

**REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
January 18, 2017, 6:30 p.m.**

AGENDA

1. Call to order:
2. Presentation by District Interventionists: (20 min.)
3. Citizens’ Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Action/Discussion/Informational Items: (20 min.)
 - a. Approval of Minutes of January 4, 2017*
 - b. Consideration of requests for two exceptions to Nepotism Policy*
 - c. Policy Second Readings*:
 - i. KF, Use of School Facilities
 - ii. BCC, Nepotism (Also GBCA)
 - iii. BDD, Board-Superintendent Relationship
 - d. Policy First Readings*: ADAB, School System Commitment to Standards for Ethical and Responsible Staff Behavior; EBCA, Emergency Response Plan; GCCA, Extended Leaves of Absence; GCFB, Recruiting and Hiring of Administrative Staff
 - e. Acceptance of Teacher Resignation – Christine Mohlar, Math Interventionist, RES
6. Budget Workshop*: (90 min.)
 - a. Elementary Schools
 - b. Middle School
 - c. High School
 - d. Board questions
 - e. Citizens comments regarding budget
 - f. Board discussion
7. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School Student Center
January 4, 2017
Minutes of Meeting

Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Wendy Brotherlin, Jon Caron, Gary Carr, Joan Farrar, Malcolm Hardy, Betty Morrell, Shawn Roderick, Lucas Rumler, (1 vacancy, Readfield)

Members Excused: Kelly Crotteau, Trish Jackson

Student Representative: Andrea Harmon

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Adult and Community Education Director Steve Vose, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigitte Williams

1. Call to order: Chair Watson called the meeting to order at 6:32 p.m.
2. Student Representative Report:
Middle School Representative Andrea Harmon reported on the recent work of the Middle School Civic Rights Team.
3. Citizens’ Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent:
No additions/adjustments were made, but Shawn Roderick spoke about his concern about the recent legalization of marijuana and the effect it can have on schools. He urged school administration to seek training for school staff on how to detect symptoms of children who may have ingested marijuana. Chair Watson asked that the Administrative Team come up with a plan to make sure staff are educated in what to do in potential cases of overdose.
5. Action/Discussion/Informational Items:
 - a. Approval of Minutes of December 21, 2016
MOTION by Carr, second by Morrell to accept the minutes of December 21, 2016 as presented. **Motion Carried:** 7 in favor, 0 opposed, 3 abstentions (Caron, Farrar, Hardy)
 - b. Acceptance of donation – Awesome Bear Society, \$1,890.00 (football account)
MOTION by Carr, second by Caron to accept the donation from Awesome Bear Society.
Motion Carried: unanimous

c. Fiscal Year Budget Review/Goals

Chair Watson reported that over the past few years, the Board has adopted a budget goal statement to guide their work, and the Administrators work for the upcoming budget. For the FY16 budget, the Board adopted "Providing support for students in order to promote academic success." For FY17, the goal statement was, "Promoting student success for all while maintaining fiscal responsibility." The Superintendent is requesting the Board adopt a goal statement for the FY18 budget work.

Discussion ensued regarding the important message members want to portray.

The following statement was suggested, "Promoting student success in all areas, as we strive for academic excellence, while maintaining fiscal responsibility."

MOTION by Caron, second by Roderick to adopt "Promoting student success in all areas, as we strive for academic excellence, while maintaining fiscal responsibility" as the RSU 38 FY18 Budget Goal Statement. **Motion Carried:** unanimous.

6. Information Items:

Administrators responded to questions on the reports.

7. Adjournment: **MOTION** and second to adjourn at 7:09 p.m.

Respectfully submitted,
Donna H. Wolfrom, Superintendent/Secretary
D. Foster, Recorder



MARANACOOK AREA SCHOOLS

A Caring School Community Dedicated to Excellence

Donna H. Wolfrom, Ed.D.
Superintendent of Schools

Nancy Harriman, Ph.D.
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

Ryan Meserve
Special Education Director

Brigette Williams
Finance Manager

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5b.

TO: RSU #38 Board of Directors
FROM: Donna Wolfrom, Superintendent
SUBJECT: Request for Exceptions to Nepotism Policy
DATE: January 12, 2017

I am writing to request approval for two exceptions to Policy BCC/GBCA, Nepotism.

1. I have a request to hire a student worker, who is the son of a school board member. The student worker supports the athletic activities under the direction of Student Services Director Al MacGregor. Responsibilities include working basketball games with the duties of clock timing, ticket sales, set up and clean up, and other similar duties as assigned.

The Student Worker position was posted to the student body on October 24, 2016. There was no response to the ad with the exception of this student.

2. I have a request to approve the hiring of a substitute teacher who is the spouse of a school board member. As many of you know, we have been struggling to find substitute teachers, and this individual is also a certified teacher. Approving this exception would be beneficial to the students and would help fill an immediate need in our schools.

Per the Nepotism Policy, the Board may approve exceptions to the policy where the Board determines that granting such an exception is in the best interest of the school. I recommend both of these exceptions be made to the Nepotism Policy for these instances.

