

Auburn School Committee

Regular Meeting Agenda

April 3, 2019 7:00 PM

Budget Workshop - 6:00 PM

I. Call to Order /Pledge of Allegiance

- A. Introductions
- B. Communications

II. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes for March 20, 2019

_____ Moved to approve the Consent Agenda.

_____ Seconded

_____ Motion passed/defeated _____ to _____ approve the Consent Agenda.

III. Public Participation

The School Committee asks the Public to remember our System-Wide Code of Conduct and the six core values of Respect, Honesty, Courage, Compassion, Fairness, and Responsibility while directly addressing the group. Our policy JIC states that we expect people to 'Treat others as you would like to be treated, Use language that is appropriate and kind, and be truthful and forthright in speech and actions.' Per our policy, BEDH - Public Participation at School Committee Meetings: Citizens may comment on any general topics related to the school system during this portion of the agenda. Comments related to specific agenda items may be held until the appropriate time. Please be succinct and speak once for less than three minutes. Other limitations may be necessary. The School Committee may respond to your concerns at a later date by answering through the administration or by placing the item on a future agenda. It is requested that comments related to specific personnel be channeled privately to the appropriate administrator.

IV. Student Information

V. Superintendent Report

- A. Planning and Development
 - 1. Public Hearing on Budget

The Chair will open the floor for public comment regarding the FY 20 School Department Budget.

- B. Business
 - 1. Policies - Second Reading

The Assistant Superintendent will present the following policies for second reading:

- EEA - Student Transportation Services
- IHBAC - Child Find
- JLF - Reporting Child Abuse-Child Protection

_____ Moved to approve the above listed policies for second reading as presented.

_____ Seconded

_____ Motion passed/defeated _____ to _____ approve the above listed policies for second reading as presented.

- 2. Auburn School Department's Emergency Operations Plan

The School Committee needs annually approve the School Department's Emergency Operations Plan after a brief executive session pursuant to MRS § (6) (A) to review any changes and/or updates made to the plan.

_____ Moved to approve the Emergency Operations Plan as presented in Executive Session.

_____ Seconded

_____ Motion passed/defeated _____ to _____ approve the Emergency Operations Plan as presented in Executive Session.

VI. Information / Committee Reports

STANDING COMMITTEES	
Finance Subcommittee	Policy Subcommittee

SUBCOMMITTEES	
City Council Update	Wellness Subcommittee
Communications Subcommittee	Audit Subcommittee
Curriculum Subcommittee	Transportation Appeals
Community Learning Center	SHARECenter
New ELHS Building Committee	

VII. Upcoming Meetings

- Regular Meeting- April 24, 2019, 7:00 at Auburn Hall
- Regular Meeting - May 1, 2019, 7:00 at Auburn Hall
- Regular Meeting - May 15, 2019, 7:00 at Auburn Hall

VIII. Future Agenda Items and Request for Information

IX. Executive Session - To Review EOP pursuant to MRSA § (6) (A).

If the School Committee makes a motion to enter executive session, the precise nature of business to be considered will be indicated in the motion. The items, which may be discussed, by law, may include one or more of the following:

1. To discuss personnel.
2. To discuss or consider the suspension or expulsion of a student.
3. To discuss or consider the condition, acquisition, or the use of real or personal property only if premature disclosure would prejudice the competitive or bargaining of the body or agency.
4. To discuss labor contracts, proposals and/or meetings related to negotiations.
5. To consult with the School Committee's attorney concerning legal rights, pending litigation, and settlement offers, when premature public knowledge would give the School Committee substantial disadvantage.
6. To discuss records made, maintained, or received by the School Committee or department, of access is prohibited by statute.

X. Adjournment

_____ Moved to adjourn at _____ P.M.

_____ Seconded

_____ Motion passed/defeated _____ to _____ adjourn at _____ P.M.

AUBURN SCHOOL DEPARTMENT
AUBURN, MAINE

5:30 PM - Workshop

REPORT OF REGULAR SESSION MEETING OF THE AUBURN SCHOOL COMMITTEE

Auburn Hall

March 20, 2019

Members Present: Ms. Alfreda Fournier Mr. Thomas Kendall
Ms. Patricia Gautier Mr. Robert Mennealy
Ms. Bonnie Hayes Mr. Daniel Poisson

Others Present: Katherine Grondin, Superintendent; Michelle McClellan, Assistant Superintendent, Adam Hanson, Business Manager.

