

7 Lions Lane
Camden, Maine 04843

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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent

MSAD 28
SCHOOL BOARD MEETING
Wednesday, December 20, 2016
ROCKPORT OPERA HOUSE
7 p.m.

AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comments on Items not on the Agenda
4. Approval of the November 15, 2017 Regular Meeting Minutes
5. Recognition
6. Nominations (Note: Executive Sessions are possible for nominations – 1 MRSA § 405(6)A)

a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
CRES Team Leader (GR 4)	Kate Dishop	12	0%	\$872.64

7. Discussion regarding shared MSAD #28/CSD SRO Officer
8. MET Building Status Update
9. CRMS Building Committee Charter Update
10. Approval – Financing Resolution for Construction of the new CRMS Building
11. School Board Chair's Report – Matt Dailey
12. Superintendents Report – Maria Libby
13. Administrative Reports
 - a. Debra McIntyre, Assistant Superintendent
 - b. Jaime Stone, CRMS Principal
 - c. Chris Walker-Spencer, CRES Principal
 - d. Valerie Mattes, Director of Student Special Services
14. Ad Hoc Committee Reports
 - a. CRMS Building Committee – Met December 4th, minutes attached; next meeting is on January 1st.
 - b. Strategic Planning Committee – Met November 29th, minutes attached, Next meeting December 13th.
15. Standing Committee Reports
 - a. Curriculum – Did not meet in December; next meeting to be held in February
 - b. Finance – Met November 15th, Minutes attached; next meeting December 20th.

- c. Personnel/Negotiations – Negotiations for MTA Contract met on December 7th and 18th, next meeting January 18, 2018.
- d. Policy – Met December 11th, Minutes attached; Next meeting February 12, 2018
 - First Reading
 - DFA – Revenues from Investments (new)
 - JJIC – Athletic Physicals
 - JLCB – Immunizations of Students
 - JLCD – Administration of Medication to Students
 - JLCD-E – Medication Administration of School Field Trips
 - JHCA – Closed Campus
 - Second Reading
 - IGA – Curriculum Development and Adoption (new)
 - IJOC – School Volunteers (revised)
 - KFB – Facility Use (revised)
 - KCD – Public Gifts to Schools (revised)
- 16. Special Board Meeting, mid-January, date and time TBD
- 17. Future Agenda Items
- 18. Adjourn

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MSAD 28
SCHOOL BOARD MEETING
Wednesday, November 15, 2017
7:00 P.M.
Camden Rockport Elementary School

Minutes

Board Members Present:

Lynda Chilton – Vice Chair
Matt Dailey -- Chair
Marcia Dietrich
Becky Flanagan
Carole Gartley
Sarah Bradley Prindiville
Elizabeth Noble (7:08 arrival time)

Board Members Absent:

Peter Orne

Also Present:

Maria Libby -- Superintendent
Deb McIntyre – Assistant Superintendent
Valerie Mattes – Director of Special Ed
Cathy Murphy – Business Office Manager
Chris Walker Spencer – CRES Principal
Jaime Stone – CRMS Principal

1. Call to Order
Board Chair Matt Dailey called the meeting to order at 7:01 p.m.
2. Adjustments to the Agenda
None.
3. Public Comment on Items not on the Agenda
None.
4. Recognition
None.

5. Notification of Resignations
None.

6. Approval of the October 18, 2017 Regular Meeting Minutes

There was a correction made. Carole Gartley abstained from voting on the September meeting minutes because she was not at that meeting. The vote should read 7- 0 (Gartley abstained)

Upon motion by Marcia Dietrich and second by Lynda Chilton the Board voted to approve the minutes of the October 18th regular meeting with the correction as noted.

Vote: 6-0 Passed.

7. Nominations (Note: Executive Sessions are possible for nominations - 1 MRSA § 405(6)A)

- a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
CRMS Basketball Coach	Lacey Oakes	30	0%	\$1963.44
CRMS Basketball Coach	Craig Ouellette	30	0%	\$1963.44
CRMS Basketball Coach	Cameron Gartley	30	0%	\$1963.44

Upon motion by Carole Gartley and second by Marcia Dietrich the Board voted to approve the nominations of Lacey Oakes and Craig Ouellette.

Vote: 6-0 Passed.

There was a discussion regarding the policy on nepotism because Cameron Gartley is the son of board member Carole Gartley. Maria Libby made it clear that exceptions can be made in the policy for family members with the exceptions of spouses (legal requirement that board member spouses can't be employed). This is Cameron's third year as coach and he was unofficially hired before Carole became a board member. Having Cameron coach is in the best interest of the middle school given the difficulty of finding coaches.

Upon motion by Marcia Dietrich and second by Becky Flanagan the board voted to make an exception to the policy.

Vote: 4-1 (Lynda Chilton opposed). Passed, Carole Gartley abstained.

Upon motion by Marcia Dietrich and second by Becky Flanagan the Board voted to approve the nomination of Cameron Gartley.

Vote: 5-0. Passed, Carole Gartley abstained.

8. Presentation: Dory Program

Kim Wickenden (Kindergarten teacher), Holly Merriam (Kindergarten ed tech) and Teresa Curtis (Kindergarten intervention) shared facts and highlights from the Dory Program, a new pre-K summer program offered to incoming kindergarteners identified by a team of staff and teachers. The program ran for 4-weeks in the summer, Monday through Thursday starting the 3rd week in July. Each day included riding the bus, play, snack, music, story time

recess, subject area rotations (art, science, math, literacy) and lunch. There were in school field trips to prepare students for specials and nurse visits, etc. There were theme weeks. 15 students participated in the Dory Program. Snack and lunch was provided by CRES. Results of the program were positive with evidence of less anxiety and more engagement once school started. Another benefit of the program is timely referrals to support intervention programs such as speech pathology. Parent surveys showed very beneficial outcomes. The presentation included future improvements to the Dory Program. A discussion ensued afterward with praise and further comments and questions from the Board.

9. MSSA/MSMA Conference Follow up

a. Highlights – Board

Various board members shared thoughts from the conference. Matt Dailey spoke about districts' communication with the public and how it continues to be difficult. Lynda Chilton was the delegate and feels we are on the same page locally as the state. Carole Gartley saw a theme of the importance of a strategic plan. Marcia Dietrich was disappointed in the lack of information and discussion of proficiency based learning and testing at the conference. A discussion ensued about proficiency.

b. Consideration of Resolution

Maria Libby presented information from the superintendents' meeting the day before the conference. She asked if the Board would like to endorse the AASA Resolution in Support of Public Education.

Upon motion by Marcia Dietrich and second by Lynda Chilton the Board voted to endorse said resolution.

Vote: 7-0. Passed.

c. Redefining Ready Presentation/Discussion

With the aid of 3 visuals from the board packet and folders, Maria Libby explained "Redefining Ready" including the 4 pathways to college and/or career readiness. Maine superintendents support Redefining Ready and have encouraged the state Department of Education to as well. School districts can always incorporate the pathways into their high school transcript if they choose. A discussion ensued. Deb McIntyre noted it would be interesting to see data linked to the 4 pathways.

Maria Libby noted that her purpose for bringing these issues to the board is to help them stay informed about state and national issues.

d. 3 Resolutions passed by MSSA

Resolutions are included in Maria's blue notes.

10. 2018-19 Budget Discussion

A summary of the preliminary budget was given by Lynda Chilton, Finance Committee Chair. A discussion ensued. The impact of the new middle school bond payment is projected to be \$2.1m (3.5% interest assumed which is a conservative estimate – it is likely to be lower).

Together with a status quo expense budget that results in a 2.61% expense increase, the preliminary projected increase to taxpayers is 19.97%. The administration and board will need to communicate well with taxpayers so they understand the significant increase this year. He would like to secure the bond at the beginning of April which would coincide with the anticipated ground breaking. Cathy Murphy presented historical numbers for budget increases and decreases. Board Chair Matt Dailey feels the district should not cut programs to reduce the budget. The school board came to consensus that a lean budget is the goal and asked administration to target a 1% expense increase. No vote needed.

11. 2016-17 Standardized Test Results Review (MEA and NWEA)

Deb McIntyre gave a presentation about the spring 2017 MEA and NWEA standardized test results. MEAs are a state test given on the computer in grades 3-8 in ELA and math, and grades 5 and 8 in science. NWEAs are a nationally normed adaptive test given in grades 2-8. MEAs and NWEAs are just two tests we do to collect data and monitor students. The state has not released subgroup information for MEA tests yet. The administrative team has already examined and discussed the data. After Deb's presentation, a discussion ensued. Chris Walker Spencer mentioned steps CRES is taking based on test scores, such as purchasing phonics materials and joining the Maine Literacy Partnership. Deb reminded the board of the importance of math as a focus as well as literacy, noting important research such that successful completion of Algebra II is an indicator of college/career readiness.) Maria Libby expressed concern for the relatively low performance at CRES in reading, noting it may be the first time we have performed below the state average.

12. Strategic Plan input (Mission, Core Values, Commitments to Students)

There was an opportunity for the Board to give feedback on the three areas of the Strategic Plan.

Mission:

- Potentially use "passionate, ethical, creative learners."
- Concerns expressed about the word "balanced."
- Begin with, "The Camden and Rockport school community..."

Core Values:

- The core values will unify the core values for the district.
- Concern that the descriptor for Self Control sounds like mind control.
- Potential change to, "I can control my actions regardless of my thoughts, ..."

Commitment to Students:

- Numerous comments about the word "hard", discussion about using "strive."
- Discussion about need for both of the final bullets. Discussion resulted in a better understanding of the differences. Maria Libby noted that the last bullet derives from the high school commitments.
- Matt Dailey made the distinction that this is not a list of what we do now; it's our strategic plan. Therefore, third bullet should simply start with, "We will provide..."

13. Winter Retreat – possible date January 29

Maria Libby suggested holding a joint retreat with the CSD Board this winter with two agenda items – School Board self-evaluation and Superintendent Evaluation. Monday, January 22nd from 4:00-8:00 was proposed as the winter retreat date. Board leadership will consult with CSD Board Leadership.

14. School Board Chair's Report – Matt Dailey

- Matt noted there have been no MET proposals so far. He assumes there will be at least one. He outlined the process that will be used to evaluate the submitted proposals. Proposals will first be vetted by Board Leadership. They will then go to an Ad Hoc Committee that will be formed to evaluate the plausible proposals. The Committee will send viable options to the full board for discussion and decision-making.
- There was some discussion about the MSAD board having its own proposal. Various perspectives were discussed. Carole Gartley noted it would be helpful to have talking points for the next board meeting. Maria Libby suggested a board workshop prior to the next regular meeting to get newer board members up to speed and refresh others. It was decided that Maria Libby will lead a 1-hour workshop to review information about the MET building. This workshop will be on Tuesday, December 12th at 5:00 at the Bus Barn. An agenda will be distributed.
- Matt was pleased with the results of the live-streamed meeting and recommended having the December 20th meeting at the Rockport Opera House. There was consensus on the board to do so. Maria will try to secure the location.

15. Superintendent's Report – Maria Libby

As written and included in packet

- Maria described her recent site visits to Falmouth Elementary, UNE Innovation Center, and Portland's Hall Elementary School (all recently designed by OakPoint) and how beneficial it was to our CRMS building project.

16. Administrative Reports

- a. Debra McIntyre, Assistant Superintendent
Previous presentation.
- b. Jaime Stone, CRMS Principal
As written (distributed at meeting).
- c. Chris Walker-Spencer, CRES Principal
As written and included in board folders.
- d. Valerie Mattes, Director of Student Special Services
Valerie gave an update about the Special Olympics bowling event noting it was a great success and lots of fun.

17. Ad Hoc Committee Reports

- a. CRMS Building Committee – Met November 6, Minutes Attached, Next meeting December 4, 6 p.m.

Matt Dailey noted we should find out the dates for upcoming Camden Select Board meetings/public hearings where the zoning changes approved by the Planning Board to accommodate the new CRMS building will be considered. Board members should try to attend.

- b. Strategic Planning Committee - Met October 25, Minutes Attached, Next meeting November 29, 4 p.m.

18. Standing Committee Reports

- a. Curriculum – Met October 16, Next meeting TBD
Next meeting is Thursday, December 14th at 4:00.
- b. Finance – Met October 18, Minutes Attached, Next meeting November 15, Agenda Attached.
- c. Personnel/Negotiations – Board Negotiation team meeting November 27; First Negotiation for MTA Contract Dec. 7, 4:15 p.m.
- d. Policy – October 23 Minutes Attached, Next Meeting December 11, 3:30 p.m.

First Reading

DFA – Revenues from Investments (new)

- Tabled due to question regarding the word “treasurer”

IGA – Curriculum Development and Adoption (new)

IJOC – School Volunteers (revised)

- the revision is a one line change recommended by Maria Libby

KFB – Facility Use (revised)

- Bob Calderwood, representing the union, expressed concern that the language in this violates their contract. Maria Libby assured the board that the policy does not intersect with the contract.

KCD – Public Gifts to Schools (revised)

Second Reading

BBBE – School Board Unexpired Term Fulfillment

DB – Annual Budget

DIE – Audits and Financial Monitoring

DJC – Petty Cash Accounts

GCOA – Supervision and Evaluation of Professional Staff

JJE – Fundraising

Review

KFB – C – Facilities Contract CRMS and CRES

Evaluations

- a. Teachers
- b. Administrators
- c. Directors
- d. Library Media Specialists
- e. School Counselors
- f. School Nurses
- g. School Psychologists
- h. Social Workers

- i. Speech and Language Pathologists

Upon motion by Marcia Dietrich and second by Lynda Chilton, and clarification of the motion by Matt Dailey, the Board voted to approve the above policies, with the exception of Policy DFA, as written with the proposed changes.

Vote: 6-1 (Dailey opposed) Passed.

19. Future Agenda Items
 MET Discussion

20. The meeting adjourned at 10:06 p.m.

DRAFT

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MSAD #28 CRMS BUILDING COMMITTEE ROLE & RESPONSIBILITIES

August 9, 2017

Revised Dec – needs to be approved by the board

The Camden-Rockport Middle School Building Committee will serve as an advisory group to the MSAD #28 board of directors. The Committee, empowered by the MSAD #28 Board of Directors, will work with the architects and administration to oversee the final design, bidding, and construction phase of the new middle school building and associated athletic fields. The Committee will regularly report to the Board on the committee's progress.

Guiding Principles

1. Work effectively with Oakpoint (OPA) and construction professionals to secure the best project outcome possible.
2. Balance costs, quality and scope to optimize long-term value and efficiency.
3. Make fiscally responsible choices mindful of the potential impact to taxpayers.
4. Maintain an open process throughout the final design and construction phase of the project, including live streaming meetings when feasible and posting all agendas and minutes. **The superintendent will be public spokesperson for the committee.**
5. **Committee decisions will be made thru consensus and supported by the entire committee once they are made.**

Committee Organization

The building committee will be comprised of at least 10 voting members from the public. These members will include 2 School Board Members (one from Camden and one from Rockport), 1 Camden Select Board member, 1 Rockport Select Board member, and 7 community members from Camden and Rockport. In addition, the Superintendent of Schools, CRMS Principal, MSAD #28 Facilities Director and a Teacher liaison will be included on the committee.

A simple majority of the members will constitute a quorum. Motions will be passed by a simple majority of those members present.

Committee Role

Throughout the project, the building committee will serve as a liaison to the community. The committee will meet regularly and as needed to review the development of building floor plans, elevations and site plan. Options will be presented for the selection of materials for interior and exterior finishes and furniture and fixtures. The cost implications for different options will be evaluated as the final budget is developed. The committee will be updated at each of the major milestones (see attached sheet) on the progress, budget and necessary action items.

The committee will make a recommendation to the School Board at the completion of construction documents to send the project to bid.

1. Educational design and planning

Educational planning, including adjacencies and program needs will be the responsibility of the Superintendent and Educational staff of the middle school. The Building Committee will be updated at regular meetings on the progress in the educational planning and changes to the floor plans and site plan since the last meeting.

2. Owner's Representative

The Superintendent will convene a committee that includes at least one board member one committee member, and the Facilities Director. The committee will hire the Owner's representative.

3. Bids

Once bids are received, the committee will review the bids and make recommendations to the board about which companies to award construction bids to.

4. Financial Tracking and Oversight

Project Budget: Estimates of Probable Costs will be completed at each major milestone by OPA. These estimates will be line item estimates of sufficient detail to allow for review by the Building Committee, Superintendent, and Owner's Representative. Adjustments to the project scope will be made as required to remain within the approved bond amounts.

Monthly Construction Requisitions: Each month, the General Contractor will submit an application for payment. This will be reviewed by OPA, the Owner's Representative, and the Clerk of the Works. Comments from each entity will be compiled and submitted to the contractor for revision or clarification. After these comments have been addressed, the application for payment will be signed by the architect, contractor, superintendent, and owners rep. The building committee will be updated on the progress of construction and expenditures at regular meetings.

Change Orders: All contractor proposals will be reviewed by OPA. OPA will then submit a recommendation to the Superintendent of Schools and Owner's Representative for action. All change orders are to be approved by the Architect, Superintendent and Owner's Representative. Individual change orders in excess of \$25,000 will require approval of the Building Committee and individual change orders in excess of \$50,000 will require approval of the Building Committee and School Board.

The Committee is made up of the following members chosen by the Superintendent and School Board:

George Abendroth – Rockport Resident, Engineer
Marcia Dietrich – Rockport Resident, School Board member, liaison to board
Anastasia Fisher – Rockport Resident
Will Gartley – Rockport Resident, Engineer (chair)
John Lewis – Camden Resident, neighbor
Emily LeBlanc-McConnell, Camden Resident
Elizabeth Noble – Camden Resident, School Board Member
Marc Ratner – Camden Resident, Camden Select Board member
Joe Russillo – Camden Resident, Architect
John Scholz – Camden Resident, Architect
Vacant – Rockport Resident, Rockport Select Board member

Ex-Officio Members:

Maria Libby, Superintendent
Jaime Stone, Principal
Keith Rose, Facilities Director

Other:

Tyler Barter, Oak Point Associates
Rob Tillotson, Oak Point Associates

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MSAD 28
Superintendent Board Report
December 20, 2017

1. Board Goals Update

a. Goal 1: Middle School Building Project

- I met with Keith, Jaime, Mary Beth, Tyler, and Matt (Engineer from OakPoint) on December 14 to review the 50% submission. We made some minor changes to layout with a plan to complete the review next week.

b. Goal 2: Strategic Plan

We had our third Strategic Planning Committee meeting on October 25 where we reviewed the draft statements for the mission, core values, and commitments to students for the third time. We are in the process of identifying our strategic goal areas and will go back to the stakeholder groups for input again in late January/early February.

2. FOAA Request Update

As most of you know, Owen Casas requested that the Select Boards of both Camden and Rockport review the FOAA request to determine if they wanted to take any action. Both boards determined that they have no jurisdiction in the matter and did not place this request on their agendas. Owen also sent the request to the state of Maine Ombudsman, Assistant Attorney General Brenda Kielty, for review. Owen had pointed out to her that there was an email missing among the hundreds produced in the request. That was true. In fact, we are now aware of two email exchanges that were not included in the FOAA production. Owen has stated repeatedly in news outlets and comment sections that his pursuit of the FOAA request at various levels of government is based on his sense that I/we have acted unethically and should be held accountable. The truth reveals a very different story.

Once the request first came across my desk in late August, I worked very hard to ensure that we cast the widest net possible to include all correspondence that fell under the FOAA request. With the Technology Director, we brainstormed a list of possible key word searches that would yield the results requested. We included terms such as, "MET", "Mary E Taylor", "CRMS project", "vote", "referendum", and "construction." The original search yielded between 4,000 – 5,000 emails, many due to "MET" also being the common word, "met." I looked through every one of those emails and deleted the irrelevant ones that had nothing to do with the middle school project or MET. If an email were in any way related to MET, I included it in the material we eventually handed over. If anything, we erred on the side of caution. We were left with several hundred emails with attachments that yielded about 900 pages to comply with the request. We then gave that information to Maggie Timmerman, the person who had signed the original request.

Someone condensed the FOAA results from 900 to 65 pages, added annotations and notes, and provided that version to the Select Boards. Some of the annotations were accurate and some were not. At best, those inaccuracies were misinterpretations due to lack of context and at

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worst they were drafted in an effort to create a story of their choosing. Clearly, however, that edited version was biased. For instance, while purporting to want to prove that we had misled voters prior to the June referendum, they chose to include nearly every compromising email where private citizens, school board members, or select board members had written something unflattering about another person, adding no substance to the evidence they were theoretically trying to uncover. Additionally, the person who condensed the FOAA request did not include emails that revealed the due diligence we gave to this issue. Most people would read that entire FOAA production and recognize that a strong collaborative community effort went into supporting a new middle school, that the board and administration worked hard throughout the process, and although we were conflicted, the board and I were sincere in our efforts to address the desires of those who surfaced to save MET.

In fact, instead of conspiring to deceive people, we have worked diligently to address the concerns of citizens, who at the last minute provided a rallying cry to save MET. The board committed to reconsideration of MET. I genuinely believed that the referendum wording, which was written before we were aware of the strong interest in MET, *allowed* us to tear down MET, but did not *require* us to do so. Those who voted in favor of the new school because of this information were not deceived. Yes, we missed an important detail about needing to go back to referendum, but the fact remains that the board has been and is still engaged with the community in reconsidering the fate of MET. We are doing exactly what those voters wanted (reconsideration) and exactly what we said we would do. There has been no deception.

As for the purpose of the FOAA request, I want to affirm that I/we have absolutely nothing to hide and have done nothing unethical. Both the board and me have acted with integrity and transparency throughout this process. Through conversations with the Assistant Attorney General, we have learned a few things about the FOAA process. Colin and I tried to recreate our original search in order to determine if the missing emails simply did not turn up in our original search (which they should have) or if there was a human error (mine) when reviewing those thousands of emails. Certainly odds are that human error could have occurred. Either way, the missing emails were innocuous.

Unfortunately, we were not able to recreate the search because Colin could not remember precisely what terms he input and how those terms had been entered in the search field (with or without Boolean operators, with or without quotations, etc.) He does not think he included Boolean operators, but he has since learned that he should have used "or" between all search terms. We also learned that we should have saved the original search query results before editing in order to trace our steps backward. We had never received a FOAA request this large, nor did we have any reason to expect such scrutiny to follow. We thought we had done a thorough job, had no concerns about content, and assumed we would move on. One benefit of this ordeal is that we learned a lot about best practices for FOAA requests. The Assistant

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Attorney General gave us some excellent guidelines to use in future requests and told me she was very impressed with how thoroughly we responded to her questions.

Unfortunately, the conversation in the media has taken on a life of its own in regard to the FOAA request and the future of the MET. Words and actions are being selectively spun and reinterpreted. I find myself in a situation where every step I take and every word I utter is seemingly being analyzed and twisted by certain members of the public who are trying very hard to find something wrong with my behavior. I am at once assured by my high ethical and performance standards and at the same time knowingly vulnerable in a very complex and exposed role as Superintendent.

In conclusion, we have learned some important lessons in regard to future FOAA requests. However, the bottom line remains that there was no hidden agenda, no unethical behavior, and no intentional wrongdoing on the part of the district throughout the process leading up to the vote and during the time since.

To date, the district has spent just over \$3000 in legal fees and approximately 24 hours of time on this FOAA request.

Respectfully Submitted,
Maria Libby

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MSAD 28 Board Report

Debra McIntyre
Assistant Superintendent
MSAD 28 Board
12/20/17

Curriculum Highlights

- Next curriculum committee meeting will be in February – did not meet in December.
- Science curriculum revision initial meeting K-12 – invited Union 69 participation.
- Review of incoming 9th grade first quarter report card data – how did our 8th graders do during their first quarter of high school? Met with Union 69 Superintendent to review and discuss next steps.
- Meetings and problem solving in regards to intervention opportunities at CRES and how to implement an RTI process that is efficient and effective – ongoing conversations.

Trainings

- Developing materials and training facilitators for professional development on differentiation for November in-service days (the differentiation sessions were ultimately cancelled due to unforeseen circumstances).
- Developing materials and training facilitators for professional development on Student-Centered Learning for November in-service days.
- Leading training sessions for November in-service days focused on Student-Centered Learning.
- Ongoing screening, interviewing and training for substitutes.
- Attended Special Education 2.0 regional offering.
- Planning and delivery of the new teacher Induction training day 1 of 3.

Other

- Reviewed and approved teacher course work for spring semester.
- Gifted and Talented application completed and submitted – awaiting approval.

Respectfully,

Debra McIntyre

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Superintendent

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MSAD #28 CRMS Building Committee
Monday, December 4, 2017
6:00 – 7:30 p.m.
Washington Street Conference Room

MINUTES

Members present

George Abendroth
Marcia Dietrich
Will Gartley, chair
John Lewis
Emily LeBlanc
Elizabeth Noble
Marc Ratner
Joe Russillo
John Scholz
Owen Casas

Members Absent

Anastasia Fisher

1. Call to order at 6:02, followed by Introductions
2. Accept the Minutes of the November 6 meeting
Motion to approve the November 6 minutes by Marcia Dietrich second by George Abendroth.
Vote 6 – 0 Approved. Noble, Casas abstained.
3. Updated Site Plans, Renderings, Floor Plans
Tyler Barter from OakPoint reported out. Things moving along quickly and on target.
 - During the past month OakPoint has been refining site plan, but most focus is on making sure regulatory compliance is in check.
 - OakPoint is trying to stay under 3 acres of new impervious (roofs, asphalt, etc). Over 3 acres triggers additional requirements.
 - Overall site design has not changed much.
 - Playground details available now.



- Question regarding ADA accessibility on playground. Yes. Students with limited mobility can access Viking swing and disc swing.
 - Owen can make calls regarding granite at low to no cost. Donated granite would be welcome.
 - Updated floor plans. Some resulting from final code analysis. Made improvements to spaces and efficiencies.
 - Changed location of stairs by gymnasium and straightened music corridor and rooms. That enabled them to trim 400 sq ft in building.
 - Serving area in cafeteria is now much bigger.
 - Moved maker-space to side allowing library to be more rectangular shaped.
 - Classroom wing has stayed the same.
 - Tyler shared landscaping ideas that are underway for the front.
 - Showed exterior views around the entire buildings.
 - Idea from committee member to use upper part of gym wall as a mural space. (OakPoint thinking of textured or colored brick.)
 - Also shared interior views.
 - Questions about specific spaces, heat loss, and insulation from audience.
4. Zoning Discussion Update
Camden Select Board public hearing tomorrow night about height change ordinance – that meeting starts at 6:30. Will Gartley encouraged people in support to attend. Brief discussion about how the Select Board meeting discussion went.
5. Sub-Committee Updates
- a. Playground. OakPoint was able to fit in the Viking Swing and “full court” basketball. Rest of design is very similar. The committee will review these updates at next meeting. There is a big slide situated on railroad ties that students will climb to access the slide as well.
 - b. Energy. Keith received some information today regarding PPA for Sewer thermal. Additional questions regarding Solar PPA.
 - c. Art: Met once. For professional installation, focusing on outdoor sculpture in front of building. Also discussing try to do some stained glass that would tie all three schools together. Discussion about student tiles in the back stairwell. Also discussed the likelihood of a Youth Arts project for student art work. OakPoint suggested a boat or whale skeleton for upper glass area in foyer.
 - d. Fundraising. Has not met since the first meeting. Still a skeleton crew. Fundraising will likely focus on professional art installation and sound for theater.
6. Next Meeting: January 8, 2018, 6 – 7:30 pm, Will confirm Washington St. Conference room.

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Debra McIntyre
Assistant Superintendent

MSAD #28
STRATEGIC PLANNING COMMITTEE
Nov. 29, 2017
Bus Barn Conference Room
4-6 p.m.
Meeting #3

MINUTES

Present

Maria Libby, Marcia Dietrich, Matt Smith, Lynda Pierce, Debra McIntyre, Matt Dailey (left at 5:00), Tanya Young, Chris Walker-Spencer, Gail Curtis, Oliver Worner, Jessica Quinn, Christina Young, Erik Schenk (left at 4:20), Christian Wincklhofer, Amber Kennedy

Absent: Jacob Eichenlaub, Mackenzie Lyman, Victoria Condon

- 1. Introductions** - new member was introduced to the group.
- 2. Break into working groups to review input from board, students, parents, staff and revise draft statements.**

These drafts will not be finalized for a few months – iterative process. Copies of all the comments and feedback will be reviewed by the working group - cover page has the three statements from last meeting. Look at the feedback and incorporate suggestions as you see fit. Your job is to figure out what is the most important to include in order to enhance our statements. The sub-group will present to the whole group their suggested revisions.

Each group worked on developing and revising their component based on feedback from stakeholder groups. Drafts were shared and discussed. See page 2 for Revised Drafts of Mission, Core Values and Commitment to Students.



Mission Draft #2:

Be kind. Work hard. Keep learning.

The committee was in consensus that this draft was acceptable.

Core Values Draft #2

Grit: I can work towards a goal and stick with it, even when it's hard.

Responsibility: I can do what I am expected to do and I accept the consequences of my actions, both positive and negative.

Self-Control: I can manage my actions and words in order to make good decisions.

Kindness: I can show concern for the well-being of others and respect our differences.

Commitment to Students Draft #2

Together, educators and parents will do our best to:

- Provide you an inspiring, high quality education.
- Guide you as you grow into a positive community member.
- Create a safe environment that honors diversity.
- Recognize and encourage your passions, interests and sense of joy.
- Provide the opportunities and culture to grow your mind, body and heart.

3. Design discussion:

We will need a mock up for our next meeting. We will need external support to accomplish this. It is important to design the mockup even though we do not have a lot of content yet, as it helps us to identify components we still need to develop. There may be some funds for design. A committee member asked if this could be done by a high school student. It was decided this was not the best route to go. Matt S. will discuss with McKenzie to see if she is interested in taking this on and if she would have the time. Goal will be to come to the next meeting with some ideas on what this might look like.

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Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

4. Next Meeting – December 13, 2017 4-6 p.m. Bus Barn

At our next meeting we will talk about goal areas. There will be one sub-committee for each goal area and these groups will need to meet outside of the regularly scheduled dates. The next few meetings are critical for moving the work forward.

Homework: what do you feel are the most important goal areas for us as a district? The high school's goals are: teaching and learning, school culture and resource management.

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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent

Maine School Administrative District 28
Finance Committee Minutes
11-15-17

Board Present

Lynda Chilton, Finance Committee Chair
Matt Dailey, School Board Chair
Carole Gartley

Also Present

Maria Libby, Superintendent
Deb McIntyre, Ast. Superintendent

Cathy Murphy, Business Manager
Chris Walker-Spencer, CRES Principal

The meeting was called to order at 6:20PM.

The committee reviewed a preliminary MSAD 28 budget for the 2018-2019 school year. Administration explained that the preliminary budget is this year's budget updated for contractual obligations: ie, labor contracts, debt service, leases. With contractual increases, and excluding the new debt service payment for the middle school approved by the voters in June of 2017, the increase to the expense budget is \$348,615 or 2.61%. Including the new debt service payment, estimated at \$2,142,049, the increase to the expense budget is 18.43% and the increase to the taxpayer is \$2,463,423, or 19.97%. Discussion ensued regarding the bond payment. The Business Manager explained that statute requires a leveled principal payment as this results in the least expense to taxpayers in the long run, and that the school board had previously voted to bond the entire amount in one issue as this was the least expensive for the taxpayer in the long run. The finance committee remarked on how important it would be to communicate what our operating budget increase is without the debt service payment. A target for an expense budget increase would be discussed at the full school board meeting.

The October 2017 budget to actual was reviewed. There should be 65% remaining in the budget and there is 63.72% remaining. The Debt Service payment for CRES is the major reason for the variance and is a timing issue. Unanticipated expenses so far this year are an out-of district placement for a student. Legal expenses are higher than anticipated to date.

The meeting adjourned at 6:45PM.

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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent

Five Town CSD/MSAD #28
Joint Policy Committee Meeting
December 11, 2017
3:30-5 p.m.
Bus Barn

Minutes

PRESENT

Maria Libby
Deb McIntyre
Marcia Dietrich
Chris Walker-Spencer
Piet Lemmert
Janice Hogan

1. Call to order

2. CSD/MSAD Joint Review
 - a. JJIC – Athletic Physicals
Changes made to the policy for CSD included the following:
 - I. Removal of a sentence around the school nurse making alternate arrangements.
 - II. The proper capitalization of a form name.Changes made to the policy for MSAD included the following:
 - I. Removal of capitalization for school nurse.
 - II. The inclusion of two additional cross references.

 - b. JLCB – Immunization of Students
Changes were made to both policies around the wording of bullet point A.

 - c. JLCD – Administration of Medication to Students
Changes made to the policy for CSD included the following:
 - I. The addition of birth control pills to sections on self-administration.



- II. The addition of licensed nursing professional (LPN) to the definition of “school nurse”.
- III. The inclusion of guardian in any/all references made to parent.
- IV. Research was done, and additions were made to the Legal references.
- V. Formatting changes.

Changes made to the policy for MSAD included the following:

- I. The addition of licensed nursing professional (LPN) to the definition of “school nurse”.
- II. The inclusion of guardian in any/all references made to parent.
- III. Formatting changes.

d. JLCD-E – Medication Administration on School Field Trips

Changes made to the policy for CSD included the following:

- I. The addition of a new item 1 around parent/guardian determination of how medications will be administered during field trips, and the mention of a newly created form JLCD-E2.
- II. Changes to the wording/formatting of what was previously item 2.

No changes were made to the MSAD policy.

e. JHCA – Open/Closed Campus

Created a new CSD Open /Closed Campus policy.

Although not in the original agenda, Created a n SAD JHCA – Closed Campus policy.

3. CSD Only

a. JIC -- Student Code of Conduct

Changes to the policy based on the new strategic plan were made that included the removal of multiple lines of text from both paragraphs starting “The Code”. As well, the decision was made to rescind JIC-R.

4. Future Agenda Items

Agenda items for the February and April meetings were discussed.

5. Adjourn

The meeting adjourned at 5:00pm.

MSAD 28 POLICY

REVENUES FROM INVESTMENTS

The school district considers an investment program a critical ingredient of sound fiscal management. The Board authorizes an investment program for the purpose of securing a maximum yield of interest revenues to supplement other revenues for the support of the unit's educational program **while minimizing risk**.

The investment program will be administered in a way that will ensure:

- A. The continuous process of temporary investing of all fund balances and moneys available for investment purposes;
- B. The maintenance (revised following each cash transaction) of a yearly cash flow chart that will provide data to assist proper planning and decision making regarding amount, duration and type of investments;
- C. The use of an open competition system of bids and/or quotes to obtain the maximum yield possible on all investments from both the local-community and beyond-the-community financial institutions;
- D. That all financial institutions managing school district funds provide statements to the district of their collateral in the form of a list of the securities pledged at market value; and
- E. That the district investments will be in compliance with the law.

Delegation of Authority

The school district authorizes the **district school Business Manager executive** and Superintendent to manage all activities associated with the investment program in such manner as to accomplish the objectives of this policy. Their responsibilities will also include annual review and assessment of the district's investment program and filing a report and recommendations annually with the Board. The ~~school district Treasurer~~ **Business Manager** is further authorized to execute in the Board's name any and all documents relating to the investment program in a timely manner to confer with reputable consultants regarding investment decisions when necessary. An annual progress report of investments will be made to the Board.

Legal Reference:

20-A MRSA s-s 1312

History:

First Reading: December 20, 2017

**MSAD #28 POLICY
ATHLETIC PHYSICALS**

Students who wish to participate in athletic activities at Camden Rockport Middle School must have a record of a recent physical examination on file. A "recent" exam is defined as one completed within one calendar year of entering 5th grade or later.

Students who do not have a physical exam record on file will be required to get such an exam **BEFORE** participating in any athletic activity or obtain written permission from the student's primary care physician for that school year only, after which a complete exam is required. It is recommended that this examination be done by the child's primary care physician.

If a student does not have a physical examination due to religious beliefs, the parent must submit a statement assuming full responsibility for the child's physical health in order to participate in sports.

In addition to this physical exam, each student athlete must provide to the ~~nurse Superintendent's~~ **Principal's** Designee a "Student Health History" form annually, including parental consent and insurance verification.

If a student has to leave an activity due to illness or injury and seeks the services of a physician, he/she may return to that activity upon the approval of the physician.

The Athletic Director will be responsible for verifying that a student has the proper physical records and Health History forms on file before allowing participation in athletics. All information maintained in the student's health record shall remain confidential and will be kept by the ~~S~~school ~~N~~nurse.

Cross Reference:

- [JLCC - Communicable/Infectious Diseases](#)
- [JLCCA - Attendance for Students Infected with HIV](#)
- [JJA-AE Academic Eligibility for Activities](#)
- [JJA-P Participation Guidelines for Student Activities](#)

History: Adopted: 10-9-1984, Revised 4-20-2000, Adopted 03/23/2005, Adopted 07/09/2007, Adopted 10/17/2012

First Read: December 11, 2017

MSAD #28 POLICY

IMMUNIZATIONS OF STUDENTS

All students who enroll in the school district are required by Maine law to present a certificate of immunization or evidence of immunization **or immunity** against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox). ~~The District requires:~~

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

- A. ~~The parents/guardians provide to the school written documentation~~ **assurance** ~~that the child will be~~ has been immunized ~~within 90 of enrolling in school prior to or his/her first attendance in classes, whichever date is earlier.~~ Parents and guardians will provide written assurance that the child will be immunized, followed by proper documentation within ninety (90) days. This option is available only once to each student during their school career; or
- B. The parents/guardians provide a physician's written statement each year that immunizations against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

Legal Reference:

- 20- A MRSA §§ 6352-6359
- Chapter 126 (ME Dept. of Ed. Rules)

Cross Reference:

- [JLCC - Communicable/Infectious Diseases](#)
- [JRA - Student Educational Records](#)

History: Adopted: 7/10/2002, Adopted: 12/14/2005

First Read: 12/11/2017

MSAD #28 POLICY

ADMINISTERING MEDICATIONS TO STUDENTS

~~MSAD#28 acknowledges that in certain instances it may be necessary for a student to have medication administered to him/her while in attendance at school. Although the Board~~ MSAD#28 discourages the administration of medication **to students during the school day when on school premises where other options exist, but recognizes that in some instances it may be necessary for a student to have medication administered to him/her while the student is in attendance at school. The school will** ~~it shall~~ not deny educational opportunities to students requiring the administration of medication in order to **remain in attendance and participate in the educational program.** ~~the school program and/or where there are no other options.~~

The intent of this policy is to promote the safe administration of medications to students by school personnel and to provide for authorization of student emergency self-administration of medication from asthma inhalers and epinephrine pens. The Board encourages collaboration between parents/guardians and the schools in these efforts.

The Board disclaims any and all responsibility for the diagnosis, prescription of treatment, and administration of medication for any student, and for any injury arising from a student's self-administration of medication.

This policy does not apply to medical marijuana, which is addressed in the Board's policy JLCDA, Medical Marijuana in Schools.

DEFINITIONS

"Administration" means the provision of prescribed medication to a student according to the orders of a health care provider.

"Health care provider" means a medical/health practitioner who has a current license in the State of Maine with a scope of practice that includes prescribing medication.

"Indirect supervision" means the supervision of an unlicensed school staff member when the school nurse or other health care provider is not physically available on site but immediately available by telephone.

"Medication" means prescribed drugs and medical devices that are controlled by the U.S. Food and Drug Administration and are ordered by a health care provider. It includes over-the-counter medications prescribed through a standing order by the school physician or prescribed by the student's health care provider. **For the purpose of this policy, "medication" does not include medical marijuana.**

"Parent" means a natural or adoptive parent, a guardian, or a person acting as a parent of a child with legal responsibility for the child's welfare.

“School nurse” means a registered professional nurse (RPN) with Maine Department of Education certification for school nursing, or a licensed professional nurse (LPN) working under the supervision of the RPN.

“Self-administration” is when the student administers medication independently to him/herself under indirect supervision of the school nurse.

“Standing Order” is an order written by the school physician for the entire population of students.

“Unlicensed school personnel” are persons who do not have a professional license that allows them with training, within the scope of that license, to administer medication.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

Parental Request

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider’s instructions. In addition, the request shall indicate that information regarding the student’s medication may be shared with appropriate school personnel. Parents/guardians may provide the reason (diagnosis) requiring the administration of medication.

Requests shall be valid for the current school year only.

Health Care Provider’s Order

All parental/guardian requests must be accompanied by a written order from the student’s health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student’s health and attendance in school. Such order must include:

- The student’s name;
- ~~The student’s date of birth;~~
- The name of the medication;
- The dose;
- The route of administration (e.g., tablets, liquid, drops); and
- Time intervals for administration (e.g., every four hours, before meals);
- Any special instructions;
- The name and signature of the prescribing health care provider;
- Reason for medication;
- Any side effects; and
- Any allergies.

It is the responsibility of the school nurse to clarify any medication order that he/she believes to be inappropriate or ambiguous. In accordance with Department of Education Rule Chapter 40 § 2(B), the school nurse may decline to administer a medication if he/she believes such administration would jeopardize student safety. In this case, the school nurse must notify the parent/**guardian**, the student's health care provider and the school administrator (i.e., building principal or designated administrator).

Renewal of Parent/guardians** Permission Requests/Forms and Health Care Provider Orders**

Written parental/**guardian** permission requests/forms and health care provider orders must be renewed at least annually. Health care provider orders must be renewed whenever there are changes in the order.

Delivery and Storage of Medication

The student's parents/**guardians** shall deliver any medication to be administered by school personnel to the school in its original container **and properly labeled**. In the event that this is not practical, the parent/**guardian** must contact the school to make alternate arrangements.

No more than a ~~20-day~~ **(one month)** supply of prescription medication shall be kept at school, excluding inhalers and epinephrine pens. The parent/**guardian** is responsible for the replenishment of medication kept at school.

The parent/**guardian** is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent/**guardian** must remove any medication no longer required or that remains at the end of the school year or it will be disposed of properly **with documentation by the school nurse**.

The school nurse shall be responsible for developing and implementing procedures for the appropriate and secure storage of medications kept at school, and all medications shall be stored in accordance with this procedure.

Recordkeeping

School personnel and the student's parent/**guardian** shall account for all prescription medication brought to school. **The number of capsules, pills or tablets, and/or the volume of other medications brought to school shall be recorded.**

School staff administering medication shall document each instance the medication is administered including the date, time, and dosage given.

The school nurse shall maintain a record including the parent's/**guardian's** request, physician's order, details of the specific medications (including dosage and timing of medication), and

documentation of each instance the medication is administered.

Records shall be retained according to the current State schedules pertaining to student health records.

Confidentiality

To the extent legally permissible, staff members may be provided with such information regarding medication and its administration as may be in the best interest of the student.

Administration of Medication

Licensed medical personnel acting within the scope of their licenses may administer medication during the school day.

The school nurse, under the administrative supervision of the Superintendent, will provide direction and oversight for the administration of medication to students.

