

**REGIONAL SCHOOL UNIT NO. 38 BOARD OF DIRECTORS**

**Maranacook Community High School**

**January 6, 2016, 6:30 p.m.**

**AGENDA**

1. Call to order:
2. Discussion with Victoria Wallack, Director of Government Relations & Communications, MSMA regarding communicating the budget (30 min.)
3. Consent Agenda: (5 min.)
  - a. Approval of Minutes of December 16, 2015\*
  - b. Request for Out-of-State Travel, Debate Tournament, January 16-18, 2016, Lexington, MA\*
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: (40 min.)
  - a. Vote on Superintendent Donna H. Wolfrom's Administrative Contract
  - b. Acceptance of Administrator Resignation due to Retirement, June 2016, Cathy Jacobs
  - c. Removal of Obsolete Policy Second Reading – GBGA, Staff Members with HIV/AIDS
  - d. Policy Second Readings\*: IMDC, Observance of Religious Holidays; JJIBA, Hiring and Evaluation of Coaches (current Policy GCFC)
  - e. Policy First Readings\*: ADC, Use of Tobacco on School District Premises Prohibited; EEAEFA, Video Surveillance on School Property and School Buses (new); JICH, Drug & Alcohol Use By Students
  - f. Fiscal Year 17 Budget Review/Goals
8. Informational Items: (10 min.)
  - a. Reports:
    - Staff Association
    - Principals\*
    - Adult & Community Education Director\*
    - Finance Manager\*
    - Health Center Director\*
    - Special Education Director
    - Curriculum, Assessment & Instruction Director\*
    - Superintendent of Schools\*
  - b. Ad Hoc Group: Awesome Bear Society – 01/13/16, MCHS, 6:30 p.m.
  - c. Committee Reports:
    - Capital Area Technical Center (CATC) – 02/02/16, Augusta, 10:30 a.m.
    - Energy Management/Facilities\* (next mtg. TBD)
    - Health Services Advisory Council\* – 01/19/16, MCHS Media Ctr., 6:30 p.m.
    - Policy\* – 01/12/16 (revised date), Superintendent's Office, 6:15 p.m.
    - Teacher Evaluation - 01/27/16, Superintendent's Office, 3:30 p.m.
9. Executive Session to discuss administrative salaries pursuant to 1 M.R.S.A. §405(6)(A)
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.

**REGIONAL SCHOOL UNIT NO. 38**  
**BOARD OF DIRECTORS**  
**Maranacook Community High School Student Center**  
**December 16, 2015**  
**Minutes of Meeting**

Present: Chair Terri Watson, Vice Chair Melissa O'Neal, Gary Carr, Stephen Hayes, Pia Holmes, Trish Jackson, Jim Marr, Betty Morrell, Stefan Pakulski, Shawn Roderick, Bonnie Simcock

Members Excused: Michael Apolito, Michele Pino

Administrators: Superintendent Donna Wolfrom, Principals Dwayne Conway, Janet Delmar, and Cathy Jacobs, Director of Curriculum, Instruction and Assessment Nancy Harriman, Adult and Community Education Director Steve Vose, Literacy Coordinator/Coach Barbara Bourgoine, Math Coordinator/Coach Sarah Caban, Technology Director Diane MacGregor

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

2. Presentation by District Interventionists

Superintendent Wolfrom reported that in response to board member questions about the work of the interventionists, she invited them to come and talk about their work. In addition to Sarah Caban, Math Coordinator/Coach, the District has 3 elementary math interventionists Abby Shink (Mt. Vernon and Wayne), Erica Boudreau (Manchester), and Christine Mohlar (Readfield); one Middle School, Janet Apsenall; and one High School, Colette Jadis. In addition to Barbara Bourgoine, Literacy Coordinator/Coach, the District has four literacy interventionist, Maria Rungi (Readfield), Rachael Boucher (Manchester), Susan Lockhart (Mt. Vernon and Wayne), and Chris St.Clair at the Middle School. The High School does not have a Literacy Interventionist.

The Coaches and Interventionists provided the Board with examples of different pieces of their work and data, with a lot of the data collection zooming in on individual students. They explained that a lot of the data is soft data due to a greater number of students moving in and moving out throughout the year. More up to date data will be prepared for the budget presentations.

The board expressed appreciation for the work being done to assist students, complementing the staff on the work they do to provide individualization to the students. More information was requested on: the percentage of students getting intervention now; whether there is a state or national standard on how many students' interventionists should support (20-25 students per interventionist); are we putting as much time and energy into students on the other end of the spectrum; how many students from last year's 8<sup>th</sup> grade no longer have literacy service in the high school; and how many could still use that service? Regarding the students who have moved in, is there a correlation of family transients and kids that need help? Yes.

Discussion regarding the reading standards and teaching content versus analytical skills.

3. Consent Agenda:

- a. Approval of Minutes of December 2, 2015
- b. Acceptance of donations
- c. Acceptance of bid for 1995 GM Dump Truck

Request was made to remove item 3a from the consent agenda.

**MOTION** by Morrell, second by Marr to approve the Minutes of December 2, 2015 as presented. Discussion took place about the process for coming out of Executive Session and returning to Public Session. It was noted that although the Board did come out of Executive Session at the December 2<sup>nd</sup> meeting prior to adjourning, there were a lot of conversations happening and some members left prior to returning to the Student Center where the public session of the meeting took place. Superintendent Wolfrom noted that there was a motion and second to adjourn. In the future Chair Watson will be more cognizant to the process of coming out of Executive Session and adjournment of the meetings.

**Motion Carried:** 8 in favor, 0 opposed, 3 abstentions (Hayes, Jackson, O'Neal). Abstentions were due to not being in attendance at the meeting of December 2<sup>nd</sup>.

**MOTION** by Carr, second by Holmes to accept items 3b and 3c as presented.

**Motion Carried:** unanimous

4. Citizens Comments: none

5. Additions/Adjustments: none

6. Action/Discussion/Informational Items: none

7. Workshop session: Strategic Plan Update – Goal 2, Outcomes 1 – 6

Superintendent Wolfrom read Goal 2, Outcomes 1-6 for the board. Principals Janet Delmar, Cathy Jacobs and Dwayne Conway reported on the work the staffs have done in reaching these goals and the continued work toward reaching beyond the goals stated in the plan, especially in the areas of mathematics. The need for a high school literacy specialist was also discussed.

8. Executive Session

**MOTION** by Simcock, second by Roderick to enter Executive Session for the purpose of Evaluating Superintendent Donna Wolfrom pursuant to 1 M.R.S.A. §405(6)(A)

**Motion Carried:** unanimous

The Board entered Executive Session at 8:39 p.m. and returned to Public Session at 9:30.