DHW/d

RSU #38 Policy Committee
Superintendent's Office
January 9, 2017, 6:00 p.m.
Minutes of Meeting

Present: Gary Carr, Donna Wolfrom

Review Policies for Second Reading:

1. KF, Use of School Facilities – One revision was made, adding the word “local” to section B. 1., to read, “Non-profits and other organized local community groups ...”.
Policy Committee recommends moving Policy KF to Second Reading as revised.
2. BCC, Nepotism (Also GBCA) – One revision was made, to include the district’s definition of “immediate family” to the policy, as follows: “‘Immediate family’ means spouse, brother, sister, parent, step-parent, child, step-child, or any person who lives in the same household.”
Policy Committee recommends moving Policy BCC/GBCA to Second Reading as revised.
3. BDD, Board-Superintendent Relationship – No additional comments were received and no changes were recommended following first reading.
Policy Committee recommends moving Policy BDD to Second Reading as presented.

Review Policies for First Reading:

1. ADAB, School System Commitment to Standards for Ethical and Responsible Staff Behavior (new policy for consideration) – This is a new policy Superintendent Wolfrom is recommending the Board adopt that pertains to the ethical and responsible behavior of staff.
Policy Committee recommends moving Policy ADAB to First Reading as presented.
2. BEDJ, Broadcasting/Taping of Board Meetings – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy and the MSMA sample policy, which are both the same. No changes are recommended. Notation will be made that Policy BEDJ was reviewed on 1/9/17.
3. BFE, Administration in Policy Absence (Also CHD) – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy and the MSMA sample policy, which are both the same. No changes are recommended. Notation will be made that Policy BFE was reviewed on 1/9/17.
4. EBCA, Emergency Response Plan – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy and the MSMA sample policy.
Policy Committee recommends moving the MSMA sample Policy EBCA to First Reading as presented.

5. GBJ, Personnel Records and Files – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy and the MSMA sample policy, which are both the same. The Legal Reference will be updated; no substantive changes are recommended, so no action is required. Notation will be made that Policy GBJ was reviewed on 1/9/17.

6. GCCA, Extended Leaves of Absence – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy (MSMA did not have a sample policy). One revision is recommended, adding to section 2, first sentence “and benefits”.
Policy Committee recommends moving Policy GCCA to first reading as revised.

7. GCFB, Recruiting and Hiring of Administrative Staff – This Policy was reviewed as part of the process of reviewing older policies. The Committee reviewed the current policy and the MSMA sample policy.
Policy Committee recommends moving the MSMA sample Policy GCFB to first reading, including the District’s definition in the first paragraph for prohibition of discrimination.

Other: **Next meeting – Monday, January 23, 6:00 p.m. at the Superintendent’s Office**

**REGIONAL SCHOOL UNIT #38
USE OF SCHOOL FACILITIES**

The RSU #38 School Board encourages the use of its school buildings and grounds by school and community organizations as provided in this policy. The Board retains the right at all times to decline individual requests for building use when it determines that such use is not in the best interest of its schools.

I. The use of the facilities may be permitted as follows:

A. School related activities have priority.

1. The use of school facilities for school educational activities, school sponsored activities and extra-curricular activities shall at all times take precedence over community use of the facilities.
2. Priority for the High School and Middle School field/gymnasium/fitness center use shall be given first to high school activities, then middle school activities, and then adult education activities. Town Recreation and youth activities shall then have access to fields/gymnasium/ fitness center on a space available basis (after the start of the season).
3. All requests for Maranacook High School/Middle School fields, gymnasium, or fitness center shall be made to the Director of Student Services during the school year.
4. All requests for other Maranacook High School/Middle School facilities shall be made to the Director of Adult Education.
5. All requests for other non-Maranaoook High School/Middle School facilities (elementary schools, etc.) shall be made to the Building Principal.

B. Approved uses:

1. Non-profit municipal, civic, cultural, educational, recreational, political, religious or service groups located within and providing services to or activities for our District's residents.
2. Non profits and other organized local community groups will not be charged a fee for use of the school facilities.
3. Non-profit out-of-district groups will be charged a fee determined by the Superintendent of Schools.
4. Profit organizations granted the use of the facilities will be charged a daily fee determined by the Superintendent of Schools (See KF-R3). Fees for use of the facility shall be collected prior to the use of facilities. Any additional charges will be billed after the activity.

5. All organized programs that use our facilities shall share in the costs of maintaining and operating these facilities that are over and above regular operating expenses. Included in these costs shall be: a) regular cleaning/servicing of porta-pottie(s); b) electrical use for lights; c) over seeding, fertilizing, and rolling of fields. Fees will be established to cover operating costs of these spaces (i.e. lights, heat, maintenance, insurance). Use of the school facilities by school and non-school personnel will be negotiated directly with the Director of Adult Education, or appropriate administrator. A letter of agreement will be developed outlining the terms of the use.

C. Non-approved uses:

1. Any use for commercial or profit-making ventures, by profit making entities, or for personal gain. Exceptions to this provision may apply if the activity is sponsored by the District for its students or staff.

2. Use in any manner that will violate local, state or federal law.

3. Possession or consumption of alcoholic beverages or tobacco products are prohibited.

D. Times of use:

Use by groups that are unrelated to the RSU #38 school programming shall be permitted, subject to availability and the requirements of this policy, between the hours of 3:00 p.m. - 9:00 p.m. on Monday - Friday and 8:00 a.m. - 9:00 p.m. on weekends (school year). Times outside of the school year shall be coordinated by the Director of Adult & Community Education and/or the Director of Student Services, or appropriate administrator.

