

REGIONAL SCHOOL UNIT NO. 38 BOARD OF DIRECTORS
Maranacook Community High School
March 15, 2017, 6:30 p.m.
AGENDA

1. Call to order:
2. Citizens' Comments: (5 min.)
3. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
4. Joint Meeting with Local Select Boards re: FY 18 School Budget (60 min.)
 - a. Review of FY '18 Budget
 - b. Questions and Comments from Select Boards
 - c. Updates from previous meeting
 - d. Questions and Comments from RSU Board
 - e. Citizens Comments
5. Action/Discussion/Informational Items: (30 min.)
 - a. Approval of minutes of March 1, 2017*
 - b. Acceptance of donation – Science Lab equipment for HS, estimated value \$8,000
 - c. Policy Second Readings*(see enclosed minutes of 3/6/17):
 - ABB/GBB, Staff Involvement in Decision
 - ADAA, School System Commitment to Standards for Ethical and Responsible Behavior (Code of Conduct)
 - ADAB, School System Commitment to Standards for Ethical and Responsible Staff Behavior
 - CHA, Development of Administrative Procedures
 - GCOC, Evaluation of Administrative Staff
 - IKB, Homework
 - KHB, Advertising in the Schools
 - KHC, Distribution of Non-School Materials
 - d. Policy Removal, Second Reading: Policy KH Advertising/Solicitation in School
 - e. Policy First Readings*:
 - IHBB, Educational Program for the Gifted and Talented
 - ILA, Student Assessment/Local Assessment System
 - f. Consideration of out-of-state trip, Mt. Vernon Elementary Grade 5, Boston, MA, June 8, 2017*
 - g. Consideration of overnight trip, Middle School Acadia Team, Chewonki Foundation, Wiscasset, ME, April 25-28, 2017*
6. Adjournment:

* Attachments

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School
March 1, 2017
Minutes of Meeting

Present: Chair Terri Watson (arrived 7:00 p.m.), Wendy Brotherlin, Gary Carr, Kelly Crotteau, Malcolm Hardy, Betty Morrell, Shawn Roderick, Adam Woodford
Members Absent: Vice Chair Melissa O'Neal, Jon Caron, Joan Farrar, Trish Jackson, Lucas Rumler
Student Rep: Hannah Woodford
Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Adult and Community Education Director Steve Vose, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigette Williams, Director of Curriculum, Instruction and Assessment Nancy Harriman, Adult Education Director Steve Vose, Student Services Director Al MacGregor

1. Call to order: Betty Morrell called the meeting to order at 6:30 p.m.
2. Student Representative Report:
High School representative Hannah Woodford reported on activities at the High School, including Winter Carnival activities. Several fundraisers are being planned. GAPP students will be leaving next week for their trip to Germany. The Nordic team came in first in the State; two-thirds of the speech/debate students qualified; and the girls' basketball team earned the Sportsmanship Award.
3. Citizens' Comments: none
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: none
5. Action/Discussion/Informational Items:
 - a. Approval of Minutes of February 1, 2017
MOTION by Carr, second by Hardy to accept the minutes as presented.
Motion Carried: 7 in favor 0 opposed.
 - b. Consideration of Out-of-State Travel, Boston, MA, May 11-12, 2017
MOTION by Carr, second by Hardy to approve the out-of-state travel to Boston, MA on May 11-12, 2017. **Motion Carried:** 7 in favor, 0 opposed.
 - c. Consideration of Out-of-State and Out-of-Country Travel, Washington, DC; Paris, France; Normandy, France, June 17-29, 2017
MOTION by Carr, second by Hardy to approve the out-of-state and out-of-country travel request to Washington, DC; Paris, France; and Normandy, France, June 17-29, 2017 as presented.
Motion Carried: 7 in favor, 0 opposed.
 - d. Acceptance of donations
MOTION by Carr, second by Hardy to accept the donations as presented.
Motion Carried: 7 in favor, 0 opposed.
 - e. Report from Participation Fees/Late Bus Study Group –
Wendy Brotherlin reported the findings of the Participation Fees/Late Bus Study Group. She distributed notes from the meeting and reported the committee agreed not to recommend an activity fee for next year for a wide range of reasons. The Committee also discussed the consideration of reinstating the late bus. They agreed that participation remains steady, and therefore, do not recommend reinstating the late bus at this time. As a Plan B, should the Board find that due to budgetary reasons that they need to make cuts in the co- and extra-curricular offerings, they recommend considering participation fees.
 - f. Request for Exception to Nepotism Policy
Superintendent Wolfrom reported that she received a request from a board member for the board to consider an exception to the Nepotism Policy. The Board member has an immediate

family member, living in the same household, who would like to continue subbing for the District. Superintendent Wolfrom recommends approval of this request due to the shortage the District is experiencing in finding qualified substitute teachers.

MOTION by Carr, second by Roderick to approve the request for an exception to the Nepotism Policy as outlined in the packet. **Motion Carried:** 7 in favor, 0 opposed.

