

**Auburn School Committee  
Regular Meeting Agenda**

May 6, 2020 7:00 PM

*In accordance with An Act To Implement Provisions Necessary to the Health, Welfare and Safety of the Citizens of Maine in Response to the COVID-19 Public Health Emergency, as enacted to read: Sec. G-1 1 MRSA §403-A Public proceedings through remote access during declaration of state of emergency due to COVID-19, the meeting will be held through a ZOOM Meeting. The meeting will be recorded and made available by Great Falls TV <http://www.auburnmaine.gov/pages/great-falls-tv/great-falls-tv> or on Spectrum Channel 1301 and on the city's youtube channel YouTube for public access.*

6:00 Executive Session

**Executive session for discussion of a personnel matter pursuant to 405(6)(A) regarding the new Superintendent contract negotiations.**

Moved to adjourn to executive session

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ adjourn to executive session

**I. Call to Order/Pledge of Allegiance**

- A. Introductions
- B. Communications

**II. Consent Agenda**

- A. Approval of Agenda
- B. Approval of Minutes for April 15 & April 22, 2020
- C. Certificated Contract Renewals

The Superintendent recommends the following certificated contract renewals pending appropriate certification and/or license:

**Second Probationary Teacher Contracts - September 1, 2020 - August 31, 2021**

Chelsea	Bernier	Christy	Keep
Arielle	Boulette	Travis	McCutcheon
Mary	Byrne	Shaun	McKinnon
Skylar	Cambridge	David	Moisan
Michael	Chretien	Vannessa	Morton
Jenn	Corey	Thomas	Murphy
Renee	Davis	Makiko	Nagae
Jonathan	Delorme	Amanda	Porter
Brooke	Dockum	Carla	Reyes-Peraza
Kimberly	Finnerty	Tara	Richards
Morey	Hallett	Kelly	Smith Kelley
Tamara	Hoy	Anthony	Timberman
Marissa	Hutchins	Rachel	Westgate

Sophie	Joseph		
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**Third Probationary Teacher Contracts - September 1, 2020 - August 31, 2021**

Stephen	Amoroso	Lisa	Greenwood
Caroline	Bailey (Baker)	Dominique	Herman
Julie	Balsamo	Alfred	Hipkins
Miles	Bisher	Nora	Jarvis
Leah	Boucher	Sarah	LaPointe
Martin	Bressler	Emily	Manahan-Makley
Lauralee	Bruner	Emily	Marean
Michael	Burke	Susan	Melcher
Erin	Burnham	Sueanne	Ouellette
Samuel	Carignan	Erin	Page
Linda	Copas	Nicholas	Piper
Jordan	Croteau	Roberta	Polland
Caitlyn	Currie	Carol	Reed
Amanda	Cyr	Ann	Sampson
Celeste	Daly	Allison	Smith
Abigail	Day	Melissa	Sundell
Olivia	Duym	Angela	Wahler
Gabriella	Joy	Mikeckney	Ward
Pamela	Gates	Christopher	Williamson

**First Continuing Teacher Contracts - September 1, 2020 - August 31, 2021**

Erin	Breau	Linda	Leonas
Richard	Bruce	Warren	Leunig
Amy	Cote	Danielle	McCamish
Stephen	Cummings	Anne	Mcintire
Catherine	Churchill	Scott	Ogden
Mercedes	Czlapinski	Gary	Ramsdell

Erin	DeRoche	Whitney	Renner
Emily	Dyer	Alejandra	Rodriguez
Michelle	Gagnon	Kelsey	Saucier
Kristin	Graffam	Marni	Smith
Jocelyn	Gray	Mark	Stubbs
Brittany	Hyde	Annah	Thayer
Andreaska	Jeffcoats	Victoria	Underwood
Ryan	Jurewicz	Brent	Watson
Jamie	Kravetz	Abigail	Wilkins-Bishop
Shannon	Lamontagne		

\_\_\_\_\_ Moved to approve the Consent Agenda

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to approve the Consent Agenda.

### III. Public Participation

Due to the change in the School Committee meeting format, the School Committee is asking the members of the public who would like to participate the evening of the meeting to **call 207-240-3739**. If you are unable to call-in or your call is not received on other topics not related to the agenda, please send your comments, concerns and/or questions to members of the School Committee and the Superintendent. Here are the School Committee members' emails:

- Karen Mathieu, School Committee Chair, [kmathieu@auburnschl.edu](mailto:kmathieu@auburnschl.edu)
- Dave Simpson, School Committee Vice Chair, [dsimpson@auburnschl.edu](mailto:dsimpson@auburnschl.edu)
- Rose Walker, [rwalker@auburnschl.edu](mailto:rwalker@auburnschl.edu)
- Brian Belknap, [bbelknap@auburnschl.edu](mailto:bbelknap@auburnschl.edu)
- Pam Hart, [phart@auburnschl.edu](mailto:phart@auburnschl.edu)
- Faith Fontaine, [ffontaine@auburnschl.edu](mailto:ffontaine@auburnschl.edu)
- Dan Poisson, [dpoisson@auburnschl.edu](mailto:dpoisson@auburnschl.edu)
- Brian Carrier, City Council Representative, [bcarrier@auburnmaine.gov](mailto:bcarrier@auburnmaine.gov)
- Katy Grondin, Superintendent of Schools, [kgrondin@auburnschl.edu](mailto:kgrondin@auburnschl.edu)

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. FY 2020-21 School Calendar

Superintendent Katy Grondin and AEA Officers Courtney Pierce, Maureen Edgerton and Breann Crocker will share with the School Committee proposed revisions made to the FY 2020-21 School Calendar.