I. Call To Order/Pledge Of Allegiance

A. Introductions

Mr. Kendall called the meeting to order at 7:02 PM. He led the pledge of allegiance and members introduced themselves noting the ward they represent.

B. Communications

Ms. Hayes congratulated all the sports teams and their coaches. Ms. Fournier also congratulated the teams. Ms. Grondin announced with heavy heart that Kim Taylor would be resigning at the end of the year to travel across the country with her children. She noted that this will be a big loss for Sherwood Heights, but when she returns we will find a place for her.

II. Consent Agenda

- A. Approval of Agenda
- B. Approval of Minutes for March 6, 2019
- C. Administrative Staff - Second Probationary Contract Renewal

The Superintendent recommends the following second probationary contract renewal beginning July 1, 2019 and ending June 30, 2020 pending appropriate certification and/or license:

- a. Darren Avery, Assistant Principal - ELHS

It was moved by Ms. Fournier, seconded by Mr. Mennealy and voted unanimously to approve the Consent Agenda for tonight's meeting.

III. Public Participation

IV. Student Information

V. Superintendent Report

A. Business

- 1. FY 20 Capital Improvement Plan (CIP) Presentation

Adam Hanson, Business Manager, presented the FY 20 Capital Improvement Plan. Ms. Grondin reported that this will also be presented to the City Council on Monday night. Mr. Hanson introduced Billy Hunter, Support Services Director, who assisted with the presentation.

Mr. Hanson shared the long term goals, and plans for this year. He noted that Priority 1 items address critical safety and operational needs including the New ELHS local funding, technology needs including three servers, bleachers and roof replacement/restoration for Walton School, bathrooms and elevator for Franklin School, rear door handicap access for Fairview School, Choir risers for Auburn Middle School. He reported that Priority 2 items address security, operational and upkeep items including a truck with plow and sander for Support Services, classroom furniture at Fairview School, casework for Auburn Middle School, alarm systems for 4 remaining buildings, carpet for the Fairview library, and upgrades to elementary playgrounds such as swings, new equipment, site improvements, and removal of wooden structures.

Mr. Hanson also shared information regarding future additions such as the new ELHS financing, phase 2 playground equipment, playground fence at Washburn, and tennis courts at East Auburn Community School. He reported that the total Capital Improvement request is \$1,602,719.

Mr. Hanson and Mr. Hunter responded to questions from Committee members and provided further clarification on particular CIP items. Mr. Robinson shared information regarding the differences between the City and School Department technology systems, noting that they are each designed for different purposes. Mr. Hunter shared information regarding the plowing needs, noting that the School Department staff and City staff are plowing at the same time and neither would be able to get all the plowing done if only one department did the plowing for both City and Schools. He shared that the City has assisted with pushing snow back at various schools when possible and they are always looking at ways to collaborate. Mr. Hunter shared that whenever swing sets are replaced, they are installed according to up-to-date safety specifications. Ms. Hayes suggested that the City may have Community Development Block Grant (CDBG) funds available for some of the playground items. She also noted that it might be a good idea to fence in the playground at Walton School for safety reasons. Mr. Hanson agreed to investigate the possibility of using CDBG funds for that purpose. Mr. Hunter reported that he is working with the public works to see what can be done to repair the road into ELHS.

Mr. Barlow clarified that the curb appeal at Franklin has greatly improved with a new roof, new windows, new siding, and many other improvements on the inside with climate control, new flooring, and new furniture. He noted that once the snow and mud are gone, the curb appeal will improve outside of the building. He stated that Franklin School is a sturdy building and will last for a long time.

It was moved by Ms. Gauthier, seconded by Mr. Mennealy and voted unanimously to approve the Capital Improvement Plan as presented.

2. 2019-20 School Calendar

The Superintendent presented the 2019-20 School Calendar and request approval.

Ms. Fournier requested that we look at the calendar for future years to analyze the amount of time students are out of school and make changes to reflect that.

It was moved by Mr. Poisson, seconded by Ms. Hayes and voted unanimously to approve the 2019-20 School Calendar as presented.

3. Finance Report - February 2019

The Finance Subcommittee presented the Finance Report for February 2019. Ms. Hayes reported that we are watching the expenses and revenue very carefully and always looking at Special Education accounts.

It was moved by Mr. Mennealy, seconded by Mr. Poisson and voted unanimously to approve the February Finance Report as presented.

