"A Caring School Community Dedicated to Excellence"

REGIONAL SCHOOL UNIT NO. 38
BOARD OF DIRECTORS
Maranacook Community High School
June 11, 2014, 6:30 p.m.
REVISED AGENDA

1. Call to order:

2. Presentation: Modern Woodman Speech – TJ Folsom, Josi Palmer (10 min.)

3. Recognitions: (30 min.)
   a. SkillsUSA Award Recipients – Skylar Webb, Gold in Plumbing; Andrew White, Silver in Plumbing
   b. Retiring staff
   c. RSU #38 Bus Drivers – Regional Bus Drivers' Conference
   d. Paul Criss – Central Maine Power Company
   e. Outgoing Board members

4. Consent Agenda: (5 min.)
   a. Approval of Minutes of June 4, 2014*
   b. Acceptance of Nominations of First Probationary Contract Teachers*
   c. Extension of Administrator/Manager Contracts*
   d. Approval of Contracted Meal Service Agreement between RSU #38 and Fayette School Department*
   e. Authorize the Superintendent to file the proper and necessary application forms to participate in any and all selected federal programs for RSU #38 and otherwise act as the authorized representative for and on behalf of RSU #38 for 2014-2015
   f. Authorize Superintendent to hire and accept resignations, in consultation with the Board Chair and Vice Chair, during the summer
   g. Authorize Superintendent to accept or reject bid(s) relating to the sale of the kayak donated to Readfield Elementary School in consultation with the Board Chair

5. Citizens' Comments: (5 min.)

6. Additions/Adjustments to the Agenda by Board and/or Superintendent: (5 min.)

7. Action/Discussion/Informational Items: (40 min.)
   a. Nomination of Elementary School Principal – Janet Delmar*
   b. NWEA Report
   c. Special Education Audit*
   d. Transfer of funds*
   e. Consideration of Request for Sabbatical Leave (2015-2016), John Hirsch*
   f. Consideration of appointment of outgoing Board member to RSU 38 Board Negotiations Committee

8. Adjournment:

* Attachments

Any citizen who wishes to add an item to the agenda may do so by notifying the Board Chair or the Superintendent's Office, in writing, ten days prior to the Board's next scheduled meeting.

A Caring School Community Dedicated To Excellence

Regular Meeting
Regional School Unit No. 38
Board of Directors
Maranacook Community High School
June 4, 2014
Minutes of Meeting

Members present:	Chair David Greenham, Michael Apolito, Russell Evans, David Guillemette, Jason Morgan, Melissa O'Neal, Bonnie Simcock, Richard Spencer, Jessica West
Members:	Stephen Hayes (excused), Lynette Johnson (excused), Marie Rodriguez (excused), Madeline Snow
Student Reps:	Carrington Brennan, Benjamin Tyler, Taylor Cray, Colleen Wright
Administrators:	Superintendent Donna Wolfrom, Principals Dwayne Conway, Pia Holmes, and Cathy Jacobs, Finance Manager Brigette Williams, Director of Curriculum, Assessment & Instruction Nancy Harriman, Special Education Director Ryan Meserve, Adult and Community Education Director Steve Vose

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

2. Recognitions:
   a. Top 10 Scholars and National Merit Scholar

      The top 10 Scholars were recognized for their accomplishments. They are: National Merit Scholar Nicholas Barnes, Valedictorian Alec Daigle, Salutatorian Tyler Lang, Nicholas Lacasse, Grace Kavanah, Tobias Smith, Lindsay Jackson, Victoria Nolette, Kelby Mace, and Olivia Swimm.
   b. Eighth Grade Honors Students

      The Eighth Grade Honors students recognized for attaining honor roll status all three years are: Katelyn McGrail and Chad Palmer attained High Honors all three years, Erin Bonenfant, Carrington Brennan, Desiree Bush, Nicole D'Angelo, Tyler Dunn, Emma Feagin, Emma Hatt, Karissa Lucas, Mark McLaughlin, Jackson McPhedran, Silas Mohlar, Helen Murray-James, Taylor Rioux, Meaghan H. Smith, Connor Stockwell, Olivia Tamborini, Madison Taylor, Emma Walsh, Lana Watts, and Ariana Wiles.
   c. Congressional Art Award Recipients

      Veronica Jones and Elizabeth Brown were recognized as recipients of Congressional Art Awards.
   d. RSU #38 Student Representatives

      Middle School students Carrington Brennan and Benjamin Tyler and High School students Taylor Cray and Colleen Wright were recognized for their service on the RSU #38 School Board during the school year.

3. Consent Agenda:
   a. Approval of Minutes of May 7, 2014
   b. Approval of Minutes of May 14, 2014

      MOTION by R.Spencer, second by R.Evans to accept the minutes of May 7 and May 14, 2014 as presented.

      Motion Carried: unanimous
   c. Acceptance of Nomination of Second Probationary Contract Teacher – Sean Wasson, Technology Integrationist K-8

      MOTION by R.Spencer, second by R.Evans to accept the nomination of second probationary contract teacher, Sean Wasson.

      Motion Carried: unanimous

d. Approval of request for French Exchange Trip, Summer 2015

MOTION by R.Evans, second by R.Spencer to approve the request for the French Exchange Trip as presented.

Motion Carried: unanimous

e. Acceptance of donations

MOTION by M.Apolito, second by R.Evans to accept the donations as presented.