2. Spring Coaching Stipend

Superintendent Katy Grondin will address the concerns regarding Spring Coaching Stipends.

B. Business

1. Auburn School Department's Emergency Operations Plan

The School Committee needs to annually approve the School Department's Emergency Operations Plan.

\_\_\_\_\_ Moved to approve the Emergency Operations Plan as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to approve the Emergency Operations Plan as presented

2. Policies - First Reading and Procedures

Michelle McClellan, Assistant Superintendent, will present the following policies for first reading:

- EB - Environmental and Safety Program
- EEAEAA- Drug and Alcohol Testing of School Bus Drivers
- EEAEF - Video Cameras on Transportation Vehicles

\_\_\_\_\_ Moved to approve the first reading of the above listed policies as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to approve the first reading of the above listed policies as presented.

Michelle McClellan, Assistant Superintendent will present the following policy procedures for approval.

- EEAEAA-R - Drug and Alcohol Testing of School Bus Drivers Procedure
- EEAEF-R - Video Cameras on Transportation Vehicles Procedure

\_\_\_\_\_ Moved to approve the first reading of the above listed policies as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to approve the first reading of the above listed policies as presented.

3. Capital Improvement Project

Adam Hanson, Business Manager, and Billy Hunter, Director of Support Services, will present a request to allocate up to \$50,000 of existing Capital Improvement funds to install a 10,000-gallon gasoline tank and related equipment at the Support Services building.

\_\_\_\_\_ Moved to approve the request to allocate up to \$50,000 of existing Capital Improvement funds to install a 10,000-gallon gasoline tank and related equipment at the Support Services building.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to approve the request to allocate up to \$50,000 of existing Capital Improvement fund to install a 10,000-gallon gasoline tank and related equipment at the Support Services building.

4. 2020 Retirement Incentive Program

The School Committee authorizes the Chair, Karen Mathieu, to sign the memorandum of agreement between the Auburn School Committee and the Auburn Education Association as presented.

\_\_\_\_\_ Moved to authorize the Chair, Karen Mathieu, to sign the memorandum of agreement between the Auburn School Committee and the Auburn Education Association as presented.

\_\_\_\_\_ Seconded

\_\_\_\_\_ Motion passed/defeated \_\_\_\_\_ to \_\_\_\_\_ to authorize the Chair, Karen Mathieu, to sign the memorandum of agreement between the Auburn School Committee and the Auburn Education Association as presented.

**VI. Information / Committee Reports**

STANDING COMMITTEES	
Finance Subcommittee- B. Carrier, D. Simpson	Policy Subcommittee- D. Poisson, B. Carrier

SUBCOMMITTEES	
City Council Update- B. Carrier	Wellness Subcommittee- P. Hart, F. Fontaine
Curriculum Subcommittee- K. Mathieu, R. Walker	Audit Subcommittee- F. Fontaine, B. Belknap
Community Learning Center- D. Simpson	Transportation Appeals- D. Poisson, B. Belknap
New ELHS Building Committee- K. Mathieu, P. Hart	SHARECenter- K. Mathieu, R. Walker
Diversity, Equity, & Inclusion Committee- P. Hart, D. Simpson	Negotiations - F. Fontaine, B. Belknap
Superintendent Search - K. Mathieu, D. Simpson	Parent Advisory- R. Walker, B. Belknap
Technology - B. Belknap	

**VII. Upcoming Meetings**

- Regular Meeting, May 20, 7:00 PM, Budget Workshop 6:00 PM
- Regular Meeting, June 3, 7:00 PM

**VIII. Future Agenda Items and Request for Information**

**IX. Executive Session**

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

**REPORT OF REGULAR SESSION MEETING OF THE AUBURN SCHOOL COMMITTEE**

7:00 PM

Remotely via Zoom

April 15, 2020

Members Present:     Brian Belknap             Karen Mathieu  
                          Brian Carrier             Daniel Poisson  
                          Faith Fontaine            Rose Walker  
                          Pamela Hart               David Simpson

Others Present: Katherine Grondin, Superintendent; Adam Hanson, Business Manager, Michelle McClellan, Assistant Superintendent, Scott Annear, ELHS Principal

**I.     CALL TO ORDER/PLEDGE OF ALLEGIANCE**

A.    Introductions

Karen Mathieu called the meeting to order at 7:08 PM. Members introduced themselves, noting the ward they represent. Karen Mathieu reminded the public that this ZOOM meeting is being recorded and is available through Great Falls TV. During Public Participation people can call in with the phone number that is provided.

