Gardiner - Randolph - Pittston - West Gardiner

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Patricia Hopkins
Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

MERLE E. PEACOCK, JR. BOARD ROOM
REGULAR SCHOOL BOARD MEETING
Thursday, September 5, 2019
6:30 p.m.

I. Call to order

II. Introduction
- A. Board Members
- B. Administrative Staff
- C. The Pledge of Allegiance
- D. Public Comments for Items on the Agenda

III. Election of Vice Chair

IV. 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 – August 8, 2019
  - Special Board Meeting – August 22, 2019
  - School Board Workshop – August 22, 2019

V. Recognition and Celebrations
- A. None

VI. Correspondence
- A. Letter of resignation, Keith Jiminez, Custodian, Pittston-Randolph Consolidated School
- B. Letter of resignation, Dwight Keene, Ed Tech I, River View Community School
- C. Letter of resignation, Vicki Dill, School Nutrition Worker, Gardiner Regional Middle School
- D. Letter of resignation, Frank Strollo, Bus Driver
- E. Letter of resignation, Laurie Leavitt, Chair of the PLCSS Committee

VII. Committee Reports – Vote
- A. Curriculum Committee – August 13, 2019

B. Dropout Prevention Committee – No Meeting
C. Finance Committee - No Meeting
D. Policy Committee – No Meeting

1st Reading

Policies:

- None

Rescind:

- None

Job Descriptions:

- None

2nd Reading

Policies:

- KF Facility Use Policy
  - Facility Fees and Rates
  - Facility Use Application Form
- ADC Tobacco Use and Possession
- ADC-R Tobacco Use and Possession Administrative Procedure
- GBGE Return to Work and Light Duty Assignments
- GCSAA Employee Use of School Media
- EEAB-R Student-Athlete Transportation in Van

Rescind:

- None

Job Descriptions:

- None

E. Student Representatives
F. Wellness Committee – No Meeting

VIII. Ad Hoc Committees

- Late Start Committee – No Meeting
- Hoch Field Artificial Turf Fundraising Committee

IX. General Information

A. Mary Whitten, Chair of the PLCSS Committee
B. Staff Transfers:
   - Wanda Morissette transfer from Ed Tech I – Special Ed to Ed Tech I – District at Pittston-Randolph Consolidated School
   - Ashley Morency transfer from Ed Tech I – Autism Program to Ed Tech II – Library at Helen Thompson School
   - Caitlyn Carl, Transfer from School Nutrition Worker (2 hour position), Gardiner Regional Middle School to School Nutrition Worker (5 hour position), Gardiner Regional Middle School

C. New Hires:
- Kaitlyn Trask, Ed Tech I – Autism Program, Laura E. Richards School
- Heather Genest, Ed Tech I – Autism Program, Laura E. Richards School
- Kayla Guenard, Ed Tech II – Special Ed, Pittston-Randolph Consolidated School
- Lucas Soucier, Bus Driver
- Frank Linn, Bus Driver

D. Fall Coaches – Gardiner Area High School
- Jeanne Moody, Cheering Coach

E. Team Leaders – Gardiner Regional Middle School
- Dennis Haggerty, Co-Team Leader Chamberlain (Grade 7)
- Troy Gray, Co-Team Leader Chamberlain (Grade 7)

F. Co-Curricular – Gardiner Regional Middle School
- Lisa Foster, Yearbook
- Amy Cole, Math Team
- Raye Anne DeSoto, Drama
- Kim Quirion, Co – Student Service Organization
- Susanne Williamson, Co – Student Service Organization

G. Fall Coaches – Gardiner Regional Middle School
- Ginger Shaw, JV Girls Soccer
- Monique Daniel, JV Boys Soccer
- Dottie Hinckley, Field Hockey

X. Nominations
A. None

XI. Old Business
A. None

XII. New Business
A. Traversa Software – Parent Portal Presentation – Gabe Dostie
B. Grand Canyon Trip – April 2021, Gardiner Regional Middle School

XIII. Reports
A. Board Chair
- Student Representative Update
- MSMA Annual Fall Conference – October 24-25, 2019
    - Local Delegate to MSBA Annual Delegate Assembly

B. Superintendent
- Start of the 2019-2020 School Year
- Gender Equity Training for Board Members

XIV. Executive Session
A. Discuss negotiations with the Gardiner Educational Technicians and Administrative Assistants – 1 MRSA 405 § (6)(D)
B. Discuss negotiations with the MSAD 11 Custodial Association – 1 MRSA 405 § (6)(D)

XV. Adjournment

MAINE SCHOOL ADMINISTRATIVE DISTRICT 11

SPECIAL BOARD MEETING

DRAFT

MERLE E. PEACOCK, JR. BOARD ROOM
THURSDAY, AUGUST 22, 2019
4:00 P.M.

PRESENT: BECKY FLES, BOARD CHAIR; VERONICA BABCOCK, NANCY FORTIER-BROWN, MICHAEL GAMMON, MATTHEW LILLIBRIDGE, JAMES LOTHRIDGE, MATTHEW MARSHALL, EARLE MCCORMICK, JON UMLAND, ANTHONY VEIT, PATRICIA HOPKINS, SUPERINTENDENT

STUDENT MEMBERS:

ABSENT: CARRIE BOUDWAY, LINDA CAPUTO

The Board Chair declared a quorum present and called the meeting to order at 4:01 PM.

II. NOMINATIONS

VOTED: 11,131– 0

Motion by Director Lothridge to approve the following nominations as recommended by the Superintendent, seconded by Director Veit

- Heidi Bernier, Special Education Teacher, Gardiner Regional Middle School - $53,906
- Jeffrey Trippe, ELA Teacher – Grade 7, Gardiner Regional Middle School - $65,561

Motion carried

III. EXECUTIVE SESSION

VOTED: 11,131 – 0

Motion by Director Marshall to go into executive session at 4:03 p.m. to discuss the Central Office staff wages per 1 M.R.S.A. § 405(6)(A), seconded by Director Lothridge.
The Board reconvened at 4:05 p.m.

Motion carried

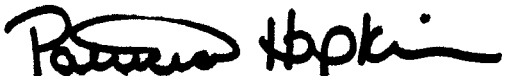
VOTED: 11,131 – 0

Motion by Director Gammon to accept the Central Office wages increases as recommended by, Superintendent, seconded by Director Veit.

Motion carried

The Meeting adjourned at 4:06 p.m.

Attest a true record,



Patricia Hopkins, Secretary

MAINE SCHOOL ADMINISTRATIVE DISTRICT 11

SCHOOL BOARD WORKSHOP

DRAFT

MERLE E. PEACOCK, JR. BOARD ROOM
THURSDAY, AUGUST 22, 2019
4:07 P.M.

PRESENT: BECKY FLES, BOARD CHAIR; VERONICA BABCOCK, NANCY FORTIER-BROWN, MICHAEL GAMMON, MATTHEW LILLIBRIDGE, JAMES LOTHRIDGE, MATTHEW MARSHALL, EARLE MCCORMICK, JON UMLAND, ANTHONY VEIT, PATRICIA HOPKINS, SUPERINTENDENT

STUDENT MEMBERS:

ABSENT: CARRIE BOUDWAY, LINDA CAPUTO

The Board Chair declared a quorum present and called the meeting to order at 4:07 PM.

II. SCHOOL BOARD TRAINING

Duke Albanese and Mark Kostin from Great Schools Partnership facilitated a School Board training.

III. START SCHOOL LATER COMMITTEE

Angela Hardy updated the Board on the science that supports a later start time for adolescents, possible options for MSAD 11 should the district change the time school starts, and the impact of each option. The Board expressed its wish for the Committee to continue its charge by inviting stakeholders to forums where this information will be shared and input on the impact of a change in start times will be solicited.

IV. LEGISLATIVE UPDATE

Superintendent Hopkins reviewed the many new bills affecting public education and the operations of schools.

The Meeting adjourned at 8:15 p.m.

Attest a true record,

Patricia Hopkins, Secretary

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Angela Hardy
Director of Curriculum & Instruction

CURRICULUM COMMITTEE MEETING
MERLE E. PEACOCK, JR. BOARDROOM
August 13, 2019
7:00-8:00 AM

MINUTES

Present: Nancy Fortier-Brown; Earle McCormick; Mathew Marshall; Angela Hardy, Director of Curriculum and Instruction
Absent: Linda Caputo

I. The meeting was called to order at 7:04 a.m.

II. Math Review: Report and Recommendations

Last spring, the district hired Mike Hayes from the University of Massachusetts at Amherst to engage our math faculty in professional learning focused on pedagogical content knowledge. The experience had Hayes and a colleague observing every math classroom across the district and meeting with groups of educators to discuss mathematics teaching and learning. Over the summer, the consultants reviewed our achievement data, curriculum, instructional resources, and assessments. A report was shared with Angela Hardy on August 1 and will be shared with faculty as the school year begins.

Angela shared the report with this committee and discussed the findings and the next steps that the district leadership has pursued to support increased instructional capacity and student achievement in mathematics. On August 26, Mike Hayes and Joe Agron will work with our staff in two groups, K-5 and 6-12, over an extended period of time to share the findings and facilitate professional learning that integrates mathematics practices, concepts, and skills in equal balance for greatest impact on student learning.