- g & h. Acceptance of resignation due to retirement, June 2017, Elementary Librarian, Janet Adelberg
Acceptance of resignation due to retirement, June 2017, HS English, Paula Weisberger

MOTION by Carr, second by Hardy to accept the resignations of Janet Adelberg and Paula Weisberger, with regret. **Motion Carried:** 7 in favor, 0 opposed.

6. Budget Workshop:

- a. Update(s) from last budget workshop

Superintendent Wolfrom reported that there is no information on the insurance rates to date. She has received the preliminary ED279 from the Department of Education, and according to the preliminary subsidy figures our subsidy is decreasing by \$228,268.21. She is hoping this is a worst case scenario. The administrators and managers will be presenting the remaining original budget reports this evening.

- b. Co- and Extra-Curricular

Student Services Director Al MacGregor provided participation numbers for co- and extra-curricular activities at the Middle and High Schools. Currently, Maranacook offers 56 programs. At the Middle School there are 20 activities, 3 of which are non-athletic activities (math team, play, and yearbook). There was 30% participation in the fall and 34% during the winter. The High School has 36 programs, 6 of which are non-athletic activities (Speech and Debate, Math Team, Musical, Play, GAPP, and Student Senate). There was 50% participation in fall activities and 34% participation in the winter.

The original budget request includes one addition to the budget, for 7th grade boys and girls soccer, which could give an extra 25 boys and girls the opportunity to play a sport. This request would increase the budget approximately \$4,900 for salary/benefits and officials. Other area middle schools are looking to add 7th grade soccer back into their budgets. Mr. MacGregor will attend a meeting tomorrow where he will receive more information on this.

Questions from Board:

Approximate figures of how much it actually costs to participate in the different activities.

How much do you regulate the additional items the coaches ask families to buy? Mr.

MacGregor responded that everything goes through him.

- c. Operations and Maintenance

Director of Maintenance and Transportation Curt Morse provided an overview of the projects listed on the maintenance project list for 2017-18. He is still in the process of obtaining figures for many of the projects and having outside professionals look at the items to see if there are other ways to update the systems. He has found that some of the original estimates he received are very high and is working with other companies for estimates. Depending on the Board decision (later on agenda) regarding a bond or lease purchase, some of these items would be slated for inclusion in that issue. He will continue to provide updates as more information is available. (Terri Watson arrived during this review.)

Mr. Morse reviewed his equipment request outlining his ideas regarding hiring part time summer help for the grounds maintenance.

Questions from Board:

What about the roof for the high school? Mr. Morse reported it is not due for another year, but he has walked it and feels the roof can wait. There are some issues with some backup ice, but it is not due to the shingles. The insurance company has an engineer looking at it.

What about the heating system at MES? This is one of the projects that would be included in a bond issue.

Question regarding the science lab sink replacement. Mr. Morse responded they are in steel cabinets, the sinks and faucets are in bad shape. This was an item that was on the list for last year that was cut, so he felt it was important to add it back to the list.

When is the 5 year plan coming?

Suggestion was made to get together with Mr. MacGregor to see if ABS could help with some of the items pertaining to athletics.

d. Transportation

Superintendent Wolfrom outlined the Transportation budget. The budget includes the purchase of 2 buses; the District has been approved for a lease purchase through the State for one bus. The Administrators will be discussing the possibility of only one bus, which is what was done last year.

e. Miscellaneous Cost Centers/Accounts (Adult Education, Food Service, Health, Professional Development/Curriculum, Systems Administration, Debt Service)

Adult Education – Steve Vose, Adult Education Director, reported on the staffing for his department. He reviewed the programs that are offer for enrichment classes as well as educational programs. The CDL program has 31 people enrolled and 98% of the students go on to pass the state exam. Mr. Vose reported the Adult Education budget includes two new laptops and the increase of 10 hours for office staff. It is now mandatory to switch to computer based testing and the current computers are old and can no longer be upgraded to meet the testing requirements. In the past 10 hours had been cut out of the budget and the Director took over the tasks due to the reduction in office hours; he also took over the task of putting the brochure together to publish twice a year. He is asking to have the 10 hours put back in the budget for approximately \$8,000.

G.Carr expressed concern regarding the State Trooper he arranged to speak to the CDL class.

Food Service – Superintendent Wolfrom reported the expenditure budget remains the same as last year. Mr. Bridges was present to answer any questions.

Health – Superintendent Wolfrom reported there the slight increase in the Health budget is due to salary and benefits, and the purchase of a pediatric digital audiometer. In the past the District used the pediatric digital audiometer owned by the HeadStart program. We have been informed that HeadStart will not be in the district next year so we are required to purchase one to test incoming Pre-K students (state requirement).

Health Center Director Becca Reynolds shared a new “rack card” that was produced to inform students and parents about the Health Center’s services. Student Mariah Hatch spoke about her health center experience. Ms. Reynolds provided an overview of the health center and reported that 58% of high school students access the health center services. Sandy Hunter spoke about the services the students receive at the health center.

Assessment – Nancy Harriman reported the Assessment budget is up 4.6% due to the PSAT costs which will no longer be paid by the State (\$3,308); the remaining increase is due to anticipated salaries and benefits, which includes half of the Director of Curriculum, Instruction and Assessment position.

