

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY- APRIL 27, 2016
DURHAM COMMUNITY SCHOOL- CAFETERIA**

You're Invited!

6:00 – 6:30 P.M. Q&A with Board Members on FY17 Budget

Members of the RSU5 Board of Directors will be available prior to their Regular Agenda to meet informally with members of the public regarding the proposed 2016-2017 RSU budget. Board members are eager to hear from citizens and look forward to your participation.

6:30 P.M. REGULAR SESSION AGENDA

- I. The meeting was called to order at ___p.m. by Chair Michelle Ritcheson
- II. Attendance:
- | | |
|-----------------------|-------------------------|
| ___ Louise Brogan | ___ John Morang |
| ___ Kathryn Brown | ___ Beth Parker |
| ___ Jeremy Clough | ___ Brian Pike |
| ___ Candace deCsipkes | ___ Michelle Ritcheson |
| ___ Naomi Ledbetter | ___ Lindsay Sterling |
| | ___ Valeria Steverlynck |
- III. Pledge of Allegiance:
- IV. Consideration and approval of the Minutes of March 23, 2016, March 30, 2016 and April 13, 2016.
- A. Consideration and approval of the Minutes of March 23, 2016, March 30, 2016 and April 13, 2016 as presented barring any errors or omissions.
- Motion: _____ 2nd: _____ Vote: _____
- V. Adjustments to the Agenda:
- VI. Good News & Recognition:
- A. 2016 MPA Regional One Act Drama Champions
- VII. Public Comments:
- VIII. Special Presentation:
- A. Track and Field Project Considerations – Bill Stockmeyer, Esq.
- IX. Superintendent’s Report
- A. Items for Information
1. *Board and Administrator*, April 2016
 2. March 2016 Construction Progress
- B. Administrator Reports
1. Finance – Kelly Wentworth, Director

- X. Unfinished Business:
 - A. Tri-Town Track and Field Update: Fred Palmer & John Paterson
 - B. Update on Professional Growth and Evaluation Plan – Mike Lafortune

- XI. New Business:
 - A. Consideration and approval of the following Policy (1st reading: Packet #4)
 - 1. JJIF – Management of Concussions and Other Head Injuries

Motion: _____ 2nd: _____ Vote: _____

- XII. Public Comments:

- XIII. Board Comments (Reports from Sub-Committees):
 - A. Finance Committee

- IX. Adjournment:

Motion: _____ 2nd: _____ Vote: _____ Time: _____

RSU No. 5 Board of Directors Meeting
Wednesday, March 23, 2016 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes

IV A.

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the April 27, 2016 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:32 p.m.

MEMBERS PRESENT: Louise Brogan, Kathryn Brown (arrived at 6:35 p.m.), Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck

MEMBERS ABSENT:

III. PLEDGE OF ALLEGIANCE:

IV. MINUTES:

VOTED: (1) To approve the Minutes of February 24, 2016, March 2, 2016 and March 9, 2016.
(Pike – Clough) (10 – 0)

V. ADJUSTMENTS TO THE AGENDA:

VI. GOOD NEWS & RECOGNITION:

- A. Boys Alpine Skiing – Class A MPA Sportsmanship Award
- B. Boys Nordic Skiing – Class B State Champions
- C. Boys Ice Hockey – Class A MPA Sportsmanship Award
- D. Indoor Track – Qualified to Compete at the New England Championships
- E. Freeport High School Lip Dub

VII. PUBLIC COMMENTS:

None

VIII. SUPERINTENDENT'S REPORT:

- A. Items for Information
 - 1. *Board and Administrator*, March 2016
 - 2. February 2016 Construction Progress
 - 3. Information on Substitutes
 - 4. Assistant Superintendent of Curriculum, Instruction and Assessment
 - 5. Proficiency Based Steering Committee Update
 - 6. Board Presentations – Goals Update Calendar
 - 7. Retirements (effective at the end of the 2015-2016 school year)
 - a) Victor DiSilvestro – FHS Science Teacher
- B. Administrator Reports
 - 1. Finance – Kelly Wentworth, Director – Kelly provided an update on construction expenses to date.

