

REGIONAL SCHOOL UNIT NO. 38

BOARD OF DIRECTORS

Maranacook Community High School

May 4, 2016, 6:30 p.m.

AGENDA

1. Call to order:
2. Recognitions/Presentations: (30 min.)
 - a. SkillsUSA State Champion – Graphic Design, Camisha King
 - b. Recognition for donations to install Baseball Scoreboard
 - c. Report on NWEA Scores
 - d. Technology
3. Consent Agenda (5 min.)
 - a. Approval of Minutes of April 13, 2016*
 - b. Appointment of Second Probationary Contract Teachers*
 - c. Appointment of Third Probationary Contract Teachers*
 - d. Appointment of First Continuing Contract Teachers*
 - e. Approval of overnight trip, WES Grades 4/5, Bryant Pond 4-H Camp and Learning Center*
 - f. Approval of overnight trip, MS Acadia Team to Acadia National Park, May 25-27, 2016*
 - g. Acceptance of donations*
4. Student Representatives Reports: (10 min.)
5. Citizens' Comments: (5 min.)
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (20 min.)
 - a. Policy First Readings*: GCSA, Employee Computer and Internet Use; IJNDB, Student Computer, Internet Use, and Cyber Safety; JFCK, Student Use of Cell Phones and Other Electronic Devices; KJA, Use of School Name and Logo; AC, Nondiscrimination/EOAA
 - b. First Reading to remove obsolete Policy JFCIAA, Student Assistance Team*
 - c. Preparation for Annual Meeting – May 18, 2016
8. Informational Items: (10 min.)
 - a. Reports:

<ul style="list-style-type: none">• Staff Association• Principals*• Adult & Community Education Dir.• Health Center Director*	<ul style="list-style-type: none">• Finance Manager*• Special Education Director*• Curriculum, Assessment & Instruction Director*• Superintendent of Schools*
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 - b. Ad Hoc Groups:
 - Awesome Bear Society – 5/11/16, MCHS, 6:30 p.m.
 - c. Committee Reports:
 - Health Services Advisory Council – 5/17/16, MCHS Media Ctr., 6:30 p.m.
 - Policy* - 5/9/16, Superintendent's Office, 6:00 p.m.
 - School Health Leadership Council* - 5/25/16, MCHS, 3:15 p.m.
 - Teacher Evaluation* - 5/25/16, Superintendent's Office, 3:30 p.m.
9. Executive Session to consider managerial evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Bridges, Rebecca Reynolds, and Brigitte Williams (15 min)
10. Executive Session to consider settlement offers, pursuant to 1 M.R.S.A. § 405(6)(E) (20 min.)
11. Action following Executive Sessions (if any)
12. Adjournment:

* Attachments

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 Student Center
April 13, 2016
Minutes of Meeting

Present: Chair Terri Watson, Vice Chair Melissa O'Neal, Joan Farrar, Stephen Hayes (arrived 6:43), Trish Jackson, Jim Marr, Betty Morrell, Bonnie Simcock

Members Excused: Gary Carr, Pia Holmes, Michele Pino, Shawn Roderick, (one vacancy, Mt. Vernon)

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

1. Call to order: Chair Watson called the meeting to order at 6:30 p.m.

2. Consent Agenda:

a. Approval of Minutes of April 6, 2016

b. Acceptance of Teacher Resignation, 06/30/16, Susan Melcher, HS English

c. Acceptance of Donation – By The Board Lumber, Mt. Vernon

MOTION by B.Morrell, second by J.Marr to accept the consent agenda as presented.

Motion Carried: 7 in favor, 0 opposed.

3. Citizens' Comments:

Harry Lanphear, resident of Manchester addressed the Board regarding the participation fees. He raised his concern that the most vulnerable kids are not participating because they know their families are struggling and do not want to ask to participate due to the cost. He asked the Board to consider doing away with the participation fee for families that qualify for free/reduced meals.

4. Additions/Adjustments to the Agenda by Board and/or Superintendent:

Superintendent Wolfrom noted the item listed as 4a on the agenda should be 5a; she also requested the addition of 6e, an additional motion for the budget.

5. Action/Discussion/Informational Items:

a. Appointment of First Probationary Contract Teacher, Selene Frohmberg, Gifted/Talented, 50 FTE

MOTION by B.Simcock, second by B.Morrell to appoint Selene Frohmberg, First Probationary Contract Teacher, Gifted/Talented, 50FTE.

Motion Carried: 7 in favor, 0 opposed.

6. Budget Workshop:

Superintendent Wolfrom reported there are no updates since the last meeting, and provided a recap of the proposed budget. The budget being recommended for FY2017 is \$16,488,320, which is a 3.26% increase over FY2016. The Board has cut \$395,000 since the original request budget was presented in January, the district has lost \$292,104 in state subsidy, and health

insurance costs are going up 7%. We are able to accrue the remainder of the summer salaries, as recommended by the auditor, and \$328,067 carry forward, which includes the \$203,067 in state subsidy that was provided after the FY16 budget vote. Steve Hayes arrived. The local dollar average increase is 4.12%. Superintendent Wolfrom recommends the Board approve the FY2017 budget as presented.

MOTION by B.Simcock, second by B.Morrell to approve the RSU 38 FY2017 budget of \$16,488,320 as written.

Motion Carried: 8 in favor, 0 opposed.

MOTION by B.Simcock, second by B.Morrell to approve the RSU 38 Adult and Community Education FY2017 budget of \$172,000 as presented.

Motion Carried: 8 in favor, 0 opposed.

MOTION by M.O'Neal to move the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Validation Referendum and to Authorize the Notice of Amounts Adopted," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting (Attachment A). Motion was second by B.Morrell.

Motion Carried: 8 in favor, 0 opposed.

7. Adjournment: Motion and second to adjourn at 7:49 p.m.

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

April 13, 2016

Motion: I move that the Vote entitled, “Vote to Call and Approve the Warrants for the Budget Meeting and the Validation Referendum and to Authorize the Notice of Amounts Adopted,” be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting.

VOTE TO CALL AND APPROVE THE WARRANTS FOR THE BUDGET MEETING AND THE VALIDATION REFERENDUM AND TO AUTHORIZE THE NOTICE OF AMOUNTS ADOPTED

VOTED: That the warrant for the Regional School Unit Budget Meeting presented to the meeting be and is hereby approved and that the Regional School Unit budget meeting be and is hereby called for May 18, 2016 for the purpose of voting on the annual budget for the Regional School Unit for the 2016-2017 fiscal year;

That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be and is hereby approved, and that the Regional School Unit budget validation referendum be and is hereby called for June 14, 2016 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2016-2017 fiscal year and considering whether to continue the budget validation referendum process; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be and is hereby approved, and that the Superintendent of Schools of the Regional School Unit is hereby authorized and directed to complete said Notice by adding the amounts approved by the voters for each expenditure category and the total school budget summary expenditure amount, all in accordance with the Regional School Unit budget meeting on May 18, 2016, and to cause copies of said notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 14, 2016 Regional School Unit budget validation referendum.

(include with meeting minutes)

Regional School Unit No. 38
Teacher Appointments 2016-2017

3b.

SECOND PROBATIONARY CONTRACT TEACHERS:

The following teachers are being presented for second probationary contracts for the 2016-2017 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Bill Babbitt	High School	Math
Emily Bennett	Mount Vernon	Teacher
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
Collette Jadis	High School	Math Interventionist
Travis Magnusson	High School	Physical Education and Health
Christine Miner	Readfield	Teacher
Kimberly Radley	High School	Guidance
Katie Reed	Mount Vernon	Teacher
Kelsea Trefethen	High School	Math
Kate-Lynn Tarr	Manchester	Teacher
Lori Twiss	High School	Technology

3c.

THIRD PROBATIONARY CONTRACT TEACHERS:

The following teachers are being presented for third probationary contracts for the 2016-2017 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Heather Chalmers	Wayne	Teacher
Kristen Davis	Middle School	Special Education
Michael Dennett	High School	Teacher
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
Alanna Stevenson	Middle School	Teacher
Dorie Tripp	Manchester, Readfield	Music
Stephanie Weeks	Middle School	Health

3d.

FIRST CONTINUING CONTRACT TEACHERS:

The following teachers are being presented for first continuing contracts for the 2016-2017 school year:

<u>Name</u>	<u>School</u>	<u>Subject</u>
Janet Aspinall	Middle School	Math Interventionist
Sara Chisholm	High School	Guidance
Calvin Cooper	Middle School	Spanish
Rebecca Henry	Manchester	Teacher
Susan Hogan	Wayne	Teacher
Christine Johnson	Manchester	Teacher
Christopher Knickerbocker	High School	Physical Education and Health
Angela Palmer	Mt. Vernon, Wayne	Nurse
Melissa Rooney	Readfield	Teacher
Adam Scarpone	Middle School	Music
Victoria Scott	Manchester, Readfield	Gifted & Talented
Rebecca Vining	Manchester, Readfield	Guidance

**RSU #38
Maranacook Area Schools – Field Trip Request Form**

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

Out-of-State Field Trips must be sent directly to the Superintendent for School 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: Wayne Elementary Date of trip: 5/16 & 17/16 Destination: University of Maine 4-H Camp and Learning Center in Bryant Pond, ME.

Departure time (from school): 8:30am - 5/16 Return time (to school): 4:15pm on May 17th

Teacher: Mrs. Susan Hogan Grade level(s): 4 and 5

Number of students: 19-20 Number of chaperones: 3 or 4 Cost of activity: \$800 - 900

Cost of transportation*: 550 (est.) Transportation paid by: Field Trip funds in School Budget (reserved 1st October)
(if not paid by school, please include billing information including mailing address)

Paid By: Cost of activities by Fundraisers.
(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.)

Class Trip for Grades 4 and 5 -- All natural science experiences at the Camp.

Students and chaperones will be staying overnight on May 16 at the Camp.

Planned Stop(s): NONE

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

Notification of transportation needs made to Transportation Director: (Date) October 2016
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: _____

Storm Date: _____

[Signature]
Principal's Signature

Recommended ✓ Not Recommended _____

4/26/16
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)

[Signature]

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

*
Waiting for
School Board approval.

Out-of-State Field Trips must be sent directly to the Superintendent for School 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: MCAIS Date of trip: ^{May} 25, 26, 27 Destination: Acadia N. Park + Bar Harbor
 Departure time (from school): 7:45 5/25 Return time (to school): 5:00 5/27
 Teacher: Holmes, Beave Grade level(s): 6, 7, 8
 Number of students: 61 Number of chaperones: 10-12 Cost of activity: \$ 2520
 Cost of transportation: \$ 1465 Transportation paid by: Team Funds + cost deducted.
 Paid By: Same team funds, activity fee.
(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.)

In connection with our studies this year (Genetics, Native Americans, Maine Studies and Bridges), we will be visiting Jackson Lab, the Abbe Museum, the Lenoxport Narrows Bridge and the Fire and Ice Program for Maine geology at Acadia National Park.

Planned Stop(s): NONE
Sites(s) have been notified: Yes No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) 4/15/2016
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: Some Parents will Drive
Storm Date: Rain coats!

Principal's Signature: Cathy Quinn Recommended Not Recommended Date: 4.25.16

*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)

[Handwritten signatures and initials]
p57
10/12/15

Acceptance of Donations
May 4, 2016

3g.

Donor	Amount	Department
Darling's	\$300.00	Class of 2016
Maranacook Education Foundation	\$500.00	Maine College Circle Scholarship (GEAR Up)
Hannaford	\$351.00	Manchester Elementary School
Sally & Richard Garand	\$820.00	Baseball scoreboard installation
Dawn & Kevin Brooks	\$820.00	Baseball scoreboard installation
Lee Buzzell d/b/a/ L.B. Heating and Plumbing	\$600.00	Baseball jerseys

**REGIONAL SCHOOL UNIT #38
EMPLOYEE COMPUTER AND INTERNET USE**

Regional School Unit #38's (RSU #38) computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and accompanying rules also apply to computers/devices issued directly to staff, whether in use at school or off school premises.

School unit computers, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers/devices shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers/devices will also result in referral to law enforcement. All employees will adhere to the copyright provisions of Policy EGAD, Copyright Compliance.

Employees are required to comply with all Board policies, administrative procedures, and school rules while using privately owned computers/devices at school.

Employees have no expectation of privacy in their use of privately owned computers/devices while using them at school.

RSU #38's computers/devices remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer/device and Internet activity by employees. Employees have no expectation of privacy in their use of school computers/devices.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules
 IJNDB – Student Computer and Internet Use
 EGAD – Copyright Compliance

Effective Date: 06/01/06

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

Revised Date:

REGIONAL SCHOOL UNIT #38
STUDENT COMPUTER, INTERNET USE, AND CYBER SAFETY

It is the policy of Regional School Unit #38 (RSU #38) to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

RSU #38’s computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to laptops/tablets issued directly to students, whether in use at school or off school premises. Students are not allowed to use privately owned laptops/tablets at school. A privately owned laptop/tablet brought to school without authorization may be confiscated.

Student use of school computers, networks, Internet services, and email is a privilege, not a right. Compliance with the school unit’s policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. All students will adhere to the copyright provisions of Policy EGAD, Copyright Compliance. Students are prohibited from using school computers in any manner that would be in violation of the district Policy on harassment.

RSU #38 computers remain under the control, custody and supervision of the school unit at all times. The school unit monitors all computer and Internet activity by students. The school unit may conduct random audits of computer usage to protect its technology infrastructure. RSU #38 has the right to access, review and/or disclose any aspect of computer usage when it has legitimate business or security need to do so. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

The RSU #38 utilizes filtering technology designed to block materials that are illegal, obscene or harmful to minors, including all pornography. RSU #38 takes precautions to supervise student use of the Internet and electronic communications, and to prevent unlawful disclosure, use or dissemination of personally identifiable information about students. RSU #38 educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that RSU #38 cannot reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called “hacking”, and other unlawful activities; and b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The Superintendent is responsible for implementing this policy and the accompanying rules and for documenting student Internet safety training. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Coordinator and others as he/she deems appropriate.

Students and parents shall be informed of this policy and the accompanying rules through handbooks, the school web site and/or other means selected by the Superintendent.

Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
 ACAB – Harassment and Sexual Harassment of School Employees
 IJNDB-R – Student Computer and Internet Use Rules
 GCSA – Employee Computer and Internet Use
 IJNDA – Distance Learning Program
 EGAD – Copyright Compliance
 JFCK – Student Use of Cell Phones and Other Electronic Devices
 JFCK-R – Student Use of Cell Phones and Other Electronic Devices Procedures
 JIC – Student Code of Conduct

Legal Reference: 47 USC § 254(h)(5) (Children's Internet Protection Act)

Adopted: 06/01/06

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

Revised by RSU #38 Board of Directors: 12/4/13

Revised Date:

REGIONAL SCHOOL UNIT #38
STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cell phones and other electronic devices. These devices may not be used in any manner that disrupts the instructional process or violates Board policies or school rules.

RSU #38 shall not be responsible for the loss, theft or damage to cell phones or other electronic devices that students bring with them to school or school activities or use on school transportation.

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

- A. Students are prohibited from using privately-owned electronic devices including but not limited to cell phones, “smart phones,” I-Pods, MP3 players, handheld computers/PDAs, and electronic games at school or at school activities except when the teacher or building principal authorizes use for a specific educational, health or safety purpose.
- B. The use of cameras, including camera phones, is strictly prohibited in locker rooms, bathrooms, and other places where privacy is generally expected. In all other school locations, permission must be granted before photographing another person.
- C. School administrators may designate appropriate times and places during which I-Pods and other listening devices may be used (e.g., during lunch periods, study halls, or on school buses traveling to school activities).
- D. The use of a cell phone or other electronic device in any manner that violates Board policy or school rules is prohibited. This includes but is not limited to harassment, cheating and violations of the student code of conduct. If a Board policy or school rule is violated, the teacher or school administrator may confiscate the device for the remainder of the school day. Student cell phones and other electronic devices may be subject to search if there is reasonable suspicion of a violation.
- E. Students who violate Board policy or school rules will be subject to disciplinary consequences which may include:
 - 1. Confiscation of the device until the end of the school day;
 - 2. A conference with the student’s parent/guardian;
 - 3. Exclusion of the device from school for an extended period of time;
 - 4. Penalties up to suspension or expulsion from school, depending upon the nature and circumstances of the violation and the student’s prior disciplinary record; and
 - 5. Referral to law enforcement.

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

Cross Reference: JIC–Student Code of Conduct
 JICK - Bullying
 JIH–Questioning and Searches of Students

Adopted: 12/04/07
Adopted by RSU No. 38 Board of Directors: April 27, 2009
Revised: _____

REGIONAL SCHOOL UNIT NO. 38
Student Use of Cellular Telephones and Other Electronic Devices

The Regional School Unit No. 38 recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. Regional School Unit No. 38 is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

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

**REGIONAL SCHOOL UNIT #38
USE OF SCHOOL NAME AND LOGO**

The Regional School Unit #38 Board of Directors value the efforts of outside organizations and individuals that conduct activities to support education and school activities in the district. At the same time, it is important that students, parents and the public clearly understand which activities are conducted, sponsored or sanctioned by the school district and which activities are not.

Therefore, the use of the term(s) Regional School Unit No. 38, Regional School Unit #38, RSU #38, Maranacook Community School, Maranacook Area Schools, Maranacook Community School District, Maranacook Community Middle School, Maranacook Middle School, Maranacook Community High School, Maranacook High School, Manchester Elementary School, Mt. Vernon Elementary School, Mount Vernon Elementary School, Readfield Elementary School, and Wayne Elementary School is prohibited without the prior written approval of the school board.

Use of the official district/school logo is prohibited without the prior written approval of the school board.

Adopted: 04/09/96

Reviewed: 04/08/05

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

Revised: _____

REGIONAL SCHOOL UNIT #38
NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Regional School Unit #38 (RSU #38) Board is committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

In accordance with applicable Federal and/or State laws and regulations, RSU #38 prohibits discrimination against and harassment of employees, candidates for employment, students and others with rights to admission or access to school programs, activities or premises on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

Further, in compliance with Federal law, RSU #38 prohibits discrimination against school unit employees and candidates for employment on the basis of age, pregnancy, or genetic information.

The Board delegates to the Superintendent the responsibility for implementing this policy. The RSU #38 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer will be appointed by the Superintendent and will be a person with direct access to the Superintendent.

The Superintendent/Affirmative Action Officer shall be responsible for ensuring that notice of compliance with Federal and State civil rights laws is provided to all applicants for employment, employees, students, parents and others, as appropriate.

The RSU #38 will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
Equal Pay Act of 1963 (29 U.S.C. § 206)
Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.)
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)
Pregnancy Discrimination Act of 1978
Genetic Information Nondiscrimination Act of 2008 (GINA) (42 U.S.C. § 2000ff et seq.)
5 MRSA § 4551, et seq. (Maine Human Rights Act); 19301-19302

Cross Reference: RSU #38 Affirmative Action Plan

ACAA - Harassment and Sexual Harassment of Students

ACAB - Harassment and Sexual Harassment of School Employees

Adopted: 06/02/05

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

Revised: _____

CURRENT POLICY

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

REGIONAL SCHOOL UNIT NO. 38 NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Discrimination against and harassment of school employees because of race, color, sex, religion, ancestry or national origin, age, sexual orientation, marital status, status as a veteran, or disability are prohibited. Discrimination against and harassment of students because of race, color, sex, sexual orientation, religion, ancestry or national origin, or disability are prohibited.

