Gardiner - Randolph - Pittston - West Gardiner

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Kady Gould
Superintendent of Schools

Phone: 207-582-5346
Fax: 207-582-8305
www.msad11.org

Angela Hardy
Director of Curriculum & Instruction

REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, June 4, 2026
6:30 p.m.

AGENDA

The meeting will also be live streamed and available for viewing at www.msad11.org.

I. Call to order

II. Introduction
   A. Board Members
   B. Administrative Staff
   C. The Pledge of Allegiance
   D. Public Comment

III. Review and Approval of Agenda/Minutes
   A. Prioritization of items and alteration of the established agenda format sequence as needed.
   B. Approval of Agenda
   C. Approval of Minutes of Previous Meetings
      - Regular School Board Meeting – May 7, 2026
      - Meeting with Municipal Officials – May 18, 2026
      - Special Board Meeting (Budget Hearing) – May 26, 2027

IV. Recognition and Celebrations
   A. Keira Blodgett, for years of service as Student Representative on the School Board
   B. Sam Robison, JMG Specialist at Gardiner Regional Middle School has been selected as one of the Unum Starting 9 JMG Specialists. This is a well-deserved recognition and will be celebrated at an upcoming Sea Dogs Game.

V. Correspondence
   A. Letter of resignation received from Katherine Frazer, Cross Country Volunteer, Gardiner Regional Middle School effective at the end of the 25-26 season
   B. Letter of resignation received from Carol Rizzo, Math Teacher, Gardiner Area High School effective at the end of the 2025-2026 contract
   C. Letter of resignation received from Karol Carlsen, Grade 4 Teacher, Pittston-Randolph Consolidated School at the end of the 2025-2026 contract
   D. Letter of resignation received from Jake Casey, Custodian – 2nd Shift, Helen Thompson School

VI. Committee Reports
   A. Administrator/Student Presentations

- Trout Project - River View Community School
- Day of Caring – Gardiner Area High School

B. Capital Area Technical Center Advisory Committee – No meeting
C. Curriculum Committee – May 5, 2026
D. Dropout Prevention Committee – No meeting
E. Finance Committee – May 12, 2026
F. Policy Committee – May 7, 2026

First Reading – Board Approval to Waive Second Reading
EBBD Temperature Standards for Schools
JIJC Bell to Bell Cell Phone Ban

Second Reading
Job Descriptions
- School Based Mental Health Professional
- Inclusion Specialist

Policies
- GE-R Manual for Policy GE – Non-Unionized Personnel

Handbook
- Pre-K Student Handbook 2025-2026

G. Wellness Committee – No meeting
H. SBHC Advisory Committee – No meeting
I. Student Representatives Report

VII. General Information
A. Katherine Frazer, Track and Field Volunteer, Gardiner Regional Middle School
B. Stephanie Kozma, transfer from Ed Tech II – Special Ed to an Ed Tech III – Special Ed effective March 9, 2026 for the remainder of the 2025-2026 school year.
C. Staff Transfers 2026-2027
- Michael Frier transfer from Assistant Principal at Gardiner Area High School to Assistant Principal at Gardiner Regional Middle School
- Jessica Merrill transfer from Special Ed Teacher – Life Skills to Math Teacher at Gardiner Area High School
- Sandra Brann transfer from Grade 3 Teacher to Grade 5 Teacher at Pittston-Randolph Consolidated School
- Taylor Abbott transfer from Grade 3 Teacher to Grade 4 Teacher at River View Community School
- Patricia Peckham transfer from Administrative Assistant position shared by Laura E. Richards School, Helen Thompson School, and Transportation Office to Administrative Assistant position at Gardiner Regional Middle School
- Paige Dennison transfer from Ed Tech III – PreK Program to an Ed Tech II – PreK Program at Laura E. Richards School
- Terry Brock transfer from Ed Tech III – PreK Program to an Ed Tech II – PreK Program at Laura E. Richards School
- Marie Woodcock transfer from Ed Tech III – Special Ed to Ed Tech III – Title I Literacy at Pittston-Randolph Consolidated School

VIII. Nominations
A. 2nd Year Probationary Contracts
- Holly Doe, Elementary Instructional Coach

- Katherine Frazer, Math Teacher, Middle School
- Elizabeth Hanley, Elementary School Nurse
- Elizabeth Harwood, Elementary School Nurse
- Kaylee Ray, General Elementary Teacher

B. Continuing Contracts
- Jarrod Dumas, ELA Teacher, High School

C. New Hires 2026-2027
- Rebecca Duquette, Targeted Reading Support Teacher - $45,604 (25-26)
- Angela Cyr, Special Educator – STEPS – Helen Thompson School - $67,738 (25-26)
- Rebecca Duca, Math Teacher, Gardiner Area High School - $56,087 (25-26)

IX. New Business
A. Appointment of a Student Representative to the School Board
B. Approval for Gardiner Robotics trip to Worcester Polytechnic Institute June 5-7, 2026
C. Extended School Year (ESY) overview of schedule
D. Grant the Superintendent authority to issue contracts during the summer

X. Old Business
A. None

XI. Reports
A. Board Chair
- MSAD 11 School Budget Referendum – Tuesday, June 9, 2026
- Special School Board Meeting – Computation and Declaration of Votes – Thursday, June 11, 2026 at 5:00 pm

B. Superintendent
- Central Office Summer Hours/Summer Work Schedule – June 22, 2026 – August 14, 2026
  - Monday – Thursday – 7:00 am – 3:00 pm, Friday – Closed to the Public
- Graduation Tickets for Board Members – ***Please let Martha know no later than June 5, 2026 to reserve tickets.***
- Important End of School Year Events

<u>Gardiner Area High School</u>
- Class Day – Thursday, June 11, 2026 8:00 am in the Gym
- Graduation – Saturday, June 13, 2026 at 5:00 pm at the Augusta Civic Center
- Senior Events – Saturday, June 13, 2026 7:30 Parade and 8:00Block Party at the Waterfront

<u>Gardiner Regional Middle School</u>
- Eighth Grade Awards Ceremony – Friday, June 12, 2026 8:00 am in the Gym

<u>River View Community School</u>
- Fifth Grade Celebration – Friday, June 12, 2026 at 10:30 am
- Fifth Grade Clap Out at dismissal – Monday June 15, 2026

<u>Helen Thompson School</u>
- Fifth Grade Celebration – Tuesday, June 9, 2026 at 1:00 pm

<u>Pittston Randolph Consolidated School</u>
- Fifth Grade Celebration – Friday, June 12, 2026 at 1:30 pm
- Fifth Grade Clap out at dismissal – Monday, June 15, 2026

<u>Laura E. Richards School</u>

- Second Grade clap out at dismissal – Monday, June 15, 2026

<u>Adult Ed Graduation</u>

- Adult Ed Graduation – Tuesday, June 16, 2026 at 4:30 pm

XII. Executive Session

A. Executive Session to discuss the hiring of a new Principal at Pittston-Randolph Consolidated School – 1 M.R.S.A. § 405(6)(A)
B. Executive Session to discuss the hiring of a new Principal at Helen Thompson School – 1 M.R.S.A. § 405(6)(A)
C. Executive Session to update the status of contract negotiations with the Gardiner Teachers Association – 1 M.R.S.A. § 405 (6)(D)
D. Executive Session to discuss confidential records – 1 M.R.S.A. § 405 (6)(F)
E. Executive Session to discuss the Superintendent's Evaluation and Contract – 1 M.R.S.A. § 405 (6)(A)

XIII. Adjournment

- Day of Caring – Gardiner Area High School

B. Capital Area Technical Center Advisory Committee – No meeting
C. Curriculum Committee – May 5, 2026
D. Dropout Prevention Committee – No meeting
E. Finance Committee – May 12, 2026
F. Policy Committee – May 7, 2026

First Reading – Board Approval to Waive Second Reading

EBBD	Temperature Standards for Schools
JIJC	Bell to Bell Cell Phone Ban

Second Reading

Job Descriptions

- School Based Mental Health Professional
- Inclusion Specialist

Policies

- GE-R Manual for Policy GE – Non-Unionized Personnel

Handbook

- Pre-K Student Handbook 2025-2026

G. Wellness Committee – No meeting
H. SBHC Advisory Committee – No meeting
I. Student Representatives Report

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A. 2nd Year Probationary Contracts
   - Holly Doe, Elementary Instructional Coach
   - Katherine Frazer, Math Teacher, Middle School

- Elizabeth Hanley, Elementary School Nurse
- Elizabeth Harwood, Elementary School Nurse
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- Second Grade clap out at dismissal – Monday, June 15, 2026

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- Adult Ed Graduation – Tuesday, June 16, 2026 at 4:30 pm

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XIII. Adjournment

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REGULAR SCHOOL BOARD MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
Thursday, May 7, 2026
6:30 p.m.

MINUTES

The meeting will also be live streamed and available for viewing at www.msad11.org.

Present: Becky Fles, Chair, Anthony Veit, Vice Chair, Linda Caputo, Meaghan Carlson, Daniel Coutts, Jeff Hanley, Barry Manning (left at 7:57 pm), Janelle McKinnon, Kate Merrill, Joanne O'Brien, Molly Rogers, Michelle Tucker, and Kady Gould, Superintendent of Schools

Absent: Keira Blodgett and Ella Kruk

I. Call to order — 0:02:58 – 0:03:26, 0:04:49 – 0:04:55

The meeting was called to order at 6:37 pm.

II. Introduction — 0:04:56 – 0:14:23

A. Board Members
B. Administrative Staff
C. The Pledge of Allegiance
D. Public Comment
1 Staff Member, 1 Resident Spoke

Upon a motion by Anthony Veit and a second by Barry Manning the Board voted to extend the time for an individual to speak.

Vote: 13,612 - 0

Motion carried.

III. Review and Approval of Agenda/Minutes — 0:14:24 – 015:29

A. Prioritization of items and alteration of the established agenda format sequence as needed.
B. Approval of Agenda

Upon a motion by Anthony Veit and a second by Linda Caputo, the Board voted to approve the agenda as amended.

Vote: 13,612 – 0

Motion carried.

C. Approval of Minutes of Previous Meetings
- Regular School Board Meeting – April 2, 2026
- Special Board Meeting – April 16, 2026
- Special Board Meeting – April 30, 2016

Upon a motion by Janelle McKinnon and a second by Jeff Hanley the Board voted to approve the minutes of the Regular School Board Meeting held on April 2, 2026, the Special School Board Meeting held on April 16, 2026, and the Special School Board Meeting held on April 30, 2026.

Vote: 13,612 – 0

Motion carried.

IV. Recognition and Celebrations 0:15:30 – 0:15:34

A. Congratulations to Becky Fles, voted NSBA President-elect, April 2027. First time Maine School Board Leader has led the National Association
B. Congratulations to GAHS – Analytics 207 ranked GAHS 4th in the state for overall athletic programs.

V. Correspondence 0:15:35 – 0:15:41

A. Letter of resignation received from Jessica Foss, Bus Driver effective April 15, 2026
B. Letter of resignation received from Jeannie Sullivan, Academic Advisor, Kennebec Neighbors Adult Education Program – effective May 8, 2026
C. Letter of resignation received from Zachary Seldon, Math Teacher, Gardiner Area High School effective at the end of the 2025-2026 contract
D. Letter of resignation received from Jessica Gauthier, Elementary Teacher, Pittston-Randolph Consolidated School effective at the end of the 2025-2026 contract

VI. Committee Reports 0:15:42 – 1:27:33

A. Administrator/Student Presentations – GAHS Trip to France/Spain and NHS
B. Capital Area Technical Center Advisory Committee – No meeting
C. Curriculum Committee
- April 14, 2026
- May 5, 2026

Upon a motion by Anthony Veit and a second by Jeff Hanley to Board voted to adjust the staffing model for Title I Literacy at Laura E. Richards School from two Ed Tech III's to one Literacy Teacher for the 2026-2027 school year using federal Title I funding.

Vote: 13,612 – 0

Motion carried.

D. Dropout Prevention Committee – No meeting
E. Finance Committee –
   - March 31, 2026
   - April 7, 2026
   - April 14, 2026
F. Policy Committee – April 2, 2026

First Reading
Job Descriptions
- School Based Mental Health Professional
- Inclusion Specialist

Upon a motion by Anthony Veit and a second by Janelle McKinnon to voted move the job descriptions for the School Based Mental Health Professional and the Inclusion Specialist for a second reading.

Vote: 13,612 – 0

Motion carried.

Barry Manning exited the meeting at 7:57 pm.

Policies
- GE-R Manual for Policy GE – Non-Unionized Personnel
- JCD Limited Open Enrollment for Elementary Schools

Upon a motion by Anthony Veit and a second by Michelle Tucker the Board voted to move the GE-R Manual for Policy GE – Non-Unionized Personnel for a second reading and to send the JCD Limited Open Enrollment for Elementary Schools back to the policy committee.

Vote: 12,734 – 0

Motion carried.

Handbook
- Pre-K Student Handbook 2025-2026

Upon a motion by Anthony Veit and a second by Molly Rogers the Board voted to move the Pre-K Student Handbook 2025-2026 for a second reading.

Vote: 12,734 – 0

Motion carried.

G. Wellness Committee – No meeting
H. SBHC Advisory Committee – April 27, 2026
I. Student Representatives Report

VII. General Information 1:27:34 – 1:27:38

A. Eric Waters, Boys Lacrosse Volunteer, Gardiner Area High School
B. Coleby Vasoll, Boys Lacrosse Volunteer, Gardiner Area High School
C. Nicole Salvadori, Track and Field Volunteer, Gardiner Regional Middle School

VIII. Nominations 1:27:39 – 1:31:07

A. New Hires 2026-2027
- Kristina Teague, Elementary Inclusion Specialist - $79,242 (25-26 rate) plus $10,000 administrative stipend
- Zoey Houde-Crane, Special Educator, Pittston-Randolph Consolidated School - $44,276 (25-26 rate)
- Gracie Vaughan, Grade 4 Teacher, River View Community School - $46,972 (25-26 rate)

Upon a motion by Anthony Veit and a second by Meaghan Carlson, the Board voted to approve the above nominations as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

B. 2nd Year Probationary Teachers
- Abigayle Weston, Social Worker/LCPC, Elementary/Middle School
- Jennifer Beaule', Social Worker/LCPC, Helen Thompson School
- Merilee Forbes-Kearns, Speech Therapist, Helen Thompson School
- Daniel Wiley, Special Ed Teacher, High School
- Patrick O'Hanlon, Special Ed Teacher, High School/Middle School
- Brooke Berberich, Special Ed Teacher, Laura E. Richards School
- Michael Sommer, Science Teacher, High School
- Benjamin Lucki, Math Teacher, High School
- Jennifer Hembree, Special Ed Teacher, Middle School
- Miranda Clarke, Social Studies Teacher, Middle School
- Cheryl Brigham, Math Teacher, Middle School
- Ann Truman, General Elementary Teacher
- Emily Minott, General Elementary Teacher
- Hannah Goud, General Elementary Teacher
- Jessica Porter, General Elementary Teacher

Upon a motion by Becky Fles and a second by Linda Caputo, the Board voted to approve the above staff for a Second Year Probationary Contract as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

C. Continuing Contract Teachers
- Timothy Cyr, Occupational Therapist, District
- Kelli Boucher, Special Ed. Teacher, Elementary
- James Pease, Social Worker, High School
- Elissa Carter, Science Teacher, High School

- Allison George, Science Teacher, High School
- Sarah Kaplan, Video Production Teacher, High School
- Willa Barron, English Language Arts Teacher, Middle School
- Jodie Bennett, English Language Arts Teacher, Middle School
- Danielle Sylvia, English Language Arts Teacher, Middle School
- Tricia Hill, General Elementary Teacher
- Emily Douin, General Elementary Teacher
- Kristeen Canning, General Elementary Teacher
- Sandra Brann, General Elementary Teacher
- Taylor Abbott, General Elementary Teacher
- Kristen Roux, General Elementary TeacherDuq
- Sarah Trussell, General Elementary Teacher
- Christie Jernigan, Special Ed. Teacher, High School

Upon a motion by Molly Rogers and a second by Michelle Tucker, the Board approved the above staff for a continuing contract as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

D. Administrative Contracts – 1 Year
- Cristina Lavigne, Principal Laura E. Richards School
- Michael Frier, Assistant Principal Gardiner Regional Middle School
- Joshua Farr, Director of Adult Education

Upon a motion by Janelle McKinnon and a second by Anthony Veit, the Board approved the above Administrators for a one-year contract as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

E. Administrative Contracts – 2 Year
- Angela Hardy, Director of Curriculum and Instruction
- Victoria Duguay, Principal, River View Community School
- Nate Stubbert, Athletic Director
- Sarah Bolduc-Ignasiak, Director of Special Services
- Christina Ferriera, Assistant Director of Special Services
- Jeff Ellis, Director of Transportation

Upon a motion by Molly Rogers and a second by Janelle McKinnon, the Board approved the above Administrators for a two-year contract as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

IX. New Business 1:31:08 – 1:47:27

A. GAHS Latin Club overnight at Camp Mechuwana, Winthrop on May 20-21, 2026

Upon a motion by Anthony Veit and a second by Janelle McKinnon, the Board approved the GAHS Latin Club overnight at Camp Mechuwana, Winthrop on May 20-21, 2026.

Vote: 12,734 – 0

Motion carried.

B. Graduation allocation by the Board
C. SUN Meal plan for summer meals
D. New England District-Community Consortium (NEDCC) Letter of Intent
E. Consideration to give Seniors their used Chromebooks upon graduation

Upon a motion by Michelle Tucker and a second by Linda Caputo, the Board approved giving Seniors their used Chromebooks upon graduation.

Vote: 12,734 – 0

Motion carried.

F. Consideration for last student day on Monday, June 15, 2026 to be an early release day

Upon a motion by Linda Caputo and a second by Janelle McKinnon, the Board approved an early release day for the last student day on Monday, June 15, 2026.

Vote: 12,734 – 0

Motion carried.

X. Old Business 1:47:28 – 1:52:09

A. New England School Development Council (NESDEC) membership and series

Upon a motion by Michelle Tucker and a second by Linda Caputo, the Board approved membership for the New England School Development Council (NESDEC) as recommended by the Superintendent.

Vote: 12,734 – 0

Motion carried.

XI. Reports 1:52:10 – 1:56:54

A. Board Chair
- None

B. Superintendent

- Legislative Update – Changes to the Funding Formula will be seen in the 2027-2028 school year
- Meeting with Town/City Officials – Monday, May 18, 2026 at 6:00 pm – MSAD 11 Board Room
- MSAD 11 Budget Meeting – Tuesday, May 26, 2026 at 6:00 pm – GAHS Gymnasium
- MSAD 11 Budget Referendum – Tuesday, June 9, 2026 – Please Vote!
- Special School Board Meeting – Thursday, June 11, 2026 at 5:00 pm
- GAHS Graduation – June 13, 2026, Augusta Civic Center at 5:00 pm

End of Recorded Session 1:56:54

XII. Executive Session 1:56:55 – 2:12:30

A. Executive Session to update the status of contract negotiations with the Gardiner Teachers Association – 1 M.R.S.A. 405§(6)(D)

Upon a motion by Michelle Tucker and a second by Molly Rogers, the Board voted to enter Executive Session for an update on the status of contract negotiations with the Gardiner Teachers Association – M.R.S.A. 405 § (6)(D)

Vote: 12,734 – 0

Motion carried.

No action taken.

XIII. Adjournment

The meeting adjourned at 8:46 pm.

Attest a True Record,

Kady Gould
Secretary

Gardiner - Randolph - Pittston - West Gardiner

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Superintendent of Schools

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Angela Hardy
Director of Curriculum & Instruction

MEETING WITH ELECTED MUNICIPAL OFFICIALS
MERLE E. PEACOCK, JR. BOARD ROOM
Monday, May 18, 2026
6:00 p.m.

MINUTES

School Board
Present: Becky Fles, Chair, Anthony Veit, Vice Chair, Linda Caputo, Meaghan Carlson, Daniel Coutts, Jeff Hanley, Janelle McKinnon, Kate Merrill, Joanne O'Brien, Molly Rogers, Michelle Tucker, and Kady Gould, Superintendent of Schools

Absent: Barry Manning

MSAD 11 Administrators: Angela Hardy, Andrea Disch, Terry McGuire, Gabe Dostie

Municipal Officials
Present: Matthew Drost - Randolph, Marc Roberts – Randolph, Greg Couture – West Gardiner, Joe Caputo – Pittston, Christine Holzinger – Pittston, Cathy Thomas – Pittston, Marc Cone – Gardiner, Rusty Greenleaf – Gardiner, Kendall Holmes – Gardiner, Todd Pillsbury, Gardiner Chief of Police

I. Call to order

The meeting was called to order at 6:02 pm.

II. Introductions

III. Review and Discussion of the 2026-2027 Proposed Budget

IV. Adjournment

The meeting adjourned at 7:34 pm.

Attest a True Record,

Kady Gould
Secretary

MAINE SCHOOL ADMINISTRATIVE DISTRICT 11

SPECIAL MEETING (BUDGET MEETING)
GARDINER AREA HIGH SCHOOL GYMNASIUM
TUESDAY, MAY 26, 2026
6:00 P.M.

PRESENT: REBECCA FLES, BOARD CHAIR; ANTHONY VEIT, VICE CHAIR; MEAGHAN CARLSON, DANIEL COUTTS, JEFF HANLEY, KATE MERRILL, JANELLE MCKINNON, MOLLY ROGERS, MICHELLE TUCKER, KADY GOULD, SUPERINTENDENT; ANDREA DISCH, BUSINESS MANAGER

ABSENT: LINDA CAPUTO, BARRY MANNING, JOANNE O'BRIEN

BALLOT CLERKS: KATHLEEN CUTLER, VALERIE HANSON, DEBRA KIMBALL, ANGELA PHILLIS, JANET RICHARDS, JESSICA SOUCY

Superintendent Gould called the meeting to order at 6:08 p.m.

Motion by Director Fles, seconded by Director Veit, to nominate Gregory Im, Esq. as moderator.

Gregory Im, Esq. elected as moderator.

Gregory Im, Esq. was administered the Oath of Moderator by Superintendent Gould. Before the start of the meeting, the ballot clerks, representing each of the MSAD 11 municipalities, were administered the Oath of Ballot Clerk by Gregory Im, Esq.

Gregory Im, Esq. provided an overview of the budget meeting.

ARTICLE 1: To see what sum the District will be authorized to expend for Regular Instruction.

Board of Directors Recommends $13,460,013.87

Motion by Director Fles, seconded by Director Merrill to move Article 1 as written.

Motion to approve Article 1 as written passed.

ARTICLE 2: To see what sum the District will be authorized to expend for Special Education.

Board of Directors Recommends $6,336,854.96

Motion by Director Veit, seconded by Director Coutts, to move Article 2 as written.

Motion to approve Article 2 as written passed.

ARTICLE 3: To see what sum the District will be authorized to expend for Career and Technical Education.

Board of Directors Recommends $0.00

Motion by Director Hanley, seconded by Director McKinnon, to move Article 3 as written.

Motion to approve Article 3 as written passed.

ARTICLE 4: To see what sum the District will be authorized to expend for Other Instruction.

Board of Directors Recommends $838,872.93

Motion by Director Rogers, seconded by Director Carlson, to move Article 4 as written.

Motion to approve Article 4 as written passed.

ARTICLE 5: To see what sum the District will be authorized to expend for Student and Staff Support.

Board of Directors Recommends $3,348,900.09

Motion by Director Merrill, seconded by Director Fles, to move Article 5 as written.

Motion to approve Article 5 as written passed.

ARTICLE 6: To see what sum the District will be authorized to expend for System Administration.

Board of Directors Recommends $1,069,416.62

Motion by Director Coutts, seconded by Director Veit, to move Article 6 as written.

Motion to approve Article 6 as written passed.

ARTICLE 7: To see what sum the District will be authorized to expend for School Administration.

Board of Directors Recommends $1,690,624.78

Motion by Director McKinnon, seconded by Hanley, to move Article 7 as written.

Motion to approve Article 7 as written passed.

ARTICLE 8: To see what sum the District will be authorized to expend for Transportation and Buses.

Board of Directors Recommends $2,625,474.43

Motion by Director Carlson, seconded by Director Rogers, to move Article 8 as written.

Motion to approve Article 8 as written passed.

ARTICLE 9: To see what sum the District will be authorized to expend for Facilities Maintenance.

Board of Directors Recommends $4,185,761.97

Motion by Director Fles, seconded by Director Merrill, to move Article 9 as written.

Motion to approve Article 9 as written passed.

ARTICLE 10: To see what sum the District will be authorized to expend for Debt Service and Other Commitments.

Board of Directors Recommends $0.00

Motion by Director Veit, seconded by Director Coutts, to move Article 10 as written.

Motion to approve Article 10 as written passed.

ARTICLE 11: To see what sum the District will be authorized to expend for All Other Expenditures.

Board of Directors Recommends $6,080.35

Motion by Director Hanley, seconded by Director McKinnon, to move Article 11 as written.

Motion to approve Article 11 as written passed.

ARTICLE 12: To see what sum the District will appropriate for the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act and to see what sum the District will raise and assess as each municipality's contribution to the total cost of funding public education from pre-kindergarten to grade 12 as described in the Essential Programs and Services Funding Act in accordance with the Maine Revised Statutes, Title 20 A, section 15688.

Recommended amounts set forth below:

Total Appropriated (by municipality):		Total raised & District Assessments (by municipality):	
City of Gardiner:	$10,391,582.21	City of Gardiner:	$ 3,293,575.25
Town of Pittston:	$4,610,021.23	Town of Pittston:	$ 1,926,168.09
Town of Randolph:	$2,239,925.07	Town of Randolph:	$ 785,219.50
Town of West Gardiner:	$7,319,053.42	Town of West Gardiner:	$ 2,858,251.66
School District Total Appropriated (Sum of above)	**$24,560,581.93**	**School District Total Raised: (Sum of above)**	**$8,863,214.50**

Motion by Director Rogers, seconded by Director Carlson to move Article 12 as written.

Motion to approve Article 12 as written passed.

ARTICLE 13: (Written ballot required)**.** To see what sum the District will raise and appropriate in additional local funds **(Recommend $6,030,807.51)**, which exceeds the State's Essential Programs and Services allocation model by **(Recommend $6,030,807.51)** as required to fund the budget recommended by the School Board.

The School Board recommends **$6,030,807.51**, which exceeds the State's Essential Programs and Services allocation model by **$6,030,807.51**. The School Board gives the following reasons for exceeding the State's Essential Programs and Services Funding model: These funds are needed to fund costs of supporting four community schools that the Essential Programs and Services funding model does not recognize, to provide greater academic support in the form of educational technicians in District classrooms than the Essential Programs and Services funding model recognizes, to pay for co-curricular costs not recognized by the Essential Programs and Services funding model, and to pay for transportation costs not recognized by the Essential Programs and Services funding model.

Motion by Director Merrill, seconded by Director Fles, to move Article 13 as written.

Motion to approve Article 13 as written passed by written ballot (34 Yes, 15 No).

ARTICLE 14: To see what sum the District will authorize the School Board to expend for the fiscal year beginning July 1, 2026, and ending June 30, 2027, from the District's contribution to the total cost of funding public education from kindergarten to grade 12 as described in the Essential Programs and Services Funding Act, non-state-funded school construction projects, additional local funds for school purposes under the Maine Revised Statutes, Title 20-A, section 15690, unexpended balances, tuition receipts, state subsidy and other receipts for the support of schools.

Board of Directors Recommends $33,562,000.00

Motion by Director Coutts, seconded by Director Veit, to move Article 14 as written.

Motion to approve Article 14 as written passed.

ARTICLE 15: To see if the District will appropriate **$258,668** for adult education and raise **$105,450** as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program.

Motion by Director McKinnon, seconded by Director Hanley to move Article 15 as written.

Motion to approve Article 15 as written passed.

ARTICLE 16: In addition to amounts approved in the preceding questions, shall the School Board be authorized to expend such other sums as may be received from federal or state grants or programs or other sources during the fiscal year for school purposes, provided that such grants, programs or other sources do not require the expenditure of other funds not previously appropriated?

Motion by Director Carlson, seconded by Director Rogers, to move Article 16 as written.

Motion to approve Article 16 as written passed.

ARTICLE 17: Shall the School Board be authorized to transfer **$30,000** from available fund balances to the Capital Reserve Fund and to expend up to **$80,000** from the Capital Reserve Fund as the local portion of an indoor air quality improvement School Revolving Renovation Fund project at Gardiner Area High School?

Motion by Director Fles, seconded by Director Merrill, to move Article 17 as written.

Motion to approve Article 17 as written passed.

ARTICLE 18: Shall the School Board be authorized to expend up to **$700,000** from the Special Education Reserve Fund for unanticipated special education expenses?

Motion by Director Veit, seconded by Director Coutts, to move Article 18 as written.

Motion to approve Article 18 as written passed.

ARTICLE 19: Shall the District authorize the School Board to transfer the District's unallocated balances in excess of 5% of the prior fiscal year's budget, as determined by audit, to that fund; and shall the District delegate authority to the School Board to expend sums in the contingency fund when the School Board determines by public vote that an emergency need exists, and to transfer sums in the contingency fund to the District's general fund for use in school operating budgets approved by District voters?

Motion by Director Hanley, seconded by Director McKinnon, to move Article 19 as written.

Motion to approve Article 19 as written passed.

ARTICLE 20: Shall the School Board be authorized to transfer amounts exceeding 5% of the total appropriation for any cost center to another cost center or among other cost centers for the 2026-2027 fiscal year, provided that transfers shall not be permitted to increase the authorized total school budget?

Motion by Director Rogers, seconded by Director Carlson, to move Article 20 as written.

Motion to approve Article 19 as written passed.

The Meeting adjourned at 6:41 p.m.

Attest a true record,



Kady Gould, Secretary

Gardiner - Randolph - Pittston - West Gardiner

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Kady Gould
Superintendent of Schools

Phone: 207-582-5346
Fax: 207-582-8305
www.msad11.org

Angela Hardy
Director of Curriculum & Instruction

CURRICULUM COMMITTEE MEETING
MERLE E. PEACOCK, JR. BOARD ROOM
May 5, 2026
3:30 – 4:30 PM

Present: Linda Caputo, Meaghan Carlson, Michelle Tucker, Angela Hardy
Absent: n/a

MINUTES

I. Call to Order

Chair Caputo called the meeting to order at 3:33 p.m. The meeting was live streamed and is available for viewing at www.msad11.org.

II. ESEA Allocation Review and Staffing Model Proposal for School Year 2026-27

Angela Hardy shared the Title I, II, III, IV, and V funding allocations for school year 2026-27. With the exception of the required 1% family engagement set aside funds and some professional learning funds, the dollars are spent on staffing to include math and literacy interventionists and a class size reduction teacher. There was an overall reduction in funding for next year of $9,956.98.

There was a motion to recommend a staffing model that shifts two Title I literacy ed tech positions into one Title I literacy interventionist position at LER and maintain all other full-time positions.

Motion: Michelle Tucker
2nd: Meaghan Carlson
Vote: Unanimously in support

The recommendation will be made to the Board on Thursday, May 7 for approval.

III. Adjourn

The meeting adjourned at 4:31 p.m. The next meeting will be held at 3:30 pm on Tuesday, June 9, 2026.

Respectfully Submitted,

Angela Hardy

Angela Hardy
Director of Curriculum

MSAD 11
FINANCE COMMITTEE MEETING
Tuesday, May 15, 2026
5:00 p.m.

Committee Members: Rebecca Fles, Finance Chair; Jeff Hanley (5:40); Joanne O'Brien; Kady Gould, Superintendent; Andrea Disch, Business Manager

Absent: Dan Coutts; Molly Rogers;

Others Board Members:

THE MEETING IS AVAILABLE FOR VIEWING AT 05.12.2026 FINANCE COMMITTEE MEETING.

Director Fles called the meeting to order at 5:04 p.m.

A. MSAD 11 BUDGET PRESENTATION AND COMMUNITY INFORMATION PLAN

The Finance Committee reviewed a PowerPoint presentation prepared to support public communication regarding the proposed 2026–2027 school budget. The presentation included draft messaging, informational graphics, and taxpayer-focused explanations intended to assist community understanding prior to the upcoming budget validation process.

No formal action was taken.

The Finance Committee Meeting adjourned at 6:04 p.m.

Attest a true record,



Kady Gould, Secretary

Gardiner - Randolph - Pittston - West Gardiner

Maine School Administrative District No. 11

150 Highland Avenue
Gardiner, ME 04345

Kady Gould
Superintendent of Schools

Phone: 207-582-5346
Fax: 207-582-8305
www.msad11.org

Angela Hardy
Director of Curriculum & Instruction

MERLE E. PEACOCK, JR. BOARD ROOM
POLICY COMMITTEE MEETING
May 7, 2026
5:30 pm

MINUTES

Present: Anthony Veit, Chair, Meaghan Carlson, Janelle McKinnon, Kate Merrill (arrived at 5:33 pm), and Kady Gould, Superintendent of Schools

Absent: Barry Manning

The meeting will also be live streamed and available for viewing at www.msad11.org.

I. Call to Order

The meeting was called to order at 5:31 pm.

II. Discussion/Vote

A. Policy Review
- JICJ Bell to Bell Cell Phone Ban – policy required by August 1, 2026

In order to meet the State of Maine's deadline of August 1 implementation, it is the recommendation of the Policy Committee's to modify the current policy to reflect PreK – Grade 12 and include the reference of the new state statute. Bring back to Policy Committee for review at June 4 meeting. Send to Regular School Board with a request waive the 1st read for the June 4 School Board meeting.

The remainder of this agenda will be discussed at a future policy committee meeting.

- BHC Board Communications with Staff
- BIA New Board Member Orientation
- BIB Board Member Development Opportunities
- BIC Board Member Freedom of Access
- BIC-E Certification of Completion
- BID Board Member Compensation and Expenses
- CB School Superintendent
- CBI Evaluation of Superintendent – Current
- CBI Evaluation of Superintendent – MSMA
- CB-R Superintendent Job Description – Current
- CB-R Superintendent Job Description – MSMA
- DJ Bidding and Purchasing

III. Adjourn

The meeting adjourned at 6:29 pm.

Respectfully Submitted,



Kady Gould
Superintendent of Schools

EBBD

TEMPERATURE STANDARDS FOR SCHOOLS

MSAD 11 is committed to maintaining safe, healthy, and comfortable learning and working environments. The Board believes that the optimal environment ("comfort zone") for teaching and learning is between a minimum of 68 degrees and a maximum of 82 degrees and adopts this as the "temperature standard" for the District's schools.

The Board recognizes that, due to age and manner of construction, the District's school buildings may not have HVAC (heating, ventilation, and air conditioning) systems capable of maintaining consistent temperatures in this range in some or all areas of the building. Some schools may have air conditioning in a few spaces, and some schools may have no air conditioning at all.

Temperature conditions will be evaluated using a central reading at ~5 feet above the floor near the center of the room. This provides an objective and consistent standard of record, recognizing that localized hot or cold spots may exist near windows, doors, or vents.

It is understood that large assembly areas (gyms, cafeterias, auditoriums) may be maintained at lower baselines, with conditions adjusting during full use. When temperatures in the building as a whole or in classrooms or other occupied spaces exceed the maximum comfort zone, schools are expected to take practicable measures to relieve heat and humidity-related discomfort, such as (but not limited to):

- Opening windows, when this can be done safely
- Pulling down shades or blinds
- Using fans and/or opening doors within the building to improve air circulation
- Turning off heat-producing electronics and equipment
- Having water readily available to students and staff
- Allowing students and staff to bring battery operated personal fans to school
- If an individual classroom is affected, allowing teachers to move students to a cooler area of the building (e.g., air-conditioned library or space on shaded side of the building) or, if feasible, to move students to a cooler "outside classroom" for continued instruction
- On days of extreme heat, considering rescheduling tests/exams to another day to enable more effective demonstration and evaluation of student performance

This does not preclude building administrators from acting preemptively in anticipation of a rise in building/classroom temperature to the point that will require action to be taken.

On cold days, when building and classroom temperatures hover near the minimum, schools are encouraged to incorporate more opportunities for physical activity during class time and may consider having extra layers of clothing available. Families should ensure that their students are dressed appropriately for expected weather conditions.

Extreme weather, aging equipment, or system failures may temporarily prevent adherence. In such cases, Facilities will act promptly to restore conditions and communicate with administrators. Building administrators will be responsible for implementation of this policy, including identifying and planning for measures that are feasible in their schools.

This policy will be posted/made accessible to the public on the District's website.

Adopted: _____

Legal Reference: 20-A MRSA § 1001(23)

[NOTE: The full text of 20-A MRSA § 1001(23) is *"A school board shall adopt and implement a written policy establishing standards for minimum temperatures and maximum temperatures for school buildings. The policy must be posted on the school board's publicly accessible website. A school board shall seek guidance from [the Maine DOE] prior to adopting and implementing the written policy."*

As of the [<u>date of MSMA's distribution of this policy</u>], the DOE has not developed or issued such guidance.]

DRAFT
Position/Title: School Based Mental Health Professional

MSAD #11 Job Description for School Based Mental Health Professional

Qualifications: Licensed Clinical Social Worker (LCSW), Licensed Master Social Worker - Conditional Clinical (LMSW-cc), Licensed Clinical Professional Counselor (LCPC), Licensed Conditional Clinical Professional Counselor (LCPC-c) or School Psychologist or Licensed Psychologist. Must have current CHRC authorization through the State of Maine Department of Education. *Conditionally licensed individuals will require clinical supervision per their respective regulatory board. Most often, this can be provided by a fully licensed individual within the district.*

Position Description: MSAD #11 is seeking a dynamic and compassionate Masters level Mental Health Professional to join our Student Support Team. This role is designed to provide school-based mental health services within MSAD #11. The ideal candidate will be passionate about supporting student well-being, promoting positive school climates, and collaborating with educators, families, and community partners to support student success.

Key Responsibilities:

- Provide direct support and interventions to students, including individual and group counseling sessions, as well as crisis response.
- When necessary, conduct risk assessments and maintain proper training and documentation in suicide prevention.
- Collaborate with ~~special~~ educators, support staff, service providers, parents, and administrators to develop and implement strategies that address student needs.
- Assist school teams with **planning, aligning and implementing** social-emotional learning, behavior intervention ~~planning~~, and attendance improvement efforts.
- Maintain accurate and timely records in accordance with district policies and state/federal regulations.
- Participate in IEP meetings, offering data-informed feedback to support the development of appropriate goals specific to **individual** Mental Health needs and programming ~~Social Work goals~~.
- Conduct regular progress monitoring and data tracking to document student growth and inform service adjustments.
- **Actively participate and collaborate with colleagues** as a member of the building based Multi-Tier Systems of Support team **and the district wide Mental Health Awareness Team.**
- ~~Will be a member of the district wide Mental Health Awareness Team.~~
- Assist building administrators with scheduling and facilitating 504 meetings as needed.
- Potential to travel routinely between assigned buildings to support across settings.

MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 11

Job Description

TITLE: Inclusion Specialist

QUALIFICATIONS:

Required:

1. Master's Degree in special education, educational leadership, administration, or a related field;
2. Minimum 3 years experience as a teacher of students with disabilities;
3. Maine Department of Education certification as a Teacher of Students with Disabilities (282);

Additional Skills Preferred:

1. Demonstrates the ability to work collaboratively with stakeholders.
2. Possesses thorough knowledge of current research, theory, and pedagogy as it relates to the education of students with disabilities.
3. Possesses thorough knowledge and understanding of special education law and regulations.
4. Possesses thorough knowledge of intervention strategies appropriate for use with students with disabilities.
5. Demonstrates excellent communication skills:
    a. Communicates effectively, orally and in writing, with colleagues, administrators, special educators, and the general public;
    b. Interacts effectively with parents;
    c. Promotes a positive image of the schools and the department;
    d. Explains school policies, procedures, and legal requirements of special education as requested;
    e. Listens to and assimilates the ideas of others;
    f. Communicates ideas in an effective manner and considers the ideas of others.
6. Maine Department of Education certification as one of the following: Assistant Administrator of Special Education (035), Administrator of Special Education (030), Building Administrator (040), or Assistant Building Administrator (045).

REPORTS TO: Special Education Director, Assistant Special Education Director

SUPERVISES: Not Applicable

JOB GOALS: To assist the Special Education department in ensuring continuity of the district's special education programs as related to eligibility and compliance with the policies, rules, and regulations established by federal, state, and local guidelines.

DRAFT

PROFESSIONAL RESPONSIBILITIES:

1. Cultivates and maintains positive relationships with all team members, parents, and the community;
2. Analyzes and synthesizes evaluation data to aid in determining eligibility and programming needs;
3. Assists in identifying necessary evaluations to address referral questions and to aid in eligibility discussions;
4. Collaborates and liaises with staff regarding MTSS, eligibility, and compliance, etc.
5. Proactively engages with the Individualized Education Program (IEP) Team;
6. Manages scheduling of all building based IEP meetings;
7. Facilitates meetings and negotiates outcomes to achieve consensus;
8. Advocates for Least Restrictive Environment (LRE) and best practices;
9. Establishes a system to monitor and ensure compliance with all special education timelines required in the Child Find, Evaluation, and IEP processes;
10. Completes all required IEP paperwork in a compliant manner in accordance with local, state, and federal regulations;
11. Consults with special education staff, regular education staff, and administrators on various student and program needs related to eligibility;
12. Keeps abreast of current trends in special education law and programming relevant to the field through coursework, conferences, workshops and current literature;
13. Completes achievement testing and when possible, observations;
14. Assists in transition planning for incoming kindergarteners, fifth to sixth graders, and eighth to ninth graders, as applicable to the school/position;
15. Performs all other duties as assigned by the Assistant Special Education Director or the Special Education Director;
16. If appropriately certified, acts as the local education association (LEA) representative at IEP meetings (with an additional stipend).

PHYSICAL REQUIREMENTS:

1. Ability to work long, flexible hours;
2. Ability to sit or stand for prolonged periods of time;
3. Requires occasional stooping, bending, reaching, squatting, climbing stairs, and kneeling;
4. Requires some travel;
5. Ability to handle emotional/physical stress; and
6. Ability to work in noisy, crowded, fast paced environments.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written or oral records;
2. Demonstrates a respect for the legal and human rights of students;
3. Meets and follows all policies, laws, and regulations at the local, state, and federal levels;
4. Follows health and safety procedures established by the School District
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage;
6. Demonstrates loyalty, dependability, integrity, and other ethical standards;

DRAFT

7. Follows the chain of command for various administrative procedures for student, staff, or program concerns; and
8. Observes all School Board policies and procedures.

TERMS OF EMPLOYMENT: Salary per the teacher's collective bargaining agreement with a stipend if certified as an administrator, to enable them to act as the LEA at designated IEP meetings.

EVALUATION: Performance of this job will be evaluated in accordance with School Board policy.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either present or in the future.

Approved by the MSAD 11 School Board: (Indicate Date)

DRAFT

MANUAL FOR POLICY GE—NON-UNIONIZED PERSONNEL

POSITIONS INCLUDED

Payroll Specialist, Superintendent's Administrative Assistant, Accounts Payable Specialist, Business Office Generalist, Central Office Administrative Assistant (Up to 220 days per year), Special Education Administrative Assistant, and Technology Technician.

A. FRINGE BENEFITS

The District shall reimburse unit members at the current IRS mileage rate (established annually in July by the District) for personal vehicle use required by the employee's immediate supervisor for school business. Unit members must submit a mileage form, approved by the member's immediate supervisor, to the Superintendent's Office on a monthly basis to receive reimbursement.

B. SICK LEAVE

Fifteen days (15) per year accumulated to 150. Sick days are to be used only for illness or injury, which prevent an employee from performing their assigned duties or other responsibilities and medical appointments, which simply cannot be scheduled outside of work days.

Up to ten (10) days may be used to provide firsthand care for illness in the immediate family. Immediate family shall include spouse, children and other persons living in the same household. Up to five (5) days may be used to care for other relatives in exceptional circumstances, with approval from the Superintendent.

Unused personal days would be added to sick leave accumulation to 150 days.

As a condition of sick leave use, a physician's statement may be required by the Superintendent (a) after five (5) work days out sick; or (b) at any time regardless of the length of the absence where the Superintendent has a reasonable basis to suspect that an employee is using sick leave in circumstances other than for permitted uses described above or has utilized sick leave in a manner which suggests possible sick leave abuse. Patterns of sick leave use which might suggest abuse include, for example, absence for three or more Mondays or Fridays or use of all annual sick leave days in any work year.

Payment for unused sick days - employees who have accumulated 150 days shall be paid ~~**$30**~~ **$40** for each day over 150 (maximum of 15) not used. Payment is to be made at the end of each fiscal year.

C. PERSONAL LEAVE

Employees will have available five (5) personal days available per year. Except in emergency situations, personal leave must be approved in advance by the Superintendent. Personal Leave may be taken in increments of not less than one hour. The use of personal days must follow the protocols outlined in the Earned Paid Leave Administrative Procedures – GBA-R. The Superintendent's decision is final.

D. BEREAVEMENT

~~A total of five (5) days per bereavement, without salary loss, may be used for bereavement for a member~~

~~of the immediate family, including spouse, parent, child, sibling, grandparent, and in-laws of same~~. A total of five (5) days per bereavement, without salary loss, may be used for immediate family. Immediate family shall be regarded as parent, spouse, sibling, child, aunt, uncle, grandparent or grandchild, in-laws of the same, steps of the same, and other persons who were living within the same household until their death

Additional bereavement leave may be requested of the Superintendent. It is at the discretion of the Superintendent to grant or not. The Superintendent's decision is final. Any additional days shall be deducted from the employee's personal days and/or accumulated sick leave.

E. Storm Days

It is expected that personnel will work during storm days unless directed otherwise by the Superintendent. Those who are unable or unwilling to travel, may use personal, sick, or vacation time.

F. Discipline and Dismissal

Disciplinary actions and/or dismissal shall be enacted in a fair and reasonable manner for violation of work rules, failure to perform according to job description, or failure to comply with management's expectations. Unit members shall be disciplined according to the progressive discipline standard as follows:

1. Verbal reprimand;
2. Written reprimand;
3. Suspension without pay; and /or
4. Dismissal.

This standard of progressive discipline shall not apply for offenses that are repeated, of a serious nature, or where an employee's work record is unsatisfactory. In such cases, the higher levels of discipline may be applied at the discretion of the Superintendent, whose decision is final.

G. Paid Holidays

Employees are salaried and paid for the year. The following holidays will be observed without any deduction in salary:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous People's Day
President's Day	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Veteran's Day
Juneteenth	Independence Day
Christmas Day	

December 24th ~~**(when December 24th Eve falls on Monday–Friday)**~~
provided it falls on a weekday (Monday – Friday)
December 26th ~~**(when December 26th falls on Monday – Friday)**~~
provided it falls on a weekday (Monday – Friday)

H. VACATION

~~Eligible employees must be employed to work 260 days per year.~~ Eligible employees are those whose work year consists of 260 days.

1st year	One (1) week
After 1 year	Two (2) weeks
After 3 years	Three (3) weeks
After 8 years	Four (4) weeks
After 20 years	Five (5) weeks

After 8 years, up to 5 days can be carried over to the next fiscal year.

~~I.~~ LONGEVITY

~~**AFTER 10 years of service $500 After 15 years of service $650 After 20 years of service $800 After 25 years of service $1,000**~~

After 5 years of service	$500
After 10 years of service	$750
After 15 years of service	$1,000
After 20 years of service	$1,500
After 25 years of service	$2,000

Longevity to be paid in a lump sum the first payroll in December.

J. DENTAL INSURANCE

The District will provide 100% of single subscriber. ~~for Plan II.~~

K. HEALTH INSURANCE

The Board agrees to pay up to the following amounts toward the District's health insurance plan:

- Choice Plus Single – 100%
- Choice Plus Parent/Child(ren) – 70%
- Choice Plus ~~Husband/Wife~~ Employee /Legal Spouse – 70%
- Choice Plus Full Family – 70%

Notwithstanding the above, the following exceptions shall apply:

1. The District will pay 100% of ~~husband/wife or~~ full family coverage for any currently married couple working full time within the District.
2. The spouse of an employee shall be eligible for coverage by the District only if the spouse is not eligible for health insurance coverage through their own employer.
3. Employees shall be entitled to set aside pre-tax dollars in medical and dependent care

reimbursement accounts to cover anticipated expenses, in accordance with the appropriate IRS codes under Section 125. ~~The maximum yearly employee contribution to the medical accounts shall be $1,500, and $5,000 to the dependent account, although the amount may be changed by mutual agreement of the Board and the Employees. The Board shall be responsible for paying only the first year set up fee, any employee presentation fess, and annual renewal fees for medical and dependent care reimbursement accounts. All other administrative fees shall be paid by the participants.~~ The maximum annual contribution to each account shall be the limit established by the IRS for that plan year. The Board shall be responsible for paying only the initial set up fee, any employee presentation fees, and the annual renewal fees for medical and dependent care reimbursement accounts. All other administrative fees shall be the responsibility of participating employees

~~.**Note: The implementation of the Medical and Dependent Care Reimbursement Plan is contingent upon at least 10% of the employees covered by this Agreement signing up for said Plan on a yearly basis.**~~

L. RETIREMENT BENEFIT

Upon proof of receipt of retirement (benefits from Social Security or Maine State Retirement System), with twenty years of continuous service with the District, the Board will pay accumulated sick leave up to the maximum of 30 days.

M. PERSONAL DEVELOPMENT

~~At the time of approval, the District will pay the total cost, up to the University of Maine Orono rates, for up to six credits, and related fees and materials (not to exceed $50 per course) annually upon successful completion of the course and presentation of earned grade **to the Superintendent for graduate credit hours** earned in a matriculating degree program related to the position.~~

~~For credits earned outside of a matriculating graduate degree program, the District will pre-pay the actual cost up to the UMO rates for up to three credits, including credit hours and CEU credits, annually, upon completion of the course and presentation of earned grade to the Superintendent.~~

~~All courses shall be pre-approved by the Superintendent and must fulfill requirements for reimbursement (e.g., accredited college or university) related to their present position or in a matriculated degree program. There is no carryover of credits from year to year.~~

~~Payment shall be made for completion of credits of less than three (3) credit hours, such as two (2) credit hours or 1.5 CEU credits, upon proof of credit but not exceeding the UMO rate.~~

Upon prior approval, the District will reimburse up to the University of Maine Orono (UMO) tuition rate for a maximum of six (6) credits per year earned in a matriculated degree program related to the employee's position. Reimbursement includes required fees and materials, not to exceed $50 per course. Payment will be made after successful completion of the course with a grade of B- or higher and submission of the earned grade to the Superintendent.

For credits earned outside a matriculated degree program, the District will prepay the actual cost, up to the UMO tuition rate, for up to three (3) credits per year. This includes both credit hours and CEU credits. Payment is contingent upon successful completion of the course with a grade of B- or higher (where applicable) and submission of the earned grade to the Superintendent.

All courses must be pre-approved by the Superintendent and must be offered through an accredited college or university. Courses must be related to the employee's current position or part of a

matriculated degree program to qualify for reimbursement. Unused credits do not carry over from year to year.

Reimbursement will also be provided for courses worth fewer than three (3) credit hours (e.g., two (2) credits or 1.5 CEUs), upon proof of completion and a grade of B- or higher (if a letter grade is issued), not to exceed the UMO tuition rate.

N. PHYSICALS

The District will pay for physicals required by the District. The employee will take the physical at a vendor chosen by the District.

O. SALARY SCALE FOR TECHNOLOGY TECHNICIANS

2023-2024 School Year (Steps = Years of Experience)

Step 1	$24.00
Step 2	$24.96
Step 3	$25.92
Step 4	$26.88
Step 5	$27.84

In subsequent years, the percentage increase to the Educational Technician/ Administrative Assistant Scale will ~~be applied to step 1 of this scale and calculated through the steps accordingly.~~ **be applied to Step 5 of this scale and calculated in a manner that maintains a $0.96 differential between steps.**

P. SALARY INCREASES

~~Salary increases will be the same as those negotiated on the base step for the Educational Technician and Administrative Assistant Association's contract.~~ Salary increases shall be equal to those negotiated for the highest step (Step 9) of the Educational Technician and Administrative Assistant Association contract.
In any year in which the Educational Technician/Administrative Assistant contract has not been settled, the group shall receive a cost-of-living increase based on the annual Social Security COLA, not to exceed three percent (3%).
Upon settlement of the Educational Technician/Administrative Assistant contract, the group shall receive an increase equal to the percentage increase applied to the highest step of the Educational Technician/Administrative Assistant salary schedule.
If the percentage increase negotiated in the Educational Technician/Administrative Assistant contract is less than the cost-of-living increase previously provided, the group shall be held harmless and shall not be required to repay or forfeit any portion of the increase already received.

Q.MAINE PAID FAMILY MEDICAL LEAVE

When Maine's Paid Family and Medical Leave law becomes applicable to employees covered by this Agreement, the District shall split the cost of the premium with employees so that each pays fifty percent (50%) of the cost of the premium.

Cross Reference: GBP Earned Paid Leave
GBP-R Earned Paid Leave Administrative Procedures Adopted:

May 6, 1993

Revised: June 1996; May 2000; June 2000; June 2001; June 2002; June 2003; June 2004;

February 2, 2006; February 1, 2007; January 3, 2008; January 8, 2009; April 1, 2010; June 2, 2011; September 6, 2012; June 1, 2017; August 5, 2021; June 2, 2022; August 17, 2023

MSAD11
4-Year-Old Program Handbook



updated: December 2025

MSAD 11 Elementary Schools

Gardiner:	Laura Richards School - Grades Pre-K-2
	River View Community School - Grades 3-5
Pittston-Randolph:	Pittston-Randolph Consolidated School - Grades K-5
West Gardiner:	Helen Thompson School - Grades K-5, STARS, STEPS

ELEMENTARY SCHOOL PRINCIPALS

Victoria Duguay, River View Community School	582-3402
Cristina Lavigne, Laura E. Richards School	582-3612
Elizabeth Drolet, Pittston-Randolph School	582-6268
Cherie Poole, Helen Thompson School	724-3930
Jennifer Howes, Helen Thompson School A.P.	724-3930

SUPERINTENDENT'S OFFICE ADMINISTRATIVE STAFF

Kady Gould, Superintendent	582-5346
Angela Hardy, Director of Curriculum and Instruction	582-5346
Sarah Bolduc-Ignasiak, Director of Special Services	582-7366
Christina Ferreira, Assistant Director of Special Services	582-7366
Linda Sergent, Director of Child Nutrition Services	582-5346
Gabe Dostie, Director of Facilities	582-5346
Jeff Ellis, Director of Transportation	582-6663
Terry McGuire, Director of Instructional Technology and Title IX/Affirmative Action Coordinator	582-5346

SCHOOL BOARD MEMBERS

Becky Fles (G), Board Chair
Anthony Veit (G), Board Vice Chair
Linda Caputo (P)
Meaghan Carlson (G)
Daniel Coutts (R)
Jeff Hanley (P)
Barry Manning (R)
Janelle McKinnon (W)
Kate Merrill (W)
Joanne O'Brien (G)
Molly Rogers (W)
Michelle Tucker (G)
Kiera Blodgett - Student Representative
Ella Kruk - Student Representative

MSAD 11
PRIDE IN LEARNING
GARDINER • PITTSTON • RANDOLPH • WEST GARDINER

Our Mission:

Together, we commit to **helping every student know they matter**. Our goal is to empower students to acquire skills, participate in meaningful experiences, and build community connections to navigate a healthy and productive future.

We believe:

- a positive learning experience is vital for children to have a successful beginning to their lifelong journey.
- education is a shared responsibility between home and school, working as a team.
- your involvement is both welcomed and necessary.

Check out each of our District's and schools' websites at www.msad11.org

MSAD 11 2025 – 2026 PREK SCHOOL CALENDAR – Approved 3/6/25

2025

JULY

S	M	T	W	T	F	S
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST - 0

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	NS	22	23
24	25	W	W	W	29	30
31						

SEPTEMBER - 21

S	M	T	W	T	F	S
	H	F1	F2	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER - 21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	ER	W	11
12	H	14	15	16	PK	18
19	20	21	22	ER	PK	25
26	27	28	29	30	31	

NOVEMBER - 16

S	M	T	W	T	F	S
						1
2	3	4	ER	6	PK	8
9	10	H	12	13	14	15
16	17	18	19	20	21	22
23	24	TE	V	H	V	29
30						

DECEMBER - 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	PK	20
21	22	ER	V	H	V	27
28	V	V	V			

2026

JANUARY - 19

S	M	T	W	T	F	S
				H	V	3
4	5	6	7	8	9	10
11	12	13	14	15	PK	17
18	H	20	21	22	SE	24
25	26	27	ER	29	PK	31

FEBRUARY - 15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	ER	14
15	H	V	V	V	V	21
22	23	24	25	26	27	28

MARCH - 21

S	M	T	W	T	F	S
1	2	3	4	5	PK	7
8	9	10	TE	ER	W	14
15	16	17	18	19	20	21
22	23	24	25	ER	27	28
29	30	31				

APRIL - 16

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	W/C	18
19	H	V	V	V	V	25
26	27	28	29	30		

MAY - 20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	PK	16
17	18	19	ER	21	22	23
24	H	26	27	28	PK	30
31						

JUNE - 9

S	M	T	W	T	F	S
	1	2	3	PK	5	6
7	8	9	10	LD	12	G
14	15	16	17	18	H	20
21	22	23	24	25	26	27
28	29	30				

Holidays Listed on Page 2

140 Pre-K Student Days **175 Student Days**

First Student Day F1	Grades K-6 & Grade 9	September 2
First Student Day F2	Pre-K, Grades 7-8 & 10-12	September 3

NS – New Staff Orientation: August 21

W – Workshop Days:

August 26	October 10
August 27	March 13
August 28	April 17 (Teacher Comp Day)

Pre-K Students DO NOT ATTEND on Early Release Days

ER – Early Release Days

October 9	February 13
October 23 (P/T Conf)	March 12
November 5	March 26 (P/T Conf)
December 23	May 20
January 28	

Pre-K Students Attend on the following Fridays:

October 17	January 30
October 24	March 6
November 7	March 20
December 19	May 15
January 16	May 29

V – Vacation Days

November 26	January 2
November 28	February 17 – 20
December 24	April 21 – 24
December 26 – 31	

Pre-K Last Day: June 4, without Emergency/Snow Days

LD – Last Day: June 11 without Emergency/Snow Days

Graduation: June 13

High School:

SE – Semester Ends

1st Semester Ends (89)	January 23
2nd Semester Ends (86)	June 11

Middle and Elementary Schools:

TE – Trimester Ends:

1st Trimester (58)	November 25
2nd Trimester (60)	March 12
3rd Trimester (57)	June 11

H - SCHOOL HOLIDAYS

July 4	Independence Day
September 1	Labor Day
October 13	Indigenous Peoples' Day
November 11	Veterans Day
November 27	Thanksgiving Day
November 28	Day After Thanksgiving
December 25	Christmas Day
January 1	New Year's Day
January 19	Martin Luther King, Jr. Day
February 16	Presidents' Day
April 20	Patriots' Day
May 25	Memorial Day
June 19	Juneteenth

*American Education Week is November 16-22.
**Religious/Cultural Holidays listed on the back of this calendar

2025-2026 MAJOR RELIGIOUS AND CULTURAL HOLIDAYS

August 16	Janmashtami
September 22-24	Rosh Hashanah*
October 1-2	Yom Kippur*
October 20	Diwali+
December 14-22	Hanukkah
December 25	Christmas
January 7	Eastern Orthodox Christmas
February 17	Chinese New Year
February 17 – March 18	Ramadan*+
February 18	Ash Wednesday
March 4	Holi
March 19-20	Eid al Fitr
April 1-9	Passover*
April 13	Good Friday
April 5	Easter
April 12	Eastern Orthodox Easter
May 1	Buddha Day+

*Observance of Jewish and Muslim holidays start at sundown on the preceding day.

+Date may vary by one day (or more for Buddha Day) because of lunar calendar.

Note: Holidays which occur in the summer are not listed.

Registration:

Schools will begin sending out and receiving registration materials for the upcoming school year on March 1st.

Eligibility:

- This program is offered to all children who live in the MSAD 11 District.
- Children must turn four on or before October 15th of the current school year.
- Students may only access one session of MSAD 11's 4-Year-Old Program.
- **Other Eligible Students:**

  At the end of August, once all eligible MSAD 11 students have enrolled, any available slots may be granted to students based on the following priority:

  1. Children of District employees
  2. Children whose families live outside of the District but work within the District. *
  3. Children whose families live outside of the District. * (May be charged tuition)

  *Note: This policy does not supersede public school district's legal authority to grant or deny a family's request to attend MSAD 11's 4-Year-Old Program through a Superintendent's Agreement.

Exception(s) to the October 15th date:

- In some instances, the PreK team (teachers and administrators) may determine through the screening process that children are not developmentally and/or emotionally ready for the demands of a structured PreK program. Based on the screening results and, only if the child's birthday falls between **July 1st and October 15th**, the PreK team may recommend the child wait until the following school year to enroll in the PreK program. The final enrollment decision will be made by the PreK screening team (teachers and administrators) based on specific criteria (See page 4).

- **Chapter 101 (676)**: Parents of children whose fifth birthday falls between July 1st and October 15th and who already receive Free Appropriate Public Education (FAPE) services through Child Development Services (CDS) have the right to choose not to enroll their children in kindergarten until the start of the following school year and to have their child continue receiving FAPE services from CDS in the interim. These children would have an active Individualized Education Plan (IEP) in place through CDS by December 1 of the school year. An IEP meeting must occur between April 1st and April 15th in order for the District and CDS to present to parent(s) how each could provide programming for the child. This allows the parents to make an informed decision. Parents must inform the CDS site in writing on or before May 1st of the year their child becomes school age eligible. A teacher from the 4-Year-Old program must be present from the District.

Maine School Administrative District No. 11

Birthdays that fall between July 1st and October 15th:

Please understand that the **screening team will make the final enrollment decision** based on the criteria below.

Criteria (2 or more):

1. Birthday falls between July 1 - October 15
2. Significant refusal to participate in the screening
3. Significant separation anxiety (hard to separate from caregiver, crying, refusing to speak, it was necessary for the caregiver to accompany the child)
4. Significant self-care concerns, such as:
    a. Unable to dress independently
    b. Unable to feed themselves
    c. Unable to toilet independently
5. Scores from DIAL-4 (16%):
    a. Concepts (out of 32 points): 15 or less
    b. Motor (out of 30 points): 15 or less
    c. Speech (out of 24 points): 15 or less
    d. Potential delay in one or more areas
    e. Overall score (out of 86 points): 45 or less

Based on 2 or more of the criteria above, your child will need to wait another year **due to individual developmental needs**. Every child grows and develops differently. The gift of time will give your child the opportunity to be more successful when he or she enters a structured, educational environment. **We believe it is in your child's best interest to attend a PreK program. We will hold a spot for your child in a PreK class for the next school year.**

Birth Certificates:

Maine state law requires that schools receive a copy of an original birth certificate in order to enroll in public schools.

Immunizations:

Maine state law requires that children attending a public-school program be in compliance with their immunizations, unless exempted under the law.

4-Year-Olds must have the following:

- 4 DTaP
- 2 MMR
- 3 Polio
- 1 Varicella

Placement:

Currently there are two classrooms at Laura E. Richards School. Morning and afternoon sessions are offered with no more than 16 children in each session, serving a total of 64 students. Placement considerations for MSAD 11's school programs are based on where students live, daycare, classroom availability, and bus schedules. Placement in a school program will be completed in August. Parent(s)/Guardian(s) must notify the school immediately if their daycare or residence changes. This could impact school placement.

Classroom Schedules:

Morning sessions are from **8:10-11:10**. Afternoon sessions are from **12:15-3:00.** Students remain in the same session for the entire school year.

PreK students attend 4 days/week, Monday through Thursday. Please see the MSAD 11 PreK School Calendar for Early Release days and Friday attendance. Parents must commit to the 4-day program.

Transportation:

MSAD11 transportation services are available for resident students. However, if a student registers after the start of the school year or moves to another town in the district and a program opening is not available, parents may need to provide transportation.

Transportation for non-resident students will be the responsibility of the family unless the transportation needs can be met through pre-established routes.

Childcare:

In order to provide transportation services, placement in the District's 4-year-old program is significantly impacted by where a student receives his/her childcare services.

Class sizes and Staff:

The classroom will not exceed a maximum staff-to-child ratio of 1 to 8 with a maximum class size of 16 children, with one teacher and one educational technician per classroom.

Child Development Services:

The Child Development Services (CDS) system is an Intermediate Educational Unit that provides both Early Intervention (birth - two years) and Free Appropriate Public Education (FAPE for ages three - five years) under the supervision of the Maine Department of Education. CDS provides case management and direct instruction for families with children from birth through age five. Informational pamphlets about CDS are available at each school.

For more information on Child Development Services, visit:

http://www.maine.gov/education/speced/cds/index.html

Screening:

Public schools screen each child prior to the school year to determine if special education services are needed and to help staff create balanced classrooms. Screening is the first step of the assessment process for special education services and is a requirement of the ChildFind law. However, screening does not provide enough information to determine if a student requires special education.

The areas evaluated in a screening include:

- Visual-Motor/Adaptive: block building, drawing, and copying forms
- Language and Cognition: verbal expression and memory
- Gross Motor: jumping, hopping and other physical coordination tasks

The screening takes 15-20 minutes to administer to each child. If the screening reveals a possible need for special education services, staff will refer the child-to-Child Development Services within 10 school days. Final identification of students with disabilities and programming for such students occurs only after appropriate evaluations are completed. A team made up of the CDS coordinator, teacher, service providers (ie. Occupational Therapy, Speech), and parent(s) will meet to determine what services are needed and to write the student's Individualized Education Plan (IEP).

For more information on the ChildFind policy, please click on the link

Link: IHBAC Child Find Policy

Serving Children with Special Needs:

As in any K-12 public school program, schools are required to provide services and programming to children with special needs. MSAD 11 works with Child Development Services (CDS) to evaluate students' needs, create Individualized Education Plans (IEP), and implement service plans with providers for these students. Actual services for Pre-kindergarten students are provided by CDS, not the public school. A teacher from the District's 4-Year-Old Program must be present at all IEP meetings.

Progress Reports:

Trimester progress reports are completed as well as two parent teacher conferences per year. Assessments will be collected to document student progress for fine and gross motor skills, social and emotional development, early literacy and math skills, and listening and speaking skills. This program complies with MSAD 11 District curriculum and the Maine Early Childhood Guidelines.

Snacks:

Parents provide daily snacks and drinks. Milk is available at school for $.05 per day.

Toileting:

- MSAD 11's 4 Year-Old Program will not refuse to enroll a child who is not toilet trained. Parent(s)/legal guardian are required to supply clean clothes and pull-ups, if needed.
- No child shall be punished for soiling, wetting, or not using the toilet.
- If a toileting issue arises, the staff will work in the following ways to address toileting issues:

    1. Communicate with the family to establish whether there are medical needs involved. If there are medical needs, staff will work with the family using a medical plan of care to support the child.
    2. Meet with parents to develop a plan for toilet training.

School Delays:

In the event of a late start to school due to bad weather, the morning 4-year-old program will be closed.

MSAD #11 Enrollment-May 29, 2026

LER	Principal - *Cris Lavigne*			RVCS	Principal - *Victoria DuGuay*	
PK	Douin, E.	AM	16	3	Abbott, T.	17
PK	Douin, E.	PM	14	3	Keyser, F.	18
PK	Ellis, A.	AM	16	3	Roux, K.	18
PK	Ellis, A.	PM	16	3	Storey, M.	19
K	Goud, H.		12	4	Estabrook, K.	19
K	Luiz, S.		11	4	Lorbeski, K.	19
K	Nelson, E.		13	4	Patrick, K.	19
K	Ray, K.		12	5	McLaughlin, R.	17
1	Clary, L.		13	5	O'Brien, K.	17
1	Lancaster, J.		13	5	Pray, K.	17
1	Whitman, A.		14			
2	Bishop, K.		14			
2	Grant, T.		16	***Total Students***		***180***
2	Lowell, T.		16			
Total Students			**196**	***PRCS***	**Principal - *Elizabeth Drolet***	
				K	Canning, K.	12
				K	Ciampa, L.	15
				K	Gauthier, J.	16
				1	Carter, K.	13
				1	Woodcock, K.	14
HTS	**Principal - *Cherie Poole***			2	Damon, K.	21
K	Bannister, B.		13	2	Rowe, H.	21
K	Luken, E.		14	3	Brann, S.	16
1	Northgraves, A.		17	3	Casey, E.	15
1	Brann, N.		17	4	Carlsen, K.	17
2	Lucas, S.		17	4	Webb, S.	18
2	Truman, A.		17	5	Adams, P.	14
3	Hill, T.		14	5	King, S.	12
3	Marx, S.		16			
4	Gilley, E.		20			
4	Langis, S.		21	**Total Students**		**204**
5	Lazaro, A.		14			
5	Minott, E.		16			
Steps	Thomas, L.		12			
Stars	Thomas, P.		1			
Total Students			**209**			

GRMS	Principal - *Sara Sims*				GAHS	Principal - *Lauren Arnold*			
6th Grade			147		9th Grade			153	
7th Grade			126		10th Grade			141	
8th Grade			111		11th Grade			120	
					12th Grade			130	
Total Students			**384**		***Total Students***			***544***	

GRAND TOTALS		***2025***
Steps		12
Stars		1
PK		62
K		118
1st	Grade	101
2nd	Grade	122
3rd	Grade	133
4th	Grade	133
5th	Grade	107
6th	Grade	147
7th	Grade	126
8th	Grade	111
9th	Grade	153
10th	Grade	141
11th	Grade	120
12th	Grade	130
TOTAL ENROLLMENT		***1,717***

May 29, 2026	
Home School Students who access District Programs	**4**
Private School Students who access District Programs	**1**

	29-May 2026	**30-Apr. 2026**	**Change**		**30-May 2025**	**30-Apr. 2025**	**Change**
Laura E. Richards School	196	196	0		217	216	1
River View Community School	180	183	-3		185	185	0
Helen Thompson School	209	206	3		240	240	0
Pittston-Randolph Consolidated School	204	201	3		204	201	3
Gardiner Regional Middle School	384	386	-2		414	413	1
Gardiner Area High School	544	546	-2		543	544	-1
Totals	**1717**	**1718**	**-1**		**1803**	**1799**	**4**