

**REGIONAL SCHOOL UNIT NO. 38  
BOARD OF DIRECTORS  
Maranacook Community High School  
December 4, 2013, 6:30 p.m.  
AGENDA**

1. Call to order:
2. Recognition of students who presented at Kennebec Valley Superintendents’ Association Legislative Showcase Event, Thomas College, November 1, 2013
3. Consent Agenda: (5 min.)
  - a. Approval of Minutes of November 20, 2013\*
4. Student Representatives Reports (10 min.)
5. Citizens’ Comments: (5 min.)
6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
7. Action/Discussion/Informational Items: (30 min.)
  - a. Policy, Second Readings\*: BEA – Board Use of Electronic Mail; EHB – Records Management; IJND – School System Web Site/Web Pages; IJNDB – Student Computer, Internet Use, and Cyber Safety; JHB – Truancy; JKAA – Use of Physical Restraint and Seclusion
  - b. Policy, First Readings\*: ADF – School District Commitment to Learning Results; BBA – Board Powers and Responsibilities; BCA – Board Member Code of Ethics; Policy DN – School Properties Disposition
8. Informational Items: (10 min.)
  - a. Reports:
    - Staff Association
    - Principals\*
    - Adult & Community Education Director\*
    - Finance Manager\*
    - Special Education Director\*
    - Curriculum, Assessment & Instruction Director\*
    - Superintendent of Schools\*
  - b. Winter Coaching & co-curricular appointments\*:
  - c. Ad Hoc Groups:
    - Awesome Bear Society – 12/11/13, MCHS, 6:30 p.m.
  - d. Committee Reports:
    - Capital Area Technical Center (CATC) – 12/3/13, Augusta, 10:30 a.m.
    - Communications\* – TBD, Superintendent’s Office, 5:30 p.m.
    - Curriculum – 12/11/13, Superintendent’s Office, 6:00 p.m.
    - Health Services Advisory Council – 01/28/14, MCHS Media Ctr., 7:00 p.m.
    - Policy\* - 01/13/14, Superintendent’s Office, 6:15 p.m.
    - Teacher Evaluation - 01/29/14, Superintendent’s Office, 3:30 p.m.
    - Transportation\* – TBD
9. Executive Session to consider labor contract discussions between RSU #38 Board of Directors and the Maranacook Area Staff Association pursuant to 1 M.R.S.A. § 405(6)(D)
10. 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.

**Regular Meeting**  
**Regional School Unit No. 38**  
**Board of Directors**  
**Maranacook Community High School**  
**November 20, 2013**

**Minutes of Meeting**

Members present: Chair David Greenham, Vice Chair Lynette Johnson, Michael Apolito, Russell Evans, David Guillemette, Jason Morgan, Melissa O’Neal, Bonnie Simcock

Members absent: Stephen Hayes, Lisa Montagna (excused), Marie Rodriguez, Madeline Snow, (1 Wayne vacant position)

Administrators: Superintendent Donna Wolfrom, Principals Dwayne Conway and Cathy Jacobs, Director of Curriculum, Assessment & Instruction Nancy Harriman, Literacy Specialist Barbara Bourgoine, Math Specialist Sarah Caban, Finance Manager Brigitte Williams

1. Call to order: Chair Greenham called the meeting to order at 6:30 p.m.
2. Presentations:
  - a. Cast members from the musical, “The Sound of Music” sang a short interlude for the Board and members of the public in attendance.
  - b. Recognition of Boys’ Varsity Soccer Team and Coaches – the Boys’ Varsity Soccer Team members and coaches were presented with certificates for their accomplishments during the soccer season.
3. Consent Agenda:
  - a. Approval of Minutes of November 6, 2013
  - b. Acceptance of donations  
**MOTION** by Simcock, second by Evans to accept the consent agenda as presented.  
**Motion Carried:** unanimous
4. Citizens’ Comments: none
5. Additions/Adjustments:

Chair Greenham asked for the indulgence of the public so that the Board can pause the meeting at 7:00 p.m. to introduce the opening night of the musical, “The Sound of Music” with the Superintendent.
6. Action/Discussion/Informational Items: none
7. Workshop:
  - a. Review of proficiency based diploma law  
Superintendent Wolfrom provided a review of the proficiency based diploma law. This law takes effect in 2018, not 2017 as stated in; it will affect the current 8<sup>th</sup> graders. We do have to make changes in the way we do our curriculum and how we assess our students. The Board

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will need to discuss whether we will need to change our requirements for credits; and also need to look at staffing. There will be further discussions with the Board in the upcoming months as we prepare for proficiency based diplomas.

The Board took a short break at 7:00 p.m., and returned at 7:15 p.m.

Superintendent Wolfrom responded to questions from the Board regarding the proficiency based diploma law. She added that the district has received a grant of approximately \$11,000 to work on this. The A-Team will be talking about how best to use this grant.

b. & c. Middle School NEASC Report & Middle School Goals

Middle School staff presented on NEASC Visiting Committee Report and school goals (handout). They reviewed the staffs' collective thoughts of the key conclusions, reviewing the school goal and action planning template. Decisions will need to be made by the Board as to whether the middle school is to continue with the requirements of the NEASC Association. The staff plans to provide progress reports to the Board in January, March and June of this year.

The staff responded to questions from Board members and the public.

8. Executive Session to consider labor contract proposal discussions between RSU #38 Board of Directors and the Maranacook Area Staff Association pursuant to 1 M.R.S.A. § 405(6)(D)

**MOTION** by Simcock, second Evans to enter Executive Session to consider labor contract proposal discussions between RSU #38 Board of Directors and the Maranacook Area Staff Association pursuant to 1 M.R.S.A. § 405(6)(D)

**Motion Carried:** unanimous

The Board entered Executive session at 8:57 and returned to public session at 9:30 p.m.

9. Adjournment: **MOTION** and second to adjourn at 9:30 p.m.

Respectfully submitted,

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

**REGIONAL SCHOOL UNIT NO. 38  
BOARD USE OF ELECTRONIC MAIL**

Use of electronic mail (e-mail) by Board members should conform to the same standards of judgment, propriety and ethics as other forms of Board-related communication. Board Members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

- A. The Board shall not use e-mail as a substitute for deliberations at Board meetings, for other communications or business properly confined to Board meetings, or in any way to defeat the purposes of the Freedom of Access Act.
- B. Board members should be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business are likely to be regarded as public records which may be inspected and copied by any person upon request, unless otherwise made confidential by law.
- C. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of the risk of improper disclosure. Board members should comply with the same standards as school employees with regard to confidential information.
- D. Board members are expected to use the school email system for Board-related business.

Cross Reference:     Policy BCA – Board Member Code of Ethics  
                              Policy IJNDB – Electronic Resources – Acceptable Use  
                              Policy KFD – Bulletin Board Service – Acceptable Use

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

**REGIONAL SCHOOL UNIT NO. 38  
RECORDS MANAGEMENT**

The Board is aware that records of various kinds are created and received as the school unit educates its students and manages the operations of its schools.

For the purpose of this policy, “records” are all documentary materials made or received and maintained by the school unit in accordance with law or rule, or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school unit’s records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school unit is managed effectively.

The school unit will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Superintendent shall be responsible for developing a records management program for the cataloging/classification, storage, and disposal of the school unit’s records that is consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Superintendent will also be responsible, by methods he/she deems appropriate, for informing school unit employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Technology Director, school administrators, or other school unit personnel as he/she deems appropriate in order to facilitate the implementation of this policy.

**Board Records**

The Board shall keep such records as are necessary for the transaction of its business. The Superintendent shall act as custodian of Board records in his/her role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference: 5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)  
Maine Secretary of State, Maine State Archives Rule Chapter 10  
(Rules for Disposition of Local Government Records)  
Maine Department of Education Rule Chapter 125 (Basic School  
Approval)

Cross Reference: BEA - Board Use of Electronic Mail  
GBJ - Personnel Records and Files  
GCSA - Employee Computer and Internet Use  
JRA - Student Education Records

Adopted: \_\_\_\_\_

Policy No. IJND  
Adopted: 04/27/09

**REGIONAL SCHOOL UNIT NO. 38  
SCHOOL SYSTEM WEB SITE AND SOCIAL MEDIA**

Regional School Unit No. 38 maintains an official web site to provide general information about our school system, as well as information about educational programs, extracurricular activities and school events. The district web site and social media are intended to support the educational mission of the schools, to enhance the curriculum and learning opportunities for students and staff, and to inform the larger community about our schools. The web site does not create, nor is it intended to create, a public or limited public forum.

The website also provides the School Board a medium to publicize its official position on issues related to the schools such as school building projects, proposed school budgets and public policies affecting the schools. The website is an outlet for the official message of Regional School Unit No. 38 and is not a forum for dissemination of other views. The content of the website shall remain in the exclusive control of Regional School Unit No. 38, its school board and designated agents.

The Regional School Unit No. 38 Board of Directors has adopted guidelines to ensure that the Regional School Unit No. 38 web site is in compliance with applicable laws and meets the highest educational and quality standards. The Superintendent is responsible for implementing this policy, the accompanying guidelines and any additional administrative procedures that may be needed to govern the day-to-day management of the web site. The Superintendent may delegate specific responsibilities, as he/she deems appropriate.

Cross Reference:	IJND-R	Web Publishing Guidelines
	IJNDB	Student Computer and Internet Use
	GCSA	Employee Computer and Internet Use
	EGAD	Copyright Compliance

**REGIONAL SCHOOL UNIT NO. 38**  
**STUDENT COMPUTER, INTERNET USE, AND CYBER SAFETY**

Regional School Unit No. 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.

Regional School Unit No. 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 No. 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 Regional School Unit No. 38 utilizes filtering technology designed to block materials that are illegal, obscene or harmful to minors, including all pornography. Regional School Unit No. 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. Regional School Unit No. 38 educates students about safety on the Internet, appropriate online behavior and cyberbullying awareness and response, but parents should be aware that Regional School Unit No. 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.

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.

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)

Revised by RSU No. 38 Board of Directors: April 4, 2012



**Policy: JHB****REGIONAL SCHOOL UNIT NO. 38  
TRUANCY****TRUANCY DEFINED**

A student is truant if he/she is required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and he/she:

- A. Has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- B. Is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

**ATTENDANCE COORDINATORS**

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

- A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;
- B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
- C. Serving as a member of the dropout prevention committee; and
- D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

**TRUANCY PROCEDURES**

As required by law, the following procedure shall be followed when a student is truant.

- A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.
- B. Within in five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school's student assistance team or the school's general education intervention system personnel.

- C. The student assistance team or the intervention system personnel will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team or the intervention system personnel shall develop an intervention plan to address the student's absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:

1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

Failure of the student or the student's parent(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

- D. The student and his/her parents/guardians shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.
- E. If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:
1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
  2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
  3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student's status in the grade he/she is in;
  4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and
  5. Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.

- F. Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting of the student assistance team or intervention system personnel as required by law and paragraph B of this policy and may invite a local prosecutor.
- G. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.
- H. When a student is determined to be truant and in violation of the compulsory attendance law, and the student assistance team or the intervention system personnel has made a good faith attempt to meet the requirements, the Superintendent shall notify the Board of the student’s truancy.

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit’s efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

- Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A  
22 MRSA § 4002
- Cross Reference: JEA – Compulsory Attendance  
JFC – Dropout Prevention—Student Withdrawal from School  
JLF – Reporting Child Abuse and Neglect

Adopted: \_\_\_\_\_

**REGIONAL SCHOOL UNIT NO. 38  
USE OF PHYSICAL RESTRAINT AND SECLUSION**

The Regional School Unit No. 38 School Board has adopted this policy to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

**1. Definitions**

The following definitions apply to this policy and procedure:

- A. **Physical restraint:** An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

**Physical restraint does not include any of the following:**

1. Physical escort: A temporary touching or holding inducing a student to walk to another location, including assisting the student to the student's feet in order to be escorted.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. A brief period of physical contact necessary to break up a fight.
5. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
6. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
7. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.

8. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or DOE Rule Chapter 33.
9. DOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not relieve school officials from complying with this policy/procedure.

- B. **Seclusion:** The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

**Seclusion does not include:**

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

## 2. Procedures for Implementing Physical Restraint and Seclusion

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

## 3. Annual Notice of Policy/Procedure

RSU No. 38 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

## 4. Training Requirements

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. RSU No. 38 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

## 5. Parent/Legal Guardian Complaint Procedure

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the

school unit within 60 calendar days of receiving the complaint.

Legal References: 20-A M.R.S.A. §§ 4502(5) (M); 4009 --  
Me. DOE Reg., ch. 33

Cross References: JKAA-R – Procedures on Physical Restraint and Seclusion  
JKAA-F – Incident Report Form  
JK – Student Discipline  
EBCA – Comprehensive Emergency Management Plan

Adopted: July 23, 2012

Policy No: ADF  
Effective Dates: CSD 01/05/06  
Manchester 01/05/06  
Mt. Vernon 01/05/06  
Readfield 01/05/06  
Wayne 01/05/06

**REGIONAL SCHOOL UNIT NO. 38  
SCHOOL DISTRICT COMMITMENT TO LEARNING STANDARDS**

Deleted: RESULTS

The Regional School Unit No. 38 Board of Directors hereby adopts Maine's system of Learning Standards. The Learning Standards are intended to serve as a foundation for education reform and to promote and provide assessment of student learning, accountability and equity. The Board recognizes that the legislative intent of the Learning Standards is to provide children with schools that reflect high expectations and create conditions where these expectations can be met.

