

"A Caring School Community Dedicated to Excellence"

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS

Maranacook Community High School

May 3, 2017, 6:30 p.m.

AGENDA

1. Call to order:
2. Presentation: Teacher Performance Evaluation and Professional Growth Plan presentation (15 min.)
3. Adoption of RSU #38 Teacher Performance Evaluation and Professional Growth Plan (5 min.)
4. Student Representatives Reports (10 min.)
5. Citizens' Comments: (5 min.)
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (60 min.)
 - a. Approval of Minutes of April 12, 2017*
 - b. Acceptance of teacher resignation effective June 2017, High School Science, Jean Roesner
 - c. Acceptance of teacher resignation effective June 2017, Middle School, Mary Freeman
 - d. Acceptance of teacher resignation effective June 2017, MVES, Tina Kanaris
 - e. Acceptance of teacher resignation effective June 2017, RES, Christine Miner
 - f. First Probationary Contract, Ellen Turgeon, High School Nurse*
 - g. Appointment of Second Probationary Contract Teachers*
 - h. Appointment of Third Probationary Contract Teachers*
 - i. Appointment of First Continuing Contract Teachers*
 - j. Consideration of Out-of-State Travel, Louisville, Kentucky, May 25-29, 2017*
 - k. Consideration of Out-of-State Travel, Birmingham, Alabama, June 17-24, 2017*
 - l. Policy Second Readings*: JEA, Compulsory Attendance; JFAA, Admission of Resident Students; JFAB, Admission of Nonresident Students; JK, Student Discipline; EBCF, Automated External Defibrillator in School Setting
 - m. Policy Removal, Second Reading: JFAB, Tuition Students*
 - n. Policy First Readings: DJ, Bidding/Purchasing Requirements; DJH, Purchasing and Contracting: Procurement Staff Code of Conduct; IKF, Graduation Requirements*
 - o. Superintendent's Update on Manchester Facilities
 - p. Preparation for Annual Meeting – May 17, 2017
8. Informational Items: (10 min.)
 - a. Reports:
 - Principals*
 - Adult & Community Educ. Dir.*
 - Finance Manager*
 - Health Center Director*
 - Special Education Director*
 - Curriculum, Assessment & Instruction Dir.*
 - Superintendent of Schools*
 - Staff Association
 - b. Ad Hoc Group: Awesome Bear Society – 05/10/17, MCHS, 6:30 p.m.
 - c. Committee Reports:
 - Capital Area Technical Center (CATC) – 05/02/17, Augusta, 10:30 a.m.
 - Facilities*
 - Health Services Advisory Council – 05/16/17, MCHS Media Ctr., 6:30 p.m.
 - Policy* – 05/22/17, Superintendent's Office, 6:00 p.m.
9. Executive Session to consider resignation of employee pursuant to 1 M.R.S.A. § 405(6)(A) (15 min)
10. Executive Session to consider administrative and managerial evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Dwayne Conway, Janet Delmar, Nancy Harriman, Al MacGregor, Diane MacGregor, Rebecca Reynolds, Steve Vose (15 min)
11. Actions following Executive Sessions (if any)
12. Adjournment:

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

REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School – April 12, 2017, 6:30 p.m.
Minutes of Meeting

Present: Chair Terri Watson, Vice Chair Melissa O’Neal, Wendy Brotherlin, Jon Caron, Gary Carr, Kelly Crotteau, Malcolm Hardy, Betty Morrell, Shawn Roderick, Trish Jackson, Lucas Rumler, Adam Woodford

Member Excused: Joan Farrar

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Dwayne Conway, Janet Delmar, and Rick Hogan, Assistant Principal Kristen Levesque, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Finance Manager Brigette Williams, Adult Education Director Steve Vose, Director of Curriculum, Instruction and Assessment Nancy Harriman

1. Call to Order: Chair Watson called the meeting to order at 6:30 p.m.
2. Presentations:
 - a. Alternative Education Program: Caitlyn Logan, reported to the Board about her experience with the Alternative Education Program and how it has helped her to prepare for life after high school. She reported that she will be graduating this year as a Junior. She will be attending the Civil Liberties Union Summer Institute this summer and is the President of the Maranacook HS Civil Rights Team. She thanked the Board for their support of the Alternative Education Program, but expressed her concerns regarding how the program lost their classroom area at the beginning of the school year, and how it felt to have the program moved to the middle school. She explained how she and her classmates are no longer allowed to walk down the hill (behind the middle school) due to safety concerns and are not allowed to go through the middle school to their class space. Students were told a stairway would be built in the back of the middle school, but the funds were cut from the budget. Students now have to walk around the building to get to class which cuts into valuable class time.
 - b. Speech and Debate Team – Amy Trunnell speech and debate team coach thanked the Board for their support for the Speech and Debate program. Ms. Trunnell introduced Tyler Dunn and Hannah Woodford, two students who will be representing Maranacook at two separate tournaments this summer. Tyler and Hannah qualified to compete at both the National Catholic Forensic League (NCFL) tournament in Louisville, Kentucky in May, and the National Speech and Debate Association (NSDA) tournament in Birmingham, Alabama in June. Tyler will be competing at both tournaments, and Hannah will be competing at the NCFL tournament. Both Tyler and Hannah spoke about their experiences in the program and what they have learned from being part of the Team. They also expressed their gratitude for the opportunity to have this program available to them.
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 April 5, 2017
MOTION by Morrell, second by Carr to approve the Minutes of April 5, 2017 as presented.
Motion Carried: 12 in favor, 0 opposed, 1 abstained (Carr)
- b. Acceptance of teacher resignation effective June 30, 2017 – Colette Jadis, HS Math Interventionist
MOTION by Carr, second by Caron to accept the resignation of Colette Jadis, effective June 30, 2017. **Motion Carried:** unanimous
- c. Acceptance of teacher resignation effective June 30, 2017 – Rebecca Henry, Manchester Elementary School
MOTION by Carr, second by Caron to accept the resignation of Rebecca Henry, effective June 30, 2017. **Motion Carried:** unanimous
- d. Acceptance of donations
MOTION by Carr, second by Brotherlin to accept the donations as presented.
Motion Carried: unanimous.
6. Budget Workshop:
- a. Updates
Superintendent Wolfrom reported that the insurance rates for the next year were received on Friday and it was very good news. Health insurance rates came in at a zero percent increase. As a result of this information the expenditure budget was reduced by \$169,507.00, for a total budget for FY18 of \$17,212,908.00. This represents an increase of 4.3% over FY17. Also, Finance Manager Williams has been working on the carry forward projection and reports the carry forward will be \$500,000, which provides an additional \$50,000 in revenues. The reduction in total local funds needing to be raised is \$219,507.00
Superintendent Wolfrom recommended board approval of the FY18 budget as presented.
- b. Deliberations, follow-up and decision making
- c. Vote on 2017-2018 RSU 38 Budget
MOTION by Carr, second by Hardy to approve the RSU 38 school budget for 2017-2018 in the amount of \$17,212,908.00. **Motion Carried:** unanimous
- d. Vote on 2017-2018 Adult Education Budget
MOTION by Carr, second Morrell to approve the Adult Education Budget for 2017-2018 in the amount of \$190,000. **Motion Carried:** unanimous
7. Adjournment: **MOTION** and second to adjourn at 6:56 p.m.