4. Policies - First Reading

The Assistant Superintendent presented the following policies for first reading:

- EEA - Student Transportation Services
- IHBAC - Child Find
- JLF - Reporting Child Abuse-Child Protection

She noted that the Child Find policy was revised to align to current law. She reported that the Student Transportation Services policy was reviewed; however, no changes were needed. Ms. Hayes reported that there was a great deal of discussion regarding how elementary students get to the bus stop and it was determined that parents needed to take responsibility for knowing whether a child will be bussed or have to walk when making use of a childcare. Ms. McClellan reviewed policy JLF, noting that there were minor changes as required by law.

It was moved by Msr. Mennealy, seconded by Ms. Fournier and voted unanimously to approve the first reading of the above listed policies as presented.

5. Procedures

The Assistant Superintendent presented the following procedure for endorsement:

- JLF-E - Suspected Child Abuse and Neglect Form

It was moved by Ms. Fournier, seconded by Mr. Mennealy and voted unanimously to endorse the above listed procedures as presented.

Ms. McClellan reported that the Student Handbook is reviewed each year; however, the Policy Subcommittee also reviews sections of the handbook with a focus on eligibility for students to participate in sports and/or extra curricular activities. She noted that the shift in the focus is to address issues with families when students are participating in unhealthy activities. Mr. Annear reported that the document had a lot of language that needs to be a more user friendly document with the focus on bridging the gap between students, schools, and families to bring about the mindset that reflects what we value as a community. He noted that there is a plan to have the students provide input into the contract and ensure that the language is user friendly. Ms. McClellan noted that there will be two pathways, the traditional consequence and the plan to reduce time away from the activity. Ms. Grondin noted that this document is in draft format and once it is finalized, it will be brought back to the School Committee.

VI. Information / Committee Reports

STANDING COMMITTEES	
Finance Subcommittee-B. Hayes, F. Fontaine	Policy Subcommittee-T. Kendall, B. Mennealy
SUBCOMMITTEES	
City Council Update-A. Fournier	Wellness Subcommittee-F. Fontaine
Communications Subcommittee-TBD	Audit Subcommittee-B. Hayes, F. Fontaine
Curriculum Subcommittee-P. Gautier	Transportation Appeals-D. Poisson
Community Learning Center-P. Gautier	SHARECenter-P. Gautier
New ELHS Building Committee-T. Kendall	Negotiations - T. Kendall, B. Hayes

Ms. Fournier reported that she has been hearing feedback from constituents regarding options for study hall time. She noted that she has encouraged parents to call to voice their concerns and also share their ideas for solutions that will provide meaningful time for students.

VII. Upcoming Meeting

- Joint City Council/School Committee Meeting - March 25, 2019, 5:30 at Auburn Hall
- Public Hearing for School Budget - March 27, 2019, 6:00 PM at Auburn Hall-CHANGED TO 4/03/19
- Regular Meeting - April 3, 2019, 7:00 at Auburn Hall with 6:00 Workshop PUBLIC HEARING ON BUDGET
- Regular Meeting- April 24, 2019, 7:00, Possible Joint City Council, 6:00 at Auburn Hall
- Regular Meeting - May 1, 2019, 7:00 at Auburn Hall
- Regular Meeting - May 15, 2019, 7:00 at Auburn Hall

VIII. Future Agenda Items and Request for Information

IX. Executive Session

X. Adjournment

It was moved by Mr. Mennealy, seconded by Ms. Fournier and voted unanimously to adjourn from regular session at 8:10 PM.

Attest, a true record,



Katherine Grondin, Secretary
 Superintendent of Schools
 KG/rmw

Student Transportation Services

The Auburn School Department accepts the responsibility for providing safe and efficient transportation of eligible students to and from school.

Parents also share in this responsibility by seeing that children get to their assigned bus stops on time and behave appropriately.

The Auburn School Department will arrange bus scheduling that conforms to the following criteria.

Eligibility Guidelines

- A. All Pre K-3 students who live 0.5 mile from school or beyond will be provided transportation from a scheduled bus stop.
- B. All 4-6 students who live 0.75 mile from school or beyond will be provided transportation from a scheduled bus stop.
- C. All 7-8 students who live 1.0 mile from school or beyond will be provided transportation from a scheduled bus stop.
- D. All 9-12 students who live 1.5 miles from school or beyond will be provided transportation from a scheduled bus stop.
- E. Students with special needs or with temporary handicapping conditions will be provided transportation upon the recommendation of the Special Education Department.
- F. Parents requesting permission to have their child attend school outside of the normal school attendance area must provide their own transportation.

