

"A Caring School Community Dedicated to Excellence"

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

Maranacook Community High School

December 19, 2018, 6:30 p.m.

AGENDA

1. Call to order:
2. Presentations: (30 min.)
 - a. Health Center and Future Funding Update
 - b. 5210 Program Update
3. Citizens' Comments: (5 min.)
4. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)
5. Action/Discussion/Informational Items: (60 min.)
 - a. Approval of Minutes of December 5, 2018*
 - b. Acceptance of donations*
 - c. Acceptance of resignation effective 12/14/18, Student Services Director Alan MacGregor
 - d. Acceptance of resignation effective 2/1/19, Middle School Teacher Genevieve Ricard
 - e. Consideration of overnight trip – Wayne Elementary School Grades 4-5, University of Maine 4-H Camp, Bryant Pond, ME, May 13-14, 2019*
 - f. Policy Second Readings: BEDB, School Board Meetings and Agendas; KHB, Advertising in the Schools; IHCD, Post-Secondary Enrollment Options*
 - g. Update on Facilities Improvement Bond Referendum
 - h. Update on Strategic Plan
6. Adjournment:

* Attachments

~Notice~
School Tour
5:45 – 6:25 p.m.

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REGIONAL SCHOOL UNIT #38 BOARD OF DIRECTORS
Maranacook Community High School
December 5, 2018
Minutes of Meeting

Members Present: Chair Gary Carr, Vice Chair Wendy Brotherlin, Patty Gordon, Cathy Jacobs, Betty Morrell, Kaleb Pushard, Shawn Roderick, Crystal Sullivan (arrived 7:08), Melissa Tobin, David Twitchell, Adam Woodford, Alexander Wright

Member Absent: Scott Lyons

Student Reps: Esm'e Jamison, Malachi Vazquez-Carr, Dana Reynolds, Ella Stevens

Administrators: Superintendent James Charette, Principals Dwayne Conway, Janet Delmar, Abbie Hartford, and Kristen Levesque, Assistant Principal Tina Brackley, Director of Curriculum, Assessment & Instruction Nancy Harriman, Technology Director Diane MacGregor, Special Education Director Ryan Meserve, Finance Manager Brigette Williams

1. Call to order: Chair Carr called the meeting to order at 7:00 p.m.
 Chair Carr announced that the first reading of Policy IMDB is tabled. The Student Representative reports will be moved up in the agenda. There will also be an executive session to discuss item 6g.

Student Representatives Reports:

Student representatives reported on the recent activities at the high school and middle school as well as the beginning of the winter sports season. Many fundraising activities have taken place including a community breakfast with donations going to assist families with heating fuel, and a clothing drive with the assistance of the Catholic Charities of Maine.

2. Presentations:
 - a. Report Card Update (HOW)
 Principals Kristen Levesque and Dwayne Conway reported on the HOW (Habits of Work) grading system, which is a necessary step on the way to standards based. Teachers use it every two weeks to assess students' habits of work. This grade does not affect their GPA.
 Questions were asked about how the middle school students are graded; it seems that it is not consistent across the school. Principal Levesque responded that staff is working to develop a more consistent grading system for the HOW. Principal Conway reported that the high school staff is also working on calibrating how the grades are given so that a 2 from one teacher is a 2 from another teacher.
 - b. Storm Days Education Plan
 Technology Director Diane MacGregor reported on the information she gathered regarding remote learning for storm days and how that impacts student education. She provided an overview of what it could look like and the next steps. The HS and MS students would use activities that could be completed on their laptops. Elementary students would have "blizzard bags" or "genius bags" with work to do for the day that is purposeful and meaningful. Work done on a remote learning day would be due the next day. If a student does not turn in their work, then the student would be considered absent and the procedure for makeup work would be followed.
 The next step is to convene a district committee comprised of teachers from each grade span and a representative from each school. The reason the Camden school district is

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allowed to pilot a program like this now is that they have 2 additional days built into their calendar above what MDOE requires. She is hoping to develop a comprehensive plan, get approval from administration and the school board, and then submit the plan for approval to MDOE, with a possibly pilot day in March.

Discussion ensued about having built in time that teachers would be on line to answer student questions. Question regarding classes such as IA; how would they be incorporated? Is this something teachers can opt out of? As a district we would need to decide how this would work for both staff and students. A citizen commented that consideration needs to be made for students who for various reasons would not be able to complete the work.