B.    Communications - None

**II.    CONSENT AGENDA**

A.    Approval of Agenda

B.    Approval of Minutes for April 1, 2020

It was moved by Brian Carrier, seconded by Faith Fontaine and voted unanimously to approve the Consent Agenda for tonight's meeting.

**III.   PUBLIC PARTICIPATION**

Coach Craig Jipson shared his thoughts on coaching stipends for spring sports. He would like the school committee members to consider allowing coaches the opportunity to earn their full stipend through professional development.

Breann Crocker, teacher at Sherwood Heights, shared her concerns around the budget cuts that were discussed in the Budget Workshop. She would like the school committee members to keep in mind that most students do not get the learning opportunity that field trips provide. She also shared that positions being considered in the budget cuts would directly impact students.

**IV.    STUDENT INFORMATION -Waived**

**V.     SUPERINTENDENT REPORT**

Katy Grondin, Superintendent, shared that Sarah Levine, Director of Before & After School Care, has put together a plan on reopening childcare. If Governor Mills lifts the ban on the number of people that can convene, childcare will reopen with restrictions. Superintendent Grondin shared that the Food Service program is continuing to serve lunches during April vacation on Tuesday and Thursday. Superintendent Grondin shared that end of the year planning is being discussed. Scott

Annear and his team are coming up with a backup plan for Graduation. Katy Grondin had a webinar meeting with Peter Robinson to discuss how Powerschool can be set up for online registration for families. The School Department purchased 110 Hot Spots for families that do not have internet service. Scott Annear, Principal of ELHS, gave an update on remote learning. Superintendent Grondin addressed concerns and what teachers are focusing on to prepare students for the next level.

#### A. Planning and Development

##### 1. IKFC-Graduation Requirements policy for the Class of 2020

Scott Annear presented the proposed amendment for the graduation requirement. Changes were embedded in the IKFC Graduation policy. Students are required to have 20 credits. It aligns with credit requirements that Adult Ed requires. The focus is on English credits, 3 Math credits, 3 Science credits, 3 Social Studies credits, to move from 2 to 1.5 Health credits, 1 Fine Arts credit, and .5 credit for Career Planning, totaling 16 required credits. The community involvement was waived. The senior demonstration was waived. The district and state assessments have already been met.

It was moved by David Simpson, seconded by Brian Belknap and voted 7-0, (Faith Fontaine had trouble with connectivity during roll call) to approve the First reading of the IKFC Graduation policy for the Class of 2020.

##### 2. Proposed Change to the School Calendar

Katy Grondin, Superintendent, proposed to have the last student day as June 5, 2020. Superintendent Grondin shared that we have used six snow days, plus one workshop day (correction it is two snow days). We have completed 5 weeks of remote learning and will have 6 more weeks following April vacation, if we set the last student day as June 5th. Superintendent Grondin will hold off on announcing the continuation of remote learning following what we anticipate will be the Governor's update next week. Teachers have 8 days left to make up to meet the 183 days in their contract.

It was moved by Dave Simpson, seconded by Brian Belknap and voted unanimously to approve the recommended last student day as June 5, 2020.

##### 3. The Finance Committee Finance Report for March 2020

The Finance subcommittee reviewed March financials. Brian Carrier shared that they met with architects and everything is going as planned. The district diesel fuel tank will be converted to gasoline, with the district locking in at \$1.37 a gallon for next year. There is also an opportunity to share the tank with the City. Adam Hanson, Business Manager, gave an update on the Capital Improvement Projects. Adam Hanson, Billy Hunter and Mel Cole are making sure projects get done as scheduled. The new generator is going in at Park Ave, bleachers are being installed at Walton, the pre-work is being done to get projects out to bid, and we are up and running on summer projects.

It was moved by Brian Belknap, seconded by Pam Hart and voted unanimously to approve the Finance Report for March 2020 as presented.

##### 4. COPS SVPP (School Violence Prevention Program) Grant

Adam Hanson, Business Manager, presented the proposed items to be included in the submission of the COPS SVPP grant. The deadline for the application is April 29, 2020. The project that would be completed under the grant would be the hardening of the doors at the elementary schools. The grant would fund 75% of the cost. Also, it was decided that more time is needed to research and come up

with a proposal for upgrading all public address systems, tying them in with a more advanced security software. It is likely that another grant will be available next year. After discussing with Superintendent Grondin and law enforcement partners, it was decided that this item will be tabled until next year. The hardening of the elementary school doors will move forward. The recommendation is to move the motion at \$25,000, instead of \$100,000. This would give flexibility to meet the 25% match.

It was moved by Rose Walker, seconded by Faith Fontaine and voted unanimously to approve to authorize the Auburn School Department to submit for funding through the COPS SVPP Grant for equipment or software to help prevent school violence, in an amount not to exceed \$25,000 in local matching funds, and to utilize Capital Improvement Program (CIP) funds to pay for the local share of the grant.

#### 5. New Superintendent Contract Negotiations

The School Committee Chair proposed Brian Belknap and Faith Fontaine to negotiate contract terms with the selected new Superintendent candidate.