9. Adjournment: **MOTION** and second to adjourn at 9:31.

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

RSU #38

Maranacook Area Schools – Field Trip Request Form

3b.

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: MCHS Date of trip: 1/16-1/18 Destination: Lexington, MA

Departure time (from school): \_\_\_\_\_ Return time (to school): \_\_\_\_\_

Teacher: Amy Trunnell Grade level(s): 12

Number of students: 2 Number of chaperones: 1 Cost of activity: 0

Cost of transportation\*: 0 Transportation paid by: \_\_\_\_\_  
(if not paid by school, please include billing information including mailing address)

Paid By: paid by parents & debate coach  
(School, Parent Association, specific student activity account, other)  
to cost to school

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.)

John Parent & friends 100 to compete in a Debate Tournament in Lexington, MA.

Planned Stop(s): \_\_\_\_\_  
Sites(s) have been notified: \_\_\_ Yes \_\_\_ No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) 1/16  
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: parents transporting

Storm Date: 0

Dwayne Conway  
Principal's Signature

Recommended  Not Recommended \_\_\_\_\_

1/21/15  
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)

Policy No: GBGA  
Effective Dates: CSD 05/05/05  
Manchester 05/18/05  
Mt. Vernon 05/19/05  
Readfield 05/9/05  
Wayne 05/10/05

**REGIONAL SCHOOL UNIT NO. 38  
STAFF MEMBERS WITH HIV/AIDS**

Staff members who are HIV-positive or who have AIDS are protected from employment-related discrimination under the federal Americans with Disabilities Act (ADA) and the Maine Human Rights act (MHRA). These statutes, which are almost identical, prohibit discrimination in employment on the basis of a person's disability. Confidentiality of the staff member shall be protected, as required in Maine Law.

Because of the inability to identify individuals who may be infected with HIV or other agents transmissible through blood and other body fluids, standard procedures shall be followed for cleaning and disinfecting all body fluid spills. The procedures for cleaning bodily fluid spills shall be reviewed annually by all school staff members.

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

**REGIONAL SCHOOL UNIT NO. 38  
OBSERVANCE OF RELIGIOUS HOLIDAYS**

It shall be the intent of this policy to establish guidelines for all Regional School Unit No. 38 schools for the observance of religious holidays.

Students or staff members who choose to miss school for the observance of religious holidays may do so without penalty.

Discussion of religious holidays shall not be limited to the doctrines or principles of any one religion, sect, or denomination.

Holiday activities should be planned in conjunction with or in support of the educational goals of the school.

Acknowledgement of a holiday will emphasize the historical, cultural, and social value of the holiday and the associated religion, and will not be used to endorse any religion or holiday.

Effective Date: January, 1986

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

Revised: \_\_\_\_\_

Policy: JJIBA

### **REGIONAL SCHOOL UNIT NO. 38**

#### **Hiring and Evaluation of Coaches**

The most essential factor in an educationally sound athletic program is a well-qualified coach. The coach is an important link between sports and the instructional program and the principles of Maine's system of Learning Results, between sports and character development, and between sports in school and long-term health and fitness. It is the intent of the Board that the school unit provide quality coaching in its athletic programs.

A. The Board's View of a Well-qualified Coach

Coaching is a special kind of teaching. A coach not only teaches, refines, and reinforces skills, but is also a role model for the student-athletes he/she coaches. Beyond knowledge of the rules and fundamentals of his/her sport, a well-qualified coach will have organizational, communication, motivational, and teaching skills. A well-qualified coach appreciates the influence he/she has as a role model, a mentor, and conducts him/herself accordingly.

In addition to these fundamentals, a well-qualified coach:

1. Understands that, first and foremost, he/she is an instructor;
2. Is sensitive to the need of maturing adolescents and assists in their physical, intellectual, social and emotional development;
3. Recognizes that students are diverse in their characteristics and backgrounds including, age, maturity, gender, size, and culture, and adjusts his/her approach as appropriate;
4. Has a realistic sense of the level at which student athletes should be expected to perform, and recognizes the safety of the athlete;
5. Uses good judgment when assessing injuries, and the impact of continued play on the athlete;
6. Promotes sportsmanship, self-discipline and respect, both on and off the playing field;
7. Communicates in a positive manner rather than through intimidation;
8. Encourages competitive spirit, but not a "win at all costs" attitude;
9. Provides a fair opportunity for students to participate in competition;
10. Recognizes the difference between developmental sports programs and more intensive varsity-level sports;
11. Encourages student athletes to explore various athletic activities, both interscholastic and intramural, rather than to specialize in a single sport at an early age;
12. Recognizes the need for balance in the lives of student athletes, including academic, family, and social needs; and
13. Adheres to the same standards of conduct with respect to students as classroom teachers are expected to do.

B. Coaching Job Descriptions

The Superintendent will be responsible for developing job descriptions for coaches and others on the athletic staff (e.g., assistant coaches, trainers) that are consistent with the Board's view of coaching. ~~Job descriptions will be approved by the Board.~~

C. Hiring and Assignment of Coaches

It is the intent of RSU #38 to hire well-qualified coaches for all of its athletic programs. Because of the relationship between teaching and coaching, it will be the school unit's practice to secure coaches, to the extent practicable, from its teaching staff. If it is necessary to secure individuals from outside the teaching staff, the Superintendent shall employ only those persons deemed to have sufficient knowledge and experience to teach the fundamentals and rules of the sport, experience in working or volunteering with adolescents, and current training in sports first aid and cardio-pulmonary resuscitation (CPR).

All persons hired as coaches or assistant coaches must have successfully completed, or within 12 months successfully completed the UMO/MCSC Maine Coaching Eligibility Course or its equivalent and appropriate first aid and CPR training. In addition, all persons hired as high school coaches in activities governed by the Maine Principals' Association (MPA) must meet all coaches' eligibility requirements established by the MPA.

All persons hired as coaches for activities governed by the MPA must agree to follow the MPA Code of Ethics, Board policies, school unit and Athletic Department administrative regulations.

Consistent with the Board's policies on hiring and nondiscrimination/equal opportunity/affirmative action, the Student Services Director will be responsible for developing and implementing procedures for recruiting, selecting, recommending, and assigning coaches. No applicant will be hired as a coach or assistant coach without Maine Department of Education approval, including fingerprinting and criminal background check requirements.

Hiring of coaches shall be on an annual or seasonal basis, with no expectation of continued employment in a coaching position.

Coaches may be disciplined or terminated in accordance with Board policies or administrative regulations.

