

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 21, 2026 | 6:30 P.M. | MCMS CAFETERIA | [ZOOM](#)

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Additions/Adjustments to the Agenda by Board and/or Superintendent**
- 4. FY28 Budget Process Overview** Superintendent Karen Smith & Finance Director Beth Christopher)
- 5. Action/Discussion/Informational Items**
 - a. Approval of Board Meeting Minutes October 7, 2026***
 - b. Acceptance of Donations through October 15, 2026***
 - c. Policy Second 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*
- 6. Citizens' Comments**
- 7. Adjournment**

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REGIONAL SCHOOL UNIT NO. 38 | MARANACOOK AREA SCHOOLS
Office of the Superintendent · 45 Millard Harrison Drive, Readfield, ME 04355
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 7, 2026 | 6:30 P.M. | MCMS CAFETERIA

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 (<i>Student</i>)	☒ Connor Hebert (<i>Student</i>)

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 - 6:34 PM

2. Pledge of Allegiance

3. Additions/Adjustments to the Agenda by Board and/or Superintendent

- a. Citizens' Comments** - Moved below item #6 on agenda per request by community member

4. Reports/Updates

a. Celebrations

- i. Homecoming Week Events
- ii. Heather Gallant RES Teacher - 2nd in ½ marathon

b. Reports

- i. Student Representatives
- ii. Middle School Principals
- iii. Finance Report
- iv. Adult & Community Ed Report
- v. High School Principals
- vi. Superintendent

5. Subcommittee Upcoming Meetings/Minutes

- i. Budget- 12/9 @ 6-7:30 p.m. - Central Office
- ii. Curriculum -11/17 @ (Time TBD) - Central Office
- iii. Facilities & Transportation - 10/28 @ 6-7:30 p.m. - Central Office; Minutes 9/24; Committee Responsibilities
- iv. Policy - 10/28 @ 4-5:30 p.m. - Central Office; Minutes 9/30; Committee Responsibilities
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
- iv . Awesome Bear Society - 10/14 @ 6:30 p.m. HS Media Center
- v. Strategic Planning Wayne Community Forum - 10/8 @ 6-7:30 p.m.- HS Cafeteria
- iv. Negotiations - 10/14 @ 6-8:00 p.m.

6. Action/Discussion/Informational Items

a. Update on Access Road to Athletic Fields: The Superintendent provided an update on the Maine School Management Association's response regarding motor vehicle and pedestrian use of the access road to the Maranacook campus athletic fields. The Superintendent shared copies of the site map with the Board and reviewed a slide deck presentation. Board members raised several questions. When asked when the wetlands were last surveyed, the Superintendent noted that the area formerly called "wetlands" is now designated a "Resource Protection Zone." The current road was confirmed to be less than ten feet wide. Members also asked whether a backup golf cart driver is available and whether vehicles could use the access road when no games are scheduled and no pedestrians are present, such as to stock the Awesome Bears Society shed. The Superintendent explained that whenever the Athletic Director, Facilities Director, or other designated staff with a gate key are on campus, they can coordinate with the Awesome Bears Society to open the gate, and that a plan is being developed to give the Awesome Bears Society its own access. A Board member offered to work over the winter to explore whether an engineering solution is feasible and to present options in spring 2027. The Board also reviewed accessible parking standards, which require van-accessible spaces (one of every six accessible spots), and discussed the importance of proper signage for both accessible and bus parking.

b. Move to approve the Board Meeting Minutes from September 23, 2026, as presented.

- i. Motion: David
- ii. Second: A. Gorrill
- iii. Vote: 11 Yes; 0 no; 2 abstain (Passed)

c. Move to approve the Overnight Field Trip Request for the Outdoor Club on October 24th.

- i. Motion: N. Easter
- ii. Second: P. Clark
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

d. Move to accept the donations through October 2, 2026.

- i. Motion: N. Easter
- ii. Second: A. Gorrill
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

e. Move to approve the Board Goals for the 2026-2027 School Year as presented.

- i. Motion: N. Easter
- ii. Second: K. DuBois
- iii. Discussion: Proposed adding a Board goal about use of screen time in the elementary schools
- iv. Proposed *Indicator of Success* added to Goal #3: "Board will endorse a review of the use of screens at the elementary level across the district"

(Amended) Move to approve the goals with the addition as stated.

- v. Motion: C. Jones
- vi. Second: N. Easter
- vii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

f. Move to ratify Maranacook Middle School Special Education Teacher Lunara Graham.

- i. Motion: N. Easter
- ii. Second: P. Clark.
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

g. Move to accept the \$5,000 award from T-Mobile's Friday Night 5G Lights program for the Maranacook Community High School football program.