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The Board understands that implementation of the Maine Learning Standards and the mandate to provide all students with equitable opportunities to meet the content standards of the Learning Standards have broad implications for the school unit, including curriculum, budget, professional development, student assessment, professional evaluation, and graduation requirements. Therefore, the Board is committed to examining its policies and school system practices to ensure that they are consistent with the intent and goals of the Maine Learning Standards. This will require a concerted and coordinated effort involving the Board, the Superintendent, administrators, teachers, parents, students, and the community.

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The Superintendent will be responsible for implementing the Maine Learning Standards, including development of appropriate administrative procedures. The Board further directs the Superintendent to report to the Board on a semi-annual basis on student achievement and progress toward implementing the Maine Learning Standards.

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Legal References: 20-A MRSA §§ 1001(6), 6208-6209  
L.D. 1536, Chapter 51 Resolves  
Chapter 127 § 3; 131; 132 (Maine Dept. Of Ed. Rules)

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

Deleted: 11/18/05

Policy No: BBA  
Effective Dates: MCS 12/02/04  
Manchester 01/19/05  
Mt. Vernon 01/20/05  
Readfield 01/10/05  
Wayne 01/11/05

**REGIONAL SCHOOL UNIT NO. 38  
BOARD POWERS AND RESPONSIBILITIES**

The RSU No. 38 Board shall have general charge of all the public schools of this unit and shall exercise such other responsibilities as specifically provided by law.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and his/her staff, who shall be held responsible for the effective administration and supervision of the entire school system.

The Board, functioning within the framework of laws, court decisions, attorney generals' opinions, and similar mandates from the state and national levels of government, and recognizing the authority of the state, fulfills its mission as the governing body of a political subdivision by acting as follows in the execution of its duties:

- A. Enacts policy;
- B. Selects, employs and evaluates the Superintendent;
- C. Provides for the planning, expansion, improvement, financing, construction and maintenance of the physical plant of the school system;

D. Prescribes the minimum standards needed for the efficient operation and improvement of the school system;

E. Requires the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business;

F. Approves the budget, financial reports, audits, major expenditures, payment of obligations, and policies whereby the administration may formulate procedures, regulations, and other guides for the orderly accomplishment of business;

G. Estimates the funds necessary from taxes for the operation, support, maintenance, and improvement of the school system;

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H. ~~Adopts courses of study;~~

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I. Provides staff and instructional aids;

J. Evaluates the educational program to determine the effectiveness with which the schools are achieving the ~~educational purposes of the school system;~~

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K. Provides for the dissemination of information relating to the schools necessary for creating a well-informed public; ~~and~~

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L. Approves/disapproves personnel nominations from the Superintendent and determines (where appropriate via collective bargaining) compensation and working conditions of all staff.

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. K. . Approves the curriculum, in support of the Maine Learning Results, and adopts and directs the general course of studies.

Legal Reference: 20-A MRSA § 1001  
20-A MRSA § 1476 (RSU)

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

Deleted: 10/27/04

Policy No: BCA  
Effective Dates: MCS 01/05/95  
Manchester 01/11/95  
Mt. Vernon 02/09/95  
Readfield 01/09/95  
Wayne 01/10/95  
Reviewed 04/29/04

**REGIONAL SCHOOL UNIT NO. 38  
BOARD MEMBER CODE OF ETHICS**

Having accepted the challenge of service on this Board, I accept the principles set forth in the following code of ethics to guide me in helping to provide free public education to all the children of my school unit within the State of Maine.

- A. I will view service on the Board as an opportunity to serve my community, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
- B. I will at all times think of children first and base my decisions on how they will affect children, their education, and their training.
- C. I will make no disparaging remarks, in or out of the Board meetings, about other members of the Board or their opinions.
- D. I will remember at all times that as an individual I have no legal authority outside the meetings of the Board, and that I will conduct my relationship with the school staff, the local citizenry, and all media of communications on the basis of this fact.
- E. I will recognize that my responsibility is not to operate the schools but to see that they are well operated.
- F. I will seek to provide education for all children in the community commensurate with their needs and abilities.
- G. I will listen to all citizens but will refer all complaints to the proper authorities, and will discuss such complaints only at a regular meeting after failure of administrative solution.
- H. I will support a decision made by the majority of the Board graciously.
- I. I will not criticize employees publicly, but will make such criticism to the Superintendent for investigation and action, if necessary.
- J. I will make decisions openly after all facts bearing on a question have been presented and discussed.

**Deleted:** will always take into consideration the effect upon children and their education.

**Deleted:** graciously once it has been

- K. I will refuse to make promises as to how I will vote on a matter that should properly come before the Board as a whole.
- L. I will not discuss the confidential business of the Board in my home, on the street, or in my office, the place for such discussion being the School Board meeting.
- M. I will confine my Board action to policy making, planning, and appraisal, leaving the administration of the schools to the Superintendent.
- N. I will welcome and encourage cooperation and participation by teachers, administrators, and other personnel in developing policies that affect their welfare and that of the children they serve.
- O. In order that every child may receive the best possible education, I will endeavor at all times to see that schools have adequate financial support within the capabilities of the community and state.
- P. I will resist every temptation and outside pressure to use my position as a School Board member to benefit myself or any individual or agency apart from the total interest of the school district.
- Q. I will endeavor to attend every regular and special Board meeting recognizing that my presence means representation for my town. If I find that this is not possible for an extended length of time, I will give consideration to resigning from my position on the Board.
- R. I will recognize at all times that the School Board of which I am a member is an agent of the state, and as such, I will abide by the laws of the state and the regulations formulated by the Maine Department of Education and by the State Board of Education.

Deleted: , which is responsible for educational policies as determined by legislative acts

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

Policy No. DN  
Effective Date: MCS 04/02/92  
Manchester 04/07/92  
Mt. Vernon 03/24/92  
Readfield 03/16/92  
Wayne 03/25/92  
Reviewed 01/21/05

**REGIONAL SCHOOL UNIT NO. 38**  
**SCHOOL PROPERTIES DISPOSITION**

Deleted: DISPOSAL OF SCHOOL PROPERTIES

The superintendent is authorized to determine, through procedures he/she develops, when personal property valued at ~~\$1,000.00~~ or more (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit, and to declare it surplus.

Deleted: \$500.00

The Board is to be informed of any property declared surplus by the superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

~~A.~~ Surplus property, which is offered to the public for sale, shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale, or opening of sealed bids.

Deleted: A. The six schools in RSU No. 38 are to be informed in writing of property declared surplus, and are to have first option to purchase. The charges for purchases shall be determined by the superintendent after consultation with the Board.

