



YARMOUTH SCHOOL DEPARTMENT

Empowering all students

Andrew R. Dolloff, Ph.D.
Superintendent of Schools

Shanna H. Crofton
Assistant Superintendent for Teaching and Learning

Zak A. Harding
Director of Business Services

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May 28, 2026 Yarmouth School Committee 7:00 p.m. Regular Meeting Log Cabin

Agenda

I. Call to Order and Pledge of Allegiance

Roll Call

<input type="checkbox"/> Emily Bryson	<input type="checkbox"/> Sarah Olivares	<input type="checkbox"/> Andrew Dolloff
<input type="checkbox"/> Anne Fleming	<input type="checkbox"/> Christina Patrick	<input type="checkbox"/> Linnaea Herring
<input type="checkbox"/> Kellie Hall	<input type="checkbox"/> Michael Wilbur	<input type="checkbox"/> Elise Garcia de Reynal
<input type="checkbox"/> Tom McGintee		

II. Agenda Adjustments

III. Recognitions

- a. HMS History Day State Competition Champions
- b. YHS Sailing Team State Champions
- c. Outgoing School Committee Liaison Linnaea Herring
- d. Outgoing School Committee Member Michael Wilbur
- e. Outgoing Superintendent Andrew Dolloff

IV. Approval of Minutes

A School Committee meeting was held on May 14, 2026, at 7:00 p.m. at the Log Cabin.

I. Call to Order and Pledge of Allegiance

Roll Call

<input checked="" type="checkbox"/> Emily Bryson	<input checked="" type="checkbox"/> Sarah Olivares	<input checked="" type="checkbox"/> Linnaea Herring
<input checked="" type="checkbox"/> Anne Fleming	<input checked="" type="checkbox"/> Christina Patrick	<input checked="" type="checkbox"/> Elise Garcia de Reynal
<input checked="" type="checkbox"/> Kellie Hall	<input checked="" type="checkbox"/> Michael Wilbur	
<input checked="" type="checkbox"/> Tom McGintee		

II. Agenda Adjustments

III. Approval of Minutes

A Special School Committee was held on April 6, 2026, at 4:00 p.m. at the Superintendent's Office.

Motion: Michael Wilbur to approve the April 6, 2026, School Committee minutes as presented.

Second: Sarah Olivares Vote: 6-0 . Student Vote: 2-0 .

A Regular School Committee was held on April 9, 2026, at 7:00 p.m. at the Log Cabin.



45
46 Motion: Tom McGintee to approve the April 9, 2026, School Committee minutes as presented.
47 Second: Sarah Olivares Vote: 6-0 . Student Vote: 2-0 .
48

- 49 IV. Reports
50 a. Chairperson – Christina Patrick
51 b. Superintendent – Andrew Dolloff
52 c. Finance Committee – Anne Fleming
53 d. Policy Committee – Sarah Olivares
54 e. Mission Committee – Kellie Hall
55 f. Other Committees or Liaisons
56 g. Student Senate – Linnaea Herring and Elise Garcia de Reynal
57

58 V. Public Comment
59

60 VI. Unfinished Business
61

- 62 VII. New Business
63 a. Appointment of Administrative Personnel for the 2026-2027 school year
64 i. Sonia Croft, Director of Instructional Support
65 ii. Robert Cody, Principal, Yarmouth High School
66

67 Motion Michael Wilbur to approve hiring Sonia Croft as the Director of Instructional
68 Support and Robert Cody as the Principal of Yarmouth High School beginning on July 1,
69 2026. Second Anne Fleming . Vote 6-0 . Student Vote 2-0 .
70

- 71 b. Appointment of Instructional Personnel for the 2026-2027 school year
72 i. Sarah Wheeler, Kindergarten Teacher, William H. Rowe School
73

74 Motion: Kellie Hall to approve Sarah Wheeler as a Kindergarten teacher with the
75 Yarmouth School Department beginning in the 2026-2027 school year.
76 Second Michael Wilbur . Vote 6-0 . Student Vote 2-0 .
77

- 78 c. Election of first-year probationary teachers to a second one-year contract
79

80 We recommend the following teachers receive a second one-year probationary contract:

Emily Marsters	Katherine Alexander	81
Megan Josephs	Naomi Couture	82
Jenna Block	Amanda Robson	83
Eliza Kenigsberg	Jake Haugevik	84
Emily Banks	Miranda Eisenhart	85
Emily Shopland		86

87
88 Motion Kellie Hall to appoint the above-named teachers to receive a second one-year
89 probationary contract. Second Anne Fleming . Vote 6-0 . Student Vote 2-0 .

