

REGIONAL SCHOOL UNIT NO. 38 BOARD OF DIRECTORS

Readfield Elementary School

February 4, 2015, 6:30 p.m.

AGENDA

1. Call to order:
2. Promethean Board Presentation – Abby Shink (10 min.)
3. Consent Agenda: (5 min.)
 - a. Approval of Minutes of January 21, 2015*
 - b. Acceptance of donations*
4. Student Representatives Reports (10 min.)
5. Citizens’ Comments: (5 min.)
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (30 min.)
 - a. Acceptance of teacher resignations due to retirement:
 - Diane Curtis, Manchester Elementary
 - Cathy Hayden, Middle School
 - Deyanne Worcester, High School
 - b. Action on Tabled Vote, Policy BCB, Conflict of Interest*
 - c. Action on Tabled Vote, Policy DJ, Bidding/Purchasing Requirements*
 - d. Policy Second Readings*:
 - DFF, Student Activity Funds (new)
 - DJH, Purchasing and Contracting: Procurement Staff Code of Conduct
 - e. Policy First Readings*:
 - EFC, Free and Reduced Price School Lunches
 - EGAD, Copyright Compliance
 - GBI (GBEBC), Gifts and Solicitations to Staff
 - f. Report from Auditor Ron Smith
8. Budget Workshop: (60 min.)
 - a. Update(s) from last workshop
 - b. Technology
 - c. Special Education
 - d. English Language Learners (ELLs)
 - e. Gifted & Talented
 - f. Board questions
 - g. Citizen comments regarding budget
 - h. Board discussion
9. Informational Items: (10 min.)
 - a. Reports:
 - Staff Association
 - Principals*
 - Adult & Community Education Director*
 - Finance Manager*
 - Special Education Director
 - Curriculum, Assessment & Instruction Director*
 - Superintendent of Schools*
 - b. Ad Hoc Groups:
 - Awesome Bear Society – 02/11/15, MCHS, 6:30 p.m.

Any citizen who wishes to add an item to the agenda may do so by notifying the Board Chair or the Superintendent’s Office, in writing, ten days prior to the Board’s next scheduled meeting.

“A Caring School Community Dedicated to Excellence”

c. Committee Reports:

- Capital Area Technical Center (CATC) – 02/03/15, Augusta, 10:30 a.m.
- Communications*
- Curriculum
- Health Services Advisory Council – 02/03/15, MCHS, 6:30 p.m.
- Facilities – 02/02/15, Superintendent’s Office, 10:00 a.m.
- Policy* – 02/09/15, Superintendent’s Office, 6:15 p.m.
- School Health Leadership Council - 02/25/15, MCHS, 3:15 p.m.
- Teacher Evaluation - 02/05/15, Superintendent’s Office, 3:30 p.m.

10. Executive Session for the purpose of discussing labor contract proposal between RSU #38 Bus Drivers and RSU #38 Board of Directors pursuant to 1 M.R.S.A. § 405(6)(D)
11. Executive Session for the purpose of discussing labor contract proposal between Maranacook Area Schools Staff Association and RSU #38 Board of Directors pursuant to 1 M.R.S.A. § 405(6)(D)
12. Action following Executive Sessions
13. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
January 21, 2015
Minutes of Meeting

Members present: Chair David Greenham, Vice Chair Melissa O’Neal (arrived 7:30), Michael Apolito, John Blouin, Gary Carr, Russell Evans, Steve Hayes (arrived 6:48), Pia Holmes, Trish Jackson, Shawn Roderick, Bonnie Simcock, Terri Watson

Member absent: one vacant position (Wayne)

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar and Cathy Jacobs, Technology Director Diane MacGregor, Math Coach Sarah Caban, Literacy Coach Barbara Bourgoine, Adult and Community Education Director Steve Vose, Special Education Director Ryan Meserve, Finance Manager Brigitte Williams

1. Call to order: Chair Greenham called the meeting to order at 6:30 p.m.
 Chair Greenham reviewed the budget workshop process, noting that the board will be receiving a lot of information in the next few months. At any time you have questions during this process he urged members to contact Superintendent Wolfrom with questions.
2. Consent Agenda:
 - a. Request was made to vote on the consent agenda items separately.
Approval of Minutes of January 7, 2015
MOTION by Carr, second by Simcock to approve the minutes of December 17, 2014 as presented. **Motion Carried:** 7 in favor, 0 opposed, 3 abstentions (Apolito, Evans, Jackson).
 - b. Acceptance of Donations
MOTION by Simcock, second by Holmes to accept the donations. **Motion Carried:** 10 in favor, 0 opposed.
3. Citizens’ Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
5. Action/Discussion/Informational Items:
 - a. Acceptance of Teacher Resignations due to Retirement:
 - Sharon Chaplin, Elementary School Nurse (MES, RES)
 - Laurel Danforth, Wayne Elementary School
 - Mary O’Brien, Manchester Elementary School
 - Mark Wicks, Maranacook Community High School**MOTION** by Evans, second by Carr to accept the teacher resignations with regret.
Motion Carried: 10 in favor, 0 opposed.
6. Budget Workshop:

Superintendent Wolfrom reviewed the documents mailed out as part of the board packet, which included the following: state valuation chart, enrollment history, subsidy/budget history, budget pie charts comparing the last 3 years, and new programs/positions requests that are included in the budgets being presented tonight. Additional information in the folders

include: summary of budget reductions from the administrators' original requests, present enrollment for high school and middle school and summary of staff increases.

Steve Hayes arrived.

a. Elementary Schools

Principal Janet Delmar, Manchester and Mt. Vernon Elementary Schools, presented the following for the elementary schools: Based on projected enrollment, Manchester is looking at a decrease of one classroom teacher and Mt. Vernon is looking at an increase of one classroom (1st grade) teacher. With the additional classroom at Mt. Vernon there will be a need to increase a half day each for art, music and computer instruction. Other increases for elementary staffing include: half day of nursing; half day of guidance; one full time math interventionist, one half time literacy specialist, 2 .4FTE educational technicians for the afternoon sessions of Pre-K at Manchester and Readfield.

Principal Jeff Boston, Readfield and Wayne Elementary Schools, advocated for the increases in staffing as outlined in Principal Delmar's presentation. He reported that at this time Wayne Elementary is the only elementary school that does not have a certified literacy specialist. Lit specialist services are being provided by an education technician III, explaining the difference between the qualifications of a literacy specialist versus an educational technician III. Principal Boston also noted the increase in free/reduced students from 30.7% in 2010 to 55.56% in 2014; showing a change in the population in Wayne and the greater need for literary support. He also discussed the need for staffing based on class sizes.

Discussion. Is it possible to restructure guidance for all 4 schools so that you can assign people where needed? Guidance and nursing staff does work together in this way, but we are still required by the state to budget by school.

b. Middle School

Principal Cathy Jacobs, Middle School, reported that her budget includes a request for a RTI behavior interventionist; a teacher who supports students with behavior needs. They have been making improvements in math and literacy but have a group of students with chronic behavior needs. They are being pulled out of the regular learning environment and have not been taught the skills to handle their behavior. She envisions the position would be monitored the same way as the math and literacy specialists. The middle school lost 3 positions last year and they need this person to fill that gap.

Also requested in the middle school budget are writing kits for the teachers. One kit was purchased to pilot last year and now they would like to purchase enough kits for all teachers for a total of \$5,000.