The Board of Directors directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities. The Regional School Unit No. 38 Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Affirmative Action Officer will be a person with direct access to the Superintendent.

The Board of Directors directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The Regional School Unit No. 38 will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school unit to subscribe to all applicable federal and state laws pertaining to contract compliance.

Cross References: Affirmative Action Plan
 ACAA Harassment and Sexual Harassment of Students
 ACAB Harassment and Sexual Harassment of Employees

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

Policy No: JFCIAA
Revised: MCS 03/06/03
Manchester 03/19/03
Mt. Vernon 03/20/03
Readfield 03/10/03
Wayne 03/11/03

**REGIONAL SCHOOL UNIT NO. 38
STUDENT ASSISTANCE TEAM**

As a concerned group of school personnel, the Student Assistance Team (SAT) is dedicated to helping students and staff address issues which interfere with a healthy, productive lifestyle. The Team assists through individual assessment, plan development, referral and coordination of services.

Definition

The Student Assistance Team is a group of school professionals whose function is to identify and redirect students exhibiting challenging behaviors before they experience school and social failure.

The SAT addresses many types of behaviors, including but not limited to, academic decline, frequent absence or tardiness, physical/emotional health problems, disruptive behaviors, out-of-school issues affecting school performance, etc. The SAT attempts to design and implement intervention strategies to promote the academic, physical, emotional and social success of each student.

The SAT functions as a systematic prevention/intervention process, which makes it possible for school personnel to refer them for help.

The Team is made up of individuals employed by the District; others may be invited to serve on a case-by-case basis.

When a student referral is accepted by the SAT, the team coordinator will flag the student's cumulative file to alert staff to the additional SAT files. SAT files that will be included in or transferred to the cumulative file include the referral form, the parent notification letter, and the action plan.

When a student transfers within Regional School Unit No. 38, the SAT coordinator from the sending school will initiate a conversation with the coordinator from the receiving school within a ten day period from transfer in order to facilitate a smooth transition.

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

Elementary Principals' Report
 May 4, 2016
 Janet Delmar (MES & MTV)
 Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Total
MES	12/16	13/13	16/17	21	13/12	13/15	22	183
RES	14/6 3 students from WES in pm session	14/15	10/11	16/17	12/16	21	14/16	182
MTV	8	11/11	11/14	15	17	17	21	125
WES	0	10	15	11/13		11/9		69

MEA Science (Grade 5)

Our fifth grade students will be taking the Maine Educational Assessment for science during the weeks of April 25th - May 6th. There will be three sessions and we will receive our students' results in July. The results from last year's students who were proficient or proficient with distinction were as follows:

RES - 94%
 WES - 100%
 MTV - 100%
 MES - 72%

District - 87%
 State - 65%

RES/WES FoodPlay Presentation

REPA (RES Parent Organization) and School & Home (WES Parent Organization) have collaborated with funding a theater production out of Boston called Food Play to present to the students PreK-5 on May 2nd from 12:45-1:45 pm in the RES gymnasium. The presentation, "Turn Kids On To Healthy Habits" is one hour long. Below is a brief description:

Make good eating great fun with FOODPLAY, a national touring live nutrition theater show coming to a school or community event near you! Emmy Award-winning FoodPlay Productions uses the power of live theater, fantastic feats of juggling, music, magic, and audience participation to turn kids on to healthy eating and active living. FOODPLAY's evidence-based programs have been shown to dramatically improve children's eating and exercise habits, and kids take the messages home.

FOODPLAY has reached over 4,000,000 kids across the country to rave reviews! Designed to reduce the nation's alarming epidemic of childhood obesity FOODPLAY programs empower kids with the skills needed to make healthy choices, all in a spirit of fun and celebration.

Please mark this date on your calendar. It should be a wonderful presentation with a great message for our students.

Wayne Elementary School Upcoming Events

- May 3rd:** K-5 students and teachers will take a field trip to the Maine Wildlife Park (Gray)
 - May 11th** - KVBA Celebration
 - May 13th:** Pre-K Open House at RES
 - May 16th-17th:** Students in grades 4-5 will be taking a class trip (overnight) to the University of Maine 4-H camp in Bethel
 - May 19th & 20th:** Pre-K Screening
 - May 20th** - 5th grade visit to MCMS
 - May 25th:** The Northern Stars Planetarium will be visiting WES for three programs with grades K-5.
 - May 31st** - Spring Concert
- 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 9th-13th:** Book Fair
- May 11th** - 3rd grade salmon release at Bond Brook
- May 13th:** Pre-K Open House at RES
- May 18th** - 3rd Grade to Union Meeting House
- May 19th & 20th:** Pre-K Screening
- May 20th** - 5th grade visit to MCMS
- May 24th** - Spring Concert (Gr. 3-5)
- May 27th** - KVBA Celebration
- May 31st** – Grades 2-3 Art Trip to Colby College
- May 31st** - Spring Concert (K-2)

Manchester Elementary School Upcoming Events

- April 29th:** Annual 5th Grade Spaghetti Supper and Pie Auction
- April 29th:** Grade 5 Band Students to participate in the District Band Olympics at MCMS
- May 5th & 6th:** Kindergarten Screening
- May 6th:** First Grade to the Botanical Gardens in Boothbay
- May 11th:** 5th Grade to the D.E.W Animal Kingdom
- May 13th:** Pre-K Open House
- May 17:** Music Concert Grades 3-5
- May 18th:** 5th Grade Visits MCMS
- May 19th:** Music Concert Grades K-2
- May 19th & 20th:** Pre-K Screening
- May 25th:** Grade 4 to the State House in Augusta
- May 26th:** KVBA Book Awards Celebration for grade 3-5
- May 28th:** PreK-1 students will participate in a hands-on presentation from Roger Stevens

Mt. Vernon Elementary School Upcoming Events

April 29th: Grade 5 Band Students to participate in the District Band Olympics at MCMS

May 9th: Kindergarten Screening

May 13th: Pre-K Open House

May 17th: KVBA Book Awards Celebration Grades 3-5

May 18th: 5th Grade Visits MCMS

May 19th: Grades 3-5 visit Norlands

May 19th & 20th: Pre-K Screening

May 23rd: Grade 2 visits Kennebec Land Trust

May 26th: Music Concert Grades K-5

Kindergarten Screening/Registration at Wayne Elementary School

Wayne Elementary kindergarten students will be held on Thursday, April 28th, 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, 2016, 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 2016 Kindergarten students and their parents.