IX. UNFINISHED BUSINESS:

- A. **VOTED: (2)** To approve the 2016-2017 School Calendar (2nd Read).
(Pike – Ledbetter) (11 – 0)
- B. **VOTED: (3)** To adopt the Superintendent's FY17 Recommended Budget as presented.
(Pike – Brogan) (11 – 0)

X. NEW BUSINESS:

VOTED: (4) To approve a one-year unpaid leave of absence for the 2016-2017 school year for Liza Moore. (Morang – Steverlynck) (11 – 0)

XI. PUBLIC COMMENTS:


None

XII. BOARD COMMENTS (Reports from Sub-Committees):

- A. Finance Committee – John Morang provided a summary of the March 9, 2016 meeting.
- B. Strategic Communications – Candy deCsipkes provided a summary of the March 10, 2016 meeting.

XIII. ADJOURNMENT:

VOTED: (5) To adjourn at 7:55 p.m. (Pike – Sterling) (11 – 0)



Edward R. McDonough
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, March 30, 2016 – 6:00 p.m.
Superintendent's Office - Conference Room
Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the April 27, 2016 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:03 p.m.

MEMBERS PRESENT: Louise Brogan, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck

MEMBERS ABSENT: Kathryn Brown, Jeremy Clough

III. PLEDGE OF ALLEGIANCE:

IV. EXECUTIVE SESSION:

A. VOTED: (1) To enter into Executive Session to discuss a personnel matter pursuant to 1 M.R.S.A § 405(6)(A). (Pike – Ledbetter) (9 – 0)

Time In: 6:00 p.m.

Time Out: 6:28 p.m.

V. ACTION AS A RESULT OF EXECUTIVE SESSION:

A. VOTED: (2) To accept, with regret, the resignation of Edward McDonough, effective June 30, 2016. (Steverlynck – Ritcheson) (9 – 0)

VI. ADJOURNMENT:

VOTED: (3) To adjourn at 6:31 p.m. (Pike – Ledbetter) (9 – 0)



Edward R. McDonough
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, April 13, 2016 – 6:30 p.m.
Pownal Elementary School - Cafeteria
Meeting Minutes
6:00-6:30 p.m. Q&A with Board Members on FY17 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the April 27, 2016 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:32 p.m.

MEMBERS PRESENT: Louise Brogan, Kathryn Brown, Jeremy Clough, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling

MEMBERS ABSENT: Candace deCsipkes, Valeria Steverlynck

III. PLEDGE OF ALLEGIANCE:

IV. ADJUSTMENTS TO THE AGENDA:

V. PUBLIC COMMENTS:

Gary Remal, Freeport

VI. SPECIAL PRESENTATION:

A. Coordinating Student Transitions Between Schools – Nancy Drolet spoke about the transition program between middle level students and high school. The program will be expanded to include other grades.

VII. SUPERINTENDENT’S REPORT:

A. Items for Information

1. Retirements (effective at the end of the 2015-2016 school year)

a) Lise Dunn – MLS Music Teacher

b) Sally Martin – MLS Classroom Teacher

VIII. UNFINISHED BUSINESS:

A. **VOTED: (1)** That the warrant for the Regional School Unit No. 5 (the “Regional School Unit”) Budget Meeting presented to the meeting be and is hereby approved and that a Regional School Unit budget meeting be and is hereby called for May 25, 2016 for the purpose of voting on the annual budget for the Regional School Unit for the 2016-2017 fiscal year. (Pike – Sterling) (9 – 0)

B. **VOTED: (2)** That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be and is hereby approved, and that a Regional School Unit budget validation referendum be and is hereby called for June 14, 2016 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2016-2017 fiscal year. (Pike – Brogan) (9 – 0)