The committee members expressed appreciation for the process and support of the intended next steps around professional learning.

III. Projected Professional Development Plans

Committee members had an opportunity to preview the district-wide professional learning plans, K-12, for the upcoming school year. There is a considerable amount of time being committed towards mathematical pedagogy as a result of the lessons learned from the math review process. All educators who teach math, K-12, will be engaged in job-embedded, ongoing professional

learning this year related to the integration of mathematics practices, concepts, and content/skills. Additionally, there is space for further development of ongoing practices in ELA and targeted learning with our K-5 interventionists in ELA and math. These plans will be shared with staff between August 21 and August 27, 2019.

IV. Federal ESEA Application: Submitted Goals and Funding

The district is required to submit an annual application to the Maine Department of Education providing a detailed rationale for the use of allocated federal funds. Angela Hardy submitted the 2019-20 application on August 7 and anticipates feedback from the Department within two weeks. In the meantime, Angela continues to work on the performance report for the use of federal funds during the 2018-19 academic year. This report will be due on September 1, 2019.

Below is a summary of the available funds and how the district would like to be able to spend them. This is based upon our annual review of needs and academic and behavioral student growth as conducted per building discussed within this Curriculum Committee and with the Board.

Discussion was held regarding the allocation of funds from the state. The district is afforded a set amount of funding based upon our Free and Reduced Lunch Rate. Over the last two years, our rate has decreased district-wide and especially in West Gardiner. We believe this is due to under-reporting. To address this, we have changed practices this coming year. Instead of embedding the paperwork in the back-to-school materials that go home with students at the beginning of the year, we have developed a district-wide mailer to be sent one week before the start of the school year. The mailing has a letter to families discussing the lunch program, costs, and how the application can support their children. It reassures families that the application process is confidential and that their child/ren won't be identified as a recipient of a free or reduced lunch rate, if approved, due to the practices we now use in schools when signing up for lunch and when going through the lunch line. We have also added incentives this year to the application process. Every family that completes an application is eligible for a raffle. Each building will have a gift for one family and this will also be confidentially awarded. Committee members expressed curiosity and are interested to see if this process has an impact on our rates.

V. The meeting was adjourned at 8:04 a.m. by Angela Hardy. The next meeting will be held on Tuesday, September 10, 2019 from 7:00 a.m. to 8:00 a.m.

Respectfully Submitted,

Angela Hardy

Angela Hardy

Federal Grant Funding
FY19 Summary

Title I	• Salaries and benefits for K-5 Title I Literacy and Numeracy Interventionists • Family Engagement Reserve (5% of total allotment required): open house, student and family enrichment, learning sessions at breakfast events or math/literacy nights
Title II	• Professional Development Funding for Internal and External Learning: Literacy, Numeracy, and Response to Interventions • Math Review and Professional Learning of Conceptual Math and Math Practices • Cultivating teacher leadership in STEM • Class size reduction educator, grade 3 at River View Community School (18-19)
Title IV	• GAHS Research Project: Integrating Common Expectations Across the Curriculum (tabled until FY20); Research devices cultivated by library staff in FY19
Title V	• Math interventionist in one K-5 school
Next Steps	• Collect and analyze student achievement data and process data • Report to Maine Department of Education by September 2019 • Develop FY20 Proposal and submit to Maine Department of Education by August 2019

Federal Grant Funding
FY20 Preliminary Allocations

ESEA Title	FY20 Preliminary Allocation	FY 19 Allocation	Difference
Title I	$480,999.00	$504,947.00	-$23,948.00
Title II	$90,986.00	$89,143.00	$1,843.00
Title IV	$48,142.65	$45,305.38	$2,837.27
Title V	$16,965.56	$21,722.90	-$4,757.34
			-$24,025.07

Federal Grant Funding
FY20 Summary of the Proposal Sent to the Maine Department of Education

Title I	• Salaries and benefits for K-5 Title I Literacy and most Numeracy Interventionists at LER, PRCS, and RV (Not HT this year for literacy; funded locally) • Family Engagement Reserve (5% of total allotment required): open house, student and family enrichment, learning sessions at breakfast events or math/literacy nights, etc. • Nate Levenson, District Management Group consultation services for system review of service delivery model and scheduling of students identified with special education (Elisha's funding portion) and Title I students (this funding) • LLI Red Kits for upper elementary at PRCS and RV due to shift in programming of Read180 to sped for grades 5-8 • WIDA online progress monitoring assessments (Title I now needs to support EL learners, Title III) • Funding for Title I staff training • Homeless/Foster Care funding for access to curriculum

Title II	• Professional development funding for professional learning focused on:
	  ○ Integration of math practices with skills, K-12 and Curriculum Committee
	  ○ Early literacy (phonics) with all K teachers, interventionists, and associated administrators
	  ○ Evidence-based reading, writing, and speaking (classroom discussions) in 6-12 [Newsela training]
	  ○ Collaborative professionalism training for administration
	  ○ Getting Good Data training from iReady universal screener (math in K-5)
	• Cultivating teacher leadership through curriculum committees
	• Class size reduction educator, grade 3 at Helen Thompson School (19-20)

Title IV	• All funds were transferred from Title IV into Title II or Title V
Title V	• Math interventionist in one K-5 school (HT for 2019-20)
Next Steps	• Submitted application on 8.7.19 • Under review by MDOE with initial feedback within 2 weeks • Performance report from 2018-19 due to MDOE by September 1, 2019

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 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. 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. The School Board shall define facilities use categories and priorities as defined therein:

1) School educational programs and sanctioned extracurricular activities (these uses take precedence over all other uses);
2) Municipal/civic functions and programs;
3) Non-profit organizations serving students in the school district
4) Non-student related service groups and non-profit organizations located in the school district;
5) Non-resident groups and individuals;
6) 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 MSAD 11 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 MSAD 11 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 MSAD 11 School 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 two (2) 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.
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. ~~School facilities or equipment used by the applicant will be examined before and after use.~~ 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.
7. In addition to rental fees, lessee shall be required be pay a refundable security fee based on the number of anticipated attendees. The security fee shall be refunded in its entirety provided the facilities are left in the same condition in which they were obtained. It is the sole discretion of the building administrator to make this determination.
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 MSAD 11 School District. Failure to comply with this requirement will result in the revocation of use privileges.
9. Lessees not covered by the MSAD 11 School District liability policy ~~may~~ will be required to provide a certificate of insurance. ~~It is the sole discretion of administration to determine whether a certificate of insurance will be required as well as the amount of insurance coverage required for the event.~~ Lessees ~~required to provide a certificate of insurance coverage~~ 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 MSAD 11 School 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.

Guidelines Governing the Food and Concession Stand

Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times. (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 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 his/her 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

MSAD 11 SCHOOL FACILITITIES FEES and RATES
Effective April 1, 2017

Facility *See additional applicable fees **See additional charge for day and weekend long events	School **Priority I**	Municipal/Civic Functions & Programs **Priority II**	Resident Student Non-Profit Organizations **Priority III**	Resident Non-Student Related Services **Priority IV**	Non-Resident Organizations **Priority V**	For-Profit **Priority VI**
Athletic Field Complex (High School & Middle School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
Elementary Fields	No Rental Fee*	No Rental Fee*	No Rental Fee***	$25/hr	$35/hr	$50/hr
Field Lights	No Rental Fee*	$75/hr	$100/hr	$100/hr	$150/hr	$200/hr
Tennis Courts	No Rental Fee*	No Rental Fee*	No Rental Fee***	$25/hr	$50/hr	$100/hr
Gymnasium (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
Gymnasium (Middle School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
Gymnasium (Elementary School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
ATM Room (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Computer Room	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Classroom/Library	No Rental Fee*	No Rental Fee*	No Rental Fee***	$15/hr	$20/hr	$25/hr
Music Room	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Cafeteria	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
Kitchen (may only be used if MSAD 11 Child Nutrition staff are available to work)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$50/hr	$75/hr	$100/hr
Little Theatre (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	$100/hr	$125/hr	$250/hr

***All organizations utilizing/renting any of the facilities, may be subject to additional applicable fees, including: custodial, maintenance, kitchen, security, or technical staff fees.**

****Organizations classified in Priority 3 that use any of the MSAD 11 facilities for a day-long or weekend events (e.g. tournaments) will be charged a non-refundable fee of $50/day to cover the use of the facility, plus a minimum of 2 hours/day for custodial services.**

All fees and classifications will be determined at the discretion of the MSAD 11s Building Administrator and Business Manager.

Other Fees:

Auditorium Technician	$15/hr
Lighting/Electrical	$35/hr
Technology/Projection	$35/hr
Custodial/Maintenance/ Kitchen	$30/hr (2 hours minimum)

Organizations that do not clean up after an event, will be charged additional hours for custodial time to clean.

Events requiring police services, as determined by the building administrator/business manager in conjunction with the Gardiner Police Chief, will be billed directly through the Gardiner Police Department. Fees may vary based on the responding officer's rate of pay.

All checks are payable to MSAD 11 (non-payment of an invoice will result in an organization not being able to use the facility in the future).

Corrected 9/28/17

MSAD 11 SCHOOLS
FACILITIES USE APPLICATION

- Pursuant to School Board Policy KF, applicants must complete a Facilities Use Form at least two (2) weeks in advance of the event.
- The Superintendent reserves the right to cancel any event scheduled in school facilities if weather or other conditions warrant.
- Facilities may only be used during contracted times.
- When required, a Certificate of Insurance naming MSAD 11 as additional insureds must be supplied prior to the Application approval.

Applicant Information

Name of Group/Organization _____ Date of Application _____

Contact Person _____ Position/Title _____

Email address _____ Telephone _____ Cell Phone _____

Street _____ City/Town _____ State _____ Zip Code _____

Facility Information

School _____ Facility Requested _____

Description of Activity _____ Number of Attendees _____

Special Requests, including custodial needs, tables, chairs, etc.

Requested Dates

	Date of Event	Set-Up / Breakdown Times Start	Set-Up / Breakdown Times End	Meeting / Event Times Start	Meeting / Event Times End
1					
2					
3					

The undersigned party renting school facilities under this agreement does hereby agree to indemnify Maine School Administrative District No. 11 from all claims resulting from renting of said facilities, which indemnification would include but not be limited to payment of attorney's fees, and the undersigned further agrees to hold Maine School Administrative District No. 11 harmless from all claims resulting from the use of said facilities by the undersigned. In addition, if required, the undersigned agrees to provide Maine School Administrative District No. 11 as named insured, which insurance should be in the amount of at least $1,000,000.

Damages that are incurred will be the responsibility of contracting party.

Signing below indicated acceptance of the rules noted in the attached. Lessee agrees to abide by the policies and conditions of rental as set forth by the Maine School Administrative District No. 11 Board of Directors.

Is this a School Board sanctioned student activity group? ☐ Yes ☐ No

Check one of the following:
☐ School
☐ Municipal
☐ Resident Student Non-profit Organization
☐ Resident Non-Student Service Group and Non-profit
☐ Non-Resident Groups
☐ For Profit

SIGNATURE REQUIRED

_____ _____
Signature of Applicant Date

_____ _____
Signature of Building Administrator Date

MSAD 11 FACILITIES
ESTIMATED RENTAL FEES

FACILITY RENTAL FEE

See MSAD 11 School Facilities Fees & Rates

Athletic Field Complex	_____ hours @ $_____ hour		$_____
Hoch Field Lights	_____ hours @ $_____ hour		$_____
Tennis Courts	_____ hours @ $_____ hour		$_____
Gymnasium (High School)	_____ hours @ $_____ hour		$_____
Gymnasium (Middle School)	_____ hours @ $_____ hour		$_____
Gymnasium (Elementary School)	_____ hours @ $_____ hour		$_____
ATM Room (High School)	_____ hours @ $_____ hour		$_____
Computer Lab	_____ hours @ $_____ hour		$_____
Classroom / Library	_____ hours @ $_____ hour		$_____
Music Room	_____ hours @ $_____ hour		$_____
Cafeteria	_____ hours @ $_____ hour		$_____
Little Theatre (High School)	_____ hours @ $_____ hour		$_____
Kitchen*	_____ hours @ $_____ hour		$_____

**SNS Personnel must supervise the use of the kitchen equipment to prepare or serve food. Additional fee will be charged*

Other Fees

Auditorium Technician	_____ hours @ $ 15.00 hour		$_____
Lighting Electrical	_____ hours @ $ 35.00 hour		$_____
Projection	_____ hours @ $ 35.00 hour		$_____
Custodial/Maintenance	_____ hours @ $ 30.00 hour 2 hour minimum		$_____
School Nutrition Services (SNS)	_____ hours @ $ 30.00 hour 2 hour minimum		$_____
Open / Close Fee	_____ hours @ $ 50.00 hour		$_____

Required for events taking place outside of normally scheduled custodial coverage.

Security / Police Required ☐

Lessee will be billed directly through the Gardiner Police Department. Fee may vary based on the responding officer's rate of pay.

Estimated Attendees _____ $_____

Priority 3 Day-Long/Weekend Events

Number of Days ($50 non-refundable fee/day) _____			$_____
Custodial	_____ hours @ $ 30.00 hour 2 hour minimum		$_____

Total Estimated Cost $_____

Balance $_____

The Estimated Facilities Rental Fee includes the total of all know fees. It does not include additional charges that may be assessed for additional custodial / maintenance / SNS services. The estimate is not a guarantee of total charges.

CONDITIONS OF USE

_____ Initial for understanding

- Applicants must complete a written Facilities Use Form at least two (2) 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.
- 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.
- The School Board shall approve a schedule of fees for use of school facilities utilizing actual cost as data in determination of and are subject to change without notice.
- If the building administrator deems necessary for school personnel to be present at the event, school personnel shall be paid at the expense of the user.
- 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, leases may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
- ~~School facilities or equipment used by the applicant will be examined before and after use.~~ 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.
- 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 MSAD 11 School District. Failure to comply with this requirement will result in the revocation of use privileges.
- Lessees not covered by the MSAD 11 School District liability policy ~~may~~ will be required to provide a certificate of insurance. ~~It is the sole discretion of administration to determine whether a certificate of insurance will be required as well as the amount of insurance coverage required for the event.~~ Lessees ~~required to provide a certificate of insurance coverage~~ must provide a copy of their certificate of insurance coverage the period under the contract naming MSAD 11 as an additional insured prior to the event.
- Applicants granted use of school district facilities shall hold the MSAD 11 School 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.
- 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.
- 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 activity.
- All fees rentals and payment for staff services shall be made payable to MSAD 11. Tipping of school personnel is not permitted. Under no conditions shall payment be made directly to staff members. Non-payment of an invoice will result in an organization not being able to use the facility in the future.
- 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.
- 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.
- All injuries and accidents must be reported immediately to the building administrator.
- All school facilities will be closed on all Federal and State holidays, unless the building administrator and / or superintendent grant prior approval.
- 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

_____ Initial for understanding

- 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 the kitchen equipment to prepare or serve food. Additional fees, as listed in the policy's fee schedule will be charged.

GUIDELINES GOVERNING THE FOOD AND CONCESSION STAND

_____ Initial for understanding

- Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times. (Reference policy EFE – Competitive Food Sales)

CONTRACTUAL OBLIGATIONS

_____ Initial for understanding

- The user shall agree to hold MSAD 11 free, harmless, and indemnified from any claims, suits or causes of action arising from or out of its use of a school facility.
- 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 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 appropriated 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 his / her designee, has the sole authority to determine whether the building 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 cancelled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

RESPONSIBILITY FOR CARE, CUSTODY AND CONTROL OF SCHOOL FACILITIES

_____ Initial for understanding

- The user shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
- The user shall not paint, wallpaper, mark or deface any property.
- The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
- The user shall not sell or serve food or drink or operate concessions in connection with the rental of the school facilities without permission from the building administrator other that renting the school cafeterias by special arrangement.
- The user shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.
- The user shall remove its property such as decorations, theater props, and equipment from school premises, after use.
- The user shall leave the school premises when its lease term has expired.
- No school property shall be in use after 11:30 p.m., unless previously approved by the superintendent.
- The user shall leave the school premises, including parking lot, in a secure, clean, neat, and orderly manner.
- The user shall become familiar with and shall comply with the fire codes of the city / town and state applicable to each facility being used.
- The user shall protect all floors when moving chairs, furniture and / or equipment.

PROHIBITED CONDUCT

_____ Initial for understanding

The following conduct is prohibited:

- No school facility shall be made available to any group that advocates unconstitutional or illegal acts or are contrary to the best interest of the MSAD 11 School District or the welfare of students and employees.
- Possession or consumption of alcoholic beverages, illegal drugs, marijuana, or tobacco products on school grounds. School facilities include all buildings, athletic fields, parking lots, and recreational areas.
- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district's facilities. Policy ADC
- Usage of district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- Any activity which, in the opinion of the 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).
- Parking on landscaped areas. Vehicles must be parked in designated areas only.
- Animals, other than those cited in Policies IMG and IMGA, are not allowed on school property except with prior authorization from the building administrator.
- Use of open flames, including candles, fireworks or other special effects.

SUSPENSION OF PRIVILEGES

_____ Initial for understanding

- 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.

TOBACCO/E-CIGARETTE USE AND POSSESSION

MSAD 11 is dedicated to providing its students, staff, and visitors with a safe and healthy environment to learn, work and play. Tobacco use continues to be the leading cause of preventable disease and death in Maine and the United States. Research has shown that students addicted to tobacco products do not learn as well because they are focused on the need for more tobacco versus learning. MSAD 11 has adopted a tobacco/e-cigarette-free campus policy that prohibits the use of all tobacco/e-cigarette products in school buildings, facilities, on school buses and at school sponsored events. This policy reflects and emphasizes the hazards of tobacco/e-cigarette use, will assure compliance with laws, protect school community members from secondhand smoke, and role model tobacco/e-cigarette-free lifestyles.

To support and model healthy, tobacco/e-cigarette-free lifestyles and to create an environment free of tobacco smoke, MSAD 11 has adopted the following tobacco/e-cigarette-free policy.

All school buildings and property shall be tobacco/e-cigarette-free at all times (24 hours per day, 365 days a year). This also includes all days when school is not in session and all functions taking place on school grounds, such as athletic events or other activities not associated with, or sponsored by, the school. The policy extends to school buses and in all MSAD 11 – owned or leased vehicles.