Pre-K Open Houses

On Friday, May 13th from 8-9 am, 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, 2016 can register for screening on May 19th and May 20th the Readfield Town Hall. Screening will be provided by RSU #38 and Southern Kennebec Child Development Corporation.

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



Cathy Jacobs, Principal
Phyllis Cote, Office Coordinator

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

“A Caring School Community Dedicated to Excellence”

Maranacook Community Middle School

RSU#38 School Board Principal's Report

May 4, 2016

Enrollment: grade 6: 89 grade 7: 83 grade 8: 89 Total: 261

Transitions are in full swing!!

Over the last month we have been thoughtfully preparing for our incoming 6th graders' transition to the middle school and our 8th graders moving on to the high school. Our annual 5th grade transition night was well attended by parents and 5th graders and our feedback forms indicated that parents (and students) were well satisfied with the night. A team of teachers from the middle school, including our guidance counselor, advisor coordinator, RTI math, reading and behavior interventionists, classroom teachers and I have met individually with all of our 5th grade teachers. They have shared information with us about each of their students' academic and social needs. We have used this information, along with information parents provided us on a parent survey, to place students on teams and in advisee groups. This information is very important to us as we use all of it to place students where we feel they will flourish while here at the middle school. We have also been meeting with a team from the high school to share information about our 8th graders with them.

The week of May 16 all 5th graders will visit the middle school and shadow a student on their team for the morning. They will experience lunch and activity with their middle school buddy before boarding the bus to return to their elementary school. The 8th graders will go to the high school at the same time to do some similar activities there. 8th graders have also been individually shadowing high school classes and high school students will be visiting their former middle school teams in the next few weeks to talk with 8th graders about what to expect when they get to high school next year.

The week of May 23, 5th grade parents are invited to come in to visit with their child's teachers and teams. On June 7 we have our final event planned where the 5th graders come to the middle school to spend the afternoon with their advisee group and 8th graders go to the high school to spend the time with their new advisee group there. 5th grade parents are invited back that evening for an ice cream social and introduction to their child's advisor.

This is a very exciting time of year for all of us and we look forward to welcoming a new

group of students and parents to our school.

As always, school board members are invited and encouraged to attend any of these events.

Advisee Day Out:

On Friday, April 8, all middle school advisee groups participated in advisee day out. This day is designed to work on the Advisee System Grade level goals.

The goal for the 6th grade is to focus on transition and group building with activities emphasizing communication, listening skills, respect and diversity. The entire 6th grade went to the ice vault in Augusta for a morning of ice-skating. This was the first time some of these students had ever put on a pair of skates and they had a ball!

The 7th grade goal is to develop self-advocacy, group membership and community service. This group did a 6-mile walk-a-thon on the rail trail from Gardner to Augusta to raise money for our local food banks. They ALL completed the total 6 miles and raised \$625! We donated \$313.50 to the Readfield food bank and \$313.50 to the Mt. Vernon food bank. We also collected two big boxes of food items to donate. We are very proud of our 7th graders for their commitment to their community!

The 8th grade goal is to develop career awareness and to begin the transition to high school. They spent the day visiting businesses in the Portland area and learning about the careers those businesses provide. They went to DeLorme, Wilbur's Chocolate Confections of Maine, Maine International Trade Center and the Portland Museum of Art. This day really helped the students start to think about what they might be interested in doing in the future and what classes they may need in high school to reach their career goals.

Upcoming events:

May 9: College Essay Scholarship awards, 6:30 in the PAC at Maranacook Community High School

**May 18: 5th graders from Manchester and Mt. Vernon visit Middle School
8th graders from Katahdin and Acadia teams visit high school**

**May 20: 5th graders from Readfield, Wayne and Fayette visit Middle School
8th graders from Royal, Moose and Sebago teams visit high school**

Week of May 23: 5th grade parents visit teams

May 30: MS band participates in Wayne Memorial Day parade



MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38

2250 Millard Harrison Drive

Readfield, Maine 04355

Office (207)685-4923

Fax (207)685-9597

Dwayne Conway, Principal
Al MacGregor, Student Services Director

Steve DeAngelis, Dean of Students
Kristen Levesque, Dean of Students

8a.

School Board Report 4/28/16

Master Advisor Retreat

On Wednesday 4/27, the master advisors from the middle school and high school met for a half-day planning session. Two goals of the retreat were to strengthen the advisor program while making sure we are meeting our students' emotional needs. Over the years, the advisor program has morphed and adapted to changing student needs. Our main focus is still to be a supportive caring adult who plays an active role in our students' lives. Because everyone has a different comfort level with that role as an advisor, we are constantly trying to support that position with appropriate professional development and coaching. No doubt Maranacook has made great progress in the past few years meeting our student academic needs. It's vital that we keep in mind the value of the advisor program and the whole student effect it has on helping our children grow into healthy, caring, and productive citizens.

Operation Breaking Stereotypes

Operation Breaking Stereotypes (OBS) is a non-profit, service-based organization, which works with schools throughout New England and New York. The focus is helping students address ethnic, socio-economic, gender, and racial stereotypes through writing, reading, music, photography, and personal connections. On Friday, April 8th, the Maranacook OBS group went to Lewiston High School to shadow their partners for a full school day and participate in teambuilding along with self-awareness activities. It's truly beneficial for our students to visit an urban area such as Lewiston, which has an incredibly diverse population. On April 26th, the Lewiston OBS students, of whom 12 of the 14 were once considered refugees from their home country, came and shadowed at Maranacook, followed by an afternoon of self-awareness and educational activities. The connections made during these days have a profound impact on both Maranacook and Lewiston students.

Upcoming Events

April 26th SAT Science Augmentation
April 27th SAT Make-Up Day
April 27th Master Advisor afternoon retreat
April 28th Gear Up Conference
April 30th Prom

May 2nd (PM) AP Psychology Exam
May 4th (AM) AP English Literature Exam
May 5th (AM) AP Calculus Exam

May 6th (AM) AP US History Exam
May 12th (AM) AP Comparative Government and Politics and AP World History Exams
May 16th Shakespeare Presentation by David Greenham during period B2 (all 9th grade and English 10 Honors students) May 18th 8th Grade Visits
May 19th Summer Intensive Program Orientation
May 20th 8th grade visits
May 23rd (Tentative) Schedules are released to students
May 26th UMA College Fair (juniors)
May 26th Humanities night (rain date: 6/2/16)
May 31st senior helper and class of 2020 advisor training (2:45-4pm)
May 30th deadline for Advisee Day Out Plans to Kristen

June 1st College T-shirt day and Senate presentations. Yearbook dedication (TBD)
June 1st iPad collection
June 3rd Senior Breakfast
June 7th Class of 2020 Step Up Day in the afternoon
June 12th Graduation
June 13th Advisee Day Out for grades 9-11
June 15th Class Day and Half Day of School
June 16th Flex Day, day 1 of credit recovery
June 20th-24th Summer Intensive at Thomas College

Whole School PLC

On Wednesday 4/27, we held a whole school professional learning community during the late start. The meeting was productive and extremely beneficial. The group was lead by Mrs. Levesque and Mrs. Bourgoine. The focus of the day was geared towards deciphering data. At first, we examined data from a global perspective and then as a group we drilled down to individual students and groups of questions. The feedback from teacher's exit tickets was overwhelming positive.

The culture around data at MCHS has changed dramatically over the past few years. Most of the staff finds it extremely beneficial to examine data, look for trends and outliers while identifying areas we need to adjust to meet our students' needs. We have a long ways to go, but it's comforting to know we have come a long ways in recent years.

Respectfully submitted,
Dwayne Conway

Enrollment as of 4/27/16
Freshmen- 90, Sophomore- 92, Juniors-101, Seniors-107

May Board Report:
Health Center

Juniors participated in the Melanoma Foundation's "Your Skin Is In" pledge on April 4. Sandy Hunter presented an informational video to the class and students were asked to pledge not to tan during prom season. The class could win \$5000. for their participation in this event.

Maine General's Harm Reduction Program visited the Health Center on April 12 to share information on the use of Narcan with Health Center staff, our Medical Director and the Middle School Nurse as well as high school administration. This special program allows high schools to have this Opioid Overdose Antidote on hand should there be a suspected overdose at the school.

Students are wrapping up the year with designing their own Superhero Logos to display on our bulletin board.

An extension of our state grant is still underway, although formal paperwork has not been sent out yet we remain optimistic.

The end of the school year will be jam packed with meetings and tying up loose ends. Stay tuned.

-Becca Reynolds
4/28/16

**WARRANT ARTICLE RECONCILIATION
REGIONAL SCHOOL UNIT NO. 38
2015-2016
April 29, 2016**

<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	6,766,831.00		6,766,831.00	5,321,677.34	28,661.26	1,416,492.40	20.93%
Special Education	2,031,153.00		2,031,153.00	1,399,874.31	388.00	630,890.69	31.06%
Career & Technical Educ.	0.00		0.00	0.00	0.00	0.00	#DIV/0!
Other Instruction	418,234.00		418,234.00	308,736.32	3,645.11	105,852.57	25.31%
Student & Staff Support	1,574,832.00		1,574,832.00	1,263,787.37	29,464.98	281,579.65	17.88%
System Administration	539,058.00		539,058.00	449,403.53	991.45	88,663.02	16.45%
School Administration	907,044.00		907,044.00	757,554.65	2,357.33	147,132.02	16.22%
Transportation	982,687.00		982,687.00	795,385.69	9,485.46	177,815.85	18.09%
Facilities/Maintenance	1,941,732.00		1,941,732.00	1,617,929.32	49,441.30	274,361.38	14.13%
Debt Service	699,676.00		699,676.00	643,548.33	0.00	56,127.67	8.02%
All Other Expenses	107,063.00		107,063.00	81,084.51	0.00	25,978.49	24.26%
TOTAL BUDGET	15,968,310.00	0.00	15,968,310.00	12,638,981.37	124,434.89	3,204,893.74	20.07%

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 2015-2016

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.

Maranacook Area School District

Regional School Unit No. 38

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
May, 2016

Ryan Meserve
Special Education Director

Brigitte Williams
Finance Manager

Fax. 207-685-4703
8a.

Dear RSU #38 School Board:

As we enter into May, and student transitions into various new schools are being planned, I wanted to take some time to recognize all of the hard work going on district-wide. Previously I spoke about the Child Development Service (CDS) to kindergarten transition meetings that are planned for May 2nd. This process involves many staff members, from kindergarten teachers, elementary principals, special educators, parents and other staff who are spending lots of time preparing and planning for the needs of the incoming kindergarten students. Historically this process takes a lot of time and effort from all staff involved, but the payoff for helping transition students into kindergarten is great.

At the middle level the special education staff 6-8 are also spending a great deal of time getting ready for incoming 5th grade students, while also sharing their knowledge and expertise with the high school staff about students they will be transitioning up to 9th grade. In some cases this can be done through the already established building-based transition planning process. However, we have many students this year for which we are setting up extended transition opportunities that focus on building their level of comfort and understanding in their new settings. In addition to having some students travel to their upcoming special education classrooms in advance of the planned building-based step-up days, many special education staff are setting up meetings with incoming staff to train and prepare for their soon-to-be students.

At the high school level there is a different level of transitioning for the 12th grade students. Special education staff is preparing to graduate their students through the regular diploma process, but they are also creating Summary of Performance (SOP) documents for them to take with them into their post-secondary plans. This document is an overview sheet of their individual needs. It may be used to support accessing accommodations or supports at the college level. For some students this document will assist in going into a vocational program by helping their supervisor know what sort of employment and independent skills they have. The SOP not only includes summative information in a cover sheet, but special education staff include any relevant documents students or families may need for accessing future supports in whichever post-secondary path they are pursuing. This process culminates before graduation with the SOP being reviewed and delivered to the student and their parents. It is also kept on file in case it is needed for future reference.

Again, I want to thank all district-wide staff for their efforts in these student transitions. Please let me know if you have any questions.

Sincerely,

Ryan Meserve
RSU #38 Special Education Director

To: Board of Education, RSU #38

8a.

From: Nancy Harriman

Re: Curriculum Update

Date: 4/28/16

District Assessment Results

Attached is a chart showing the winter (January) results of the NWEA for Math & Reading.

What is the NWEA?

The NWEA is a standardized test of achievement for grades 2-10. (A Primary version with visuals and sound that is more interactive is available for grades K-2). Students take the test (which is a multiple choice format) on the computer. The test is adaptive, which means that each student may get a different set of items, depending on how well she answers). As long as a student is getting most items correct the test will automatically proceed up to more difficult items. However, if a student is getting most items incorrect, the test will automatically go down to easier items. Our students participate in two sessions: one for mathematics and one for reading, each of which take around an hour.

The "RIT" score achieved shows on the screen at the end of each session, so students can see immediately if they exceeded their previous score.

Why does RSU #38 use the NWEA?