90
91 d. Election of second-year probationary teachers to a two-year continuing contract
92 We recommend that the following probationary teachers receive a two-year contract:

Catherine Gross Taylor Robison Allyson Hobbs Maria D'Andrea Erika Ouellette-Vigneault Allison Roberts	Sarah Loranger Robin Seeker Julie Kirby Julie Marsh Courtney Doughty Samantha Durham
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93 Motion Tom McGintee to appoint the above-named teachers to receive a two-year
94 contract. Second Sarah Olivares. Vote 6-0. Student Vote 2-0.

- 95
96 e. Artificial turf replacement and playground upgrades
97 f. Consideration of Policy JICJ – Student Use of Cell Phones and Other Electronic
98 Devices for a first reading
99

100 Suggested Motion: Michael Wilbur to approve for a first reading Policy JICJ – Student Use of Cell
101 Phones and Other Electronic Devices as presented (or amended).

102 Second: Tom McGintee. Vote: 6-0. Student Vote: 2-0.

103
104 VIII. Executive Session

- 105 a. Superintendent Evaluation, pursuant to 1 M.R.S.A. §405(6)(A)
106 b. Board Self-Evaluation, pursuant to 1 M.R.S.A. §405(6)(A)

107
108 Motion Michael Wilbur to enter into Executive Session, pursuant to 1 M.R.S.A.
109 §405(6)(A), for the purpose of discussing the Superintendent evaluation and Board self-
110 evaluation. Second Sarah Olivares. Vote 6-0.

111
112 Motion Anne Fleming to exit out of Executive Session, pursuant to 1 M.R.S.A.
113 §405(6)(A), for the purpose of discussing the Superintendent evaluation and Board self-
114 evaluation. Second Sarah Olivares. Vote 6-0.

115
116 Return to public session at 9:12 p.m.
117

118 IX. Adjournment
119 Meeting adjourned at 9:12 p.m.
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- 124 V. Reports
125 a. Chairperson – Christina Patrick
126 b. Superintendent – Andrew Dolloff
127 c. Finance Committee – Anne Fleming
128 d. Policy Committee – Sarah Olivares

- 129 e. Mission Committee – Kellie Hall
- 130 f. Other Committees or Liaisons
- 131 g. Student Senate – Linnaea Herring and Elise Garcia de Reynal

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133 VI. Public Comment

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135 VII. Unfinished Business

- 136 a. Consideration of Policy JICJ – Student Use of Cell Phones and Other Electronic
- 137 Devices for a second reading.

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139 Governor Mills signed into law the FY27 state budget, which included the following language:

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141 **23. Cellular telephone policy.** *By August 1, 2026, a school board shall adopt and implement a policy*

142 *prohibiting student use of personal electronic devices for the duration of the school day, from starting bell*

143 *to dismissal bell. The policy must restrict student use of cellular telephones and other personal electronic*

144 *devices with Internet or cellular network capabilities. The Department of Education, in coordination with*

145 *the Maine School Management Association or a successor organization and other relevant stakeholders,*

146 *shall make available a model policy for school boards. The model policy must include exceptions for*

147 *compliance with a student's individualized education program, a documented accommodation under*

148 *Section 504 of the federal Rehabilitation Act of 1973, 29 United States Code, Section 794 (2026) regarding*

149 *an individual student, the delivery of prescribed medical care as outlined in a student's individualized*

150 *health care plan and language support services for a student who is an emergent English language learner*

151 *when no other translation option is available.*

152

153 **Purpose**

154 The School Committee recognizes that many students possess personal electronic devices (PEDs),

155 including mobile phones and other devices. PEDs may not be used in any manner that disrupts the

156 instructional process, is harmful to others, or violates School Committee policies or school rules.

157

158 The Yarmouth School Department recognizes the importance of and is obligated to ensure the privacy

159 and safety of all students and educators in all schools and on school grounds. Limiting the use of student

160 personal devices creates safer schools that are more conducive to learning environments and supports the

161 academic, physical, and mental well-being of all students.

162

163 **Definitions**

- 164 • Instructional Time: Educator-led time dedicated to teaching and learning.
- 165 • Personal Electronic Devices: Cell phones, smartphones, headphones or audio earpieces, handheld
- 166 games, smartwatches, eyeglasses, tablets, or other devices used for creating, accessing,
- 167 processing, protecting, monitoring, storing, retrieving, displaying, or transmitting data.
- 168 • School Day: Time from the first bell to dismissal (“bell-to-bell”) during which instruction can be
- 169 provided, including lunch time, in-between classes, passing time, advisory, and recess.
- 170 • School Grounds: A school building, property on which a school building or facility is located,
- 171 and property that is owned, leased, or used by a school for a school-sponsored activity, function,
- 172 program, instruction, or training, including school-organized transportation.
- 173 • Storage Options: Identified place, determined by school administration, where student personal
- 174 devices are stored during the school day/instructional time and students access and retrieve at the
- 175 identified appropriate times. This could include, but is not limited to, a student’s backpack or
- 176 locker, a locked pouch, or other designated school space.

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178 The following provisions apply to student use of cell phones and other electronic devices:

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~~A. Students are prohibited from using privately owned electronic devices including but not limited to mobile phones, MP3 players, handheld computers/PDAs, and electronic games at school or during school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose, as indicated in each school's student handbook. During the school day, bell-to-bell, students are restricted from unauthorized access to and use of their personal devices. While students may bring a personal device to school, the device must be silenced, turned off, and stored throughout the duration of the school day - or until students otherwise leave school grounds - in the storage option determined by the school administration.~~

The school administration will develop procedures to implement this policy, including: (1) storage options that may require additional school space or school staff; (2) enforcement and appropriate progressive disciplinary rules and procedures; and (3) addressing exceptions for medical and other approved needs as described below. Additional procedures will be developed for school-sponsored events outside of the school day that may include field trips, sporting events, and club activities.

B. The use of ~~mobile phones, digital cameras, watches, or any PED~~ personal electronic device as a recording device is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be obtained before photographing or video- or audio-recording any other person.

C. Students shall not e-mail, post to the Internet or otherwise electronically transmit images or recordings of other individuals taken at school without first obtaining their permission.

~~D. School administrators may designate appropriate times, places, and reasons when mobile phones and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).~~

E. The use of a mobile phone or other electronic device in any manner that violates School Committee policy or school rules is prohibited. This includes but is not limited to violations of the student code of conduct. If a School Committee policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student mobile phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.

F. Students who violate School Committee policy or school rules will be subject to disciplinary consequences which may include:

- a. Confiscation of the device until the end of the school day;
- b. A conference with the student's parent/guardian;
- c. Exclusion of the device from school for an extended period of time;
- d. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student's prior disciplinary record; and
- e. Referral to law enforcement.

G. ~~PEDs~~ Personal electronic devices may be subject to search if there is reasonable suspicion that a student is violating School Committee policies, procedures or school rules, or engaging in other misconduct.

- 228 H. School administrators may confiscate a ~~PED~~ personal electronic device for as long as necessary
229 to complete their investigation. Students violating these rules will be subject to discipline
230 consistent with the nature of the offense and the student’s disciplinary record.
231
- 232 I. Evidence of illegal activities involving ~~PEDs~~ personal electronic devices may be referred to
233 appropriate law enforcement authorities, and a building administrator may give a device to law
234 enforcement authorities upon request.
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- 236 J. The Yarmouth School Department shall not be responsible for the loss, theft, or damage to cell
237 phones or other electronic devices that students bring ~~with them~~ to school or school activities or
238 use on school transportation.
239

240 The Superintendent/designee may develop additional rules to implement this policy. The policy and rules
241 will be communicated to students and parents through the student handbook and/or the student code of
242 conduct.
243

244 **Exceptions**

245 The District shall make exceptions for student personal device use that provide access to assistive
246 technology necessary to comply with individualized student 504 plans, Individualized Education Plans
247 (IEPs), and/or plans to support emergent multilingual learners (MLs) with appropriate language access
248 programs and services to ensure the provision of appropriate, meaningful public education. The allowable
249 exceptions must be written into the student’s identified plan and approved by the appropriate team or
250 coordinator.
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252 The policy must be implemented equitably to ensure that students who use personal devices are fully
253 included and not subject to stigma. Students who receive an exception to this policy should participate
254 alongside all other students and not be separated unless in accordance with their plan.
255

256 The District shall also make exceptions for student medical and/or family emergency needs in accordance
257 with this policy.
258

259 **Communication About the Policy**

260 The policy shall be distributed to students, families, educators through each school’s handbook and
261 posted to the Yarmouth School Department website.
262

263 As part of the school emergency planning, schools will have in place a comprehensive communications
264 plan utilizing school-provided communication tools, such as school phones, when students and families
265 need to communicate with each other during the school day.
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267 **Policy Compliance**

268 The District recognizes the importance of administrative leadership in setting expectations and creating a
269 climate that is safe, conducive to learning, and non-discriminatory. The school administration is
270 responsible for upholding and enforcing the policy.
271

272 Cross Reference:

273 JIC–Student Code of Conduct

274 JIH–Questioning and Searches of Students

275 Adopted: March 23, 2023
276

277 *Based on input provided at the first reading of this policy, it is suggested that Paragraph A under*
278 *Definitions be adjusted as follows:*

279 During the school day, bell-to-bell, students are restricted from unauthorized access to and use of their
280 personal devices. While students may bring a personal device to school, the device must be silenced,
281 turned off, and stored throughout the duration of the school day ~~–or until students otherwise leave school~~
282 ~~grounds~~ in the storage option determined by the school administration.

