revised: 10/01/2025