All unlicensed personnel (principals, teachers, school nurse assistant, education technicians, school secretaries, coaches, bus drivers, etc.) who administer medication must receive training before being authorized to do so.

Based upon the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of unlicensed persons to administer medication. Training that shall be acceptable for the purpose of authorization of unlicensed personnel is addressed under the section of this policy titled "Required Training of Unlicensed Personnel to Administer Medication."

Administration of Medication During Off-Campus Field Trips and School-Sponsored Events

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows:

The school nurse, principal, and, as appropriate, the school unit's Section 504 Coordinator and/or **PETIEP**, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent/**guardian** and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent/**guardian** must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event.

When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. The parent/**guardian** will be encouraged to accompany the student, if possible, to care for the student and administer medication.

All provisions of this policy shall apply to medications to be administered during off-campus field trips and school-sponsored events. As practicable, the DOE's "Policy for Medication Administration on School Trips (JLCD-E)" will be followed.

STUDENT SELF-ADMINISTRATION of Asthma Inhalers and Epinephrine Pens

Asthma Inhalers and Epinephrine Pens

Students with allergies or asthma may be authorized by the building principal, in consultation with the school nurse, to possess and self-administer emergency medication from an epinephrine pen (EpiPen) or asthma inhaler during the school day, during field trips, school-sponsored events, or while on a school bus. The student shall be authorized to possess and self-administer medication from an epinephrine pen or asthma inhaler if the following conditions have been met.

- A. The parent/**guardian** (or student, if 18 years of age or older) must request in writing authorization for the student to self-administer medication from an epinephrine pen or asthma inhaler.
- B. The student must have the prior written approval of his/her primary health care provider and, if the student is under the age of 18, the prior written approval of his/her parent/**guardian**. The written notice from the student's primary care provider must specify the name and dosage of the medication, frequency with which it may be administered, and the circumstances that may warrant its use.
- C. The student's parent/**guardian** must submit written verification to the school from the student's primary care provider confirming that the student has the knowledge and the skills to safely possess and use an epinephrine pen or asthma inhaler.
- D. The school nurse shall evaluate the student's technique to ensure proper and effective use of an epinephrine pen or asthma inhaler taking into account the maturity and capability of the student and the circumstances under which the student will or may have to self-administer the medication.
- E. The parent/**guardian** will be informed that the school cannot accurately monitor the frequency and appropriateness of use when the student self-administers medication, and that the school unit will not be responsible for any injury arising from the student's self-medication.

Authorization granted to a student to possess and self-administer medication from an epinephrine pen or asthma inhaler shall be valid for the current school year only and must be renewed annually.

A student's authorization to possess and self-administer medication from an epinephrine pen

or asthma inhaler may be limited or revoked by the building principal after consultation with the school nurse and the student's parents/**guardians** if the student demonstrates inability to responsibly possess and self-administer such medication.

To the extent legally permissible, staff members may be provided with such information regarding the student's medication and the student's self-administration as may be in the best interest of the student.

Sharing, borrowing, or distribution of medication is prohibited. The student's authorization to self-administer medication may be revoked and the student may be subject to disciplinary consequences for violation of this policy.

Required Training of Unlicensed Personnel to Administer Medication

Unlicensed school personnel who administer medication to students in a school setting (at school, on school transportation to or from school, on field trips, or during school-sponsored events) must be trained in the administration of medication before being authorized to carry out this responsibility. Such training must be provided by a registered professional nurse or physician and include the components specified in Department of Education Rules Chapter 40 and other applicable Department of Education standards, recommendations, programs, and/or methodologies.

The trainer shall document the training and competency of unlicensed school personnel to administer medication. Based upon a review of the documentation of training and competency in the administration of medication, the school nurse will make recommendations to the Superintendent/designee pertaining to authorization of such unlicensed personnel pertaining to authorization to administer medication.

Following the initial training, a training review and information update must be held at least annually for those unlicensed school personnel authorized to administer medication.

Dispensation of Over-the-Counter Medications

With prior written parent/guardian permission, students may take ~~receive~~ certain over-the-counter medications at school or on field trips, e.g. acetaminophen, ibuprofen, antacid tablets, cough drops, etc. pursuant to a standing order from the school physician/school health advisor.

Delegation and Implementation

The Superintendent/designee shall be responsible for developing administrative procedures and/or protocols to implement or supplement this policy.

Such procedures/protocols shall include direction regarding:

- Safe transport of medication to and from school;

- Administration of medication during field trips and school-sponsored events;
- Accountability for medications, particularly those regulated by the Federal Narcotics Act;
- Proper storage of medication at school;
- Training of appropriate staff on administration of emergency medications;
- The procedure to follow in the event of a medication reaction;
- Access to medications in case of a disaster;
- The process for documenting medications given and medication errors; and
- The proper disposal of medications not retrieved by parents/**guardians**.

Legal Reference:

- 20-A M.R.S.A. §§ 254; 4009(4); **4502 (5)(N); 6305**
- ~~Ch. 40 (Me. Dep't. of Education. Rule)~~ **Me. Dept. of Ed. Rule CH. 40 (2016)**
- **21 USC §801 et. Seq. (Controlled Substances Act)**
- 28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)
- 34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)
- 34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

Cross Reference:

- [JLCD-E - Medication Administration on School Field Trips](#)
- [JLCDA – Medical Marijuana in Schools](#)

History: Adopted: January 18, 2006

First Read: December 11, 2017

MSAD#28 POLICY**MEDICATION ADMINISTRATION ON SCHOOL FIELD TRIPS**

1. Any unlicensed personnel administering medications must hold documentation of their training in the administration of medication, including personnel administering medication on a field trip.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physicians order and/or an appropriately labeled original medication container
3. Either a standardized preprinted medication label or preprinted envelope containing the information described below or medication in its original container will be used for students attending a field trip.
4. When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
5. The envelope will be provided to the trained personnel for administration during the trip. The school nurse will provide a review of the medication and its administration to the trained personnel on an as needed basis. All trained personnel administering medication must understand what to do in an emergency.
6. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
7. The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the "Guidelines for Training of Non-Licensed Personnel in Medication Administration". This will include consideration of student privacy and cleanliness of area where medications are administered.
8. Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route. The trained personnel administering the medication will double-check the student with the medication label and will double-check the dose. The medication will be given within 30 minutes either side of the prescribed time.
9. Each school district will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

The medication envelope or label will contain the following information:

1. Date to be administered.
2. Name of the student.
3. Name of the medication.
4. Dose to be given.
5. Time to be given.
6. Physician prescribing the medication.
7. Special directions.

8. Phone number of school nurse.
9. Emergency directions.

(Adopted By the Department of Education, Board of Pharmacy and Board of Nursing on October 29, 2001)

Cross Reference:

- [JLCD - Administering Medications to Students](#)

History: Adopted: January 18, 2006

First Read: December 11, 2017

**MSAD #28 POLICY
CLOSED CAMPUS**

CLOSED CAMPUS

In order to keep students in a supervised, safe and orderly environment, the School Board has established a closed campus at all schools.

Once a student has reported to school in the morning, the student may not leave the school grounds at any time during the school day without ~~written~~ permission ~~of~~ **from** their parents/guardians and school authorities. Students who leave school without authorization shall be subject to disciplinary action.

History:

First Read: December 11, 2017

MSAD #28 POLICY

CURRICULUM DEVELOPMENT AND ADOPTION

As defined in Maine Department of Education rules, “curriculum” means MSAD 28’s written document that sets forth the learning expectations for all students for all content areas of Maine’s system of Learning Results, as well as for other content areas as specified by the Board.

The MSAD 28 curriculum shall reflect continuous, sequential and specific learning opportunities aligned with the content areas of the Learning Results including the knowledge and skills described in the “*Parameters for Essential Instruction*” and the “*Guiding Principles*” of the Learning Results.

Through its curriculum, the schools will provide courses and/or learning experiences that support multiple pathways for learning, accommodate a variety of learning styles, provide multiple options for students to demonstrate proficiency, and prepare students for responsible citizenship and success in a global society.

The Board recognizes that curriculum development, review and evaluation is an ongoing process, and that programs and practices may need to be adjusted or revised to meet educational standards, to reflect community aspirations and values, and to serve the best interests of students.

In development, revision and evaluation of curriculum, the Board expects that:

- A. All programs will be subject to ongoing review and evaluation to ensure that they meet the instructional needs of students.
- B. The school system will undertake thorough curriculum revision as needed.
- C. The Superintendent/designee will take the lead in the ongoing curriculum development and review process and in aligning the curriculum with the latest educational standards.
- D. Curriculum development and revision will be achieved with appropriate involvement of administrators, instructional and support staff, students, parents, community and the Board.

The Board will review and adopt (approve) all curriculum guides, course descriptions and courses of study prior to their implementation.

The Superintendent/designee is expected to develop plans and timelines as necessary for the development, implementation and evaluation of the curriculum.

The Superintendent is expected to make recommendations to the Board, consistent with Board policy, in regard to professional development, instructional materials and the resources needed for curriculum implementation.

The Superintendent will report annually, or as otherwise requested, to the Board on the status of the curriculum.

Legal Reference: 20-A M.R.S.A. §§ 1001(6), 4701-4729, 6209
Me. Dept. of Ed. Rule Chapters 125, 127

Cross Reference: ADF-Commitment to the Learning Results
IJJ-Instructional and Library Materials Selection
IL-Evaluation of Instructional Programs

History:

First Reading: November 15, 2017

Second Reading: December 20, 2017

MSAD 28 POLICY

SCHOOL VOLUNTEERS

The MSAD 28 Board of Directors recognizes the significant enhancements that volunteers contribute to the instructional, co-curricular, and extra-curricular programs offered at MSAD 28 Schools. Simultaneous to acknowledging the tremendous added value that volunteers bring to our school, the Board at once recognizes its responsibility to ensure the safety of students and staff when they are working with non-certified personnel.

The intent of this policy is to define the parameters of volunteering at the schools as well as the expectations of volunteers that will be made in the interest of student and staff safety.

Volunteer Defined

For the purposes of this policy, a volunteer is defined as a person who works on an occasional or regular basis at school sites, **at** other educational facilities, or on field trips to support the efforts of professional personnel **school staff**. Such an adult volunteer worker will **Individuals** serve **as volunteers** in that capacity without compensation or employee benefits of any type.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization. The building administrator may make exceptions to this age requirement after a personal interview **with the volunteer applicant**.

~~Purpose of the Volunteer Program~~

~~The purpose of the volunteer program will be to:~~

- ~~A. Assist employees in providing more individualization and enrichment of instruction;~~
 - ~~B. Build an understanding of school programs within the community; and~~
 - ~~C. Strengthen school/community relations through participation in the educational process.~~
- ~~Volunteers may provide assistance by (examples; not meant to be exhaustive):~~

Examples of volunteering include but are not limited to:

- **Tutoring Working with** students on a one-to-one or small group basis under the direct supervision of the classroom **a** teacher a school staff member
Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- **Working with students in on** a technology project
- **Providing services in libraries, lunchrooms and playgrounds**
- **Hosting an intercultural student**
- **Chaperoning students on** a field trip or a trip abroad
- **Providing support in the library;**
Accompanying students on field trips;
- **Assisting in with** school plays, music programs and other extracurricular activities

- ~~Helping with fundraising activities in which parents/volunteers come into contact with students other than their own children~~
- Coaching

Parameters of Volunteer Program

- ~~Every~~ Each year, persons interested in volunteering time or services ~~must~~ should contact the building administrator ~~fill out a new volunteer application form and turn it in to your child's school.~~ Prospective volunteers will be required to complete a written application.
- Staff wishing to utilize volunteers must have their use of volunteers approved in advance by the building administrator.
- Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the building administrator.
- ~~Staff members must confirm that a volunteer under their supervision is on the current list of approved volunteers before the volunteer begins.~~
- ~~Volunteers serve under the discretion of the building administrator or designated staff. When volunteers work with students, their activities will be under the direct supervision of the classroom teacher, coach, activity adviser, or other designated employee.~~
- ~~Volunteers work with students under the supervision and/or direction of a staff member.~~
- ~~Volunteers are supplied with a copy of the MSAD 28/Five Town CSD Volunteer Handbook.~~
- The building administrator or designee shall make volunteers aware—through a volunteer orientation, the volunteer handbook, or other means—of applicable policies, procedures and rules, before they undertake their first assignment. ~~Once orientated,~~
- Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities.
- Volunteers should perform only those tasks that have been assigned.
- ~~Volunteers are not expected to~~ do not provide direct discipline to students and should refer student behavioral infractions to their supervising staff member.
- ~~Volunteers may not transport students in private vehicles except as allowed by Board policy.~~
- Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
- Volunteers will only be assigned to staff that request them.
- The school unit will provide liability insurance protection for volunteers while performing assigned services.

Annual Criminal Background Checks

In the interest of protecting the safety of students and staff, the school unit will conduct annual criminal background checks (including sex offender registry checks) on all volunteers. ~~who will be working directly with or have access to students, including those chaperoning students on field trips or school-sponsored excursions.~~ **Individuals may not begin their volunteer service until they have cleared the background check.** The school unit will bear the responsibility for criminal background checks. Information collected during this screening process will be treated as confidential to the extent allowed by law.

~~Volunteers working with students alone must be fingerprinted.~~

If a volunteer will be alone with students, the volunteer is required to get fingerprinted through the Maine Department of Education. "Alone" means that a volunteer will not, or might not, be under the direct supervision of a district staff member or a staff member from a partnering organization (e.g. Tanglewood) when they are with students. Submission of a copy of the individual's temporary or five-year fingerprinting approval card to the school unit is required before an individual whose volunteer role requires fingerprinting can begin to volunteer. The volunteer shall incur the cost of fingerprinting.

~~This policy will be retroactive on the date of Board enactment.~~

~~The school administrator is given the discretion to grant an exemption to a visitor/guest/volunteer after thoughtful consideration of the circumstances and documentation of their decision. The general guiding principle for exception is to lend the expertise or specific talent of that individual to the classroom or coaching session, on a rare basis, and never in an unsupervised situation with students.~~

"Visitors" vs. "Volunteers" Defined

"Visitors" are people who are in our school buildings for the express purpose of presenting, observing, or professional development OR people invited to a school to make a rare or one-time appearance, lending expertise or specific talent to the classroom or coaching session. Visitors are never in an unsupervised situation with students. This Volunteer policy does not apply to visitors.

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference:

IJOC-R – Volunteer Application

IJOA – Student Field Trips

History:

November 7, 2012

Revision:

First Reading: November 15, 2017

Second Reading: December 20, 2017

MSAD #28 POLICY

FACILITIES USE

Camden-Rockport Elementary School and Camden-Rockport Middle School belong to the people of Camden and Rockport. All school facilities are available to the local communities for educational, cultural, and civic events. The school facilities are not to be used for funerals, wakes or memorial services. This policy pertains to all school facilities. Any questions about use of facilities should be addressed to the building administrator. Fees may be charged for use of school facilities to insure that funds intended for the education of children are not used for other purposes.

Priority of Use

All requests must be approved by the building administrator and/or designee who have the authority to deny any request that is not in the best interest of the facilities. Conditions of usage include: Satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police/fire regulations, and appropriateness of the activity. Lower priority users may not be displaced by higher priority users once the contract for use has been executed and rental obligations are met.

First Priority: CRMS or CRES Clubs, Organizations, Events, Activities

Second Priority: All other Five Town public schools and their related organizations; Municipal organizations within the towns of Camden and Rockport and organizations that exist solely for the benefit of the school.

Third Priority: Non-profit organizations located within the towns of Camden and Rockport.
NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate on file with the school.

Fourth Priority: Non-profit organizations located outside the towns of Camden and Rockport.
NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate on file with the school.

Fifth Priority: All other individuals and organizations.

Categories of Users and Fees

The Principal is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the District or charge additional fees for any event that may have an unusual impact on the facilities.

Service fees may or may not pertain to all users.

All users are subject to charges for damage to the facility.

1. Non-Rental Paying Category:

All CRMS or CRES organizations, clubs, activities, events, any organization that exists

solely for the benefit of the school.

Any other organization that sponsors an event where no participation or attendance fee is charged, or no profit is realized.

2. Rental Paying Category:

Any non-CRMS or CRES organization that charges an attendance or participation fee for an event.

3. Waived Rental Paying Category:

Non-profit organizations existing exclusively for the benefit of five town students (k-12) charging participation or attendance fees. This waiver does not apply to service fees.

Procedure for Securing Use

Any individual or group wishing to use CRMS or CRES facilities must complete a Request for Use Form and submit it to the school's secretary **in the main office**. The secretary will determine the availability of the facility in accordance with the Priority of Use policy. Requests must be approved by the CRMS/CRES Administration. **The following adult sports will not be allowed use of the indoor facilities: soccer, baseball, softball, lacrosse and field hockey.**

The secretary will issue a contract for all approved requests from all users outside of CRMS or CRES. The *Contract for Use and Rental of School Facilities* (Policy KFB-C) must be completed and returned to the secretary with any supporting documents before the date of the event.

Any organized group wishing to use outdoor facilities must complete a Request for Use Form. Requests for outdoor facilities use may be submitted directly to the Athletic Coordinator who may waive the need for a contract. These requests remain bound by the rules and procedures in this policy.

Insurance:

A certificate of insurance in the amount of \$1,000,000.00 naming MSAD #28 as an additional insured and covering the period under contract is required for all events using the gymnasium, kitchen, outdoor bleachers and all other events that charge an admission fee. This certificate must be presented **when the contract is executed** ~~prior to the start of the period covered by this contract.~~ Local school districts and municipal governments are not required to provide an insurance certificate.

If an organization is not using the gymnasium, kitchen or outdoor bleachers and does not have insurance, the organization's participants must each sign a waiver form provided by the District.

Deposit:

A deposit of 25% of the total rental fee is required for all fee paying users. The deposit is due upon **execution** ~~completion~~ of the facility contract.

Facility Use Rules

Facilities use requires compliance with all district policies.

The possession of firearms on school property is prohibited except by authorized security personnel. (see policy JICI)

Damages & Losses:

The lessee/user is financially responsible for any damage to the facilities. MSAD #28 is not responsible for loss of or to damage of articles brought to the facility. Vehicles are not allowed on athletic fields.

Event Supervision:

The lessee/user is responsible for supervision of those attending the event. Where required by the school administration or by state/local regulations or when large crowds are anticipated (200 plus), police supervision must be provided at the user's expense.

Custodial and other CRMS or CRES Employee Services:

A qualified staff member, as determined by a building administrator, must be present for all events. ~~Custodial services are required for all events.~~ Basic service includes unlocking doors, instructing the user as to the operation of necessary facilities, providing necessary equipment, and cleaning and securing the facility following use. All equipment to be moved must be done under the supervision of a custodian. Event organizers are responsible for the cleanliness of the facility after usage unless otherwise determined by a building administrator ~~custodial services are contracted.~~ Additional cleaning fees may be charged after an event as determined by a building administrator ~~the Custodial Supervisor.~~ Any use of the cafeteria/kitchen for food preparation will require a cafeteria employee and is subject to availability. Cost of any MSAD #28 employee will be in addition to rental costs.

Substance Use:

Drug or alcohol possession or consumption and the use of tobacco products, including electronic cigarettes, are prohibited on school property. (see policy JICH)

Cancellation of an Event:

The MSAD Superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are automatically cancelled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

Long-Term Use:

Long-term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment

to existing programs from this use. If space is available without detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preferences.

School Equipment and Furniture Usage:

Use of school equipment (i.e. projection equipment, sports equipment) and furniture must be booked in advance. Use of equipment is dependent on availability and rental charges may apply.

Animals:

No animals are allowed on school property without prior arrangement.

Glitter:

Glitter is not allowed in auditorium space.

Rental and Services Fees

The Daily Rental Fees are based on an 8-hour day. For shorter periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

Facilities Rental Fees	Daily	Hourly
Band Room	\$64	\$8
Chorus Room	\$64	\$8
Classroom	\$64	\$8
Gym	\$128	\$16
Dance/Wrestling	\$64	\$8
Cafeteria	\$64	\$8
Cafeteria W/Kitchen *	\$128	\$16
Playing Fields	\$128	\$16
Outdoor Bleachers	\$64	\$8
Parking Lots	\$64	\$8

Service Fees	Daily	Hourly
Custodial <i>per person</i>		\$35
Food Service <i>per person</i> *		\$35
Info Tech <i>per person</i>		\$40
Field Maintenance <i>per person</i>		\$40
Piano Tuning	<i>at Lessee's Expense</i>	
Piano Rental- Upright	\$25	n/a

*Subject to availability of staff

History:

Adopted March 16, 2011, March 21, 2012, November 14, 2012, May 10, 2016

Revision:

First Reading: November 15, 2017

Second Reading: December 20, 2017

MSAD 28 POLICY

PUBLIC GIFTS FROM TO THE SCHOOL PUBLIC

The policy of the MSAD 28 is to encourage gifts of money and property to the District for the purpose of assisting in new or existing school programs, and for the purpose of promoting the further education of the students who attend the schools under its supervision.

The Board of Directors may accept on behalf of the District and in accordance with state law, any bequest or gift of money or property for a purpose deemed consistent with the district's mission and of significant benefit to the educational program. All gifts shall be accepted in the name of the District and become property of the District, but may be designated for use in a particular school or department. The Superintendent will bring before the Board for approval and public acknowledgment any bequest or gift of money or property that is of a commercial value of \$5,000 or more. The Superintendent will thank donors in writing on behalf of the Board.

The Superintendent may accept, on behalf of the school unit and the School Board, and in accordance with state law, any bequest or gift of money or property, for a purpose s/he deems consistent with the District's mission and of significant benefit to the educational program that is of a commercial value of less than \$5,000. The Board will be informed of all gifts and the Superintendent will thank donors in writing on behalf of the Board.

Only items identified by the district for legitimate use in the school program shall be accepted. The Board is under no obligation to replace a gift if it is destroyed, lost, stolen or becomes worn out. Costs for the maintenance and/or installation must be considered prior to acceptance of any gift. If installation is required, the gift shall be installed under the supervision of District personnel.

The MSAD 28 adopts the following guidelines for acceptance of all gifts:

1. All gifts that require fundraising must be in response to a need identified by the district and must receive Board approval in advance of any fundraising activities.
2. All gifts shall be made to the MSAD 28.
3. Gifts may be made in the memory of an individual.
4. Gifts may be made for restricted purposes. It shall be the policy of the Board, however, to encourage gifts for broad educational purposes that grant the Board maximum discretion. Each gift shall state the purpose for which it is given and shall state whether principal, income or both may be used to carry out the stated purpose.
5. In instances where gifts from a number of sources are made for an apparent common purpose or in memory of an individual, the promoter of the gift shall be consulted to determine the purpose of the gift and the authority of the Board with respect to the gift.

6. The MSAD 28 must be given all the powers authorized for fiduciaries by statute or by case law in the State of Maine with respect to any gift.
7. All gifts must be made by check or other written instrument designating the source of the gift. The identity of the donor may be kept anonymous if that is the donor's wish.
8. The Superintendent of Schools or his or her designee shall, before accepting a gift, obtain in writing from the donor or promoter of the gift a statement containing the information and authority required by these guidelines.
9. The acknowledgement of the gift will state that no goods or services were rendered to the donor in exchange for the gift.

This policy does not apply to any organization in which the MSAD 28 serves solely as the fiscal agent.

NAMING

Naming of the District's facilities, including buildings, gymnasiums, fields, classrooms, and or any other area on school property is the sole responsibility of the School Board. In general, there are two ways property owned by the District will be named after an individual, organization or company.

Significant Donation

Where naming rights are to be offered or implemented as a component of a fundraising drive or donation for the construction or enhancement of a facility, the Board has establish specific financial criteria. Fifty-one percent (51%) must be raised or donated of a major project of which the total cost exceeds \$200,000 for the consideration of naming rights. All requests should be directed to the Superintendent.

Extraordinary Contribution

The Board may consider special requests to name buildings or other facilities in honor of people who have demonstrated extraordinary accomplishment for the betterment of the District's education program or alumni who have distinguished themselves in a similar fashion. The contributions may be long term service to the District that had a significant impact on the success and/or wellbeing of students.

The person or organization being honored by naming of a facility must represent the ideals and values of the District. The Board reserves the right to decline any donation. Facilities will not be named for persons who are currently employed by the District or active in its operations or those who currently hold any public office. All requests should be directed to the Superintendent.

The MSAD 28 has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the District include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the District's discretion or its ability to pursue other opportunities;

- The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the District, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the District;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
- The extent to which the naming opportunity affects the appearance of District property or disrupts the operation of the District; and
- The extent to which the naming opportunity interjects advertising or commercialism into the school or classroom.

The District is interested in naming opportunities that reflect positively on the District. The District will not accept naming opportunities from individuals or organizations that would negatively represent or portray public education; are inconsistent with other District policies or with any applicable law; are related to tobacco, illegal drugs, alcohol or weapons; have products/services that are incompatible with a child's well-being or negatively impact school programs and services; or are otherwise objectionable as determined by the District in its exclusive discretion. The District reserves the right to alter the naming if at anytime the naming has been determined to not represent the District values and beliefs.

RECOGNITION

There are many ways to recognize community members who volunteer for, provide money or in-kind services for, or in other ways contribute to the overall well-being of the school district. Recognition includes thank you letters, verbal thanks, and formal public thanks. Written and verbal recognition is at the sole discretion of school employees unless otherwise required by policy. Extraordinary contributions or donations will be recognized above and beyond this policy at the discretion of the board.

GRANTS

The Superintendent may approve the request for grant funds for less than \$5,000 for a purpose deemed consistent with the district's mission and of significant benefit to the educational program. The School Board must approve grant applications in amounts over \$5,000.

The Superintendent shall implement any administrative procedures necessary to carry out this policy.

Cross Reference:

JJE – Fundraising

KHB – Advertising in the School

History:

Adopted: December 7, 2016 Adopted: November 1, 2006, November 14, 2012, November 16, 2016

Revision:

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Second Reading: December 20, 2017