It was moved by David Simpson, seconded by Daniel Poisson and voted unanimously to approve Brian Belknap and Faith Fontaine to negotiate contract terms with the selected new Superintendent candidate.

## **VI. Information/Committee Reports**

Finance Subcommittee - Presented Finance Report for March.

Policy Subcommittee - Presented Graduation Policy

City Council Update - They will be bringing questions forward from the Council.

Wellness Subcommittee - none

Curriculum Subcommittee - none

Audit Subcommittee - none

Community Learning Center - none

Transportation - none

New ELHS Building Committee - none

SHARECenter - none

Diversity, Equity, & Inclusion Committee - on hold

Negotiations - They will be meeting Friday to start preliminary discussions on the Nutrition contract. They are starting negotiations with the Superintendent candidate.

Superintendent Search - The second interview was held. The School Committee has narrowed it down to a candidate. They are now in the negotiation stages.

Parent Advisory - none

Technology - none



**VII. Upcoming Meetings**

- April 22, 6:00 PM Special Meeting
- April 29, 6:00 PM Budget Workshop
- May 6, 7:00 PM School Committee Regular Meeting (Workshop 6:00 PM)

**VIII. Future Agenda Items and Request for Information**

Spring Coach Stipend

**VIII. EXECUTIVE SESSION -**

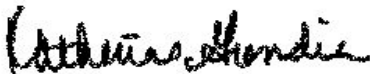
The motion was made to enter into executive session to approve the School Department's Emergency Operations Plan after a brief executive session pursuant to MRSA (6) (A) to review any changes and/or updates made to the plan.

It was moved by Faith Fontaine, seconded by Daniel Poisson and voted unanimously to enter into executive session pursuant to MRSA (6) (A) to review any changes and/or updates made to the plan.

**IX. ADJOURNMENT**

It was moved by Brian Carrier, seconded by David Simpson and voted unanimously to adjourn from regular session at 9:45 PM.

Attest, a true record,



Katherine Grondin, Secretary  
Superintendent of Schools

KG/arh

AUBURN SCHOOL DEPARTMENT  
AUBURN, MAINE

**REPORT OF SPECIAL MEETING OF THE AUBURN SCHOOL COMMITTEE**

7:00 PM

Remotely via Zoom

April 22, 2020

Members Present:     Brian Belknap             Karen Mathieu  
                          Brian Carrier             Daniel Poisson  
                          Faith Fontaine            Rose Walker  
                          Pamela Hart             David Simpson

Others Present: Michelle McClellan, Assistant Superintendent, Scott Annear, ELHS Principal

**EXECUTIVE SESSION**

Executive session for discussion of a personnel matter pursuant to 405(6)(A) regarding the new Superintendent contract negotiations.

It was moved by Faith Fontaine, seconded by Brian Belknap and voted unanimously to enter into executive session at 6:00 PM for the purpose of a personnel matter pursuant to 405(6)(A) regarding the new Superintendent contract negotiations. Executive session ended at 6:50 PM.

**I. CALL TO ORDER**

A. Introductions

Karen Mathieu called the meeting to order at 7:00 PM. Members introduced themselves, noting the ward they represent. Karen Mathieu reminded the public that this ZOOM meeting is being recorded and is available through Great Falls TV. During Public Participation people can call in with the phone number that is provided.

B. Communications - None

**II. CONSENT AGENDA**

A. Approval of Agenda

It was moved by Brian Belknap, seconded by Faith Fontaine and voted unanimously to approve the Consent Agenda for tonight's meeting.

**III. PUBLIC PARTICIPATION**

Larry Gordan, ELHS Teacher, suggested that the School Committee consider offering early retirement incentives to save positions from budget cuts.

**IV. SUPERINTENDENT REPORT**

A. Business

1. Second Reading of IKFC-Graduation Requirements Policy Requirements

Michelle McClellan, Assistant Superintendent, is asking the School Committee to approve the second reading of the IKFC Graduation Policy

It was moved by David Simpson, seconded by Brian Belknap and voted unanimously to approve the second reading of the IKFC Graduation Policy

**V. Upcoming Meetings**

- Budget Workshop, April 29 at 6:00 PM
- Regular Meeting, May 6 at 7:00 PM

**VI. Future Agenda Items and Request for Information**

Graduation Recognition - Scott Annear shared that when community safety standards are available they will start looking at dates. First mark is mid-May for a June 5th or 6th graduation, second date could be mid-July. The last threshold would be a virtual Graduation. Superintendent Katy Grondin will give an update at the next meeting.

**VII. ADJOURNMENT**

It was moved by David Simpson, seconded by Brian Belknap and voted unanimously to adjourn from regular session at 7:15 PM.

Attest, a true record,



Katherine Grondin, Secretary  
Superintendent of Schools

KG/arh

## Superintendent's Update

May 6, 2020

### News from Around the District

- Adam Hanson and Billy Hunter are working on the many Capital Improvement Projects that are underway and planned for the summer. There is also lots of painting going on in the buildings.
- We are working with the City's recreational department about how to best facilitate summer camp in our facilities this summer.
- We have been in contact with property abutters regarding the new ELHS project as soil borings are being conducted next week.
- We continue to work on our COVID-19 plans.