The policy applies to the smoking or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes, vape products and other electronic nicotine delivery systems.

Possession of any tobacco products is prohibited by students and others age under the age of 18 on district property, in school vehicles and at school-sponsored functions.

The sale, distribution, dispensing or promotion of tobacco/e-cigarette products and paraphernalia is prohibited on school property and at all school functions. Advertising of tobacco/e-cigarette products is prohibited in school buildings, on school property and in all school publications.

Communication:
This policy will be communicated through a variety of efforts to educate students, school staff, parents and visitors. Tobacco-free signs posted in highly visible areas at facility entrances and throughout the school property, including athletic facilities.

The policy will be listed on the school website and printed in employee, student and adult education booklets on an annual basis. Each year, all school staff, parents and guardians will receive information in writing about the policy.

Enforcement:
Everyone is required to comply with MSAD 11 tobacco/e-cigarette-free policy. Enforcement of this policy will follow the standard procedures of the school for each audience as laid out below. All school staff are expected to enforce the policy under the direction of the Principal. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

Student Violations:
The Superintendent or designee shall develop age-appropriate disciplinary guidelines for students violating this policy/administrative procedure, which shall be attached to this administrative procedure.

Strategies may include confiscating tobacco/e-cigarettes materials and paraphernalia, notifying parent/guardian, providing tobacco/e-cigarette education and referral to tobacco/e-cigarette treatment.

Employee Violations:
Staff may not use tobacco/e-cigarette products during work hours or at any time on school grounds or at school-sponsored events. Any employee violating the policy will be subject to appropriate disciplinary measures determined by the Superintendent or designee.

Other Adult/Visitor Violations:
Visitors, including parents and guardians, to the school facilities must comply with regulations set forth by MSAD 11. Persons found to be using tobacco/e-cigarette products will be asked by the appropriate school official to refrain from use while on school property. They will be informed of the school's tobacco/e-cigarette-free policy. Persons who do not comply will be asked to leave the property. If they refuse to leave, the police may be called, and they may be charged with trespassing.

Tobacco Treatment Support:
Information regarding tobacco/e-cigarette treatment resources, such as onsite counseling and the Maine Tobacco Help Line (1-800-207-1230) will be made available for tobacco users who are interested in quitting.

Legal Reference: 22 MRSA §§1578(b), 1580(A)(3)
Me.PL 470 (An Act to Reduce Tobacco Use By Minors) 20 USC 6081-6084
(Pro-Children Act of 1994)

Cross Reference: ADC-R Tobacco/E-Cigarette Use and Possession AdminProcedure
JICA Student Dress Code
JL Student Wellness
KF Community Use of School Facilities
KHB Advertising in the Schools

Adopted: May 2, 2002; October 6, 2005; April 3, 2008; December 3, 2009; August 6, 2015

TOBACCO/E-CIGARETTE USE AND POSSESSION ADMINISTRATIVE PROCEDURE

The purpose of the following administrative procedure is to effectuate the mandates imposed by the various federal and state laws in addition to this MSAD 11 Board's "Tobacco/E-Cigarette Use and Possession" policy.

I. PROHIBITED CONDUCT

A. Students

The use, possession, sale, dispensing or distribution of tobacco/e-cigarette products by all students is prohibited in school buildings and facilities, during school-sponsored events, on school grounds and buses, and at all other times.

B. Employees and All Other Persons

The use of tobacco/e-cigarettes products by employees and all other persons is prohibited in school buildings, facilities, and on school buses during school-sponsored events and at all other times on school grounds. In addition, employees and all other persons are strictly prohibited, under law and this MSAD 11 Board's policy/administrative procedure, from selling, dispensing, or distributing tobacco/e-cigarette products to students.

II. ENFORCEMENT

In order to enforce the tobacco/e-cigarette products policy, the following guidelines shall be utilized by the Principal of a school in which prohibited conduct occurs. The Principal shall report any violations of this policy/procedure, as promptly as practicable, to the Superintendent.

A. Student Violations

1st Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation ~~which shall be signed by the parent/legal guardian and returned to the school~~.

2. The student will be given the option of participating in a smoking/e-cigarette cessation program.

3. The student will meet at least three times with the school social worker. For students who demonstrate a lack of commitment to stop using

tobacco/e-cigarette products, the social worker, in consultation with the Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.

4. The student ~~may~~ will be suspended for ~~up to five~~ four days. ~~depending on the situation and the age of the student.~~ If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to two days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.

3. ~~The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However,~~ The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

4. The student will not be allowed to participate in any extracurricular activities as outlined in the student/athletic handbooks. When applicable, the student must attend athletic practices but cannot compete in any events during the suspension/detention period as outlined in the respective handbooks.

2nd Violation

1. Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation ~~which shall be signed by parent/legal guardian and returned to the school.~~ A parent/legal guardian shall also be required to meet with the Principal within five days of the violation.

2. If the student has not yet participated in a tobacco educational program, he/she will be given the option of participating in a smoking/e-cigarette program.

3. The student will meet at least six times with the school social worker. For students who demonstrate a lack of commitment to stop using tobacco/e-cigarette products, the social worker, in consultation with the Building Principal, will be permitted to stop the sessions and the student will be required to fulfill the entire four days of suspension.

4. The student ~~may~~ will be suspended for ~~five to ten~~ six days. ~~depending on the situation and the age of the student.~~ If the student and his/her parents/guardians decide for the student to participate in the offered smoking/e-cigarette cessation program, the suspension will be reduced to

three days. It will be the responsibility of the student to schedule the alternative smoking/e-cigarette cessation program. Students who fail to fulfill these requirements will be required to complete the entire four days of suspension.

5. ~~The Superintendent/designee may refer students to the Law Enforcement Agency for use or possession of tobacco or tobacco products as he/she deems necessary. However,~~ The Superintendent/designee shall refer to the Law Enforcement Agency any student reasonably suspected of selling, dispensing, or distributing tobacco products.

6. Restrictions on extracurricular activities are as outlined above.

3rd Violation

~~In addition to the above identified sanctions, students may be removed from extracurricular activities for the remainder of the year and may be referred~~ Parents/legal guardians shall be sent written notice regarding the tobacco/e-cigarette violation. The student will be suspended for eight days. A parent/legal guardian and the student shall be required to meet with the Superintendent and Principal to discuss possible referral to the MSAD 11 School Board for expulsion.

C. Other Persons in Violation

All other persons violating this policy (e.g., employees, visitors) shall be immediately directed to cease volatile behavior. In addition, all persons suspected of selling, distributing or in any way dispensing tobacco/e-cigarette products to students shall be referred to a law enforcement agency.

Any employee violating this policy shall be subject to appropriate disciplinary measures.

III. NOTICES

This MSAD 11 Board's policy and corresponding disciplinary actions for infractions of this policy shall be printed in employee and student handbooks. Parents/guardians shall also be sent notification in writing of this MSAD 11 Board's tobacco/e-cigarette policy and administrative procedures. A tobacco/e-cigarette free campus statement shall be read at the beginning of each adult education course and at each athletic contest. Those adults using tobacco/e-cigarette products at games or events will be asked by police or administration to extinguish any such products. Tobacco/e-cigarette free signs will be posted at all entrances of school buildings, school playgrounds, and athletic fields.

IV. PROHIBITIONS AGAINST ADVERTISING

MSAD 11 prohibits any form of tobacco/e-cigarette advertising in school buildings, at school functions, and in school publications. Moreover, students are prohibited from wearing or displaying any type of tobacco/e-cigarette promotion material. Students wearing such clothing will be asked to remove or change the inappropriate apparel.

Legal Reference: 20 USC § 6081-6084 (Pro-Children Act of 1999-Goals 2000)
22 MRSA 9 1578-B
ME IPL 470 (An Act to Reduce Tobacco Use by Minors)

Cross Reference: ADC Tobacco/E-Cigarette Use and Possession

Adopted: December 3, 2009; August 6, 2015

MAINE SCHOOL BOARDS ASSOCIATION
49 Community Drive
Augusta, Maine 04330
Telephone: (207) 622-3473 Fax: (207) 626-2968

TO: School Board Chairs, Superintendents of Schools, and CTE Directors

FROM: Kim Bedard, President
Steven W. Bailey, Executive Director

DATE: August 30, 2019

RE: Local Delegate to MSBA Annual Delegate Assembly

The Constitution of the Maine School Boards Association provides that each Active Regular Member Board of MSBA and each Career and Technical Regional Board Associate Member is entitled to elect a voting delegate to participate in the Association's Annual Delegate Assembly. Attached is a copy of the Purpose of the MSBA Delegate Assembly. Since the Delegate Assembly is responsible for proposed Constitution and Bylaws changes and considers resolutions of the Association, your election of a local delegate is strongly encouraged. This year's Delegate Assembly is scheduled for 2:30 p.m., Thursday, October 24, the first day of the MSMA Annual Fall Conference, in the Kennebec/Penobscot Room.

Please elect your delegate as well as an alternate should your Board's delegate be unable to attend. **Return the attached form listing the delegate and alternate to MSMA by October 15, 2019. Submission of your delegate's name does not automatically register him/her for the Fall Conference. Therefore, please be sure to register your delegate for the Fall Conference through your superintendent's office on the appropriate form.**

Confirmation of registered delegates will be emailed to Superintendents and Delegates by October 18, 2019.