3. Student Representatives Reports – see item #1 above.
4. Citizens' Comments: none
5. Additions/Adjustments to the Agenda by Board and/or Superintendent:

Chair Carr reiterated that the first reading of Policy IMDB has been tabled and there will be an executive session to discuss item 6g.
6. Action/Discussion/Informational Items:
 - a. Approval of Minutes of November 14, 2018
MOTION by Brotherlin, second by Morrell to approve the Minutes of November 14, 2018 as presented. **Motion Carried:** unanimous
 - b. Acceptance of Donations
MOTION by Brotherlin, second by Jacobs to acceptance the donations as presented.
Motion Carried: unanimous
 - c. Consideration of request for financial support - student competition, Carnegie Hall, NY
MOTION by Brotherlin, second by Wright to consider the request for financial support for the student competition to Carnegie Hall as presented.
 Student Ashley Cray reported on how she became eligible for this opportunity.
Motion Carried: unanimous.
 Miss Cray was invited back to a future board meeting to report on her experience.
 - d. Ratification of resignation accepted over the summer – Literacy Specialist, Susan Lockhart
MOTION by Brotherlin, second by Wright to ratify the acceptance of resignation of Susan Lockhart with regret. **Motion Carried:** unanimous
 - e. Appointment of First Probationary Teacher – MES Literacy Interventionist/Coach, Audrey Danforth
MOTION by Brotherlin, second by Wright to appoint Audrey Danforth to a first probationary teacher contract. **Motion Carried:** unanimous
 - f. Consideration of request for leave of absence, Justin Fecteau
MOTION by Brotherlin, second by Morrell to approve the request for a leave of absence for Justin Fecteau, January – June, 2019
Motion Carried: unanimous
 - g. Consideration of request for leave of absence, December 2018-, Patricia LeVeen – (moved to end of the agenda)

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h. Policy First Readings: IHCD, Post-Secondary Enrollment Options; IMDB, Flag Displays
Policy IHCD is a first reading. Any questions or comments should be submitted to the Superintendent or Board Chair for consideration at the next policy committee meeting. Policy IMDB was tabled.

i. Consideration of Resolution - MSMA Group Insurance Declaration of Trust

MOTION by Brotherlin to move the Vote entitled, "Vote to Authorize Amendments to M.S.M.A. Group Insurance Declaration of Trust" be adopted in form present to this meeting and that a copy of said Vote be filed with the minutes of this meeting. Second by Morrell.

Discussion followed.

Motion Carried: unanimous

7. Informational Items:

In addition to the reports provided in the packet, the administrative team members highlighted recent happenings at each of their schools or in their programs.

Adam Woodford thanked the MEF for the approval of the grant projects.

Item 6g. Consideration of request for leave of absence, December 2018, Patricia LeVeen

MOTION by Brotherlin to go into Executive Session to consider duties of officials/appointees/employees, pursuant to 1 M.R.S.A. § 405(6)(A). Motion was seconded by Wright. **Motion Carried:** unanimous

The Board entered executive session at 8:21 and returned to public session at 8:27 p.m.

MOTION by Morrell, second by Twitchell to approve the leave of absence request by Patricia LeVeen. **Motion Failed:** 0 in favor, 12 opposed.

8. Adjournment: **MOTION** and second to adjourn at 8:42 p.m.

Respectfully submitted,
James Charette, Superintendent/Secretary
D. Foster, Recorder

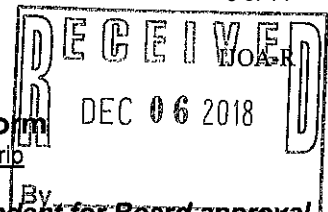
Acceptance of Donations

5b.

December 19, 2018

Donor	Amount	Department
Awesome Bear Society	\$180.00	Student Support – Math Team t-shirts
Anonymous	\$207.55	WES – pay off outstanding lunch balances
Maranacook Education Foundation	\$250.00	Music Student competition – Carnegie Hall
Craig Stevens/Maine Center for Wealth Mgmt., LLC	700.00	Fuel Assistance to Food Pantry
DG Media Arts, Inc.	\$200.00	Food Pantry
Longfellow's Greenhouses	\$100.00	Food Pantry

5e.



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. *(Overnight)*

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

School: Wayne Elementary School Date of trip: 5/13 & 5/14/19 Destination: U of M 4-H Camp in Bryant Pond, ME

Departure time (from school): 5/13/19 @ 8:30am Return time (to school): 5/14/19 - 4:15 - 4:30pm

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

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

Number of students: 20 Number of chaperones: 3 or 4 Cost of activity: \$1400 (est.) paid by class fundraisers

Cost of transportation*: \$600 (estimate) Transportation paid by: Field Trip Funds in WES School Budget
(if not paid by school, please include billing information including mailing address)

Paid By: _____
(School, Parent Association, specific student activity account, other)

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

Class Trip for Grades 4 and 5 -- All natural Science experiences at the Camp. Students and chaperons will be staying overnight on May 13th at the Camp.

Planned Stop(s): None

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

Notification of transportation needs made to Transportation Director: (Date) 11/30/18
(Final approval of transportation arrangements dependent upon availability of bus & driver)

Other Transportation arrangements have been made - please specify: N/A

Storm Date: _____

[Signature]
Principal's Signature

Recommended Not Recommended

12/4/18
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)

RSU #38 Policy Committee Meeting
 Superintendent's Office
 December 11, 2018, 1:00 p.m.
Minutes of Meeting

5f.

Present: Wendy Brotherlin, Gary Carr, Alexander Wright, Jay Charette

1. Policy Review from First Readings:
 - a. BEDB, School Board Meetings and Agendas – The Committee reviewed the comments received. A revision was made on page 2, Additions and Adjustments, second paragraph, “Any Board member who wishes to add an item(s) to the agenda may do so during the Board Additions and Adjustments section of a regular meeting. The Committee recommends Policy BEDB for second reading as revised.
 - b. KHB, Advertising in the Schools – The Committee reviewed the comments received. Committee agreed to put back the original language in the policy under section 1. Policy will be marked as reviewed, no changes. No further action needed.
 - c. IHCDA, Post-Secondary Enrollment Options – No additional comments were received. The Committee recommends Policy IHCDA for second reading as presented.

2. Further review of Policies:
 - a. GBIA, Staff Participation in Political Activities and School Board Election Campaigns (new policy for consideration) – The Committee reviewed the policy and made a revision to paragraph 10. The Committee recommends Policy GBIA for first reading.
 - b. IMDB, Flag Displays – The Committee reviewed the comments received and agreed to revert back to the original policy language. Superintendent Charette explained that the policy pertains to displaying the flag and that curriculum needs should not be included in this policy. Policy remains tabled.
 - c. BEA, Board Use of Electronic Mail – The Committee reviewed revisions recommended by Technology Director Diane MacGregor. The Committee recommends Policy BEA for first reading as revised.
 - d. IJND, School System Web Site/Web Pages – The Committee reviewed revisions recommended by Technology Director Diane MacGregor. Additional minor edits were made. The Committee recommends Policy IJND for first reading as revised.
 - e. JLC, School Health – The Committee reviewed the revisions suggested by the school nurses. Other minor edits were made. The Committee recommends Policy JLC for first reading as revised. *Note: the Superintendent received further revisions from the school nurses after the meeting. This policy will be added to the January Policy Committee agenda for further review.*
 - f. JLCB, Immunization of Students – The Committee continued review of this policy. Minor edits were made. *Note: Although initial comments from the school nurses were in*

favor of the policy as revised, the nurses further reviewed the policy and made additional suggestions. This policy will be added to the January Policy Committee agenda for further review.

- g. JLCC, Communicable/Infectious Diseases – The Committee preferred the formatting of the MSMA sample policy. *Note: the Superintendent received further revisions from the school nurses after the meeting. This policy will be added to the January Policy Committee agenda for further review.*

3. Policy Review:

- a. IHBAC, Child Find (request from Ryan Meserve) – The Committee reviewed revisions recommended by Special Education Director Ryan Meserve. Additional minor edits were made. The Committee recommends Policy IHBAC for first reading as revised.
- b. ADF, School District Commitment to Learning Results – This policy were compared to the MSMA sample policy. The Committee preferred the MSMA sample policy and recommended the policy for first reading. *Note: Upon further review Superintendent Charette will bring this policy back to the Policy Committee for further review prior to bringing it to the Board for first reading.*
- c. BBA, Board Powers and Responsibilities – This policy is the same as the MSMA sample policy. Minor edits were made. Note that Policy was reviewed 12/11/18.
- d. BBAA, Board Member Authority and Responsibilities – This policy is the same as the MSMA sample policy. Legal Reference will be added. Note that Policy was reviewed 12/11/18.
- e. BCA, Board Member Code of Ethics – The policy was compared to the MSMA sample policy. The Committee prefers the MSMA sample policy. The Committee recommends Policy BCA for first reading as revised.

4. Other – The Committee discussed moving the Policy Committee meetings to 1:00 p.m. instead of 6:00 p.m. The following is the revised schedule of meetings.

Next Meetings: currently at 6:00 p.m.

- 1/22, 6:00 p.m.
- 2/12, 1:00 p.m.
- 3/12, 1:00 p.m.
- 4/23, 1:00 p.m.
- 5/14, 1:00 p.m.

**REGIONAL SCHOOL UNIT NO. 38
SCHOOL BOARD MEETINGS AND AGENDAS**

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office and on the RSU 38 web site. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to Board members.

Requests for Agenda Items

Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. The request must be received a minimum of ten (10) days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

Dissemination of Supporting Materials

As an accompaniment to the agenda, the Superintendent will provide to the Board such background materials and data that in his/her judgment are necessary for the Board to give informed consideration to agenda items. The Superintendent will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

Documents containing information that is exempt from disclosure under the Freedom of Access Act or other law shall be marked "confidential." Such information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by Board members should be referred to the Superintendent.

Regular Meetings

The Board of Directors holds regular meetings from September to June of each year. Meetings may be cancelled at the discretion of the Superintendent and Chairperson.

REVISED POLICY – SECOND READING

Special Meetings

A special meeting may be called by the Chairperson of the Board, at the request of the Superintendent, or at the request of any two members of the Board. No business will be transacted except that for which the meeting was called.

Emergency Meetings

An emergency meeting may be called by the Chairperson or Superintendent. No business shall be transacted except that for which the meeting was called. Notice of the agenda will be given as early as practicable.

Quorum

Unless otherwise required by law or Board policy, seven (7) members of the Board of Directors constitute a quorum for the purposes of taking action.

Additions and Adjustments to the Agenda of a Regular Meeting

After the meeting has been called to order, the Superintendent, ~~or~~ Board Chair or Vice Chair may recommend additions and/or adjustments to the agenda of a regular meeting.

Any Board member who wishes to add an item(s) to the agenda may do so during the Board Additions and Adjustments section of a regular meeting. ~~offer a motion to that effect. Such a motion shall require a second to proceed to a vote. The item should be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies. Additions to the agenda should only be made when the matter cannot reasonably wait until the next regular meeting.~~

~~All additions to the agenda must be approved by a majority vote of the members present and voting, with all additions added to the end of the published agenda except if the order of business is changed.~~

In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority of the members present and voting.

Legal Reference: 20-A MRSA § 1477 (RSU)
 Cross Reference: BDDH—Public Participation at Board Meetings
 KL—Public Concerns

Adopted: 06/06/12

Revised: 04/04/18

**REGIONAL SCHOOL UNIT #38
ADVERTISING IN THE SCHOOLS**

The School Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses. Requests to advertise for non-profit organizations may be considered by the superintendent or his/her designee.

The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in some instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The Board reserves the right to consider requests for advertising in the schools, on school grounds or on school buses on a case-by-case basis, except that:

- A. Brand specific advertising of food or beverages is prohibited in school buildings, on school grounds or on school buses except for food and beverages meeting standards for sale or distribution on school grounds in accordance with Department of Education rules. For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.
- B. Consistent with its efforts to promote a tobacco, alcohol, and drug free environment, the Board will not agree to displays of advertising in school buildings, on school grounds, or on school buses for tobacco products, alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.

The following practice and procedures are required.

1. All requests to advertise, sell or solicit goods, merchandise or services will be submitted to the superintendent or his/her designee policy committee for prior approval.
2. Advertising and solicitation will be in print, directed to adults and/or business representatives, and have its source or sponsor clearly identified. No solicitation may be marketed or directed to students.

REGIONAL SCHOOL UNIT NO. 38 POST-SECONDARY ENROLLMENT OPTIONS

The intent of this policy is to establish the requirements for student enrollment in post-secondary courses taken before high school graduation.

Eligible Institutions

Students may take courses at eligible post-secondary institutions within Maine, which may include, but not limited to, the University of Maine System, the Community College System and Maine Maritime Academy.

Students may be allowed to take courses at private colleges or other institutions. Any such requests shall be considered on a case-by-case basis to the extent that funds are available.

Student Eligibility Requirements

A student may take one course per semester and two courses per academic year. Additional courses may be taken at student expense.

A student must meet the following criteria prior to enrolling in a post-secondary course:

- A. Have a minimum of a 3.0 average in his/her courses overall;
- B. Meet the course admission standards of the eligible institution;
- C. Provide evidence of parent/guardian approval for taking the course; and
- D. Obtain approval from the principal and guidance counselor.

Exceptions to Eligibility Requirements

A student enrolled in grade 11 or 12 who does not meet the 3.0 average in his/her courses overall is eligible to take a post-secondary course provided that he/she:

- A. Has been assessed and received a recommendation to take the course from the school administration; and
- B. Has been approved for participation in the course by the eligible institution.

Awarding of Credits

The eligible institution shall grant full credit to any student who successfully completes a course.

High school graduation credit for a course taken under this policy shall be awarded as follows:

- A. The course must meet for a minimum of one semester.
- B. The student must earn a minimum of a "C" in the course.

- C. The grade earned will not count towards GPA or impact high school class rank.
- D. If the above criteria are met, the student shall receive one high school credit for each course.

Financial Assistance

- A. The Maine Department of Education shall pay applicable tuition costs for any student enrolled in a course under this policy if the eligible institution requires tuition payment.
- B. The student and his/her parent/guardian are responsible for paying for all textbooks, course fees and transportation costs.

School Unit Reporting Requirements

The Superintendent shall ensure that information concerning post-secondary enrollment options is made available to parents, students, and School Board.

Legal Reference: 20-A MRSA § 4771 et seq.

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

Revised: