

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Patricia Hopkins
Superintendent of Schools

Phone: 207-582-5346
Fax: 207-582-8305
www.msad11.org

Angela Hardy
Director of Curriculum & Instruction

**REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, June 2, 2022
6:30 p.m.**

REVISED AGENDA

- I. Call to order
- II. Introduction
 - A. Board Members
 - B. Administrative Staff
 - C. The Pledge of Allegiance
 - D. Public Comment
- III. Review and Approval of Agenda/Minutes
 - A. Prioritization of items and alteration of the established agenda format sequence as needed.
 - B. Approval of Agenda
 - C. Approval of Minutes of Previous Meetings:
 - Regular Board Meeting – May 5, 2022
 - Special School Board Meeting – May 12, 2022
 - Meeting with Town Officials – May 23, 2022
- IV. Recognition and Celebrations
 - A. Juliana Montell, 2022 State of Maine Boys and Girls Club Youth of the Year
 - B. Peregrine Bolduc-Ignasiac for serving on the MSAD 11 School Board
 - C. Brett Palmer, selected by the White House Commission on Presidential Scholars as a 2022 U.S. Presidential Scholar
 - D. Raye Anne DeSoto, named a 2022 U.S. Presidential Scholar's most influential teacher!
- V. Correspondence
 - A. Letter of resignation received from Joe White, English Language Arts Teacher – Grade 6, Gardiner Regional Middle School
 - B. Letter of resignation received from Stephanie Houdlette, Administrative Assistant, Pittston-Randolph Consolidated School
 - C. Letter of resignation received from Christina O'Neal, Principal of Pittston-Randolph Consolidated School
 - D. Letter of resignation received from Kim Anderson, Ed Tech III – Pre-K, Laura E. Richards School
 - E. Letter of retirement received from Emily Pearl, Nutrition Manager, Laura E. Richards School

- F. Letter of retirement received from Patricia Goggin, Administrative Assistant, Helen Thompson School
- G. Letter of resignation received from Michael Gaither, Custodian at the Helen Thompson School effective June 10, 2022
- H. Letter of retirement received from Nancy Maschino, Ed Tech I – Special Ed, Gardiner Regional Middle School
- I. Letter of resignation received from Melissa Porter, Ed Tech II – STEPS program, Helen Thompson School
- J. Letter of resignation received from Ashley Morency, Grade 4 Teacher, Helen Thompson School
- K. Letter of resignation received from Rebecca Howell, Ed Tech III – Title I Math, River View Community School

VI. Committee Reports

- A. Capital Area Technical Center Advisory Committee – No Meeting
- B. Curriculum Committee – May 10, 2022
- C. Dropout Prevention Committee – No Meeting
- D. Finance Committee Meeting – May 17, 2022
- E. Policy Committee – May 5, 2022

Policies – To Suspend Procedural Rules:

- GBB Staff Involvement in Decision Making
- GE Non-Unionized Personnel Compensation and Benefits
- GE-R Manual for GE – Non-Unionized Personnel
- IGA Curriculum Development and Adoption
- IHA Basic Instructional Program
- JICH Drug and Alcohol Use by Students
- JICH-R Drug and Alcohol Use by Students – Administrative Procedure
- JICK Bullying
- JICK-R Bullying Administrative Procedure
- JICK-E2 Bullying Investigation Form
- JIH Questioning and Searches of Students
- JIH-R Questioning and Searches of Students – Administrative Procedure
- KF Facility Use – Add Atlantic Youth Sports as a feeder program under priority 4.

- F. Student Representatives Report
- G. Wellness Committee

VII. Ad Hoc Committees

- A. Hoch Field Committee

VIII. General Information

- A. New Hires for 2022-2023
 - Stephanie Houdlette, Receptionist, Central Office
- B. Staff Transfers for 2022-2023:
 - Rescind Jennifer Dearborn transfer from Special Ed Teacher at Gardiner Regional Middle School to Special Ed Teacher – Behavior Program at Gardiner Area High School (See Minutes - April 13, 2022 School Board Meeting)
 - Kadeem Edge transfer from Special Ed Teacher – Life Skills at Gardiner Area High School to Special Ed Teacher – Behavior Program at Gardiner Area High School

- Gennah Hilton transfer from Kindergarten Teacher (2 Year Position - ESSER Funds) at Pittston-Randolph Consolidated School to a Kindergarten Teacher at the Pittston-Randolph Consolidated School

IX. Nominations

A. New Hires 2022-2023 school year

- Charlie Savoy, Grade 3 Teacher (1-year position ESSER Funds) River View Community School - \$40,128
- Elizabeth Casey, Grade 3 Teacher, Pittston-Randolph Consolidated School - \$55,239
- Kali Hopkins, Grade 7 English Language Arts Teacher, Gardiner Regional Middle School - \$41,332
- Sarah Gagnon, Kindergarten Teacher at Laura E. Richards School - \$49,079
- **Melissa Dore, Special Education Teacher, Pittston-Randolph Consolidated School - \$50,551**

X. Old Business

A. None

XI. New Business

- Substitute Rates for the 2022-2023 school year
- Speech and Language Pathologists and Caseloads
- Grant the Superintendent authority to issue contracts during the summer
- Consideration to create a Boys Ice Hockey Co-op team with Waterville and Winslow

XII. Reports

A. Board Chair

- Election of a MSAD 11 Delegate to MSBA Annual Delegate Assembly – This year's Delegate Assembly is scheduled virtually for 9:30 a.m., Saturday, October 22, 2022
- MSMA Fall Conference – Preliminary Information
- **School Resource Officer (SRO)**

B. Superintendent

- Update on the vacant Principalship at Pittston-Randolph Consolidated School
- Central Office summer hours
- Update on the various end of year celebrations
- Strategic Planning
- Covid Home Tests

XIII. Executive Session

- Executive Session to discuss a personnel request – 1 MRSA § 405(6)(A)
- Executive Session to discuss the Superintendent's Evaluation and Contract – 1 MRSA § 405(6)(A)

XIV. Adjournment

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**REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 5, 2022
6:30 p.m.**

DRAFT MINUTES

Present: Becky Fles, Chair; Veronica Babcock, Vice Chair; Theresa Guerrette; Matthew Lillibridge; James Lothridge; Nicole Madore; Matthew Marshall; Christopher McLaughlin; Ange Pitteroff; Diane Potter; Elissa Tracey; Anthony Veit; and Patricia Hopkins, Superintendent

Absent: Peregrine Bolduc-Ignasiak, Sophia Mathieu

I. Call to order 0:34 – 0:42

A. The Board Chair declared a quorum present and called the meeting to order at 6:36 p.m.

II. Introduction 0:43 – 6:12

- A. Board Members
- B. Administrative Staff
- C. The Pledge of Allegiance
- D. Public Comment

One staff member provided comment.

III. Review and Approval of Agenda/Minutes 6:13 – 9:37

- A. Prioritization of items and alteration of the established agenda format sequence as needed.
- B. Approval of Agenda

Motion by Theresa Guerrette to approve the agenda as modified, seconded by Anthony Veit.

Voted: 13,612 - 0

Motion Carried.

C. Approval of Minutes of Previous Meetings:

- Regular Board Meeting – April 13, 2022

Motion by Elissa Tracey to approve the Regular School Board Minutes, seconded by Matthew Marshall.

Voted: 13,612 – 0

Motion Carried.

- IV. Recognition and Celebrations 9:38 - 10:17
 - A. Gardiner Regional Middle School Field Hockey team, Co-winners of the Capital Area League Field Hockey Championship with Hall-Dale
 - B. Gardiner Regional Middle School Boys Basketball team won the Capital Area League Championship
 - C. Gardiner Regional Middle School Girls Basketball team won the Capital Area League Championship
 - D. Brett Palmer was selected as one of 620 semifinalists to advance to the final round of the 2022 U.S. Presidential Scholars Competition

- V. Correspondence 10:18 – 11:07
 - A. Letter of resignation received from Dotty Hinckley, Field Hockey Coach, Gardiner Regional Middle School
 - B. Letter of resignation received from Amanda Jo Bullock, Accounts Payable Specialist, Central Office
 - C. Letter of retirement received from Wendy Idman-Drummond, Administrative Assistant, River View Community School
 - D. Letter of resignation received from Brittany Berube, Kindergarten Teacher at Laura E. Richards School
 - E. Letter of resignation received from Jordan Hersom, Assistant Football Coach, Gardiner Area High School
 - F. Letter of resignation received from Roger Collins, Girls Head Soccer Coach, Gardiner Regional Middle School
 - G. Letter of resignation received from Maci DeCarlo, School Psychologist

- VI. Committee Reports 11:08 – 17:44
 - A. Capital Area Technical Center Advisory Committee – April 26, 2022
 - B. Curriculum Committee – April 12, 2022
 - C. Dropout Prevention Committee – No Meeting
 - D. Finance Committee Meeting – April 12, 2022
 - E. Policy Committee – No Meeting
 - F. Student Representatives Report
 - G. Wellness Committee – No Meeting

- VII. Ad Hoc Committees 17:45 – 19:39
 - A. Hoch Field Committee

- VIII. General Information 19:40 – 19:43
 - A. Boston Museum of Science, Grade 5, Helen Thompson School – June 9, 2022
 - B. Staff Transfers for 2022-2023:

- Kymm O'Brien transfer from Grade 5 Teacher (2-year position) at River View Community School to a Grade 3 Teacher position at River View Community School
- Chad Greenleaf transfer from Grade 6 Social Studies Teacher (1-year position) at Gardiner Regional Middle School to a Grade 6 Social Studies position at Gardiner Regional Middle School
- Sara Caplan transfer from Grade 6 Social Studies Teacher (1-year position) at Gardiner Regional Middle School to a Grade 6 Social Studies Teacher position at Gardiner Regional Middle School
- Jeffrey Lueth transfer from Grade 7 Social Studies Teacher at Gardiner Regional Middle School to Grade 7 ELA position at Gardiner Regional Middle School
- Emily Hersom transfer from Grade 3 at Pittston-Randolph Consolidated School to Grade 2 at Laura E. Richards School
- Kashley Carter transfer from Kindergarten Teacher at Pittston-Randolph Consolidated School to Grade 1 Teacher at Pittston-Randolph Consolidated School
- Sean Cochrane transfer from Social Worker (2-year position) for grades 6 -12 to a Social Worker position in the STARS program at the Helen Thompson School

C. Coaches:

- Angela Moreland, Lead Mentor, Gardiner Iron Tiger Cubs (Lego Robotics), Gardiner Regional Middle School

IX. Nominations – New Hires 2022-2023 School Year

19:44 – 20:29

- A. Holly Cote, Speech Language Pathologist, District position - \$70,602
- B. Darcy Adams, Social Studies Teacher, Gardiner Area High School - \$50,551
- C. Annette Strong, Special Ed Teacher, Gardiner Regional Middle School - \$49,079

Motion by Anthony Veit to approve the above nominations by the Superintendent, seconded by Ange Pitteroff.

Voted: 13,612 – 0

Motion Carried.

