REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JUNE 15, 2016
FREEPORT HIGH SCHOOL– LIBRARY
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
___Kathryn Brown
___Jeremy Clough
___Candace deCsipkes
___Pownal Vacant TBD
___John Morang
___Beth Parker
___Brian Pike
___Michelle Ritcheson
___Lindsay Sterling
___Valeria Steverlynck

III. Pledge of Allegiance:

IV. Consideration and approval of the Minutes of June 8, 2016.
A. Consideration and approval of the Minutes of June 8, 2016 as presented barring any errors or omissions.

Motion:_____2nd:_____Vote:_____

V. Adjustments to the Agenda:

VI. Good News and Recognition:
A. Recognition of Retirees

VII. Public Comments:

VIII. Superintendent's Report
A. Items for Information
1. Maine Community Foundation Grant
2. 2016-2017 Board of Directors Meeting Schedule
3. May 2016 Construction Progress
B. Administrator Reports
1. Finance – Kelly Wentworth, Director

IX. Unfinished Business:
A. Consideration and approval on the Freeport High School Building Advisory Committee's recommendations.

Motion:_____2nd:_____Vote:_____

B. Consideration and approval of Policy JJIF – Management of Concussions and Other Head Injuries (2nd Read)

Motion:_____2nd:_____Vote:_____

C. Consideration and approval of FHS Track & Field Advisory Committee.

Motion:_____ 2nd:_____ Vote:_____

D. Move that the Computation and Declaration of Votes relating to the Budget Validation Referendum dated and attached hereto be and is hereby approved.

Motion:_____ 2nd:_____ Vote:_____

E. Move that the Computation and Declaration of Votes relating to the Budget Validation Referendum be entered upon the records of Regional School Unit No. 5 (the "Regional School Unit").

Motion:_____ 2nd:_____ Vote:_____

F. Move that a Certified copy of the Computation and Declaration of Votes relating to the Budget Validation Referendum be sent to each of the Municipal Clerks within the Regional School Unit.

Motion:_____ 2nd:_____ Vote:_____

G. Move that the Assessment Warrant and the Assessment Schedule and Notice of Installments prepared by the Treasurer for each member municipality of this Regional School Unit for fiscal year 2016-2017 be approved and be issued in form presented to this meeting; and that the Treasurer be authorized and directed to deliver to each member municipality its Assessment Warrant and its Assessment Schedule and Notice of Installments.

Motion:_____ 2nd:_____ Vote:_____

X. New Business:

A. Consideration and approval to employ a Freeport High School Principal for the 2016-2017 school year.

Motion:_____ 2nd:_____ Vote:_____

B. Consideration and approval to hire a .4 Librarian at Morse Street School for the 2016-2017 school year.

Motion:_____ 2nd:_____ Vote:_____

C. Consideration and approval to authorize the Superintendent to hire staff between June 16, 2016 and the first Board meeting in September, 2016.

Motion:_____ 2nd:_____ Vote:_____

D. Consideration of action to approve the following stipend positions:
   1. Robotics
   2. DCS Music Director
   3. Indoor Track & Field Coach
   4. Outdoor Track & Field Coach
   5. PK-12 Academic Leadership Team (Revised)

   Motion:_____ 2nd:_____ Vote:_____

E. Consideration and approval on a 403b resolution of plan merger for VALIC.

   Motion:_____ 2nd:_____ Vote:_____

XI. Organizational Business (to take effect July 1, 2016):

A. Consideration of action to appoint a Chair for RSU No. 5 Board of Directors.

   Motion:_____ 2nd:_____ Vote:_____

B. Consideration of action to appoint a Vice-Chair for RSU No. 5 Board of Directors.

   Motion:_____ 2nd:_____ Vote:_____

C. Consideration of action to add, delete, or consolidate committees and make annual appointments.

   1. Negotiations
      Professional (Vacant, Parker, Ritcheson)
      _____ _____ _____

      Support (Decsipkes, Pike)
      _____ _____

   2. Policy (Decsipkes, Ledbetter, Vacant)
      _____ _____ _____

   3. Strategic Communications Committee (Brown, Decsipkes, Sterling, Steverlynck)
      _____ _____ _____ _____

   4. Finance (Brown, Morang, Ritcheson)
      (One member from each town)
      _____ _____ _____

   5. RSU5 Student Aspirations (Ritcheson)
      _____

   6. RSU5 Community Programs Advisory Committee (Parker)
      _____

7. Maine Region 10 Technical High School Board (Morang, Pike)

_____ _____

8. Dropout Prevention Committee (Ledbetter)

_____

9. Stipend Review Committee (Parker, Pike)

_____ _____

10. Cable TV Board & Technology Committee (Sterling)

_____

11. Freeport Performing Arts Center Advisory Committee (Parker)

_____

12. Facilities Committee (Morang, Parker)

_____ _____

13. MSMA Legislative Contact (Ledbetter)

_____

14. Safety Committee (Clough, Pike)

_____ _____

15. Wellness Committee (Steverlynck)

_____

16. Title I (Ritcheson)

_____

17. School Attorney
Drummond Woodsum

18. School Physician
Julia Lockwood

Motion:_____ 2nd:_____ Vote:_____

XII. Public Comments:

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

XIV. Adjournment:

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

IV A.

RSU No. 5 Board of Directors Meeting
Wednesday, June 8, 2016 – 6:30 p.m.
Freeport High School - Library
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 June 15, 2016 meeting).

CALLED TO ORDER:
Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

MEMBERS PRESENT: Louise Brogan, Kathryn Brown (arrived at 6:47 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 Minutes of May 10, 2016, May 11, 2016, May 16, 2016 and May 25, 2016. (Brogan – Morang) (10 – 0)

V. ADJUSTMENTS TO THE AGENDA:
Unfinished Business items VII A. & B. were tabled until the June 15, 2016 meeting.

VI. PUBLIC COMMENT:
None

VII. SUPERINTENDENT'S REPORT:

A. Items for Information
   1. *Board and Administrator*, May 2016
   2. Resignation of FHS Guidance Counselor Brian Farley

B. Administrator Reports
   1. PLC SMART Goal Results – Morse Street School, Mast Landing School, Pownal Elementary School, Durham Community School, Freeport Middle School, Freeport High School. Superintendent McDonough provided a summary of the educator survey results on PLC's. Emily Grimm, Interim Mast Landing School Principal and Julie Nickerson, Morse Street School Principal, shared results of their teacher teams SMART goals.

VIII. UNFINISHED BUSINESS:

A. & B. Tabled until June 15, 2016

C. VOTED: (2) To adopt the revised RSU5 Professional Growth and Evaluation Handbook for 2016-2017. (Pike – Sterling) (11 – 0)

D. VOTED: (3) To adopt the revised RSU5 Principal Evaluation Handbook for 2016-2017. (Steverlynck – Brown) (11 – 0)

E. VOTED: (4) To approve completing preliminary site design work at Freeport High School at the request of the Tri-Town Track and Field committee. (Steverlynck – Pike) (11 – 0)

IX. NEW BUSINESS:

A. VOTED: (5) To approve the revised RSU5 Technology Plan. (Pike – Ledbetter) (11 – 0)

B. VOTED: (6) To approve the Comprehensive Education Plan. (Brogan – Sterling) (11 – 0)

C. VOTED: (7) To employ Chelsea Ray as a Gifted and Talented Teacher for the 2016-2017 school year. (Steverlynck – Pike) (11 – 0)

D. VOTED: (8) To employ Amanda Chisholm as a Third Grade Teacher at Durham Community School for the 2016-2017 school year. (Steverlynck – Morang) (11 – 0)

X. PUBLIC COMMENTS:

None

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

A. Finance Committee – John Morang provided a summary of the May 18, 2016 meeting.
C. Strategic Communications – Candy deCsipkes provided a summary of the May 12, 2016 and May 26, 2016 meetings.

XII. ADJOURNMENT:

VOTED: (9) To adjourn at 9:06 p.m. (Steverlynck – Pike) (11 – 0)

Ed McDonough

Edward R. McDonough
Superintendent of Schools

VI A.

