

*"A Caring School Community Dedicated to Excellence"*

**REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS**

**Maranacook Community High School**

**June 6, 2018, 6:30 p.m.**

**Revised AGENDA**

1. Call to order:
2. Recognitions: (20 min.)
  - a. Top 10 Scholars
  - b. Eighth Grade Honors
  - c. RSU #38 Board Student Representatives
3. Student Representatives' Reports (10 min.)
4. Citizens' Comments: (5 min.)
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
6. Action/Discussion/Informational Items: (40 min.)
  - a. Approval of Minutes of May 2, 2018\*
  - b. Approval of Minutes of May 16, 2018 Special Meeting\*
  - c. Approval of Minutes of May 16, 2018 Annual Meeting\*
  - d. Acceptance of teacher resignation, Lynette Stinneford, WES
  - e. Acceptance of teacher resignation, Anne Archambault, MCMS
  - f. Acceptance of teacher resignation, Erica Grimaldi, MCMS
  - g. Acceptance of nurse resignation, Ellen Turgeon, MCHS
  - h. Appointment of Middle School Principal – Kristen Levesque\*
  - i. Acceptance of donations\*
  - j. Consideration of out-of-state trip, Speech & Debate Team, Fort Lauderdale, FL, 6/17 – 6/20/18\*
  - k. Approval of contract–Meal Service Agreement between RSU #38 & Fayette School Dept. FY19\*
  - l. Policy Second Readings: EBCE, School Closings; GCOA; Supervision and Evaluation of Professional Staff; IMDC, Observance of Religious Holidays; KI, Visitors to Schools \*
  - m. Appointment of first probationary contract teacher – Ernest Colvin, High School Science\*
7. Informational Items: (10 min.)
  - a. Reports:
    - Principals\*
    - Adult & Community Educ. Dir.
    - Finance Manager\*
    - Health Center Director
    - Special Education Director
    - Curriculum, Assessment & Instruction Dir.\*
    - Superintendent of Schools\*
    - Staff Association
  - b. Ad Hoc Group: Awesome Bear Society – 06/14/17, MCHS, 6:30 p.m.
  - c. Committee Reports:
    - Alternative Education/Drop Out Prevention\*
    - Facilities\*
    - Health Services Advisory Council\*
    - Policy\*
8. Executive Session to consider administrative and managerial evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Bridges, Shaun Drinkwater, Nancy Harriman, Al MacGregor, Kate Taylor, Steve Vose, Brigette Williams
9. Action(s) following Executive Session
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 #38 BOARD OF DIRECTORS**  
**Maranacook Community High School**  
**May 2, 2018**  
**Minutes of Meeting**

Members Present: Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Cathy Jacobs, Jeremy Payne, Kaleb Pushard, Shawn Roderick (arrived 7:24), Lucas Rumler, Adam Woodford (arrived 6:44), Alexander Wright

Member Absent: Thomas Sneed, David Twitchell (excused), one vacant position (Manchester)

Student Representative: John McLaughlin

Administrators: Superintendent Donna Wolfrom, Principals Jeff Boston, Janet Delmar, Special Education Director Ryan Meserve, Technology Director Diane MacGregor, Director of Curriculum, Instruction and Assessment Nancy Harriman, Finance Manager Brigitte Williams

1. Call to order: Chair Morrell called the meeting to order at 6:30 p.m.  
A video was shared from the Maranacook High School Chamber Singers recent trip to New York City where they performed at the Riverside Cathedral. They earned the rating of "Gold", which means they ranked in the top 88 percentile of High School Choirs across the country. Teacher Drew Albert thanked the Board for the opportunity to take the students on this trip; it was a great experience.
2. Student Representative Report:  
High School student representative John McLaughlin reported on recent activities at the high school including Prom, academic testing, and the Sustainability Committee's work on the gardens. Officer nominations have been made for Student Senate and the elections are coming up. A Teacher Appreciation breakfast will be held on May 8<sup>th</sup>, and AP testing is starting next week. He also reported that the high school has a Boys' Tennis team for the first time in 3 years.
3. Presentation: Oak Point Associates – Review of RSU #38 Facilities Analysis Report  
Chair Morrell introduced Tyler Barter from Oak Point Associates. Mr. Barter provided a summary of all results of the evaluation of the district's buildings, breaking down the projects by immediate needs (1-5 years), 10 years, 15, years and 20 years.  
Superintendent Wolfrom added that the next steps will be to talk with the Facilities Committee to further refine the projects to include in the bond along with the figures to get ready to go out for a bond.
4. Citizens' Comments: None
5. Additions/Adjustments to the Agenda by Board and/or Superintendent: None
6. Action/Discussion/Informational Items:
  - a. Approval of Minutes of April 10, 2018  
**MOTION** by Carr, second by Brotherlin to approve the Minutes of April 10, 2018 as presented. **Motion Carried:** unanimous
  - b. Acceptance of teacher resignation effective June 21, 2018, William Malsbury, HS Alternative Educ.  
**MOTION** by Carr, second by Rumler to accept the resignation of HS Alternative Education teacher William Malsbury. **Motion Carried:** unanimous

- c. Acceptance of teacher resignation effective June 30, 2018, Jodie Bennett, MS  
**MOTION** by Carr, second by Brotherlin to accept the resignation of MS teacher Jodie Bennett. **Motion Carried:** unanimous
- d. Acceptance of teacher resignation effective July 1, 2018, Kimberly Merrill, MS  
**MOTION** by Carr, second by Rumler to accept the resignation of MS teacher Kimberly Merrill. **Motion Carried:** unanimous
- e. Acceptance of teacher resignation effective June 25, 2018, Angela Burgess, RES  
**MOTION** by Carr, second by Rumler to accept the resignation of RES teacher Angela Burgess. **Motion Carried:** unanimous
- f. Acceptance of Literacy Specialist/Math Interventionist resignation effective June 30, 2018, Mandy Richards, WES  
**MOTION** by Carr, second by Rumler to accept the resignation of WES Literacy Specialist/Math Interventionist Mandy Richards. **Motion Carried:** unanimous
- g. Acceptance of administrator resignation effective June 30, 2018, Principal Rick Hogan  
**MOTION** by Carr, second by Brotherlin to accept the resignation of MS Principal Rick Hogan with regret. **Motion Carried:** unanimous
- h. Appointment of Second Probationary Contract Teachers  
**MOTION** by Carr, second by Jacobs to accept the appointments of the secondary probationary contract teachers as presented. **Motion Carried:** unanimous
- i. Appointment of Third Probationary Contract Teachers  
**MOTION** by Carr, second by Jacobs to accept the appointments of the third probationary contract teachers as presented. **Motion Carried:** unanimous
- j. Appointment of First Continuing Contract Teachers  
**MOTION** by Carr, second by Jacobs to accept the appointments of the first continuing contract teachers as presented. **Motion Carried:** unanimous
- k. Appointment of First Probationary Contract Teacher, Math Interventionist, Erica Millett  
**MOTION** by Carr, second by Brotherlin to accept the appointment of Erica Millett to a first probationary contract teacher, math interventionist, as presented. **Motion Carried:** unanimous
- l. Consideration of overnight trip, Acadia Schoodic Point, MS Grades 6-8, May 30-June 1, 2018  
**MOTION** by Carr, second by Rumler to approve the overnight trip to Acadia Schoodic Point, for middle school grades 6-8, as presented. **Motion Carried:** unanimous
- m. Consideration of out-of-state trip, Mt. Vernon Elem, Grade 5, Boston MA, June 7, 2018  
**MOTION** by Carr, second by Jacobs to approve the out-of-state trip for Mt. Vernon Elementary grade 5 students to Boston, MA, as presented. **Motion Carried:** unanimous
- n. Acceptance of donations  
**MOTION** by Carr, second by Brotherlin to accept the donations as presented.  
**Motion Carried:** unanimous
- o. Preparation for Annual Meeting – May 16, 2018  
 Superintendent Wolfrom asked board members to review the “script” for the annual meeting and to let her know if there are any questions. The format is the same as last year. Shawn Roderick reported that the House adjourned without appropriating money for schools, along with other business, and he doesn’t see this being resolved any time soon. He asked what will happen if there is a discrepancy on how the mill rates are set? He encouraged everyone to contact their Representative and ask them to please get back to work. If they don’t, there will not be any funds for schools after June 30<sup>th</sup>. Finance Manager Williams added we will go with the Warrant Articles we have and the Board voted on. She stated if we receive more funding than anticipated, we have the additional warrant article again and would reduce town

assessments. She will need to investigate what happens if the State appropriates less than we were told.

p. Acceptance of teacher resignation effective June 30, 2018, Kristian Fore, HS Science  
**MOTION** by Carr, second by Rumler to accept the resignation of HS science teacher Kristian Fore. **Motion Carried:** unanimous

7. Informational Items: provided in board packet

8. Executive Session to consider employment of Superintendent of Schools pursuant to 1 M.R.S.A. § 405(6)(A)

**MOTION** by Carr, second by Brotherlin to enter Executive Session to consider employment of Superintendent of Schools pursuant to 1 M.R.S.A. § 405(6)(A). **Motion Carried:** unanimous  
The Board entered Executive Session at 7:49 and returned to public session at 8:05.

9. Action following Executive Session

**MOTION** by Carr, second by Wright to appoint James “Jay” Charette as Superintendent of Schools effective July 1, 2018, with the salary and benefit package as discussed in Executive Session. **Motion Carried:** unanimous

Chair Morrell introduced Superintendent Jay Charette.

10. Executive Session to consider administrative evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Boston, Dwayne Conway, Janet Delmar, Kristen Levesque, Diane MacGregor, Ryan Meserve

**MOTION** by Carr, second by Rumler to enter Executive Session to consider administrative evaluations pursuant to 1 M.R.S.A. § 405(6)(A) for Jeff Boston, Dwayne Conway, Janet Delmar, Kristen Levesque, Diane MacGregor, and Ryan Meserve. **Motion Carried:** unanimous  
The Board entered Executive Session at 8:07 p.m. and returned to Public Session at 9:16.

11. Action following Executive Session

**MOTION** by Carr, second by Wright to renew Assistant Principal Kristen Levesque’s contract for 3 years. **Motion Carried:** unanimous

12. Adjournment: **MOTION** and second to adjourn at 9:18 p.m.

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

**REGIONAL SCHOOL UNIT #38  
BOARD OF DIRECTORS  
SPECIAL MEETING  
Maranacook Community High School Gymnasium  
May 16, 2018**

**Minutes of Meeting**

Members present: Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Cathy Jacobs, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Alexander Wright

Members absent:

Administrators present: Superintendent Donna Wolfrom, Special Education Director Ryan Meserve, Finance Manager Brigette Williams

1. Call to order: Chair Morrell called the meeting to order at 6:30 p.m.
2. Action Item:
  - a. Consideration of out-of-state competition trip, MCHS Speech and Debate Competition, Washington DC, May 24-29, 2018  
**MOTION** by Carr, second by Twitchell to approve the out-of-state trip for the Maranacook High School Speech and Debate team to Washington, DC, May 24-29, 2018.  
**Motion Carried:** unanimous
3. Adjournment: **MOTION** and second to adjourn at 6:33 p.m.

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

**ANNUAL MEETING OF THE  
REGIONAL SCHOOL UNIT NO. 38  
Maranacook Community High School  
May 16, 2018  
Minutes of Meeting**

School Board Present:

Chair Betty Morrell, Vice Chair Gary Carr, Wendy Brotherlin, Cathy Jacobs, Jeremy Payne, Kaleb Pushard, Shawn Roderick, Lucas Rumler, David Twitchell, Adam Woodford, Alexander Wright

Call To Order:

Superintendent Donna Wolfrom called the meeting to order at 7:00 p.m.

Superintendent Wolfrom entertained a motion to nominate a moderator to preside at the meeting.

**Article 1** To choose a moderator to preside at the said meeting.

**MOTION and Second to nominate Richard A. Spencer to preside at the said meeting.**

No other nominations were brought forward.

**Richard A. Spencer was appointed to preside at the said meeting.**

Moderator Richard A. Spencer was sworn in to preside at the meeting.

Ballot Clerks were sworn in.

Moderator Richard Spencer asked for a motion to allow the following non-residents to speak: Principal Jeff Boston, Principal Rick Hogan, Director of Curriculum Nancy Harriman, and Adult Education Director Steven Vose, Maintenance and Transportation Director Shaun Drinkwater

**MOTION and Second to allow the above non-residents to speak.**

**Motion Carried.**

Chair Morrell and Superintendent Wolfrom provided an overview of the budget process to date.

**Article 2** To see what sum the RSU will be authorized to expend for Regular Instruction, including Alternative Education, ELLs (English Language Learners) Instruction, and Gifted & Talented Education. School Board Recommends: \$7,627,119.00

**MOTION and Second to approve Article 2 as recommended.**

*This article includes negotiated salaries and benefits for regular education instructional staff, supplies, professional development, contracted services, and copier maintenance costs.*

**Article 2 Approved.**

**Article 3** To see what sum the RSU will be authorized to expend for Special Education. School Board Recommends: \$2,364,094.00

**MOTION and Second to approve Article 3 as recommended.**

*This article includes negotiated salary and benefits for special education administration and instructional staff, special education legal costs, tuition costs for out of district placements. Special Education provides services as required by law.*

**Article 3 Approved.**

- Article 4** To see what sum the RSU will be authorized to expend for Career and Technical Education, Coop/Pathways Program and Capital Area Technical Center (CATC) Tuition.  
School Board Recommends: \$0  
**MOTION and Second to approve Article 4 as recommended.**  
*The State of Maine has changed funding and expense for CATC, so we no longer need to budget this tuition.*  
**Article 4 Approved.**
- Article 5** To see what sum the RSU will be authorized to expend for Other Instruction (co-curricular, extra-curricular, and regular education summer instruction).  
School Board Recommends: \$450,400.00  
**MOTION and Second to approve Article 5 as recommended.**  
*This article includes activities in the middle school and high school such as sports, plays, math team, speech and debate, student senate. The expenses in this article are for coaching salaries, officials' services, supplies, equipment, dues & fees. This article also includes salaries and benefits for summer regular education instructional programs.*  
**Article 5 Approved.**
- Article 6** To see what sum the RSU will be authorized to expend for Student Support (guidance, health, technology) and Staff Support (improvement of instruction and staff training, curricular, library, assessment). School Board Recommends: \$1,886,948.00  
**MOTION and Second to approve Article 6 as recommended.**  
*This article includes negotiated salary and benefits for staff and directors in the above mentioned departments, district wide professional development, NWEA and other assessment testing, and supplies.*  
**Article 6 Approved.**
- Article 7** To see what sum the RSU will be authorized to expend for System Administration (School Board and Superintendent's Office). School Board Recommends: \$624,333.00  
**MOTION and Second to approve Article 7 as recommended.**  
*This article includes negotiated salary and benefits for central office staff, school board stipends, contracted services for legal and audit, legal liability insurance, supplies for school board and central office.*  
**Article 7 Approved.**
- Article 8** To see what sum the RSU will be authorized to expend for School Administration (principals' offices). School Board Recommends: \$1,098,134.00  
**MOTION and Second to approve Article 8 as recommended.**  
*This article includes negotiated salary and benefits for principals and secretaries, principal professional development, accreditation costs, supplies, dues, and fees.*  
**Article 8 Approved.**
- Article 9** To see what sum the RSU will be authorized to expend for Transportation and Buses.  
School Board Recommends: \$983,699.00  
**MOTION and Second to approve Article 9 as recommended.**  
*This article includes negotiated salary and benefits for transportation administration, mechanic and bus drivers, mandated physicals and drug testing, repairs, vehicle insurance, fuel, supplies, and lease purchase payments.*

**Article 9 Approved.**

**Article 10** To see what sum the RSU will be authorized to expend for Facilities Maintenance.  
School Board Recommends: \$2,219,045.00

**MOTION and Second to approve Article 10 as recommended.**

*This article includes negotiated salary and benefits for maintenance administration and custodians, utilities (electricity, oil/propane, telephone), contracted services for snowplowing, heating systems and roof monitoring, building repairs and projects, painting, and lease purchase payments of energy retrofit projects.*

**Article 10 Approved.**

**Article 11** To see what sum the RSU will be authorized to expend for Debt Service and Other Commitments. School Board Recommends: \$552,402.00

**MOTION and Second to approve Article 11 as recommended.**

*This article includes bond payments on school construction projects, including the middle school construction, high school addition and renovations, and additional athletic fields that were approved by referendum.*

**Article 11 Approved.**

**Article 12** To see what sum the RSU will be authorized to expend for All Other Expenditures (Food Services, Reimbursable Transportation).  
School Board Recommends: \$114,076.00

**MOTION and Second to approve Article 12 as recommended.**

*This article includes local dollar support of the food service program and reimbursable transportation provided for RSU #38 towns and recreation programs.*

**Article 12 Approved.**

**MOTION and Second to dispense of reading Article 13.**  
**Motion Approved.**

**Article 13** To see what sum the RSU will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the RSU will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688.