~~B.~~ Library books, textbooks, and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit.

Deleted: B

~~C.~~ Any surplus property which is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.

Deleted: C

Deleted: , first to citizens of the school unit, then to others

Deleted: D

~~D.~~ Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.

Deleted: E

~~E.~~ Any school unit identification on surplus property shall be removed, or be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY" "SURPLUS").

Deleted: F

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

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

Deleted: Reviewed

Deleted: 01/21/05

Elementary Principals Report  
 December 4, 2013  
 Pia Holmes (MES & MTV)  
 Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Wrap Program WES	Total
MES	12/12	13/13	14/14	16/14	21	17/17	24		187
RES	18	14/15	24	17	13/14	15/17	14/15		176
MTV	18	18	21	14	25	16	15		127
WES	0	12	12	11	8	9	8	6	66

**Grant Awards**

Congratulations to the following elementary teachers for receiving funding for their grant requests. We appreciate the support from the Maranacook Education Foundation and Donor's Choose as well as the creative efforts of our teachers in earning additional resources into our schools!

**Maranacook Education Foundation-**

\*Deb Dubord, Grade 2, MTV for Only a Paper Moon, bringing the North Star Planetarium to the school for grade-level programs, \$482

\*Christy Owens, K, MTV, a collaborative grant request with all Kindergarten Teachers to encourage hands-on practice for If They Can Manipulate it, They Will Learn, \$750

\* Linda-Gatti-Fyler RES and MTV Technology, on behalf of all District Grades 1-2 staff for Letterbugs Technology educational literacy software to increase phonics and spelling, \$650

**Donor's Choose Grant Awards-**

\*Abby Shink, Grade 3, RES - Reaching For Research, an iPad and eBook to facilitate student research for \$792

\* Pat Godin, GT, WES and MTV, Exploring the "E" in STEM (Science, Technology, Engineering, Mathematics) engineering tools for \$936

**Changes with the First Grade Report Cards (Math)**

Sarah Caban, RSU #38 Math Coach, provided our parents with the following information through our weekly newsletters: "During the last two years, RSU #38 teachers have been working hard to transition to the Common Core Standards for Math. This year, we have changed the math section of our first grade report cards so it represents the standards we have been teaching. The first grade teachers will be sending home a report card which communicates progress on the Common Core Standards for Math Practices (mathematical habits of mind) and an additional report form which will communicate progress on Common Core Standards for

Math Content (mathematical knowledge). The first grade students will also bring home a pamphlet, which elaborates on the Common Core Standards for Math Practice. If you would like more information on the Common Core, please visit the district website and watch the community presentation on transitioning to the Common Core."

### **Writing Grades for Gr. 4 and 5**

Nancy Harriman, our curriculum coordinator, provided our parents with the following information through our weekly newsletters: "RSU #38 is piloting a new writing program for grades K-5 this year based on the Common Core standards. Has your child talked to you about Writers Workshop? Through carefully sequenced mini-lessons and practice writing regularly in workshop, students are learning the strategies that successful writers use to write fluently. Over the course of the year, they will also learn how to organize writing for different purposes.

When you come to parent conferences, you'll be able to see samples of your child's writing from the first Unit of Study on Narrative writing. The teacher will show you how we evaluate writing using a standards-based rubric. The rubric and student-checklist for each unit list the proficiencies and strategies needed to meet the common core standards.

As this is a new approach, on report cards, students will receive proficiency-based ratings rather than an overall letter grade. The ratings of Exceeds, Meets, Partially, or Does Not Meet Standards reflect the students demonstration of the strategies taught in Workshop throughout the first unit. Please talk to your child's teacher about this during conferences".

### **Parent/Teacher Conferences**

The month of November marks the beginning of Parent/Teacher conferences. We would like to take this opportunity to thank our parents and teachers for their efforts in building a strong educational partnership to benefit our children. Below are the percentages by school of parents who attended their child's conference:

MES – 98%

RES - 91%

MTV - 93%

WES - 97%

### **Technology Integration**

On November 18th, Mary Ann Florek (WES Technology Ed. Tech) and Linda Gatti-Fyler (RES Technology Ed. Tech) collaborated to bring new learning into the classroom using the new Tandberg Video Conferencing system. With both first grades present, three RES students presented their reports (civic oration skills, informational writing, and technology skills for accessing text features) to the WES class. It was a wonderful opportunity of how technology can be integrated within the classroom to enhance the students learning experiences. Great job! Tandberg training will continue at each of the elementary schools in the near future.

### **Revision of School Goals for RES/WES**

During the month of November, the faculties at Readfield and Wayne Elementary Schools took time to revise their school goals to provide each teacher a voice in the development process, to create shorter time frames to measure our progress and how to measurement our action steps. I will provide a copy of our goals from both schools in the January 2014 school board report. I would like to take this opportunity to acknowledge the following individuals for their leadership and expertise in assisting each faculty with crafting our school goals: Sarah Caban, RSU 38 math coach, Christine Mohlar, math interventionist for RES/WES, Barbara Bourgoine, RSU 38 Literacy Coach, and Maria Rungi, literacy specialist for RES. It was a collaborative effort!

### **Annual Scholastic Book Fair**

Sponsored by the PTCO, the Scholastic Book Fair at MES took place November 12-20. The theme this year was Reading Oasis: A Cool Place to Discover Hot Books! This was an exciting reading event that brought to MES a wonderful selection of fun, and engaging and affordable books kids would want to read. Giving kids access to good books and the opportunity to choose their own books motivates them to read more. Like most acquired skills, the more children practice reading, the better they'll get.

Proceeds from the Manchester Elementary School Book Fair will benefit school literacy projects including purchasing books for classroom libraries, expanding our collection of listening center books, purchasing mentor texts to support the Common Core curriculum, and adding to our growing collection of engaging, leveled guided reading books for all students K-5.

### **Bits and Pieces**

Christy Owens, Kindergarten teacher, was informed that her National Teacher Certification was renewed until 2024! Congratulations to Christy for her professionalism and hard work!

Flu Vaccinations were given November 6 & 7 to 56 students and 7 staff at MTV and 12 students and 3 staff at WES. RES and MES vaccinations were given last month. We are looking forward to a healthy winter season for our elementary schools!