Curriculum – Nancy Harriman reported the Curriculum budget is up 3.69%, which is all due to anticipated increases in salary/benefits. Salaries include half of the Director of Curriculum, Instruction and Assessment, half of the K-12 Literacy Coach and all of the K-12 Math Coach.

Professional Development – Nancy Harriman reported that the professional development budget is up by \$5,000 to cover the cost of anticipated summer instructional staff training due to an anticipated decrease in the Elementary and Secondary Education Act (ESEA) grant.

Question from Board:

Under the proficiency rules, if a student continues to fall below standards will he/she graduate? N. Harriman responded that according to the law we have to award proficiency based diplomas and if students do not meet this requirement they will not receive a proficiency diploma. Students have to meet the standards in order to graduate.

Systems Administration – Superintendent Wolfrom reported this budget includes school board expenses, the salary/benefits for central office staff, except for special education, and legal fees.

Debt Service – Debt Service – Superintendent Wolfrom reported the debt service budget includes the 2 new buses currently in the proposed budget and the bond payments for middle school construction, athletic fields, and high school renovations.

Finance Manager Brigette Williams reviewed the lease purchase agreement schedule as well as the debt retirement schedule. She also reported on a request to begin a bond (or lease purchase) process for some of the larger facilities projects. Hopes were to hold off for a couple of years until some of the current debt is retired. It does not appear that we can wait that long. Even if the Board votes to start the process now and the citizens approve it at a referendum vote in November, it will be the summer of 2018 before any of the work can start. She asked the Board to consider voting to take the first step toward either bonding for these projects, or a lease purchase, setting aside \$50,000-\$75,000 in the FY18 budget for an architect. The architect/engineer would inspect all the facilities and provide the Board with a prioritized list of recommendations. The Board would then decide which projects to include in the bond (or lease purchase) and vote on an amount. If bonding and the referendum passes, the amount paid to the architect would be reimbursed from the bond proceeds.

Questions from Board:

Request was made for a 5-year plan.

What would the district save if we had one building and closed the smaller buildings?

Members who spoke expressed their preference for a bond versus a lease purchase.

MOTION by Roderick to direct administration to pursue the bond process with hiring an architect once the budget is approved. Second by Carr.

Question was asked about the amount of money for the architect. This vote would authorize administration to include an amount for the architect in the FY18 budget. Once the budget passes the District would solicit Requests for Qualifications (RFQ) for an architect. Once the projects are decided upon presentations would be made to the townspeople on why the projects are needed, before the bond goes out for referendum. The Maine Municipal Bond Bank issues bonds in the fall and spring, so we would probably aim for the spring. There are a few banks that entertain smaller bonds.

Motion Carried: unanimous.

f. Board questions: above

g. Citizens comments regarding budget:

Michelle Woodford asked Mr. MacGregor about the participation numbers for 7th grade boys and girls, and asked if it includes 6th graders. Mr. MacGregor responded that in the past there have been some 6th graders. She expressed her concern about including all the middle school students in the sports; possibly consider varsity and junior varsity teams.

h. Board discussion: above

7. Informational Items: Administrators responded to questions regarding their reports.
8. Adjournment: Motion and second to adjourn at 8:36 p.m.

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

RSU #38 Policy Committee
Superintendent's Office
March 6, 2017
Minutes of Meeting

Present: Gary Carr, Joan Farrar, Donna Wolfrom

Review Policies for Second Readings:

1. ABB/GBB, Staff Involvement in Decision Making – No additional comments were submitted and no changes were made. The Policy Committee recommends Policy ABB/GBB for Second Reading as presented.
2. ADAA, School System Commitment to Standards for Ethical and Responsible Behavior (Code of Conduct) – No additional comments were submitted and no changes were made. The Policy Committee recommends Policy ADAA for Second Reading as presented.
3. ADAB, School System Commitment to Standards for Ethical and Responsible Staff Behavior – The Committee reviewed the comments submitted by staff; no changes were made. The Policy Committee recommends Policy ADAB for Second Reading as presented.
4. CHA, Development of Administrative Procedures – No additional comments were submitted and no changes were made. The Policy Committee recommends Policy CHA for Second Reading as presented.
5. GCOG, Evaluation of Administrative Staff – No additional comments were submitted and no changes were made. The Policy Committee recommends Policy GCOG for Second Reading as presented.
6. IKB, Homework – No additional comments were submitted and no changes were made. The Policy Committee recommends Policy IKB for Second Reading as presented.
7. KHB, Advertising in the Schools (new) – The Committee took into consideration comments from the February 1 Board meeting. The following changes were made: paragraph 1, add, "Requests to advertise for non-profit organizations may also be considered by the Superintendent or his/her designee. Also added was items 1-5 from Policy KH. The Policy Committee recommends Policy KHB for Second Reading as revised.
8. KHC, Distribution of Non-School Materials (new) – The Committee took into consideration comments from the February 1 Board meeting. The following change was made: add Item E., "Requests to distribute advertisements for non-profit organization may also be considered by the Superintendent or his/her designee. The Policy Committee recommends Policy KHC for Second Reading as revised.
9. KH, Advertising/Solicitation in School (removal) – No comments were received. Portions of this policy were added to Policies KHB and KHC above. The Policy Committee recommends Policy KH for removal.