II. Conditions of Use:

A. Presence of school employee

A school employee (custodian) selected by the Principal/Director of Student Services/Director of Adult Education must be present unless waived by the Principal or Director of Student Services, or Director of Adult Education. Use of the kitchen also requires the approval of the Food Services Director. All non-school groups using the building (other than official boards or committees of the Towns within our District) shall reimburse the RSU for the hourly costs of the school employees. The Principal/Director of Student Services/Director of Adult Education may, at his/her discretion, apply additional fees for use of the facilities.

B. Hold Harmless

All applicants for the use of the school facilities shall hold the RSU Board, its members, employees and agents free and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of the school facilities. All applicants shall execute a release and hold harmless agreement. The Board, Superintendent, or Principal shall require an applicant to furnish proof of adequate liability insurance.

- C. Condition of Facilities
The user shall leave the facilities in the same condition that they were received. In the event of damage or unanticipated custodial services, which may be necessary after an event, the using organization will be billed for all expenses by the RSU.
- D. Preservation of order
All individuals or groups using school facilities are responsible for the preservation of order during all activities and are required to comply with all the applicable statutes, ordinances and regulations, in addition to any policies or conditions established by the Board. If security is deemed necessary, the user shall pay all expenses.
- E. Approval; Appeal
The Superintendent, Principal or his/her designee is authorized to approve and schedule the use of the school facilities. Requests for such use should be submitted far enough in advance to avoid conflict of events. In the event that permission is denied, the applicant may appeal to the Board directly at their next regularly scheduled meeting, provided that a request for inclusion on the agenda is submitted to the Superintendent's Office at least 10 days in advance of the meeting.

The Principal/Director of Adult Education/Director of Student Services may exercise his/her authority to prohibit access to any group if, in the Principal/ Director of Adult Education/Director of Student Services opinion, their presence on school grounds is causing an interruption to the school's programs. In addition, the Principal may withdraw any invitation to use the facilities from any group that do not meet the expectations for appropriate building use and supervision.

It is the responsibility of the using individual/organizations to comply with the specific obligations as outlined in the "Procedures for the Use of School Facilities."

Cross Reference: KF-R1 Agreement to Indemnify and Hold Harmless
 KF-R2 Rules Relating to Rental of School Facilities
 KF-R3 Facilities Use Application Form
 KF-R4 Contract for Rental or Use of School Facilities

Adopted by RSU #38 Board of Directors: April 27, 2009

Revised: 10/06/10

Revised: 04/06/16

**REGIONAL SCHOOL UNIT #38
NEPOTISM****Employment**

It shall be the policy of the Regional School Unit #38 (RSU #38) Board not to employ as school unit staff any person who is a member of the immediate family of a Board member or of the Superintendent. Immediate family of Board members or the Superintendent who are employed by the school unit on the date of adoption of this policy are not affected by this paragraph.

By Maine law (20-A M.R.S.A. § 1002(2)), a Board member's spouse is precluded from employment under any circumstances in any public school within the jurisdiction of the Board to which the member is elected.

Supervision and Evaluation

No person shall be employed in or assigned to a position that is within the administrative supervision of a member of his/her immediate family, nor in a position in which he/she is supervised or evaluated, in whole or in part, by a member of his/her immediate family.

Exceptions

In extraordinary circumstances, the Board may approve an exception to the prohibitions on the employment of immediate family so long as the candidate is qualified for the position to which he/she has applied, the hiring is in the best interest of the school system and its students, and the candidate is not the spouse of a Board member.

Definitions

For the purpose of this policy:

- A. "Immediate family" means spouse, brother, sister, parent, step-parent, child, step-child, or any person who lives in the same household. ~~son, or daughter.~~
- B. "Administrative supervision" refers to the authority of a person in the position of principal or higher.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: BCB - Board Member Conflict of Interest

Revised: 03/06/07

Adopted by RSU #38 Board of Directors: 04/27/09

Revised: _____

**REGIONAL SCHOOL UNIT #38
BOARD-SUPERINTENDENT RELATIONSHIP**

The Board believes that exercising its legislative function through policymaking is its most important responsibility. The Board is also responsible for setting the direction for the school unit and evaluating progress toward goals.

The management of the schools is the function of the Superintendent. The Board holds the Superintendent responsible for complying with all applicable laws, rules and regulations; for administering Board policies and decisions; for the operation of the schools and educational program; for the system of supervision and evaluation of staff; and for keeping the Board informed about school operations, problems and opportunities. The Board recognizes that the Superintendent may delegate certain responsibilities to other personnel. Such delegation does not relieve the Superintendent of the final responsibility for actions taken.

The Board, collectively and as individual members, shall:

- A. Recognize the Superintendent as the educational leader of the school unit;
- B. Provide direction for the Superintendent through written policies, objectives and goals for the school unit;
- C. Give the Superintendent full administrative authority and support for properly discharging his/her professional duties, while holding him/her responsible for acceptable results;
- D. Hold all Board meetings in the presence of the Superintendent or designee, except as otherwise permitted by law or when the Superintendent voluntarily excuses him/herself at the request of the Board.
- E. Refer complaints, criticisms, and requests to the Superintendent or other appropriate personnel and discuss them at Board meetings only after administrative solutions have been exhausted; and
- F. Evaluate the Superintendent and provide appropriate opportunities for the Superintendent to share his/her perceptions regarding the working relationship between the Board and Superintendent.