- C. **VOTED: (3)** That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be and is hereby approved, and that the Superintendent of Schools of the Regional School Unit is hereby authorized and directed to complete said Notice by adding the amounts approved by the voters for each expenditure category and the total school budget summary expenditure amount, all in accordance with the Regional School Unit budget meeting on May 25, 2016, and to cause copies of said notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 14, 2016 Regional School Unit budget validation referendum. (Pike – Clough) (9 – 0)
- D. **VOTED: (4)** Consideration of action that pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY17 operating budget to another cost center or among other cost centers, provided that the total FY17 fiscal year operating budget shall not be increased by such transfers. (Brown – Morang) (9 – 0)

IX. NEW BUSINESS:

- A. **VOTED: (5)** To approve a one-year unpaid leave of absence for the 2016-2017 school year for Becky Christie. (Ledbetter – Pike) (9 – 0)
- B. **VOTED: (6)** To employ Rachel Lawson as the FHS/FMS Choral Music Teacher for the 2016-2017 school year. (Sterling – Ledbetter) (9 – 0)
- C. **VOTED: (7)** To employ Shawn McKeown as the Freeport High School Instrumental Music Teacher for the 2016-2017 school year. (Brogan – Sterling) (9 – 0)
- D. **VOTED: (8)** To employ Melissa Wetherell as a Durham Community School Grade 2 Teacher for the 2016-2017 school year. (Pike – Sterling) (9 – 0)
- E. **VOTED: (9)** To employ Anna Warren as a Morse Street School Grade 1 Teacher for the 2016-2017 school year. (Brown – Morang) (9 – 0)
- F. **VOTED: (10)** To extend the term of the following Administrator contracts for one year: Will Pidden, Beth Willhoite, Ray Grogan, Lisa Demick, Brian Campbell, Julie Nickerson, Jen Gulko, Hiram Sibley, Emily Grimm, Bonnie Violette, Dennis Ouellette, Craig Sickels, Seth Thompson, Kelly Wentworth, Kim Austin and David Watts. (Pike – Ledbetter) (9 – 0)

X. WORKSHOP:


- A. Migration of Students In and Out of the RSU – Board members reviewed information on students attending schools outside of the RSU and discussed creating a survey to find out why students leave.
- B. Update on School Board Goals – Board members reviewed work on the 2015-2016 goals.

XI. PUBLIC COMMENT:

Marcia Bowen, Pownal

XII. ADJOURNMENT:

VOTED: (11) To adjourn at 7:59 p.m. (Ledbetter – Sterling) (9 – 0)



Edward R. McDonough
Superintendent of Schools

Board & Administrator

FOR SCHOOL BOARD MEMBERS

April 2016 Vol. 29, No. 12

Editor: Jeff Stratton

Extend a welcoming hand at beginning of superintendent's tenure

When the superintendent is new to a district, it's vital that the board work with her to establish a productive working relationship. Part of this is accepting the changes and new ideas the administrator introduces to the board and district. That means right from the moment a representative from the board calls with the job offer. Here's what board members might expect from their new superintendent as she introduces her leadership to the district:

- **Support an emphasis on family.** With an offer of employment, the superintendent might very well want her spouse to feel like part of the team from the start. It's important that the board understand they are hiring more than a superintendent, but a family who will be making a home in your community.

The board can be supportive by helping the new family move to the community through introductions to realtors and helping assist, if possible, in the various challenges of moving.

- **Let the superintendent take charge.** Expect your superintendent to plant her flag in the community early on. That's a key time in the early tenure of the superintendent, when she acts to establish her leadership during a moment of challenge or when an issue erupts. She needs to show the community, staff, and board that she is in charge and can manage the district competently.

- **Make yourself available to the new superintendent.** Sure, board members have busy personal and professional lives, too. But it is important for a new superintendent to spend personal time with each member. This is time well spent, because it will be put to best use by learning about each other as people, as well as each other's attendant belief sys-

tems about education and the district's future.

- **Expect new vehicles for communication.** Communication will be a top priority for your new superintendent. She will likely introduce a new format for a superintendent's report or newsletter, for example.

The new superintendent may also have an active presence on social media promoting the district, and that is part of her job. For example, she might initiate a running blog on the district's website, or a digital 'time with the superintendent' video series. These will be effective tools for her to introduce herself to the community and explain district issues. More importantly, activities like this will also issue a subtle invitation to stakeholders to talk about the issues that are important to the schools and community.

- **Be available to share your skills.** A new superintendent will often ask board members to serve on district advisory committees, such as a parent advisory group. These types of activities provide board members with the chance to report back to the board about their thoughts on parent input — and to also hear directly from parents about the district.

- **Understand there may be changes in emphasis.** For instance, a new administrator may emphasize data in decision-making differently than her predecessor.

- **Support the new superintendent's efforts to build school culture.** She may ask the board to participate in board "celebrations" of success where students are recognized for accomplishments. Expect these sorts of twists as the superintendent works to build a school culture of focusing on the positive. ■

Avoid closed sessions; treat your superintendent with respect

Your superintendent is a member of the board team and should be treated accordingly.

This means that the superintendent should participate in all board discussions and activities. A board should never meet without its superintendent, because that is disrespectful to the administrator. These meetings, called closed sessions, destroy any sense of board and administrator teamwork.

Closed sessions that exclude the superintendent:

- Destroy trust. Boards and administrators must be committed to open and honest communi-

cation. That only comes from working together and talking things out.

- Closed sessions don't allow superintendents to explain their actions. Without the superintendent's input, you have no idea why a decision or course of action was taken. That's when you begin to undermine the superintendent's position with second-guessing.

- Closed sessions lead to poor decision-making. Your superintendent knows the district best, and when you don't have his advice, you may make plans that aren't workable. ■

5 principles of effective board-superintendent communication

Boards often fail in their relationship with the superintendent because of a failure to communicate.

The following principles can prevent this communication failure if both the superintendent and board team commit to them:

1. Effective communication requires trust.
2. Team members must be honest with each other and replace rumors with facts.

3. Open channels of communication must be constant.

4. Board members should request staff assistance through the superintendent to ensure a coordinated flow of communication.

5. Criticism of individual staff members should not be expressed at public meetings. Criticisms should be directed to the superintendent for his attention. ■

Best way to proceed when airing disagreements

Board member question: "If I disagree with board members or the superintendent, what is the best way to let them know how I feel?"

The foremost strategy to keep in mind when voicing disagreements is to always treat board colleagues and the superintendent with respect. Respect other people and their views.

When this is maintained, disagreements can be voiced and then worked out.

Some board members actually shy away from conflict, forgetting that the true strength of board decision-making is the airing of multiple views and solutions for the issues you face. Considering differing perspectives always results in better board decisions. However, respect is necessary to maintain the climate for this to occur.

When you are discussing school problems and challenges, understand that the best board members always debate issues, not personalities. ■

Take off your 'parent hat' when serving as a board member

In *Essentials of School Board Service*, the Pennsylvania School Boards Association answers a very practical question that speaks to a dilemma parent/board members can face. Here's the question:

"I have children in school. How can I talk with their teachers now that I'm on the school board?"

Here's PSBA's response:

"This is a tricky area. No matter what you say about 'speaking as a parent, not a board mem-

ber,' it's difficult for some teachers to separate your role on the school board from your role as a parent."

PSBA advises that, if married, your husband or wife take the lead with teachers when contacting them about your child.

For information, https://www.psba.org/wp-content/uploads/2015/01/essentials_school_board_service-2014.pdf. ■

IX A.2.

Project: Freeport High School

Owner: RSU-5

Prepared by: Brook Plummer

March 2016 Construction Progress

Date: 3/31/2016

PDT Project # 14-136

02 Testing / Inspections

- Rebar 3/2
- Concrete 3/2
- Test pit for frost: 4' deep at G/2 positive 3/14, 6' deep between E&F, 6&7, reading 32° 3/31
- Electrical - Maintenance Building 3/18
- Plumbing - Kitchen area 3/30, 3/31

02 Demolition

- Existing toilet Rooms: Removal of roof 3/3, 3/21, 3/22, 3/24, 3/25, 3/28
- Existing Toilet Rooms: Partial removal of CMU walls for room to install new bar joists 3/25, 3/28, 3/29
- North Wall of Gym: Removal of Exterior CMU face block 3/30, 3/31

03 Concrete

- Piers 3/1, 3/2
- Grade beams 3/1
- Base plate grouting 3/8, 3/9, 3/10, 3/11

04 Masonry

- North wall of Gym: Demo masonry for new beam pockets 3/7, 3/8
- Existing Toilet Rooms: New CMU at top of walls 3/30, 3/31

05 Structural Steel

- Erection 3/1, 3/2, 3/3, 3/4, 3/7, 3/8, 3/9, 3/10, 3/11, 3/14, 3/15, 3/16, 3/21
- Bar joists 3/1, 3/4, 3/7, 3/9, 3/10, 3/11, 3/14, 3/15, 3/16, 3/17, 3/18, 3/22, 3/23, 3/24, 3/25, 3/28, 3/29, 3/30, 3/31
- Perimeter roof angle 3/18, 3/28
- Decking 3/23, 3/24, 3/28, 3/29, 3/30, 3/31

06 Carpentry - Maintenance Building

- Soffit framing 3/1
- Roof sheathing 3/2, 3/3, 3/4, 3/7, 3/8
- Building trim 3/8, 3/9, 3/10, 3/14, 3/16, 3/17
- Cedar siding underlayment 3/18

07 Thermal Moisture Protection - Maintenance Building

- Shingle roofing 3/14, 3/16
- Metal door frame spray foam insulation 3/17
- Maintenance Building insulation 3/24

08 Openings

- Maintenance Building doors 3/23, 3/28, 3/29, 3/30

09 Drywall

- Exterior wall metal stud framing 3/14, 3/16, 3/17, 3/18, 3/21, 3/22, 3/23, 3/24, 3/28, 3/29, 3/30, 3/31
- Maintenance Building: GWB ceiling, install and tape 3/25, 3/30

22 Plumbing

- Layout 3/22, 3/23, 3/24
- Installation 3/28, 3/29, 3/30

26 Electrical

- Maintenance Building rough-in 3/17, 3/18
- Modular Classroom - underground entrance 3/24

31 Earth Moving

- Backfill over "Mirafi" fabric at paved area next to Maintenance Building 3/25
- Kitchen shallow plumbing 3/28, 3/29, 3/30,
- Stockpile of unscreened topsoil trucked off site 3/30, 3/31

33 Utilities

- Modular Classroom - excavation and backfill of underground entrance 3/24

IX B.1.

RSU #5	General Budget Report	as of 03-31-2016			2015-2016			
Article #	Description	2015-2016 Budget	Transfers	Revised Budget	Expenses YTD	Encumb. YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$2,837,476.00	\$34,000.00	\$2,871,476.00	\$1,697,928.75	\$42,658.92	\$1,130,888.33	39%
Article 2	School Administration	\$1,365,040.00	\$0.00	\$1,365,040.00	\$1,021,902.52	\$1,331.12	\$341,806.36	25%
Article 3	Operation of Plant	\$3,541,592.00	\$0.00	\$3,541,592.00	\$2,510,455.41	\$423,959.89	\$607,176.70	17%
Article 4	Voc. Ed. Assessment	\$512,001.00	\$0.00	\$512,001.00	\$426,666.76	\$85,333.36	\$0.88	0%
Article 5	School Nutrition/Crossing Guards	\$189,552.00	\$0.00	\$189,552.00	\$157,026.68	\$28,725.98	\$3,799.34	2%
Article 6	Instruction K - 12	\$12,362,716.00	(\$34,000.00)	\$12,328,716.00	\$6,794,754.08	\$117,825.47	\$5,416,136.45	44%
Article 7	Co-Curr. & Athletics	\$676,475.00	\$0.00	\$676,475.00	\$442,076.74	\$17,119.69	\$217,278.57	32%
Article 8	District Administration	\$778,805.00	\$0.00	\$778,805.00	\$518,953.60	\$36,165.84	\$223,685.56	29%
Article 9	Transportation Services	\$1,421,847.00	\$0.00	\$1,421,847.00	\$959,698.00	\$264,924.50	\$197,224.50	14%
Article 10	Debt Service	\$1,701,717.00	\$0.00	\$1,701,717.00	\$1,432,695.52	\$269,020.93	\$0.55	0%
Article 11	Special Education Services	\$4,019,982.00	\$0.00	\$4,019,982.00	\$2,433,585.38	\$525.00	\$1,585,871.62	39%
	Totals	\$29,407,203.00	\$0.00	\$29,407,203.00	\$18,395,743.44	\$1,287,590.70	\$9,723,868.86	33%