Review Policies for First Reading:

1. IHBB, Educational Program for the Gifted and Talented – The Committee reviewed the current policy as well as the MSMA sample policy. The Policy Committee recommends the MSMA sample Policy IHBB for first reading as revised (minor wording changes).
2. ILA, Student Assessment/Local Assessment System – The Committee reviewed the current policy as well as the MSMA sample policy. The Policy Committee recommends the MSMA sample Policy ILA for first reading.

Other: Next meeting Monday, March 20, 2017, 6:00 p.m.

Policy: ABB/GBB

REGIONAL SCHOOL UNIT #38
STAFF INVOLVEMENT IN DECISION MAKING

The formulation of policy involving the curriculum, instruction and the overall school program is one of the primary responsibilities of the Board of Directors, and the Board reserves the right to make the final decision regarding such policies. The Board believes that the best interests of the district's students should be the principle guiding the adoption of all educational policy. The Board further believes that appropriate input from the professional staff is important to the decision-making process.

The Superintendent shall ensure that there is a process in place to encourage meaningful professional staff input prior to making recommendations regarding curriculum, instruction and the school program to the Board. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the schools, and with the understanding that the staff is collectively responsible for student performance.

Participation in the decision-making process is accompanied with an expectation of accountability by the professional staff. All proposals for changes to the curriculum, instruction or the district's educational goals should incorporate evaluation procedures linked to student outcomes. The Board encourages the use of professional development activities specifically directed to improving staff research, analytical and decision-making abilities.

The Superintendent shall ensure that the administrative team has the appropriate support to lead an effective instructional program with a consistent focus on student learning and outcomes.

Legal Reference: 26 MRSA § 965

Cross Reference: BHC – Board Communications with Staff
GCI - Professional Staff Development Opportunities
GCOA - Supervision and Evaluation of Professional Staff

Adopted: 03/03/05

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

Revised: _____

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

The School Board believes that promoting ethical and responsible behavior is an essential part of the school unit's educational mission. The Board recognizes that ethics, constructive attitudes, responsible behavior, and "character" are important if a student is to leave school as a "responsible and involved citizen," as described in the Guiding Principles of the Maine Learning Results. The Board also recognizes that Maine law requires the adoption of a district-wide student code of conduct consistent with statewide standards for student behavior developed by the Commissioner of the Department of Education in compliance with 20-A MRSA § 254(11).

The Board seeks to create and maintain a school climate in which ethical and responsible behavior can flourish. The Board believes that instilling a sense of ethics and responsibility in students requires setting positive expectations for student behavior as well as establishing disciplinary consequences for behavior that violates Board policy or school rules. Further, 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. To that end, the Board supports an active partnership between schools and parents.

Recognizing that collaboratively identified core values are the foundation for a school culture that encourages and reinforces ethical and responsible student behavior, the Board has identified eight basic qualities of good citizenship: trustworthiness, responsibility, honesty, respectfulness, growth mindset, compassion, hardworking, and fairness. The Board is committed to maintaining and enforcing standards for behavior, including prescription of consequences for unacceptable behavior.

The Board assures that schools will maintain a Student Code of Conduct consistent with statewide standards for student behavior that shall, as required by law:

- A. Establish standards of student responsibility for behavior;
- B. Define unacceptable student behavior;
- C. Prescribe consequences for violation of the Student Code of Conduct, including first-time violations, when appropriate;
- D. Describe appropriate procedures for referring students in need of special services to those services;
- E. Establish criteria to determine when further assessment of a current Individual Education Plan (IEP) is necessary, based on removal of the student from class;
- F. Establish policies and procedures concerning the removal of disruptive or violent students from a classroom, school bus, or other school property, as well as student disciplinary and placement decisions, when appropriate; and
- G. Establish guidelines and criteria concerning the appropriate circumstances when the Superintendent/designee may provide information to the local police or other appropriate law enforcement authorities regarding an offense that involves violence committed by any person on school grounds or other school property.

The Student Code of Conduct will be reviewed periodically by the School Board, with input from administrators, staff, parents, students, and members of the community.

Students, parents, staff, and the community will be informed of the Student Code of Conduct through handbooks and/or other means selected by the Superintendent/designee.

When revising the prescribed consequences for violation of the Student Code of Conduct, the Board shall consider (evaluate and revise, as deemed necessary or desirable), relevant existing district-wide school disciplinary policies and/or consider adoption of new policies that:

- A. Focus on positive interventions and expectations and avoid focusing exclusively on unacceptable student behavior;
- B. Focus on positive and restorative interventions that are consistent with evidence-based practices rather than set punishments for specific behaviors, and avoid “zero tolerance” practices unless specifically required by federal or state laws, rules or regulations;
- C. Allow administrators to use their discretion to fashion appropriate discipline that examines the circumstances pertinent to the case at hand; and
- D. Provide written notice to the parents, as well as a telephone call as soon as practicable, to the parents of a student when a student is suspended from school, regardless of whether the suspension is an in-school or out-of-school suspension.