Measuring Guidelines

- A. The Transportation Director's vehicle will be the official measuring vehicle. Distance will be measured from the school property line nearest to the school entrance by utilizing the most direct driving route to the student's home address. If there are questions on the distance, the Auburn Police Traffic Division will verify the actual distance to resolve the situation.

Bus Stop Conditions

- A. Students will be required to walk to scheduled bus stops as established by the Transportation Director.
- B. The number of bus stops on each trip will be limited, enabling buses to make the trip in a reasonable time.
- C. Scheduled bus stops will be chosen with concerns for the safety of children taking into account State regulations, weather conditions, road and traffic conditions, and the number of students at each bus stop.
- D. Parents may request a review of a bus stop through the Transportation Director.

Safety Guidelines

- A. Students will not be asked to cross the following major thoroughfares without crossing guides or cross walk: Center Street, Union Street By-Pass, Court Street, Minot Avenue (except grades 10-12 students crossing at Elm Street), Main Street, Broad Street, Mill Street, South Main Street (from Mill Street to Roy Avenue).
- B. Students will not be asked to walk along major thoroughfares without sidewalks.
- C. The Auburn School Department will notify the City of Auburn of established walking routes and assigned bus stops.
- D. The Transportation Director may determine the need for additional transportation under severe weather conditions.
- E. Crossing guides will be assigned by the Auburn Police Traffic Division, where deemed necessary.

Operational Procedures

- A. The total length of a bus run will be no longer than one hour, barring any unforeseen traffic or weather condition.
- B. Whenever possible, student bus assignments will be the same in the morning and in the afternoon.
- C. The Auburn School Department will notify parents concerning adjustments and transfers for Pre K-3 students. Bus transfers for Pre K-3 students will be kept at a minimum.
- D. Transportation schedules, routes, and bus stops will be reviewed annually by the Transportation Director. (Recommended changes will be submitted to the superintendent for action.)
- E. Review of the Transportation Policy will occur periodically, in particular, when there are major changes in school programming, when there is redistricting, or when handling potential growth or shifts in population areas.

Parental Request for Exceptions and Appeals

- A. Parents may request an exception by submitting their request to the Director of Support Services/designee. The Director of Support Services/designee will notify the parents of his/her decision.
- B. Parents in disagreement with a decision made by the Director of Support Services/designee may appeal to the Business Manager who will review the situation. The Business Manager will notify the parents of his/her decision.
- C. Parents in disagreement with a decision made by the Business Manager may appeal to the Transportation Sub-Committee who will review the situation. The decision of the Transportation Sub-Committee will be final.
- D. A list of all requests and granted exceptions will be compiled and kept on file at the Superintendent's Office.

Requests for Information

- A. Anyone requesting information and/or expressing concerns relating to any aspect of transportation can contact the Transportation Director, who will be responsible for providing information and addressing concerns.

Adopted: August 1, 1990

Revised: September 6, 1995, November 7, 2001, December 3, 2008, April 3, 2019

Child Find

Auburn School Department seeks to ensure that all children within its jurisdiction who are school-age, 5 through the school year in which they turn 20, and who are in need of special education and supportive assistance, including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade are identified, located, and evaluated.

Auburn School Department's child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. The child find process shall be conducted during the first 30 days of the school year or during the first 30 days of enrollment for transfer children. If evidence of child find activities and a statement of the results can be found in a child's cumulative record, or if there is reason to believe the child has previously been identified as a child with a disability by another SAU, in state or out of state, child find is not necessary. Auburn School Department may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, Auburn School Department will refer the child to the regional Child Development Services (CDS) site within 10 school days, if necessary.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

Legal Reference: 34 C.F.R. § 300.111 (2015)
Ch. 101§ IV(2) (2017) (Me. Dept. of Ed. Rules)

Cross Reference: AUB-IHBAA Referral - Pre-Referral of Students with Disabilities
AUB-IHBAA-R Referral - Pre-Referral Administrative Procedures

Adopted: May 17, 1995

Revised: December 16, 2009, April 3, 2019

REPORTING CHILD ABUSE/CHILD PROTECTION

I. DEFINITIONS

- A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A, by a person responsible for the child. This applies specifically if the child:
1. Is at least seven years of age;
 2. Has not completed grade six; and
 3. Has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year.
- B. **Person responsible for the child.** A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility, which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

