

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Patricia Hopkins
Superintendent of Schools

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

Angela Hardy
Director of Curriculum & Instruction

**REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, June 1, 2023
6:30 p.m.**

AGENDA

- I. Call to order
- II. Introduction
 - A. Board Members
 - B. Administrative Staff
 - C. The Pledge of Allegiance
 - D. Public Comment
- III. Review and Approval of Agenda/Minutes
 - A. Prioritization of items and alteration of the established agenda format sequence as needed.
 - B. Approval of Agenda
 - C. Approval of Minutes of Previous Meetings:
 - Regular School Board Meeting – May 4, 2023
 - Special School Board Meeting – May 11, 2023
 - Special School Board Meeting (Expulsion Hearing) – May 18, 2023
 - School Board Workshop – May 18, 2023
 - Meeting with Town Officials – May 22, 2023
- IV. Recognition and Celebrations
 - A. Sharon Gallant, 2023 Kennebec County Teacher of the Year
 - B. Dillon Elliott, 2023 Maine State Youth of the Year
 - C. Heidi Hinckley for earning National Board Certification for School Nurses
- V. Correspondence
 - A. Retirement letter received from Erna Fitzherbert, Student Nutrition Worker, Laura E. Richards School – effective November 1, 2023
 - B. Retirement letter received from Karen Stackpole, Custodian, Gardiner Area High School effective June 30, 2023
 - C. Retirement letter received from Kathy Paradee, Administrative Assistant, Gardiner Regional Middle School
 - D. Retirement letter received from Charlene Rogers, Ed Tech I, Laura E. Richards School
 - E. Resignation letter received from Shawn Fanjoy, Special Education Teacher – Behavior Program, Gardiner Area High School

- F. Resignation letter received from Ronda Karter, Special Education Teacher, Laura E. Richards School
- G. Resignation letter received from Karen Murphy, Ed Tech III – Title I, Laura E. Richards School
- H. Resignation letter received from Nicole Barton, Assistant Principal/Instructional Support, Helen Thompson School

VI. Committee Reports

- A. Capital Area Technical Center Advisory Committee
- B. Curriculum Committee – May 9, 2023
- C. Dropout Prevention Committee – May 23, 2023
- D. Finance Committee Meetings – May 16, 2023
- E. Policy Committee – May 4, 2023

First Reading – Policies

- BEDH Public Participation at School Board Meetings
- GE Non-Unionized Personnel Compensation and Benefits
- GE-R Manual for Policy GE – Non-Unionized Personnel
- IMBB Accommodation of Sincere Beliefs in Required Instruction
- JLCD-E2 State of Maine Overdose Prevention Program
- KA School-Community-Home Relations Goals/Priority Objectives
- KBF Parent Involvement in Title I
- KBF-E1 Title I Parent Involvement Policy – RESCIND
- KBF-E2 Title I Parent Involvement Policy – RESCIND

Second Reading - Policies

- None

- F. Student Representatives Report
- G. Administrator Reports – May 2023 report
- H. Wellness Committee – No Meeting

VII. Ad Hoc Committees

- A. Hoch Field Committee

VIII. General Information

- A. Madison Moody, Ed Tech I – Special Ed Autism Program, Helen Thompson School
- B. Kristeen Canning transfer from Library Ed Tech III at Laura E. Richards and Pittston-Randolph Consolidated Schools to Title I Ed Tech III at Pittston-Randolph Consolidated School

IX. Nominations – New Hires

- A. Daniel Paradee, Special Education Teacher – Behavior Program, Gardiner Regional Middle School - \$43,606
- B. James Mrazik, Social Studies Teacher, Gardiner Regional Middle School - \$43,849
- C. Gail Coughlan, Special Education Teacher – Targeted Reading Focus, Gardiner Regional Middle School - \$70,116

X. Nominations

- A. Angela Hardy, Acting Superintendent

- B. Elisha Morris, Homeless Liaison
 - C. Elisha Morris, Multilingual Learner Liaison
 - D. Terry McGuire, Affirmative Action / Title IX Officer
 - E. Terry McGuire, Board Meeting Video Production
- XI. New Business
- A. Discussion to consider whether or not to give seniors their used laptops
 - B. Discussion to consider switching back to Central Maine League for middle school sports
 - C. Dual Sport Participation for high school students
 - D. Appointment of Student Representative to the School Board
 - E. Grant the Superintendent authority to issue contracts during the summer
- XII. Old Business
- A. Strategic Plan Update
- XIII. Reports
- A. Board Chair
 - Budget Hearing – Tuesday, June 6, 2023 at the Gardiner Area High School Gymnasium at 6:00 pm
 - Budget Validation Referendum, Tuesday, June 13, 2023
 - Special School Board Meeting, Thursday, June 15, 2023, to accept the Budget Referendum Results
 - Maine School Board Assembly (MSBA) Delegate
 - B. Superintendent
 - Central Office Summer Hours
- XIV. Executive Session
- A. Executive Session to discuss the Superintendent's Evaluation and Contract – 1 MRSA § 405(6)(A)
- XV. Adjournment

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**REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 4, 2023
6:30 p.m.**

DRAFT Minutes

Present: Becky Fles, Chair; Anthony Veit, Vice Chair; Meaghan Carlson; Jeff Hanley; James Lothridge; Cullen McGough; Chris McLaughlin; Jack Pitteroff; Diane Potter; Molly Rogers; Elissa Tracey; and Patricia Hopkins, Superintendent of Schools

Student
Representatives: Alyssa Henderson

Absent: Matthew Lillibridge; Sophia Mathieu

I. Call to order 0:03:03 – 0:03:08

A. The Board Chair declared a quorum present and called the meeting to order at 6:31 p.m.

II. Introduction 0:03:09 – 0:07:13

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

Parent, Christina Hobbs from West Gardiner, shared her concerns regarding the funding of programs in the 2023-2024 Budget.

III. Review and Approval of Agenda/Minutes 0:07:14 – 0:10:10

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

Motion by Anthony Veit to approve the agenda as modified, seconded by Jack Pitteroff.

Voted: 12,463 – 0

Student Vote: 1 – 0

Motion Carried.

C. Approval of Minutes of Previous Meetings:

- Regular School Board Meeting – April 6, 2023
- Special School Board Meeting (Expulsion Hearing) – April 10, 2023

Motion by Jack Pitteroff to approve the minutes of the Regular School Board Meeting and the Special School Board Meeting (Expulsion Hearing), seconded by Diane Potter.

Voted: 12,463 – 0

Student Vote: 1 – 0

Motion Carried.

IV. Recognition and Celebrations

A. None

V. Correspondence

0:10:11 – 0:10:22

- A. Retirement letter received from Dorothy Hinckley, Administrative Assistant, Transportation Office
- B. Resignation letter received from Jen Dearborn, Special Ed Teacher – Behavior Program, Gardiner Regional Middle School
- C. Resignation letter received from Kadeem Edge, Special Ed Teacher – Behavior Program, Gardiner Area High School
- D. Resignation letter received from Alissa Craig, Special Ed Teacher – Autism Program, Helen Thompson
- E. Resignation letter received from Elysia Sparacio, Administrative Assistant, Helen Thompson School
- F. Resignation letter received from Jon Umland, 7th Grade Basketball Coach, Gardiner Regional Middle School

VI. New Business

0:10:23 – 0:28:48

- E. Italy and Greece Trip – Gardiner Area High School – April Vacation 2025
- F. Paris, France, Region of Provence, Barcelona, Spain - Gardiner Area High School April Vacation 2026

VII. Committee Reports

0:28:49 – 1:12:10

- A. Capital Area Technical Center Advisory Committee
 - Presentation – CATC Open House – Nick Gannon
- B. Curriculum Committee – April 11, 2023
- C. Dropout Prevention Committee – No Meeting
- D. Finance Committee Meetings –
 - February 28, 2023
 - March 7, 2023
 - March 28, 2023
 - April 4, 2023
 - April 11, 2023
 - ❖ 2023-2024 Proposed Budget Update

E. Policy Committee – April 6, 2023 – No Meeting

First Reading – Policies

- None

Second Reading - Policies

- EBCA Comprehensive Health and Safety Emergency Plan
- EFE Competitive Food Sales-Sales of Food in Competition with the School Food Service Program
- EFE-E Chapter 51: Child Nutrition Programs in Public Schools – RESCIND
- EGAD Copyright Compliance
- EGAD-R Copyright Compliance Administrative Procedure
- IHBEAA LAU Plan
- IHBAI Independent Evaluations
- IHBAG Programming in the Least Restrictive Environment
- IHBAG-R Programming in the Least Restrictive Environment – Administrative Procedure

Second Reading – Job Descriptions

- Literacy Specialist
- Educational Technician III – Title I Math and Reading

Motion by Anthony Veit to approve the policies and job descriptions, seconded by Jack Pitteroff.

Voted: 12,463 – 0

Student Vote: 1 – 0

Motion Carried.

- F. Student Representatives Report
- G. Administrator Reports – April 2023 report
- H. Wellness Committee – No Meeting

VIII. Ad Hoc Committees 1:12:11 – 1:14:43

- A. Hoch Field Committee

IX. General Information 1:14:44 – 1:14:48

- A. Patrick Munzing, Softball Volunteer, Gardiner Regional Middle School
- B. Jamie Simpson, Softball Volunteer, Gardiner Regional Middle School
- C. Lucas Takatsu, Softball Volunteer, Gardiner Regional Middle School
- D. Shawn Fanjoy, transfer from Special Education Teacher at Gardiner Regional Middle School to Special Education Teacher – Behavior Program at Gardiner Area High School for the 2023-2024 School Year

X. Nominations 1:14:49 – 1:17:48

- A. 1st Year Probationary Contract
 - Monica Jimenez, Nurse Elementary
- B. 2nd Year Probationary Contracts
 - Andrew Hopkins, Special Education/Middle School

- Gerald Kiesman, English Language Arts/Middle School
 - Shaunessy LaClair, Social Studies/Middle School
 - Nicholas Denny, Science Teacher/Middle School
 - Laurie Tranten, English Language Arts/Middle School
 - Patricia Sims, English Language Arts/Middle School
 - Erin Overlock, Science Teacher/Middle School
 - Christie Jernigan, Math Learning Lab Teacher/Middle School
 - Natalie Brann, General Elementary
 - Brooke Somes, General Elementary
 - Rachel Robinson, General Elementary
 - Sarah Crane, General Elementary
 - Charlie-Mabel Savoy, General Elementary
 - Sarah Gagnon, General Elementary
 - Caroline Hamzavi, General Elementary
 - Melissa Dore, Special Education/Elementary
 - Timothy O'Brien, Physical Education Teacher/Elementary
 - Jamie Riggan, Nurse – Elementary
 - Jaclyn O'Donnell, Nurse – Elementary
 - Meagan Abbott, Social Worker – Middle/High Schools
 - Melissa Winchester, Social Worker – Elementary
 - Michele Bosse, Speech Pathologist
 - Holly Côté, Speech Pathologist
- C. Continuing Contracts
- Sara Minzy, Social Worker, Elementary
 - Kirsten Perry, Instructional Coach – Literacy/Middle School
 - Tracy McNaughton, ELL Teacher/District
 - Kasia Dziergas, World Language/High School
 - Jennifer Clawson, Video Production/ High School
 - Kristen Pray, Special Education/High School
 - Lauri-Beth Rankin, Physical Education/ High School
 - Dominick Foster, Social Studies/ High School
 - Chelsea Bernier, Literacy Interventionist/Middle School
 - Chad Greenleaf, Social Studies/Middle School
 - Phil Libby, School Counselor/Middle School
 - Allie Beaulieu, General Elementary
 - Freda Keyser, General Elementary
 - Elizabeth Nelson, General Elementary
 - Kashley Carter, General Elementary
 - Danielle Dedeo, General Elementary
 - Emily Hersom, General Elementary
 - Jenn Whitney, Special Education Elementary
 - Shawn Fanjoy, Special Education High School
- D. Administrative Contracts – 1 Year
- Hope St. Denis, Assistant Principal, Gardiner Regional Middle School
 - Tiffany Cockrell, Principal, Pittston-Randolph Consolidated School
 - Nicole Barton, Assistant Principal/Instructional Support, Helen Thompson School
 - Jeff Ellis, Assistant to the Director of Operations
- E. Administrative Contracts – 2 Year
- Andrea Disch, Business Manager
 - Terry McGuire, Director of Instructional Technology

- Gabe Dostie, Director of Operations
- Linda Sergent, Director of Student Nutrition
- Joshua Farr, Adult Education Director
- Sarah Bolduc-Ignasiak, Assistant Director of Special Services
- Jarrod Dumas, Assistant Principal, Gardiner Area High School
- Jackie Paré, Assistant Principal, Gardiner Area High School
- Kady Gould, Principal, Helen Thompson School
- Sara Sims, Principal, Gardiner Regional Middle School

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

Voted: 12,463 – 0 Student Vote: 1 – 0

Motion Carried.

XI. New Business 1:17:49 - 2:34:42

A. Approval of the Proposed 2023-2024 School Year Budget

Motion by James Lothridge to approve the 2023-2024 Proposed Budget as presented, seconded by Jack Pitteroff.

Voted: 11,131 – 1,332 Student Vote: 1 – 0
(Jeff Hanley Opposed)

Motion Carried.

B. Approval of the Proposed 2023-2024 Adult Education Budget

Motion by Molly Rogers to approve the 2023-2024 Adult Education Budget as presented, seconded by Diane Potter.

Voted: 11,585 – 0 Student Vote: 1 – 0
(Jack Pitteroff stepped out)

Motion Carried.

C. Approval of the Proposed 2023-2024 School Nutrition Budget

Motion by Anthony Veit to approve the 2023-2024 School Nutrition Budget as presented, seconded by Cullen McGough.

Voted: 11,585 – 0 Student Vote: 0 – 0
(Jack Pitteroff stepped out)

Motion Carried.

D. Request from Gardiner Iron Tiger Cubs to increase the grades serviced by the School Robotic Team

Motion by Elissa Tracey to approve increase the grades serviced by the School Robotic Team, seconded by Meaghan Carlson.

Voted: 12,463 – 0

Student Vote: 1 – 0

Motion Carried.

G. Discussion on Special Education Staffing Configuration and needs for 2023-2024 school year

Motion by Anthony Veit to approve the Special Education Staffing Configuration as recommended by the Superintendent and Special Services Director, seconded by Meaghan Carlson.

Voted: 12,463 – 0

Student Vote: 1 – 0

Motion Carried.

XII. Old Business 2:34:43 – 2:35:19

A. Strategic Plan Update

XIII. Reports 2:35:20 – 2:44:07

A. Board Chair

- School Board Day at the State House – Tuesday, May 9, 2023 at 9:30 am
- Setting a date for a Special School Board Meeting to sign Warrants – Thursday, May 11, 2023 at 5:00 pm
- School Board Committee Assignments

B. Superintendent

- Snow Day Schedule Adjustment approved by the Department of Education
- United Way of Kennebec Valley Grant - \$20,000
- Meeting with Elected Officials – Monday, May 22, 2023 at 6 pm.
- Important End of School Year Dates:
 - ❖ MSAD 11 Art Show – Thursday, May 18, 2023 from 3-7 pm at GAHS
 - ❖ MSAD 11 REACH Showcase – Thursday, May 25, 2023 from 6-8 pm at GAHS
 - ❖ GAHS Academic Awards – Thursday, June 1, 2023 at 6 pm at GAHS
 - ❖ GAHS Class Day – Thursday, June 8, 2023 at 8:00 am at GAHS Gym
 - ❖ GAHS Graduation – Saturday, June 10, 2023 at 5 pm at the Augusta Civic Center
 - ❖ GRMS 8th Grade Awards Ceremony – Wednesday, June 14, 2023 at 8:30 am at GRMS
 - ❖ Adult Education Graduation – Tuesday, June 20, 2023
 - ❖ MSAD 11 Annual Budget Meeting – June 6, 2023 6 pm at GAHS Gym
 - ❖ School Budget Referendum – June 13, 2023
- Student Representative for the 2023-2024 school year

Break before Executive Session

2:44:46 – 2:47:30

XIV. Executive Session

2:47:31 – 2:52:18

A. Executive Session to discuss a personnel matter – 1 MRSA § 405(6)(A)

Motion by Jeff Hanley to enter executive session at 9:16 pm, seconded by Molly Rogers.

Voted: 12,463 – 0

Motion Carried.

Exited executive session at 9:20 pm.

Motion by James Lothridge to support the Superintendent's recommendation to grant a waiver per the MSAD 11 Non-Instruction Educational Association Collective Bargaining Agreement, Article 18 Section 3(d), seconded by Jeff Hanley.

Voted: 12,463 – 0

Motion Carried.

End of Recorded Meeting

2:52:18 – 2:52:53

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

Motion by Jeff Hanley to enter executive session at 9:21 pm to discuss the Superintendent's Evaluation and Contract, seconded by Anthony Veit.

Voted: 12,463 – 0

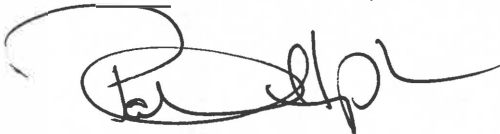
Exited executive session at 9:38 pm.

No action taken.

XV. Adjournment

A. Meeting adjourned at 9:38 pm.

Attest a True Record,



Patricia Hopkins
Secretary

Maine School Administrative District No. 11

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Patricia Hopkins
Superintendent of Schools

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Angela Harvey
Director of Curriculum & Instruction

**SPECIAL SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 11, 2023
5:00 p.m.**

Minutes

Present: Becky Fles, Chair; Anthony Veit, Vice Chair; Meaghan Carlson; Jeff Hanley; Matthew Lillibridge (arrived 5:09 pm); James Lothridge; Cullen McGough; Chris McLaughlin; Diane Potter; Molly Rogers and Patricia Hopkins, Superintendent of Schools

Others

Present: Andrea Disch, Business Manager; Terry McGuire, Director of Technology

Absent: Jack Pitteroff; Elissa Tracey

I. Call to Order

The Board Chair declared a quorum present and called the meeting to order at 5:03 pm.

II. Vote to call and approve the Warrants for the Budget Meeting and the Budget Validation Referendum, and to Authorize the Notice of Amounts Adopted.

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

Voted: 10, 707 – 0

Motion Carried.

III. Nominations – Continuing Contracts

- Kathleen Bishop, General Elementary
- Elizabeth Casey, General Elementary

Motion by Becky Fles to approve the above nominations for Continuing Contracts as recommended by the Superintendent, seconded by Anthony Veit.

Voted: 10,707 – 0

Motion Carried.

IV. Nominations – New Hires

- Sydney Langis, Grade 4 Teacher, Helen Thompson School - \$52,068
- Jessica Merrill, Special Education Teacher – Functional Life Skills Program, Gardiner Area High School - \$62,184
- Hunter Martin, Social Studies, Gardiner Area High School - \$46,520

Motion by Diane Potter to approve the above nominations as recommended by the Superintendent, seconded by Molly Rogers.

Voted: 11,856 – 0 (includes Matthew Lillibridge)

Motion Carried.

V. Adjournment

The meeting adjourned at 5:11 pm.

Attest a True Record,



Patricia Hopkins
Secretary

May 11, 2023

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

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

VOTED: That the warrant for the Maine School Administrative District No. 11 (the "District") Budget Meeting presented to the meeting be approved and that a District budget meeting be called for June 6, 2023 for the purpose of voting on the annual budget for the District for the 2023-2024 fiscal year;

That the Warrant and Notice of Election for the District Budget Validation Referendum presented to the meeting be approved, and that a District budget validation referendum be called for June 13, 2023 for the purpose of approving the budget adopted at the District budget meeting for the 2023-2024 fiscal year; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the District be authorized and directed to complete said Notice in accordance with the District budget meeting on June 6, 2023, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the District for posting at the polling places for the June 13, 2023 District budget validation referendum.

That the Budget Meeting Warrant, the Warrant and Notice of Election, and the Notice of Amounts Adopted at Budget Meeting shall each be signed by a majority of the School Board, and that such signatures may be made by execution of counterparts or in person at the convenience of the members of the School Board.

A true copy as adopted by a majority of the School Board, attest:



Patricia Hopkins, Secretary

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Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

**SPECIAL SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 18, 2023
5:00 p.m.**

MINUTES

Present: Becky Fles, Chair; Anthony Veit, Vice Chair; Cullen McGough; James Lothridge; Diane Potter; Molly Rogers; Elissa Tracey; and Patricia Hopkins, Superintendent

Others Present: Chad Kempton, Principal Gardiner Area High School

Absent: Meaghan Carlson; Jeff Hanley; Matthew Lillibridge; Chris McLaughlin; Jack Pitteroff

I. Call to Order

Becky Fles called the meeting to order at 5:01 p.m. and declared a quorum present.

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

Motion by Diane Potter, seconded by Anthony Veit to go into Executive Session at 5:02 p.m. to consider a student disciplinary matter pursuant to 1 M.R.S.A. § 405 (6)(B).

Voted: 7, 955 – 0

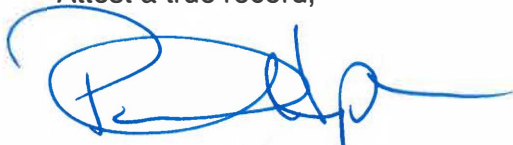
Exited Executive Session at 5:53 p.m.

No Action Taken.

III. Adjournment

Meeting adjourned at 5:53 p.m.

Attest a true record,



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Secretary

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Director of Curriculum & Instruction

**SCHOOL BOARD WORKSHOP
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 18, 2023
6:00 p.m.**

MINUTES

Present: Becky Fles, Chair; Anthony Veit, Vice Chair; Cullen McGough; James Lothridge; Diane Potter; Molly Rogers; Elissa Tracey; and Patricia Hopkins, Superintendent

Others

Present: Angela Hardy, Director of Curriculum & Instruction; Jennifer Chace; Patricia Welton; Pat Hart

Absent: Meaghan Carlson; Jeff Hanley; Matthew Lillibridge; Chris McLaughlin; Jack Pitteroff

I. Call to Order

The Board Chair declared a quorum present and called the meeting to order at 6:13 pm

II. Nominations – New Hire

- Elizabeth Gilley, Grade 4 Teacher, Helen Thompson School - \$58,887
- Katherine Bishof, Social Studies Teacher, Gardiner Area High School - \$43,606

Motion by Anthony Veit to approve the above nominations as recommended by the Superintendent, seconded by Molly Rogers.

Voted: 7,955 – 0

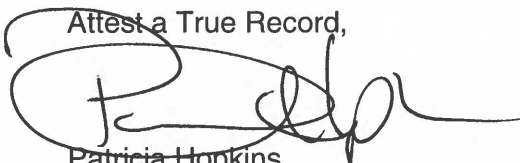
Motion Carried.

III. Strategic Listening Report presented by Jennifer Chace

IV. Adjournment

The meeting adjourned at 7:52 pm.

Attest a True Record,



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Secretary

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Angela Hardy
Director of Curriculum & Instruction

**MEETING WITH ELECTED OFFICIALS
MERLE E. PEACOCK, JR. BOARD ROOM
Monday, May 22, 2023
6:00 p.m.**

Present: Becky Fles, Chair; Anthony Veit, Vice Chair; Cullen McGough; Chris McLaughlin; Jack Pitteroff; Diane Potter; and Patricia Hopkins, Superintendent

Absent: Meaghan Carlson; Jeff Hanley; Matthew Lillibridge; James Lothridge; Molly Rogers; Elissa Tracey

Others: Andrea Disch, Business Manager; Angela Hardy, Director of Curriculum and Instruction

Minutes

I. Call to order

The Board Chair called the meeting to order at 6:00 p.m.

II. Introductions

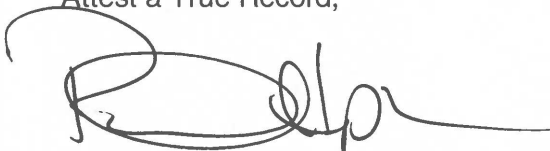
- A. Board Members
- B. Elected Officials

III. Review and Discussion of the 2023-2024 Proposed Budget

IV. Adjournment

The meeting adjourned at 7:55 p.m.

Attest a True Record,



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Secretary

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Director of Curriculum & Instruction

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

May 9, 2023
3:30 – 4:45 PM

MINUTES

Present: Becky Fles, Meaghan Carlson, Diane Potter, Elissa Tracey, Molly Rogers, Tony Veit, Patricia Hopkins, Terry McGuire, Angela Hardy

Absent: Matthew Lillibridge

I. **Call to Order**

The meeting was called to order by Board Chair Fles at 3:32 p.m. The meeting will also be live streamed and available for viewing at www.msad11.org.

II. **Celebrating Teachers**

In honor of Teacher Appreciation Week/Month, we heard from teachers from each building who have taken initiative to create dynamic learning experiences for students. The following staff members presented:

- Gardiner Area High School
Patricia Morris - Career and Technology, Life and Work classes
- Gardiner Regional Middle School
Sara Caplan and Chad Greenleaf - Grade 6 social studies, specifically focusing on the integration of Wabanaki studies
- Laura E. Richards School
Aimee Ellis – Family Learning Night
Tracey Lowell – Grade 2 Shark Week
- River View Community School
Kymm O'Brien – Earning a NEA Global Fellowship and how this is impacting elementary social studies instruction
- Helen Thompson School
Cynthia Snow – Launching a story walk on school grounds
- Pittston Randolph Consolidated School
Patsy Adams – Hosting a STEM SLAM with PRCS and RV grade 5 students; Facilitated by Nokomis Regional High students and Maine Department of

Education; A video about the event can be found on the PRCS website:
<https://www.msad11.org/o/pcs/article/1073751>

III. **Adjournment**

The meeting was adjourned at 4:55 p.m. The next meeting will be on June 13, 2023 from 3:30-4:30 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Angela Hardy". The signature is written in black ink and is positioned above the printed name.

Angela Hardy

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Angela Hardy
Director of Curriculum & Instruction

DROP-OUT PREVENTION MEETING
Gardiner Regional Middle School - Conference
Room Tuesday, March 23, 2023
3:15 p.m.

MINUTES

- I. Call to order at 3:17 pm
- II. Meeting topic
 - A. McKinney-Vento Screener for all schools Update - MSAD 11 has adopted a revised version of the McKinney-Vento Screener that the DOE recommends schools use. This is a proactive attempt to gather possible information about families when they register regarding homeless status so we can get supports in place early. This will begin over the summer as families register. It will be on purple paper so it stands out from other colors used in registration packets. If families identify themselves as not owning or renting their own housing, Elisha Morris who oversees McKinney-Vento will be notified and follow up conversations will be had so supports can be put in place as necessary.
 - B. Administration Rating of Attendance Tier Components - We will be using the MTSS tier components of attendance this summer with administration to have them rate each area on a scale to then take that data collectively and use it as a place to start with the components in the fall as a committee.
 - C. PowerSchool Update on Universal Attendance Letters - Over the summer, letters will be created in PowerSchool so that universal letters are being used at all schools. Currently, each school is using their own template. This will help streamline the process and will pull information straight from PowerSchool.
 - D. Fall Meetings and next steps for next school year - We will begin meeting in September next school year. We will continue to meet at the GRMS conference room on the second Tuesday of each month from 3:15 pm to 4:15 pm.
- III. Adjournment at 3:53 pm

Finance Committee

May 16, 2023

MSAD 11

FINANCE COMMITTEE MEETING

MERLE E. PEACOCK, JR. BOARD ROOM

Tuesday, May 16, 2023
5:30 p.m.

Committee Members: Rebecca Fles, Committee Chair; Cullen McGough, Chris McLaughlin (5:40 pm), Diane Potter, Patricia Hopkins, Superintendent; Andrea Disch, Business Manager

Absent: Meaghan Carlson, Jack Pitteroff

Other Board Members:

THE MEETING IS AVAILABLE FOR VIEWING AT [05.16.2023 FINANCE COMMITTEE MEETING.](#)

Director Fles called the meeting to order at 5:31 p.m.

- A. FY 2023 BUDGET /QUARTERLY FINANCIAL REPORTS
The Quarterly Financial Reports were reviewed with the Committee.
- B. MEETING WITH MUNICIPAL OFFICIALS
The Committee reviewed the PowerPoint Presentation to be shared with municipal officials at their meeting scheduled on May 22nd.
- C. CONSOLIDATED ELEMENTARY SCHOOL – DISCUSSION
The Finance Committee discussed the possibility of a consolidated elementary school and what the next steps should be. After discussion, administration was directed by the Committee, to begin researching the feasibility of a consolidated elementary school.
- D. LED LIGHTING PROJECT
The Committee was updated on the status of the LED lighting project. It was stated that while the project was temporarily tabled, the Committee would resume discussions in the new fiscal year.
- E. LD 974
The Superintendent shared with the Committee proposed legislation, LD 974 and its potential impact to school budgets. It was stated that, as written, the legislation would require sizable wage increases for support staff. The Superintendent stated she would keep the Committee updated.

The Finance Committee Meeting adjourned at 6:52 p.m.

Attest a true record,



Patricia Hopkins, Secretary

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Patricia Hopkins
Superintendent of Schools

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

Angela Hardy
Director of Curriculum & Instruction

POLICY COMMITTEE MEETING

Thursday, May 4, 2023

5:30 pm
Minutes

Present: Tony Veit, Chair, Jack Pitteroff
Others: Jeff Hanley, Cullen McGough, Patricia Hopkins, Superintendent
Absent: Matthew Lillibridge

1. The meeting was called to order by Tony Veit at 5:34 p.m.
2. Discussion/Vote

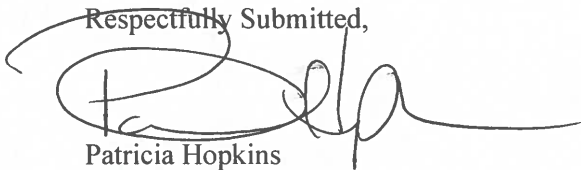
Policy Review

BEDH – Public Participation at School Board Meeting
GE – Non-Unionized Personnel Compensation and Benefits
GE-R – Manual for Policy GE – Non-Unionized Personnel
IMBB – Accommodation of Sincere Beliefs in Required Instruction
JLCD-E2 – State of Maine Overdose Prevention Program
KA – School-Community-Home Relations Goals/Priority Objectives
KBF – Parent Involvement in Title I
KBF-E1- Title I Parent Involvement Policy - Rescind
KBF-E2 – Title Parent Involvement Policy - Rescind

The Committee recommended to move the policies forward to the School Board.

3. The meeting was adjourned at 6:23 p.m.

Respectfully Submitted,



Patricia Hopkins
Superintendent of Schools

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board related to Board policies, programs, and operations. The MSAD 11 Board encourages residents to attend Board meetings so that they may become acquainted with the operations and programs of the schools.

The Board also recognizes the value of public comments on school and educational matters. To permit fair and orderly expression of public comments at Board business meetings while still allowing the Board to conduct its business efficiently, the Board has established the procedure below for regular business meetings.

At special, emergency, or workshop meetings, public comments will be limited to the topic(s) of the particular meeting.

In addition to speaking during the designated public comment portion of the agenda at Board meetings, members of the public are welcome to submit written comments on school and educational matters to the Board and Superintendent, or to submit requests to have items placed on a Board agenda, in accordance with applicable Board policies.

1. The Board will include a public comment period, not to exceed 20 minutes on the agenda of its regular business meetings. Comments by individuals are limited to a minimum of two (2) minutes at a meeting. Individuals may not relinquish a portion of their allotted time to another speaker. The time limits in this paragraph may be modified at a particular meeting at the discretion of the Board.
2. The Board will hear public comments from residents and employees of the school unit first. If there is time remaining in the public comment period once all residents have had the opportunity to speak, the Board will permit comments from non-residents. Individuals who wish to speak are required to fill out the sign-in form available at each Board meeting, prior to the beginning of the public comment period, and review a copy of this policy. Each individual will be required to state their name and town/city of residence before beginning their remarks.
3. The Board Chair is responsible for ensuring the orderly conduct of Board meetings and for ensuring compliance with this policy, including the following rules of order:
 - a. Speakers will be recognized by the Board Chair, and comments should be addressed to the Board Chair. Requests for information or concerns that require further research may be referred to the superintendent for further action, if necessary.
 - b. Speakers are expected to follow rules of common etiquette and decorum, including refraining from using vulgar and/or obscene language, yelling, threatening others using words or by other actions, making defamatory comments, or otherwise engaging in any activity that disrupts orderly meeting progress. Examples of disruptive conduct include, but are not limited to, exceeding the allotted time limits,

- talking over or interrupting others, offering repetitive comments, and offering comment on matters unrelated to the school unit's programs, policies, or operations.
- c. Discussion of personnel matters is not permitted during the public comment period due to the privacy, confidentiality and due process rights of school unit employees. For purposes of this policy, "discussion of a personnel matter" means any discussion of job performance or conduct of a school unit employee, including complaints about them.
 - d. Discussion of matters involving individual students are also not permitted during the public comment period due to the privacy, confidentiality, and due process rights of the school unit's students.
 - e. Any concerns about personnel matters and/or student matters should be directed to the Superintendent or another appropriate administrator outside of Board meetings so that they can be addressed through an alternative channel and in a manner consistent with privacy, confidentiality, and due process rights of the individuals involved.
 - f. The Board Chair will stop any public comment that is contrary to these rules.
 - g. Individuals who disrupt a Board meeting may be asked to leave in order to allow the Board to conduct its business in an orderly manner. The Board Chair may request the assistance of law enforcement if necessary to address disruptions or safety concerns.

Legal Reference: 20-A MRSA § 1001(20)
20-A MRSA § 6101
1 MRSA § 405

Cross Reference: BE – School Board Meetings
BEDB – Agenda
BEDB-R – Agenda Format
BEC – Executive Sessions
KE – Public Concerns and Complaints

Adopted: September 7, 2017

Revised: May 7, 2020

NON-UNIONIZED PERSONNEL COMPENSATION AND BENEFITS

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

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

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

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

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

Adopted: May 6, 1993

Reviewed: June 1996; May 2000; June 2000, June 2001; June 2002; March 3, 2005; February 1, 2007; January 3, 2008; January 8, 2009; April 4, 2010; June 2, 2011; September 6, 2012; August 8, 2019; June 2, 2022

MANUAL FOR POLICY GE—NON-UNIONIZED PERSONNEL

Positions Included

Payroll Specialist, Superintendent's Administrative Assistant, Accounts Payable Specialist, Business Office Generalist, Receptionist/Secretary Central Office Administrative Assistant (Up to 220 days per year), Special Education Administrative Assistant, and Technology Technician.

A. Fringe Benefits

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

B. Sick Leave

Fifteen days (15) per year accumulated to 150. Sick days are to be used only for illness or injury, which prevent an employee from performing ~~his/her~~ their assigned duties or other responsibilities and medical appointments, which simply cannot be scheduled outside of work days. Up to ten (10) 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 (5) days may be used to care for other relatives in exceptional circumstances, with approval from the Superintendent. Unused personal days would be added to sick leave accumulation to 150 days.

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

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

C. Personal Leave

Employees will have available five (5) personal days available per year. Except in emergency situations, personal leave must be approved in advance by the Superintendent. Personal Leave may be taken in increments of not less than one hour. The use of personal

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

D. Bereavement

A total of five (5) days per bereavement, without salary loss, may be used for bereavement for a member of the immediate family, including spouse, parent, child, sibling, grandparent, and in-laws of same. Additional bereavement leave may be requested of the Superintendent. It is at the discretion of the Superintendent to grant or not. The Superintendent's decision is final. Any additional days shall be deducted from the employee's personal days and/or accumulated sick leave.

E. Storm Days

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

F. Discipline and Dismissal

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

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

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

G. Paid Holidays

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

New Year's Day	Labor Day
Martin Luther King Day	Indigenous People's Day
President's Day	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Veteran's Day
Juneteenth	Independence Day
Christmas Day	
December 24 th (when Christmas falls on Friday-Saturday)	
December 26 th (when Christmas falls on Sunday-Thursday)	

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

1 st year	one (1) week
After 1 year	two (2) weeks
After 3 years	three (3) weeks
After 8 years	four (4) weeks
After 20 years	five (5) 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~~ \$500
After 15 years of service ~~\$425~~ \$650
After 20 years of service ~~\$475~~ \$800
After 25 years of service \$1,000

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

J. Dental Insurance

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

K. Health Insurance

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

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

Notwithstanding the above, the following exceptions shall apply:

1. The District will pay 100% of husband/wife or full family for any currently married couple working full time within the District.
2. The spouse of an employee shall be eligible for coverage by the District only if the spouse is not eligible for health insurance coverage through ~~his/her~~ their 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~~ their present position or in a matriculated degree program. There is no carryover of credits from year to year. Payment shall be made for completion of credits of less than three (3) credit hours, such as two (2) credit hours or 1.5 CEU credits, upon proof of credit but not exceeding the UMO rate.

N. Physicals

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

O. Salary Scale for ~~Instructional~~ Technology Technicians

~~2021-2022~~ 2023-2024 School Year (Steps = Years of Experience)

Step 1 ~~\$23.19~~ 24.00

Step 2 ~~\$24.15~~ 24.96

Step 3 ~~\$25.11~~ 25.92

Step 4 ~~\$26.07~~ 26.88

Step 5 ~~\$27.03~~ 27.84

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

P. Salary Increases

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

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

Adopted: May 6, 1993

Revised: June 1996; May 2000; June 2000; June 2001; June 2002; June 2003; June 2004;
 February 2, 2006; February 1, 2007; January 3, 2008; January 8, 2009; April 1, 2010;
 June 2, 2011; September 6, 2012; June 1, 2017; August 5, 2021; June 2, 2022

ACCOMMODATION OF SINCERE BELIEFS IN REQUIRED INSTRUCTION

The curriculum of MSAD 11 is designed to meet statutory requirements and includes other areas of study deemed appropriate by the professional staff and the Board. The curriculum includes topics and materials that are age and ability appropriate to the students.

The Board acknowledges that from time to time individual students may be exposed to some ideas and materials with which they or their parent/legal guardian do not agree. Students and their parents cannot be required to adopt ideas with which they disagree, but such disagreement alone is not a sufficient basis to exempt a student from the prescribed curriculum. Exemptions from the required curriculum should be minimized because they can detract from the overall instruction provided to the class as a whole and the educational objectives sought to be achieved by the curriculum.

The Board recognizes, however, that there could be topics in the curriculum which may be objectionable to individual students based on their particular, sincerely held religious, moral or philosophical beliefs. *[Note that Chapter 127, section 3.07 requires accommodation only for religious beliefs. We believe that moral or philosophical beliefs may also be accommodated, if the Board wishes to do so, as long as the content standards are satisfied by the alternative instruction or materials.]* Alteration of instruction which infringes on such beliefs may be requested by the parent(s)/legal guardian.

Requests for accommodation of beliefs in instruction must be made in writing to the building Principal and are subject to the approval of the Principal. The Principal shall notify the Superintendent as soon as practicable of any request for accommodation from instruction and of their decision. If the Principal denies an accommodation request, the parent/legal guardian may appeal to the Superintendent, whose decision shall be final.

In considering requests for accommodation, factors that the Principal should consider may include the following:

- A. Whether the course of instruction is required by state law or regulations, or Board policy.
- B. Whether an accommodation will adversely affect the instruction provided to other students.
- C. The educational importance of the material or instruction from which exemption is requested.
- D. Evidence regarding the sincerity of the belief on which the accommodation request is based.

- E. Whether the school has a legal obligation to accommodate the request. In the case of curriculum aligned with the system of Learning Results, if there is a conflict with the sincerely held religious beliefs of a student or their parent/legal guardian, accommodation in the curriculum shall be made for the student. If the accommodation is so great that the validity of the state assessment system is compromised, the Superintendent will determine how to address this, subject to approval of the Commissioner of Education.
- F. Other factors that bear upon the particular request.

When a student is exempted from a portion of the regular curriculum, the staff will make reasonable efforts, within the scope of existing resources, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school or thorough approved independent study and overseen by a certified teacher of record. Any alternative instruction shall be approved in advance by the Principal in consultation with the classroom teacher, and shall meet the standards and objectives of the part of the curriculum that is being replaced.

Legal Reference: 20-A MRSA § 6209
 22 MRSA § 1911
 LD 1536, Chap. 51 Resolves 1997
 Maine Department of Education Rule Chapters 127 and 131

Cross Reference: ADF – School District Commitment to Learning Results
 IJJ – Instructional and Library Materials Selection

MSAD 11
STATE OF MAINE OVERDOSE PREVENTION PROGRAM

I. Definition

To establish a protocol for storing and distributing naloxone hydrochloride kits to individuals at risk of a drug overdose and other community-based agencies eligible to distribute to at-risk individuals, through State of Maine's Overdose Prevention Program, consistent with Maine State law. See Title 22 MRSA Chapter 556-A, Section 2353.

II. General Principles

This policy establishes that the Chief Medical Officer of MaineGeneral Medical Center will issue standing orders for naloxone hydrochloride (Naloxone) to MSAD 11, for dispensing through qualified agents capable of instructing responders in the use of naloxone. These activities are authorized by enacted legislation and standing orders of the Chief Medical Officer. It is the responsibility of MSAD 11 staff to implement this departmental policy.

III. Equipment Required

- 1) Narcan: Narcan is a self-contained nasal spray device used for the administration of one dose of naloxone hydrochloride.
- 2) Intramuscular Naloxone Injection: Injectable naloxone will include the vial of naloxone hydrochloride, two 3-ml syringes, and two 23g needles.

IV. Procedure

- 1) Standing Orders. The Chief MGH Medical Officer of MaineGeneral Medical Center will issue standing orders to the MSAD 11 for the possession, storage, dispensing, and distribution of naloxone hydrochloride and any necessary supplies for its administration. At a minimum the standing orders will contain the following information:
 - a. The name of the community-based agency that will store, dispense, and distribute the supply of naloxone hydrochloride.
 - b. Eligibility criteria to receive naloxone hydrochloride.
 - c. Delivery method and formulation of the naloxone hydrochloride, such as auto-injector, intranasal, or intramuscular.

- 2) Storage. All naloxone kits will be stored in a secured location (i.e., locked room or cabinet) with limited access to authorized individuals and at an approved storage temperature.
 - a. Intramuscular Naloxone Hydrochloride: Vials of naloxone hydrochloride shall be stored at 68-77° F and away from direct exposure to light.
 - b. Narcan (intranasal): Narcan intranasal kits shall be stored at 59-77° F.
- 3) Inventory Management. Program staff shall track the inventory of naloxone hydrochloride supply.
- 4) The program shall not charge or otherwise receive compensation for providing naloxone to community members and individuals at risk of an opioid related poisoning.
- 5) The program shall utilize criteria for determining the distribution of naloxone to individuals as stated in the Rules Governing Community-Based Drug Overdose Prevention Programs (14-118 Chapter 19). In addition, the program may develop additional criteria to facilitate distribution to high-risk populations. At a minimum:
 - a. An individual at risk of experiencing an opioid-related drug overdose.
 - b. A member of an individual's immediate family or friend of the individual.
 - c. Another person in a position to assist the individual if the individual is at risk of experiencing an opioid-related drug overdose.
- 6) Distribution Records. Program staff shall maintain a record of all naloxone hydrochloride distribution/dispensing by the programs. At a minimum, the record must include:
 - a. Name of individual/organization or de-identified mechanism to whom the naloxone was distributed.
 - b. Amount of naloxone hydrochloride distributed/dispensed.

Legal Reference: Title 22 MRSA Chapter 556-A, Section 2353

Cross Reference: JLCD – Administration of Medicine to Students

Adopted:

SCHOOL-COMMUNITY-HOME RELATIONS GOALS/
PRIORITY OBJECTIVES

The MSAD #11 School Board acknowledges that it is charged with the governance of the public schools which belong to the people who created them by taxation and consent. The ~~MSAD #11~~ School Board recognizes that intelligent, informed support of the schools is dependent upon knowledge, understanding and participation in the efforts, goals and programs of the schools. It is also aware of its responsibility to provide the public with information and opportunities leading to participation of the public directly or indirectly in the establishment of programs and policies which are in the public interest.

Therefore, the ~~MSAD #11~~ School Board and the schools will strive to:

- A. Recognize and encourage the realization and/or strengthening of the fact that schools belong to the community and cannot be separated from it;
- B. Create and maintain an atmosphere of mutual understanding and respect for children and adults studying, residing or employed within the school system;
- C. Create and maintain an atmosphere of welcome public involvement in school affairs;
- D. Ensure that the public within the school system has full access to information concerning programs and policies which concern them; and
- E. Determine the public's reaction to the policies and programs conducted by the schools.

Achieving these objectives requires that the ~~MSAD #11~~ School Board and staff, individually and collectively: express positive attitudes toward the schools in their daily contacts with parents, people of the community and one another; make systematic, honest and continuing efforts to discover what the public thinks and what citizens want to know and to interpret school programs, problems and accomplishments; develop an active partnership with the community in working toward improvement of the educational program; and take an active interest in the needs of the total community to find ways to assure that the schools are a vital and positive experience for all students and other citizens of the community.

Adopted: Prior to 1985

Revised: September 4, 1986; November 3, 1994; June 7, 2007; May 5, 2016

PARENT INVOLVEMENT IN TITLE I

The MSAD #11 School Board endorses the parent involvement goals of Title I and encourages the regular participation by parents/guardians in all aspects of the school system's Title I programs.

For the purpose of this policy, "parents/guardians" includes other family members involved in supervising the child's schooling.

I. DISTRICT-LEVEL PARENT INVOLVEMENT POLICY

In compliance with federal law, the school district will ~~develop jointly with, agree on with, and distribute to~~ work collaboratively with parents of children participating in the school system's Title I programs to develop and support a written district-level parent involvement policy.

Annually, parents/guardians will have opportunities to participate in the evaluation of the content and effectiveness of the school district's parent involvement policy and in using the findings of the evaluation to design strategies for more effective parent involvement and to make revisions to the policy.

II. SCHOOL-PARENT INVOLVEMENT POLICY

As required by law, each school in the school district that receives Title I funds shall jointly develop with parents/guardians of children served in the program a school parent/guardian involvement policy, including "School-Parent Compact" outlining the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement in meeting State standards. The school policy will be distributed to parents/guardians of children participating in the school's Title I programs.

The "School-Parent Compact" shall:

- A. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
- B. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring ~~television watching~~ screen time, volunteering in the classroom,

and participating, as appropriate, in decisions related to their children's education and positive use of extra-curricular time; and

- C. Address the importance of parent-teacher communication on an ongoing basis, with, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

III. PARENT INVOLVEMENT MEETINGS

The district will convene an ~~Each school receiving Title I funds shall convene an~~ annual meeting to which all parents/guardians of ~~eligible children~~ accessing Tier III services funded by Title I shall be invited to inform ~~the~~ district about ~~the school's~~ participation in Title I and to involve them in the planning, review, and improvement of the ~~school-district's~~ Title I programs and the parent involvement policy.

In addition to the required annual meeting, families will be offered at least two parent-teacher conferences ~~times shall to~~ be scheduled at various times of the day and/or evenings. For parents/guardians of students participating in Title I programs, interventionists will be available for at least one conference and by appointment. Additionally, opportunities will be available to inform parents/guardians who have students receiving services about the following:

~~These meetings shall be used to provide parents with:~~

- A. Information about programs the school provides under Title I;
- B. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
- C. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- D. The opportunity to submit comments to the district level if they are dissatisfied with the school-wide Title I program.

The building principal/designee will:

- A. Invite parents/guardians of participating children to the informational session and annual meeting held by the district;

- B. Inform and/or introduce members of the Parent Advisory Committee to others while also explaining ways that parents/guardians may provide input on policy, the School-Family Compact, and family engagement practices;
- C. Provide an overview of the tier three intervention services and how Title I funds these services; and
- D. Respond to requests from families to meet to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children.

Title I funding, if sufficient, may be used to facilitate parent/guardian attendance at meetings through the payment of transportation and childcare costs.

IV. PARENT RELATIONS

Parents/guardians of children identified for participation in a Title I program shall receive from the building principal and Title I staff an explanation of the reasons supporting their child's selection, a set of objectives to be addressed, and a description of the services to be provided. Parents will receive regular reports on their child's progress and be provided opportunities to meet with the classroom and Title I teachers. Parents will also receive training, materials, and suggestions as to how they can assist in the education of their children at home.

V. DELEGATION OF RESPONSIBILITY

The Superintendent/designee shall be responsible for ensuring that the school district's Title I plan, programs, and parent involvement policies comply with applicable law and regulations and for developing administrative procedures, as needed, to implement this policy.

Legal References: 20 U.S.C. § 6318

Cross References: ~~KBF E1 — District Level Title I Parent Involvement~~
~~KBF E2 — Elementary School Title I Parent Involvement~~

Adopted: January 8, 2004

Revised: June 7, 2007; May 5, 2016

MSAD #11 DISTRICT LEVEL TITLE I PARENT INVOLVEMENT POLICY

This MSAD #11 policy has been developed in cooperation with the parents/guardians of students participating in the school district's Title I programs. It provides an understanding of the shared responsibility of the school system and parents/guardians in improving students' academic achievement and school performance. The Superintendent/designee will be responsible for distributing this policy to parents/guardians of students participating in the school district's Title I programs.

Because parent involvement is so important to a student's success in school, the MSAD #11 School Board encourages regular participation by parents/guardians in all aspects of the school district's Title I programs.

MSAD #11 provides opportunities for parent/guardian involvement that are aligned with the requirements of Title I programs set forth in law as follows.

- A. The school district involves parents/guardians in the joint development of the school system's plan to help disadvantaged students meet challenging achievement and academic standards and in the process of school review and improvement by:
 - 1. Establishing a district-level Parent Advisory Committee with parent/guardian representatives from each building;
 - 2. Establishing effective and ongoing two-way communications between the school district, staff, and parents/guardians;
 - 3. Developing a district-wide newsletter to communicate with parents/guardians about the school district's Title I plan and to seek their input and participation; and
 - 4. Training staff to work more effectively with families with diverse cultural backgrounds and/or barriers such as illiteracy or limited English proficiency.

- B. The school district provides the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent/guardian involvement activities to improve student academic achievement and school performance by:

1. Providing information to parents/guardians about the system and various instruments that will be developed or used to monitor student progress;
 2. Providing district-level workshops to assist individual schools in planning and implementing improvement activities;
 3. Holding training sessions for Parent Advisory Committee members so that there may be more effective liaisons between parents and schools; and
 4. Seeking input from parents/guardians in developing workshops that will help them become more effective partners with the schools in encouraging academic achievement.
- C. The school district builds the capacity of schools and parents/guardians for strong parental involvement by:
1. Developing and disseminating a master calendar of district-wide meetings to discuss Title I issues, including evaluation of and suggestions for the district-level Title I policy;
 2. Engaging school Parent-Teacher Organizations (PTOs) to seek out and involve parents/guardians through their communications and informational meetings;
 3. Promoting cooperation between the school district and other agencies or school/community groups to furnish learning opportunities, increase awareness of support services, and disseminate information regarding parenting skills and child/adolescent development; and
 4. Provide ongoing communication about opportunities to serve on the Parental Advisory Committee, volunteer in the schools, and learn how to work more effectively with their children to extend and reinforce learning and foster achievement.
- D. The school district coordinates and integrates parent/guardian involvement strategies for Title I programs with those of other programs (such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers,

Home Instruction Program for Preschool Youngsters, and State-run preschool programs) by:

1. Involving school system and building representatives from other programs to assist in identifying specific population needs; and
2. Sharing data between programs to assist in developing new initiatives to improve student academic achievement and school improvement.

E. The school district conducts, with the involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I, including identifying barriers to greater participation by parents/guardians in activities authorized by this section (with particular attention to parents/guardians who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), using the findings of such evaluation to design strategies for more effective parent/guardian involvement, and revising, if necessary, the parent/guardian involvement policies described in this section by:

1. Evaluating the content and effectiveness of the parent/guardian involvement policy through a variety of means such as surveys, workshops, focus groups, and informal meetings involving district and school administrators, teachers, and parents/guardians;
2. Identifying and overcoming barriers to effective evaluation and input, e.g., language support for parents/guardians who do not speak English or have limited English proficiency, scheduling multiple meetings at various times of day or night, meeting in places accessible by public transportation, or providing a means of transportation; and
3. Identifying potential policy changes and program improvements.

F. The school district involves parents/guardians in the activities of the schools served under Title I by:

1. Keeping parents/guardians informed of the objectives of the school district's Title I programs;

2. Providing communication and calendar information to alert parents/guardians of meetings or events and encouraging their participation;
3. Providing central coordination for district, school, and PTO meetings and other events to create a master calendar to facilitate parent/guardian participation; and
4. Promoting opportunities for parents as volunteers in the classroom and in school programs.

Legal Reference: 20 U.S.C. § 6318

Cross Reference: KBF Parent Involvement in Title I
KBF-E2 Elementary School Title I Parent Involvement

Adopted: June 7, 2007

Revised: May 5, 2016

MSAD #11 ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

This MSAD #11 elementary school policy has been developed in consultation with the parents/guardians of students participating in Title I programs at MSAD #11. It includes a “School-Parent Compact” that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/guardians of students participating in the school’s Title I programs.

I. PARENT INVOLVEMENT MEETINGS

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school’s participation under Title I, explain the right of parents to be involved, and to encourage their involvement in the planning, review, and improvement of the school’s Title I programs and parent involvement policy.

The school will offer at least two other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title I programs.

The building principal/designee will:

- A. Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- B. Introduce the representatives on the Parent Advisory Committee;
- C. Provide an overview of Title I and the programs the school provides under Title I;
- D. Explain the rights of parents/guardians to be involved in developing and reviewing the school’s parent involvement policy, including the School-Parent Compact;
- E. Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;

- F. Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- G. Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- H. Invite parents/guardians to serve on the Parent Advisory Committee and/or other school or district-level Title I committees;
- I. Invite parents/guardians to participate in the planning, review, and improvement of programs under Title I and the school-parent involvement policy and establish a schedule for this activity;
- J. With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
- K. Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title I program;
- L. Engage school-based parent organizations in outreach to parents/guardians of students participating in Title I; and
- M. Arrange for childcare so that parents/guardians who would otherwise be unable to attend may do so.

II. SCHOOL-PARENT COMPACT

This School-Parent Compact describes how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve the State's academic achievement standards.

- A. The school is responsible for providing a high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the State's academic achievement standards.
- B. Parents/guardians will be responsible for supporting their children's learning by:
 - 1. Monitoring their children's attendance;

2. Providing assistance and encouraging their children to complete homework assignments;
3. Encouraging their children to ask for help from teachers or classroom aides (ed techs, volunteers) when needed;
4. Talking with their children about the school day;
5. Reading to or with their children;
6. Monitoring and limiting their children's television watching;
7. Volunteering in the classroom and for school-related activities such as field trips;
8. Participating, as appropriate, in decisions related to the education of their children; and
9. Enrolling their children in extracurricular and age-appropriate, community-based, after-school activities.

C. The school will address the importance of communication between parents and teachers on an ongoing basis by:

1. Scheduling one or more parent-teacher meetings annually for parents/guardians of elementary school level students during which the Compact shall be discussed as it relates to the individual child's achievement;
2. Providing frequent reports to parents/guardians on their children's progress;
3. Providing parents/guardians with reasonable access to staff to discuss issues related to their children's learning;
4. Giving parents the opportunity to observe classroom activities;
5. Welcoming parents as volunteers in the classroom; and
6. Providing adequate supervision and feedback for parents/guardians who volunteer.

Legal Reference: 20 U.S.C. § 6318

Cross Reference: KBF Parent Involvement in Title I
KBF-E1 District Level Title I Parent Involvement

Adopted: June 7, 2007

Revised: May 5, 2016

Gardiner Area High School Dual-Sport Participation Policy

Rationale

Gardiner Area High School seeks to provide quality co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular athletic season, and both of these teams can benefit. Some activities may struggle with low numbers, and this can boost participation in those sports.

Students Participating in Two Activities During the Same Season

Students are allowed to participate in a maximum of two co-curricular activities during the same season. Students wishing to participate in two sports during the same season will need to obtain a request form from the athletic director and follow the guidelines set down by the athletic department involving dual sport participation. This is open for junior varsity and varsity level athletes.

Rules of Dual-Sport Participation

1. A student who wishes to participate must apply in person with the Athletic Director. Prior to the season, the Athletic Director, student, parent or guardian, and both coaches involved must meet and review the schedule and expectations for the season.
2. A student may only participate in one team sport and one individual sport. The team sport would be that athlete's primary sport. Eligible individual sports include:
 - a. Fall Season*: Cross Country and Golf
 - b. Winter Season: Wrestling, Ski, Swim
 - c. Spring Season: Tennis, Track and Field

*An exception to the requirement that a student may only participate in one team sport and one individual sport will be made for an athlete who would like to play soccer or field hockey and football as a kicker (kick-off, punter, extra-point).
3. A student who wishes to participate in two sports during the same season must determine what two sports they will be participating in before the beginning of the first appointed date of practice set by the MPA for the season of participation.
4. A primary sport is defined as the sport which takes precedence over another sport in the event there is a conflict of schedule or any other matter that could lead to a conflict. The student must adhere to the primary sport in the event of any and all conflicts of schedule. If one sport has a contest and the other has practice, the contest will take precedence.
5. The student must practice in both sports but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
6. The student and parents or legal guardians, must sign a contract of dual-sport participation before the first practice session he or she attends.
7. In the event that a student is disciplined for any infraction of the athletic policy and/or school district policy in a specific sport, the consequence will also be applied to the second sport in the season of dual participation. For example, Student A is suspended for a period of time during a sport season for a violation of the athletic policy and/or school district policy. That suspension is to be served for both the primary sport and secondary sport (for example, if an athlete is ejected from a game/receives a red

card in one sport, they will not be allowed to participate in the next primary sport game and secondary sport game).

8. In the event an injury does happen during the season, there will be open communication between the Athletic Trainer, both coaches, and the athlete.
9. The Athletic Director and the Principal will serve in the capacity of advisors and make final judgments on matters concerning dual-sports participation.
10. If a dual sport athlete becomes academically ineligible at any point during the sports season then that student-athlete will forfeit the opportunity to participate in the second sport.
11. The MPA Bona Fide Team Rule allows athletes two waivers per season regardless if the athlete participates in one or two school sports per season.

Request for Dual Sport Participation

It is the intention of the athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with MSAD 11 School Board Policy:

1. The process must be initiated by a scheduled conference with the Athletic Director.
2. The athlete must maintain academic eligibility in accordance with the Gardiner Area High School Academic Eligibility policy.
3. Practice and game/meet requirements must be established prior to the sport season. Contests take precedence over practice, and the primary sport contest takes precedence over secondary sport contests. This should be detailed in writing below after a conference between the Athletic Director, athlete, parents, and coaches involved.

Name of Athlete: _____ Primary Sport: _____
Secondary Sport: _____

Practice and Game/Meet Requirements (attach calendar):

Additional stipulations:

Signature of Student/Athlete Date

Signature of Parent/Guardian Date

Signature of Head Coach - Primary Date

Signature of of Head Coach - Secondary Date

Signature of Athletic Director Date

Signature of Principal Date

Signature of Athletic Trainer Date

Purpose of the MSBA Delegate Assembly

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

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

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

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

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

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

As the Officers and Board of Directors approach any legislative session, it is crucial that they represent the Association's members. Make your local Board's voice heard and send a delegate to the MSBA Delegate Assembly held virtually this year, on Saturday, October 21, 2023.

**MSBA
Board of Directors Meeting
May 6, 2023**

September Regional Meetings

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

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

Tuesday, September 5	Region VIII, Kennebec
Thursday, September 7	Region VII, Cumberland
Monday, September 11	Region V, MidCoast
Tuesday, September 12	Region VI, Western Maine
Thursday, September 14	Region IX, York
Monday, September 18	Region I, Aroostook
Thursday, September 21	Region II, Penquis
Monday, September 25	Region III-IV, Washington and Hancock