

**Policy Committee Meeting**  
**Central Office – Library**  
**March 5, 2018**  
**MINUTES**

**CORRECTED MINUTES**

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**Present:** Nate Carlow, Robert Deakin, Alan Dube, Jim Moses, Paul Penna, Mick Roy, Dottie Muchore, Rae Theriault (Recorder)

**Absent: Excused:** Mark Nadeau

Mr. Dube opened the meeting at 4:34 p.m.

EEAEAA-R – Drug and Alcohol Testing of School Bus Drivers Administrative Procedure: This policy was reviewed at the last meeting. Ms. Muchmore, Transportation Manager, had recommended 2 changes to the current policy – Page 1, Subsection III, add the words “semi-synthetic opioids.” and on Page 4 (Section VI - Required Testing, Subsection C - Random Testing) change number 2 from 50 percent to 25 percent. Per Ms. Muchmore, both of these changes were recommended because of updates to the law.

The Policy Committee had questions regarding the second change. They wanted to know what the cost would be to keep testing at the 50 percent level. Dottie explained that the Department of Transportation was not having issues with people passing at the 50 percent level, so the Department of Transportation lowered the percentage. Currently, we are testing at 35 percent (last year 38% for random testing). Other districts are testing at the 25 percent level. The District is charged \$30 for administering the drug testing and \$50 for alcohol testing. These fees are per person. There is an additional fee of \$29.50 to analyze the drug tests and \$2 for the alcohol test. The District pays approximately \$1,884 per year for testing; this expense is for the random testing only. There are additional fees for employment screening and accident testing; the driver has to be cited in order for the District to test a driver or if there is a fatality.

Ms. Muchmore was asked if drivers are screened for drugs before hiring. The answer is “yes” and there is a list of drugs that must be screened on page 1 of the policy under Controlled Substances. She was also asked if it is possible for a driver to bring in a sample that might not be their own. She explained that testing is done on facility. Drivers are sent a message via radio and told to report directly to the office. There is no time for a driver to get a fraudulent specimen.

In addition to random testing, Ms. Muchmore has participated in Reasonable Suspicion Behavior Training. This training enables her to recognize signals of someone under impairment.

All were in agreement to accept the changes as recommended by Ms. Muchmore. Since this is an administrative procedure, it will be marked as an FYI and included in the Board packet.

ECB – Integrated Pest Management in School Facilities and on School Grounds: This policy was also reviewed at the last meeting. Mr. Everett did not recommend any changes be made to this policy. The Committee had a question about Section E (page 4).

The policy states, *“When required by regulations, the school will notify staff, students, and parents/guardians at least five days in advance of planned pesticide treatments in the school or on school grounds, including playgrounds and playing fields.”*

Mrs. Theriault contacted the Assistant Facilities Manager, Shawn Sheehan, to see if these guidelines were being followed. Mr. Chris Plummer, Compliance Assistant, replied that pesticide application is being done per policy. He then gave an example that Mrs. Theriault shared with the Committee.

No changes were recommended. This policy will be marked as reviewed and be given to the Board as an FYI.

BDE – Board Standing Committees: Mrs. Theriault reminded the Committee that this policy would need to be changed due to the reapportionment of the MSAD 6 School Board of Directors. The number of board members will drop from 14 down to 11. Presently, there are 6 members on the Finance / Facilities Committee, 5 on the Policy Committee and 5 on the Negotiations Committee. The Board Chair does not serve directly on a committee so that leaves 10 people to serve on all 3 subcommittees. The Finance / Facilities Committee has had a very difficult time reaching a quorum during the present school year. It was suggested by the Business Office that the Policy Committee consider dropping this subcommittee down to 4 members with an alternate.

The Committee will recommend to the full Board that the Finance and Facilities Committee be changed to 4 members, the Policy Committee be changed to 4 members and that the Negotiations Committee remain at 5 per the present policy. These changes will become effective July 1, 2018, if implemented by the Board.

**Moved by Mr. Deakin; seconded by Mr. Moses:** To move this policy to first reading with the recommended changes. *VOTED: Yes, Unanimously*

BDE-R – Board Standing Committees Administrative Procedure: The current procedure and MSMA sample were compared; no changes were recommended by MSMA. This administrative procedure will be marked as reviewed and sent to the Board as an FYI when Policy BDE is sent for second reading. In the event a subcommittee has problems meeting quorum next year, this procedure will be revisited. At that time, the possibility of Skyping into a meeting will be discussed.

JIH – Questioning and Searches of Students: The MSMA sample policy was compared to the current District policy. Page 1 of the MSAD 6 policy has one sentence not contained in the sample policy: *“A student who refused to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.”* Mr. Penna felt strongly that this sentence should be left in.

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The sample policy also contained the following language in paragraph 4, *“Only locks provided by MSAD 6 may be used to secure student lockers.”* Since the District does not supply locks for student lockers, it was determined that this sentence should not be included in the MSAD 6 policy.

This policy will be marked as reviewed since no changes were made. It will be presented to the Board as an FYI.

JIH-R – Questioning and Searches of Students Administrative Procedure: The MSMA sample procedure was compared to the District’s current procedure. The last sentence on page 1 in the MSAD 6 policy is not contained in the sample policy: *“Law enforcement authorities will not participate in searches except under exceptional circumstances.”* This sentence can be removed as it is redundant. The prior sentence states when law enforcement will be used. Mr. Penna then explained how the role of the SRO changes once a search is conducted and the violation reaches the crime level. At that time, the SRO takes over the investigation.

On page 3, under the Patrolling of Parking Lots and Searching Vehicles section, Number 2, the word “then” will be added for clarity.

This procedure will be marked as reviewed and submitted to the Board as an FYI

**Moved by Mr. Deakin; seconded by Mr. Carlow:** To adjourn at 5:30 p.m. *VOTED: Yes, Unanimously*

NEXT MEETING: March 19, 2018