Superintendents with more than one school board are asked to reproduce the attached form for each of their boards. Thank you!

Attachments
j:\data\MSBA\DelAsmbly\2019\M-ElectDel

DrummondWoodsum

ATTORNEYS AT LAW

Affirmative Action

Presented by:

Penelope Wheeler-Abbott,

Education & Human Resources Specialist

Video Training Suite for Maine Schools

2019-2020 School Year

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Why Gender Equity Training?

- 20-A MRS § 4502(4-A)
  Schools are required to provide gender equity training for teachers, administrators and school boards.

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Why Gender Equity Matters

- Studies show that gender-related issues are prevalent in many schools.
- Equity can mean the difference between success and failure for both male and female students.

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Equality vs. Equity

- Equality is providing the same resources and opportunity to all students regardless of gender.
- Equity ensures that students are given the necessary supports to achieve the same standards of excellence regardless of gender.

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School Employees and Students

- Part 1: Gender equity as it relates to school employees.

- Part 2: Gender equity as it relates to students.

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Part 1: Gender Equity and School Employees

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Legal Framework for Employees

Employment discrimination based on sex is prohibited by:

- Title VII
- Maine Human Rights Act (5 MRS § 4571 et seq.)

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Legal Framework (continued)

20-A MRSA § 1001(13) requires school boards to develop a non-discriminatory hiring practice for administrators including:

- Creation/reassessment of job descriptions
- Clearly stated criteria for positions
- Interview criteria for positions

In practice, school boards have met this requirement by adopting a standardized policy/ procedure.

- GCFB-Recruiting and Hiring of Administrative Staff (and accompanying procedure)

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Legal Framework (continued)

Affirmative Action Plans (20-A MRS § 4502 (4-A))

Designed to increase the numbers of women, minorities and disabled individuals. Plan must include:

- Assessment of current school data.
- Realistic goals to improve if data warrant.
- Incorporates policy GCFB.
- Plans for gender equity training for teachers, administrators and board members.

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Practical Steps for School Board and Superintendent in Regard to Employees

Analyze your district data

- Staffing patterns (administrators, teachers, support staff)
- Pay schedules

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Additional Steps for Boards and Superintendents

- Update Affirmative Action Plan.
- Review and update Board polices on nondiscrimination and hiring practices.
- Review and discuss hiring processes and interview questions.
- Ask for assistance if you need it.

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Part 2: Gender Equity and Students

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Legal Framework for Students

Laws/regulations prohibiting sex-based discrimination:

- Title IX (20 U.S.C. §§ 1681 et. seq.)
- Maine Human Rights Act (5 MRS § 4551 et. seq.)
- DOE/MHRC Rule Chapters 4 and 4-A: Equal Educational Opportunities

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Title IX

- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

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Title IX-Obligations

- Recruitment, admissions and counseling
- Athletics
- Discipline Procedures
- Single sex class or activity offerings
- Sex-based harassment and violence

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Title IX-Athletics

- Offerings
- Funding
- Facilities/scheduling
- Publicity
- Booster club support

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Title IX-
Sexual Harassment & Sexual Violence

- Student safety
  - Sexual harassment and sexual violence
  - Policies and procedures
  - Response and remediation
  - Education and prevention

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Title IX-Administrative Responsibilities

- Title IX Coordinator
  - Policies and procedures
  - Complaint process
  - Prevention and remediation
  - Training

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More Detailed Indicators of Equity

Such as:

- Graduation and dropout rates
- Enrollment in upper level and specialty courses
- Enrollment in vocational offerings
- School climate indicators (discipline rates, suspensions etc.)
- Test results
- Retention rates
- Special education and gifted and talented identification rates
- Bullying and harassment reports and findings

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Gender Equity Goal

- Attention and resources are distributed fairly to boys and girls.
- Mutual respect and tolerance is taught and expected.
- Expectations are not influenced by preconceived notions of gender.

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Common Barriers to Gender Equity

- Gender stereotyping
- Community norms
- Cultural differences

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Considerations for Teachers

- Recipients of teacher attention
- Air time
- Disciplinary responses
- Course content
- Instructional methods
- Responses to students

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For Administration and School Board

Possible areas to examine and address:

- Curriculum content
- Course offerings and enrollment
- Guidance recommendations and programming
- Testing and assessment

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Administration and Board (continued)

- Student discipline
- School environment
- Professional development
- Community outreach/education

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Evolving Definitions of Gender

- Sex vs. Gender
- Gender identity
- Gender expression
- Transgender

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ATTORNEYS AT LAW

For more information about school publications, training recordings and other resources, visit www.SchoolLaw.com.

800.727.1941

dwmlaw.com | **schoollaw.com**

84 Marginal Way, Suite 600, Portland, ME 04101
1001 Elm Street, Suite 303, Manchester, NH03101
501 Islington Street, Suite 2C, Portsmouth, NH 03801
78 Bank Street, Lebanon, NH 03766

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CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE

TO THE DELEGATE ASSEMBLY OF THE

MAINE SCHOOL BOARDS ASSOCIATION
49 Community Drive
Augusta, Maine 04330
Fax: 626-2968

Region # _____

Name of School Board _____

Signed _____
(Chair or Superintendent of Schools)

_____
Telephone Number in case of questions

Name of Representative _____
(Please Print)

_____
Email address for Delegate confirmation mailing

Address _____

_____

Name of Alternate _____
(Please Print)

Address _____

_____

Meeting Date Voted to be Delegate _____

NOTE: The Delegate Assembly will be held at 2:30 p.m. on Thursday, October 24, 2019, in the Kennebec/Penobscot Room at the Augusta Civic Center. Please complete and email to Debbie Swift dswift@msmaweb.com or fax to 626-2968 by October 15, 2019. Submission of your delegate's name does not automatically register him/her for the Fall Conference. Therefore, please be sure to register your delegate for the Fall Conference through your Superintendent's office.

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 during the MSMA Annual Fall Conference on October 24, 2019.

File: GBGE

RETURN TO WORK AND LIGHT DUTY ASSIGNMENT

The MSAD 11 School Board believes that it is in the best interest of both the school system and employees who have suffered workplace injuries or illnesses to return to the work environment as soon as possible. Further, the Board recognizes the need for a program to effectively manage workers' compensation costs throughout the school system while conserving its most valuable resources – the skills, knowledge, and experience of its employees. To that end, the Board supports the establishment of a comprehensive return-to-work program, including temporary modified or "light work" assignments, whenever appropriate, to minimize lost time and facilitate an employee's transition back to regular or full-time work.

Modified or light-duty assignments, including modified work schedules, will be designed to accommodate job restrictions specified by the health care provider(s) designated by the employer. Modified or light-duty assignments are intended to address short-term medical restrictions and are not to be used as a means to establish new assignments or displace other employees.

The Superintendent/designee shall be responsible for developing administrative procedures to implement a return-to-work-program, including provisions for monitoring of modified duty assignments by the employee's supervisor, healthcare provider, the MSAD 11's Workers' Compensation Coordinator and the workers' compensation claims adjuster.

Adopted:

EMPLOYEE USE OF SOCIAL MEDIA/SOCIAL NETWORKING

This policy addresses the personal use of social networking sites (e.g., Facebook, Instagram, Snapchat, LinkedIn, YouTube, Twitter, Flickr and other web tools) by MSAD 11 employees. "Personal use" does not include the use of social networks by teachers and school administrators for collaboration in curriculum development and instruction or other activities conducted in carrying out their job responsibilities.

MSAD 11 employees are prohibited from engaging in social networking for personal purposes while carrying out their work responsibilities during the school day; or while performing work responsibilities ~~for the District~~ outside of the school day; or while performing direct student supervision for the District. ~~on school premises, or while performing work for the District at any other location.~~

The School Board respects the rights of school employees to use social media as a means of communication and self-expression on their own time. In doing so, MSAD 11 employees should remember that they are role models for students and that their social media conduct may be viewed as representative of the District and its schools. ~~MSAD 11 employees who use social media are expected to maintain a professional demeanor at all times in their postings on social media sites, whether using District-owned or privately-owned technology.~~

MSAD 11 employees are prohibited from posting word content, images, videos, or other displays or communications on social networking sites that violate law or MSAD 11 School Board policies. Employees should avoid postings that may be perceived as detrimental to his/her effectiveness as a teacher or ability to fulfill his/her professional responsibilities, or which could reasonably be expected to result in substantial disruption of the instructional program or the operations of the schools. An employee who is responsible for postings that compromise the employee's effectiveness as a teacher, ability to fulfill his/her professional responsibilities or which result in substantial disruption of the instructional program or the operations of the schools may be subject to discipline up to and including termination.

Employees shall maintain professional employee-student relationships at all times.

Employees may not use the District or school's logo on any social media site without permission form the Superintendent/designee or represent his/her views as those of the MSAD 11 School District or of the School Board.

Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential student, staff, or District information or the posting of content of any kind that violates privacy or protected rights.

Employees who use District technology to engage in social networking have no expectation of privacy. The District reserves the right to monitor employee use of MSAD 11 technology, including the use of social networking sites.

The Superintendent/designee is encouraged to develop guidelines for the acceptable use of social networking by District staff. Employees who are uncertain as to whether their postings to social media site are appropriate or are in compliance with this policy or District guidelines should contact the Director of Technology or the building principal.

Cross Reference:	AC	Affirmative Action Plan
	GBCC	Employee Use of Cell Phones
	GCSA	Employee Computer/Internet Use Rules
	GCSA-R	Employee Computer/Internet Use Rules
	JFC	Code of Conduct
	JICK	Bullying in Schools
	JRA	Student Educational Records and Information (FERPA)

Adopted:

STUDENT-ATHLETE TRANSPORTATION IN PRIVATE VEHICLES

1. Driver _____
(Name)

- Has valid, non-restricted license (copy attached) Yes No
- Has up-to-date insurance at a minimum of $100,000.00 - $300,000.00 (copy attached) Yes No
- Has been informed that their insurance company is the primary coverage provider in case of an accident. Yes No
- Is a school employee Yes No
- Has been explicitly informed that at no time may electronics be used while driving, including for phone calls or texting. Yes No
- Has been informed that everyone in the vehicle must wear seatbelts at all times when the vehicle is in motion. Yes No
- Has stated their comfort level driving a private vehicle with student passengers Yes No

2. Vehicle:

- Has current registration (copy attached) Yes No
- Has current inspection sticker Yes No

3. Driver's Record Check

- 10 year check completed (copy attached) Yes No
- Review record for disqualifying events
_____
- Driver deemed qualified based on record check? Yes No

A "No" to any of the above questions, disqualifies the person and/or vehicle from being used to transport students

- Parental permission slips have been received and filed? Yes No

Person Completing Form: _____

Signature of Driver: _____

Superintendent: _____ Approved _____ Denied
Date: _____
Comments: _____
_____

Gardiner - Randolph - Pittston - West Gardiner

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

Traversa Ride 360

August 2019

Dear Parents/Guardians:

The MSAD11 Transportation Department is very excited to introduce a new program that will be available to you this year. Traversa Ride 360 gives you access to see your child's transportation information on your computer or mobile app. You will be able to access your child's bus stop location, route number, pick-up time, drop-off time, and their weekly transportation schedule.

The program will also allow the Transportation Department to send out notifications and alerts to anyone who has signed up with Ride 360. We will be able to notify you if the bus is running late, remind you of an early release, and inform you of a snow day.

As a Ride 360 user, you will have the ability to share your child's transportation information with a daycare or anyone who plays an important part in their school transportation. You will also be able to contact the Transportation office via email or phone, directly from the web or mobile app.

Attached to this letter are two guides that will help you create an account and find your child's transportation information. To access the MSAD11 Ride 360 site, paste the URL provided below into your web browser (Chrome or Foxfire work best). Once you have created an account you will be sent an email to complete your login. To find your child, you will need their student ID number, first name, and last name.

https://memsad11gardiner.traversaride360.com/

Sincerely,

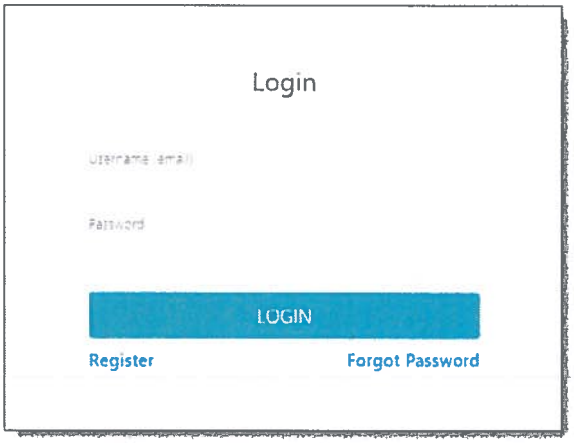
Gabe Dostie
Director of Operations

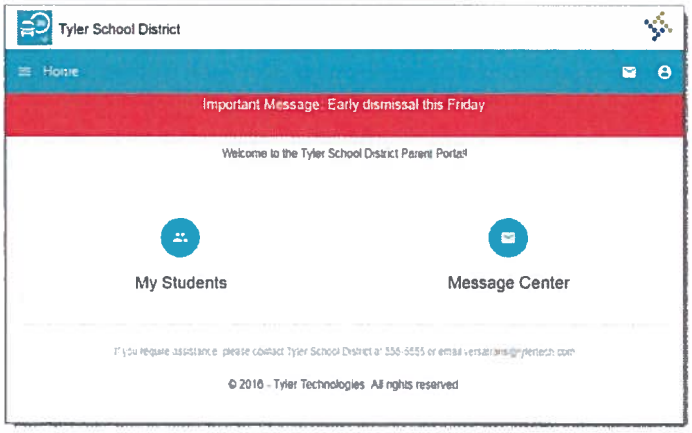
traversa
a tyler school solution

Traversa Ride 360 Website Guide

To access student routing information through the Traversa Ride 360 website, do the following:

1) Using the Chrome or Firefox broswer, go to the URL provided by your school district.
2) If you're not already registered, choose the 'Register' link.
3) To register, enter your email address, along with your password and name.
4) After registering, you'll receive an email confirmation. The provided link will require you to confirm your registration through the Ride 360 website.
5) Log in to the website, and then add your child by going to My Students and select the Find Student button.





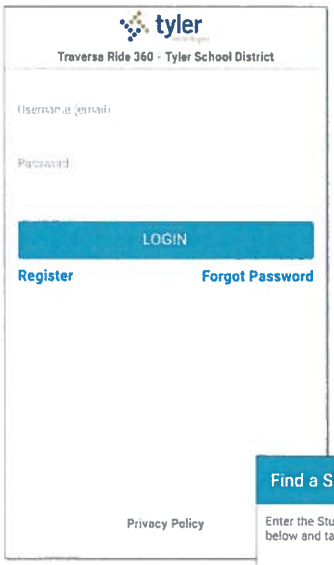
6) Enter the unique information provided by your school district to find your child. Repeat this step to find additional students.
7) When all students are added, you can then view transportation information for each of your children.
8) If you'd like to share a student link with another person, select your student and click the student options button in the lower-right corner.
9) Choose which students to share, then enter the email address of the person you'd like to share with. That person will receive a confirmation email, which will then automatically link the student to that user. They will be required to register with Ride 360, if they haven't already done so.

traversa
a tyler school solution

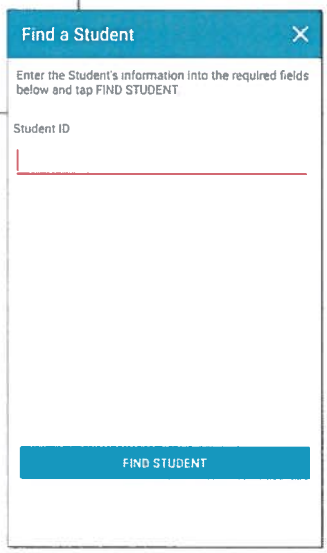
Traversa Ride 360 Mobile Application Guide

To access student routing information through the Traversa Ride 360 mobile app, do the following:

1) Download "Traversa Ride 360" from the Google Play Store or iTunes.
2) After the installation is complete, open the mobile app.
3) When you're asked to find your school district, search for the name of the school district your child attends. If you need assistance, please contact your school district.



4) Once your district is selected, you'll be presented with the login page. If you don't already have a login, click 'Register'.
5) To register, enter your email address, along with your password and name.
6) After registering, you'll receive an email confirmation. The provided link will require you confirm your registration through the Ride 360 website.



7) Login, and then add your child by going to My Students and choosing the + button. This will present the Find a Student screen.
8) Enter the unique information provided by your district to find your child. Repeat this step to continue finding students.
9) When all children are added, you can then view transportation information for each of your children.
10) If you'd like to share a student link with another person, go to My Students and either long-press for Android, or left-swipe for iOS.
11) Choose which students to share, then enter the email address of the person you'd like to share with. That person will receive a confirmation email, which will then automatically link the student to that user. They will be required to register with Ride 360, if they haven't already done so.

Maine School Administrative District No. 11
Field Trip/Excursion Approval Form

Use this form for all field trips that take students off the regular school grounds, including walking trips. **Field trips/excursions that leave the state or will involve an overnight stay require MSAD #11 Board notification. Please submit 3-4 weeks prior to the event.** Other trips require 2 weeks prior notice. (Please print or type the information on the form or attach a separate sheet supplying all the necessary information.)

Type of Transportation: District Bus_____ Walk_____ Private Bus X Private Car_____
(must have copy of proper insurance and waiver claim form on file in Transportation Office) Other X plane

GRMS Grand Adventure
School & Class Group requesting trip

Lysobey + Goodhue
Staff Advisor

Arizona + Utah (various towns) + Las Vegas, NV
Destination (include city/town & state)

4/16/21 - 4/22/21
Date(s) of trip (rain dates not reserved ahead)

Approvals

Principal [signature] **Date** 8/29/19

Central Office _____ **Date**_____

Transportation _____ **Date**_____

Board Notification _____ **Date**_____
(Required for overnight or out-of-state trips)

Departure Time: TBD
Return time in MSAD #11: TBD
Number of passengers: 20-45 Students 2-5 Adults

Please answer all of the following questions and* complete *the budget information at the bottom of* this *form. Your proposal must include all available information. Questions that don't apply to your trip should be marked NA.

1. General description of field trip. (Please include your itinerary.)

Please see attached

2. Statement of academic value. (Please be specific and explain how the trip relates to the curriculum.)

3. Rationale for trip selection. (Why was this destination selected? Is there a more local alternative? Are weekends a viable alternative to school days?)

4. What specific follow-up activities will be associated with the field trip?

5. How will this trip be evaluated by students, teachers, and chaperones?

6. How many substitutes will be needed for this trip to occur? For whom?

7 How many volunteer chaperones will assist with the trip?_____

8. To what degree will the trip be financed by district money? _____

9. Are all class members included? _____ Yes _____ No
Describe the process and criteria for participant selection, if there are limited openings.

10. What accommodation for food and lodging will be used for participants on this trip?

11. Other

Please see attached.

	Clsrm/Bldg Budget*	Transportation Budget*	Other*	Total Cost*
Substitutes				
Mileage				
Meals				
Fees, etc.				
Food				
Lodging				

Please estimate costs using maximum numbers.

Note: For overnight or out-of-state trips, it is strongly suggested that the staff advisor or other representative be present at the board meeting to elaborate on these and/or other questions the board may have.

Adopted: May 3, 2007

Reviewed: February 22, 2016

Type of Transportation: District bus, airplane, and private bus

School & Class Group: GRMS, Grand Adventure Trip

Staff Advisor: Jeanne Lysobey, Paula Goodhue

Destination: Grand Canyon (AZ), Bryce and Zion National Park (UT), etc.

Dates of Trip: Fri., April 16, 2021 to Thurs., April 22, 2021

Departure & Return Times: To be determined, based on flight times

Number of Passengers: 20 to 45 students 2 to 5 district adults

1 & 2. -- General description of field trip & Statement of academic value.

The purpose of the trip is to broaden student horizons by participating in activities within Grand Canyon, Bryce, and Zion National Parks. Activities to include: geology studies, hiking, a float trip on the Colorado River, and trips to the Sedona, several state parks and national monuments.

Itinerary is attached.

3. -- Rationale for trip selection.

Timing was selected to coincide with April Vacation to minimize lost instructional time. We reviewed a variety of trip options. The trip selected seemed to be the most engaging for students and to have a wide-range of enriching activities in safe, supported environment.

4 & 5 -- What specific follow-up activities will be associated with the field trip? How will this trip be evaluated by students, teachers, and chaperones?

Parent and traveler surveys will be sent out upon trip completion. Participating staff will conduct daily reviews/adjustments and will meet after the trip to review the trip overall.

6 & 7 -- How many substitutes will be needed for this trip to occur? For whom? How many volunteer chaperones will assist with the trip?

No substitutes or parent chaperones are needed.

8. To what degree will the trip be financed by district money?

Not applicable.

9. Are all class members included? No Describe the process and criteria for participant selection, if there are limited openings.

The trip will be open to seventh and eighth grade students in the 2020-21 school year (current 6th and 7th graders). Those interested in participating will complete an application. Applications will be reviewed and viable candidates will be selected. Should more students apply than we can accommodate, approved students will be pooled together and names will be drawn at random.

For the trip to run, we will need a minimum of 20 student participants. There is a possibility that we may be able to accommodate up to 45 student participants, depending upon student interest and staff availability.

See attached application.

10. What accommodation for food and lodging will be used for participants on this trip?

All food and lodging arrangements are included in the arrangements made by the tour company, Grand Classroom.

Students will be placed four to a hotel room with students of the same gender. Night security will be provided, ensuring the safety and wise choices of all students.

1. Other

A. Cost

The total cost per student id $2749. This includes all transportation, hotel accommodations, meals, sightseeing and evening activities as well as medical insurance, a tour guide, and nighttime hotel security. The company we are working with, Grand Classroom, will work with families so that the trip cost can be paid in installments. Additionally, the company offers an optional full-refund program (for a fee) to each family.

B. Fundraising

Throughout the school year and summer, several fundraisers will be conducted to raise funds for transportation to/from the airport and to cover baggage fees, etc. Parents will have the opportunity to organize additional fundraisers to help decrease the out-of-pocket expenses for the trip. Participation in fundraisers conducted to decrease overall personal costs will not be required; in most cases, funds earned will first be

applied to transportation fees (to and from airport) and then be applied to the accounts of families that do participate.

C. Mandatory Meetings.

Parents of interested students will be required to attend an informational meeting. Anyone unable to attend will have the option of speaking to Jeanne Lysobey or Paula Goodhue by phone.

Within ninety days of our departure date, a second mandatory meeting will be held for parents of participants to discuss trip details, expectations, etc.

D. Miscellaneous

Other staff members to include Ryan Avery, Hillary Wing, and (should numbers allow) Julie Hallett.

Gardiner Regional Middle School
Grand Canyon, Zion, and Bryce National Parks Trip

Dear Parent,

Your student has the opportunity to take a fun and educational trip to the Grand Canyon, Zion, and Bryce National Parks with his/her classmates next year. I will be leading the group along with other adults as needed.

The trip is scheduled from 4/16/2021 to 4/22/2021. We are using the professional travel company Grand Classroom to plan every aspect of the trip. Visit the school trip webpage at www.grandclassroom.com, click "Find My Trip / Register" and search "Gardiner Regional Middle School".

For the price of $ everything on the trip will be covered – all transportation, hotel accommodations, meals, sightseeing and evening activities as well as medical insurance. Price is based on 25 full paying travelers.

The best way to register is online at www.grandclassroom.com. We may need to limit the numbers, so register as soon as you can.

If you have any questions, you can call the professionals at Grand Classroom at 434-975-2629, email me at jlysobey@msad11.org or call me at school at 207-582-1326. I look forward to providing a fun and educational adventure that your child will remember for a lifetime!

Jeanne Lysobey
Trip Leader

Just the Facts

Who: Gardiner Regional Middle School

What: Grand Canyon, Zion, and Bryce National Parks

When: 4/16/2021 - 4/22/2021

All-Inclusive Price: $

Deposit Deadline: 11/29/2019

$99 registration fee secures your spot

Sample Itinerary

Day One
- Arrive Las Vegas
- Red Rock National Conservation Area
- Valley of Fire
- Hotel in Kanab, UT

Day Two
- Zion National Park
- Hike the Narrows (weather permitting)
- Hike to Emerald Pools
- Return to hotel

Day Three
- Volunteer at Best Friends Animal Sanctuary
- Bryce Canyon National Park
- Hike Bryce Canyon Rim Trail
- Queens Garden and Navajo Loop
- Sunset at Bryce
- Return to hotel

Day Four
- Hike the Toad Stools
- Antelope Canyon
- Float the Colorado River
- Balanced Rock
- Walk the Navajo Bridge
- Hotel in Page, AZ

Day Five
- Morning paddle on Lake Powell
- Grand Canyon National Park
- Desert View Watchtower
- Cameron Trading Post
- Hotel in Flagstaff, AZ

Day Six
- Grand Canyon National Park
- Mather Point
- Hike the South Kaibab Trail
- Grand Canyon Village
- Hike the rim trail
- Indoor rock climbing gym
- Return to hotel

Day Seven
- Depart for Sedona, AZ
- Pink Jeep tour of Sedona
- Slide Rock State Park
- Depart for Las Vegas airport
- Depart for home

GRMS Grand Adventure Student Application

The following application is for students interested in attending the GRMS Grand Adventure Trip to the Grand Canyon, Bryce, and Zion National Parks from April 16, 2021 to April 22, 2021. To be eligible students must meet the following criteria:

- Be enrolled at Gardiner Regional Middle School as a 7th or 8th grader in the 2020-21 school year
- Maintain a pattern of responsibility and good decision making skills as demonstrated through teacher recommendation and discussions with office staff
- Have a parent or legal guardian that is in support of the student's participation, is able to attend at least two mandatory meetings, and can meet the required financial commitments.

The per pupil cost of the trip is $2749 and includes airfare, meals, accommodations, medical and liability insurance, and guides. Transportation fees to and from the airport are not included and are still to be determined based upon the departure airport.

Applications and a check for $99* are due in the office by_____. All applications will be reviewed to ensure eligibility. Should there be more applicants than we are able to accommodate, participants will be selected at random from all eligible applicants.

All applications will be reviewed and parents of applicants will be notified of their child's participation in the trip by_____.

**Checks should be made payable to "Grand Classroom." Applicants who are able to attend will have the option to directly apply the $99 application fee to their trip account or to have the check voided and returned. Checks will be returned to applicants who are not able to attend (either by self-selection or through the selection process) by _____.*

Relevant Dates

_____ *-- Mandatory Parent Informational Meeting in the GRMS Library*
_____ *-- Applications & refundable $99 deposit due*
_____ *-- All applicants notified of participation*

Should you have any questions, please contact Jeanne Lysobey at JLysobey@msad11.org and Paula Goodhue at PGoodhue@msad11.org or by phone at 582-1326.

Student Name _____

Current (2019-20) Grade: _____ **Current Team:** _____

Rationale: What is your reason for wanting to participate in this trip? (Please feel free to type and attach this information).

Attributes: Describe three characteristics that you believe make you an excellent candidate for participation. (Please feel free to type and attach this information).