- i. Motion: N. Easter
- ii. Second: C. Wight
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

- h. Move to approve the Memorandum of Understanding between the RSU 38 School Board and the Maranacook Area Staff Association regarding school counselor positions, as presented, and to authorize the Board Chair to sign it on behalf of the Board.**
 - i. Motion: P. Clark
 - ii. Second: N. Easter
 - iii. Discussion: Explained the details of the MOU
 - iv. Vote: 13 Yes; 0 no; 0 abstain (Passed)
- i. Announcing New Finance Director: Elizabeth Christopher**

7. Citizens' Comments

- a. Michelle Woodford: Readfield**

Expressed concerns regarding field access, noting that the access road, which was not seen as a problem in the past, has now become a community concern, particularly the hardship it creates for older community members trying to reach Field #3.

8. Move to approve Executive Session to consider expulsion of a student 1 M.R.S.A § 405(6)(B)

- i. Motion: N. Easter
- ii. Second: B. Tarbuck
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

Time: 8- 8:24 am

9. Action after Executive Session (if any)

- a. Motion to approve the student agreement discussed in Executive Session.**

- i. Motion: N. Easter
- ii. Second: J. Gorton
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)
- iv.

10. Move to Adjournment (8:25pm)

- i. Motion: N. Easter
- ii. Second: B. Tarbuck
- iii. Vote: 13 Yes; 0 no; 0 abstain (Passed)

RSU #38 Board of Directors Goals for 2026-2027

- 1. The Board will maintain fiscal responsibility while balancing the needs of ALL members of the RSU #38 communities.**

Indicator(s) of success:

- a. Voter approval of the budget in June 2027 will indicate attainment of this goal.

- 2. The Board will successfully complete the Strategic Plan.**

Indicator(s) of success:

- a. A final draft of the Strategic Plan will come before the Board in the spring of 2027 for adoption.

- 3. The Board will support student success and well-being in all areas as we strive to improve academic outcomes for all students so they may achieve their highest potential.**

Indicator(s) of success:

- a. The Board endorses and approves the district's academic goals for the 2026-2027 school year.
- b. The Board reviews available MIYHS data to establish a baseline for student wellness.
- c. The Board receives updates about student attendance at various events and activities.
- d. The School Health Leadership Council recommends ways to support students' overall well-being.
- e. The Board endorses a review of the use of screens at the elementary level across the district.

- 4. The Board will improve communication with all stakeholders to ensure transparency, accessibility, and trust.**

Indicator(s) of success:

- a. Increased website accessibility and timely updates of Board information and district initiatives.
- b. Ongoing efforts to strengthen engagement with staff, students, parents, and community members by exploring new tools or new mechanisms to collect feedback, with special attention paid to listening to incoming communications from all stakeholders.

- 5. The Board will provide support for administration to ensure effective leadership in recruitment and retention efforts.**

Indicator(s) of success:

- a. Retention % exceeds the previous year.
- b. Open positions are filled, or adequate coverage is ensured so that student needs are met.

Approved by RSU #38 Board of Directors: 10/7/26

INTERIM 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****DONATIONS RECEIVED THROUGH 10/15/26**

DONOR NAME	AMOUNT	RECIPIENT	NOTES
Maranacook Education Foundation	\$125	Maranacook Area Food Pantry	In Memory of Ron Simons
Lorene Clark	\$75	Maranacook Area Food Pantry	In Memory of Ron Simons
Joan Wiebe	\$100	Maranacook Area Food Pantry	
Ann Parker	\$100	Maranacook Area Food Pantry	In Memory of Ron Simons

Message from Trudi Cormier, Director of Student Services

Outside donations totaling \$3,810 were secured to help offset the cost of state championship rings for members of the Girls Lacrosse team. While players and families have the opportunity to purchase their own rings, we recognize that the expense may present a financial hardship for some families.

These donations were collected to help ensure that all student-athletes who wish to commemorate this accomplishment have the opportunity to do so, regardless of financial circumstances.

The funds being deposited into the Girls Lacrosse Activity Account are designated specifically to assist with the purchase of state championship rings for team members.

DONOR NAME	AMOUNT
Brookewood Builders Inc.	\$500
Brookewood Realty	\$500
Cold Brook Auto Inc.	\$500
Cook Orthodontics	\$250
Family Dental Practice	\$500
Lakeside Dental	\$50
Longfellow's Greenhouses	\$50
Mattson's Flooring & Lighting	\$500
Mattson's Flooring & Lighting	\$500
Kaplan Electric/Mid Maine Generators	\$180
TOTAL:	\$3810

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.

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: _____

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.

- 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.

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.

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

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			

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.**

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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: _____

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, press for details, or 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, 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 if 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 intake worker's name, and any reference or intake number DHHS provides. This goes on Form JLF-E.

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 2. Assistant Superintendent 3. Principal, Assistant Principal; Maranacook Community High School 4. Principal, Assistant Principal; Maranacook Community Middle School	5. Principal, Manchester Elementary School 6. Principal, Mount Vernon Elementary School 7. Principal, Readfield Elementary School 8. Principal, Wayne Elementary School
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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:

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

<u>Cross References:</u>	<u>Legal References:</u>
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	