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284 *It is also recommended that a sentence regarding students leaving school grounds be added to the*
285 *exceptions portion of the policy:*

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287 Exceptions shall be made to allow access for students who may leave school grounds for authorized
288 reasons for a portion of the school day.

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296 VIII. New Business

297 a. ESEA Overview
298 *Assistant Superintendent Shanna Crofton will present the annual report outlining*
299 *the use of Elementary and Secondary Education Act federal funds.*

300
301 b. Appointment of Administrative Personnel for the 2026-2027 school year
302 i. Assistant Superintendent for Teaching and Learning
303 ii. HMS Principal
304 *We are finalizing the hiring process for each of these positions and will share*
305 *the selected candidates with you as soon as possible.*

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313 c. Appointment of Instructional Personnel for the 2026-2027 school year
314 i. Rose Skilling, Band Director, Harrison Middle School
315 *We are pleased to recommend Rose Skilling for this position. Rose brings 7 years*
316 *of experience as a Band Director and Music Teacher at Gorham Middle School.*
317 *She also taught Music & Band in RSU5 for 3 years, as well as Junior Band Camp*
318 *at USM. Rose holds a bachelor's degree in Music Education from USM, and a*
319 *master's degree in Music Education from the University of Ohio.*

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325 d. Consideration of Policy BEDH – Public Participation at School Committee

326 Meetings for a first reading.
327 *Best practice requires us to ensure that our policy and practice are aligned with recent court*
328 *decisions. Our existing policy is aligned with these standards, and adjustments are recommended*
329 *to further clarify opportunities for public participation. Most notably, the policy now defines how*
330 *written testimony may be submitted, limits the public comment period to 30 minutes, identifies a*
331 *designated location for speakers, defines indecent and obscene language, and clarifies that no*
332 *comments – positive or negative – may be made about employees during this portion of the*
333 *agenda.*

334
335 **BEDH - Public Participation at School Committee Meetings**

336 The primary purpose of School Committee meetings is to conduct the business of the School
337 Committee related to Committee policies, programs, and operations. All regular, special, and
338 emergency meetings of the School Committee are open to the public. The public is cordially
339 invited to attend and participate in School Committee meetings as provided in this policy.
340 The School Committee encourages residents and taxpayers of Yarmouth to attend School
341 Committee meetings so that they may become acquainted with the operations and programs of
342 the schools.

343
344 An agenda with supporting documentation shall be published in advance of each meeting in
345 accordance with School Committee policy. Copies will be posted and/or available prior to
346 regular meetings, at the Superintendent’s Office, and on the School Department’s
347 website. Anyone desiring additional information about an agenda item should direct such
348 inquiries to the Office of the Superintendent.

349
350 This policy applies only to meetings of the full School Committee, not to meetings of School
351 Committee subcommittees. Opportunity for public participation at School Committee
352 subcommittee meetings is not required but may be permitted in accordance with the School
353 Committee’s policy and/or rules pertaining to the operations of subcommittees.
354 Although School Committee meetings are not public forums, the School Committee recognizes
355 the value of public comments on school and educational matters.

356
357 At special, emergency, or workshop meetings, public comments will be limited to the topic(s) of
358 the particular meeting.

359
360 In addition to speaking during the designated public comment portion of the agenda at regular
361 School Committee meetings, members of the public are welcome to submit written comments on
362 school and educational matters, whether on the agenda or not, to the School Committee and
363 Superintendent. Written testimony submitted to the School Committee will not be read aloud
364 during public comment.

365
366 To permit fair, orderly, and inclusive expression of public comments at business meetings while
367 still allowing the Committee to conduct its business efficiently, the Committee has established
368 the following procedure for regular business meetings.

- 369
370 1. The School Committee will include a public comment period, not to exceed 30 minutes,
371 on the agenda of its regular business meetings. Individuals will be given equal amounts

372 of time to speak during the public comment period and may speak once, and are limited
373 to a maximum of three (3) minutes at each meeting. Individuals may not relinquish a
374 portion of their allotted time to another speaker. The length of the public comment period
375 and the time limits in this paragraph may be modified at a particular meeting at the
376 discretion of the Chair.