“Positive interventions” and “restorative interventions” shall have the same meaning as provided in 20-A MRSA § 1001(15).

Ethics and Curriculum

1. The Board encourages examination and discussion of ethical issues within content areas of the curriculum, as appropriate.
2. The Board encourages integration of ethics into content areas of the curriculum, as appropriate.
3. The Board also encourages schools to provide students with meaningful opportunities to apply values and ethical and responsible behavior.

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

Adopted: 03/06/03

Revised: 04/01/08

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

Revised: _____

**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: _____

Policy: CHA

**REGIONAL SCHOOL UNIT #38
DEVELOPMENT OF ADMINISTRATIVE PROCEDURES**

The Board delegates to the Superintendent the responsibility for developing and disseminating such administrative procedures as may be necessary to carry out the policies adopted by the Board.

“Administrative procedures” include procedures, directives, specification of actions to be taken, rules/regulations, protocols, and other detailed arrangements for the operation of the school unit and the schools.

The Superintendent may issue such administrative procedures without prior Board approval unless Board action is required by state or federal law or regulations, or the Board has asked that certain individual procedures or types of procedures be presented for its approval.

The Superintendent may recommend a proposed administrative procedure for Board approval if he/she believes Board consideration is necessary or desirable.

Cross Reference: CB – School Superintendent
 CB-R – Superintendent Job Description
 CHD – Administration in the Absence of Policy

Adopted: 03/06/07

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

Revised: _____

Policy: GCOC

**REGIONAL SCHOOL UNIT #38
EVALUATION OF ADMINISTRATIVE STAFF**

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the Board annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once a year, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator;
- B. Evaluations shall be made by the Superintendent or immediate supervisor;
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator;
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system (PEPG), consistent with the requirements of law and applicable Department of Education rules, for full implementation in the 2017-2018 school year.

This system, which will apply to the evaluation and growth of school principals, must be approved by the Board.

Legal Reference: 20-A MRSA §§13701-13706; 13802
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08)
Me. Dept. of Ed. Rule Ch. 180

Adopted: 05/04/06

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

Revised: _____

REGIONAL SCHOOL UNIT NO. 38
HOMEWORK GUIDELINES

Homework is an extension of the instructional program and thereby helps students to practice and internalize concepts and skills taught in class.

Meaningful homework, assigned by teachers and supported at home, helps provide opportunities for students to develop responsible work habits.

A successful homework program will motivate a child to want to learn, as well as help to create a life-long learner.

Guiding Principles:

- Assigned projects should be assessed carefully so that differences in family resources do not greatly affect the outcome.
- As a means of communication among parents, teachers, and children, homework enhances the school-home connection.
- Homework is intended to reinforce classroom learning with independent practice.
- Homework time should be limited to help maintain a balance between family life and other activities, including free play, exercise, and sleep.
- Homework should be authentic, meaningful, and engaging.
- Homework will receive consistent and quality follow-up, recognition, and response.

The Superintendent shall hold each school responsible for developing fair, reasonable, and consistent time parameters for homework. Teachers will inform parents what role homework plays in the classroom and the expectations they have for parents as it relates to homework.

Recommended ten (10) minutes of homework per grade level per school night supports the teaching-learning process, e.g., Grade 1 (1 x 10 minutes = total 10 minutes of homework); Grade 6 (6 x 10 minutes = total 60 minutes of homework); Grade 9 (9 x 10 minutes = total 90 minutes of homework.) This model serves as a guide for homework assignments. Independent reading time should be included in the recommended homework time. Dual enrollment and Advanced Placement courses may require more study time.

Effective Date: 06/06/02

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

Revised Date: _____

**REGIONAL SCHOOL UNIT #38
ADVERTISING IN THE SCHOOLS**

The School Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses. Requests to advertise for non-profit organizations may be considered by the superintendent or his/her designee.

The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The Board reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

- A. Brand specific advertising of food or beverages is prohibited in school buildings, on school grounds or on school buses except for food and beverages meeting standards for sale or distribution on school grounds in accordance with Department of Education rules. For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.
- B. Consistent with its efforts to promote a tobacco, alcohol, and drug free environment, the Board will not agree to displays of advertising in school buildings, on school grounds, or on school buses for tobacco products, alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.

The following practice and procedures are required.

1. All requests to advertise, sell or solicit goods, merchandise or services will be submitted to the superintendent or his/her designee for prior approval.
2. Advertising and solicitation will be in print, directed to adults and/or business representatives, and have its source or sponsor clearly identified. No solicitation may be marketed or directed to students.

**REGIONAL SCHOOL UNIT #38
DISTRIBUTION OF NON-SCHOOL MATERIALS**

The Board wishes to minimize intrusions on the teaching and learning time of students and staff. While there are many worthy activities in the communities served by Regional School Unit #38 (RSU #38) that are sponsored by various non-profit organizations, the Board believes that students should not be used to distribute or carry home flyers, brochures, or other materials that are not directly related to school programs, school curriculum, or school-related activities.

