

**MSAD #72 Board of Directors
Wednesday, January 13, 2016
Meeting Minutes
Molly Ockett Middle School
7:00 PM**

Call to Order: Norma Snow called the meeting to order at 7:00 and declared a quorum.

Members Present:

Burk, Christopher	Schasel, Dean
Card, Linda*	Ontengco, Julie
Cummings, Laura	Shorey, Kathiann
Dondero, Mitchell	Snow, Norma
Jones, Jack	Spooner, Ed
LeBlanc, Sharon*	Struven, Marie
Lyman, Kathleen*	Trumbull, Anne
Mattei, Chris	Weston, Laurie
Myrback, Louise	Williams, Jane*

Administrators

Emily Kirkpatrick
Terri Mahanor
Pat Menzel
Rhonda Poliquin
Jay Robinson
Mark Schrader

Members not Present:

Fisher, Sharon*
McGrath, Denise* (Excused)
Steller, Bob (Excused)

Agenda:

1. Public Discussion (15-Minute):
Daymond Steer, Conway Sun: He asked if there was an update on the new Building project and Jay said that he would be speaking about that later in the meeting.

2. Approval of Minutes from December 9, 2015 Meeting:
A motion was made to approve the minutes from the December 9, 2015 meeting.

Motion: Marie Struven

Second: Laurie Weston

Passed
All in Favor

3. Communications:

- Name-the- School Contest

Jay shared that there would be a contest held to “Name the New School” open to all current K-8 students. Details as to how the contest will work are in attached handout. The name can either be for the elementary school or for the entire K-8 school. All entries should be submitted by June 1, 2016 and will be judged by the Building Committee.

- Budget Workshop Dates (see attached handout)
The Board was given the dates for the upcoming Budget workshops to review the different sections of the FY17 District budget. Dates for Informational Meetings to be held throughout the District are also included in the handout.
- Building Project Update (see attached handout)
Jay gave the Board an update on the Building project. Things are going well. The warmer weather in December helped maintain progress. The building should be enclosed in March.

4. Committee Reports:

Finance: No report

Curriculum: Jane Williams shared that the committee met last Friday and had an informative telephone conference with staff in Waterville who are using Reading Street in grades K-2 and Lucy Calkins units of study in grades 3-8.

Transportation: No report

Facilities: No report

Policy: Kay Lyman reported that the committee met tonight prior to the Board meeting to continue work on policies related to technology that will be up for First Read at the next Board meeting. The Board will vote on policies later in tonight's meeting.

Special Education: Sharon LeBlanc reported that the committee met tonight prior to the Board meeting and reviewed policies and discussed upcoming budget issues.

Personnel: No report

5. Administrative Reports:

None

6. Superintendent's Report:

Every Student Succeeds Act (ESSA) (see attached handout)

Jay shared that Congress has passed ESSA to replace its predecessor "No Child Left Behind Act" (NCLB) He highlighted major points of interest and changes: no incentive money given to adopt Common Core standards; the amount of classroom time devoted to standardized testing is more manageable; eliminates Adequate Yearly Progress (AYP) as well as the 100% proficiency requirement in reading and math by 2013-2014, which although ambitious was not realistic.

7. New Business:

- Policies for Second Read
GCFA: Employee Social Media Privacy
IHBAK: Life Sustaining Emergency Care
JLCDA: Student Use of Medical Marijuana in Schools

A motion was made to approve the policies listed above for Second Read.

Motion: Ed Spooner

Second: Jane Williams

Passed
All in Favor

- Policies for First Read
IHCDA: Secondary Enrollment Options
IKB: Homework
IMD: School Ceremonies and Celebrations
IMG: Animals in Schools

A motion was made to approve the policies listed above for First Read.

Motion: Laurie Weston

Second: Marie Struven

Passed
All in Favor

- Policies for Review
IKE: Promotion, Retention and Acceleration of Students
IMBB: Exemptions from Required Instruction
IMG-E1: Animal Approval Form
IMG-E2: Parent Notification: Animals in School
IMGA: Service Animals in Schools

A motion was made to approve the policies listed above for Review.

Motion: Marie Struven

Second: Jane Williams

Passed
All in Favor

Discussion:

Kathiann Shorey: Is the Parent Notification of Animals in schools handed out every year?

Jay: No. There is a procedure to follow if/when an animal would be brought to school.

Each parent of a child in the classroom would receive this notification prior to permission being granted to bring an animal to school.

8. Unfinished Business:

- Transportation Contract
Jay shared that the District had received one bid for the transportation contract and that it was from Bennett Transportation. The Board needs to make a motion and vote on awarding the contract to Bennett.

The following motion was made: The Board votes to accept the proposal to provide school bus transportation services submitted by Bennett Transportation, LLC, and authorizes the Superintendent to negotiate and execute a school bus transportation contract with Bennett Transportation, LLC, for the 2016-2017 through 2020-2021 school years.

Motion: Jane Williams

Second: Kathiann Shorey

Passed
10 For
1 Against
2 Abstentions

- Diesel and Gas Purchasing for 2016-2017
There were many questions surrounding this issue. The cost of maintaining/upgrading our existing tanks when the new building is complete is prohibitive; therefore it is important to establish another means of purchasing/supplying fuel for transportation moving forward.
*When will the new pricing begin? July 1st as our current contract goes through June 30th.
*Can we look into getting a bid with someone other than the DOT (Dept. of Transportation)? Yes we can, but we need to make sure that whoever provides the fuel will have a central location where buses can easily fill up.
*When will we have a firm price for the cost of fuel? The price given by the DOT of \$3.29 for Diesel and \$2.01 for Regular No-Lead gas is a firm price for the 2016-2017 year.
*Will Heating Oil purchasing go out to bid? Yes

9. Personnel Action:

None

10. Public Discussion: (15 Minutes)

Note: Discussions/questions should pertain to items discussed at this meeting.

None

11. Agenda Planning/Adjournment:

Next Meeting: February 10, 2016

A motion was made to adjourn the meeting.

Motion: Kathiann Shorey

Second: Jane Williams

Passed
All in Favor

Meeting adjourned at 7:30

Respectfully submitted,



Heather Sheehan
Recording Secretary

Name-the-New-School Contest

Explanation:

As most of you are aware, we are in the process of having a new school constructed on the current Molly Ockett Middle School site, which will replace the C. A. Snow school. The plan is to move into the building at the start of the 2017-2018 school year, which is not too far away! We are asking for your help in coming up with a name for the new school.

Guidelines:

1. The name must "fit" with the larger community. For example, the current name of the middle school works well based upon the stories that Molly Ockett once lived in this area. Your idea should also be one that makes sense given where we live and the history of our community.
2. The name can either be for the elementary school or for the entire K-8 school. Please indicate which option you have chosen.
3. You must provide strong supporting details to convince the judges why your name is the best name.
4. All entries must be typewritten, edited, and organized into one or more complete paragraphs, depending upon how much detail you provide.

All entries should be submitted by June 1st.

Anyone interested can submit your ideas to:

Jay Robinson
Superintendent of Schools, MSAD 72
124 Portland Street
Fryeburg, Maine 04037

The Building Committee will judge the entries during a future meeting. Thank you for your interest in helping us come up with a fitting name for such a great project!

Budget Timeline
2016-2017

Budget Workshops

1. Transportation, Facilities and Maintenance, Debt Service (April 6, 2016)
2. Special Education, Other Instruction, Student and Staff Support, Food Service (April 13, 2016)
3. Instruction, System Administration (April 27, 2016)

Informational Meetings

Tuesday, May 17	New Suncook Informational Meeting (6:30 PM)
Wednesday, May 18	MOMS Informational Meeting (3:15 & 6:30 PM)
Thursday, May 19	Brownfield Denmark Informational Meeting (6:30PM)

Wednesday, May 25	District Budget Meeting (7:00PM) Molly Ockett MS.
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Building Project Update

Foundation – 90% complete.

Steel Framework – just past 50% complete.

Major Milestones:

- The foundation will be completed by January 22nd.
- The new septic system will be operational within the next two-to-three weeks.
- Roof decking work is ongoing with the 2/4 pod completed.
- The underground storm drainage system is 90% complete and operational.

Next Steps:

- The septic system will be operational in two weeks or so.
- All roof decking will be in place by February 4th.
- Installation of roofing will take place shortly thereafter.
- Building enclosed in March.

Every Student Succeeds Act (ESSA)

Congress has passed the ESSA to replace its predecessor, The No Child Left Behind Act (NCLB). The following is a summary of some major points of interest:

Standards and Assessment:

- States must adopt challenging academic content standards in reading, mathematics, science, and any other subject determined by the State. These standards must be aligned with higher education standards as well as the State's career and technical education standards.
- Prohibits the Secretary of Education from having any authority over or from incentivizing the adoption of any academic standards or programs.
- Includes a provision giving states the option to put a cap on the amount of time devoted to standardized testing in related grade levels.
- Maintains a 1% cap for alternative assessments for students with severe cognitive disabilities.

Accountability:

- Eliminates Adequate Yearly Progress (AYP) as well as the 100% proficiency requirement (in reading and math by 2013-2014).
- Requires a 95% test participation rate by all students and subgroups. However, it does allow states to create their own testing opt-out laws.
- Repeals the provision defining "highly qualified" teachers.

EMPLOYEE SOCIAL MEDIA PRIVACY

For the purpose of this policy, “social media account” means an account with an electronic medium or service through which users create, share and view user-generated content including but not limited to videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online service accounts and Internet website profiles and locations.

“Social media account” does not include an account opened at the employer’s behest or provided by an employer or intended to be used primarily on behalf of the employer.

In compliance with Maine’s employee social media privacy law, **MSAD 72**, through its administrators or designees, shall not:

- A. Request, require or coerce an employee or applicant for employment to disclose a password or any other means for accessing a personal social media account;
- B. Request, require or coerce an employee or applicant for employment to access a personal social media account in the presence of administrative or other **MSAD 72** personnel or agent of the school unit;
- C. Require or coerce an employee or applicant to disclose any personal social media account information;
- D. Require or cause an employee or applicant to add anyone, including administrative or other **District** personnel or agent of the school unit to the employee or applicant’s contact list associated with a personal media account; or
- E. Request, require or cause an employee or applicant to alter settings that affect the ability of a third party to view the contents of a personal social media account.

MSAD 72 shall not discharge, discipline or otherwise penalize any employee, who refuses to disclose or provide access, add contacts or alter settings as specified above, or to fail to hire an applicant based on his/her refusal to comply with illegal requests, requirements or coercion.

This policy does not prohibit **MSAD 72** from requiring an employee to disclose personal social media account information when the employer reasonably believes it to be relevant to an investigation of alleged employee misconduct or a workplace-related violation of applicable laws, rules or regulations, provided the information disclosed is accessed and used solely as necessary for the investigation of related proceedings.

This policy does not apply to information publicly available which may be available on an employee or applicant’s public social media accounts.

As employer, **MSAD 72** may maintain policies governing the use of its own electronic equipment, including a requirement that an employee disclose to the school unit the employee’s user name, password or other information necessary to access employer-issued electronic devices or to access employer-provided software or email accounts.

Legal Reference: Maine P.L. 2015, Ch. 343

Cross Reference: GCSA – Employee Computer and Internet Use

Adopted: 1/13/16

LIFE-SUSTAINING EMERGENCY CARE

A primary concern of the District shall be with the health and safety of its students. In emergency situations involving accident or illness, school employees should undertake reasonable efforts to provide first aid or life-sustaining emergency care to the extent of their knowledge and training, and/or to seek the assistance of school medical personnel or other staff members to obtain emergency assistance for the student.

For those students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. The team should include persons at the school who are knowledgeable about the student, as well as the student's parents, at least one medical personnel, and a school administrator. The Team may consider requests from the parents that alternative forms of life-sustaining emergency care be used as part of that plan, but those requests must be substantiated by specific medical documentation from the student's physician. The Team shall not approve a parental request to deny all life-sustaining emergency care for a student, but may specify that only certain types of intervention are appropriate in a particular situation.

For the purpose of this policy, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such a procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, and cardiopulmonary resuscitation ("CPR") and use of an AED.

Legal Reference: 29 USC § 794(a)
Cross Reference: JLCE – First Aid and Emergency Medical Care

Adopted: 1/13/16

STUDENT USE OF MEDICAL MARIJUANA IN SCHOOLS

The Board recognizes that there may be some students in MSAD 72 schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

Maine law provides that a “primary caregiver” (defined as parent, guardian or legal custodian under Maine’s medical marijuana law, 22 MRSA § 2423-A91)(E)) may possess and administer marijuana in a non-smokeable form in a school bus or on the grounds of the preschool or primary or secondary school in which a minor qualifying patient is enrolled, if:

- a) a medical provider has provided the minor qualifying patient with a current written certification for the medical use of marijuana and
- b) possession of medical marijuana is for the purpose of administering it to the minor qualifying patient.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the Board approves the following guidelines for the administration of medical marijuana

- A. The person administering the medical marijuana must provide proof that
 - 1. He/she is the primary caregiver for the student;
 - 2. The student has a current written certification from a medical provider for the use of medical marijuana;
 - 3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- B. The marijuana must be in a nonsmokeable form;
- C. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;
- D. Medical marijuana may only be possessed by the primary caregiver; it cannot be given to or held by any school employee, student or other person in school, with the exception of the “qualifying patient;”
- E. Only the primary caregiver may administer medical marijuana – it cannot be done by, or delegated to, a school employee or any other person than the primary caregiver;

- F. Medical marijuana may be administered only at the principal's office; the primary caregiver must go there directly and, if visitors are required to sign in, to do so;
- G. The student may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

Legal Reference: Maine 2015 P.L. Ch. 369

Adopted: 1/13/16

M.S.A.D. #72

FILE CODE: IKE

PROMOTION, RETENTION, AND ACCELERATION OF STUDENTS

It shall be the general policy of M.S.A.D. #72 to encourage and assist each pupil to move along in a continuous growth pattern of academic achievement in conjunction with his/her normal social and emotional development. In arriving at a decision for the placement of a pupil, the combined views of the teacher/teachers, principal, support personnel (as appropriate), parent, and the pupil (as appropriate) will be taken into consideration. The guiding philosophy for determining a pupil's placement will be what is in the best interest of that child.

Each school shall establish a Pupil Review Team (PRT) to review information on selected students being considered for special placement retention/acceleration. The PRT shall consist of (as appropriate): a) the principal or head teacher, b) the pupil's teacher(s), c) a guidance counselor, d) the parents/guardians, and e) the pupil. Other support personnel may be involved at the request of the PRT. The PRT shall be responsible for reviewing information and developing recommendations. Each member of the PRT, except the student, shall get one vote.

In the event the PRT cannot reach a unanimous decision, the building principal shall make the final decision. A process/timeline will be developed by each school, which will define each school's procedures.

Parents dissatisfied with the decision may appeal to the Superintendent of Schools, who shall appoint a committee to hear the appeal. This committee will make a recommendation to the School Board which will vote on the matter.

Appealed decisions on special services students will follow special education procedures.

Adopted: 9/11/96
Amended: 10/14/98
Reviewed: 1/13/16

EXEMPTIONS FROM REQUIRED INSTRUCTION

The regular curriculum of this school district is designed to include statutory requirements and other areas of study determined appropriate by the professional staff and the School Board. An effort is made to include topics and teaching methodology which are appropriate to the age, abilities and cultural backgrounds of the students.

There may be topics in the curriculum which are objectionable to certain individuals. Exemption from instruction which infringes on their religious or moral beliefs may be requested for their students by parent/guardian. When a student is exempted from the regular curriculum, an alternative program of studies will be designed by the school staff in conjunction with the student and his/her parents, as appropriate. The alternative educational activity will, whenever possible, be consistent with the goals of the regular course and which does not require the provision of extra resources by the school unit.

The Superintendent will be responsible for the development of procedures to implement this policy.

Adopted: 10/14/98
Reviewed: 1/13/2016

M.S.A.D. #72

ANIMAL APPROVAL FORM

Date _____

Step 1 – Complete #1 - 6.

1. Circle the type of animal(s) involved in the animal program:

Mammal Bird Reptile Fish Amphibian Insect

2. Explain the educational purpose of the animal program:

3. Identify location of animal program (one classroom, multiple classrooms, hallway, cafeteria, outside, etc.):

4. What students will have direct involvement with the animal program?

5. Date of animal program _____

6. Length of animal program _____

Step 2 – Depending upon animal involved in the program, satisfy the listed requirements.

Requirements for Mammal/Birds:

1. Submit appropriate plan for care when school is in session and when not in session.
2. Please submit proof of current rabies vaccination for mammals requiring this vaccination
3. The “animal notification letter” must be sent to **all** parents and **all** parents responses must be returned for review.
4. Review all parent responses and determine the number of students who would have undesired reactions.
5. Submit all of the parent responses that state their child would have undesired reactions with the “Animal Approval Form”.

Requirements for Reptiles:

1. Submit appropriate plan for care when school is in session and when not in session.
2. Classroom in-service must be done emphasizing the following points:
 - Reptiles can be a source of salmonella; a germ which can make you very sick
 - Hands must be washed if the reptile is touched
3. This protocol must be posted in the classroom and reviewed with the students frequently.

Requirement for Fish:

1. Submit appropriate plan for care when school is in session and when not in session.

Step 3 – Submit the completed “Animal Approval Form” and all other requirements to the building principal.

To be completed by the building principal:

Request Approved

Request Not Approved

Principal Signature

Date

Return Form to Requester

If approved, the Requester must review the protocol below and sign that the protocol will be followed:

1. No wild animals will be allowed on school premises unless under the control of an individual trained in the care and management of the animal and properly licensed by state or federal agencies as appropriate (i.e., zookeepers, veterinarians, and biologists). Students should not be permitted to handle wild animals. Proof of insurance coverage will be requested.

1. All animals brought to school must be restrained by the owner/handler, housed in appropriate containers and cared for in a humane manner. The teacher is responsible for the proper supervision and control of students whenever there is an exhibit or activity involving animals on school premises. Persons having animals on school grounds must clean up after the animal and will be held liable for any damage caused by the animal.

1. If a school animal event involving a mammal/bird, also invites the community to attend, the animal presence must be communicated in the advertisement.

Signature of Person In Charge of Educational Program
Involving the Approved Animals

Date

RETURN THIS COMPLETED FORM TO THE BUILDING PRINCIPAL

M.S.A.D. #72

Parent Notification: Animals in the School

Student Name: _____ School: _____

Dear Parent(s)/Guardian,

An educational program involving a feathered/furred animal(s) is being considered for the near future. We recognize that animals can play a beneficial part in the learning experience at school for students. We also understand that for some students with asthma, allergies and fear issues, animals can trigger an undesired reaction.

Please read over the two statements below and check off and sign the statement that is true for your child.

- I am not aware of any triggers or undesired reactions that feathered/furred animals could cause to my child.**

Parent/Guardian Signature

Date

- My child could develop an undesired reaction if near a feathered/furred animal.**

Please explain the undesired reaction:

Parent/Guardian Signature

Date

PLEASE RETURN THIS COMPLETED FORM TO YOUR CHILD'S TEACHER

SERVICE ANIMALS IN SCHOOLS

The Board recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school activities.

Maine law defines a “service animal” as:

Any animal that has been determined necessary to mitigate the effects of a physical or mental disability by a physician, psychologist, physician’s assistant, nurse practitioner or licensed social worker; or

Any animal individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are deaf or hard of hearing to intruders or sounds, providing reasonable protection or rescue work, pulling a wheelchair, or fetching dropped items.

Use of a service animal by a qualified student with a disability will be allowed in school when it is determined that the student’s disability requires such use in order to have equal access to the instructional program, school services and/or school activities.

Use of a service animal by a qualified employee with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his/her job or to enjoy benefits of employment comparable to those of similarly situated non-disabled employees.

The parent/guardian of a student who believes the student needs to bring a service animal to school, or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 Coordinator or Director of Special Services, as appropriate, and the Superintendent will determine whether or not to permit the service animal in school.

Before a service animal shall be permitted in school or on school property, the student’s parent or the employee must provide:

- A. A description of the function(s) the service animal is expected to perform in assisting the person with a disability;
- B. Documentation of liability insurance;
- C. A copy of the animal’s current license and tag identifying it as a service animal (if applicable);

- D. Current certification from a veterinarian that the animal is in good health;
- E. Proof of current rabies and/or other appropriate vaccination;
- F. Certification of the service animal's training by a recognized agency or Organization and/or demonstration of training; and
- G. Evidence that the student or employee can appropriately supervise, care for, and control the animal at school, or, depending upon the circumstances involved, that there is a plan for some other person [or a handler], other than school unit staff, to be present to care for and control the animal.

Parents or animal handlers who will be present in school for the purpose of assisting a student with his/her service animal will be required to submit to a sex offender registry and criminal background check. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

The school unit may impose additional conditions on the presence of a service animal, depending upon the circumstances.

The building principal may remove or exclude a service animal from the school or school property if:

- A. The presence of the animal poses a direct threat to the health and safety of others;
- B. The animal significantly disrupts or interferes with the instruction program, school activities or student learning;
- C. The presence of the animal would require a fundamental alteration of any school program;
- D. The student, employee or handler is unable to fully control the animal;
- E. The student, employee or handler fails to appropriately care for the animal, including feeding, exercising, taking outside for performance of excretory functions and cleaning up;
- F. The parents or employee fails to provide the required documentation; and/or
- G. The animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school.

A parent or employee whose service animal has been removed or excluded may appeal the decision to the Superintendent. If dissatisfied with the Superintendent's decision, the parent or employee may appeal to the Board.

Service Animals at School-Sponsored Events

Individuals with disabilities may be accompanied by their service animals to events or activities open to the public that are held in schools or on school property. The use of a service animal may not be conditioned on the payment of a fee or security deposit, but the individual is liable for any damage done to the premises or facilities by such an animal.

The building administrator may revoke or exclude the service animal only if the animal poses a direct threat to the health and safety of others, the use of the animal would result in substantial physical damage to the property of others, or would substantially interfere with the reasonable enjoyment of the event or activity by others.

Legal Reference: 42 U.S.C. § 12101 et seq.
 36 C.F.R. § 104, 302
 5 M.R.S.A. §§ 4553, 4592
 Me. Human Rights Commission Rule Chapter 7

Adopted: 7/21/2010

Reviewed: 1/13/16