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

Position	School Nurse- Maranacook Community High School	
Candidate	Ellen Turgeon	
Educational Preparation	Saint Joseph's College of Maine - BS Nursing	2010
Related Experience	Albert S Hall School - Waterville Maine	2013-2017
	Nottingham School - Nottingham New Hampshire	2010-2013
References	Barbara Jordan- Principal, Albert S. Hall School	
	Ann Bouchard - AOS 92 School Nurse Team Leader	
	Mary Dunn - Literacy Teacher, Albert S. Hall School	
Certification	School Nurse K-12 (524) Professional	6/3/2018
Salary	\$35,168.50 Degree: BA Level 4 (Based on 2015-2016 Contract)	
Board Hire Date	5/3/2017	
Replacing	Sandy Hunter	

**Regional School Unit No. 38
Teacher Appointments 2017-2018**

SECOND PROBATIONARY CONTRACT TEACHERS:

The following teachers are being presented for second probationary contracts for the 2017-2018 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Jordan Demillo	High School	Social Studies
Laura Doherty	Manchester	Teacher
Mark Emery	Middle School	Teacher
Kathleen Farrin	Middle School	Literacy Specialist
Tom Ferrero	High School	Art Teacher
Laura Friedman	High School	Physical Education and Health
Patrick Fogue	High School	English
Selene Frohmberg	Mount Vernon/Wayne	Gifted and Talented
Mackenzie Kelley	High School	English
Kelly Kenney	Middle School	Teacher
William Malsbury	High School	Alternative Education
Nancy Martin	Mount Vernon	Physical Education
Caitlin Mitchell	Manchester	Teacher
Christine Munroe	Middle School	Foreign Language
Mark O'Clair	High School	Science
Mandy Richards	Wayne	Literacy Specialist
Rebecca Sellers	Mount Vernon/Readfield	Art Teacher
Amy Tucker	Middle School	Teacher

THIRD PROBATIONARY CONTRACT TEACHERS:

The following teachers are being presented for third probationary contracts for the 2017-2018 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Bill Babbitt	High School	Math
Erica Boudreau	Manchester	Math Interventionist
Jada Clark	Manchester, Readfield	Nurse
Mary Conlon	Readfield	Special Education
Cassandra Dunphy	Readfield	Teacher
Justin Fecteau	High School	German
Bill Getty	Middle School	Teacher
Rachael Gilley	Manchester	Art
Catherine Hanscom	Mount Vernon	Special Education
Travis Magnusson	High School	Physical Education and Health
Kimberly Radley	High School	Guidance
Katie Reed	Mount Vernon	Teacher
Kelsea Trefethen	High School	Math
Lori Twiss	High School	Technology

FIRST CONTINUING CONTRACT TEACHERS:

The following teachers are being presented for first continuing contracts for the 2017-2018 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Heather Chalmers	Wayne	Teacher
Kristen Davis	Middle School	Special Education
Patty English	Mt. Vernon, Wayne	Music
Rachelle Fitsimmons	Readfield	Special Education
Erica Gower	Readfield	Teacher
Michelle Hood	Mt. Vernon	Teacher
Susan Lockhart	Mt. Vernon	Literacy Specialist
Hayley Pierce	Manchester	Teacher
Dorie Tripp	Manchester, Readfield	Music
Stephanie Weeks	Middle School	Health

Maranacook Area Schools – Field Trip Request Form

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

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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: MCHS Date of trip: 5/25 - 29/17 Destination: Louisville, KY

Departure time (from school): 5/25 Return time (to school): 5/29

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

Luke Bartol
Hannah Woodford

Coach: Amy Trunnell Teacher: Tyler Dunn Grade level(s): Gavin Dow-Cass

Number of students: 4 Number of chaperones: 1 Cost of activity: TBD

Cost of transportation*: TBD Transportation paid by: _____

Paid By: parents, debate activity fund, fund raising (if not paid by school, please include billing information including mailing address)
(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.)

National speech & debate tournament - CFL (Catholic Forensic League)

Planned Stop(s): N

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

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

Other Transportation arrangements have been made - please specify: _____

Storm Date: _____

Dwayne Carney
Principal's Signature

Recommended Not Recommended _____

3/29/17
Date

*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)

RSU #38

Maranacook Area Schools - Field Trip Request Form

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

TK

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: MCAS Date of trip: 6/17-24 Destination: Birmingham, AL

Departure time (from school): 6/17 Return time (to school): 6/24

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

Coach/Volunteer Teacher: Brian Dodge (Deerfield) Grade level(s): Tyler Dunn

Number of students: Number of chaperones: 1 Cost of activity: TBD

Cost of transportation*: TBD Transportation paid by:

Paid By: parent's debate activities fund fund raising (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.)

national speech & debate tournament - NSDA (National Speech and Debate Association)

Planned Stop(s): no

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

Notification of transportation needs made to Transportation Director: (Date)

Other Transportation arrangements have been made - please specify:

Storm Date:

Dwight Carvey Principal's Signature

Recommended Not Recommended

3/28/17 Date

*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)

**REGIONAL SCHOOL UNIT #38
COMPULSORY ATTENDANCE**

Under state law, full-time school attendance is required of all children from their 7th to their 17th birthday except:

- A. A person who graduates from high school before their 17th birthday;
- B. A person who has:
 - 1. Reached the age of 15 years or completed the 9th grade; and
 - 2. Received permission to leave school from that person's parent; and
 - 3. Been approved by the principal for a suitable program of work and study or training; and
 - 4. Received permission to leave school from the Board or its designee; and
 - 5. Agreed in writing with that person's parent and the Board or its designee to meet annually until that person's 17th birthday to review that person's educational needs. When the request to be excused from school has been denied pursuant to this paragraph, the student's parent may appeal to the Commissioner; or
- C. A person who has matriculated and is attending an accredited, post-secondary, degree-granting institution as a full-time student. An exception to the attendance in public school under this paragraph must be approved by the Commissioner.
- D. A person enrolled in an online learning program or course, unless the person is enrolled in a virtual public charter school as defined in 20-A MRSA §2401(11).

Alternatives to Attendance at Public Day School

- A. Equivalent instruction alternatives are as follows:
 - 1. A person shall be excused from attending a public day school if the person obtains equivalent instruction in:
 - a. A private school approved for attendance purposes pursuant to 20-A MRSA § 2901;
 - b. A private school recognized by the department as providing equivalent instruction;
 - c. A home instruction program that complies with the requirements of 20-A MRSA § 5001-A(3)(A)(4); or
 - d. Any other manner arranged for by the Board and approved by the Commissioner.

- B. A person may be excused from attendance at a public day school pursuant to 20-A MRSA § 5104-A (other public or private alternative programs) or § 8605 (student attendance in adult education courses).

Credit for Attendance at a Private School

A student shall be credited with attendance at a private school only if a certificate showing the name, residence and attendance of the person at the school, signed by the person or persons in charge of the school, has been filed with the school officials of the administrative unit in which the student resides.

Discontinuation of Home Instruction

If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The receiving school shall determine the placement of the student. At the secondary level, the principal of the receiving school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results.

Excusable Absence

A person's absence is excused when the absence is for the following reasons:

- A. Personal illness;
- B. An appointment with a health professional that must be made during the regular school day;
- C. Observance of a recognized religious holiday when the observance is required during the regular school day;
- D. A family emergency;
- E. A planned absence for a personal or educational purpose that has been approved;
- F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development placement or some other out-of-district placement that is not otherwise authorized by either any individual education plan or a superintendents' student transfer agreement. "Education disruption" does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Parents are responsible for the school attendance of students who are under 17 years of age. The Board shall work with families in an effort to ensure compliance.

REVISED DRAFT SECOND READING

Secondary school students 20 years of age or more will only be admitted to the school unit with prior Board approval.

Legal Reference: 20-A MRSA § 5001-A; 5003; 5201
Ch. 125 § 8.06 (Maine Dept. of Ed. Rules)

Cross Reference: IHBG - Home Schooling
JFC - Student Withdrawal From School/Dropout Prevention Committee
JHB - Truancy

Effective Date: 10/03/06

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

Revised Date: _____

**REGIONAL SCHOOL UNIT #38
ADMISSION OF RESIDENT STUDENTS**

The school unit shall admit as students those of legal school age whose parents or guardians legally reside within the unit. Adequate proof of residence shall be required. The Board reserves the right to verify residency through appropriate means for any enrolled student or any family applying for enrollment.

“Residence” means bona fide residence—one’s actual residence maintained in good faith—and does not include a temporary or superficial residence established for the purpose of free school attendance in this system. It shall be considered the place where important family activity takes place—the place where the family eats, sleeps, relaxes and plays. It is a place that can be called a “home.” While it is possible for an individual to maintain property and pay taxes in more than one location or community, for purposes of student eligibility for school attendance, “residence” shall mean where the parent or legal guardian maintains a home.

Guardianship shall be substantiated by a copy of a court order or probated will appointing the resident as guardian of the student. No student shall be accepted for enrollment or allowed to continue in enrollment on the basis of guardianship established by a power of attorney.

If the custody of the student has been the subject of divorce or other legal proceedings, the resident parent or guardian will be required to submit a certified copy of the court order allocating parental rights and responsibilities regarding the student. A parent or guardian shall be deemed to have “legal custody” if primary residence of the student is with the parent or guardian.

Resident students entering school for the first time shall be admitted upon presentation of an original birth certificate to the Principal, along with a record of required immunizations and pertinent health records. Photocopies shall be made and retained in the student’s file.

New resident students who are transferring into the school system shall be admitted on the basis of age, health and academic records received from the previous school. However, original documentation may be required if deemed necessary to appropriately determine a student’s eligibility for enrollment and assignment.