**6:00 Executive Session:** this is to update the School Committee on the negotiations with the candidate for Superintendent.

### 7:00 School Committee Agenda Items

#### Consent Agenda

We will be approving the certificated contract renewals for the teachers under probationary status. These are for teachers who are in their first, second, and third year of teaching in Auburn.

#### Information:

#### School Calendar

During these unprecedented times when we do not know what the beginning of the next school year will look like due to the COVID-19 pandemic, I am recommending the school year begin with four workshop days and that the first day of school will be August 31. We usually start the school year with at least two workshop days and start school the week before the month of September. I believe it is important to support the continuation of early release Wednesdays, which is also supported by the AEA. The school department will look at how to best use those Wednesday afternoons to address professional development needs, closing student achievement gaps created by this crisis and to collaborate to provide a high quality of education for all students. In addition, you will notice that storm days will be remote learning days. This means that if the school department needs to close due to weather conditions, those days will not need to be made up at the end of the year. Teachers will work in the fall as to what remote plans will look like in preparation for winter and the school department will notify the Maine Department of Education of its plan.

The School Committee may need to revise this calendar in response to COVID-19 decisions that may impact the current calendar.

#### Spring Coaches Stipends

In consultation with the school department's Athletic Director after reviewing recommendations and what other districts were doing across the state, the decision was made to have High School Varsity Coaches receive 33.3 % of their stipend and JV/Freshmen and Middle School coaches will receive 20%. There was one other spring stipend, Senior Play, and that person is receiving 33% of the stipend. We believe this is a fair compensation for a season that was cancelled. The savings will be approximately \$50,000.

#### Business:

#### Auburn School Department's Emergency Operations Plan

The School Committee met in executive session for updates regarding the Emergency Operations Plan. It is required that the School Committee approve the Emergency Operations Plan annually.

## **Policies**

Changes were made to update to reflect current standards or requirements and/or our current practices.

[EEAEEA](#) - Drug & Alcohol Testing of School Bus Drivers: Minor change to policy to make clear that this pertains to those who transport groups of students using our vehicles. This aligns with MSMA model policy.

[EEAEEA-R](#) - Drug & Alcohol Testing of School Bus Drivers & Procedure: Changes to align with law and actual procedure. Changes align with MSMA.

[EEAEF](#) - Video Cameras on Transportation Vehicles: Some wording changes, changes to align with our practices and MSMA model policy.

[EEAEF-R](#) - Minor change to align with our current practice.

[EB](#) - Environmental & Safety Program: Minor changes to align to our current practice.

## **Capital Improvement Project**

Adam Hanson, Business Manager, and Billy Hunter, Director of Support Services, will present a request to allocate up to \$50,000 of existing Capital Improvement funds to install a 10,000-gallon gasoline tank and related equipment at the Support Services building.

**Enjoy the weather this weekend!**

**Katy**



# Auburn School Department 2020-2021 Calendar\*

**August 25, 26, 27, 28, 2020** **Teacher Workshop Days (PreK-12)**  
 August 31, 2020 **First Day of School for students (K-9)**  
 (Freshman orientation for high school)  
**September 1, 2020** **First Day of School for students (10-12)**  
**September 7, 2020** **Labor Day**  
 September 8, 2020 **First Day of School for PreK students**  
**October 9, 2020** **Teacher Workshop Day (PreK-12)**  
**October 12, 2020** **Indigenous Peoples Day** Observance  
**November 11, 2020** **Veterans' Day** Observed  
**November 25, 26 & 27, 2020** **Thanksgiving Recess**  
**December 23 -January 1, 2021** **Winter Vacation**  
**January 18, 2021** **Martin Luther King, Jr., Day**  
**February 15-19, 2021** **Vacation**  
**March 19, 2021** **Teacher Workshop Day (PreK-12)**  
**April 19-23, 2021** **Spring Vacation**  
**May 31, 2021** **Memorial Day**  
**June 8, 2021** **Last Day of School for Students**  
**June 5, 2021** **ELHS Graduation**  
**June 9, 2021** **Teacher Workshop Day (PreK-12)**

**\*Subject to change due to Covid-19 Pandemic**

### Trimesters

First Trimester ends  
TBA  
 Second Trimester ends  
TBA  
 Third Trimester ends  
TBA

### Religious Holidays

Religious holidays that may require students to miss school are excused absences. Families should send notes to verify that the students are going to miss or have missed school because of a religious commitment. Some holidays do not impact school attendance.

### Quarters

<b>First Quarter Ends</b> TBA	<b>Third Quarter Ends</b> TBA
<b>Second Quarter Ends</b> TBA	<b>Fourth Quarter Ends</b> TBA
<b>Semester 1 Ends</b> TBA	<b>Semester 2 Ends</b> TBA

**Note:** A delayed start may be necessary due to inclement weather.  
**Early dismissal Wednesdays – K-6** dismissed at 1:00 on Wednesdays **whenever there is a full week of school.**  
 Grades 7-12 dismissed at 12:00 on the days indicated.