Discussion ensued about the needs of the behavior interventionist and why there are so many students falling into this category. It is not just a middle school problem; these students need help before they reach the middle school; early intervention is key. Currently the district contracts with Kennebec Behavioral Health and the middle school and high school share one person a day. Is it possible to increase the contract with KBH? Have these students been evaluated? Why are these students not being evaluated if they are such serious problems? It was noted that the University of Maine has a program that can help with this. Would it make sense to develop a program at the school for all the students? Consider a certified behaviorist K-8 that could work with the K-8 principals, staff and guidance counselors to help develop plans for students.

Melissa O'Neal arrived.

Chair Greenham asked that the Administrative Team to take a look at the needs in terms of a behavior interventionist more closely for the district and report back at a future meeting.

c. High School

Principal Dwayne Conway, high school, reported on additional requests for the high school that includes more advisor training, increases in the books and supplies lines to help in the high schools wide range of needs in literacy. Replace books in physics and new health text to align with the Common Core. They are moving toward offering an associates' degree through Thomas College but need to upgrade some of the books in the classes. Other requests include 4 LCD projectors to replace older ones, additional funds for the industrial arts program, new camera, yearbook support, budgeting for 3 additional charter school students and the math and literacy interventionists as outlined in the board packet.

Superintendent Wolfrom distributed packets of information that describe the budgets just presented for the elementary, middle, and high schools, including a summary of staff increases based on the budgets presented. She asked board members to review the information and let her know if they have any questions. These materials will also be posted on the district's budget website.

d. Board questions – during presentationse. Citizens comments regarding budget - nonef. Board discussion – during presentations

Chair Greenham reminded everyone that the next meeting on February 4 will be held at **Readfield Elementary School** at 6:30 p.m.

Budget departments to be presented will include technology, special education, English Language Learners (ELLS) and Gifted and Talented.

7. Adjournment: **MOTION** and second to adjourn at 7:54 p.m.

Respectfully submitted,
Donna H. Wolfrom, Superintendent/Secretary
Recorded by: D. Foster

Acceptance of Donations
February 4, 2015

3b.

Donor	Amount	Department
Donn Harriman	\$340.00	Alpine Ski Team
Maranacook Football Inc.	\$ 500.00	Field Maintenance

REGIONAL SCHOOL UNIT NO. 38 CONFLICT OF INTEREST

Board service is a matter of public trust. In making decisions that affect the Regional School Unit No. 38 schools, Board members have the duty to act in the interest of the common good and for the benefit of the people they represent.

A conflict of interest may arise when there is an incompatibility between a Board member's personal interest and his/her responsibilities as an elected official in a matter proposed or pending before the Board. Board members have a legal and ethical responsibility to avoid not only conflict of interest, but the appearance of conflict of interest as well.

Financial Interest

A Board member has a financial interest in a question or contract under consideration when he/she or a member of his/her immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which he/she has a financial interest.

In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:

- A. Make full disclosure of his/her interest before any action is taken; and
- B. Abstain from voting, from the negotiation or award of the contract and from otherwise attempting to influence the decision.

The Secretary of the Board shall record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.

It is not the intent of this policy to prevent a Board member from voting or the school unit from contracting with a business because a Board member is an employee of that business or has another, indirect interest but is designed to prevent the placing of Board members in a position where their interest in the schools and their interest in their places of employment may conflict and to avoid appearances of conflict of interest.

Appearance of Conflict of Interest

A Board member should do nothing to give the impression that his/her position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.

Board members shall attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention as outlined in MRSA Title 30-A§2605, (4).

Appointment to Office and Other Employment

A Board member may not, during the time the member serves on the Board and for one year after the member ceases to serve on the Board, be appointed to any civil office of profit or employment position which has been created or the compensation of which has been increased by action of the Board during the time the member served on the Board.

Employment

A member of the Board or spouse of a member may not be an employee in a public school within the jurisdiction of the Board to which the member is elected. ~~or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.~~

Board Members as Volunteers

A member of the Board ~~or spouse of a member~~ may not serve as a volunteer when that volunteer has primary responsibility for a curricular, co-curricular or extracurricular program or activity and reports directly to the Superintendent, principal, athletic director or other school administrator. ~~in a public school within the jurisdiction of the Board to which the member is elected, or in a contract high school or academy located within a supervisory union in which the member is a representative on the school committee.~~

~~Volunteer activities of a member of the Board or member's spouse other than in roles that are prohibited by this section may be prescribed by policies developed and approved by the Board.~~

Definitions

For the purposes of this policy, the following statutory definitions apply:

- A. "Employee" means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for a school administrative unit.
- B. "Volunteer" means a person who performs personal services for a school administrative unit without monetary payments or benefits of any kind or amount.

Legal Reference: 20-A M.R.S.A. § 1002-1004
20-A M.R.S.A. § 1315 (SADS's)
30-A M.R.S.A. § 2604-2606

Cross Reference: BCA-Board Member Code of Ethics

Adopted: _____

REGIONAL SCHOOL UNIT NO. 38
BIDDING/PURCHASING REQUIREMENTS

The School Board expects all purchases made by the school unit to be consistent with applicable laws and sound business practices. The Superintendent shall be responsible for developing and implementing administrative procedures for bidding and purchasing consistent with this policy.

This policy is intended solely as an internal guide to purchasing by the school unit. It does not afford any vendor any property or contractual rights against the school unit. No vendor shall have any enforceable rights against the school unit based upon this policy or alleged violations of this policy. No vendor shall have any rights against the school unit until such time as a written contract between the vendor and the school unit is executed by the vendor and an authorized representative of the school unit.

- A. **Bidding Required by Law.** Maine law requires the Board to competitively bid property and casualty insurance; school bus and transportation contracts in excess of \$4,000; school building construction, alterations and repairs over \$250,000; bond anticipation notes for state-subsidized school construction projects; and lease purchase financing of buildings whose lease purchase costs qualify for state subsidy.
- B. **Competitive Bidding of Other Purchases.** Where bidding is not required by law, it shall be the policy of the school unit to competitively bid purchases of equipment, supplies, materials or services over \$5,000.00 provided that it is practical and cost-effective to specify the materials or services with sufficient particularity to allow meaningful comparison of bids.

If competitive bidding is not utilized, the Superintendent may seek Requests for Proposals (RFP) for purchases over \$5,000.00. Proposals may be negotiated in the best interest of the school unit. An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is to be performed and the materials to be used.

The Superintendent, together with the Finance Manager and the Administrator/Director, may forego the competitive bid or RFP process only when they determine that quality, expertise, time factors, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Board shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.

- C. **Procedures for Bidding and Requesting Proposals.** The method of notification that the school unit uses to solicit bids and proposals shall be reasonably designed to attract qualified vendors. Depending upon the circumstances, such notification may include public advertising; mailing of notices to potential vendors; and/or telephone calls to potential vendors (in the case of RFPs).

Bid Procedures

- A. The notification shall specify the deadline for submitting bids and the time and place of bid opening. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the school unit to reject any or all bids, and to waive technical or immaterial nonconformities in bids if in the best interest of the school unit, and to exercise judgment in evaluating bids.
- B. **Written bids.** Bids shall be in writing, sealed with outside envelope or wrapper plainly marked “Bid, not to be opened until (insert appropriate date),” and mailed or filed with the Superintendent of the unit.
- C. **Time of opening.** A School Board member or employee of the school unit may not open a bid until the appointed time.
- D. **Public opening.** At the time and place stated in the public notice, and open to the public, all bids shall be opened by the Superintendent or, in the Superintendent’s absence or disability, by any School Board member designated for the purpose by the Chair of the School Board.
- E. **Reading.** If any citizens who are not School Board members or employees of the school unit or if any representatives of the press are present, bids shall, at that time, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.
- F. In general, the School Board will award contracts to the lowest responsive bidder that the Superintendent and School Board deem can satisfactorily fulfill the contract.