Only the following materials may be distributed to students to be carried home:

- A. Communications from the Board, Superintendent, school administrators, and school staff such as newsletters, letters to parents, announcements of meetings or events, school forms, and classroom information;
- B. Information and notices concerning school-sponsored activities and programs for students and/or parents;
- C. Information and notices concerning activities and programs offered by groups affiliated with RSU #38 schools, such as parent-teacher organizations and booster groups; and
- D. Information and notices from municipal, state and federal agencies concerning programs available to students.
- E. Requests to distribute advertisements for non-profit organizations may also be considered by the superintendent or his/her designee.

To minimize disruption to classes, the building principal may limit the frequency with which non-school materials may be sent home with students.

POSTING OF NON-PROFIT/COMMUNITY MATERIALS

Building principals may designate a bulletin board or other specific location where notices regarding non-profit community activities or events that may be of interest to students and/or parents may be posted. Any local non-profit group may submit such materials. All materials must include a statement that the activity or program is not affiliated with or endorsed by RSU #38, and must be approved by the Superintendent.

Materials that interfere with the instructional process or the operations of the schools, that are lewd or obscene, libelous, that are discriminatory or infringe upon the rights of others, promote illegal activities or are in violation of any Board policy will not be posted.

In order to make sufficient space available, building principals may establish rules for the size of notices/flyers and the length of time they may be posted.

Community materials may not be posted without the prior approval of the building principal.

Cross reference: KHB, Advertising in the Schools

Adopted: _____

Policy No: KH
Revised Date: 05/19/10

**REGIONAL SCHOOL UNIT NO. 38
ADVERTISING/SOLICITATION IN SCHOOL**

Commercial advertising and/or solicitation by way of banners, handbills, leaflets, web pages or personal requests that target students is prohibited. The superintendent or his/her designee may grant exceptions to this policy when the sponsor is providing a direct service or commodity which can also be considered as part of the planned educational program, a necessary part of the curriculum, or directly supportive of school programs. Requests to advertise for non-profit organizations may also be considered by the superintendent or his/her designee.

The following practice and procedures are required.

1. All requests to advertise, sell or solicit goods, merchandise or services will be submitted to the superintendent or his/her designee for prior approval.
2. Advertising and solicitation will be in print, directed to adults and/or business representatives, and have its source or sponsor clearly identified. No solicitation may be marketed or directed to students.
3. Distribution and collection of printed materials, solicited goods, and/or money will occur at times approved by the principal and which fall outside prime instructional time.
4. School staff will directly oversee meetings between sponsors and students. Staff are obligated to report to the principal communication which they find objectionable for such reasons as policy non-compliance, too "high pressure," or pointedly personalized.
5. Student body assemblies may be held to kick-off fund raising or other activities which directly support school programs. Such assemblies will be cleared and arranged through the principal well in advance of the assembly date.

**REGIONAL SCHOOL UNIT #38
GIFTED AND TALENTED EDUCATION**

Philosophy

The Board recognizes its obligation to provide differentiated instructional programming for students identified as being gifted and talented.

The school unit will employ identification methods and instruments, selection criteria, and procedures that will ensure that participants have demonstrated significant achievement or potential for significant accomplishment beyond their age peers in all academic areas or in one or more specific academic areas, or in the arts.

The district will implement individualized programming to challenge and further develop the potential of students identified as gifted and talented. Such programming will be aligned with Maine’s system of Learning Results.

The school unit will work within existing instructional programs, whenever practicable, in order to provide the necessary differentiated instruction while maintaining age and developmentally-appropriate social relationships and social development.

Goals

The Board’s goals in providing educational programming for students identified as gifted and talented are:

- A. An opportunity for challenge of their intellectual abilities;
- B. An outlet to develop their creative thinking;
- C. Experiences designed to nurture their leadership ability;
- D. A means to expand their academic achievements; and
- E. An opportunity to develop and express their artistic talents.

The Superintendent/designee is authorized to implement administrative procedures necessary to carry out this policy, consistent with applicable statutes and regulations.

Legal Reference: 20-A MRSA § 8101
Dept. of Educ. Rule Ch. 104

Effective Date: 01/07/88

Reviewed: 02/18/05

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

Revised: _____

CURRENT POLICY

Policy No: IHBB
Effective Dates: MCS 01/07/88
Manchester 03/01/88
Mt. Vernon 02/10/88
Readfield 02/28/88
Wayne 03/10/88
Reviewed 02/18/05

**REGIONAL SCHOOL UNIT NO. 38
EDUCATIONAL PROGRAM FOR THE GIFTED AND TALENTED**

The Regional School Unit No. 38 Board is committed to an educational program which recognizes and responds to the unique abilities of each student. Providing for students with special academic or artistic aptitude is part of the program. While the regular program of instruction is supportive of gifted students, their exceptional needs may require additional and special services.

To this end, the Superintendent shall establish procedures for the identification of students for the gifted and talented program, for the appropriate placement of students in the program, and to review the identification of children, as specified in Chapter 104 of the Department of Education rules.