Legal Reference: 1 MRSA § 401 et seq.
20-A MRSA §§ 1001 et seq.; 1051 et seq.; 13201; 13301

Cross Reference: BBA - School Board Powers and Responsibilities
BCA - Board Member Code of Ethics
CB - School Superintendent
CB-R - Superintendent Job Description
CBI - Evaluation of the Superintendent

Adopted: _____

**REGIONAL SCHOOL UNIT #38
SCHOOL SYSTEM COMMITMENT TO STANDARDS
FOR ETHICAL AND RESPONSIBLE STAFF BEHAVIOR**

The School Board believes that promoting ethical and responsible behavior is an essential part of the school unit’s educational mission.

The Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that in order to teach ethical and responsible behavior, adults who interact with students must strive to model and reinforce ethical and responsible behavior.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible behavior, the Board has identified eight basic core values: trustworthiness, responsibility, honesty, respectfulness, compassion, hard work, growth mindset, and fairness. The Board is committed to maintaining and enforcing standards for behavior. Consequences for noncompliance will follow the collective bargaining agreement.

Legal Reference: 20-A MRSA §§ 254, 1001(15)

Reference: Marzano Art and Science of Teaching – Teacher Evaluation Model

Adopted by RSU #38 Board of Directors: _____

Policy No: EBCA
Adopted: CSD 01/05/06
Manchester 01/05/06
Mt. Vernon 01/05/06
Readfield 01/05/06
Wayne 01/05/06

REGIONAL SCHOOL UNIT NO. 38
EMERGENCY RESPONSE PLAN

The Regional School Unit No. 38 hereby adopts the Maranacook Area Schools' Emergency Response Plan. The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated annually and after each incident when the plan is used. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the School Board will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the School Board.

Legal Reference: 20-A M.R.S.A. § 1001(16)

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

**REGIONAL SCHOOL UNIT #38
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
(FORMERLY: EMERGENCY RESPONSE PLAN)**

The Board hereby adopts the RSU #38 Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis, and after each incident when the plan is used. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the Board.

The following information pertaining to the RSU #38 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act, but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, "terrorism" is defined as in 1 M.R.S.A. § 402(3)(L) as "conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure."

Legal Reference: 20-A MRSA § 1001(16)

Adopted: _____

Policy: GCCA

**REGIONAL SCHOOL UNIT #38
EXTENDED LEAVES OF ABSENCE**

The following criteria apply to requests for unpaid leaves of absence not covered by Negotiated Agreement.

1. An extended leave of absence for an employee may be granted at the discretion of the school board for a period of up to one school year. This time period will not be extended except in extreme cases as determined by the Superintendent. Probationary employees are not eligible for a leave of absence.
2. Such leave shall be without pay and benefits. Service credit will not be earned while on the leave of absence, but upon return to active employment the employee will continue from the experience level where s/he left off.
3. Such leaves may be granted for reasons including, but not limited to, professional study, child rearing and personal or family medical problems. In addition to other relevant factors, consideration shall be given to the relation between the proposed leave and the applicant's present assignment when such leave is requested for professional study, and to the circumstances presented by the applicant when leave is requested for other reasons. The overriding consideration in granting or denying any such leave will be the welfare of the students.
4. Any request for such leave shall be submitted in writing and in a timely manner to the Superintendent. If in the judgment of the Superintendent the request does not meet the above expectations, the Superintendent will deny the request; this decision is final. If in the judgment of the Superintendent the request meets the above expectations, s/he will bring a recommendation for approval to the School Board.
5. The Superintendent shall develop a written procedure, which includes timelines for notification, decision, and return to work.

Adopted: 05/03/05

Adopted by the RSU #38 Board of Directors: April 27, 2009

Revised: _____

CURRENT POLICY

Policy No: GCFB
Effective Date: CSD 06/02/05
Manchester 05/18/05
Mt. Vernon 05/19/05
Readfield 05/09/05
Wayne 05/10/05

REGIONAL SCHOOL UNIT NO. 38
RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

In response to an Act to Promote Equity of Opportunity for Women in Administrative Positions in the Public School System (PL 1990, Chap. 889), the School Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, sexual orientation, marital status, age, status as a veteran or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, §1001.13, the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances.

In accordance with 20-A MRSA, § 4502.4-A, the unit's Affirmative Action Plan shall include: a description of the status of the unit's nondiscriminatory administrator hiring practice; plans for in-service training programs on gender equity for teachers, administrators and the School Board; and the relationship of the above to the State's goal for the employment of women in administrative positions.

Cross References: Affirmative Action Plan
 AC – Affirmative Action

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

**REGIONAL SCHOOL UNIT #38
RECRUITING AND HIRING OF ADMINISTRATIVE STAFF**

The Regional School Unit #38 (RSU #38) School Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20-A MRSA, § 1001(13), the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the Superintendency, the Board shall review the procedure, adapting as appropriate.

In accordance with 20-A MRSA, § 4502 (4-A), the school unit's Affirmative Action Plan shall include a description of the status of the unit's nondiscriminatory administrator hiring practice and plans for in-service training programs on gender equity for teachers, administrators and the School Board.