RFP Procedures

- A. Proposals should be submitted in the manner specified in the RFP, which shall be appropriate for the goods and services being purchased. If requests for RFPs are made by telephone, at least three vendors shall be contacted.
- B. Proposals are to be evaluated based on criteria appropriate for the project in question, and the contract will be awarded to the vendor whom the Superintendent and School Board deem best able to meet the requirements of the school unit.

Legal Reference: 5 MRSA § 1743-A
 20-A MRSA §§ 1001(14), 5401(13)(D); 5402
 20-A MRSA § 1314
 30-A MRSA §6006-E
 Maine State Board of Education Rules for Major Capital School Improvement Projects (Chapter 61, §11(5))
 Maine Department of Education and Maine Municipal Bond Bank Rules for Maine School Facilities Program and School Revolving Renovation Fund Program (Chapter 64, §6)

Revised: _____

REGIONAL SCHOOL UNIT NO. 38
STUDENT ACTIVITIES FUNDS

General fund revenues collected from profits from school stores, club and class dues, fees from other schools to participate in competitions, and student organization fundraising activities shall be deposited and accounted for in a student activities fund maintained for each school. Within this fund, separate accounts will be maintained for accounting purposes. These revenues will be considered school unit funds under the direct control of the Superintendent, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the building principals and/or appropriate staff. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit's programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. All expenditures from student activities funds must be approved in advance by the building principal and the Director of Student Services (Middle and High Schools).

The senior class may decide how to disburse funds remaining in its class account after graduation. Such disbursements may include gifts to the school, to a scholarship fund, or used for an activity approved in advance by the principal. All of the class's outstanding obligations must be paid before the class may expend its remaining funds. Unexpended funds remaining one year after the class has graduated and any interest earned on these funds will be transferred to the MCS Alumni a scholarship fund from which any graduating student is eligible to benefit.

Student activity funds are part of the total fiscal operation of the District and shall be audited as part of the District's annual audit.

Cross Reference: JJE-Student Fundraising Activities

Adopted: _____

**REGIONAL SCHOOL UNIT NO. 38
PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT**

Conflict of Interest

All employees of the Maranacook Area Schools shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of the Maranacook Area School District with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee, 2) a member of the employee's immediate family, 3) his/her partner, or 4) an organization that employs, or is about to employ a person described above, as described in MRSA Title 30-A §2605, (4).

Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the Superintendent of Schools who will investigate the circumstances of the transaction. The Superintendent of Schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the Superintendent of Schools determines that the proposed transaction is in the best interest of the Maranacook School District and is fair and reasonable, it may proceed with the transaction. In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

The employees and contractors of the District shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. Exceptions may be made by the employee's or agent's supervisor when the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Violations

Employees of the Maranacook School District who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

Legal Reference: EDGAR Part 74 Title 34 – Administration of grants and Agreements
EDGAR Part 80 Subpart C, Section 80.20, 80.36
DOE Administrative Letter 6- 9/18/2006 – NCLB Fiscal Compliance
MRSA Title 30-A §2605, (4)

Cross Reference: BCB – School Committee Member Conflict of Interest
DJ – Bidding/ Purchasing Requirements
DJG – Vendor Relations
GBI – Staff Gifts and Solicitation
KH- Public Gifts to the Schools

Adopted: June 4, 2009, Union #42 Board of Directors

**REGIONAL SCHOOL UNIT NO. 38
FREE AND REDUCED PRICE FOOD SERVICES**

The school unit shall take part, as feasible, in the National School Lunch and other food programs that may become available to assure that all children for whom this School Board is responsible shall have the opportunity to receive proper nourishment.

Parents shall be advised that this program is available and eligibility criteria shall be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.

It shall be the policy in our schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent (or student, if emancipated). No student is to be denied food as a disciplinary measure.

The administration shall establish and publish, as appropriate, procedures that conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Legal Reference: 20-A MRSA § 6601 et seq.

Adopted: _____

CURRENT POLICY

Policy No: EFC
Effective Dates: MCS 01/05/84
Manchester 01/20/84
Mt. Vernon 02/01/83
Readfield 10/24/83
Wayne 10/26/83
Reviewed 03/25/04

**REGIONAL SCHOOL UNIT NO. 38
ELIGIBILITY FOR FREE AND REDUCED PRICE SCHOOL LUNCHES**

Policies relating to eligibility for free and reduced price meals and/or free milk shall be consistent with federal guidelines for school nutrition programs.

These guidelines are available in the principals' offices.

Adopted by RSU No. 38 Board of Directors: April 27, 2009

Policy Code: EGAD

**REGIONAL SCHOOL UNIT NO. 38
COPYRIGHT COMPLIANCE**

The Board expects all employees and students in RSU #38 to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board's copyright policy and procedure do so at their own risk. RSU #38 will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

RSU #38 will take the following steps to discourage violations of the copyright law in the school system:

- A. All instructional staff and school administrators shall receive a copy of this policy and the accompanying administrative procedure.
- B. Copyright notices shall be posted within view of copying equipment.
- C. Teachers and library media specialists shall be responsible for informing students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials.

Legal Reference: 17 U.S.C. § 101 et seq. (The Copyright Act of 1976)
P.L. 107-273 (The TEACH Act of 2002)

Cross Reference: EGAD-R – Copyright Compliance Administrative Procedure
GSCA – Employee Computer and Internet Use
IJNDB – Student Computer and Internet Use
IJNDC – School System Web Site/Web Pages

Policy No: EGAD
Effective Dates: MCS 05/01/03
Manchester 05/14/03
Mt. Vernon 05/15/03
Readfield 05/05/03
Wayne 05/06/03

**REGIONAL SCHOOL UNIT NO. 38
COPYRIGHT COMPLIANCE**

It is the intent of the Board that all employees and students of Regional School Unit No. 38 adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and the school unit's copyright policy and administrative procedure(s) do so at their own risk. The school unit will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may develop additional administrative procedures and/or delegate specific responsibilities to building principals and others as he/she deems appropriate. The Superintendent may appoint a copyright officer to advise employees regarding the implementation of the policy/procedure(s).

At a minimum, the following steps shall be taken in an effort to discourage violation of the copyright law in the school unit.

- A. Employees shall be provided with copies of this policy/administrative procedure.
- B. Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.
- C. Teachers and library media specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Legal Reference: Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. § 101 et seq.

Cross Reference: EGAD-R - Copyright Compliance Administrative Procedure
GSCA – Employee Computer and Internet Use
IJNDC – Web Pages and Accessibility

Adopted by RSU No. 38 Board of Directors: April 27, 2009

**REGIONAL SCHOOL UNIT NO. 38
STAFF GIFTS AND SOLICITATIONS**

This policy is intended to maintain the integrity of RSU #38 and reduce the potential for any appearance that its employees have been improperly influenced in their decisions or professional judgment.

