

7 Lions Lane
Camden, Maine 04843

(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

MSAD 28
SCHOOL BOARD MEETING
Wednesday, April 24, 2019
CAMDEN ROCKPORT MIDDLE SCHOOL
7:00 P.M.

AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Recognition
 - a. Karl Hokkanen — Top Four Champion in the Maine State Math Competition.
5. Approval of the March 20, 2019 Regular Meeting Minutes
6. Notification of Resignations
 - a. JC Miller, Business Manager
7. Nominations (Note: Executive Sessions are possible for nominations - 1 MRSA § 405(6)A)
 - a. Teacher Nominations for 2019-20
Nikole Seeger, Special Education, M10, \$60,280
Jennifer Baroody, Grade 2, B5, \$49,116
Brianna Alley, Grade 4, B2, \$44,125
2nd Year Probationary Contracts
Katherine Bauer
Anne Brady
Amy Brown
Scott Kady
Molly MacIntosh
Deborah McSweyn
Lacy Oakes
Leah Percy
Makenzie Whitehead
3rd Year Probationary Contracts
Jennifer Gold
Monique Kady
Gretchen Kuhn
Laura Rivers
Chris St. Peter
Sarah Whittam
Continuing Contracts
Krystle Catell

Be Kind. Work Hard. Keep Learning.

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- John Dietter
- Jacob Eichenlaub
- Meghan Fitzpatrick
- Katherine Forand
- Molly McKenzie
- Jessica Odgren
- b. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
Track Assistant Coach	David Turner	18	20%	\$1,606.61
Track Assistant Coach	Jen Curtis	18	0%	\$1,338.84

- 9. Presentation: A Day in the Life of a Student (CRES)
- 10. Presentation: Destination Imagination (CRMS)
- 11. CRMS Building Project Update — Keith Rose
- 12. Later Start Evaluation
- 13. Livestreaming Data
- 14. Possible approval of changing the name of MSAD #28 to Camden Rockport Schools
- 15. Approval of the MSAD #28 2019-20 Budget for the amount of \$16,930,675.
- 16. Motion to Approve the Warrants for the Budget Meeting and signing of 2019-20 Warrants at end of meeting.
- 17. School Board Chair’s Report — Matt Dailey
- 18. Superintendent’s Report — Maria Libby
- 19. 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
- 20. Ad Hoc Committee Reports
 - a. CRMS Building Committee — April 1 meeting canceled. Will meet May 6
 - b. Joint Stipend Committee — Met on March 15th, minutes attached
 - New Stipends for approval:**
 - CRES Garden Coordinator - 6 pts
 - New Hire Mentor SAD - 9 pts
 - Revised Stipends for approval:**
 - CRMS Theatrical Production Tech Director (Musical & Play) - 22 pts (from 16)
 - Japan Travel Coordinator - 37 pts (from 29)
 - Stipends coming off probationary period:**
 - Big Brothers/Big Sisters On-Site Coordinator - 14
- 21. Standing Committee Reports
 - a. Curriculum — Will meet on May 21 from 3:00 to 4:00 p.m.
 - b. Finance — Met March 20, minutes attached. Meets prior to School Board Meeting on April 24

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- c. Joint Personnel — Will meet on April 29 from 5:00 to 6:00 p.m.
- d. Policy — Met March 25, minutes attached

First Reading

BEDB – Agenda

DJ – Bidding and Purchasing

ECC – Energy Policy

EHB – School Records Retention

GBEA – Purchasing and Contracting: Procurement Staff Code of Conduct

GCG – Substitute Teacher Job Description and Pay Benefits

IGA – Curriculum Development and Adoption

IJNDB-L – School Provided Device Use

IJNDB-P – School Provided Device Use Procedure

IJNDB-R – Student Computer and Internet Use Rules

IJOA – Educational Field Trips

JLCC – Communicable/Infectious Diseases

KCD – Gifts From the Public

KHB – Advertising in Schools

22. Future Agenda Items

23. Adjourn

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https://www.youtube.com/channel/UCrruYqHtelar_8DQCGn9LEA/videos

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SCHOOL BOARD MEETING
Wednesday, March 20, 2019
Camden Rockport Elementary School Atrium
7:00 P.M.

MINUTES

<https://www.youtube.com/watch?v=IlqVIH0WKFU>

Board Members Present

Matt Dailey
Carole Gartley
Marcia Dietrich
Becky Flanagan
Patrick McCafferty
Elizabeth Noble (arrived at 7:19)
Peter Orne
Sarah Bradley Prindiville

Also Present

Maria Libby, Superintendent
Debra McIntyre, Assistant Superintendent
Jaime Stone, Principal CRMS
Chris Walker-Spencer, Principal CRES
JC Miller, Business Office Manager
Mary Beth Van Keuren, CRMS Project Owner's Representative
Tyler Barter, Senior Architect Oak Point Associates
Peter Reynolds, Project Manager Ledgewood Construction
Various members of the public and students

1. Call to Order

Board Chair Matt Dailey called the meeting to order at 7:02 p.m.

2. Adjustments to the Agenda

- Added a teacher resignation
- Stipend Nomination for CRMS Track and Field Coach
- Move agenda item #11 to #8 after approval of the minutes

3. Public Comment on Items not on the Agenda

Liz Sender, a parent of a current 3rd grade student at CRES voiced her support for adding an additional 4th grade teacher for next year. Mark Jensen, a parent of a 1st and a 3rd grade student, also spoke in support of reducing class sizes in next year's fourth grade.

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4. Notification of Resignations
 - Calvin Morin, CRES Math Intervention Teacher
 - Sarah Scordino, CRES 2nd Grade Teacher

5. Recognition
None

6. Nominations (Note: Executive Session possible for nominations)

- a. Teacher Nominations
None
- b. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
CRMS Track and Field Coach	Maggie Massengale	28	0%	\$2,082.64

Upon motion by Marcia Dietrich, and second by Carole Gartley, the Board voted to approve the stipend nomination.

Vote: 8-0 Passed

7. Minutes — Approval of the February 27, 2019 Regular Meeting Minutes

Upon motion by Marcia Dietrich, and second by Peter Orne, the Board voted to approve the above minutes as written.

Vote: 8 – 0 Passed

8. Presentation: CRMS, Remote School Day — Henry McDevitt, CRMS 7th grader, Henry McDevitt, spoke to the School Board about his experiences with the recent Remote School Day which he enjoyed for variety of reasons. The “school” day was three hours shorter than a regular school day allowing him time to go outside in the snow. He was able to sleep later, getting up at 8 and getting online. He was done with school work by noon. Henry appreciated having a flexible schedule, taking a break or grabbing a bite whenever he wanted. He said the system used to talk with his teachers was very successful. He asked questions of his science and language arts teachers and got a response within five minutes. Henry’s favorite part of the day was getting all his work done while lounging in his pajamas. Henry prefers Remote School Days to adding additional days at the end of the school year, as a way to work around weather-related school closings.

9. CRMS Building Project Update — Mary Beth Van Keuren
Mary Beth, the Owner’s Rep, reported that no significant rain events had occurred over the last few weeks, and with the Spring melt, some site pumping happened for erosion control. She shared recent construction photos showing framing progress on the second floor of the academic wing and near completion of the roof in that part of the building. The Gymnasium and Administrative wing will have footings and foundation poured by next week and the steel structure will follow.

10. CRMS Project — Winter Conditions Situation Update

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Superintendent Maria Libby gave a brief history of the August 2019 change order of \$343,000 that allowed the use of light cellular concrete and included an allowance of \$60,000 for winter conditions. The original start date for pouring the light weight concrete was planned for November 2018. Several factors caused this start date to be pushed back to January resulting a significant rise in costs.

- During excavation, twice as much unsuitable soil was discovered and had to be remediated.
- The fall weather was extraordinarily wet with abnormal amounts of rain fall, slowing progress.
- Limited work crews available in the fall.
- Because the lightweight fill pour happened in mid-winter, extreme cold and snow necessitated a more extensive structure to be constructed to allow for a larger snow load and winds.
- The extreme cold reduced productivity during the winter months.

When the overages in dealing with the winter conditions came to light, the architects, contractors, and Owner's Rep worked together with the Administration to find design and construction options to help mitigate costs. It was determined that stopping work until spring was not a viable option. This action would have led to more expense and would have threatened the scheduled fall 2020 school opening.

The change orders, broken down in the 11-c agenda item, total \$248,370 and with the addition of the original \$60,000 bring the total to \$343,000 spent on winter conditions. This will leave \$491,370 in the construction contingency. Ledgewood Construction has worked to find lower cost solutions for the temporary shelters and reduced their profit margin on this part of the project to 5% from the typical 10% to 20% margin. Ledgewood has also opted not to pass on materials increases and additional managerial time that has accrued. Oak Point has also mitigated costs to the district by not charging for additional management and engineering costs incurred on this part of the project.

11. CRMS Project

Contrary to some rumors, the CRMS new school construction is not over budget, nor is it behind in the overall schedule for a fall 2020 school opening. The public spaces and administrative wing is behind schedule, and the academic wing is way ahead of schedule. Despite the winter conditions overage having reduced the Construction Contingency budget, it still remains at a healthy level.

a. Fundraising Update

Maria reported that since Patrick McCafferty joined the Fundraising Committee, the group has gained momentum. Pledges and donations total \$196,150 and the group has plans to hold a fundraising event sometime in late spring. The Committee has gained additional members and individual donations are up.

b. Corporate Recognition

The CRMS Fundraising Committee has been looking for ways to reach and recognize corporate donors. Patrick suggested that one traditional method to thank donors and raise public awareness would be to create a sign containing the various contributing company logos and display it near the construction site. Other possibilities for recognition include installing plaques for playground equipment donations and naming rights for various parts of the school building. Carole suggested using social media, and newspapers for recognition and promotion. It was

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noted that having the enticement of public visibility was important to have in place before going in for a “big ask” of a business.

Upon motion by Patrick McCafferty, and second by Elizabeth Noble, the Board voted to approve the use of a temporary sign, up to 4-ft by 8-ft, recognizing fundraising donors in an appropriate location near the construction site for up to three months after the new CRMS school opens.

Vote: 8 – 0 Passed

c. Change Orders

i. Playground

Change Order #81 for playground equipment was discussed. The cost in this change order covers the equipment that was removed from the budget during the Value Engineering phase of the project with the exception of the climbing wall. The slide and basketball hoops have already been purchased. Fundraising to date has covered the cost of the playground equipment. This change order is not coming from construction funds.

Upon motion by Carole Gartley, and second by Sarah Bradley Prindiville the Board voted to approve change order #81 in the amount of \$153,157.

Vote: 8 – 0 Passed

ii. Lightweight Concrete Fill

Maria reviewed three Change Orders for lightweight concrete work and associated winter conditions.

- CO #47 is for \$133,684 for work that was done up to February 21.
- CO #79 is for \$45,521 is for work to from February 21 - March 15.
- CO #80 for \$68,530 is the fixed price to complete the lightweight fill (including removal of the temporary structure)

Upon motion by Elizabeth Noble, and second by Carole Gartley, the Board voted to approve Change Orders #47, #79 and #80.

