

# Maine School Administrative District No. 11

150 Highland Avenue  
Gardiner, ME 04345

Phone: 207-582-5346  
Fax: 207-582-8305  
[www.msad11.org](http://www.msad11.org)

Patricia Hopkins  
Superintendent of Schools

Howard Tuttle  
Director of Curriculum & Instruction

## MERLE E. PEACOCK, JR. BOARD ROOM

### REGULAR MEETING

September 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 – August 2, 2012
  
- III. Recognition and Celebrations
  
- IV. Correspondence
  - A. Resignation Letter from Elizabeth Brodie, Ed Tech I/ LER effective August 3, 2012.
  - B. Resignation Letter from Stanley Byrne, Bus Driver effective August 15, 2012.
  - C. Resignation Letter from Emily Farley, Social Studies Teacher/GAHS effective August 17, 2012 .
  - D. Resignation Letter from Karrie Tarbox, Ed Tech I/Helen Thompson effective August 21, 2012.
  
- . Committee Reports – Vote
  - A. Curriculum Committee – No Meeting
  - B. Policy Committee – Regular Policy Committee Meeting – No Meeting

#### 1<sup>st</sup> Reading

#### 2<sup>nd</sup> Reading

- IJNB Student Computer and Internet Use

- JKAA Use of Physical Restraint and Seclusion
- JKAA-R Procedures on Physical Restraint and Seclusion
- GE Non-Unionized Personnel Compensation and Benefits
- GE-R Non-Unionized Personnel compensation and Benefits

Job Descriptions

None

Evaluations

None

- C. Finance Committee – No Meeting
- 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 Academic Audit Committee – No Meeting

VI. Administrative Reports - NONE

VII. General Information

The following positions have been appointed/hired:

1. LER School Nutrition Aide - Tracey Pellegrini
2. Bus Driver - Michael Smith
3. RV Ed Tech II - Rebecca Howell
4. GRMS Team Lead Grade 6 Hermitage - Amy Shnur/Breanne Desmond
5. GRMS Team Lead Grade 6 Moosehead - Mark Koenig/Kim Quirion
6. GRMS Team Lead Grade 7 Acadia - Angela Smith
7. GRMS Team Lead Grade 7 Chamberlain - Dianna Dionne Morang
8. GRMS Team Lead Grade 8 Bigelow - Karen Beckler
9. GRMS Team Lead Grade 8 Allagash - Jeanne Lysobey
10. GRMS Team Lead Allied Arts - Lisa Foster
11. GRMS Team Lead Special Education - Sarah Bolduc Ignasiak
12. GRMS Yearbook - Lisa Foster
13. GRMS Math Team - Mark Koenig & Andrea Cram
14. GRMS Drama - RayeAnne DeSoto
15. GRMS Student Service Organization - Hope St. Denis/Kim Quirion
16. Brittany Chadbourne transferred to Ed Tech II GAHS from T.C. Hamlin Ed III
17. Hope St. Denis, transferred to Intervention Specialist GRMS from Special Education Teacher GRMS
18. Marie Wheaton transferred to Ed Tech II GAHS from Ed Tech III GAHS
19. Charlene Rogers transferred to Ed Tech II LER from Ed Tech II T.C. Hamlin
20. GRMS Field Hockey - Dotty Hinkley
21. GRMS Boys Soccer - Jolaine Galibois-Barss

22. GRMS Girls Soccer - Amy Shnur
23. GRMS Boys and Girls Track - Joe Fitzsimmons
24. Substitute Caller - Colene O'Neill
25. GAHS Fall Cheering - Jeanne Moody
26. GAHS Varsity Football - Matt Burgess
27. JV Football Volunteer - Andrew Burgess
28. JV Football - Keenon Blindow
29. Freshman Football - Shawn Barnes
30. Freshman Football - Mike Madore
31. Varsity Boys Soccer - Nick Wallace
32. Varsity Boys Soccer Volunteer - Brad Lunt
33. JV Boys Soccer - Jeff Morin
34. Varsity Girls Soccer - Chad Kirk
35. JV Girls Soccer - Peter Johnson
36. Varsity Field Hockey - Maureen McNally
37. JV Field Hockey - Sharon Gallant
38. Field Hockey Volunteer - Dotty Hinkley
39. Varsity Golf - Patrick Quinn
40. Golf Volunteer - Gary Prosser
41. Cross Country - Matt Colvin
42. Senior Class Advisor - Melissa Gregoire
43. Junior Class Advisor - Tammy Allard/Christine Riddle
44. Sophomore Class Advisor - Gail Coughlan
45. Math Department Chair - Mike Gray
46. Science Department Chair - Mary Whitten
47. English Department Chair - Rie Kittredge
48. Social Studies Department Chair - Amber Dostie
49. Health & Physical Education - Laurie Leavitt
50. Visual & Performing Arts - David Walker
51. World Languages Department Chair - Patty Young
52. Special Education Department Chair - Maureen Cloutier
53. District Music Chair - David Walker
54. Band/Choral - David Walker
55. Winter Musical - David Walker and Steve Lurette
56. Math Team - Tyson Griefzu
57. Yearbook - Kristy Ferran
58. Drama - Christina Benedict
59. Student Council - Matt Colvin
60. National Honor Society - Mary Whitten
61. World Languages Club - Hazel Poulin
62. Fitness Center (Semester 2) Laurie Leavitt

VIII. Nominations

- A. Deborah Tong, Library Media Specialist GRMS/GAHS, \$43,277.96
- B. Andrew Dean, Social Studies Teacher GAHS, \$30,440.84
- C. Patricia Hopkins, Public Access Officer

IX. Old Business

- A. Future Search Update – October 12 & 13

X. New Business

- A. Gardiner Area High School Six Year Data Analysis
- B. Legislative Update
- C. One Unfilled Teaching Position

XI. Reports

Board Chair

- Boardsmanship
- MSBA Fall Conference – October 25 & 26 Delegate Appointment

Superintendent

- Start of the School Year
- Letter from Parent

II. Executive Session

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

XIII. Adjournment

**Maine School Administrative District 11**

**REGULAR MEETING**

Merle E. Peacock, Jr. Board Room

Thursday, August 2, 2012

7:00 p.m.

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

**ABSENT:**

**STUDENT MEMBERS:** Anastasia Zajchowski

Mrs. Fles called the meeting to order at 7:05 p.m. and declared a quorum present.

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

12 – 0

1 – 0 *Student Members*

***Motion carried.***

**VOTED:** Motion by Ms. Avery, seconded by Mr. Veit, to approve the minutes of the June 7, 2012, Regular Board Meeting, and June 13, 2012, and June 18, 2012, Bimonthly Board Meetings.

12 – 0

1 – 0 *Student Members*

***Motion carried.***

**CORRESPONDENCE**

- Letter of resignation from Lindsay Gove, Ed Tech II /River View
- Letter of retirement from Theresa Fusco, Special Education Teacher /GAHS
- Letter of retirement from Alvin Legere, Bus Driver
- Letter of retirement from Tamara Blesh, Library/ Media Specialist /GAHS, GRMS
- Letter of resignation from Eric Hall, Integration Specialist /GRMS
- Letter of resignation from Jennifer Hart, Grade 4 Teacher /T.C. Hamlin
- Letter of resignation from Cathy Lemar, School Nutrition Services /GRMS
- Letter of resignation from Christine Sirois, Sp. Ed. Ed. Tech I /GAHS
- Letter of resignation from Michelle Shaw, School Nutrition Services /Laura Richards

COMMITTEE REPORTS

A. Curriculum Committee – At its May 8<sup>th</sup> meeting, the Committee discussed how Adequate Yearly Progress is determined by the Maine Department of Education. Mr. Tuttle informed the Committee because Helen Thompson has not made adequately yearly progress for two years in a row, the School has been identified as a CIPS I school. As a result the School will be required to develop and implement a school improvement plan to be approved by the Maine Department of Education.

The Committee discussed and unanimously voted to approve the Digital Citizenship Curriculum. The Curriculum includes a digital anti-bullying component which will satisfy State Law requiring schools to provide age-appropriate instruction on bullying prevention and incorporate the instruction into its curriculum.

VOTED: Motion by Mrs. Potter, seconded by Mr. Veit, to approve the Digital Citizenship Curriculum as presented by Mr. Tuttle.  
 12 – 0  
 1 – 0 *Student Members*

***Motion carried.***

The Committee discussed the annual fifth grade trip to Plymouth Mr. Tuttle stated consensus among teachers and administrators that the trip is long with limited instructional time. The Committee discussed viable alternatives.

B. Policy Committee – At its June 7<sup>th</sup> meeting, the Committee recommended the following policies to the School Board:

VOTED: Motion by Mrs. Couture, seconded by Mr. Veit, to approve the following:  
 12 – 0  
 1 – 0 *Student Members*

1<sup>st</sup> Reading

- IJNB Student Computer and Internet Use
- JKAA Use of Physical Restraint and Seclusion
- JKAA-R Procedures on Physical Restraint and Seclusion
- GE Non-Unionized Personnel Compensation and Benefits
- GE-R Non-Unionized Personnel Compensation and Benefits

2<sup>nd</sup> Reading

- JHCA Open /Closed Campus
- JCD Limited Open Enrollment for Elementary Schools

***Motion carried.***

VOTED: Motion by Mrs. Couture, seconded by Mr. Avery, to approve the following, as amended  
 12 – 0  
 1 – 0 *Student Members*

2<sup>nd</sup> Reading

- KF Facility Use, Facilities Rental Contract, Facilities Fees and Rates

***Motion carried.***

- C. Finance Committee – At its June 18<sup>th</sup> meeting, the Committee reviewed the FY 2013 Music Equipment Lease /Purchase as proposed by David Walker, GAHS Music Teacher. After discussion, the Committee approved the proposal with the understanding future equipment purchases would longer be purchased under a lease/purchase agreement.

Copies of the CORDJIA Retro Commissioning Study were provided to members of the Finance Committee. Jon Stonier, Director of Operations, reviewed with the Committee the findings and recommendations.

The Committee discussed concerns regarding student lunch account balances that have drifted into the negative. Specifically, the need for uniform protocol throughout the District. After discussion it was decided Ms. Disch and Mr. Flynn, Director of Student Nutrition Services, would draft procedures to be later reviewed by the Finance Committee.

The Committee entertained a request from Mary Trahan, GAHS Class of 2009, asking that the District return funds to the Class of 2009. The Committee approved returning the funds.

Ms. Disch informed the Board she is currently waiting for the proper safeguards to be in place before forwarding the funds to Ms. Trahan.

The Committee discussed the continued decline in fuel prices and the most advantageous time for which to solicit fuel bids. The Committee agreed the Business Manager would continue to monitor fuel prices and to determine, based on her discretion, the appropriate time to solicit bids before September 1, 2012.

Ms. Disch requested, based on the trending of oil prices, the Board to allow additional time for which to solicit fuel bids.

VOTED: Motion by Mr. Jermyn, seconded by Mr. Veit, to extend the fuel bid deadline to October 1, 2012.  
 12 – 0  
 1 – 0 *Student Members*

***Motion carried.***

- 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*

GENERAL INFORMATION

The following have been appointed /hired:

- Nick Wallace, Boys Varsity Soccer Coach /GAHS
- Ben Emmott, Assistant Football Coach /GAHS
- Shawn Barnes, Assistant Football Coach /GAHS
- Patrick Quinn, Golf Coach /GAHS
- Jennifer Webb, Ed Tech II, Librarian /Helen Thompson School
- Denise Folsom, Health Aide (Expanded)
- Thomas Doucette, Bus Driver
- Kathy Skidgel, Bus Driver
- Natalie Brann, District Ed Tech I /Helen Thompson

NOMINATIONS

VOTED: Motion by Mrs. Holmes, seconded by Mr. Veit, to approve the following Contracts, as recommended by the Superintendent:

11 – 0 – 1

1 – 0 Student  
Members

- Jeremy Porter, Career Preparation Teacher /GAHS, \$32,636.09
- Andrea Creamer, World Languages Teacher /GAHS, \$41,637.44
- Emily Farley, Social Studies Teacher /GAHS, \$31,257.39
- Robert Munzing, Video Production Teacher /GAHS \$53,408.53

*Mr. Trott abstained from the vote.*

***Motion carried.***

VOTED: Motion by Mrs. Holmes, seconded by Mr. Veit, to approve the following Contracts, as recommended by the Superintendent:

12 – 0

1 – 0 Student  
Members

- Angela Gaudreau, Elementary Teacher /T.C. Hamlin, \$50,512.35
- Jennifer Boudreau, Special Education Teacher /GAHS, \$46,755.45

***Motion carried.***

OLD BUSINESS**A. UPDATE ON NATURAL GAS**

Mr. Jermyn updated on the Board on the developments of the State of Maine's natural gas bid award to Maine Natural Gas. Summit Natural Gas, who narrowly lost the bid, has filed an appeal. In addition, other municipalities have filed as intervenors in the appeals process, presenting their view on the issue to state officials.

VOTED: Motion by Mr. Trott, seconded by Mr. Cone, to direct the Superintendent to send a letter on behalf of the



- 11 – 0 – 1 MSAD 11 School Board expressing the Board’s interest in converting District facilities to natural gas.  
1 – 0 *Student* (Mrs. Couture abstained from the vote)  
*Members*

***Motion carried.***

NEW BUSINESS

A. APPROVAL OF ATTENDANCE COORDINATORS

Ms. Hopkins stated she is nominating each of the school administrators (principals) as the District Attendance Coordinators. The District’s Comprehensive Education Plan, as required by the State, requires the Board to appoint Attendance Coordinators.

- VOTED: Motion by Ms. Avery, seconded by Mrs. Fles, to approve the MSAD 11 School Administrators as the  
12 – 0 District’s Attendance Coordinators.  
1 – 0 *Student*  
*Members*

***Motion carried.***

B. APPROVAL OF SCHOOL PHYSICIAN, JOHN VAN SUMMERN, M.D. – GARDINER FAMILY PRACTICE

Ms. Hopkins stated she is nominating John Van Summern, M.D. as the District’s School Physician. The District’s Comprehensive Education Plan, as required by the State, requires the Board to appoint a School Physician.

- VOTED: Motion by Mr. Veit, seconded by Mrs. Holmes, to appoint John Van Summern, M.D. as the District’s  
11 – 1 School Physician. (Mrs. Couture voted in opposition)  
1 – 0 *Student*  
*Members*

***Motion carried.***

C. ANNUAL APPROVAL OF THE DISTRICT’S COMPREHENSIVE PLAN

- VOTED: Motion by Ms. Avery, seconded by Ms. Poolman, to approve the MSAD 11 Comprehensive Plan,  
12 – 0 as provided to the Board of Directors.  
1 – 0 *Student*  
*Members*

***Motion carried.***

D. MAINE TEACHER INCENTIVE FUND (TIF) 4 GRANT

Superintendent Hopkins informed the Board the District has submitted an application for the Maine Teacher Incentive Fund (TIF) 4 Grant. The TIF program, funded by the U.S. Department of Education, provides financial support to develop and implement sustainable performance-based compensation systems (PBCSs) for teachers, principals and other personnel in high-need schools in order to increase educator effectiveness and student achievement in those schools. Ms. Hopkins stated the District’s

application was chosen by the State to be one of four applications submitted to the U.S. Department of Education. School Districts will be notified by the beginning of October whether they have been chosen to receive the grant award.

VOTED: Motion by Ms. Avery, seconded by Mr. Trott, in support of the Maine Teacher Incentive Fund (TIF) 4 Grant as submitted to the U.S. Department of Education.

12 – 0

1 – 0 *Student  
Members*

***Motion carried.***

#### E. GARDINER REGIONAL MIDDLE SCHOOL – SCHOOL COLORS

Mr. Sanders, Principal of Gardiner Regional Middle School, discussed with the Board how the Middle School athletic teams often receive used athletic uniforms from the High School. Mr. Sanders explained how this has created an issue for the GRMS Athletic Director when ordering new uniforms because the uniforms received from the high school are black & orange as opposed the Middle School colors of blue & white.

VOTED: Motion by Mr. Jermyn, seconded by Mrs. Fles, to approve changing the Gardiner Regional Middle School to black & orange and for the new colors be phased in under the guidance of GRMS Principal. (*Mr. Cone and Mrs. Couture voted to abstain*)

10 – 2 – 0

1 – 0 *Student  
Members*

***Motion carried.***

#### F. SUBSTITUTE CALLER

Superintendent Hopkins discussed with the Board the need to create a substitute caller position for the District. The Superintendent proposed creating an \$8,000 stipend position that would be responsible for finding substitute teachers throughout the District. The Superintendent stated the position could possibly be funded with hiring savings or contingency.

VOTED: Motion by Mr. Jermyn, seconded by Mr. Trott, to approve the creation of substitute caller stipend position as proposed by the Superintendent. (*Mr. Grover and Mrs. Holmes voted in opposition*)

10 – 2

1 – 0 *Student  
Members*

***Motion carried.***

### REPORTS – EDUCATIONAL /ADMINISTRATIVE

#### *BOARD CHAIR REPORT*

The Board Chair updated the Board on the following:

- *Mrs. Fles has been appointed to the MSBA School Board representing Region 8.*
- *ME Educator Effectiveness Council Update*

*SUPERINTENDENT REPORT*

The Superintendent updated the Board on the following:

- *MSMA/MSBA Fall Conference Scheduled for October 25<sup>th</sup> & 26<sup>th</sup>*
- *Summer Work within the District*
- *Future Search Design Committee scheduled for August 16<sup>th</sup>*
- *MSAD 11 will be highlighted on the NWEA website*
- *Gardiner Heart & Soul Grant*
- *Hot Water System at GAHS*
- *Elimination of the School Health Coordinator position*

**VOTED:** Motion by Mr. Cone, seconded by Mrs. Fles, to go into Executive Session at 9:23 p.m. to discuss a personnel issue, pursuant to 1 M.R.S.A. § 405(6)(A). The Board reconvened at 9:32 p.m.  
12 – 0

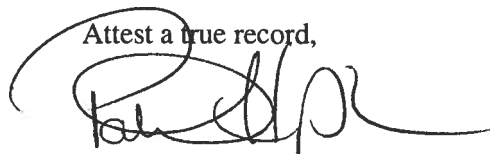
*Motion carried.*

**VOTED:** Motion by Mr. Jermyn, seconded by Ms. Avery, to go into Executive Session at 9:32 p.m. to discuss negotiations with the Gardiner Teachers Association, pursuant to 1 M.R.S.A. § 405(6)(D). The Board reconvened at 9:50 p.m.  
12 – 0

*Motion carried.*

The Meeting adjourned at 9:50 p.m.

Attest a true record,



Patricia Hopkins, Secretary

## STUDENT COMPUTER AND INTERNET USE

MSAD #11's computers, network, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and staff. This policy and the accompanying rules also apply to laptops issued directly to students, whether they are used at school or off school premises.

Compliance with MSAD #11's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended, or revoked. The building principal is authorized to determine, after considering the circumstances involved, whether and for how long a student's computer privileges will be altered.

Violations of this policy MSAD #11's computer and Internet rules may also result in disciplinary action, referral to law enforcement, and/or legal action.

MSAD #11 computers remain under the control, custody, and supervision of the school district at all times. The school district monitors all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, whether they are used on school property or elsewhere.

MSAD #11 uses filtering technology designed to block materials that are obscene or harmful to minors, and child pornography. Although MSAD #11 takes precautions to supervise student use of the Internet, parents should be aware that MSAD #11 can't reasonably prevent all instances of inappropriate computer and Internet use by students in violation of Board policies and rules, including access to objectionable materials and communication with persons outside of the school. The school district is not responsible for the accuracy or quality of information that students obtain through the Internet.

In the interest of student safety, MSAD #11 also educates students about online behavior, including interacting on social networking sites and chat rooms, the dangers of engaging in "hacking" and other unlawful online activities, and issues surrounding "sexting" and issues surrounding cyber bullying awareness and response.

The Superintendent is responsible for implementing this policy and the accompanying "acceptable use" rules and for documenting student Internet safety training. The Superintendent/designee may implement additional administrative procedures or school rules consistent with Board policy to govern the day-to-day management and operations of the school district's computer system.

Students and parents shall be informed of this policy and accompanying rules via student handbooks, the school website, and/or other means selected by the Superintendent.

**File: IJNDB**

**Cross Reference:** JICIA-Weapons, Violence, Bullying and School Rules  
GCSA – Employee Computer and Internet Use  
IJNDB-R – Student Computer and Internet Use Rules

**Adopted:** June 3, 2004

**Revised:** May 3, 2007; June 2, 2011

## USE OF PHYSICAL RESTRAINT AND SECLUSION

The MSAD 11 School Board has adopted this policy and the accompanying procedures to implement the standards for use of physical restraint and seclusion with students, as required by state law and regulations, and to support a safe school environment. Physical restraint and seclusion, as defined by this policy, may only be used as an emergency intervention when the behavior of a student presents an imminent risk of injury or harm to the student or others.

The Superintendent has overall responsibility for implementing this policy and the accompanying procedure, but may delegate specific responsibilities as he/she deems appropriate.

### 1. Definitions

The following definitions apply to this policy and procedure:

- A. **Physical restraint:** An intervention that restricts a student's freedom of movement or normal access to his or her body, and includes physically moving a student who has not moved voluntarily.

**Physical restraint does not include any of the following:**

1. Physical escort: A temporary touching or holding of the hand, wrist, arm, shoulder, hip or back for the purpose of moving a student voluntarily.
2. Physical prompt: A teaching technique that involves physical contact with the student and that enables the student to learn or model the physical movement necessary for the development of the desired competency.
3. Physical contact: When the purpose of the intervention is to comfort a student and the student voluntarily accepts the contact.
4. Momentarily deflecting the movement of a student when the student's movements would be destructive, harmful or dangerous to the student or others.
5. The use of seat belts, safety belts or similar passenger restraints, when used as intended during the transportation of a child in a motor vehicle.
6. The use of a medically prescribed harness, when used as intended; the use of protective equipment or devices that are part of a treatment plan prescribed by a licensed health care provider; or prescribed assistive devices when used as prescribed and supervised by qualified and trained individuals.

7. Restraints used by law enforcement officers in the course of their professional duties are not subject to this policy/procedure or MDOE Rule Chapter 33.
  8. MDOE Rule Chapter 33 does not restrict or limit the protections available to school officials under 20-A M.R.S.A. § 4009, but those protections do not rerelease school officials from complying with this policy/procedure.
- B. Seclusion:** The involuntary confinement of a student alone in a room or clearly defined area from which the student is physically prevented from leaving, with no other person in the room or area with the student.

**Seclusion does not include:**

1. Timeout: An intervention where a student requests, or complies with an adult request for, a break.

## **2. Procedures for Implementing Physical Restraint and Seclusion**

The requirements for implementing physical restraint and seclusion, as well as incident notices, documentation and reporting are included in the accompanying procedure, JKAA-R.

## **3. Annual Notice of Policy/Procedure**

MSAD 11 shall provide annual notice to parents/legal guardians of this policy/procedure by means determined by the Superintendent/designee.

## **4. Training Requirements**

- A. All school staff and contracted providers shall receive an annual overview of this policy/procedure.
- B. MSAD 11 will ensure that there are a sufficient number of administrators/designees, special education and other staff who maintain certification in a restraint and seclusion training program approved by the Maine Department of Education. A list of certified staff shall be updated annually and maintained in the Superintendent's Office, in each school office and in the school unit's Emergency Management Plan.

## **5. Parent/Legal Guardian Complaint Procedure**

A parent/legal guardian who has a complaint concerning the implementation of this policy/procedure must submit it in writing to the Superintendent or the Director of Special Education as soon as possible. The Superintendent/designee shall investigate the complaint and provide written findings to the parent/legal guardian within twenty (20) business days, if practicable.

A parent/legal guardian who is dissatisfied with the result of the local complaint process may file a complaint with the Maine Department of Education. The Department of Education will review the

results of the local complaint process and may initiate its own investigation at its sole discretion. The Department shall issue a written report with specific findings to the parent/legal guardian and the school unit within 60 calendar days of receiving the complaint.

Legal References: 20-A M.R.S.A. §§ 4502(5)(M); 4009 --  
ME DOE Reg., Ch. 33

Cross References: JKAA-R – Procedures on Physical Restraint and Seclusion  
JK – Student Discipline  
KLG/KLG-R – Relations with Law Enforcement  
EBCA – Comprehensive Emergency Management Plan

Adopted: \_\_\_\_\_



## PROCEDURES ON PHYSICAL RESTRAINT AND SECLUSION

These procedures are established for the purpose of meeting the obligations of MSAD 11 under state law/regulations and Board Policy JKAA governing the use of physical restraint and seclusion. These procedures shall be interpreted in a manner consistent with state law and regulations.

### 1. Definitions

For purposes of these procedures, the terms “physical restraint” and “seclusion” shall have the meanings defined in Policy JKAA. Definitions for other important terms in this procedure include:

- A. **Emergency:** A sudden, urgent occurrence, usually unexpected, but sometimes anticipated, that requires immediate action.
- B. **Imminent risk of injury or harm:** A situation in which a student has the means to cause physical harm or injury to him/herself or others and such injury or harm is likely to occur at any moment, such that a reasonable and prudent person would take steps instantly to protect the student and others against the risk of such injury or harm.
- C. **Dangerous behavior:** Behavior that presents an imminent risk of injury or harm to a student or others.
- D. **Serious bodily injury:** Any bodily injury that involves: (1) A substantial risk of death; (2) Extreme physical pain; (3) Protracted and obvious disfigurement; or (4) Protracted loss or impairment of the function of a bodily member, organ or mental faculty.

### 2. Physical Restraint

To the extent possible, physical restraint will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated a physical restraint in an emergency, trained staff must be summoned to the scene to assume control of the situation if the emergency continues.

This procedure does not preclude law enforcement personnel from implementing physical restraints in carrying out their professional responsibilities.

#### A. Permitted Uses of Physical Restraint

- 1. Physical restraint may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.
- 2. Physical restraint may be used to move a student only if the need for movement outweighs the risks involved in such movement.

3. Prescribed medications, harnesses, and other assistive or protective devices may be used as permitted by Rule Chapter 33.
4. Parents may be requested to provide assistance at any time.

**B. Prohibited Forms and Uses of Physical Restraint**

1. Physical restraint used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior.
2. Physical restraint used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury.
3. Physical restraint that restricts the free movement of a student's diaphragm or chest, or that restricts the airway so as to interrupt normal breathing or speech (restraint-related asphyxia).
4. Physical restraint that relies on pain for control, including but not limited to joint hyperextension, excessive force, unsupported take-downs (e.g., tackles), the use of any physical structure (e.g., wall, railing or post), punching and hitting.
5. Aversive procedures and mechanical and chemical restraints.
  - a. Aversive procedures are defined as the use of a substance or stimulus, intended to modify behavior, which the person administering it knows or should know is likely to cause physical and/or emotional trauma to a student, even when the substance or stimulus appears to be pleasant or neutral to others. Such substances and stimuli include but are not limited to infliction of bodily pain (e.g., hitting, pinching, slapping); water spray; noxious fumes; extreme physical exercise; costumes or signs.
  - b. Mechanical restraints are defined as any item worn by or placed on the student to limit behavior or movement and which cannot be removed by the student. Prescribed assistive devices are not considered mechanical restraints when used as prescribed and their use is supervised by qualified and trained individuals in accordance with professional standards.
  - c. Chemical restraints are defined as the use of medication, including those administered PRN (as needed), given involuntarily to control student behavior. Prescribed medications are not considered chemical restraints when administered by a health care provider in accordance with a student's health care plan.

### **C. Monitoring Students in Physical Restraint**

1. At least two adults must be present at all times when physical restraint is used except when, for safety reasons, waiting for a second adult to arrive is precluded by the particular circumstances.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If an injury occurs, applicable school policies and procedures should be followed.

### **D. Termination of Physical Restraint**

1. The staff involved in the use of physical restraint must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others, and the emergency intervention must be discontinued as soon as possible.
  - a. The time a student is in physical restraint must be monitored and recorded.
  - b. If physical restraint continues for more than ten (10) minutes, an administrator/designee shall determine whether continued physical restraint is warranted, and shall continue to monitor the status of the physical restraint every ten (10) minutes until the restraint is terminated.
  - c. If attempts to release a student from physical restraint have been unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

## **3. Seclusion**

To the extent possible, seclusion will be implemented by staff certified in a training program approved by the Maine Department of Education. If untrained staff have intervened and initiated seclusion in an emergency, trained staff must be summoned to the scene as soon as possible.

A “timeout” where a student requests, or complies with an adult request for, a break is not considered seclusion under this procedure. Seclusion also does not include any situation where others are present in the room or defined area with the student (including but not limited to classrooms, offices and other school locations).

### **A. Permitted Uses and Location of Seclusion**

1. Seclusion may be used only as an emergency intervention when the behavior of a student presents imminent risk of injury or harm to the student or others, and only after other less intrusive interventions have failed or been deemed inappropriate.

2. Seclusion may be achieved in any part of a school building with adequate light, heat, ventilation and of normal room height.
  - a. Seclusion may not take place in a locked room.
  - b. If a specific room is designated as a seclusion room, it must be a minimum of sixty (60) square feet; have adequate light, heat and ventilation; be of normal room height; contain an unbreakable observation window in a wall or door; and must be free of hazardous material and objects which the student could use to self-inflict bodily injury.
3. Parents may be requested to provide assistance at any time.

#### **B. Prohibited Uses of Seclusion**

1. Seclusion used for punitive purposes; as a therapeutic or educational intervention; for staff convenience; or to control challenging behavior.
2. Seclusion used solely to prevent property destruction or disruption of the environment in the absence of imminent risk of injury.

#### **C. Monitoring Students in Seclusion**

1. At least one adult must be physically present at all times to continuously monitor a student in seclusion. The adult, while not present in the room or defined area, must be situated so that the student is visible at all times.
2. The student must be continuously monitored until he/she no longer presents an imminent risk of injury or harm to him/herself or others.
3. If an injury occurs, applicable school policies and procedures should be followed.

#### **D. Termination of Seclusion**

1. The staff involved in the seclusion must continually assess for signs that the student is no longer presenting an imminent risk of injury or harm to him/herself or others, and the emergency intervention must be discontinued as soon as possible.
  - a. The time a student is in seclusion must be monitored and recorded.
  - b. If seclusion continues for more than ten (10) minutes, an administrator/designee shall determine whether continued seclusion is warranted, and shall continue to monitor the status of the seclusion every ten (10) minutes until the restraint is terminated.
  - c. If attempts to release a student from seclusion have been

unsuccessful and the student continues to present behaviors that create an imminent risk of injury or harm to him/herself or others, then staff may request additional assistance from other school staff, parents, medical providers, or other appropriate persons or organizations.

#### **4. Notification and Reports of Physical Restraint and Seclusion Incidents**

For the purposes of this procedure, an “incident” consists of all actions between the time a student begins to create a risk of harm and the time the student ceases to pose a risk of harm and returns to his/her regular programming.

##### **A. Notice Requirements**

After each incident of physical restraint or seclusion:

1. A staff member involved in the incident shall make an oral notification to the administrator/designee as soon as possible, but no later than the end of the school day.

**[NOTE: For students in out-of-district placements, the entity must make this report to the sending school within 24 hours or by the next business day.]**

2. An administrator/designee shall notify the parent/legal guardian about the physical restraint or seclusion (and any related first aid provided) as soon as practical, but within the school day in which the incident occurred. The administrator/designee must utilize all available phone numbers or other available contact information to reach the parent/legal guardian. If the parent/legal guardian is unavailable, the administrator/designee must leave a message (if the parent/legal guardian has a phone and message capability) to contact the school as soon as possible. The parent/legal guardian must be informed that written documentation will be provided within seven (7) calendar days.
3. If the physical restraint or seclusion incident occurred outside the school day, the notifications must be made as soon as possible and in accordance with MSAD 11 usual emergency notification procedures.
4. If serious bodily injury or death of a student occurs during the implementation of physical restraint or seclusion, the MSAD 11 emergency notification procedures shall be followed and an administrator/designee shall notify the Maine Department of Education within twenty-four (24) hours or the next business day.

##### **B. Incident Reports**

Each use of physical restraint or seclusion must be documented in an incident report. The

incident report must be completed and provided to an administrator/designee as soon as practical, and in all cases within two (2) school days of the incident. The parent/legal guardian must be provided a copy of the incident report within seven (7) calendar days of the incident.

**[NOTE: For students in out-of-district placements, the entity must make the incident report to the sending school.]**

The incident report must include the following elements:

1. Student name;
2. Age, gender and grade;
3. Location of the incident;
4. Date of the incident;
5. Date of report;
6. Person completing the report;
7. Beginning and ending time of each physical restraint and/or seclusion;
8. Total time of incident;
9. Description of prior events and circumstances;
10. Less restrictive interventions tried prior to the use of physical restraint and/or seclusion and, if none were used, the reasons why;
11. The student behavior justifying the use of physical restraint or seclusion;
12. A detailed description of the physical restraint or seclusion used;
13. The staff person(s) involved, their role in the physical restraint or seclusion, and whether each person is certified in an approved training program;
14. Description of the incident, including the resolution and process of returning the student to his/her program, if appropriate;
15. Whether the student has an IEP, 504 Plan, behavior plan, IHP (individual health plan) or any other plan.
16. If a student and/or staff sustained bodily injury, the date and time of nurse or other response personnel notification and any treatment administered;
17. The date, time and method of parent/legal guardian notification;

18. The date and time of administrator/designee notification.
19. Date and time of staff debriefing.

Copies of the incident reports shall be maintained in the student's file and in the school office.

#### **5. School Unit Response Following the Use of Physical Restraint or Seclusion**

- A. Following each incident of physical restraint or seclusion, an administrator/designee shall take these steps within two (2) school days (unless serious bodily injury requiring emergency medical treatment occurred, in which case these steps must take place as soon as possible, but no later than the next school day):
  1. Review the incident with all staff persons involved to discuss: (a) whether the use of physical restraint or seclusion complied with state and school board requirements and (b) how to prevent or reduce the need for physical restraint and/or seclusion in the future.
  2. Meet with the student who was physically restrained or secluded to discuss: (a) what triggered the student's escalation and (b) what the student and staff can do to reduce the need for physical restraint and/or seclusion in the future.
- B. Following the meetings, staff must develop and implement a written plan for response and de-escalation for the student. If a plan already exists, staff must review it and make revisions, if appropriate. For the purposes of this procedure, "de-escalation" is the use of behavior management techniques intended to cause a situation involving problem behavior of a student to become more controlled, calm and less dangerous, thus reducing the risk of injury or harm.

#### **6. Procedure for Students with Three Incidents in a School Year**

The school unit will make reasonable, documented efforts to encourage parent/legal guardian participation in the meetings required in this section, and to schedule meetings at times convenient for parents/legal guardians to attend.

##### **A. Special Education/504 Students**

1. After the third incident of physical restraint and/or seclusion in one school year, the student's IEP or 504 Team shall meet within ten (10) school days of the third incident to discuss the incident and consider the need to conduct an FBA (functional behavioral assessment) and/or develop a BIP (behavior intervention plan), or amend an existing one.

**B. All Other Students**

1. A team consisting of the parent/legal guardian, administrator/designee, a teacher for the student, a staff member involved in the incident (if not the administrator/designee or teacher already invited), and other appropriate staff shall meet within ten (10) school days to discuss the incidents.
2. The team shall consider the appropriateness of a referral to special education and, regardless of whether a referral to special education is made, the need to conduct an FBA (functional behavioral assessment) and/or develop a BIP (behavior intervention plan).

**7. Cumulative Reporting Requirements**

**A. Reports within the School Unit**

1. Each building administrator must report the following data on a quarterly and annual basis:
  - a. Aggregate number of uses of physical restraint;
  - b. Aggregate number of students placed in physical restraint;
  - c. Aggregate number of uses of seclusion;
  - d. Aggregate number of students placed in seclusion;
  - e. Aggregate number of serious bodily injuries to students related to the use of physical restraints and seclusions; and
  - f. Aggregate number of serious bodily injuries to staff related to physical restraint and seclusion.
2. The Superintendent shall review the cumulative reports and identify any areas that could be addressed to reduce the future use of physical restraint and seclusion.

**B. Reports to Maine Department of Education**

1. The Superintendent shall submit an annual report to the Maine Department of Education on an annual basis that includes the information in Section 7.A.1 above.

Legal Reference: ME DOE Reg., Ch. 33

Cross Reference: JKAA - Use of Physical Restraint and Seclusion

Adopted: \_\_\_\_\_



**NON-UNIONIZED PERSONNEL COMPENSATION AND BENEFITS**

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

**This policy applies to the following positions: Payroll clerk, Superintendent's Administrative Assistant, Accounts Payable Clerk, Receptionist/Secretary, Special Education Administrative Assistant, Carpenter/Maintenance, Assistant Director of Operations, and Technology Technician (48 weeks).**

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

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

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

**Adopted: May 6, 1993**

**Revised: June 1996; May 2000; June 2000, 2001, and 2002;**

**Reviewed: 3/3/2005; 2/1/2007; 1/3/2008; 1/8/2009; 4/2010; 6/2/2011**

## **MANUAL FOR POLICY GE—NON-UNIONIZED PERSONNEL**

### **Positions Included**

Payroll Clerk, Superintendent's Administrative Assistant, Accounts Payable Clerk, Receptionist/Secretary, Special Education Administrative Assistant, Carpenter/Maintenance, (all 52 weeks) Assistant Director of Operations (42 weeks), and Technology Technician (48 weeks).

#### **A. Fringe Benefits**

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

#### **B. Sick Leave**

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

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

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

#### **C. Personal Leave**

Three days per year subject to prior approval of the Superintendent may be used for religious, legal, business, household or family matters which cannot be conducted at times other than work days. Personal days cannot be used to extend a holiday or vacation

(except for the above stated reasons) or for recreational purposes. The Superintendent's decision is final.

**D. Bereavement**

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

**E. Storm Days**

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

**F. Discipline and Dismissal**

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

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

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

**G. Paid Holidays**

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

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

Labor Day  
Columbus Day  
Thanksgiving Day

Patriot's Day  
Memorial Day  
Independence Day  
Day after Christmas (when Christmas falls on Monday-Thursday)

Day after Thanksgiving  
Veteran's Day  
Christmas Day

**H. Vacations**

1 <sup>st</sup> year	one week
After 1 year	two weeks
After 5 years	three weeks
After 8 years	four weeks
After 20 years	five weeks

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

**I. Longevity**

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

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

**J. Dental Insurance**

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

**K. Health Insurance**

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

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

Notwithstanding the above, the following exceptions shall apply:

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

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

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

**L. Retirement Benefit**

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

**M. Personal Development**

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

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

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

**N. Physicals**

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

O. Salary Increases

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

Adopted: May 6, 1993

Revised: 6/96; 5/00; 6/00; 6/01; 6/02; 6/03; 6/04; 2/2/06; 2/01/2007; 1/3/2008  
1/8/2009; 4/1/2010; 6/2/2011

## DEBORAH TONG

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### EXPERIENCE

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#### **Columbus Academy**

Gahanna, OH

*Upper School Librarian*

2003 - present

- Work as one of two Upper School Librarians, serving 375 students and 50+ faculty
- Coordinate with Upper School departments to develop and teach research and technology skills classes
- Maintain library web site
- Member PK-12 Technology Team
- Conduct Professional Development technology classes at school's annual Tech Fair
- Participate in all normal library duties, including reference interviews, class instruction, database evaluation, collection development, and budget preparation

#### **Independent Writer and Editor**

1992 - 2003

- Researched and wrote the reading and writing chapters for Ohio Proficiency test preparation books (geared to grades 4, 6, 9, 10, and 12)
- Developed and wrote marketing materials for many businesses, including several admissions viewbooks for Columbus Academy

#### **Tutor**

1986 - 1992

#### **Worcester Historical Museum**

Worcester, MA

*Interim Education Coordinator*

1984 - 1985

- Developed and led museum tours and educational programs
- Developed and presented historical slide shows for the community
- Assisted with the preparation and documentation of major exhibit

#### **Pingry School**

Martinsville, NJ

*English Teacher*

1983 - 1984

- Taught 7<sup>th</sup> grade at an independent K-12 school

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### EDUCATION

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#### **Southern Connecticut State University**

New Haven, CT

M.L.S. 2009

- Academic Libraries Track

#### **Middlebury College**

Middlebury, VT

B.A. 1983

- American Studies major
- Environmental Studies, unofficial minor

#### **Bancroft School**

Worcester, MA

1979

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## **PROFESSIONAL DEVELOPMENT • MEMBERSHIPS & CONFERENCES**

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### **MEMBERSHIPS:**

- American Library Association
- International Society for Technology in Education
- National Association of Independent School Librarians

### **CERTIFICATION:**

- Will take PRAXIS II (0310- Library Media Specialist) on 4/28/12

### **CONFERENCES:**

- Presenter, Internet Librarian and Internet@Schools, West 2011, Monterey, CA
- ISTE (International Society for Technology in Education) 2011, Philadelphia, PA
- National Association of Independent School Librarians 2010, Nashville, TN  
2011, San Francisco, CA
- Internet Librarian and Internet@Schools, West 2004, 2006, 2008, Monterey, CA
- Various conferences, workshops, webcasts, and library visits to stay abreast of current trends and best practices in libraries, librarianship, and technology.  
Ongoing

### **ADDITIONAL PROFESSIONAL DEVELOPMENT:**

- Grant Recipient: Milt Taylor Technology Grant  
Columbus Academy, Gahanna, OH  
Grant is being used for the development of integrated, more comprehensive 9<sup>th</sup> grade skills instruction
- ISACS Accreditation Visitation Team member  
Fall, 2010
- ISACS Accreditation Self-Study Team Leader for Library Review, Columbus Academy  
2010 - 2011
- Teacher Training Team Member  
American English Language, Culture and Pedagogy Instruction for Chinese Teachers of English  
Hefei, China  
Summer 2006, 2008, 2010



# ANDREW DEAN

## Highlight of Qualifications:

- Highly qualified and certified for grades 7-12 State of Maine initial teacher certification, #200
- Multiple years of experience in coaching and mentoring young people
- Experience using formative and summative assessment
- Experience using both Apple and PC technology, including programs such as; Word, Excel, PowerPoint, iMovie, Google Sites, Wikis, and podcasts
- Excellent organization and preparedness skills
- A strong leader willing to adapt and try new ideas, including working collaboratively with my peers
- Effective and efficient with classroom and time management skills

## EDUCATION:

### University of Maine at Farmington

September 2007-May 2012

Major: Secondary Education- Social Sciences

Minor: Political Science and Economics

3.44 Grade Point Average

Passed Praxis I and II (Social Studies: Content Knowledge)

### Gorham High School

September 2003- June 2007

Diploma, June 2007. Honor Student with High Honors in French.

## TEACHING EXPERIENCE:

Substitute Teacher Mt. Blue School District May 2010 - June 2010; January 2012- Present

- Substitute at both the high school and middle school levels
- Subjects include history, science, foreign language, art, and woodshop

Student Teacher Buckfield Jr.-Sr. High School (RSU 10) September 2011- December 2011

- Worked both independently and collaboratively with mentor teacher
- Successfully integrated technology, assessment, and literacy skills into units and lessons
- Classes taught included United States History, World Studies, Psychology, and Sociology
- Students ranged from 9<sup>th</sup> grade Freshmen to 12<sup>th</sup> grade Seniors
- Class sizes ranged from 10 to 20 students
- Was able to teach units covering Industrialization, World War I, and Buddhism and Hinduism

Practicum Student Mt. Blue High School

Spring 2009

- Observed and taught sophomores, juniors, and seniors in United States History
- Observed and taught sophomores and juniors in World History
- The level of the classes ranged from College Prep Intermediate to College Prep
- Class sizes ranged from 15 to 25 students

## COACHING and UMPIRING EXPERIENCE:

Assistant Coach UMF Men's Basketball

October 2011- Present

- Duties range from working with players on individual drills and skills in practice, recruiting, game preparation, and in-game strategy
- Other duties include meal money management and providing food for players and personnel after games

**Baseball Umpire**      **National Federation of State High School Associations**      **April 2009- Present**

- Umpire at both the middle school and high school levels
- Includes varsity level competition in Franklin, Somerset, and Kennebec counties

**Pine Tree Basketball Camp Counselor**      **Colby College**      **August 2010, August 2011**

- Main job was to referee basketball games and work with campers on specific skills and drills
- The ages of the boys attending the camp ranged from 10 to 17 years old
- Also had outside responsibilities including setting up the courts each morning, helping campers move in and out of their rooms, and dormitory monitoring throughout the day

**University of Maine Basketball Camp**      **University of Maine-Orono**      **July 2011**

- Main job was being the Commissioner of the 12-14 age group. This made me responsible for setting up and running the different games, drills, and activities we would do each day
- Also coached one of the teams from that age group during competitive game periods
- Had other responsibilities including nighttime dormitory duty as well as lunch duty

**Franklin County Babe Ruth Baseball Coach**      **April 2011- July 2011**

- Served as the assistant coach of a 13 year old team in Farmington
- Competed against teams in the Franklin Country area
- Served as the head coach of the 14 year old Franklin County All- Stars
- The team consisted of 14 players and the responsibilities included making sure they all got a chance to play in every game

**Next Level Basketball Camp Counselor**      **Colby College**      **June 2010 - July 2010**

- Main job was to referee basketball games
- The ages of the girls attending the camp ranged from 8 to 17 years old
- Job included multiple outside responsibilities including dormitory monitoring and setting up the courts each day

#### **VOLUNTEER EXPERIENCE:**

**UMF Intramural Sports**      **Fall 2007- Present**

- Participate and officiate multiple intramural sports including: football, basketball, kickball, volleyball, and inter-tube water polo

**UMF Radio Co-Host**      **Fall 2010- Spring 2011**

- Worked with a friend doing a radio show one day a week
- Consisted of mostly sports talk but when there were callers the topics were dictated by them

**Big Brother, Big Sister Program**      **Narragansett Elementary School**      **September 2006- May 2007**

- Worked with a second grader at Narragansett Elementary School in Gorham
- Met every Thursday, for the last two hours of the school day
- The majority of the work was done one-on-one

# Purpose of the MSBA Delegate Assembly

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

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

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

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

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

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

As the Officers and Board of Directors approach any legislative session, it is crucial that they represent the Association's members. Make your local Board's voice heard and send a delegate to the MSBA Delegate Assembly held during the MSMA Annual Fall Conference on October 25, 2012.