X. Nominations

20:30 – 23:31

- A. 2nd Year Probationary Contracts
 - Sarah Minzy, Social Worker/Elementary
 - Sean Cochrane, Social Worker/ High & Middle Schools
 - Kirsten Perry, Instructional Coach – Literacy/Middle School
 - Nicole Barton, Instructional Coach – Math/Middle School
 - Tracy McNaughton, ELL Teacher/District
 - Katherine Blachut, World Language/High School
 - Jennifer Clawson, Video Production/High School
 - Abigail Dunn, Math/High School
 - Kadeem Edge, Special Education/High School
 - Kristen Pray, Special Education/High School
 - Lauri-Beth Rankin, Physical Education/High School
 - Chelsea Bernier, Math Interventionist/Middle School
 - Shawn Fanjoy, Special Education/ Middle School

- Sara Caplan, Social Studies/Middle School
 - Dominick Foster, Social Studies/Middle School
 - Chad Greenleaf, Social Studies/Middle School
 - Phil Libby, School Counselor/Middle School
 - Allie Beaulieu, General Elementary
 - Ashley Morency, General Elementary
 - Kathleen Bishop, General Elementary
 - Freda Keyser, General Elementary
 - Elizabeth Nelson, General Elementary
 - Kashley Carter, General Elementary
 - Danielle Dedeo, General Elementary
 - Emily Hersom, General Elementary
 - Gennah (Mason) Hilton, General Elementary
 - Jenn Whitney, Special Education/Elementary
- B. Continuing Contracts
- Karen Collin, Instructional Coach/Elementary
 - Cathy Lavway, Instructional Coach/Elementary
 - Sarah Quinn, Nurse/Middle School
 - Lisa Munzing, Social Worker/Elementary
 - Lucinda Pooler, Social Worker/Elementary
 - Kasey Erlebach, English Language Arts/ High School
 - Jordan Hersom, Health/High School
 - Aaron Toman, Social Studies/ Middle School
 - Christopher Boynton, Special Education/Middle School
 - Karol Carlsen, Art/Elementary
 - Katrina Gavett, Special Education/Elementary
 - Lisa Pushard-Hart, Special Education/Elementary
 - Krysty Woodcock, General Elementary
 - Kymm O'Brien, General Elementary
 - Rebecca McLaughlin, General Elementary
 - Brittany Berube, General Elementary
 - Tracy Lowell, General Elementary
 - Eleanor Luken, General Elementary
 - LeeAnne Chadbourne, General Elementary
- C. Administrative Contracts – 1 Year
- Sara Sims, Principal, Gardiner Regional Middle School
- D. Administrative Contracts – 2 Year
- Angela Hardy, Director of Curriculum and Instruction
 - Elisha Morris, Director of Special Services
 - Nate Stubbart, Athletic Director
 - Karen Moody, Principal, Laura E. Richards School
 - Victoria Duguay, Principal, River View Community School

Motion by Elissa Tracey to approve the above nominations for Second Year Probationary Contracts, Continuing Contract, Administrative Contract – 1 Year, and Administrative Contracts – 2 Year as recommended by the Superintendent, seconded by James Lothridge.

Voted: 13,612 – 0

Motion Carried.

A. None

XII. New Business

23:34 – 42:59

- A. Consideration for Gardiner Regional Middle School to join the Central Maine League for athletics

Motion by Veronica Babcock to approve the Gardiner Regional Middle School joining the Central Maine League for Athletics, seconded by Matthew Lillibridge.

Voted: 13,612 – 0

Motion Carried.

- B. Vote to call and approve the Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts adopted.

Becky Fles moved that the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts Adopted." Be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting. Seconded by Veronica Babcock.

Voted: 13,612 – 0

Motion Carried.

- C. Consideration to allow graduates to keep their Chromebooks

Motion by Elissa Tracey to allow graduates to keep their Chromebooks, seconded by Theresa Guerrette.

Voted: 13,612 – 0

Motion Carried.

- D. Emily Collins reduction from full-time World Language Teacher at Gardiner Area High School to a half-time World Language Teacher at Gardiner Area High School
E. Mary Whitten reduction from full-time Science Teacher at Gardiner Area High School to a half-time Science Teacher at Gardiner Area High School

Motion by Ange Pitteroff to reduce the World Language Teacher position and Science Teacher positions to half time, seconded by Theresa Guerrette.

Voted: 13,612 – 0

Motion Carried.

XIII. Reports

43:00 – 1:18:55

- A. Board Chair

- Facility Use Policy
- B. Superintendent
 - Meeting with Elected Officials – May 23, 2022 at 5:30 p.m. in the Gardiner Regional Middle School Library
 - Graduation Update – 5:00 p.m.
 - Potential Boys Ice Hockey Co-op with Waterville and Winslow
 - MSAD 11 Art Extravaganza – Wednesday, May 11 from 3 p.m. to 6 p.m.
 - Expulsion Hearing – May 12, 2022

Break before Executive Session

1:18:56 – 1:24:52

XIV. Executive Session

1:24:53 – 1:25:32
(Recorded Meeting Ended)

- A. Executive Session to discuss the Superintendent's Evaluation and Contract – 1
MRSA § 405(6)(A)

Motion by Anthony Veit to enter executive session at 7:55 p.m., seconded by Veronica Babcock.

Voted: 13,612 – 0

Motion Carried.

Exited Executive Session at 8:26 p.m.

No action taken.

- B. Executive Session to discuss the Contract with HERA Sports – 1 MRSA §
405(6)(C)

Motion by Matthew Lillibridge to enter executive session at 8:26 p.m., seconded by Ange Pitteroff.

Voted: 13,612 – 0

Motion Carried.

Exited Executive Session at 8:39 p.m.

No action taken.

XV. Adjournment

- A. The meeting adjourned at 8:40 p.m.

Attest a True Record,



Patricia Hopkins
Secretary

May 5, 2022

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

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

VOTED: That the warrant for the Maine School Administrative District No. 11 (the "District") Budget Meeting presented to the meeting be approved and that a District budget meeting be called for June 7, 2022 for the purpose of voting on the annual budget for the District for the 2022-2023 fiscal year;

That the Warrant and Notice of Election for the District Budget Validation Referendum presented to the meeting be approved, and that a District budget validation referendum be called for June 14, 2022 for the purpose of approving the budget adopted at the District budget meeting for the 2022-2023 fiscal year and considering whether to continue the budget validation referendum process; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the District be authorized and directed to complete said Notice in accordance with the District budget meeting on June 7, 2022, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the District for posting at the polling places for the June 14, 2022 District budget validation referendum.

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Angela Hardy
Director of Curriculum & Instruction

**SPECIAL SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 12, 2022
5:30 p.m.**

MINUTES

Present: Becky Fles, Chair; Veronica Babcock, Vice Chair; Matthew Lillibridge; James Lothridge; Nicole Madore; Matthew Marshall; Ange Pitteroff; Elissa Tracey; Anthony Veit; and Patricia Hopkins, Superintendent

Others Present: Sara Sims, Principal Gardiner Regional Middle School

I. Call to Order

Becky Fles called the meeting to order at 5:35 p.m. and declared a quorum present.

II. Expulsion Hearing – Executive Session – 1 MRSA § 405(6)(B)

Motion by Matthew Marshall, seconded by Anthony Veit to go into Executive Session at 5:35 p.m. to consider a student disciplinary matter pursuant to 1 M.R.S.A. § 405 (6)(B).

Voted: 9 – 0

Exited Executive Session at 6:33 p.m.

Motion by Becky Fles, seconded by Anthony Veit to expel a student from school pursuant to 20-A M.R.S.A. Section 1001(9) on the grounds that such expulsion is necessary for the peace and usefulness of the schools, and to direct the Chair and the Superintendent to provide the student's parents written notice of this action, the Committee's findings and the conditions the administration will consider before recommending readmission of the student to school.

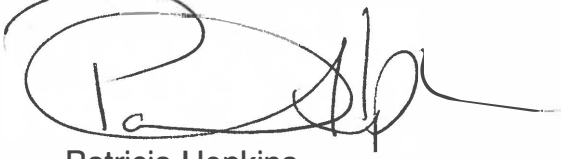
Voted: 9 - 0

Motion Carried.

III. Adjournment

Meeting adjourned at 6:40 p.m.

Attest a true record,

A handwritten signature in black ink, appearing to be 'Patricia Hopkins', written over a horizontal line.

Patricia Hopkins
Secretary

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Gardiner, ME 04345

Patricia Hopkins
Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

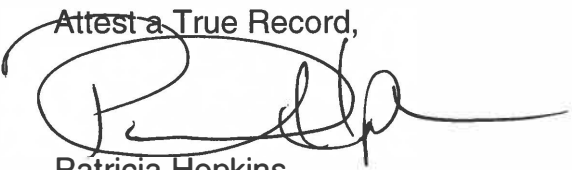
MEETING WITH ELECTED OFFICIALS
Gardiner Regional Middle School Library
Monday, May 23, 2022
5:30 p.m.

- Present:** Becky Fles, Chair; Matthew Lillibridge; James Lothridge; Nicole Madore; Matthew Marshall; Ange Pitteroff; Diane Potter; Anthony Veit; and Patricia Hopkins, Superintendent
- Absent:** Veronica Babcock, Vice Chair; Theresa Guerrette; Christopher McLaughlin; Elissa Tracey
- Others:** Andrea Disch, Business Manager; Gabe Dostie, Director of Operations; Joshua Farr, Adult and Community Education Director

Minutes

- I. Call to order
 - A. The Board Chair declared a quorum present and called the meeting to order at 5:31 p.m.
- II. Introductions
 - A. Moment of Silence in memory of Logan Johnston
 - B. Board Members
 - C. Elected Officials
- III. Review and Discussion of the 2022-2023 Proposed Budget
- IV. Adjournment
 - A. The meeting adjourned at 6:42 p.m.

Attest a True Record,



Patricia Hopkins
Secretary

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Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

CURRICULUM COMMITTEE MEETING MERLE E. PEACOCK, JR. BOARD ROOM

May 10, 2022

3:30 – 4:30 PM

MINUTES

Present: Matthew Marshall, Veronica Babcock, Diane Potter, Tony Veit, Angela Hardy, Terry McGuire; Guests – Instructional coaches: Kirsten Perry, Cathy Lavway, Nicole Barton, Lindsey Bickford

Absent: Mathew Lillibridge

I. **Call to Order**

Chair Matt Marshall called the meeting to order at 3:33 p.m. The meeting is available for viewing at www.msad11.org.

II. **Instructional Coaches – End-of-Year Review with Coaches**

Angela Hardy shared a student-centered coaching resource with committee members. The resource is derived from Diane Sweeney's website and is called "Getting Started with Student-Centered Coaching. Attention was drawn to the varied coaching models and how coaches make strategic decisions to adjust the framework given the conditions before them. Ultimately, coaches work toward student-centered coaching practices and, in some cases, shift into teacher-centered coaching or relationship-driven coaching.

Two math coaches and two literacy coaches (out of five coaches within the district) were present to share their end-of-year reflections. Committee members asked questions to gain perspective on role and impact. The goal is to partner with educators to increase student learning outcomes through co-planning, co-teaching, planning for interventions and small group instruction, co-developing assessments, reviewing student learning results, and setting goals. Additionally, coaches discussed some of the building-wide work they've engaged in to support broad engagement in literacy and numeracy and school community.

III. ESEA Funding

Angela Hardy shared the initial allocations that the Maine Department of Education published for each grant – Titles I, II, IV, and V. Definitions and purpose of each grant were discussed. The funding available for fiscal year 2023 was made available after the district set the budget with the Board. With the reduction in federal funding across some Titles due to our smaller free and reduced lunch rate and the increase in salaries and benefits, our current staffing model will not be fully funded next year. Angela is working with the Business Director to shore up funds and ensure that our intervention system and staffing are maintained during the 2022-23 school year. We will revisit this with the committee in the near future. Committee members supported the use of the federal funds as outlined.

IV. Adjournment

The meeting adjourned at 4:37 p.m. The next meeting will be held on June 14, 2022 from 3:30 – 4:30 p.m.

Respectfully Submitted,



Angela Hardy
Director of Curriculum and Instruction

Search ...

DIANESWEENEYCONSULTING

THE PLACE FOR STUDENT-CENTERED COACHING

Menu

Getting Started with Student-Centered Coaching

What is Student-Centered Coaching?

Student-Centered Coaching is an evidence-based instructional coaching model that shifts the focus from 'fixing' teachers to collaborating with them to design instruction that targets student outcomes. Taking a data-driven approach increases the learning and efficacy of teachers, coaches, and most importantly our students.

How Does Student-Centered Coaching Compare with Other Coaching Models?

There are many approaches to instructional coaching. The following figure compares Student-Centered Coaching with other approaches based on a variety of factors. While you may have seen a similar figure in our previous publications, we've updated it with the hope of showing how Student-Centered Coaching gets us closer to student learning while also impacting instructional practice.

Student-Centered, Teacher-Centered, and Relationship-Driven Coaching



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What are the core practices for Student-Centered Coaching?

The core practices for Student-Centered Coaching are built on a foundation of formative assessment and backward design. They serve as the drivers for ensuring that coaching impacts teaching and student learning.

Finance Committee

May 17, 2022

MSAD 11

FINANCE COMMITTEE MEETING

MERLE E. PEACOCK, JR. BOARD ROOM

Tuesday, May 17, 2022
5:30 p.m.

Committee Members: Rebecca Fles, Committee Chair; James Lothridge, Diane Potter, Patricia Hopkins, Superintendent; Andrea Disch, Business Manager

Absent: Nicole Madore, Ange Pitteroff, Chris McLaughlin

Others Attending:

THE MEETING IS AVAILABLE FOR VIEWING AT [05.17.2022 FINANCE COMMITTEE MEETING.](#)

Director Fles called the meeting to order at 5:41 p.m.

A. 2022 – 2023 REQUESTED BUDGET- POWERPOINT PRESENTATION

The Finance Committee reviewed the Budget PowerPoint Presentation to be shared with elected officials as well as the District's Annual Budget Meeting.

B. BUSINESS OFFICE - UPDATE

The Superintendent shared with the Finance Committee the need to close the Business Office during the week of July 4th due to insufficient staff coverage. It was stated the Accounts Payable Position remained unfilled, that in combination with scheduled vacations and a staff member on medical leave, there was insufficient staff to cover the office. It was also shared that like previous years, the Business Office would be closed to the public on Fridays for the duration of the summer to allow staff to take vacation time.

The Finance Committee Meeting adjourned at 6:42 p.m.

Attest a true record,



Patricia Hopkins, Secretary

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Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

POLICY COMMITTEE MEETING

Thursday, March 5, 2022

5:30 pm

Minutes

Present: Tony Veit, Chair, Theresa Guerrette (5:39), Nicole Madore, Matthew Marshall, Ange Pitteroff

Others: Patricia Hopkins, Superintendent

Absent: Matthew Lillibridge

1. The meeting was called to order by Tony Veit at 5:31 p.m.
2. Discussion/Vote

Policy KF

Facility Use Policy

Consideration to approve Atlantic Youth Sports – Youth Basketball Club Travel Team Only – as an approved feeder program under Priority IV

Upon motion by Tony Veit and second by Nicole Madore, the Committee voted to recommend that Atlantic Youth Sports (not just the youth basketball travel team) be approved as a feeder program under Priority IV.

Vote: 5-0

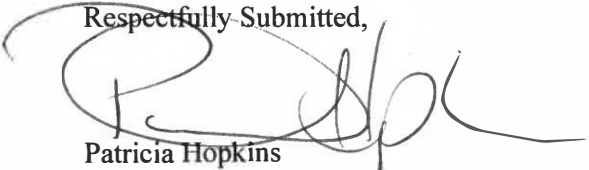
Policy Review

GBB	Staff Involvement in Decision Making
GE	Non-Unionized Personnel Compensation and Benefits
GE-R	Manual for GE – Non-Unionized Personnel
IGA	Curriculum Development and Adoption
IHA	Basic Instructional Program
JICH	Drug and Alcohol Use by Students
JICH-R	Drug and Alcohol Use by Students – Administrative Procedures
JICK	Bullying
JICK-R	Bullying Administrative Procedure
JICK-E2	Bullying Investigation Form
JIH	Questioning and Searches of Students
JIH-R	Questioning and Searches of Students Administrative Procedures

The Committee reviewed and edited the above policies and recommended they be sent to the full School Board for consideration.

3. The meeting was adjourned at 6:27 p.m.

Respectfully Submitted,



Patricia Hopkins
Superintendent of Schools

STAFF INVOLVEMENT IN DECISION MAKING

The formulation of policy involving the curriculum, instruction and the overall school program is one of the primary responsibilities of the MSAD #11 School Board, and the ~~MSAD #11~~ Board reserves the right to make the final decision regarding such policies. The MSAD #11 Board believes that the best interests of the district's students should be the principle guiding the adoption of all educational policy. The ~~MSAD #11~~ Board further believes that appropriate input from the professional staff is important to the decision-making process.

The Superintendent shall ensure that there is a process in place to encourage meaningful professional staff input prior to making recommendations regarding curriculum, instruction and the school program to the ~~MSAD #11~~ Board. The process should be conducted in a spirit of cooperation, with a clear focus on student learning as the most important function of the schools, and with the understanding that the staff is collectively responsible for student performance.

Participation in the decision-making process is accompanied with an expectation of accountability by the professional staff. All proposals for changes to the curriculum, instruction or the district's educational goals should incorporate evaluation procedures linked to student outcomes. The ~~MSAD #11~~ Board encourages the use of professional development activities specifically directed to improving staff research, analytical and decision-making abilities.

The Superintendent shall ensure that the administrative team has the appropriate support to lead an effective instructional program with a consistent focus on student learning and outcomes.

Legal Reference: 26 MRSA § 965

Cross Reference: BHC - Communications with Staff

GCI - Professional Staff Development Opportunities

GCOA - Supervision and Evaluation of Professional Staff

Adopted: June 5, 1986

Revised: June 25, 1992; August 6, 1992; February 1, 2007; January 7, 2016;

NON-UNIONIZED PERSONNEL COMPENSATION AND BENEFITS

THIS POLICY ADDRESSES COMPENSATION AND BENEFITS FOR THOSE POSITIONS NOT INCLUDED IN ANY OTHER COLLECTIVE BARGAINING UNIT.

This policy applies to the following positions: Payroll Specialist, Superintendent's Administrative Assistant, Accounts Payable Specialist, Receptionist/Secretary, Special Education Administrative Assistant, and Technology Technician.

Annual salary increases will be equal to the negotiated salary scale increase for the Educational Technician and Administrative Assistant Association's Collective Bargain Agreement.

Salaries will be based on job description, degree of responsibility, and expected length of work week/year.

If deemed warranted, the Superintendent will make recommendations to the MSAD #11 Board concerning salary and benefits for these positions. Modification of salaries and/or benefits must be approved by the MSAD #11 Board.

Adopted: May 6, 1993

Reviewed: June 1996; May 2000; June 2000, June 2001; June 2002; March 3, 2005; February 1, 2007; January 3, 2008; January 8, 2009; April 4, 2010; June 2, 2011; September 6, 2012; August 8, 2019

MANUAL FOR POLICY GE—NON-UNIONIZED PERSONNEL

Positions Included

Payroll Specialist, Superintendent's Administrative Assistant, Accounts Payable Specialist, Receptionist/Secretary (200 days per year), Special Education Administrative Assistant, and Technology Technician.

A. Fringe Benefits

The District shall reimburse unit members at the current IRS mileage rate (established annually in July by the District) for personal vehicle use required by the employee's immediate supervisor for school business. Unit members must submit a mileage form, approved by the member's immediate supervisor, to the Superintendent's Office on a monthly basis to receive reimbursement.

B. Sick Leave

Fifteen days per year accumulated to 150. Sick days are to be used only for illness or injury, which prevent an employee from performing his/her assigned duties or other responsibilities and medical appointments, which simply cannot be scheduled outside of work days. Up to ten days may be used to provide firsthand care for illness in the immediate family. Immediate family shall include spouse, children and other persons living in the same household. Up to five days may be used to care for other relatives in exceptional circumstances, with approval from the Superintendent. Unused personal days would be added to sick leave accumulation to 150 days.

As a condition of sick leave use, a physician's statement may be required by the Superintendent (a) after five (5) work days out sick; or (b) at any time regardless of the length of the absence where the Superintendent has a reasonable basis to suspect that an employee is using sick leave in circumstances other than for permitted uses described above or has utilized sick leave in a manner which suggests possible sick leave abuse. Patterns of sick leave use which might suggest abuse include, for example, absence for three or more Mondays or Fridays or use of all annual sick leave days in any work year.

Payment for unused sick days - employees who have accumulated 150 days shall be paid \$30 for each day over 150 (maximum of 15) not used. Payment is to be made at the end of each fiscal year.

C. Personal Leave

Employees will have available five personal days available per year. Except in emergency situations, personal leave must be approved in advance by the Superintendent. Personal Leave may be taken in increments of not less than one hour. The use of personal

days must follow the protocols outlined in the Earned Paid Leave Administrative Procedures – GBA-R. The Superintendent's decision is final.

D. Bereavement

A total of five days per bereavement, without salary loss, may be used for bereavement for a member of the immediate family, including spouse, parent, child, sibling, grandparent, and in-laws of same. Additional bereavement leave may be requested of the Superintendent. It is at the discretion of the Superintendent to grant or not. The Superintendent's decision is final. Any additional days shall be deducted from the employee's personal days and/or accumulated sick leave.

E. Storm Days

It is expected that personnel will work during storm days unless directed otherwise by the Superintendent. Those who are unable or unwilling to travel, may use personal, sick, or vacation time.

F. Discipline and Dismissal

Disciplinary actions and/or dismissal shall be enacted in a fair and reasonable manner for violation of work rules, failure to perform according to job description, or failure to comply with management's expectations. Unit members shall be disciplined according to the progressive discipline standard as follows:

1. Verbal reprimand;
2. Written reprimand;
3. Suspension without pay; and
4. Dismissal.

This standard of progressive discipline shall not apply for offenses that are repeated, of a serious nature, or where an employee's work record is unsatisfactory. In such cases, the higher levels of discipline may be applied at the discretion of the Superintendent, whose decision is final.

G. Paid Holidays

Employees are salaried and paid for the year. The following holidays will be observed without any deduction in salary:

New Year's Day
Martin Luther King Day
President's Day

Labor Day
Indigenous People's Day
Thanksgiving Day

Patriot's Day	Day after Thanksgiving
Memorial Day	Veteran's Day
<u>Juneteenth</u>	Independence Day
Christmas Day	
December 24 th (when Christmas falls on Friday-Saturday)	
December 26 th (when Christmas falls on Sunday-Thursday)	

H. Vacations – eligible employees must be employed to work 260 days per year

1 st year	one week
After 1 year	two weeks
After 3 years	three weeks
After 8 years	four weeks
After 20 years	five weeks

After 8 years, up to 5 days can be carried over to the next fiscal year

I. Longevity

After 10 years of service	\$375
After 15 years of service	\$425
After 20 years of service	\$475

Longevity to be paid in a lump sum the first payroll in December.

J. Dental Insurance

The District will provide 100% of single subscriber for Plan II.

K. Health Insurance

The Board agrees to pay up to the following amounts toward the District's health insurance plan:

Choice Plus Single – 100%
Choice Plus Parent/Child – 70%
Choice Plus Husband/Wife – 70%
Choice Plus Full Family – 70%

Notwithstanding the above, the following exceptions shall apply:

1. The District will pay 100% of husband/wife or full family for any currently married couple working full time within the District.
2. The spouse of an employee shall be eligible for coverage by the District only if the spouse is not eligible for health insurance coverage through his/her own employer.

3. Employees shall be entitled to set aside pre-tax dollars in medical and dependent care reimbursement accounts to cover anticipated expenses, in accordance with the appropriate IRS codes under Section 125. The maximum yearly employee contribution to the medical accounts shall be \$1,500, and \$5,000 to the dependent account, although the amount may be changed by mutual agreement of the Board and the Employees. The Board shall be responsible for paying only the first year set up fee, any employee presentation fess, and annual renewal fees for medical and dependent care reimbursement accounts. All other administrative fees shall be paid by the participants.

Note: The implementation of the Medical and Dependent Care Reimbursement Plan is contingent upon at least 10% of the employees covered by this Agreement signing up for said Plan on a yearly basis.

L. Retirement Benefit

Upon proof of receipt of retirement (benefits from Social Security or Maine State Retirement System), with twenty years of continuous service with the District, the Board will pay \$75 a day for 1/2 accumulated sick leave up to the maximum of 30 days.

M. Personal Development

At the time of approval, the District will pay the total cost, up to the University of Maine Orono rates, for up to six credits, and related fees and materials (not to exceed \$50 per course) annually upon completion of the course and presentation of earned grade to the Superintendent for graduate credit hours earned in a matriculating degree program related to the position.

For credits earned outside of a matriculating graduate degree program, the District will pre-pay the actual cost up to the UMO rates for up to three credits, including credit hours and CEU credits, annually, upon completion of the course and presentation of earned grade to the Superintendent.

All courses shall be pre-approved by the Superintendent and must fulfill requirements for reimbursement (e.g., accredited college or university) related to his/her present position or in a matriculated degree program. There is no carryover of credits from year to year. Payment shall be made for completion of credits of less than three (3) credit hours, such as two (2) credit hours or 1.5 CEU credits, upon proof of credit but not exceeding the UMO rate.

N. Physicals

The District will pay for physicals required by the District. The employee will take the physical at a vendor chosen by the District.

O. Salary Scale for Instructional Technicians

2021-2022 School Year (Steps = Years of Experience)

Step 1	\$20.50 <u>23.19</u>
Step 2	\$21.46 <u>24.15</u>
Step 3	\$22.42 <u>25.11</u>
Step 4	\$23.38 <u>26.07</u>
Step 5	\$24.34 <u>27.03</u>

In subsequent years, the percentage increase to the Educational Technician/Administrative Assistant Scale will be applied to step 1 of this scale and calculated through the steps accordingly.

P. Salary Increases

Salary increases will be the same as those negotiated on the base step for the Educational Technician and Administrative Assistant Association's contract.

Cross Reference:	GBP	Earned Paid Leave
	GBP-R	Earned Paid Leave Administrative Procedures

Adopted: May 6, 1993

Revised: June 1996; May 2000; June 2000; June 2001; June 2002; June 2003; June 2004; February 2, 2006; February 1, 2007; January 3, 2008; January 8, 2009; April 1, 2010; June 2, 2011; September 6, 2012; June 1, 2017; August 5, 2021

CURRICULUM DEVELOPMENT AND ADOPTION

For the purpose of this policy “curriculum” means MSAD #11’s written document that sets forth the learning expectations for all students for all content areas of Maine’s system of Learning Results, as well as for other content areas as specified by the Board. The curriculum shall reflect continuous, sequential and specific instruction aligned with the content areas of the Learning Results and the “*Guiding Principles*” of the Learning Results.

Through its curriculum, the schools will provide courses and/or learning experiences that support multiple pathways for learning, ~~accommodate a variety of learning styles~~, provide multiple options for students to demonstrate proficiency, and prepare students for responsible citizenship and success in a global society.

The Board recognizes that curriculum development, review and evaluation is an ongoing process and that programs and practices may need to be adjusted or revised to meet educational standards and to serve the best interests of students and the community.

In development, revision and evaluation of curriculum, the Board expects that:

- A. School administrators and staff will be sensitive to ~~initiatives such as the Common Core and Next Generation Science Standards~~ the revision cycle adopted by the Maine Department of Education as it relates to the Learning Results, and other changing conditions that may require modifications in curriculum.
- B. All programs ~~to~~ will be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.
- C. The school system will undertake curriculum revision, as needed.
- D. The Superintendent/Director of Curriculum and Instruction ~~to~~ will lead the ongoing curriculum development and review process, ~~in~~ aligning curriculum with educational standards and with advances in knowledge, educational research, and “best practices.”
- E. Curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community and the Board.
- F. The Board shall review and adopt all curriculum guides, course descriptions and courses of study prior to their implementation.

The Superintendent/Director of Curriculum and Instruction is expected to develop plans and timelines as necessary for the development, implementation, and evaluation of the curriculum and to provide the Board with an annual report on the status of the curriculum.

The Superintendent/Director of Curriculum and Instruction is expected to make recommendations concerning professional development, instructional materials and resources needed for curriculum implementation, consistent with Board policy.

Legal Reference: 20-A M.R.S.A. § 1001(6), 4701-4729, 6209
Me. Dept. of Ed. Rule Chapters 125, 127

Cross Reference: ADF - School Unit Commitment to the Learning Results
IHA – Basic Instructional Program
IJJ - Instructional and Library-Media Materials Selection
IL – Evaluation of Instructional Programs

Adopted: May 3, 2012

Revised: December 7, 2017;

BASIC INSTRUCTIONAL PROGRAM

MSAD #11 will offer a basic instructional program designed to support the *Guiding Principles* of Maine's system of Learning Results and provide all kindergarten through grade 12 students with equitable opportunities to access and demonstrate achievement of the content standards of Maine's system of Learning Results.

The District will provide programs and instructional approaches that support the ~~variety of learning styles of its students. Through the basic instructional program, the schools will strive to provide for a~~ wide range of individual differences in student abilities and interests. Students who have difficulty meeting the standards will be provided opportunities to obtain additional support or instruction.

The ~~MSAD #11~~ Board believes that through the basic instructional program, students should develop a body of ~~basic~~ knowledge, skills, and attitudes that will lead to a successful adult life and informed participation in our democratic society. The educational program should provide students with the opportunity to develop ~~the~~ intellectual curiosity, critical thinking, problem-solving abilities, and appreciation for the arts that are important to lifelong learning, and the social and citizenship skills that are needed for work and community life.

The instructional program shall be developed with the objective of maintaining a balanced, integrated, and sequentially articulated curriculum. Priority should be given to learning that serves as a foundation for further educational development in language arts, mathematics, science, social studies, the arts, ~~foreign~~ world language, health and physical education and career education.

The basic instructional program shall meet requirements established by Maine law and Department of Education regulations. The instructional program shall be implemented through a written curriculum aligned with the system of Learning Results and designed to provide uniformity of content within and across grade levels.

Legal Reference: 20-A M.R.S.A. § 1001(6), 6209
Ch. 125 & 127 (Me. Dept. of Ed. Rule)

Cross Reference: AD - Educational Philosophy/Mission
ADF - School District Commitment to Learning Results
IGA - Curriculum Development and Adoption
IL - Evaluation of Instructional Programs
ILA – Student Assessment/Local Assessment System

Adopted: May 3, 2012

Revised: December 7, 2017; April 12, 2022

DRUG AND ALCOHOL USE BY STUDENTS

The MSAD #11 Board of Directors and staff support a safe and healthy learning environment for students that is free of the detrimental effects of drugs and alcohol. Accomplishing this goal requires a cooperative effort among school staff, students, parents, law enforcement, and organizations concerned with the use of drugs and alcohol by school-aged youth.

In order to promote the safety, health, and well-being of students, the ~~MSAD #11~~ Board endorses a three-pronged approach to address the issue of drug and alcohol use: prevention/ education, intervention, and discipline. It is vitally important for the students, parents, staff, and community members to understand that the ~~MSAD #11~~ Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction which may warrant punishment up to and including expulsion. The Superintendent is responsible for developing appropriate administrative procedures, curricula, and programs to implement this policy.

A. Prohibited Conduct

No student enrolled in and attending any program in ~~MSAD #11~~ shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. Nor shall a student manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug or mushroom, amphetamine, barbiturate, marijuana, anabolic steroid, bath salts, any other controlled substance defined in federal and state laws/regulations, any look-alike substance or designer drug such as ecstasy, any substance that is represented to be a controlled substance, or other harmful substances such as aerosol sprays.

These prohibitions apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. Students attending school, school-sponsored activities on or off school property may be asked to take a breathalyzer test when school staff reasonably suspect that a student may be violating this policy.

This policy does not apply to students taking medications in compliance with MSAD #11 Board Policy JLCD—Administering Medications to Students.

B. Disciplinary Action

Positive test results of an administered breathalyzer test at school functions or school sponsored events shall result in the student's parents being notified, and the student being expelled from the event.

Based upon the facts of each case and in accordance with established disciplinary procedure, grades 6-12 principals will suspend students who violate this policy and discuss appropriate next steps with the Superintendent up to and including an expulsion hearing for the first offense. Second offense goes to the Board for an expulsion hearing from school. Students will also be referred to law enforcement authorities for investigation and/or prosecution.

All students who are determined to be selling and/or furnishing drugs and/or alcohol will be suspended pending an expulsion hearing before the ~~MSAD #11~~ School Board.

When a student is expelled from school for an infraction of this policy, the ~~MSAD #11~~ Board or the administration may advise the student and ~~his/her~~ their parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence, through testing or other means, that the student has remained drug and alcohol-free during the period of expulsion; and satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program. See JICH-R—Drug and Alcohol Use by Students Administrative Procedure for further details regarding disciplinary procedures.

C. Prevention/Education

The school district will provide students with appropriate information and activities focused on educating students about drugs and alcohol and preventing their use. Programs shall teach students that the use of drugs and alcohol is wrong and harmful; how to resist peer pressure; and address the legal, social, and health consequences of drug and alcohol abuse.

D. Intervention

MSAD #11 has established Student Assistance Teams to assist students with drug/alcohol problems. Students and parents will be provided with information and referral, if necessary, to aid them in obtaining assistance from appropriate community organizations. Student records concerning interventions shall be kept confidential as required by state and federal laws. The ~~MSAD #11~~ Board expects parents and students to work in a positive, cooperative fashion to assist students in achieving sobriety and chemical/drug-free behavior.

E. Policy Communication

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

Legal Reference: 21 USC § 812 (Controlled Substances Act)
21 CFR Part 1300.11-15

P.L.No. 101-226 (Drug-Free Schools and Communities Act Amendments
of 1989)

17-A MRSA § 1101

22 MRSA §§ 2390-2394

42 USC § 290dd-2

42 CFR § 2.1 et seq.

20-A MRSA §§ 1001(9); 4008

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

Adopted: March 7, 2002

Revised: December 6, 2007; October 2, 2008; November 20, 2008; April 2, 2009;
November 4, 2010; March 3, 2016

DRUG AND ALCOHOL USE BY STUDENTS ADMINISTRATIVE PROCEDURE

The following regulations are intended to implement the MSAD #11 Board's policy JICH Drug and Alcohol Use by Students. It is vitally important for the students, parents, staff, and community members to understand that the ~~MSAD #11~~ Board considers the use of, possession, purchase, sale, and/or trafficking of drugs and alcohol to be an exceptionally serious infraction, which may warrant punishment up to and including expulsion.

A. Responsibilities of School Staff

1. Any staff member who has reason to suspect that a student is violating the ~~MSAD #11~~ Board's policy on Drug and Alcohol Use by Students has the responsibility to:
 - a. Take whatever immediate action may be necessary to secure the health and safety of the involved student(s);
 - b. Confiscate and secure the substance, if in the possession of the student(s) at the time of the incident. Any searches of students and/or their property shall be conducted in accordance with ~~MSAD #11~~ Board policy and procedures; and
 - c. Accompany the student to the office and report the incident to the building principal/designee for further action.
2. If a staff member is approached by a student who is seeking help for a problem related to drug and alcohol use, the staff member shall refer the student to the Student Assistance Team, administrator, guidance counselor, or social worker. Staff members are required to maintain confidentiality of information in accordance with applicable laws.
3. If a staff member receives information regarding a student party where drugs and/or alcohol may be used, he/she shall inform the building principal/designee as soon as possible. The building principal/designee shall take appropriate action, including but not necessarily limited to notifying parents and the police of this information.

B. Voluntary Referrals/Self-referrals

A student seeking assistance with a drug and/or alcohol issue may consult with a guidance counselor, social worker, administrator, or member of the Student Assistance Team. The administrator, social worker, and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis. Students who are not in violation of ~~MSAD #11~~ Board Policy JICH will not be disciplined for seeking assistance with a drug and/or alcohol issue. Students who have violated ~~MSAD #11~~ Board Policy JICH may not use the self-referral process to avoid disciplinary action.

C. Concerned Person Referral

A staff member, fellow student, or parent who is concerned about a student's drug and/or alcohol use may consult with a guidance counselor, social worker, administrator or member of the Student Assistance Team. The administrator, social worker and Student Assistance Team (when appropriate) shall meet with the student and determine the appropriate course of action on a case-by-case basis.

D. Disciplinary Action

The building principal shall notify the Superintendent of all violations of the ~~MSAD #11~~ Board's Drug and Alcohol Use by Students Policy JICH.

1. First Offense

- a. Building principal/designee verifies offense.
- b. Building principal/designee meets with student and parents.
- e. Building principal/designee notifies police.
- d. Student and parents meet with administrator. Grades 6-12 building principal/designee refers the matter to the Superintendent for expulsion from school. Principals in Grade PK-5 shall discuss the next steps with the Superintendent.

Middle School and High School students participating in extracurricular activities and athletics are subject to additional consequences as described in the Athletic Handbook.

Discipline for students over the age of 18 enrolled in Adult Education classes will be considered on a case-by-case basis.

2. Readmission Considerations:

When a student is expelled from school for an infraction of this policy, the ~~MSAD #11~~ Board or the administration may advise the student and his/her parents that the following will be favorably considered when the student applies for readmission: satisfactory evidence that the student has participated successfully in an appropriate substance abuse treatment program.

E. Procedure for School-Sponsored Activities

1. Students attending school-sponsored activities on or off school property shall be asked to take a breathalyzer test upon request when school staff reasonably suspect that a student may be violating the ~~MSAD #11~~ Board's policy on Drug and Alcohol Use by Students.

2. Remove student from activity and/or return to school.
3. Call parent/guardian to assume responsibility for student.
4. Notify building principal/designee of violation.
5. Follow appropriate steps for disciplinary action in Section D.

F. Procedure for Medical Emergencies

When a student is intoxicated or incapacitated due to drug and/or alcohol use, school procedures for medical emergencies shall be followed.

Adopted: March 7, 2002

Revised: December 6, 2007; October 2, 2008; April 2, 2009; March 3, 2016

BULLYING AND CYBERBULLYING PREVENTION IN SCHOOLS

I. Introduction

It is our goal for our schools to be a safe and secure learning environment for all students. It is the intent of the MSAD 11 Board to provide all students with an equitable opportunity to learn. To that end, the Board has a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying and other forms of peer mistreatment affect not only students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not the Board's intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the MSAD 11 schools, and the operation of the schools.

II. Prohibited Behavior

The following behaviors are prohibited:

1. Bullying;
2. Cyberbullying;
3. Harassment and Sexual Harassment (as defined in board policy ACAA);
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Any person who engages in any of these prohibited behaviors that constitutes bullying shall be subject to appropriate disciplinary actions.

Bullying and Cyberbullying Defined

"Bullying" and "cyberbullying" have the same meaning in this policy as in Maine law:

- A. "Bullying" includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:
 1. Has, or a reasonable person would expect it to have, the effect of:
 - a. Physically harming a student or damaging a student's property; or
 - b. Placing a student in reasonable fear of physical harm or damage to ~~his/her~~ their property;

OR

2. Interferes with the rights of a student by:
 - a. Creating an intimidating or hostile educational environment for the student; or
 - b. Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school;

OR

3. Is based on a student's actual or perceived characteristics identified in 5 MRSA §4602 or 4684-A (including race, color, national origin, ancestry, religion, physical or mental disability, gender identity or expression, sexual orientation, or any other distinguishing characteristic (such as socioeconomic status, age, physical appearance, weight, or family status), or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above. (These behaviors might also meet the criteria for harassment as defined in board policy ACAA: Harassment and Sexual Harassment of Students.)

Under Maine Law:

"Sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

"Gender identity" means gender-related identity, appearance, mannerisms, or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth.

Examples of conduct that may constitute bullying include, but are not limited to:

1. Repeated or pervasive taunting, name-calling, belittling, mocking, put-downs, or demeaning humor;
2. Behavior that is likely to harm someone by damaging or manipulating ~~his or her~~ their relationships with others, including but not limited to gossip, spreading rumors, and social exclusion;
3. Non-verbal threats and/or intimidations such as use of aggressive, menacing, or disrespectful gestures;
4. Threats of harm to a student, to ~~his/her~~ their possessions, or to other individuals, whether transmitted verbally or in writing;
5. Blackmail, extortion, demands for protection money, or involuntary loans or donations;
6. Blocking access to school property or facilities;
7. Stealing or hiding books, backpacks, or other possessions;
8. Stalking; and
9. Physical contact or injury to another person or ~~his/her~~ their property.

- B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device or personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
 2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
 3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
 4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
 5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs of other students.
- C. "Retaliation" means an act or gesture against a student for asserting or alleging an act of bullying. "Retaliation" also includes knowingly falsely reporting an act of bullying.
- D. "Substantiated" means that the outcomes of the investigation on the Responding Form (JICK-E2) provide clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.
- E. "Alternative discipline" means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student's specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student's misbehavior.

IV. Application of Policy

- A. This policy applies to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.
- B. This policy applies to bullying that:
1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
 2. Takes place while students are being transported to or from schools or school-sponsored events;
 3. Takes place at any school-sponsored event, activity, function, program, instruction or training; or
 4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

V. Reporting

Refer to the Reporting Form – JICK-E1

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel.

- A. School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.
- B. Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.
- C. Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.
- D. Acts of reprisal or retaliation against any person who reports an alleged incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

VI. Responding

Refer to the Responding Form – JICK-E2

The school principal or a superintendent's designee will:

- A. Promptly investigate and respond to allegations of bullying behavior;
- B. Keep written documentation of all allegations of bullying behavior and outcomes of the investigations, and report alleged and substantiated incidents to the superintendent;
- C. Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- D. Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- E. Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
- F. Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

VII. Remediation

Refer to the Remediation Form – JICK-E3

The school principal or a superintendent's designee will:

- A. Identify the specific nature(s) of the incident.
- B. Apply disciplinary actions, which may include but are not limited to, imposing a series of graduated consequences that include alternative discipline. In determining the appropriate response to students who engage in bullying behavior, school administrators should consider the type of behaviors, the frequency and/or pattern of behaviors, and other relevant circumstances. Alternative discipline includes, but is not limited to:
 - 1. Meeting with the student and the student's parents/guardian;
 - 2. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
 - 3. Mediation, but only when there is mutual conflict between peers, rather than one-way negative behavior, and both parties voluntarily choose this option;
 - 4. Counseling;
 - 5. Anger management;
 - 6. Health counseling or intervention;
 - 7. Mental health counseling;
 - 8. Participation in skills building and resolution activities, such as social-emotional cognitive skills building, resolution circles and restorative conferencing;
 - 9. Community service; and
 - 10. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.
- C. Remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, which may include referring the victim, perpetrator or other involved persons to counseling or other appropriate services.

VIII. Appeal

Notification shall be provided to parent(s), guardian(s) and students of the right to appeal a decision of a school principal or a superintendent's designee related to taking or not taking remedial action in accordance with this policy. The appeals procedure must be consistent with other appeals procedures established by the school board and may include an appeal to the superintendent.

IX. Assignment of Responsibility

- A. The School Board is responsible for:
 - 1. Annually providing written versions of this policy and related procedures to students, parent(s) and guardian(s), volunteers, administrators, teachers and school staff;
 - 2. Posting this policy and related procedures on the school administrative unit's publicly accessible website; and

3. Including in student handbooks a section that addresses in detail this policy and related procedures.
- B. The superintendent is responsible for:
1. Oversight, implementation, and enforcement of this policy and its procedures;
 2. Designating a school principal or other school personnel to administer the policies at the school level;
 3. Developing a procedure for publicly identifying the superintendent's designee or designees for administering the policies at the school level;
 4. Ensuring that the prohibition on bullying and retaliation and the attendant consequences apply to any student, school employee, contractor, visitor or volunteer who engages in conduct that constitutes bullying or retaliation;
 5. Ensuring that any contractor, visitor, or volunteer who engages in bullying is barred from school grounds until the superintendent is assured that the person will comply with the policies of the school board;
 6. Ensuring that any organization affiliated with the school that authorizes or engages in bullying or retaliation forfeits permission for that organization to operate on school grounds or receive any other benefit of affiliation with the school;
 7. Providing professional development and staff training in the best practices in prevention of bullying and harassment and implementation of this policy; [NOTE: The law requires “training and instructional materials related to the policy” be posted on the Maine Department of Education’s website. See “Bullying Prevention Resources” at <http://www.maine.gov/doe/bullying/resources/> for further information]
 8. Filing the SAU policy that addresses bullying and cyberbullying with the Maine Department of Education; and
 9. Ensuring that substantiated incidents of bullying and cyberbullying are reported to the Maine Department of Education on at least an annual basis.

Legal Reference: 20-A M.R.S.A. § 254 (11-A)
20-A M.R.S.A. § 1001(15), 6554
Maine Public Law, Chapter 659

Cross Reference:	AC	Nondiscrimination, Equal Opportunity
	ACAA	Harassment and Sexual Harassment of Students
	ACAA-R	Student Discrimination and Harassment Complaint Procedure
	ACAD	Hazing

AD	Educational Philosophy/Mission
ADAA	School System Commitment to Standards for Ethical and Responsible Behavior
CHCAA	Student Handbooks
GCI	Professional Staff Development
IJNDB	Student Computer and Internet Use and Internet Safety
JI	Student Rights and Responsibilities
JIC	Student Code of Conduct
JICC	Student Conduct on Buses
JICIA	Weapons, Violence and School Safety
JK	Student Discipline
JKD	Suspension of Students
JKE	Expulsion of Students
JRA-R	Student Education Records and Information Administrative Procedures
KLG	Relations with Law Enforcement Authorities

Adopted: April 4, 2013

Revised: March 2, 2017

MSAD 11
Bullying and Cyberbullying Administrative Procedure

This procedure is intended as guidance for the school principal or superintendent's designee to address an alleged bullying incident. Definitions, as well as steps for reporting, responding to, and remediating allegations of bullying, are provided.

Behavior alleged to be based on a targeted student's actual or perceived race, color, sex, sexual orientation (including gender identity and expression), religion, ancestry or national origin, or disability should be addressed under the Student Harassment and Sexual Harassment procedure (ACAA-R) rather than under this procedure.

Definitions

The following terms are defined in Maine Public law, Chapter 659 and 20-A M.R.S.A. §6554:

A. "Bullying" includes, but is not limited to, a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

(1) Has, or a reasonable person would expect it to have, the effect of:

- (a) Physically harming a student or damaging a student's property; or
- (b) Placing a student in reasonable fear of physical harm or damage to the student's property;

OR

(2) Interferes with the rights of a student by:

- (a) Creating an intimidating or hostile educational environment for the student; or
- (b) Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school;

OR

- (3) Is based on a student's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic, or is based on a student's association with a person with one or more of these actual or perceived characteristics, and that has the effect described in subparagraph (1) or (2) above.

"Bullying" includes cyberbullying.

B. "Cyberbullying" means bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence

of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

- C. “Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” can also include knowingly false reporting of bullying.
- D. “School grounds” means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.
- E. “Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.

Reports of Bullying

Bullying or suspected bullying is reportable in person or in writing (including anonymously) to school personnel using the school unit’s Reporting Form (JICK-E1).

School staff, coaches and advisors for extracurricular and co-curricular activities are required to report alleged incidents of bullying to the school principal or other school personnel designated by the superintendent. Any other adult working or volunteering in a school will be encouraged to promptly report observed or suspected alleged incidents of bullying to the building principal or school personnel designated by the superintendent.

Students who are believed to have been bullied or are aware of incidents of bullying are strongly encouraged to report this behavior to a staff member or school administrator.

Parents and other adults who believe that an incident of bullying has occurred are encouraged to report this behavior to a staff member or school administrator.

Acts of reprisal or retaliation against any person who reports an incident of bullying are prohibited. Any student who is determined to have knowingly falsely accused another of bullying shall be subject to disciplinary consequences.

Reports of alleged bullying may be made anonymously, except by school staff, coaches and advisors, but in no instance will disciplinary action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.

The school principal or superintendent’s designee will forward a copy of the completed Reporting Form to the superintendent.

Safety Measures

The school principal or superintendent's designee will communicate to the parent(s) or guardian(s) of the student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student who was believed to have been bullied and to prevent further acts of bullying.

These measures are documented on the Responding Form (JICK-E2)

~~[NOTE: School personnel should be careful to respect the confidentiality of student information when communicating with the parent(s) or guardian(s) of a student who was believed to have been bullied. It should be sufficient to inform the parents of what the school is doing to protect the student from further alleged bullying behaviors and to convey that the incident will be investigated and appropriate actions will be taken, without providing details that would be considered a violation of FERPA or an invasion of privacy.]~~

Responding/Investigation

The school principal or superintendent's designee will:

- Ensure that all reports of alleged bullying are investigated and responded to promptly ~~{OR: within ____ days}~~ and that documentation of the investigation is provided to the superintendent within a reasonable period of time using the Responding Form (JICK-E2).
- Inform parent(s) or guardian(s) of the student(s) who was alleged to have bullied AND of the student(s) who was believed to have been bullied that a report of an alleged incident of bullying has been made;
- Communicate to the parent(s) or guardian(s) of a student(s) who was believed to have been bullied the measures being taken to ensure the safety of the student(s) who was believed to have been bullied and to prevent further acts of bullying;
- Inform parent(s) or guardian(s) of the students involved the findings of the investigation and actions to be taken;
- Communicate with local or state law enforcement agency if it's believed that the pursuit of criminal charges or a civil action under the Maine Civil Rights Act may be appropriate.

Remediation

If it is determined that there is a substantiated incident of bullying, the school principal or superintendent's designee will:

- Determine the specific nature(s) of the incident, alternative discipline actions, and appropriate consequences;
- Complete the Remediation Form (JICK-E3);

- Provide a copy of the Remediation Form to the superintendent; and
- Assure that the substantiated incident of bullying is reported to the Maine Department of Education.

Appeal

~~The parent(s) or guardian(s) and student must be notified of the right to appeal the school principal's or superintendent's designees' decision related to taking or not taking remedial action as identified in the appeals procedure established by the school board.~~

Any appeal of the building principal's decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent's decision shall be final.

Cross Reference:	ACAA-R	Student Harassment and Sexual Harassment Procedure
	JICK	Bullying
	JRA-R	Student Education Records and Student Information

MSAD 11
Bullying and Cyberbullying Responding Form

To be completed by the school principal or superintendent's designee promptly from the time that the Report Form is received.

Date the alleged incident of bullying was reported: _____

Name of school principal or superintendent's designee investigating the report of alleged incident(s) of bullying: _____

Position/title: _____

Details:

Person(s) reporting the alleged incident(s) of bullying (if indicated, but required if school staff, coaches or advisors): _____

Person who completed the Reporting Form (if indicated): _____

The person(s) reporting the alleged incident of bullying is: ☐ student ☐ parent
☐ grandparent ☐ guardian ☐ school staff ☐ coach ☐ advisor ☐ other _____

Name of the student(s) or adult(s) who was believed to have been bullied:

Was the behavior related to the targeted student's actual or perceived (as indicated in the description of the alleged incident on the Reporting Form):

- ☐ Race/color
- ☐ Sex
- ☐ Sexual orientation (including gender identity and gender expression)
- ☐ Religion
- ☐ National origin/ancestry
- ☐ Disability

If so:

- ♣ refer to Board policy ACAA: Harassment and Sexual Harassment of Students;
- ♣ include the SAU's Affirmative Action Officer in this investigation; and

- ♣ if the behavior includes threats, violence, and/or property damage, it may be enforceable under the Maine Civil Rights Act and should be referred to local law enforcement.

Does the student have a 504 plan? ☐ Yes ☐ No

Does the student have an IEP? ☐ Yes ☐ No

If yes to either above questions, please refer to student's 504 plan or IEP.

Is the student in the referral process for either? ☐ Yes ☐ No

If the student receives Special Education services, when was the Director of Special Education or 504 Coordinator made aware of this situation? Date: _____

Name of the student(s) or adult(s) who is alleged to have bullied:

The reported alleged incident(s) occurred:

- ☐ on school grounds
- ☐ on the school bus
- ☐ at a school sponsored activity
- ☐ through the use of technology ☐ at home ☐ at school
- ☐ elsewhere – (be specific) _____

Date(s): _____

Time(s) of day: _____

Additional details known:

Have there been prior reports of alleged incidents of bullying or substantiated incident(s) of bullying involving the student(s) and/or adult(s)? ☐ Yes ☐ No

If yes, please include details and outcomes:

Evidence of allegation(s) of bullying provided to the school or in the school's possession used in this investigation:

<input type="checkbox"/> school video cameras	<input type="checkbox"/> letters
<input type="checkbox"/> school bus camera	<input type="checkbox"/> phone conversation notes
<input type="checkbox"/> cell phone video	<input type="checkbox"/> written statements
<input type="checkbox"/> electronic photos	<input type="checkbox"/> hospital reports
<input type="checkbox"/> printed photos	<input type="checkbox"/> police reports
<input type="checkbox"/> email(s)	<input type="checkbox"/> other (specify) _____

Communication:

When did you contact the parent(s) or guardian(s) of the student(s) who was believed to have been bullied?

Date of communication(s): _____

Details of communication:

The school principal or superintendent's designee met with the student(s) who was believed to have been bullied on:

Date of Meeting: _____

Details of communication:

When did you contact the parent(s) or guardian(s) of the student(s) who was alleged to have bullied?

Date of communication(s): _____

Details of communication:

The school principal or superintendent's designee met with the student(s) alleged to have bullied on:

Date of meeting: _____

Details of communication:

Did the person(s) reporting the alleged incident identify any witnesses? ☐ Yes ☐ No

Name(s) of witness: _____

Did the school identify any witnesses? ☐ Yes ☐ No

Name(s) of witness: _____

If yes, the school principal or superintendent's designee met with the witness(es) on:

Date of Meeting: _____

Details of communication:

Safety Measures:

Local or state law enforcement will be contacted for potential:

- ☐ criminal charges
- ☐ civil action under the Maine Civil Rights Act
- ☐ N/A

What measures are being taken throughout the investigation to ensure the safety of the student who was believed to have been bullied?

Attach safety measures (ie. Student Support & Safety Plan) to this Responding Form.

When was there communication with the parent(s) or guardian(s) of the student(s) who was believed to have been bullied about these safety measures?

Date of communication(s): _____

Details of communication:

Determination of Bullying:

Refer to the definition of bullying in policy JICK

Behavior(s) had the effect of:

- ☐ Physically harming a student or damaging a student's property; or
- ☐ Placing a student in reasonable fear of physical harm or damage to the student's property

OR

Behavior(s) interfered with the rights of a student by:

- ☐ Creating an intimidating or hostile educational environment for the student; or
- ☐ Interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provide by a school
- ☐ None of the above

Conduct resulting in harm (in item above) is on the basis of:

- ☐ National origin/ancestry/ethnicity
- ☐ Religion
- ☐ Physical, mental, emotional or learning disability
- ☐ Sex
- ☐ Sexual orientation
- ☐ Gender/gender identity/expression

☐ Age

☐ Socioeconomic status

☐ Family Status

☐ Physical appearance

☐ Weight

☐ Other distinguishing personal characteristics

☐ Other (explain)

Summary of Investigation: (use additional sheet)

Outcomes: (use additional sheet)

All findings and results shall be reported to the superintendent.

Is this a substantiated incident of bullying? ☐ Yes ☐ No

If yes, refer to the Remediation Form (JICK-E3) to indicate specific nature(s) of the incident, the consequences, and actions taken for the student who has bullied. This substantiated incident is to be reported to the superintendent, and to the Maine Department of Education.

If no, refer to the district-wide code of conduct and disciplinary policies for student behavior.

Title and Signature of investigator

Date: _____

If the investigator is not the school principal, copy to school principal on:

Copy sent to Principal: Date: _____

Copy received: _____ Date: _____
Signature of school principal

Copy to Superintendent: Date: _____

Copy received: _____ Date: _____
 Signature of Superintendent

APPEAL OF PRINCIPAL'S DECISION

Date appeal submitted: _____

All appeals to the Superintendent must be submitted, in writing, to the Central Office within 14 calendar days of the building principal's decision. The Superintendent's decision shall be final.

Superintendent's decision: _____

Date parent(s)/guardian(s) notified of Superintendent's decision: _____

ACTIONS TAKEN BY THE SUPERINTENDENT

____ Recommendation to Board for student expulsion

____ Action on student/parent appeal of principal's decision

____ Action taken against employee: (If confidential employment action, in personnel file)

____ Recommendation to Board for suspension/revocation of sanctioning/approval of school-affiliated organization

____ Other: _____

QUESTIONING AND SEARCHES OF STUDENTS

The MSAD #11 School Board seeks to maintain a safe and orderly environment in the schools. School administrators may question and/or search students in accordance with this policy and accompanying administrative procedure.

Students may not bring, possess or store at school any items or substances which are prohibited by law, Board policies and/or school rules, or which interfere with the operations, discipline or general welfare of the school.

When special circumstances exist, including but not limited to a suspected ongoing violation of the ~~MSAD #11~~ Board's drug/alcohol or weapons policies, or when a potential threat to safety is identified, school administrators may search groups of students or the entire student body without individualized suspicion.

Student use of all school storage facilities, including but not limited to lockers, desks and parking lots, is a privilege granted by the school. All storage facilities are school property and remain under the control, custody, and supervision of the school. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their contents on a random basis, with or without reasonable suspicion, and without notice or consent. Canine patrols may be used to conduct searches anywhere on school property.

If a search produces evidence that a student has violated or is violating the law, ~~MSAD #11~~ Board policies and/or school rules, such evidence may be seized and impounded by school administrators and appropriate disciplinary action may be taken. Evidence may be forwarded to law enforcement authorities as required by law or as deemed appropriate by school administrators.

A student who refuses to comply with a search directive may be subject to disciplinary action, including the disciplinary consequences for the suspected violation.

The Superintendent is authorized to develop and implement, with input from legal counsel, administrators, and/or other appropriate persons, any administrative procedures necessary to carry out this policy.

This policy and the accompanying procedure will be included in student/parent handbooks.

Cross Reference: JIH-R Questioning and Searches of Students
 JICH Drug and Alcohol Use by Students
 JICIA Weapons, Violence, and School Safety
 JK Student Discipline
 KLG Relations with Law Enforcement Authorities

Adopted: Prior to 1985

Revised: August 7, 1986; October 19, 1994; January 1998; April 1999, December 6, 2007;
March 3, 2016

QUESTIONING AND SEARCHES OF STUDENTS ADMINISTRATIVE PROCEDURE

The purpose of this administrative rule is to provide guidelines for the conduct of student questioning and searches by authorized school administrators. These are guidelines only and may be adjusted within reasonable and lawful limits on a case-by-case basis. School administrators have the discretion to request the assistance of law enforcement authorities as they deem necessary and in accordance with MSAD #11 Board policy.

During a search, any illegal item(s) found that violates Board policies or school rules, or which in the reasonable judgment of school administrators represents a threat to the safety and welfare of the school population will be seized. Illegal item(s) shall be turned over to the law enforcement authorities. Other item(s) will be stored in a secure location until a determination is made regarding appropriate disposition.

School administrators are required to document all searches and items seized or impounded. The Superintendent and the parents of the students will be provided with a copy of such reports.

A. Questioning by School Administrators

1. School administrators are under no obligation to notify a student's parents/guardians prior to questioning a student regarding alleged violations of ~~MSAD #11~~ Board policies, school rules, and/or federal/state laws. If law enforcement officers are involved, refer to policy KLG – Relations with Law Enforcement Authorities.
2. School administrators shall inform the student of reasons for the questioning and provide an opportunity for the student to respond to any allegations. School administrators shall make a reasonable effort to question the student in a location out of the sight and hearing of other students.
3. If a student fails to cooperate, lies, misleads, or threatens any person during questioning, he/she may be subject to additional disciplinary action.

B. Searches of Students, Personal Property in Students' Immediate Possession

1. School administrators are authorized to search students and/or personal property in students' immediate possession, when, in their judgment, there are reasonable grounds to suspect that a student has violated or is violating ~~MSAD #11~~ Board policies, school rules, federal/state laws, or is interfering with the operations, discipline or general welfare of the school.
2. All searches of students and/or their personal property shall be authorized and conducted by a school administrator in the presence of a witness, except where the circumstances render the presence of a witness impractical.

3. Searches should be reasonably related to the suspected violation and no more intrusive than necessary to discover the evidence for which the search was instigated. Searches may include pat downs and searches of the student's outer clothes (e.g., pockets, jacket, shoes, hat) and personal belongings (e.g., purse, backpack, gym bag, lunch bag). If the search produces a reasonable suspicion of the presence of evidence, a broader search may be justified. The Principal shall consult with the Superintendent before any further action is taken.
4. Searches which disclose evidence that a student has violated ~~MSAD #11~~ Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
5. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

C. Searches of Lockers, Desks, and Other School Storage Facilities

1. School staff, students and parents shall be informed of this policy/procedure on an annual basis.
2. School administrators shall consult with the Superintendent prior to conducting random searches.
3. Students have no expectation of privacy in school storage facilities or for any items placed in such storage facilities. School administrators have the authority to inspect and search storage facilities and their content on a random basis, with or without reasonable suspicion, and without notice or consent.
4. Searches of individual student lockers, desks, or other storage facilities and their contents based upon reasonable suspicion will be conducted in the presence of the student and a witness, if practical under the circumstances of the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.
5. Searches which disclose evidence that a student has violated Board policies or school rules will be addressed through school disciplinary procedures. Evidence of violation of federal/state laws may result in school disciplinary action and/or be forwarded to law enforcement authorities for possible investigation/prosecution.
6. School administrators are required to document all searches and items seized/impounded on the Student Search Form or by another reasonable method.

D. Patrolling of Parking Lots and Searching Vehicles

1. Students may drive vehicles to school and park in designated areas in accordance with school rules. School administrators retain the authority to patrol parking lots.
2. If school administrators have a reasonable suspicion that a vehicle which a student has parked at school contains evidence that the student has or is violating ~~MSAD #11~~ Board policies or school rules, or federal/state laws, and/or there is a substantial threat to the welfare and safety of the schools, law enforcement authorities will be requested to render assistance in accordance with Board policy KLG – Relations with Law Enforcement Authorities. A school administrator will search the vehicle in the presence of a witness, except where the circumstances make the presence of a witness impractical.
3. If practical, the student should be present during the search. A reasonable effort will be made to conduct searches out of the sight and hearing of other students. The student may be given the opportunity to open any closed items or items that are not easily accessible to visual search. If the student refuses, the administrator will open and search the items.

E. Canine Patrols

1. The Superintendent may authorize canine patrols to take place anywhere on school property if ~~he/she~~ they deems it advisable to maintain school safety or if there is a reasonable suspicion that drugs, weapons, and/or other illegal substances or items will be found. Canine patrols may include school lockers and/or student vehicles in school parking lots.
2. The Superintendent must make requests for canine patrols in writing to the appropriate law enforcement authorities. Only certified dogs and handlers may be used.
3. Whenever possible, canine patrols will be scheduled to minimize disruption of the academic program and risk of contact with students.
4. All lockers and/or student vehicles will be scanned during a canine patrol. Any locker and/or vehicle identified by the canine patrol will be noted by the school administrators accompanying the patrol.
5. Immediately following removal of the dogs, each area noted during the canine patrol will be searched in accordance with Section C and/or D of this policy.

Cross Reference: JIH Questioning and Searches of Students

JIH-E Student Search Checklist
KLG Relations with Law Enforcement Authorities

Adopted: December 6, 2007

Revised: March 3, 2016

COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

The MSAD 11 School Board recognizes that the primary purpose for use of its facilities is to deliver its education programs. The School Board also recognizes the capital investment the community has made in its school buildings and facilities. The School Board believes that such facilities should be available for use by the MSAD 11 community as provided herein for short-term social, community, service and recreational purposes when such uses will/may not interfere with school programs or activities. For the purpose of this policy, references made to school facilities and grounds include all buildings, auditoriums, gymnasiums, playing fields, walkways and parking lots.

MSAD 11 retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability.

The Superintendent/designee shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use. Each building administrator is responsible for administering this policy on a day-to-day basis and shall report to the Superintendent/designee.

PRIORITY USE OF FACILITIES

The use of school facilities for school educational activities and authorized extracurricular activities shall, at all times, take precedence over any community use of said facilities. The building administrator is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with this policy and related procedures and will adhere to all conditions of the policy. At all times, use of school facilities as needed by any of the District's municipalities for the purpose of voting in municipal elections or in the event of a weather or civil emergency when school buildings are required for official emergency management use shall take precedence. **Once an event is scheduled, no organization except MSAD 11 may 'bump' another organization, regardless of priority list ranking.** The School Board shall define facilities use categories and priorities as defined therein:

- I. School educational programs and sanctioned co- and extracurricular activities (MSAD 11 activities always take priority. Should the need occur, an MSAD 11 event may 'bump' other scheduled events if deemed necessary by the Building Administrator.
- II. Benefactors to MSAD 11 (organizations that exist solely to raise money to support MSAD 11 - Booster's, PTO's, Alumni Association) must have a governance board, provide quarterly financials to the district and have a minimum of two names on a checking account.
- III. Municipal/civic functions and programs (Municipalities, Lion's Club, Rotary, Legion).
- IV. MSAD 11 School Board approved student feeder programs comprising at least 80% of MSAD 11 students (Gardiner Youth Football, Basketball, Field Hockey, and

- Cheering, Boys and Girls Club sports, Gardiner Youth Fire Soccer, and Cal Ripken Baseball).
- V. Organizations and groups that support the youth in the area, but are not exclusively for MSAD 11 students (Gold Ball, Dance).
 - VI. Non-student related groups and non-profit organizations located within MSAD 11 (religious organizations)
 - VII. Non-resident groups and individuals and profit-making businesses/groups.

The building administrator and business manager will have sole discretion to determine which priority category organizations/individuals wishing to use the MSAD 11 facilities falls under.

It is not the intention of the School Board to make its facilities available to commercial/business enterprises or for private functions such as weddings, parties, or similar events; nor is it the School Board's intent to make its facilities available to individuals or groups outside the MSAD #11 community.

Prohibited Conduct

The following conduct is prohibited:

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts, or are contrary to the best interest of the District or the welfare of students and employees as determined by the building administrator and/or business manager.
2. Possession or consumption of alcoholic beverages, illegal drugs, marijuana, or tobacco products on school property, including all buildings, athletic fields, parking lots and recreational fields.
3. The possession of weapons (knives, guns, etc.).
4. Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
5. Any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes).
6. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds, or equipment, which includes: use of open flames, including candles, fireworks or other special effects.
7. Parking on landscaped areas. Vehicles must be parked in designated areas only.
8. Animals, other than those cited in Policies IMG and IMGA, are not allowed on school property except with prior authorization from the building administrator.

Conditions of Use

1. Applicants must complete a written Facilities Use Form at least three (3) weeks in advance requesting to use school facilities. The Facilities Use Form includes a release and indemnity provision and an agreement that the applicant will comply with all MSAD

- 11 policies and rules. Those organizations submitting requests in under three (3) weeks of the event, due to extenuating circumstances, will be considered on an individual basis.
2. No community application for use of school facilities, other than auditoriums, shall be approved more than six (6) months in advance of the intended use. Applications for use of school auditoriums may be approved up to twelve (12) months in advance.
3. The School Board shall approve a schedule of fees for use of school facilities utilizing actual cost as data in the determination of and are subject to change without notice.
4. If the building administrator deems necessary for school personnel to be present at an event, school personnel shall be paid at the expense of the user.
5. The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled. At the discretion of the building administrator and business manager, lessees may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
6. It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were obtained. If this is not done to the satisfaction of the building administrator, a charge may be levied for any required clean-up costs, in excess of any fees otherwise applicable. In addition, failure to comply with this requirement may result in the revocation of use privileges.
7. All fees and classifications will be determined at the discretion of the MSAD 11 Building Administrator and Business Manager and **MUST BE PAID TWO (2) WEEKS IN ADVANCE** of the rental. Failure to pay will result in the contract being null and void.
8. All individuals or groups using school facilities are responsible for the preservation of order and must meet all requirements of state statutes, ordinances, conditions and policies and procedures of the District. Failure to comply with this requirement will result in the revocation of use privileges.
9. Lessees not covered by the District liability policy will be required to provide a certificate of insurance. Lessees must provide a copy of their certificate of insurance covering the period under contract naming MSAD 11 as an additional insured prior to the event.
10. All applicants granted use of the school district facilities shall hold the District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. The applicant further agrees to make restitution promptly for any loss or damage occurring during use of said facilities and equipment.
11. Use of equipment is limited to the items specified on the application form and a fee or deposit may be assessed for said use. Installing decorations or scenery, moving equipment or other furniture is prohibited unless special permission is obtained in advance from the building administrator.
12. The person or organization designated on the Facilities Use Form shall be the only group using the facility for the specified event or activity. The duly authorized representative of the organization or group must be at least twenty-one (21) years of age, shall assume responsibility of the activity and shall remain present throughout the activity.
13. All fees, rentals and payment for staff services shall be made payable to MSAD 11. Tipping of custodians or other school personnel is not permitted. Under no conditions shall payment be made directly to staff members.

14. For community events with a projected attendance of 500, the building administrator, in conjunction with the appropriate law enforcement, will determine the need for police security. Payment for police services will be the responsibility of the individual or group using the facility for the specified event of activity.
15. Community adults and children are free to use outdoor grounds and facilities for recreation when not otherwise scheduled. Formal approval of buildings and grounds rentals will only be granted to recognized organizations and groups.
16. All injuries and accidents must be reported immediately to the building administrator.
17. All school facilities will be closed on all Federal and State holidays, unless the building administrator and/or superintendent grant prior approval.
18. Any event advertising must make it clear that the event is not school-sponsored.
19. Users must comply with all life safety code requirements and school safety rules.
20. The building administrator has the sole discretion to determine whether equipment may be stored on school premises. Equipment stored on school premises are stored at the owner's risk. MSAD 11 does not accept responsibility for damages to or loss of property stored on school premises.

Guidelines for Kitchen Use

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals.

Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served in support of their function may do so. With the exception of Priority I Organizations, the fee schedule will apply.

Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS Director and the building administrator is prohibited. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food.

In the event supervising staff is needed, fees as listed in the policy's fee schedule will be charged.

(Reference policy EFE – Competitive Food Sales)

Contractual Obligations

The user shall not assign or transfer its permit to use school facilities to any other person/ organization without the express permission of the appropriate school official. An agreement to use school facilities may be canceled or amended by the user for good cause provided that seven (7) days notice is given to the building administrator. **Failure to cancel the use of a facility seven (7) days in advance of usage will result in the organization being charged all expenses associated with the rental and may result in the loss of future usage.** The right to cancel or amend an agreement to use school facilities at any time is reserved by the appropriate school official. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be determined at the discretion of the building principal and/or superintendent. Users are responsible for notifying their membership of such circumstances.

The Superintendent, or their designee, has the sole authority to determine whether the facility should be closed for reasons of public safety and will be held harmless in this situation. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

Suspension of Privileges

Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.

Cross Reference: Facilities Rental Contract and Facilities Fees and Rates
 ADC – Tobacco Use
 EFE – Competitive Food Sales – Sales of Food in Competition with the
 School Food Service Program

Adopted: Prior to 1985

Revised: January 9, 1992; December 1, 1994; June 7, 2007; August 2, 2012, December 6,
 2012, March 2, 2016; September 5, 2019; January 6, 2022

Purpose of the MSBA Delegate Assembly

Governance and policy decisions affecting MSBA are dealt with at the Delegate Assembly. The importance of each School Board being represented at the Delegate Assembly cannot be overstated. The following information about the Delegate Assembly is to inform your School Board of the importance of electing a delegate.

According to Article VIII of the Constitution, the Delegate Assembly is the policy making body of the Association. The Delegate Assembly has four specific powers.

1. It adopts resolutions that express the beliefs and purposes of the Association.
2. It transacts such other business as presented to it prior to the opening of the Delegate Assembly by any delegation or the Executive Board of Directors.
3. It elects the Officers and Executive Board of Directors.
4. It may adopt amendments to the Constitution.

According to Article V of the Constitution, the Association is governed by the Executive Board of Directors. The Board is comprised of Regional Directors and At-Large Directors.

The Delegate Assembly consists of one voting delegate for each member district. In order to be an official delegate, the member School Board must report the name of the elected delegate and alternate prior to the Assembly. (See Delegate Form for actual date.)

The resolutions adopted at the Delegate Assembly are an expression of the Assembly's views regarding various issues and define the Association's position on legislative proposals.

As the Officers and Board of Directors approach any legislative session, it is crucial that they represent the Association's members. Make your local Board's voice heard and send a delegate to the MSBA Delegate Assembly held virtually this year, on Saturday, October 22, 2022.

**MSBA
Board of Directors Meeting
May 14, 2022**

September Regional Meeting

Meetings will be held via Zoom (remote) and will begin at 6 p.m.

- Major intent of September meetings is to share / discuss proposed Resolutions
- A zoom link for the meeting will be sent out the week prior each meeting
- Typically, these run 75-90 minutes.

September 6 – Region VIII, Kennebec
September 8 - Region VII, Cumberland
September 12 – Region V, MidCoast
September 13 – Region VI, Western Maine
September 14 – Regions III-IV, Washington & Hancock
September 15 – Region IX, York
September 19 – Region I, Aroostook
September 20 – Region II, Penquis

INDEX OF MSBA SCHOOL DISTRICTS BY REGION

<u>Aroostook (1)</u>	<u>Penquis (2)</u>	<u>Washington (3)</u>	<u>Hancock (4)</u>	<u>Mid-Coast (5)</u>	<u>Western ME (6)</u>	<u>Cumberland (7)</u>	<u>Kennebec (8)</u>	<u>York (9)</u>
Bancroft	Airline CSD	AOS 77	AOS 47	AOS 93	Andover	Brunswick	Athens	Acton
Bridgewater	AOS 43	AOS 90	AOS 91	AOS 98	Auburn	Cape Elizabeth	Augusta	Biddeford
Caswell	AOS 94	AOS 96	CTE Region 7	CTE Region 8	Carrabasset Valley	Chebeague Island	Brighton Plt.	Dayton
CTE Region 2	Bangor	Beddington	Deer Isle-Stonington CSD	Five Town CSD	Coplin Plt.	Falmouth	Caratunk	Kittery
Eagle Lake	Bowerbank	Calais	Ellsworth	Islesboro	CTE Region 9	Gorham	Dennistown Plt.	RSU 6/MSAD 6
Easton	Brewer	Cherryfield	Hancock	Lincolnville	CTE Region 11	Long Island	Fayette	RSU 21
Glenwood Plt.	Burlington	Indian Island	Isle Au Haut	Monhegan Island	Flagstaff Regional RSU	MECDHH/Gov Bax Schl Deaf	Forks Plt.	RSU 23
Grand Isle	CTE Region 3	Indian Township	Lamoine	Northport	Gilead	Portland	Highland Plt.	RSU 35/MSAD 35
Limestone	CTE Region 4	Maine Indian Education	Otis	RSU 1	Lewiston	Region 10 Technical High School	MSAD 11	RSU 55/MSAD 55
Madawaska	East Millinocket	Moosabec CSD	RSU 24	RSU 7/MSAD 7	Lisbon	RSU 5	Pleasant Ridge Plt.	RSU 57
MSAD 10	Glenburn	Pleasant Point	RSU 25	RSU 8/MSAD 8	RSU 4	RSU 14	RSU 2	RSU 60/MSAD 60
MSAD 27	Greenbush	Robbinston	Union 76	RSU 13	RSU 9	RSU 15/MSAD 15	RSU 3/MSAD 3	Saco
Nashville Plt.	Hermon	RSU 37/MSAD 37	Union 93	RSU 20	RSU 10	RSU 51/MSAD 51	RSU 12	Sanford
Orient	Kingsbury	Union 103		RSU 28/MSAD 28	RSU 16	RSU 61/MSAD 61	RSU 18	Wells-Ogunquit CSD
Portage	Lowell	Vanceboro		RSU 40	RSU 17/MSAD 17	RSU 72/MSAD 72	RSU 38	York
RSU 29/MSAD 29	Medford			RSU 65/MSAD 65	RSU 44/MSAD 44	RSU 75/MSAD 75	RSU 49/MSAD 49	
RSU 32/MSAD 32	Medway			RSU 71	RSU 52/MSAD 52	Scarborough	RSU 53/MSAD 53	
RSU 33/MSAD 33	Milford			St. George	RSU 56	Sebago	RSU 54/MSAD 54	
RSU 39	Millinocket			Union 69	RSU 58/MSAD 58	South Portland	RSU 59/MSAD 59	
RSU 42/MSAD 42	RSU 19			West Bath	RSU 73	Westbrook	RSU 74/MSAD 74	
RSU 45/MSAD 45	RSU 22			Wiscasset	RSU 78	Yarmouth	RSU 82/MSAD 12	
RSU 50	RSU 26				Upton		RSU 83/MSAD 13	
RSU 70/MSAD 70	RSU 34						Vassalboro	
RSU 79/MSAD 1	RSU 63/MSAD 63						Waterville	
RSU 84/MSAD 14	RSU 64/MSAD 64						Winslow	
RSU 86/MSAD 20	RSU 67						Winthrop	
RSU 88/MSAD 24	RSU 68/MSAD 68							
RSU 89	RSU 80/MSAD 4							
Union 122	RSU 87/MSAD 23							
Winterville Plt.	Sebeois Plt.							
	Shirley							
	Union 60							
	Veazie							
	Willimantic							
	Woodville							



49th Annual MSMA Fall Conference

October 27-28, 2022

In Person Conference

Preliminary Fall Conference Information

October 27-28, 2022

EMBRACING THE FUTURE - TOGETHER!

An Invitation to You

We invite you to join the Maine School Management Association (MSMA) leadership development conference for Maine school board members, superintendents, and other leaders in the education community. This year's 49th Annual MSMA Fall Conference will be held **in person, Thursday and Friday, October 27 and 28, 2022, at the Augusta Civic Center**. The two-day program features speakers, product and service vendors and over 50 clinics on a variety of educational topics.

Participants like you are an integral part of our conference. We offer your school units an opportunity to connect with an array of school leaders looking for the latest education practices, products, publications, technologies, and services for use in their buildings, board meetings, classrooms, and offices. MSMA invites you to participate in this one of a kind event...the largest statewide gathering of public education leaders in Maine, attracting over 800 registrants annually!

Specific Information

Attached you will find all the necessary information to provide clinic topics, submit Resolutions, nominate individuals for board awards and to serve on the MSBA Nominating Committee.

Please contact us with any questions or for additional information about the event.

Maine School Management Association * 49 Community Drive, Augusta, ME 04330

PH 207.622.3473 * FAX 207.626.2968 * Website: www.msmaweb.com * Email: msma@msmaweb.com



49th Annual MSMA Fall Conference

October 27-28, 2022

In Person Conference

Click on the links below to access the desired instructions and forms for the following MSMA Fall Conference opportunities.

Forms are also available on our website at

<https://www.msmaweb.com/page/fall-conference>

1.

[*A Call for Clinic Topics*](#)

2.

[*A Call for Resolutions*](#)

3.

[*A Call for Nomination of Board Awards*](#)

- [*Business Friend of Education Award*](#)
- [*Distinguished Service Award*](#)
- [*School Board Service Certificate*](#)

4.

[*A Call for School Board Members to
Serve on the MSBA Nominating
Committee*](#)

MSAD #11 ENROLLMENT - MAY 31, 2022

LER		Principal - Karen Moody		RVCS		Principal - Victoria DuGuay	
PK	Duquette, A.	AM	16	3	McLaughlin, R.	18	
PK	Duquette, A.	PM	16	3	Plummer, N.	18	
PK	Ellis, A.	AM	16	3	Storey, M.	18	
PK	Ellis, A.	PM	15	4	Estabrook, K.	18	
K	Berube, B.		15	4	Lorbeski, K.	20	
K	Chadbourn, L.		14	4	Patrick, K.	18	
K	Luiz, S.		14	5	Duca, R.	14	
K	Nelson, E.		15	5	Galibois-Barss, J.	15	
1	Bishop, K.		17	5	O'Brien, K.	15	
1	Clary, L.		16	5	Sergent, A.	15	
1	Lancaster, J.		16				
1	Whitman, A.		17				
2	Cramp, L.		16				
2	Grant, T.		18	TOTAL STUDENTS		169	
2	Keyser, F.		18				
2	Lowell, T.		18				
TOTAL STUDENTS		257		PITT-RAND	Principal - Christina O'Neal		
				K	Carter, K.	11	
				K	Ciampa, L.	14	
				K	Hilton, G.	12	
				1	Prout, J.	14	
				1	Woodcock, K.	15	
HTS	Principal - Kady Gould			2	Damon, K.	18	
PK	Moore, J.	AM	14	2	Rowe, H.	16	
PK	Moore, J.	PM	12	3	Dedeo, D.	15	
K	Lazaro, A.		16	3	Hersom, E.	17	
K	Luken, E.		18	4	Tarrio, M.	14	
1	Bannister, B.		16	4	Webb, S.	13	
1	Shagoury, J.		17	5	Adams, P.	16	
2	Beaulieu, A.		19	5	Casey, E.	16	
2	Lucas, S.		20	5	King, S.	16	
3	Marx, S.		18				
3	Snow, C.		17				
4	Morency, A.		20	TOTAL STUDENTS		207	
4	Nickerson, G.		20				
5	Colby, M.		13				
5	DeHaven, J.		14				
5	Hanley, S.		18				
Steps	Dyer, C.		8				
TOTAL STUDENTS		260					

GRMS	Principal - Sara Sims				GAHS	Principal - Chad Kempton			
6th Grade			150		9th Grade			136	
7th Grade			135		10th Grade			162	
8th Grade			153		11th Grade			166	
					12th Grade			147	
TOTAL STUDENTS			438		TOTAL STUDENTS			611	
GRANDE TOTALS - MAY 31, 2022									
Steps		8							
PK		89							
K		129							
1st	Grade	128							
2nd	Grade	143							
3rd	Grade	121							
4th	Grade	123							
5th	Grade	152							
6th	Grade	150							
7th	Grade	135							
8th	Grade	153							
9th	Grade	136							
10th	Grade	162							
11th	Grade	166							
12th	Grade	147							
TOTAL ENROLLMENT		1,942							
May 31, 2022									
Home School Students who access District Programs = 5									
		31-May	30-Apr	Change		31-May	31-May	Change	
		2022	2022			2022	2021		
Laura E. Richards School		257	256	1		257	241	16	
River View Community School		169	170	-1		169	175	-6	
Helen Thompson School		260	261	-1		260	251	9	
Pittston-Randolph Consolidated School		207	207	0		207	201	6	
Gardiner Regional Middle School		438	441	-3		438	414	24	
Gardiner Area High School		611	616	-5		611	645	-34	
Totals		1942	1951	-9		1942	1927	15	