Motion Carried: unanimous

4. Student Representatives Reports:

High School representatives Colleen Wright and Taylor Cray reported on the end of year activities at the High School.

Middle School representatives Carrington Brennan and Benjamin Tyler reported on the end of year activities at the Middle School.

5. Citizens Comments:

Board member Richard Spencer, as a citizen of Wayne and a Veteran, thanked the Maranacook band and their leader for a wonderful Memorial Day Parade.

6. Additions/Adjustments: none

7. Action/Discussion/Informational Items:

a. Policy Second Readings: ECB, Integrated Pest Management; EFDA, Food Payment; IJOC, School Volunteers; JIH, Questioning and Searches of Students

Superintendent Wolfrom reported on last week's Policy Committee meeting. The above policies were reviewed and discussed. Policies ECB, EFDA and IJOC do not have any revisions since the first reading. Comments submitted from last month's board meeting were considered in the review of Policy JIH and the revisions are noted. The Policy Committee recommends approval of the four policies as presented.

MOTION by B.Simcock, second by R.Spencer to accept Policies ECB, EFDA, IJOC, and JIH as presented. Discussion followed.

Motion Carried: unanimous

b. Policy First Reading: JJIAA, Private School Students – Access to Public School Co-Curricular, Interscholastic and Extra-Curricular Activities

Superintendent Wolfrom reported the policy was reviewed and revised to coincide with current practice. Any questions or comments should be forwarded to Donna at the Central Office. The Wellness Committee is still working on the Wellness Policy and the Policy Committee continues to work on the staff conduct policy.

David Greenham added that the Committee also reviewed a list of all policies and the goal for next year is to address policies older than 2005. If you have any policy questions or want to review the list please let Donna know.

8. Informational Items: no additional reports

9. **MOTION** by M.O'Neal, to enter Executive Session to consider manager and administrative evaluations pursuant to 1 M.R.S.A. §405(6)(A) for Paul Criss, Dwayne Conway, Steve DeAngelis, Nancy Harriman, Al MacGregor, Pat Stanton, and Steve Vose. Second by R.Evans.

Motion Carried: unanimous

The Board entered Executive Session at 7:05 and returned to public session at 8:20 p.m.

10. **MOTION** by M.O'Neal, to enter Executive Session to discuss information in confidential records pursuant to 1 M.R.S.A. §405(6)(F). Second by R.Evans.

Motion Carried: unanimous
The Board entered Executive Session at 8:21 and returned to public session at 8:27 p.m.

11. **MOTION** by M.O'Neal, to enter Executive Session to discuss negotiations between RSU #38 and the Maranacook Area Staff Association pursuant to 1 M.R.S.A. §405(D). Second by R.Evans.
Motion Carried: unanimous
The Board entered Executive Session at 8:28 and returned to public session at 9:15 p.m.

12. Action Following Executive Session: none

13. Adjournment: **MOTION** and second to adjourn the meeting at 9:16 p.m.

Respectfully submitted,

Donna H. Wolfrom, Superintendent/Secretary
Recorded by: D.Foster

POSITION	Readiness Skills Teacher			4b.
CANDIDATE	Rachelle Fitzsimmons			
EDUCATIONAL PREPARATION	University of Maine, Farmington	B.S.	Elementary Education	2007
RELATED EXPERIENCE	Ed Tech III	RSU No. 38-WRAP		2012-Present
	Tutor	MSAD 11		2010-2011
	7th Grade Teacher	Hodgkins Middle School		2008-2009
	Ed Tech I	Washburn Elementary School		2007-2008
REFERENCES	Jessica West	Math Mentor, Augusta School Department		
	Diane Leeman	Teacher, Mill Stream Elementary School		
	Jed Schwalm	BCBA, RSU No. 38		
	Laurel Danforth	Teacher, RSU No. 38		
CERTIFICATION	Provisional General Education K-8			7/1/2016
	Transitional Special Education and Severe Impaired CHRC Approval K-12			7/1/2017
SALARY	$31,550	Degree: BA	Step: 1 on 12-13 scale	
BOARD HIRED DATE	6/11/2014			
REPLACING	New Position			

POSITION	Resource Room Teacher			4b.
CANDIDATE	Erica Gower			
EDUCATIONAL PREPARATION	University of New England		Master's of Science in Education	2009
	University of Maine, Farmington	B.S.	Rehabilitation Services	2000
RELATED EXPERIENCE	Teacher	MSAD 49		2005-present
		Kindergarten		2007-Present
		Third Grade		2006-2007
		Special Education		2005-2006
	Case Manager	Catholic Charities Maine		2002-2005
	Home Visitor- Internship	KVCAP		2000
	Teacher Assistant	SKCDC		1998-1999
REFERENCES	Claudette Massey, M. Ed.	Principal St. John Regional Catholic School		
	Whendy Smith	Reading Recovery Teacher Leader MSAD 49		
	Jody Rich	Special Education Director MSAD 53		
CERTIFICATION	Professional K-8 General Education			7/1/2018
	Transitional Endorsement Special Education			
	CHRC Approval K-12			7/1/2018
SALARY	$38,325	Degree:	MA Step: 6 on 12-13 scale	
BOARD HIRED DATE	6/11/2014			
REPLACING	Eileen Lynch			

Name	Position	Contract Extension Date
Dwayne Conway	Principal, MCHS	06/30/17
Paul Criss	Director of Maintenance & Transportation	06/30/16
Steve DeAngelis	Dean of Students (50%)	08/19/15
Nancy Harriman	Director of Curriculum, Instruction & Assessment	06/30/17
Al MacGregor	Student Services Director	06/30/15
Norman Robichaud	IT Manager/Technology Support Tech.	06/30/15
Patricia Stanton	Dean of Students (50%)	08/19/15
Steve Vose	Director of Adult & Community Education	06/30/17

CONTRACTED MEAL SERVICE AGREEMENT

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

The Regional School Unit No. 38 School Food Services Program will provide, deliver, and serve meals for reimbursable school breakfast and lunch services at the time specified by the Fayette School Department for the school days for the 2014-2015 school year commencing August 28, 2014.

A. The Fayette School Department agrees to:

1. Notify the parents of Fayette Elementary School students via a letter of the meal program and request parents to submit applications for students to be eligible to receive meals at free or reduced reimbursement rates.

2. Verify Free and Reduced applications and notify parents within 10 days of dated application, and continue to update RSU No. 38 of any changes in status.

3. Provide the RSU No. 38 Food Services Program a daily meal count recorded on a prepayment program through Rooster or PowerLunch for all students whether free, reduced, or full paid, and adults may prepay in the same program at price indicated below. Students may purchase milk through the same prepay system.

4. Notify the RSU No. 38 Food Services Program or the Food Services Director by 7:00 a.m. each day the Fayette School Department will not be in session. Contact phone numbers for Jeff Bridges are 242-0327 or 685-4923 ext. 1085.

5. Provide RSU No. 38 Food Services Program with a school calendar year no later than August 14 of that beginning school year.

6. Notify RSU No. 38 Food Services Program with any school activities that will effect the lunch program service time (examples, field trips, schedule lunch service time, half days, special days.)

7. Fayette School Department is responsible for any and all fees that the federal or state guidelines require.

8. Fayette School Department is responsible for maintaining any pest control contract and/or notifying parents of chemicals that may be used.

9. RSU No. 38 is not responsible for maintaining Fayette School Department Equipment. We will recommend services to be offered with RSU No. 38. Any breakage of equipment will be the responsibility of the Fayette School Department.

10. Reimburse the RSU No. 38 Food Services Program for meals and milk or juice at the following rates:
    a. $ .50 for each 1/2 pint of milk ordered in addition to milk for each meal
    b. $ .50 for each unit of juice ordered in addition to milk for each meal
    c. $2.50 for each meal served to students at full price
    d. $ .40 for each meal served to students at reduced price
    e. $4.25 for each meal served to adults for lunch
    f. $1.00 for each breakfast meal served to students at full price
    g. $ .0 for each breakfast meal served to students at reduced price
    h. $1.75 for each breakfast served to adults

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

    An additional amount not to exceed $1,600 per month for 10-months will be paid to the RSU No. 38 Food Services Program to augment the costs associated with the program. RSU No. 38 will also receive all State/Federal reimbursements for eligible students (free/reduced eligible students.) All monies collected including state and federal reimbursements, and commodities for this program by Fayette will be accounted for and turned over to RSU No. 38 to underwrite the program.

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

11. Provide a maximum of two (2) student workers each day of meal service at noon until the meal is served.

12. Provide all necessary equipment and service of meals, refrigerator space for storage of sample meals and access to water for cleaning service area.

B. The RSU No. 38 Food Services Program agrees to:

1. Provide 1/2 pints of milk for resale by the Fayette School Department and the School's Ala Carte Program.

2. Provide the Fayette School Department with printed menus, applications for free/reduced priced meals, deposit slips, check deposit stamp, locking deposit bag to Savings Bank of Maine and return of empty bag, and other record keeping supplies requested to support accountability for meals and funds.

3. Serve breakfast and lunch, and maintain a production of foods used. RSU No. 38 will ensure food is available daily for breakfast.

4. Provide an itemized listing of daily meal counts, milk counts, food costs, labor costs and supply costs for meals provided.

5. Prepare the monthly claims and other required documents for approval by the Fayette School.

6. RSU No. 38 is responsible for the kitchen, excluding the kitchen floor.

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

For the Fayette School Board	For the Regional School Unit No. 38 Board of Directors
_____	_____
_____ (DATE)	_____ (DATE)

Copy approved by MDE, SNP_____
(DATE)

Maranacook Area School District
Regional School Unit No. 38
A Caring School Community Dedicated to Excellence

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

Ryan Meserve
Special Education Director

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

Brigette Williams
Finance Manager

Tel. 207-685-3336

Fax. 207-685-4703

7a.

TO: RSU #38 Board of Directors
FROM: Donna H. Wolfrom, Superintendent of Schools
SUBJECT: Administrative Appointment – Janet Delmar
DATE: June 6, 2014

I am pleased to recommend Janet Delmar for the position of Elementary Principal for Mount Vernon and Manchester Elementary Schools. Ten candidates applied for this position and six were interviewed. The interview team consisted of 12 members including one RSU #38 School Board member, two teachers (one from each school), two parents (one from each school), the math coach, the literacy coach, and several administrators. The interviewing committee quickly reached consensus in their support of Janet for this position.

Janet is currently an upper elementary teacher in RSU #18. I spoke to Dr. Nancy Reynolds, her principal, and she highly recommended Janet for this position, although she was upset at the possibility of losing Janet as a teacher in her school.

Janet has served as a teacher leader in her school and is currently serving on her district's Building Leadership Team. She has had extensive training and experience with the Marzano Teaching Standards. As a certified Reading Specialist she is well versed in early literacy strategies and has worked with teachers to implement those strategies.

Janet earned a Master of Education degree from the University of Maine and a 040 Building Administrator Certification at Thomas College. Her letters of reference are extremely strong and she brings many strengths to our district. I recommend approval for Janet Delmar for the position of principal of Mt. Vernon and Manchester Elementary Schools.

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

7c

OCT 23 2013

RSU #38 SUPT. OF SCHOOLS

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
ACTING COMMISSIONER

October 21, 2013

Ryan Meserve, Special Education Director
RSU #38
45 Millard Harrison Drive
Readfield, ME 04355

Dear Mr. Meserve,

The Maine Department of Education (Maine DOE) is required under federal law to monitor special education programs and services for students with disabilities as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA). The purpose of this letter is to outline the components of the review.

The items that are required to be provided or made accessible by each selected school administrative unit (SAU) are outlined below. The documents outlined below must be received by the Maine DOE team **no later than December 30, 2013.**

Please note: The Monitoring Tool used for this Letter of Instruction was based on the July 19, 2013 version of Maine's Unified Special Education Regulations (MUSER).

Responsible party		**Indicator/item to be collected**	**Monitoring Tool #**	**How item will be monitored**
Maine DOE	**SAU**			
X	X	B5 (LRE Placement)/IEP Process: Least Restrictive Environment	LRE1 & 2	SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.
X		B8 (Parent Involvement)	N/A	SAU will submit mailing addresses of all identified students in Excel spreadsheet to Maine DOE.
X	X	B11 (Child Find)/Initial Referral	INR3	SAU will self-assess based on information provided in upcoming webinar using Tracking Tool which will be submitted to Maine DOE by February 28, 2014.
X	X	B13 (Secondary Transition with IEP	TRA1-10	SAU will submit 5 IEPs, 5 AWNs and 5 WNs to Maine

		Goals)/IEP Process: Transition		DOE.
X	X	Advance Written Notice	AWN1	SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.
X	X	Forms & Timelines	FOT1-4, 7	SAU will submit 3 Consent to Invite Outside Agencies forms, 3 Summary of Performance forms, 3 Learning Disability Evaluation Reports and 3 Speech/Language Eligibility Criteria forms. For FOT7, SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.
X	X	IEP Process: Considerations for IEPs & IEP Meetings	CIM2 & 4	SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.
X	X	IEP Process: Present Levels of Academic & Functional Performance/Annual Goals (PLAAFP)	PLA1	SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.
	X	Miscellaneous	MIS1-3	SAU will submit Accuracy document, copies of IEP Fund Authorization letters for all who are designated to commit funds, Personnel Certification form.
X	X	Out-of-Unit Placements	OOU1-3, 5, 7, 12	SAU will self-assess the maximum number of files, up to 5, using electronic Monitoring Tool.
	X	Required Policies & Procedures	RPP1-5	SAU will submit copy of Referral/Pre-Referral and Child Find policies and procedures.
X	X	Written Notice	WRN1 & 2	SAU will self-assess 20% of student files using electronic Monitoring Tool. Maine DOE will review 10% of files during site visit.

For any item listed above where the district does not have the requested number of files, please submit all files that apply.

Please use the electronic Monitoring Tool (www.maine.gov/doe/specialed/support/monitoring/publicmonitoringtool.doc) to review **20% of student files** (minimum of 10 files) with representation from all schools within the SAU. Also, please be sure to have ethnic representation across disabilities (where possible) with your file selection for review.

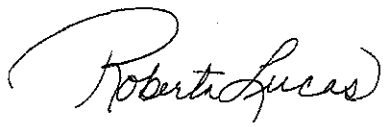
You will receive a letter notifying you of your site visit the month prior to your visit. Included in this letter will be the student names for which files will be reviewed during the on-site visit. More information regarding this will be provided in the program review webinar.

Maine DOE will review the completed Monitoring Tool and requested materials. Letters of Finding will be generated by May 1, 2014 identifying any area(s) of noncompliance. SAUs that are found to have areas of noncompliance will receive a Corrective Action Plan (CAP) including activities to address the findings. All CAP activities must be completed with documentation sent to Maine DOE and correction verified according to the schedule to be provided with the Letter of Findings.

For further information, please contact Roberta Lucas at roberta.lucas@maine.gov.

Please send all material to the attention of Kara Farwell, Maine Department of Education, Special Services, 23 State House Station, Augusta, ME 04333-0023 or kara.farwell@maine.gov.

Sincerely,



Roberta Lucas
Federal Program Coordinator

C: Donna Wolfrom, Superintendent of Schools

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
ACTING COMMISSIONER

October 22, 2013

OCT 23 2013
RSU #38 SUPT. OF SCHOOLS

Ryan Meserve, Special Education Director
RSU #38
45 Millard Harrison Drive
Readfield, ME 04355

Subject: Fiscal Compliance Monitoring Program Review

Dear Mr. Meserve:

The Maine Department of Education (Maine DOE) is required under federal law to monitor special education programs and services for students with disabilities as described under Section 616 of the 2004 Amendments to the Individuals with Disabilities Education Act (IDEA). The purpose of this letter is to outline the components of the review.

The items that are required to be provided or made accessible by each selected school administrative unit (SAU) are outlined below. The documents outlined below must be received by the Maine DOE team **no later than December 30, 2013**.

- Accounting detail for each Individuals with Disabilities Education Act (IDEA) invoice submitted within the Maine DOE Federal Grant Reimbursement System from July 1, 2012 to October 31, 2013
- Internal controls policies and procedures
- List of employees paid with IDEA funds
- Current equipment list including any equipment purchased with FY2014 IDEA funds
- Inventory checklist for inventory purchased with IDEA funds

Accounting records must detail each transaction, to include the vendor, date of purchase, which fund was used for purchase, and amount. Upon department review of these materials, you will receive notification of transactions that will be reviewed as part of your on-site review. If your on-site review is prior to December 30, 2013 you must have the above documentation prepared for your on-site review.

As part of your on-site review, we will review:

- Invoices for selected transactions using IDEA funds
- Documents to ensure budgeting in compliance with the Education Department General Administrative Regulations (EDGAR) and the Office of Management and Budget Circulars (OMB)
- Contracts involving IDEA funds
- Time and effort documentation for the employees paid with IDEA funds
- Equipment records for equipment purchased with IDEA funds

- Physical inventory on selected items
- Labeling of equipment

Please submit, either by email or regular mail, the required evidence to the Office of Special Services at the following address:

Maine Department of Education, Office of Special Services
Attention: Tyler Backus, Management Analyst
23 State House Station
Augusta, ME 04333
tyler.backus@maine.gov

PLEASE NOTE: you should retain the originals of all supporting documents in your files.

If we have any questions, we will contact you. Once the audit has been completed, we will communicate the results to you, and you will be afforded the opportunity to respond in writing to any compliance findings.

A principal objective of the auditing program is compliance with OMB, IDEA and EDGAR rules. ***Audit documents are subject to the provisions of Maine's Freedom of Access statute.***

If you have any questions regarding the audit process, please do not hesitate to contact me.

Sincerely,

Tyler Backus
Management Analyst

C: Donna Wolfrom, Superintendent of Schools

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
ACTING COMMISSIONER

January 6, 2014

Dear Mr. Meserve,

Thank you for setting aside time for the on-site review as part of the monitoring process. This letter is in preparation for the on-site visit in which you are participating this year. In preparation for the on-site visit:

- Please have the pre-determined 10% of files available for review.
- Please have the 20% of your selected files available for validation of self-assessment.
- Please plan to be present to assist with the monitoring process. If you are unable to be available for the full day, please have your assistant or coordinator available during the times you are unavailable.
- Consider inviting a special education teacher to assist with this process.
- Please confirm with Roberta Lucas the SAU on-site review address, and that it includes a confidential work space for the Review Team.
- Please provide contact information to Roberta Lucas the week before the planned visit, for contacts related to inclement weather, etc.
- Our schedule is as follows:
    - 8:00-8:30 a.m. Arrival Time
    - 8:30 a.m. One hour to explain the process for file review and answer any questions you may have related to the process
    - 9:30 a.m. Review of requested special education files
    - 12:00 p.m. Lunch
    - 12:30 p.m. Review of requested special education files
    - 3:00 p.m. Exit interview (to include: basic questions we'll ask you; any questions you may have for us; and report of our basic findings, if any).

As part of this review process, we look forward to meeting with you and your staff on February 13, 2014 and collaborating with you in the process.

Sincerely,

Roberta Lucas
Federal Program Coordinator

From: "Banden, Sheryl" <Sheryl.Banden@maine.gov> 5/2/14 1...

Subject: Special Education Determination

To: **Ryan Meserve**

May 2, 2014

Dear Superintendent Wolfrom:

RSU 38

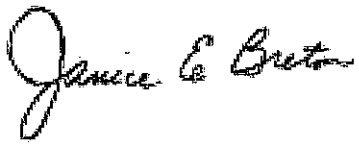
The Maine Department of Education (Maine DOE), Office of Special Services would like to commend you and your staff for the high level of performance demonstrated in your district data and records. Based upon a review of data from the 2012-13 school year, the Maine DOE has determined that your school administrative unit (SAU) has received the designation of Meets Requirements for the 2012-13 school year in implementing the requirements of the Individuals with Disabilities Education Act (IDEA).

IDEA, Section 616, requires all states to make determinations on the performance of each SAU with regard to various indicators. Linked below is your SAU performance report developed by Maine DOE to assess the factors used in the determination of SAU compliance. Three sets of factors were considered: (1) performance on compliance indicators in the State Performance Plan, (2) compliance on required reporting timelines, and (3) adherence to regulatory requirements. Data for the measures were compiled from child find data, local entitlement application records and program review files. Also linked below is a document describing the process by which determinations were made.

Please review the performance report for your SAU as these elements will continue to be important factors in monitoring SAU performance. No further action is required at this time.

If you have questions about the data presented in the attached report, please contact Shawn Collier (shawn.collier@maine.gov) to discuss the details of your performance data.

Sincerely,



Janice E. Breton

Director, Special Services Division

SAU Performance Report: http://www.mediafire.com/view/xzxk2aeigjo1ajv/RSU_38_profile.pdf

Determination Process Description:
http://www.mediafire.com/view/l8b11p1f8j0j1ef/FFY2012_Determination_Process.pdf

cc: District's Special Education Director

JB:SC:sb

Local Educational Agency (LEA) Name:	RSU 38

This report displays the performance of the Local Education Agency toward to the compliance requirements of the Individuals with Disabilities Act (IDEA) of 2004 as amended. The report is provided in three sections to address key aspects of the requirement: State Performance Plan (SPP) Indicators, Timely and Accurate Data Reporting, and Adherence to IDEA Regulatory Provisions. Values of NA indicate that the indicator was not reviewed during the reporting period.

SPP COMPLIANCE INDICATOR PERFORMANCE	Target	LEA performance	Is the LEA in substantial compliance?
Indicator 9: Percent of disproportionate representation of racial and ethnic groups in special education and related services that is the result of inappropriate identification	0%	0.0%	Yes
Indicator 10: Percent of disproportionate representation of racial and ethnic groups in specific disability categories that is the result of inappropriate identification	0%	0.0%	Yes
Indicator 11: Percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or within State established timeframe (45 school days)	100%	NA	NA
Indicator 13: Percent of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals	100%	NA	NA
Indicator 15: Percent of noncompliance identified and corrected as soon as possible but in no case later than one year from identification	100%	NA	NA

TIMELY AND ACCURATE DATA PROVIDED	Target	LEA performance	Is the LEA in substantial compliance?
Local Entitlement Application completed on time without significant error.	100%	100.0%	Yes
Child Count Data provided on time and validated accurate, complete, and representative.	100%	100.0%	Yes
Improvement/Corrective Action Plan developed on time and approved.	100%	100.0%	Yes

ADHERANCE TO IDEA REGULATORY REQUIREMENTS AND PROVISIONS	Target	LEA performance	Is the LEA in substantial compliance?
Isolated Deficiencies identified were corrected as required by agreement with Maine Department of Education.	100%	100.0%	Yes

OVERALL DETERMINATION	Meets Requirements

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

JAMES E. RIER, JR.
COMMISSIONER

May 8, 2014

Ryan Meserve, Special Education Director
RSU # 38
45 Millard Harrison Drive
Readfield, ME 04355

RE: Letter of Findings for Program Year 2013-2014

Dear Ryan:

The Maine Department of Education (Maine DOE), Office of Special Services would like to thank you and your staff for your participation in the recent annual General Supervision System Monitoring Process. The Department has reviewed your School Administrative Unit's (SAU) data and other sources of information to determine compliance with Maine's targets for certain federal indicators, in accordance with the federal Office of Special Education Programs (OSEP) requirements and Maine Unified Special Education Regulations (MUSER).

Enclosed please find a document titled ***Summary of Data***. The ***Summary of Data*** outlines your SAU's level of compliance on specific indicators in certain areas. Your data demonstrate areas of noncompliance; therefore a ***Letter of Findings*** is included.

For indicators/areas identified as noncompliant, correction must be made **as soon as possible but no later than one year from identification.** The Maine Department of Education will develop your corrective action plan which you will receive by June 13, 2014. Webinars will be offered to facilitate correction of noncompliance within the necessary timeframe. You will be notified when the webinars are scheduled.

If we can be of assistance, please contact Roberta Lucas at (207) 624-6621 or via email at roberta.lucas@maine.gov.

Sincerely,

Janice E. Breton
Director of Special Services

JB/RL/gv

cc: Donna Wolfrom, Superintendent of Schools

Summary of Data for Program Year 2013-2014
(FFY2013)

The following table outlines your SAU site level of compliance on specific indicators.

Electronic Monitoring Tool Items (EMT)	Description	Data to Support Finding	Compliance status
	Pre-Findings		100%
	Isolated Deficiencies		100%
	Parental Involvement – Indicator B8	Parent Survey	N/A
INR3	Determination of Eligibility Within 45 School Days – Indicator B11	EMT-data	100%
TRA1	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA2	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA3	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA4a	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA4b	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA4c	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA5	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA6	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%

TRA7	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA8	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA9	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
TRA10	Post-Secondary Transition Goals and Services - Indicator B13	IEPs	100%
AWN1	Advance Written Notice	Required form	100%
FOT1	Consent to Invite Outside Agencies	Required form	100%
FOT2	Summary of Performance	Required form	100%
FOT3	Learning Disability Evaluation Report	Required form	100%
FOT4	Speech/Language Eligibility Criteria	Required form	100%
FOT7	Copy of IEP	Required form	100%
CIM2	IEP Process: Considerations	EMT data	100%
CIM4	IEP Process: Considerations	EMT data	100%
PLA1	IEP Process (PLAAFP)	EMT data	100%
LRE1	Least Restricted Environment	EMT data	100%
LRE2	Least Restricted Environment	EMT data	86.21%
MIS1	Accuracy Doc	EMT data	100%
MIS2	Fund Authorization	EMT data	100%
MIS3	Qualification Personnel	EMT data	100%
OOU1	Out-of-Unit Placements	EMT data	N/A
OOU2	Out-of-Unit Placements	EMT data	100%

OOU3	Out-of-Unit Placements	EMT data	100%
OOU5	Out-of-Unit Placements	EMT data	N/A
OOU7	Out-of-Unit Placements	EMT data	100%
OOU12	Out-of-Unit Placements	EMT data	100%
RPP1	Referral Policy	Required Policy	100%
RPP2	Child Find	Required Policy	100%
RPP3	Disciplinary Removal	Required Policy	100%
RPP4	Physical Restraint	Required Policy	100%
RPP5	IEP Policy	Required Policy	100%
WRN1	Written Notice	EMT data	100%
WRN2	Written Notice	EMT data	100%

Findings for Program Year 2013-2014
(FFY2013)

The following table outlines the findings of noncompliance based on the data provided in your ***Summary of Data*** found above.

The following steps must be completed by the SAU based on a Corrective Action Plan (CAP) which you will receive **45 days** from the date of this Letter of Findings.

1. Attend one of the Instructional Webinars on June 5, 2014 at 9 a.m. or 1 p.m.

2. Provide all evidence for the CAP no later than **November 30, 2014**.

3. Achieve 100% compliance as soon as possible but in no case later than **one** year from the date of this ***Letter of Findings.***

Finding #	Electronic Monitoring Tool Notation (EMT)	Description	Compliance status
1.	LRE2	Least Restricted Environment	86.21%

Summary of Data for Program Year 2013-2014
(FFY2013)

The following table outlines your SAU site level of compliance on specific indicators.

Fiscal Monitoring Tool Item	Description	Data to Support Finding	Compliance status (Satisfactory, deficient, substandard, not applicable)
Section IIa	Do the sub grantee's accounting records match the federal award notices and approved applications?	General Ledger	Satisfactory
Section IIb	Do the sub grantee's accounting records, including journal entries, correct any disallowed costs?	General Ledger	Satisfactory
Section IIc	Do the sub grantee's accounting records verify that funds were not committed prior to submission of the application in substantially approvable form?	General Ledger	Satisfactory
Section IId	Are the sub grantee charges for travel expenditures in accordance with local policy?	Local Policy, and/or travel request form	Satisfactory
Section IIe	Does the sub grantee have financial documents and reports that verify appropriate expenditures under each federal grant?	General Ledger, Invoices	Satisfactory
Section IIf	Has the sub grantee complied with the reimbursement model?	GEM system, General Ledger	Satisfactory
Section IIIa	Does the sub grantee have a written Procurement Staff Code of Conduct on file including conflict of interest, gratuities, and violations?	Local policy & procedure	Satisfactory
Section IIIb	Does the sub grantee have adequate policies and procedures regarding regular reimbursement request submissions?	Local policy & procedure	Satisfactory
Section IIIc	Does the sub grantee have adequate policies and procedures to ensure expenditures are made during their period of fund availability?	Local policy & procedure	Satisfactory
Section IIId	Does the sub grantee maintain financial and programmatic records for the period of time required by state law?	Financial Records	Satisfactory
Section IIIe	Does the sub grantee have adequate policies and procedures to ensure appropriate grant reports are complete, accurate, and filed on time?	Local policy & procedure	Satisfactory

Section IVa	Does the sub grantee maintain property/equipment records that include a description, serial number or other identifier, source, and acquisition cost and date? Is the equipment properly labeled to easily cross-reference with property/ equipment records?	Equipment records, equipment	Not applicable
Section IVb	Has the sub grantee completed a physical inventory within the last two years with evidence that shows description, purchase prices, location, condition, disposal data (if applicable), sale price and fair market value?	Local policy and procedure	Not applicable
Section IVc	Does the sub grantee ensure sole use of property purchased with "federal" funds?	Local policy and procedure	Not applicable
Section IVd	Does the evidence indicate accuracy and consistency with policy and procedures and the property/ equipment records including physical location?	Equipment records, equipment	Not applicable
Section IVe	Does the sub grantee have proper procedures for the sale of property?	Local policy and procedure	Not applicable
Section IVf	Does the sub grantee have procedures that reflect that costs incurred for materials and supplies are allowable?	Local policy and procedure, purchase orders, invoices	Not applicable
Section IVg	Does the sub grantee have procedures that reflect that expenditures for equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior approval of the awarding agency?	Local policy and procedure, purchase orders, invoices	Not applicable
Section Va	Does the sub grantee have adequate policies and procedures for charging employees to federal grants?	Local policy and procedure	Satisfactory
Section Vb	Does the sub grantee have documentation on file to show that staff who work solely on a single cost objective and are paid entirely or in part with IDEA Part B federal funds?	Semi-Annual Certifications	Satisfactory
Section Vc	Does the sub grantee have documentation on file to support staff time that work on multiple cost objectives and are paid entirely or in part with IDEA Part B federal funds?	Personal activity report	Not applicable
Section Vd	Does the sub grantee twice a year make a comparison of actual costs to budgeted distributions?	Internal documentation	Satisfactory
Section Ve	Does the sub grantee adjust the federal program charges when actual effort did not support budgeted distributions?	Budget to actual financials	Satisfactory
Section Vf	Does the sub grantee separately identify personnel charged to federal grants?	General ledger	Satisfactory

Section VIa	Were IDEA Part B federal funds expended in accordance with the approved application?	General ledger	Satisfactory
Section VIb	Were IDEA Part B expenditures in accordance with IDEA regulations?	General ledger	Deficient
Section VIc	Does the sub grantee have adequate policies and procedures to ensure that grant money is spent only on allowable costs?	Local policy and procedure	Satisfactory
Section VId	Did the sub grantee re-budget within the approved direct cost budget to meet unanticipated requirements?	Budget to actual, GEM reports	Satisfactory
Section VIIa	Does the sub grantee have back-up documentation to support the amount of MOE reported in the Year End Report?	General ledger, purchase orders, invoices	Satisfactory
Section VIIb	Did the sub grantee calculate MOE correctly?	General ledger	Satisfactory
Section VIIc	Did the sub grantee take an exception to MOE?	General ledger, Year-end report	Not applicable
Section VIId	Was the exception appropriate and reported accurately?	General ledger, Year-end report	Not applicable
Section VIIe	Did the sub grantee take an adjustment to MOE?	General ledger, Year-end report	Not applicable
Section VIIf	Were freed-up funds from the adjustment spent in accordance with IDEA activities?	General ledger, Year-end report	Not applicable
Section VIIIa	Did the sub grantee calculate Excess Cost correctly?	General ledger, Year-end report	Satisfactory
Section VIIIb	Does the sub grantee meet the Excess Cost requirement?	General ledger, Year-end report	Satisfactory
Section IXa	Does the sub grantee's contracts contain the provisions in EDGAR 80.36(i)?	Contract documentation	Not applicable
Section IXb	Does the sub grantee have adequate policies and procedures to ensure contracts are not awarded to vendors on the list of suspended/ debarred vendors?	Local policy and procedure	Not applicable
Section IXc	Does the sub grantee maintain a contract administration system that ensures contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders?	Local policy and procedure, contract documentation	Not applicable

Findings for Program Year 2013-2014
(FFY2013)

The following table outlines the findings of noncompliance based on the data provided in your ***Summary of Data*** found above.

The following steps must be completed by the SAU based on a Corrective Action Plan (CAP) which you will receive **45 days** from the date of this Letter of Findings.

1. Attend Instructional Webinars in May, dates TBD.
2. Provide all evidence for the CAP no later than **November 26, 2014**.
3. Achieve 100% compliance as soon as possible but in no case later than **one** year from the date of this ***Letter of Findings.***

Finding #	Electronic Monitoring Tool Notation (EMT)	Description	Compliance status
1.	Section VIb	Were IDEA Part B expenditures in accordance with IDEA regulations?	Deficient

Maranacook Area School District

Regional School Unit No. 38

A Caring School Community Dedicated to Excellence

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

Ryan Meserve
Special Education Director

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

Brigette Williams
Finance Manager

Tel. 207-685-3336

Fax. 207-685-4703

7d.

To: Regional School Unit No. 38 School Board
From: Brigette Williams
Date: 06/05/14
Re: Transfers Between Warrant Article Cost Centers

Statute allows for 5% of a warrant article to be transferred to another warrant article. This statute also requires the school board to approve this transfer. Exact language is below:

"Transfer between budget cost center lines. During the year for which the budget is approved using the cost center summary budget format, the regional school unit board may transfer an amount not exceeding 5% of the total appropriation for any cost center to another cost center or among other cost centers without voter approval."

Three warrant articles will be over expended at the end of this school year. The transfers below are higher than the anticipated overages, but because there is still a month remaining in the fiscal year, I wanted to make sure there was some leeway for unexpected expenses.

Below is an explanation of the articles that will be over expended:

- Other Instruction (Co & Extra Curricular Instruction) will be over expended due to experience of coaches employed and officials' expense.
- School Administration will be over expended due to over lapping payments for school administrator payments who retired and their replacements, an unanticipated administrator retirement at the end of this fiscal year, and a long term substitute.
- System Administration will be over expended due to legal fees and an increase in school board legal liability insurance premium.

Warrant Article Transfers		
Budgeted Warrant Article	**Expending Warrant Article**	**Amount**
Regular Instruction	Other Instruction	$ 25,000
Regular Instruction	School Administration	$ 25,000
Special Education Instruction	Systems Administration	$ 35,000

7e.

RECEIVED
MAY - 8 2014
By

Sabbatical Leave Request (2015-16)
John Hirsch
French, German, Spanish Teacher, MCS
May 5, 2014

Dear Dr. Wolfrom,

I am requesting sabbatical leave for a portion of the 2015-2016 school year (December to June). I would prefer 2014-15, but I understand if my request is too late for this. My plan is to perfect my German. I plan on living in Heidelberg, Germany where I will enroll in local classes designed for foreign speakers learning German. I also plan on redesigning a German 1 and 2 class using authentic materials. I will be able to record interviews and conversations with native speakers in many contexts that will directly benefit my teaching. I will use my existing framework for a level 1 and 2 class, but instead of using mostly textbook materials, I will collect and modify material found only in Germany, and produced for native speakers. Bacon (1990) provides research that shows that authentic materials add much to the teaching of culture when paired with a knowledgeable teacher and a good textbook.

Because Heidelberg isn't far from the French border, I also plan on spending regular time in Alsace. This added benefit will allow me to maintain my French with native speakers and also gather authentic materials for my French classes.

Thank you for your consideration of my request.

Sincerely,

John Hirsch

John Hirsch

Bacon, Susan M. and Michael D. Finnemann. "A Study of the Attitudes, Motives and Strategies of University Foreign Language Students and Their Disposition to Authentic Oral and Written Input." *The Modern Language Journal 74, iv (1990): 459-73.*