II. EMPLOYEES’ DUTY TO REPORT

- A. Any employee of the school unit who knows or has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal or designee who shall process the report as provided in Section III of this policy. In addition to notifying the building principal, the employee may also make a report directly to the Department of Human Services (DHHS) or the District Attorney when the employee believes a direct report will better protect the child in question.
- B. If the reporting employee does not receive written confirmation from the building principal/designee or Superintendent within 24 hours of the report that a report has been made to DHHS and/or District Attorney, the employee shall make an immediate report directly to DHHS, and if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Report of Child Abuse and Neglect Form (JLF-E).
- C. If the reporting employee does receive written confirmation from the building principal/designee or Superintendent within 24 hours of the report, s/he shall sign the form as acknowledgement that the report was made and return it to the building principal/designee or Superintendent.

III. ADMINISTRATORS REPORTING AND CONFIRMATION DUTIES

- A. Once a building principal/designee receives the report, the Superintendent/designee will be notified immediately
- B. The building principal/designee or Superintendent shall immediately make a report by phone to DHHS, and if requested by DHHS, provide a written report of the suspected abuse or neglect to DHHS within 48 hours. In addition if the person suspected of abuse or neglect is not the parent, guardian or other custodian of the child, the person making the report shall also make a report to the District Attorney.
- C. The person making the report to DHHS and/or the District Attorney shall complete the Report of Suspected Child Abuse or Neglect Form (JLF-E).

- D. The Superintendent/ building principal/ designee shall provide a copy of the Report of Suspected Child Abuse or Neglect Form to the reporting employee within 24 hours of the employee's initial report. The reporting employee shall sign the report and return it to the Superintendent/building principal/designee.
- a. The law requires the reporting employee to make his/her own report to DHHS and/or the District Attorney if confirmation has not been received within 24 hours that such a report has been made by the building principal/designee or Superintendent.
- E. If requested by the relevant agency, the form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the school unit for ten years. As specified in the Maine Archives Rules, along with any other information relevant to the case.
- V. INTERNAL INVESTIGATIONS AND DISCIPLINE
- A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable School Committee policies, collective bargaining contracts, and federal and state laws.
 - B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable School Committee policies and federal and state laws.
- VI. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL
- A. Upon Department of Human Services (DHHS) request, DHHS personnel shall be permitted to meet with and interview a child who is named in a report of suspected child abuse and neglect when the child is present at the school without prior notification to the parent or guardian when DHHS has reasonable grounds to believe that prior notice would increase the threat of serious harm to the child or another person. DHHS may conduct one initial interview with a child without prior notification of the parent or guardian of a child when the child contacts DHHS or a person providing services puts the child into contact with DHHS.
 - B. Upon request of a DHHS employee to meet with and interview the child named in the report when the child is present at school, the building principal or designee shall:
 - a. Require the DHHS employee requesting to interview the child to provide written certification that he/she is an authorized representative of the DHHS and written certification that in the Department's judgment, the interview is necessary to carry out its duties;
 - b. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher or guidance counselor or the school's nurse, social worker or principal, as the caseworker determines is necessary for the provision of any needed emotional support to the child prior to and following the interview;
 - c. The DHHS caseworker shall School officials may not place any other conditions on the DHHS's ability to conduct the interview, including but not limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; or requiring notice to or consent from a parent or guardian;

- d. School officials shall provide an appropriate, quiet and private place for the interview to occur.
- e. Not disclose any information about DHHS's intention to interview the child ~~is~~ except those school officials, including an attorney for the school, who need the information to comply with Maine law pertaining to child abuse and neglect investigations.

School personnel who assist DHHS in making a child available for an interview are regarded as participating in a child protection investigation or proceeding for the purpose of immunity from liability.

VII. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by School Committee policies and applicable law.

The building principal/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials in response to a lawful subpoena or as necessary to protect the health or safety of the child or other individuals under federal law.

VIII. TRAINING

Any school unit employee who is required to make a report shall, at least once every four years, complete mandated training approved by DHHS.

VIII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

Legal Reference:	22 MRSA § 4011-A 20 USC §1232g, Family Educational Rights and Privacy Act 20-A M.R.S.A. §§ 5051-A(1)(C); 5051-A(2)(C)
Cross Reference:	ACAA – Harassment and Sexual Harassment of Students JLF-E – Suspected Child Abuse/Neglect-Report Form JRA – Student Records
Adopted:	September 6, 1995
Revised:	July 13, 2011, April 3, 2019