**REGIONAL SCHOOL UNIT NO. 38 | MARANACOOK AREA SCHOOLS**

*A Caring School Community Dedicated to Excellence*

Office of the Superintendent · 45 Millard Harrison Drive, Readfield, ME 04355

# BOARD OF DIRECTORS MEETING AGENDA

## OCTOBER 7, 2026 | 6:30 P.M. | MCMS CAFETERIA | ZOOM

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Comments**
4. **Additions/Adjustments to the Agenda by Board and/or Superintendent**
5. **Reports/Updates**
   a. **Celebrations**
   b. **Reports**
   - Student Representatives
   - Adult & Community Ed Report*
   - Middle School Principals*
   - High School Principals*
   - Finance Report*
   - Superintendent*

   c. **Subcommittee Upcoming Meetings/Minutes**
   - Budget- 12/9 @ 6-7:30p.m. - Central Office
   - Curriculum -11/17 @ (Time TBD) - Central Office
   - Facilities & Transportation* - 10/28 @ 6-7:30p.m. - Central Office
     - Minutes 9/24 ○ Roles & Responsibilities 2026-2027
   - Negotiations - 10/14
   - Policy* - 10/28 @ 4-5:30p.m. - Central Office
     - Minutes 9/30 ○ Roles & Responsibilities 2026-2027

     Policy First Readings
     - EBCF Automated External Defibrillators*
     - JLF Child Abuse or Neglect Reporting, Prevention, and Education*
     - JLF-E Suspected Child Abuse or Neglect Report*
     - JLF-R Child Abuse or Neglect Reporting Administrative Procedures*
   - Awesome Bear Society - 10/14 @ 6:30 p.m. HS Media Center
   - Strategic Planning Wayne Community Forum - 10/8 @ 6-7:30 p.m.- HS Cafeteria
6. **Action/Discussion/Informational Items**
   a. **Superintendent Update on MSMA Response Regarding Motor Vehicle and Pedestrian Use of Access Road to the Maranacook Campus Athletic Fields**
   b. **Approval of Board Meeting Minutes September 23, 2026***
   c. **Consideration of Overnight Field Trip-Outdoor Club Film Festival, Canoe & Camping Trip***
   d. **Acceptance of Donations***
   e. **Consideration of Draft Board Goals 2026-2027**
   f. **Ratification of New Hire, Middle School Special Education Teacher, Lunara Graham***
7. **Executive Session to Consider Expulsion of a Student 1 M.R.S.A § 405(6)(B)**
8. **Action After Executive Session (if Any)**
9. **Adjournment**

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**October 7, 2026 – 6:30 P.M. @ MCMS CAFETERIA**

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MARANACOOK
ADULT EDUCATION

RSU #38

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**Maranacook Adult Education's CDL program** is an important workforce-development component of our adult education offerings. The program provides federally certified CDL Class B truck driver training, preparing participants for careers that require commercial driver's licenses. Training combines classroom instruction, required testing preparation, range training, and behind-the-wheel driving experience. The CDL program is designed to connect adult learners directly with employment opportunities in the region and throughout Maine.

Class B commercial driver's licenses can provide access to careers involving:

- Municipal and public works vehicles
- Dump trucks
- Delivery vehicles
- Construction
- Landscaping and grounds maintenance
- School transportation
- Fuel delivery

The program can be particularly valuable for adults looking for a career change or for workers seeking employment that may provide a different physical workload than their previous occupation.

**Scholarship and Grant Partnerships -** One of the greatest strengths of the Maranacook CDL program has been our ability to leverage outside funding to make training accessible to individuals who might otherwise be unable to afford it. Recent cohorts have included participants supported through the Harold Alfond Scholarship program and the Women in Trucking grant. These partnerships have allowed Maranacook Adult Education to provide CDL training to participants at little or no direct cost to the student while connecting the program to broader workforce-development initiatives.




**HiSET Diploma Program**
In an effort to help increase access to our HiSET program, for those students who struggle to find childcare, Maranaook AE is planning to offer free evening childcare for those students who enroll in our HiSET diploma program.

To assist with issues related to food insecurity, Maranacook AE is also offering HiSET students free pizza dinners on Tuesday and Thursday evenings as well as access to our local food pantry.

For more information on our local HiSET program and support services, please call 200-9923.

Thanks!

Steve Vose
Director

# Maranacook Community Middle School
# Board Report - Sept. 30, 2026

Dear Board,

Below are some updates from our teachers:

| Team/Program | What's Going On? |
|---|---|
| Acadia | We're trying something new with executive functioning skills. So far, our students are thriving with our new systems. Our team is inviting guest speakers in to talk about Mental Health as well as producing skits that portray the topic. |
| Katahdin | Katahdin had an Olympic competition between the three grade levels. |
| Moose | Moose Island has been building relief maps of coastal communities affected by coastal flooding and erosion. We are studying oceans and learning about waves and sea creatures. |
| Royal | Newsletter - https://tinyurl.com/RoyalSeptNewsletter |
| Learning Center | ELA: We are reading *Lost on a Mountain in Maine* and learning about the geography of Mt. Katahdin.<br>Math: We are learning about ratios and applying ratios to real life situations.<br>Writing: We will be writing campfire stories in October. |
| Music | 4 students have been nominated for the District 3 7th and 8th grade Jazz Honors Festival. Several students are auditioning for the District 3 7th and 8th grade honors festival for concert band or concert choir. Maranacook is hosting auditions this year in late October.<br><br>We have 66 students involved in band or choir. Over half of these students are in 2 or more ensembles.<br><br>The general music students have done an amazing job developing their skills and techniques for bucket drumming and are finishing up Unit 1 soon.<br><br>We are starting a Tri-M Jr. club at our school- it is like the National Honor Society for music students. Members take on leadership positions within their ensembles to see if a career in music education is something they are interested in. We have a chapter at our high school and students get a special stole at graduation as well. |
| Sports - Soccer, Field Hockey, Skiing (Alpine & Nordic), | Boys soccer: We have 38 students participating on the "A" and "B" boys soccer teams. |

| | |
|---|---|
| Track & Field | Girls soccer: We have 30 students participating on the “A” and “B” girls soccer teams.<br><br>Cross Country: We have 57 students participating on the cross country team.<br><br>Field Hockey: We have 5 students participating on the “A” and “B” field hockey teams.<br><br>All teams are competing at an extremely high level and are developing a true sense of what it means to be a “Black Bear”. |
| MTSS | Service Learning has just started their research (one group is wild fires and the other group is mental health) and then will be sharing what they find and coming up with projects to make a positive impact on the topic they researched. |
| PE (K Mags) | We are off to a great start in classes. We have completed our soccer, scooter, and are currently engaging in our floor hockey unit and working on catching and throwing skills. Our large focus in class, along with skill building and fitness, is working on social interactions. Students have completed challenges with their classmates, such as moving a marble throughout the gym into a bucket in the quickest amount of time or getting every student across the gym without touching the ground using only each other and equipment. These challenges have helped build a positive class culture, strengthen communication, and improve class engagement as they are learning about each other and how to work together to accomplish tasks. |

**Middle School Enrollment** (as of 9/30/26)

- 6th grade - 94
- 7th grade - 105
- 8th grade - 91
- Total - 290

Respectfully Submitted,

Mike Muir
Principal



*Morning at Maranacook September 11, 2026 (cr. Sarah Harman)*

Dear Maranacook Board,

I hope this report finds you well. There is nothing that kicks off a new year like a Club Fair, so here are some photos for you from ours. I also include the 10/1 enrollment numbers for the high school, a brief look at our September NWEA testing, and information on the Maranacook 50th Celebration.

Thank you for doing this work for us. We know it is often thankless and appreciate your support of our students and schools.



**Early report on NWEA testing**

As a faculty, this year and last, we have focused on our testing conditions, calendar, and communication around the Fall and Spring NWEA testing. English Department chair and Literacy specialist Juliet Tinckham and Math Interventionist Sue Caron are the teachers who lead and are responsible for the NWEA testing. They report out in almost every staff meeting to communicate expectations and provide information on the testing results. They cheer us on throughout the process even as they themselves proctor small groups, problem-solve any issues, and ensure that students are supported in doing their best.

Juliet and Sue, all the 9th and 10th grade teachers who proctor the exams, and all of our 9th and 10th grade students couldn't do a thing without our Tech Team. Mandy Poulin, Brett Trefethen, Amanda Levesque, Norm Robichaud, and Diane MacGregor are efficient, helpful, and prepared. Their student-centered approach and genuine kindness toward staff and students during the high intensity testing weeks is remarkable and appreciated.

This year the high school completed all of the fall testing early, in September. This will give us an early baseline, and we capitalized on the positive energy at the start of a school year. Teachers held off on giving quizzes or tests in the students other classes, and Math and English both were held over four days. This gave every student time to do their best. We had 97% participation this year and while we will wait for the formal report, we pleased with early results.

**Enrollment**

Enrollment as of 10/1/26 is as follows:
9th grade: 105
10th grade: 92
11th grade: 94
12th grade: 91
Total:  382

**Maranacook 50th Celebration.** Please help us spread the word!



I am coordinating the 50th year celebration of Maranacook Schools this year. I need your help reaching out to Maranacook Alumni along with staff from the past to the present. Please share this info with others! If anyone is willing to help post the homecoming flyer and the Share your Maranacook Memories flyer around the communities in local stories, businesses, post offices, and town offices it would be greatly appreciated.

**The next major event for the celebration is homecoming. The kickoff events start Friday 10/2 then continue through Saturday 10/10! See flyer attached.**

We have a google site linked to the RSU38 district website that can also be reached with the QR code below. We will post monthly newsletters, photos, videos, etc to share the story of Maranacook from 1976 to today. This cannot be done without the help of others like you. I need people to email me, so that I can retell our history. Please take the time to look over the "share memories" attachment below and make this the best Maranacook Celebration.

**SHARE YOUR MARANACOOK MEMORIES!**

**Celebrating 50 Years of Maranacook Schools**

**Help us fill our 50th Anniversary Newsletter & Memory Wall!**

Do you have a favorite **photo, video, story, or memory** from your years at Maranacook?

📸 **Candid photos** - sports, plays, dances, clubs, school events, & more
🎥 **Videos** — memorable moments from throughout the years
💭 **Stories & memories** — a few sentences or a whole paragraph!

❤️ **Thank a teacher, coach, advisor, or staff member** who made a difference

Currently we're especially looking for memories about:

**Homecoming • Fall Sports & Championships • Fall Plays • Advisor/Advisee • Ropes Course • New School Years • Maranacook Community School Signs • And MORE!**

From **1976 to today**, help us tell the story of **50 years of Maranacook Schools.**




**WE CAN'T DO IT WITHOUT YOU!**

SCAN ME

**Please email your memories and help make our celebration unforgettable!**
**Email:** tanya_hunt@maranacook.com

**Check out the Maranacook 50th Celebration Google Site**

# MARANACOOK
# Alumni & Staff

YOU'RE INVITED TO ATTEND

# HOMECOMING

## Varsity Games

| SATURDAY 10/3 | FRIDAY 10/9 | SATURDAY 10/10 | |
|---|---|---|---|
| VOLLEYBALL 12:30 PM | FOOTBALL 6:00 PM | GIRLS SOCCER 11:30 AM | BOYS SOCCER 1:30 PM |

**VISIT THE MARANACOOK 50TH CELEBRATION TABLE**
Learn about upcoming anniversary events and share your memories!

**SIT AND REMINISCE WITH OTHER ALUMNI**
Enjoy a special section of bleachers just for you!

**CHEER ON THE BLACK BEARS**
Show your Maranacook spirit and support our student athletes!

**WEAR YOUR BLACK AND GOLD**
Show your pride and be part of the tradition!

**PHOTO OPPORTUNITIES**
Capture the memories and moments!

**HALFTIME RECOGNITION**
Help us recognize and celebrate our alumni and former staff!

*Once a Black Bear, Always a Black Bear!*

# REGIONAL SCHOOL UNIT NO 38
## WARRANT ARTICLE RECONCILIATION

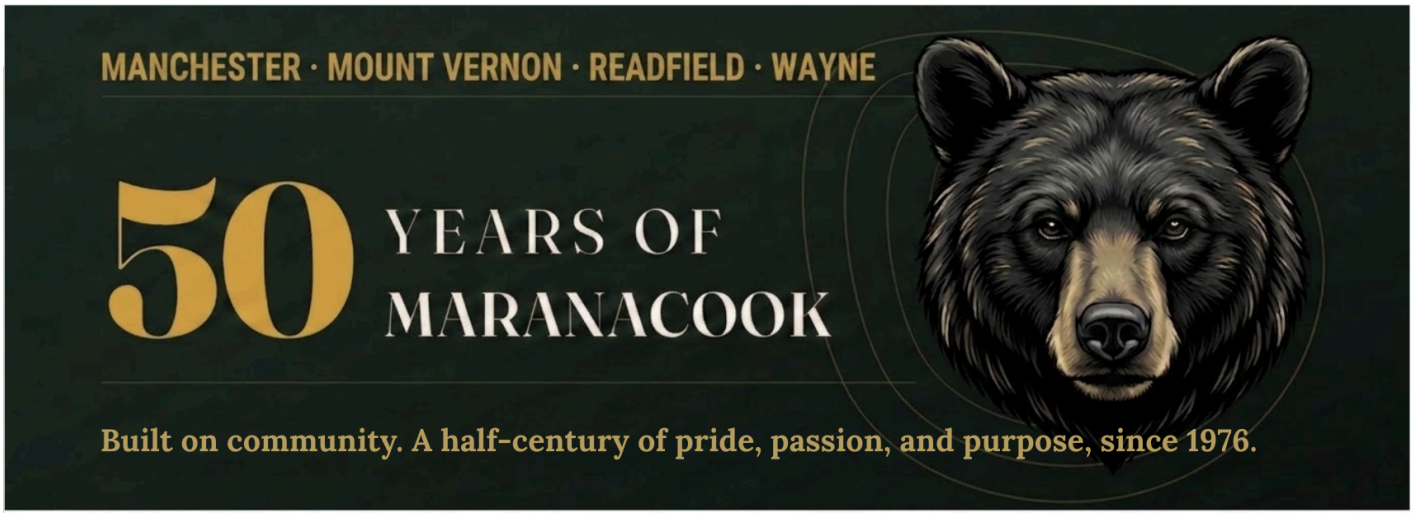
Report # 71785

Statement Code: WarrArtRec

| Account Number / Description | Approved Budget 7/1/2026 - 6/30/2027 | Revised Budget 7/1/2026 - 6/30/2027 | Expended 7/1/2026 - 9/30/2026 | Encumbered 7/1/2026 - 9/30/2026 | Amount Remaining 7/1/2026 - 9/30/2026 | Percent Remaining 7/1/2026 - 9/30/2026 |
|---|---|---|---|---|---|---|
| **ARTICLE 2 REGULAR INSTRUCTION** | **$9,442,964.91** | **$9,442,964.91** | **$2,004,358.21** | **$27,375.03** | **$7,411,231.67** | **78.48%** |
| **ARTICLE 3 SPECIAL EDUCATION** | **$3,802,010.57** | **$3,802,010.57** | **$617,425.65** | **$817.44** | **$3,183,767.48** | **83.73%** |
| **ARTICLE 4 CTE INSTRUCTION** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | --- |
| **ARTICLE 5 OTHER INSTRUCTION** | **$658,562.65** | **$658,562.65** | **$93,988.36** | **$1,496.70** | **$563,077.59** | **85.50%** |
| **ARTICLE 6 STUDENT & STAFF SUPP** | **$2,479,733.97** | **$2,479,733.97** | **$629,712.24** | **$10,823.61** | **$1,839,198.12** | **74.16%** |
| **ARTICLE 7 SYSTEM ADMIN** | **$847,365.51** | **$847,365.51** | **$243,014.57** | **$13,857.02** | **$590,493.92** | **69.68%** |
| **ARTICLE 8 SCHOOL ADMIN** | **$1,440,086.30** | **$1,440,086.30** | **$336,501.50** | **$2,738.08** | **$1,100,846.72** | **76.44%** |
| **ARTICLE 9 TRANSPORTATION** | **$1,340,162.15** | **$1,340,162.15** | **$247,057.26** | **$25,265.56** | **$1,067,839.33** | **79.67%** |
| **ARTICLE 10 OPER/MAINT OF PLANT** | **$4,031,360.60** | **$4,031,360.60** | **$1,328,184.09** | **$576,112.06** | **$2,127,064.45** | **52.76%** |
| **ARTICLE 11 DEBT SERVICE PYMNTS** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | --- |
| **ARTICLE 12 ALL OTHER EXP** | **$114,337.20** | **$114,337.20** | **$1,700.84** | **$0.00** | **$112,636.36** | **98.51%** |
| **GRAND TOTAL** | **$24,156,583.86** | **$24,156,583.86** | **$5,501,942.72** | **$658,485.50** | **$17,996,155.64** | **74.49%** |

**RSU 38 Maranacook Area Schools**
**Superintendent's Report**
**September 2026**

**To: Members of the RSU 38 Board of Directors** **From: Dr. Karen G. Smith**




## 🧭 Strategic Planning Update



Mr. Molokie (Readfield) Community Planning Team & Dr. David DeRuosi, NESDEC

The district's strategic planning work with the New England School Development Council (NESDEC) is now in its community engagement phase. Community forums are being held in the cafeteria at Maranacook Community High School from 6 to 7:30 p.m. Manchester and Mount Vernon held their forums on September 24 and September 30. Readfield's forum is October 1, and Wayne's is October 8. Dr. David DeRuosi and the NESDEC team facilitate each forum, which centers on small-group table work.

The staff is also taking part. On September 30, 27 staff members attended a visioning session, and the remaining staff will take part during the October 9 professional day. With that session, the community forums and staff visioning sessions will be complete. Student voices will be gathered in grades 6–12 through advisory, in sessions held just for students. NESDEC will review what all of these groups share and identify common themes. Those themes will shape the plan's strategic objectives this fall. Draft strategic initiatives will follow in December, and a draft vision, mission, and core values in January and February. The final plan is expected to come to the Board in March 2027.

In parallel, the *Best Educational Use of School Facilities Study* is in its data collection phase. The study covers enrollment and demographics, as well as space utilization. In its final phase, it will develop options for the Board to consider.

**Manchester Visioning Session**





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**Mount Vernon Visioning Session**





## 📝 Assessment Update (As of October 1, 2026)

Fall testing is underway across the district. Assistant Superintendent Michelle Lake shared the 2026–2027 assessment calendar with families in her September 1 letter. Students in grades 3 through 8 and in their second year of high school are taking the Maine Through-Year Assessment in math and reading during the state's fall window, which runs September 14 through October 16, 2026. During the same window, students in kindergarten through grade 2 and in grade 9 are taking the NWEA MAP Growth assessments in reading and math.

The fall administration gives each student a RIT score, a measure that tracks where they are now and can be followed over time. Spring results will be compared against these scores to measure growth, and the spring Maine Through-Year Assessment will also measure on-grade proficiency for the required grades. Fall results are most useful for what they tell us early in the year: where students are starting, which students may need more support or challenge, and where instruction should focus in the months ahead.

State assessments are one part of a broader picture. In RSU 38, we look at state results together with local assessments, student grades, and teacher observations to understand each student's progress. At the district level, assessment data helps us follow cohorts from year to year, watch trends within specific grade levels, and decide where to direct resources and interventions. This work depends on broad participation. When students do not take part in state assessments, we lose information that helps us plan for the students we serve.

Principals will continue to share school-specific schedules with families as each testing window approaches. Once scores are available, building leaders and teacher leaders will review fall results, and the Board will receive an update.

## 📅 Attendance (As of October 1, 2026)

At the one-month mark, 76.9% of students are in the good attendance category, meaning they have missed fewer than 5% of school days. At this point last year, the figure was 80.3%. The at-risk group is largely unchanged at 7.3%, compared with 7.0% last year. Total chronic absenteeism is 15.7%, up from 12.8% at the same point last year. Of that total, 11.1% of students are chronically absent, and 4.6% are severely chronically absent.

Read early-year attendance figures with care. With only 23 school days completed, one or two absences can move a student into a higher category. These rates usually settle as the year goes on. Even so, the October snapshot is our first chance to identify students who need support early, and building teams are already using it that way.

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By grade level, the pattern matches what we have seen in prior years. Attendance is strongest in kindergarten through grade 7, where most students are in good standing. Grades 8 through 12 have more students in the at-risk and chronic categories, and grade 12 again has the highest concentration. Our PreK program also has a lower share of students in the good attendance category, and we will watch this closely as families settle into the school routine.

Our district goal for this year is to reduce chronic absenteeism to 11.0% or below. Administration will continue to provide tiered attendance supports, including early outreach to families of students already showing patterns of absence.

**District-Wide Attendance Summary**

| Category | Oct. 1, 2025 | Oct. 1, 2026 | Change |
|---|---|---|---|
| Good Attendance (<5% absent) | 80.3% | 76.9% | −3.4 |
| At Risk | 7.0% | 7.3% | +0.3 |
| Chronically Absent | 9.1% | 11.1% | +2.0 |
| Severely Chronically Absent | 3.7% | 4.6% | +0.9 |
| **Total Chronic Absenteeism** | **12.8%** | **15.7%** | **+2.9** |

### 🚌 Transportation Update




At its September 24 meeting, the Facilities and Transportation Committee received an update from Transportation Director Jason Sirois. The car seat rollout for PreK students is going well, and parents buckle their children in at pickup. The district's new bus has built-in car seats in four rows and is being outfitted at O'Connor's. It has not yet been delivered, and its route will be assigned once it arrives. The district has four older buses to sell and plans to use its usual silent auction, with other options

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considered for any buses that don't sell. Jason is also working with principals to prepare for National School Bus Safety Week, October 19–23, 2026, whose theme this year is "Safe Rides, Everyday Heroes." Bus evacuation drills will be held at each school during that week. Because the drills take place at the schools, most students will take part, not just those who ride the bus to and from home.



**Front view (blind-spot) cameras.** These show the driver a live image of the area directly in front of the bumper on a dashboard monitor, so they can see small children in the front danger zone

**Crossing arm (front crossing gate)**
The arm on the front bumper swings out automatically when the bus stops and the door opens. It makes students walk several feet in front of the bus before they cross, so they stay in the driver's line of sight. The area directly in front of the bus is one of the hardest places for a driver to see. The crossing arm keeps students out of that blind spot.



**Door sensor**
The door sensor monitors whether the entrance door is fully closed and whether anything is obstructing it. This prevents the bus from pulling away while a student is still on the steps or while a backpack strap, drawstring, or clothing is caught in the door.



**Side mirror lights (stop lights at the mirrors)**
When the bus is stopped, lights at the side mirrors light up the ground around the bus. This matters most on dark winter mornings and late afternoons. The lights help the driver see students approaching or leaving the bus, and they make students more visible to other drivers.

**Side backing lights**
These lights turn on when the bus is in reverse and light up the areas along the bus sides. Backing is one of the highest-risk maneuvers a bus driver makes, especially at rural turnarounds and driveways. The extra light helps the driver see people, objects, and edges along both sides.






**Back-up camera**
The rear camera gives the driver a live view of the area behind the bus while reversing. That area cannot be seen through mirrors alone. The camera works together with the backing lights and the audible back-up alarm to reduce the risk of striking a person or object.

**Lighted "SCHOOL BUS" sign**
The illuminated sign makes the bus easier to identify from a distance, especially in fog, snow, rain, or low light. When other drivers recognize a school bus early, they have more time to slow down and prepare to stop for the flashing lights and stop arm.

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**Built-in child safety seats**



Some bus seats have a child restraint built into the seat back. It folds down to provide a five-point harness for younger, smaller riders. These seats remove the need to install separate car seats, which can be installed incorrectly or come loose. They give the youngest students the same level of protection they would have in a family vehicle.

Together, these features address the times when students are most at risk: getting on and off the bus, crossing in front of it, and the bus backing up. The bus itself is already one of the safest ways for students to travel. Most added safety features focus on the "danger zone" around the bus, where most injuries happen.

**NATIONAL SCHOOL BUS SAFETY WEEK**



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# MARANACOOK COMMUNITY Cafe

## MOVES TO THE HIGH SCHOOL

*Same great people. A new home.*




### New Location
Maranacook Community High School Cafeteria

### New Schedule
Thursdays
9:00 – 10:15 a.m.
*Beginning Thursday, October 15*

*Same welcoming spirit. A space that is easier to reach!*

### A SAFE & SUPPORTIVE SPACE

This move reflects our commitment to the Cafe and the students and community members it brings together, and our responsibility for the safety of every person in our buildings.

Our schools follow the same safety standards for every visitor, volunteer, and program, in every building. These include how people enter and check in, how volunteers are approved, and how students are supervised by district staff whenever they are working with adults from outside the school. These standards help us know who is in our buildings and ensure that students are always in the care of school personnel.

### *Thank you, Cafe members!*

Cafe members have embraced these standards from the start. Many have already completed the district volunteer application, and the group has told us plainly that children's safety comes first. We are grateful for this partnership.

### WHAT YOU CAN DO

If you are a regular Cafe member and have not yet completed the RSU 38 volunteer application, please do so. Arrival and check-in details will be shared by Cafe coordinator Jenn Worthing and the high school office.

### ABOUT THE CAFE

The Community Cafe began more than twenty years ago, when Rebecca Dorr started an intergenerational gathering to build connections between the older residents of our towns and our young people. After its first year at the Mount Vernon library, it found a home at Maranacook, where it has run ever since through the dedication of volunteers, teachers, and the Town of Readfield.

### *You'll find...*

**Meaningful Conversations**
Share stories, ideas, and perspectives with people of all ages.

**Intergenerational Connections**
Build relationships with students, neighbors, and friends from our community.

**Engaging Programs**
Enjoy guest speakers, class presentations, book discussions, games, and more.

**A Warm, Welcoming Atmosphere**
Drop in, stay awhile, and be part of the conversation.

*It's not just about coffee... It's about connection.*

### WHAT MAKES THE CAFE SPECIAL?

**Live History**
Talk with Cafe members about the past — from the Great Depression to the Cold War to local stories. Hear real-life experiences and different perspectives.

**Book Talks**
Discover what students are reading, share your own favorites, and enjoy thoughtful discussions.

**An Authentic Audience**
See student projects in art, music, world languages, and social studies. Offer feedback, encouragement, and real-world perspectives.

**A Place to Shine**
Every student has a role — from greeting guests to sharing their work. The Cafe helps students build confidence, practice communication skills, and connect with adults outside their peer group.

*"The Cafe is a place where generations meet, ideas grow, and our community comes together."*




MARANACOOK COMMUNITY SCHOOLS

COMMUNITY • CONNECTION • LIFELONG LEARNING

BOARD CHAIR
LESLIE MARCO

WENDY BROTHERLIN
PATRICIA CLARK
KRISTIN DUBOIS
NOAH EASTER
ANDREW GORRILL

RSU 38 BOARD OF DIRECTORS
MARANACOOK AREA SCHOOLS

BOARD VICE CHAIR
CHIP JONES

JESSICA GORTON
DAVID GUILLEMETTE
DANIEL HOLMAN
BRIAN TARBUCK
DAVID TWITCHELL
CHAD WIGHT

# FACILITIES & TRANSPORTATION COMMITTEE MEETING AGENDA
## SEPTEMBER 24, 2026 | 4:00-5:30 P.M. | CENTRAL OFFICE

**Board Members:** David Guillemette, Brian Tarbuck, Chad Wight

**Administrators:** Superintendent Dr. Karen G. Smith, Facilities Director Shaun Drinkwater
**Residents:** Adam Woodford (Readfield)

1. **Committee Roles & Responsibilities**

The Committee reviewed the proposed roles and responsibilities and approved them as written. Brian Tarbuck will serve as Committee Chair.

2. **Facilities Director Shaun Drinkwater**
   a. **Middle School Windows**

Portland Glass estimated $250,000 to replace 59 middle school windows. The Committee recommended moving forward with the project.

   b. **Review of 2026 - 2027 Projects**

Projects planned for this year include painting, a rubber ramp, flooring in the accountant's office, and a Conex box for Stockford. Work on the maintenance garage doors is nearly done, and the high school gym lighting is finished. The security assessment recommended clearing brush at Mount Vernon Elementary, and the board will discuss it before any work begins. A tree at Readfield Elementary also needs attention. Looking further ahead, the middle school will need a new rubber flat roof in 2031-2032, which will go out to bid at about $800,000.

   c. **Forecasting FY28 Projects**

- Middle School boiler gaskets: $10,000
- Paving the south section of the HS upper parking lot: $100,000
- New science station: $35,000
- Heat recovery ventilators: $400,000
- Manchester Elementary doorknobs: $30,000
- Manchester Elementary concrete wall (original to the 1952 building): $50,000
- Locker room remodel, Phase 1 (boys'): $275,000
- Locker room remodel, Phase 2 (girls'): $275,000
- Ventilation improvements at Manchester and Readfield elementary schools: $275,000





- Middle School boiler replacement (Siemens): about $800,000; replacement cost still being worked out
- Readfield playground equipment replacement: about $5,000

### d. State Fire Marshal Office Visit

The corridor between the music room and the school needs an after-the-fact permit and sprinklers. Building modifications require permits.

### e. Access and Parking Athletic Fields

Facilities Director Drinkwater reviewed guidance from the Maine School Management Association (MSMA) Risk team about the athletic field access road. Because of foot traffic, possible unattended children, the single-lane road, and limited parking, MSMA considers vehicle traffic on the road during athletic events a liability for the district. MSMA recommended that only emergency vehicles use the road during events. Under Maine law (20-A M.R.S. §1001), the Board is responsible for managing school property, which gives it the authority to regulate traffic, parking, and access on campus. A Traffic and Parking Controls policy could set where vehicles may and may not go and allow signs, barriers, permits, and enforcement. Under the ADA, the district must provide an accessible pedestrian route from accessible parking to spectator and player areas, but it does not have to allow general vehicle access to the edge of the field. The State Fire Marshal's fire code (NFPA 1) allows the road to be made pedestrian-only as long as emergency vehicles can still get through. MSMA recommended posting signs and notifying staff, parents, and the public before any enforcement begins.

**The Committee discussed allowing the Awesome Bears Society access as needed and using the district golf cart to transport spectators with mobility needs. The Committee requested a follow-up site visit from MSMA, with updated guidance to be shared with the Board. The Committee also requested a quote for improving the access road, pedestrian access, and parking.**

### f. Update on Tennis Court & Baseball Fields

The tennis courts were pressure washed, the low areas were filled, and the courts were resurfaced with Novacrylic for $44,000. Work on the baseball field started September 29. Sod will be installed October 1, and the field will be roped off. That project costs $26,000, and fundraising covered part of it.





g. Discussion: Woodland Management Plan -Brian Tarbuck (Tabled)

3. Transportation Director Jason Sirois (reported by Superintendent Smith)

a. Pre-K Car Seat Update/Parent Ride

Superintendent Smith reported that the car seat rollout for Pre-K students is going very well, and both parents and Pre-K teachers have responded positively. Before school started, the district held a Pre-K parent ride. Buses picked up Pre-K students and their parents and brought them to school. While the students had story time with their teacher, parents were shown how the car seats work and how to buckle their child in.

b. New Bus Update

The new bus has been built and is at O'Connor's for lettering and a pre-delivery inspection. It is scheduled to arrive at the bus garage the week of September 21–25. Cameras and a radio will be installed the following week, and the bus is expected to begin picking up students by the end of that week.

c. Liquidating Old Buses

The district has four buses to sell. It plans to use its usual silent auction and will look at other options for any buses that don't sell.

4. Superintendent Karen Smith

a. Maine School Safety Center Report Update: *Jack Peck*

Jack Peck of the Maine School Safety Center met with the district steering committee about the facilities assessment and visited all four elementary schools. Feedback from CISA has been received. A presentation is planned for the first Board meeting in November.

**RSU 38 FACILITIES AND TRANSPORTATION COMMITTEE ROLES AND RESPONSIBILITIES**
**SCHOOL YEAR 2026-2027**

**Title:** School Board Facilities and Transportation Subcommittee (Approved as revised 9/24/2026)

**Purpose:** The Facilities and Transportation Subcommittee is responsible for overseeing the maintenance, operations, safety, and planning of all school facilities, grounds, and transportation services.

**Responsibilities:**

- Review and provide recommendations on short-term and long-term facility needs, including new construction, renovations, repairs, maintenance, grounds, and custodial services.
- Monitor the conditions of existing facilities and recommend improvements, prioritizations, and maintenance plans.
- Review bids, contracts, and work related to district facilities and transportation, and make recommendations to the school board.
- Review facility- and transportation-related budgets and expenditures, and coordinate with the Finance and Budget Subcommittee on capital planning.
- Ensure accessibility compliance and a welcoming environment for all students, staff, and community members.
- Report regularly to the school board on district facilities, transportation, safety, and recommendations for improvement.
- Review community use of school facilities and transportation under Policy KF and its accompanying procedures.
- Consider how the Subcommittee's recommendations will be communicated — who is affected, what they need to know, and when — and provide the Superintendent with a plain-language summary of its work for board reporting and district communications (Policy BHD).
- Ensure that changes to bus routes, building access, community use of facilities, and construction or maintenance work are communicated in advance to affected families, staff, and towns.

**Membership:** The Facilities and Transportation Subcommittee shall consist of at least 3 board members appointed by the board chair. The Superintendent, Finance Director, Facilities Director, and Transportation Director will serve as ex-officio members. All board members are welcome to attend.

**Meetings:** The Subcommittee typically meets monthly during the school year, or as needed, to ensure that school facilities and transportation services meet the needs of students, staff, and the community. Notes will be recorded and presented to the board. Meetings will be open to the public.

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**Policy References:**
BBA – Board Powers and Responsibilities, §§C, E, F (planning, expansion, improvement, financing, construction, and maintenance of the physical plant; records and management methods; approval of major expenditures)
BHD – Board Communications (shared communications responsibility described above)
BBAA – Board Member Authority and Responsibilities
KF – Use of School Facilities, and accompanying KF-R procedures
20-A MRSA §§1001, 1476

BOARD CHAIR
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WENDY BROTHERLIN
PATRICIA CLARK
KRISTIN DUBOIS
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RSU 38 BOARD OF DIRECTORS
MARANACOOK AREA SCHOOLS

BOARD VICE CHAIR
CHIP JONES

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BRIAN TARBUCK
DAVID TWITCHELL
CHAD WIGHT

# POLICY COMMITTEE MEETING MINUTES
## SEPTEMBER 30, 2026 | 4:00-5:30 P.M. | CENTRAL OFFICE

**Board Members:** Wendy Brotherlin, Daniel Holman (ABSENT), Chip Jones & Board Chair Leslie Marco
**Administrators:** Superintendent Dr. Karen G. Smith, Assistant Superintendent Michelle Lak, Mike Muir, Middle School Principal

1. **Review Policy Committee Roles & Responsibilities**

The Committee reviewed the Policy Committee Roles & Responsibilities as written. The Committee approved Wendy Brotherlin to serve as Committee Chair.

2. **Policy Revisions**

***JLF – Reporting Child Abuse and Neglect (JLF, JLF-R, JLF-E):*** The Committee reviewed revisions to Policy JLF, its administrative procedures (JLF -R), and the reporting form (JLF -E). The revisions respond to LD 2105, An Act to Update Maine's Mandated Reporting Laws, which was passed and became Public Law Chapter 667 on April 13, 2026. The RSU 38 draft was built from the MSMA 2026 sample policy and updates the district's language and procedures to reflect the new statute; per Maine DOE guidance, internal report ing procedures may be established but must not conflict with statutory requirements. One edit was made to the procedures: the middle school and high school assistant principals were added as designated agents.

***EBCF – Automated External Defibrillators:*** The Committee reviewed revisions to Policy EBCF, which governs AEDs in the school setting, to align with the 2026 Maine AED law. MSMA issued two sample versions of the policy; the RSU 38 draft follows MSMA Version 2. The redline shows the changes from the district's current EBCF policy.

**ACTION:** The Committee approved the JLF and EBCF draftS and recommended moving them to the full Board for first reading on October 7, 2026.

3. **Policy Review/Updates**

***JICJ/JICJ-R – Student Use of Cell Phones and Other Electronic Devices:*** Mike Muir, Principal of Maranacook Community Middle School, gave an implementation update. Staff have worked through storage solutions and procedures. Student -athletes need access to their phones after school for athletics. Violations have been minimal. 50 4 plans and health plans are being updated as needed so that students who need a phone for medical reasons, such as blood glucose monitoring, have access.

***BEDH – Public Participation at Board Meetings:*** The Committee reviewed Policy BEDH for clarification.
***KF/KF-R – Use of School Facilities:*** The Committee reviewed the new KF -R procedures.

4. **Policy Brief**

**ICE Enforcement in Nonpublic Areas L.D. 2106:** The Superintendent briefed the Committee on L.D. 2106. The law prohibits workers at public schools from voluntarily allowing immigration agents into private areas or providing them access to records without a judicial warrant. It still permits compliance with valid judicial warrants and in exigent circumstances. It does not block entry to public areas or override a valid warrant; it removes staff discretion to give voluntary consent. The law also requires the attorney general to publish model policies limi ting voluntary consent to let immigration officers into nonpublic areas of public schools. The District will monitor for that model guidance and for any related MSMA sample policy.

**RSU 38 POLICY COMMITTEE ROLES AND RESPONSIBILITIES**
**SCHOOL YEAR 2026-2027**

**Title:** School Board Policy Committee (Approved as revised 09/30/2026)

**Purpose:** The School Board Policy Subcommittee is responsible for reviewing, developing, and recommending policies to guide the school district's operations, procedures, and programs.

**Roles & Responsibilities:**

- Review existing school board policies on a regular schedule and recommend legal updates.
- Make recommendations to the board as to which policies should be maintained, modified, or repealed, recognizing that adoption, amendment, and repeal are solely the responsibility of the full Board (Policy BG).
- Identify needs for new policies to address changes in law, educational practices, district programs, or board governance needs.
- Research policy issues, consult with district and community stakeholders, and assess sample policies from MSMA and other districts.
- Draft new policy language for review and input by the superintendent and other stakeholders before presenting to the full school board.
- Ensure all policies follow applicable laws and regulations and provide clear guidance for implementation.
- Keep apprised of best practices and innovations in school governance policies and models.
- Review annually with the Superintendent whether the elements of an effective communications program described in Policy BHD are in place and functioning, and report findings to the full board.
- Consider how the Subcommittee's recommendations will be communicated — who is affected, what they need to know, and when — and provide the Superintendent with a plain-language summary of its work for board reporting and district communications (Policy BHD).
- Confirm, for each policy recommended to the Board, how it will be made accessible to staff, students, families, and the public (Policy BG).

**Membership:** The Subcommittee will consist of at least 4 school board members, appointed by the school board chair. The superintendent and the school board chair will serve as ex officio members. The Technology Director will serve as an ex officio member when matters under Policy BHD are before the Subcommittee. All board members are welcome to attend.

**Meetings:** The Subcommittee typically meets monthly during the school year and reports recommendations at the monthly school board meeting. Notes will be recorded and presented to the board. Meetings will be open to the public.

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**Policy References:**
BG – Policy Review (definition of policy; ongoing review; adoption, amendment, and repeal reserved to the Board; distribution of adopted policies by the Superintendent/designee)
BHD – Board Communications (shared communications responsibility described above; annual review of the district's communications program assigned to this Subcommittee)
BBA – Board Powers and Responsibilities, §§A, D (enacts policy; prescribes minimum standards for operation and improvement)
BBA – Board Powers and Responsibilities, §K (dissemination of information necessary for creating a well-informed public)
BBAA – Board Member Authority and Responsibilities
20-A MRSA §1001(1)(A)

# REGIONAL SCHOOL UNIT 38
# AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

The Board recognizes that, from time to time, medical emergencies may arise that warrant the use of an automated external defibrillator (AED). Regional School Unit 38 (RSU 38) may acquire one or more AEDs for use in its schools and at school-sponsored athletic events or team practices held on school grounds.

RSU 38 will require training on cardiopulmonary resuscitation (CPR) and use of AEDs for those school unit personnel who have been identified by the Superintendent, in consultation with the school unit's school health advisor, the Athletic Director, and the school nurses, as needing such training to effectively carry out their job responsibilities.

Other school personnel and members of the public may receive training in CPR and AED use to build the skills and confidence to respond to emergencies.

RSU 38 will offer training to high school and middle school students on performing CPR and using an AED in accordance with Maine Department of Education Rule Chapter 41.

The Superintendent shall be responsible for developing, in consultation with the school health advisor or other qualified experts and in accordance with the manufacturers' instructions, protocols for the use, storage, location, testing, and maintenance of the school unit's AEDs and for identification of school personnel who should be trained in the use of an AED.

RSU 38 shall develop an emergency action plan/protocol that addresses response to a cardiac arrest or similar life-threatening emergency, including CPR and use of an AED (if available), in school or at a school-sponsored athletic event or team practice on school grounds.

Although the Board authorizes the acquisition of AEDs, it cannot and does not guarantee that an AED or a person trained in its use will be available at any particular school site or at any school-sponsored activity or event outside of the school building.

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**Legal Reference:**14 MRSA § 164
20-A MRSA §§ 4009; 6304, 6304-A, 6304-B
22 MRSA § 2150-C
Maine Dept. of Educ. Rule Ch. 41 (January 9, 2024)

**Cross Reference:** EBCA — Comprehensive Emergency Management Plan
JLCE — First Aid and Emergency Medical Care

**Effective Date:** 12/04/03
**Adopted by RSU 38 Board of Directors:** 04/27/09
**Revised Date:** 05/03/17
**Revised Date:** _____

FIRST READING

# REGIONAL SCHOOL UNIT #38
# CHILD ABUSE OR NEGLECT REPORTING, PREVENTION AND EDUCATION

## I. DEFINITIONS

A. **Child abuse or neglect.** Child abuse or neglect is defined by Maine law as:

1. A threat to a child's health or welfare by physical, mental, or emotional injury or impairment, sexual abuse or exploitation, or lack of protection from these by a person responsible for the child;
2. Serious harm or threat of serious harm by a person responsible for the child due to inadequate care or supervision of the child or deprivation of food, clothing, shelter, education or medical care necessary for the child's health or welfare by that person when that person is financially able to provide food, clothing, shelter, education or medical care necessary for the child's health or welfare or is offered lawful and reasonable financial means or resources to do so;
3. Truancy (for a child who is either (a) age 5 and under age 6 and who has been voluntarily enrolled in school; or (b) six years of age and has not completed grade six; if a child described in (a) or (b) has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year) when the absence is the result of neglect by a person responsible for the child; or
4. A threat to a child's health or welfare caused by child sex trafficking by any person, regardless of whether or not the person is responsible for the child.

B. **Person responsible for the child.** A "person responsible for the child" means a person with responsibility for a child's health or welfare, whether in the child's home or another home; a facility which, as part of its function, provides for the care of the child; or a person licensed or subject to licensure that, as part of its function, provides for care of the child. It includes the child's parent, guardian, or other custodian.

C. **Child sex trafficking.** Child sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a child for the purposes of a commercial sex act.

## II. EMPLOYEES' DUTY TO REPORT

A. Any employee of the school unit (hereinafter referred to as the "notifying employee") who has reason to suspect that a child has been or is likely to be abused or neglected must immediately:
1. Notify the building administrator, and
2. Whenever possible, make a report directly to the Department of Health and Human Services (DHHS) in consultation with the Superintendent or building administrator. If the notifying employee is unavailable to file the report, the Superintendent or building administrator shall file it.

B. Notifying employees may make reports independently to DHHS. All reports must be made to DHHS within twenty-four (24) hours of the notifying employee acquiring knowledge of potential child abuse or neglect.

C. Any school volunteer who has reason to suspect that a child has been or is likely to be abused or neglected is also expected to make a report to the Superintendent or building administrator and/or directly to DHHS within twenty-four (24) hours of the school volunteer acquiring knowledge of potential child abuse or neglect.

## III. REPORTING AND CONFIRMATION DUTIES

All building administrators and the Superintendent are designated agents to make child abuse or neglect reports.

A. If a building administrator suspects abuse or neglect or receives such a report from an employee, they shall notify the Superintendent immediately.

B. A designated agent (in consultation with the notifying employee whenever possible, as outlined above) shall then make an immediate report by telephone of suspected abuse or neglect to DHHS. DHHS must be notified within twenty-four (24) hours of the school employee acquiring knowledge of potential child abuse or neglect.

FIRST READING

C. In addition, if the person suspected of abuse or neglect is not the parent, guardian, or other custodian of the child, the designated agent may, in consultation with the notifying employee, also make a verbal report to the appropriate district attorney's office.

D. The notifying employee and designated agent shall complete the Suspected Child Abuse or Neglect Form (see JLF-E).

E. The form shall be retained by the school unit for ten (10) years, along with any other information relevant to the case.

## IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

A. **Employees.** If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.

B. **Students.** If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

C. School officials should attempt to coordinate investigations with DHHS and law enforcement to the extent possible, in light of the school's obligation to protect the safety and security of the school environment. When reasonably possible, any internal interviews of a child who may have been abused or neglected will be conducted by a person who has knowledge of appropriate techniques for interviewing alleged victims of abuse or neglect.

## V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at school as provided in this section. The building administrator or designee shall:

A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;

B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher, guidance counselor, school nurse, social worker, or building administrator as the caseworker deems necessary to provide needed emotional support to the child prior to and following the interview;

C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; or requiring notice to or consent from a parent or guardian;

D. Provide an appropriate, quiet, and private place for the interview; and

E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

## VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports, and information concerning alleged cases of child abuse or neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials if, based on the totality of the circumstances, the school unit determines there is an articulable or significant threat to the health or safety of the child or other individuals and disclosure is necessary to protect the health or safety of the child or other individuals.

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## VII. GOOD FAITH IMMUNITY FROM LIABILITY; RETALIATION PROHIBITED

Any person who, in good faith, reports child abuse or neglect, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation will be immune from any criminal or civil liability for reporting or participating in the investigation or proceedings. Good faith does not include instances in which a false report is made, and the person knows it is false.

The school unit prohibits any retaliation against an employee who makes a good faith report of child abuse or neglect in accordance with this policy.

## VIII. CHILD ABUSE AWARENESS AND PREVENTION TRAINING FOR SCHOOL EMPLOYEES

A. All school employees shall receive training on child abuse/neglect and reporting procedures every two (2) years as required by law.

B. All school employees will receive a minimum of one hour of child sexual abuse awareness and prevention training within six months of hire and every two (2) years thereafter.

C. The training about child sexual abuse awareness and prevention shall be delivered by a qualified instructor(s) and be "evidence-informed."

D. The training about sexual abuse awareness and prevention is intended to:

1. Increase awareness of developmentally appropriate and inappropriate sexual behaviors in children;
2. Increase ability to identify indicators of sexual abuse, including physical and psychosocial indicators on a spectrum (including lower to higher probability);
3. Increase ability to effectively respond to sexual behavior or disclosures or suspicions of child sexual abuse; and
4. Include local child sexual abuse and sexual assault resources.

## IX. CHILD SEXUAL ABUSE PREVENTION EDUCATION FOR STUDENTS

Students in public pre-school through grade 5 will receive child sexual abuse prevention education curriculum programs, delivered by qualified instructors as part of the health education curriculum, aligned with the Learning Results Health Education Standards and following an appropriate scope and sequence. The curriculum will be consistent with evidence-informed, age-appropriate child sexual abuse prevention education for students, and include:

A. Age-appropriate education regarding physical and personal boundaries, including biologically accurate body terminology;

B. Age-appropriate education for children regarding identifying unsafe or uncomfortable situations, including a range of feelings, touches, or violations of physical boundaries;

C. Age-appropriate education for children regarding identifying safe adults with whom they could discuss unsafe or uncomfortable situations; and

D. Age-appropriate education for children regarding identifying and developing skills to support a friend who may be experiencing unsafe or uncomfortable situations.

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|---|---|
| Legal References: | 22 MRSA Ch. 1071, Child and Family Services and Child Protection Act<br>20 USC § 1232g, Family Educational Rights and Privacy Act<br>20-A MRSA § 5001-A |
| Cross References: | ACAA – Harassment and Sexual Harassment of Students<br>GBEB – Staff Conduct with Students<br>JEA – Compulsory School Attendance<br>JHB – Truancy<br>JLF-E – Suspected Child Abuse or Neglect Form<br>JRA – Student Records |
| Revised: | 12/02/15; 01/08/20 |
| Revised: | _____ (pending Board adoption) |

FIRST READING

**REGIONAL SCHOOL UNIT #38**
**SUSPECTED CHILD ABUSE OR NEGLECT REPORT**
Completed by the notifying employee and the designated agent. See Policy JLF and Procedure JLF-R.

**Call DHHS first at 1-800-452-1999. This form documents the report — it does not make it.**
Do not question the student, and do not tell the parent or guardian that a report is being made. If a child is in immediate danger, call 911. DHHS must be notified within twenty-four (24) hours of when the notifying employee acquired knowledge of potential child abuse or neglect.

**This form is for school use only. It is not sent to DHHS unless DHHS requests it.**

| **1. NOTIFYING EMPLOYEE — the employee who originally learned of the information** | | | |
|---|---|---|---|
| **Name** | | **Title / position** | |
| **School / building** | | **Telephone / email** | |
| **Date you learned of the information** | | **Time** | |
| **2. INTERNAL NOTIFICATION** | | | |
| **Building administrator or designated agent first notified** | | **Title** | |
| **Date notified** | | **Time notified** | |
| **3. REPORT TO DHHS — 1-800-452-1999 · required within 24 hours** | | | |
| **Name and title of employee(s) who made the report to DHHS** | | | |
| **Date of DHHS report** | | **Time of DHHS report** | |
| **Method (telephone / portal)** | | **DHHS intake worker** | |
| **DHHS intake or reference #** | | **Written follow-up requested? Y / N** | |
| **Notifying employee also contacted DHHS independently?** | | **Y / N** | |
| **If the notifying employee did not make the report, state why** | | | |

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| 4. STUDENT WHO IS THE SUBJECT OF THE REPORT | | | |
|---|---|---|---|
| **Name** | | **Birthdate** | |
| **Sex** | | **Grade and school** | |
| **Student's address** | | | |
| **Parent / guardian name(s)** | | | |
| **Address, if different** | | | |
| **Home telephone** | | **Work telephone** | |
| **Name(s) of sibling(s)** | | | |
| **Known history of abuse or neglect** | | | |

## 5. STATEMENTS OR INDICATORS LEADING TO THE SUSPICION

Include all known information: date, time and location; the name of the alleged abuser and their relationship to the student; and the nature and extent of the suspected abuse or neglect, including any injuries and the explanation given for them. **Use the student's own words where you can, and record only what was said or observed — no conclusions about who is responsible. Attach a continuation sheet if needed.**

FIRST READING

| 6. PHOTOGRAPHS OR OTHER MATERIALS COLLECTED |
|---|
| **List any photographs taken or other materials collected related to the report:** |

| 7. ACTIONS TAKEN BY SCHOOL PERSONNEL |
|---|
| **List date, time, and personnel involved:** |

| 8. DISTRICT ATTORNEY (optional — DHHS forwards mandated reports to the DA) | | | |
|---|---|---|---|
| **Verbal report made to DA? Explain** | **Y / N** | **Date, time, and person contacted** | |

| 9. NOTIFYING EMPLOYEE'S ACKNOWLEDGEMENT | | | |
|---|---|---|---|
| **Check one:** | | | |
| _____ My report was made to DHHS within twenty-four (24) hours of my acquiring knowledge of potential child abuse or neglect. | | | |
| _____ I did not make the report myself. A designated agent made it, as recorded in Section 3. | | | |
| **Notifying employee — signature** | | **Date and time** | |

| 10. DESIGNATED AGENT | | | |
|---|---|---|---|
| **Designated agent — signature** | | **Date** | |

Return the completed form to the Superintendent's Office. Retained by the school unit for ten (10) years, along with any other information relevant to the case. Confidential — not part of the student's education record.

JLF-E Adopted: _____

FIRST READING

# REGIONAL SCHOOL UNIT #38
# CHILD ABUSE OR NEGLECT REPORTING — ADMINISTRATIVE PROCEDURES

These procedures implement Policy JLF. In any conflict, the policy governs.

**To report: call DHHS at 1-800-452-1999** 24 hours a day, 7 days a week. Deaf or hard of hearing: Maine Relay 711. **If a child is in immediate danger, call 911 first, then DHHS.** A report must reach DHHS within 24 hours of when you first knew of or suspected abuse or neglect.

## I. WHO MUST REPORT

A. Every RSU 38 employee is a mandated reporter. This is not limited to teachers, nurses, counselors, or administrators — it includes educational technicians, office staff, food service staff, custodial and maintenance staff, bus drivers, coaches, and advisors. If you work for RSU 38, you are a mandated reporter.

B. School volunteers are expected to report to the Superintendent or a building administrator, or directly to DHHS, on the same 24-hour timeline.

C. Contractors, substitutes, and student teachers working in our buildings should report to the building administrator, who will ensure a report is made.

D. The duty is triggered by reasonable suspicion. You do not need proof, and you do not need to decide whether abuse occurred. That determination belongs to DHHS.

## II. WHAT TO DO — AND WHAT NOT TO DO

When a child discloses, or when you observe something that raises suspicion:

1. **Keep the child safe.** If there is immediate danger, call 911.

2. **Listen. Do not investigate.** Do not ask follow-up questions, do not press for detail, and do not use interviewing techniques. Well-intended questioning can compromise a DHHS or law enforcement investigation and can make a child's account harder to rely on later.

3. **Write down what was said or observed, in the child's own words where possible.** Limit your documentation to the information required by the report. Do not add conclusions, theories, or opinions about who is responsible.

4. **Notify your building administrator immediately.**

5. **Make the report to DHHS yourself, whenever possible,** in consultation with the Superintendent or your building administrator. If you are unavailable to make it, the Superintendent or building administrator will.

6. **Do not notify the parent or guardian** that a report is being made. Notification is DHHS's decision, and premature notice can place a child at risk.

## III. MAKING THE REPORT

A. **By telephone (all situations).** Call 1-800-452-1999. The line is staffed 24 hours a day, every day. Maine law requires that a report be made immediately by telephone, and our policy requires that DHHS be notified within twenty-four (24) hours of when the employee acquired knowledge.

B. **Online (non-emergency only).** School personnel may submit non-emergency reports through the Katahdin Mandated Reporter Portal at som01.my.site.com/mrp/s. Do not use the portal where a child may be in immediate danger — call instead.

C. **Written follow-up.** DHHS may request a written report. If it does, one must follow up within 48 hours.

D. **Record what you are told.** Note the date and time of the call, the name of the intake worker, and any reference or intake number DHHS provides. This goes on Form JLF-E.

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Have the following ready when you call, to the extent you know it: the child's name, address, age and sex; the names and address of the parents or others responsible for the child; the nature and extent of the suspected abuse or neglect, including any injuries and the explanation given for them; family composition and any prior concerns; and your own name, position, and contact information.

## IV. DESIGNATED AGENTS

The Superintendent and all building administrators are designated agents of the school unit for child abuse and neglect reporting:

| | |
|---|---|
| 1. Superintendent of Schools<br>2. Assistant Superintendent<br>3. Principal, Assistant Principal; Maranacook Community High School<br>4. Principal, Assistant Principal; Maranacook Community Middle School | 5. Principal, Manchester Elementary School<br>6. Principal, Mount Vernon Elementary School<br>7. Principal, Readfield Elementary School<br>8. Principal, Wayne Elementary School |

A building administrator who suspects abuse or neglect, or who receives a report from an employee, notifies the Superintendent immediately.

## V. DOCUMENTATION

A. The notifying employee and the designated agent together complete Form JLF-E, Suspected Child Abuse or Neglect Report. Both sign it.

B. The completed form goes to the Superintendent's Office, which retains it for ten (10) years along with any other information relevant to the case, as required by the Maine State Archives Local Government Record Retention Schedules.

C. Form JLF-E is not a substitute for the report to DHHS. The call comes first; the form records that it was made.

D. Form JLF-E is for school use only. It is not sent to DHHS unless DHHS requests it.

E. Form JLF-E is not part of the student's education record and is not filed in the cumulative folder.

## VI. REPORTS INVOLVING AN EMPLOYEE, VOLUNTEER, OR CONTRACTOR

A. The duty to report to DHHS is the same. It is not altered because the person suspected works for the district.

B. The Superintendent is notified immediately and determines what interim measures are appropriate to protect students while the matter is pending, consistent with Board policy, collective bargaining agreements, and state and federal law.

C. The district's internal review is coordinated with DHHS and law enforcement so that it does not interfere with their investigation. Where an internal interview of a child is necessary, it is conducted by someone trained in appropriate techniques for interviewing children who may have been abused or neglected.

D. The Superintendent determines whether a report to the Maine Department of Education Certification Office is required.

## VII. DISTRICT ATTORNEY

DHHS now forwards mandated reports to the appropriate District Attorney's office. A separate report from the district is no longer required. If the person suspected is not the child's parent, guardian, or other custodian, a designated agent may still make a verbal report to the District Attorney, in consultation with the notifying employee.

## VIII. DHHS INTERVIEWS AT SCHOOL

When a DHHS caseworker asks to interview a child at school, the building administrator or designee:

FIRST READING

1. Obtains written certification from DHHS that the interview is necessary to carry out its duties;

2. Asks the caseworker to speak with the child's teacher, counselor, school nurse, social worker, or building administrator as needed so the child has emotional support before and after;

3. Does not place conditions on the interview — including requiring or barring particular people, or requiring parental notice or consent;

4. Provides a quiet, private space; and

5. Does not disclose that DHHS intends to interview the child, except to school officials or district counsel who need to know in order to comply.

## IX. CONFIDENTIALITY

A. Records, reports, and information about suspected abuse or neglect are confidential and shared only with those who need them to carry out the district's obligations.

B. A child's education records may be released to DHHS or law enforcement without parental consent where, on the totality of the circumstances, the district determines there is an articulable and significant threat to the health or safety of the child or others and disclosure is necessary to address it. The Superintendent makes that determination and records the basis for it.

C. Employees do not discuss reports with other staff, with parents, or with community members.

## X. GOOD FAITH AND RETALIATION

A. Anyone who reports in good faith, helps make a child available for an interview, or takes part in an investigation is immune from civil and criminal liability for doing so. Good faith protection does not extend to a knowingly false report.

B. Retaliation against an employee who makes a good faith report is prohibited. An employee who believes they have experienced retaliation should contact the Superintendent directly.

## XI. TRAINING

A. All employees complete mandated reporter training on child abuse and neglect and reporting procedures every two (2) years. This changes from the previous four-year cycle.

B. All employees receive at least one hour of child sexual abuse awareness and prevention training within six months of hire and every two (2) years thereafter, delivered by a qualified instructor and evidence-informed.

C. The Superintendent's Office maintains the training record and notifies administrators when staff is coming due.

D. New employees receive reporting procedures as part of onboarding, before or during their first week.

## XII. RESOURCES

1. Maine DHHS child abuse and neglect reports: 1-800-452-1999 (24/7); Maine Relay 711
2. Katahdin Mandated Reporter Portal (non-emergency): som01.my.site.com/mrp/s
3. DHHS mandated reporter questions: mandatedreporter.ocfs@maine.gov
4. Maine Coalition Against Sexual Assault (MECASA): 1-800-871-7741; mecasa.org
5. Local sexual assault support services: 1-800-871-7741

| Cross References: | Legal References: |
|---|---|
| JLF – Child Abuse or Neglect Reporting, Prevention, & Education | 22 MRSA Ch. 1071; 22 MRSA §§ 4011-A, 4012 |
| JLF-E – Suspected Child Abuse or Neglect Report Form | 20-A MRSA §§ 254(18), 5001-A, 6209 |
| ACAA – Harassment and Sexual Harassment of Students | 20 USC § 1232g, Family Educational Rights & Privacy Act |
| GBEB – Staff Conduct with Students | ADOPTED:_____ |
| JRA – Student Records | |

FIRST READING

**REGIONAL SCHOOL UNIT NO. 38 | MARANACOOK AREA SCHOOLS**
Office of the Superintendent · 45 Millard Harrison Drive, Readfield, ME 04355
**BOARD OF DIRECTORS MEETING MINUTES**
SEPTEMBER 23, 2026 | 6:30 P.M. | MCMS CAFETERIA

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**Board Members:**

| | | |
|---|---|---|
| ☑ Wendy Brotherlin | ☑ Patricia Clark | ☑ Kristin DuBois |
| ☐ Noah Easter | ☑ Andrew Gorrill | ☑ Jessica Gorton |
| ☑ David Guillemette | ☑ Dan Holman | ☑ Chip Jones |
| ☑ Leslie Marco | ☑ Brian Tarbuck | ☑ David Twitchell |
| ☐ Chad Wight | ☐ Eva Morrill (*Student*) | ☐ Connor Hebert (*Student*) |

**Administrators/Directors Present:**

| | | |
|---|---|---|
| ☐ Jeff Boston | ☐ Trudi Cormier | ☐ Cal Dorman |
| ☐ Shaun Drinkwater | ☐ Jen Hall | ☐ Michelle Hood |
| ☐ Greg Hughes | ☐ Jeanette Jacobs | ☐ Michele LaForge |
| ☑ Michelle Lake | ☑ Diane MacGregor | ☐ Ryan Meserve |
| ☐ Mike Muir | ☐ Jason Sirois | ☑ Karen Smith |
| ☐ Steve Vose | | |

1. **Call to Order - 6:32 PM**

2. **Pledge of Allegiance**

3. **Citizen Comments**
   Adam Woodford (Readfield) – Field mobility access concern
   Michelle Woodford Readfield) – Awesome Bear Society field access and storage concerns

4. **School Board Committees & Assignments***
   Schedule has been revised and updated - online and in the Board packet

5. **School Board Goal Setting**
   The Board reviewed the A-Team's 2026-2027 goals and its own 2025-2026 goals before discussing goals for the 2026-2027 school year, agreeing to keep Goals #1, #3, and #4 largely as written, replace the completed Goal #2 with completion of the Strategic Plan, and revise Goal #5 to focus on supporting administration in recruitment and retention. Proposed updates to the indicators of success include establishing a student wellness baseline using MIYHS data, strengthening two-way communication with all stakeholders, and bringing a revised draft back to the Board.

6. **Additions/Adjustments to the Agenda by Board and/or Superintendent**
   Item re: HS ADO Field trip to Boston (D. Sirois)

7. **Subcommittee Upcoming Meetings/Minutes**
   a. Budget-12/9 @ 6-7:30 p.m. - Central Office
   b. Curriculum-11/17 @ (Time TBD) - Central Office

c. Facilities & Transportation-9/24 @ 4-5:30 p.m. - Central Office
d. Negotiations-10/14 @ 6-8:00 p.m. - MCHS RM 130
e. Policy- 9/30 @ 4-5:30 p.m. - Central Office
f. Awesome Bear Society- 10/14 @ 6:30 p.m. - HS Media Center
g. Strategic Planning Community Forums- @ 6-7:30 P.M. MCHS Cafeteria
*Manchester 9/24 *Mt Vernon 9/30 *Readfield 10/1 *Wayne 10/8

**8. Action/Discussion/Informational Items**

a. Positions Update
    i. RES position posted for School Counselor or Social Worker has been filled
b. Approval of Meeting Minutes September 9, 2026*
    i. Motion: Gorrill
    ii. Second: Clark
    iii. Vote: 10 Yes; 1 abstention (Passed)
c. Acceptance of Donations
    i. Motion: Clark
    ii. Second: Gorrill
    iii. Vote: 11 Yes (Passed unanimously)
d. Acceptance of Resignation-Readfield Elementary School Counselor Meg Porter
    i. Motion: Clark
    ii. Second: Gorrill
    iii. Vote: 11 Yes (Passed unanimously)
e. Field trip for HS (Advisor Day Out) to Boston 10/8/26
    i. Motion: Gorrill
    ii. Second: Clark
    iii. Vote: 11 Yes (Passed unanimously)

**9. Adjournment - 8:20**

i. AG moved to adjourn
ii. DG seconded the motion

**Respectfully submitted,**
**Dr. Karen G. Smith, Superintendent**

# RSU #38
## Maranacook Area Schools – Field Trip Request Form

Please submit request to office at least 3 weeks prior to field trip

***Out-of-State and/or Overnight Trips must be sent directly to the Superintendent for Board approval***

Select One: (for full definitions, please refer to Policy IJOA)

☐ Field Trip – takes place during the school day and is organized and conducted by one or more RSU 38 employees as a means of accomplishing particular curricular objectives.

☐ Competition Trip – related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams.

☒ Other School-sponsored Trip – organized and conducted by one or more employees as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization.

☐ Non-school-sponsored Travel – organized by employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip.

School: MCHS Date of trip: 10/24-25 Destination: Mountain Valley High School Rumford, ME

Departure time (from school): ~9am 10/24 Return time (to school): ~12pm 10/25

☐ Bag lunches will be needed (please confirm with Food Service 2 weeks before trip)

Teacher: Grazing Grade level(s): 9-12

Number of students: 8-10 Number of chaperones: 2 Grazing/Chaperone Cost of activity: $10 for movies + ~$20 for food

Cost of transportation*: _____ Transportation paid by: _____
(if not paid by school, please include billing information including mailing address)

Paid By: School Bus 40
(School, Parent Association, specific student activity account, other)

Educational objectives: (Include description of activities, pre-trip activities, correlation with curriculum, concepts/skills learned, follow-up lessons.)
(Use back side or attach sheet for objectives if needed.)

The Maranacook Outdoor Club has been invited to a mini film festival, canoe trip on Androscoggin and an overnight camping trip

Planned Stop(s): None

Sites(s) have been notified: ___Yes _____No (Including food establishments)

Notification of transportation needs made to Transportation Director: (Date) 10/1/26 Bus 40
(Final approval of transportation arrangements dependent upon availability of bus & driver)

☐ Other Transportation arrangements have been made - please specify: _____

Storm Date: _____

Michele LaFlamme
Principal's Signature

Recommended ✓ Not Recommended ___

10/2/26
Date

*Cost of transportation based upon cost per mile as determined through budget process (driver, bus, gas, depreciation)

**Copies: send electronically ONLY**
1 copy to Transportation Director
1 copy to Food Service Director (if during lunch)
1 copy to Health Services/Nurse

Karen G. Smith - Superintendent

# Life Happens Outside

**When:** Saturday, October 24 - Sunday October 25, 2026

**Where:** Mountain Valley High School Rumford, ME Hosted by MVHS Outdoor Club and their advisor Todd

**Who:** Maranacook Outdoor Club and other area Outdoor clubs.

**What:**

- 6 mile/3 hour canoe paddle of the Hanover to Rumford Center section of the Androscoggin River
- 6pm Premier showing of MVHS's Life Happens Outside – their story of becoming an Outdoor Club, their adventures and joining Teens to Trails.
- Showing of a selection of films from Maine Outdoor Film Festival and Q&A with filmmakers
- Overnight campout on the MVHS campus

Outdoor club members will learn how to plan for a canoe and an overnight trip including brainstorming and obtaining gear and food needs. We have eight (6 freshmen and 2 sophomores) who are interested in this trip.

# REGIONAL SCHOOL UNIT NO. 38
# FIELD TRIPS AND OTHER STUDENT TRAVEL

The Board recognizes the educational value of school-sponsored trips as a means of supplementing the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

This policy provides guidance for the various kinds of trips that may be sponsored by the RSU #38 schools.

## I. Field Trips

"Field trip" means a trip that takes place during the school day and is organized and conducted by one or more RSU #38 employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.

Field trips must be approved in advance by the building principal.

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

A. The trip must be substantially related to the curriculum.

B. The value of the time spent in the activity must justify the time spent in travel.

C. Any trip having a duration of a week or more shall be scheduled to include the school vacation period, or provide justification for scheduling it for some other time.

D. A plan to address any missed classwork must be established and agreed to by students, teachers, parents, and principal.

E. All classes should have equal access to field trip funds.

F. All students should be included in activities. An alternative activity will be made available where appropriate.

G. For trips further than 100 miles, public carrier transportation may be required. The classes may be requested to raise funds to cover the cost.

H. Students need to meet eligibility requirements in order to participate on field trips lasting five or more days.

I. Efforts should be made to seek venues that are the most cost effective and inclusive of the most students.

In addition the Board requires that:

A. Parents/guardians give written permission for field trip participation.

B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies.

C. Students participating in field trips conduct themselves in a manner consistent with all Board policies and school rules.

D. Any overnight curriculum-related trip be approved by the Board.

## II. Competition Trips

"Competition trip" means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip out-of-state must be approved in advance by the RSU #38 Board. Approval may be contingent upon availability of funding through the school budget or other sources.

## III. Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of RSU #38 as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Board must approve, in advance, any trips involving out-of state travel and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

## IV. Non-School-Sponsored Travel

Travel organized by RSU #38 employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during

weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

> "This trip is not approved or sponsored by the RSU #38 Board. It has not been reviewed, approved or endorsed by authorized RSU #38 administrators and it is not covered by any of RSU #38's insurance policies."

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with all Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Cross Reference: KH – Advertising in the Schools
JEA – Compulsory Attendance
KF – Use of School Facilities

Revised by RSU #38 Board of Directors: 11/04/15
Reviewed by Policy Committee: 01/21/20

**INTERIM BOARD CHAIR**
LESLIE MARCO

WENDY BROTHERLIN
PATRICIA CLARK
KRISTIN DUBOIS
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ANDREW GORRILL

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MARANACOOK AREA SCHOOLS

**BOARD VICE CHAIR**
CHIP JONES

JESSICA GORTON
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DANIEL HOLMAN
BRIAN TARBUCK
DAVID TWITCHELL
CHAD WIGHT

## DONATIONS RECEIVED THROUGH 10/2/26

| DONOR NAME | AMOUNT | RECPIENT | NOTES |
|---|---|---|---|
| Philip & Nancy Durgin | $200 | Maranacook Area Food Pantry | Memory of Ron Simons |
| D. L. Gilbert | $50 | Maranacook Food Pantry | |
| Nancy Frost | $50 | Maranacook Food Pantry | Ron Simons |
| Maranacook Education Foundation | $500 | RSU #38 | Food Pantry |
| E Timothy & Luvia Sniffen | $50 | RSU #38 | Food Pantry (Ron Simons) |
| Stephen & Mary Saunders | $50 | Maranacook Area Food Pantry | In Memory of Ron Simons |
| Ann Parker | $200 | RSU #38 | Food Pantry Donation |

## Professional Staff 2026 Hires: Demographics

| Name | Position | Education | Years of Related Experience | Certification |
|---|---|---|---|---|
| Graham, Lunara | MS Teacher, Specialized Program | BA Psychology | 7 | 282-Teacher of Students with Disabilities Grades K-8 |

## WELCOME TO RSU #38

*Salary based on negotiated agreement*