- 377 2. The School Committee will hear public comments from residents and taxpayers of
378 Yarmouth, as well as parents/guardians, students, and employees of the Yarmouth
379 Schools first. If there is time remaining in the public comment period once all residents
380 and taxpayers of Yarmouth as well as parents/guardians, students, and employees of the
381 Yarmouth Schools have had the opportunity to speak, the Chair will permit comments
382 from non-residents ~~others~~. Individuals who wish to speak may be required to fill out a
383 sign-in form and review a copy of this policy. Each individual will be required to state
384 their name and town/city of residence before beginning their remarks.
- 385 3. In order to make efficient use of meeting time, the Committee requests that groups or
386 organizations be represented by designated spokespersons.
- 387 4. Individuals shall remain at the position designated for public comment during their
388 allotted time for comment. Speakers will not approach the Committee or move elsewhere
389 around the room during their comment period.
- 390 5. The Committee Chair is responsible for ensuring the orderly conduct of School
391 Committee meetings and for ensuring compliance with this policy, including the
392 following rules of order:
 - 393 a. Speakers will be recognized by the Committee Chair, and comments should be
394 addressed to the Committee Chair. Requests for information or concerns that
395 require further research may be referred to the superintendent for further action, if
396 necessary.
 - 397 b. Speakers should not expect that the School Committee or administration will
398 respond to questions or comments during the meeting.
 - 399 c. Speakers are expected to follow rules of common etiquette and decorum for the
400 forum – a school business meeting at which students may be present – and are
401 required to refrain from (i) using indecent and/or obscene language, (ii) engaging
402 in disruptive conduct, including but not limited to inciting criminal conduct,
403 shouting, threatening others using words or by other actions, making defamatory
404 comments including refraining from using vulgar and/or obscene language,
405 yelling, threatening others using words or by other actions, making defamatory
406 comments, or otherwise engaging in any activity that disrupts orderly meeting
407 progress. Examples of disruptive conduct include, but are not limited to,
408 exceeding the allotted time limits, talking over or interrupting others, offering
409 repetitive comments, and offering comments on matters unrelated to the school
410 unit’s programs, policies, or operations.

411
412 Indecent – the remark is uttered before 10:00 p.m. and describes or depicts
413 sexual or excretory activities or organs in a patently offensive manner as
414 measured by contemporary community standards.

415
416 Obscene – the remark appeals to the prurient (i.e., shameful, morbid, or
417 unwholesome fascination with sex, nudity, or excretory functions) interest;

418 depicts or describes sexual conduct in a patently offensive way; and, taken
419 as a whole, lacks serious literary, artistic, political or scientific value.

- 420
- 421 d. Discussion of personnel matters is not permitted during the public comment
422 period due to the privacy, confidentiality, and due process rights of school unit
423 employees. For purposes of this policy, “discussion of a personnel matter” means
424 any discussion, whether positive or negative, of job performance or conduct of a
425 school unit employee, ~~including complaints or positive/complimentary comments~~
426 ~~about them.~~
- 427 e. Discussion of matters involving individual students is also not permitted during
428 the public comment period due to the privacy, confidentiality, and due process
429 rights of the school unit’s students.
- 430 f. Any concerns about personnel matters and/or student matters should be directed
431 to the Superintendent or another appropriate administrator outside of School
432 Committee meetings so that they can be addressed through an alternative channel
433 and in a manner consistent with privacy, confidentiality, and due process rights of
434 the individuals involved.
- 435 g. The Committee Chair will stop any public comment that is contrary to these
436 rules.
- 437 h. Individuals who disrupt a School Committee meeting may be asked to leave to
438 allow the School Committee to conduct its business in an orderly manner. The
439 Committee Chair may request the assistance of law enforcement if necessary to
440 address disruptions or safety concerns.

441
442 Legal Reference:

443 20-A MRSA § 1001(20)

444 20-A MRSA § 6101

445 1 MRSA § 405

446 Cross Reference:

447 BE – School Board Meetings

448 BEC – Executive Session

449 BEDA – Notification of School Committee Meetings

450 BEDB – Agenda

451 BEDB-R – Agenda Format

452 BEDD – Rules of Order

453 KE – Public Concerns and Complaints

454
455 Adopted: Prior to 1982

456 Revised: May 11, 1992, June 8, 1992, December 13, 1993, February 27, 2001, January 13, 2005,
457 November 1, 2011, December 8, 2011, April 9, 2020, January 12, 2023, November 9, 2023

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463 e. Consideration of YHS Football Boosters’ donation of storage building at Winslow Field

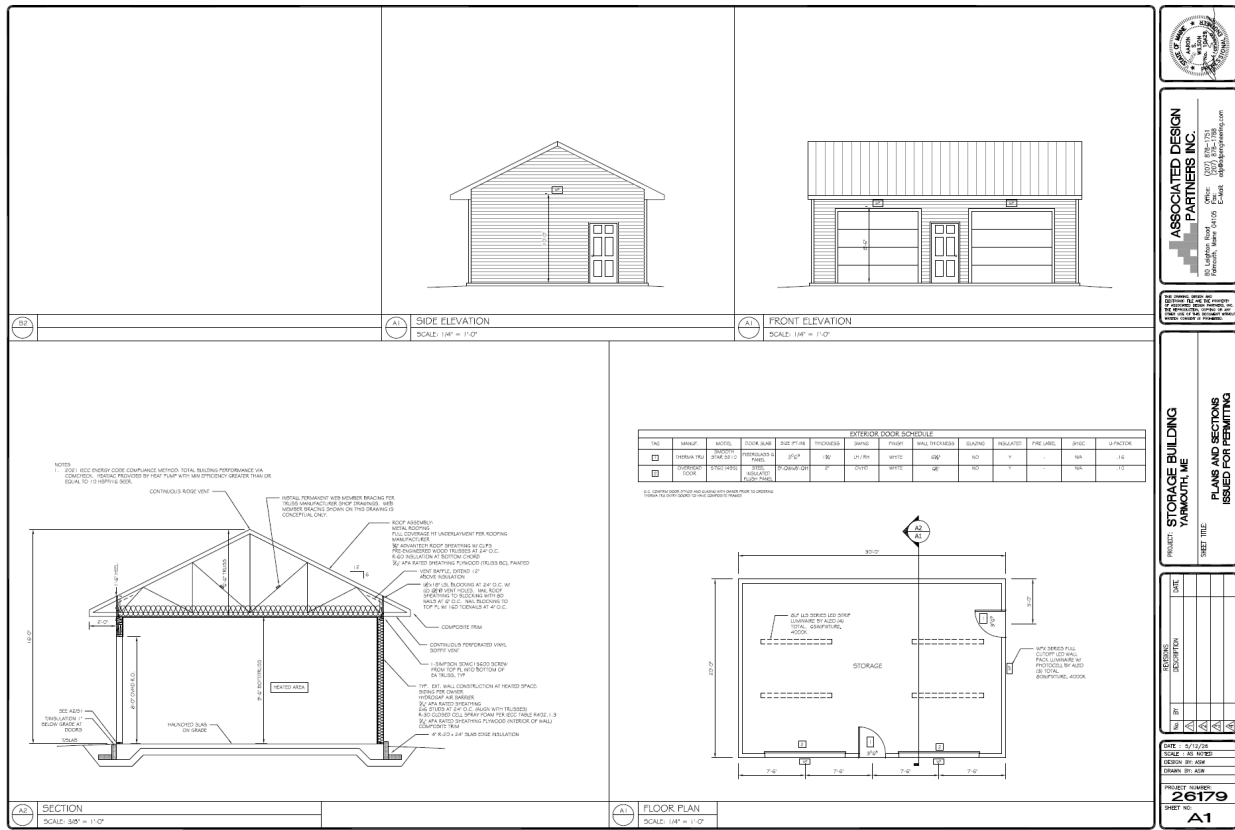
464 The YHS Football Boosters propose donating a \$45,000 storage building on the grounds at Winslow
 465 Field. Currently, football equipment is stored in various locations throughout the district, and in some
 466 cases, larger equipment must remain outside for the winter. To ease the burden on other sports' storage
 467 needs, and to protect larger equipment and prevent rust and decay, the Boosters propose a 20' x 30'
 468 building located near the practice football field, between the existing Ski Team shed and the District
 469 Garden.

470
 471 The shed will be constructed from materials and finishes that match those of the existing outbuildings on
 472 the school campus.

473
 474 Final placement and design of the building will be determined by YSD administration, and upon
 475 completion, the facility will become the immediate property of the School Department, with access to the
 476 facility controlled by the Athletic Director and the Director of Facilities.

477
 478 The building must meet all expectations of Yarmouth's Code Enforcement officer and will only be
 479 constructed after full approval following a plan review.

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 481 Several pages of architectural drawings and code compliance documents have been provided to the
 482 administration. The first page of architectural drawings is provided here.
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- g. Approval for the Superintendent of Schools to hire instructional personnel in the interim period between School Committee meetings during June, July, and August 2026

In the event that we have late resignations or the need to hire personnel during the summer months, this authorization provides blanket approval of nominations so we may bring new employees on board quickly during the summer months. Each individual is brought forward for individual approval at the next School Committee meeting, but we take this step to lessen the likelihood that we lose candidates to other schools. At this time, we have filled all positions that require School Committee approval, so this would only be used for an unanticipated opening.

IX. Workshop: Educator Hiring, Development, Retention, and Attendance

1. Educator Hiring

Each year, school districts throughout the country compete to hire educators to replace those who have retired or moved on to other positions. Yarmouth Schools typically experience great success in attracting highly qualified candidates due to the district’s outstanding reputation, developed over years of impressive academic and extracurricular student performance, and a professional climate that is perceived as among the finest for teachers and administrators.

Our goal in each hiring process is to hire the best educator for our students. We are fortunate to attract quality candidates and have filled each open position. This is unusual when compared with other districts, where numerous – sometimes even dozens – of positions go unfilled each year.

Our Hiring Toolkit describes the entire hiring process and indicates how we train our interview teams to be aware of unintended bias throughout the process. The quality of candidate pools enables us to conduct a search process that is more extensive than in other districts. We expect all teaching candidates to teach a demo lesson in a live classroom, and administrative candidates perform both a timed writing sample and facilitate a live meeting on a topic of immediate importance to the district/school.