Vote: 7 – 1 (Patrick McCafferty Opposed) Passed

12. Remote School Day Review

Maria summarized the Remote School Day survey that was included in the agenda packet. Over all response has been overwhelmingly positive with attendance rates around 98% — better than a regular school day. The district received many photos of students busy and comfortable as they worked in their pajamas. Some parents of younger students struggled a bit with the amount of adult supervision needed to help their student(s) complete the required work. Staff and Administration are using the survey results and their experiences to work on improving the program for next year’s planned two Remote School Days. Frozen lunches were provided in advance to Free and Reduced Lunch population and next year breakfast will be added as well.

13. 2019-20 Budget Updates

Maria gave an update to the proposed 2019-20 Requested Budget which included two changes per the board’s direction at the last meeting:

- a. Adding a second bathroom construction at CRES
- b. Adding the additional \$75,000 in subsidy to the Capitol Reserve.

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These two changes added \$90,000 to the Expense budget brought the expense increase to 3.27%. The taxpayer impact went down slightly, due to the additional subsidy from the State.

Approximately a dozen parents were in attendance to advocate for an additional Grade 4 teacher next year (for a total of 5.) Matt launched the discussion by reporting that CRES currently has four 4th grade teachers. Class size policy for third and fourth graders is 20-23 students. The current 3rd grade class size is 89 (4 of which are in self-contained classrooms) with an average class size of 21.25 students which is well within current policy constraints. Matt concluded that — based strictly on policy — there is not a need to add a teacher.

A discussion ensued regarding current and historical class sizes. In general, grade levels are smaller than they were in the past. Jaime shared that the middle school class sizes are commonly in the mid-90's. She has allocated additional resources such as Ed Techs for added support in high class-size situations. Maria mentioned that 95 students is the normal threshold for taking the step to add a teacher in a self-contained grade level. At CRES, Kindergarten is at 75, 1st Grade is 67, 2nd Grade is 68, 3rd Grade is 89 and 4th Grade is 74. Maria reported that the Requested budget for 2019-20 includes an additional 1st grade teacher and takes out a 3rd grade teacher to keep class sizes within policy limits. Maria also pointed out that for core academics, not all students are in any given classroom at one time. Currently in Grade 3, core academic classes range in size from 15 – 22.

A bump in summer enrollment can result in adding teachers to maintain class sizes in accordance with policy. That happened in Grade 2 with this same class a few years ago, and frequently happens in Kindergarten. Class size policy is based on research, and class size policy in MSAD #28 is very low compared to national averages. MSAD #28's current small class sizes reflect the values of the community and the board.

In order to support the behavior challenges of the current 3rd Grade, the school reallocated resources this year. There are two Ed Tech teachers assigned to the 3rd Grade instead of one. The Math Intervention teacher has been teaching a section of math in this grade so that each math class size is reduced. In addition, CRES has a full-time guidance counselor and a full-time social worker, which is uncommon for a school of our size. Next year, the shared child psychologist will become a full-time position at CRES. Deb clarified that the school psychologist specializes in developing behavioral plans and training teachers to deal with difficult behavioral issues to support students staying in the classroom.

Several 3rd grade parents spoke about their support and desire for an additional 4th grade teacher at Camden Rockport Elementary School. While understanding the value of consistent class-size policy, parents highlighted the unique nature of the current 3rd Grade class.

- They are large in number and large in physical size.
- They also have a lot of behavior needs, which take away from teaching time.
- The 3rd Grade teachers and CRES Administration have been advocating for an additional teacher in grade 4 in order to reduce student/teacher ratios.

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Maria pointed out that K–8 education across the nation has seen an increase of behavior issues and the MSAD #28 has followed this trend and has added support staff and training for teachers to handle the increase. If an additional teacher is added to the 4th Grade, the other additional resources for that grade may be reallocated – it will depend on the needs of the school as a whole. An extra teacher costs the District \$70,422. Peter suggested putting the money into contingency and allowing the Superintendent to determine how the money would best be spent. Maria assured the Board that if they voted to approve adding funds to the contingency, she would hire an additional 4th grade teacher for next year.

Upon motion by Peter Orne, and second by Marcia Dietrich, the Board voted to add \$75,000 to the contingency line to allow the Superintendent and Administration to determine how best to support the CRES 4th-grade.

Vote: 6 – 2 (Matt Dailey and Becky Flannagan Opposed) Passed

Upon motion by Peter Orne, and second by Carole Gartley, the Board voted to reduce the ops and maintain line in the Capitol Reserve by \$75,000.

Vote: 8 – 0 Passed

c. Revisit Director of Communications and Development

At its last meeting, the CSD Board voted unanimously, to put the Director of Communications and Development position back into the 2019-20 Budget. It would be a half-time position shared by the two districts. The Board noted that grant writing and managing public relations/social media are immediate needs that the District cannot afford to wait on addressing.

Upon motion by Matt Dailey, and second by Elizabeth Noble, the Board voted to approve funding of the MSAD #28 portion of a Part-time Communications and Development position up to \$21,500.

Vote: 8 – 0 Passed

14. MET Project Bond Results

JC reported the bond results for the MET Renovation Project. The Bond issuance closed on February 28 in the amount of \$4,897,897. The Bond premium after the cost of issuance is \$259,650 and will go towards the building contingency. The effective borrowing rate is 3.083% and considered a very good rate in today's lending market.

15. Possible Change in District Name

Matt shared that when Jaime was discussing updating the color scheme for CRMS in a previous Board meeting, he was inspired to wonder what other updates would be good for the District. He proposed that rather than referring to the District as MSAD 28 or SAD, that the identifying name should be something more recognizable as to location, such as Camden Rockport Schools. The board has the authority to determine an unofficial district name. For example, the high school's technical name is CSD 19 but is known as the Five Town CSD. The Board asked that the Administration pursue public input on the topic of a name change for the District and bring back results at the next board meeting.

Matt Dailey made a motion that the Board pursue a name change from MSAD #28 to Camden Rockport Schools, and it was seconded by Peter Orne

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Upon a motion by Peter Orne, and second by Sarah Bradley Prindiville, the Board voted to table the motion until the next the Board Meeting.

Vote: 8 – 0 Passed

16. School Board Chair's Report – Matt Dailey

Due to a potential lack of quorum on April 10, the Board agreed by consensus to push the next MSAD #28 School Board Meeting to April 24.

17. Superintendent's Report – Maria Libby, as written

18. Administrative Reports

- a. Debra McIntyre, Assistant Superintendent, as written
Deb reported that the Hope School contracts for five days of her time. She is running a series of six math workshops for Hope. With the goal of curriculum alignment, all schools in Union 69 are invited to attend the workshops.
- b. Jaime Stone, CRMS Principal, as written
 - Parent Feedback Summary
Jaime provided a detailed analysis of data regarding Parent Feedback in the packet. The overall take-away was very positive. Jaime and her staff are taking a closer look at the neutral answer part of the survey to see if it can be reworked in order to capture more specific data.
- c. Chris Walker-Spencer, CRES Principal, as written
 - Parent Feedback Summary
Chris reported that the feedback from the survey was very positive. He praised his staff great work they do to make CRES a happy place.
- d. Valerie Mattes, Director of Student Special Services, as written

19. Ad Hoc Committee Reports

- CRMS Building Committee — Met March 4, minutes attached
- Joint Stipend Committee — Met on March 15th. (Minutes and action at April board meeting.)

20. Standing Committee Reports

- Curriculum – Has not met
- Finance — Met February 11, minutes attached. Meets prior to school board meeting on March 20
Peter presented the budget to actual figures. The target percentage currently is 35% and the actual is 35.21%.
- Joint Personnel — Will meet on April 29 from 4 to 5:30 p.m.
- Policy — Will meet on March 25 from 3:30 to 5:00 p.m.

First Reading

None

Second Reading

ADA – School District Goals and Objectives

BDA – Board Organizational Meeting

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BEA – School Board use of Electronic Mail
BEDH – Public Participation at Board Meetings
CRES Facilities Use Form
EFE – Competitive Food Sales
IKE – Promotion, Retention, and Acceleration of Students
JJIF – Management of Concussion and Other Head Injuries
Concussion Management Protocol
JL – Student Wellness
JLCB – Immunizations of Students
JLDB – Student Intervention Teams Policy

Upon motion by Marcia Dietrich, and second by Carole Gartley, the Board voted to approve the above Second Reads as written.

Vote: 8-0 Passed

21. Future Agenda Items

- A Day in the Life of a CRES Student
- Possible approval of changing the name of MSAD #28 to Camden Rockport Schools

The meeting adjourned at 10 p.m.

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https://www.youtube.com/channel/UCrruYqHtelar_8DQCGn9LEA/videos

CRMS Update (Mary Beth Van Keuren)
April 17, 2019

Progress since 3/14/19 update:

- The erosion control ponds have continued to slowly fill with melting snow and during small rain/snow events. This included the approx. 1 ¼" of rain received 4/15. They are pumped down, as needed.
- Footing drains have been extended at the SE corner of the building. The water has been clear at the culverts exiting the site.
- The placement of the lightweight cellular fill (LWCF) was completed, and the temporary structure has been removed.
- Grading for placement of footing and backing filling of LWCF at the NE corner of the building is underway.
- Forming of footing in this area is underway. This will complete the building footings. Placement of frost wall will follow.
- The retaining wall at the playground was poured.
- Underground electric conduits were run in the mechanical room and the stone backfill is being graded and prepped for the slab placement.
- The slabs on the 1st and 2nd floors of the classroom wing and to the west of the library have been placed. The slab at the band room and to the elevator have radiant tubing installed and are ready to pour.
- Installation of the fireproof on the lower and 1st floor steel is in place to the west of the library.
- Installation of steel stud walls at the lower level west of the library was complete at the exterior and interior. Installation is underway on the 1st floor.
- Rough in of electrical and plumbing in the lower level walls is underway.
- Installation of the stairs in the west stair tower is underway.
- Steel for the remainder of the building is being delivered and crane is on site.

Current and Upcoming Work:

- Foundations will continue in the cafeteria and admin. Perimeter drains will be installed and these will be back filled, as they are ready.
- Installation of underslab utilities will continue where possible.
- Exterior and interior stud wall framing in the academic wing will continue.
- Fireproof of steel and metal deck will continue.
- Installation of the duct work and sprinklers will begin in the classroom wing.
- Steel for the remainder of the building will arrive and be erected.
- As the site dries out, work on the playground and baseball field will begin.

Budget Update:

- Currently, we have encumbered 94% and expended 32% of the construction budget.
- As of April 16, the contingency has \$929,490 of the funds committed. The remaining balance is \$462,670.



