

Maine School Administrative District No. 11

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Patricia Hopkins
Superintendent of Schools

Howard Tuttle
Director of Curriculum & Instruction

MERLE E. PEACOCK, JR. BOARD ROOM

REGULAR MEETING

December 6, 2012

7:00 pm

AGENDA

I. Introduction

- A. Board Members
- B. Administrative Staff
- C. The Pledge of Allegiance
- D. Student Council President
- E. Public Comments for Items Not on the Agenda

II. Review and Approval of Agenda/Minutes

- A. Prioritization of items and alternation of the established agenda format sequence as needed
- B. Approval of Agenda
- C. Approval on minutes of previous meeting: Regular School Board Meeting – November 1, 2012

III. Recognition and Celebrations

IV. Correspondence

- A. Letter of Resignation from Joseph Merrill, Ed Tech III Spec. Ed/ GAHS
- B. Letter of resignation from Jennifer Webb, Ed Tech II Library/Helen Thompson School
- C. Resignation from Rudy Fish, 7th Grade Boys Basketball Coach
- D. Letter of Resignation from Marsha Wells, Part Time Secretary/Pittston School effective end of the 2012 – 2013 school year

Committee Reports – Vote

- A. Curriculum Committee – November 13, 2012
- B. Policy Committee – October 30, 2012

1st Reading

2nd Reading

- Policy KF – Community Use of School Facilities and Grounds
 - Facilities Rental Contract
 - Facilities Fees and Rates

Job Descriptions

None

Evaluations

None

- C. Finance Committee – November 20, 2012
- D. Negotiations Committee
- E. Long Range Planning Committee – No Meeting
- F. Relations by Objective Committee – No Meeting
- G. 6 – 12 Academic Audit Sub-Committee – No Meeting
- H. 6 – 12 Athletic Audit Committee – No Meeting

VI. Administrative Reports

- A. Diann Bailey, Director of Adult Education
- B. Andrea Disch, Business Manager
- C. Mike Flynn, Director of Child Nutrition
- D. Al Ghoreyeb, Principal/River View Community School
- E. Lynn Izzi, Principal/Helen Thompson School
- F. Chad Kempton, Principal/Gardiner Area High School
- G. Peg Long, Director of Special Education
- H. Terry McGuire, Director of Technology
- I. Karen Moody, Principal/Laura E. Richards School
- J. Todd Sanders, Principal/Gardiner Regional Middle School
- K. Shelly Simpson, Principal/Pittston Consolidated School
- L. Jon Stonier, Director of Plant Operations/Transportation
- M. Howie Tuttle, Director of Curriculum/Instruction
- N. Travis Works, Principal/T.C. Hamlin
- O. Student Representatives Report

VII. General Information

The following positions have been appointed/hired:

- 1. GRMS Ginger Shaw – 8th Grade Girls Basketball Coach
- 2. GAHS Keenon Blindow – GAHS Girls/Boys Track and Field Coach

VIII. Nominations

A.

IX. Old Business

A. Future Search Update

X. New Business

- A. Meeting with Local Legislators
- B. Mandatory 403B Plan Amendment

XI. Reports

Board Chair

- January Bi-Monthly Meeting

Superintendent

- TIF 4 Grant Update
- Workload Committee (RBO)
- The Pride
- Gardiner Boys & Girls Club – submission of a 3 year continuation of a 21st Century Community Learning Center Grant - \$194,972

XII. Executive Session

- A. Discuss negotiations with the Gardiner Teachers Association - 1 MRSA § 405(6)(D)
- B. Discuss a personnel matter - 1 MRSA § 405(6)(A)
- C. Discuss a personnel matter - 1 MRSA § 405(6)(A)

XIII. Adjournment

Maine School Administrative District 11

REGULAR MEETING

Merle E. Peacock, Jr. Board Room

Thursday, November 1, 2012

6:00 p.m.

PRESENT: Rebecca Fles, Chair, Eric Jermyn, Vice Chair, Candace Avery, Marc Cone, Debra Couture, Andrew Grover, Deborah Holmes, Penny Poolman, Diane Potter, Tyler Trott, Tony Veit, Patricia Hopkins, Superintendent, Andrea Disch, Business Manager

ABSENT: Nicole Sacre

STUDENT MEMBERS: Nathan MacDonald, Anastasia Zajchowski

Mrs. Fles called the meeting to order at 6:01 p.m. and declared a quorum present.

GAHS Student Council President, Mariah Damon, reported Spirit Week Activities and the Teacher Appreciated Breakfast were both successful. The Student Council continues its preparations for the Tiger Masquerade Dance scheduled for November 30. The Council, in partnership with the National Honor Society, are currently looking for two families in need to adopt for Christmas.

VOTED: Motion by Mr. Trott, seconded by Mr. Jermyn, to approve the agenda as amended.

11 – 0

2 – 0 *Student
Members*

Motion carried.

VOTED: Motion by Mr. Veit, seconded by Mr. Trott, to approve the minutes of the October 4, 2012, Regular Board Meeting.

11 – 0

2 – 0 *Student
Members*

Motion carried.

RECOGNITIONS AND CELEBRATIONS

Superintendent Hopkins shared a letter received from MaineGeneral Health expressing gratitude for the donation of \$21,500 in support of the Harold Alfond Cancer Center by Gardiner Area High School as part of the Drive Out Cancer Challenge.

CORRESPONDENCE

- Letter of Resignation from Tina Caron, Special Ed, Ed Tech III /Gardiner Area High School
- Letter of Resignation from Emily LeBourdais, 8th Grade Girls Basketball Coach

- Letter of Resignation from Tyson Greifzu, Math Teacher /Gardiner Area High School

COMMITTEE REPORTS

A. Curriculum Committee – No Meeting

B. Policy Committee – At its October 4th meeting, the Committee voted to send the following policies to the Board for approval

VOTED: Motion by Mr. Trott, seconded by Ms. Avery, to approve the following:

11 – 0

2 – 0 *Student*
Members

1st Reading

- Policy KF Community Use of School Facilities and Grounds
 Facilities Rental Contract
 Facilities Fees and Rates

Motion carried.

VOTED: Motion by Mr. Veit, seconded by Ms. Poolman, to approve the following:

11 – 0

2 – 0 *Student*
Members

2nd Reading

- Policy JJIF Management of Concussions and Other Head Injuries
- Policy JJIF – E Concussion Information Sheet
- Policy KDB Public's Right to Know /Freedom of Access

Motion carried.

C. Finance Committee – At its October 16th meeting, the Committee reviewed the Annual Financial Audit with Hank Farrah of Runyon Kersteen Ouellette.

The Committee continued the conversation from its previous meeting of alternative heating sources including natural gas and wood pellets. The Committee requested the Superintendent invite a representative from CORDJIA to its next scheduled meeting.

Results of the October 2nd Fuel Bid were shared with the Committee.

The Committee reviewed and discussed transportation bids in anticipation of the 2013 transportation bid. As a result, the Committee voted to amend the 2013 transportation bid to solicit exclusively for buses.

The Committee discussed the 2014 budget revenue forecast.

- D. Negotiations Committee –*To be discussed in Executive Session.*
- E. Long Range Planning Committee – *No Meeting*
- F. Relations by Objective Committee – *No Meeting*
- G. 6 – 12 Academic Audit Sub Committee – *No Meeting*
- H. 6 – 12 Athletic Audit – *No Meeting*

ADMINISTRATIVE REPORTS

- A. Diann Bailey, Director of Adult Education
- B. Andrea Disch, Business Manager
- C. Mike Flynn, Director of Child Nutrition Services
- D. Al Ghoreyeb, Principal /River View Community School
- E. Lynn Izzi, Principal /Helen Thompson School
- F. Chad Kempton, Principal /Gardiner Area High School
- G. Peg Long, Director of Special Education
- H. Terry McGuire, Director of Technology
- I. Karen Moody, Principal /Laura E. Richards School
- J. Todd Sanders, Principal /Gardiner Regional Middle School
- K. Shelly Simpson, Principal /Pittston Consolidated School
- L. Jon Stonier, Director of Operations
- M. Howie Tuttle, Director of Curriculum & Instruction
- N. Travis Works, Principal /T.C. Hamlin School
- O. Student Representatives Report

GENERAL INFORMATION

The following positions have been appointed/hired:

- | | | |
|----|------------------|---|
| A. | Jeanne Moody | GAHS Winter Cheering |
| B. | Jason Cassidy | GAHS Boys Varsity Basketball Coach |
| C. | Nick Wallace | GAHS Boys JV Basketball Coach |
| D. | Andrew Dean | GAHS Boys Freshman Basketball Coach |
| E. | Mike Gray | GAHS Girls Varsity Basketball Coach |
| F. | Britney Salley | GAHS Girls JV Basketball Coach |
| G. | Ginger Shaw | GAHS Girls Freshman Basketball Coach |
| H. | Jeff Ross | GAHS Varsity Ice Hockey |
| I. | Jon Hart | GAHS JV Ice Hockey |
| J. | Matt Hanley | GAHS Wrestling |
| K. | Rob Perkins | GAHS Swimming |
| L. | Michelle MacLean | GAHS Indoor Track Club Volunteer |
| M. | Pete Dixon | GRMS 8 th Grade Boys Basketball Coach |
| N. | Rudy Fish | GRMS 7 th Grade Boys Basketball Coach |
| O. | Amanda Sergeant | GRMS 7 th Grade Girls Basketball Coach |

P.	Matt Hanley	GRMS Wrestling
Q.	Rebecca Eugley	GRMS Class Advisor 2015
R.	Patrick Quinn	GRMS Math Coach

OLD BUSINESS

A. FUTURE SEARCH UPDATE

Superintendent Hopkins updated the Board on the Future Search Event that was held on October 12th & 13th. The Superintendent shared with the Board feedback and comments from the event.

B. PD 360 UPDATE

Howie Tuttle, Director of Curriculum & Instruction, updated the Board on the District's implementation of the staff professional development tool, PD 360.

NEW BUSINESS

A. COMMUNICATION STRATEGY

Howie Tuttle shared with the Board, The Pride, MSAD11's new weekly newsletter. The newsletter will be emailed to those individuals providing the District's School Messenger with an email address. In the future, those interested in receiving the newsletter will be able sign up for the newsletter from District website.

B. CAPITAL AREA TECHNICAL CENTER COOPERATIVE AGREEMENT

A draft of the Capital Area Tech Cooperative Agreement was presented to the Board.

VOTED: Motion by Mr. Jermyn, seconded by Mrs. Potter, to approve the Capital Area Tech Cooperative Agreement, as presented. (*Mr. Trott voted in opposition*)
10 – 1
2 – 0 *Student*
Members

Motion carried.

REPORTS – EDUCATIONAL /ADMINISTRATIVE

BOARD CHAIR REPORT

The Board Chair updated the Board on the following:

- ***MSBA Fall Conference October 25 & 26 – Report Out***

Various members of the Board who attended the MSMA Annual Fall Conference reported on

workshops attended.

SUPERINTENDENT REPORT

The Superintendent updated the Board on the following:

- *TIF4 Grant Update*

VOTED: Motion by Mr. Jermyn, seconded by Mr. Veit, to go into Executive Session at 7:25 p.m. to
11 – 0 discuss negotiations with the Gardiner Teachers Association, pursuant to 1 M.R.S.A. § 405(6)(D). The Board reconvened at 8:12 p.m.

Motion carried.

VOTED: Motion by Mr. Trott, seconded by Mr. Jermyn, to go into Executive Session at 8:12 p.m. to
11 – 0 discuss a personnel matter, pursuant to 1 M.R.S.A. § 405(6)(A). The Board reconvened at 8:25 p.m.

Motion carried.

VOTED: Motion by Mr. Veit, seconded by Ms. Avery, to go into Executive Session at 8:25 p.m. to
11 – 0 discuss a personnel matter, pursuant to 1 M.R.S.A. § 405(6)(A). The Board reconvened at 8:28 p.m.

Motion carried.

The Meeting adjourned at 8:28 p.m.

Attest a true record,

A handwritten signature in black ink, appearing to read "Patricia Hopkins".

Patricia Hopkins, Secretary

**Maine School Administrative District 11
CURRICULUM COMMITTEE MEETING
Merle E. Peacock, Jr. Board Room
Tuesday, November 13, 2012
7:00 a.m.**

PRESENT: Mrs. Holmes, Mrs. Potter, Mr. Veit, Mr. Tuttle, Ms. Avery

ABSENT: Mr. Grover

GUESTS: Lyn Kelley, Michael Flynn

Diane Potter called the meeting to order at 7:00am.

K-5 LUCY CAULKINS WRITING PROGRAM PILOT

Discussion: K-5 teachers are currently piloting the Lucy Caulkins Writing Program. The K-5 ELA committee approved this pilot spring 2012. K-5 currently has a writing curriculum, but not a writing program. More information can be found here, <http://www.unitsofstudy.com/writing-grade-by-grade/>. The grades K-5 ELA committee will make a presentation to the curriculum committee in January.

6-8 ELA PROGRAM PILOT

Discussion: 6-8 teachers are currently piloting various ELA programs. The one that folks are most excited about is the Prentice Hall Language Arts Common Core Edition, located here, <http://bit.ly/68elaprogram>. The grades 6-8 ELA committee will make a presentation to the curriculum committee in January.

PERSONAL LEARNING PLANS PILOT

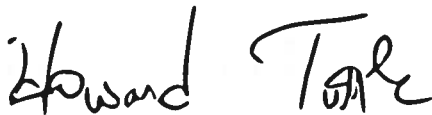
Discussion: Four teachers at Gardiner Regional Middle School are piloting personal Learning Plan prototypes using Google Docs and Google Sites. We are looking for manageable meaningful ways to have personal learning plans district-wide. LD 1422 says that every student must have a personal learning plan starting next school year, 2013-2014 in Grade 7 at a minimum.

HEALTH AND WELLNESS DISCUSSION

Discussion: Lyn Kelley and Mike Flynn were present to discuss health and wellness efforts around MSAD 11 despite the loss of the School Health Coordinator. Lyn described the goals of the Wellness Plan and Mike discussed the community gardens and the program called Fresh Start: Kids are Cookin' where students participate in lessons and cooking activities to better understand healthy food and nutrition. Mike is also working with the Civil Rights teams at the middle school and high school to create diversity menus.

End Time: 8:15am

Respectfully Submitted,



Howard Tuttle, Director of Curriculum

**MSAD #11
POLICY COMMITTEE MEETING
MERLE E. PEACOCK JR. BOARD ROOM
October 30, 2012
5:00 pm**

MINUTES

Present: Deb Couture, Chair, Becky Fles, Andrew Grover (by phone), Penny Poolman

Absent: Nicole Sacre, Tony Veit

Others: Pat Hopkins, Superintendent, Todd Sanders, GRMS Principal, Chad Kempton, GAHS Principal

Mrs. Couture called the meeting to order at 5:03 p.m.

1. Discussion/Vote

Policy – Review Existing Bullying Policy – JICK

Mrs. Hopkins informed the Committee that the Maine School Management Association released a new comprehensive Bullying Policy reflective of changes made by the Maine Legislature last spring. At the Maine School Board Association State Conference attendees were informed that the Department of Education is also creating a policy for School Boards to consider. Mrs. Hopkins recommended the Committee wait until we receive the Department of Education policy before taking any action.

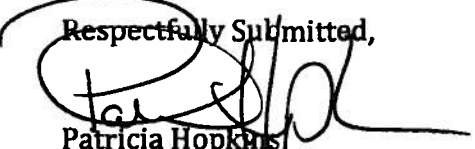
Job Descriptions

The Committee tabled the review of the following job descriptions until the December Policy Committee meeting.

- High School Principal
- High School Assistant Principal/Director of Athletics
- High School Assistant Principal
- Director of Operations

The meeting was adjourned at 5:35 p.m.

Respectfully Submitted,


Patricia Hopkins
Superintendent of Schools

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 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.

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 an emergency shelter shall take precedence. The School Board shall define facilities use categories and priorities as defined therein:

PRIORITY I. SCHOOL

A. School Activity

The individual leading the activity/program is under the direct supervision of the MSAD 11 School District and has been given a supervisory responsibility in the program.

B. MSAD 11 Adult Education

Groups organized and sanctioned by the MSAD 11 Adult Education Program.

PRIORITY II. SCHOOL BENEFACTORS

Groups that are intended to directly support school activities through donation of time and/or services. Examples include, but are not limited to, Parent /Teacher Organizations and Booster groups.

PRIORITY III. MUNICIPAL/RECREATION

Groups organized and controlled by the MSAD 11 municipal governments.

PRIORITY IV. MSAD 11 NON-PROFIT YOUTH ORGANIZATIONS

A. 501 (C) Status

Non-school activities/groups composed primarily (at least 80 %) of MSAD 11 school-aged youth. Examples include, but are not limited to, Girl/Boy Scouts and Little League.

B. 501 (C) Status Exemption

Not for profit youth organizations existing exclusively for the benefit of MSAD #11 students. Examples include, but are not limited to, Youth Football, Youth Basketball, Gold Ball, etc. These organizations will be waived from providing a 501 (C) providing they remain not for profit.

- PRIORITY V. MSAD 11 NON-PROFIT ADULT ORGANIZATIONS**
MSAD 11 based adult groups and organizations. Examples include, but are not limited to, church groups, fraternal groups and political organizations.
- PRIORITY VI. MSAD 11 FOR-PROFIT ORGANIZATIONS**
MSAD 11 based youth or adult organizations composed primarily (at least 80%) of MSAD 11 residents in which the intended activity may involve an admission charge, donation, sales made or any other direct income.
- PRIORITY VII. NON-RESIDENT ORGANIZATIONS**
- A. Non-Profit Youth or Adult Organizations**
Non-school activities/groups composed (of less than 80%) MSAD 11 residents.
 - B. For-Profit Youth or Adult Organizations**
Community groups, organizations and businesses composed of less than 80% MSAD 11 residents in which the intended activity may involve an admission charge, donation, sales made or any other direct income.

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.

Conditions of Use

- 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 the 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, lessees 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.
- In addition to rental fees, lessee shall be required to 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.

- All ~~applications~~ organizations/individuals charged a rental fee are required to pay a 50% deposit at the time of application ~~and with~~ the balance to be paid in full prior to use. Organizations/individuals not charged a rental fee may be charged a deposit fee if during past usage of school facilities that organization/individual did not leave the facility the same way it was found, as determined by the building administrator. If an organization/individual is charged a deposit fee and uses multiple MSAD 11 facilities, the building administrator and business manager will collaboratively determine the deposit amount.
- 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 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.
- Applicants applying for facilities use as a non-profit organization must provide ~~evidence of tax-exemption~~ proof of 501(C) status at the time of application. (Applies to organizations that fall under Priorities IV, V, and VII a)
- 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.
- 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 the activity.
- All fees, rentals and payment for staff services shall be made payable to ~~the MSAD 11 School District~~. Tipping of custodians or other school personnel is not permitted. Under no conditions shall payment be made directly to staff members.
- 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 ~~principal~~ 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

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 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. 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.

Responsibility for Care, Custody and Control of School Facilities

The user shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the building administrator or another appropriate school official, the following rules shall be observed:

- 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 school facilities without permission from the building administrator other than renting school cafeteria 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 lots, 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 furniture and/or equipment.

Prohibited Conduct

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 or tobacco products on school grounds. School facilities include all buildings, athletic fields, parking lots and recreational fields.
- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district's facilities.
- Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- 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).
- ~~No vehicles allowed~~ 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.

- o ~~No~~ Use of open flames, including candles, fireworks or other special effects, will be allowed.

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

[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

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.
- All applications require a deposit at the time of application and that the balance be paid in full prior to use.
- The following must be supplied prior to the Application approval

(a) Non-Profits and Charitable Organizations may be required to provide proof of 501(c) status

(b) Certificate of Insurance naming MSAD 11 as additional insureds, when required

APPLICANT INFORMATION

Name of Group /Organization (must be the same as Tax Exemption Form /Certificate of Insurance)

Date of Application

Street

City /Town

State

Zip Code

Contact Person

Position /Title

E-mail Address

Phone

Cell Phone

FACILITY INFORMATION

Facility Requested

School

Description of Activity

Number Expected Attendees

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

Requested Dates

	Date of Event	Set-Up /Breakdown Times		Meeting / Event Time	
		Start	End	Start	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 the 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 an amount of at least \$1,000,000.

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

Signing below indicates acceptance of the rules noted in the attached. Leasee 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 ☐

Does this Resident Non - Profit exist exclusively for the benefit of MSAD #11 students?

Yes ☐ No ☐

Check one of the following:

- ☐ I. School
- ☐ II. School Benefactor
- ☐ III. Municipal /Recreation
- ☐ IV. Resident Non - Profit Youth
 - ☐ 501(c) Non - Exempt
 - ☐ 501(c) Exempt
- ☐ V. Resident Non - Profit Adult
- ☐ VI. Resident For - Profit
- ☐ VII. Non - Resident For - Profit

SIGNATURES REQUIRED

Signature of Applicant

Date

Signature of Building Administrator

Date

MSAD 11 FACILITIES USE ESTIMATED RENTAL FEES

FACILITY RENTAL FEE

See MSAD 11 School Facilities Fees & Rates

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

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

GROUP A

Auditorium Technician		hrs @	\$ 15.00	per hour	\$
Lighting / Electrical		hrs @	\$ 35.00	per hour	\$
Projection		hrs @	\$ 35.00	per hour	\$

GROUP B

Custodial		hrs @	\$ 30.00	per hour	\$
	2 hour minimum				
School Nutrition Services (SNS)		hrs @	\$ 30.00	per hour	\$
	2 hour minimum				
Open / Close Fee		hrs @	\$ 50.00	per hour	\$
Required for events taking place outside of normally scheduled custodial coverage.					
Maintenance Fee		hrs @	\$ 50.00	per hour	\$
In the event a maintenance response is required, a minimum 3 hour call-out fee will apply.					

GROUP C

Security /Police Required



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

GROUP D

Estimated Attendees

\$

In addition to rental fees, leasee shall be required to 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.

Security Deposit

1 - 50 Attendees	\$100	250-350 Attendees	\$400
50 - 150 Attendees	\$200	350 + Attendees	\$500
150-250 Attendees	\$300		

TOTAL ESTIMATED COST

\$

DEPOSIT

\$

(1 / 2 Estimated Cost) Due at the time of application

BALANCE

\$

Required to be paid in full prior to use.

The Estimated Facilities Rental Fee includes the total of all known 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 the 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, leasees 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.
- In addition to rental fees, leasee shall be required to 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.
- All ~~applications~~ organizations/ individuals charged a rental fee are required to pay 50% deposit at the time of application with the balance to be paid in full prior to use. Organizations/individuals not charged a rental fee may be charged a deposit fee if during past usage of school facilities that organization/individual did not leave the facility the same way it was found, as determined by the building administrator.
- 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.
- Leasees not covered by the MSAD 11 School District liability policy may 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. Leasees 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.
- Applicants applying for facilities use as a non-profit organization must provide ~~evidence of tax-exemption~~ proof of 501 (C) status at the time of application. (Applies to organizations that fall under Priorities IV, V and VIIa)
- All 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 the 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.
- 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 or 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 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. 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 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 canceled 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 be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the building administrator or another appropriate school official, the following rules shall be observed:
 - 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 school facilities without permission from the building administrator other than renting 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 lots, 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 or tobacco products on school grounds. School facilities include all buildings, athletic fields, parking lots and recreational fields.
- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district's facilities.
- Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- 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).
- ~~No vehicles allowed~~ **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, will be allowed.

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.

MSAD 11 SCHOOL FACILITIES FEES and RATES

Effective September 1, 2012

FACILITY	SCHOOL			MUNICIPAL/ RECREATION		RESIDENT NON - PROFIT YOUTH		RESIDENT NON - PROFIT ADULT	RESIDENT FOR - PROFIT	NON - RESIDENT FOR - PROFIT
	I	BENEFACTORS	II	III	IV	V	VI	VII		
Athletic Field Complex (High School and Middle School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Elementary Fields	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Field Lights	No rental fee	\$75 /hr	\$75 /hr	\$75 /hr	\$100 /hr	\$125 /hr	\$150 /hr	\$200 /hr	\$250 /hr	\$300 /hr
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Tennis Courts	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Gymnasium (High School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Gymnasium (Middle School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Gymnasium (Elementary School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
ATM Room (High School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Computer Lab	No rental fee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	*C									
Classroom /Library	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Music Room	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Cafeteria	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C
Kitchen	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff	Not available for use without school department kitchen staff
Little Theatre (High School)	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee	No rental fee
	*C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C	*A, B, C

* Other applicable fees may include, but are not limited to the following: equipment, custodial, maintenance, kitchen, security or technical staff fees.

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

Group A: Auditorium

Auditorium Technician \$15 /hr
Lighting /Electrical \$35 /hr
Projection \$25 /hr

Group B: Custodial /Maintenance /Kitchen

Custodial /Kitchen \$30 /hr (2 hour minimum)
Events taking place outside of normally scheduled custodial coverage will require a minimum of \$50 Open /Close fee. An additional fee of \$30 /hr may apply if additional clean-up or custodial coverage is necessary.

Group C: Security /Police

Events requiring police services, as determined by the building administrator /Superintendent 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.

Security Deposit

1 - 50 Attendees \$100
50 - 150 Attendees \$200
150 - 250 Attendees \$300
250 - 350 Attendees \$400
350 + Attendees \$500

Maintenance \$30 /hr (3 hour min)

If an event requires a Maintenance response, a minimum 3 hour call-out fee will apply.

DEPOSIT: 50% is due at the time of application with the balance required to be paid in full prior to usage. All checks are payable to: MSAD 11

MSAD 11
FINANCE COMMITTEE
Merle E. Peacock, Jr. Boardroom
Tuesday, November 20, 2012
6:00 p.m.

Committee Members: Eric Jermyn, Chair, Marc Cone, Debra Couture, Deborah Holmes, Penny Poolman, Tyler Trott, Patricia Hopkins, Superintendent, and Andrea Disch, Business Manager

Attending Board Members:

Administrators: Jon Stonier, Director of Operations, Gabe Dostie, Assistant to the Director of Operations, and Todd Sanders, Middle School Principal

Mr. Jermyn called the meeting to order at 6:13 p.m. and declared a quorum present.

NEW BUSINESS

A. Alternative Heating Sources – Natural Gas /Wood Pellets

Curtis Dow of CORDJA Capital Projects Group presented an analysis of viable heating fuel alternatives. After the presentation, the Finance Committee discussed the analysis and how next to proceed.

After discussion, it was suggested the Superintendent, Business Manager, and Board Leadership meet with the Gardiner City Council to discuss the future of the natural gas pipeline and how it might possibly relate to the City of Gardiner.

B. Transportation Bid Review – Bus Leasing

The revised Transportation Bid was provided to Committee Members. The Committee reviewed changes that were made to the bid.

VOTED: Motion by Mr. Trott, seconded by Mrs. Couture, to approve the Transportation Bid, as presented.
6 – 0

Motion carried.

C. Budget Time Line Review

The draft FY 2014 Budget Time Line was provided to members of the Finance Committee. It was stated at this time, the State currently does not have a referendum scheduled in the spring.

D. Health Insurance - Affordable Care Act

The Committee discussed the Affordable Care Act and its anticipated impact on MSAD 11.

The Meeting adjourned at 7:47 p.m.

Attest a true record,

A handwritten signature in black ink, appearing to read "Patricia Hopkins". The signature is stylized with a large, sweeping initial "P" and a cursive "Hopkins".

Patricia Hopkins, Secretary

Adult Education Board Report
December 2012
By Diann Bailey

We are approaching the end of our fall semester with a number of seasonal programs scheduled to begin in December. Those courses include Holiday Cookies & Candy, Holiday Centerpiece and Meditation for the Stress Free Holiday. Meanwhile we are busy developing our Winter/Spring 2013 programs. We have 25 new enrichment courses in the works including several pottery courses, puppy kindergarten, instrumentals, fairy gardening, vegetarian cooking, soap making, conversational French, home wine making and much more. Our brochure will be available on January 2nd in both print and digital formats. We'll be experimenting with a new **"flip book" digital brochure format**, which I am quite excited about. Look for this on our websites in January.



November 6 was a big day for some of our students who **voted for the first time**. Mrs. Corbin took all of her classes to the polls – even those who are still 17 benefited from observing the process.



Of course, students had been engaged in learning about the candidates and the issues in the weeks leading up to the election.



Our Holiday Open House is coming up on December 5th. This is an exciting opportunity for non-traditional students to learn about our college transition program. We are using it as a means to recruit students into our winter/spring CT program. Partners from KVCC, CMCC, UMA and FAME will be on hand to assist with college/career advising. We'll have lots of cookies and holiday cheer!

On November 7 staff attended **training on creating personal learning plans** (for students) using google sites. Gwyneth Maguire, certified google educator, from Cape Elizabeth presented the training. Our plan is to develop an eportfolio template that students can use to record their goals and document their academic progress. We hope to begin using this technology in January. Eventually all of our diploma, credit recovery and transitions students will have an online portfolio.

It is always great to **catch up with previous students**. In the past couple of days I have seen two of our transitions students from last year. Jennifer, a past TANF recipient, actually received a scholarship at graduation and is completing her first semester at Central Maine Community College. She is taking general studies courses but is on the nursing track. She is hopeful that her

grades will make her eligible for the academic honor society! Jen is a busy young gal with a 2 year old, a part time job and a full course load. Jeremy is completing his first semester in the Precision Machine program at CMCC. He is enjoying the hands on training and feels that there will be multiple job opportunities when he graduates. Evidently employers recruit students directly from CMCC. He took Aspirations courses through adult education and was able to earn 9 college credits before actually starting his major. He credits our CT program with giving him excellent preparation and a definite advantage over other non-traditional college students.

Are you on Twitter?



Please follow us @Gardineradulter



Earlier this month I had the pleasure of attending the **LERN conference** in Washington DC. LERN is an international association offering information and resources to providers of lifelong learning programs. I actually received a \$1000.00 scholarship from DOE to cover registration and travel. In return I'll be making a presentation about some of the things I learned at our

annual conference in June. More than 850 participants learned the latest new techniques and strategies in continuing education and lifelong learning. I attended sessions on the following: Email Marketing (within the email include the opportunity to forward it to someone else and an opportunity to share it with facebook friends), Twitter Marketing (search for people who you think would be interested in following us and follow them), Best Promotional Ideas (survey and share satisfaction rates), Creating Hybrid Courses (online education enrollment had a 21% growth rate in FY 11 compared to 2% growth overall), Best Practices for Engaging Learners (the best marketing pushes content and expects 2 way dialog with consumers), Strategies to Increase Income (Increase the \$\$ value of every sale by offering free resources along with the registration). It was a terrific conference – I have a longer list of to-do items as a result!

River View Community School

P.O. Box 9 ♦ 821 River Road
South Gardiner, Maine 04359
Phone or Fax (207) 582-3402
Al Ghoreyeb, Principal

Curriculum:

Our professional learning teams are well underway for the school year. Teachers continue to break down the expectations from the Common Core Standards and also from NWEA as they develop learning targets. With well-defined targets, teams are now developing ways to track individual student progress as each child meets the targets. This is becoming our focus as we work to provide more individualized programming for students based on their personal progress. Each step we take comes with a new challenge, but brings us closer to our goal of empowering students and making their education student centered.

Professional Learning:

This year our book study will be using *Inevitable* by Bea McGarvey. As we work toward tracking individual students, this book helps to provide a new mind set on meeting the individual learning needs of all our students.

Events:

Thursday, November 29th marks our first Family Night of this school year and we are optimistic about a strong turn out. This fall the CIPS Team decided to make the focus of our fall event on literacy and our Title I program. Parents and students will partake in a healthy meal prepared by our own Mike Flynn followed by an hour of literacy-based activities such as story writing, making bookmarks, a reader's theater, a poetry slam, picture spelling, a book walk (like a cake walk), and a literacy game corner.

The River View Music program will be hosting the annual fall concert on December 10th in the high school auditorium.

We will be holding our annual holiday bazaar on December 18th. This is a great opportunity to clean your closets of lightly used items that would make great gifts for students to purchase. Item donations can be left in the front lobby of River View.

**MSAD 11 School Board
Special Education Report
December 2012
Peg Long Director**

Attached is information regarding parental consent for Special Education services, which was revised by the Department of Education on September 28, 2012.

Federal Special Education Regulations
Effective 12/31/2008

§300.300(b)(4) was revised to require that parental revocation of consent for the continued provision of special education and related services must be in writing and that upon revocation of consent [the school] must provide the parent with written notice (WN). See MUSER §V.1.A(4)(b)(iii)

Revocation of consent is	Meaning
<ul style="list-style-type: none"> not retroactive 	<p>A record of special education services should not be removed from the cumulative file.</p>
<ul style="list-style-type: none"> in writing, from the parent 	<p>The documentation must be placed in the cumulative file.</p>
<ul style="list-style-type: none"> responded to promptly 	<p>The parent must be given Written Notice and services will cease within 7 days. (Same timeline as currently exists for Written Notice.)</p>
<ul style="list-style-type: none"> not required to be explained 	<p>An SAU may inquire about the reasons for revocation but may not require an explanation. There is no expectation that the SAU attempt to dissuade the parent.</p>
<ul style="list-style-type: none"> consistent with the requirement of parental consent for initial services 	<p>Only the parent can determine that special education services will be provided (by consenting to the initial IEP); therefore, the parent has the right to revoke consent.</p>
<ul style="list-style-type: none"> transferable to 18 year old students 	<p>Students who are 18 and not under guardianship may opt out of special education services.</p>
<ul style="list-style-type: none"> unilateral 	<p>The SAU may not use mediation or due process as a way to override parental revocation. In other words, the refusal may not be challenged.</p>
<ul style="list-style-type: none"> not for individual components of the IEP 	<p>FAPE is identified as the IEP the team developed. The parent may not “cherry pick” from the IEP; revocation is for the total IEP.</p>
	<p>Note: If, however, the IEP team agrees with the parent that one part of the IEP is no longer needed for the provision of FAPE, the plan can be amended. If the parent will not accept one part of the plan and the SAU disagrees, the parent may use due process as a means of determining whether that part is appropriate.</p>
<ul style="list-style-type: none"> an exit from special education 	<p>The student immediately becomes a general education student. The student is subject to disciplinary actions which apply to general education students.</p>

<ul style="list-style-type: none"> • not an impact on AYP 	<p>The student is considered exited from special education and may remain in the special education subgroup for 2 years for the purposes of calculating AYP. (This is contingent upon the state choosing this plan.)</p>
<ul style="list-style-type: none"> • the elimination of IEP-identified accommodations 	<p>The previously identified accommodations are no longer required to be provided. Nothing prevents their use, however.</p>
<ul style="list-style-type: none"> • not a release of the SAU from its child find obligations; the student's right to have FAPE available does not cease 	<p>The SAU, if it continues to believe that the student is in need of special education, should include the student in its child find process and should notify the student's parent that the SAU is prepared to move forward on the referral with the parent's consent. The parent may refer if the parent later decides that the revocation was a mistake. There is no limit on the number of times a parent may revoke consent and then request reinstatement.</p>
<ul style="list-style-type: none"> • the release of the SAU from its FAPE obligations 	<p>The SAU will not be held in violation of its FAPE responsibility. Parental revocation does not mean an IEP meeting must be held.</p>
<ul style="list-style-type: none"> • a potential impact on other federal programs 	<p>The student's eligibility for SSI may be affected.</p>
<ul style="list-style-type: none"> • an opportunity for the SAU to address the parent's concern before revocation 	<p>Mediation may be used to resolve the parent's concerns leading to consideration of refusal of services.</p>

Laura Richards School: Board Report

Submitted by Karen Moody, 11-29-12

Dear School Board,

November has just flown by, but we do have a few events to share from LER!

Highlights from November:

Voting Day:

On November 6th K-2 students and staff participated in casting their votes for the next President of the United States. A mock election poll was set up the cafeteria that included ballots, a voting booth, a ballot box, and "I Voted" stickers. This was a great experience for students! Pictures and our school election results are posted on our school website.

Kindergarten Sailed the Mayflower:

Kindergarten friends enjoyed their annual sailing of the Mayflower where they dressed as Pilgrims and Native Americans. This celebration began with a parade led by a glittery, turkey friend (Mrs. Moody). Students also enjoyed dancing the "Chicken Dance" song with the turkey and then "feasting" in their classrooms. Pictures of this event are on our website.

Title 1 Pajama Night:

Title 1 staff sponsored a Literacy Night on November 21st. Families who attended enjoyed listening to stories animatedly read by Katherine Kollman, Karen Moody, and Sharon Scheirer. Then, families rotated around to play literacy games, make bookmarks, and design "poof" books using foam creature stickers. The program concluded with hot chocolate and cookies! A great evening of literacy was truly enjoyed by all!

Curriculum Work:

Our LER teaching staff is continuing to meet biweekly to delve into the Common Core expectations and the new version of NWEA skills. We have definitely noticed the increased level of skill expectations for all grade levels and will need to make additional changes to our instructional program.

We are also tackling a month-by-month support document provided by the Lucy Calkins' writing program. Many new writing initiatives have begun based on what we are learning, such as providing students 5 paged booklets to write personal narratives focusing on small, memorable moments. The goal at this time is for students to write sequential, detailed accounts of their experiences.

Upcoming Events in December:

December 1st LER Craft Fair 9-2:00
December 6th Reindeer (from Pony Xpress) visits LER
December 19th School Holiday Sing along at 2:00
December 20th Holiday Bazaar, sponsored by our GEPTA, for student shopping



The Laura Richards' staff wishes you a very happy, safe, and restful holiday season!

Yours in the service of children,
Karen Moody

Gardiner Regional Middle School

"Building Foundations for Lifelong Learning"

*Todd Sanders, Principal
Ben Wilson, Assistant Principal/Athletic Director*

*Moe McNally, Guidance Counselor
Susan Oakland, Guidance Counselor*

BUILDING REPORT TO SCHOOL BOARD **NOVEMBER 2012**

GRMS MATH TEAM

The math team at the middle school began last week as part of the Central Maine Math League (CMML). The students (6th, 7th and 8th) will compete with math students from other middle schools in local competitions. The math team is split into two teams, "A" (7th/8th) and "B" (6th/7th). Math team provides an opportunity for these students to solve complex problems under competitive conditions. The students have a practice once a week after school where they discuss, learn, and practice solving math problems. Gardiner has the honor of hosting a meet this year on March 2nd. If you have a chance, come and watch approximately 200 students as they compete for themselves and their school, and have fun doing it.

Math meet dates are listed on the school web page!

"WE THE PEOPLE"

On Wednesday November 7, 2012 the entire 8th grade went to the Waterville Opera House for a "rock-drama" titled *"We The People"*. The musical was presented by five actors/singers who entertained throughout the one-hour show! The characters included George Washington, John Adams, Thomas Jefferson, and Benjamin Franklin. The topics of "song and dance" included: *The Constitution, Bill of Rights, First Amendment, Branches of Government, and Electoral College*. Students and staff in attendance enjoyed the show and shared many positive comments on the bus ride home.

FALCONS OF THE MONTH (September & October)

The following students were recognized at a recent school assembly for consistently demonstrating the Gardiner Regional Middle School Core Values (Respect, Responsibility, Positive Attitude, Kindness, Tolerance, Integrity, Trustworthiness, Pursuit of Quality, Service, and Self Confidence). In addition to being recognized in the presence of their peers they also received a G.R.M.S. "Falcon of the Month" sweatshirt. Congratulations to: Kody Lagasse, Timothy Doyle, Haley Santerre, Mallory Bailey, and Cassie Speck

COOKING MATTER CLASS FOR STUDENTS

Does your student looooooove food? Then make sure they sign up for Gardiner Regional Middle School's Cooking Matters class!

Cooking Matters is a six-week program of the Good Shepherd Food Bank that enables students to learn to cook delicious, affordable, balanced meals. Each week, students will learn to prepare dishes that they will then be equipped to prepare at home with their families. They will also learn how to purchase ingredients on a budget, the significance of "mise en place" in the eating experience, and how to make their favorite recipes healthier. The class is co-taught by a nutrition professional and a culinary expert, in order to provide students a variety of perspectives on food preparation and health.

Cooking Matters will be offered at GRMS this Fall on the following Mondays from 2:30-4:30 p.m.: Nov. 5, Nov. 19, Nov. 26, Dec. 3, Dec. 10, and Dec. 17. (A study hall will be offered after class ends until 5:30 to students whose parents aren't able to pick them up at 4:30.)

Sign ups are during lunch this week on Monday 10/22, Wednesday 10/24 and Friday 10/26. Please feel free to contact Lily Joslin with any questions: Email to lily.joslin@foodcorps.org

VETERANS VISIT TEAM CHAMBERLAIN

On Tuesday, November 7, 2012 veterans from the central Maine area met with GRMS students in their homerooms for Team Chamberlain's annual Veterans Day presentations. Under the coordination of former marine Dana Walls, soldiers from World War II, Korea, Vietnam, Operation Desert Storm, Iraq and Afghanistan were in attendance, representing the Maine National Guard, the U. S. Navy and Marines, the U. S. Army Air Corps (forerunner of the American Air Force). Escorted to classrooms by middle school students, each veteran, including WW II Donald MacDonald, shared his/her war experience, focusing on personal challenges and struggles.

"IT'S GREEK TO ME"

Team Hermitage's social studies classes taught by Mrs. Marceau have been discovering about the ancient civilization of Greece. The students learned about the events that lead to its fall, as well as the many achievements.. The "forward thinking" Greeks' contributions to a developing world left a lasting influence in architecture, government, arts, philosophy, mathematics and the sciences. As a culminating project, students selected a topic for in depth research and presented to their classmates. The presentation skills necessary to provide a quality performance were reviewed and the students went to work. Eye contact, loudness/ clarity, preparedness (rehearsal), props and content were the focus students would be measured on. The performances were exciting; the students confidently demonstrated their expert knowledge of Ancient Greece's unique character.

GRMS 7TH GRADERS BECOME CATERERS

On Thursday, November 1st, RSU#11's Director of Food Services, Mike Flynn, visited the seventh grade class. He prepared students for their upcoming Catering Project by telling them about his background as a caterer. He presented the business side of catering, from planning menus to hiring staff. Mr. Flynn told students how he has to calculate his costs and charge the client an appropriate amount so that his company makes a profit. His explanation of how he purchases food in bulk, shops for the best prices and prepares the correct amount with limited waste was a great example of how a businessperson uses math at work.

Student Marissa Tremblay wrote this: "Mr. Flynn was very helpful when he talked to us about the catering project. He taught us what a real life situation would look like with this event, and explained the things he had to do. He also helped a lot when it came to buying things. He also told us about all the different things he catered and where. It was very interesting."

Students began work on this project the following Tuesday. They soon found that they needed to make many conversions between measurements in the standard system, often working between weight measures and units of volume like tablespoons or cups. On Thursday of that week, Sandra Wood, Cafeteria Director at the Middle School, came in with some ingredients and measuring tools to show the kids a practical side of the business.

Evie Goulette remembers the presentation for the food shared with the class: "Ms. Wood's visit was very fun. She didn't just let us eat and make yummy food, she showed us how to multiply serving sizes. (We made a half-times more than the original recipe.) The treats we made were called Eskimo Snowballs."

To give students some perspective on nutrition and food quality choices a good caterer needs to make, Lily Joslin visited on Wednesday the 14th. Ms. Joslin is a FoodCorps Service Member at Healthy Communities of the Capital Area. She works with staff and students in the Gardiner and Augusta schools. She presented a Farm to tAble (unusual spelling intentional) event that she once organized near her hometown of Portland, Oregon.

Mikayla Bourassa relates her impression as follows: "Ms. Joslin's presentation helped us see a different view of catering. For one, I never heard of "Farm Catering" I mean, I know you sometimes get food from farms, but I never knew Farms could put on their own event to cater themselves. Ms. Joslin sort of just gave us an idea of different catering, and afterwards she helped us with our math on our own projects, which was very helpful."

Mikayla speaks for the 7th grade when she concludes simply: "Thank you Visitors! It was very helpful!"

**Pittston Consolidated School
1023 School Street
Pittston, Maine 04345
(207)582-6268
"Where Life Is Good!"**

Shelly Simpson
Principal

Marcia Wells
Julie Pelletier
Secretaries

December Board Report

CURRICULUM/STAFF DEVELOPMENT:

- Book Study – We are continuing to meet on a monthly basis as we work our way through, Inevitable.
- PLC- Teachers meet weekly for one hour and analyze data, student work, assessments, and the Common Core Standards.
- Staff Evaluations –The first round of evaluations have been completed with all staff on year 1 of the tool. We have had rich discussions about instruction throughout the process. Both the staff and I feel this tool really helps to get to the specifics of the lesson, as well as instructional strategies, good practices and protocol. Although it is a great deal of work, it is truly beneficial.
- Common Core- We are at full implementation of the CCS for reading, writing, and math with all students and teachers. This provides targeted instruction and a better understanding of the end goal for parents, teachers and students.

NEWS:

- Family Engineering Night took place on Thursday, November 29 with over 40 families taking part. There were 11 stations manned by staff, while families took the role of engineers. It was a wonderful evening enjoyed by all.
- Annual Craft Fair – Once again our annual PTG craft fair was a huge success, with the Pittston Fire Department arriving with Santa! Children of all ages enjoyed the day!
- Meals on Wheels – This is our eighth year in partnership with Spectrum Generations. Each year we host a weeklong penny drive

with all of the proceeds going to Meals on Wheels. This year we raised \$67.23.

- **Band/Chorus Concert-** This great evening showcases the talents of our fifth grade band students and our grade 4/5 chorus. It will take place on December 13 beginning at 6: 30 p.m. in the Little Theater.
- **Santa Shop-** Our annual Santa Shop will open on December 18 for a fun day of shopping for our students. This gives them a chance to shop for the holidays for their families. It is a daylong event, hosted by our PTG.



**Maine School Administrative District #11
Curriculum Director's Report
December 2012**

Curriculum

Maine School Administrative District #11 is in the process of implementing Schoolwide Positive Behaviors Interventions and Supports (PBIS). Four elementary schools and the middle school are currently working with a PBIS coach to implement the tenants of school wide PBIS.

Implementing Positive Behavior Support on a School-Wide Level

The current trend of positive behavior support (PBIS) is to use behavioral techniques to achieve goals. A measurable goal for a school may be to reduce the level of violence, but a main goal might be to create a healthy, respectful, and safe learning, and teaching, environment. PBIS on a school-wide level is a system that can be used to create the "perfect" school, or at the very least a better school, particularly because before implementation it is necessary to develop a vision for what the school environment should look like in the future.

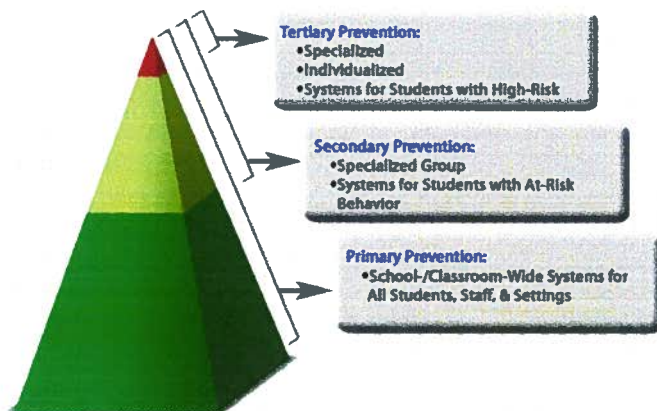
Implementing school-wide PBIS requires:

1. define 3 to 5 school-wide expectations for appropriate behavior;
2. actively teach the school-wide behavioral expectations to all students;
3. monitor and acknowledge students for engaging in behavioral expectations;
4. correct problem behaviors using a consistently administered continuum of behavioral consequences
5. gather and use information about student behavior to evaluate and guide decision making;
6. obtain leadership of school-wide practices from an administrator committed to providing adequate support and resources; and
7. procure district-level support.

If adequate support and consistency using a positive behavior support program exists, then over time a school's atmosphere will change for the better. PBIS is capable of creating positive changes so pronounced that alumni would mention the differences upon a visit to the school. Such a program is able to create a positive atmosphere and culture in almost any school, but the support, resources, and consistency in using the program overtime must be present.

Some of the information above comes from Wikipedia, <http://bit.ly/VaqM3d>

Continuum of School-Wide Instructional & Positive Behavior Support



T.C. Hamlin School

17 School Street • Randolph, Maine 04346 • Tel: 207.582.4252 • Fax: 207.582.1696
Email: tworks@msad11.org



T.C. Hamlin School Report > November 2012

I. Data Driven Curriculum and Formative Assessments

The first trimester has come to a close, but our data driven instruction continues! Teachers are using the data from the Fall NWEA's in conjunction with the formative assessments in the classroom. For a book study, teachers are reading Seven Strategies of Assessment for Learning. Even though teachers have been using formative assessments to guide their instruction, this book study will deepen their understanding and create an opportunity for common language around formative assessments.

II. Common Core Standards

Recently, Mr. Tuttle added a "widget" on the district website under curriculum. This widget is a quick easy way to access the Common Core Standards and has been utilized by Grade 1/2 PLC at Hamlin. During meetings we have been able to reference this new tool to quickly identify a particular standard over two or more grade levels.

III. PBIS (Positive Behavioral Interventions Supports)

We recently formed a PBIS team, which attended an all day conference in Augusta. At the conference the team attended different sessions that included positive rewards, implementation tips, and research-based strategies. The team is planning on meeting to discuss the results of a recent audit that was conducted by Pat Red from the University of Southern Maine. We will take that information and develop a plan to implement PBIS at TC Hamlin over the course of the next two years.

IV: Social Media and Communication

Since the Tiger Pride has come out our TC Hamlin Facebook Page has seen a tremendous amount of increased traffic. During the week of 11/16/12 - 11/22/12 we were able to reach over 250 unique users. Currently we have 94 people from around the world that have "liked" our page. Below is a snapshot of where those 94 people live:

T.C. Hamlin School

17 School Street • Randolph, Maine 04346 • Tel: 207.582.4252 • Fax: 207.582.1696
Email: tworks@msad11.org



Countries?

91 United States of America
1 Thailand
1 Djibouti
1 Iraq

Cities?

28 Randolph, ME
13 Augusta, ME
13 Gardiner, ME
10 Pittston, ME
2 Hallowell, ME
2 Farmingdale, ME
2 Sabattus, ME
2 Skowhegan, ME
1 Jay, ME
1 Newmarket, NH
1 Littleton, NH
1 Windsor, ME
1 Smithfield, ME
1 Chelsea, ME
1 North Jay, ME
1 Wonderland, ME
1 Maine, ME
1 North Providence, RI
1 Bath, ME
1 Locust Grove, VA

Languages?

89 English (US)
4 English (UK)
1 Arabic

Facebook has been a great way to reach parents and relatives from around the world to share all the wonderful things that are taking place at TC Hamlin.

With this shift towards using more social media there is always a concern that some parents do not have access to the internet and we may be excluding them. At the end of October and the beginning of November I surveyed the parents at TC Hamlin regarding their use of the internet and social media so we could make informed decisions. We had 91% of the surveys returned and a below are the results.

%	Questions:
91%	I have internet access at home
59%	I have a smart phone w/internet
90%	I have a Facebook account
12%	I have a Twitter account
62%	I check the school website
46%	I check the district website
36%	I check the school Facebook page

When you first look at the data it looks like only 9% of the TC Hamlin parents that responded do not have internet access. However, when doing a deeper analysis of that 9% it turns out that 33% have a smart phone with internet access and another 33% has a Facebook account! Therefore, looking at the percentage of parents that do not have internet access either at home or on their phone and/or a Facebook account it is just under 2%! While we may not reach 100% online, given that less than 2% of those that responded and 88% of the entire enrollment has access, it is certainly a medium that we need to take advantage of.

RECEIVED

NOV 26 2012

November 2012

MSAD #11

MSAD 11 Gardiner
Plan Administrator
150 Highland Avenue
Gardiner, ME 4345

Re: Msad 11 403(b) Plan 200777

DOCUMENT UPDATE

Dear PLAN ADMINISTRATOR:

The documents to amend your plans to comply with the requirements of PPA, HEART & WRERA were previously mailed to you.

The Amendment and the Certificate of Resolution (include with this mailing) must be executed by **December 31, 2012**. Our records indicate we have not received an executed copy. The IRS requires that we maintain to you.

As your document service provider, Security Benefit has selected default provisions on behalf of all employers utilizing our plan documents. If you do not wish to make any changes to the default provisions, you only need to sign and date the amendment where indicated and retain a copy in your permanent files as part of your qualified retirement plan documents. A copy of the signature page should be returned to Security Benefit for our records.

If you would like to select a different provision, please indicate your selection in Article II, sign and date the amendment and return a copy to us. We will update our records to indicate your election. **You only need to make a selection in Article II if you wish to elect a provision other than the default.**

If you are required to get authorization from a Board of Directors or other governing body, we have included a sample resolution for your use. Please feel free to modify the sample as needed. Signed copies of all documents can be faxed to **785-438-4993** or emailed to **SBRetirement Compliance@SecurityBenefit.com**.

If you have any questions or need additional assistance, please contact your third-party administrator (TPA). In addition, Security Benefit has set-up a special telephone line to assist you with any additional questions you may have. The number is 1-866-747-3419.

Sincerely,

Retirement Plan Services

**PENSION PROTECTION ACT OF 2006
HEROES EARNINGS ASSISTANCE AND RELIEF TAX ACT OF 2008 ("HEART") AND
WORKER, RETIREE AND EMPLOYER RECOVERY ACT OF 2008 ("WRERA") AMENDMENT**

Non-ERISA 403(b) Plan

ARTICLE I PREAMBLE

- 1.1 Effective date of Amendment.** The Employer adopts this Amendment to the Plan to reflect recent law changes. This Amendment is effective as indicated below for the respective provisions.
- 1.2 Employer's Election.** The Employer adopts all the default provisions of this Amendment except as otherwise elected in Article II. If the Employer restates their Plan, this Amendment will remain in effect until a document incorporating the provisions of these Acts is adopted or the provisions become obsolete.
- 1.3 Supersession of inconsistent provisions.** This Amendment shall supersede the provisions of the Plan to the extent those provisions are inconsistent with those in this Amendment.
- 1.4 Construction.** Except as otherwise provided in this Amendment, any reference to "Section" refers only to sections within this document and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for the purpose of this document and does not relate to any Plan article, section or other numbering designation.

ARTICLE II EMPLOYER ELECTIONS

The Employer only needs to elect an option offered in Sections 2.2 through 2.6 if they wish to override the default provisions set forth below.

- 2.86 Default provisions.** Unless the Employer elects otherwise in this Article, the following defaults will apply:
- a. Non-spousal beneficiary rollovers are allowed for distributions made after 12/31/2006.
 - b. Hardship distributions for expenses of a beneficiary are not allowed.
 - c. The option to permit in-service distributions at age 62 (with respect to amounts attributable to a money purchase pension plan, target benefit plan or any other defined contribution plan that has received a transfer of assets from a pension plan) is not adopted.
 - d. Required Minimum Distributions (RMDs) for 2009 were suspended unless a Participant or Beneficiary elected to receive such distribution.
 - e. The Plan permits distributions pursuant to the HEART Act on account of "deemed" severance of employment.
 - f. Continued benefit accruals pursuant to the HEART Act provisions are not permitted.
 - g. Differential wage payments are treated as Compensation for all Plan benefit purposes.

2.2 Non-spousal rollovers (Article V). Non-spousal rollovers are allowed after December 31, 2006 unless a. is elected below (Article V provides that such distributions are always allowed after December 31, 2009):

a. ☐ Use the following instead of the default (select one):

1. ☐ Non-spousal rollovers are not allowed.

2. ☐ Non-spousal rollovers are allowed effective _____ (not earlier than January 1, 2007 and not later than January 1, 2010).

2.3 Hardships (Article VI). Hardship distributions for expenses of beneficiaries will not be allowed unless elected below:

a. ☐ Hardship distributions are allowed for beneficiary expenses (See IRS Notice 2007-7) (applies only for 401(k) or profit sharing plans that allow hardship distributions) effective as of August 17, 2006 unless another date is elected below:

1. ☐ _____ (may not be earlier than August 17, 2006).

2.4 In-service distributions (Article VII). In-service distributions at age 62 will not be allowed (except as otherwise permitted under the Plan without regard to this Amendment) unless elected below:

a. ☐ In-service distributions will be allowed for Participants at age 62 (generally applies only for money purchase (including target benefit) plans, but may apply to any other defined contribution plans that have received a transfer of assets from a pension plan) effective as of the first day of the 2007 Plan Year unless another date is elected below:

1. ☐ _____ (may not be earlier than the first day of the 2007 Plan Year).

AND, the following limitations apply to in-service distributions:

2. ☐ The Plan already provides for in-service distributions and the restrictions set forth in the Plan (e.g., minimum amount of distributions or frequency of distributions) are applicable to in-service distributions at age 62.

3. ☐ N/A. No limitations.

4. ☐ The following elections apply to in-service distributions at age 62 (select all that apply):

- a. ☐ The minimum amount of a distribution is \$ _____
(may not exceed \$1,000).
- b. ☐ No more than _____ distribution(s) may be made to a Participant during a Plan Year.
- c. ☐ Distributions may only be made from accounts which are fully Vested.
- d. ☐ In-service distributions may be made subject to the following provisions: _____ (must be definitely determinable and not subject to discretion).

2.5 Continued benefit accruals. Amendment Section 11.2 will not apply unless elected below:

- a. ☐ The provisions of Amendment Section 11.2 apply effective as of: (select one)
 - 1. ☐ the first day of the 2007 Plan Year
 - 2. ☐ _____ (may not be earlier than the first day of the 2007 Plan Year).

However, the provisions no longer apply effective as of: (select if applicable)

- 3. ☐ _____.

Differential pay. Differential wage payments (as described in Amendment Section 11.3) will be treated, for Plan Years beginning after December 31, 2008, as compensation for all Plan benefit purposes unless b. is elected below:

- b. ☐ In lieu of the above default provision, the employer elects the following (select all that apply; these selections do not affect the operation of Amendment Section 11.3(ii)):
 - 1. ☐ the inclusion is effective for Plan Years beginning after _____ (may not be earlier than December 31, 2008).
 - 2. ☐ the inclusion only applies to Compensation for purposes of Elective Deferrals.

Distributions for deemed severance of employment. The Plan permits distributions pursuant to Amendment Section 11.4 unless otherwise elected below:

- c. ☐ The Plan does not permit such distributions.
- d. ☐ The Plan permits such distributions effective as of _____ (may not be earlier than January 1, 2007).

2.6 WRERA (RMD waivers for 2009). The provisions of Amendment Section 12.1 apply (RMDs are suspended unless a Participant or Beneficiary elects otherwise) unless otherwise elected below:

- a. ☐ The provisions of Amendment Section 12.2 apply (RMDs continued unless otherwise elected by a Participant or Beneficiary).

b. ☐ *RMDs continued in accordance with the terms of the Plan without regard to this Amendment (i.e., no election available to Participants or Beneficiaries).*

c. ☐ *Other:_____*

For purposes of Amendment Section 12.3, the Plan will also treat the following as eligible rollover distributions in 2009: (If no election is made, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H)):

d. ☐ *2009 RMDs and Extended 2009 RMDs (both as defined in Article IV of this Amendment).*

e. ☐ *2009 RMDs (as defined in Article IV of this Amendment) but only if paid with an additional amount that is an eligible rollover distribution without regard to Code §401(a)(9)(H).*

ARTICLE III PARTICIPANT DISTRIBUTION NOTIFICATION

3.1 180-day notification period. For any distribution notice issued in Plan Years beginning after December 31, 2006, any reference to the 90-day maximum notice period prior to distribution in applying the notice requirements of Code §§402(f) (the rollover notice), 411(a)(11) (Participant's consent to distribution), and 417 (notice under the joint and survivor annuity rules) will become 180 days.

3.2 Notice of right to defer distribution. For any distribution notice issued in Plan Years beginning after December 31, 2006, the description of a Participant's right, if any, to defer receipt of a distribution also will describe the consequences of failing to defer receipt of the distribution. For notices issued before the 90th day after the issuance of Treasury regulations (unless future Revenue Service guidance otherwise requires), the notice will include: (i) a description indicating the investment options available under the Plan (including fees) that will be available if the Participant defers distribution; and (ii) the portion of the summary plan description that contains any special rules that might affect materially a Participant's decision to defer.

ARTICLE IV ROLLOVER OF AFTER-TAX/ROTH AMOUNTS

4.86 Direct rollover to qualified plan/403(b) plan. For taxable years beginning after December 31, 2006, a Participant may elect to transfer employee (after-tax) or Roth elective deferral contributions by means of a direct rollover to a qualified plan or to a 403(b) plan that agrees to account separately for amounts so transferred, including accounting separately for the portion of such distribution which is includible in gross income and the portion of such distribution which is not includible in gross income.

ARTICLE V DIRECT ROLLOVER OF NON-SPOUSAL DISTRIBUTION

- 5.1 Non-spouse beneficiary rollover right.** For distributions after December 31, 2009, and unless otherwise elected in Section 2.2 of this Amendment, for distributions after December 31, 2006, a non-spouse beneficiary who is a “designated beneficiary” under Code §401(a)(9)(E) and the regulations thereunder, by a direct trustee-to-trustee transfer (“direct rollover”), may roll over all or any portion of his or her distribution to an individual retirement account the beneficiary establishes for purposes of receiving the distribution. In order to be able to roll over the distribution, the distribution otherwise must satisfy the definition of an eligible rollover distribution.
- 5.2 Certain requirements not applicable.** Although a non-spouse beneficiary may roll over directly a distribution as provided in Section 5.1, any distribution made prior to January 1, 2010 is not subject to the direct rollover requirements of Code §401(a)(31) (including Code §401(a)(31)(B), the notice requirements of Code §402(f) or the mandatory withholding requirements of Code §3405(c)). If a non-spouse beneficiary receives a distribution from the Plan, the distribution is not eligible for a “60-day” rollover.
- 5.3 Trust beneficiary.** If the Participant’s named beneficiary is a trust, the Plan may make a direct rollover to an individual retirement account on behalf of the trust, provided the trust satisfies the requirements to be a designated beneficiary within the meaning of Code §401(a)(9)(E).
- 5.4 Required minimum distributions not eligible for rollover.** A non-spouse beneficiary may not roll over an amount which is a required minimum distribution, as determined under applicable Treasury regulations and other Revenue Service guidance. If the Participant dies before his or her required beginning date and the non-spouse beneficiary rolls over to an IRA the maximum amount eligible for rollover, the beneficiary may elect to use either the 5-year rule or the life expectancy rule, pursuant to Treas. Reg. §1.401(a)(9)-3, A-4(c), in determining the required minimum distributions from the IRA that receives the non-spouse beneficiary’s distribution.

ARTICLE VI

DISTRIBUTION BASED ON BENEFICIARY HARDSHIP

- 6.1 Beneficiary-based distribution.** If elected in Amendment Section 2.3.a, then beginning as of the date specified in such Section, a Participant’s hardship event, for purposes of the Plan’s safe harbor hardship distribution provisions pursuant to Treas. Reg. §1.401(k)-1(d)(3)(iii)(B), includes an immediate and heavy financial need of the Participant’s primary beneficiary under the Plan, that would constitute a hardship event if it occurred with respect to the Participant’s spouse or dependent as defined under Code §152 (such hardship events being limited to educational expenses, funeral expenses and certain medical expenses). For purposes of this Article, a Participant’s “primary beneficiary under the Plan” is an individual who is named as a beneficiary under the Plan and has an unconditional

right to all or a portion of the Participant's account balance under the Plan upon the Participant's death.

ARTICLE VII IN-SERVICE PENSION DISTRIBUTIONS

- 7.1 Age 62 distributions.** If elected in Amendment Section 2.4.a, then beginning as of the date specified in such Section, if the Plan is a money purchase pension plan, a target benefit plan, or any other defined contribution plan that has received a transfer of assets from a pension plan, a Participant who has attained age 62 and who has not separated from employment may elect to receive a distribution of his or her vested account balance (or in case of a transferee plan, of the transferred account balance).

ARTICLE VIII QUALIFIED OPTIONAL SURVIVOR ANNUITY

- 8.1 Right to Elect Qualified Optional Survivor Annuity.** Effective with respect to Plan Years beginning after December 31, 2007, a participant who elects to waive the qualified joint and survivor annuity form of benefit, if offered under the Plan, is entitled to elect the "qualified optional survivor annuity" at any time during the applicable election period. Furthermore, the written explanation of the joint and survivor annuity shall explain the terms and conditions of the "qualified optional survivor annuity."

8.2 Definition of Qualified Optional Survivor Annuity.

- a. **General.** For purposes of this Article, the term "qualified optional survivor annuity" means an annuity:

- (1) For the life of the participant with a survivor annuity for the life of the spouse which is equal to the "applicable percentage" of the amount of the annuity which is payable during the joint lives of the Participant and the spouse, and
- (2) Which is the actuarial equivalent of a single annuity for the life of the participant.

Such term also includes any annuity in a form having the effect of an annuity described in the preceding sentence.

- b. **Applicable percentage.** For purposes of this Section, the "applicable percentage" is based on the survivor annuity percentage (i.e., the percentage

which the survivor annuity under the Plan's qualified joint and survivor annuity bears to the annuity payable during the joint lives of the participant and the spouse). If the survivor annuity percentage is less than 75 percent, then the "applicable percentage" is 75 percent; otherwise, the "applicable percentage" is 50 percent.

ARTICLE IX DIRECT ROLLOVER TO ROTH IRA

- 9.1 Roth IRA rollover.** For distributions made after December 31, 2007, a participant may elect to roll over directly an eligible rollover distribution to a Roth IRA described in Code §408A (b).

ARTICLE X QUALIFIED DOMESTIC RELATIONS ORDERS

- 10.1 Permissible QDRO's.** Effective April 6, 2007, a domestic relations order that otherwise satisfies the requirements for a qualified domestic relations order ("QDRO") will not fail to be a QDRO: (i) solely because the order is issued after, or revises, another domestic relations order or QDRO; or (ii) solely because of the time at which the order is issued, including issuance after the annuity starting date or after the Participant's death.
- 10.2 Other QDRO requirements apply.** A domestic relations order described in Section 10.1 is subject to the same requirements and protections that apply to QDRO's.

ARTICLE XI HEART ACT PROVISIONS

- 11.1 Death benefits.** In the case of a death occurring on or after January 1, 2007, if a Participant dies while performing qualified military service (as defined in Code §414(u)), the Participant's Beneficiary is entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) provided under the Plan as if the Participant had resumed employment and then terminated employment on account of death. Moreover, the Plan will credit the Participant's qualified military service as service for vesting purposes, as though the Participant had resumed employment under USERRA immediately prior to the Participant's death.
- 11.2 Benefit accrual.** If the Employer elects in Amendment Section 2.5 to apply this Section 11.2, then effective as of the date specified in Amendment Section 2.5, for benefit accrual purposes, the Plan treats an individual who dies or becomes disabled (as defined under the terms of the Plan) while performing qualified military service with respect to the Employer as if the individual had resumed employment in accordance with the individual's reemployment rights under USERRA, on the day preceding death or disability (as the case may be) and terminated employment on the actual date of death or disability.

- a. **Determination of benefits.** The Plan will determine the amount of employee contributions and the amount of elective deferrals of an individual treated as reemployed under this Section 11.2 for purposes of applying paragraph Code §414(u)(8)(C) on the basis of the individual's average actual employee contributions or elective deferrals for the lesser of: (i) the 12-month period of service with the Employer immediately prior to qualified military service; or (ii) the actual length of continuous service with the Employer.

11.3 Differential wage payments. For years beginning after December 31, 2008: (i) an individual receiving a differential wage payment, as defined by Code §3401(h)(2), is treated as an employee of the employer making the payment; (ii) the differential wage payment is treated as compensation for purposes of Code §415(c)(3) and Treasury Reg. §1.415(c)-2 (e.g., for purposes of Code §415, determination of highly compensated employees under Code §414(q), and applying the 5% gateway requirement under the Code § 401(a)(4) regulations); and (iii) the Plan is not treated as failing to meet the requirements of any provision described in Code §414(u)(1)(C) (or corresponding plan provisions, including, but not limited to, Plan provisions related to the ACP test) by reason of any contribution or benefit which is based on the differential wage payment. The Plan Administrator operationally may determine, for purposes of the provisions described in Code §414(u)(1)(C), whether to take into account any deferrals, and if applicable, any matching contributions, attributable to differential wages. Differential wage payments (as described herein) will also be considered compensation for all Plan purposes unless otherwise elected at Amendment Section 2.5.

Section 11.3(iii) above applies only if all employees of the Employer performing service in the uniformed services described in Code §3401(h)(2)(A) are entitled to receive differential wage payments (as defined in Code §3401(h)(2)) on reasonably equivalent terms and, if eligible to participate in a retirement plan maintained by the Employer, to make contributions based on the payments on reasonably equivalent terms (taking into account Code §§410(b)(3), (4), and (5)).

11.4 Deemed Severance. Notwithstanding Section 11.3(i), if a Participant performs service in the uniformed services (as defined in Code §414(u)(12)(B)) on active duty for a period of more than 30 days, the Participant will be deemed to have a severance from employment. However, the Plan will not distribute such a Participant's account on account of this deemed severance unless the Participant specifically elects to receive a benefit distribution hereunder. If a Participant elects to receive a distribution on account of this deemed severance, then the individual may not make an elective deferral or employee contribution during the 6-month period beginning on the date of the distribution. If a Participant would be entitled to a distribution on account of a deemed severance, and a distribution on account of another Plan provision (such as a qualified reservist distribution), then the other Plan provision will control and the 6-month suspension will not apply.

ARTICLE XII
WAIVER OF 2009 REQUIRED DISTRIBUTIONS

- 12.1 Suspension of RMDs unless otherwise elected by Participant.** This paragraph does not apply if the Employer elected Amendment Section 2.6a, b, or c. Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code §401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (that include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's designated Beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will not receive those distributions for 2009 unless the Participant or Beneficiary chooses to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to receive the distributions described in the preceding sentence.
- 12.2 Continuation of RMDs unless otherwise elected by Participant.** This paragraph applies if Amendment Section 2.6a is selected. Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), a Participant or Beneficiary who would have been required to receive required minimum distributions for 2009 but for the enactment of Code §401(a)(9)(H) ("2009 RMDs"), and who would have satisfied that requirement by receiving distributions that are (1) equal to the 2009 RMDs or (2) one or more payments in a series of substantially equal distributions (that include the 2009 RMDs) made at least annually and expected to last for the life (or life expectancy) of the Participant, the joint lives (or joint life expectancy) of the Participant and the Participant's designated Beneficiary, or for a period of at least 10 years ("Extended 2009 RMDs"), will receive those distributions for 2009 unless the Participant or Beneficiary chooses not to receive such distributions. Participants and Beneficiaries described in the preceding sentence will be given the opportunity to elect to stop receiving the distributions described in the preceding sentence.
- 12.3 Direct Rollovers.** Notwithstanding the provisions of the Plan relating to required minimum distributions under Code §401(a)(9), and solely for purposes of applying the direct rollover provisions of the Plan, certain additional distributions in 2009, as elected by the Employer in Amendment Section 2.6, will be treated as eligible rollover distributions. If no election is made by the Employer in Amendment Section 2.6, then a direct rollover will be offered only for distributions that would be eligible rollover distributions without regard to Code §401(a)(9)(H).

* * * * *

This Amendment has been executed this _____ day of _____, _____.

Name of Plan: Msad 11 403(b) Plan

Plan Number: 200777

Name of Employer: MSAD 11 Gardiner

By: _____
EMPLOYER

**VOTE TO BE ADOPTED BY SCHOOL BOARD
CONCERNING MANDATORY 403(b) PLAN AMENDMENTS**

VOTED: The School Board of Maine School Administrative District No. 11 (the "District") hereby votes to adopt amendments to the District's 403(b) Plan required by the Heroes Earnings Assistance and Relief Tax Act and the Worker, Retiree and Employer Recovery Act and to authorize the Superintendent to execute and deliver such documents to Security Benefit, the District's 403(b) plan administrator, as may be necessary in connection with such amendments provided such amendments adopted pursuant to this vote are in a form acceptable to the Superintendent and to the District's legal counsel.

**Boys & Girls Club of Greater Gardiner
Maine School Administrative District #11**

21st Century Community Learning Center Abstract

The Boys & Girls Club of Greater Gardiner (The Club) in partnership with Maine School Administrative District #11 (MSAD 11) has planned and implemented an outstanding and successful 21st Century Community Learning Center program (CLC) over the past 10 years.

The Club is located at 14 Pray Street in Gardiner, Maine. The Club serves area youth from four communities Gardiner, West Gardiner, Pittston and Randolph with a total student population of 2,213.

CLC has focused on low performing students in grades 3-8, over the past five years, offering a wide variety programs and activities.

The focus of this application is to sustain CLC programming for grades 3-8 for students attending Gardiner Regional Middle School, River View Community School, Pittston Consolidated School and Teresa C. Hamlin School. The goal is to serve 140 students, 95 of these students would be regular low performers.

Free and reduced lunch rates average 51.09% for the four targeted schools.

Gardiner Regional Middle School is a CIPR, River View is Cips2 on hold, Pittston is making AYP, Teresa C. Hamlin is making AYP