References: Name two GRMS staff members (teachers, ed techs, administrators, etc.) that can be contacted to provide a character reference on your behalf.

1. _____

2. _____

Student Signature: _____ **Date**: _____

Parent Name: _____

Daytime Parent Phone Number: _____

Parent Email Address: _____

Parent Signature: _____ **Date**: _____

GRMS Grand Adventure Student Recommendation Form

Student Name _____

Travelers registering for the GRMS Grand Adventure 2021 trip are required to provide a personal reference, which must be endorsed by signature on this document.

On this trip, students are expected to navigate the following with a high degree of independence: shared rooming situations, meal choices, promptness, the handling of money, packing and tracking materials, and personal care. Additionally, students will need to be able follow directions and to maintain patience and adaptability when changes are made to itinerary, spaces are crowded, etc.

Your signature below indicates your endorsement of this child's strength of character, maturity, and pattern of good behavior, as well as your belief that s/he will be able to meet the requirements of the trip.

One of the GRMS Grand Adventure 2021 trip leaders will contact you in the coming weeks for additional information about this student. In the meantime, please rate the following:

	5 (Strongly Agree)	4 (Agree)	3 (Neither agree nor disagree)	2 (Disagree)	1 (Strongly Disagree)
I have no concerns about the level of responsibility demonstrated by this student. S/he should be fine on a trip of this nature.					
I have no concerns about the level of behavior demonstrated by this student. S/he will likely behave in a way that ensures his/her and other participants' safety.					
I have no concerns about the level of independence demonstrated by this student. S/he should be able to independently manage things like setting and rising to an alarm, self-care, navigating sharing a room with up to 3 peers, etc.					

Teacher Name: _____

Teacher Signature: _____

G.R.M.S Travels Student Code of Conduct Agreement

As a member of the M.S.A.D. #11 Community, I have:

A RIGHT:	&	A RESPONSIBILITY:
To be safe		To act safely and help others.
To be respected		To treat others with kindness.
To be heard		To listen with consideration.
To learn		To be accepting of individual differences.
		To know others have the same rights as I do.

This form must be signed by the traveler and his/her guardian, and endorsed by personal character references and submitted to the Trip Leader in order to finalize the student's registration for the trip. A student's participation, regardless of online registration, is not complete until this signed document is returned.

I understand that the GRMS Grand Adventure 2021 trip is a special opportunity -- one that I am privileged to be a part of. Through this agreement, I am committing to my involvement in the travel program as an enthusiastic and safe participant.

I hereby agree that the rules, policies, and procedures as set by MSAD 11 and found in the Gardiner Regional Middle School student handbook will guide my level of conduct and responsibility. I understand that my participation in the GRMS Grand Adventure 2021 trip is contingent upon my continued good behavior and agree that suspension from school, significant in-school disciplinary actions, out-of-school illegal activities, and other evidence of poor or unsafe behavioral choices will result in removal from or loss of privilege to participate in this trip at the discretion of the trip leader and MSAD 11 administration.

I understand that this a non-negotiable set of behavior conditions, as this policy is designed to safeguard all travelers and their respective positive experiences with the GRMS Grand Adventure 2021 trip. Therefore, appropriate behavior is required. I realize that my participation in the trip may be terminated at any time for just cause, and I may be personally responsible for any costs my removal may cause.

This agreement is valid from GRMS Grand Adventure 2021 until the date of departure on April 16, 2021. During travel, the "Behavior Contract" outlined by Grand Classroom, Inc will additionally guide all expectations for traveler behavior. I am aware, however, that this is a school-related activity and all Gardiner Regional Middle School rules, are in effect during the entire period of the trip. I also understand that, while traveling, situations may occur that are not addressed in the Gardiner Regional Middle School Student Handbook. These situations could result in the student being sent home from the trip at parent's expense.

Any financial refund (full or partial) following withdrawal or removal from the trip is based solely on the refund policy set by Grand Classroom as per the terms and conditions set by Grand Classroom at registration. Any fundraiser proceeds that have been applied to my account are, in fact, monies donated specifically for this trip; no fundraiser proceeds will be refunded to individual travelers and/or their families. Any fundraiser proceeds credited to individuals that are removed or withdrawn from the trip will be placed in the GRMS Grand Adventure group account.

Traveler Information		Parent/Guardian Information	
Traveler Name:	_____	Parent Name:	_____
Traveler Signature:	_____	Parent Signature:	_____
Date:	_____	Date:	_____

GRMS Grand Adventure Fundraiser Information

We will host a fundraising meeting at GRMS on _____. This meeting is optional. Please attend if you are interested in exploring fundraising opportunities. If you are interested, but cannot attend, please email one of us!

For Your Reference Regarding Fundraising

- All fundraisers must be approved by the Superintendent's office. Jeanne and Paula will complete the appropriate forms.
- Funds from activities designated as a "group fundraiser" will be applied to costs such as transportation to/from the airport, baggage fees, etc.
- Funds from activities designated as "individual fundraisers" will be shared amongst those participating in that event. The means of fund dispersal specific to each even will be shared prior to the event.
- We will handle all fundraising money and will send it to Grand Classroom on participants' behalf. We will send fundraiser proceeds to them approximately once every three months.
- Students cannot fundraise more than the cost of the trip nor can they fundraise for add-ons such as the optional refund program.
- A student who participates in fundraising and then withdraws from the trip will not be refund their fundraising proceeds. These proceeds were donated by the community with the intent of supporting student travel and will be added to the group pool.
- School staff will organize group fundraisers; interested parents will assist in organizing individual fundraisers.
    - Successful past fundraisers to benefit individuals included: "tagging" events, bottle drives, raffles, concession sales, etc.
    - Group fundraisers will include events such as middle school dances, cooks' nights' out, etc.

GRMS Grand Adventure 2021
Financial Details

As per the trip guidelines, all references have been contacted and the office staff has been consulted in order to ensure participants demonstrate a pattern of good behavior. Should this pattern change, the team reserves the right to remove any student from the participation list if undesirable/unacceptable behaviors are demonstrated by the students. These behaviors would include, but are not limited to, all behavioral expectations in the student handbook. Students should also remember, behaviors that occur outside of the school day can also impact their ability to participate in this event.

Though this has been an issue in the past, we urge you to take this under advisement as you make your financial arrangements.

Total Cost: $2749 per person

- PLEASE read the Terms and Conditions on the Grand Classroom site (under the "Parents" tab). Let us know if you have any questions.
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MSMA invites you to participate in two full days of professional development in a collective and concentrated environment where state education leaders will share learning and an exchange of ideas.

Over 50 Clinics

Offering a range of topics covering board leadership, school law, innovative practices, negotiations, policy issues, and more.

Nationally Recognized Speakers

Dr. Donna M. Beegle
Communication Across Barriers, Inc., author of *See Poverty, Be the Difference!*

Peter Vigue
Chairman of The Cianbro Companies

Registration

Registration information coming soon to your superintendent's office.

It Starts With Us

MSMA

MAINE SCHOOL MANAGEMENT ASSOCIATION

MSMA 46th Annual Fall Conference

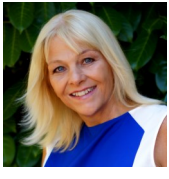
October 24-25, 2019

MSMA 46th Annual Fall Conference

October 24-25, 2019

Augusta Civic Center

Thursday Keynote Speaker:



Dr. Donna M. Beegle grew up in generational migrant-labor poverty and left school at 15 to get married and start a family. At 25, she found herself with two children, no husband, little education, and few marketable job skills. Within 10 short years, she got her GED and advanced through to a doctoral degree in educational leadership. All these experiences provide Dr. Beegle with an authentic voice with which to speak, write, and train across the nation to break the iron cage of poverty.

As president of Communication Across Barriers, a consulting firm dedicated to building poverty-informed communities that are armed with tools to break barriers, she works directly with children and adults currently in poverty, as well as professionals who want to make a difference for those living in poverty. Dr. Beegle is also the founder of the Opportunity Community movement, which provides the foundation for a contemporary war on poverty.

Dr. Beegle will share her unique insights from having grown up in generational poverty in America and of studying poverty for more than 20 years to help you enhance your knowledge of poverty and develop the understanding to impact the individuals with whom you work.

Friday Endnote Speaker:

Peter Vigue joined Cianbro in 1970 in an entry level position after serving in the merchant marines. Since then, his experiences in project management and senior company management have transformed him and Cianbro into pioneers within the construction industry.

Peter's strong commitment to workplace safety and the education of his employees, led him to rally behind the idea that safety and education should become the impetus of Cianbro's total quality management plan. Peter's vision later included the health of team members as he believes a healthy company is the result of healthy team members. Today Peter champions the Cianbro Wellness Program, with the goal of improving quality of life and reducing at risk health behavior. As a result of Peter's leadership, Cianbro is recognized nationally for its safety and wellness programs and has been awarded the 2004 American College of Medicine's Corporate Health Achievement Award as the "Healthiest and Safest Company in America" as well as the Wellness Councils of America (WELCOA) Platinum Level of Achievement Award.

Participants will learn about leadership traits thru lessons learned that propelled Cianbro to one of Maine's top companies.

MSMA
MAINE SCHOOL MANAGEMENT ASSOCIATION

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