D. Evaluation of Coaches

In an effort to maintain a well qualified coaching staff and the integrity of the school unit's athletic programming, coaches will be evaluated annually.

The Student Services Director will be responsible for developing and implementing a process for evaluation of coaches. It is expected that the process will include a self-appraisal component, and that the administrative and self-appraisals will include knowledge of sports, coaching skills and techniques, organizational skills, attitudes, communication skills, behavior, and ethics.

Cross Reference: JJI—Philosophy of Athletics

Adopted: \_\_\_\_\_  
(Replaced Policy GCFC, Coaches' Eligibility)



**REGIONAL SCHOOL UNIT NO. 38**  
**USE OF TOBACCO AND SIMULATED SMOKING DEVICES**  
**ON SCHOOL DISTRICT PREMISES PROHIBITED**

The RSU #38 School Board is committed to the promotion of health and a healthy lifestyle. Smoking and the use of tobacco products is a major cause of preventable diseases and deaths and is the leading cause of preventable death in Maine. If people do not begin to use tobacco products as adolescents, they are unlikely to initiate tobacco use as adults. This policy is established to (1) reflect and emphasize the hazards of tobacco use; (2) comply with state and federal laws; (3) protect the health and safety of all students, employees, and the general public; and (4) set a non-tobacco use example by adults. The use of tobacco or tobacco products in any form is prohibited in all school buildings, district school offices, school buses, any school-approved vehicles, and on school grounds at any time, 24 hours per day, year round. Visitors will be asked to follow the school policy or asked to leave. Police may enforce the policy as provided by law.

Students are prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times.

Employees and all other persons are also strictly prohibited, under law, and this Board's policy, from selling, distributing or in any way dispensing tobacco products to students. Furthermore, tobacco advertising, including the wearing of clothing advertising tobacco products is prohibited in school buildings, at school functions and in school publications.

This policy applies before, during and after school hours, at school or in any other "school district location" as defined:

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping," or used to simulate smoking.

Information regarding this policy will be disseminated at least yearly to students/parents, staff and community through student handbooks, staff meetings, posted signs, facilities use contracts, announcements and other means as decided by the RSU #38 administration.

Legal Reference:       22 MRSA §§ 15780(A)(3)  
                              Me. PL 470 (An Act to Reduce Tobacco Use by Minors)  
                              20 USC 6081-6084 (Pro-Children Act of 1994)

Revised by RSU No. 38 Board of Directors: June 12, 2013

**REGIONAL SCHOOL UNIT NO. 38**  
**VIDEO SURVEILLANCE ON SCHOOL PROPERTY AND SCHOOL BUSES**

The Regional School Unit No. 38 Board recognizes the schools' continuing responsibility to maintain order and an appropriate learning environment in and around schools to ensure the safety of staff and students. After carefully balancing the need for safety with student and staff interests in private, the Board supports the use of video surveillance cameras on designated school buses, school grounds, and in areas of common use within buildings. Areas of common use include, but may not be limited to, parking lots, school entrances, hallways, cafeterias, library, and gymnasiums.

Video surveillance cameras will be located and used for the following purposes:

1. To assist in efforts to promote and maintain the safety of students, staff, and other users of school property;
2. To assist in protecting school property and the property of others;
3. To deter unsafe, destructive, or other improper conduct; and
4. To increase the likelihood of identification of individuals who may violate school policies and/or commit crimes.

The cameras may be used by authorized personnel to monitor activity during the school day and monitor activities in and around the school property at any time.

Notice of use of video cameras for safety and security purposes will be provided to students, parents, and staff in appropriate handbooks on an annual basis. Appropriate signage, indicating the use of video cameras, will be display outside and within the school district buildings and on designated school buses.

Violations of Board policies/procedures and school rules viewed or recorded on the video surveillance system shall be addressed in accordance with the application Board policies and/or school rules. In addition, evidence of illegal activities may be referred to law enforcement authorities. (In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning staff and student records.)

The Superintendent is responsible for the development of administrative procedures regarding the use of the video surveillance system. Such procedures will provide a process for review of video recordings when significant violations of the staff or student discipline/conduct code occur. Procedures will also address installation and placement of cameras, monitoring of cameras, requests to view video recordings, retention of video recordings, and storage and security of video recordings.

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

**REGIONAL SCHOOL UNIT NO. 38  
DRUG AND ALCOHOL USE BY STUDENTS**

The Regional School Unit No. 38 Board of Directors, hereinafter referred to as “the Board”, and staff, support a safe and healthy learning environment for students which is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health and well being of students, the Board endorses a three-pronged approach to address the issue of drug and alcohol use; prevention/education; intervention and discipline. The Superintendent is responsible for developing appropriate administrative procedures, curricula and programs to implement this policy.

**A. Prohibited Conduct**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use or be under the influence of any bath salts, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, any other controlled substance defined in federal and state laws/regulations, any look-alike substance, or any substance that is represented to be a controlled substance.

This prohibition also applies to substances that may be obtained legally but are used improperly, including but not limited to over the counter drugs, inhalants, and drugs legally prescribed to other persons, including drug paraphernalia.

These prohibitions apply to any student who is on school property (including school vehicles), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

**B. Disciplinary Action**

Principals may suspend and/or recommend expulsion of students who violate this policy, based upon the facts of each case and in accordance with established disciplinary procedures. Parents/Guardians of the student will be notified. Students may also be referred to law enforcement authorities for investigation and/or prosecution.

**C. Prevention/Education**

The school unit will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the misuse or illegal use of drugs and alcohol is wrong and harmful; how to

resist peer pressure; and address the legal, social and health consequences of drug and alcohol abuse.

D. Intervention

The school unit will establish a team approach to intervene with students with drug/alcohol problems. Students will be assisted in addressing their drug/alcohol problems and in continuing their educational program. Students will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning such interventions shall be kept confidential as required by state and federal laws.

E. Policy Communication

The school unit shall distribute this policy and appropriate related information to staff, students and parents on an annual basis through handbooks and/or other means selected by the Superintendent and building administrators.

Legal Reference: 21 USC § 812 (Controlled Substances Act)  
21 CFR Part 1300.11-15  
P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)  
17-A MRSA § 1101  
42 USC § 290dd-2  
42 CFR § 2.1 et seq.  
20-A MRSA §§ 1001(9); 4008

Cross Reference: GBEC – Drug-Free Workplace  
JICIA – Weapons, Violence and School Safety  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JLCD – Administering Medication to Students  
JRA – Student Records

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

Elementary Principals' Report  
 January 6, 2016  
 Janet Delmar (MES & MTV)  
 Jeff Boston (RES & WES)

	Pre-K	K	1	2	3	4	5	Total
MES	14/15	13/14	16/17	21	12/13	14/15	23	187
RES	12 (morning session)/ 7 (afternoon session) 4 students from WES in pm session	15/15	10/10	15/15	11/15	20	13/16	176
MTV	7	11/12	11/14	15	17	18	20	125
WES	0	10	14	23		19		66

### Upcoming Assessments

**NWEA (Northwest Education Assessment):** The NWEA is an online assessment, which measures student growth in mathematics, language arts and grammar usage. As students complete the assessment, it is automatically scored for the teacher. It provides the teacher with individual and class progress (data). The assessment window is from January 4th through January 22nd, and parents will be provided a copy of their child's results.

**iReady:** The iReady is a online assessment which provides teachers with diagnostic and informative student data. The reports can be viewed in a variety of ways through a detailed skill report or a report by standards to assist teachers in planning for individual appropriate instruction. The standards report provides data on student performance on specific standards. Classroom data is also supplied to teacher. The assessment window is from January 4th through January 22nd, and parents will be provided a copy of their child's results.

**DRA:** The Developmental Reading Assessment (DRA) is an individually administered assessment of a child's reading capabilities. It is a tool to be used by instructors to identify a student's reading level, accuracy, fluency, and comprehension. Once levels are identified, our teachers can use this information for instructional planning purposes.

The testing windows designated each year in our district for each grade level are as follows:

Grades K-2:

\* Kindergarten (two times a year) - January and May

\* First and Second (three times a year) - September, January and May

Grades 3-5:

\* three times a year (September, January and May).

\* a student does not need to be assessed in January if they are:

- at or above the 50th percentile on the most recent NWEA
- at Level 34 or above on the DRA 2 in September (Gr. 3)
- at Level 40 or above on the DRA 2 in September (Gr. 4)
- at Level 50 or above on the DRA 2 in September (Gr. 5)

### **Special Events December Music Concerts**

Elementary students participated in winter concerts prior to the winter break. Dorie Tripp, music teacher for RES and MES, and Patty English, music teacher for WES and MTV, chose a variety of holiday songs for students to perform. Holiday spirit was evident all around! Students were exuberant and the crowd was engaged as well. All appreciated the energy, enthusiasm, and cheerfulness of the events!

### **School Wide Fundraisers- Holiday Spirit**

The Mt. Vernon Elementary School ran another turkey drive this December to benefit our local food bank. The Mt. Vernon food bank serves our community and surrounding communities. Students were asked to bring in spare change/donations. Each \$10 donation by a class earned them a turkey on the bulletin board. At the end of the month, the class with the most turkeys presented Betty White, food bank coordinator, with a check for over \$530. Great job by all! Your efforts will support our neighbors.

### **Mt. Vernon Scholastic Book Fair**

Once again this year the MtVES PTO sponsored a Scholastic Book Fair at the school. The group raised over \$1200 in Scholastic dollars. The money raised will go towards purchasing new books for the school library. Thanks to all for the support for this worthwhile event.

### **Manchester PTCO Literacy Fund Night at Barnes & Noble**

On the evening of December 1st, the Manchester PTCO, in collaboration with Barnes & Noble, held a night of reading and fun at Barnes & Noble in Augusta. This event was well attended by students, families and staff. Our PTCO did an amazing job organizing the night to include fun craft stations and activities for everyone. One of the most exciting aspects of the evening included having six published authors on site to sign their books and greet families. The authors included:

- Travis Mills **who recently released his book, *Tough As They Come***
- Ellen Booram, **author of *Texting the Underworld, The Unnameables & Small Persons with Wings***
- Shellie Braeuner, **author of *The Great Dog Wash***
- Wendy Brotherlin-Dunlap, **author of *Freaks of Nature***

- Jennifer Carson, **author of *Hapenny Magick & Tangled Magick***
- Kimberly Ridley, **author of *The Secret Pool***
- Lea Wait, **author of *Threads of Evidence***

Barnes & Noble told us that our book fair was one of the largest and most successful fundraising events that they have hosted, raising \$3,016 for the Manchester Elementary School Literacy Fund. The Literacy Fund purchases instructional reading materials for classroom literacy instruction. It was a wonderful opportunity for my husband and I to attend. Thank you to all of the authors, the MES PTCO, families, students and staff.

### **REPA Collaboration with Barnes & Noble**

On behalf of the staff and students at RES, we would like to take this opportunity to thank REPA for their tremendous fundraising efforts through collaborating with Barnes and Noble on December 3rd. The Book Fair included such activities as having your picture taken with Santa, making crafts and "The North Pole Got Talent" - songs and book readings from staff members. REPA made a total \$600 from this evening fundraiser, not including online sales. The money raised from this event will go to purchase level text for classroom libraries. The Barnes and Nobles staff informed REPA, "we had the most well-behaved, polite students they had ever had in the store and it was a joy to have us there". It was nice to see so many familiar faces and my two boys enjoyed this wonderful event. Thank you REPA!

### **WES Holiday Craft Fundraiser**

Mrs. Hogan, our fourth and fifth grade teacher, and her students handmade gingerbread house kits as well as other baked goods to raise money for their trip to Bryant Pond 4-H Camp and Learning Center in the spring.

Thank you to School and Home for organizing and hosting the Wayne School & Home Annual Craft Fair on December 5th from 9 am to 2 pm. There was a variety of crafts to purchase and homemade food to taste. It was a wonderful event for all! Thank you to our parents for all their support and effort!

### **Electrical Safety Presentation**

Brad Kaherl, from Central Maine Power Company, will present on electrical safety to our fourth and fifth graders at Readfield (January 12th) and Wayne Elementary (January 14th). We appreciate his time and effort with enhancing the science curriculum for our students through this presentation.

## **What is READ TO SUCCEED?**

READ TO SUCCEED is a Readfield Elementary School fundraiser that will help us to buy a variety of leveled books for our book rooms, serving over 170 students from Pre-K to 5th grades. These books are used daily by classroom teachers for small group instruction, and are essential to our students' accelerated progress and literacy learning.

### **How will the fundraiser work?**

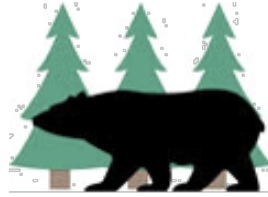
We provided a varying level of sponsorship opportunities to local area businesses, to advertise in a RES student calendar. Business had the opportunity to advertise in full banner, 2/3 banner, 1/2 banner, and 1/3 banner sized spaces, located at the bottoms of each calendar page.

The students at Readfield Elementary School composed artwork of a favorite part of a book they had recently read. Artwork was chosen by a panel of judges to be included in the 2016 calendar. Family and community members will be able to purchase the calendars for \$10 each or two for \$17 in the month of December.

Thank you to Maria Rungi, RES literacy specialist, for her leadership and effort for facilitating this fundraiser in support of our students!



**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”**

8a.

Maranacook Community Middle School RSU #38 Board report  
January 6, 2016  
Enrollment: Grade 6: 89 Grade 7: 81 Grade 8: 87 Total: 257

**This We Believe:** Curriculum is challenging, exploratory, integrative and relevant (*This We Believe*, 2010)

### **Kids Who Care:**

As part of our advisor/advisee program each year all of our students participate in a Kids Who Care day. Each advisee group chooses an activity that benefits the less fortunate in our communities. In addition to that, this year, the entire school collected books to send to a school in Chuuk, where one of our former teachers, Karen Laverty, is working through the Peace Corps.

The following is a list of all of the ways Maranacook Middle School students showed how much they really do care.

#### MCMS students:

- Collected \$631.15 for our 2 local food banks
- Collected 1000 books to send to a school on the island of Chuuk
- Cut and delivered 3 Christmas trees to families in need in our district
- Wrote and delivered 110 Christmas cards to a local nursing home
- Went to 2 nursing homes to sing carols
- Baked and delivered 15 dozen cookies to our 2 local food banks and homeless shelter
- Raised \$90 for Wounded Warriors project and made cards to send to them.
- Bought presents for needy families in our communities
- Made wreaths to hang in our community
- Made 15 holiday center pieces and delivered them to Meals on Wheels
- Went to 3 elementary school classes and read to kindergartners
- Collected and delivered supplies for 3 different animal shelters

We are so proud of all of our students for their hard work in making our community a better place for all!

**National Geography Bee:** All of our middle school students recently participated in the National Geography Bee. Each team held their own bee with all of their students. They will send their top two contestants to the school wide bee in January. The following students will compete for the school title: Emma Hagenaars, Danny Taylor, MacKenzie Freise, Jack Galletta, Garrett Fine, and Trenton Murray. The top two school winners will represent Maranacook Middle school in the upcoming Regional competition.

**NWEA's:** We will be administering our winter round of the NWEA math and reading assessments in grades 6-8 starting Friday, January 8. Teams will set math and reading goals based on their fall scores and students will also set individual growth goals. At our January 15 early release day we will analyze team and school winter data to evaluate where we are in relation to achieving our school goals.

**Transitions are beginning!** This is the time of year we start our work on transitioning 8th graders to high school and 5<sup>th</sup> graders to middle school. A middle school/high school transition team has met twice already to begin to plan transition activities for 8<sup>th</sup> graders, including helping them and their parents choose classes where they will experience success as they begin high school. Information about middle school will be going out to 5<sup>th</sup> grade parents in the next few months and a middle school team will begin to meet with 5<sup>th</sup> grade teachers to plan transition activities for them as well.



# MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38

8a.

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

## School Board Report 12/29/15

Dear RSU 38 Board Members:

No Student Left Behind - Before vacation, I reported out, at a board meeting, concerning our high school graduation rate. We are fortunate to live in the communities we do, and to have a high graduation rate. What I most appreciate, and wouldn't want it any other way, is that we never give up on students, even if they count against the school, as dropping out. During the week of holiday break, we had a student come in and finish up the testing she needed to earn her high school diploma. This was a student who attended Maranacook, and lived in our district at one time, but for the past two years was homeless and lived in other communities. Multiple staff members visited her, no matter where she was living. She experienced frequent moves throughout central Maine, but we maintained contact with her even when she had given up. When she couldn't be reached by phone, we contacted her grandmother. When we couldn't get the results we wanted through that effort, we found out where she was working at the time and met her at Wal-Mart, Subway, and Hannaford throughout her journey. Honestly, there were too many home visits, texts and phone calls to even count. Along with contact, we provided the student with furniture, food, and emotional support at different times over the past few years. She had been one of ours and we were not willing to let her go. Our district, from you folks (the Board of Education), to Dr. Wolfrom and on down, do such an incredible job at living by our district mission statement of, "a caring school community dedicated to excellence."

I've heard many times, over the past few years that we do too much "hand holding" in education and particularly in our district. I think for the most part, you can never hold a child's hand too much and you can never help a student too much. I don't believe in teaching students success through failure. I believe in teaching students success through success and I'm thankful to work in a district that allows us to do so. We are in the business of working harder than our students to help them realize their potential. The fact is some students need us to work harder than them because they have had no one else to teach them what success looks like, or how to achieve it. Some students do not have stability at home and knowing they can get it at the elementary schools, middle, or high school is beyond important.

I know this is not a normal board report and I apologize for the informality of it. This student's story is important because it says who we are as a district. Looking back at this student's cumulative information, she would have received RTI services for being in jeopardy of not graduating, if we had been able to offer it. She would have really benefited from formal academic interventions while at Maranacook. Her journey might have been different if we could have provided her the services she needed while attending Maranacook. School budgets are always tight, no matter which town you live in or where your children go to school. As we go through the budget process over the next several months, I ask that you please remember this student's story and consider adding a literacy interventionist at the high school.

In order to support our new teachers and help them to be successful in meeting our students' needs, we hold probationary staff meetings once a month. During these meetings Mrs. Levesque and myself, debrief with newer staff members about issues they are facing and how to keep growing as educators. We are also conducting a book study on, *The Art and Science of Teaching*, by Dr. R. Marzano. The book study has been of great value in helping to fine tune our practices as instructors. We ask our new teachers to be leaders from day one and for the most part they are doing a great job. I am always so impressed with how much they care about our children.

In the weeks prior to the holiday break, we started conducting learning rounds during common planning time at the high school. Teachers break up into groups of 2 or 3 and the rounds are lead by Dr. Harriman, Mrs. Bourgoine, Mrs. Caban, or myself. While observing colleagues, we look for implementation of the Marzano instructional practices along with literacy strategies from the Core Six. After the round is completed we debrief as a large group and give written feedback to the teacher who was observed. This move was such a big step for us as a school. When I first started, teachers were not used to having their principal in their classroom, much less a colleague. It's an odd aspect of education that colleagues could work together in a building for thirty years and never observe each other instructing or interacting with students. The district administrators have worked hard for transparency and openness, and we are benefiting from it as a high school.

Respectfully submitted,  
Dwayne Conway

Enrollment as of 11/23/15  
Freshmen- 91, Sophomore- 91, Juniors-103, Seniors-110

## Adult and Community Education January 2016 Board Report

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



Adult and Community Education recently took over the administration of the Senior Café. This lively group of senior citizens meets every Monday from 9-11:00 in the Middle school cafeteria. Events and speakers are advertised monthly in the KJ, community newsletters and on the Readfield town website. January, the group will enjoy presentations by the Senior College (UMA), the high school debate team and Sussie Dennison who is offering a Feldenkrais exercise and fitness class.

*\*Pictured at left is Nelson Leavitt of the Maine Coalition to Fight Prostate Cancer and several members of the senior café.*

In working toward our goal of implementation of the College and Career Readiness Standards (CCRS) for adult education, my tutoring staff and I are planning to attend a training on January 7<sup>th</sup> 2016 at the Cross building in Augusta. Hosted by the Department of Education (DOE) the training is designed to provide both directors and teaching staff with the tools needed to continue with our implementation process and planning for 2016-17.

Our adult and community education program at RSU #38 actively engages community members and area businesses in conversations designed to refine, expand, and improve upon our enrichment and educational programs. Working toward this goal, I will be speaking at the Readfield Select Board Meeting on December 28<sup>th</sup> at 7:00 PM.

Bonnie Simcock, Betty Morrell and I met on December 10<sup>th</sup> in our first 2015-16 meeting of the adult and community education committee. In the meeting, I discussed with the committee members our Career pathways plan and our direction for working to expand our committee.

The winter/spring version of the RSU 38 Adult and Community Education was mailed to individuals in our surrounding communities and will soon be delivered to drop off locations including town halls, libraries, country stores and RSU 38 schools just after Christmas. I ask the board and local community members to help spread the word about our educational services and many enrichment programs!

***\*To register for classes or programs please visit our website: [maranacook.maineadulted.org](http://maranacook.maineadulted.org) or call us at 685-4923, ext. 1065.***

Thank you,

*Stephen Vose*

**WARRANT ARTICLE RECONCILIATION  
REGIONAL SCHOOL UNIT NO. 38  
2015-2016  
December 28, 2015**

8a.

<u>DESCRIPTION</u>	<u>APPROVED</u>	<u>TRANSFER</u>	<u>REVISED</u>	<u>EXPENDED</u>	<u>ENCUMBERED</u>	<u>REMAINING</u>	<u>% REMAIN</u>
Regular Instruction	6,766,831.00		6,766,831.00	3,146,300.72	42,818.23	3,577,712.05	52.87%
Special Education	2,031,153.00		2,031,153.00	794,122.97	388.00	1,236,642.03	60.88%
Career & Technical Educ.	0.00		0.00	0.00	0.00	0.00	#DIV/0!
Other Instruction	418,234.00		418,234.00	172,137.04	985.67	245,111.29	58.61%
Student & Staff Support	1,574,832.00		1,574,832.00	753,229.52	76,554.73	745,047.75	47.31%
System Administration	539,058.00		539,058.00	288,075.99	675.59	250,306.42	46.43%
School Administration	907,044.00		907,044.00	465,584.97	2,676.80	438,782.23	48.37%
Transportation	982,687.00		982,687.00	508,474.63	40,865.52	433,346.85	44.10%
Facilities/Maintenance	1,941,732.00		1,941,732.00	1,075,737.62	214,647.76	651,346.62	33.54%
Debt Service	699,676.00		699,676.00	618,974.35	0.00	80,701.65	11.53%
All Other Expenses	107,063.00		107,063.00	56,084.51	0.00	50,978.49	47.62%
<b>TOTAL BUDGET</b>	<b>15,968,310.00</b>	<b>0.00</b>	<b>15,968,310.00</b>	<b>7,878,722.32</b>	<b>379,612.30</b>	<b>7,709,975.38</b>	<b>48.28%</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 2015-2016

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.

RSU #38 Board Report: Heath Center  
January, 2016

Lots of news-worthy happenings at the Health Center during the month of December.

Shelley Hickey, FNP-C began practicing three mornings a week here at the Health Center. The transition is going very well and we are thrilled to have her here.

Health Center Student Advisory observed Alcohol Awareness week by setting up a survey online. Students taking the survey were entered to win a gift certificate to a local business. Students were also invited to create a button with Holly from Healthy Communities of the Capital Area showing that they choose to live "Above the Influence". These activities took place through the week of December 7<sup>th</sup> during lunch periods. HCCA proves to be a fantastic partner in helping to educate our students and staff about Substance Abuse. We have also set monthly goals for the new year and have plenty of enthusiasm to get our work done!

Our next Adult Advisory meeting is in January. We will begin planning for our fundraiser in March.

The district wide Wellness Team met on Dec. 2. We are working on ways of connecting our Wellness Conference to the District Wellness goals and following through with those goals in our schools. The next meeting of the entire School Health Leadership Council is in January.

Our 2 HS guidance counselors and Gwen from the MS provided new staff and those that missed the initial training on Suicide Prevention with the mandatory training on December 16<sup>th</sup>. We are working on having every staff member trained in Suicide Prevention Awareness.

Rebecca Reynolds, LSW  
Maranacook Community School Health Center Director

12/29/15

8a.

To: RSU #38 School Board

From: Nancy Harriman

Re: Curriculum & Instruction Update

### **Proficiency-based Education: Building a System that fits the Maranacook Community**

Last May, following attendance at two statewide conferences on proficiency-based education with district teams, I synthesized a few conclusions about our approach, accomplishments, and goals.

- 1. Our district's Model of Instruction (attached) is standards-based, dynamic** (we can adjust to changes in context, like legislative requirements, if needed) **and first and foremost responsive to the instructional needs of current students.** This model should continue to guide our work, K-12.
- 2. The standards-based curriculum development work we've initiated is gaining momentum and benefitting students.** As one high school teacher said, Minds have been pried open and we are aware of the direction we need to go. Our content-based curriculum work should continue, as part of the RSU #38 Strategic Plan, regardless of what transpires in the realm of "proficiency-based diplomas."
- 3. The time crunch pressure to implement a standards-based diploma system tomorrow – or face sanctions by the state – is not the driving force behind our work.** We should take time to integrate the parts of our plan, and ensure all understand our plan, as we prepare.
- 4. Teachers meeting with teachers across grade spans is critical for coordination and most efficiently meeting students' needs as we implement changes in curriculum and instruction concurrently, PreK-12.**
- 5. Standards-based grading is a part of the plan we need to plan for deliberately.** It's important to actively involve all stakeholders (teachers, board members, parents, students, and community members) in exploring the topic and developing a plan that will align with our curriculum and clearly communicate student progress.

These principles continue to guide our work this year. More than ever, we are convinced that it's important to develop a K-12 system of proficiency-based education that will add value to a Maranacook diploma.

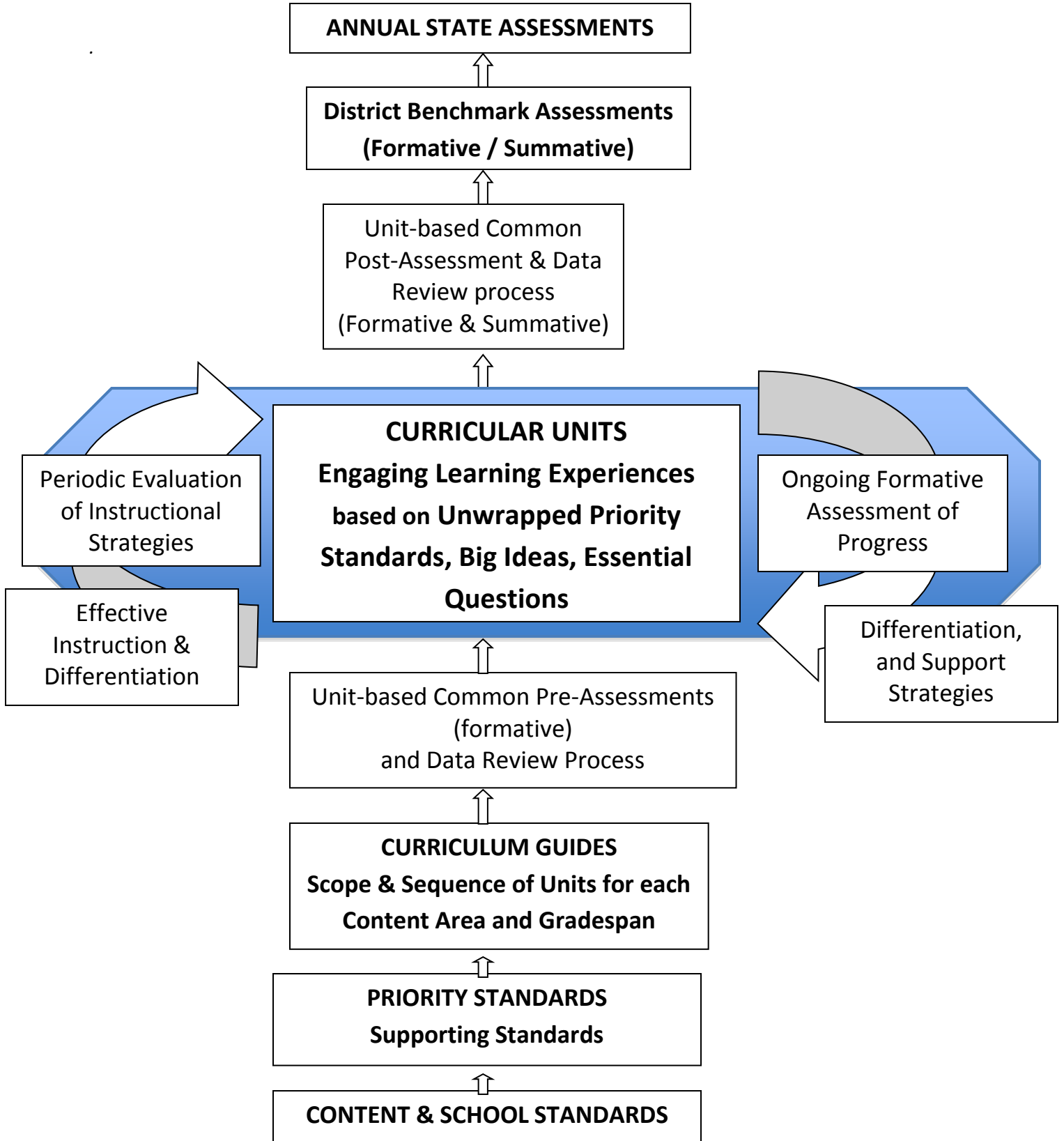
**Curriculum Work** continues this year, with a focus on standards-based assessments, rubrics, and scales (tools that are an integral part of the new Teacher Evaluation System). Professional development and coaching on creating and using these types of tools continues at all grade levels. A few examples: Grade K-5 Math & Reading: Workshops during grade level meetings in which teachers observe students (in the classroom or on videos) doing a specific task, collaboratively refine a developmental scale based on our observations of students' understanding of the concept, and then plan instruction for specific students to help them progress on the scale. Grades K-12 Writing: A Committee of Teachers representing each grade span have been working to refine a system of rubrics and checklists for consistently scoring student writing from grades K-12. They started with narrative writing and will work on informative writing next.

**Community Involvement** On December 3, 2015 the first Community Forum on Proficiency-based Education was held at Maranacook High School. Open to parents, staff and members of the community interested in how proficiency-based education is implemented from K-12 in RSU 38 schools, the evening included a brief presentation by Dwayne Conway, Kristen Levesque, Kim Radley, and Nancy Harriman following an introduction by Superintendent Wolfrom, a dine and discuss pasta dinner served by MCHS students, and an opportunity for those present to offer feedback and suggestions. (The powerpoint presentation from that evening and a summary of the feedback and comments from participants are available on the district website.) Interestingly, one of the themes that emerged was how much parents value direct communication with teachers. Many present were not as concerned with how written reporting on student progress might change, as they were with not losing the opportunity to conference with teachers, and that reports include narrative comments by teachers. Another theme was concern about students' transcripts and records for college admissions. This will be one of the topics for discussion at the next forum.

The **next community Forum on Proficiency-based Education** will be held on **Thursday, January 14 at MCHS**. The discussion will focus on the topics of Grading and Graduation Requirements. Examples from pilot work in our district and others will be shared. Once again dinner and childcare will be provided. We appreciate the participation of Board members in these discussions!



# RSU #38 MODEL OF INSTRUCTION



Adapted from Ainsworth: Rigorous Curriculum Design Alignment Diagram, 2010

# 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

8a.

### Superintendent Report – January, 2016

In compliance with RSU #38 Policy JJIF, Management of Concussions and Other Head Injuries, the Concussion Management Team has convened to revisit the related protocols (JJIF-Regulations) and forms that are used in these protocols. The Committee consists of the district nursing staff, principals, Rick Garini the RSU #38 athletic trainer, Dr. Mansfield, district physician, Al MacGregor, Athletic Director, and Becca Reynolds, Director of the School Based Health Center. The Committee has held two meetings to date this year and now have completed a draft of the proposed forms and protocols for member approval. The Committee will be presenting the Concussion Management Protocols to the RSU #38 School Board when the protocols are agreed upon by the Committee.

On December 3, 2015, an early release day, Eric Herlan, an attorney from Drummond Woodsum who specializes in special education law, conducted a training for all teachers and administrators on *Duty to Implement*. Eric focused on the legal requirements to follow IEP (Individual Education Plans) and 504 plans. Eric left time at the end of the presentation for questions and our staff engaged in conversations with Eric that clarified their responsibilities in this area. Trainings such as this are necessary due to the many laws with which we are required to comply.

Also on December 3, a parent forum on Proficiency Based Diplomas was held. This forum was organized by Director of Curriculum, Instruction, and Assessment, Nancy Harriman, high school principal, Dwayne Conway, high school dean Kristen Levesque, and high school counselor Kim Radley. We began the night with a short presentation where we explained the proficiency based diploma law and expectations. This was followed by a lasagna dinner served by the students, and small group discussions. While the numbers in attendance were not what we had hoped, the group engaged in great discussion. Information on this session will be posted on the RSU #38 web site. Another community forum is planned for January 14, 2016.

One of the great things about RSU #38 is the sense of community. Last week the ninth grade advisees invited the kindergarten students in the district up to the high school for a holiday celebration. The advisees each were matched with a kindergarten “buddy” who stayed with them throughout the afternoon participating in the many centers that were set up throughout the gym. Students “shopped” for presents for their parents that were provided through donations from the community, they wrapped the presents, played a holiday board game, decorated holiday cookies, made cards for parents, created a reindeer ornament, and played Pin the Nose on Rudolph. The ninth graders pulled the students on blankets for “sleigh rides”, and Drew Albert led the students in a holiday songfest. The kindergarten students had a wonderful time and the advisees were terrific buddies. This was just one of the many examples of the caring community that exists in our district.

Respectfully submitted,

Donna H. Wolfrom

Regional School Unit No. 38  
Facilities Committee Meeting  
December 9, 2015

Present: Gary Carr, Betty Morrell, Paul Criss, Brigitte Williams

Paul Criss reviewed the G & E Roofing roof repair proposal for School Year 2016-2017. This proposal is completely different than the forecast budgets that G & E Roofing had given the district over the past few year. Two schools, Manchester Elementary and Readfield Elementary, were not even on previous forecasts and now both are listed as needing major work. If all work recommended by G & E Roofing for 2016-2017 were to be done the total expense would be \$410,000.

Paul Criss is working with another roofing company, Kasie Jo Roofing, getting additional appraisals of work needed and quotes. Kasie Jo Roofing is recommending major work be done to the above mentioned elementary schools, but at a lower expense.

Paul Criss is asking Kasie Jo Roofing if any of the projects on the G & E Roofing listing can wait for an additional year because there are no roof projects recommended for 2017-2018.

Gary Carr asked whether Readfield Elementary could have a metal roof. Paul Criss will talk with Kasie Jo Roofing about this.

There was discussion about Maranacook High School roofing for 2019 & 2020 listed on the G & E Roofing forecast. There is a recommendation for a project that will cost over \$850,000. There was discussion that maybe the district could apply for a renovation bond for this project and some additional projects that will need to be done around that time.

Paul Criss reviewed additional projects he is budgeting for in 2016-2017:

- MCS Tennis court – cracks filled, leveling, painting. This was last done in 2005 and is becoming a safety hazard. \$27,000
- MCS Track – urethane spray and striping to extend the life of the track. This was last done in 2006. \$24,500
- Wayne Elementary – additional window replacements. \$4,200
- Manchester Elementary, Mt. Vernon Elementary, Central Office – carpet replacement/repairs. Awaiting quotes.
- MCHS – Biology Lab replacement of five sinks and classroom moves. Awaiting quotes.
- District – painting as needed to maintain all district buildings.

Another meeting will be scheduled for January once the other quotes have come in.

Submitted by: Brigitte Williams

**RSU No. 38 Policy Committee**  
**Superintendent's Office**  
**December 14, 2015**  
**6:00 – 7:00 p.m.**  
**Minutes of Meeting**

Present: Gary Carr, Pia Holmes, Melissa O'Neal, Bonnie Simcock, Donna Wolfrom

1. Review minutes of November 9, 2015 – The Committee accepted the minutes of November 9, 2015 as presented.
2. Review First Reading Policies:
  - a. Consideration to remove obsolete policy, GBGA, Staff Members with HIV/AIDS – No additional comments received; Committee recommends moving policy GBGA to second reading for removal.
  - b. IMDC, Observance of Religious Holidays – No additional comments submitted; Committee recommends moving policy IMDC to second reading as presented.
  - c. JJIBA, Hiring and Evaluation of Coaches (current Policy GCFC) – It was noted that the Board does not approve the job descriptions for coaches. Committee removed the last sentence in section B. Committee recommends moving policy JJIBA for second reading as revised.
3. Other:
  - a. ADC, Use of Tobacco on School District Premises Prohibited – The Committee reviewed the current policy along with the MSMA sample policy. The words “and Simulated Smoking Devices” were added to the policy title. New 6<sup>th</sup> paragraph to read, “All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or “vaping”, or used to simulate smoking.” The Committee recommends Policy ADC for first reading as revised.
  - b. EEAEF, Video Cameras on Transportation Vehicles (new) See c.
  - c. EEAEFA, Video Surveillance on School Property (new)  
The Committee reviewed the MSMA sample policy as well as other policies regarding video cameras on vehicles as well as video surveillance cameras on school property. The Bangor School Department policy merges both policies, and the Committee favored this version. The Committee recommends Policy EEAEFA, Video Surveillance on School Property and School Buses for first reading as presented.
  - d. GBEC, Drug Free Work Place – The Committee reviewed the current policy along with the MSMA sample policy. The Committee will continue review of this policy at the next meeting. Donna will invite Human Resources Manager, Kate Taylor, to the next meeting to address questions regarding the Drug-Free Workplace Act and the procedures in place when referring employees for drug abuse assistance or rehabilitation program(s).
  - e. JICH, Drug & Alcohol Use By Students – The Committee reviewed the current policy along with the MSMA sample policy. Revisions were made to the existing policy adding language pertaining to “bath salts” and other clarification pertaining to drug paraphernalia and notification to parents/guardians. The Committee recommends Policy JICH for first reading as revised.
  - f. Reschedule January 11<sup>th</sup> meeting – due to a calendar conflict, the Committee agreed to move the January meeting to the 12<sup>th</sup>.