GIFTS FROM BUSINESSES

Employees of RSU #38 are prohibited from accepting things of material value from companies, organizations or individuals desiring to do business with the school unit. The exception is the acceptance of token items that are generally distributed by the company or organization at conventions or conferences or through their public relations programs.

GIFTS FROM PARENTS AND STUDENTS

Teachers and other employees are not permitted to accept gifts from parents or students that exceed \$25.00. The Board encourages the writing of letters by parents and students to teachers and other staff members as a more meaningful and appropriate way of expressing gratitude and appreciation.

SOLICITATION OF STAFF

In-school solicitation of staff by sales people or other business representatives is prohibited. Such solicitation should be reported to the building principal.

No organization, including charitable or humanitarian organizations, may solicit funds from staff at school or through school electronic communications systems or distribute flyers at school or on school property except as allowed by Board policy.

Generally, the solicitation of money from staff for group gifts is discouraged except in special circumstances such as serious illness, bereavement, disasters, and mementos at retirement.

Cross Reference: DJ – Bidding and Purchasing
KHB – Advertising in the Schools
KI – Visitors to the Schools

Adopted: _____

Policy No: GBEB
Effective Dates: MCS 05/04/00
Manchester 05/17/00
Mt. Vernon 05/18/00
Readfield 05/08/00
Wayne 03/09/04
Reviewed 12/17/04

**REGIONAL SCHOOL UNIT NO. 38
GIFTS AND SOLICITATIONS TO STAFF**

This policy is intended to cover gifts offered to individual staff members in the course of their employment by the School Board. Gifts of money or materials offered to the schools are addressed in Policy KCD – Gifts/Donations to Schools

1. Gifts from Parents and Students

The School Board welcomes letters of appreciation to teachers and staff from parents and students in lieu of gifts. School staff may accept gifts from students that are principally sentimental and of insignificant financial value in the spirit in which they are given. However, the School Board requests that parents, students, classes, and school-affiliated organizations such as parent organizations refrain from giving teachers personal gifts of significant financial value. Gifts that are intended to remain with the classroom and enhance the educational program and/or classroom environment, such as additions to a literature collection, are acceptable.

2. Gifts from Organizations and Vendors

Gifts, incentives or rewards with a value over \$25.00 (including but not limited to money, products, services, gift certificates, travel vouchers and entertainment) made to school staff by fundraising organizations and other vendors are considered property of the School Department. Staff members are required to turn over any such gifts or incentives to the building principal for school use.

3. Administrative Guidelines

The Superintendent is authorized to develop any administrative guidelines necessary to implement this policy.

Adopted by the RSU No. 38 Board of Directors: April 27, 2009

**REGIONAL SCHOOL UNIT NO. 38
FREE & REDUCED PERCENTAGES**

SCHOOL	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015 *
Manchester Elementary	22.60	25.57	25.14	28.90	29.10	34.40
Mt. Vernon Elementary	48.60	48.08	46.28	48.48	48.84	46.32
Readfield Elementary	40.50	40.49	40.57	39.16	36.16	37.36
Wayne Elementary	30.77	31.03	32.31	43.66	55.56	53.12
Maranacook Middle School	37.25	36.16	38.75	35.99	34.53	35.31
Maranacook High School	23.74	27.47	28.14	29.90	31.58	33.33
District Average	32.45	33.96	34.55	35.91	36.15	36.98

* Unofficial percentages

Program Title: Student Support		School/Grade Levels: Elementary Schools	
Brief Program Description: Acquire a promethean board at each elementary school to enhance student learning.			
Program Purpose: To integrate technology into the classroom and enhance the learning process for our students.			
Program Objectives: 1) Access to technology 2) Enhance the curriculum and learning process 3) Marzano DQ 2,3,4&5			
Projected Number of Students to be Served: 1 Classroom at each Elementary	Current Number of Staff:	Other Individuals/Groups Impacted by Programming:	
Program Costs: Promethean Board, shipping & installation each school \$ 4,200 \$ 16,800			
Evaluation of Outcomes (data available):		Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Technology Support	School/Grade Levels: District	
Brief Program Description: Support for technology use at the HS as well as occasional support district wide. iPad repair, MLTI coordination, PowerSchool, network, food service, etc. PowerSchool conference to train current staff.		
Program Purpose: Support the use and maintenance of technology in the district.		
Program Objectives: Repairs, troubleshooting and maintenance of technology in a timely manner to minimize disruption to the education environment and the daily running of school.		
Projected Number of Students to be Served: <div style="text-align: right;">400</div>	Current Number of Staff: <div style="text-align: right;">77</div>	Other Individuals/Groups Impacted by Programming: District
Program Costs: Increase HS Technician from 20 hours/week to 32 hours/week. Full time at beginning & end of year and summer.		
	\$	10,000
PowerSchool conference	\$	3,200
Evaluation of Outcomes (data available): The HS is experiencing a significant delay in services due to the lack of technology support personnel availability. New technology team not fully trained in PowerSchool	Recommendations: Increase hours of technology support personnel. New staff to attend PowerSchool Training.	

New Program / Position / Account Evaluation Template

Program Title: Technology Equipment & Upgrades	School/Grade Levels: District	
Brief Program Description: Network upgrades, security improvements, equipment purchases. MES - Firewall Security Appliance, 6 iPads MTV - Switch & Controller for Network, 5 iPads RES - 9 iPads WES - Switch & Controller for Network, 4 iPads HS - 4 LCD Projectors		
Program Purpose: Improve network, needed security improvement, and equipment purchases to integrate technology into the classroom and enhance the learning process for our students.		
Program Objectives: Improve network & security, and integrate technology into the classroom		
Projected Number of Students to be Served: PreK - 5 & HS	Current Number of Staff:	Other Individuals/Groups Impacted by Programming: District
Program Costs: <div style="text-align: center; margin-top: 10px;"> \$ 18,015 </div>		
Evaluation of Outcomes (data available):	Recommendations:	

New Program / Position / Account Evaluation Template

Program Title: Gifted & Talented Teacher	School/Grade Levels: Grades 6 - 12	
Brief Program Description: Increase district Gifted & Talented staff by .2 FTE at the Middle School & High School.		
Program Purpose: Increased need for Gifted & Talented services in grades 6 - 12 in the area of English Language Arts.		
Program Objectives: Provide additional services in grades 6 - 12 for Gifted & Talented English Language Arts.		
Projected Number of Students to be Served:	Current Number of Staff:	Other Individuals/Groups Impacted by Programming:
Program Costs: .2 FTE Teacher \$ 10,000		
Evaluation of Outcomes (data available):	Recommendations:	

Elementary Principals' Report
 February 5, 2015
 Janet Delmar (MES & MTV)
 Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Wrap Program WES	Total
MES	19	34	22	27	28	21	34		185
RES	24	25	30	24	19	29	32		183
MTV	18	30	17	21	19	24	16		145
WES	0	15	10	9	10	9	8	4	65

Elementary Geo-Bee Winners:

Congratulations to the winners and runners-up in each school for the annual Geo-Bee sponsored by the National Geographic Society. The winners from each school will be taking a written test to qualify for further competition!