School Board Recommends: amounts set forth below

| <i>Total appropriated (by municipality)</i>                  |                       | <i>Total raised (School Unit assessments by municipality)</i> |                       |
|--|-----------------------|---|-----------------------|
| <i>Manchester</i>  | <i>\$3,939,858.00</i> | <i>Manchester</i>   | <i>\$2,698,734.00</i> |
| <i>Mount Vernon</i>  | <i>\$2,484,300.00</i> | <i>Mount Vernon</i>   | <i>\$2,140,690.00</i> |
| <i>Readfield</i>   | <i>\$4,214,676.00</i> | <i>Readfield</i>  | <i>\$2,223,663.00</i> |
| <i>Wayne</i>   | <i>\$1,521,223.00</i> | <i>Wayne</i>  | <i>\$1,521,223.00</i> |
| <i>School Unit Total Appropriated <u>\$12,160,057.00</u></i> |                       | <i>School Unit Total Raised <u>\$8,584,310.00</u></i>         |                       |

**MOTION and Second to approve Article 13 as recommended.**

State-Mandated Explanation: RSU #38's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act is the amount of money determined by state law to be the minimum amount that RSU #38 must raise and assess in order to receive the full amount



of state dollars. *In other words, this article gives the minimum amount that each town will pay based on the ED 279 (state subsidy report) and that RSU #38 must raise and assess in order to receive the full amount of state dollars.*

**Article 13 Approved: Recorded Unanimous Vote.**

**Article 14** To see what sum the RSU will raise and appropriate for the annual payments on debt service previously approved by the legislative body for non-state-funded school construction projects or non-state-funded portions of school construction projects in addition to the funds appropriated as the local share of the RSU's contribution to the total cost of funding public education from pre-kindergarten to grade 12.  
School Board Recommends: \$187,902.00

**MOTION and Second to approve Article 14 as recommended.**

State-Mandated Explanation: Non-state funded debt service is the amount of money needed for the annual payments on RSU #38's long term debt for major capital school construction projects that are not approved for state subsidy. The bonding of this long-term debt was previously approved by the voters. *This long term debt includes a portion of the Middle School construction project, the High School addition and renovations project, and the athletic fields.*

**Article 14 Approved: Recorded Unanimous Vote.**

**Article 15** To see what sum the RSU will raise and appropriate in additional local dollars in support of the food service program. School Board Recommends: \$105,000.00

**MOTION and Second to approve Article 15 as recommended.**

*This money helps fund the schools' food service program and equipment replacement.*

**Article 15 Approved.**

**MOTION and Second to dispense of reading Article 16.**

**Motion Approved.**

**WRITTEN BALLOT REQUIRED**

**Article 16** To see what sum the RSU will raise and appropriate in additional local funds (Recommend \$4,102,145.00), which exceeds the State's Essential Programs and Services allocation model by (Recommend \$4,102,145.00), as required to fund the budget recommended by the School Board.

The School Board recommends \$4,102,145.00 for additional local funds and gives the following reasons for exceeding the State's Essential Programs and Services funding model by \$4,102,145.00.

The \$4,102,145.00 that exceeds the 100% EPS funding level is needed to continue programs and services presently offered by the RSU which are not covered, or not fully covered, by EPS such as: contingency - \$71,000.00, co-curricular program (athletics, theater, math team, debate, etc.) - \$371,000.00, operations and maintenance - \$810,000.00, transportation - \$145,000.00, special education - \$597,000.00, system administration - \$497,000.00, regular education instruction - \$1,611,000.00. The funding from the state (\$3,591,893.00) is 29.54% of the total Essential Programs and Services (EPS) allocation. This allocation covers only a portion of the above noted programs. This article

describes the additional funds that RSU #38 needs to raise to achieve the RSU #38 school district budget.

**MOTION and Second to approve Article 16 as recommended.**

State Mandated Explanation: The additional local funds are those locally raised funds over and above RSU #38's local contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and local amounts raised for the annual payment on non-state funded debt service that will help achieve the RSU 38 budget for educational programs. *The funding from the state (\$3,591,893.00) is 29.54% of the total Essential Programs and Services (EPS) allocation. This allocation covers only a portion of the above noted programs. This article describes the additional funds that RSU #38 needs to raise to achieve the RSU #38 school district budget.*

**Article 16 Approved by Written Vote: 44 in favor, 0 opposed.**

**Article 17**

To see what sum the RSU will authorize the School Board to expend for the fiscal year beginning July 1, 2018 and ending June 30, 2019 from the RSU's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools. School Board Recommends: \$17,920,250.00

**MOTION and Second to approve Article 17 as recommended.**

*This article authorizes the School Board to spend the recommended budget in Fiscal Year 2019. The School Board cannot spend an amount above the authorized budget.*

**Article 17 Approved.**

**Article 18**

To see if the RSU will reduce the amount raised and assessed as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20-A, section 15688 to the extent of any unanticipated increase in the adjusted state contribution under the Essential Programs and Services funding model. School Board Recommends: OUGHT TO PASS

**MOTION and Second to approve Article 18 as recommended.**

*This article authorizes the School Board to use the entire additional State subsidy to reduce local assessments.*

**Article 18 Approved.**

**Article 19**

Do you favor the formation of a regional service center pursuant to an Interlocal Agreement for the Kennebec Valley Student Supports Regional Service Center, as approved by the governing bodies of the parties thereto and the Commissioner of the Department of Education? School Board Recommends: OUGHT TO PASS

**MOTION and Second to approve Article 19 as recommended.**

*The regional service center will be comprised of RSU #2, Winthrop, and RSU #38 for the purpose of providing support services for our students, such as summer school, expanding the co- and extra-curricular opportunities for our students, and recruiting, training, and retaining substitute teachers.*

**Article 19 Approved.**

**Article 20** Shall the RSU appropriate (Recommend \$193,400.00) for Adult Education and raise (Recommend \$65,000.00) as the local share; with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program? School Board Recommends: OUGHT TO PASS

**MOTION and Second to approve Article 20 as recommended.**

*This article covers academic as well as enrichment programs offered through the adult education program.*

**Article 20 Approved.**

**Article 21** Shall the School Board be authorized to expend other revenue from State, Federal, local and private sources for the support of the schools?

School Board Recommends: OUGHT TO PASS

**MOTION and Second to approve Article 21 as recommended.**

*This article allows the School Board to pursue and use funds that may be received through unexpected grants or donations, and grant applications that are made by members of the Regional School Unit staff or community. We do not include a specific amount due to the unpredictability of the receipt of the funds and because most are dedicated to a specific project or purpose. Examples of some of the funding we received in 2017-2018 are: Title IA \$201,000.00; Title IIA \$44,800.00; Title IV \$9,800; Title V-Rural Low Income \$19,300; Local Entitlement \$372,000.00; Gear Up \$50,000; and other miscellaneous grants \$10,000.00. The estimated income for the upcoming year is \$707,000.00.*

**Article 21 Approved.**

**MOTION and Second to adjourn the meeting. Motion Approved.**

Moderator Richard Spencer adjourned the meeting at 7:45 p.m.

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



# MARANACOOK AREA SCHOOLS

*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

TO: RSU #38 Board of Directors

FROM: Donna H. Wolfrom, Superintendent of Schools

SUBJECT: Nomination of Middle School Principal

DATE: June 1, 2018

I am writing to nominate Dr. Kristen Levesque for the position of Middle School Principal.

The interview team, made up of administrators, teachers, one board member and Superintendent Jay Charette, interviewed 3 candidates for the position. Kristen was the top candidate for the position.

Kristen has worked for RSU #38 for 8 years, beginning as a school counselor at the High School, and moving up to dean of students and then assistant principal in 2016. Kristen earned her Doctorate of Education in Transformational Leadership from the University of New England in 2017.

I wholeheartedly nominate Dr. Kristen Levesque as Middle School Principal.