**NOTE: No PreK Classes on Wed.**

**TRANSPORTATION: 207-333-6658 ext. 1**

August 2020					
M	T	W	T	F	Days
3	4	5	6	7	For Month 1+4
10	11	12	13	14	
17	18	19	20	21	For Year 1+4
24	25	26	27	28	
31					

September 2020					
M	T	W	T	F	Days
	1	2	3	4	For Month 21+0
7	8	9	10	11	
14	15	16	17	18	For Year 22+4
21	22	23	24	25	
28	29	30			

October 2020					
M	T	W	T	F	Days
			1	2	For Month 20+1
5	6	7	8	9	
12	13	14	15	16	For Year 42+5
19	20	21	22	23	
26	27	28	29	30	

November 2020					
M	T	W	T	F	Days
2	3	4	5	6	For Month 17+0
9	10	11	12	13	
16	17	18	19	20	For Year 59+5
23	24	25	26	27	
30					

December 2020					
M	T	W	T	F	Days
	1	2	3	4	For Month 16+0
7	8	9	10	11	
14	15	16	17	18	For Year 75+5
21	22	23	24	25	
28	29	30	31		

**Calendar Provides for:**  
**175 Instructional Days**  
**7 In-Service Workshop Days**  
**Snow days will be remote learning days.**

	No School Day
	Teacher Workshop Day PreK-12
	Early Dismissal – Grades K-6
	Early Dismissal – Grades K-12
<b>K-6 Dismissed at 1:00 and 7-12 at 12:00</b>	

January 2021					
M	T	W	T	F	Days
				1	For Month 19+0
4	5	6	7	8	
11	12	13	14	15	For Year 94+5
18	19	20	21	22	
25	26	27	28	29	

February 2021					
M	T	W	T	F	Days
1	2	3	4	5	For Month 15+0
8	9	10	11	12	
15	16	17	18	19	For Year 109+5
22	23	24	25	26	

March 2021					
M	T	W	T	F	Days
1	2	3	4	5	For Month 22+1
8	9	10	11	12	
15	16	17	18	19	For Year 131+6
22	23	24	25	26	
29	30	31			

April 2021					
M	T	W	T	F	Days
			1	2	For Month 17+0
5	6	7	8	9	
12	13	14	15	16	For Year 148+6
19	20	21	22	23	
26	27	28	29	30	

May 2021					
M	T	W	T	F	Days
3	4	5	6	7	For Month 20+0
10	11	12	13	14	
17	18	19	20	21	For Year 168+6
24	25	26	27	28	
31					

June 2021					
M	T	W	T	F	Days
	1	2	3	4	For Month 7+1
7	8	9	10	11	
14	15	16	17	18	For Year 175+7
21	22	23	24	25	
28	29	30			

Pre K classes on Mon., Tues. Thur. & Fridays ONLY  
 ELHS Graduation – Saturday, June 5<sup>th</sup>.

Updated May 1, 2020 CC

## ENVIRONMENTAL AND SAFETY PROGRAM

It is the position of the School Committee that most accidents are preventable. It shall be the policy of the board to prevent or minimize such occurrences by taking every possible precaution. This shall be accomplished through an environmental and safety program that includes precautions and practices to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The schools shall provide opportunities for safety education that are appropriately geared to students at different grade levels, such as traffic, bicycle and pedestrian safety; fire prevention safety; and emergency procedures.

The Superintendent/ designee shall be responsible for the development and implementation of the Auburn School Department environmental and safety program. Each principal and program director shall be responsible for the implementation of a safety program in each school or department. General areas of emphasis shall include, but not be limited to in-service training, student safety instruction, accident reporting, plant inspection, traffic planning, bus safety, driver and vehicle safety, fire prevention, emergency procedures (including location of specific Areas of Refuge), and hazard reduction.

Every accident shall be documented using an incident tracking system and a copy kept on file at the Superintendent's office.

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Adopted: February 1, 1995  
Revised: December 3, 2008

## **DRUG AND ALCOHOL TESTING OF SCHOOL BUS DRIVERS**

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

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

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

Adopted: August 1, 1990



## VIDEO CAMERAS ON TRANSPORTATION VEHICLES

The School Committee recognizes the district's continuing responsibility to maintain order and ensure the health, welfare and safety of its staff and students on school transportation vehicles. After carefully balancing the need for discipline and safety with students' interests in privacy, the School Committee supports the use of video cameras on its transportation vehicles. In an effort to reduce student behavior violations video cameras may be used to monitor student behavior during transport to and from school, co-curricular and extracurricular activities, and field trips.

Students in violation of district transportation policy rules shall be subject to disciplinary action in accordance with established School Committee policy and administrative procedures and school practices governing student conduct and discipline.

Such equipment may also be used to monitor the performance of district employees in the fulfillment of their duties on school transportation vehicles or used to assist employees in better performing their jobs.

Staff shall be subject to established School Committee personnel policies, administrative regulations and negotiated agreements, including provisions related to evaluation, discipline and dismissal.

The Superintendent shall develop procedures for the notification of staff, students, parents and others as necessary for the use of video cameras on school transportation vehicles. The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on school transportation vehicles. Such procedures will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary follow-up.

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Cross Reference: JRA – Student Records

Student conduct??

Endorsed: September 6, 1995

Revised: December 3, 2008 (Policy code changed from EEAJ to EEAEF)

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS ADMINISTRATIVE PROCEDURE**

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

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

### **I. APPLICABILITY**

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

### **II. IMPLEMENTATION**

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

### **III. CONTROLLED SUBSTANCES**

Controlled substances in this policy/procedure refer to those covered by the Omnibus Transportation Employee Testing Act of 1991, including marijuana, cocaine, opioids, amphetamines, and phencyclidine (PCP), MDMA (Ecstasy) and 6-Acetylmophone (heroin).

### **IV. SAFETY-SENSITIVE FUNCTION**

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

### **V. PROHIBITIONS**

All drivers subject to this policy shall be prohibited from:

- a. Using any alcohol while on duty and four (4) hours prior to going on duty;
- b. Possessing alcohol while on duty;
- c. Reporting for duty or remaining on duty while having an alcohol concentration of 0.02 or greater;

- d. Using any alcohol for eight (8) hours following an accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- e. Refusing to submit to a required alcohol or controlled substance test(s);
- f. Reporting for duty or remaining on duty when using any controlled substance, except when use is pursuant to the instructions of a physician who advised the driver that the substance does not adversely affect the driver's ability to safely operate the vehicle; and
- g. Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for a controlled substance.

## VI. REQUIRED TESTING

- A. Pre-Employment Testing. Prior to the first time a driver performs a safety-sensitive function for the school unit, the driver shall undergo testing for controlled substances. However, no driver shall be subjected to preemployment controlled substance testing prior to having been offered a position. Employment is conditioned upon a verified negative controlled substance test result.
- B. Post-Accident Testing. As soon as practicable following an accident, each surviving driver will be subject to alcohol and controlled substance testing as follows:
  - 1. Any driver performing safety-sensitive functions with respect to the vehicle if the accident involved loss of human life;
  - 2. Any driver who receives a citation under State or local law for a moving violation arising from the accident; and
    - a. Causes bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
    - b. Should one or more motor vehicles incurring disabling damage as a result of the accident, require a motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
    - c. If deemed necessary by the investigating law enforcement officer or Director of Support Services.
  - 3. In addition, the following provisions will also apply.
    - a. Alcohol - If a test required under this section is not administered within two (2) hours following the accident, the school unit shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the accident, the school unit shall cease attempts to administer the test and shall prepare and maintain the same record. Records shall be submitted to the Federal Highway Administration (FHWA) upon request of the Associate Administrator.
    - b. Controlled Substances - If a test required by this section is not administered within thirty-two (32) hours following the accident, the school unit shall cease attempts to administer the test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FHWA upon request of the Associate Administrator.
- C. Random Testing - All drivers subject to this policy/procedure will be subject to random and unannounced alcohol and controlled substance testing quarterly throughout the year. The testing shall be administered through Maine Motor Transportation in accordance with the minimum annual percentage rate under 49 CFR Part 382 or any Department of Transportation random testing rule.
- D. Reasonable Suspicion Testing - All drivers subject to this policy/procedure shall submit to alcohol and controlled substance testing when the employer has reasonable suspicion to believe

that the driver has violated the prohibitions found in Part V of this procedure, with the exception of Part V.B. regarding alcohol possession. The school unit shall base its determination that reasonable suspicion exists requiring the driver to undergo such testing on observations concerning appearance, behavior, speech or body odors of the driver. When controlled substances are at issue, observations may include indications of the chronic and withdrawal effects of controlled substances.

In addition, the following provisions also apply:

1. Alcohol - Alcohol testing will be performed only if the aforementioned observations are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy/procedure. If a test required under this section is not administered within two (2) hours following the reasonable suspicion determination, the school unit shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required under this section is not administered within eight (8) hours following a determination that reasonable suspicion exists, the school unit shall cease attempts to administer an alcohol test and shall state in the record reasons for not administering the test. The school unit shall submit to the FHWA records of tests required by this section that were not completed within eight (8) hours according to the mandates of 49 CFR § 382.307 (3).
  2. Controlled Substances - The school unit shall, within twenty-four (24) hours or before the results of the controlled substances test are released, whichever is earlier, create a written record of the observations leading to a controlled substances test which shall be signed by the supervisor or school unit official making said observations.
- E. Return-to-Duty Testing - Prior to returning to duty requiring the performance of safety-sensitive functions when a driver has engaged in conduct prohibited under this policy/procedure, the driver shall undergo a return-to-duty alcohol and/or controlled substances test(s) as appropriate.