The school board for Maranacook Schools chose the NWEA assessment several years ago to provide teachers with more timely, consistent assessment data and monitor student achievement over time. The NWEA (Northwest Evaluation Association) Measures of Academic Progress is widely used by Maine districts. The results of the NWEA are used in combination with other measures for screening for RTI, Title I Reading, Gifted and Talented Programs, and Special Education. Also, NWEA is a valuable way to assess progress towards school and district goals. Most importantly, in an era in which the state assessment has changed often, the NWEA provides a valuable way to track the progress of individual students from year to year.

What do the results show?

The first two charts on the top show math results for each grade. The pink chart is winter 2015 math. Column 1 is grade level. Column 2 is the total number of students tested for the whole district for that grade. Column 3 is the number of students in the grade who scored at the 40th %ile or higher (the average range is from approximately the 40th-60th %ile). The green chart to the right shows Winter 2016 math scores.

The two charts on the bottom of the page show reading results for each grade in 2015 (purple) and 2016 (blue). To compare results for the same cohort of students from last year to this year, look diagonally. For example, 66 of last year's students in grade 6 were at or above the 40%ile; this year that class is in 7th grade and 66 of them are at or above the 40th %ile.

Note: to the right of the 2016 charts is listed the number of students at each grade level who scored below the 40th %ile. RTI Teams use this data as one part of the screening process to see which students may need additional support.

NWEA (Northwest Educational Assessment)

Maranacook Area Schools

2015 MATH

2016 MATH

Average or above (>40th %ile)				Average or above (>40th %ile)				# to Screen for Intervention
Grade	n=	W15- MATH	%	Grade	n=	W16- MATH	%	
K	102	73	72%	K	89	51	57%	38
1	76	61	80%	1	92	71	77%	21
2	80	53	66%	2*	74	53	72%	21
3	75	63	84%	3	80	61	76%	19
4	83	61	73%	4	75	58	77%	17
5	90	73	81%	5*	65	51	78%	14
6	80	53	66%	6	89	48	54%	27
7	83	51	61%	7	80	57	71%	23
8	84	66	69%	8	84	68	81%	16
9	83	50	60%	9	83	65	78%	18
10	89	65	73%	10	77	63	82%	14

Average or above (>40th %ile)				Average or above (>40th %ile)				# to Screen for Intervention
Grade	n=	W15- READ	%	Grade	n=	W16 READ	%	
K	102	75	74%	K	89	62	70%	27
1	76	59	78%	1	92	61	66%	17
2	80	61	76%	2*	74	53	72%	19
3	75	59	79%	3	80	60	75%	16
4	83	53	64%	4	75	58	77%	30
5	90	57	63%	5*	65	47	72%	33
6	80	65	81%	6	89	47	72%	15
7	83	69	82%	7	80	66	83%	14
8	84	80	84%	8	84	80	95%	4
9	83	70	81%	9	83	73	88%	13
10	89	71	79%	10	77	66	86%	18

*iReady Pilot

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8a.

Superintendent Report

April 29, 2016

In May 2012 the Teacher Certification Committee began officially meeting to develop the state mandated Performance Evaluation and Professional Growth (PE/PG) system that was required by law to be submitted to the Department of Education by June 1, 2016. In preparation for a recent committee meeting I revisited the minutes from the committee throughout these past years and created an historical timeline of the process. I was amazed at the amount of work that we have done on the project.

The Committee began by establishing the purpose of the system and agreed that the focus should be two pronged. One prong would address accountability and the other would address professional growth.

The next task was to determine which set of teaching standards we should adopt, as one of the criteria in the mandate was that the system be developed based on an accepted set of teaching standards. The committee reviewed four sets of standards, Danielson, InTasc, Marzano, and National Board Standards and did a comparison study. The committee unanimously agreed on, and recommended Marzano's teaching standards, and the RSU #38 adopted those standards.

The next focus of the Teacher Evaluation Committee was to identify the parts of the system. We spent several months reading articles, participating in text-based discussions about parts of various effective evaluation systems, and identifying pieces that we felt were important to include in our system. We studied the evaluation systems from other districts, both in and out of state. The committee identified three major parts, professional growth, professional practice, and student growth and divided into groups to study and identify pieces that should be included under each part. Under these major categories we identified processes to include such as professional growth plans, peer observation (instructional rounds), walkthroughs, comprehensive observation, reflection, and self-evaluation. We decided to include a menu of professional growth activities from which teachers could choose how to structure their professional growth.

After identifying the parts of the system the committee determined the point value for each of the parts and developed a scoring mechanism for awarding points. Much discussion focused on the value of student growth, as guidelines from the state were first very specific and then became more general stating that the value of student growth had to have significant impact on the teacher's rating.

In addition to developing the teacher evaluation system the committee was also charged by the state with developing a principal evaluation system. The committee developed a system that paralleled the teacher system.

The state mandated that the 2015-2016 school year be a pilot year and RSU #38 was ready to pilot at the beginning of the year. The committee has continued to meet to make changes as needs became evident in the pilot. Principals and evaluators have completed the first cohort using our system and the committee continues to meet to address needs and concerns. By law, each Maine district is required to file a report on their PE/PG system by June 1st, 2016. Our report has been filed and we are waiting for feedback. The development of this system was a long, but interesting process with all decisions made by the committee, as required by law.

A review of completed evaluations indicates that the purpose of accountability and professional growth was met with our system and both the committee and the RSU #38 A-team have reflected on the growth in instructional practice that has resulted from the implementation of the system. Instructional rounds have proven to be a time when teachers can observe, discuss, and learn from each other. The use of learning targets and scales (Element #1, Marzano) have focused instruction and caused teachers to identify where students are in their learning and where they need to go next, and have empowered students to understand what they know and what they need to do next.

We are eager to receive our feedback from the Maine DOE, but regardless of their response we believe that the system has already had positive effects on teaching and learning in our district. I would like to thank the members of the committee who have worked so hard on the development of the system, the administrators who have spent a great deal of time training as evaluators, and the teachers who have worked complete the required elements of the system and who have shown such growth.

RSU No. 38 Policy Committee
Superintendent's Office
April 4, 2016
6:00 – 7:00 p.m.

Minutes

Present: Gary Carr, Pia Holmes, Missy O'Neal, Bonnie Simcock, Donna Wolfrom, Diane MacGregor, Kate Taylor

1. Review minutes of March 7, 2016

2. Policies to Review:

Technology Director Diane MacGregor was asked to review the policies, a. – e. below, and provide revisions as needed.

- a. EDC, Employee Use of School Equipment – the Committee reviewed the current policy. No MSMA sample policy; no changes recommended. Notation will be made that Policy EDC was reviewed by the Committee.
- b. GCSA, Employee Computer and Internet Use – Diane MacGregor recommended the following revisions to Policy GCSA:
 - First Paragraph “This policy and accompanying rules also apply to computers/devices issued directly to staff, whether in use at school or off school premises.
 - Add the word “devices” throughout the policy
 - Add I. 6 and 7 from the procedures as follows: “Employees are required to comply with all Board policies, administrative procedures, and school rules while using privately owned devices at school.” “Employees have no expectation of privacy in their use of privately owned devices while using them at school.”

Committee recommends Policy GCSA for first reading as revised.

- c. IJNDB, Student Computer, Internet Use, and Cyber Safety – Diane MacGregor recommended the following revisions to Policy IJNDB:
 - New first paragraph to read: “It is the policy of Regional School Unit #38 (RSU #38) to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].”
 - Add new paragraph 6, “Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called “hacking”, and other unlawful activities; and b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.”

- Add new paragraph 9, “Students and their parent/guardian are required to sign and return the Computer/Internet Access Acknowledgment Form (IJNDB-E) before being allowed to use school computers.

The Committee recommends Policy IJNDB for first reading as revised.

- d. JFCK, Student Use of Cellular Telephones and Other Electronic Devices (MSMA Policy JICJ) – The Committee reviewed the existing policy as well as the MSMA sample policy. The Committee recommends replacing the current policy with the MSMA sample policy, adding a cross reference to Policy JICK, Bullying.

Committee recommends Policy JICJ for first reading as revised.

- e. KJA, Use of School Name – The Committee reviewed the existing policy. Added “and Logo” to the title. Also added sentence to second paragraph, “Use of the official district/school logo is prohibited without the prior written approval of the school board.”

The Committee recommends moving Policy KJA to first reading as revised.

- f. AC, Nondiscrimination/EOAA – Human Resources Specialist Kate Taylor was invited to be present for this portion of the meeting. The Committee reviewed the existing policy as well as the MSMA sample policy. It was decided to use the MSMA sample policy, adding the last sentence from the RSU 38 policy as paragraph 6.

The Committee recommends Policy AC for first reading as revised.

- g. GBN, Family & Medical Leave – The Committee reviewed Policy GBN. No revisions were made. Notation will be made that Policy GBN was reviewed by the Committee.
- h. GCCA, Extended Leaves of Absence – to be reviewed at a later meeting.
- i. GCFB, Recruiting & Hiring of Administrative Staff – to be reviewed at a later meeting.
- j. IJOC, Volunteers – to be reviewed at a later meeting.
- k. JFCIAA, Student Assistance Team – The Committee discussed this policy. Superintendent Wolfrom reported that this policy is no longer needed. By law, we now have RtI teams.

The Committee recommends removal of Policy JFCIAA.

3. Other – Next meeting, May 9, 6:00 p.m. at the Superintendent’s Office.

SHLC Meeting Notes
3/23/16

People in Attendance: Becca Reynolds, Stephanie Weeks, Kate Taylor, Nancy Harriman, Gwen Mohlar, Rick Wilson, Jeff Bridges, Stephanie Martyak and Renee Page

We started the meeting by creating a diagram of district wellness activities. We went around the group and talked about all of the wellness activities that our various groups have been engaging in. The diagram is attached, but in summary:

- MIYHS data eval.
- Farm Gleaning Project with Kennebec County Sherriff
- Garden and Seedling Project
- Nutrition Club at the middle school
- Offering fresh beautiful fruits and veggies at school lunch
- Nutrition Units
- Use of gyms (we need to remember the elementary school gyms as usable space as well)
- Wellness Folder in First Class
- \$ for staff wellness activities, prizes at open enrollment, standing station grant, increasing wellness team visibility
- Proficiency based Health and Phys Ed Curriculum is being worked on
- Teen Issues
- Suicide Prevention trainings for staff (25+ trained by our own trainers)
- Restorative Practices work at MS= 100 less behavior referrals
- Civil Rights teams are working together in MS/HS to educate students on the use of words and how they can affect a person.
- Signs for facility use have been given to Paul.

Stephanie from HCCA explained the restructuring of funding of programs that support our district wellness activities. There will be funds for opioid and substance use prevention, tobacco use and exposure prevention, youth engagement and empowerment and Health Communications. The impact on our work with HCCA is unclear at this time, but there is concern that there will not be a nutrition/obesity prevention dollars.

We took a look at the district wellness policy that is still being reviewed by the board. Section 7 talks about the "Student Wellness Policy Committee". The suggestion was made that in paragraph one, we add the following:

"The board shall appoint a district wide student wellness policy committee **or any other existing committee**, led by" etc...

By making this change, we could use the school health leadership council to fill this role, if that is desired by the superintendent.

Our final meeting of the school year will be Wednesday, May 25 at 3:15.

Teacher Evaluation Committee

April 27, 2016

Present: Ryan Meserve, Donna Wolfrom, Rebecca Henry, Cheryl Marvinney, Pia Holmes, Denise Churchill, Erica Boudreau, Janet Delmar, Sarah Caban

1. Historical Timeline Review: Selection of standards, parts of the system, process to develop the elements of our plan, determining % of elements
2. Submission of PEPG Submittal Form- DOE Assessment review feedback on partial plan- “looks really good except for the SLO percentage”, State has been kicking back anything under 15%(ours is 14% in order to work mathematically with the 36%), but said we could still submit our plan as is and revise the % if it gets denied. Donna has finished our plan and submitted it for approval.
3. Update on Evaluation Process- Most administrators have completed their reviews. Teacher reflections have been very thoughtful.
4. Questions/Feedback from pilot:

Need a change on Menu regarding the “reflection form” being a generic form

Submission of SLO by May 1 (change: April 1 for probationary teachers) Admins need this info in order to make their recommendations to the Board by May meeting.

Change level 1 from “Beginning/Ineffective” to just “Ineffective” beginning doesn’t equal ineffective, just starting out. The law requires us to have one rating as “ineffective”.

Scoring in iObservation, each element’s evaluation is based on the last two observed scores, “not observed” is not scored as “1” ineffective. Each year there should be one/(two for probationary) formal observations and 3 informal observations in all.

Staff needs more information on how the scoring is done.

Having the same elements district wide would need to change as staff are not all on the same cycle/cohort.

Its exciting to see the growth and effort of teachers in their professional development and SLOs. Many have put in lots of energy and time on these.

Flexibility of menu items, such as the coaching process. The intent is to have quality professional development opportunities with reflection.

1 & 2 year cohorts have 10 points from the menu, the 3 year cohort has 20 points.

Scoring rubric? where is it located? Appendix G, but it is not in the FirstClass folder yet. This should be shared with staff .

Next Meeting: May 25, 2015 3:30-4:30

1. Review feedback from State on our plan