04/27/2016



Durham • Freeport • Pownal

XI A.I.

TO: Louise Brogan, Kathryn Brown, Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck

CC: Julie Nickerson, Lisa Demick, Hiram Sibley, Ray Grogan, Kim Austin, Dennis Ouellette, Will Pidden, Craig Sickels, Brian Campbell, Seth Thompson, Kelly Wentworth, Beth Willhoite, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Pasmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Kristy Johnson, Laurie Allen, Linda Pritchard, Liza Moore, Nancy Drolet, Nancy Dyer, Geoff Dyhrberg Sally Martin, Jessica Sturges, Karen Sylvain, Tiffany Blanchard

FROM: Edward R. McDonough, Superintendent of Schools

DATE: April 13, 2016

RE: Policy Adoption

At the April 27, 2016 RSU5 Board of Directors Meeting, the following policy will be on the agenda for 1st Read. 2nd Read/Adoption will take place at the May 11, 2016 Meeting. The Policy is attached.

1. JJIF – Management of Concussions and Other Head Injuries

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5 E-mail: mcmanusg@rsu5.org

MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

The Board recognizes that concussions and other head injuries are ~~potentially~~ serious and ~~may~~ could result in significant brain damage and/or death if not recognized and managed properly. The Board adopts this policy to promote the safety of students participating in school-sponsored ~~extracurricular athletic~~ activities, including but not limited to extracurricular athletic activities and interscholastic sports.

TRAINING

~~All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. Teachers and other school personnel will be provided the necessary information regarding strategies for addressing concussion symptoms at school and in the classroom. Prior to the beginning of each sports season, school personnel, including volunteers, identified by the RSU5 Concussion Policy Management Team must be made aware of the school policy and protocols related to the management of concussive injuries and participate in concussive awareness training that includes recognizing signs and symptoms that may suggest a concussive or other head injury. The~~ This training must be consistent with ~~such~~ protocols as ~~may be~~ as identified or developed by the Maine Department of Education (DOE) and include instruction in the use of ~~such~~ reporting forms as ~~the~~ required by the DOE may develop or require.

Coaches ~~shall be~~ are required to undergo refresher training every two years or based on the recommendations of the DOE and/or when protocols and forms have been revised.

STUDENT AND PARENTS INFORMATION/ GUARDIANS

Prior to the beginning of each sports season, ~~students and parents of students who will be~~ intending to participating in school-sponsored athletic activities, and parents/guardians of these students, will be provided information ~~regarding~~ including:

- A. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;
- B. The signs and symptoms ~~of~~ associated with concussion and other head injuries; and
- C. The school administrative unit's protocols for:
 - 1) Removal from the activity when a student is suspected of having sustained a concussion or other head injury;
 - 2) Evaluation; and
 - 3) Return to full participation in ~~the activity~~ school activities (refer to "Return to Play Activity Progression" which is in the Athletic Handbook).

The student participating in sports and his/her parent(s)/guardian(s) must sign a statement acknowledging that they have received and read this information before the student ~~will be~~ is allowed to participate in any school-sponsored athletic activity.

~~MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES~~

It is the responsibility of ~~the athletic trainer and coach of the~~ staff members involved in school activity activities to be trained in the signs and symptoms related to concussion or other head injury, and to act in accordance with this policy when ~~they~~ the staff member recognizes that a student may be exhibiting such signs and symptoms and behaviors associated with of a concussion or other head injury.

Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to ~~competition, practice or scrimmage~~, participation in interscholastic sports, must be removed from the activity immediately. The student and his/her parent(s)/guardian(s) will be informed ~~if there is a~~ of the need for further medical an evaluation for brain injury before the student ~~will be~~ is allowed to return to ~~the activity~~. full participation in school activities including learning.

No student ~~will be~~ is permitted to return to the activity or to participate in ~~any other school-sponsored athletic activity activities~~ on the day of the suspected concussion.

Any student ~~who is suspected of~~ having sustained a ~~concussion or other~~ head injury ~~shall be~~ is prohibited from further participation in ~~any school-sponsored athletic activities~~ until he/she ~~has been~~ is evaluated and ~~received written medical clearance to do so from a qualified and licensed health care provider~~. for concussion. If a concussion is suspected, the student must be removed from school activities and referred to a licensed health care provider trained in concussion management.

If a concussion is confirmed, the student is not permitted to return to full participation in any school activities until medically cleared to do so by a licensed health care provider trained in concussion management. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.

~~The athletic trainer, Coaches and other school personnel shall~~ must comply with the recommendations of the student's health care provider's recommendations in regard regarding ~~to~~ gradual return to participation. ~~No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.~~ If at any time during the return to play protocol full participation in school activities the student exhibits signs or symptoms of a concussion are observed, the student must be removed from the activity and may be referred to his/her health care provider for re-evaluation. re-evaluated by the treating licensed health care provider trained in concussion management.

COGNITIVE CONSIDERATIONS

~~Classroom teachers and other School personnel~~ should be alerted to cognitive and academic issues that may be experienced by ~~a students who have~~ has suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds. School personnel shall accommodate a gradual return to full participation in academic and physical activities as appropriate, based on the recommendations of the student's health care provider and appropriate designated school personnel (e.g., 504 Coordinator, School Nurse, Athletic Trainer).

CONCUSSION POLICY MANAGEMENT TEAM

The Superintendent will appoint a Concussion Policy Management Team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to the implementation of this policy. The Concussion Policy Management Team will include the Athletic Director, Athletic Trainer, ~~and~~ School Nurse and may include one or more Principals or Assistant Principals, the School Physician, and ~~such~~ other school personnel or consultants as the Superintendent deems appropriate.

The team shall oversee and implement this policy and related protocols for concussive head injuries based on the generally accepted protocols. This team will identify the school personnel who shall be trained in concussion signs and symptoms and the school activities covered by this policy. The policy and/or related protocols should be reviewed when generally accepted protocols change.

Adopted: November 28, 2012

Revised: _____



Durham • Freeport • Pownal

Finance Subcommittee Report

Date: April 13, 2016

Committee: Finance Committee

Chair: John Morang

In attendance: Kate Brown, John Morang, Michelle Ritcheson and Edward R. McDonough

Guests: Auditors: None

Meeting Date: March 23, 2016

Agenda Items and Discussion:

Insurance Prequalification Submission Review:

Director of Finance presented a prequalification summary spreadsheet. This spreadsheet put all of the required information into one comparison spreadsheet for ease of review. Three prequalification packets were received by RSU5. F.A. Peabody, Cross Insurance, and MSMA Property & Casualty Trust.

Selection of Qualified Bidders and assigning of companies:

Members decided to prequalify all three bidders. F.A. Peabody was assigned Glatfelter Public Practice; Cross Insurance was assigned Liberty Mutual Insurance Company; MSMA Property & Casualty Trust was assigned all companies listed as outlined in the prequalification packet. Bid packets are to be mailed on April 11, 2016 and are due back on May 3, 2016 by 3:00 P.M.

Warrant signing:

Accounts Payable, Construction, Nutrition, Community Education, and Payroll warrants signed.

Next Meeting: April 13, 2016

Submitted by: Kelly Wentworth, Director of Finance