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

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

## VII. REFUSAL TO SUBMIT TO TESTING

All drivers who are required by federal regulations to submit to drug/alcohol testing must do so immediately upon being directed to submit to the test(s). A driver's refusal to submit to testing will subject the driver to immediate removal from the performance of safety-sensitive functions. In addition, failure to comply with Federal regulations or this procedure is grounds for disciplinary action up to and including dismissal. Any of the following actions on the part of a driver constitutes a refusal to submit to a test:

- A. Failure to provide adequate specimens/samples of substance(s) undergoing testing, including but not limited to breath and urine, without a valid medical reason;
- B. Engaging in conduct that obstructs the process.
- C. Refusal to complete and sign testing forms.

### VIII. TRAINING FOR SUPERVISORS

This school unit will assign persons who will be designated to determine whether reasonable suspicion exists to require a driver to undergo testing under Part 382.5. Such persons shall have at least sixty (60) minutes of training on alcohol misuse and receive at least an additional sixty (60) minutes of training on controlled substances. Training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

### IX. ENFORCEMENT

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

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

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

### X. RECORDS

Employee drug and alcohol tests and results shall be maintained under strict confidentiality in a secure location with controlled access and released only in accordance with law. A driver, upon written request, shall receive copies of any records pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug tests. Records shall be made available to subsequent employers or other identified persons only when expressly requested in writing by the driver.

### XI. NOTIFICATIONS

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

In addition to the aforementioned items, the school unit shall also make available to drivers and representatives of employee organizations information which shall identify:

- A. The person designated by the school unit to answer questions about the materials;
- B. The procedures that will be used to test for the presence of alcohol and controlled substances; protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver;
- C. Information concerning the effects of alcohol and controlled substances on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substance(s) problem (the driver's or co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

## XII. CONTROLLED SUBSTANCES

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

## XIII. REFERRAL, EVALUATION AND TREATMENT

- A. Referral - A driver who has engaged in conduct prohibited by this policy/procedure shall be advised by the school unit of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances. The information the bus driver receives will include: names, addresses, and telephone numbers of substance abuse professionals, counseling and treatment programs, in addition to information relating to his/her responsibility with regard to payment of such services.
- B. Evaluation/Treatment - A driver who engages in such prohibited conduct shall be evaluated by a substance abuse professional who shall determine what assistance or treatment, if any, the employee needs in resolving controlled substance(s) use.

## XIV. RETURN TO DUTY

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

- A. Undergo return-to-duty testing and obtain an alcohol concentration level of less than 0.02 and/or a verified negative test for controlled substances;
- B. Have been evaluated by a substance abuse professional; and
- C. Have followed prescribed and/or recommended treatment.

## XV. OTHER POLICIES/PROCEDURES

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

Legal Reference: 49 CFR Parts 40, 382, 390, 395  
26 MRS § 681(8)(B);685(2);689  
Uniform School Bus Standards, 081(6)  
Endorsed: December 17, 2008

## **VIDEO CAMERAS ON TRANSPORTATION VEHICLES—PROCEDURES**

### **Student Records**

The district shall comply with all applicable State and Federal laws related to video recordings when, as determined by the district and in accordance with law, such recordings are considered for retention as a part of the student's behavioral record. Such records will also be subject to established district procedures regarding confidential student records including access, review and release of such records.

### **Staff Records**

Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established School Committee personnel policies, administrative regulations and negotiated agreements governing access, review, and release of employee personnel records.

### **Notice**

1. The school district will annually provide the following notice to students and parents:

The Auburn School Committee has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video tapes may be used in a student disciplinary proceeding. The content of the video tapes are confidential student records and will be retained with other student records. Video tapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view video tapes of their child if the video tapes are used in a disciplinary proceeding involving their child.

2. The following notice will be placed on all school buses: This bus is equipped with a video/audio monitoring system.

### **Viewing Requests**

1. Requests for viewing video records will be limited to the appropriate vehicle driver, Transportation Director, school administrator, parent or guardian or student 18 or older, or others as deemed appropriate by the Superintendent.
2. Requests for viewing may be made to the Superintendent or Transportation Director.
3. Requests for viewing will be limited to those parents or guardians, students and district officials with a direct interest in the proceedings as deemed appropriate by the Superintendent or Transportation Director.
4. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.
5. Approval/denial for viewing will be made within 5 days of receipt of request and so communicated to the requesting individual(s).
6. Video recordings will be made available for viewing within 3 school days of the request approval.

**Viewing**

1. Actual viewing will be permitted at school related sites only, including the Transportation Office, schools, district office, or as otherwise required by law.
2. All viewing will include the Transportation Director and/or School Administrator.
3. A written log will be maintained of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped, driver, and signature of the viewer.
4. Video recordings remain the property of the district and may be reproduced only in accordance with the law, including applicable district student records policy and procedures, and district personnel records policy, procedures, and applicable negotiated agreements.

**Purchase, Maintenance, Replacement of Equipment/Supplies**

The Transportation Director will be responsible for all video equipment and supplies purchase, maintenance and replacement. The Transportation Director will develop a long-range video equipment and supply replacement cycle. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Endorsed: September 6, 1995

Revised: November 19, 2008 (Procedure code changed from EEAJ-R to EEAEF-R)