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

REGIONAL SCHOOL UNIT #38
STUDENT ASSESSMENT

The Board recognizes that Maine law requires each school administrative unit to use multiple assessment methods to measure student achievement of the Learning Results, including the *Guiding Principles*. The Board also recognizes the value of assessment in informing and improving instruction.

Through this policy, the Board adopts and directs the Superintendent/designee to implement and oversee an assessment system for Regional School Unit #38 schools that will accomplish these objectives. The Superintendent shall be responsible for reviewing the assessment system for compliance with applicable statutes and rules and for certifying to the Commissioner that it is in compliance with Maine Department of Education standards.

Legal Reference: 20-A MRSA §§ 6202-B, 6209

Cross Reference: IK – Student Achievement

Adopted: 02/02/04

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

Revised: _____

**REGIONAL SCHOOL UNIT NO. 38
STUDENT ASSESSMENT/LOCAL ASSESSMENT SYSTEM**

Maine Law requires that every school board adopt and fully implement a local assessment system as the measure of student progress toward achievement of the content standards of the Maine Learning Results.

The Superintendent is responsible for the implementation of the Regional School Unit No. 38 Local Assessment System (LAS). The Superintendent shall be responsible for reviewing the Local Assessment System for compliance with applicable statutes and rules and for certifying to the Commissioner that the LAS is in compliance with Maine Department of Education standards.

A “local assessment system” is defined as a coordinated collection of assessments administered to students. The purpose of the Local Assessment System is to provide information that will be used to guide and enhance classroom instruction, monitor student progress, and certify student achievement with respect to the school system curriculum and Maine’s Learning Results. In addition, the Local Assessment System is designed to provide valid and reliable information on student achievement in order to assist in evaluating educational programs and practices and in making informed decisions related to curriculum and instruction, professional development, and the allocation of resources to better meet student needs.

The following general principles apply to the Local Assessment System:

- A. Assessment will be aligned with the curriculum and with the content standards of the Maine Learning Results.
- B. Multiple measures of student learning will be used for each grade span (K–4, 5–8, and 9–12). The assessment measures should be developmentally appropriate for the grade span.
- C. Classroom, school, school district, and state levels of assessment may be included in the system to provide for a fair and equitable opportunity for students to demonstrate knowledge and understanding.
- D. Neither the Maine Educational Assessment (MEA) nor a commercially produced test may be the only measure of student achievement or carry the majority of weight in determining student performance.
- E. Assessment accommodations will be provided for identified students in accordance with their Individual Education Plan, 504 Plan, or Limited English Proficiency Plan. In addition, accommodations and/or alternate assessment will be provided to other students who demonstrate a need as determined by a team which should include the student’s

teacher(s), an administrator, the parent(s)/guardian(s), and, if possible, the student. Allowable accommodations shall be those approved as part of the school department's Comprehensive Local Assessment System.

The Superintendent, through the Assessment Committee, will be responsible for the design of the Local Assessment System. The Board expects that there will be input from teachers and administrators in the development and refinement of the System.

The Board recognizes that appropriately trained teachers and school administrators will be primarily responsible for administering and scoring assessments and for collecting, organizing, and interpreting resulting data.

The Superintendent will be responsible for ensuring that provisions are made for review and analysis of information obtained through the Local Assessment System and for appropriate instructional intervention when individual students or groups of students fail to achieve performance standards.

The Superintendent will be responsible for implementing a record-keeping and reporting system that will be used to provide understandable information to the Board, students, parents, teacher/professional staff, administrators, and the community. Data will be presented in a way that conveys school and school unit performance in the content areas of Maine's Learning Results and allows for comparison to statewide performance.

The Board will annually review the results of the Local Assessment System.

Legal Reference: 20-A M.R.S.A. § 6210-6205
Ch. 127 §§ 2, 4 (Me. Dept. of Ed. Rules)

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

RSU #38

Maranacook Area Schools – Field Trip Request Form

Please submit request to office at least 3 weeks prior to field trip

Out-of-State and/or Overnight Trips must be sent directly to the Superintendent for Board approval

Select One: (for full definitions, please refer to Policy IJOA)

Field Trip – takes place during the school day and is organized and conducted by one or more RSU 38 employees as a means of accomplishing particular curricular objectives.

Competition Trip – related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams.

Other School-sponsored Trip – organized and conducted by one or more employees as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization.

Non-school-sponsored Travel – organized by employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip.

School: MTVES Date of trip: 6-8-17 Destination: Boston - MOS and Quincy Mkt

Departure time (from school): Ø Return time (to school): Ø parent transport to Amtrak - Amtrak to Boston

Bag lunches will be needed (please confirm with Food Service 1 week before trip)

Teacher: Leslie Boyce Grade level(s): 5

Number of students: 19 Number of chaperones: 22 Cost of activity: _____

Cost of transportation*: _____ Transportation paid by: fund raising
(if not paid by school, please include billing information including mailing address)

Paid By: fund-raising
(School, Parent Association, specific student activity account, other)

Educational objectives: (Include description of activities, pre-trip activities, correlation with curriculum, concepts/skills learned, follow-up lessons.)
(Use back side or attach sheet for objectives if needed.)