2. Development and Retention

a. Orientation and Mentoring

Once hired, new employees participate in the two-day *New to Yarmouth* summer orientation sessions before being assigned a mentor colleague who will guide them through the first two years of their employment with the district.

The 2025 *New to Yarmouth* Orientation Agenda included:

August 19 and August 20, 2025

- 551 Tuesday, August 19, 2025 – District Day, Yarmouth High School (Rooms 220/222)
- 552 8:00 Breakfast
- 553 Teachers; Administrators, Central Office Staff, School Committee Chair, President of Yarmouth
554 Education Association
- 555 8:20 District Orientation & Introductions - YSD Employee Handbook Click [HERE](#)
- 556 • Empowering All Students – Andrew Dolloff
557 • School Nutrition Program - Blair Currier
558 • Director of Transportation - Chris Storer
559 • Director of Facilities - Bruce Bickford
560 • Finance – Zachary Harding
561 • Salary/Benefits - Samantha Davila
562 • Central Office Staff - Jill Pettengill, Christine Sirois, Nyla Howell-Martin
563 • Director of Technology - Mike Arsenault
564 • Director of Instructional Support – Shar Mahoney
565 • Assistant Superintendent for Teaching and Learning – Shanna Crofton 9:00 Introductions &
- 566 Connecting Activity
- 567 9:15 How do we ensure our students and families feel welcome and a strong sense of belonging?
568 Video
- 569 • Understanding neurodiversity
570 • Supervision & Evaluation Certification
571 • Learning Walks
572 • 10:00 Emergency Procedures
573 ○ Centegix
574 ○ Building-Based Emergency Procedures
575 • 10:30 Bus Tour of Yarmouth
576 • 11:30-12:30 Lunch provided at Yarmouth High School
577 • 12:30-2:30 Technology Session at Yarmouth High School (Library)
- 578 Wednesday, August 20, 2023 – Your School
- 579 • 8:00-12:00 (HMS & YHS) Building Meetings with Principals & Work with Mentors
580 • 8:30-12:00 (Rowe & YES)
581 • 12:00-1:00 Lunch with Principals
582 • 1:00-3:00 (HMS & YHS) Building Work & Work with Mentors 1:00-3:30 (Rowe & YES)
- 583 A brief descriptor of the mentoring program follows:
584 **Mentor Charge** (*Per Maine Department of Education Chapter 180, Section 11*)
585 • Provide mentee with coaching and support in creating and completing a Yarmouth LLC
586 Mentoring (recertification plan). Help mentees develop collegial professional partnerships as the
587 primary means of professional development and achieving LCC mentoring plan goals.
588

589 **Mentor Qualifications** (See Chapter 180, Sec 11, #6)

- 590
- Have at least three years of experience as an educator
 - Hold a professional certificate
 - Completion of a Mentor training program approved by the State of Maine Department of Education
- 593
- 594

595 **Responsibilities**

- 596
- Being a resource for the mentee, including support services and technical assistance needed by candidates to maintain certificates
 - Collaborate with the mentee to design a Mentoring plan that will help the educator provide documentation of meeting Maine’s Initial Teacher Certification Standards (only for teacher with conditional certification)
 - Conduct at least two classroom observations of the mentee
 - Observe all aspects of mentee’s performance as related to the job
 - Meet with mentee on regular basis
 - Attend monthly building mentor/mentee meetings with building administrators
- 605

606 **Meeting Frequency**

- 607
- Minimum of once/month - additional meetings as necessary
- 608

609 b. Supervision and Evaluation

610 All professional educators are evaluated on a cyclical basis throughout their Yarmouth career, with
611 administrators evaluated each year and teachers evaluated on a rotating basis. For the first two years,
612 teachers are evaluated through a process that requires administrative presence in classrooms a minimum
613 of five times each year.

614

615 The following information comes from the YSD Educator Evaluation System:

616 **Each year, each educator will:**

- 617
- Identify **2 professional goals** from the Marshall Rubrics/Rubrics appropriate to your work and write **2 reflections** during the year about your progress on each goal;
 - Be observed by an administrator a minimum of 2 to 5 times (depending on which year of the cycle is applied); and
 - Participate in follow-up conversations with an administrator after each mini-observation (no reflections necessary).
 - Conduct a **survey** in order to gather input/feedback from students, parents or colleagues. The survey is due by the end of January. Educators will reflect on the results of the survey, how the results informed practice, or why the data did not inform practice.
- 626

627 **Each year, Probationary Educators (years P1 and P2) will:**

- 628
- Fill out the self-assessment using the Marshall Rubrics or Rubrics appropriate to their practice twice a year, during the probationary period. Building administrators will explain this process.
 - Receive a **Summative Effectiveness Rating** at the mid-year and at year's end.
- 631