**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”**

Middle School Principal’s Report

December 4 , 2013

Enrollment: Grade 6: 85 Grade 7: 104 Grade 8: 90 TOTAL: 279

**District Coaches Working With MS Teachers**

Math Coach Sarah Caban started working with the 6<sup>th</sup> grade math teachers last June and has been meeting with them monthly since school started. This group consists of one 6<sup>th</sup> grade math teacher from each team. They have been examining the Common Core Math standards and have developed a common assessment to give to all of their students. They come back together and examine student work to analyze the results and plan the next units. In addition to this work, they are looking at developing a pacing guide for the 6<sup>th</sup> grade units. The 8<sup>th</sup> grade math teachers have also been working with Sarah. This group consists of one 8<sup>th</sup> grade math teacher from each team. They have been focusing on developing a common assessment, as well as looking at a pacing guide for the year. The 7<sup>th</sup> grade math teachers will be meeting with Sarah in the near future to continue their conversations around common assessments and a pacing guide for their grade level. Sarah will also be working more intensely with all of the teams throughout the year. She has started with the Acadia team (Sue Caron, Dan Holman and Cindy Beane) and meets with them on a weekly basis. They are planning and teaching units together and looking at student work to improve instructional strategies in math. She will soon begin to work with another team to do the same.

Literacy Coach Barbara Bourgoine will be doing similar work with teams across the school, focusing on reading and writing. She has started with the Moose Island Team (Patty Gordon, Mary Freeman and Anna Satterfield) with a focus on writing. She also meets with them on a weekly basis to examine student work and plan further lessons.

In both of these models, the teachers have identified the targeted areas in which they want to focus, based on a self assessment from the Marzano Teacher Evaluation Model.

**Health Curriculum**

Nancy Harriman has met with our Health teacher, Krystal Doughty, Gwen Mohlar and me to begin to look at our current health curriculum and see how we might strengthen the delivery of key concepts. We are reviewing some guidelines for prioritizing health topics, and decided to do an assessment of stakeholders at the middle level to guide our review/selection of other curriculum materials. We will meet again this week to look at the HECAT, a comprehensive health assessment tool and decide whether to design our own needs assessment or use a standardized survey like that. We will examine and use that data to move forward with our k-12 curriculum, instruction and assessment work.



## **Kids Who Care**

MCMS Kids Who Care day is coming up on December 5. This is a day where all students, in their advisee groups, will decide on a local charitable activity in which to participate. Some of the plans include making decorations for a nursing home that the kids make and then take to the home, helping at a soup kitchen, collecting money for gift cards to donate for purchasing giving tree gifts, sending cards to the military or taking them to the Veteran's Home in Augusta, filling shoeboxes for the military, helping Special Olympics, collecting items for the humane society and volunteering there, helping at local food banks, donating to the Salvation Army, making wreaths and delivering them to elderly and donating to the area giving trees. This is a very exciting time of year and our students are always anxious and excited to give back to their community.

## **Math Team**

The MCMS math team, under the direction of Brian McCormick, had their first meet of this season on November 16th at Brunswick Junior High. The league that we compete in has grown and now has sixteen "A" teams and fourteen " B" teams. Our "A" team finished in second place and our " B" team was competitive, finishing in the middle of the group. Our students have been practicing since late September to gain knowledge and speed and the practices have paid off! The team will now turn some of their focus on preparing for the annual Mathcounts competition, which is scheduled for early February. Good luck to the team as they prepare for their next competition! .

## **iPads at the Middle School**

As the first trimester draws to a close, great progress is being made with teachers and students incorporating the use of iPads into the classroom. These exciting new devices have presented challenges for teachers in adapting units and changed how we do the business of teaching and learning here at MCMS! Since many teachers and students were new to using iPads, there was a great deal of sharing and collaboration. One way of managing workflow that is being used is eBackPack. Teachers can assign work to students and students can then get assignments, do the work and submit the work back in eBackPack. The integrated camera on the iPads have made taking photos and filming so easy! Students are working on videos, claymation projects, and book talks. Students are also using the iPads to blog about their learning, create electronic flash cards, and create QR Codes to share their projects. With so many options to enhance learning, it's an exciting time to be a student!

## Board Report 11/24/13

There are many great things happening at our community high school. As you know, our boys' soccer team recently won the Class C State Championship. Along with having the state coach of the year and KVAC soccer player of the year, we also had three students make the KVAC all academic team for soccer. In all, for fall sports, we had 10 athletes make the KVAC all academic team. Additionally, the boys and girls cross country teams won the KVAC championships. As somebody who had five students play fall athletics in my advisory along with Mrs. Labbe, I can tell you first hand what remarkable young men and women they are.

On Wednesday, November 13, I went along with the guidance department and 31 students on our Fall MELMAC college trip. We visited Northeastern University and Boston College. These are two high end, but dramatically different, institutions. The students were struck by the hustle and bustle of the more city-centered Northeastern University. They were also very impressed with the multitude of options at the International Village dining hall, where we ate, on campus. The beautiful Chestnut Hill area of Boston College was quite a contrast to Northeastern. As students noted, the gothic architecture looked a lot like Hogwarts from the Harry Potter series. The visit was just wonderful and was paid for completely through the MELMAC grant.

As I'm sitting typing out my report, in my head I am recounting some of the incredible songs from Rodgers and Hammerstein's musical, *The Sound of Music*. The sold out performances awed the community and all those who can appreciate hard work, beautiful scenery, and choreographed scenes with talented musicians. Drew Albert, our amazing high school music teacher, was inspired to put this show on, and did so in minimal time, with maximum results. The play was an absolute hit. In all, over ten percent of the school population was involved with the production of the play. I'd like to thank everyone involved in the production for putting Maranacook talent onstage for all to appreciate.

We are eager to present our goals to the school board on December 18<sup>th</sup>. I've listed just a few of the many wonderful things that are happening at our high school. Despite all of the positive happenings, the leadership team and I are more interested in discussing areas that need improvement. We have been working extremely hard at the high school, but we know beyond a shadow of doubt we have much more hard work ahead of us. Our goals include improving communication with parents, providing multiple pathways to meet standards, increasing student engagement and achievement, and creating a system of interventions for struggling students. Along with all this, we know we need to focus on proficiency-based diplomas. I can say honestly, that we approach each day with the thought, "this is our school and we are going to make it the best it possibly can be for the community."

Respectfully submitted,

Dwayne Conway

Enrollment as of 11/25/13, Freshmen-95 -1 from last report, Sophomore-117 -4 from last report, Juniors-100 same, Seniors-101 same

## Adult and Community Education December Report

Adult Education's primary goal "is to provide adults with educational opportunities needed to succeed in their roles as workers, family and community members". To foster a working relationship with the local towns, I have met with the town managers and boards of selectmen in Mt. Vernon, Manchester and Readfield and am scheduled to present at the Wayne board of selectmen meeting on December 17<sup>th</sup> at 6:30 PM. The focus of these meetings has been to discuss the critical importance adult education programs have in providing educational and enrichment opportunities within our local communities. One of the documents, I have been sharing with each of the boards, is the "Jobs in Maine" report, distributed by the Maine Development Foundation. This document outlines the top 20 Maine occupations employers are looking to fill and highlights the importance of obtaining a high school diploma and/or professional degree, in terms of lifetime salary earnings potential.

To continue to work to better connect our AE program with the local communities I joined the district Communications Committee and look forward to attending my first meeting on January 13<sup>th</sup> at 5:30 PM.

On November 26<sup>th</sup> at 5:30 PM I met with Bonnie Simcock to begin discussing the reorganization of the Adult and Community Education Committee. We will be working throughout the 2013-14 school year to reevaluate our duties and function, find new members and create a community online survey designed to evaluate AE needs within our communities.

The High School Equivalency Diploma (HiSET) will replace the General Education Development (GED) Diploma as Maine's High School Equivalency Assessment on December 6<sup>th</sup> 2013. All of the local adult education programs currently administering the GED will begin administering the paper version of the HiSET starting January 2, 2014. The paper-based version of the assessment will continue throughout 2014 with programs transitioning to HiSET's computer-based version as they are able in 2015. The HiSET consists of the following five subtests: Language Arts Reading, Language Arts Writing, Science, Social Studies, and Mathematics. Because HiSET's subject tests are the same as the current version of the GED, Maine will be able to apply the passing scores of GED subject tests to the HiSET. This means that Maine learners will not fall off the "GED testing cliff" at the end of 2013. Adults may have started the GED, but can finish taking the remaining subject tests with the HiSET before December 1<sup>st</sup>, 2014. There is NO COST for Maine residents to prepare for and take the HiSET. Local adult education programs provide HiSET testing, preparation materials, pre-tests, and instruction, all at no cost to the learner. For more information on the new High School Equivalency Test (HiSET), please see: [hiset.ets.org](http://hiset.ets.org).

Using funds from our 2013-14 Maine College Access Challenge Grant (MCACG) and our new College Transitions (CT) grant, we have hired an individual to fill the role of administrative support and career counselor. We expect this new hire to begin at the beginning of December.

The winter/spring version of the RSU 38 Adult and Community Education brochure was submitted for final publishing on November 26<sup>th</sup>. I ask the board and local community members to attend and encouraging others to attend, our many and varied programs.

Adult Education continues to embrace the use of social media as a means of reaching a larger audience of potential adult learners and to provide our current students with access to a variety of useful information, concerning our program. Maranacook Adult and Community Education maintains a twitter feed (@Maranacookaded) and a Facebook account (facebook.com/Maranacookadulded). Follow us on Twitter or LIKE us on Facebook and receive periodic updates!

Thank you,

*Stephen Vose*

*A Caring School Community Dedicated To Excellence*

8a.

**WARRANT ARTICLE RECONCILIATION  
REGIONAL SCHOOL UNIT NO. 38  
2013-2014  
November 26, 2013**

<u>DESCRIPTION</u>	<u>APPROVED</u>	<u>10/2/2013 TRANSFER</u>	<u>ADJUSTED</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>REMAINING</u>	<u>% REMAIN</u>
Regular Instruction	6,678,656.00	(70,281.00)	6,608,375.00	2,513,696.81	20,356.80	4,074,321.39	61.01%
Special Education	1,953,987.00	29,481.00	1,983,468.00	663,214.39	0.00	1,320,253.61	67.57%
Career & Technical Educ.	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other Instruction	403,384.00	1,967.00	405,351.00	131,792.53	4,673.53	268,884.94	66.66%
Student & Staff Support	1,591,639.00	23,050.00	1,614,689.00	665,591.43	66,050.95	883,046.62	55.48%
System Administration	496,364.00	4,152.00	500,516.00	222,058.80	982.99	277,474.21	55.90%
School Administration	840,480.00	11,631.00	852,111.00	337,767.38	2,311.30	512,032.32	60.92%
Transportation	956,127.00	0.00	956,127.00	407,206.75	35,391.30	513,528.95	53.71%
Facilities/Maintenance	1,939,559.00	0.00	1,939,559.00	846,503.31	258,060.36	834,995.33	43.05%
Debt Service	758,854.00	0.00	758,854.00	648,556.53	0.00	110,297.47	14.53%
All Other Expenses	105,737.00	0.00	105,737.00	80,713.50	0.00	25,023.50	23.67%
<b>TOTAL BUDGET</b>	<b>15,724,787.00</b>	<b>0.00</b>	<b>15,724,787.00</b>	<b>6,517,101.43</b>	<b>387,827.23</b>	<b>8,819,858.34</b>	<b>56.09%</b>

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 2013-2014.

Please do not hesitate to contact me with any questions, comments or suggestions through e-mail at [brigitte\\_williams@maranacook.org](mailto: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

Ryan Meserve  
Special Education Director

Brigette Williams  
Finance Manager

Fax. 207-685-4703

11/25/13

8a.

### December Board Report:

For our first workshop day on December 4<sup>th</sup> the majority of the special education staff will be receiving training from Jed Schwalm and Monica Smith. The title of the workshop will be, "Building Positive Learning Environments." Below is a brief description of the workshop. Jed, who is our Board Certified Behavior Analyst (BCBA), is also conducting mini staff trainings throughout the district, as well as after school Quickshops for all staff.

### Building Positive Learning Environments:

Working with students with challenging behaviors can be one of the more difficult tasks we undertake. Challenging behaviors are exactly that: they are difficult to deal with, difficult to tolerate, get in the way of learning, and can risk the safety of everyone involved. If problem behaviors are chronic, they can lead to burnout, hopelessness, and cynicism.

Generally speaking, student problem behaviors tend to result in responses from the community that are aimed to immediately stop such problems and prevent the likelihood that they will occur again in the future. This makes complete sense: When people are faced with difficult situations, the natural response is to act in a way (i.e., reactive) that makes the problems go away. How we do this, why we do this, the side effects of such an approach, and proactive strategies that can be used instead of reactive ones, will be the focus this workshop.

### Objectives:

In this workshop participants will:

- Learn about the Antecedent, Behavior, and Consequences model.
- Identify reinforcement & punishment (coercion) within the Antecedent, Behavior, and Consequence model.
- Identify the various forms of coercive practices and their corresponding side effects.
- Identify and demonstrate replacement strategies aimed to foster a positive relationship.

Please let me know if you have any questions.

Sincerely,

Ryan Meserve  
Special Education Director

11/23/13

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

Goal #2 in the strategic plan reads: **RSU #38 will develop and implement consistent, rigorous curriculum resulting in high levels of student performance.**)

What does “rigorous” mean? What comes to mind? In his book, Rigorous Curriculum Design, Larry Ainsworth suggests that, *Rigor refers not only to a level of difficulty and the ways in which students apply their knowledge through higher-order thinking skills; it also implies the reaching for a higher level of quality in both effort and outcome.* (2010, p. 6)

Take a left turn to habits of mind and guiding principles! Interestingly, this is a direction the state department appears to be taking in their pilot work on proficiency-based diploma requirements. The intent is that content curriculum aligned with Common Core standards should incorporate guiding principles.

This is not a new approach. Both the Maranacook High School and recently NEASC accredited Middle School have been through the arduous process of aligning their school’s standards for habits of work with every aspect of school life and operations. Also, teams who’ve been working with the Common Core Standards in Literacy, Mathematics, or Science have noticed that each includes a section on approaches to studying the discipline: “capacities,” “mathematical practices,” and “science and engineering practices.” Here are some examples of the habits of mind that the different standards proscribe.

Literacy	<i>They demonstrate independence. They build strong content knowledge. They comprehend as well as critique. They value evidence.</i>
Math	<i>Make sense of problems and persevere in solving them. Construct viable arguments and critique the reasoning of others Model with mathematics Look for and make use of structure.</i>
Science	<i>Asking questions (for science) and defining problems (for engineering) Analyzing and interpreting data Engaging in argument from evidence Obtaining, evaluating, and communicating information</i>

As faculty review and update curriculum, integrating these processes for thinking and communicating is a primary consideration. They should be apparent in learning targets, lessons, and assessments. This work is underway in mathematics, modern languages, and literacy, and under study in science.

One example of a group focusing on this shift in thinking is the Science Collaborative group facilitated by MCHS Science Teacher, Jean Roesner, who are reading Ready, Set, Science together. Some elementary teachers in the study group are taking it a step further by co-planning and teaching lessons with a secondary science teacher partner that integrate the practices. Students and teachers are learning by doing!

## Superintendent Report

December 4, 2013

This has been a month of showcasing the wonderful students and staff that we have in RSU #38. On November 1, as stated in my last report, I took members of the Jazz Band and several representative students from the integrated French, Social Studies, and Art project to the forum on "Great Things Happen in Our Public Schools" that was presented by the Kennebec Valley Superintendents Association. The audience was awed by our Jazz Band performance and requested that they play longer next year. The audience was also awed by the presentations of the students who explained their project. The students were very well spoken and represented us well!

The next week I rode on the fan bus to the Hall-Dale vs. Maranacook Western Maine championship game in soccer. I was so impressed with the behavior of the students on the bus as well as our many student fans who attended. They were respectful and demonstrated great sportsmanship. In addition I attended the state championship game later that week and was impressed by the number of Maranacook students and adult fans that attended the game. Again our crowd displayed great enthusiasm and at the same time fantastic sportsmanship.

Last week two of our younger students were honored for their excellence in art in the School Bus Safety Poster contest at the Blaine House. Margaret Morrill won 2<sup>nd</sup> place in Division 1 for her poster and Marie Brosey won 3<sup>rd</sup> place in Division II for her work. Both students attend Wayne Elementary School. The winners of all four divisions attended the reception at the Blaine House where the first lady, Mrs. LePage presented them with trophies and monetary awards.

The last "performance" that I had the pleasure to attend this month was the high school musical, *The Sound of Music*. High school, as well as middle school students presented this performance. From the acting and singing to the changing of the sets, our students, staff, and supporting parents again displayed their talents and their dedication to the task.

Students and staff throughout the district participated in other events as well this month. The debate team spent all day on Saturday, November 16 hosting and debating with other students from Maine. In addition, on November 7, the Elementary Band performed to a large audience in Manchester.

As we enter into this weekend of Thanksgiving, high on my list are the students, staff, and community members who support and represent Maranacook. We have so many members of our learning community who truly are committed to sustaining RSU #38 as "a caring school community dedicated to excellence!"

To: Donna Wolfrom  
 From: Al MacGregor  
 Date: November 12 2013 (revised 11/26/13)  
 Re: 2013-2014 Winter Coaching Nominations

Postion	Name	Category	Experience	Amount
Girls Varsity Basketball	Jeannine Paradis	I	9	\$4,205
Boys Varsity Basketball	Rob Schmidt	I	16	\$4,468
Girls JV Basketball	William Belanger	III	4	\$2,628
Boys JV Basketball	Mike Clark	III	1	\$2,628
Freshman Boys Basketball				
Varsity Alpine Skiing	Ronn Gifford	I	9	\$4,205
Varsity Nordic Skiing	Steve DeAngelis	I	31	\$4,668
Varsity Ice Hockey	Harold Jones (pending submission of paperwork)	I	0	\$3,942
Assist. Nordic Skiing	Kathy Despres (50%) Donn Harriman (50%) (pending submission of paperwork)	III III	4 0	\$1,314 \$1,314
Assist. Alpine Skiing	John Whitney	III	9	\$3,091
7th Grade Boys Basketball	Tom Radcliff	IV	8	\$2,565
8th Grade Boys Basketball	Aaron McClure	IV	7	\$2,365
MS Nordic Skiing	Alice Berry	IV	0	\$2,102
MS Alpine Skiing	Eric Guilmet (pending submission of paperwork)	IV	21	\$2,628
8th Grade Girls Basketball	Scott Despres	IV	1	\$2,102
7th Grade Girls Basketball	Joan Thompson	IV	0	\$2,302
Weight Room	CUT From Budget	IV		



Jeannine Paradis- Girls Varsity Basketball

Graduated from Biddeford High School and the University of ME at Farmington. She coached the Maranacook girls varsity basketball team the last two years. Has coached high school basketball for 8 years as the girls' varsity coach at Mt. Blue and three years as the JV boys' coach at Madison. She has coached the Mt Blue varsity field hockey team from 2003 to 2011 and was an assistant coach for the Maranacook field hockey team this fall.

Rob Schmidt- Boys Varsity Basketball

Graduated from Maranacook in 1987 and Ithaca College in 1991. Worked in the restaurant business for 9 years with 3 of those as owner of the Weathervane in Readfield. Has coached basketball for 16 years, 11 of those as the head coach.

Mike Clark - JV and Freshman Boys Basketball

Graduated from Brewster Academy in 1989. Attended Hobart College. Coached as a volunteer assistant for the boys' varsity basketball team in 2012. Employed with the Maine Department of Transportation.

Ronn Gifford-Varsity Alpine Skiing

Graduated from Maranacook in 1980 and from the University ME at Orono with a degree in Chemical Engineering in 1985. Currently lives in Kents Hill with his wife Mary Dennison. Has coached 7 years of youth soccer, 9 seasons as the ski coach at Maranacook and 8 years as the track and field coach at Maranacook.

Steve DeAngelis\* - Nordic Skiing

Steve has thirty years as the Nordic ski coach. Currently employed as a physics teacher and Dean of Students at Maranacook. Lives in Readfield with his wife and youngest of three children.

John Whitney\* - Assistant Alpine Skiing

Attended University of Maine at Orono and University of Maine at Farmington. He is employed at Maranacook as a teacher and has been the assistant coach in alpine skiing for nine years.

Thompson Radcliff\* - Boys 7<sup>th</sup> Grade Basketball

Graduated from Deer Isle-Stonington Jr./Sr. High School in 1988 and University of Maine at Farmington 1993. Has lived in the area since 1997. Employed at Maranacook since 1998. Coached middle school baseball since 2000. Coached 7th grade basketball the past eight years.

Aaron McClure\* - Boys 8<sup>th</sup> Grade Basketball

Graduated from Lisbon HS in 1994. Aaron attended Westbrook College/UNE from 1994-1998 where he played basketball and ran cross country. Aaron coached the middle school boys' basketball team in 2012. Coached the Winthrop JV in 2002. Resides in Readfield with his wife and two children.

Eric Guilmet - MS Alpine Skiing

Eric has coached alpine skiing for over seventeen years. He lives in Mount Vernon and has been involved in coaching youth league soccer while living there. He has been coaching the MS alpine team the past six years.

Bill Belanger - JV Girls Basketball

Bill lives in Manchester where he owns his own flooring company. He graduated from Erskine Academy in 1979. He volunteered his time to some practices with the girls basketball team during the 2008 season and worked with the team during the summer of 2008. This is Bill's fifth year coaching.

Harold Jones - Varsity Ice Hockey

Harold is a graduate of Maranacook High School in 1993. Harold has worked as an assistant for the high school hockey team in 2012. Harold is employed by the Maine Department of Transportation. Harold resides in Manchester.

Scott Despres - Girls 8<sup>th</sup> Basketball

Scott graduated from the University of Maine in 1990. He is currently employed as an instructor at the Somerset Career and Technical Center. Scott has coached some of the travel basketball teams out of the Maranacook area. Scott coached the middle school girls' basketball team in 2012. Scott resides in Fayette with his wife and children.

Joan Thompson\*- Girls 7<sup>th</sup> Basketball

Joan attended Greely High School and received her graduate credits from Andover as well as Kaplan. She currently works as an ed tech III at Maranacook Middle School. She volunteered with the middle school girls soccer team this past fall.

Alice Berry- MS Nordic Skiing

Alice is a 2007 graduate of Maranacook High School. She studied environmental science at UMO and graduated in 2011. She resides in Wayne.

Kathy Despres- Asst Nordic (50%)

Kathy is currently working in the Client Assistance Program in Readfield. Kathy worked in the Adult Basic Education Program at Maranacook for three years. She graduated from Livermore Falls in 1986 and UMF in 1990. She currently resides in Fayette. She has four years experience coaching the MS Nordic team.

Donn Harriman- Asst Nordic (50%)

Don graduated from Maranacook in 1983. He has volunteered with the ski program for ten plus years. He is employed as the Chief Financial Officer at Saunders and resides in Readfield.

\* RSU 38 Employee

Communications Committee Minutes  
11/13/13 Central Office RSU 38 5:30-7:00 p.m.

Attendees: Jan Kolenda (Chair), Dr. Donna Wolfrom, Babs Wheelden, Missy O'Neal, Joyce Norwood

Discussion of attracting new members so we have at least one participant on the committee from each of our towns. Information will be posted on web, FaceBook, and in newsletters asking to contact Superintendent if interested.

Facebook now has 278 Likes and grows by 5-10 each week! Please share our page with your friends that might be interested!

Yellow cards update...only received 8 and 5 of those were active parents that already receive info. There were two elderly folks that wanted to know when we have musical or dramatic events. Those names were passed along to HS and MS secretaries and they will do a personal phone call.

KJ coverage ...promotion of positive happenings! We had great coverage of our iPad use at HS and MS and also the US Cellular funding our five Manchester Elementary School Donors Choose projects.

US Cellular Calling all Communities is now offering a new campaign that awards the top 20 schools with the most votes with \$25,000 to be used however it would benefit the district the most. We have asked all our communities to vote for the high school and are thinking of using the funds to create a newsteam that could not only create videos of school events but also bring back the Chalkboard!

<http://callingallcommunities.dachisdev.com/>

Brochure...where are we at with this and where are we going? Hope to discuss this at a later meeting when Lauren and Dave can attend.

The survey done a few years ago has had some direct results based on the analysis of the Communication Committee. High School now using alert system for attendance based on last year's survey results. We advertise Parent/Teacher conferences a week ahead of when the system will be live to allow for all parents the same access to the "best" slots. We started a Facebook page which is wildly popular! Do we need another survey? Committee will plan to review the survey results again at the next meeting to determine if we made all the changes we could based on the comments.

Doodle will be sent out to organize the best date for the next meeting held in January.

**RSU No. 38 Policy Committee  
Superintendent's Office  
November 14, 2013**

**DRAFT Minutes**

Present: Lisa Montagna, Bonnie Simcock, Brigitte Williams, Jan Kolenda, Donna Wolfrom  
Absent/Excused: David Greenham, Madeline Snow

1. Review Policy DN, Disposal of School Property  
The committee reviewed the current policy as well as the MSMA sample policy. Revisions were made to the policy increasing the personal property value from \$500.00 to \$1,000, deleting section A, which is obsolete with the creation of the RSU, and a revision to section C. The Policy Committee recommends Policy DN for first reading as revised.

2. Review comments/suggestions on following policies and recommend for second readings:

JKAA	Use of Physical Restraint and Seclusion
BEA	Board Use of Electronic Mail
EHB	Records Management
IJND	School System Web Site/Web Pages
IJNDB	Student Computer, Internet Use, and Cyber Safety
JHB	Truancy

The above policies were discussed. No comments and/or suggestions were submitted since the first readings on November 6, 2013. The Policy Committee recommends the RSU Board consider each of these policies for adoption as recommended.

3. Review Policies:

ADF – School District Commitment to Learning Results

This dated policy is being revised due to the implementation of the Learning Standards. The Policy Committee recommends moving Policy ADF forward for first reading as revised.

BBA – Board Powers and Responsibilities

This dated policy is being revised due to better reflect the responsibilities of the School Board. The Policy Committee recommends moving Policy BBA forward for first reading as revised.

BCA – Board Member Code of Ethics

This dated policy is being revised to better reflect the ethical code of the School Board. The Policy Committee recommends moving Policy BCA forward for first reading as revised.

4. Set schedule of meetings for year

There will be no December meeting. **The next meeting is scheduled for Monday, January 13, 2014, 6:15 p.m. at the Superintendent's Office.**

5. Other - none

RSU #38 Transportation Committee  
Superintendent's Office  
November 22, 2013, 10:00 a.m.

Meeting Notes

Present: David Guillemette, Russ Evans, Paul Criss, Donna Wolfrom

1. Bus Fleet – The group discussed the possibility of purchasing two new buses for the 2014-15 school year.
2. Labor Negotiations – The group discussed the upcoming labor negotiations with the bus drivers.