DHW/d

Acceptance of Donations  
June 6, 2018

6i.

| <b>Donor</b>                   | <b>Amount</b> | <b>Department</b>  |
|--------------------------------|---------------|--|
| Mt. Vernon PTC                 | \$200.00      | Maine College Circle Scholarship Program   |
| REPA (Readfield Parent Assoc.) | \$100.00      | Maine College Circle Scholarship Program   |
| Natalie Tortorella             | \$200.00      | Maine College Circle Scholarship Program   |
| Jean Roesner                   | \$200.00      | Maine College Circle Scholarship Program   |
| 3 Anonymous Donations          | \$500.00      | Water bottle filling station at Mt. Vernon Elem.   |
| John Harker                    | \$250.00      | "iThrive Docuseries" (video documentary) and<br>"The TB12 Method" (Tom Brady book) for HS<br>Library |
| Manchester PTCO                | \$550.00      | Water bottle filling station at Manchester Elem.   |
|                                |               |  |

RSU #38

Maranacook Area Schools – Field Trip Request Form

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

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

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

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

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

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

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

School: MCHS Date of trip: 6/17 Destination: Ft. Lauderdale FL

Departure time (from school): 6/17/2018 Return time (to school): 6/22/2018

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

Teacher: PATRICK FORGUE Grade level(s): 11-12

Number of students: 4 Number of chaperones: Forgue Cost of activity: \$2500-

Cost of transportation: \$1400- Transportation paid by: Fundraising

Paid By: Speech and Debate Account  
(School, Parent Association, specific student activity account, other)

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

Competition - NSDA National Speech and Debate Tournament

Planned Stop(s): N/A

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

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

Other Transportation arrangements have been made - please specify: Flights

Storm Date: \_\_\_\_\_

Dwayne Conway  
Principal's Signature

Recommended  Not Recommended

5/15/18  
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)

## CONTRACTED MEAL SERVICE AGREEMENT

Agreement for school food services between Regional School Unit No. 38 and the Fayette School Department.

The Regional School Unit No. 38 School Food Services Program will provide, deliver, and serve meals for reimbursable school breakfast and lunch services at the time specified by the Fayette School Department for the school days for the 2018-2019 school year commencing August 29 2018.

A. The Fayette School Department agrees to:

1. Notify the parents of Fayette Elementary School students via a letter of the meal program and request parents to submit applications for students to be eligible to receive meals at free or reduced reimbursement rates.
2. Verify Free and Reduced applications and notify parents within 10 days of dated application, and continue to update RSU No. 38 of any changes in status.
3. Provide the RSU No. 38 Food Services Program a daily meal count recorded on a prepayment program through Roster or PowerLunch for all students whether free, reduced, or full paid, and adults may prepay in the same program at price indicated below. Students may purchase milk through the same prepay system.
4. Notify the RSU No. 38 Food Services Program or the Food Services Director by 7:00 a.m. each day the Fayette School Department will not be in session. Contact phone numbers for Jeff Bridges are 242-0327, 685-4923 ext. 1085, or [jeff\\_bridges@maranacook.org](mailto:jeff_bridges@maranacook.org).
5. Provide RSU No. 38 Food Services Program with a school calendar year no later than August 14 of that beginning school year.
6. Notify RSU No. 38 Food Services Program with any school activities that will effect the lunch program service time (examples, field trips, schedule lunch service time, half days, special days.)
7. Fayette School Department is responsible for any and all fees that the federal or state guidelines require.
8. Fayette School Department is responsible for maintaining any pest control contract and/or notifying parents of chemicals that may be used.
9. RSU No. 38 is not responsible for maintaining Fayette School Department Equipment. We will recommend services to be offered with RSU No. 38. Any breakage of equipment will be the responsibility of the Fayette School Department.

10. Reimburse the RSU No. 38 Food Services Program for meals and milk or juice at the following rates:
  - a. \$ .50 for each 1/2 pint of milk ordered in addition to milk for each meal
  - b. \$ .50 for each unit of juice ordered in addition to milk for each meal
  - c. \$2.75 for each meal served to students at full price
  - d. \$ .40 for each meal served to students at reduced price
  - e. \$5.25 for each meal served to adults for lunch
  - f. \$1.00 for each breakfast meal served to students at full price
  - g. \$ .0 for each breakfast meal served to students at reduced price
  - h. \$2.00 for each breakfast served to adults

Reimbursement will be based upon milk ordered daily and upon meal records for each meal.

An additional amount not to exceed ~~\$17,500~~ 47,000 yearly (~~\$1,750~~ 4,700 per month for 10-months) will be paid to the RSU No. 38 Food Services Program to augment the costs associated with the program. RSU No. 38 will also receive all State/Federal reimbursements for eligible students (free/reduced eligible students.) All monies collected including state and federal reimbursements, and commodities for this program by Fayette will be accounted for and turned over to RSU No. 38 to underwrite the program.

The Fayette School Department is responsible for all unpaid student food service account balances at the end of the school year.

RSU No. 38 will provide the staff to account for these funds and collect the student lunch count. The cost of this person's time will be ~~\$550.00~~ 525.00 for the school year (anticipated as one additional hour per day) if an RSU staff member collects funds and completes lunch counts.

11. Provide a maximum of two (2) student workers each day of meal service at noon until the meal is served (optional).
  12. Provide all necessary equipment and service of meals, refrigerator space for storage of sample meals and access to water for cleaning service area.
- B. The RSU No. 38 Food Services Program agrees to:
1. Provide 1/2 pints of milk for resale by the Fayette School Department and the school's Ala Carte Program.
  2. Provide the Fayette School Department with printed menus, applications for free/reduced priced meals, deposit slips, check deposit stamp, locking deposit bag to Camden National Bank and return of empty deposit bag, and other record keeping supplies requested to support accountability for meals and funds.



3. Serve breakfast and lunch, and maintain a production of foods used. RSU No. 38 will ensure food is available daily for breakfast and lunch.
4. Provide an itemized listing of daily meal counts, milk counts, food costs, labor costs and supply costs for meals provided.
5. Prepare the monthly claims and other required documents for approval by the Fayette School.
6. RSU No. 38 is responsible for cleaning the kitchen, excluding the kitchen floor.

This agreement may be terminated by either the Fayette School Department or the RSU No. 38 Board of Directors or the Principal/Superintendent of the Fayette School Department by providing sixty (60) days notice in writing to the other party.

For the Fayette School Board

For the Regional School Unit No. 38  
Board of Directors

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

Copy approved by MDE, SNP \_\_\_\_\_  
(DATE)

**REGIONAL SCHOOL UNIT NO. 38  
SCHOOL CLOSINGS AND CANCELLATIONS**

The Board authorizes the Superintendent to cancel or close school(s) for the day, delay opening, or dismiss school(s) early in the event of severe weather, hazardous travel conditions, or other emergencies that present threats to the safety of students and staff. Decisions to close school for the day should be made no later than 6:00 A.M.

When school is closed for the day or dismissed early, all after-school and evening school-sponsored activities and community use of school facilities will be cancelled or postponed. RSU #38 School Board meetings may be held.

Notice of closing or cancellation shall be given to students and parents by means of media announcements or by other appropriate methods. Such notice shall be given sufficiently in advance of the school session in order to avoid confusion and inconvenience.

When school is in session, it remains the responsibility of parents to decide whether or not their children shall attend school under the existing conditions.

Storm days lost in excess of the number provided for in the school year calendar will be made up as determined by the Board. This may include conducting classes on the weekend, rescheduling or shortening vacation periods, or postponing the close of the school year.

Cross Reference: Policy JEA, Compulsory Education

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

**REGIONAL SCHOOL UNIT #38  
SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF**

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the Board’s responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for overseeing the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. Probationary teachers shall in any event be evaluated at least once in each year of their probationary employment.

- A. Criteria used for evaluation shall be in written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent’s office.

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

The performance evaluation and growth system must be approved by the Board.

In keeping with the Board’s goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706, 13802  
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E) (3), 8.08

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

**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. Notification must be submitted to the Principal 3 days prior to the observance.

Students excused from school for the observance of religious holidays will not be penalized for missing practices, rehearsals, or competition.

Special school activities will be planned around religious holidays when possible.

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.

Cross Reference: IMDC-R – List of Religious Observances/Holidays  
JEA – Compulsory Education

Revised: January 6, 2016

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

**REGIONAL SCHOOL UNIT NO. 38**  
**VISITORS TO THE SCHOOLS**

The School Board encourages the active interest and involvement of parents and citizens in the public schools. In order to avoid interruption of the instructional program and to promote the safety of students and staff, building principals shall institute administrative procedures concerning visitors to the schools. Such procedures shall be subject to the approval of the Superintendent. It is understood that procedures may vary from school to school due to differing considerations such as the age of the students and building layout and location.

The following general guidelines shall be incorporated in all building-level administrative procedures concerning visitors.

- A. The term “visitor” shall apply to any person on school grounds or in school buildings who is not an employee or student of the school unit.
- B. All visitors shall report to the main office upon arrival at the school. (This section shall not apply to parents or citizens who have been invited to the school for an open house, performance or other preplanned school program.)
- C. All visitors who wish to visit classrooms, observe aspects of the instructional program or meet with staff members are expected to schedule such visits in advance with the building administrator. Teachers and other staff may not use instructional time to discuss individual matters with visitors.
- D. Individual School Board members shall follow the same procedures as other visitors, and state whether they are visiting the schools on personal business or in connection with Board duties, as outlined in Policy BHC.
- E. Visitors shall comply with all applicable Board policies and school rules. Visitors who violate these policies/rules and/or disrupt the safe and orderly operation of the school shall be asked to leave the premises.
- F. The building administrator/designee has the authority to refuse entry to school grounds or buildings to persons who do not have legitimate, school-related business and/or who may disrupt the operations of the schools. This may include, but not be limited to, the news media, profit-making businesses, fundraisers and other organizations seeking access to students and/or staff.
- G. School staff shall report unauthorized persons on school grounds or in school buildings to the building administrator/designee. Unauthorized persons shall be directed to leave the premises immediately.

## REVISED POLICY – SECOND READING

- H. The building administrator/designee may request the assistance of law enforcement as necessary to deal with unauthorized persons or violations of the law by visitors to the schools.
- I. If there exists a court order containing restrictions on access to a child by a parent or other person, and a parent or legal guardian wishes the school to act in a manner consistent with that order, it is the responsibility of the custodial parent or legal guardian to provide a certified copy of such order to the school authorities.
- J. A student will be released only to parents, legal guardians or persons authorized in writing by parent(s)/legal guardian(s) to pick up the student. When school personnel have reason to question the authenticity of written authorization, they shall make appropriate efforts to telephone the student’s parent(s)/legal guardian(s) to confirm the authority of the person seeking to pick up the child. Administrators may institute other appropriate procedures regarding release of students to parents, guardians and authorized persons. **The school reserves the right to question the authenticity of any written or verbal communication and to deny the release of students to unauthorized or unknown persons.**

Cross References:     BCA – Board Member Code of Ethics  
                              BHC – School Board Staff Communications  
                              EBCA –Comprehensive Emergency Management Plan  
                              JJE – Student Fundraising Activities  
                              JLF – Reporting Child Abuse and Neglect  
                              KHB – Advertising in the Schools

Revised Date: 02/09/11

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

|                         |   |           |
|-------------------------|---|-----------|
| Position                | Science Teacher- Maranacook Community High School |           |
| Candidate               | Ernest Colvin                                     |           |
|                         |   |           |
| Educational Preparation | University of Cincinnati - MA Secondary Education | 1999      |
|                         | - Curriculum and Instruction                      |           |
|                         | University of Wisconsin, Madison Zoology          | 1991      |
|                         |   |           |
| Related Experience      | Kents Hill School - Science Teacher               | 2014-2018 |
|                         | Waukesha, Wisconsin - Science Teacher             | 2011-2014 |
|                         | Cincinnati, Ohio- Science Teacher                 | 1997-2000 |
|                         |   |           |
| References              | Jeff Munson- Dept. Chair, Kents Hill School       |           |
|                         | Tim Carr - Teacher, Kents Hill School             |           |
|                         | Dr. Jeff Link, Science Teacher, Kents Hill School |           |
|                         |   |           |
| Certification           | Science Physical 7-12 (350) Professional          | 7/1/2021  |
|                         | Science Life 7-12 (395) Professional              | 7/1/2021  |
|                         |   |           |
| Salary                  | \$43,111.13 Degree: MA Level 7                    |           |
| Board Hire Date         | 6/6/2018  |           |
| Replacing               | Kristian Fore                                     |           |
|                         |   |           |
|                         |   |           |

Elementary Principals' Report  
 June 6, 2018  
 Janet Delmar (MES & MTV)  
 Jeff Boston (RES & WES)

|     | Pre-K       | K     | 1     | 2     | 3     | 4     | 5     | Total |
|-----|-------------|-------|-------|-------|-------|-------|-------|-------|
| MES | 15/11       | 12/13 | 18/18 | 22    | 16/12 | 23    | 21    | 181   |
| RES | 31<br>16/15 | 15/16 | 13/14 | 18/18 | 22    | 18/18 | 16/17 | 216   |
| MTV | 10          | 11    | 16    | 20    | 13/13 | 17    | 20    | 120   |
| WES | 0           | 12    | 12    | 12    | 10    | 11    | 11    | 68    |

**National Board Certification Exam - School Nurse**

On May 1st, Angela Palmer, school nurse at Wayne, Mount Vernon and Manchester Elementary Schools, received notice she passed her National Certification Examination for School Nurses. She received a rating of "Above the Competency Level" in the following areas: 1) Health Appraisal, 2) Health Problems and Nursing Management, 3) Health Promotion and Disease Prevention, 4) Professional Issues, and 5) Special Health Issues. Congratulations Angela!

**RSU#38 Elementary Libraries Annual Report 2017-2018**

**May 22, 2018, Prepared by Sue Halberstadt**

The library has had a productive year. We continue to add to our collection in each school. This past year we have made purchases to support the curriculum; new books on land formation, books on plants, and wordless picture books for language development are just a few examples. We have also purchased KVBA books for our library reading program. We try to select books that support the curriculum, are high-interest books that develop a love for reading, and books ranging in different reading levels. Graphic novels are very popular with our elementary readers and we are building our collection at each school.

This past April the library staff attended Reading Round Up Conference. This is a wonderful annual conference for librarians around the state. A guest speaker started the morning session and the rest of the conference consisted of workshops introducing new top books for all ages and workshops with library program ideas. This year's guest speaker introduced the importance of oral storytelling. Oral storytelling is an old tradition that engages students as



they become better connected to the story being told. We all came away with a new sense of energy and lots of ideas from this conference.

Our end of the year KVBA celebration is underway; both Wayne Elementary and Mt. Vernon Elementary have had their celebrations, and Readfield Elementary and Manchester Elementary will celebrate their reading programs later this week. We are happy to announce that we had 100% participation with all 3-5 graders in all 4 schools. The requirement to attend the celebration for 3rd graders is reading at least 6 books, 4th graders are required to read at least 8 books, and 5th graders must read at least 10 books. Our list contains 36 books for the students to choose from. Our library staff, the teachers and ed techs all worked hard to help students achieve their reading goals. We are also happy to announce that we had 17 students who qualified for the 20 plus club in Readfield, 17 students qualified in Manchester, 6 students qualified in Mount Vernon and 5 students qualified in Wayne. These students read 20 or more KVBA books.

The library is an important asset for our schools. Our purpose is to support our teacher requests and students learning. We also purchase books to support independent reading for pleasure. Our strong circulation numbers demonstrates the high use of our collections during the school year. For the last 12 months, circulation is as follows:

|  |                    |
|--|--------------------|
| Manchester Elementary School Collection: 7,375   | Circulation: 8,053 |
| Readfield Elementary School Collection: 7,179    | Circulation: 7,658 |
| Mount Vernon Elementary School Collection: 5,661 | Circulation: 4,806 |
| Wayne Elementary School Collection: 4,490        | Circulation: 2,853 |

The elementary library staff works well together, and we are looking forward to another productive year.

### **5th Grade Celebration at the Ladd Center:**

On June 8th, the Fifth Grade students and teachers from all four elementary schools will spend a day together at the Ladd Center in Wayne. This is an annual event to celebrate with our students before moving on to the middle school. Barbara Godfrey, our elementary physical education teacher, organizes this event with a variety of wellness activities to assist with bonding and building new friendships. It is a wonderful day for all!

## **Wellness Updates**

Below are some updates, goals and proposals from the district Wellness Committee.

## **Wellness Proposal for Elementary Schools**

### **Goals:**

1. Increase the health and well-being of all children by reducing unhealthy processed sugar heavy foods from their diet during the school day.
2. Emphasize to children at a young age the importance of healthy food choices and the impact it has on quality of life.
3. Increase the safety and well-being of children with food allergies/intolerances.

### **Proposal:**

Limit the amount of cupcakes/brownies/cookies/cake that will be brought into school.

Parents wanting to bring treats in for birthdays, etc. will be encouraged to choose from a pre-approved list of healthy snacks.

Arrangements must be made with classroom teachers and nurse prior to any food items coming into the classroom.

### **Sample of List of Healthy Snacks:**

Fruit Kabobs/Salad

Low-Fat Cheese Cubes/Sticks (can use colorful toothpicks and a variety of cheese)

Popcorn

Vegetable Tray with low-fat dips in small bowls (ranch, hummus, salsa)

Celery with cream cheese

Yogurt/fruit/granola parfaits (gluten free/tree nut free granola for classrooms with those particular allergies)

Pretzels (gluten free/tree nut free when allergies exist in the classroom)

### **Retirement:**

The Wayne Elementary School faculty, students and staff would like to recognize Ray Kelley for 29 plus years of service to our school and community. On June 1st, Mr. Kelley will retire from his position as the custodian of our school. Thank you for your years of commitment in making WES a special place to work and learn. We wish you all the best in your retirement!

Finally, we would like to take this opportunity to thank our students, parents and staff for a wonderful school year! We would also like to wish our 5th grade students all the best as they leave our elementary schools and enter a new phase in their educational career, middle school.



## MARANACOOK COMMUNITY HIGH SCHOOL

RSU#38

2250 Millard Harrison Drive

Readfield, Maine 04355

Office (207)685-4923

Fax (207)685-9597

7a.

Dwayne Conway, Principal

Kristen Levesque, Assistant Principal

Kelly Thompson, Office Coordinator

Al MacGregor, Athletic Director

Kimberly Radley, Guidance Chair

Dear RSU #38 Board Members,

### **Memorial Day Assembly**

The annual Memorial Day Assembly was held on May 24. The purpose of this brief assembly is to remind students about the importance of Memorial Day and to recognize the sacrifice of local soldiers killed in war. Thank you Shane for making this a great event every year!

### **Maine National History Day Documentary**

On May 19, Luke Bartol showed his 1st place in Maine National History Day Documentary "The International Space Station: Out of this World Cooperation" at the Museum LA innovation Expo in Lewiston. Over 600 people attended the event. Luke will be competing in the National competition on June 14 in College Park, MD.

### **8th grade visit**

On May 22 and May 25, the class of 2022 came up to the high school for their first class-wide orientation and tour. These were a great success because of all the work done by our staff and students! Kim, Mackenzie, Bill and Hannah- thank you for leading team building activities! Susan, MaryAnne, Robyn, Chris S, Chris T, Drew, Al, Becca, Laura and Sandy- thank you for providing them with an overview of your programs! Finally, a huge thank you to all the juniors who helped make these events a success. The juniors who helped were: Lilly Voye, Lexi Taranko, Jaelyn Ferguson, Sarah Chapin, Duncan Rogers, Hannah Woodford, Julia Tague Lacrone, Abi Aho, Sam Cloutier, Katie King, Hailey Campbell, Jay Lauter, Morgan True, Laure Ireland, Jillian Tripp and Grace Bachelder.

### **Thomas College OBS**

Audrey O'Clair met with the Lewiston partners on the 22nd of May to begin creating the podcast for OBS. Maranacook students were supposed to go for the final meet up, but many of them had commitments that they were unable to miss, so the date to meet with Audrey will be changed to sometime in June. The group is celebrating its third year together and has created many moving and progressive stories to share to the world. These stories will be in the form of 5-6 podcasts where all of the students will share out. Though busy, our students have greatly benefited from OBS and will continue reaping the benefits in the year to come.

### **Speech and Debate, Washington, DC**

On May 24 the Maranacook Speech and Debate NCFL qualifiers traveled to Washington, D.C., to compete in the NCFL national tournament. We have two teams representing Maranacook in the Public Forum competition: Gavin Diou-Cass/Tyler Dunn and Luke Bartol/Hannah Woodford. Leslie Blouin will represent Maranacook Speech. We expect a strong showing on all fronts.

### **All State Music Festival**

Ten Maranacook students participated in the All State Music Festival April 17-19th at the University of Maine in Orono. Students worked on audition materials at the start of the year, auditioned in January, and were selected out of hundreds of students. All State is put on by the Maine Music Educators Association and brings world-class conductors and composers to work with Maine

students in four ensembles. Maranacook students were represented in each ensemble - Concert Band, Orchestra, Mixed Choir, and the all female Treble Choir. To be selected for the festival is the highest honor for student musicians in the State. A special recognition goes out to Carter McPhedran who was selected by audition over 30 of the top tenors to perform as the soloist in the mixed choir. He was selected by the director of the choir Sydney Guillaume, who is an internationally renowned composer and conductor.

The following students attended the festival.

In Mixed Choir was Carter McPhedran, Gabriel Jones, Robert Allen, Hannah Liscord, Dana Reynolds and Karissa Lucas. Cameryn Freeman and Emma Hatt sang with the Treble Choir. Maggie Stokes played oboe in the Orchestra and Claire Fromberg played bass clarinet in the Concert Band.

### **Model United Nations Field Trip**

On May 18, students from Maranacook represented Finland, Sweden, and Japan in the Model United Nations Conference at Northeastern University in Boston, MA. The United Nations Association of Greater Boston staff commented on how prepared, and engaged our students were. Our school was rewarded with more Awards than any other school in attendance. Students from Massachusetts, Connecticut, and Maine participated with schools such as Boston Latin School, British International School, Eugene Wright Science and Technology Academy, Excel Charter School, Milton Academy, Scituate High School, Sharon High School, and more with about 400 in attendance.

Maranacook Award winners were:

1. Representing Sweden in the UN Development Programme: Maura Taylor and Nina Gyorgy for Best Position Paper
2. Representing Sweden in the World Health Organization: Grace Despres and Luke Bartol for Best Negotiators
3. Representing Sweden in UN Environmental Programme: Ryan Worster for Best Public Speaker
4. Representing Finland in the Economic and Finance Committee: Ashley Cray and Sarah Chapin for Best Delegation
5. Representing Japan in the Human Rights Council: Maddie Taylor and Laura Parent for Best Delegation
6. Representing Finland in the UN Office on Drugs and Crime: Connor Firth and Gavin Diou-Cass for Best Delegation

**NHS Tapping:** Current NHS Members “tapped” new members on Monday. This a tradition at Maranacook and how students learn that they have been accepted into NHS. We congratulated new members and ate cake! New members were inducted on May 30th.

**Maine Education Fund Grant:** Congratulations to Kristen, Lori, Liz, Kim and Mackenzie who all were awarded MEF grants for 18-19.

**Whole School PLC:** On May 16 we had our last whole group PLC for the year. The focus was on student achievement and facilitated by Barbara and Chris. Thank you to Cal, Mike, Patrick, and Jay for taking part in the panel discussion.

**District Dropout Prevention Meeting:** On May 16 we held our annual dropout prevention meeting with David Twitchell, a member of the school board present. At the meeting ways to increase the graduation rate were discussed, as well as current supports, such as RTI that we have in place for our students. Staff from Maranacook in attendance were Kristen, Sara, Robyn and Dwayne. Next year the group will meet once in January and again in May.



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**Health Advisory Committee Meeting:** The meeting took place on May 15 with Wendy Brotherlin, Jen Parent, Joan Mohlar, Alberta Messer, Dwayne Conway, Kristen Levesque and Becca Reynolds in attendance. The main focus of the meeting was an update of LD 1710 with a student update of a health center promotional video.

**Thomas College Summer Intensive:** On May 15 Provost Edwards and Dean Callahan joined us from Thomas College to preview the upcoming summer intensives. Parent turnout was the best we have had yet and students seem eager for this challenge.

**Congratulations recent grads!** Lana Watts, Connor Firth and Robert Allen graduates from Thomas College with their Associates in Liberal Arts last weekend. Congratulations to our recent college grads!

**Federal Summer Program: Congratulations, Shane!** The World War One Centennial Commission, National History Day, and the American Battle Monuments Commission are proud to announce the program "World War I Memorializing the Fallen". Shane Gower of Maranacook Community High School in Readfield, ME is one of ten teachers from around the country that have been selected to participate in this fully funded program at no cost to the participants.

Each participant will read about the First World War and engage in Webinars with Professors on the subject. Each teacher will also select one local Silent Hero to profile (who died as a direct result of the conflict and is buried in one of the following cemeteries: Flanders Field American Cemetery, Chateau Thierry American Cemetery, Oise-Ainse American Cemetery, Saint-Mihiel American Cemetery or Meuse Argonne American Cemetery) to research and have their story published. Participants will travel to Belgium and France to visit the cemeteries, battlefields, and historic sites related to World War One from June 28-July 6, 2018.

After the travel trip, teachers will create lesson plans related to World War I and pilot them with their students during the 2018-19 School year. They will be published in 2019 as part of a World War One resource book for educators. This program is in conjunction with the 100<sup>th</sup> anniversary of the end of the First World War to help educators commemorate the end of War in their classrooms.

**Rebecca Parent Presentation:** On May 10 a conversation with students, administrators, health professionals and Maranacook community members was held concerning substance abuse. Kristen presented the (MIYHS) Maine Integrated Youth Health Survey data. This was followed by a panel discussion on substance abuse and what is actually happening in our schools and community?

**Teacher Appreciation:** On May 8 we held a teacher appreciation breakfast and desserts. The student senate ran the breakfast table and did a great job! Thank you teachers and staff for all you do!

**Learning Leader Retreat:** On April 28 the leadership team meet at Liz's house to work on issues to keep the school moving forward. I can't thank them enough for their dedication and continued

focus on student support. We were joined by Gary Chapin from the Center for Collaborative Education along with Nancy who worked with groups on proficiency based education.

**Day of Silence:** Maranacook's Gay Straight Trans Alliance (GSTA) arranged an event called the Day of Silence, a student-led national event hosted by the Gay, Lesbian, Straight Education Network (GLSEN) which draws awareness to the bullying and harassing of lesbian, gay, bisexual, transgender, queer and questioning students. For an entire day those who choose to participate take a vow of silence to symbolically represent the silencing of the LGBTQ+ community. The group worked hard to put this together. They should be proud of themselves and they are thankful to have seen the number of people that showed support for the LBGT community.

**Prom:** We had an incredible prom on Saturday May 5<sup>th</sup>. The Governor's Mansion was decorated extremely well with the theme being Paris Nights. All but one student showed up who bought a ticket. The juniors had fabulous parents that helped out with everything. Thank you to the class of 2019 advisors for making it such a great and successful night. Also thank you to the class of 2018 advisors for showing up at prom and continuing the tradition of having photos taken by advisee group.

**Curriculum work Arts Department:** Jeremy, Drew, Jeff, and Tom had a release day where they focused on building curriculum for their classes. It was a productive day!

**Student Senate:** Officers have been nominated and will be announced next week upon formal acceptance of nominations. We will host officer speeches May 31st for 8-12th grade students. We are also excited to have the application process begin the first of June for 2018-19 Senators. This will allow Senate to be prepare for the opening of our 2018-19 School year.

Officers: Completed suggested Amendments to the By-laws which will be posted for the student Body to view and bring any questions or concerns to their class reps before a vote to accept that will take place the first week of June.

Outreach: Looking at a Movie night in June, may work with school spirit to have it on the same night prior to a Bonfire.

Sustainability: Have secured a donation of lumber to rebuild some of the raised garden beds. They will be working with Mr. Malsbury and Alt. Ed to complete this project. They will be heading to the elementary schools to work on the spring seedling project with Mr. Bridges.

School Spirit: Working on a Bonfire at the end of May first of June before graduation.

Student Voice: Polling students for any concerns and suggestion of media use and guidelines. They are also hosting an art contest for seniors to submit artwork that can be painted on a block in the nook. The winning artwork will be the work that is the most creative and the best representation of the class.

Enrollment: 359

9<sup>th</sup> Grade: 85, 10<sup>th</sup> Grade: 92, 11<sup>th</sup> Grade: 93, 12<sup>th</sup> Grade: 89

Respectfully Submitted,

Kristen, Sam, Kim, Shane, Drew, Kelly, Lori, Sara, Becca and Dwayne

**WARRANT ARTICLE RECONCILIATION  
REGIONAL SCHOOL UNIT NO. 38  
2017-2018  
June 1, 2018**

| <u>DESCRIPTION</u>       | <u>APPROVED</u>      | <u>TRANSFER</u> | <u>REVISED</u>       | <u>EXPENDED</u>      | <u>ENCUMBERED</u> | <u>REMAINING</u>    | <u>% REMAIN</u> |
|--------------------------|----------------------|-----------------|----------------------|----------------------|-------------------|---------------------|-----------------|
| Regular Instruction      | 7,453,562.00         |                 | 7,453,562.00         | 6,457,424.27         | 41,724.63         | 954,413.10          | 12.80%          |
| Special Education        | 2,172,749.00         |                 | 2,172,749.00         | 1,751,249.33         | 0.00              | 421,499.67          | 19.40%          |
| Career & Technical Educ. | 0.00                 |                 | 0.00                 | 0.00                 | 0.00              | 0.00                | #DIV/0!         |
| Other Instruction        | 437,758.00           |                 | 437,758.00           | 369,871.67           | 2,201.32          | 65,685.01           | 15.00%          |
| Student & Staff Support  | 1,711,415.00         |                 | 1,711,415.00         | 1,546,800.59         | 5,584.86          | 159,029.55          | 9.29%           |
| System Administration    | 609,435.00           |                 | 609,435.00           | 573,476.84           | 654.79            | 35,303.37           | 5.79%           |
| School Administration    | 958,788.00           |                 | 958,788.00           | 871,445.24           | 3,801.77          | 83,540.99           | 8.71%           |
| Transportation           | 955,374.00           |                 | 955,374.00           | 874,418.44           | 16,258.52         | 64,697.04           | 6.77%           |
| Facilities/Maintenance   | 2,268,107.00         |                 | 2,268,107.00         | 1,986,680.10         | 86,864.36         | 194,562.54          | 8.58%           |
| Debt Service             | 557,687.00           |                 | 557,687.00           | 557,686.00           | 0.00              | 1.00                | 0.00%           |
| All Other Expenses       | 88,033.00            |                 | 88,033.00            | 86,342.66            | 0.00              | 1,690.34            | 1.92%           |
| <b>TOTAL BUDGET</b>      | <b>17,212,908.00</b> | <b>0.00</b>     | <b>17,212,908.00</b> | <b>15,075,395.14</b> | <b>157,090.25</b> | <b>1,980,422.61</b> | <b>11.51%</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 2017-2018

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.

To: RSU #38 Board of Education  
 From: Nancy Harriman, Director of Curriculum, Instruction and Assessment  
 Re: May 31, 2018

**Aspiration**     *a: a strong desire to achieve something high or great*  
 (Merriam-Webster Dictionary <https://www.merriam-webster.com/dictionary/aspiration>)

Do you remember being asked, *What do you want to do when you grow up?* Who asked you that question? Perhaps extended family members or neighbors? Educators? What if no one asks? At Maranacook Area Schools, advisors, teachers, and other staff DO ask those questions frequently and encourage students to ponder their answers.

Apparently, the authors of the **Maine Learning Results** also thought aspirations and related questions were important because they developed standards for an entire content area back in 1997 and named it Career and Education Development. Basically the standards address three questions:

**Who am I?**

*(self-knowledge, self-concept, relationships & beliefs/behaviors for success)*

**Who do I want to become?**

*(21<sup>st</sup> century skills, career exploration, post-secondary education options)*

**What will it take to achieve my goals?**

*(charting a course, planning for further education options, considering cost and life/career balance, changing career options)*

This year a dedicated group of professionals (teachers, school counselors, administrators) started to document an **RSU #38 Curriculum for Career and Education**. Many activities are already provided to students through the Melmac Grant, Gear Up Grant and Advisory Program to help students achieve these standards. However, coordinating the activities between Middle and High School; clarifying who's responsible for what; and strengthening opportunities where there are gaps were all part of the documentation process. The team has shared drafts of their work with the Board's Curriculum Committee (April), Master Advisors for 6-12, and other staff for feedback. It's likely a completed curriculum will come forward for adoption next year.

Meanwhile, through the Gear Up Grant, one of the most moving activities I have been involved in is the **Community College Circles**. Sponsored in part through the Gear Up grant, and coordinated this year by Jean Roesner and Jenny Bean, this project brings Bob Stuart to each of our elementary schools' fifth grade classes and middle school to speak to students about their aspirations and why they should consider going to college. His presentations are interactive, personalized, and entertaining! Then students are encouraged to submit an essay about their aspirations and what colleges might be of interest to them and why (obviously this takes a little research)! For their efforts, they might be selected by a volunteer team of community members and educators to receive a \$100 scholarship! The awards will be made on June 7 at the High School at 6:00 pm this year. Don't miss it! The looks on the faces of recipients and their proud family members are priceless.





# MARANACOOK AREA SCHOOLS

7a.

Donna H. Wolfrom, Ed.D.  
Superintendent of Schools

Nancy Harriman, Ph.D.  
Director of Curriculum, Instruction & Assessment

Tel. 207-685-3336

*A Caring School Community Dedicated to Excellence*

Ryan Meserve  
Special Education Director

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Finance Manager

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## Superintendent Report – June, 2018

Administrators typically are working in two school years during the months of May and June. We are trying to bring everything together for the completion of the current school year, while planning for the school year to come. Although the budget work is largely complete, except for the final vote, we are now at work analyzing class sizes and assigning current staff to positions for the coming year, determining what positions need to be filled, reviewing applications for new positions, and interviewing the selected applicants. Each interview takes approximately 45 minutes with a time at the end to debrief and determine which candidate/s to recommend. There are usually from three to five applicants interviewed for each position so the interview process requires a fairly large block of time. We have already begun to fill positions and, for most positions, have quite a large number of applicants.

Applications are screened for certification, years of experiences, educational philosophy statements, and letters of recommendations. In the past day I have screened approximately 30 applications for various positions. These applications are arriving largely from Maine locations, but also from applicants in other states. We are fortunate to have many highly qualified candidates for our available positions.

This week Brigette and I attended a MSMA conference on school security. We heard many speakers who spoke about effective strategies for securing our schools without spending large amounts of money. School access was a major topic and we were urged to allow only one access to schools during school hours, and during after-school activities. Speakers stressed that access points should be controlled by having someone who questions visitors and allows their entrance only after they have been questioned and cleared for admission. Speakers warned about providing multiple points of unsupervised access such as propped open doors. Limiting access to buildings is one of the most effective ways to promote safety within our schools.

On Tuesday evening the Facilities Committee met with Tyler Barter from Oak Point Associates to discuss the bonding process and to identify projects to include in the bond. We reviewed the needs assessment and discussed projects that might be saved until a Revolving Renovations grant becomes available, projects that could be addressed with Efficiency Maine, and projects that should be included in the bond. Tyler is researching costs and will get back to us with some estimates of the various projects that were identified.

I recently attended an assembly at Manchester Elementary School where Travis Mills spoke to the students. His message to the students was about perseverance, not giving up. This is important for our students to learn and a theme that appears in our daily messages to our students. For, example, one of the mathematical practices in the Common Core Standards is *make sense of problems and persevere in solving them*. Sarah Caban, our district math coach works with teachers and students to recognize and support this practice in our teaching of mathematics. Teaching our students to persevere in their learning is an important life skill and supports our dedication to excellence.

RSU #38 Drop Out Prevention Committee

Date: 5/16/18

Time: 5:30

Location: MCHS rm. 149

Attendance: Robyn Graziano, David Twitchell, Sara Chisholm, Kristen Levesque and Dwayne Conway

Dwayne reviewed Policy JFC with the group to outline the purpose of the meeting and detail who needed to be in attendance. No recommended changes.

Kristen reviewed academic support chart and it was determined the chart needed to be updated to reflect current RTI practices and the focus lab.

Sara reviewed the MCHS dropout prevention plan and it was determined freshmen academy, RTI and current attendance practices needed to be added to the plan.

The graduation data was reviewed: 2013-83.81%, 2014-86.61%, 2015-91.09%, 2016-91.96%, 2017-94.74%.

Robyn gave a freshmen team update noting greater focus this year has been placed on academic interventions.

Kristen detailed the process the sophomore team proposal has gone through and where it currently stands.

The group discussed next steps. Along with adding to the documents as noted above the group will meet 2 times next year beginning in January

Adjourn 6:10

RSU #38 Facilities Meeting

May 22, 2018

MINUTES

Present: Gary Carr, Kaleb Pushard, Betty Morrell, Shaun Drinkwater, Brigitte Williams, Donna Wolfrom, Tyler Barter

Explanation of bonding process:

- Distribution of Spring Bond Issue Schedule

- Distribution of previous warrant articles on projects

- Discussed possibility of Bond Anticipation Note

What might fall under revolving renovations? Roofs (structural renovations), bathrooms, fire alarms and fire alarm panels, ventilation/air quality

Discussion of what should be in the bond:

- Manchester heating

- Wayne: boiler

- Wayne Septic

- Paving (Not central office or sealing cracks, not Manchester, bus garage) Wayne, Mt. Vernon, Readfield, Millard Harrison Drive

- HS roof

Lighting: Efficiency Maine

Defer Ventilation

Toilets in Mt. Vernon, put in FY20 budget

Manchester - defer 1 bathroom to Revolving Renovations, defer 1 bathroom to FY20 budget

Possibility of splitting the bond into two questions; paving and other projects.

They are still analyzing how address the issue with the water tank at the middle school.

Tyler will work on costs for the middle school water tanks, and remove costs for the design of Wayne septic and some parking lots.

Health Center Advisory Board Meeting Minutes  
May 15, 2018

Wendy Brotherlin, Jen Parent, Joan Mohlar, Alberta Messer, Dwayne Conway,  
Kristen Levesque, Becca Reynolds

Meeting began at 6:30. Alberta gave an update on the work she has done this school year on a mobile health van in Mississippi and Louisiana. Alberta says that there are very few doctors and the need for healthcare is great. There are two vans involved in the Coastal Family Healthcare program; one for medical needs and one for dental. It is funded by the local rotary club. Migrant workers also get their care through the program. She is introducing the SBHC model in the areas where she is working and would love to have Becca and students and/or HC staff come down and share about the Health Center.

Student update: The Health Center Promotional Video has been shown at all grade levels and will be shown for the 8<sup>th</sup> graders next week. Students are working on cleaning up the boutique. They also remain interested in having puppies or therapy dogs visit the school during final exams.

Legislative update: LD 1710 is now dead. This means that the “emergency” state funding that was proposed for next school year will most likely not happen. Our Health Center has funds set aside that will enable us to operate through next school year, but we will likely be asking for the school board’s full support in the near future.

Update on services: Ellen Turgeon, school nurse, is on maternity leave through the end of the school year. Sandy Hunter has been filling in along with Erika Chilton, Anya Davidson and Jen Jacobs. All of their support has been fantastic and is much appreciated. According to KBH, 1,014 service hours have been completed for counseling services this year. Additionally, there have been 97 encounters with the physician assistant this year.

Boutiques and Food Pantries: The middle school boutique has been getting lots of donations. The pantry is growing; new shelving units have been purchased and the refrigerator is ready to be plugged in. Lots of weeding is happening in the HS boutique; we have limited space and students use gym clothes, sneakers, sweatshirts, leggings and winter coats. We are going to focus our energies on those items and some really nice clothing items.

RSU #38 Policy Committee Meeting  
Superintendent's Office  
May 15, 2018, 6:00 p.m.

Minutes of Meeting

Present: Gary Carr, Lucas Rumler, Alexander Wright, Chair Betty Morrell, Superintendent Donna Wolfrom

The Committee reviewed the policies following first readings. No additional comments or suggestions were received. The following changes were made.

1. Policies to Review following first readings:
  - a. EBCE, School Closings Policy – Added cross reference to Policy JEA, Compulsory Education
  - b. GCOA, Supervision and Evaluation of Professional Staff – No revisions
  - c. KI, Visitors to Schools – Added cross reference to Policy JJE, Student Fundraising Activities, and Policy KHB, Advertising in the Schools
  - d. IMDC, Observance of Religious Holidays – Added cross reference to Policy JEA, Compulsory Education

Policy Committee recommends policies EBCE, GCOA, KI, and IMDC for second reading as presented.

2. Review of Policy List – The Committee reviewed the listing of Policies for RSU #38 and recommends that next year's Committee review policies with adopted/revised/reviewed dates of 2015 and earlier.