RETIREES

Pam Davis
Morse Street School – Literacy Specialist
26 Years

Lise Dunn
Mast Landing School – Music Teacher
42 Years

Donelle Nielsen
Pownal Elementary School – Administrative Secretary
30 Years

Amelia MacLeod
Freeport Middle School – Educational Technician
7 Years

Mary Jane Vermette
Durham Community School – Social Studies Teacher
36 Years

Lois Kilby-Chesley
Mast Landing School – Classroom Teacher
30 Years

Ann Fullagar
District – Speech/Language Pathologist
27 Years

Victor DiSilvestro
Freeport High School – Science Teacher
17 Years

Rich Robinson
Freeport High School – English Teacher
18 Years

Sally Martin
Mast Landing School – Classroom Teacher
23 Years

VIII. A.1.

SB 6/13/16

RECEIVED
MAY 08 2016
6/16

Maine Community Foundation

May 13, 2016

Mr. David Watts, Director Community Programs and Adult Education
RSU 5
17 West St
Freeport, ME 04032

Dear Mr. Watts:

It is a pleasure to inform you that the Directors of the Maine Community Foundation have approved a $9,132.00 advised grant to RSU 5 to support Adult Education programs for English Language Learners and Family Literacy as outlined in your Community Building Grant proposal. This grant is made from the Celia Lipton Farris and Victor W Farris Foundation Home Community Fund of the Maine Community Foundation.

Advised grants are made from funds established by individuals who make recommendations from time to time as to how the income and/or principal is spent. No tax receipt is necessary for these grants; however, acknowledging a donor's support for your organization or project can play a crucial role in future funding. If you know the donor who recommended this grant, please send a thank-you letter directly. If you do not know the donor, please send the letter to us and we will forward it.

At the donor's request, please submit a report to us no later than May 1, 2017 assessing the grant's accomplishments. Guidelines for this report are enclosed.

When including this gift in your publicity materials, annual report or other publication, please be sure to list it as a grant from the Celia Lipton Farris and Victor W Farris Fdn Home Comm Fund of the Maine Community Foundation.

Enclosed is check # 44026 in the amount of $9,132.00. By accepting, endorsing, or depositing this check, your organization agrees to and accepts the terms outlined below:

- The grantee must be either a Section 501(c)(3) nonprofit or a public organization.
- This grant may only be used for the purpose stated in this letter.
- This grant may not be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study and research.
- No portion of the award may be granted to a secondary grantee without the express permission of the Foundation.
- Unexpended balances must be returned if the grantee loses its exemption from federal income taxation as provided for under Section 501(c)(3) of the Internal Revenue Code.
- No tangible benefit, goods, or services are received by any individuals or entities connected with the above-mentioned fund.

Please contact me in our Ellsworth office if you have any questions. We wish you continued success.

Sincerely,

Karen Allen-Maguire
Grants Administrator

Enclosure

ELLSWORTH · 245 Main Street, Ellsworth ME 04605 · Telephone 207-667-9735 · Fax 207-667-0447
PORTLAND · One Monument Way, Suite 200, Portland ME 04101 · Telephone 207-761-2440 · Fax 207-773-8832
Toll free 877-700-6800 · info@mainecf.org · www.mainecf.org

VIII A.2.

Durham • Freeport • Pownal

RSU No. 5 Board of Directors Meeting Schedule
2016-2017
Meetings typically begin at 6:30 p.m. in the High School Library

August 24, 2016	Retreat
September 14, 2016	Business Meeting
September 28, 2016	Business Meeting
October 12, 2016	Business Meeting
October 26, 2016	Business Meeting at Pownal Elementary School
November 9, 2016	Business Meeting
November 30, 2016*	Business Meeting at Durham Community School
December 14, 2016	Business Meeting
January 11, 2017	Business Meeting
January 25, 2017	Business Meeting
February 1, 2017*	Business Meeting
February 15, 2017*	Business Meeting
March 8, 2017	Business Meeting
March 22, 2017	Business Meeting
April 12, 2017	Business Meeting at Pownal Elementary School
April 26, 2017	Business Meeting at Durham Community School
May 10, 2017	Business Meeting
May 24, 2017	Business Meeting
June 14, 2017	Business Meeting

*Dates changed to accommodate holidays and other conflicts.

RSU No. 5 Board of Directors: _____

VIII A.3.

Architecture ▪ Interior Design ▪ Planning

P D T
ARCHITECTS

June 9, 2016

Ed McDonough
Superintendent of Schools
RSU No. 5
17 West Street
Freeport, ME 04032-1121

RE: **Freeport High School**

Dear Ed:

Attached to this letter is a construction summary of work completed at the Freeport High School Addition and Renovation Project.

This letter also includes a summary of Change Order Proposals which have been previously approved by the RSU No. 5 Board, as well as by the construction team since the start of construction.

Sheridan Corporation, the general contractor for the project, has done a very good job of purchasing, installing and constructing the project to date. They've had the benefit of very good weather throughout the winter and in spite of running into substantial, unsuitable soils under the building addition and waterline, the contractor estimates they are somewhere between 2-4 weeks ahead of schedule.

The architects and construction team recently approved Pay Requisition Application #7 in the amount of $1,265,778 on June 2, 2016. The value of work completed and stored to date is $4,080,576 and represents 39.4% completion of the entire project.

We have been very pleased with the quality of Sheridan's work, overall project management and supervision, and their cooperation and teamwork approach to the project. There have been thirty (30) change order proposals to date approved by both the RSU Board, as well as the construction team. The two largest change order proposals approved by the RSU No. 5 Board were back in January relating to enlarging and improving the new maintenance storage building. The total amount of monies related to those two change orders is $70,871. Other change orders which have been approved throughout the construction include unsuitable soils under the existing building, unsuitable soils found under the old Industrial Arts Building,

Principals:
Brian M. Curley, AIA, LEED AP
Ann M. Fontaine-Fisher, AIA, LEED AP
Lyndon D. Keck, AIA, LEED AP
Alan G. Kuniholm, AIA, LEED AP
David C. Webster, AIA, LEED AP

Associates:
Rebecca S. Casey, AIA
Robert R. Curtis, LEED AP BD+C
Marilyn E. Leivian, AIA, LEED AP
Suzanne W. Morin, MCID
Susan L. Ransom, CPSM

49 Dartmouth Street
Suite 2
Portland, Maine 04101

207-775-1059
207-775-2694 Fax
www.pdtarchs.com

and unsuitable soils and stumps found as part of the water line extension under Holbrook Street. Other changes included temporary security fencing, adding glycol to the FPAC heating system, adding power to the relocated portable classrooms, as well as miscellaneous structural improvement and floor slab reinforcement for radiant heat. All other additional change orders total $98,645 so the total value of all change orders approved to date is $169,516.

Work completed over the last six (6) months includes the completion of the concrete foundations, all underground plumbing and drain lines, the completion of the concrete slabs on the 1st and 2nd floors (including the radiant heat areas), completion of the structural steel frame, completion and water tightness of the roof membrane at the new addition, as well as the completion of the new waterproof, EPDM membrane at the original 1961 building.

Steel stud framing completion on the exterior of the building including exterior sheathing and air barrier membrane, the beginning of electrical wall conduit installation, mechanical, plumbing systems and the exterior brick veneer. Other work completed this month included fireproofing of the structural steel frame.

The Building Committee took their first tour of the building on June 1st. They were able to see the layouts of all the interior rooms on both the 1st and 2nd floors.

The Building Committee expects to continue to tour every 30-60 days as the work progresses. The new addition deadline for completion is December 20, 2016.

Very truly yours,
RDT ARCHITECTS

Lyndon D. Keck, AIA, LEED AP
Principal
Maine Licensed Architect

SB 6/16/16
Hennessy Inc

Project: Freeport High School | **May 2016 Construction Progress**
Owner: RSU-5 | **Date: 5/31/2016**
Prepared by: Brook Plummer | **PDT Project # 14-136**
Construction Progress: 38.7 % Complete, Monetary Value, per Requisition # 7, May 2016

01 Testing / Inspections
- Welding 5/10 Structural (Loose Lintels) 5/25
- Concrete 5/4, 5/10, 5/31
- Water Distribution Testing 5/2
- A/V Barrier 5/5
- Fireproofing 5/25
- Building Envelope 5/26

02 Demolition
- Gym Plywood, 2x Blocking, Insulation & Siding 5/9, 5/10, 5/18, 5/25, 5/26, 5/27
- FPAC Metal Siding 5/6, 5/10, 5/11
- Wall & Brace Removal For New Door V800.1 5/24, 5/25

03 Concrete
- Lower Level Slab Prep 5/2, 5/3, 5/5, 5/6, 5/9, 5/10 Slab Pours 5/4, 5/11 Stair 2 & 3 Pours 5/31

04 Masonry
- Brick, Flashing, Insulation 5/2, 5/3, 5/4, 5/6, 5/9, 5/10, 5/11, 5/12, 5/13, 5/16, 5/17, 5/18, 5/23, 5/24

05 Structural Steel
- Sun Shade Clips 5/3, 5/9, 5/10
- Stair Erection 5/16, 5/17, 5/18, 5/23, 5/31

06 Carpentry
- Roof Parapet Walls & Roof Blocking 5/2, 5/3, 5/4, 5/6, 5/12, 5/13
- Window Blocking 5/10, 5/11, 5/12, 5/13, 5/16, 5/17, 5/18, 5/23 Skylight Blocking 5/31
- Maintenance Building Siding - 5/16, 5/17, 5/18, 5/23, 5/24, 5/25, 5/26, 5/27, 5/31

07 Thermal Moisture Protection
- Existing Building Re-Roofing 5/4, 5/18, 5/23, 5/24, 5/25, 5/26
- New Building Roofing 5/9, 5/10, 5/11, 5/12, 5/13, 5/16, 5/17 Skylights 5/31
- Air Barrier 5/12, 5/13, 5/25, 5/27, 5/31
- Spray-Applied Fireproofing 5/12, 5/13, 5/16, 5/17, 5/18, 5/23, 5/24, 5/25

08 Openings
- Maintenance Building Hollow Metal Doors 5/3
- New Building Metal Door Frames 5/25, 5/26 Window Delivery 5/31

09 Drywall
- Exterior Wall Metal Stud Framing 5/2, 5/3, 5/4 Exterior Wall Sheathing 5/2, 5/3, 5/4, 5/6
- Interior Wall Partitions 5/5, 5/6, 5/9, 5/10, 5/12, 5/13, 5/16, 5/17, 5/18, 5/23, 5/24, 5/25, 5/26, 5/27, 5/31
- Interior Drywall Wall Tops & Taping 5/12, 5/13, 5/16, 5/17, 5/18, 5/23, 5/24, 5/25, 5/26, 5/31

21 Sprinkler
- Entry & Lower Level 5/27

22 Plumbing
- Supply, Drain, & Vent Piping 5/2, 5/4, 5/9, 5/10, 5/11, 5/12, 5/13, 5/16, 5/17, 5/18, 5/23, 5/24, 5/25, 5/26, 5/27
- Roof drains 5/3, 5/12

23 HVAC
- Radiant Slab Tubing 5/4, 5/6, 5/9 Radiant Manifolds 5/31
- Ductwork 5/23, 5/26
- Control Wiring 5/24, 5/25

26 Electrical
- Entry & Lower Level - Rough-In 5/9, 5/10, 5/11, 5/13, 5/16, 5/17, 5/18, 5/23, 5/25, 5/31

31 Earth Moving
- No activity

32 Exterior Improvements
- Holbrook Street - Base coat paving of water line trench 5/5

33 Utilities
- Water Line - Holbrook Street water line flush 5/2 Grease Trap - Connected to building 5/2

RSU #5	General Budget Report	as of 05-31-2016			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	$2,071,518.86	$20,269.16	$779,687.98	27%
Article 2	School Administration	$1,365,040.00	$0.00	$1,365,040.00	$1,239,591.66	$1,342.47	$124,105.87	9%
Article 3	Operation of Plant	$3,541,592.00	$0.00	$3,541,592.00	$3,232,859.16	$119,837.53	$188,895.31	5%
Article 4	Voc. Ed. Assessment	$512,001.00	$0.00	$512,001.00	$512,000.12	$0.00	$0.88	0%
Article 5	School Nutrition/Crossing Guards	$189,552.00	$0.00	$189,552.00	$188,152.00	$1,022.20	$377.80	0%
Article 6	Instruction K - 12	$12,362,716.00	($34,000.00)	$12,328,716.00	$8,557,087.00	$71,206.37	$3,700,422.63	30%
Article 7	Co-Curr. & Athletics	$676,475.00	$0.00	$676,475.00	$535,711.57	$9,028.26	$131,735.17	19%
Article 8	District Administration	$778,805.00	$0.00	$778,805.00	$632,167.99	$35,501.30	$111,135.71	14%
Article 9	Transportation Services	$1,421,847.00	$0.00	$1,421,847.00	$1,250,707.67	$103,011.10	$68,128.23	5%
Article 10	Debt Service	$1,701,717.00	$0.00	$1,701,717.00	$1,701,715.72	$0.00	$1.28	0%
Article 11	Special Education Services	$4,019,982.00	$0.00	$4,019,982.00	$3,039,240.85	$1,150.00	$979,591.15	24%
	Totals	**$29,407,203.00**	**$0.00**	**$29,407,203.00**	**$22,960,752.60**	**$362,368.39**	**$6,084,082.01**	**21%**

06/15/2016

Item 8.1.

Freeport High School Addition and Renovation

6/3/2016

	Budget	Expense to Date	Encumbrances	Remaining Balance
Item 1: Construction	**$11,477,386.0**	**$3,739,348.38**	**$7,141,640.00**	**$596,397.62**
1.1 New Additions				
1.2 Renovations				
1.3 Site Development: Traffic & Design				
Subtotal 1.1, 1.2, & 1.3	$10,871,110.00	$3,635,855.00	$6,554,845.00	$680,410.00
1.4 Site Development: Repair drainage & grass				
1.5 Field Hockey: Repair drainage & grass				
Subtotal 1.4 & 1.5	$606,276.00	$0.00	$545,580.00	$60,696.00
1.6 Misc: Portables, Memorial Tree, Classroom Relocation				
Subtotal 1.6	$0.00	$103,493.38	$41,215.00	-$144,708.38
Item 2: Admin. Costs and Reserves	**$1,786,355.00**	**$404,521.49**	**$579,598.32**	**$802,235.19**
2.1 Site Purchase	$0.00	$0.00	$0.00	$0.00
2.2 Furnishings	$504,044.00	$44,860.37	$459,183.63	$0.00
2.3 Equipment	$94,572.00	$0.00	$94,572.00	$0.00
2.4 Advertising, Insurance, Legal, Printing	$40,000.00	$53,860.71	$0.00	-$13,860.71
2.5 Contingency (10% if Item 1)	$1,147,739.00	$305,800.41	$25,842.69	$816,095.90
2.6 % for Art	$0.00	$0.00	$0.00	$0.00
Item 3: Fees and Services	**$1,374,269.00**	**$1,012,452.11**	**$366,760.83**	**-$4,943.94**
3.1 Architect Reno (Item 1 x State of ME Fee)				
3.2 Architect Reno (Allocated Reno 1.2 above)				
Subtotal 3.1 & 3.2	$900,269.00	$776,897.21	$123,371.79	$0.00
3.3a Reimburseables & Permits	$60,000.00	$17,904.66	$42,095.34	$0.00
3.3b Environmental Permitting	$69,000.00	$107,440.90	$0.00	-$38,440.90
3.4 Surveys, Solids, and Wetlands	$45,000.00	$11,503.04	$0.00	$33,496.96
3.5 Construction Testing	$60,000.00	$44,169.18	$15,830.82	$0.00
3.6 Special Inspections	$10,000.00	$0.00	$10,000.00	$0.00
3.7 Clerk	$160,000.00	$33,537.12	$126,462.88	$0.00
3.8 Commissioning	$25,000.00	$5,000.00	$20,000.00	$0.00
3.9 Owner's Representative	$45,000.00	$16,000.00	$29,000.00	$0.00
Total Project Cost	**$14,638,010.0**	**$5,156,321.98**	**$8,087,999.15**	**$1,393,688.87**

CONTINGENCY EXPENDITURE DETAILS

6/3/2016

DATE	VENDOR	AMOUNT	DETAILS
	Financing Costs	$71,089.50	Financing Costs
3/19/2015	PDT	$1,936.00	Existing Roof Structure Investigation
4/14/2015	PDT	$451.00	Strengthen Structure for future addition
8/14/2015	PDT	$1,375.00	Turf & Track
10/28/2015	PDT	$4,059.00	Strengthen Structure for future addition
11/19/2015	PDT	$3,065.00	Furniture Contract
11/19/2015	PDT	$1,215.50	Furniture Contract
11/19/2015	PDT	$1,572.50	Maintenance Building Expansion
11/19/2015	PDT	$3,088.85	10 Copies of Construction Documents
12/23/2015	PDT	$2,564.00	Additional Requests Cost Estimating
12/23/2015	PDT	$6,405.50	Maintenance Building Expansion
12/23/2015	PDT	$2,337.50	Furniture Contract
1/8/2016	Sheridan	$14,371.00	Change Orders
1/28/2016	Sheridan	$86,536.00	Change Orders
1/22/2016	PDT	$798.75	Additional Requests Cost Estimating
1/22/2016	PDT	$8,041.00	Furniture Contract
2/25/2016	PDT	$5,423.00	Furniture Contract
2/25/2016	New Meadows Abatemen	$11,770.00	Asbestos Removal
3/10/2016	Artist & Craftsman	$681.38	ART
3/3/2016	Atlantic Hardwoods	$79.50	ART
3/3/2016	Atlantic Hardwoods	$330.00	ART
3/3/2016	John Thomas	$280.00	ART
3/2/2016	PDT	$405.00	Turf & Track
3/2/2016	Sheridan	$14,841.00	Change Orders
3/19/2016	Artist & Craftsman	$364.23	ART
3/25/2016	PDT	$303.75	Turf & Track
3/25/2016	PDT	$2,262.70	Furniture Contract
3/25/2016	PDT	$1,022.00	Maintenance Building Expansion
4/6/2016	John Thomas	$140.00	ART
4/19/2016	PDT	$2,886.25	Additional Requests Cost Estimating
4/19/2016	PDT	$2,337.50	Furniture Contract
4/26/2016	Sheridan	$34,808.00	Change Orders
5/27/2016	Sheridan	$18,960.00	Change Orders
TOTAL EXPENDITURES TO DATE		$305,800.41	
ENCUMBRANCES			
	PDT	$12,717.80	Furniture Contract
	ART	$13,124.89	ART
TOTAL ENCUMBRANCES TO DATE		$25,842.69	

CHANGE ORDER SUMMARY

6/3/2016

Change Order #	Bid Savings Amount	Contingency Amount	Description	Date Requested	Date Approved	Total Approved	Notes
1			VOID	12/9/2015			
2		$358.00	additional safety signage	12/9/2015	1/7/2016		
3			VOID	12/9/2015			
4		$3,229.00	concrete curb on top of fist floor slab on long part of building	12/9/2015	1/7/2016		
5	$300.00		Yard drain for Maintenance building	12/9/2015	1/7/2016		
6	$660.00		Maintenance Building slab reinforcement	12/9/2015	1/7/2016		
7		$4,400.00	Construction fencing as required by police/	12/9/2015	1/7/2016		
8		$5,424.00	FPAC Gylcol Percentage		1/7/2016	$14,371.00	Added to contract 1/7/16
9	$24,223.00		Maintenance Building insulation, heat, etc	12/17/201	1/19/201		
11	$47,600.00		Maintenance Building Expansion	1/15/2016	1/21/201		
12	$983.00		Steel Beams for Maintenance Building	1/19/2016	1/21/201		
13		$13,730.00	Unsuitable Soils	1/21/2016	1/26/201	$86,536.00	Added to contract 01/26/16
15	$126.00		Change Size on Maintenance Building Door	1/26/2016	3/1/2016		
16			VOID	1/27/2016			
17		-$1,362.00	Delete Roof Drain per RFI 021	1/27/2016	3/1/2016		
20			VOID	2/4/2016			
21		$1,551.00	Change to carpet tile vs. whole carpet	2/8/2016	3/1/2016		
22			VOID	2/8/2016			
23		$3,108.00	Anchor Modular Classroom per RFI 040 and CSKS-13	2/10/2016	3/1/2016		
24		-$1,150.00	Nut & Bolt Style Metal Lockers vs. Welded Metal Lockers	2/14/2016	3/1/2016		
25		$12,568.00	Unsuitable Soils	2/16/2016	3/1/2016	$14,841.00	Added to contract 03/01/16
14		$768.00	Revise Sinks	1/21/2016	4/5/2016		
19		$3,001.00	Added Steel Beam	3/17/2016	4/5/2016		
26		-$346.00	Delete painted concrete and add Ashford Formula	3/18/2016	3/18/201		
28	$660.00		Library Bathrooms Ceiling Demo	3/16/2016	4/5/2016		
29		-$2,900.00	Eliminate Conduit	3/2/2016	4/5/2016		
30		$5,544.00	Install Pendent Mount Lighting Fixtures	3/14/2016	4/5/2016		
32	-$1,985.00		Delete drywall from the Maintenance Building Interior	3/21/2016	4/5/2016	$4,742.00	Added to contract 4/7/16
34		$8,035.00	Change Exterior Window Trim Color	3/25/2016	4/22/201		
35		$9,436.00	Provide Power to Portable Classroom	3/28/2016	4/22/201		
38		$8,405.00	Added Wire Mesh to Bolsters (for Radiant Heat)	3/30/2016	4/1/2016		
40		$608.00	Construct new block pier	4/5/2016	4/22/201		
45		$3,582.00	Replace Roof Drains	4/22/2016	4/22/201	$30,066.00	Added to contract 5/3/16
36		$15,266.00	Relocate Duct	4/19/2016	5/3/2016		
44		$3,694.00	Insulate FPAC Duct Work	4/19/2016	5/3/2016	$18,960.00	Added to contract 5/3/16
	$72,567.00	$96,949.00				$169,516.00	

IX A.

Architecture ■ Interior Design ■ Planning

PDT ARCHITECTS

June 9, 2016

Ed McDonough
Superintendent of Schools
RSU No. 5
17 West Street
Freeport, ME 04032-1121

RE: **Freeport High School Building Upgrade Requests**

Dear Ed:

The purpose of this letter is to summarize, for the RSU No. 5 Board of Directors, the recommendations and requests being made concerning reinstatement of items cut from the project in December 2014, as well as safety and security upgrades to cover the entire building. Attached to this letter please find a copy of building upgrade request dated May 4, 2016, an Excel spreadsheet matrix, showing decision dates, original budget allowance and actual quotations to implement work. This matrix was the working document the Building Committee used to create priorities and make decisions.

In summary the improvements fall into the following categories:

I. Items previously approved and recommended to the RSU No. 5 Board include the following:

1. Expanding the maintenance building - $47,600.
2. Completing the fit-out for the maintenance building with plumbing, heat and insulation - $24,223.
3. Art installation materials expenses - $15,000.

II. Items voted on by the Building Committee and recommended for approval by the RSU No. 5 Board include the following:

1. Replace flooring in the library with new carpet tile - $15,956
2. Kitchen request for washer/dryer with utility - $8,832
3. Kitchen request for cash wrap and table changes - $6,759

Principals:
Brian M. Curley, AIA, LEED AP
Ann M. Fontaine-Fisher, AIA, LEED AP
Lyndon D. Keck, AIA, LEED AP
Alan G. Kuniholm, AIA, LEED AP
David C. Webster, AIA, LEED AP

Associates:
Rebecca S. Casey, AIA
Robert R. Curtis, LEED AP BD+C
Marilyn E. Leivian, AIA, LEED AP
Suzanne W. Morin, MCID
Susan L. Ransom, CPSM

49 Dartmouth Street
Suite 2
Portland, Maine 04101

207-775-1059
207-775-2694 Fax
www.pdtarchs.com

4. Electrified hardware to support card swipe access control system at exterior doors, including the existing building - $20,675
5. Electrical IT infrastructure improvements for requested classroom IT equipment - $25,591

III. Request by the RSU No Items voted on by the Building Committee are recommended for approval by the RSU No. 5 IT Department:

1. Replace ceiling and lighting in library - $75,000
2. Increase new and existing classroom technology for all rooms in the high school - $38,371
3. Wiring for expanded cameras, devices, server and software for security cameras, both inside and outside the building - $18,234
4. Camera devices, server and software for final camera selections - $42,766-$61,066
5. Keyless entries access control and security alarms for all exterior doors - $62,100
6. Re-keying with new cylinders all existing interior school door and new Medco exterior locks - $24,065

As you and the Board know, bids for the Freeport High School project came in below the architect's estimates resulting in unspent monies in the amount of $622,000. Some of this unspent money needed to be reserved for installation of temporary portable classrooms and for asbestos removal inside the building. PDT had carried a budget of $150,000 for those two items in 2013.

There were other items, however, which were deleted and reduced as part of the cost saving measures. Some of the most significant were reducing the floor plan size of the addition, reducing library upgrades for ceiling lights, flooring and furniture and reducing furniture and technology budgets. There was also a reduction made in the amount of landscaping at the front of the school and a reduction in seating at the rear bus entrance adjacent to the food court.

Immediately after the bid opening PDT and the Building Committee prepared a list of items to put back into the building and to complete items not bid such as cameras and security upgrades to door systems.

The Building Committee has worked throughout the winter and spring to get actual quotations from contractors to complete most of these items. They have chosen to make recommendations to the RSU No. 5 Board for immediate implementation of many items.

The Building Committee has chosen not to increase expenditures for new furniture in the existing building in the amount of $164,600. They have chosen not to renovate the student and staff bathrooms near the library in the 1975 addition. The Building Committee has also chosen to postpone increasing landscaping and seating at the front of the school, which had been previously reduced, as well as to reduce exterior seating and tables outside the food court until the end of the project.

The sum of the times which the Building Committee has approved and is recommending for approval to the RSU No. 5 Board is approximately $443,472.

John Simoneau and I will be attending the Board's June 15th meeting to answer any questions Board members may have concerning these upgrades and reinstatement of 2014 cuts and reductions.

Please feel free to call should you have any questions.

Very truly yours,
PDT ARCHITECTS

Lyndon D. Keck, AIA, LEED AP
Principal
Maine Licensed Architect

FREEPORT HIGH SCHOOL - RENOVATION/ADDITION **REQUESTED BUILDING UPDGRADES**

May 4, 2016

	Decision Date	Original Budget Allowance	December 2015 Budget	Actual Quotes	Approved
1. Expand maintenance building.	X	- -	$47,600	$47,600	X
2. Fit out with plumbing/heat/insulation.	X	- -	$25,000	$24,223	X
3. Replace ceiling and lighting in Library.	Jun-16	$110,000	$98,575		
4. Replace flooring in Library with carpet.	Jun-16	$25,000	$25,000	$15,956	
5. Gut and renovate student bathrooms across from Library.	Mar-17	- -	$56,825		
6. Increase furniture budget.	Apr-17		$150,560	$164,600	
7. New library furniture (now in base bid).	X	- -	$25,075	- -	X
8. Technology ethernet cable. (included in #10 below)	- -	- -	- -	- -	
9. Classroom IT equipment request (new and existing classrooms) . ($95,572)	Apr-17	$95,572	$60,000	$63,246	
10. Electrical IT infrastructure for requested classroom IT equipment.	Now	- -	$25,000	$25,591	
11. Seating and tables for outside Food Court.	Apr-17	- -	$35,442		
12. Art installations (materials).	X	- -	$15,000	$15,000	X
13. Landscaping and seating in front of school.	Apr-17	$15,000	$15,000		
14. Kitchen: stacked washer/dryer with utilities.	Now	- -	$7,500	$8,832	
15. Kitchen: additional upgrades/revisions requested in submittal review	Now	- -	$0	$6,759	
16. Security cameras, devices and wiring (Exactitude)	Apr-17	$20,000	- -	$79,300	
17. Add electrified hardware from HCI to support access control system	Now		- -	$20,675	
18. Provide Medeco high security locksets for new and existing eixt doors.	- -	- -	- -	- -	
19. Keyless entries/access control/security alarms for entire school (16 doors).	Now	$40,000	$75,000	$62,100	
20. Re-key existing interior doors to match new	Apr-17	- -	$7,500		
			$669,077		
NOTES:					
Item 9: Quote provided to Seth Thompson by his preferred vendors					
Item 16: Quote from Exactitude, lower res option also given for $61,000					
Item 17: Quote from HCI					
Item 19: Quote from Exactitude					

IX B.

Durham • Freeport • Pownal

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: June 9, 2016

RE: Policy Adoption

At the June 15, 2016 RSU5 Board of Directors Meeting, the following policy will be on the agenda for 2nd Read/Adoption. 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

STUDENT CONCUSSIONS AND OTHER HEAD INJURIES

The Board recognizes that concussions and other head injuries are serious and can potentially result in significant brain damage and/or death if not recognized and treated properly. This policy is intended to promote awareness of this issue as well as the safety of students participating in school-sponsored activities that may pose a risk of concussion or other head injuries. This policy also applies to all school-sponsored activities that the Superintendent determines, in consultation with school staff, pose a risk of concussion or other head injury (hereafter referred to as "any other covered activities").

The Superintendent shall ensure that all training, protocols and forms implemented in the school unit are consistent with materials promulgated by the Maine Department of Education.

A. Staff Training

All school personnel involved in school-sponsored activities shall receive training in the identification and management of concussions and other head injuries.

All identified personnel will receive refresher training whenever the Maine Department of Education recommendations, protocols and/or forms have been revised

B. Student and Parent/Guardian Acknowledgment

Students who intend to participate in school-sponsored athletics (and any other covered activities), and their parent(s)/guardian(s) are required to sign the School Department's Concussion/Head Injury Acknowledgment Form each year. Students may not participate in athletics (and any other covered activities) until the Acknowledgment Form is returned to the school.

C. Removal of Students from School-Sponsored Activities, Evaluations and Medical Clearance

Any student suspected of having sustained a concussion or other head injury in any school-sponsored activity must be immediately removed from the activity, practice or game.

A student suspected of having sustained a concussion or other head injury must receive a brain injury evaluation and written medical clearance from a licensed health care provider, trained in concussion management, and operating within the scope of practice such as an MD, DO, Physician's Assistant or Nurse Practitioner prior to his/her being allowed to resume participation in the activity. Such return to participation may be gradual, and in all cases should be based on current accepted standards of care and the health care provider's recommendations.

D. Academic and Disability Considerations

Teachers and other school staff should be alert to possible cognitive and academic issues that a student who has sustained a concussion or other head injury may experience. School staff shall

permit adjustments to the academic day and/or expectations, consistent with a medical recommendation from the student's health care provider.

E. Concussion Management Team

The Superintendent will appoint a Concussion Management Team to be responsible, under the supervision of the Superintendent, to make recommendations related to the implementation of this policy. The Concussion Management Team will include the school nurses, Athletic Director, Athletic Trainer and may include one or more principals or assistant principals, the school physician, and other school personnel or consultants as the Superintendent deems appropriate.

The team shall oversee and implement this policy and related protocols for concussions and other head injuries based on the generally accepted standards of care. 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.

Legal References: Public Law Chapter 688 (2012)
20-A M.R.S.A. §§ 254(17); 1001(19)

Adopted: November 28, 2012

IX C.

MEMORANDUM

To: RSU5 School Board Members
From: Ed McDonough
Date: June 8, 2016
Re: Formation of a Track & Field Advisory Committee

The purpose of this memo is to recommend the School Board vote and establish an advisory committee as outlined in your policy (BCF) to assist the Board in pulling together the necessary information to consider advancing a referendum on a track and field in November 2016.

The Track & Field Advisory Committee's charge will be to work closely with the Tri-Town Track and Field Committee and the experts who are doing the geotechnical investigations (S.W. Cole) as well as the preliminary site design (Carroll Landscape Architects, Stantec Engineering). The Track & Field Advisory Committee should present its findings to the School Board in early September so the Board may consider placing the question on the November ballot. Details should include a preliminary budget and schematic design that lays out all features to be included in the project.

I would suggest the board appoint three members from the existing high school building advisory committee and three members from the current Tri-Town Track and Field group. I would recommend four additional members, Facilities Director Ouellette, School Board Chair Ritcheson, School Board Member, Parker, and Superintendent Foley.

Track & Field Advisory Committee to the RSU 5 School Board

John Simoneau, Chair, FHS Building Advisory Committee
Kim LaMarre, FHS Building Advisory Committee
Craig Sickels, FHS Athletic Administrator and FHS Building Advisory Committee

Fred Palmer, Tri-Town Track and Field
John Patterson, Tri-Town Track and Field
Dan Broderick, Tri-Town Track and Field

Dennis Ouellette, Facilities Director
Michelle Ritcheson, RSU5 School Board Chair
Beth Parker, RSU5 School Board
Becky Foley, RSU5 Superintendent of Schools

IX G.

Durham • Freeport • Pownal

To: Edward R. McDonough, Superintendent

From: Kelly Wentworth, Director of Finance & Human Resources

Date: June 7, 2016

RE: RSU5 Town Assessment Warrants

The amount of each member town's assessment has been determined for the 2016-2017 school year based on the budget before the voters at the upcoming June 14, 2016 Budget Validation Referendum. If the budget is approved by the voters the Board is required to approve and sign the warrants and then to direct the Treasurer to issue the assessments to each member town. There is a motion on the agenda for the Board's consideration. A copy of the Assessment Warrant and Assessment Schedule and Notice of Installments are attached for review. Please feel free to contact me with any questions.

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x25 E-mail: wentworthk@rsu5.org

STATE OF MAINE
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Assessor(s) of the Town of Durham, in the County of Androscoggin:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Durham (the "Town") for the year covering the period of July 1, 2016 to June 30, 2017.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 25, 2016, voted that the sum of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672) should be approved as the total budget for the RSU, for the period July 1, 2016 to June 30, 2017, plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, and at the Budget Validation Referendum held on June 14, 2016 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672), plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, minus all other anticipated revenues, Seven Million Ten Thousand Six Hundred Forty-Nine Dollars and Zero Cents ($7,010,649), requires the sum of Twenty-Three Million Nine Hundred Ninety-Eight Thousand Twenty-Three Dollars and Zero Cents ($23,998,023) to be assessed against the member municipalities of the RSU, for the period July 1, 2016 to June 30, 2017; and

WHEREAS, the School Board on June 15, 2016 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Four Million Seven Hundred Eighty Thousand Nine Hundred Thirty-Two Dollars and Zero Cents ($4,780,932) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Four Million Seven Hundred Eighty Thousand Nine Hundred Thirty-Two Dollars and Zero Cents ($4,780,932), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town to the

Treasurer of the RSU in twelve equal monthly installments on or before the 20th of each of the months, July 2016 to June 2017.

Given under our hands this 15th day of June, 2016.

_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____
Edward R. McDonough, Treasurer
Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Treasurer of the Town of Durham in the County of Androscoggin (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

Municipality	*Assessment*
Durham	$ 4,780,932
Freeport	$16,610,407
Pownal	$ 2,606,684

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2016-2017, and that each such monthly installment is due on or before the 20th of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2016	$ 398,411.00
August 20, 2016	$ 398,411.00
September 20, 2016	$ 398,411.00
October 20, 2016	$ 398,411.00
November 20, 2016	$ 398,411.00
December 20, 2016	$ 398,411.00
January 20, 2017	$ 398,411.00
February 20, 2017	$ 398,411.00
March 20, 2017	$ 398,411.00
April 20, 2017	$ 398,411.00
May 20, 2017	$ 398,411.00
June 20, 2017	$ 398,411.00
2016-2017 Fiscal Year Total	$4,780,932.00

Given under our hands this 15th day of June, 2016.

_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____

Edward R. McDonough, Treasurer
Regional School Unit No. 5

STATE OF MAINE
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Assessor(s) of the Town of Freeport, in the County of Cumberland:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Freeport (the "Town") for the year covering the period of July 1, 2016 to June 30, 2017.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 25, 2016, voted that the sum of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672) should be approved as the total budget for the RSU, for the period July 1, 2016 to June 30, 2017, plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, and at the Budget Validation Referendum held on June 14, 2016 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672), plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, minus all other anticipated revenues, Seven Million Ten Thousand Six Hundred Forty-Nine Dollars and Zero Cents ($7,010,649), requires the sum of Twenty-Three Million Nine Hundred Ninety-Eight Thousand Twenty-Three Dollars and Zero Cents ($23,998,023) to be assessed against the member municipalities of the RSU, for the period July 1, 2016 to June 30, 2017; and

WHEREAS, the School Board on June 15, 2016 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Sixteen Million Six Hundred Ten Thousand Four Hundred Seven Dollars and Zero Cents ($16,610,407) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Sixteen Million Six Hundred Ten Thousand Four Hundred Seven Dollars and Zero Cents ($16,610,407), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town to the Treasurer

of the RSU in twelve equal monthly installments on or before the 20th of each of the months, July 2016 to June 2017.

Given under our hands this 15th day of June, 2016.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____
Edward R. McDonough, Treasurer
Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Treasurer of the Town of Freeport in the County of Cumberland (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

Municipality	*Assessment*
Durham	$ 4,780,932
Freeport	$16,610,407
Pownal	$ 2,606,684

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2016-2017, and that each such monthly installment is due on or before the 20th of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2016	$ 1,384,200.59
August 20, 2016	$ 1,384,200.59
September 20, 2016	$ 1,384,200.59
October 20, 2016	$ 1,384,200.59
November 20, 2016	$ 1,384,200.59
December 20, 2016	$ 1,384,200.59
January 20, 2017	$ 1,384,200.59
February 20, 2017	$ 1,384,200.59
March 20, 2017	$ 1,384,200.59
April 20, 2017	$ 1,384,200.59
May 20, 2017	$ 1,384,200.59
June 20, 2017	$ 1,384,200.51
2016-2017 Fiscal Year Total	$16,610,407.00

Given under our hands this 15th day of June, 2016.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____
Edwards R. McDonough, Treasurer
Regional School Unit No. 5

STATE OF MAINE
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Assessor(s) of the Town of Pownal, in the County of Cumberland:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Pownal (the "Town") for the year covering the period of July 1, 2016 to June 30, 2017.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 25, 2016, voted that the sum of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672) should be approved as the total budget for the RSU, for the period July 1, 2016 to June 30, 2017, plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, and at the Budget Validation Referendum held on June 14, 2016 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty Million Nine Hundred Eight Thousand Six Hundred Seventy-Two Dollars and Zero Cents ($30,908,672), plus the sum of One Hundred Thousand Dollars and Zero Cents ($100,000) for Adult Education, minus all other anticipated revenues, Seven Million Ten Thousand Six Hundred Forty-Nine Dollars and Zero Cents ($7,010,649), requires the sum of Twenty-Three Million Nine Hundred Ninety-Eight Thousand Twenty-Three Dollars and Zero Cents ($23,998,023) to be assessed against the member municipalities of the RSU, for the period July 1, 2016 to June 30, 2017; and

WHEREAS, the School Board on June 15, 2016 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Two Million Six Hundred Six Thousand Six Hundred Eighty-Four Dollars and Zero Cents ($2,606,684) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Two Million Six Hundred Six Thousand Six Hundred Eighty-Four Dollars and Zero Cents ($2,606,684), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town to the

Treasurer of the RSU in twelve equal monthly installments on or before the 20th of each of the months, July 2016 to June 2017.

Given under our hands this 15th day of June, 2016.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____
Edward R. McDonough, Treasurer
Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5
17 West Street
Freeport, ME 04032

To the Treasurer of the Town of Pownal in the County of Cumberland (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

Municipality	*Assessment*
Durham	$ 4,780,932
Freeport	$16,610,407
Pownal	$ 2,606,684

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2016-2017, and that each such monthly installment is due on or before the 20th of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2016	$ 217,223.67
August 20, 2016	$ 217,223.67
September 20, 2016	$ 217,223.67
October 20, 2016	$ 217,223.67
November 20, 2016	$ 217,223.67
December 20, 2016	$ 217,223.67
January 20, 2017	$ 217,223.67
February 20, 2017	$ 217,223.67
March 20, 2017	$ 217,223.67
April 20, 2017	$ 217,223.67
May 20, 2017	$ 217,223.67
June 20, 2017	$ 217,223.63
2016-2017 Fiscal Year Total	$2,606,684.00

Given under our hands this 15th day of June, 2016.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: _____
Edward R. McDonough, Treasurer
Regional School Unit No. 5

X.D.1.

New Stipend Request Form

Activity: Robotics

Purpose: To create a club to allow students to explore robotics and learn more about it. Students will be exposed to robotics, that will include building the robots, programming robots, and having the robots complete specific tasks. Students will given the opportunity to learn and most importantly the opportunity to explore on their own, what the robots can be programmed to do.

Responsibilities: Teacher will facilitate regular club meetings to allow students to explore and learn about robotics

Length of activity/Period of Responsibility: Annual / School Year

Number of Students: 10 - 20

Parent volunteers or other adult help: Parents and local adults will have an open invitation to help provide support.

Number of Hours Required of Advisor/Coach per week (on average): ~~2-3~~ 1-2 / week, ~~100~~ 50-72 hours a year

Breakdown of Hours: 1.5 hours a week will be working with students. .5 - 1.5 hours will be used for planning.

Of above, number of hours during school day: The teacher may decide to do some of the work for this during the school day during their unscheduled time.

Special Event(s) Required? (All day event, weekend activity, etc.): Team events will be held after school.

OTHER FACTORS:

Does activity require a budget? Yes. The budget is in the proposed 2016-17 budget.

How is job being done/funded currently?
The group meets occasionally based on student interest and is led by one teacher.

Comments:

Submitted by: Ray Grogan Date: January 19, 2016

Administrator: Ray Arg Approved: ✓ Denied:

Please return this form to the Superintendent's Office

6-8-16: Approved by Stipend Review Committee at 2-3 Point Range $1,199

X.D.2.

New Stipend Request Form

Activity: DCS Music Director

Purpose: Offer additional choral and instrumental opportunities for music students in grades K-8 through festivals, lessons, and concerts.

Responsibilities: Prepare and lead students in various performances

Length of activity/Period of Responsibility: Annual/School Year

Number of students: over 400 total

Parent volunteers or other adult help: Some for festivals

Number of Hours Required of Advisor/Coach per week on average:
3 - 4-~~8~~ week on average, ~~150 - 175~~ 100 - 150 per year

Breakdown of Hours
D3 7th & 8th Grade Honors Auditions and Preparation Band and Chorus – 6 hours
D3 7th & 8th Grade Honors Festival Band and Chorus - 10 hours
D3 6th Grade Honors Prep – 6 hours
D3 6th Grade Honors Festival – 8 hours
D3 4th/5th Grades Honors Festival – 7 hours
D3 3rd Grade Honors Festival – 7 hours
5th/6th Grade Band Lessons – 3 hours 45 minutes every week for 28 weeks (105 hours/year)
Memorial Day Parade – 3 hours
Band Night – 2 hours
5th-8th Grades Winter and Spring Concerts – 6 hours
3rd/4th Grades Concert – 3 hours
K-2 Concert – 3 hours

Of above, hours during school day: Some concert prep and lessons are during the day, but those numbers are not included in the total.

Special Events Required
7/8 Honors, 6th Honors, 4th/5th Honors, 3rd Honors
Evening Concerts

Other Factors
Breakdown of hours does not include extra rehearsals and help needed for performances.

Does activity require a budget?
Budget is already in place.

How is job being done/funded currently?
It is not currently being funded, so educator is volunteering as a means to fulfill the requirements.

Comments: The position would line up well with the number of hours and responsibilities of other stipends at the 4-5 point level and is consummate with the FMS Band Director.

Submitted By: Heidi McCarthy Date: February 10, 2016

Administrator: 2/10/16

Denied: Approved:

Please return this form to the Superintendent's Office

6·8·16: Approved by Stipend Review Committee at 4-5 point Range $1,547

X.D. 3

New Stipend Request Form

Position: Part Time **Indoor** Track & Field Coach $1900

Purpose: Support B&G Indoor Track program

Responsibilities of Advisor/Coach: Assist Varsity Coach with day to day planning, supervision, & instruction

Length of period of responsibility: MPA defined Winter Season
Mid November through end of February Vacation

Number of Students: 15-16 season – 68 participants

Parent volunteers or other adult help? Head Coach & Asst Coach – both stipend positions

Number of Hours Required of Advisor/Coach per week (on average): 6-8 hours per week

Breakdown of Hours: 3-4 hours of practice per week – 3-4 hours of indoor track meet per week
(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

Of above, number of hours during school day: NONE

Special event(s) required? (all day event, weekend activity, etc)
Practices over Christmas vacation
State Championship meet – Saturday or over February vacation

OTHER FACTORS:

Travel: Indoor practices @ Bowdoin College - Meets at USM

Overnight: None

Does activity require a Budget? Stipend only $1900

How is job being done/funded currently? Running Boosters has funded position for lat 3-4 years

Fundraising: Running Boosters have organized fund raising effort

Comments:

Submitted by: Craig Sickels (Please Print) Date: 12/17/15

Administrator: Craig Sickels Approved __X__ Denied _____

Please return this form to the Superintendent's Office

6-8-16 Approved by Stipend Review Committee at $1900

X.D.4

New Stipend Request Form

Position: Part Time **Outdoor** Track & Field Coach $1900

Purpose: Support B&G Outdoor Track program

Responsibilities of Advisor/Coach: Assist Varsity Coach with day to day planning, supervision, & instruction

Length of period of responsibility: MPA defined Spring Season
Mid March through end of school year

Number of Students: 15-16 season – 68 participants

Parent volunteers or other adult help? Head Coach & Asst Coach – both stipend positions

Number of Hours Required of Advisor/Coach per week (on average): 6-8 hours per week

Breakdown of Hours: 3-4 hours of practice per week – 3-4 hours of indoor track meet per week
(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

Of above, number of hours during school day: NONE

Special event(s) required? (all day event, weekend activity, etc)
2-3 practices over April Vacation
2 full Saturdays; Conference and State Championships

OTHER FACTORS:

Travel: Outdoor meets scheduled throughout conference – travel provided by school bus

Overnight: None

Does activity require a Budget? Stipend only $1900

How is job being done/funded currently? Running Boosters has funded position for last 3-4 years

Fundraising: Running Boosters have organized fund raising effort

Comments:

Submitted by: Craig Sickels (Please Print) Date: 12/17/15

Administrator: Craig Sickels Approved __X__ Denied _____

Please return this form to the Superintendent's Office

6·8·16 Approved by Stipend Review Committee at $1900

X.D.5

New Stipend Request Form

Activity: Academic Leadership Team

Purpose: To provide academic leadership

Responsibilities: The staff member selected will:

- Serve on the building leadership team, advising the principal on the development and implementation of a site-based plan that supports the strategic framework, schedules, procedures, and student-focused culture and climate initiatives, as well as other areas impacting academics;
- Organize and run PLC (grade/program/integrated) team meetings, working to ensure the focus of meetings is on student learning, using data to guide instruction and serving as an advocate and voice for their team/program;
- Lead PLC/Team SMART goal process.
- Analyze student assessment data, plan building based professional development, explore and encourage innovative and effective ways to provide effective and engaging instruction;
- Lead the building level content area teachers and act as representative to content area discussions PK-12.

Length of activity/Period of Responsibility: Annual Appointment

Number of Students: NA

Parent volunteers or other adult help: NA

Number of Hours Required of Advisor/Coach per week (on average): 3-4 hours outside of school

Breakdown of Hours for PK – 12: 150-200 hours per year for during and after school meetings, planning, analyzing, and reporting, communicating, coaching/training, motivating and inspiring.

Of above, number of hours during school day: 1-2 hours per week in school time on average.
Special Event(s) Required? (All day event, weekend activity, etc.): Includes time in the summer, depending on the needs of the team or the school

OTHER FACTORS:
Travel: for professional development, depending on the needs of the team or the school
Overnight: for professional development, depending on the needs of the team or the school
Does activity require a budget? Yes
How is job being done/funded currently? New positions
Fundraising: None

Stipend: PK – 12 at 6-7 points

Approved by Stipend Review Committee 9/28/10; Approved BOD: 10/27/10
Revised by Stipend Review Committee: 6/8/16; Revised BOD:_____

X.E.

RESOLUTION OF PLAN MERGER

WHEREAS, Regional School Unit 5 (RSU No. 5) (hereinafter, the "Employer"), is the Sponsor of three (3) 403(b) plans; (1) **GA#05840**, a Non ERISA 403(b) plan (hereinafter, the "Plan"), (2) **GA#40496**, a Non ERISA 403(b) plan (hereinafter, the "Plan"), and (3) **GA#40912,** a Non-ERISA voluntary-only 403(b) plan (hereinafter, the "Arrangement").

WHEREAS, the Employer has determined that it would be beneficial to merge the Arrangement into the Plan in accordance with and subject to provisions of the Plan, the Internal Revenue Code of 1986 (as amended), and applicable Treasury Regulations including Section 1.414(l)-1.

NOW THEREFORE, IT IS RESOLVED, that effective, July 1, 2009 (hereinafter the "date of the merger"), the Arrangement is merged into the Plan in accordance with the terms and conditions provided herein.

FURTHER RESOLVED, the assets of the Arrangement and the Plan are combined by including the existing individual investments and the assets and liabilities of such individual investments into the Plan.

FURTHER RESOLVED, the assets previously contributed to the Arrangement shall become subject to the terms of the Plan. However, the Employer acknowledges that at no time shall it have the authority to unilaterally transfer the assets previously contributed to investments available under the Arrangement to an alternative investment under the merged Plan.

FURTHER RESOLVED, that the Employer represents and warrants that, in its capacity as the Plan Sponsor of both the Plan and the Arrangement, it has full right and legal capacity to execute, deliver, and perform its obligations under this Resolution and has taken all requisite action necessary to authorize the execution, delivery, and performance of this Resolution.

IN WITNESS WHEREOF, the Employer has caused this instrument to be signed by it's duly authorized officer in its capacity as the Plan Sponsor of the Plan and the Arrangement, respectively, as of the day and year written below.

Regional School Unit 5 (RSU No. 5)

By:

Edward R. McDonough
Superintendent

Seal

Dated: June 15, 2016

XI

Committees/Sub-Committees

Chair	See attached policy BDB
Vice-Chair	See attached policy BDB
Negotiations	Two members for professional and two members for support staff. Take part in active contract negotiations on behalf of the school system with each employee union. Activities may involve negotiating successor agreements. The major time commitment arises when current contracts require renewal.
Policy	Three members. Policy topics and issues are generated by referral from the Board, at the request of the Superintendent, changes in law and recommendations from MSMA. The committee will only meet as needed.
Finance	Three members, one representative from each town per policy. Committee provides oversight for finance operations of the RSU.
Strategic Communications	Three members – The Strategic Communications Committee provides oversight for the Strategic Framework implementation and facilitates communication between the RSU5 Board and the public. Meets as needed.
RSU5 Student Aspirations	One Board representative to ongoing committee. "Aspirations " was formed as a vehicle for channeling funding requests from the school to LL Bean partially to insure their funding was being tracked and spent appropriately, and to endure they are not inundated with weekly requests on the part of the schools.
RSU5 Community Programs Advisory Council	One member. This group is advisory to Community Programs. A board member attends regularly as a liaison. Meetings are scheduled monthly.
Maine Region Ten Technical High School	Two Board members serve on the Maine Region Ten Technical High School Board of Directors. Meetings are held monthly at Region 10 (3rd Monday of the month) All traditional Board functions are carried out by the Region 10 board which is made up of representatives of the three sending school towns (Brunswick, Freeport and SAD 75) Note: we have filled one of the positions with a community member in the past.
Dropout Prevention	One Board member serves as a representative. The committee is charged with meeting at least annually to plan for decreasing the number of students who do not complete their education.
Stipend Review	Two members sit on the committee. Contractually any new stipend request comes with Administrator approval to the committee; their recommendation goes to the CEA then the full Board for final action. If new stipends are requested the time commitment is

	approximately five hours per year.
Cable TV Board / Technology Committee	One member serves as the school representative on the Cable TV Board. Meetings are held at least quarterly. Also acts in an advisory capacity and to review the Technology Plan or updates.
Freeport Performing Arts Center Advisory Committee (FPAC)	One member serves. The Committee meets every other month for 1.5 hours to consider procedures, fees, review data regarding operation of the FPAC.
Facilities	Two members serve. Duties include annual facilities tour (1/2 day), review of capital and major maintenance proposals, and liaison for capital requests within the school budget. Four meetings per year in addition to the tour.
MSMA Legislative Contact	One member to receive e-mails, etc. from MSMA
Safety Committee	Two members sit on the committee, charged with annual update of the Safety Plan and recommendations to full Board. Meetings vary depending upon the workload.
Wellness	One member – monthly district Wellness Committee meetings.
Title I	One Board representative to the title grants as required. Takes part in meetings for Title 1
School Attorney	
School Physician	

BOARD OF DIRECTORS OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Board of Directors and shall perform other duties as directed by law, Maine Department of Education rules, and by this Board. In carrying out these responsibilities, the Chair shall:

A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Directors;

B. Consult with the Superintendent in the planning of the Board meeting agendas and with the Vice Chair as feasible;

C. Confer with the Superintendent on crucial matters which may occur between Board meetings;

D. Appoint subcommittees subject to Board approval and serve as an ex-officio member of all such Board of Directors;

E. Call special meetings of the Board of Directors as necessary;

F. Be the public spokesperson for the Board of Directors at all times except as this responsibility is specifically delegated to others; and

G. Preside at and be responsible for the orderly conduct of all Board of Directors meetings.

As presiding officer at all meetings of the Board of Directors, the Chair shall:

A. Call the meeting to order at the appointed time;

B. Announce the business to come before the Board in its proper order;

C. Enforce the Board's policies relating to the order of business and the conduct of meetings;

D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

E. Explain, as appropriate, what the effect of a motion would be;

F. Restrict discussion when a motion is before the Board;

G. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair. The Vice-Chair serves as Chair of the Finance Committee.

Duties of the Secretary

The Superintendent shall serve as Secretary of the Board of Directors, with the right to speak on all questions and offer recommendations. The Secretary shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

Legal Reference: 20-A MRSA § 1055

Cross Reference: BB – Board of Directors Legal Status

Adopted: October 28, 2009
Reviewed: February 16, 2011
Reviewed: January 22, 2014