This trip is a wonderful culmination of the science units studied grades K-5. The museum has fabulous hands-on exhibits and live demonstrations to capture student enthusiasm. Our trip to Quincy Mkt will include a

Planned Stop(s): Ø Sites(s) have been notified: Yes _____ No (Including food establishments) brief

Notification of transportation needs made to Transportation Director: (Date) _____
(Final approval of transportation arrangements dependent upon availability of bus & driver)

discussion / review of Rev. War locations time

Other Transportation arrangements have been made - please specify: _____

Storm Date: Ø

Principal's Signature: [Signature] Recommended Not Recommended _____

Date: 3/9/17

*Cost of transportation based upon cost per mile as determined through budget process (driver, bus, gas, depreciation)

Copies: send electronically ONLY
1 copy to Transportation Director
1 copy to Food Service Director (if during lunch)

BOSTON TRIP

Mt Vernon Elementary

The 5th grade students are planning a trip to Boston on **Thursday, June 8th**. This has been an annual 5th grade field trip for the past several years.

Number of students: 19

Number of chaperones: about 23

Number of Teachers: 2

Events:

7:45 a.m. All students and chaperones meet at the Amtrak train station - Portland ME (drive themselves or ride share)

8:00-10:30 Travel to Boston on the train

10:30-10:45 Walk to Museum of Science

10:45-11:30 Register; lunch there

11:30-3:00 Visit museum

3:00-3:20 Take the "T" to Gov't Center

3:20-5:00 Visit Faneuil Hall / Quincy Mkt area

5:00-5:20 Walk back to North Station

5:40 Board train

5:40-8:20 Travel back to Portland

10:00? Arrive back in Mt Vernon

Funds:

Funds will be raised entirely through fundraising events (primarily a poinsettia fundraiser through Longfellow's Greenhouse and bottle drive).

Parents pay for a portion of their costs – dependent upon money raised through the fund raisers (usually ends up being approximately \$35)

If you would like more specifics, I'd be more than happy to supply them (actual cost of each event, etc...)

Leslie Boyce

Grade 5

Mt Vernon Elementary

RSU #38
Maranacook Area Schools – Field Trip Request Form
Please submit request to office at least 3 weeks prior to field trip

RECEIVED
MAR 08 2017
5g.

Out-of-State and/or Overnight Trips must be sent directly to the Superintendent for Board approval

Select One: (for full definitions, please refer to Policy IJOA)

- Field Trip – takes place during the school day and is organized and conducted by one or more RSU 38 employees as a means of accomplishing particular curricular objectives.
- Competition Trip – related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams.
- Other School-sponsored Trip – organized and conducted by one or more employees as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization.
- Non-school-sponsored Travel – organized by employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip.

School: MCMS Date of trip: April 25-28, 2017 Destination: Chewonki Foundation Wiscasset, Maine

Departure time (from school): 8am 4/25/17 Return time (to school): 2:30pm 4/28/17

Bag lunches will be needed (please confirm with Food Service 1 week before trip) ALL meals provided as part of the program.

Teacher: Sue Caron, Mark Emery, Dan Holman Grade level(s): 6, 7, 8

Number of students: 65 Number of chaperones: 6-7 (not including Chewonki staff) Cost of activity: \$18,000.00 before grants - \$5100.00 to be paid by Acadia Team

Cost of transportation*: N/A Transportation paid by: parent drivers

Paid By: Acadia Team fundraising (if not paid by school, please include billing information including mailing address)

Educational objectives: (Include description of activities, pre-trip activities, correlation with curriculum, concepts/skills learned, follow-up lessons.)
(Use back side or attach sheet for objectives if needed.)

* please see attached letter.

Planned Stop(s): N/A

Sites(s) have been notified: Yes No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) N/A
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: parent drivers

Storm Date: N/A

Principal's Signature: [Signature]

Recommended Not Recommended Date: 3/7/17

*Cost of transportation based upon cost per mile as determined through budget process (driver, bus, gas, depreciation)

Copies: send electronically ONLY
1 copy to Transportation Director
1 copy to Food Service Director (if during lunch)

* I've included a written request along w/a copy of the contract from Chewonki.

The Acadia Team at Maranacook Community Middle School is seeking approval from the school board to take our team of approximately 65 students on a 3 night/4 day outdoor learning experience with the Chewonki Foundation in Wiscasset, Maine.

This program would include the following sessions for students: low element challenges, map & compass skills, farm & farming/food systems, animal studies & live owl of Maine presentations.

This connects with our studies of ecology, biology, adaptations, as well as works on goals around communication skills, cooperative learning, group and team building.

A significant portion of the cost of this trip is being donated by several outside contributors to the Chewonki Foundation. The remainder will be covered by our team fundraisers and student/family contributions.

This is the same trip that Royal River Team has done for a number of years. We are collaborating with them and the foundation to establish a more regular opportunity for students in our district to attend and learn with Chewonki.

Thank you for your consideration,

Sue Caron
Mark Emery
Dan Holman