Legal Reference: 18-A MRSA § 5201, et seq.
20-A MRSA §§ 5202 et seq., 6002
Maine Commissioner of Ed. Administrative Letter No. 13, 10/9/97

Cross Reference: JFAB – Admission of Non-Resident Students

Effective Date: 12/02/93

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

Revised Date: _____

**REGIONAL SCHOOL UNIT #38
ADMISSION OF NON-RESIDENT STUDENTS**

Individual non-resident students may be accepted under any of the following conditions if approved by the Superintendent:

- A. Under an agreement with another local school administrative unit for students in grades PreK-12 upon payment of the tuition fee allowed by state law;
- B. Following receipt of a written parental request and formal approval by the Superintendent on a space/program-available basis, upon payment of the tuition fee allowed by state law. Reapplication shall be made annually. Behavior, cooperation and suitability of programming shall be considered;
- C. Upon recommendation of the high school principal, the Superintendent may authorize enrollment of a foreign exchange student assigned to a household in the community served by the school unit and under the auspices of a recognized foreign exchange program. Such enrollment shall be without assessment of tuition;
- D. Upon special permission granted by the Superintendent, to provide continuity of program for a student whose family provides evidence of intent to move to the community shortly after a school year begins, or moves from the community near the end of a school year; and
- E. In accordance with Maine law related to the assignment of students for school purposes, such as: state wards; students for whom the Superintendent determines it is in the student's best interest to attend; students placed by state agencies; homeless children of school age; students living at light, fog warning or life stations; temporary residents; a transfer student when the two Superintendents approve in the student's best interest.

Retroactive tuition will be assessed for students found to be nonresidents and ineligible for enrollment under law or Board policy.

All requirements regarding age, health examinations, immunizations, etc., which apply to resident students, shall also apply to non-resident students accepted for enrollment in this school system.

Legal Reference: 20-A MRSA § 5203 et seq.
8 USC § 1101

Cross Reference: JFAA - Admission of Resident Students

Effective Date: 12/02/93

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

Revised Date: _____

**REGIONAL SCHOOL UNIT #38
STUDENT DISCIPLINE**

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students and parents.
- C. Consequences for misbehavior should be in proportion to the offense, fair and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents or legal guardians should be actively involved in the process of preventing and resolving disciplinary problems at school.
- E. Ensure that fair and equitable rules governing student behavior are applied to all students.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

REVISED POLICY – SECOND READING

School-wide rules shall be developed by the building administration with appropriate input from school staff, students and parents, and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent involvement, services of community agencies or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106
20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment and Sexual Harassment of Students
ADAA – School System Commitment to Standards for Ethical and Responsible Behavior (Code of Conduct)
EBCA – Comprehensive Emergency Management Plan
JICIA Weapons, Violence and School Safety
JKAA – Use of Physical Restraint and Seclusion
JKD - Suspension of Students
JKE - Expulsion of Students
JKF – Disciplinary Removal of Students with Disabilities

Effective Date: 02/05/87

Reviewed Date: 03/23/05

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

Revised Date: _____

**REGIONAL SCHOOL UNIT #38
AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S)**

The Board recognizes that from time to time medical emergencies may arise that warrant the use of an automated external defibrillator (AED). Regional School Unit #38 (RSU #38) may acquire one or more AED's for use in its schools and at school athletic events.

RSU #38 will offer training to students on performing cardiopulmonary resuscitation (CPR) and use of an AED in accordance with such rules as may be adopted by the Maine Department of Education, and may require training for those school unit personnel who have been identified by the Superintendent, in consultation with the school physician, as needing such training to effectively carry out their job responsibilities.

The Superintendent shall be responsible for developing, in consultation with the school physician or other qualified expert and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing, and maintenance of the school unit's AEDs and for identification of school personnel who should be trained in the use of an AED.

Although the Board authorizes the acquisition of AEDs, it cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or school-sponsored event.

Legal Reference: 14 MRSA § 164
20-A MRSA § 4009; 6304
22 MRSA § 2150-C

Cross Reference: EBCA – Comprehensive Emergency Management Plan

Effective Date: 12/04/03

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

Revised Date:

CONSIDERATION OF REMOVAL - SECOND READING

Policy No: JFAB
Effective Dates: CSD 02/03/05
Manchester 02/16/05
Mt. Vernon 02/17/05
Readfield 02/07/05
Wayne 02/08/05

**REGIONAL SCHOOL UNIT NO. 38
TUITION STUDENTS**

The School Board may accept tuition students on an individual basis under the following conditions:

- A. Adequate space and other resources are available in the school for that tuition student.
- B. No student who lives in the district be denied educational programs because of the acceptance of that tuition student.
- C. It will be in the best interest of the school to accept and retain that tuition student.
- D. Full and complete educational records have been received to make a well-informed decision to accept the student.

Tuition Payments

Payment of tuition will be in advance, unless other arrangements have been made with the student's municipality. The student will be removed from the attendance rolls in ten (10) school days unless payment is made. The Superintendent responsible for the education of the student will receive a copy of the termination notice.

The tuition charged for the first semester will be one-half the previous year's approved tuition rate. An adjustment will be made by December 31, based on the current year's approved rate established annually in October by the Department of Education.

The tuition charged for the second semester will be one-half of the current year's approved rate plus the adjustment cost from the first semester.

If a tuition student withdraws from school, repayment of the balance of the tuition will be made to the payee based upon the per diem cost.

Other Requirements

Because space and resources change from year to year, students must reapply annually for admission.

Tuition students are subject to the same Board policies and school rules, including the student code of conduct and disciplinary consequences, as are resident students.

Transportation to and from school is the responsibility of the student's parent/guardian.

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

REGIONAL SCHOOL UNIT NO. 38
BIDDING/PURCHASING REQUIREMENTS

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

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

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

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

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

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

REVISED POLICY – FIRST READING

I. Bid Procedures

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

II. Procurement Methods for Federally Funded Projects

The Superintendent or his or her designee shall be responsible for developing, updating as necessary, and implementing a written administrative procedures manual (hereafter, the “Federal Procurement Manual”) to govern the procurement and purchase of property, goods, and services using any federal award¹ that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200 (“UGG Federal Award”). The Federal Procurement Manual shall be consistent with all applicable federal laws and rules.

Notwithstanding any policy provision to the contrary, the procurement and purchase of property, goods, and services using a UGG Federal Award, in whole or in part, must comply with the Federal Procurement Manual. Wherever this policy or any of the school unit’s administrative procedures are inconsistent with federal laws or rules, the provisions of the federal laws or rules shall control.

¹ A “federal award” is any federal financial assistance (including cost-reimbursement contracts) that a school unit receives either directly from a federal agency or indirectly from a pass-through entity such as the State education department. See 2 CFR § 200.38. Most, but not all, federal awards received by a school unit are subject to the Uniform Grant Guidance. To confirm whether a federal award is subject to the Uniform Grant Guidance, review the terms and conditions of the applicable grant agreement or cooperative agreement and the applicability provisions of the Uniform Grant Guidance, codified at 2 CFR § 200.101.

REVISED POLICY – FIRST READING

III. RFP Procedures

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

Legal Reference: 5 MRSA § 1743-A
20-A MRSA §§ 1001(14), 5401(13)(D); 5402
20-A MRSA § 1314
30-A MRSA §6006-E
Maine State Board of Education Rules for Major Capital School Improvement Projects (Chapter 61, §11(5))
Maine Department of Education and Maine Municipal Bond Bank Rules for Maine School Facilities Program and School Revolving Renovation Fund Program (Chapter 64, §6)
34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”)) (for federal awards made prior to 12/26/2014)
2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards made on or after 12/26/2014)

Cross Reference: DJH – Purchasing and Contracting: Procurement Staff Code of Conduct
DJ-R – Federal Procurement Manual

Adopted: February 4, 2015
Revised: _____

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

Conflict of Interest

All employees of the school unit shall perform their duties in a manner free from conflicts of interest to ensure that the school unit's business transactions are made in compliance with applicable laws and regulations and in a manner that maintains public confidence in the schools.

No employee, officer, or agent of the school unit may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

A conflict of interest would arise when the employee, officer, or agent—or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein—has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

For the purpose of this policy, “immediate family” is defined as spouse, brother, sister, parent, step-parent, child, step-child, or any person who lives in the same household.

Conflict of Interest Disclosure

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

Gifts and Solicitations

The employees, officers, and agents of the school unit may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees, officers, and agents of the school unit may accept unsolicited items of nominal value (not to exceed \$50.00), such as those that are generally distributed by a company or organization through its public relations program.

Violations

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

Dispute Resolution: Protests and Claims

The school unit is solely responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements of goods or services under federal awards. Except as may be otherwise provided in a written request for proposals or other solicitation of the school unit, these procedures are available to proposers for the purpose of handling and resolving disputes relating to such procurements, including evaluation and selection, protests of awards, disputes, and claims relating to the selection process and contract award.¹ A protestor must exhaust all of these administrative remedies before pursuing a protest with the federal grant agency or in any court of law. For purposes of this section, the term “proposer” means any person or entity that has submitted a bid or a proposal in response to an RFP or other solicitation to the school unit, or a person or entity that is a prospective bidder or offeror and who has a demonstrated direct economic interest in the results of the procurement.

- 1. Protest Submission Requirements.** To be considered by the school unit, a protest must be made in writing, supported by sufficient information to enable the protest to be fairly evaluated, and submitted within the time periods set forth herein. At minimum, protests must include (i) the name, phone number, and address of the protester; (ii) identification of the detailed and specific provision(s) of applicable federal or state law which would be allegedly violated by the procurement; (iii) copies of all exhibits, evidence, or documents supporting the protest; and (iv) a concise description of all remedies or relief requested.
- 2. Pre-Award Protests.** Pre-award protests are protests based upon the content of the solicitation documents. Any protest to the terms, conditions, or specifications set forth in a solicitation must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 5 calendar days after the issuance of the solicitation. All such protests will be considered by the Purchasing Agent, or the contract administrator as appropriate, prior to the solicitation due date, and a written decision will be provided to the protestor. A decision of the Purchasing Agent or contract administrator is final, and no further protest or appeal of the terms, conditions, or specifications of any solicitation will be considered by the School Board.
- 3. Protests of Proposal Evaluations and Award Decision.** Proposers shall be notified of any award decision by a written or oral notice of the award. This notice shall be transmitted to each proposer at the address, email address, or telephone number contained in its proposal.

¹ These protest procedures are not available to contractors or third parties for the purpose of handling and resolving disputes, claims or litigation arising in the course of contract formation or contract administration. Any such disputes, claims or litigation will be handled and resolved in accordance with applicable contract terms, if any, and applicable law.

REVISED POLICY – FIRST READING

Any proposer whose proposal has not lapsed may protest an award decision on any ground arising from the evaluation of proposals or the award decision, but not on any ground specified in the “Pre-Award Protests” category, above. Any such protest must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 3 calendar days after notice of the award. All such protests will be considered by a Protest Review Subcommittee, composed of members selected by the School Board in its sole discretion. A written decision from the Protest Review Subcommittee stating the grounds for allowing or denying the protest shall be transmitted to the protestor before a final contract award is made. A decision of the Protest Review Subcommittee is final, and no further protest or appeal will be considered by the School Board.

(2 CFR § 200.318(k).)

Legal Reference: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”)) (for federal awards made prior to 12/26/2014)

2 CFR § 200.318 (Uniform Administrative Requirements—General Procurement Standards) (for federal awards made on or after 12/26/2014)

Cross Reference: DJ – Bidding/Purchasing Procedures
DJ-R – Federal Procurement Manual

Adopted: February 4, 2015

Revised: _____

CURRENT POLICY

Policy No: DJH

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

Conflict of Interest

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

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

Conflict of Interest Disclosure

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

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

Violations

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

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

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

Revised by RSU No. 38 Board of Directors: February 4, 2015

REGIONAL SCHOOL UNIT #38 GRADUATION REQUIREMENTS

Before entering high school, students need to know the requirements for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

RSU #38 is implementing a proficiency-based system of learning as required by Maine law. To be awarded a high school diploma from Maranacook Community High School, students graduating in the Class of 2021 and beyond will need to demonstrate proficiency in the Guiding Principles and content areas of the Maine Learning Results, and fulfill all additional graduation requirements set by the School Board.

Students graduating in the Classes of 2017-2020 must meet the credit and other graduation requirements as specified in the previous RSU #38 Graduation Requirements Policy dated March 3, 2005.

A student who would have graduated with the Class of 2020 and have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set by School Board policy will have until June 30, 2020 to fulfill the graduation requirements applicable to the Class of 2020. As of July 1, 2020 students will be required to fulfill Policy IKF requirements below.

The Superintendent, through the high school principal or other designee, shall be responsible for making available accurate information concerning graduation requirements to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The School Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The School Board is aware that current law and regulations are subject to change.

The School Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF 2021 AND BEYOND

Contingent on Department of Education approval of the RSU #38's schedule for implementation of proficiency-based diploma requirements after July 1, 2020, the awarding of a diploma from Maranacook Community High School will be contingent on the demonstration of proficiency in the Guiding Principles and content areas of the Maine Learning Results as described below. Students will also need to fulfill all additional graduation requirements set by the School Board.

Students can satisfy graduation requirements through educational experiences at Maranacook Community High School through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results.

The following diploma requirements will be phased in from the 2020-2021 school year to the 2024-2025 school year in accordance with Maine State Law. (Refer to Proficiency Handbook)

1. A student graduating in the graduating class of 2020-2021, must demonstrate proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, and social studies;
2. A student graduating in the graduating class of 2021-2022, must demonstrate proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, social studies, and at least one additional content area of the student's choice;
3. A student graduating in the graduating class of 2022-2023, must demonstrate proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, social studies, and at least 2 additional content areas of the student's choice;
4. A student graduating in the graduating class of 2023-2024, must demonstrate proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, social studies, and at least 3 additional content areas of the student's choice; and
5. A student graduating in the graduating class of 2024-2025 and for each subsequent graduating class, must demonstrate proficiency in meeting the state standards in all content areas.

For the purposes of this paragraph, "content areas" refers to the content areas of the system of learning results established under section 6209.

English Language Arts
 Mathematics
 Science and Technology
 Social Studies
 Health Education and Physical Education
 Visual and Performing Arts
 World Languages
 Career and Education Development

In addition, RSU #38 requires students to complete the following:

1. English: 4 credits, 1 content specific experience per year;
2. Math: 3.5 credits, 1 content specific experience per year;
3. Science: 3.5 credits, 1 content specific experience per year;
4. Social Studies: 3.5 credits, 1 content specific experience per year;
5. World Languages: **2 credits in the same language** * If proficiency is demonstrated after 1 credit the student may take a different language, *credit from 8th grade World Language class will be awarded if student reaches Level 1 Proficiency prior to start of 9th grade year;
6. Fine Arts: 1 credit;
7. Physical Education: 1.5 credits;
8. Health: .5 credits;
9. Technology: .5 credits;
10. Financial Literacy: .5 credits; and
11. Electives: 3.5 credits.

Total Credits: 24

II. MULTIPLE PATHWAYS FOR EDUCATIONAL EXPERIENCES

Students may choose from multiple pathways for educational experiences and/or credits in order to gain and demonstrate proficiency in the required Maine Learning Results. In addition to taking courses offered by Maranacook Community High School, a student may demonstrate proficiency and/or earn credits through non-traditional pathways. Examples of non-traditional classes include, but are not limited to:

- Early college/dual enrollment courses
- Career and technical education programming
- Online/virtual learning
- Apprenticeships, internships and/or field work
- Community Service
- Exchange programs
- Independent study
- Alternative education/“At Risk” programming
- Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit’s own educational experience (course) offerings.

If a student wishes to gain and demonstrate proficiency in specific content areas through non-traditional experiences (multiple pathways) the student must submit a plan to the Multiple Pathways Committee. The plan must detail how the pathway will provide exposure to the content standards of the Learning Results and/or the Guiding Principles and how the student will demonstrate proficiency in meeting the standards and/or credit requirements. The plan must be approved by the Multiple Pathways Committee. Following completion the student must demonstrate proficiency to the Committee by presenting multiple types of evidence, including but not limited to teacher-designed or student-designed assessments.

III. STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

A student with a disability may meet graduation requirements and become eligible for a diploma by demonstrating proficiency in state standards established in the system of learning results through performance tasks and accommodations that maintain the integrity of the standards as specified in the student’s individualized education program by the student’s individualized education program team.

IV. INFORMING STUDENTS AND PARENTS

The Superintendent/designee will inform students and parents, as soon as practicable, but prior to the start of the class cohort’s 9th grade school year of any State-imposed proficiency standards/requirements that must be met before students may be awarded a high school diploma.

V. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM MARANACOOK COMMUNITY HIGH SCHOOL

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Maranacook Community High School from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Maranacook Community High School Principal shall

determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For previously home-schooled students wishing to receive a diploma from Maranacook Community High School, the Maranacook Community High School Principal shall determine the value of the student's prior educational experience toward meeting graduation credit requirements. A home-schooled student must be a full time student at Maranacook Community High School for their senior year.

C. Early Awarding of Diplomas

A student who has met the State's and the School Board's diploma requirements in fewer than four years of high school will be awarded a diploma.

D. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young learners. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.

E. Certificate of Completion

The School Board may provide a certificate of completion to a student who leaves school having completed four years attendance as a full-time high school student who has earned/completed the required credits or courses/learning experiences but has not met Learning Results proficiency standards that may be mandated by the State.

F. Advanced Levels of Proficiency

Advanced levels of proficiency accomplishment in a content area will be recognized at the time of graduation.

G. Participation in Graduation Ceremony

A student must complete all School Board requirements for a high school diploma or certificate of completion in order to participate in graduation exercises.

Legal Reference: 20-A MRSA § 4502(8), 4722, 6209
Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHEDA – Post-Secondary Enrollment Options

Adopted: 03/03/05

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

Revised: _____

**REGIONAL SCHOOL UNIT NO. 38
GRADUATION REQUIREMENTS**

The Board recognizes the need to establish minimum standards for the awarding of a high school diploma that are consistent with State law and regulations and with community educational values and expectations. With the implementation of Maine's system of Learning Results and local assessment systems to measure student progress toward achievement of the content standards of the Learning Results, the phasing in of standards-based diploma requirements is necessary.

Before entering high school, students need to know the standards for receiving a high school diploma in order to plan an appropriate educational program to meet that goal.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be given to all incoming ninth grade students at the time of course selection. A copy of this policy will also be mailed to parents/guardians of incoming ninth grade students.

- I. Students who graduate in the Classes of 2005, 2006, or 2007 must meet the following minimum requirements in order to be awarded a high school diploma:
 - A. The student must successfully complete a total of twenty-one and one-half (21.5) credits. They are:
 1. English/Language Arts – 4 credits;
 2. Mathematics – 3 credits;
 3. Social studies and history, including one year of American history and government – 3credits;
 4. Science, including at least one year of laboratory study – 3 credits;
 5. Fine arts, which may include art, music, forensics or drama – 1 credit;
 6. Health – .5 credit;
 7. Physical education – 1.5 credits; and
 8. Electives – 6 credits
 - B. Maranacook Community High School also requires that students demonstrate computer skills according to the school unit's standards for computer literacy, proficiency, and performance, in compliance with State law.
 - C. A student who has not met the above academic requirements may meet the requirements through a post-secondary course, a State-approved adult education course, a State-approved summer school program, or a distance learning or correspondence course. The school principal must approve these options prior to registration. The student may participate in the next regular graduation ceremony following successful completion of the requirements.

D. Note: Maranacook Community School (High School) graduation requirements exceed the State mandated requirements, which are listed below:

1. English/Language Arts – 4 credits;
2. Mathematics – 2 credits;
3. Social studies and history, including one year of American history and government – 2 credits;
4. Science, including at least one year of laboratory study – 2 credits;
5. Fine arts, which may include art, music, forensics or drama – 1 credit;
6. Health – .5 credit; and
7. Physical education – 1 credit.

II. INITIAL STANDARDS-BASED DIPLOMA – for students who graduate in the classes of 2008 & 2009 but prior to the start of the 2009-2010 school year

A. The student must successfully complete a total of twenty-two (22) credits. They are:

1. English/Language Arts – 4 credits;
2. Mathematics – 3 credits;
3. Social studies and history, including one year of American history and government – 3credits;
4. Science, including at least one year of laboratory study – 3 credits;
5. Fine arts, which may include art, music, forensics or drama – 1 credit;
6. Health – .5 credit;
7. Physical education – 1.5 credits; and
8. Electives – 6.5 credits

The student must meet the requirements as described in IB – ID. In the 2007-2008 and 2008 - 2009 school years, diplomas will be awarded only to students who have met the content standards of the system of Learning Results in English/language arts, mathematics, science and technology, social studies, and health and physical education, as measured by the school unit's Local Assessment System.

III. STANDARDS-BASED DIPLOMA – for students who graduate in the class of 2009-2010 and thereafter

The student must meet the requirements as described in section IIA and IB – ID. In addition, beginning with the 2009-2010 school year, diplomas will be awarded only to students who have met the content standards of all content areas of the system of Learning Results, as measured by the school unit's Local Assessment System. These content areas are English/language arts, mathematics, science and technology, social studies, health and physical education, career preparation, modern and classical languages, and visual and performing arts.

In addition to the content standards described above,

IV. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF STANDARDS-BASED DIPLOMAS

A. Transfer Students: For students who transfer to Maranacook Community High School from another state or from an educational program that is not required to meet the content standards of the system of Learning Results, the Maranacook

Community High School principal or designee shall determine the value of the student's prior educational experience towards achieving the standards in a manner consistent with the school unit's Local Assessment System and applicable Board policies.

- B. Students Receiving Special Education Services: To receive a diploma, students must meet the content standards of the grade 9 – 12 Learning Results as determined by the Local Assessment System. A student's IEP will be used to personalize instructional strategies, provide for supportive services, and adapt assessments in an effort to determine *how* a student will demonstrate whether he or she has met the standards.
- C. Early Awarding of Diplomas: A student who has met the State's and the Board's diploma requirements in fewer than four years of high school may be awarded a diploma.
- D. Any substitution or exception to the local course requirements for graduation will require the approval of the Principal.
- E. Certificate of Achievement: The Board may provide a student who leaves school without meeting the standards of the Learning Results with a Certificate of Achievement, provided that the student has earned twenty-two (22) credits as stipulated in IIA above.
- F. Delayed Awarding of Diplomas: At the Superintendent's discretion, a student who leaves Maranacook Community High School to attend an accredited, degree-granting institution of higher education may, upon satisfactory completion of the freshman year, be awarded a high school diploma, although he/she may not have met all diploma requirements.
- G. Extended Study: Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources that may be available. Extended study for students with disabilities shall be specified in the student's Individualized Education Plan.
- H. Correcting Deficiencies: Seniors who correct any deficiencies by the end of the first full semester following the graduation date may receive their original diploma.
- I. Secondary Credits for Subjects Taken by Middle School Students: With the approval of the Middle School and High School Principals, students in grades 6 – 8 may take high school courses and receive secondary credit if the course is successfully completed.
- J. Courses Taken through Adult and Community Education: With prior approval, students may earn a half credit toward graduation for each diploma course taken in the Adult and Community Education Diploma Program. This procedure is referred to as "concurrences" and requires approval of the Guidance Counselor, Adult and Community Education Director, and Principal or designee.

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

Elementary Principals' Report
 May 3, 2017
 Janet Delmar (MES & MTV)
 Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Total
MES	11/11	18/17	12/12	14/15	23	13/11	15/16	188
RES	14/12 WES - 2	12/12	14/15	21	15/17	14/16	25	186
MTV	10	15	21	13/13	18	18	20	128
WES	0	7	11	12/11		11/13		65

MEA Science (Grade 5)

Our fifth grade students will be taking the Maine Educational Assessment for science during the weeks of April 24th - May 5th. There will be three sessions and we will receive our students' results in July. The results from May 2016 and the students who were proficient or proficient with distinction were as follows:

RES - 77%	May 2015 Results - 94%
WES - 100%	May 2015 Results - 100%
MTV - 81%	May 2015 Results - 100%
MES - 73%	May 2015 Results - 72%

District - 83%
 State - 63%

Wayne Elementary School Upcoming Events

May 5th - PreK Open House at RES from 8-9 am.

May 10th - KVBA Celebration with our library staff.

May 11th & 12th: RSU #38 Pre-K Screening at the Readfield Town Office.

May 15th-16th: Students in grades 4-5 will be taking a class trip (overnight) to the University of Maine 4-H and Learning Center on Bryant Pond in Bethel.

May 25th and May 26th: K-5 students will participate in the Living History Program at the Wayne North School House.

May 26th - 5th grade visit their teams for next year (am) at MCMS.

May 30th - K-5 students field trip to the Maine Wildlife Park in Gray.

May 30th - Spring Concert (K-5) at 6 pm in the gymnasium

Thank you to School and Home (WES Parent Organization) and our teachers for their support in making these enrichment opportunities available to our students.

Readfield Elementary School Upcoming Events

May 5th - PreK Open House from 8-9 am.

May 9th-13th: Book Fair

May 11th & 12th: RSU #38 Pre-K Screening at the Readfield Town Office.

May 23rd - Grades 3-5 Spring Concert (6 pm)

May 26th - 5th grade visit their teams for next year (am) at MCMS.

June 2nd - KVBA Celebration with our library staff.

Thank you to REPA (Readfield Educational Parent Association) and our teachers for their support in making these enrichment opportunities available to our students.

Manchester Elementary School Upcoming Events

May 5th - PreK Open House from 10-11 am.

May 8th - Robin Rankin Memorial Fund Bowlathon 6:00- 8:00 pm.

May 9th - Spring Music Concert for grades 3-5 at 6:00 pm.

May 11th - Spring Music Concert for grades K-2 at 6:00 pm.

May 11th & 12th - PreK Screening at the Readfield Town Office.

May 12th - 5th - Grade Spaghetti Dinner 6:00-7:30 pm.

May 23rd - 5th grade visit their teams for next year (am) at MCMS.

May 23rd - Art Show and Ice Cream Social 5:30-8:00 pm.

May 25th - KVBA Celebration with our library staff.

Thank you to the Manchester PTCO and our staff for their support in making these enrichment opportunities available to our students.

Mt. Vernon Elementary School Upcoming Events

May 5th - PreK Open House from 8-9 am.

May 11th & 12th PreK Screening at the Readfield Town Office.

May 12th - PTC Variety Show from 6-7:45 pm.

May 18th - K-5 Music Concert 6-7pm.

May 19th - KVBA Celebration with our library staff.

May 23rd - 5th grade visit their team for next year (am) at MCMS.

Thank you to the Mt. Vernon PTC and our staff for their support in making these enrichment opportunities available to our students.

Kindergarten Screening/Registration at Wayne Elementary School

Wayne Elementary kindergarten screening/registration was held on Thursday, April 6th, in the morning. Information will be sent home prior to the registration date. If you have a child who will be 5 years old by or on October 15, 2017, please call Mrs. McGuire at the school (685-3634) to be sure your child is listed as an incoming kindergarten student. At registration, you will need to bring your child's birth certificate, updated immunization records, and if your child has had his/her 5-year old physical, a copy of that form also. We look forward to meeting our incoming 2017 Kindergarten students and their parents.

Pre-K Open Houses

On Friday, May 5th from 8-9 am for RES and MVES, 10-11 am for MES, Pre-K students and parents can visit their classroom and meet their teacher.

RSU #38 Pre-K Screening

RSU #38 residents with a child who is four on or before October 15, 2017 can register for screening on May 11th and May 12th the Readfield Town Hall. Screening will be provided by RSU #38 staff.

RES Bikes for Books

During the month of March, Readfield Elementary students had the opportunity to participate in "Bikes for Books", a Reading Incentive program, sponsored by the Masons, of Readfield. This year, a boy and a girl from EACH GRADE LEVEL, K-5, had the chance to win a brand new bike; complete with helmet, just for reading books!!! This is how the program works: each student was given a reading Bingo card from their teacher. He or she was required to fill an entire Bingo card to enter for the bike drawing. There is no limit to the number of Bingo cards students can enter, however, a book can only be used once for a square. Once it has been used to fulfill a square, it cannot be used again. Parents wrote in the title of the book that fulfills the square requirement, and students can check off the box. In kindergarten, books that were read aloud to the students by parents could qualify, however, in grades 1-5, students had to be the ones doing the reading.

The program ran from March 1st through March 31st. The drawing for the bikes took place on April 13th, at an assembly from 10:00-10:30 am in the gymnasium. Thank you to the Lafayette Lodge #48 for their generosity and support with promoting literacy! The winning students were:

Kindergarten - Parker Hobart and Julia Henderson
1st Grade - Jordan Berube and Maebella Spaulding
2nd Grade - Jack Clark and Aubrie Schencks
3rd Grade - Kate Parker and Dillan Cullens
4th Grade - Nora Stehle and Marco Hirsh
5th Grade - Katya Wurth and Ethan Clark



Mount Vernon Bikes for Books

From March 2nd through March 30th Mount Vernon Elementary students had the opportunity to participate in “Bikes for Books”, a Reading Incentive program, sponsored by the Masons of Mount Vernon. This year, a boy and a girl from EACH GRADE LEVEL, K-5, had the chance to win a brand new bike; complete will helmet, just for reading books!!! Students completed book response sheets, appropriate to their grade level, in order to be entered into the drawing. We made a bookworm that extended the entire inside perimeter of the school representing all of the books that the students have read. Thank you to the Mount Vernon Masons for their generosity and support with promoting literacy! The drawing for the bikes took place on March 30th, at an assembly from 2:00-2:30 in the gymnasium. The winning students were:

Kindergarten - Madelyn Thornell & Xander Dunn

1st Grade - Michael Spiotta & Zachariah Nisby

2nd Grade - Taylor O'Donoghue & Nick Ciampa

3rd Grade - Danika Dunn & Trent Jordan

4th Grade - Iris Dunn & Noah Easter

5th Grade - Jaidyn Deah & Brike Hallee

April 13th (Early Release Day)

On Thursday, April 13th, K-8 teachers gathered at the middle school to share, reflect and learn from one another. We discussed how we monitor student progress, sharing common assessments/student work, what teachers noticed about their students' learning and how one uses the results of an assessment to guide their instruction.



MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38

2250 Millard Harrison Drive

Readfield, Maine 04355

Office (207)685-4923

Fax (207)685-9597

Dwayne Conway, Principal

Kristen Levesque, Assistant Principal

Kelly Thompson, Office Coordinator

Al MacGregor, Athletic Director

Kimberly Radley, Guidance Chair

May 2017

Dear RSU #38 Board Members,

An update from Mr. Stockford: We are incredibly excited about the possibility of having a CNC Router for next year. Mr. Stockford recently visited the University of Maine at Orono to see firsthand how they are using CNC in their curriculum.

The Industrial Arts enrollment continues to increase with 157 students signed up for next year. New Art teacher Tom Ferrero will be teaching two sections of Metals and Metals Design Honors next year to enable us to reach a majority of students desiring to take an Industrial Arts class.

Boatbuilding students are working diligently to complete their second canoe. The plan is to raffle the canoes this spring in conjunction with Mr. Albert and the Performing Arts Department to help raise money for their trip to New York next year.

Independent Study students Steven White and Nathan Delmar are building wooden cores for Alpine Skis. Maranacook Alumnus Casey Spencer of the North East Ski Co. is working closely with them as their mentor. This spring they will continue construction of the skis at the North East Ski Co. shop in Kingfield.

Once again we have reached out to local businesses for support and need to thank; KenWay Corporation, Cives Steel, Saunders Manufacturing, and By the Board Lumber Co.

An update from Mrs. Guillemette: The Writing Center is gaining traction and in an effort to make ourselves more noticeable and available to students, for the month of March we had at least two students available every day who were stationed in the media center.

If a student needs help and doesn't have a study hall when a tutor is available, they can use focus time. Simply let me know and I will tag students, or feel free to tag a student and tutor to work in your room as well. Students can also request tags from me and identify in the comments that it is to work with a tutor.

We have been following up with students who use the writing center and asking for feedback. Some of the feedback we received includes:



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- Very helpful and able to tell me what I did and how I could do it better
- Yes, I got great help from my student-editor on my tree essay
- I loved the people and they were really kind
- It helps significantly
- She was very smart about writing and wrote easy to understand notes
- I would recommend the writing center to people who need help with editing essays

The Maranacook Writing Center serves both students and staff in order to further a culture of writing in our school and community. We promote writing to learn, writing across the curriculum, and preparing students for writing and learning throughout their academic careers and beyond. We support writers through a writer centered, process oriented approach, focused talking to writers about writing.

An update from Mr. Nathan Delmar: After a transition of leadership, Kelly Thompson took the reigns as Senate Advisor. To start the year, Council chose to consolidate senate to increase productivity. Senate orchestrated a successful Homecoming dance that was followed in December by the most charitable community breakfast in 4 years. In January, Senate hosted the Eurosphere dance and Abby Despres successfully established her Peer Mentoring program in efforts to help students in need. Winter Carnival was extremely successful, by making Friday a full day of winter carnival we increased student and staff participation. The heath senator advisory committee attended the MAYAN conference to learn further about mental health concerns. The sustainability committee is well on its way to starting the seedling project with the elementary schools, as well as, excitingly harvesting their winter crop of lettuce which will be served in our school lunch program.

An update from Mrs. Thompson about our emergency team: The emergency team has spent this year working on tabletop scenarios. Our goal has been to better understand the “next step” needed in case of an emergency. Through this process, we became aware of the need to better communicate to the entire school community from any location in our building. We have since updated our phone system to integrate them into our PA system. This allows us to make emergency calls from any phone in the building, alerting the entire school community of an emergency. Along with the middle school we have completed an off site evacuation of our staff and visited Kents Hill to do a walk thorough of the process. We are looking forward to



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complete our lock down drill with the State Trooper in order to receive constructive feedback. Our emergency team will be attending our district meeting on May 10th.

An update from Ms. Radley and Mrs. Chisholm of Guidance: MEA testing has been completed with approximately 99% of our juniors completing the SAT and 97% of our juniors completing the Science Augmentation. Students will be able to use their SAT scores as they apply to colleges next year. Next up for testing are the AP Exams. We have 54 students taking a total of 80 exams across the following subjects: AP Psychology, AP Literature and Composition, AP US History, AP Biology, AP Calculus AB and BC, AP Language and Composition and AP World History. Freshmen and Sophomores will be taking the NWEAs in May.

Juniors will be given the opportunity to visit the UMA College Fair and visit representatives from over 100 colleges, universities, and trades on May 25th. Juniors will also have the opportunity to meet with a representative from the University of Maine for a Transcript Review Day. The representative will meet with individual students to review their transcript, discuss their goals, and give suggestions for applying to college of the student's choice.

Senior college decisions are rolling in. The T-Shirt Assembly, Class Night, and Graduation are all right around the corner!

Enrollment: 369

9th Grade: 87, 10th Grade: 92, 11th Grade: 95, 12th Grade: 96

Sincerely,

Dwayne Conway-Principal

Kristen Levesque-Assistant Principal

Kelly Thompson-Office Coordinator

Kimberly Radley-Guidance Department

Sara Chisholm-Guidance Department

Elizabeth Guillemette-English Department

Jeff Stockford-Arts Department

Nathan Delmar-Student Senate President

Adult and Community Education

May 2017
Board Report

8a.

Whether your dream is to get a high school diploma, go to college or take an enrichment class, we take great pride at Maranacook Adult and Community Education in supporting our local community members by helping to expand their career choices and improve their quality of life!

The spring is a busy time in adult and community education, end of the year reports are due, grants must be renewed, summer sports programming organized and required state and federal trainings attended. Throw into this exciting mix, the generation of weekly senior café programming, the management of 7 graduating HiSET students (our highest number in the last 4 years!) and the creation of our bi-annual brochure and you have all the makings for a hectic several months! Phew! Here is a brief sampling of the activities that were complete during the month of April.



On April 4th I met with two ladies looking to bring Pickle Ball to our 4 communities. To start the process and generate interest in the fun and interesting sport, we are offering a session on Pickle Ball to our Senior Café on May 1st.

April 10th I had an interesting meeting with the Kennebec Area Adult Education Directors and the Augusta Career Center. Discussed in the meeting was the “Working2Succeed” Grant, a wonderful program designed to provide youth (18-26 YO) with training and career opportunities. If you know of anyone in this age range struggling to find employment, please have them contact me immediately. The orientation session is scheduled for May 10 at 9:00 AM at Augusta Adult

Education.

Our annual College Transitions (Due June 1st) and AEFLA (Due May 18th) grant applications need to be renewed and have been and will continue to be a focal point of my time over the next several weeks.

Preparations have started on our Fall 2017 brochure. If you have any ideas for potential programming or would like to be considered as a presenter, please contact our office.

On April 26th, I presented at my first Senior Café event. My presentation titled “A Mountaineering Odyssey”, highlighted my ascents of Mt. Katahdin, Mt. Washington, Mt. Rainier, Mt. Hood, Mt. St. Helens, Mt. Adams and 22,843 ft. Mt. Aconcagua in Argentina.

Lastly, this month I have plans to meet on April 27th with the Kennebec Chamber of Commerce to discuss economic planning, tourism and the future of business development in Kennebec County.

****To register for classes or programs please visit our website: maranacook.maineadulted.org or call us at 685-4923, ext. 1065.***

Thank you,

Stephen Vose

**WARRANT ARTICLE RECONCILIATION
REGIONAL SCHOOL UNIT NO. 38
2016-2017
April 25, 2017**

8a.

<u>DESCRIPTION</u>	<u>APPROVED</u>	<u>TRANSFER</u>	<u>REVISED</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>REMAINING</u>	<u>% REMAIN</u>
Regular Instruction	7,052,343.00		7,052,343.00	5,415,012.38	15,386.11	1,621,944.51	23.00%
Special Education	2,119,502.00		2,119,502.00	1,473,223.38	0.00	646,278.62	30.49%
Career & Technical Educ.	0.00		0.00	0.00	0.00	0.00	#DIV/0!
Other Instruction	426,471.00		426,471.00	306,817.85	1,726.92	117,926.23	27.65%
Student & Staff Support	1,637,529.00		1,637,529.00	1,236,458.07	36,429.52	364,641.41	22.27%
System Administration	567,089.00		567,089.00	466,887.25	611.60	99,590.15	17.56%
School Administration	920,217.00		920,217.00	751,703.22	4,900.49	163,613.29	17.78%
Transportation	947,642.00		947,642.00	759,428.29	44,989.67	143,224.04	15.11%
Facilities/Maintenance	2,165,731.00		2,165,731.00	1,933,514.36	87,566.29	144,650.35	6.68%
Debt Service	564,733.00		564,733.00	564,732.83	0.00	0.17	0.00%
All Other Expenses	87,063.00		87,063.00	57,787.21	0.00	29,275.79	33.63%
TOTAL BUDGET	16,488,320.00	0.00	16,488,320.00	12,965,564.84	191,610.60	3,331,144.56	20.20%

As of today's date we are optimistic that the overall budget for Regional School Unit No. 38 remains sound as budgeted for fiscal year 2016-2017

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

Health Center
May Board Report

During the month of April, the Health Center has continued to make progress toward our goal of improving the health and well-being of our students.

On April 8th, we held our annual fundraiser, the Sandy River Ramblers concert. We had an enjoyable evening of music and were able to raise approximately \$300, for enrichment activities for students.

The School Health Leadership Council met on the 12th and had guests from Healthy Communities of the Capital Area who shared information on 5210 Let's Go. Representatives from this committee plan to attend the school board meeting in June to share more information about this statewide health initiative.

On the 25th of April, NHS hosted a blood drive here at the school. Students, teachers and community members donated a total of 29 pints of blood. We want to thank everyone who volunteered, participated or gave the gift of life. I was amazed at the brave and giving folks that took the time to donate, especially the students. They were amazing.

The student health advisory is working on letters to their representatives highlighting the benefits of having a School Based Health Center in their school. These letters are important to ensure funding of our programs at the state level. The students are also passionate about talking and teaching their peers about consent and are working on a presentation for middle schoolers on this important topic.

Respectfully submitted by Becca Reynolds 4/27/17



MARANACOOK AREA SCHOOLS

8a.

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

Fax. 207-685-4703

May Board Report

Dear RSU#38 School Board:

Each and every year we conduct very important introductory events for students and families coming into RSU #38. A few of those events occur in the spring of each year and are in the form of our Pre-K and Kindergarten Screening days. Throughout the district staff set-up opportunities for families and students to become familiar with the school buildings, meet relevant school staff, answer questions they may have about our programs, and also provide our staff time to work with individual students in a manner that lets us prepare for their arrival the following year.

In RSU #38 our staff use the Developmental Indicators for the Assessment and Learning 4th edition (DIAL-4) as our screening tool. The staff coordinate screening days in each school, or in a district-wide setting, that allow for parents and guardians to bring their children to be screened. At the same time families are provided a chance to meet staff and have questions answered.

The DIAL-4 is a global screening tool that allows for staff to assess students in multiple areas of development. Those areas include:

- Motor Area—Gross and Fine Motor items such as catching, jumping, building with blocks, etc.
- Language Area—Answering questions, naming and identifying information and articulation.
- Concepts Area—Looking at colors, identifying objects and recognizing other concepts.

Parents are also able to answer questions about students' social development and self-help skills while they are attending the screenings. These screening results allow us as staff to be further prepared for the students who we anticipate attending school in the fall. It is a very exciting time of the year for students preparing to come in the fall, and I know it is for staff as well.

If you have any questions, please feel free to let me know.

Sincerely,

Ryan Meserve
RSU#38
Special Education Director

To: RSU #38 Board of Education
 From: Nancy Harriman
 Re: Curriculum & Instruction Report
 Date: April 27, 2017

Teachers have been hard at work all year continuing to work on standards-based curriculum and assessments for use in their classes. This work is all in support of the first two goals of the RSU #38 strategic plan:

Goal #1: Success for Every Student

RSU #38 will develop and support rigorous, innovative educational programs that motivate, challenge and engage students in order to promote increased achievement for all learners.

Goal #2: Rigorous Instructional Program

RSU #38 will develop and implement consistent, rigorous curriculum resulting in high levels of student performance

What are the results of this work?

Documentation of RSU #38 Curriculum

Curriculum Guides – A chart for each level (or course at HS) for each content area
 Shows Units & what standards & outcomes are addressed
 Audience: Public
 Location: www.Maranacook.org -Curriculum (chart at bottom of page)

Unit Maps - A dynamic, shared curriculum document for each unit of instruction
 Includes Essential Questions, Big Ideas, Standards, Outcomes, Teaching Activities & Resources, Common Assessments, Standards-based Rubrics, & Vocabulary
 Audience: Teachers Location: Maranacook (for professional staff)

Common Assessments - A “vetted” (agreed upon) common way of assessing specific standards/outcomes
 Includes Teacher directions for administration, student directions & response sheets (if appropriate)
 Audience: Teachers Location: Varies – accessible through Unit maps

Common Rubrics & Scoring Guides - A common, field-tested way of scoring work to meet specific outcomes for a standard
 Includes observable criteria for scoring on the district proficiency scale of 1-4:
 1 Not meeting grade level criteria yet
 2 Partially meets grade level criteria
 3 Meets grade level criteria
 4 Exceeds grade level criteria

Audience: Teachers Location: accessible through Unit Maps

Note: Teachers often develop classroom scales or rubrics in “kid friendly” language based on the common rubrics, which they share with students

K-5 Grade Level Curriculum Maps - A one page document that visually shows what units will be taught in each core subject throughout the school year
Includes sequence and approximate length of units, and lists common assessments for each unit

Audience: Teachers, Administrators, Parents

Location: www.Maranacook.org Curriculum (chart at bottom of page)

Sample Writing Pieces

In addition, teachers often keep scored sample student work to use as a guide when scoring common assessments. Our goal is to ensure each student’s work is scored according to the same criteria. It should not matter which school a student attends or which teacher a student has – the criteria for meeting an outcome for a standard should be the same. Samples of student writing and the rubrics used to score them are available to the public on the Maranacook.org website for grades K-8. Teachers can usually provide samples of student work that meets standards in other content areas, and will be adding more samples for student use in the future.



MARANACOOK AREA SCHOOLS

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Superintendent Report – May, 2017

In April, I had the honor of presenting about our work in K-12 math collaboration with a team of three teachers, Robyn Graziano, Abby Shink, and Aimee Reiter, along with math coach Sarah Caban at the National Conference of Teachers of Mathematics in San Antonio, Texas. Earlier in the week our Director of Curriculum, Nancy Harriman, presented at the National Council for Supervisors of Mathematics along with Sarah Caban and teachers Sue Perry, Kristen Davis, Sue Hogan, and Chrissy Miner. In order to present at these conferences there was an application process and descriptions of the presentations were vetted by a committee of mathematics education specialists. We received many positive comments about our presentation that focused on the collaboration of the vertical team that is working on a Professional Development Certificate in the area of the teaching of mathematics.

I was asked to speak at a town hall meeting in Mount Vernon on April 18. The requested topic was *Concerns in Education at the State and National Level*. Three other presenters spoke on concerns in the areas of natural resources, the job market, and health. The town hall meeting was well attended and citizens were especially interested in how vouchers worked in education and in charter schools and how they impact public schools. The town hall group will continue to meet and explore these areas.

A Proficiency Based Forum was held at Maranacook Community High School on April 13 to further inform parents and citizens about the state required move to proficiency based diplomas. Dinner was provided. Unfortunately no one attended the meeting except our administrators. We will plan another meeting and hopefully will have a better turnout.

MEA (Maine Education Assessment) Science testing has taken place in April. This test is administered to students in grades 5, 8, and 11. This portion of the assessment is done with pencil and paper. Results will be provided to parents when the district receives the data.

We are making plans for the 2017-2018 school year and have begun interviewing for vacant positions in an effort to hire the best teachers available. The interview committee helps to develop questions that reflect district beliefs and needs. This year one important quality that interviewers are looking for is the ability of the applicants to show evidence of a “growth mindset” and the willingness to continue to grow professionally. This quality supports the mission of the district in our pursuit of excellence.

Sincerely,

Donna H. Wolfrom

RSU #38
Facilities Committee
April 19, 2017, 1:30 p.m.
Superintendent of School's Office
Minutes of Meeting

Present: Gary Carr, Betty Morrell, Terri Watson, Janet Delmar, Curt Morse, Donna Wolfrom, Jason Pafundi (KJ), Nathan Delmar (student, for item #2)

1. Update on Manchester Elementary School

Superintendent Wolfrom reviewed the CO2 report for MES.

Next steps include:

- Maintain housekeeping to prevent dust accumulation
- Look into the ground pitch and water run-off outside the classroom to keep water from pooling
- Open windows in classroom
- Investigate purchasing and installing a local air-exchange unit
- Test for CO2 throughout the building (Monday)
- Analyze results and follow recommendations
- Avoid the use of chemical fragrance devices

D. Wolfrom also reviewed the plan for relocating the students, if necessary.

PreK – at Professional Development Center at bus garage

Grade K – 17/17, at RES cafeteria

Grade 1 – 13/14, to RES library

Grade 2 – 14/15, one class to GT room at RES (this would require relocation of those working in that room); one class to Art room at RES (this would require relocation of those working in that room)

Grade 3 – 23, Middle School room 45

Grade 4 – 13/13, Middle School rooms 182 and 180

Grade 5 – 14/16, Middle School Library

Recommendation of Facilities Committee: Follow AQMs recommendations and keep the school open.

2. Update from Nathan Delmar regarding Sugar Shack project

Nathan Delmar presented his proposal for building the sugar shack on the Maranacook Campus. It was approved with the understanding that he would make the additions to the construction that were discussed.

RSU #38 Policy Committee
 Superintendent's Office
 April 24, 2017, 5:00 p.m.
Minutes

Present: Gary Carr, Joan Farrar, Trish Jackson, Dwayne Conway, Donna Wolfrom

Review Policies for Second Reading:

1. JEA, Compulsory Attendance
2. JFAA, Admission of Resident Students (current code JECA)
3. JFAB, Admission of Nonresident Students (current code JECB)
4. JK, Student Discipline (current code JIC)
5. EBCF, Automated External Defibrillator in School Setting (current code JLCEA)

The Committee discussed the above policies. No additional comments were received and no changes were made since the first readings. Policy Committee recommends policies JEA, JFAA, JFAB, JK, and EBCF as presented for adoption.

Review Policy for Second Reading (removal)

1. JFAB, Tuition Students (removal)

The Committee discussed the above policy. They reviewed the reasons for removing this policy, noting that this is not a required policy and the sections that they wanted to keep are incorporated in revised Policy JFAB, Admission of Nonresident Students (above). Policy Committee recommends current Policy JFAB, Tuition Students, for removal.

Review Policy for First Reading:

1. IKF, Graduation Requirements

Superintendent Wolfrom reviewed the process for revising Policy IKF, Graduation Requirements. A committee of district administrators and high school teachers have been working to revise this policy for a year. The policy that is presented is the product of their work. Policy Committee recommends revised Policy IKF for first reading.

2. DJ, Bidding/Purchasing Requirements

This policy is up for review due to federal requirements. The Committee reviewed current Policy DJ and the recommendations from the District's legal counsel, in order to be in compliance with federal procurement policy requirements. A section entitled "Procurement Methods for Federally Funded Projects" has been added, and the Legal References and Cross References have been updated. Policy Committee recommends first reading of Policy DJ as presented.

3. DJH, Purchasing and Contracting: Procurement Staff Code of Conduct

This policy is up for review due to federal requirements. The Committee reviewed current Policy DJH and the recommendations from the District's legal counsel. Policy Committee recommends moving the revised Policy DJH for first reading as presented.

Other: The last Policy Committee meeting scheduled for the school year is May 22, 2017.