Legal Reference: 5 MRSA § 4576
 20-A MRSA §§ 6, 254 (8-10), 1001(13), 4502(4-A), 13011(6), 13019-B,
 13019-C

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
 GCFB-R - Recruiting and Hiring of Administrative Staff Administrative
 Procedure

Adopted: 06/02/05

Adopted by the Regional School Unit #38 Board of Directors: 04/27/09

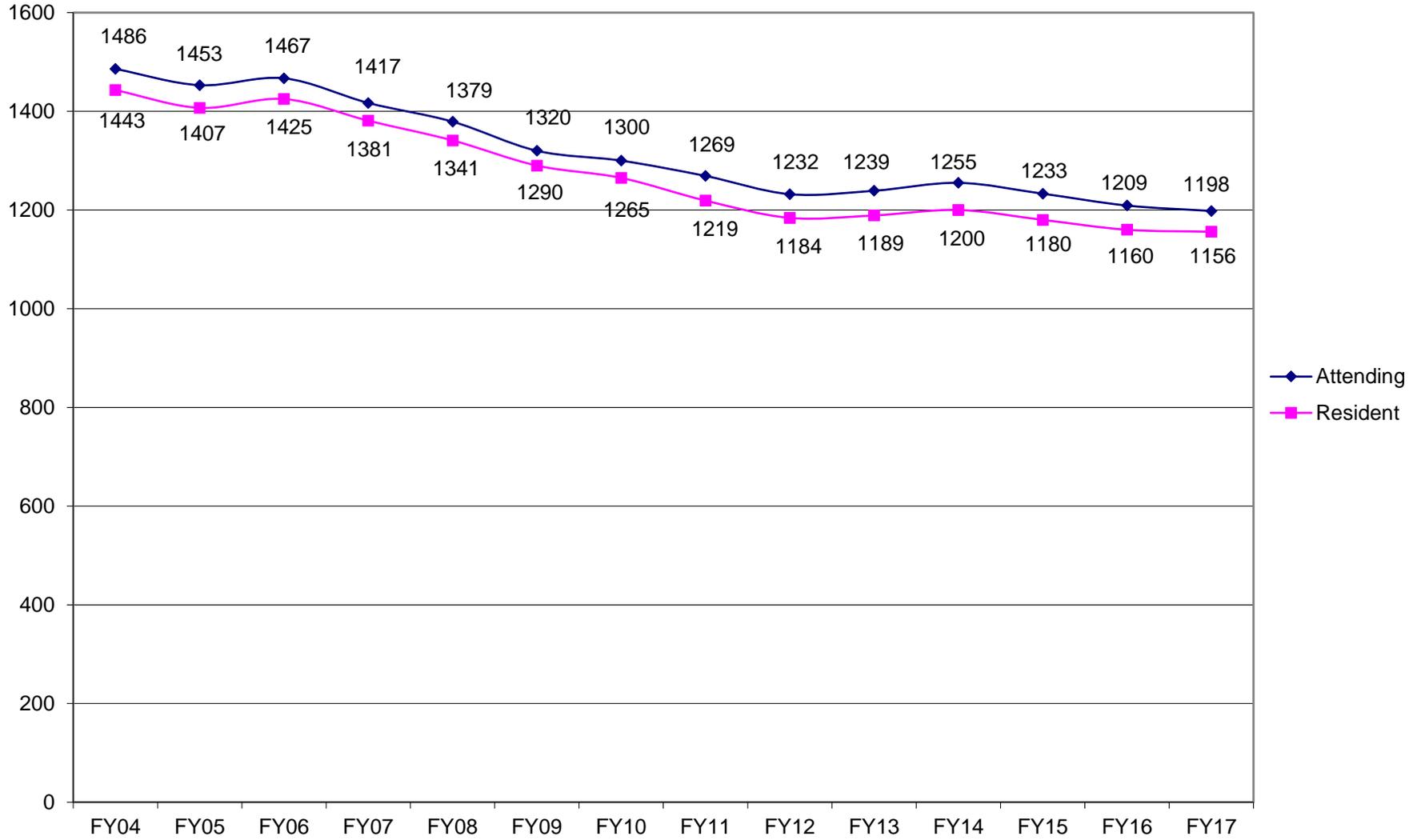
Revised: _____

A Caring School Community Dedicated To Excellence

REGIONAL SCHOOL UNIT NO. 38
State Valuation
Yearly Comparison

School	Historical Information					Current Year Increase				7 Year Comparison	
	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Difference	% Chg.	\$ Increase	% Increase
Manchester	309,150,000	304,650,000	301,900,000	301,200,000	301,450,000	310,050,000	316,700,000	6,650,000	2.14%	7,550,000	2.44%
Mt. Vernon	254,500,000	245,050,000	248,550,000	243,550,000	240,650,000	245,000,000	255,600,000	10,600,000	4.33%	1,100,000	0.43%
Readfield	282,150,000	270,050,000	266,100,000	268,550,000	264,850,000	260,950,000	262,500,000	1,550,000	0.59%	(19,650,000)	-6.96%
Wayne	206,600,000	203,900,000	200,850,000	193,850,000	187,600,000	187,450,000	188,500,000	1,050,000	0.56%	(18,100,000)	-8.76%
District Total	1,052,400,000	1,023,650,000	1,017,400,000	1,007,150,000	994,550,000	1,003,450,000	1,023,300,000	19,850,000	1.98%	(29,100,000)	-2.77%

RSU #38 Enrollment History



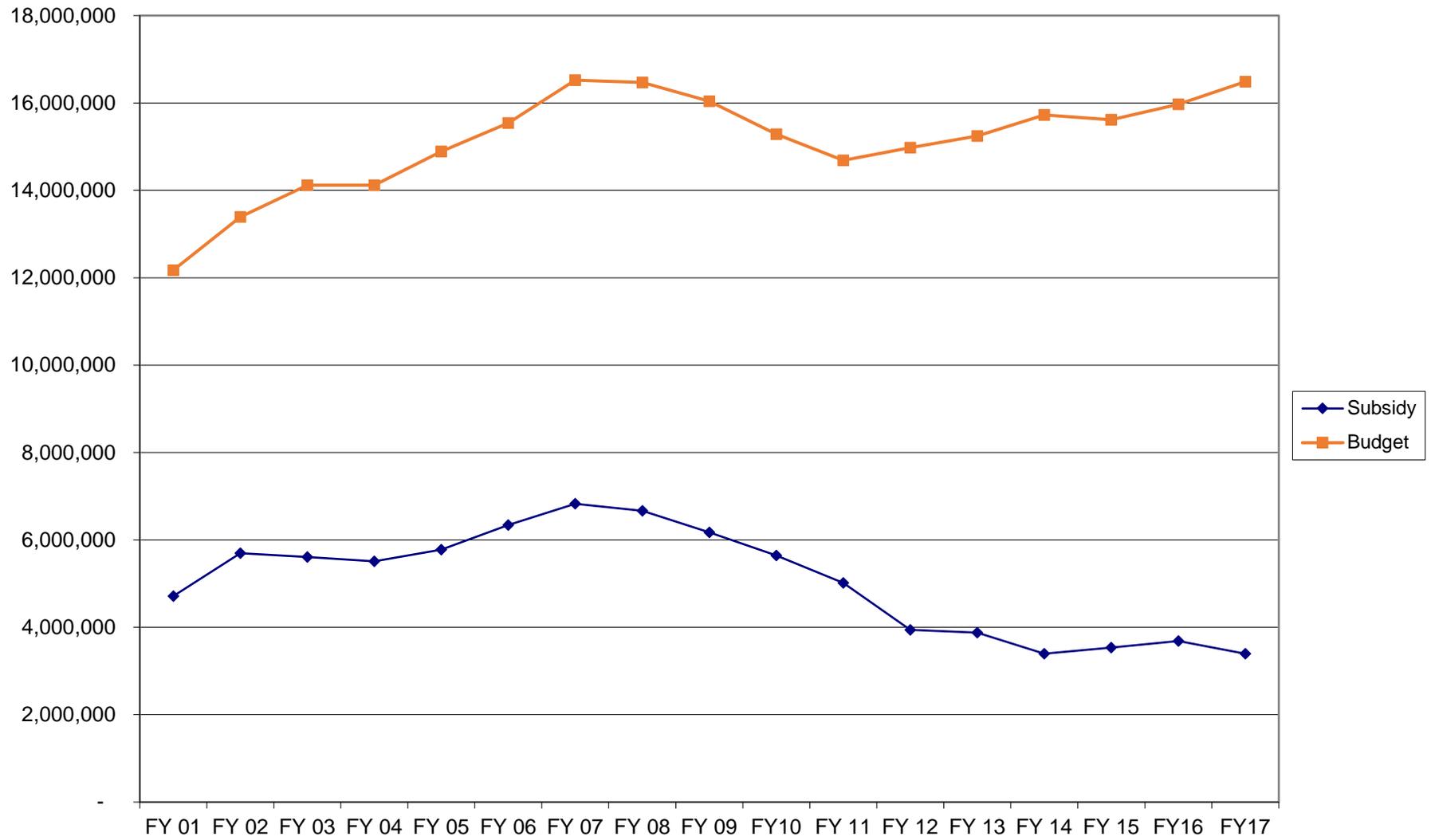
Based on October 1 EPS Enrollment Report

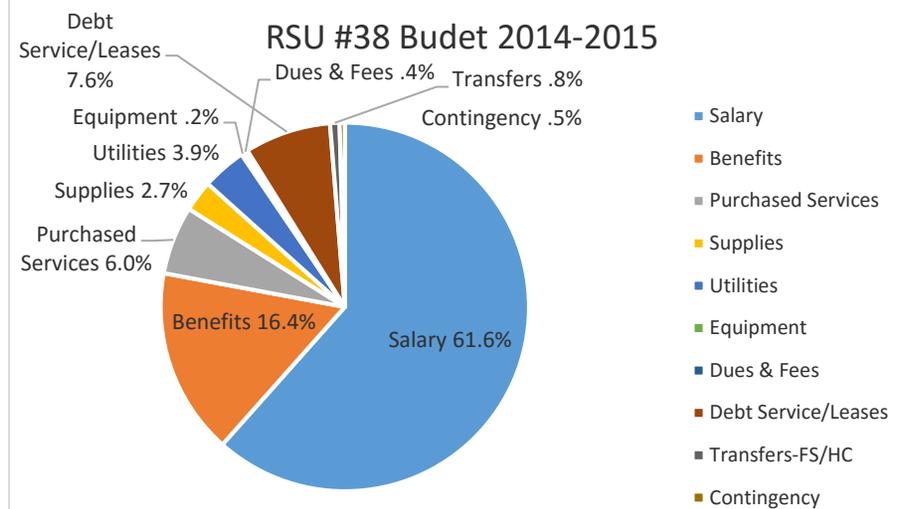
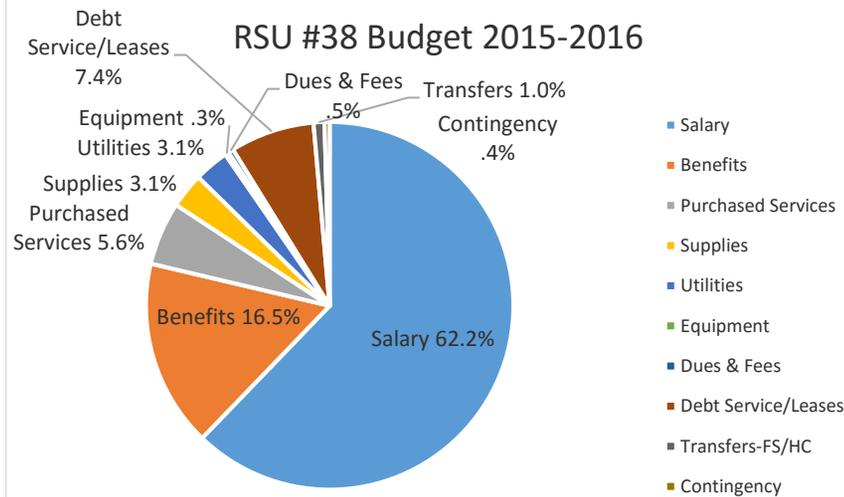
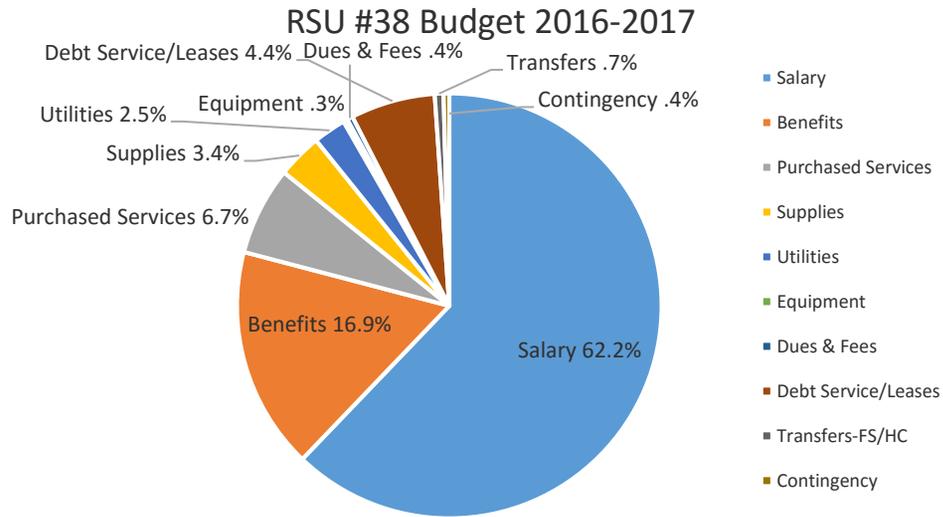
RSU #38 ENROLLMENT

6.

Actual Class Size - January 12, 2017									
	Pre K	K	1	2	3	4	5		Total Students
Manchester	11 / 11	18 / 18	12 / 14	14 / 15	23	13 / 13	15 / 16		
	22	36	26	29		26	31	1.8 FTE Ed Tech	193
Mt. Vernon	10	15	19	13 / 13	19	17	19		
				26				1.4 FTE Ed Tech	125
Readfield	14* / 12	11 / 12	13 / 14	21	15 / 16	14 / 17	26		
Readiness Skills		1	2		2				
	26	24	29		33	31		1.4 FTE Ed Tech	190
Wayne		8	11	12	11	11	13	1 FTE Ed Tech	66
Totals	58	83	85	88	86	85	89		574
Averages	12	14	14	16	19	15	20	District Average: 16/1	
* Readfield has additional classroom support from SKCDC									
Actual Enrollment - January 12, 2017									
Middle School									
Grade	6	7	8		Total				
Students	96	96	88		280				
High School									
Grade	9	10	11	12	Total				
Students	86	93	94	93	366				

RSU #38 / UNION #42 BUDGET/SUBSIDY HISTORY





New Program / Position / Account Evaluation Template

<p>Program Title: Staffing - additional 50% Math Interventionist</p>	<p>School/Grade Level: MtVES Grades K-5</p>	
<p>Brief Program Description: Increase the math interventionist position from 50% currently to 100% at MtVES for SY 17-18.</p>		
<p>Program Purpose: To provide students with math intervention (Tier II) support to improve their math skills. Currently students are not being serviced that are identified as needing intervention. Math data supports a high level of need for additional supports.</p>		
<p>Program Objectives: 1) Tier II math intervention support for all identified students. 2) To demonstrate improvement in students math skills and academic growth (reading on grade level).</p>		
<p>Projected Number of Students to Be Served: Students in grades K - 5.</p>	<p>Current Number of Staff:</p>	<p>Other impacts:</p>
<p>Program Costs: \$25,000.</p>		

Program Title:
Staffing

School/Grade Levels:
RES Gr. 5

Brief Program Description:

Based on enrollment at Grade 5 (31 students) for next year, we are requesting an additional teacher to instruct at the 5th grade level to create a smaller learning environment and academic support for our students.

Program Purpose:

Based on enrollment at Grade 5 (31 students) for next year, we are requesting an additional teacher to instruct at the 5th grade level to create a smaller learning environment and academic support for our students.

Program Objectives:

- 1) To create smaller learning environments for our 5th grade students by obtaining an additional teacher.
- 2) To allow for more individual attention and support for students' academic needs.
- 3) To maintain the continuation of the grade level curriculum and Rtl as needed.