MES: Nick Florek (champion), Dylan McGarr (runner-up), Alanna Bachelder (3rd place)

RES: Theo Colvin (champion), Jack Bonnefond (runner-up) and Mason Bourque (3rd place)

WES: Sam McKee (champion), Jasmine Reed (runner-up) and Rosemary Branagan (3rd place)

MTV: Esme Jamison (champion), Aubrey Boyle (runner-up)

RES 5th Grade Fundraiser:

Prior to the December break, the 5th grade classes discussed reasons why the food bank is important to our community and why it needs our support. Students wrote persuasive speeches and teamed up to visit classrooms to present their speeches to other students. "Did you know that one out of seven Mainers go hungry every day? Every dollar donated to the food bank can make four meals for hungry people." Donations were given to the Mount Vernon Food Bank. Thank you to Mrs. Reville, Mrs. Gordon and our 5th grade students for your efforts in helping others in need.

Smarter Balanced Assessment:

As you are aware, schools across the State of Maine will be assessing students in grades 3-8 and high school using the Smarter Balanced assessment for English Language Arts/Literacy and Mathematics. The allowable assessment window is March 16 through May 29, 2015 and students will take it in the computer lab at the elementary level. This computer-based assessment contains a Computer Adaptive Test (CAT) and a Performance Task components. "The CAT automatically adjusts to fit the ability level demonstrated by a student. By adapting to the student as the assessment is taking place, these assessments present an individually tailored set of questions to each student and can quickly identify which skills students have mastered". The Performance Task "measures a student's ability to integrate knowledge and skills across multiple standards. It will be used to better measure capacities such as depth of understanding, research skills, and complex analysis".

Below is the projected time schedule for this assessment for grades 3-5:

Content Area	Grades	Computer Adaptive Test (CAT) hrs:mins	Performance Task (PT) hrs:mins	Total hrs:mins	Classroom Activity (administered prior to the PT) hrs:mins	Total hrs:mins
ELA/Lit.	3-5	1:30	2:00	3:30	:30	4:00
Math	3-5	1:30	1:00	2:30	:30	3:00
Both	3-5	3:00	3:00	6:00	1:00	7:00

Below is a draft schedule for Grade 5 at RES:

March 17th: ELA Computer Adaptive Test (CAT)

Reville - 8:30-8:45 am Login and test directions
 8:45-9:30 am ELA CAT
 9:30-9:40 am Break
 9:40-10:25 am ELA CAT- **Review any answers that may be marked**

for review-This should be done before ending the session for the day as these items cannot be gone back to during the next testing session.

ELA Computer Adaptive Test (CAT)

Gordon -12:30-12:45 pm Login and test directions
 12:45-1:30 pm ELA CAT
 1:30-1:40 pm Break
 1:40-2:25 pm ELA CAT- **Review any answers that may be marked**

for review-This should be done before ending the session for the day as these items cannot be gone back to during the next testing session.

March 18th: ELA Computer Adaptive Test (CAT)

Gordon - 8:30-8:45 am Login and test directions
 8:45-9:30 am ELA CAT- In the event that any students need additional

time to complete the test it is good to schedule an additional testing block.

ELA Computer Adaptive Test (CAT)

Reville - 10:05-10:20 am Login and test directions
 10:20-11:05 am ELA CAT- ELA CAT- In the event that any students need

additional time to complete the test it is good to schedule an additional testing block.

March 23rd: ELA Performance Task (PT) Classroom Activity 30 minutes

March 24th: ELA Performance Task (PT) Online Part 1

Gordon - 8:30-8:45 am	Login and test directions
8:30-9:30 am	ELA PT Online
9:30-9:40 am	Break
9:40-10:10 am	ELA PT Online - In the event that any students need

additional time to complete the test.

Reville - 12:30-12:45 pm	Login and test directions
12:45-1:45 pm	ELA PT Online
1:45-1:55 pm	Break
1:55-2:25 pm	ELA PT Online - In the event that any students need

additional time to complete the test.

March 25th: ELA Performance Task (PT) Online Part 2

Reville - 8:30-8:45 am	Login and test directions
8:40-9:40 am	ELA PT Online
9:40-9:50 am	Break
9:50-10:20 am	ELA PT Online - In the event that any students need

additional time to complete the test.

Gordon - 12:30-12:45 pm	Login and test directions
12:45-1:45 pm	ELA PT Online
1:45-1:55 pm	Break
1:55-2:25 pm	ELA PT Online - In the event that any students need

additional time to complete the test.

March 26th: Math Computer Adaptive Test (CAT)-One session

Gordon - 8:30-8:45 am	Login and test directions
8:45-9:30 am	Math CAT
9:30-9:40 am	Break
9:40-10:25 am	Math CAT- Review any answers that may be marked

for review-This should be done before ending the session for the day as these items cannot be gone back to during the next testing session.

Math Computer Adaptive Test (CAT)

Reville - 12:30-12:45 pm	Login and test directions
12:45-1:30 pm	Math CAT
1:30-1:40 pm	Break
1:40-2:25 am	Math CAT- Review any answers that may be marked

for review-This should be done before ending the session for the day as these items cannot be gone back to during the next testing session.

March 31st: Math Computer Adaptive Test (CAT)

Reville - 8:30-8:45 am Login and test directions

8:45-9:30 am ELA CAT - In the event that any students need additional

time to complete the test it is good to schedule an additional testing block.

Gordon - 10:05-10:20 am Login and test directions

10:20-11:05 am ELA CAT - In the event that any students need additional

time to complete the test it is good to schedule an additional testing block.

April 1st - Math Performance Task (PT) Classroom Activity 30 minutes

April 2nd - Math Performance Task (PT) Online

Reville - 8:30-8:45 am Login and test directions

8:45-9:45 am Math PT Online

9:45-9:55 am Break

9:55-10:25 am Math PT Online - **In the event that any students need**

additional time to complete the test.

Gordon- 12:30-12:45 pm Login and test directions

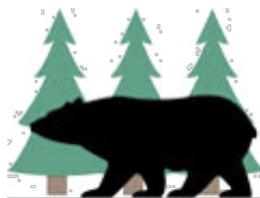
12:45-1:45 pm Math PT Online

1:45-1:55 pm Break

1:55-2:25 pm Math PT Online - **In the event that any students need**

additional time to complete the test.

Maranacook Community Middle School
2100 Millard Harrison Drive
Readfield, ME 04355



Cathy Jacobs, Principal
Phyllis Cote, Office Coordinator

Phone: 207-685-3128
(ext. 1114 to reach the office)
Fax: 207-685-9876

“A Caring School Community Dedicated to Excellence”

Feb 4, 2015

Maranacook Community Middle School
 RSU #38 Board MS Principal's report

Enrollment: Grade 6: 82 Grade 7: 88 Grade 8: 99 Total: 269

This We Believe: Curriculum is challenging, exploratory, integrative and relevant (*This We Believe*, 2010)

National Geography Bee: All of our middle school students recently participated in the National Geography Bee. Each team held their own bee with all of their students. They then sent their top two contestants to the school wide bee. The following students competed for the school title:

Royal River Team:

Nick Lindquist, Brian Shea
 Alternate: Chrisana Zirtidis

Katahdin Mountain Team:

Gavin Pottle, Danny Taylor
 Alternate: Aric Belanger

Moose Island Team:

Hannah Johnson, Anna Swimm

Acadia Team:

Ryan Worster, Brian McNamara

Sebago Lake Team:

Anakin Stevens, Jacek Twarog

The winners were Ryan Worster and Brian McNamara. Congratulations to both boys who will represent Maranacook Middle School in the upcoming Regional competition.

NWEA's: We have recently finished the winter administration of the NWEA math and reading assessments in grades 6-8. Teachers are working on analyzing their team data and helping students set learning goals based on their results. We are also analyzing our school wide data to evaluate where we are in relation to achieving our school goals.