632 **Each year, Continuing Contract Educators in the third year (CC3) of the evaluation cycle will:**

- 633 ▪ Fill out a self-assessment using Marshall Rubrics/Rubrics appropriate for their work.
- 634 ▪ Meet with their assigned administrator to review administrator’s assessment using
- 635 Marshall Rubrics
- 636 ▪ Receive a **Summative Effectiveness Rating**

637

638 **Each year, Administrators will:**

- 639 ▪ Conduct 10-minute mini-observations for each educator in the district as follows:
 - 640 ▪ Probationary educators (years 1-2 in YSD): minimum of 5
 - 641 classroom observations/observations appropriate to the
 - 642 educator's role.
 - 643 ▪ Continuing contract educators in years 1 and 2: minimum of 2
 - 644 classroom observations/observations appropriate to the
 - 645 educator's role.
 - 646 ▪ Continuing contract educators in year 3: minimum of 4 total
 - 647 observations.
 - 648 ▪ Confer with individual educators who may be reassigned from
 - 649 one year in the cycle to another.

650

651 **Observations** will be conducted in the classroom at a variety of times (e.g. the beginning, middle or end

652 of class), or in the appropriate professional settings for the educator being observed (e.g. parent meetings,

653 team meetings, Lead Teacher running a meeting, or chorus teacher leading a concert).

654

655 **Follow-up conversations with administrators:**

- 656 ▪ Educators and administrators will meet within one week of the mini-observation for a
- 657 follow-up conversation.
- 658 ▪ Administrators will post a summary of the mini-observation and the follow-up
- 659 conversation to the educator's electronic portfolio.

660

661 3. **Teacher Attendance**

662 Employee attendance, like student attendance, remains a significant concern for the district. Not only do

663 employee absences result in greater costs to the district, but they also impact student learning. We know

664 that the teacher in the classroom is the most impactful factor in the school’s contribution to student

665 achievement. Having highly skilled teachers working with each student each day is the goal, and

666 employee absences detract from our ability to meet that goal.

667

668 From last year to this year, we have seen a 7% drop in the average number of teacher sick days.

669 Conversely, we have seen a 35% increase in the number of teacher personal days – a likely result of the

670 Maine Earned Paid Leave Law that resulted in an adjustment to the Teachers’ Collective Bargaining

671 Agreement, now allowing for 5 personal days per teacher.

672

673 As of May 21 (155 student days of school in each year), teachers in the Yarmouth School Department

674 have been absent from school as indicated below:

675

	2024-2025	2025-2026	Change	% Change
--	-----------	-----------	--------	----------

Sick Days	1811	1682	(129)	(7.1)
Personal Days	344	465	121	35.2
TOTAL	2155	2147	(8)	(0.4)

676
677 The 2,147 absences after 155 days of school for 187 employees in the YEA unit represent an absence rate
678 of 7.4%. Considering only sick days, the absence rate is 5.8%. The national average of sick day use for all
679 full-time wage and salary workers in the US is 3.2%, according to the Bureau of Labor Statistics, and the
680 average for education-related occupations is 3.6%. (<https://www.bls.gov/cps/cpsaat47.htm>)

681
682 If we assume all subs are paid on the daily scale at the lowest level (which does not always happen, but is
683 a fair benchmark to use, as some are paid more on the long-term scale and others cost less on the “in-
684 house” coverage scale), the absences each year cost:

685 2024-2025 (\$138 per day): \$297,390
686 2025-2026 (\$143 per day): \$307,021

687
688 This change of \$9,631 is a 3.2% increase over the previous year.

689
690 We continue to play catch-up on funding the substitute teacher budget lines at each school. In FY26, the
691 substitute budget was increased by 18% over FY25 (from \$180,000 to \$212,400). For FY27, the
692 substitute line is proposed to increase by an additional 16% to \$246,600.

693
694 Of course, the largest impact of teacher absence is on students, who miss out on valuable instructional
695 time from expert teachers who cannot be replaced by substitutes. Fortunately, our student performance
696 data remains strong, with 85% of students districtwide meeting or exceeding standards on statewide
697 assessments in English, and 81% meeting or exceeding standards in Mathematics – the highest in
698 Cumberland County. Similarly, Yarmouth High School students take more Advanced Placement Exams
699 per student than students at other higher-performing schools in Maine, and our students achieve the
700 highest success rate: 90% earn a 3 or better, which is the passing grade on the 5-point AP scale.

701
702 X. Executive Session
703 Superintendent Evaluation, pursuant to 1 M.R.S.A. §405(6)(A)

704
705
706
707
708
709 Return to public session at _____ p.m.

710
711 XI. Adjournment
712 Meeting adjourned at _____ pm

713