Projected Number of Students to be served:

Projected 31 students in 5th grade for the 17-18 SY based on November 2016 enrollment.

Current Number of Staff:

1

Other Individuals/Groups Impacted by Programming:

Program Costs:

Classroom teacher = \$50,000

Evaluation of Outcomes (data available):

Recommendations:

Program Title:
Staffing

School/Grade Levels:
WES Gr. 4-5

Brief Program Description:

Based on enrollment at Grades 2-5, we are requesting to increase a half-time Ed Tech II without benefits to a full-time Ed Tech III with benefits for instructional support to students in grades 4-5.

Program Purpose:

Based on enrollment at Grades 4-5, we are requesting this additional Ed Tech III time to provide support at the 4th-5th grade levels to create a smaller learning environment and academic support. In addition, WES is the only elementary school in the district in which half of our faculty are teaching double grades. This significantly limits the amount of instruction and academic support our students receive per grade level.

Program Objectives:

- 1) To create smaller learning environments for our 4th and 5th grade students by increasing Ed. Tech classroom support.
- 2) To allow for more individual attention and support for students' academic needs.
- 3) To maintain the continuation of the grade level curriculum and Rtl as needed.

Projected Number of Students to be served:

Projected 22 students in grades 4-5 for the 17-18 SY based on November 2016 enrollment.

Current Number of Staff: 1

Other Individuals/Groups Impacted by Programming:

Program Costs: Ed. Tech III = \$22,000 increase

Evaluation of Outcomes (data available):

Recommendations:

Program Title:
Staffing- Art

School/Grade Levels:
WES K-1

Brief Program Description:

Acquire resources, which support our professional development.

Program Purpose:

To increase art time for students in K-1 from 30 minutes to 40 minutes once a week.
To allow time for complete artwork to be displayed.

Program Objectives:

- 1) To prepare and hang completed artwork within the school.
- 2) To allow time for GT art, which is currently not available to our students.
- 3) To allow students more time to complete their projects in a timely manner.
- 4) To increase the time available for art instruction and connection to fine art and professional artists.
- 5) To develop deeper understanding of design principles and composition.
- 6) To allow more time for fine motor development i.e. cutting, pencil grip, etc.

Projected Number of Students to be served:

20 students

Current Number of Staff:

1

Other Individuals/Groups Impacted by Programming:

Program Costs:

Increase teachers instructional time with student (K-1) from 30-40 mins
An hour of time to properly display and explain art exhibits.
90 mins per week = an overall increase in teacher's salary of \$1,750

Evaluation of Outcomes (data available):

Recommendations:

New Program / Position / Purchase Request

Program Title: Elementary School Librarian	School/Grade/Department: Elementary Schools
Brief Program Description: To ensure compliance with State regulations.	
Program Objectives: Increase Librarian time by 20% for oversight at each of the elementary schools.	
Projected Number of Students to be Served: 574	
Program Costs: \$14,000	

New Program / Position / Purchase Request

Program Title: RTI Ed. Tech. III	School/Grade/Department: MCMS, Grades 6-8
Brief Program Description: The RTI Ed. Tech. III would provide support to our current RTI Literacy Specialist and RTI Math Specialist, and the students that they serve, in addition to providing executive functioning support to RTI students.	
Program Objectives: We currently have two RTI Specialists that provide direct support for students in literacy and math. The Ed. Tech. III would allow these specialists to have the flexibility to check-in and support teachers, and observe Tier 2 in-the-classroom supports for students, or they could be assigned this while the specialists work with Tier 3 students in the math lab or literacy lab. The Ed. Tech. III would also be tasked with helping RTI students with their executive functioning skills, as students who need RTI support often need help with planning and prioritizing, time management, task initiation, and attention focus.	
Projected Number of Students to be Served: 50+	
Program Costs: \$32,000	

New Program / Position / Purchase Request

Program Title: World Language Teacher (Spanish)	School/Grade/Department: MCMS, Grades 6-8
Brief Program Description: The World Language Teacher would be responsible for teaching one of our three world languages offered at MCMS (currently Spanish).	
Program Objectives: We currently have two World Language teachers teaching three languages. Our current teachers are not certified to teach Spanish, although they do so out of necessity. At this time, a small select group of students can take full year world language classes. In order to do so a student must miss a core class (math, science, ELA, social studies) every other day. Given the current State graduation requirements of all students having two years of a world language, a third teacher would allow us to provide more students with the opportunity of taking one year's worth of a world language over a two year period, giving the students more course flexibility at MCHS.	
Projected Number of Students to be Served: 200+	
Program Costs: \$50,000	

New Program / Position / Purchase Request

Program Title: Wellness Center Administrative Assistant	School/Grade/Department: MCMS, Grades 6-8
Brief Program Description: Increase current position from 12.5 hours per week (3 days) to 19.5 hours per week (5 days).	
Program Objectives: Our current administrative assistant works three days a week, from 9:00 a.m. until 1:30 p.m. The two remaining days are covered by volunteers. If a volunteer is unable to come in students can be left unsupervised while waiting to be seen in the center. The amount of data entry has also increased as this position oversees both our student health information as well as the expanded medical services program. The need for consistency in this position is crucial, as the assistant triages students as they come in and needs to be aware of priority students when they arrive. Having one person to communicate with leaves less room for error than three, especially when that one is a paid professional.	
Projected Number of Students to be Served: 281 students	
Program Costs: \$4,000	