NAEP: Maranacook Community Middle School has once again been selected to represent schools across the nation by participating in the technology and engineering literacy assessment for the National Assessment of Educational Progress. NAEP is the largest nationally representative assessment of what students know and can do in various subject areas. It is different from state assessments because it provides common measure of student achievement across the country. On February 26, the assessment will be administered to all of our 8th graders. The NAEP personnel bring all of the necessary equipment, including laptops, and administer the assessment. The assessment will measure students' capacity to use, understand and evaluate technology, as well as to understand technological principles and strategies needed to develop solutions and achieve goals. Although we do not receive our school results, we are excited that MCMS will be participating in NAEP and know that our students will help us show what our nation's students know and are able to do.

Writing Curriculum: As one of our school wide goals this year is to improve all students' writing, we have been piloting a new writing program. All writing teachers are using the Lucy Calkins writing program, which is the 6-8 version of the same program being used at all of the elementary schools. A consultant from the program has come to the middle school once to work with all of the writing teachers and is scheduled to provide additional professional development on our February early release day. We will be evaluating the progress in student writing near the end of the year to determine if we want to continue with this particular program.

Transition Activities: As we head in to a new year, it is time to start gearing up for our upcoming transition events. In the next few months, you will start to hear a lot about how we prepare our 8th graders for a smooth transition to the high school and how we welcome our new 6th graders. Conversations have already started between high school and middle school guidance departments around what the transition activities and schedule for these activities will be. The first step happens in the next few weeks, when the high school guidance counselors will visit all of the 8th grade classes to talk to them about high school and the course offerings they will have there. High school students recently visited all 8th grade advisee groups to give their perspective on being in high school and to answer questions the 8th graders might have. This event was a huge success. Eighth grade teachers and advisors will soon join 9th, 10th and 11th grade teachers and advisors to hear more about course offerings at the high school as well. They will also learn how to help 8th grade students and parents register for high school courses. From now until June there are many planned events that will help our 8th graders continue their educational journey!

As always, we are looking for volunteers to come in to the middle school to help teachers and students in a variety of ways. We have posted a detailed list of what our needs are on our website and invite you to take a look. We also welcome visitors to come in and see first hand all of the wonderful educational opportunities our teachers offer our students each day, so please take some time to come and see!!!



MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38

2250 Millard Harrison Drive

Readfield, Maine 04355

Office (207)685-4923

Fax (207)685-9597

Dwayne Conway, Principal
Al MacGregor, Student Services Director

Steve DeAngelis, Dean of Students
Pat Stanton, Dean of Students

School Board Report – February 2015

9a.

Dear RSU 38 Board Members:

We had another dual meeting with Thomas College. We are getting closer to our goal of being able to offer an associates' degree upon graduation from MCHS. A team has been put together from MCHS and Thomas College. The team consists of teachers, the Provost of Thomas College and myself. We are currently scheduled to meet every two weeks from now through summer with the hopes of working out all the kinks of the process and making sure we satisfy NEASC and NACEP (National Alliance of Concurrent Enrollment Partnerships) requirements. I sincerely appreciate all the work our teachers and Mrs. Levesque our guidance chair, has done in helping to make this dream become a reality.

The girls' basketball team is in first place in the MPA Western Conference Class C. The girls are currently in contention to play in the KVAC championship. Their last home game of the regular season will be Saturday evening here, at 7:00.

We are moving extended advisory from Wednesday to Monday for the new semester. The move will allow CATC students to partially benefit from focus time. During late start Wednesdays, CATC students will be able to be tagged by teachers after lunch A. This is an exciting move for us and I'm pleased we have found a way for CATC students to at least partially benefit from our RTI services.

Focus time continues to be a hot topic here at the high school as everyone in the district examines ways to meet student's needs more efficiently and effectively. Teachers are feeling the crunch of new curriculum and standards, while losing some class time to focus time. I don't see focus time ever going away, but we may add in more class time and reduce the amount of time dedicated to focus time for next year.

This week we started NWEA testing at the high school. It's been a tough week with three snow days, but we hope to finish testing and make-ups before February vacation. The NWEA is difficult to work into a high school schedule with finals and midterms in January. The data is valuable as it allows us to compare ourselves to other schools nationally.

On February 4th, teachers at the high school will be reviewing the new smarter balance test, which is also referred to as SBAC. The test is required statewide and is replacing the SAT. We will also offer the SAT, as this is the last year the state will pay for it.

Many of our students were recently recognized at the Skills USA competition at CATC. As a school we individually recognized these students by sending a handwritten letter home

from Ms. Stanton, Mr. DeAngelis and myself, letting them know how proud we are of them and their accomplishments: Spencer Diou-Cass earned a bronze medal in electrical residential wiring. Jessica Pomerleau earned a gold medal in CPR/First Aid. Patrick Turgeon earned a silver medal in heating. Katherine Snow earned a gold medal in commercial baking. Joshua Murphy earned a gold medal in welding. Alex Burroughs earned a bronze medal in precision machining. Camisha King earned a bronze medal as a nursing assistant. Ashley Williams earned a bronze medal in pin design. Allison Simmons earned a silver medal in t-shirt design.

Respectfully submitted,
Dwayne Conway

Enrollment as of 12/30/14
Freshmen-90
Sophomore-96
Juniors-117
Seniors-94

Board Report
RSU #38 - Adult and Community Education
February 2015

The Maranacook adult education program has received a generous contribution by J&S Oil to use toward the purchase price of a replacement class B vehicle for its Commercial Drivers License (CDL) program. We are exploring the possibility of recouping additional funds by salvaging the current vehicle. Hopefully these two sources will help us approach the \$4,000-\$5,000 necessary to purchase a retired state vehicle at the state surplus spring auction set for March 27th from 1-2:00. This vehicle would provide our program with years of reliable service and allow us to offer our CDL program during the winter/spring semester (April 2015). This would help local residents obtain quality employment in one of the most rapidly growing career fields in the United States. I continue to explore individual donations, monies from area businesses, non-profit foundations and grants.



Our adult education instructor Jeremy Smith recently shared with me a picture of some of the beautiful projects that were completed by the students in his ceramics class. This picture serves as a great reminder of what a positive influence our classes have on the enrichment of the lives of the citizens in our 4 towns. Throughout the winter and spring semester we will continue to host dozens of classes for hundreds of students, helping them to learn a new skill, stay physically active or simply get out and enjoy the simple pleasures of meeting and working with others who share common interests. I encourage YOU to join one of our classes! For registration information, please visit our website: maranacook.maineadulted.org or call us at 685-4923, ext. 1065.

Last year, adult education organized an online survey to help better understand the educational and enrichment needs of the surrounding communities. Currently the survey response rate is low, so we plan to keep the survey live until spring 2015 to enable us to get a more robust response rate. The link to the survey can be found here: <https://www.surveymonkey.com/s/8C2XGFV>, please take a few minutes to complete the survey and provide us with the information we need to better serve you.

Thanks,

Stephen Vose

Steve Vose
 Adult Education Director

**WARRANT ARTICLE RECONCILIATION
REGIONAL SCHOOL UNIT NO. 38
2014-2015
January 30, 2015**

<u>DESCRIPTION</u>	<u>APPROVED</u>	<u>TRANSFER</u>	<u>ADJUSTED</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>REMAINING</u>	<u>% REMAIN</u>
Regular Instruction	6,424,792.00	0.00	6,424,792.00	3,570,940.77	24,345.22	2,829,506.01	44.04%
Special Education	2,099,398.00	0.00	2,099,398.00	938,703.15	0.00	1,160,694.85	55.29%
Career & Technical Educ.	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Instruction	408,716.00	0.00	408,716.00	217,833.52	368.34	190,514.14	46.61%
Student & Staff Support	1,485,615.00	0.00	1,485,615.00	795,626.41	9,398.57	680,590.02	45.81%
System Administration	507,565.00	0.00	507,565.00	312,921.81	685.32	193,957.87	38.21%
School Administration	889,088.00	0.00	889,088.00	523,556.92	1,332.15	364,198.93	40.96%
Transportation	916,530.00	0.00	916,530.00	543,884.26	20,930.00	351,715.74	38.37%
Facilities/Maintenance	2,048,054.00	0.00	2,048,054.00	1,326,242.68	160,757.81	561,053.51	27.39%
Debt Service	728,937.00	0.00	728,937.00	638,664.61	0.00	90,272.39	12.38%
All Other Expenses	105,885.00	0.00	105,885.00	7,490.46	0.00	98,394.54	92.93%
TOTAL BUDGET	15,614,580.00	0.00	15,614,580.00	8,875,864.59	217,817.41	6,520,898.00	41.76%

As of today's date we are optimistic that the overall budget for Regional School Unit No. 38 remains sound as budgeted for fiscal year 2014-2015

Please do not hesitate to contact me with any questions, comments or suggestions through e-mail at brigitte_williams@maranacook.org or telephone at 685-3336.

To: RSU #38 Board of Directors
 From: **Nancy Harriman**
 Re: February 2015 Curriculum Report

In looking back at my updates to the board, it seems like I mention “proficiency” too often! It must sound like a broken record to you! (*Do you remember what those were?*) What about my colleagues? Am I the only one who dreams about documenting proficiency during “snow nights?” Am I the only one who has “mixed feelings” about missing a shared scoring of students’ informational papers with gr. 6-8 writing teachers yesterday (which turned out to be a snow day)? How many professional staff at our schools end up spending much of a “snow day” on email, grading papers, or planning & reformulating lesson plans? Based on the Email in my Inbox when I finally got indoors to stay and settled to work late in the afternoon yesterday, I’d say, *too many!* I admire and often depend on their dedication, but also hope that they had time to slow down and enjoy some found time with their own children.

JumpRope

January 16th was an “early release” day, an opportunity for students to learn together at school in the a.m. and teachers and administrators to learn together at school in the p.m. There are many competing demands for this time, but the Administrative Team carefully considers the annual goals and feedback from teachers in planning for these days. In fact, on this second snow day in a row, the A-Team is meeting to plan the next early release!

On January 16th a common theme was...you guessed it...*proficiency!* Thirty teachers from Gr. 5 and 6-9 met for training in JumpRope, the new proficiency-based student information system we plan to use to track students’ progress in meeting standards. To start teachers were given a sample “standards-based progress report” and questions about what they could infer about the student by reviewing different parts of the report. Then they learned how JumpRope is organized, by getting into a “sandbox” account to try out functions like creating units and grading standards. During Spring semester we will be piloting the system in grades 5, 8, and 9 for mathematics and English language arts (reading and writing). To start, teachers will be entering only scores for common assessments. The pilot teachers will then share their experiences and suggestions for improvements before we expand the system for use with other grades or content areas next year.

What did other staff do that afternoon?

- **District Art & Music** met with Pat Godin to continue work on planning enrichment
- **District Health & PE teachers** met to continue to review the middle level parent survey results from last year and plan common units
- **Grades K-4** met in grade level groups to collaboratively score writing & other assessments
- **6-12 Foreign Language Teachers** met to solidify plans for this spring’s APPL assessment
- **K-5 Special Ed Teachers** met for a Standards-Based IEP Workshop

Although we are still awaiting confirmation from the Maine Dept. of Education on our district’s plan for proficiency-based diplomas, we continue to invest as much time and energy as possible in professional learning and development of a supportive yet rigorous system of learning. Our goal is to build capacity so RSU #38 students *will* meet proficiency standards!

Superintendents Report
February, 2015

**“a caring school community dedicated to excellence”
“providing support for students in order to promote academic success.”**

I have used these two thoughts as guidance throughout the month of January as we examine lines in the budget and brainstorm strategies for cost savings while at the same time struggling to maintain programs and services. Our focus remains steady as we strive for excellence and persevere in our charge of providing services that support our students.

Included in the support services that we provide is our work with families that are classified as homeless. It is apparent that the needs in our community and the surrounding communities are growing as we have worked with approximately eight families this year, four students this past month. We are required to provide transportation to and from school for these students, regardless of the locations of their new residences. In addition, we have many families in our district who are struggling to pay for food, winter clothing, and heat. Our dedicated staff members work with community services to help arrange for these needs to be met. Family stresses, as they attempt to meet basic needs, often result in student stress, absenteeism, and behavior issues in school. Attached is a recent article that appeared in the *Kennebec Journal*. The article describes the reality that schools face in the state and in RSU #38. The rise in RSU #38 students who are eligible for free and reduced lunch parallels that of the nation and the state. In 2010 the free and reduced rate of RSU 38 students (district averages) was 32.45%, in 2011 33.96%, in 2012 34.55%, in 2013 35.91%, in 2014 36.15%, and in 2015 approximately 36.98%. With this rise comes the need for increased social, emotional, and academic supports in our schools.

As you know, the Teacher Certification Committee has been working for over three years to develop an accountability and professional growth plan that we must submit to the state by June 1, 2015. The Maine Department of Education has provided guidelines to follow and we were well on our way in piloting our plan. The state received a letter from Deborah Delisle, Assistant Secretary in the United States Department of Education expressing many concerns with Maine's teacher evaluation plan including the role of state assessments in the evaluation of teachers. Maine's guidelines to districts directed that state assessments should not be used in teacher evaluation. We expect to hear more as the state issues a response to the U.S. Department of Education. We will move on with our pilot plan and make adjustments as need be. Hopefully any adjustments we are required to make will not totally change our plan.

January is the month for NWEA (Northwest Evaluation Association). This assessment is administered to RSU #38 students in K-10 at least twice a year. The results of the assessment are used as one of the criteria to determine need for academic support and placement in advanced courses. Assessment scores are also analyzed to study individual student needs and effectiveness of curriculum. These assessments are administered on computers and ipads. Results of individual and district scores are sent home to parents. Included in the reports is the longitudinal student growth over the years of assessments. As we continue to work towards academic excellence we need to work to provide support toward that end.

Respectfully submitted,
Donna H. Wolfrom

OUR OPINION

Public schools must lead fight against poverty

In the fight against poverty, public schools are the first line of defense. Teachers, counselors and administrators are in the best position to notice when a student is not getting enough food, doesn't have the proper clothing or is otherwise experiencing something at home that makes learning difficult, and it is those adults who are in the best position to see that student gets the help he needs so that school is not such a struggle.

It is an expensive and demanding responsibility for schools, one that goes far beyond the basics of education. But it is important, as for the first time in at least 50 years, more than half of the students in U.S. public schools come from low-income families.

That means every decision related to education, from funding to curricula to support services, must be made with poverty and near-poverty as a consideration. Failure to do so — that is, failure to create an educational system that provides as much opportunity for those at the bottom of the income scale as those at the top — will only widen inequality and stunt economic growth while making a mockery of the promise of upward mobility.

LOW-INCOME MAJORITY

The challenge is only becoming more immediate.

A report by the Southern Education Foundation found that, as of 2013, 51 percent of students in pre-kindergarten through 12th grade were eligible for free and reduced-price lunch, up from 38 percent in 2000 and 32 percent in 1989. In Maine, around 43 percent of students receive free or reduced-price meals, up from around 30 percent in 2000.

There are a number of reasons for the increase — a rise in single-parent households and immigration, increased enrollment at private schools by those with means and stagnant wages amid rising costs — but the latest recession is not one of them.

Instead, this is a long-term trend that has survived booms and busts, starting first in the South then spreading west and beyond, so that now four-fifths of the states, including Maine, have very high proportions of students from low-income families.

FALLING BEHIND

Those students, more often than not, enter school behind academically and struggle to catch up. They have more unaddressed physical and mental health problems, as well as behavioral issues, all of which call for extra attention.

They also don't have the same access as their peers to enriching out-of-school activities, such as those involving art, music and sports. They don't get tutoring, or get to go on family trips.

With every year, they fall further behind. Low-income students have higher rates of absenteeism. They score lower on standardized tests. They are more likely to drop out, and less likely to attend college.

Now, with more than half of public school students facing those obstacles, we run the risk of cutting our economy off at the knees. Left unchecked, too many Americans will become adults without the skills or knowledge to compete in the global workforce.

RENEWED COMMITMENT

The solution is a commitment to public education and all it has to accomplish.

That means not only valuing and rewarding the best educators, but

also funding the pre-K and literacy programs that help low-income students get a fair start to school, as well as the preparatory and counseling initiatives that help them apply for and go to college.

That also means supporting the school-based social service programs that feed, clothe and counsel low-income students, and keep them engaged and learning after school and during the summer break.

It's not easy, and it is certainly not cheap. But it is necessary. Failing to provide an equal education to low-income students is unfair when they make up a third of all students. When they make up more than half of all students, it's a potential disaster.

**EVERY DECISION RELATED TO EDUCATION, FROM FUNDING TO CURRICULA
TO SUPPORT SERVICES, MUST BE MADE WITH POVERTY AND NEAR-POVERTY
AS A CONSIDERATION.**

COMMUNICATIONS COMMITTEE MEETING

Monday, January 26, 2015

Office of Superintendent

5:30-7:00 pm

COMMITTEE MEMBERS:

Attended the meeting:

- Diane MacGregor, Technology Director
- Shawn Roderick, RSU Board Member
- Trish Jackson, RSU Board Member
- Steve Vose, Adult Education Director
- Joyce Norwood, MES Administrative Assistant

Not in Attendance:

- Melissa O'Neal, RSU Board Member
- Bonnie Simcock, RSU Board Member
- Dean Gyorgy, Resident
- Matt Galletta, Resident
- Donna Wolfrom, Superintendent of Schools
- Pat Salpietro, RES Educational Technician
- Lance Boucher, Resident
- Babs Wheelden, Resident

Minutes:

- **Review attached Communications Plan (last updated January 2013)**
We spent a few minutes reviewing the Communications Plan discussing ways to increase two-way communication from the public.
- **Communicating Budget Process** We had a great discussion on ways to communicate the budget process, recognizing that we need to find ways to reach the parts of our constituents that do not use the internet or are not likely to go to our webpage. Here are some of our ideas:
 - Change the format of one of our Budget Workshop Board Meetings that includes a brief overview of the budget then allow for and encourage Public Comment. We were thinking that this should be done in March (possibly at the March 18th meeting) so we have a better idea of what the budget will be but there would still be time to change.

- We could send out postcards to everyone to invite them to the March 18th meeting.
- We could create a handout 1-2 pages with highlights of the budget and put them in report cards and give them out at the Spring Play (dates) where many of our elderly population attend.
- Create a blog where we can “Tell our story” of why we need certain things in the budget, perhaps post pictures with them and allow for questions and answers.
- **Website changes** We reviewed the changes to the budget website. We are now putting links into the Budget Updates. This allows for a little explanation while viewing the budget documents. We have created another page called Budget Workshop where the Budget Updates are posted after each meeting. We also post Budget Updates to Facebook.

RSU No. 38 Policy Committee
Superintendent's Office
January 12, 2015, 5:30 p.m.
Minutes of Meeting

Present: Melissa O'Neal, Pia Holmes, Donna Wolfrom, Brigette Williams

1. Review Tabled policies:
 - a. BCB – Conflict of Interest – The Committee reviewed the policy and the comments submitted at the January 7th board meeting in terms of financial interest and appearance of conflict of interest, reviewing Title 30-A§2605,(4). The committee revised the second paragraph under Appearance of Conflict of Interest to read, “ Board members shall attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention, as outlined in MRSA Title 30-A§2605, (4).”
 - b. DJ – Bidding/Purchasing Requirements Interest – The Committee reviewed the policy and the comments submitted at the January 7th board meeting in terms of section B., Competitive Bidding of Other Purchases (not required by law). Section B, Paragraph 3 has been revised to read, “The Superintendent, together with the Finance Manager and the Administrator/Director, may forego the competitive bid or RFP process only when they determine that quality, expertise, time factor, or other important considerations outweigh the possible benefits of bidding or requesting proposals. In each such case, the Board shall be informed of the Superintendent's decision and the reasons for it in advance of entering into a contract.”

Committee recommends both tabled policies for approval at the next business meeting.
2. Review First Reading policies:
 - a. DFF – Student Activity Funds – The Committee reviewed the policy and revised the 3rd paragraph, last sentence to read, “Unexpended funds remaining one year after the class has graduated and any interest earned on these funds will be transferred to the MCS Alumni scholarship fund from which any graduating student is eligible to benefit.” Committee recommends moving forward with second reading as revised.
 - b. DJH – Purchasing and Contracting: Procurement Staff Code of Conduct – The Committee reviewed the policy and comments submitted at the January 7th board meeting in terms of “conflict of interest”. The policy was revised in paragraph 2, second sentence, to reference Title 30-A §2605, (4), to read, “Interested party is defined as 1) the employee, 2) a member of the employee's immediate family, 3) his/her partner, or 4) an organization that employs, or is about to employ a person described above, and as described in MRSA Title 30-A§2605, (4).” Addition of legal reference will be added at the end of the policy.

3. Additional Policies to Review:
 - a. EFC – Eligibility For Free and Reduced Price School Lunches – The Committee reviewed the current policy along with the sample policy provided by MSMA. The Committee recommends moving Policy EFC to first reading, replacing the current policy with the MSMA sample policy.
 - b. EGAD – Copyright Compliance - The Committee reviewed the current policy along with the sample policy provided by MSMA. The Committee recommends moving Policy EGAD to first reading, replacing the current policy with the MSMA sample policy.
 - c. FF – Naming Facilities – The Committee reviewed the current policy along with other policies provided by MSMA. The Committee agreed to keep RSU #38’s current policy as written.
 - d. GBEB – Gifts and Solicitations to Staff (MSMA Policy GBI) – The Committee reviewed the current policy along with the sample policy GBI provided by MSMA. The Committee recommends moving Policy GBI to first reading, replacing the current policy GBEB with the MSMA sample policy.
4. Other – Next meeting: February 9, 6:15 p.m. at the Superintendent’s Office.