

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS  
WEDNESDAY– SEPTEMBER 27, 2017  
FREEPORT HIGH SCHOOL– LIBRARY  
6:30 P.M. REGULAR SESSION  
AGENDA**

1. The meeting was called to order at \_\_\_\_\_p.m. by Chair Michelle Ritcheson
2. Attendance:

____ Kathryn Brown	____ Beth Parker
____ Jeremy Clough	____ Michelle Ritcheson
____ Candace deCsipkes	____ Lindsay Sterling
____ Jennifer Galletta	____ Valeria Steverlynck
____ Naomi Ledbetter	____ Sarah Woodard
____ John Morang	
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
  - A. Consideration and approval of the Minutes of June 14, 2017, August 23, 2017 and September 13, 2017 as presented barring any errors or omissions.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
5. Adjustments to the Agenda:
6. Good News and Recognition:
  - A. Report from Freeport High School Student Government
7. Public Comments:
8. Superintendent's Report:
  - A. Items for Information
    1. District Happenings
    2. Retirements:
      - a) Diane Chabot - DCS Ed Tech (effective 9/29/17)
    3. Summer Resignations/Hires
    4. September 2017 School Enrollments
    5. MSMA Fall Conference
  - B. Administrator Reports
    1. Finance -- Michelle Lickteig, Director
9. Unfinished Business:
  - A. Update on the Track and Field project.
  - B. Discussion on artwork for the Joan Benoit Samuelson Track and Field.
  - C. Consideration and approval of the FY 19 Budget Timeline.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

10. New Business:

A. Consideration and approval of the following stipend positions:

1. FHS Student Assist Team
2. FHS Academic Leadership Team – Revised (to start 2018-2019 SY)
3. FHS Department Chair – Revised (to start 2018-2019 SY)
4. PK – 8 Academic Leadership Team - Revised

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Consideration and approval of the Charge of the Strategic Plan Advisory Committee.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Consideration and approval on a delegate and alternate to the Maine School Board's Association Annual Delegate Assembly at the Maine School Management Association's Annual Fall Conference.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Discussion of the MSBA 2017 Proposed Resolutions.

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

- A. Finance Sub-Committee
- B. Policy Sub-Committee

12. Policy Review:

A. Consideration and approval of the following Policies (2<sup>nd</sup> Read)

1. IK – Student Achievement / Evaluation of Student Achievement
2. IKC – Transcripts and Academic Achievement
3. IKE – Promotion, Retention and Acceleration of Students

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Consideration and approval of the following Policy (1<sup>st</sup> Read)

1. EEBB – Use of Private Vehicles on School Business

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

13. Public Comments:

14. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

4.A.

RSU No. 5 Board of Directors Meeting  
Wednesday, June 14, 2017 – 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 September 27, 2017 meeting).

**CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:34 p.m.

**MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

**MEMBERS ABSENT:**

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION AND APPROVAL OF MINUTES:**

**A. VOTED:** To approve the Minutes of May 10, 2017 and May 24, 2017 as presented barring any errors or omissions. (Steverlynck – Woodard) (11 – 0)

**5. ADJUSTMENTS TO THE AGENDA:**

**6. GOOD NEWS AND RECOGNITION:**

**A.** Retiring staff members were recognized for their years of service.

**7. PUBLIC COMMENT:**

Freeport – Kim Murray, Paul Santomenna, Jerry Antil, MaryAnn Doyle, Eric Horne, Sarah Tracy, Gretchen Giumarro

**8. SUPERINTENDENT'S REPORT:**

**A. Items for Information**

1. 2017-2018 Board of Directors Meeting Schedule
2. Resignations/Retirements: (effective at the end of the 2016-2017 contract year):
  - a) Sarah Duffy
  - b) Beth Thompson
  - c) Janet Schwanda (Retirement)
  - d) Susan Jordan (Retirement)
  - e) Alejandra Rodriguez
  - f) Carol Strozewski
  - g) Bethany Dunfee
  - h) Andrea Harkins
  - i) Julianne Hansbury
  - j) Paul Argereow

**B. Administrator Reports:**

1. Finance – Michelle Lickteig
2. FHS Core Values Statement – Jen Gulko

**9. UNFINISHED BUSINESS:**

**A. VOTED:** That the Computation and Declaration of Votes dated June 14, 2017 and attached hereto be approved. (Ledbetter – Brown) (11 – 0)

**B. VOTED:** That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5. (Steverlynck – Morang) (11 – 0)

**C. VOTED:** That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit.  
(Ledbetter – Woodard) (11 – 0)

**D. VOTED:** 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 2017-2018 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. (Steverlynck – Brown) (11 – 0)

**E. VOTED:** To approve the final design for signage of the Joan Benoit Samuelson Track and Field, including the Nike swoosh. (Steverlynck – Morang) (10 – 1 Brown)

**10. NEW BUSINESS:**

A motion was made to move 10 A – F as a group. (Brown – Clough) (11 – 0)

A. To employ Amanda Martin as a Math Teacher at Freeport High School for the 2017-2018 school year.

B. To employ Jennifer Winkler as a 5<sup>th</sup> Grade Teacher at Pownal Elementary School for the 2017-2018 school year.

C. To employ Cathryn Bigley as a .5 Time Guidance Counselor at Pownal Elementary School for the 2017-2018 school year.

D. To employ Natalie Safley as a .5 Drama Teacher at Freeport High School for the 2017-2018 school year.

E. To employ Hannah Hebert as a Math Teacher at Freeport Middle School for the 2017-2018 school year.

F. To employ Aja Darak as a Math RTI Teacher at Morse Street School for the 2017-2018 school year.

**G. VOTED:** To authorize the Superintendent to hire staff between June 15, 2017 and the first Board meeting in September, 2017. (Steverlynck – Brown) (11 – 0)

**H. VOTED:** To adopt the revised RSU5 Professional Growth and Evaluation Handbook for 2017-2018. (Brown – deCsipkes) (11 – 0)

**I. VOTED:** To approve the Comprehensive Education Plan (Steverlynck – Morang) (11 – 0)

**11. BOARD COMMENTS: (Reports from Sub-Committees)**

- A. Finance Committee
- B. Strategic Communications - Final Executive Summary of Unity/Pride Survey
- C. Policy Sub-Committee

**12. POLICY REVIEW:**

**VOTED:** To approve Policy IKF – Graduation Requirements (2<sup>nd</sup> Read Packet 17-8)  
(Steverlynck – Woodard) (11 – 0)

**13. ORGANIZATIONAL BUSINESS (to take effect July 1, 2017):**

- A. **VOTED:** To appoint Michelle Ritcheson as Chair for RSU No. 5 Board of Directors.  
(Ledbetter – Brown) (11 – 0)
- B. **VOTED:** To appoint Beth Parker as Vice-Chair for RSU No. 5 Board of Directors.  
(deCsipkes – Brown) (11 – 0)
- C. **VOTED:** To add, delete, or consolidate committees and make annual appointments.
  - 1. Negotiations (Professional) – Brown, Parker, Ritcheson  
Negotiations (Support) – deCsipkes, Parker
  - 2. Policy – deCsipkes, Ledbetter
  - 3. Strategic Communications Committee - Brown, deCsipkes, Sterling, Steverlynck
  - 4. Finance - Brown, Morang, Ritcheson
  - 5. RSU5 Student Aspirations - Woodard
  - 6. RSU5 Community Programs Advisory Committee - Parker
  - 7. Maine Region 10 Technical High School – Brown, Morang
  - 8. Dropout Prevention Committee –Ledbetter
  - 9. Stipend Review Committee – Parker, Galletta
  - 10. Cable TV Board & Technology Committee (Cable TV Board) - Sterling
  - 11. Freeport Performing Arts Center Advisory Committee - Parker
  - 12. Facilities Committee – Morang, Ledbetter
  - 13. MSMA Legislative Contact - Ledbetter
  - 14. Safety Committee – Clough, Woodard
  - 15. Wellness Committee - Steverlynck
  - 16. Title I – Ritcheson
  - 17. K-12 Proficiency Based Education Committee - Galletta
  - 18. School Attorney – Drummond Woodsum
  - 19. School Physician – Julia Lockwood

(Steverlynck – Ledbetter) (11 – 0)

**14. Board discussion on the Annual Budget Meeting**

A motion was made by Steverlynck, seconded by Morang to direct the Superintendent to hire a teacher for the middle school and increase the Ed Tech hours for Durham Community School.

A motion was made by Ledbetter, seconded by Brown to call the question (11 – 0)

Vote: 490 – 508 (deCsipkes, Brown, Parker, Ritcheson, Galletta, Ledbetter) Motion Fails

**15. PUBLIC COMMENT:**

None

**16. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(D) for the purpose of discussing Administrator negotiations for RSU5. (Steverlynck – Ledbetter) (11 – 0)

Time In: 9:47 p.m.

Time Out: 10:04 p.m.

**17. ACTION AS A RESULT OF EXECUTIVE SESSION:**

**VOTED:** To allow the Superintendent to offer Administrator contracts with agreed upon salary scale. (Steverlynck – Parker) (11 – 0)

**18. ADJOURNMENT:**

**VOTED:** To adjourn at 10:07 p.m. (Ledbetter – Sterling) (11 – 0)

A handwritten signature in cursive script, reading "Becky J. Foley", written over a horizontal line.

Becky J. Foley  
Superintendent of Schools

RSU No. 5 Board of Directors Meeting  
Wednesday, August 23, 2017 – 5:00 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 September 27, 2017 meeting).

**CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 5:03 p.m.

**MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

**MEMBERS ABSENT:**

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

An Executive Session was added for the Boardsmanship portion of the Workshop.

**5. PUBLIC COMMENT:**

None

**6. UNFINISHED BUSINESS:**

**A. VOTED:** That the vote entitled, “Vote Regarding Disposition of Additional State Subsidy and Revised Warrants and Installments,” be adopted in form presented to this meeting.

(Morang – Steverlynck) (11 – 0)

**7. NEW BUSINESS:**

**A.** Consideration and approval of artwork for the Joan Benoit Samuelson Track and Field.

No action taken. The Board asked for input from students.

**8. WORKSHOP: BOARD RETREAT**

**A.** Boardsmanship (Dan Rose - Drummond Woodsum)

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(E) to consult with legal counsel on the legal rights and duties of the School Board. (Parker – Steverlynck) (11 – 0)

Time In: 5:55 p.m.

Time Out: 7:07 p.m.

**B.** 2016-2017 Goal Review

**C.** 2017-2018 Goal Setting

**9. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent’s evaluation. (Parker – Steverlynck) (11 – 0)

Time In: 9:02 p.m.


Time Out: 10:42 p.m.

**10. ACTION AS A RESULT OF EXECUTIVE SESSION:**

No action taken

**11. ADJOURNMENT:**

**VOTED:** To adjourn at 10:43 p.m. (Parker – Steverlynck) (11 – 0)

  
Becky J. Foley  
Superintendent of Schools



RSU No. 5 Board of Directors Meeting  
Wednesday, September 13, 2017 – 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 September 27, 2017 meeting).

**CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:31 p.m.

**MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Lindsay Sterling (arrived at 6:35 p.m.), Valeria Steverlynck, Sarah Woodard

**MEMBERS ABSENT:**

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

**5. PUBLIC COMMENT:**

None

**6. UNFINISHED BUSINESS:**

A. Discussion on artwork for the Joan Benoit Samuelson Track and Field.

**7. NEW BUSINESS:**

A. **VOTED:** To approve the following stipend positions: (Brown – Morang) (11 – 0)

1. FHS Fitness Center Coach (three seasons fall, winter, spring - \$1,300 per season)
2. FHS Unified Basketball Head Coach and Assistant Coach (\$1,500 Head/\$1,000 Asst.)
3. DCS Girls C Team Basketball Coach (\$1,706)
4. FHS Latin Club (replaces World Quest) (2-3 Point Range)

**8. POLICY REVIEW:**

**VOTED:** To approve the 1<sup>st</sup> Read of the following Policies, with changes.  
(Steverlynck – Woodard) (11 – 0)

1. IK – Student Achievement / Evaluation of Student Achievement
2. IKC – Transcripts and Academic Achievement
3. IKE – Promotion, Retention and Acceleration of Students

**9. WORKSHOP:**

- A. 2017-2018 Board Work Plan
- B. FY 19 Budget Timeline
- C. 2017-2018 Goal Setting

**D. VOTED:** To approve the RSU5 Strategic Goals for 2017-2018.  
(Ledbetter – Brown) (11 – 0)

**10. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation. (Ledbetter – Brown) (11 – 0)

Time In: 8:51 p.m.


Time Out: 9:41 p.m.

**11. ACTION AS A RESULT OF EXECUTIVE SESSION:**

**VOTED:** That pursuant to her contract that we increase the Superintendent's salary 4% for the 2017-2018 school year beginning July 1, 2017 (retroactive to July 1, 2017)  
(Parker – Steverlynck) (11 – 0)

**12. ADJOURNMENT:**

**VOTED:** To adjourn at 9:42 p.m. (Ledbetter – Woodard) (11 – 0)

  
Becky J. Foley  
Superintendent of Schools

**Below is the list of professional staff hired during the summer.**

Amy Wheeler – Math Strategist  
Jennifer Rosado – GaTE Teacher  
Stephanie Weeks – FMS Health Teacher  
Danielle Vinci - .8 Occupational Therapist  
Patricia Cobb – MLS Special Education Teacher  
Melissa Mills – DCS Special Education Teacher  
Bethany Jensen – Speech Therapist  
Anders Samuelson – FHS ELA Teacher  
Amy Kieran – MSS Kindergarten Teacher  
Jim Donoghue – PES .5 Physical Education  
Laurie Zinni – DCS 2<sup>nd</sup> Grade Teacher  
Maura McDermott – DCS Special Education Teacher  
Kate Cass – DCS Kindergarten Teacher

**Below is the list of employees who resigned during the summer.**

Nicola Westberry – FHS ELA Teacher  
Melissa Whetherall – DCS 2<sup>nd</sup> Grade Teacher  
Doug Schnackel – School Psychologist  
Chelsea Morley – DCS Special Education Teacher  
Bill Ridgell – FHS Food Service Assistant  
Kelsey Frost – DCS Kindergarten Teacher  
Charles McGillivray - FMS Ed Tech  
Katlyn Allen – FHS Ed Tech  
Carol Strozewski – DCS Ed Tech  
Pamela Schaefer – MLS Ed Tech  
Asta Radcliffe – FHS Ed Tech

**Student Enrollments  
September, 2017**

	<b>September 2016</b>	<b>Projected 2017 (from Budget Documents)</b>	<b>September 2017</b>
<b>Freeport High School</b>	<b>516</b>	<b>530</b>	<b>535</b>
<b>Freeport Middle School</b>	<b>315</b>	<b>348</b>	<b>357</b>
<b>Mast Landing School</b>	<b>262</b>	<b>228</b>	<b>252</b>
<b>Morse Street School</b>	<b>236</b>	<b>252</b>	<b>259</b>
<b>Pownal Elementary School</b>	<b>120</b>	<b>111</b>	<b>114</b>
<b>Durham Community School</b>	<b>439</b>	<b>437</b>	<b>432</b>
<b>Grand Total</b>	<b>1888</b>	<b>1906</b>	<b>1949</b>

**September, 2017**

	<b>Morse Street School</b>	<b>Pownal Elementary School</b>	<b>Mast Landing School</b>	<b>Durham Community School</b>	<b>FMS</b>	<b>FHS</b>
<b>Pre-K</b>	47 (3 sessions) 1.6 Teachers (16,16,15)	16 (1 session) .4 Teacher (16)		32 (2 sessions) 1 Teacher (16, 16)		
<b>K</b>	75 5 Teachers (15)	13 1 Teacher (13)		40 3 Teachers (13-14)		
<b>1</b>	67 4 Teachers (16-17)	19 1 Teacher (19)		36 2 Teachers (18)		
<b>2</b>	70 4 Teachers (17-18)	20 1 Teacher (20)		48 3 Teachers (16)		
<b>3</b>		14 1 Teacher (14)	82 4 Teachers (20-21)	47 3 Teachers (15-16)		
<b>4</b>		12 1 Teacher (12)	88 4 Teachers (22)	51 3 Teachers (17)		
<b>5</b>		20 1 Teacher (20)	82 5 Teachers (20-21)	41 2 Teachers (20-21)		
<b>6</b>				38 2 Teachers (19)	139 7 Teachers (19-20)	
<b>7</b>				46 2 Teachers (23)	103 5 Teachers (20-21)	
<b>8</b>				53 3 Teachers (17-18)	115 5 Teachers (23)	
<b>9</b>						141
<b>10</b>						127
<b>11</b>						148
<b>12</b>						119
<b>Total</b>	<b>259</b>	<b>114</b>	<b>252</b>	<b>432</b>	<b>357</b>	<b>535</b>

8.B.1.

RSU #5	General Budget Report	as of 8/31/2017			2017-2018			
Article #	Description	2017-2018		Revised	Expenses	Encumb	Balances	%
		Budget	Transfers	Budget	YTD	YTD	YTD	Remaining
Article 1	Support Staff	\$ 3,137,669.00	\$ -	\$ 3,137,669.00	\$ 289,148.69	\$ 134,444.25	\$ 2,714,076.06	86.50%
Article 2	School Administration	\$ 1,537,851.00	\$ -	\$ 1,537,851.00	\$ 191,141.58	\$ 5,686.52	\$ 1,341,022.90	87.20%
Article 3	Operation of Plant	\$ 4,825,085.00	\$ -	\$ 4,825,085.00	\$ 619,540.03	\$ 764,731.85	\$ 3,440,813.12	71.31%
Article 4	Voc. E. Assessment	\$ 574,091.00	\$ -	\$ 574,091.00	\$ 143,524.32	\$ 430,572.94	\$ (6.26)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 374,829.00	\$ -	\$ 374,829.00	\$ 93,357.27	\$ 280,071.73	\$ 1,400.00	0.37%
Article 6	Instruction K - 12	\$ 12,645,567.00	\$ -	\$ 12,645,567.00	\$ 274,837.32	\$ 98,723.68	\$ 12,272,006.00	97.05%
Article 7	Co-Curr. & Athletics	\$ 760,097.00	\$ -	\$ 760,097.00	\$ 30,264.95	\$ 28,249.53	\$ 701,582.52	92.30%
Article 8	District Adminitstration	\$ 841,731.00	\$ -	\$ 841,731.00	\$ 128,828.20	\$ 7,889.20	\$ 705,013.60	83.76%
Article 9	Transportation Services	\$ 1,486,226.00	\$ -	\$ 1,486,226.00	\$ 139,745.77	\$ 139,557.85	\$ 1,206,922.38	81.21%
Article 10	Debt Services	\$ 1,644,542.00	\$ -	\$ 1,644,542.00	\$ -	\$ -	\$ 1,644,542.00	100.00%
Article 11	Special Education Services	\$ 4,379,996.00	\$ -	\$ 4,379,996.00	\$ 73,449.29	\$ 6,389.64	\$ 4,300,157.07	98.18%
	<b>Totals</b>	<b>\$ 32,207,684.00</b>	<b>\$ -</b>	<b>\$ 32,207,684.00</b>	<b>\$ 1,983,837.42</b>	<b>\$ 1,896,317.19</b>	<b>\$ 28,327,529.39</b>	<b>87.95%</b>

9/27/2017

9.A.

## FHS TRACK AND FIELD

9/19/2017

Total Approved			
\$ 4,422,313			
FY17 Spending	TTT/Nike donations	Capital Reserves	Funding from FHS Ren Proj
\$ 850,000	\$ 2,280,000	\$ 531,131	\$ 761,182
(Board Approved 4/26/17)	(to date received 2,259,617 - still owed \$20,383)	(approved in Annual Budget Meeting 5/24/17)	

### To date:

Encumbered	\$ 3,066,055
Remaining	\$ 127,000
Paid	\$ 1,229,158

### Items not prioritized or funded:

Dugouts  
Garage/Storage  
Bleachers  
PA System

April 26, 2017 School Board Meeting Approved this motion:

That the track and field construction bid be awarded to R.A.D. Sports at a construction cost of \$3,448,900; and that the Superintendent be authorized to execute the following alternatives: 1a, 2b, 3, 4, 5, 6 and 7 for a total dollar amount of \$766,650 if funding permits. These alternates do not include: dugouts, garage or PA system.

June 9, 2017 Track and Field Committee approved:

Change order #3 in the amount of \$56,353.48 for a Scoreboard  
(This has not been paid for yet)

Any money utilized from "capital reserves" needs approval from Finance Committee. To date, no money has been utilized.

Recommendation: October Finance meeting approve utilization of \$531,131 to cover costs of completion of the track and field.

Freeport High School Track and Field Project  
Construction Budget

9/19/2017

ITEM		Referendum	Budget	Expense to date	Encumbrances	Remaining Balance
<b>1: Construction</b>						
1.1	Base Track and Field	\$ 3,540,808.00	\$ 3,448,900.00	\$ 1,023,395.74	\$ 2,425,504.26	\$ -
1.2	Field Lighting and Electrical	323,400.00				-
1.3	750 Seat Bleacher					-
1.4	Concessions, Storage, and Ticket Booths					-
1.5	Scoreboard Fdn, and Sound System					-
Alt 1a	Brock SP134 Shock Pad (CO#1)		43,350.00	-	43,350.00	-
Alt 2b	Beynon BSS 300 Track		14,200.00	-	14,200.00	-
Alt 3	Bleachers and Pressbox					-
Alt 4	Field Lighting MUSCO (CO#2)		326,800.00	-	326,800.00	-
Alt 5	Additional Walkway					-
Alt 6	Install Scoreboard				56,353.48	(56,353.48)
<b>SUBTOTAL CONSTRUCTION</b>		<b>3,864,208.00</b>	<b>3,833,250.00</b>	<b>1,023,395.74</b>	<b>2,866,207.74</b>	<b>(56,353.48)</b>
<b>2: ADMINISTRATIVE COSTS AND RESERVES</b>						
2.1	Furnishings					-
2.2	Equipment					-
2.3	Advertising, Insurance, Legal, Printing	10,000.00	10,000.00	18,273.04		(8,273.04)
2.4	Contingency (5% of Base Bid)	289,816.00	227,363.00	24,039.41	115,114.95	88,208.64
2.4.1	Additional Board Approved Money		150,000.00			150,000.00
2.4.1	CMP install of transformer				36,844.00	(36,844.00)
2.5	Moving, Storage, Temp Facilities					-
2.6	Donor Recognition and Dedication	20,000.00	20,000.00	-	20,000.00	-
<b>SUBTOTAL ADMIN COSTS/RESERVES</b>		<b>319,816.00</b>	<b>407,363.00</b>	<b>42,312.45</b>	<b>171,958.95</b>	<b>193,091.60</b>
<b>3: FEE AND SERVICES</b>						
3.1	Design Fees	122,000.00	93,000.00	82,441.50	10,558.50	-
3.2	Reimbursables	6,100.00	7,300.00	12,984.68		(5,684.68)
3.3	Permitting	10,000.00	31,000.00	32,777.75		(1,777.75)
3.4	Survey	3,000.00	-			-
3.5	Soils and Geotechnical	18,900.00	18,900.00	11,619.90	7,280.10	-
3.6	Construction Testing	15,000.00	6,500.00	8,625.74		(2,125.74)
3.7	Clerk/Owners Rep	40,000.00	25,000.00	15,000.00	10,000.00	-
<b>SUBTOTAL FEES AND SERVICES</b>		<b>215,000.00</b>	<b>181,700.00</b>	<b>163,449.57</b>	<b>27,838.60</b>	<b>(9,588.17)</b>
<b>TOTAL PROJECT COST</b>		<b>\$ 4,399,024.00</b>	<b>\$ 4,422,313.00</b>	<b>\$ 1,229,157.76</b>	<b>\$ 3,066,005.29</b>	<b>\$ 127,149.95</b>

q.B.

**FREEPORT HIGH SCHOOL TRACK  
ARTISTIC INTERVENTION**

**NIKE RUNNING 08.22.2017**



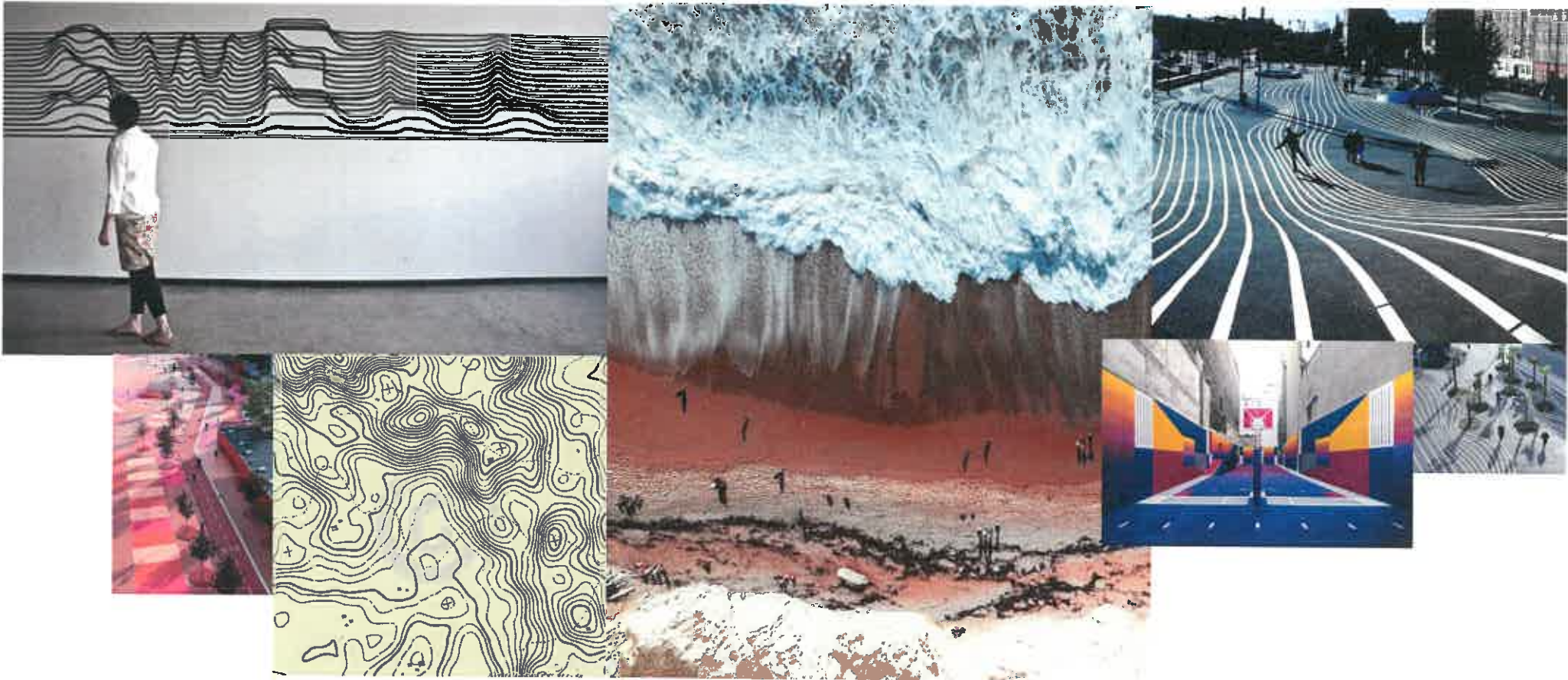
PLANS





## INSPIRATION

The natural diversity of Maine that ranges from the ocean to the forest to the mountain is also an interesting way of representing the tri-town effort (Freeport, Durham and Pownal). The way that nature merges and comes together in harmony will be reflected in this artwork.

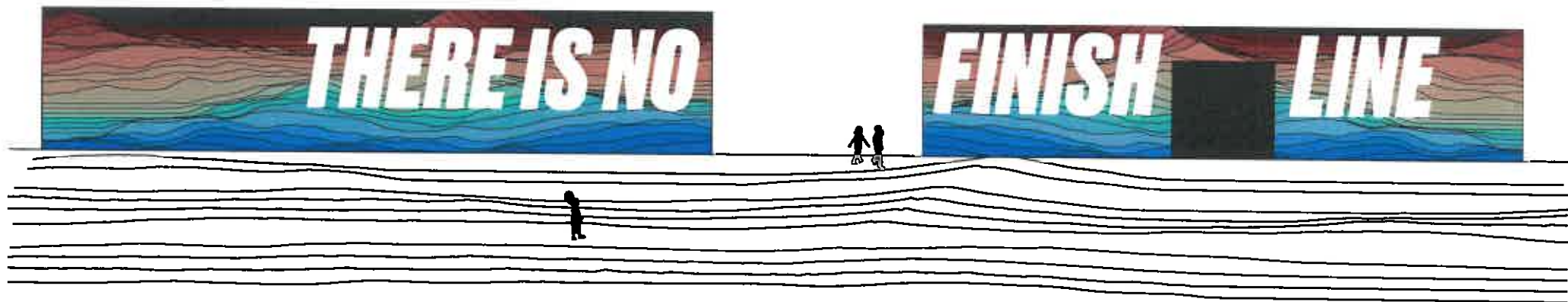


## METHOD

The community will help identifying keywords that they feel like represent the space the best. These words will be artistically designed on the walls and surroundings in an impactful way. The artwork will be marked and colors will be assigned to each area that will then be painted through a community effort.

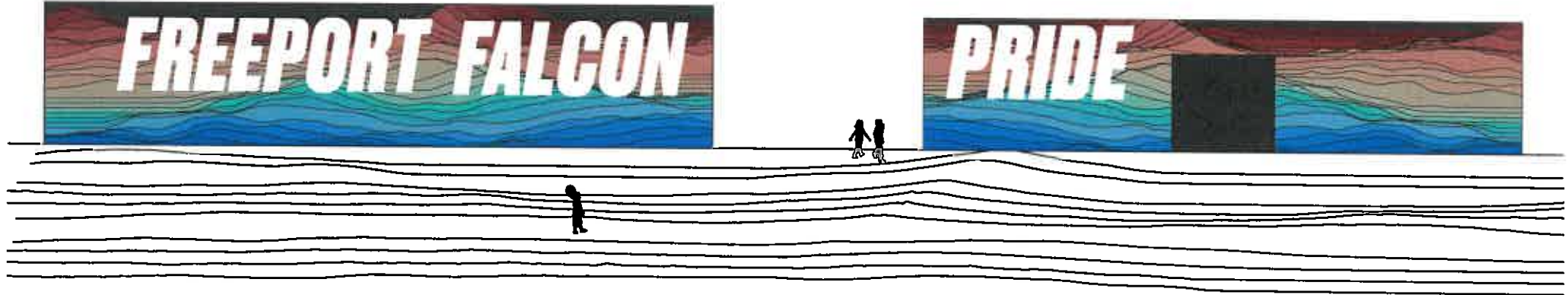


SKETCH - COLOR OPTION 1

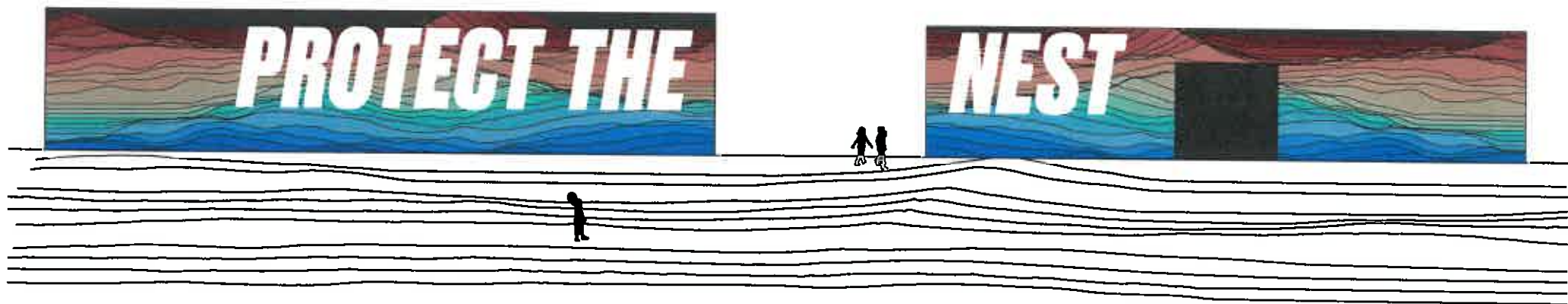




SKETCH - COLOR OPTION 3



SKETCH - COLOR OPTION 4



## FY 19 RSU5 Budget Timeline

October 25, 2017 Business Meeting @ PES	<i>Budget Timeline</i>
??????? @ Central Office	<i>Leadership Meeting w/ Towns</i>
<hr/>	
January 24, 2018 Business Meeting	Superintendent's Recommended Budget
*February 7, 2018 Workshop	<i>Budget Review: DCS, FMS, FHS</i>
February 14, 2018 Budget Workshop	<i>Budget Review: MSS, PES, MLS</i>
February 28, 2018 Business Meeting	<i>Budget Review: Technology, CIA, Nutrition, Community Programs</i>
*March 7, 2018 Budget Workshop	<i>Budget Review: Inst. Support, Maintenance, Athletics</i>
March 14, 2018 Workshop	<i>6:00-6:30: Q&amp;A with individual Board Members Public Input on Budget Board Deliberations</i>
March 28, 2018 Business Meeting	Adopt FY 19 School Budget
<hr/>	
April 11, 2018 @ PES Workshop	<i>6:00 -6:30: Dine and Discuss the FY 19 Budget</i>
April 25, 2018 @ DCS Business Meeting	<i>6:00 -6:30: Dine and Discuss the FY 19 Budget</i>
May 9, 2018 Workshop	<i>6:00 -6:30: Dine and Discuss the FY 19 Budget</i>
May 23, 2018 @ DCS	Annual Budget Meeting
June 12, 2018	Budget Validation Referendum

\*Additional Meetings

Approved by Board:



# Durham • Freeport • Pownal

TO: Jay Thomas, Beth Parker, Jen Galletta, Anne-Marie Spizzuoco  
 FROM: Becky Foley  
 DATE: September 18, 2017  
 RE: Stipend Committee – Notes from September 14, 2017 Meeting

The Stipend Committee met on September 14, 2017 at the Central Office. All members were in attendance.

The following position was approved and a point value determined. In addition, the stipend has been budgeted in the 2017-2018 budget. The Board will need to act on this position. If approved, it will be posted immediately.

Position	Points Value Assigned
FHS Student Assist Team (5 positions)	2-3 points (\$1,199.00 for 17/18SY)

There are currently PK-12 stipends for Academic Leadership Teams. The High School Principal requested separating out the FHS Academic Leadership Team stipend, revising the duties and also creating a stipend for FHS Department Chair. These changes would be for 2018-2019. If approved by the Board, administration would need request money in the 2018-2019 budget.

Position	Points Value Assigned
FHS Academic Leadership (10 positions)	4-5 points
FHS Department Chair (9 positions)	2-3 points

If the Board approves the change to the FHS Academic Leadership Team stipend, the current PK-12 stipend will need to be revised to reflect PK-8.

Position	Points Value Assigned
Academic Leadership Team PK-8	6-7 points (no change in point value)

The Senior Class Advisor stipend will not be revised at is time.

The Senior Project Stipend is still under review by the high school principal.

There was a discussion about the weight room stipend. It was decided to leave as is.

Another meeting will be scheduled to discuss the following:

- Should there be a minimum enrollment needed to run the different clubs?
- Should there be logs kept the first year of a stipend to see if the hours correlate to the pay.
- Create the form that would be utilized.



For 17-18  
Budgeted @ 2-3pts

New Stipend Request Form

**Activity:** FHS Student Assist Team (SAT)

5 Stipends

**Purpose:** The SAT is comprised of school professionals who are trained to identify, refer, and intervene with children experiencing academic and /or social difficulties. The team helps bring together family, school, and community resources to help all children reach their potential.

**Responsibilities of Advisor/Coach:** Each member of the SAT will be asked to attend bi weekly meetings after school, write action plans, follow up with students, teachers, and parents, and track student progress

**Length of activity/period of responsibility:** One school year

**Number of Students:** This depends, but it could involve 10 – 20 at different times throughout the year

**Parent volunteers or other adult help?** School administrators will assist with meeting facilitation

**Number of Hours Required of Advisor/Coach per week (on average):**  
2.25

**Breakdown of Hours:**

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

.75 per week in meetings after school

1.5 per week working with students and other educators during prep, lunch, and/or advisory

**Of above, number of hours during school day:**  
1.5

**Special event(s) required? (all day event, weekend activity, etc)**  
N/A

**OTHER FACTORS:**

**Travel:**  
N/A

**Overnight:**  
N/A

**Does activity require a Budget?**  
No

**How is job being done/funded currently?**  
Volunteer

N/A

Comments:

Submitted by: Charlie Mellon  
(Please Print)

Date 9/1/17

Administrator: Charles H. Mellon

Approved X Denied \_\_\_\_\_

Please return this form to the Superintendent's Office

Stipend Committee approved at 2-3 points

New Stipend Request Form

For 18-19SY

**Activity:** FHS Academic Leadership Team, 10 positions

**Purpose:** To provide academic leadership for Freeport High School and support the development and implementation of a school strategic plan with instructional goals.

**Responsibilities:**

**The staff member selected will:**

- Serve on the building leadership team, supporting administration with the development and implementation of the strategic plan as well as other areas impacting instructional practices and academics.
- Support the development of a year-long plan for PLC teams, support facilitation of PLC meetings, working to ensure the focus of the meeting is on instructional practice and student learning, using data to guide instruction
- Support the planning and implementation of PLD days tied to the instructional focus and strategic plan
- Participate in outside professional development opportunities and share learnings with colleagues, including League of Innovative school events and school visits.
- Participate in Leadership Team summer retreat to reflect on team progress and plan for upcoming school year
- Acts as a representative to instructional discussions PK-12 when necessary

**Length of activity/period of responsibility:** 1 year position

**Number of Students:** N/A

**Parent volunteers or other adult help?** N/A

**Number of Hours Required of Advisor/Coach per week (on average):** 1-2 hours per week

**Breakdown of Hours:** 80-90 hours per year for during and after school work

Meetings every other week after school, 3 full days (18 hours) of summer LT retreat, planning for and leading portions of PLD days, supporting PLC facilitation when needed, attending professional development

**Of above, number of hours during school day:** some meetings tied to planning and/or instructional practices may be held during the school day, average of 1 hour per week

**Special event(s) required? (all day event, weekend activity, etc)** Summer retreat, outside PD participation

**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?**

**Fundraising:** None

**Comments:**

There was a previous PK-12 description for the Academic Leadership Team for RSU5. We feel that for our instructional purposes at the high school, it would benefit us to have the Academic Leadership Team separated from the Department Chairs, as their roles and responsibilities are unique. We are proposing that these become separate stipends for FHS staff.

Submitted by: Sen Gulko  
(Please Print)

Date: 9/13/17

Administrator: [Signature]

Approved

Denied

Please return this form to the Superintendent's Office

Stipend Committee approved at 4-5 points

New Stipend Request Form

For 18-19SY

**Activity:** FHS Department Chair, <sup>(nine)</sup> 9 positions

**Purpose:** To support the content-area instructional work as well as support the logistics for operating each department

**Responsibilities of Advisor/Coach:**

**The staff member selected will:**

- Plan and lead monthly department meetings focused on instructional practices and student support
- Attend monthly department chair meetings to collaborate with department chairs from all departments in order to align instructional practices and student support
- Support the budget planning process for the department
- Communicate with office staff to support the materials needed for each department
- Support the hiring process for new members of the department when necessary
- Support the development and revision of the Program of Studies and the course selection process
- Acts as a representative to content area discussions PK-12 when necessary

**Length of activity/period of responsibility:** Annual appointment

**Number of Students:** N/A

**Parent volunteers or other adult help?** N/A

**Number of Hours Required of Advisor/Coach per week (on average):** 1-2 hours per week

**Breakdown of Hours:** 50-60 hours per year for during and after school work

9 department chair meetings per year (1 hour each), 7 department meetings per year (1 hour each), planning for department meeting, preparing budget, communicating with office to order necessary materials

**Of above, number of hours during school day:** some meetings tied to planning and/or instructional practices may be held during the school day, average of 1 hour per week

**Special event(s) required? (all day event, weekend activity, etc)**

May require time in the summer, depending on the needs of the department and 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

**Comments:**

There was a previous PK-12 description for the Academic Leadership Team for RSU5. We feel that for our instructional purposes at the high school, it would benefit us to have the Academic Leadership Team separated from the Department Chairs, as their roles and responsibilities are unique. We are proposing that these become separate stipends for FHS staff.

Submitted by: Jen Gulke  
(Please Print)

Date: 9/13/17

Administrator: [Signature]

Approved

Denied

Please return this form to the Superintendent's Office

Stipend Committee approved at 2-3 points

## New Stipend Request Form

Need to Revise  
to reflect PK-8 if  
FHS Academic Leadership  
is approved

**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~~. PK-8

**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~~ PK-8:** 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~~ PK-8 at 6-7 points

**Approved by Stipend Review Committee September 28, 2010; Approved BOD: 10/27/10**

**Revised by Stipend Review Committee: 6/8/16; Revised BOD: 6/15/16**

Stipend Committee approved PK-8





## RSU5 Board of Directors Strategic Planning Advisory Committee

### Committee Charge:

Whereas the RSU5 Board of Directors recognizes the importance of strategic planning to align the mission and the vision of the District as well as to anticipate and plan for annual and multi-year goals to support and enhance a world-class educational system, we hereby charge the RSU5 Strategic Planning Advisory Committee (SPAC) to oversee a process to create an updated RSU5 Strategic Plan.

The SPAC will reference a multitude of documents as resource materials to influence their decision-making. These include but are not limited to the following:

- Previous strategic plans from RSU5 and other school districts;
- RSU5 Mission and Vision documents;
- RSU5 District Scorecard; and
- Other related materials.

### Committee Membership:

The SPAC will be comprised of stakeholders representing staff, students and the community. The committee will be comprised of representatives from the three towns and the following stakeholder groups.

- Teachers (2)
- Building Administrator (1)
- Parents/Community Members from each town (3)
- Students (1)
- Board of Directors Strategic Subcommittee Member (1)
- Board of Directors representative (1)
- Superintendent of Schools (1)
- Assistant Superintendent (1)
- Coastal Education Association Member (1)

### Decision-Making Considerations:

The SPAC will strive to build consensus among committee members when making recommendations to the RSU5 Board of Directors. Final authority for all decisions relating to the strategic plan rests with the RSU5 Board of Directors.

### Meetings:

Monthly meetings of the SPAC will be held the first Wednesday of each month from 7:30 a.m. to 8:30 a.m. at the Superintendent's Office (17 West Street, Freeport). The first meeting will be held on December 6, 2017. Additional meetings may be scheduled as needed.

Individuals who wish to be considered for membership on the SPAC should submit a letter indicating what strengths you would bring to the committee to Ginny McManus, Assistant to the Superintendent, by October 30, 2017. The letter can be e-mailed to [mcmanusg@rsu5.org](mailto:mcmanusg@rsu5.org).

The RSU5 Board will appoint individuals to the SPAC at the November 8, 2017 Board of Directors' meeting.

Approved by Board of Directors: \_\_\_\_\_

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10.C.

Ginny McManus &lt;mcmanusg@rsu5.org&gt;

**Local Delegate to MSBA Annual Delegate Assembly**

1 message

MSBA &lt;msba@msmaweb.com&gt;

Wed, Aug 23, 2017 at 9:46 AM

Reply-To: msma@msmaweb.com

To: mcmanusg@rsu5.org



MSMAWEB.COM

(800) 660-8484

WEB VERSION

UNSUBSCRIBE

August 23, 2017

**Local Delegate to MSBA Annual Delegate Assembly**

TO: School Board Chairs, Superintendents of Schools, and Vocational Directors

FROM: Becky Fles, President  
Steven W. Bailey, Executive Director

The Constitution of the Maine School Boards Association provides that each Active Regular Member Board of MSBA and each Vocational Region Associate Member Board is entitled to elect a voting delegate to participate in the Association's Annual Delegate Assembly. Attached is a copy of the Purpose of the MSBA Delegate Assembly. Since the Delegate Assembly is responsible for proposed Constitution and Bylaws changes and considers resolutions of the Association, your election of a local delegate is strongly encouraged. This year's Delegate Assembly is scheduled for 3:25 p.m., Thursday, October 26, the first day of the MSMA Annual Fall Conference, in the Kennebec/Penobscot Room. **It will be preceded by a Delegate Assembly preview from 2:10 – 3:15 p.m. in the same room.**

Ginny will do this

Please elect your delegate as well as an alternate should your Board's delegate be unable to attend. **Return the attached form listing the delegate and alternate to MSMA by October 13, 2017. Submission of your delegate's name does not automatically register him/her for the Fall Conference. Therefore, please be sure to register your delegate for the Fall Conference through your superintendent's office on the appropriate form.**

Confirmation of registered delegates will be emailed to Superintendents and Delegates by October 20, 2017.

Superintendents with more than one school board are asked to reproduce the attached form for each of their boards. Thank you!

[Certification of School Board Representative Form](#)

[Purpose of the MSBA Delegate Assembly](#)



## Purpose of the MSBA Delegate Assembly

Governance and policy decisions affecting MSBA are dealt with at the Delegate Assembly. The importance of each School Board being represented at the Delegate Assembly cannot be overstated. The following information about the Delegate Assembly is to inform your School Board of the importance of electing a delegate.

According to Article VIII of the Constitution, the Delegate Assembly is the policy making body of the Association. The Delegate Assembly has four specific powers.

1. It adopts resolutions that express the beliefs and purposes of the Association.
2. It transacts such other business as presented to it prior to the opening of the Delegate Assembly by any delegation or the Executive Board of Directors.
3. It elects the Officers and Executive Board of Directors.
4. It may adopt amendments to the Constitution.

According to Article V of the Constitution, the Association is governed by the Executive Board of Directors. The Board is comprised of Regional Directors and At-Large Directors.

The Delegate Assembly consists of one voting delegate for each member district. In order to be an official delegate the member School Board must report the name of the elected delegate and alternate prior to the Assembly. (See Delegate Form for actual date.)

The resolutions adopted at the Delegate Assembly are an expression of the Assembly's views regarding various issues. The [2016 - 2017 MSBA Resolutions](#), adopted by the Assembly, defines the Association's position on various legislative proposals.

As the Officers and Board of Directors approach any legislative session, it is crucial that they represent the Association's members. Make your local Board's voice heard and send a delegate to the MSBA Delegate Assembly held during the MSMA Annual Fall Conference on October 26, 2017.

10.D,

5

Ginny McManus &lt;mcmanusg@rsu5.org&gt;

**MSBA Proposed Resolutions Packet**

1 message

MSBA <msba@msmaweb.com>  
Reply-To: msma@msmaweb.com  
To: mcmanusg@rsu5.org

Tue, Sep 19, 2017 at 1:55 PM



MSMAWEB.COM

(800) 660-8484

WEB VERSION

UNSUBSCRIBE

September 19, 2017

**MSBA Proposed Resolutions Packet**

TO: School Board Chairs and Superintendents of Schools

FROM: Becky Fles, President  
Jim Grant, Chair, Constitution and Bylaws Committee  
Kim Bedard, Chair, Resolutions Committee  
Steven Bailey, Executive Director

The MSBA Constitution and Bylaws Committee and the Board of Directors are proposing a number of changes to the MSBA Constitution. The proposed changes are intended to be clarifying, updating current terminology as well as renumbering resolutions when appropriate. We have included the motions adopted by the Board of Directors as its recommendations to the MSBA Delegate Assembly on October 26, 2017. Both the proposed changes and the adopted motions are linked below.

In addition, linked below are the 2017 proposed Resolutions that will be considered by the MSBA Delegate Assembly. These resolutions include two (2) amended resolutions, and six (6) new resolutions, one of which was proposed by the Baileyville School Board.

Please share these proposed Resolutions with your school board members prior to Delegate Assembly. Also note that it is not uncommon for events to unfold during the next month that may require additional proposed Resolutions to be presented to the Delegate Assembly.

This preliminary packet is being provided at this time to allow local boards to review the resolutions and give feedback to their elected Delegate. Please be reminded that each Delegate must be elected by their local school board and must be registered as a Delegate, with the appropriate documentation, prior to the MSMA Annual Fall Conference. If you haven't registered your Delegate yet and need a form, please contact Debbie Swift at MSMA (1-800-660-8484).

Please contact Steven Bailey at MSMA with any questions regarding the MSBA Delegate Assembly.

Proposed changes to MSBA Constitution and Bylaws

Adopted Motions

2017 Proposed MSBA Resolutions

**Motions for Proposed Constitutional Amendments**  
***As adopted* by the MSBA Constitution and Bylaws Committee**  
**April 29, 2017**

1. Move that the title for Article III.b. is amended from Associate Membership to Associate Memberships.
2. Move that the associate membership classification: Vocation Regions be amended to Career and Technical Regions throughout Article III.b.
3. Move to add to Article V. Section 1.a. the phrase as a voting before ex-officio.
4. Move to amend Article V. Section 2.b. add the language: with the exception of a director elected to fill the unexpired portion of a vacant (vacated) position.
5. Move to amend Article V. Section 2.c. add the language: with the exception of a director elected to fill the unexpired portion of a vacant (vacated) position.
6. Move to amend Article V. Section 5. To change the quorum from Seven (7) members to a majority of sitting directors and officers.
7. Move to add MSMA to Article VI. Section 4.
8. Move that the structure of Article VI. Section 4. change from one paragraph to bullets.
9. Move that Article VI. Section 4.a. is added and states: The MSMA Policy Committee is the governing body of Maine School Management Association.
10. Move that Article VI. Section 4.b. remove: of the Maine School Management Association.
11. Move that Article VI. Section 4.c. add the following language: for the unexpired term.
12. Move that Article VI. Section 4.d. add the word: full.
13. Move that Article VII. Section 1. be amended to include;
  - a. Add the word Delegate to line 1

- b. Add the word Delegate to line 2
- c. Add the following language defining a quorum at the end of the section: Quorum – Fifteen (15) delegates or their alternates present at any meeting of a Delegate Assembly shall constitute a quorum.

14. Move that Article VII. Section 2. be amended to add the following language defining a quorum at the end of the section: Quorum – Fifteen (15) delegates or their alternates present at any meeting of a Delegate Assembly shall constitute a quorum.

15. Move to delete Article VII. Section 3.

16. Move to combine Article VII. with Article VIII. by deleting Article VIII number and title.

17. Move to change the former Article VIII. Section 1 to Article VII. Section 3.

18. Move to change the former Article VIII. Section 2 to Article VII. Section 4.

19. Move to change the former Article VIII. Section 3 to Article VII. Section 5.

20. Move to change former Article IX to Article VIII.

4/25/2017

MAINE SCHOOL BOARDS ASSOCIATION  
49 Community Drive, Augusta, Maine 04330

CONSTITUTION AND BYLAWS

CONSTITUTION

- PREAMBLE -

Recognizing that the nation's future is dependent upon the effective education of its youth; that school boards bear a significant responsibility to bring about needed improvement in public education; that an exchange of ideas is important at all times; that coordination of effort on the part of all educational interests is necessary; we believe that a strong state organization of Maine school board members will aid in accomplishing these goals.

ARTICLE I  
NAME AND DEFINITION

Section 1. Name - The name of this organization shall be the Maine School Boards Association.

Section 2. Definition - For the purposes of this Constitution and its Bylaws enacted hereunder, the term "School Board" shall be interpreted to mean School Committees, Boards of Directors, District School Committees, or any other group legally established to govern the local school administrative unit.

ARTICLE II  
PURPOSES

Purposes - The purposes of this Association shall be:

- (a) to serve and represent the School Boards comprising the Association,
- (b) to promote and maintain local control of public schools,
- (c) to promote closer cooperation among the individual School Boards,
- (d) to represent the combined interests of School Boards in the legislative process,
- (e) to cooperate with other agencies in the State interested in the improvement of public education,
- (f) to provide information for School Boards and the general public about the needs and the accomplishments of the public schools, and
- (g) to sponsor, develop, and encourage those projects and programs that promote better public education in Maine.

ARTICLE III  
MEMBERSHIP

Classes: There shall be four classes of membership in the Association:

- (a) Active Regular Membership - All School Boards in Maine are eligible, and shall be considered active regular members upon payment of dues as required by the Bylaws. This membership allows voting privileges and formal involvement in the Association's policy development and adoption process.

- (b) Associate Membership

~~Regional Offices, Career and Technical Centers~~ Any cooperative board of ~~Regional Offices, Career and Technical Centers~~ region shall be considered an associate member upon payment of dues as required by the Bylaws. This membership, although not considered a School Board as defined in Article I, Section 2, allows voting privileges at the Annual Delegate Assembly.

State and Private Schools - State operated schools, private schools, or other formally organized school supervisory entities not considered School Boards as defined in Article I, Section 2, shall be considered associate members upon payment of dues as required by the Bylaws. This membership shall not allow voting rights, nor shall it entitle the member to labor relations and legal services.

Municipalities - Municipalities or quasi-municipal corporations shall be considered associate members upon payment of dues as required by the Bylaws. This membership shall not allow voting rights, nor shall it entitle the member to labor relations and legal services.

- (c) Individual Membership - Any individual School Board person shall be considered an individual member, without voting privileges, upon payment of dues as required by the Bylaws.
- (d) Honorary Individual Membership - This honor may be conferred by the Delegate Assembly, when so recommended by the Executive Board of Directors, upon individuals who have rendered outstanding service to public education.

#### ARTICLE IV OFFICERS

Section 1. Officers - The officers of the Association shall be a President, President-Elect, and Vice President.

- a) President-Elect. The President-Elect shall automatically assume the office of the President for the year following his/her term as President-Elect.

Section 2. Elections - President-Elect and Vice President shall be elected at the annual meeting of the Delegate Assembly for a term of one year. In the absence of a President-Elect, the President shall be elected at the annual meeting of the Delegate Assembly for a term of one year.

~~b) Commencing on October 27, 2016, and for a period of one year, the 2015-2016 President, President-Elect and the Vice President will serve a second term in their respective offices. Upon adjournment of the 2017 MSBA Delegate Assembly this subsection is repealed.~~

Section 3. Duties



- (a) The President shall preside at all meetings of the Executive Board of Directors and of the Association. The President shall perform all duties specified in this Constitution, as well as such duties as usually pertain to the office of President.
- (b) The President-Elect and the Vice President shall render the President assistance as needed in carrying out the work of the Association. In cases of absence or disability of the President, the President-Elect shall serve in that capacity, and in cases of absence or disability of the President-Elect, the Vice President shall serve in that capacity.

## ARTICLE V EXECUTIVE BOARD OF DIRECTORS

### Section 1. Members

- (a) The Executive Board of Directors shall consist of the three (3) officers of the Association, one member from each of the nine (9) regions selected according to Section 2 (a) under this Article, six (6) members-at-large and, ~~as a voting~~ ex officio, the immediate Past President of this Association.
- (b) Not more than three officers and/or directors shall be members of School Boards in any one MSBA region, and only one member of an active regular member School Board shall be eligible to serve on the Board of Directors.
- (c) The term of office shall be for three (3) years except in the case of the election to fill a vacancy in which case the term shall be for the unexpired portion of the term to be filled.
- (d) If, during the term of his/her office, a Director ceases to be a member of his/her School Board, or his/her School Board ceases to be a member of the Maine School Boards Association, he/she may serve until the next annual meeting of the Delegate Assembly, at which time a replacement shall be elected.
- (e) A Director who is absent for two (2) consecutive Executive Board meetings without cause or reason as determined by the Executive Board of Directors, shall be considered disinterested in the work of the Association, whereupon the Executive Board of Directors shall declare that a vacancy exists and notify that Director.

### Section 2. Elections and Vacancies

- (a) Directors shall be elected according to (b), (c) and (e) of this Section.
- (b) Three of the nine regional Directors shall be elected for terms of three (3) years each ~~with the exception of a director elected to fill the unexpired portion of a vacant position~~, either at regional meetings held prior to the annual meeting, or at the annual meeting.
- (c) Two of the six Directors, who are members-at-large, shall be elected at the annual meeting for terms of three (3) years each ~~with the exception of a director elected to fill the unexpired portion of a vacant position~~.

- (d) Vacancies on the Executive Board of Directors shall be filled by the President, with the approval of the Executive Board of Directors. Those Directors appointed by the President shall serve until the next annual meeting of the Delegate Assembly at which time new Directors shall be elected to fill the unexpired terms.
- (e) At-large Directors, and those regional Directors not elected at regional meetings at least thirty (30) days prior to the annual meeting, shall be elected by ballot at the annual meeting.

Section 3. Duties - The Executive Board of Directors is the governing body of this Association and all voting power is reserved to it except as otherwise provided in this Constitution. The Executive Board of Directors shall:

- (a) meet at least six (6) times annually at the call of the President and at such other times as may be designated by the President or requested in writing by three Directors,
- (b) propose and initiate programs and activities that are in harmony with the adopted policies of the Association,
- (c) transact business of the Association between meetings of the Assembly,
- (d) act as the policy-making body of the Association,
- (e) in the event of dissolution of the Maine School Management Association, appoint and set the salary of the Executive Director, and receive, disburse, and account for all funds of the Association through the Executive Director, and
- (f) assign the duties of the Executive Director which include the keeping of the records of the Association and of the Executive Board of Directors, and direct the activities of the Association according to adopted Association policies.

Section 4. Voting - Each member of the Executive Board of Directors shall be eligible to vote.

Section 5. Quorum - At any meeting of the Executive Board of Directors, the attendance of ~~seven~~ (7) members a majority of sitting directors and officers shall constitute a quorum.

## ARTICLE VI COMMITTEES

Section 1. Standing - The Constitution and Bylaws, Nominating, and Resolutions Committees, and the MSMA Policy Committee shall be the standing committees of this Association.

Section 2. Ad Hoc - Special committees may be authorized by the Executive Board of Directors for specific purposes.

Section 3. Membership - Members of committees shall be nominated by the President and approved by the Executive Board of Directors, with the exception of the Nominating Committee and the MSMA Policy Committee which will be chosen by the Executive Board of Directors.

Section 4. MSMA Policy Committee –

~~a. The MSMA Policy Committee is the governing body of Maine School Management Association.~~

- b. The five-member Policy Committee ~~of the Maine School Management Association~~ shall consist of the President and President-Elect of the Maine School Boards Association, and three members nominated and elected by and from the Executive Board of Directors.
- c. The Executive Board of Directors of the Maine School Boards Association shall be empowered to fill any and all vacancies of the Policy Committee of the Maine School Management Association ~~for the unexpired term.~~
- d. The ~~full~~ term of a Policy Committee member will begin immediately following the MSBA Annual Meeting and will expire at the conclusion of the MSBA Annual Meeting in the third year thereafter.
- e. The MSMA Policy Committee shall elect and set the salary of the Executive Director of the Maine School Management Association who shall also serve as the Executive Director of the Maine School Boards Association.
- f. In the eventuality of the dissolution of the Maine School Management Association, the Policy Committee shall cease to exist.

Section 5. Nominating Committee/Nominations

- (a) The Nominating Committee shall solicit nominations for Director vacancies to be filled at the annual meeting from member School Boards. The Committee shall prepare a written ballot containing nominations for the Officers and Directors to be elected at the annual meeting. In the case of regional Director nominations, the member School Boards filing such nominations shall be located within the region in question. The Nominating Committee shall make provision in the ballot for write-in voting for Directors and shall oversee the voting at the annual meeting.
- (b) Director Nominations - Nominations for regional and at-large Directors may be made in advance of the annual meeting by the filing of written statements by at least two member School Boards submitted at least thirty (30) days prior to the annual meeting. Nominations from the floor may be made and seconded by member School Board delegates in accordance with the requirements of this Section.
- (c) Officer Nominations
  - 1) Officer candidates must have completed at least one year on the MSBA Executive Board of Directors by the time of their election.
  - 2) Candidates who wish to be nominated by the Nominating Committee must submit an application by the deadline set by the Committee.
  - 3) Persons not nominated by the Committee, who wish to be candidates, must submit an official, written endorsement of their candidacy from two MSBA-member boards by the deadline set by the Nominating Committee.
  - 4) All officer candidates will be permitted to submit a written statement of no more than 150 words, to be circulated prior to the Delegate Assembly. The

format/content of the statement is to be outlined by the Nominating Committee.

- 5) No nominations from the floor or write-in candidates will be permitted for officer positions.

## ARTICLE VII MEETINGS OF ASSOCIATION

**Section 1. Annual** - There shall be an annual meeting of the **Delegate** Assembly. All plans and arrangements for the meeting of the **Delegate** Assembly shall be the responsibility of the Executive Board of Directors. **Quorum** - ~~Fifteen (15) delegates or their alternates present at any meeting of the Delegate Assembly shall constitute a quorum.~~

**Section 2. Special** - Special meetings of the **Delegate** Assembly may be called by the President, and shall be called by the President upon the written request of six (6) members of the Executive Board of Directors. **Quorum** - ~~Fifteen (15) delegates or their alternates present at any meeting of the Delegate Assembly shall constitute a quorum.~~

~~**Section 3. Quorum** - Fifteen (15) delegates or their alternates present at the Delegate Assembly shall constitute a quorum.~~

## ARTICLE VIII THE DELEGATE ASSEMBLY

**Section 13. Members** - Each member School Board shall be entitled to be represented by a voting delegate. An alternate may be elected to serve in the absence of the delegate. The delegate and alternate shall continue in office during membership on the School Board or until replaced by that School Board.

**Section 24. Duties** - The Assembly shall:

- (a) develop and adopt policies and resolutions that express the beliefs and purposes of the Association, and
- (b) transact such other business as presented to it prior to the opening of the Delegate Assembly by any delegation or the Executive Board of Directors.

**Section 35. Voting** - Adoption of policies and resolutions shall require a two-thirds majority of those voting. All other business shall be by simple majority vote.

## ARTICLE IX AMENDMENTS

**Section 1. Procedure** - Any proposed amendment to this Constitution shall be presented to the Executive Board of Directors at least thirty (30) days prior to the meeting of the Delegate Assembly. Such proposed amendment shall be circulated with the agenda prior to the assembly together with the recommendations of the Executive Board of Directors.

Section 2. Vote - This Constitution may be amended by a two-thirds majority of those voting at the Assembly.

Section 3. Emergency - In case of emergency, so declared by the Executive Board of Directors, this Constitution may be amended by a two-thirds vote of the School Board memberships, said vote to be taken by mailed ballots.

## **BYLAWS**

### **ARTICLE I** **FISCAL YEAR**

The fiscal year of the Association shall run from July 1 to June 30.

### **ARTICLE II** **ASSOCIATION PROPERTY**

The real and personal property of the Association shall be managed by the Policy Committee of the Maine School Management Association.

### **ARTICLE III** **DUES**

Dues for all classes of membership shall be fixed by the Executive Board of Directors on the recommendation of the MSMA Policy Committee, at least ten days before the annual meeting of the Delegate Assembly. However, the annual meeting of the Delegate Assembly may disapprove the action of the Executive Board of Directors and fix the annual dues in a different amount or amounts. Dues for any class of membership may be waived by the Executive Board of Directors subject to the same approval or disapproval action by the annual meeting of the Assembly.

### **ARTICLE IV** **MSBA REGIONS**

Section 1. Organization - The Association shall be divided into MSBA regions as determined by the Executive Board of Directors in each of which regions there may be formed a regional association. Any change in the number of regions shall be approved by the annual meeting of the Delegate Assembly.

Section 2. Purpose - The purpose of the MSBA regions shall be to further the purposes of the Association through local meetings and conferences for discussion, study and interpretation of educational problems of common interest to School Boards and members in their region, and to promote additional opportunities for School Board member participation in the activities of the Association.

Section 3. Constitution and Bylaws - Regional associations shall adopt a Constitution and Bylaws not inconsistent with the Constitution and Bylaws of this Association.

### **ARTICLE V** **AMENDMENTS TO BYLAWS**

These Bylaws may be amended by a two-thirds vote of those voting at any meeting of the Assembly or the Executive Board of Directors.

### **ARTICLE VI** **PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order shall govern the proceedings of the Association, except in such cases as are governed by the Constitution and Bylaws.

## 2017 MSBA Proposed Resolutions

**2.A.4.f. ~~Board Development~~ School Board Training** – The Maine School Boards Association ~~urges school boards to assess the training and education needs of their board members and to recommend participation in appropriate local, regional, state and national programs sponsored by the Maine School Boards Association, Maine School Management Association, National School Boards Association and other recognized leaders in education is committed to sharing and expanding training opportunities, utilizing, in part, a regional approach and tapping local board members and others as trainers.~~ MSBA encourages local boards to adopt policies that incorporate the local board's commitment to the education of its board members and reflect its need to annually budget the funds necessary to fulfill this important responsibility. (Adopted 1989 – Amended 1999)

### **Rationale**

The School Board's responsibility to make sure public schools are meeting the needs of all students in the community has never been more important. To do their job well, board members need to be well trained, not only in how to work together as a board, but in other critical areas. Training is the most often heard request from MSBA members. The requests range from basic training for new members to training for board chairs. MSBA wants to offer more training and will encourage boards to request it. This will include a regional approach using board members and others as trainers to keep up with the anticipated demand. MSMA staff will help develop a shared curriculum.

**2.B.1.g. Career and Technical Education Opportunities.** With a growing demand that public schools better prepare students for work as well as college, the Maine School Boards Association supports expanded opportunities for students to participate in Career and Technical Education (CTE) classes. Early exposure to hands-on skills helps students discover interests and visualize career paths. CTE also makes traditional learning more relevant and keeps students engaged. We support efforts to make CTE classes more available, understanding it will take local coordination efforts and greater flexibility in scheduling to make it work. It also is critical that our CTE programs form alliances with local businesses to support this effort, and that the state provides adequate funding to support CTE services and programs.

### **Rationale**

The national (PDK) poll that annually measures attitudes toward public education has once again found the public wants schools to help students prepare for work, including direct career training. Maine has been positioning itself for some time to offer CTE to more students. Local school boards, working with their superintendents and CTE directors, need to make that happen.

**3.A.2.3. Regionalization of Services.** The Maine School Boards Association believes initiatives to share services regionally must be locally driven and based on district needs. They must be initiated by school boards and superintendents who in their respective roles represent the best interest of students, the school community and local taxpayers. They should be measured not just on their efficiency or cost, but on whether they support educational excellence and opportunity for all students.

### **Rationale**

Legislation was passed this year to encourage regional collaboration among school districts. Both incentives and funding penalties are included in law, but finances cannot be the only reason to move these initiatives forward. Regional services will only work if they are in the best interest of our students.

- 4.30. Technology in the Classroom.** The Maine School Boards Association reaffirms its support of technology in schools and asks the Legislature to pass legislation to provide broadband internet connections to all parts of the state. A state plan also is needed for the future of technology in schools that takes into account the dynamic nature of the computer industry and addresses how best to use technology to enhance teaching and learning.

**Rationale**

Maine was a leader in integrating computer technology into the classroom with its one-to-one laptop program initiated in 2001 and needs to maintain that effort as technology plays an ever increasing role in our students' lives and future employment. Concerns have been raised about whether there is adequate state support for the Maine Learning Technology Initiative – a concern underscored this year by a change in state purchasing for schools. MSBA views state supported technology in schools as a key way to address economic disparity by providing students, regardless of their situation, with a computing device and access to a reliable computer network. We need to build on the state's successes in this area and make sure the program stays dynamic.

- 4.31. Graduation Pathway for All Learners.** The first high school class that will have to meet standards under the diploma bill passed in 2016 entered its freshman year this fall. The Maine School Boards Association believes the law needs to be amended to create a clearer pathway for all learners, including students with special needs. The Maine School Boards Association will craft recommendations for legislation to be introduced in 2018 to improve the law. Areas to be explored include prioritizing our goals and making the law less prescriptive, while keeping a focus on proficiency-based learning.

**Rationale**

The Maine School Boards Association testified in support of the goals of the graduation standards bill in 2016, but raised concerns about the need to prioritize proficiency to focus on the so-called core four – English, Math, Science and Technology and Social Studies. That call for focus underscored concerns about capacity in school districts. A second significant issue is around assuring students with special needs have a pathway to graduation. We believe legislation is needed to address these issues and others we are discovering as districts work to implement the current law.

- 1.3. Support for Public Education.** The public education system is open to all children and provides learning opportunities and support systems to prepare them to be life-long learners, productive workers and good citizens. It also must support innovations that assure traditional public schools remain the schools of choice. This resolution officially puts Maine School Boards on the record as standing with other states to support the National School Boards Association's "Stand Up for Public Schools" campaign. It calls for the adoption of local resolutions; better publicity around the excellent work going on in our districts; and public celebration of the educators and school leaders who support that work.

**Rationale**

Public schools are the backbone of our democracy and have educated our leaders, workers, advocates and entrepreneurs. That system is under attack by people who would like to siphon off public education money to support privatization in the form of choice and vouchers. Maine School Boards are in the best position to tell the success stories of public education. We can help the public understand our mission, which is to provide all students, regardless of their zip code, economic status or special needs, an education that prepares them to succeed. Our greatest allies in getting this message out are the vast majority of people in Maine who are products of the public schools. We need to find ways to get their stories out to the public and stand proud as a part of an education system that works.



- 4.32. Funding for Proficiency Based Graduation Standards.** Legislative action during the 128<sup>th</sup> Regular Session has eliminated all state funding support for Proficiency-Based Graduation Requirements. The original law stated that if the legislature eliminated funding for this mandate the implementation timeline would be extended each year that lacked state funding. The elimination of funding for this law results in an unfunded mandate for local districts. Local districts are now required to establish and track proficiency-based standards without additional state support as provided initially within statute. MSBA requests the Maine Legislature re-establish state funding for this law.

**Rationale**

The original law provided additional state funding to support the training and program purchases districts faced in implementing Proficiency Based Graduation Standards. The 128<sup>th</sup> Legislature has removed this state funding without extending the mandated implementation date. This results in local property tax increases to support this important work.

*This resolution is outdated in terminology and proposing that it be presented at the Delegate Assembly to be amended.*

- 3.B.1.b. Scheduling of ~~Vocational Education Programs~~. Career and Technical Education Programs (CTE)** – We believe there is a continuing need to examine ways in which the scheduling and delivery of secondary ~~vocational education~~ CTE programs can be more responsive to the needs of students, school officials, parents and other adult citizens at the local level. We feel this goal can be achieved by the advancement of legislation that would: a) allow more flexibility in the scheduling of ~~vocational~~ CTE courses; b) provide for a greater opportunity for shared funding and decision-making responsibilities within units served by vocational centers; and c) improved coordination between secondary and post-secondary ~~vocational education~~ CTE programs and facilities. (Adopted 1979 - Amended 1982)

**Rationale**

The terminology has shifted from Vocational Education to Career and Technical Education. This proposed amendment updates the resolution to utilize current terminology for these programs.



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11.A.

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### **Finance Subcommittee Report**

Date: September 20, 2017

Committee: Finance Committee

Chair: John Morang

In attendance: John Morang, Kate Brown, Michelle Ritcheson, Michelle Lickteig and Dr. Becky Foley

Guests: John Simoneau

Meeting Date: August 30, 2017

#### **Agenda Items and Discussion:**

##### **Track and Field Completion Date and Enforcement of Contract:**

Dr. Foley and John S. informed the Finance Committee that RAD Sports keeps moving back their completion date. In fact, a change order had just been signed for a new completion date of October 13 and not less than a week later RAD brought a new timeline to the weekly meeting with a completion date of October 25. Dr. Foley had already been in contact with an attorney on how best to handle enforcement of the completion deadline date of October 13. It was advised to write a letter to RAD Sports putting them on notification, state the applicable fines within the contract in the letter and urge RAD Sports to come up with a plan on how they will meet the current October 13 deadline. The Finance Committee agreed with the attorney's recommendation. Dr. Foley will draft a letter to RAD Sports for the Finance Committee's review.

##### **Update on Audit:**

Michelle L. informed the Finance Committee that this year's audit started five weeks earlier than the prior year. Michelle L. has made every attempt to turn around all requests within 24 hours, when possible. This will ensure the deadlines for all DOE reporting will be met. This will also allow Michelle L. to have final numbers to work with while starting the FY19 budget process.

##### **Next Meeting:**

September 13, 2017 at Central Office.

Submitted by: Michelle Lickteig, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: [lickteigm@rsu5.org](mailto:lickteigm@rsu5.org)



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### **Finance Subcommittee Report**

Date: September 20, 2017

Committee: Finance Committee

Chair: Kate Brown

In attendance: John Morang, Kate Brown, Michelle Ritcheson, Michelle Lickteig

Guests:

Meeting Date: September 13, 2017

#### **Agenda Items and Discussion:**

##### **Discussion/Election of Chair:**

Michelle R. nominated Kate Brown. John seconded. A unanimous vote for Kate was noted. Kate Brown is now the new Finance Committee Chair

##### **2017/2018 Finance Committee Topics:**

The Committee reviewed a list from the prior year. Some suggestions were made to add or remove from the list. Michelle L. is to put together a calendar of the topics to be reviewed by the Finance Committee.

##### **Other:**

- Michelle L. reviewed with the Finance Committee the Track and Field budget and expense to date.
- Michelle L. shared with the Finance Committee the turn over savings calculation.
- Michelle L. shared with the Finance Committee the savings of taking the Durham bus routes in house versus the old budgeted BOMAR contract.

##### **Next Meeting:**

October 11, 2017 at Central Office.

Submitted by: Michelle Lickteig, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: [lickteigm@rsu5.org](mailto:lickteigm@rsu5.org)



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11.B.

### **Policy Subcommittee Report**

Committee: Policy

Meeting date: September 8, 2017

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Naomi Ledbetter, Cynthia Alexander

#### **Agenda Items and Discussion:**

*The following policies were reviewed with no changes recommended.*

BBBA Board of Directors Member Qualifications

IJOC School Volunteers

JKE Expulsion of Students

JKE-R Expulsion Guidelines

#### **Review/Revise Policies:**

*The following policies were reviewed and revised and will be brought to the Board for 1<sup>st</sup> read on September 27<sup>th</sup>, 2017.*

EEBB Use of Private Vehicles on School Business

*The following policies were reviewed and revised and will be brought back for final committee review on September 22, 2017.*

KF Community Use of School Facilities

The next meeting will be held on September 22, 2017 will be held at 8:30a.m.

Submitted by: Cynthia Alexander

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5



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12. A & B.

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

CC: Julie Nickerson, Lisa Demick, Hiram Sibley, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Seth Thompson, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Darren Carter, Charlie Mellon, Michelle Lickteig, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Passmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Lisa Blier, Linda Pritchard, Nancy Drolet, Nancy Dyer, Jessica Sturges, Laurie Allen, Crystal Boucher

FROM: Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment

DATE: September 15, 2017

RE: Review/Update of Policies

At the September 27, 2017 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 1<sup>st</sup> Read and 2<sup>nd</sup> Read. The policies are attached.

1<sup>st</sup> Read Policies

1. EEBB – Use of Private Vehicles on School Business

2<sup>nd</sup> Read Policies

1. IK – Student Achievement / Evaluation of Student Achievement
2. IKC – Transcripts and Academic Achievement
3. IKE – Promotion, Retention and Acceleration of Students

The following policies were reviewed with no recommended revisions and require no Board action.

1. BBBA – Board of Directors Member Qualifications
2. IJOC – School Volunteers
3. JKE – Expulsion of Students
4. JKE-R – Expulsion Guidelines

## USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board of Directors recognizes the need for some school employees to use their ~~own~~ privately owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation.

To safeguard ~~the District~~ RSU No. 5 employees and students in matters of liability, the following policy will be observed.

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
  - 1. This permission may be in the form of a standing permit for employees who use their own ~~cars~~ vehicles regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
  - 2. For all special trips involving students, e.g., including field trips, a special permit must be obtained in advance for the specific trip.
- B. No student may be sent on school errands with his/her own vehicle, an employee's -owned vehicle, or a school-owned vehicle.
- C. ~~School activities and field trips~~ Field trip and other off-campus school-sponsored activity transportation will be ~~made~~ by school bus whenever practicable.
- ~~D.~~ The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- D. For student trips made in private vehicles, the owners must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage ~~insurance~~ of \$50,000; and minimal medical coverage of \$5,000. Proof of current license and insurance will be required.
- E. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- F. The vehicle must ~~display~~ have a current registration inspection and display a current registration inspection stickers.

The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.

- G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.
- H. No student will be allowed to ~~drive or~~ transport other students on field work trips or out of district ~~for other~~ school-sponsored activities. This does not include students driving each other to and from school or to and from extra or co-curricular activities within RSU5.
- I. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purposes that are out of district including sports and will be required to sign a permission form in advance.

~~The Superintendent is authorized to develop procedures for student use of vehicles and the transport of other students for activities beyond field work.~~

#### PRIVATELY OWNED VEHICLES

The above provisions apply to the use of private vehicles transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

In the event of an accident, the driver's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from a parent's transportation of his/her own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

#### DELEGATION OF RESPONSIBILITY

The Superintendent/designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

Cross Reference: IJOA – School Volunteers

Adopted: April 28, 2010

Reviewed: January 25, 2012

Revised: \_\_\_\_\_

## STUDENT ACHIEVEMENT/EVALUATION OF STUDENT ACHIEVEMENT

Effective evaluation of student achievement is essential to the instructional process, the certification of student progress towards meeting the content standards of the system of Learning Results, the tracking of progress toward individual and district learning goals, and communication between schools and parents. The evaluation of student learning and achievement is based on the recognition that students have different abilities, learning styles, cultural backgrounds, and developmental rates and levels. Evaluation of student achievement provides staff with information important to assessing students' individual educational needs, identifying learning problems and areas in which remediation is required, assessing teaching strategies, and providing appropriate instruction. Sharing of information among parents, staff, and students is an integral part of the evaluation process.

The RSU No. 5 local assessment system will use multiple assessments, both informal and formal, at the classroom, school, and district levels to evaluate each student's performance and to monitor his/her progress toward meeting the content standards and the Guiding Principles of the Learning Results. Assessments over the course of each school year shall include formats that allow students to demonstrate in different ways what they know and are able to do. Students should have multiple opportunities to practice, apply, and demonstrate their knowledge and skills.

Individual classroom assessments may include but are not limited to student tests, quizzes, reports, presentations, laboratory work, writing samples, teacher observations, portfolio constructions, and student self-assessments.

School and district assessments will include common assessments designed to provide consistent evaluation and reporting of student knowledge and skills in the same content areas across same-grade classrooms within the school and same-grade classrooms and grade spans within the district. ~~Common assessments are those that are usually designed by teams of professional staff teaching the same content areas, administered to all students, employ common scoring rubrics, and use multiple measures including but not limited to tests, performances, presentations, writing samples, and research projects.~~

Large-scale assessments will include: ~~the MEA administered in grades 5 and 8 for science; NECAP, administered in grades 3-8 reading and math, in grades 5 and 8 writing; and MHSA in grade 11 in reading, writing, math and science each of which are assessments required for the purpose of determining Adequate Yearly Progress (AYP) under the No Child Left Behind Act (NCLB).~~ Every Student Succeeds Act (ESSA), and may include other nationally normed standardized achievement tests such as NWEA.

~~Although all measures of student achievement will "count" toward certifying achievement of the content standards of the Learning Results and for making decisions concerning assignment to grade levels, neither the NECAP, MEA, MHSA or a commercially produced test may be the only measure of student achievement.~~



~~Standardized tests shall be used in accordance with the Local Assessment System.~~

~~A.~~ Communicating Information Concerning Student Achievement

Teachers should provide students and parents with timely information concerning student performance and, if applicable, the need for the student to participate in remediation and/or additional instruction. ~~and replacement assessments.~~

~~Parents are encouraged to confer with their child's teacher when performance as measured by classroom assessments, common assessments, or standardized tests indicates a need for remediation or additional instruction. The conference should include discussion of the student's level of achievement, specific indications of the need for remediation, additional instruction and replacement assessments, and the schedule for the next set of content standard assessments.~~

Parents shall be informed at regular intervals of their child's academic progress through report cards or other digital or written means.

The principal/designee will provide written notification to students and parents by ~~the end of the third quarter~~ February 15 if the student may not advance to the next grade because he/she has not met the content standards of the Learning Results for the student's grade span and/or other reasons, or if the student may not qualify for a high school diploma because he/she has not met the required standards.

~~D.~~ ~~Assessment Accommodations and Alternate Assessments~~

~~Assessment accommodations and alternate assessments will be provided for identified students in accordance with their Individual Education Plan (IEP), 504 Plan, or Limited English Proficiency Plan. Assessments completed with accommodations and alternate assessments completed will be maintained until such time as the student reaches the age of 21 or graduates from a postsecondary institution.~~

Legal Reference: 20-A M.R.S.A. § 6209  
Ch. 127 (Me. Dept. of Ed. Rule)  
Cross Reference: ADF – School System Commitment to Learning Results  
IKAB – Report Cards/Progress Reports IKE – Promotion and Retention of Students  
IKF – Graduation Requirements  
ILA – Student Assessment/Local Assessment System  
Maine Department of Education LAS (Local Assessment System) Guide, March 2004

Adopted: February 24, 2010  
Reviewed: December 12, 2012  
Revised:

## **ACADEMIC ACHIEVEMENT TRANSCRIPTS AND ACADEMIC ACHIEVEMENT**

~~The RSU No. 5 believe that every student should choose a course of study best suited for their ability and aspirations, should be encouraged to do his or her best work in all courses, and through their effort, should achieve the best learning possible. Importantly, it is the policy of RSU No. 5 that all students striving for and achieving at high levels should be recognized for their effort and achievement.~~

The purpose of a high school transcript is to provide a comprehensive and accurate view of a student's academic record and achievements in a manner that can be understood by post-secondary institutions, prospective employers, and other audiences with an interest in a student's proficiency and accomplishments.

In order to recognize and reward all levels of academic success, RSU No. 5 shall outline predefined thresholds which provide every student an opportunity to strive for a high level of academic success, excellence, and recognition irrespective of the comparable achievements of their fellow students.

To recognize and report such achievement, the policy of the Board is as follows:

- A. Freeport High School will calculate an accumulated grade point average (GPA) for all courses completed by a student at Freeport High School.
- B. All courses completed and graded will be assigned equal weight regardless of subject matter or degree of difficulty.
- C. Courses graded pass/fail will not be included in the calculation of a student's GPA.
- D. For transfer students or students receiving credits with prior permission from other institutions, letter or numerical grades may be received. These grades will be interpolated interpreted by the Guidance Department in a standard manner to fairly transfer grades from grading systems different from Freeport High School.
- E. All GPAs will be recalculated at the end of each semester for use by the Guidance Department and will be added to student transcripts, which will be made available to third parties, on request by students or parents.
- F. For the Classes of 2018-2020, Freeport High School will publish a quarterly grade-based honor roll identifying those students who have achieved at least a grade of "B" in all courses taken for the quarter, and, in the same manner, Freeport High School will publish a quarterly grade-based High Honor Roll identifying those students who have achieved at least a grade of "A" in all courses taken for the quarter.

For Classes of 2021 and Beyond,  
Students will be recognized for their achievements in both academics and Habits  
of Work. Recognition for these accomplishments will be reported  
separately. Habits of Work will be recognized all four quarters. Academic  
achievement will be recognized at the end of each semester.

Academic Honor Roll:

Reported at end of each semester

Students qualify in one of two categories:

- a. High Honors: All course grades are 3.75 or better.
- b. Honors: All course grades are 3.25 or higher.

Habits of Work:

Reported at the end of each quarter

- a. High Honors: All course grades are 3.75 or better.
- b. Honors: All course grades are 3.25 or higher.

- G. Freeport High School will not use an accumulated GPA or any other method to determine a rank in class.
- H. No individual academic awards or recognitions at any level of study will be determined solely on the basis of GPA.
- I. For the Classes of 2018-2020, student academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include three four Honor Bands, which will identify those graduating seniors who at the end of the 7<sup>th</sup> semester 1<sup>st</sup> semester of their senior year have a Grade Point Average of:

84.5 to 88.4	Cum Laude
88.5 to 92.4	Magna Cum Laude
92.5 to 95.4	Summa Cum Laude
95.5 to 100	Summa Cum Laude with Distinction

For the Class of 2021 and beyond, students' academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include three honor bands, which will identify those graduating seniors who at the end of the 1<sup>st</sup> semester of their senior year have a GPA of:

Summa Cum Laude (with highest honors): a minimum GPA of 3.75  
Magna Cum Laude (with great honors): a minimum GPA of 3.50  
Cum Laude (with honors): a minimum GPA of 3.25

Official transcripts issued by Freeport High School will include the following:

- The student's full name, date(s) of enrollment and date of graduation;
- Names of courses/learning experiences, content areas and cross-curricular skills, shown in full;
- The grade level/year in which each course/learning experience was completed and its duration (e.g., semester or full year);
- For the Classes of 2018-2020, numeric score proficiency levels for performance in the targeted standards associated with each of the eight content areas of the system of Learning Results;
- For the Classes of 2021 and beyond, proficiency levels for each of cross-curricular graduation standards, recorded in a separate section of the transcript.
- The student's proficiency-based GPA; and
- Significant academic honors and recognitions awarded.

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The transcript may show other relevant non-private information.

Cross reference:

IKAB – Grading System/Reporting Student Proficiency  
IKF – Graduation Requirements

Adopted: February 24, 2010  
Reviewed: December 12, 2012  
Revised:

## PROMOTION, RETENTION AND ACCELERATION OF STUDENTS

~~It is the intent of the RSU5 Board of Directors that appropriate instruction be offered to all students in a progressive and sequential way. Therefore, the grade placement of each student will be made on an individual basis, understanding that the level of instruction at each grade is not a single level of instruction but rather a series of levels intended to meet the various needs of students assigned to that grade level.~~

It is the RSU No. 5 Board's intent to provide sequential instructional programming that provides equitable opportunity for students to acquire the knowledge and skills that will enable them to meet the content standards of the system of Learning Results at each grade level. The Board recognizes that at every grade level, there are differences among students in their intellectual, physical, social, and emotional development, and that individual students may be more proficient in some content areas of the Learning Results than in others. Students may also differ in their progress toward achieving the cross-curricular skills identified in the Guiding Principles of the Learning Results.

~~While most students will advance from one grade to another at the end of the academic year, some students may benefit from retention or acceleration. Decisions concerning promotion, retention or acceleration of a student should be consistent with the best educational interest of that student.~~

Decisions concerning promotion of a student should be consistent with the best educational interest of that student. While most students will advance from one grade to another at the end of the academic year, some students may on rare occasions benefit from retention or acceleration.

### A. Criteria

The following criteria will be used in making decisions concerning promotion, retention and acceleration. Although all listed criteria may be considered in the decision-making process, because of the relationship between a student's achievement of the content standards of the system of Learning Results and his/her future success in school, more consideration shall be given to the criterion articulated in paragraph "1" below than to any other factors.

1. Achievement of the content standards of the Learning Results as demonstrated through classroom assessments, common assessments, standardized tests, portfolios, performances, exhibitions, projects and other elements of the ~~school~~ unit's RSU No. 5's local assessment system;
2. Achievement of cross-curricular skills associated with the Guiding Principles of the Learning Results.
3. Participation and success in remedial programs, tutoring, summer school, and/or other opportunities for success;
4. Potential benefit from repetition of a grade or learning experiences;

5. Potential for success if accelerated;
6. Attendance;
7. Social and emotional maturity;
8. Health;
9. Age in relation to grade placement;
10. Program options;
11. Student attitude; and
12. Parental concerns.

#### B. Retention

Parents should be notified as early as possible in the event that retention is being considered. Parents will be informed of the remediation options available to students such as tutoring, online/Internet-based resources, after-school programs, and summer school. Whenever possible, decisions concerning retention should be made through a conference involving parents, the student's teacher, the building principal, and, as appropriate, the guidance counselor, other professional staff, and/or consultants. Advancement to the next grade may be made conditional on successful remediation or demonstrated proficiency within a specified period of time.

The principal shall be responsible for making the final decision regarding retention. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. ~~If parents are still dissatisfied with the decision, they may appeal to the RSU Board, whose decision will be final.~~

#### C. Acceleration

Decisions regarding acceleration shall be made by the principal in consultation with the student's teacher(s), the Gifted and Talented Education Coordinator, and other professional staff or consultants, as appropriate. A parent who is dissatisfied with the principal's decision may appeal to the Superintendent. The Superintendent's decision shall be final. ~~If parents are still dissatisfied with the decision, they may appeal to the RSU Board, whose decision will be final.~~

#### D. High School Grade Level Assignment

For students ~~starting high school prior to the 2014-2015 school year~~, in the Classes of 2018-2020, grade level assignment will be determined by the guidance department, based on the number of credits earned prior to the beginning of the school year.

Beginning ~~January~~ July 1, 2018 ~~2020~~, demonstrated proficiency in the content standards of the system of Learning Results and in the cross-curricular standards skills identified in the Guiding Principles of the Learning Results, and successful completion of all other requirements specified in the Board's policy IKF (Graduation Requirements), will be required for a high school diploma. ~~Starting with the 2014-2015 school year, eCredits~~ will no longer be awarded or counted for graduation or other purposes.

High school grade level assignment will be determined by the guidance department, based on the number of learning experiences/courses completed prior to the beginning of the school year.

#### E. Transfer Students

For students who transfer into the school system from another state or educational program not required to meet the content standards of the system of Learning Results, the principal will determine the value of the student's prior educational experience for the purpose of grade placement or the fulfillment of credits.

Legal Reference: Ch. 127 (Me. Dept. of Ed. Rule)

Cross Reference: IK – Student Achievement  
IKAB – Report Cards/Progress Reports  
IKF – Graduation Requirements  
ILA – Student Assessment/Local Assessment System

Adopted: July 8, 2009  
Revised: October 28, 2009  
Reviewed: December 12, 2012  
Revised: June 11, 2014  
Revised: