

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, May 7, 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 – April 2, 2026
 - Special Board Meeting – April 16, 2026 – not available at posting time
 - Special Board Meeting – April 30, 2016 – not available at posting time
- IV. Recognition and Celebrations
 - 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
 - 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

- A. Administrator/Student Presentations –
- B. Capital Area Technical Center Advisory Committee – No meeting
- C. Curriculum Committee – April 14, 2026
- D. Dropout Prevention Committee – No meeting
- E. Finance Committee –
 - March 31, 2026 – not available at posting time
 - April 7, 2026 – not available at posting time
 - April 14, 2026 – not available at posting time
- F. Policy Committee – April 2, 2026

First Reading

Job Descriptions

- School Based Mental Health Professional
- Inclusion Specialist

Policies

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

Handbook

- Pre-K Student Handbook 2025-2026

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

VII. General Information

- 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

- 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)
- B. 2nd Year Probationary Teachers
 - Abigayle Weston, Social Worker/LCPC, High School/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
 - Christie Jernigan, 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

C. Continuing Contract Teachers

- Timothy Cyr, Occupational Therapist, District
- Kelli Boucher, Inclusion Specialist, District
- 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 Teacher
- Sarah Trussell, General Elementary Teacher

D. Administrative Contracts – 1 Year

- Cristina Lavigne, Principal Laura E. Richards School
- Michael Frier, Assistant Principal Gardiner Regional Middle School
- Jeff Ellis, Director of Transportation
- Joshua Farr, Director of Adult Education

E. Administrative Contracts – 2 Year

- Angela Hardy, Director of Curriculum and Instruction
- Victoria Duguay, Principal, River View Community School
- Nate Stubbett, Athletic Director
- Sarah Bolduc-Ignasiak, Director of Special Services
- Christina Ferriera, Assistant Director of Special Services

IX. New Business

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

X. Old Business

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

XI. Reports

A. Board Chair

- None

B. Superintendent

- Legislative Update – Funding Formula for 2027-2028
- 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 4:30 pm
- GAHS Graduation – June 13, 2026, Augusta Civic Center

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

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, April 2, 2026
6:30 p.m.**

DRAFT 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, Jannelle McKinnon, Kate Merrill, Joanne O'Brien, Molly Rogers, Michelle Tucker and Kady Gould, Superintendent of Schools

Student Representative: Ella Kruk

Excused Absent: Jeff Hanley, Barry Manning, and Keira Blodgett

I. Call to order 0:05:06 – 0:05:17

The meeting was called to order by Becky Fles at 6:35 pm.

II. Introduction 0:05:18 – 0:15:23

- A. Board Members
- B. Administrative Staff
- C. The Pledge of Allegiance
- D. Public Comment
 - 1 resident and 2 non-residents spoke

III. Review and Approval of Agenda/Minutes 0:15:24 – 0:17:04

- 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 Joanne O'Brien, the Board voted to approve the agenda as amended.

Vote: 11,402 – 0

Student Vote: 1 - 0

Motion carried.

- C. Approval of Minutes of Previous Meetings
 - Regular School Board Meeting – March 5, 2026

IV. Recognition and Celebrations

0:17:05 – 0:17:21

- A. Congratulations to the Gardiner Swimmers on the Capital Area Sturgeon Swim Team and the team on a great first year and a great showing at the State Meet!
- B. Congratulations to Addie Pollis for being selected for the All-State Academic Swim Team and the All-State Swim Team!
- C. Letter of recognition received from Joe Burnham, State Cheerleading Meet Director, expressing thanks and gratitude to Nate Stubbett, Sidney Bartunek and the GAHS Cheerleading Team for their help in providing mats and setting up the venue prior to the event.
- D. Congratulations to Julie Folsom and Kaitlyn Davidson for being named to the Maine Volleyball Coaches Association Class C First Team!
- E. Congratulations to the Indoor Track team for a great season:
 - Class A KVAC
 - Davyn Swindells placed 3rd in Triple Jump
 - Izzy Stone, Izzy Boudreau, Alyssa Marlowe, Abby Stickney placed 3rd in the 4x800 Relay Team
 - Izzy Stone placed 6th in the 800 meters
 - Eli Manning placed 4th in 400 meters
 - Jason Deering placed 4th in Shot Put
 - Cole Vavigne, Dylan Anderson, Kai Marcoux, Isaac Scribelitto placed 3rd in the 4x800 Relay Team
 - Class A States
 - Davyn Swindells placed 5th in the Triple Jump
 - Eli Manning placed 8th in the 400 meters
 - School Records Broken for Indoor Track
 - Davyn Swindells 34' in the Triple Jump
 - Jason Deering 43'-8.5" in the Shot Put
 - Cole Lavigne, Dylan Anderson, Kai Marcoux (Maranacook), Isaac Scribellito (Lisbon) – Boys 4x800 Relay Team – 9:24:36
 - 3 other individual records were broken by our Maranacook Friends

V. Correspondence

0:17:22 – 0:17:46

- A. Resignation letter received from Hope St. Denis, Assistant Principal, Gardiner Regional Middle School effective the end of the 2025-2026 contract
- B. Retirement letter received from Gail Coughlan, Special Education – Literacy Focus, Gardiner Regional Middle School effective the end of the 2025-2026 contract
- C. Resignation letter received from Haylee Casey, Ed Tech III – STEPS, Helen Thompson School effective immediately
- D. Resignation letter received from Kristen Pray, JV Basketball Coach, Gardiner Area High School
- E. Resignation letter received from Cherie Poole, Principal at Helen Thompson School effective at the end of the 2025-2026 contract and school year

VI. Committee Reports

0:17:47 – 0:57:39

Moved from New Business

- G. Consideration to approve and accept donation of Mattering Cabins at GRMS and GAHS – Patricia Buck-Welton, Gardiner Area Thrives Coalition

Upon a motion by Joanne O'Brien and a second by Jannelle McKinnon, the Board voted to approve and accept the donation of Mattering Cabins at GRMS and GAHS.

Vote: 11,402 – 0

Student Vote: 1 – 0

Motion carried.

- A. Administrator/Student Presentations – Gardiner Regional Middle School and Helen Thompson School
- B. Capital Area Technical Center Advisory Committee – No meeting
- C. Curriculum Committee – March 10, 2026, 2026
- D. Dropout Prevention Committee – March 17, 2026
- E. Finance Committee –
 - March 10, 2026
 - March 17, 2026
 - March 24, 2026
- F. Policy Committee – No meeting
- G. Wellness Committee – No meeting
- H. SBHC Advisory Committee – No meeting
- I. Student Representatives Report

VII. General Information

0:57:40 – 0:57:49

- A. Coaches Spring Season
 - Johanna Stickney, Track and Field Assistant Coach, Gardiner Area High School
 - Brookelynn Gero, JV Softball Coach, Gardiner Area High School (Pending Board approval of the position under New Business)
 - Patrick Munzing, Softball Volunteer, Gardiner Area High School
 - Cole Lawrence, Baseball Volunteer, Gardiner Area High School
 - Michael McGee, Baseball Coach, Gardiner Regional Middle School
 - Aliesha Black, Softball Volunteer, Gardiner Regional Middle School
 - Carole Britt, Track and Field Volunteer, Gardiner Regional Middle School
- B. Transfers 2026-2027 School Year
 - Christie Jernigan transfer from High School Inclusion Specialist to Special Educator - Literacy, Gardiner Area High School
- C. New Hires 2026-2027 School Year
 - None

VIII. Nominations 2026-2027 School Year

0:57:50 – 1:06:26

- A. Hope St. Denis, Inclusion Specialist, Gardiner Area High School - \$82,808 plus \$10,000 Administrator Stipend

Upon on a motion form Anthony Veit and a second by Linda Caputo, the Board voted to approve the nomination of Hope St. Denis for Inclusion Specialist at Gardiner Area High School as recommended by the Superintendent.

Vote: 11,402 – 0

Student Vote: 1 – 0

Motion carried.

- A. Field Trip – Gardiner Iron Tigers – Robotics New England First Robotics Distant Championship – West Springfield, MA - April 15 – 18, 2026
- B. Field Trip – Maine All-State BOC Music Festival – University of Maine, May 14 - 16, 2026, Gardiner Area High School
- C. Field Trip – GSDA Club overnight trip to Pine Tree Camp in Rome, Maine – May 8 – 10, 2026, Gardiner Area High School
- D. Field Trip – Reykjavik and South Shore, Iceland – April 17 – 23, 2028, Gardiner Area High School

Upon a motion by Jannelle McKinnon and a second by Meaghan Carlson, the Board voted to approve the above field trips.

Vote: 11,402 – 0

Student Vote: 1 – 0

Motion carried.

- E. Request to reinstate the JV Softball Team Status at Gardiner Area High School

Upon a motion by Anthony Veit and a second by Jannelle McKinnon, the board voted to approve the reinstatement of a JV Softball team at Gardiner Area High School.

Vote: 10,253 – 1,149
(Joanne O'Brien opposed)

Student Vote: 1 – 0

Motion carried.

- F. Consideration to accept a donation by Seth McGee of \$1500 to fund JV Softball Coach position

Upon a motion by Michelle Tucker and a second by Molly Rogers to accept a donation by Seth McGee of \$1,500 to fund the JV Softball Coach position.

Vote: 10,253 – 1,149
(Joanne O'Brien opposed)

Student Vote: 1 – 0

Motion carried.

Moved item G to Committee Reports

- G. Consideration to approve and accept donation of Mattering Cabins at GRMS and GAHS – Patricia Buck-Welton, Gardiner Area Thrives Coalition
- H. Membership for New England School Development Council (NESDEC) to conduct 10-year projected enrollment study

Vote by thumbs up to authorize the Business Manager and Superintendent to research NESDEC and report back findings.

Vote: 11,402 – 0

Motion carried.

- I. Consideration to approve shifting the Title I Education Technician III position at Laura E. Richards School to a Long-term Substitute, Certified Teacher position (3 days/week) through June 15, 2026

Upon a motion by Anthony Veit and a second by Linda Caputo, the board voted to approve shifting the Title I Education Technician III position at Laura E. Richards School to a Long-Term Substitute, Certified Teacher position (3-days/week) through June 15, 2026.

Vote: 11,402 – 0

Student Vote: 1 – 0

Motion carried.

X. Old Business

A. None

XI. Reports

1:36:00 – 1:42:16

A. Board Chair

- None

B. Superintendent

- Finance Audit – no findings
- Special Education Audit – no findings
- Budget Timeline
 - Meeting to set budget – April 16, 2026, at 5:00 pm
 - Meeting to Sign Warrants – April 30, 2026, at 5:00 pm
- Central Office Hours – April Vacation
- Graduation – June 13, 2026

The Board entered executive session at 8:12 pm.

1:42:17 – 1:42:37

End of Recorded Session

XII. Executive Session

1:42:38 – 1:51:07

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 Anthony Veit and a second by Molly Rogers, the Board voted to enter executive session to update the status of contract negotiations with the Gardiner Teachers Association.

Vote: 11,402 – 0

Motion carried.

Exited executive session.

No action taken.

XIII. Adjournment

1:51:08

The meeting adjourned upon coming out of executive session.

Attest a True Record,

A handwritten signature in black ink, appearing to read 'K. Gould', written in a cursive style.

Kady Gould
Secretary

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
April 2, 2026
5:30 pm**

MINUTES

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

Present: Anthony Veit, Chair, Meaghan Carlson, Janelle McKinnon, Kate Merrill

Absent: Barry Manning

I. Call to Order

The meeting was called to order by Anthony Veit at 5:33 pm.

II. Discussion/Vote

A. Job Description Review

- School Based Mental Health Professional
- Inclusion Specialist

Upon a motion by Meaghan Carlson and a second by Jannelle McKinnon, the Committee voted to move the School Based Mental Health Professional and Inclusion Specialist job descriptions forward to the School Board for a first read.

Vote: 4 – 0

Motion carried.

B. Policy Review

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

Upon a motion by Meaghan Carlson and second by Kate Merrill, the Committee voted to move the GE-R Manual for Policy GE – Non-Unionized Personnel policy to the School Board for a first read.

Vote: 4 – 0

Motion carried.

- JCD Limited Open Enrollment for Elementary Schools

Upon a motion by Jannelle McKinnon and a second by Meaghan Carlson, the Committee voted to move the JCD Limited Open Enrollment for Elementary Schools policy forward to the School Board for a first read.

Vote: 4 – 0

Motion carried.

C. Handbook Review

- Pre-K Student Handbook 2025-2026

Upon a motion by Jannelle McKinnon and a second by Meaghan Carlson, the Committee voted to move the Pre-K Student Handbook 2025-2026 to the School Board for a first read.

Vote: 4 – 0

Motion carried.

D. Policy Review

- EBBD Temperature Standards for Schools – DRAFT

Upon a motion by Meaghan Carlson and a second by Jannelle McKinnon, the Committee voted to move the EBBD Temperature Standard for Schools draft policy to the School Board for a first read.

Vote: 4 – 0

Motion carried.

The remainder of the agenda will be discussed at the next 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 was adjourned at 6:26 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Kady Gould', written in a cursive style.

Kady Gould
Superintendent of Schools

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.

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;

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)

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

1 st 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 H.~~

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 fees, 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

Limited Open Enrollment for Elementary Schools

The MSAD 11 School Board offers limited school choice, to a non-neighborhood school, to parents and families of elementary students, after assurance that ample space exists for resident students when determined to be in the best interest of the student (transportation is not provided).

Though the district supports limited school choice, **it is not a guarantee**. Approval will be based on the School Board Class Size Policy IIB and on what is determined to be in the best interest of all the students. The following conditions also restrict the opportunities for Open Enrollment:

- o Space must be available at the requested school.
- o Approvals are for one year only and will be reviewed annually.
- o Parents must provide transportation.
- o Requests are based on a first-come, first-serve basis.
- o Parents complete an Open Enrollment Form and submit it to the Superintendent's Office. Open Enrollment Forms are available at any school office, in the Superintendent's Office or on the MSAD 11 website.
- o Parents must complete a separate Open Enrollment Form for each student.
- o Siblings are only admitted when there is space above and beyond what is needed to accommodate resident students.
- o Approvals may occur throughout the school year as determined appropriate by the Superintendent. The Superintendent will consult with Building Principals before making the decision whether to accept or deny a request. It is understood that projected class sizes may prohibit a decision to be made until the week prior to the start of each new school year.

Returning to Neighborhood School or Changing Schools After a School Year Has Begun

Parents who elect to have their children begin a given academic year at a school other than their neighborhood school, may be refused enrollment at their neighborhood school for the balance of the same academic year due to restricted space availability.

Displaced Students

Due to overcrowding, a parent may request to enroll their child(ren) in a school that is not their assigned neighborhood school. In such cases, parents have the right of continued enrollment for their child(ren) at their newly assigned school and to have it treated as their neighborhood school. If there is interest to return to their assigned neighborhood school when space becomes available, the Superintendent should be contacted no later than March 1.

Non-Voluntary

In order to maintain class sizes within the class size range established by the School Board, and upon initial placement, the non-voluntary transfer of students between schools within MSAD 11 may be determined by the Superintendent. Affected parents/guardians shall be notified in advance of placement and with consideration for what is in the best interest of the student.

Upon the determination of non-voluntary transfer, transportation will be provided by the district. The Superintendent's decision in matters of this nature shall be communicated to the MSAD #11 School Board.

Cross References: IIB - Class Size
 Application Form

Adopted: August 2, 2012; August 8, 2019; February 10, 2020, May 1, 2025

MSAD11

4-Year-Old Program

Handbook



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



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

2026

Holidays Listed on Page 2

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		

JANUARY - 19						
S	M	T	W	T	F	S
					H	V
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

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

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						

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

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	

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				

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				

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

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	

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
17	18	19	20	21	22	23
24	25	26	27	28	29	30

V – Vacation Days

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

MAY - 20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	PK
15	16	17	18	19	ER	21
22	23	24	25	26	27	28
29	30	31				

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

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

Graduation: June 13

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			

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

High School:

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

Middle and Elementary Schools:

TE – Trimester Ends:	
1 st Trimester (58)	November 25
2 nd Trimester (60)	March 12
3 rd 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
- 3 Polio
- 2 MMR
- 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-April 30, 2026

LER	Principal - Cris Lavigne				RVCS	Principal - Victoria DuGuay	
PK	Douin, E.	AM	16		3	Abbott, T.	18
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.	20
K	Nelson, E.		13		4	Patrick, K.	19
K	Ray, K.		12		5	McLaughlin, R.	17
1	Clary, L.		13		5	O'Brien, K.	18
1	Lancaster, J.		13		5	Pray, K.	17
1	Whitman, A.		14				
2	Bishop, K.		14				
2	Grant, T.		16	Total Students			183
2	Lowell, T.		16				
Total Students			196		PRCS	Principal - Elizabeth Drolet	
					K	Canning, K.	11
					K	Ciampa, L.	15
					K	Gauthier, J.	16
					1	Carter, K.	13
					1	Woodcock, K.	13
HTS	Principal - Cherie Poole				2	Damon, K.	21
K	Bannister, B.		13		2	Rowe, H.	20
K	Luken, E.		13		3	Brann, S.	16
1	Northgraves, A.		17		3	Casey, E.	15
1	Brann, N.		17		4	Carlsen, K.	17
2	Lucas, S.		16		4	Webb, S.	18
2	Truman, A.		17		5	Adams, P.	14
3	Hill, T.		14		5	King, S.	12
3	Marx, S.		15				
4	Gilley, E.		20				
4	Langis, S.		21	Total Students			201
5	Lazaro, A.		14				
5	Minott, E.		16				
Steps	Thomas, L.		12				
Stars	Thomas, P.		1				
Total Students			206				

GRMS	Principal - Sara Sims				GAHS	Principal - Lauren Arnold			
6th Grade			146		9th Grade			153	
7th Grade			127		10th Grade			141	
8th Grade			113		11th Grade			120	
					12th Grade			132	
Total Students			386	Total Students				546	
GRAND TOTALS 2025									
Steps		12							
Stars		1							
PK		62							
K		116							
1st	Grade	100							
2nd	Grade	120							
3rd	Grade	133							
4th	Grade	134							
5th	Grade	108							
6th	Grade	146							
7th	Grade	127							
8th	Grade	113							
9th	Grade	153							
10th	Grade	141							
11th	Grade	120							
12th	Grade	132							
TOTAL ENROLLMENT		1,718							
April 30, 2026									
Home School Students who access District Programs					4				
Private School Students who access District Programs					1				
			30-Apr.	31-Mar.	Change		30-Apr.	31-Mar.	Change
			2026	2026			2025	2025	
Laura E. Richards School			196	195	1		216	217	-1
River View Community School			183	183	0		185	184	1
Helen Thompson School			206	208	-2		240	240	0
Pittston-Randolph Consolidated School			201	201	0		201	202	-1
Gardiner Regional Middle School			386	385	1		413	414	-1
Gardiner Area High School			546	547	-1		544	547	-3
Totals			1718	1719	-1		1799	1804	-5