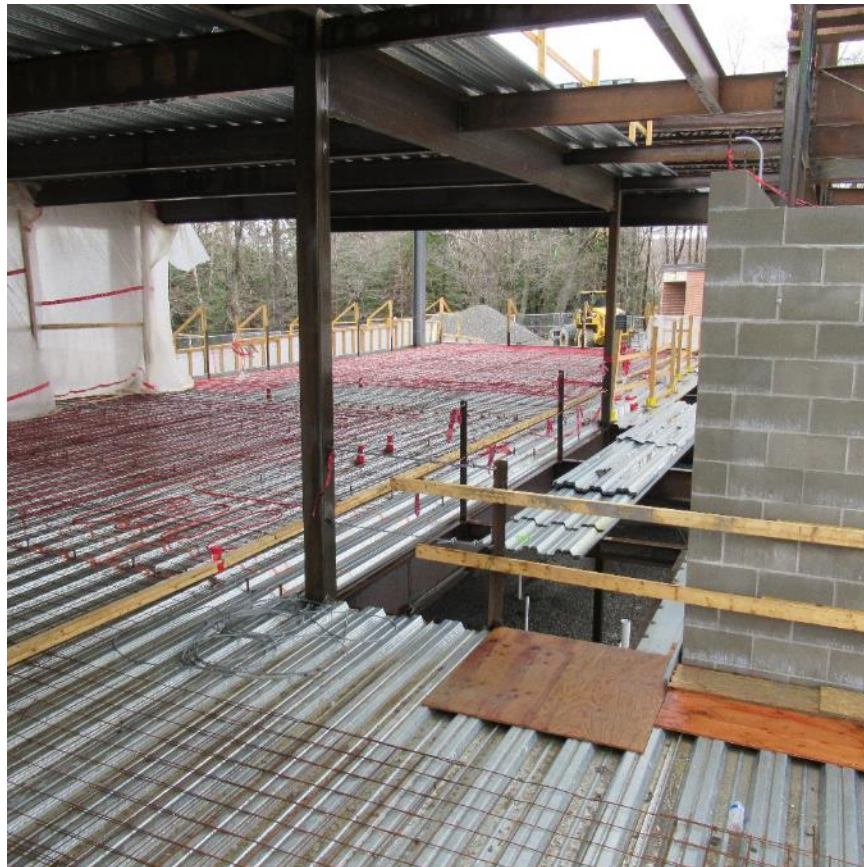
Looking West from Lobby



Playground Retaining Wall



Mechanical Room Prepped for Slab



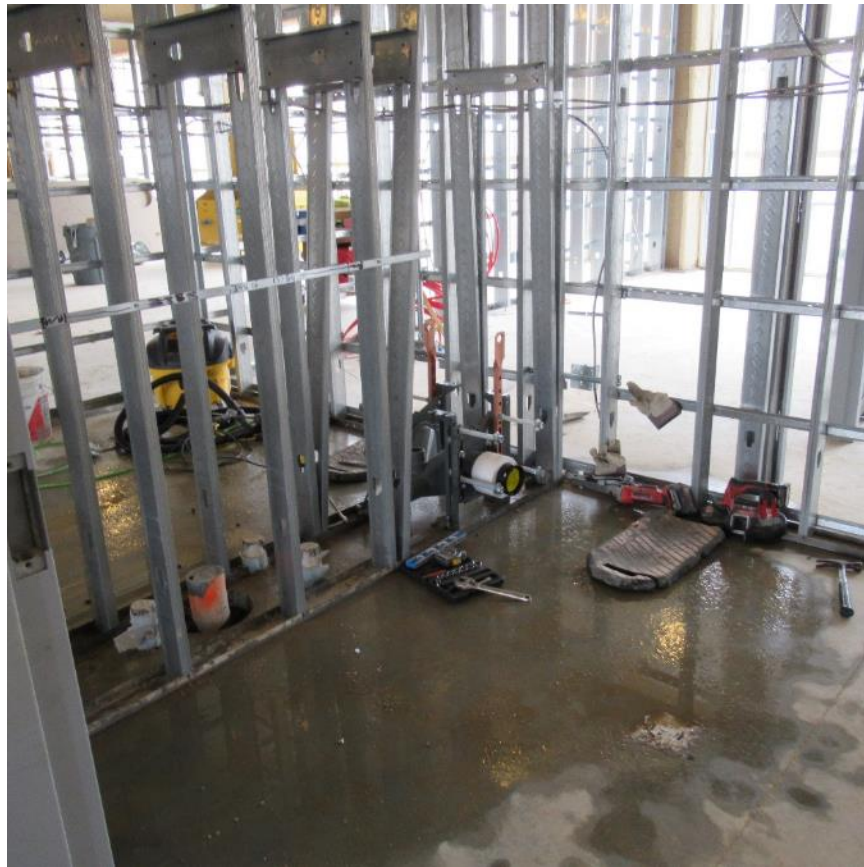
Radiant Tubing at Band



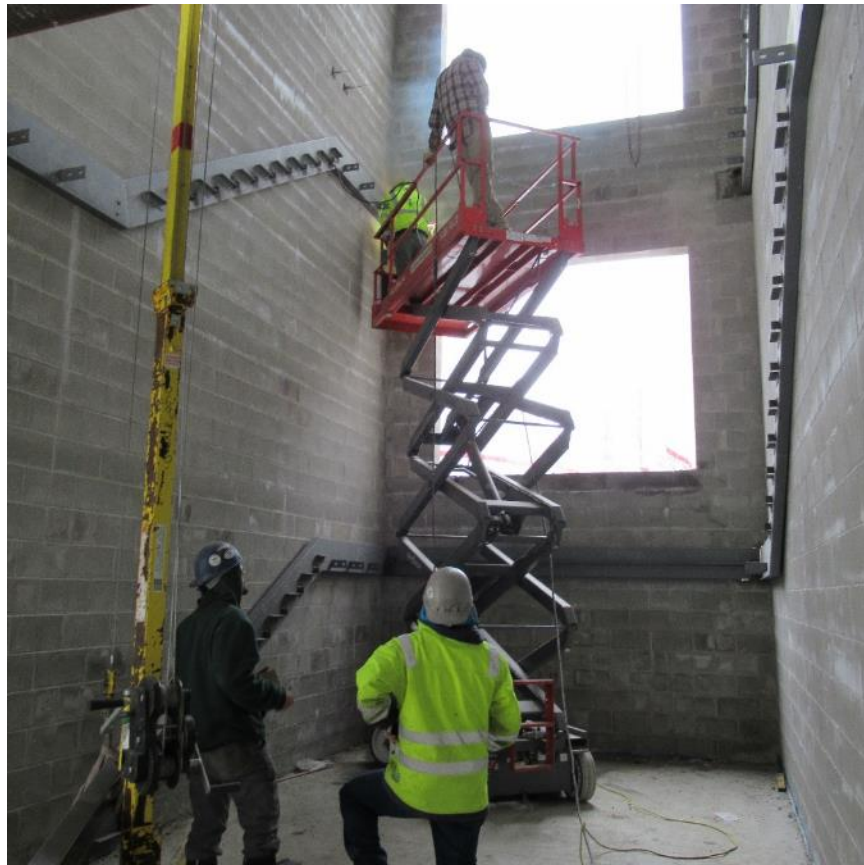
Lower Level Wall Framing at Classrooms



Project Area 1st floor



Plumbing & Electrical Rough-in Lower Level



Installing Stairs in West Stair Tower

Late Start Implementation Data

Parent Feedback	CRES	CRMS/CHRHS
Largest Area of Positive Impact	Family Time 32%	Family Time 53%
Largest Area of Negative Impact	Extracurricular 29%	Transportation 11% Extracurricular Activities 11%
How have the changes impacted family schedule?	Adjusted and it works fine now 34% Made it more difficult 23%	Made it easier 42% Adjusted and it works fine now 23%
Impact on your child's sleep?	n/a	Improved 58% No difference 37%
Do you support the current (later) start times?	Yes 76%	Yes 85%
Student Feedback	CRMS (7 & 8)	CHRHS
Largest Area of Positive Impact	More time for sleep 67%	More time for sleep 63%
Largest Area of Negative Impact	More time for homework 21%	More time for homework 24%
Have you adjusted to the later start times?	Yes 83%	Yes 75%
Do you feel like you are getting more sleep?	Yes 41%	Yes 57%
Do you feel more awake in the morning?	No 59%	No 54%
Staff Feedback	CRMS	CHRHS
Seen more productivity in period one.	70%	43%
Noticed students are less tired at school.	67%	41%
Support the later school start time.	80%	78%

Summary of feedback from families from CHRHS/CRMS:

- Many families responded that they would like an even later start time.
- Some families felt that the elementary school day should start earlier as these children seem to get up earlier and still have a very long school day.
- Some families stated that their mornings are more relaxed and children are more awake.
- A few families mentioned that they would like to see the extracurricular activities respond in a similar fashion – kids still need to get up for early morning swim or rowing practices.
- Some families felt that it has been helpful to students to have homeroom/flextime (HS) at the end of the day vs. missing classes when students need to go to away games.
- Some families felt that the later start time just pushed everything back – later dismissal, later getting home, later to bed.

Summary of feedback from parents at CRES:

- Some families responded that it makes for a late day for the youngest students and pushes back outside extracurricular activities.
- Some families also stated that it is challenging for working families due to needing before and after care.
- Many families responded that more sleep in the morning is great for everyone and makes the morning time easier.
- Many families felt that the later start time was beneficial for the older students but would like to see the elementary start earlier or get out earlier.

Summary of feedback from staff at CRMS/CHRHS:

- Some staff feel it has been beneficial to students while others do not see any benefits.
- Some staff feel it should be an additional 30 minutes later.
- Some staff were not sure if there was any reduction in student tardiness or attendance.
- Some staff felt it was an improvement to have homeroom at the end of the day (HS) to alleviate student athletes from missing class.

Take-Aways across the grade spans:

- Overall, the stakeholders believe that the later start time has been successful for students and support the continuation of the current start times.
- Many parents of elementary age students would prefer that the elementary school start early.
- Many students at the middle and high school level express that they are still tired at the beginning of their school day.

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MSAD 28 Board
4/24/19

Goals Update:

GOAL #1:

- Starting the Health and Physical Education curriculum review process – this work will be ongoing and given a priority for summer curriculum work. This work included representation K-12 including Hope and Lincolnville.
- Continuing to work with Assistant Principals and Kara in regards to the implementation of Behavioral RTI – still need to continue the work around implementing tier one interventions and supporting teachers in this work.

GOAL #2:

- Meeting to support Curriculum-Instruction-Assessment CRES committee to discuss work and develop plans for next steps.
- Working with Jaime and the middle school math team to identify a math program to recommend to the curriculum committee which will meet on May 9th to review the recommendation.
- Working with CRES gifted and talented teacher and Chris to discuss student needs and programming.
- Planning with CRES title one staff for family night focusing on the parent compact and preventing the summer slide.

Other

- Ongoing substitute interviewing and training.
- Visiting classrooms.
- Ongoing screening, interviewing applicants for substitutes.

Respectfully,

Debra McIntyre

7 Lions Lane
Camden, Maine 04843

(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Five Town CSD/MSAD #28
STIPEND REVIEW COMMITTEE
Friday, March 15, 2019
3 DOGS CAFÉ
Rockport, ME
2:00 – 4:00 p.m.

MINUTES

Present:

Sara Cole Pardun
Sam Zwecker
Graham Bode
Matt Smith
Maria Libby
Patrick McCafferty

1. Stipends to review/revise

a. MSAD 28

After discussion, the committee decided not to increase the following four stipends by 1 point under special circumstances (argument had been due to amount of time to set up for a home meet) because it was felt that many sports had factors that cause it to be time consuming (e.g. setting up for a swim meet) and we didn't feel it would be productive to try to split hairs.

- i. Cross Country – Coach, **Staying at Current Points: 24**
- ii. Cross Country – Assistant Coach, **Staying at Current Points: 19**
- iii. Track – Coach, **Staying at Current Points: 28**
- iv. Track – Assistant Coach, **Staying at Current Points: 18**

- v. Wrestling - The proposal and rationale for extra points for wrestling due to length of competitions was considered at length. The proposed stipends increased the number of meets to compensate for the duration of each meet, but it was advised that if this stipend increases, it should be under special circumstances and keep the number of meets accurate. We double checked that the current HS wrestling stipend uses the accurate number of matches and it does. The committee decided there was merit to the recommendation to increase this stipend but felt that a number of other sports should potentially be increased for the same reasons. The committee decided that the best course of action forward was to do a comprehensive review of sports next year during the 3-yr review to determine which sporting competitions fell above a certain threshold of time (6 hrs?) and apply an increase to all that meet that criteria at the middle and high school levels (wrestling and skiing?). Committee members also felt Steve Alex should be a part of that discussion.

So, for next year, CRMS Wrestling will remain at the current points. The points will be adjusted for the 20-21 year after the 19-20 3-yr review. **Staying at Current Points: 27**

- vi. Japan Hosting (new form) – This stipend was transferred to an administrative form rather than an activity form, as the role is administrative. The points will remain the same. **Staying at Current Points: 20**
 - vii. Japan Travel (new form) – This stipend was transferred to an administrative form rather than an activity form, as the role is administrative. The points increased under special circumstances due to the complexity and amount of work required for this stipend. It has been difficult to attract and retain teachers for this stipend because the amount of work and compensation are so misaligned. The new form contains 10 points under special circumstances. Current point value: 29; **New point value: 37 beginning in 2019-20.**
 - viii. CRMS Theatrical Production Tech Director – This was an adjustment to the agenda. There was some confusion based on conflicting documents and imprecise minutes from last year regarding whether this stipend is supposed to be at 16 or 22 points. The committee agreed that it should have been at 22 points this year. **Point value: 22 beginning in 18-19**
- b. CSD
- i. Sailing – Sailing is now only a spring sport and it was originally both fall and spring. The stipend had not been adjusted for this change, although we only approved half of the current stipend points for the 18-19 coach and this should be adjusted for the 18-19 season to be 19 instead of 17 points. This adjustment reflects a revised stipend for spring only. Current Points: 34; **New points: 19, beginning 18-19 season** (due to inaccurate value assigned this year.)

2. Potential New Stipends

The following three stipends were approved as proposed. They are all administrative stipends and will be paid positions beginning in 19-20.

- a. MSAD
 - i. CRES Garden Coordinator, **Points: 6**
- b. CSD
 - i. Special Olympics, **Points: 17**
 - ii. Odyssey Ware, **Points: 27**

The following stipend, which was an adjustment to the agenda, contained a calculation error in the application. In the responsibility box, the Total Responsibility Points was listed as 12.4 and it should have been 2.4. Thus, the total points for this stipend actually calculated to 18 points. It was approved by the committee, but as a student activity, it will be on a 2-yr probation. The committee decided to count the 18-19 as the first year of probation since it has been active this year. The stipend will become a paid stipend for the year 2020-21. *(It is important to confirm that the 128 hours are all after-contract hours. Only hours after 3:30 should be used in that calculation. Maria will confirm this with Steve before it goes to the board for approval and adjust if necessary.)*

- a. CSD

7 Lions Lane
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FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

- i. After School Weight Room Monitor, **Points: 18***, on Probation for **18-19 and 19-20**
*Unless Maria has to adjust based on the time
3. Stipends coming off Probation
The committee agreed that the following 3 stipends should come off probation and begin getting paid in the 19-20 year.
 - a. MSAD 28
 - i. CRES Big Brothers/Big Sisters, **Points: 14**
 - b. CSD
 - i. Intercultural Club, **Points: 10**
 - ii. Investment Club, **Points: 8**
4. Next year will be the 3-year Comprehensive Review. The committee discussed a potential timeline to accomplish this work and a guideline follows.
 - a. Spring 2019 – Inform staff that 19-20 will be a 3-yr review
 - b. Fall 2020 – Communicate with staff that any proposed changes should go to either the teacher rep or administrator. *Reminder that the building principal needs to sign off on each new or revised stipend.
 - c. Jan 2, 2020 – Deadline for making recommended changes
 - d. Jan 15, 2020 – Committee has first meeting to look at big picture, discuss process, and do any last-minute planning.
 - e. Feb 1, 2020 – Committee meets to begin the review process – maybe one district?
 - f. Feb 15, 2020 – Committee meets to continue the review process – other district?
 - g. March 8, 2020 – Committee finishes review process
5. Next Steps for Superintendent
 - a. Send out new contracts for adjustments to 18-19 stipend points
 - i. CRMS Theatrical Production Tech Director
 - ii. CHRHS Sailing Coach
 - b. Create spreadsheet for 19-20 Stipend Positions and associated point values
 - c. Share new spreadsheets with payroll and HR.
 - d. Share new spreadsheets with Business Manager to make adjustments to the 19-20 budget if needed
 - e. Prepare stipend changes for next board agendas

ADMINISTRATIVE STIPEND APPLICATION FORM

Title of Position: CRES Garden Coordinator

Please Print

Applicant Name: _____

TIME: List responsibilities to be carried out in Direct interpersonal contacts related to this position. Assign estimated number of hours required for each item you list. These hours are designated as those worked OUTSIDE of regular school day.

DIRECT ADMINISTRATIVE CONTACT ITEMS:	LIST HOURS:
Consultation and planning with:	
Local horticulturist	3
Landscape Designer	1
CRES Maintenance	2
Nursery (Plants Unlimited)	1
Reasonable to expect this level of consultation and partnership with local businesses ongoing.	
TOTAL DIRECT ADMINISTRATIVE CONTACT HOURS:	7

TIME: List responsibilities to be carried out in Preparation for this activity. Assign estimated hours required for each item you list. These hours are worked outside of regular school day.

PREPARATION ADMINISTRATIVE ITEMS:	LIST HOURS:
Order form for CRES staff / presentation to staff	2
Travel to Plants Unlimited for ordering, supply pickup, seed pickup, delivery	3
Grade level seed/plant sorting and delivery	1
Water matrix setup for summer watering	3
Summer garden duties (weeding, planting, harvesting)	24
TOTAL PREPARATION HOURS:	33

TOTAL HOURS FOR TIME:	40
DIVIDED BY FACTOR OF 35 (TO MAXIMUM OF 11 PTS)	1
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	5

RESPONSIBILITY:

For Staff:

TOTAL STAFF INVOLVED 0

Work with 2-5 adults on regular basis= 1 pt 0

Work with 6-9 adults on regular basis= 2 pts 0

Work with 10-14 adults on regular basis= 3pts 0

Work with 15+ adults on regular basis = 4 pts 0

TOTAL WORK WITH OTHER STAFF POINTS: 0

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

Need for coordination w/ number of other adults: 0= 0 pts; Helpful but not necessary= 1 pt;
 1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts 0

FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts 0

TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS 0

LOGISTICS:

LIST 1 POINT FOR EACH ITEM

Schedules own school bus transportation - more than 3 trips 0

Schedules charter transportation 0

(Not applicable when scheduling is contracted to outside company)

Prepares and distributes written communications to parents 1

(Ongoing throughout length of activity)

Prepares and distributes press releases 0

Hires adjudicators or officials 0

Requires participation in regional and/or statewide meetings 0

TOTAL LOGISTICS POINTS 1

SPECIAL CIRCUMSTANCES (note details below):

TOTAL SPECIAL CIRCUMSTANCES POINTS _____

TOTAL STIPEND POINTS: 6

Principal's Approval _____ Date: _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

RESPONSIBILITY:

For Staff:

TOTAL STAFF INVOLVED 1

Work with 2-5 adults on regular basis= 1 pt 1
Work with 6-9 adults on regular basis= 2 pts _____
Work with 10-14 adults on regular basis= 3pts _____
Work with 15+ adults on regular basis = 4 pts _____

TOTAL WORK WITH OTHER STAFF POINTS: _____

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

Need for coordination w/ number of other adults: 0= 0 pts; Helpful but not necessary= 1 pt;
1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts 1

FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts 1

TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS 2

LOGISTICS:

LIST 1 POINT FOR EACH ITEM

- Schedules own school bus transportation - more than 3 trips _____
- Schedules charter transportation _____
- (Not applicable when scheduling is contracted to outside company)* _____
- Prepares and distributes written communications to parents _____
- (Ongoing throughout length of activity)* _____
- Prepares and distributes press releases _____
- Hires adjudicators or officials _____
- Requires participation in regional and/or statewide meetings _____

TOTAL LOGISTICS POINTS _____

SPECIAL CIRCUMSTANCES (note details below):

TOTAL SPECIAL CIRCUMSTANCES POINTS _____

TOTAL STIPEND POINTS: 9

Principal's Approval _____ Date: _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ACTIVITY STIPEND APPLICATION FORM

Title of Position: CRMS Theatrical Production Tech Director (Musical & Play - Every Year)

Please Print

Applicant Name: _____

TIME: List responsibilities to be carried out in Direct student contact. Assign estimated number of hours required for each item you list. This should include time spent at competitive activities, fund raising, performances, meetings, practices, time spent traveling as a chaperone, etc. These hours are designated as those worked **OUTSIDE** of regular school day.

DIRECT STUDENT CONTACT ITEMS:	LIST HOURS:
Tech/Set 10 wks x 4 per wk - 2.5 hours	100
Two Saturday rehearsals x 5 hours	10
Two performances x 4 hours	8
TOTAL DIRECT STUDENT CONTACT HOURS:	118

TIME: List responsibilities to be carried out in Preparation for this activity. Assign estimated hours required for each item you list. These hours are worked **outside of regular school day**.

PREPARATION ACTIVITY ITEMS:	LIST HOURS:
Support for preparation of performances	4
Coordination w/ performing facility	3
TOTAL PREPARATION HOURS:	7

TOTAL HOURS FOR TIME:	125
DIVIDED BY FACTOR OF 35 (TO MAXIMUM OF 11 PTS)	3.57
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	14.29

RESPONSIBILITY:		
For Students:	TOTAL STUDENTS INVOLVED	25
	Divided by Factor of: 25	1
For Value of Equipment:		
\$0 Value= 0 pts; \$1-\$2,500= 1 pt; \$2,501-\$10,000= 2 pts; \$10,000= 3pts		
	TOTAL RESPONSIBILITY POINTS	1

OFF CAMPUS SUPERVISION:		
Within the Five Towns= 1 pt; In-State= 2 pt; Out-of-State= 3 pts; Out-of-Country+ 4 pts		
	TOTAL OFF CAMPUS SUPERVISION POINTS	1

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:		
Need for coordination w/ number of other adults: 0= 0 pts; Helpful but not necessary= 1 pt; 1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts		
		2
FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:		
None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts		
		3
	TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS	5

LOGISTICS:	LIST 1 POINT FOR EACH ITEM	
Schedules own school bus transportation - more than 3 trips		_____
Schedules charter transportation		_____
<i>(Not applicable when scheduling is contracted to outside company)</i>		
Prepares and distributes written communications to parents		1
<i>(Ongoing throughout length of activity)</i>		
Prepares and distributes press releases		_____
Hires adjudicators or officials		_____
Requires participation in regional and/or statewide meetings		_____
	TOTAL LOGISTICS POINTS	1

EXTERNAL COMMUNITY PRESSURE:		
No expectation of community interest= 0 pts; Minimal community interest= 2 pts; Moderate interest= 4 pts; Extensive interest= 8 pts		
	TOTAL EXTERNAL COMMUNITY PRESSURE POINTS	_____

SPECIAL CIRCUMSTANCES (note details below):		

	TOTAL SPECIAL CIRCUMSTANCES POINTS	_____

TOTAL STIPEND POINTS: 22

Principal's Approval _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ADMINISTRATIVE STIPEND APPLICATION FORM

Title of Position: CRMS Japan Travel Coordinator

Please Print

Applicant Name: _____

TIME: List responsibilities to be carried out in Direct interpersonal contacts related to this position. Assign estimated number of hours required for each item you list. These hours are designated as those worked OUTSIDE of regular school day.

DIRECT ADMINISTRATIVE CONTACT ITEMS:	LIST HOURS:
Evening meetings to fundraise and plan travel (25 x 1 hour)	25
Fundraising support	10
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL DIRECT ADMINISTRATIVE CONTACT HOURS:	35

TIME: List responsibilities to be carried out in Preparation for this activity. Assign estimated hours required for each item you list. These hours are worked outside of regular school day.

PREPARATION ADMINISTRATIVE ITEMS:	LIST HOURS:
Scheduling and coordinating travel to Japan	5
Scheduling and coordinating travel within Tokyo	10
Plannin meetings, phone calls / emails to parents	50
Support for planning fundraisers	5
Budget	15
_____	_____
_____	_____
TOTAL PREPARATION HOURS:	85

TOTAL HOURS FOR TIME:	120
DIVIDED BY FACTOR OF 35 (TO MAXIMUM OF 11 PTS)	3.43
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	13.71

RESPONSIBILITY:

For Staff:

TOTAL STAFF INVOLVED	<u>2</u>	
Work with 2-5 adults on regular basis= 1 pt	<u>1</u>	
Work with 6-9 adults on regular basis= 2 pts	<u> </u>	
Work with 10-14 adults on regular basis= 3pts	<u> </u>	
Work with 15+ adults on regular basis = 4 pts	<u> </u>	
TOTAL WORK WITH OTHER STAFF POINTS:		<u>1</u>

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

Need for coordination w/ number of other adults: 0= 0 pts; Helpful but not necessary= 1 pt;
 1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts

	<u>6</u>
--	----------

FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:

None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts

	<u>3</u>
TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS	<u>9</u>

LOGISTICS:

LIST 1 POINT FOR EACH ITEM

Schedules own school bus transportation - more than 3 trips	
Schedules charter transportation <i>(Not applicable when scheduling is contracted to outside company)</i>	<u>1</u>
Prepares and distributes written communications to parents <i>(Ongoing throughout length of activity)</i>	<u>1</u>
Prepares and distributes press releases	<u>1</u>
Hires adjudicators or officials	
Requires participation in regional and/or statewide meetings	
TOTAL LOGISTICS POINTS	<u>3</u>

SPECIAL CIRCUMSTANCES (note details below):

Nature of work is quasi administrative, pressure of arranging international travel (e.g. insurance, notarized docs, passport copies), budget responsibility \$40,000 fundraising effort, level of intensity to work with each adult is higher than other stipends (e.g. only 10 students and therefore low points for numbers, but each relationship with family is very intense and not reflected in numeric score), preparing chaperones for their role is crucial. In general this work feels like a school admin type work, and should be valued higher than other stipends). Simply adding hours is not reflective of the nature of the work.

TOTAL SPECIAL CIRCUMSTANCES POINTS	<u>10</u>
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TOTAL STIPEND POINTS: 37

Principal's Approval _____

Date: _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

3/15/19

ACTIVITY STIPEND APPLICATION FORM

Title of Position: Big Brothers Big Sisters - On-Site Coordinator

Please Print

Applicant Name: _____

TIME: List responsibilities to be carried out in Direct student contact. Assign estimated number of hours required for each item you list. This should include time spent at competitive activities, fund raising, performances, meetings, practices, time spent traveling as a chaperone, etc. These hours are designated as those worked **OUTSIDE** of regular school day.

DIRECT STUDENT CONTACT ITEMS:	LIST HOURS:
Every Monday, 3:45-4:45	
Program Dates, mid-November - mid-May (approx. 25 weeks)	25
TOTAL DIRECT STUDENT CONTACT HOURS:	25

TIME: List responsibilities to be carried out in Preparation for this activity. Assign estimated hours required for each item you list. These hours are worked **outside of regular school day**.

PREPARATION ACTIVITY ITEMS:	LIST HOURS:
Planning with BBBS Organization	2
Recruitment of LITTLES	6
Matching LITTLES with BIGS	1
Communication of absent students, weather-related issues	1
TOTAL PREPARATION HOURS:	10

TOTAL HOURS FOR TIME:	35.00
DIVIDED BY FACTOR OF 35 (TO MAXIMUM OF 11 PTS)	1.00
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	4.00

RESPONSIBILITY:		
For Students:	TOTAL STUDENTS INVOLVED	18
	Divided by Factor of: 25	0.72
For Value of Equipment:		
\$0 Value= 0 pts; \$1-\$2,500= 1 pt; \$2,501-\$10,000= 2 pts; \$10,000= 3pts		
	TOTAL RESPONSIBILITY POINTS	0.72

OFF CAMPUS SUPERVISION:	
Within the Five Towns= 1 pt; In-State= 2 pt; Out-of-State= 3 pts; Out-of-Country+ 4 pts	
	TOTAL OFF CAMPUS SUPERVISION POINTS 1

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:	
Need for coordination w/ number of other adults: 0= 0 pts; Helpful but not necessary= 1 pt;	
1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts	
	2
FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:	
None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts	
	3
	TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS 5

LOGISTICS:	LIST 1 POINT FOR EACH ITEM
Schedules own school bus transportation - more than 3 trips	
Schedules charter transportation	
<i>(Not applicable when scheduling is contracted to outside company)</i>	
Prepares and distributes written communications to parents	1
<i>(Ongoing throughout length of activity)</i>	
Prepares and distributes press releases	
Hires adjudicators or officials	
Requires participation in regional and/or statewide meetings	
	TOTAL LOGISTICS POINTS 1

EXTERNAL COMMUNITY PRESSURE:	
No expectation of community interest= 0 pts; Minimal community interest= 2 pts; Moderate interest= 4 pts; Extensive interest= 8 pts	
	TOTAL EXTERNAL COMMUNITY PRESSURE POINTS

SPECIAL CIRCUMSTANCES (note details below):	

	TOTAL SPECIAL CIRCUMSTANCES POINTS 2

TOTAL STIPEND POINTS: 14

Principal's Approval _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent

Finance Committee Agenda
Wednesday April 24, 2019
CAMDEN ROCKPORT MIDDLE SCHOOL
6:30 p.m.

Agenda

1. Call to Order
2. March 2019 Budget to Actual
3. 2019-2020 Requested Budget
4. Other
5. Adjourn

7 Lions Lane
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(207) 236-3358
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Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Finance Committee Meeting
Wednesday, March 20, 2019
Camden Rockport Elementary School Atrium
6:00 PM

MINUTES

Board Present

Matt Dailey
Peter Orne
Patrick McCafferty
Carole Gartley

Also Present

Maria Libby, Superintendent
Deborah McIntyre, Assistant Superintendent
JC Miller, Business Manager
Colin Sutch, IT Director
Chris Walker Spencer, CRES Principal
Jaime Stone, CRMS Principal

1. Call to Order
The meeting was called to order at 6:05PM
2. February 2019 Budget to Actual
JC Presented the February 2019 Budget to actual and explained that it is trending very closely to the target of 35 percent at 35.21%. Using last year as a comparison, February 2018 had 36.22 percent remaining. JC Mentioned timing variances that were due to summer purchases and timing variances, but nothing stands out as a major issue as major summer variances have leveled over time.
JC then explained that he encumbered the amount transferred to the capital reserve for the CRMS construction project. (Through February)
3. MET Bond Closing Scenarios
JC presented a Bond closing document that summarizes final bond details. The voters authorized \$4,897,897—the estimated project cost. The district received \$4,897,000 in bond proceeds. In addition, the district received \$259,650 in bond premium after

7 Lions Lane
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FAX (207) 236-7810



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accounting for the costs of issuance. The bond premium will go toward building contingency. Finally, JC summarized that the effective borrowing rate for this project is 3.083 percent.

4. 2019-2020 Requested Budget

JC gave a brief update of the Requested budget and changes that have been made since we last met. At the board's request, we made two changes to the budget. \$15,000 was added to the Operations and Maintenance Budget to fund the construction of the second bathroom. In addition, we increased the Operations and Maintenance budget to put an additional \$75,000 toward the capital reserve. Overall the expense budget represents a \$1,235,657, or 7.88 percent increase. JC showed the expected 2019-20 revenues, which together with expenses, represents an overall taxpayer increase of 7.23 percent. JC confirmed that health insurance rate increases are not yet known (and are budgeted at an 8% increase.)

The Finance committee requested JC to **compile scenarios**:

1. Adding a teacher
2. Adding the Communications and Development Position
3. Adding both the teacher and the Communications and Development Position
4. Less \$75,000 contribution to the Capital Reserve
5. Less \$75,000 contribution to the Capital Reserve, plus adding a teacher
6. Less \$75,000 contribution to the Capital Reserve, plus adding the Communications and Development position.
7. Less \$75,000 contribution to the Capital Reserve, plus adding both the teacher and Communications and Development position.

5. Adjourn

The meeting adjourned at 6:00PM

7 Lions Lane
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(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Five Town CSD/MSAD #28
Joint Policy Committee Meeting
March 25, 2019
3:30-5:00 p.m.
Bus Barn

MINUTES

Members Present

Matt Dailey
Marcia Dietrich
Becky Flanagan
Sarah Bradley Prindiville (arrived at 3:40 p.m.)

Also Present

Maria Libby, Superintendent
Debra McIntyre, Assistant Superintendent (arrived at 4:25 p.m.)
Shawn Carlson, CHRHS Principal (arrived at 4:20 p.m.)
Jaime Stone, CRMS Principal
Chris Walker-Spencer, CRES Principal

1. Call to order
Marcia called the meeting to order at 3:31 p.m.

2. CSD/MSAD Joint Review
 - a. BEDB – Agenda – review (old)
The following changes made to the policy were reviewed and approved by the committee.
 - The committee recommended changing the name of the policy from “Agenda” to “Board Meeting Agendas”.
 - Adding “Vice Chair to the first sentence after the word “Chair”
 - Adding the phrase “with supporting materials” in the first sentence of the second paragraph after the word “agenda”.
 - Deleting the 6th and 7th paragraphs

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- Deleting the opening phrase, “As an accompaniment” of the first sentence under Dissemination of Supporting Materials and add in “In addition”.
 - Under the section Additional and Adjustments to the Agenda, remove the words “a regular” and replace them with the word “any” and delete the end of the sentence starting with the word “or”.
 - In the next paragraph put a period after the word “vote”. Delete the word “and” and start a new sentence with “The” and change the word “should” to the word “must”.
 - Insert the phrase “proposed by a board member” after the word “agenda” in the next paragraph.
 - Remove the next paragraph.
- b. DJ – Bidding and Purchasing – review (old)
The following changes made to the policy were reviewed and approved by the committee.
- Take out the phrase “over \$10,000 but” in the number 1 item.
 - Remove item number 4.
 - Move the c. bullet to the a. position and add the phrase “or Finance Committee” after the word “Board”.
 - Add the word “Administration” to start the sentence under the b. bullet, make the “M” in “May” lower case.
 - Under item 2, move bullet d to become a.
 - Under item 3, move bullet d to become a.
 - Under item 2 of the Purchasing of Services section, replace the word “budget” with the words “cost centers” in bullets a through d.
 - Under item 3 of the Purchasing of Services section, in the a and b bullets, add in the word “Administration” to the beginning of the first sentence and make the words “May” and “Must” start with a lower case letter .
- c. ECC – Energy Policy – review (old)
The following changes made to the policy were reviewed and approved by the committee.
- Delete the phrase, division’s energy manager or responsible individual” and replace with the words, “Facilities Director” in the second paragraph.
 - In the fourth paragraph, remove the first word “An” and insert the phrase “The Facilities Director shall play the role of” before the word “energy” and delete the phrase, “shall be designated”, in the first sentence of the fourth paragraph.

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Superintendent

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Assistant Superintendent

- In the second sentence of that paragraph, replace the phrase “energy conservation manager” and replace it with “Facilities Director”.
- d. GBEA – Purchasing and Contracting: Procurement Staff Code of Conduct (CBDA – change to?) – review (old)
This policy was reviewed, and no changes were recommended.
- e. GCG – Substitute Teacher Job Description and Pay Benefits (revisions)
This policy had changes recommended by the District’s Human Resources manager in order to clarify the pay benefit aspect of the Substitute Teacher job description. The changes made to the policy were reviewed and the committee recommended an alteration:
- Move the new paragraph that begins with “Pay rates” up to the beginning of the policy.
- f. IJOA – Educational Field Trips – revision CSD, review (old) MSAD
The changes made to the policy were reviewed and the committee recommended alterations including:
- Move paragraph five entitled Approval in Principle to the beginning of the document.
 - Indent paragraphs 2,3, and 4.
 - In the current paragraph 4, delete the phrase “or involving district costs such a substitute teachers,”.
 - In the fifth paragraph add the words “for approval after the word “Requests” in the second sentence.
 - In the sixth paragraph, second sentence, remove the words “overnight and”.
 - Under the section called Criteria for the Bisbee Sport and F-1 Cultural and Academic Program Funding, change the 4, 5, and 6 listings to a, b, and c and indent them under the 3rd listing.
 - Replace the words “School Board” with “Superintendent” in the first sentence under the Financial Aid Selection Process.
 - Make parallel changes in the MSAD #28 version of this policy as well as removing the words “overnight and in the second sentence of the last paragraph.
 - Add the new paragraph at the end of IJOA MSAD #28 that says, “Financial circumstances of students and families will not limit participation”.
- g. KCD – Gifts From the Public – review (old)

7 Lions Lane
Camden, Maine 04843

(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

The following changes made to the policy were reviewed and approved by the committee.

- Remove the phrase “who attend the school under its supervision” from the end of the first paragraph.
- Add the words “a special” before the word “use in the second sentence of the second paragraph.
- Delete the phrase “in a particular school or department from the second sentence in the second paragraph.
- Under the section called Five Towns CSD adopts the following guidelines for acceptance of all gifts, the first sentence in number 7 shall read: All gifts must clearly identify the source of the gift.
- Add the words “and unique” after the word “term” to the second sentence under the Extraordinary Contribution section.
- Under the Recognition section, add the words “district administration” after the words “school and” in the second sentence. Delete the word “employees”.
- Under the Grants section, begin that paragraph with the sentence “The Principal may approve grant applications for amounts up to \$1000.”
- In the second sentence of that section replace the words “the request for grant funds” with the words “grant applications for over \$1000 and”.

The following policies had changes that were recommended by the MSMA.

h. EHB – School Records Retention (MSMA revised)

The changes made to the policy were reviewed and the committee recommended alterations including:

- Change the word “unit” with the word “district” in five locations throughout the policy.

i. JLCC – Communicable/Infectious Diseases (MSMA revised)

The changes made to the policy were reviewed and the committee recommended alterations including:

- Changing the title of the policy to Illness and Communicable Diseases.
- Move the fourth paragraph up to the third position.
- Replace the word “contacts” with the phrase “other people with whom they had contact”.
- Delete the words “other types of” and “/school health advisor” in the third paragraph and add the word “or” before the words “school nurse”.
- Remove the words “to class” at the end of the last paragraph.

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- j. KHB – Advertising in Schools (MSMA revised)
The changes made to the policy were reviewed and the committee recommended alterations including:
- Insert the phrase “an environment free from” after the word “promote , add an “s” to the word “drug” and remove the words “free environment after the word “drug” in the first sentence under the B section.
3. CSD Only (per the Strategic Plan)
- a. IGA – Curriculum Development and Adoption (revisions)
The changes made to the policy were reviewed and the committee recommended one alteration:
Changing the word “expecting” to “expected” in the eighth paragraph.
- b. IJNDB-L – School Provided MLTI Device Use (revisions)
The changes made to the policy were reviewed and approved.
- c. IJNDB-P - School Provided MLTI Device Use Procedure (revisions)
The changes made to the policy were reviewed and approved.
- d. IJNDB-R – Student Computer and Internet Use Rules — (minor revisions)
The policy was reviewed, and the committee recommend changes that include:
- Replace the word “unit” with the word “district throughout the policy.
 - Delete the section called MLTI Device Use on page 3.
 - Add the additional cross references of policies IJNDB-L and IJNDB-P
- e. IK – Student Achievement/Evaluation of Student Achievement (revisions)
The changes made to the policy were reviewed and the committee recommended alterations including:
- In the section titled Communicating Information Concerning Student Achievement, adding a comma after the words “advancement” and “instruction”, deleting the words “and/or” and adding the phrase, “or an alternative approach” after the word “instruction” in the first sentence.
 - Deleting the word “assigned” in the first sentence of the last paragraph.

The committee agreed to cancel the April 22 scheduled Joint Policy Meeting, and that the May 20 meeting would cover the school handbooks.

The meeting adjourned at 4:52 p.m.

MSAD #28 POLICY

BOARD MEETING AGENDAS

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair **and Vice Chair**, shall prepare an agenda for each meeting of the Board. The agenda shall include items that the Board plans to address in performing its duties as the governing body of the school unit in accordance with Maine law and Board policies.

The agenda **with supporting materials** will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting. Copies of the agenda will be posted and/or available at the District Website, Superintendent's office, schools and town offices. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

In the case of an emergency meeting, notice of the agenda will be given as early as practicable and will be provided to the media at the same time and in the same manner that it is given to Board members.

Requests for Agenda Items

District **staff**, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. To be considered for placement on the agenda, an item must be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies.

The request must be received a minimum of seven days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair, Vice-Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

~~The agenda, with supporting information, will be distributed to Board members, the media, and to designated school-affiliated organizations. Every effort will be made to distribute materials no later than five days prior to a regular meeting of the Board and no later than three days (72 hours) prior to a special meeting.~~

~~Copies of the agenda will be available at the Superintendent's Office and posted on the website. Anyone desiring copies of the agenda or requesting additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.~~

Dissemination of Supporting Materials

~~As an accompaniment~~ **In addition** to the agenda, the Superintendent will provide to the Board such background materials and data that in his/her judgment are necessary for the Board to give informed consideration to agenda items. The Superintendent will also provide to the Board the draft minutes of Board meetings that will be presented for approval.

Documents containing information that is exempt from disclosure under the Freedom of Access Act or other law shall be marked "confidential." Such information shall not be disclosed by Board members or the Superintendent or provided to the media or the public. Requests for disclosure of materials received by Board members should be referred to the Superintendent.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may make additions and/or adjustments to the agenda of ~~a regular~~ **any** meeting ~~or, unless otherwise prohibited by Board policy, to the agenda of a special meeting.~~

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote. ~~and~~ **T**he item should be within the scope of the Board's duties, timely, and appropriate for consideration under all applicable laws and Board policies.

All additions to the agenda **proposed by a board member** must be approved by a two-thirds ~~(2/3)~~ majority vote of the members present and voting.

~~In order to facilitate its business or to accommodate groups in attendance, the Board may adjust the agenda by changing the order of business or may table a discussion until a future date. Such adjustments shall require the consent of the Board by majority vote.~~

Because the provisions in this policy regarding distribution and posting of the agenda are intended to provide public notice of the business that will be considered, the Board is urged to limit additions to the agenda to items of business that cannot reasonably wait until the next regular Board meeting. A special meeting may be a more desirable way to address one or more important and/or controversial issues that arise between meetings and cannot wait until the next regular meeting, as there will be more opportunity for advance notice.

Legal Reference:

- 20-A MRSA § 1477 (RSU)

Cross Reference:

- BE – School Board Meetings
- BEDB-R – Agenda Format
- BEDH – Public Participation at Board Meetings
- KE – Public Concerns and Complaints

History: Adopted: 12/16/00, 01/19/05, 11/14/12

First Reading: April 24

Second Reading:

Adopted:

MSAD #28 POLICY

BIDDING AND PURCHASING

Bidding procedures encourage local purchasing and regionalizing when most efficient. The Board may consider the vendor's history with the district. If the purchase is equipment that will require regular maintenance and repair, the Board may consider the vendor's repair rates and distance from the district.

1. Requests will be developed by the Department Head and the Central Office and placed in at least one local advertising medium, a minimum of ten days before bid closing.
2. The Board reserves the right to reject any or all bids. Bids will be awarded on the basis of what the Board determines is the best for the district.
3. In the event of a situation in which time will not allow this policy to be followed in its entirety, the Superintendent may authorize a waiver of such terms of the policy necessary to expedite a resolution. Such waiver shall be brought to the Board's attention as soon as practical.
4. ~~The Board designates the finance committee to act as outlined below.~~

Major Equipment/Supplies Purchases:

1. Any single item or groups of similar items totaling ~~over \$10,000~~ but less than \$15,000
 - a. No board approval required **or Finance Committee**
 - b. **Administration** may informally solicit proposals/quotes from appropriate vendors
 - c. More than one quote should be obtained when feasible
2. Any single item or groups of similar items totaling over \$15,000 but less than \$25,000
 - a. **Finance Committee approval required**
 - b. Must provide written specifications to vendors
 - c. Bids must be in writing
 - d. Advertising requirements:
 - i. If item(s) are generic in nature, advertise via local media
 - ii. If item(s) are proprietary or availability is limited to certain vendors, the Finance Committee may waive the advertising requirement when provided with a list of qualified vendors
3. Any single item or groups of similar items totaling over \$25,000
 - a. **Board approval required**
 - b. Must provide written specifications to vendors
 - c. Bids must be in writing
 - d. Advertising requirements:
 - i. If item(s) are generic in nature, advertise via local medium
 - ii. If item(s) are proprietary or availability is limited to certain vendors, the Board may waive the advertising requirement when provided with a list of qualified vendors

Purchasing of Services:

Follow the same guidelines as above with the following exceptions:

1. Service contracts:
 - a. For new, annual contracts, follow the above guidelines
 - b. Existing annual contracts may automatically renew, unless:
 - i. There is a substantial change in terms
 - ii. The cost of the contract increases by more than 10%
 - c. For new multi-year contracts, follow the above guidelines
 - d. Existing multi-year contracts totaling over \$15,000 may be renewed with Finance Committee approval, unless:
 - i. There is a substantial change in terms
 - ii. The cost of the contract increases by more than 10%
2. Repair Contracts:
 - a. Repairs up to \$15,000 may be contracted with an existing service contract vendor without approval if the funds are available within the ~~budget~~ **cost center**.
 - b. Repairs up to \$15,000 may be contracted with an existing service contract vendor with Finance Committee approval if the funds are not available within the ~~budget~~ **cost center**.
 - c. Repairs over \$15,000, and up to \$35,000 may be contracted with an existing service contract vendor with Finance Committee approval if the funds are available within the ~~budget~~ **cost center**.
 - d. Repairs over \$15,000, and up to \$35,000 may be contracted with an existing service contract vendor with Board approval if the funds are not available within the ~~budget~~ **cost center**.
 - e. Repairs over \$35,000 may be contracted with an existing service contract vendor with Board approval
3. Construction/Renewal Projects:
 - a. Construction/Renewal projects totaling over \$10,000 but less than \$25,000
 - i. ~~Administration M~~ may informally solicit project proposals/quotes from appropriate contractors
 - ii. No board approval required
 - b. Construction/Renewal projects totaling over \$25,000 but less than \$250,000
 - i. ~~Administration M~~ must provide written specifications to vendors
 - ii. Bids must be in writing
 - iii. Finance Committee approval required, provided it was pre-approved during the budget process
 - iv. Advertising requirements:
 1. advertise in local medium(s)
 - c. Construction/Renewal projects totaling over \$250,000 will follow state statute,
 - § 1743-A. Competitive bids; advertisement

Legal Reference:

- § 1743-A. Competitive bids; advertisement

History: Adopted: 2/7/79, Revised: 3/14/90, 12/17/03, 11/14/12

First Reading: April 24, 2019

Second Reading:

Adopted:

NEPN/NSBA Code: ECC

MSAD #28 POLICY

ENERGY POLICY

PURPOSE

The MSAD #28 is committed to the efficient use of natural resources and shall provide leadership in developing a realistic energy use ethic, increasing awareness of energy needs and the associated costs as they relate to the operation of its facilities and to conserving energy while maintaining a comfortable environment.

STATEMENT OF POLICY

Every employee, student and school volunteer is expected to contribute to energy efficiency and to be an “energy saver” as well as an “energy consumer”. Each employee, student and school volunteer shall actively participate in the district’s energy conservation and efficiency program. The district administration shall assist the ~~energy manager or responsible individual~~ **Facilities Director** with implementing, directing, monitoring, evaluating and reporting district energy conservation and efficiency.

The district shall maintain accurate records of energy consumption and associated costs and shall provide information on the goals and progress of the district’s energy conservation program.

~~An~~ **The Facilities Director shall play the role of** energy conservation manager shall be designated and held accountable for energy management at the district’s facilities. Judicious use of the various energy systems at each facility shall be the joint responsibility of the administrative, the instructional, the custodial staff and the ~~energy conservation manager~~ **Facilities Director** of each facility and the maintenance department.

The superintendent is directed to develop the necessary short and long range administrative guidelines and plans to implement energy awareness and conservation programs. The Plan shall also address cost, source and efficiency. The use of renewable energy sources is encouraged and should be considered whenever possible.

History: Adopted: 10/19/11

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD 28 POLICY

SCHOOL RECORDS RETENTION

Proper retention **and disposal** of school **district's** records is essential to conduct the business of the school, to protect the legal interests of the school, students and employees, and to comply with state law and regulations concerning document retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of on a timely basis.

For the purpose of this policy, "records" are all documentary materials made or received and maintained by the school district in accordance with law or rule or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent and received.

The ~~School Board~~ **district's** will comply with all applicable laws and rules concerning the routine retention, storage and disposal of records, as well as its preservation obligation when litigation is threatened or pending. The Superintendent/**designee(s)** is responsible for implementing this policy and for developing appropriate administrative procedures and guidelines for **management, storage, and disposal of the school district's** ~~managing school district~~ records consistent with the applicable laws and rules **which allows for retrieval of records when necessary**. ~~The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.~~

~~Employees shall be informed of this policy and the accompanying procedures/guidelines through a means determined by the Superintendent and are expected to comply with them.~~ **The Superintendent/designee will also be responsible, by methods he/she deems appropriate, for informing school district employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Technology Director, school administrators, or other school district personnel as he/she deems appropriate in order to facilitate the implementation of this policy.**

Board Records

The Board shall keep such records as are necessary for the transaction of its business. The Superintendent shall act as custodian of Board records in his/her role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference:

- 5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)
- Maine Secretary of State, Maine State Archives, Rule Chapter 10 (Rules for Disposition of Local Government Records Retention Schedules)
- Maine Department of Education Rule Chapter 125 (Basic School Approval Rules)

Cross Reference:

- BEA - Board Use of Electronic Mail
- GBJ – Personnel Records and Files
- JRA – Student Education Records and Information
- GCSA – Employee Computer and Internet Use

History: Approved: 10/18/17

First Reading: April 24, 2019

Second Reading:

Adopted:

NEPN/NSBA Code: GBEA

MSAD #28 POLICY

PURCHASING AND CONTRACTING: PROCUREMENT STAFF CODE OF CONDUCT

Conflict of Interest

All employees of the MSAD #28 shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of the MSAD #28 with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party stands to benefit by the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs or is about to employ a person described above.

Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the superintendent of school determines that the proposed transaction is in the best interest of the MSAD #28 and is fair and reasonable, it may proceed with the transaction.

In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school board will investigate and make a determination regarding the transaction.

Violations

Employees of the MSAD #28 who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

Legal Reference:

- EDGAR Part 74 Title 34 - Administration of Grants and Agreements
- EDGAR Part 80 Subpart C, Section 80.20, 80.36
- DOE Administrative Letter 6 - 9/18/2006 - NCLB Fiscal Compliance

History: Adopted: 03/16/11

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD #28 POLICY

SUBSTITUTE TEACHER JOB DESCRIPTION AND PAY BENEFITS

Pay rates and eligibility for benefits for all substitutes are in accordance with the Substitute Staffing Guidelines set by administration. The guidelines will periodically be reviewed for market adjustments.

1. Part-Time, Occasional Substitutes

Part-time, occasional substitute teachers in MSAD #28 are those who serve less than 10 consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson planning is not assumed to be done by the part-time occasional substitute because lesson plans are left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of workdays a year. They will be paid \$80.00 per day in the 2015-16 school year and \$85.00 per day in subsequent years for each day of substitute teaching. No benefits are a part of this position. If a substitute unexpectedly is required to remain in the same position for more than ten consecutive school days, all days of substituting worked in that position will be handled, retroactively, the same as a long-term substitute.

2. Long-Term Substitutes

Long-term substitute positions (those who serve 10 or more days in the same position) will be filled at the B-0 step on the teachers' salary schedule providing that the substitute is properly certified in the area of the teaching assignment. Lesson planning is assumed to be done by the long-term substitute after the first day or two. The certified substitute shall receive pro-rated benefits for which they are eligible. In the absence of proper certification, the substitute will be paid \$90 per day in the 2015-16 school year and \$95.00 per day in subsequent years and receive one day per month as a sick leave day benefit. Advertisement and interviews are not required for long-term substitute positions.

Long-term substitutes serve a minimum of 10 days in the same position. Long-term substitutes are expected to do lesson planning. Long-term substitutes without State of Maine Teaching Certification will not serve more than 6 consecutive weeks, in accordance with state law. Advertisement and interviews are not required for long-term substitute positions.

History: Adopted: 09/04/02, 01/18/06, 02/26/08, 06/20/12, 12/09/15, 05/18/17

First Reading: April 24, 2019

Second Reading:

Adopted:

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 **relevant and meaningful** ~~continuous, sequential and specific~~ learning opportunities aligned with the content areas of the Learning Results including the knowledge and skills described in the **Maine Learning Results including “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: Adopted: 12/20/17

First Reading: April 24, 2019

Second Reading:

Adopted:

NEPN/NSBA Code: IJNDB-L

MSAD #28 POLICY

SCHOOL PROVIDED ~~MLTI~~-DEVICE USE

The Maine Learning Technology Initiative (MLTI) was instituted by the State of Maine to provide ~~MSAD #28 provides~~ one-to-one computer access for all high school 7th and 8th grade students and teachers. In addition, the intent of the initiative is to provide access to this technology at home as well as at school. ~~The focus of MLTI is teaching and learning.~~

The ~~MLTI~~ device, its carrying case, and its charger are the property of the State of Maine and are registered to MSAD #28. They are assigned to the student and his/her family and MUST be returned undamaged at the end of the school year. Students transferring or exiting MSAD #28 are expected to turn in their device, charger, and case immediately.

The use of the device at school/home is a privilege, not a right. This privilege can be revoked for inappropriate use, neglectful treatment, or deliberate mistreatment of the device and the accessories listed in the paragraph above.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules and for advising the Board of the need for any future amendments or revisions to this policy. The Superintendent may develop additional administrative procedures/rules governing the day-to-day management and operations of the MSAD #28 School Provided ~~MLTI~~ device usage as long as they are consistent with the Board's policy. The Superintendent may delegate specific responsibilities to building administrators and others as he/she deems appropriate.

Cross Reference:

- IJNDB - Student Computer and Internet Use
- IJNDB-R - Student Computer and Internet Use Procedures
- IJNDB-P - School Provided ~~MLTI~~ Device Use Procedures

History: Adopted: 6/19/13, 12/09/15

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD #28 POLICY

SCHOOL PROVIDED ~~MLTI~~ DEVICE USE PROCEDURE

These rules implement Board policy IJNDB-L School Provided ~~MLTI~~ Device Use. Failure to comply with board policy IJNDB-L and these procedures may result in loss of the device privileges, disciplinary action and/or legal action.

Procedures

1. In order to be assigned a school device, parents/guardians and students must read, sign and return the ~~MLTI~~ informational documents. In addition, students must attend a ~~MLTI~~ orientation meeting.
2. All students must comply with the MSAD #28 Computer Use Policies as identified below.
3. Failure to comply with the MSAD #28 School Provided ~~MLTI~~ Device Use Policy will result in device privileges being revoked for a period of time to be determined by the building administrators.
4. Devices must remain in their cases except when in use or when being charged. (Charging the devices in the case can result in damage from overheating.)
5. When the devices, cases, and chargers are issued to students and parents/guardians, they are responsible for the equipment. Students must take care of the device in a way that minimizes the chance of accident. Devices, cases, and chargers should be kept together at all times. They may not be exposed to freezing temperatures. During the winter, they must not be left in a vehicle overnight!
6. Replacement costs and/or the repair for damages that are not covered by the Apple warranty and that occur to the device, its carrying case and charger are the sole responsibility of the parent/guardian.
7. Students are responsible for bringing their device to school fully charged.
8. If the device, charger, or case is stolen while signed out to students, the theft should be reported immediately to the Camden Police Department and a Camden-Rockport Middle School administrator.
9. Each device, charger, and case is **are** the property of the State of Maine and is registered to MSAD #28. They must be returned to the school upon request. Students transferring or exiting MSAD #28 are expected to turn in their device, charger, and case immediately.
10. The Instructional Technology Department is responsible for maintaining all hardware and software provided by the district. The Instructional Technology Department is not responsible for supporting any application not provided by the department.

Cross Reference:

- IJNDB - Student Computer and Internet Use
- IJNDB-R - Student Computer and Internet Use Procedures
- IJNDB-L - School Provided ~~MLTI~~ Device Use Policy

History: Adopted: 6/19/13, 12/09/15

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD #28 POLICY

STUDENT COMPUTER and INTERNET USE RULES

These rules implement Board policy IJNDB (Student Computer and Internet Use). Each student is responsible for his/her actions and activities involving school ~~unit~~district computers, networks and Internet services, and for his/her computer files, passwords and accounts. The rules are intended to provide general guidelines and examples of prohibited uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with Board policy IJNDB and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Technology Coordinator. These rules apply to all school computers and all school-provided devices wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

Consequences for Violation of Computer Use Policy and Rules

Student use of MSAD #28 computers, networks and Internet services is a privilege, not a right. Compliance with the school ~~unit~~district's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action.

The building principal shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

Acceptable Use

Student access to MSAD #28's computers, networks and Internet services are provided for educational purposes, research, and incidental personal use consistent with MSAD #28's educational mission, curriculum and instructional goals, as long as personal use of school computers does not interfere with student performance, with system operations or with other system users.

All Board policies, school rules and expectations concerning student conduct and communications apply when students are using school computers, whether on or off school property.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervisory staff member/volunteer when accessing MSAD #28's computers, networks and Internet services.

Prohibited Use

The user is responsible for his/her actions and activities involving MSAD #28's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing or Communicating Inappropriate Materials** -Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials or messages that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal.
2. **Illegal Activities** -Using MSAD #28's computers, networks and Internet services for any illegal activity or activity in violation of any other Board policies, procedures and/or school rules. The District assumes no responsibility for illegal activities of students while using school computers.
3. **Violating Copyrights** - Copying, downloading or sharing any type of copyrighted materials (including music or films) without the owner's permission (see Board policy/procedure EGAD – Copyright Compliance). The school ~~unit~~district assumes no responsibility for copyright violations by students.
4. **Copying Software** - Copying or downloading/installing software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by students.
5. **Plagiarism**- Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and website must be identified.
6. **Misuse of Passwords/Unauthorized Access** -Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.
7. **Malicious Use/Vandalism** -Any malicious use, disruption or harm to MSAD #28's computers, networks and Internet services, including, but not limited to, hacking activities and creation/uploading of computer viruses. Students are prohibited from modifying the hardware configuration of any computer. Students may not install or run any software not owned and/or authorized by the District.
8. **Avoiding School Filters** – Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. **Unauthorized Access to Blogs/Social Networking Sites, Etc.** – Accessing blogs, social networking sites, etc. to which student access is prohibited.

No Expectation of Privacy

MSAD #28 retains control and supervision of all computers, networks and Internet services owned or leased by MSAD #28. MSAD #28 reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files and Internet access logs.

Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating MSAD #28 for any losses, costs or damages incurred by MSAD #28 related to violations of policy IJNDB and/or these rules, including investigation of violations. The District assumes no responsibility for any unauthorized charges or costs incurred by a student while using District computers.

Student Security

A student should not reveal his/her full name, address or telephone number, social security number or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of MSAD #28's computers, networks and Internet services is a high priority. Any user who identifies a security problem must notify the Building Administrator or the Technology Coordinator. The user shall not demonstrate the problem to others or access unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

~~MLTI Device Use~~

~~Board Policies IJNDB-L—School Provided Computer Use and IJNDB-P—School Provided Computer Use Procedures will govern the use of MLTI Devices by students~~

Legal Reference:

- 47 USC § 254 (h) (5) (Children's Internet Protection Action)

Cross Reference:

- GCSA - Employee Computer and Internet Use

- IJNDB - Student Computer and Internet Use Rules
- EGAD – Copyright Compliance
- JIC – Student Code of Conduct

History: Adopted: 01/12/00, 12/14/05, 01/20/10, 06/19/13

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD #28 POLICY

EDUCATIONAL FIELD TRIPS

Field trips designed to stimulate student interest and inquiry, to provide enrichment opportunities and/or to provide opportunities for social growth and development are considered appropriate extensions of the classroom. There should be a direct relationship between the **field** trip and the classroom activities.

Approval in Principle

Approval in principle for any Extended or Unique field trip must be received **before announcement to parents and students** and the beginning of fund raising activities. Requests **for approval** in principle must include a completed Request for Student Travel Form (Policy IJOA-E) for Extended and Unique field trips.

Local

Field trips, which do not require students to be away overnight, shall receive prior approval of the Principal. The teacher/advisor must present a proposal for the trip to the building principal at least two weeks in advance of the desired date.

Extended

Field trips requiring one night away from home must be approved by the Principal and the Superintendent. Overnight trips require at least 30 days advance notice, or the discretion of the Principal and Superintendent.

Unique

Field trips requiring two or more nights away from home, of a unique nature in destination or activity, ~~or involving district costs such as substitute teachers,~~ will be referred to the Board for approval in principle and final approval. The trip dates must abide by the school calendar and not result in missing more than one school day.

International Travel

International travel shall be permitted in those instances where the trip will provide students with significant educational value. Approval of ~~overnight and~~ international travel must be sought in a timely manner and granted first by the building principal and superintendent who shall then present it to the school board for approval. **Financial circumstances of students and families will not limit participation.**

History: Adopted: 2/13/02, 11/14/12

First Reading: April 3, 2019

Second Reading:

Adopted:

MSAD #28 POLICY

ILLNESS AND COMMUNICABLE ~~/INFECTIOUS~~ DISEASES

To safeguard the school community and limit the spread of illness, teachers shall be alert to signs of ~~infectious~~ illness and communicable disease and refer students who show such symptoms to the school nurse.

~~All students under quarantine shall be excluded from school and school-related activities. Quarantine regulations established by the Bureau of Health shall be observed.~~ The school nurse shall be responsible for notifying the local health department of all **Maine Center for Disease Control and Prevention (CDC)** of any students **suspected** having a communicable disease as required ~~by~~ **to be reported pursuant to law and/or Department of Education and Department of Health and Human Services** rules. The building ~~principal~~ **administrator** shall be notified of any **infectious communicable diseases cases and other people with whom they had contact in the schools** ~~with an urgent and clear potential for transmission.~~

If the school is aware of an illness that poses a threat to the student population, administration will notify parents in accordance with the recommendations of the Centers for Disease Control (CDC).

Students who have ~~other types of~~ communicable diseases shall be excluded from school as prescribed by law or shall observe other protective procedures according to recommendations issued by the school physician **or school nurse**.

When a student returns to school after having had a reportable communicable disease, a certificate from the attending physician is required. The building administrator and/or the school nurse must give permission before the student is readmitted ~~to class~~.

Legal Reference:

- 5 MRSA § 19210 et seq.
- 20 MRSA §§ 1001.11-A, 6301
- 22 MRSA §§ 801, 802, 806, 823, 824
- **Maine Dept. of Health and Human Services Rule Ch. 258(2015)**

History: Adopted: 03/08/2000, 07/02/2008, 05/18/17

First Reading: April 24, 2019

Second Reading:

Adopted:

MSAD 28 POLICY

GIFTS FROM THE 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 **a special** 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.~~ All gifts must clearly identify 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 established 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 and unique 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:

1. The extent to which a naming opportunity limits or restrains the District's discretion or its ability to pursue other opportunities;
2. The duration of the arrangement or agreement and the District's ability/discretion to terminate the arrangement/agreement;
3. 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;
4. The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
5. The extent to which the naming opportunity affects the appearance of District property or disrupts the operation of the District; and
6. 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 any time 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 district administration 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 Principal may approve grant applications for amounts up to \$1000. The Superintendent may approve the request for grant funds grant applications for over \$1000 and 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: 11/01/06, 11/14/12, 11/16/16, 12/20/17

First Read: April 24, 2019

Second Read:

Adopted:

MSAD #28 POLICY

ADVERTISING IN THE SCHOOLS

The School Board believes that, in general, product advertising and/or endorsement is to be discouraged in the schools, on school grounds, or on school buses. The Board has an obligation to assure that students, who are required by law to attend, are not subjected to commercial messages of any kind **without careful analysis of the benefits and risks that pertain in each instance. Since the issue of advertising in the schools can be attended by strong opinions, the Board may seek comments and recommendations from the administration, the professional teaching staff and the community prior to considering any form of advertising in schools, on school grounds or on school buses.**

The Board is opposed in principle to accepting any programming, equipment or services that are offered only on the basis of mandatory exposure of students to product advertising. The Board recognizes, however, that in rare instances product names, logos or advertising may be acceptable when the programming, equipment or services can be clearly shown to be of significant benefit to the school program.

The Board recognizes the heavily advertised nature of the online environment, including websites and mobile device apps. While the school will make every effort to use paid apps with no advertising when a comparable one exists, there may be cases where a decision is made to use a superior free app with some advertising.

The Board reserves the right to consider requests for advertising in the schools ~~upon the recommendation of the Superintendent.~~, **on school grounds or on school buses on a case-by-case basis, except that:**

- A. **Brand-specific advertising of food or beverages is prohibited in school buildings and on school grounds except for those meeting the standards for sale or distribution on school grounds in accordance with 20-A MRSA § 6662(2), i.e., those that meet Smart Snacks standards). For the purpose of this paragraph, “advertising” does not include advertising on broadcast media or in print media such as newspapers and magazines, clothing with brand images worn on school grounds or advertising on product packaging.**
- B. **Consistent with its efforts to promote an environment free from tobacco, alcohol, and drugs, the Board will not agree to displays of advertising in school buildings, on school grounds, or on school buses for tobacco products (including “vaping” devices and products), alcoholic beverages, drugs (including prescription and over-the-counter medications), performance enhancing substances, or dietary supplements.**

Legal Reference:

- 20-A M.R.S.A. § 6662
- Me. Dept. of Ed. Rule Ch.51

Cross Reference:

- EFE - Competitive Food Sales - Sales of Foods in Competition with the School Food Services Program
- **JL — Student Wellness**

History: Adopted: 09/09/98, 04/02/08, 03/19/14

First Reading: April 24, 2019

Second Reading:

Adopted: