

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– FEBRUARY 28, 2018
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	___ Lindsay Sterling
___ Jeremy Clough	___ Valeria Steverlynck
___ Candace deCsipkes	___ Madelyn Vertenten
___ Jennifer Galletta	___ Sarah Woodard
___ Naomi Ledbetter	___ Carter Jedrey-Irvin, Student Representative
___ John Morang	___ Benjamin Monahan-Morang, Student Representative
___ Michelle Ritcheson	
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
 - A. Consideration and approval of the Minutes of January 24, 2018 and February 14, 2018 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News and Recognition:
 - A. Report from Board's Student Representative
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 - B. Administrator Reports
 1. Finance – Michelle Lickteig
9. Unfinished Business:
 - A. Workshop: Budget Review
 1. Pownal Elementary School – Lisa Demick
 2. Mast Landing School – Emily Grimm
 3. Morse Street School – Julie Nickerson
 4. Community Programs: Budget & Department Report – David Watts
 5. Nutrition: Budget & Department Report – Erin Dow
 - B. Consideration and approval of the 2018-2019 School Calendar (2nd Read)

Motion: _____ 2nd: _____ Vote: _____

10. New Business:

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

12. Policy Review:

A. Consideration and approval of the following Policies (2nd Read)

IHBAC – Child Find

JICIA – Weapons, Violence and School Safety

IIB – Class Size (2nd Read)

Motion: _____ 2nd: _____ Vote: _____

13. Public Comments:

14. Executive Session:

A. 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.

Motion: _____ 2nd: _____ Vote: _____

15. Action as a Result of Executive Session:

Motion: _____ 2nd: _____ Vote: _____

16. Adjournment:

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

4.A

RSU No. 5 Board of Directors Meeting
Wednesday, January 24, 2018 – 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 February 28, 2018 meeting).

CALLED TO ORDER:

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

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Also in attendance was Ben Morang, Student Representative.

MEMBERS ABSENT: Sarah Woodard

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: To approve the Minutes of December 13, 2017 and January 10, 2018 as presented barring any errors or omissions. (Steverlynck - Morang) (10 – 0). The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Add an Executive Session for the Superintendent's mid-year performance goals.

6. GOOD NEWS AND RECOGNITION:

A. Students selected for All-State Choir

B. Report from Board's Student Representative – Ben Morang reported on happenings at Freeport High School.

7. PUBLIC COMMENT:

None

8. SUPERINTENDENT'S REPORT:

A. Items for Information

1. District Happenings

2. Retirements (effective at the end of the school year)

- Fran Townsend – MLS Administrative Secretary
- Jim Millhime – DCS Custodian
- Pam Lizotte – DCS Guidance Counselor
- Susan Gorman – MSS Physical Education Teacher
- Allyson Miller – MSS Kindergarten Teacher
- Diana Passmore – FMS Special Education Teacher
- Kathy Pearce – MSS Kindergarten Teacher

Resignations

- Chris Abbe – Bus Driver (effective 1/19/18)
- Amy Goodwin – DCS Ed Tech (effective 2/2/18)

B. Administrator Reports

1. Finance – Michelle Lickteig
2. Update on Math – Cynthia Alexander
3. Update on District Goals – Becky Foley

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. VOTED: To employ Megan Shea as an English/Language Arts Teacher at Freeport High School for the remainder of the 2017-2018 school year (one year position).
(Ledbetter – Steverlynck) (10 – 0). The student representative voted with the majority.

B. Presentation of Superintendent's 2018-2019 Recommended Budget.

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

- A. Strategic Communications Committee and Draft Satisfaction Survey
- B. Finance Committee
- C. Policy Committee

12. POLICY REVIEW:

A. VOTED: To approve the following Policies (1st Read)
(Vertenten – Galletta) (10 – 0). The student representative voted with the majority.

IHBAC – Child Find

JICIA – Weapons, Violence and School Safety

B. VOTED: To approve the following Policies (2nd Read)
(Steverlynck – Vertenten) (10 – 0). The student representative voted with the majority.

BDA – Board of Directors Organizational Meeting

BDE – Board of Directors Standing Committees

13. PUBLIC COMMENT:

None

14. EXECUTIVE SESSION:

A. VOTED: To enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(D) for discussions relating to Educator and Support Staff Negotiations for RSU No. 5.
(Ledbetter – Brown) (10 – 0)

Time In: 8:42 p.m.

Time Out: 9:44 p.m.

15. ACTION AS A RESULT OF EXECUTIVE SESSION:

No action was taken.

16. EXECUTIVE SESSION:

A. VOTED: To enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(A) for discussions relating to the Superintendent's Evaluation Performance Goals.
(Vertenten – Ledbetter) (10 – 0)

Time In: 9:45 p.m.


Time Out: 9:57 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

No action was taken.

18. ADJOURNMENT:

VOTED: To adjourn at 9:58 p.m. (Morang -- Ledbetter) (10 – 0)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, February 14, 2018 – 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 February 28, 2018 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, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Sarah Woodard (arrived at 7:40 p.m. left at 10:06 p.m.)
Also in attendance was Ben Morang, Student Representative.

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

5. GOOD NEWS AND RECOGNITION:

A. Maine Scholastics Art & Writing Competition–Gold & Silver Key Awards and Honorable Mention

B. Report from Board's Student Representative – Ben Morang reported on happenings at Freeport High School.

6. EXECUTIVE SESSION:

A. VOTED: To enter into Executive Session regarding a student matter pursuant to 1 M.R.S.A § 405(6)(B). (Ledbetter – Vertenten) (10 – 0)

Time In: 6:40 p.m.

Time Out: 7:13 p.m.

7. ACTION AS A RESULT OF EXECUTIVE SESSION:

A. VOTED: Having received satisfactory evidence that the behavior causing a student to be removed from school is not likely to recur, I move pursuant to 20-A M.R.S. Section 1001(9) to readmit the student. (Vertenten – Galletta) (10 – 0)

8. PUBLIC COMMENT:

None

9. UNFINISHED BUSINESS:

A. Workshop: Budget Review

1. Durham Community School – Will Pidden
2. Freeport Middle School – Ray Grogan
3. Freeport High School – Jen Gulko

B. VOTED: To approve Policy CBI – Evaluation of the Superintendent of Schools (2nd Read) (Ledbetter – Steverlynck) (11 – 0). The student representative voted with the majority.

10. NEW BUSINESS:

A. 2018-2019 Freeport High School Program of Studies – Jen Gulko

B. VOTED: To change the March 16, 2018 Professional Learning Day to a student day on the 2017-2018 school calendar. (Ledbetter – Brown) (11 – 0). The student representative voted with the majority.

C. VOTED: To approve the 2018-2019 School Calendar (1st Read) (Ledbetter – Galletta) (11 – 0). The student representative voted with the majority.

D. Motion to consider approval for 1st Read of the Class Size Policy as amended:
(Steverlynck – Morang)

Paragraphs 1 and 2 stay the same.

Chart changes:

K-2, 18 to 1

3-5, 20 to 1

6-8, 21-1

Paragraphs 4 and 5 stay the same

Paragraph 6 changes:

Strike out: clearly;

Strike out: (by 2 or more students)

Add: “above ratios” after the word exceeds

Add: “and the Board” after in consultation with

Strike out: “No action required;”

Strike out: “or”

Add: “or” to Canceling the course;

Add: “Taking no action”

Paragraph 7 is deleted.

Steverlynck amended her first motion to consider approval for 1st Read of the Class Size Policy and withdrew her first motion. (Steverlynck – Morang)

Paragraphs 1 and 2 stay the same.

Chart changes:

K-2, 18 to 1

3-5, 20 to 1

6-8, 21-1

Paragraphs 4 and 5 stay the same

Paragraph 6 changes:

Strike out: clearly;

Strike out: (by 2 or more students)

Add: “above ratios” after the word exceeds

Removed the addition of: “and the Board” after in consultation with

Strike out: “No action required;”

Strike out: “or”

Add: "or" to Canceling the course;
Add: "Taking no action"
Paragraph 7 stays the same.

(Stevelynck – Morang) (5 – 5) (490 – 410 Ritcheson, Galletta, deCsipkes, Ledbetter, Brown)

11. PUBLIC COMMENT:

None


12. EXECUTIVE SESSION: THIS ITEM WAS TABLED

A. 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.

13. ACTION AS A RESULT OF EXECUTIVE SESSION:

14. ADJOURNMENT:

VOTED: To adjourn at 10:20 p.m. (Ledbetter – Galletta) (10 – 0)


Becky J. Foley
Superintendent of Schools

8.B.1.

RSU #5	General Budget Report	1/31/2018			2017-2018			
Article #	Description	2017-2018 Budget	Transfers	Revised Budget	Expenses YTD	Encumb YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$ 3,137,663.00	\$ -	\$ 3,137,663.00	\$ 1,478,663.61	\$ 120,039.92	\$ 1,538,959.47	49.05%
Article 2	School Administration	\$ 1,537,853.00	\$ -	\$ 1,537,853.00	\$ 832,215.31	\$ 4,580.32	\$ 701,057.37	45.59%
Article 3	Operation of Plant	\$ 4,825,088.00	\$ -	\$ 4,825,088.00	\$ 2,965,481.26	\$ 370,091.10	\$ 1,489,515.64	30.87%
Article 4	Voc. E. Assessment	\$ 574,091.00	\$ -	\$ 574,091.00	\$ 382,731.52	\$ 191,365.74	\$ (6.26)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 374,829.00	\$ -	\$ 374,829.00	\$ 248,952.59	\$ 124,476.41	\$ 1,400.00	0.37%
Article 6	Instruction K - 12	\$ 12,645,570.00	\$ -	\$ 12,645,570.00	\$ 5,381,650.33	\$ 49,791.93	\$ 7,214,127.74	57.05%
Article 7	Co-Curr. & Athletics	\$ 760,096.00	\$ -	\$ 760,096.00	\$ 348,895.15	\$ 29,921.62	\$ 381,279.23	50.16%
Article 8	District Adminitstration	\$ 841,731.00	\$ -	\$ 841,731.00	\$ 478,288.84	\$ 11,590.58	\$ 351,851.58	41.80%
Article 9	Transportation Services	\$ 1,486,225.00	\$ -	\$ 1,486,225.00	\$ 799,680.04	\$ 60,587.34	\$ 625,957.62	42.12%
Article 10	Debt Services	\$ 1,644,542.00	\$ -	\$ 1,644,542.00	\$ 1,449,180.66	\$ 195,361.34	\$ -	0.00%
Article 11	Special Education Services	\$ 4,379,997.00	\$ -	\$ 4,379,997.00	\$ 1,879,671.49	\$ 3,489.00	\$ 2,496,836.51	57.01%
	Totals	\$ 32,207,685.00	\$ -	\$ 32,207,685.00	\$ 16,245,410.80	\$ 1,161,295.30	\$ 14,800,978.90	45.95%

2/28/2018

Building/Program: Pownal Elementary School

What key issues and priorities are you trying to address in your proposed budget? *(Administrators identified the following three focus areas: math coaching, increased student support for differentiation, and increased funding for building maintenance.*

My support for increasing the maintenance budget by \$50,000 will increase the pace of addressing major items on the long range capital plan. There are 3 time sensitive maintenance projects at Pownal Elementary. New locks for the doors on PES is the first priority. Reworking the current office space to move into the main office is also on the capital improvement plan. I would also like to see the addition of a generator at PES on a future capital improvement plan.

How do these priorities align with the district's three strategic objectives?

While increased building maintenance funding does not directly relate to the three strategic objectives, safety and efficiency are foundations of a well-run school system.

FY 2019 Projected Enrollment / Class Size Ratio by Grade

Projected enrollment: 120

Pre-K 16-2 (teacher/ed tech)

Kindergarten- 20 to 1

First grade- 16 to 1

Second grade- 19 to 1

Third grade 20 to 1

Fourth grade 14 to 1

Fifth grade 14 to 1

Staffing Adjustments to Budget in FY 18	Staffing Adjustments to Budget in FY 19
.5 K to implement all day K Shift from 1 30 hour RTI Ed tech to a .5 teacher with an 18 hour ed tech.	None requested

Other significant FY 19 requests in budget and need (Supplies, Equipment, etc).

NA

Building/Program: Mast Landing School**What key issues and priorities are you trying to address in your proposed budget?**

(Administrators identified the following three focus areas: math coaching, increased student support for differentiation, and increased funding for building maintenance.)

The proposed budget enables us to provide more targeted and sustained support to students with behavioral and/or social-emotional needs. The additional 0.2 social work time will be directed towards supporting students in regular education through collaborative development and implementation of RTI B supports (including behavioral support plans) with classroom teachers. Through a combined position with MSS, it also enables sustained support for students pre-K through grade 5.

Additionally, increasing one current special education educational technician II position to an educational technician III enables that employee to engage in valuable planning for instruction, maximizing the impact of the position.

How do these priorities align with the district's three strategic objectives?

These priorities align with the implementation of proficiency-based learning pre-K through 12, specifically the implementation and revision of RTI B.

FY 2019 Projected Enrollment / Class Size Ratio by Grade

	Students	Teachers	Projected Class Size
3rd Grade	72	4	18
4th Grade	84	4	21
5th Grade	91	4	22-23

Staffing Adjustments to Budget in FY 18	Staffing Adjustments to Budget in FY 19
Reduction of 2 classroom teachers (to support enrollment transfer to FMS)	Addition of 0.2 regular education social worker
	Change one ed tech II role to an ed tech III role

Other significant FY 19 requests in budget and need (Supplies, Equipment, etc).

FY 2019 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

9.A.3.

Building/Program: Morse Street School

What key issues and priorities are you trying to address in your proposed budget?
(Administrators identified the following three focus areas: math coaching, increased student support for differentiation, and increased funding for building maintenance.

The proposed budget enables us to provide more targeted and sustained support to students with behavioral and/or social-emotional needs. The additional 0.2 social work time will be directed towards supporting students in regular education through collaborative development and implementation of RTI B supports (including positive behavioral support plans) with classroom teachers. Through a combined position with MLS, it also enables sustained support for students pre-K through grade 5.

Additionally, the budget increases three current regular education educational technician hours from 30 hours per week to 32.5 hours per week and one Ed-tech II to an Ed-Tech III. These additional hours enable those employees to support supervision during arrival and dismissal times, and provide opportunities to communicate with teaching staff. Increasing one current regular education educational technician II position to an educational technician III enables that employee to engage in valuable planning for instruction, maximizing the impact of the position.

How do these priorities align with the district's three strategic objectives?

These priorities align with the implementation of proficiency-based learning pre-K through 12, specifically the implementation and revision of RTI B.

FY 2019 Projected Enrollment / Class Size Ratio by Grade

	Students	Teachers	Projected Class Size
PreK	48	1.6	16
Kindergarten	75	5	15
Grade 1	78	4	19/20
Grade 2	70	4	17/18

Staffing Adjustments to Budget in FY 18	Staffing Adjustments to Budget in FY 19
Addition of 1.0 RTI math teacher	Addition of 0.2 regular education social worker
Addition of 1.0 K Teacher	Change 3 regular ed tech hours from 30 to 32.5 per week.
	Change 1 Ed-tech II to Ed-tech III
	Reduction of 1 Ed-tech (15 hours per week)

Other significant FY 19 requests in budget and need (Supplies, Equipment, etc).

FY 2019 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Program: RSU No. 5 Community Programs

What key issues and priorities are you trying to address in your proposed budget? *(Administrators identified the following three focus areas: math coaching, increased student support for differentiation, and increased funding for building maintenance.*

- Increased support for Adult Ed programming: Focusing on areas of local need, including ESOL, Family Literacy, Dropout prevention services, and Workforce Training, including opportunities for collaboration with the new Cumberland County Adult Education and Workforce Training Hub (RSU5 Adult Education is now a partner in this coalition as part of Maine DOE restructuring).
- Increased professional development opportunities for staff members:
 - bringing in content area experts to work with Laugh & Learn teachers (Maine Roads to Quality and DHHS and others) to increase our MRTQ rating, and
 - providing access to live webinars and offsite training for Adult Education initiatives such as
 - WIOA implementation (federal Workforce Innovation and Opportunity Act),
 - LWIB grants (local workforce investment board, required partnerships with the CareerCenter, Workforce Solutions, the Maine Community College System, Maine Adult Education and employer partners); and
 - training for implementation of new blended learning program, HiSET Academy.
- Streamline student registration, tracking, data, financial and management processes through implementation of a new web-based Childcare Management program. This will reduce the management time required of program Coordinator and Office Manager, provide better and more complete online experiences for students, teachers and parents, and provide better checks and balances for daily management.
- Provide supportive after school programming for teens at little or no cost that will increase student achievement and self-esteem.
- Implement a new web-based Facility Scheduling program.

How do these priorities align with the district's three strategic objectives?

- The district's first two strategic objectives only include PreK - 12 students. However, federal laws, primarily the overarching WIOA through which all Adult Education becomes accountable, have significantly increased requirements in Adult Education. The focus is on Career Pathways and program efficacy for all learners, which include high school students who come to us as part of the HiSET program. Professional development, and

increased class and advising time for students will improve teacher and administrator effectiveness in Adult Education.

- Continued improvement and collaboration between Adult Ed partners helps strengthen the district RTI offerings.
- We are currently working as a partner in the newly created Cumberland County Adult Education and Workforce Training Hub to create multi-year plans for workforce training in LWIB identified sectors of Healthcare, Finance, Construction, Transportation and Technology. Programming includes applying for funding through federal grants such as AEFLA and state grants such as TechHire. This work is on-going.

FY 2019 Projected Enrollment / Class Size Ratio by Grade

ABE, CT, HSE, HiSET and Accuplacer Prep: Enrollment varies significantly throughout the year, and is also affected by classes that are jointly offered through grant partners. Typically, our Learning Lab sees 6 to 10 students at each class (two four-hour sessions per week), with individualized instruction delivered by two part-time teachers. We have also recently added one session of advising each week during the lab, delivered by the Adult Ed Coordinator.

Our ESOL program currently has 15 students. We offer two classes each week at various levels with one paid instructor, and have 10 volunteer tutors that meet monthly with the instructor for training.

In our Laugh & Learn program, we lost access to one of our classrooms right before the start of the school year at Morse Street school in order to accommodate a change in location of a special ed classroom. So we had to reduce the number of students we could take in our PreK program. We have 8 FTEs overseeing 118 students in three buildings over 6 grade levels, for a ratio of 15:1. We have reduced our staffing this year due to a decrease in the average number of daily students caused by the increase in PreK at Morse Street School. While our average daily registration has decreased by ½ a day, the number of students being served and managed has slightly increased over last year. And we have waiting lists at all schools for aftercare. My budget is based on maintaining the same enrollment and staffing.

Staffing Adjustments to Budget in FY 18	Staffing Adjustments to Budget in FY 19
<ul style="list-style-type: none"> ● increasing ESOL/local literacy teacher to 10 hours per week, 45 weeks per year ● reduced 1 FTE from Laugh & Learn preschool 	<ul style="list-style-type: none"> ● increasing ESOL from two classes to three classes per week. ● increasing advising hours in the Learning Lab by 2 hours per week ● increasing College Transitions and Adult Transitions training in Learning Lab by 2 hours per week

Other significant FY 19 requests in budget and need (Supplies, Equipment, etc).

Adding a Programmer at 12 hours per week to the Recreation program for the school year. Continuing to bring instruction and control in house, rather than through high cost subcontractors. The cost will be covered in user fees.

Purchasing recreation equipment to upgrade and replace old and broken facilities - adjustable basketball nets are the most significant, for use at FHS. These will be purchased with Recreation undesignated fund balance monies at a cost of approximately \$5,600, and will be available for use to all programs.

We are in the process of reviewing options for upgrading and replacing old and inadequate cooking equipment in the room we use for teaching at FMS. I have budgeted \$8,850 for this purpose, with the funds to come from the Recreation UFB.

What did you request that was not included in your budget? How will the needs in your request be met differently?

All requests are included in the budget.

Fund	Program	Function	Object	Cost Center	Description	FY19 budget	
RSU5 COMMUNITY PROGRAMS							
REVENUE							
AE							
1500	0000	0000	41114	409	Local taxes raised in a RSU in support of AE	\$	112,000
1500	0000	0000	41359	409	Adult Ed Fees from subsidizable courses		
1500	0000	0000	43240	409	State Subsidy	\$	52,000
2010	6600	0000	41929	400	ME Comm Foundation Grant, Local Literacy		
					College Transitions Grant - expended under		
2215	6060	0000	43249	409	program 6060	\$	2,500
					ABE/AEFLA (includes EL Civics) use with fund		
2950	6100	0000	44581	409	2950	\$	-
					Adult English Literacy (AEFLA) use with fund		
2940	6110	0000	44582	409	2940	\$	-
					TOTAL	\$	166,500
ENRICHMENT							
6150	0000	0000	41317	400	Enrichment Fees	\$	40,000
REC							
6800	0000	0000	41990	000	User Fees	\$	290,000
6800	0000	0000	41991	000	Sponsorships and Grants	\$	3,000
6800	0000	0000	41992	000	Fundraising - scholarships	\$	5,000
6800	0000	0000	41993	000	Miscellaneous Income (includes rental income)	\$	8,500
					TOTAL	\$	306,500
LNL							
6810	0000	0000	41990	000	Tuition	\$	346,378
6810	0000	0000	41992	000	Fundraising		

Fund	Program	Function	Object	Cost Center	Description	FY19 budget	
6810	0000	0000	41993	000	Misc Income, Registration & Activity Fees, PD & Vacation Camps	\$	9,500
TEEN CENTER						\$	355,878
6820	0000	0000	41114	000	RSU5 contribution	\$	-
6820	0000	0000	41214	000	Town contributions	\$	8,600
6820	0000	0000	41990	000	User Fees	\$	-
6820	0000	0000	41991	000	Sponsorships and Grants	\$	6,000
6820	0000	0000	41992	000	Fundraising	\$	3,000
6820	0000	0000	41993	000	Misc Income	\$	-
TOTAL						\$	17,600
TOTAL						\$	886,478

						FY19 budget	
DIRECTOR'S OFFICE							
1500	6000	2000	51040	409	Coordinator Salary	\$	16,703
1500	6000	2000	52040	409	Coordinator benefits, excluding retirement/tuition	\$	3,944
1500	6000	2000	52340	409	Coordinator retirement	\$	1,941
1500	6000	2000	52540	409	Coordinator tuition reimbursement	\$	500
1500	6000	2300	51040	409	Director's Salary	\$	55,845
1500	6000	2000	51080	409	Support Salary	\$	11,216
1500	6000	2300	52040	409	Director's benefits, excluding retirement/tuition	\$	15,052
1500	6000	2000	52080	409	Support Benefits, excluding retirement/tuition	\$	5,030
1500	6000	2300	52340	409	Director's retirement	\$	2,217
1500	6000	2000	52380	409	Support retirement	\$	1,303
1500	6000	2300	52540	409	Director's tuition reimbursement	\$	3,150
1500	6000	2000	52580	400	Support tuition reimbursement	\$	250

Fund	Program	Function	Object	Cost Center	Description	FY19 budget
1500	6000	2300	53000	409	Contracted Services	\$ 250
1500	6000	2000	53300	409	Employee Training and Development	\$ 250
1500	6000	2300	54300	400	Technology related repairs and Maintenance	\$ -
1500	6000	2300	55310	409	Postage	\$ 1,000
1500	6000	2300	55430	409	Advertising	\$ 6,195
1500	6000	2300	55530	409	Printing	\$ 500
1500	6000	2300	55600	409	Tution Paid to other SAUs/Ed Service Agencies	\$ -
1500	6000	2300	55800	409	Employee Travel, excluding PD and state meetings	\$ 1,000
1500	6000	2300	55830	409	Employee travel to state meetings	\$ 250
1500	6000	2300	56000	400	Other supplies	\$ 650
1500	6000	2300	57341	400	Technology related software	\$ 2,120
1500	6000	2300	57351	400	Technology related hardware	\$ 1,500
1500	6000	2300	58000	400	Miscellaneous	\$ 500
1500	6000	2300	58130	409	HSE (HiSET) Fee	\$ 175
1500	6000	2329	56000	400	Advisory Council all supplies	\$ 100
						\$ 131,640
COLL TRANS Grant funded						
2215	6060	1000	51010	409	Teacher Salary	\$ 1,440
2215	6060	1000	52310	409	Teacher retirement/benefits	\$ 170
2215	6060	1000	53000	409	Contracted Services	
2215	6060	1000	53300	409	Employee Training and Development	\$ 250
2215	6060	1000	54300	409	Technology Related Repairs and Maintenance	\$ -
2215	6060	1000	55600	409	Tution Paid to other SAUs/Ed Service Agencies	\$ -
2215	6060	1000	55800	409	Employee Travel, excluding PD and state meetings	\$ 100
2215	6060	1000	55830	409	Employee travel to state meetings	\$ -
2215	6060	1000	56000	409	Other supplies	\$ 50
2215	6060	1000	56100	409	Instructional supplies	\$ 400
2215	6060	1000	57341	409	Technology related software	
2215	6060	1000	57351	409	Technology related hardware	\$ -

Fund	Program	Function	Object	Cost Center	Description	FY19 budget
2215	6060	1000	58000	409	Miscellaneous	\$ 100
2215	6060	2120	51010	409	Advisor Salary	\$ 1,500
2215	6060	2120	52310	409	Advisor Retirement	\$ 177
						\$ 4,186

**WORKFORCE
TRAINING**

These expenses may change significantly over the next year due to state and federal changes in the d.

1500	6300	1000	51010	409	Teacher Salary	\$ -
1500	6300	1000	52310	409	Teacher retirement/benefits	\$ -
1500	6300	1000	53000	409	Contracted Services	\$ -
1500	6300	1000	53300	409	Employee Training and Development	\$ 537
1500	6300	1000	54300	409	Technology Related Repairs and Maintenance	\$ -
1500	6300	1000	55600	409	Tution Paid to other SAUs/Ed Service Agencies	\$ -
1500	6300	1000	55800	409	Employee Travel, excluding PD and state meetings	\$ 100
1500	6300	1000	55830	409	Employee travel to state meetings	\$ -
1500	6300	1000	56000	409	Other supplies	\$ -
1500	6300	1000	56100	409	Instructional supplies	\$ 100
1500	6300	1000	57341	409	Technology related software	\$ -
1500	6300	1000	57351	409	Technology related hardware	\$ -
1500	6300	1000	58000	409	Miscellaneous	\$ -
						\$ 737

**HIGH SCHOOL
COMPLETION**

1500	6500	1000	51010	409	Teacher Salary	\$ 7,776
1500	6500	1000	52310	409	Teacher retirement/benefits	\$ 916
1500	6500	1000	53000	409	Contracted Services	\$ 1,950
1500	6500	1000	53300	409	Employee Training and Development	\$ 1,073
1500	6500	1000	54300	409	Technology Related Repairs and Maintenance	\$ -
1500	6500	1000	55600	409	Tution Paid to other SAUs/Ed Service Agencies	\$ -
1500	6500	1000	55800	409	Employee Travel, excluding PD and state meetings	\$ 100
1500	6500	1000	55830	409	Employee travel to state meetings	\$ -
1500	6500	1000	56000	409	Other supplies	\$ 100

Fund	Program	Function	Object	Cost Center	Description	FY19 budget
1500	6500	1000	56100	409	Instructional supplies	\$ 500
1500	6500	1000	57341	409	Technology related software	\$ 750
1500	6500	1000	57351	409	Technology related hardware	\$ -
1500	6500	1000	58000	409	Miscellaneous	\$ 250
1500	6500	2120	51010	409	Advisor Salary	\$ 8,351
1500	6500	2120	52310	409	Advisor Retirement/benefits	\$ 2,942
						\$ 24,709
GRANT FUNDED LITERACY						
Grant funding is finished, now local literacy						
2010	6900	1000	51010	400	Teacher Salary	\$ -
2010	6900	1000	52310	400	Teacher retirement/benefits	\$ -
2010	6900	1000	53000	400	Contracted Services	\$ -
2010	6900	1000	53300	400	Employee Training and Development	\$ -
2010	6900	1000	54300	400	Technology Related Repairs and Maintenance	\$ -
2010	6900	1000	55600	400	Tution Paid to other SAUs/Ed Service Agencies	\$ -
2010	6900	1000	55800	400	Employee Travel, excluding PD and state meetings	\$ -
2010	6900	1000	55830	400	Employee travel to state meetings	\$ -
2010	6900	1000	56000	400	Other supplies	\$ -
2010	6900	1000	56100	400	Instructional supplies	\$ -
2010	6900	1000	57341	400	Technology related software	\$ -
2010	6900	1000	57351	400	Technology related hardware	\$ -
2010	6900	1000	58000	400	Miscellaneous	\$ -
						\$ -
LOCAL LITERACY						
1500	6600	1000	51010	409	Teacher Salary	\$ 8,280
1500	6600	1000	52310	409	Teacher retirement/benefits	\$ 975
1500	6600	2300	53000	409	Contracted Services	\$ 1,950
1500	6600	1000	53300	409	Employee Training and Development	\$ 805
1500	6600	1000	54300	409	Technology Related Repairs and Maintenance	\$ -
1500	6600	1000	55600	409	Tution Paid to other SAUs/Ed Service Agencies	\$ -
1500	6600	1000	55800	409	Employee Travel, excluding PD and state meetings	\$ -

Fund	Program	Function	Object	Cost Center	Description	FY19 budget	
1500	6600	1000	55830	409	Employee travel to state meetings	\$	-
1500	6600	1000	56000	409	Other supplies		
1500	6600	1000	56100	409	Instructional supplies	\$	1,200
1500	6600	1000	57341	409	Technology related software	\$	250
1500	6600	1000	57351	409	Technology related hardware	\$	-
1500	6600	1000	58000	409	Miscellaneous	\$	-
						\$	13,460
TOTAL ADULT ED EXPENSES, Academic only						\$	174,732
ENRICHMENT							
6150	6200	1000	51010	400	Adult Enrichment Teacher Salaries	\$	2,000
6150	6200	1000	52010	400	Adult Enrichment Teacher Benefits		
6150	6200	1000	53110	400	Contracted Services	\$	15,200
6150	6200	1000	56000	400	General Supplies	\$	100
6150	6200	1000	56101	400	Program Supplies	\$	250
6150	6200	1000	59000	400	Enrichment Refunds	\$	1,200
6150	6200	2000	51040	400	Coordinator Salary	\$	8,351
6150	6200	2000	51080	400	Support Salary		
					Coordinator benefits, excluding retirement/tuition	\$	1,972
6150	6200	2000	52040	400	retirement/tuition	\$	1,972
6150	6200	2000	52080	400	Support Benefits, excluding retirement/tuition		
6150	6200	2000	52340	400	Coordinator retirement	\$	970
6150	6200	2000	52380	400	Support retirement		
6150	6200	2300	51040	400	Director's Salary	\$	18,615
					Director's benefits, excluding retirement/tuition	\$	5,017
6150	6200	2300	52040	400	retirement/tuition	\$	5,017
6150	6200	2300	52340	400	Director's retirement	\$	739
					Equipment	\$	8,850
						\$	63,265
RECREATION							

Fund	Program	Function	Object	Cost Center	Description	FY19 budget
6800	8100	1000	51010	900	Recreation Teacher Salaries	\$ 100,350
6800	8100	1000	52010	900	Recreation Teacher Benefits	\$ 4,728
6800	8100	1000	52520	900	Employee Training and Development	\$ 750
6800	8100	1000	53000	900	Contracted Services	\$ 61,300
6800	8100	1000	56101	900	Program Supplies	\$ 21,455
6800	8100	1000	59000	900	Recreation Refunds	\$ 5,364
6800	8100	2000	51020	900	Support Salary	\$ 11,216
6800	8100	2000	52020	900	Support Benefits, excluding retirement/tuition	\$ 5,030
6800	8100	2000	52220	900	Support retirement	\$ 1,303
6800	8100	2000	51040	900	Coordinator Salary	\$ 43,974
6800	8100	2000	52040	900	Coordinator benefits, excluding retirement/tuition	\$ 18,129
6800	8100	2000	52340	900	Coordinator retirement	\$ 5,110
6800	8100	2000	52540	900	Coordinator tuition reimbursement	\$ 500
6800	8100	2000	54300	900	Technology related repairs and Maintenance	\$ 200
6800	8100	2000	55310	900	Postage	\$ 250
6800	8100	2000	55430	900	Advertising	\$ 4,598
6800	8100	2000	55530	900	Printing	\$ 200
6800	8100	2000	56000	900	Recreation General Supplies	\$ 250
6800	8100	2000	57341	900	Technology related software	\$ 750
6800	8100	2000	57351	900	Technology related hardware	\$ -
6800	8100	2000	58000	900	Miscellaneous (includes transaction fees)	\$ 1,500
					Equipment	\$ 5,600
						\$ 292,557
LAUGH AND LEARN						
6810	8000	1000	51010	900	Teacher Salary	\$ 164,224
6810	8000	1000	52010	900	Teacher benefits, excluding retirement/tuition	\$ 33,094
6810	8000	1000	52310	900	Teacher retirement	\$ 18,940

Fund	Program	Function	Object	Cost Center	Description	FY19 budget
6810	8000	1000	52510	900	Teacher tuition reimbursement	\$ 900
6810	8000	1000	53000	900	Contracted Services (includes field trips)	\$ 12,200
6810	8000	1000	53300	900	Employee Training and Development	\$ 10,164
6810	8000	1000	56101	900	Classroom supplies	\$ 4,025
6810	8000	1000	56201	900	Food supplies	\$ 7,429
6810	8000	1000	56301	900	Other program supplies	\$ 500
6810	8000	1000	59000	900	LNL Refunds	\$ 750
6810	8000	2000	51080	900	Support Salary	\$ 22,432
6810	8000	2000	52080	900	Support Benefits, excluding retirement/tuition	\$ 10,060
6810	8000	2000	52380	900	Support retirement	\$ 2,607
6810	8000	2000	51040	900	Coordinator Salary	\$ 47,668
6810	8000	2000	52040	900	Coordinator benefits, excluding retirement/tuition	\$ 9,070
6810	8000	2000	52340	900	Coordinator retirement	\$ 5,539
6810	8000	2000	52540	900	Coordinator tuition reimbursement	\$ 500
6810	8000	2000	54300	900	Technology related repairs and Maintenance	
6810	8000	2000	55310	900	Postage	\$ 250
6810	8000	2000	55430	900	Advertising	\$ 3,559
6810	8000	2000	55530	900	Printing	\$ 250
6810	8000	2000	55800	900	Employee Travel, excluding PD	\$ 750
6810	8000	2000	56000	900	Other office supplies	\$ 250
6810	8000	2000	57341	900	Technology related software	\$ -
6810	8000	2000	57351	900	Technology related hardware	\$ -
6810	8000	2300	51040	900	Director's Salary	\$ -
6810	8000	2300	52040	900	Director's benefits, excluding retirement/tuition	
6810	8000	2300	52340	900	Director's retirement	\$ -
					Equipment	\$ 640
6810	8000	2000	58000	900	Miscellaneous - includes transaction fees	\$ 1,000
						\$ 356,800

TEEN CENTER

Fund	Program	Function	Object	Cost Center	Description	FY19 budget	
6820	8000	1000	53000	900	Contracted Services (rent and instructors)	\$	10,650
6820	8000	1000	56101	900	Program Supplies	\$	500
6820	8000	1000	59000	900	Program Refunds		
6820	8000	2000	51040	900	Coordinator Salary	\$	4,886
6820	8000	2000	52040	900	Coordinator benefits, excluding retirement/tuition	\$	2,014
6820	8000	2000	52340	900	Coordinator retirement	\$	568
6820	8000	2000	52540	900	Coordinator tuition reimbursement	\$	-
6820	8000	2000	54300	900	Technology related repairs and Maintenance	\$	-
6820	8000	2000	55310	900	Postage	\$	250
6820	8000	2000	55430	900	Advertising	\$	250
6820	8000	2000	55530	900	Printing	\$	100
6820	8000	2000	56000	900	General Supplies	\$	50
6820	8000	2000	57341	900	Technology related software	\$	250
6820	8000	2000	57351	900	Technology related hardware	\$	1,100
6820	8000	2000	58000	900	Miscellaneous	\$	250
						\$	20,868
TOTAL EXPENSES						\$	908,221

RSU5 Community Programs, 2017-2018

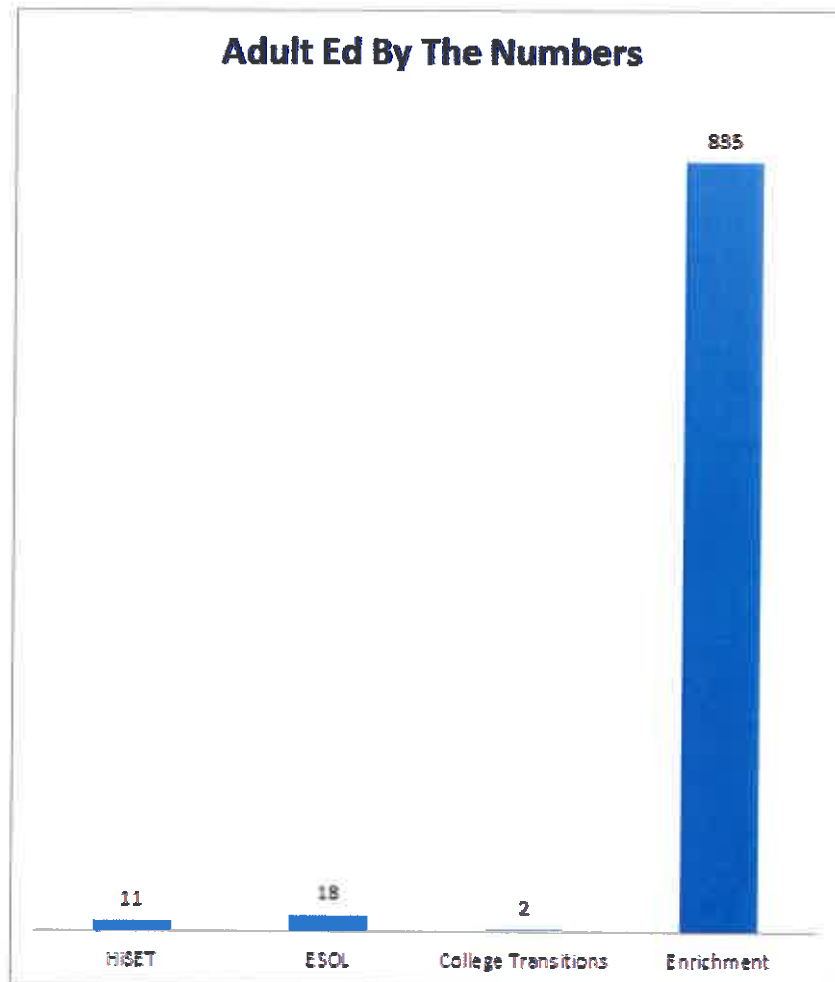
Community Programs has had another year of change and growth. As I reflect on the work of Community Programs this year, I am very proud of what our staff has accomplished, especially in light of the challenges we face in terms of the changing stage in services for immigrants, federal grants for workforce training and support for wrap-around services to at-risk youth. The district programs we oversee include:

Adult Education
Community Education
Facilities Scheduling
Before and After Care
The PORT Teen Center
Youth and Adult Recreation
Laugh and Learn Preschool

At a glance, RSU5 Community Programs has an annual budget of approximately \$950,000; annual adult program enrollment of approximately 900; annual youth enrollment of approximately 2,500; annual childcare and preschool enrollment of approximately 125; an administrative staff of 5 full-time employees; instructional staff of 12 employees; part-time instructional and coaching staff of nearly 200 subcontractors, employees and volunteers; and manages approximately 1,000 calendar events and requests for the use RSU5 facilities.

Adult Education is the primary academic arm. Within AE we provide **ABE/ASE services, high school equivalency diploma completion, adult transitions services, workforce skills preparation referrals, college transitions classes and counseling, and English Language courses.** We provide most services through our **Learning Lab** on Monday and Wednesday evenings now at the PORT, taught by Bob Deady-Schulz. Our ESOL classes are now being taught by Trace Salter, also at the PORT. **Advising services** are handled by the Adult Ed Coordinator, Kelli Park, the Director, and Westport Educational Consulting, depending on the type of services required.

Highlights of the year include:



- Over the past year, we had 11 HiSET students enrolled, with 4 graduates. 7 students are currently attending.
- Over the past year, we have served 18 students from 8 different countries in the various ESOL levels. We currently have 10 attending, with students coming from China, Russia, Iraq, and the DRC.
- Over the past year, we have served 2 College Transitions students. One has enrolled at SMCC in a Pre-Nursing program. And one has enrolled in the TechHire Program, a grant funded statewide technology career initiative.
- Recruitment and training of additional six ESOL tutors, who volunteer on a weekly basis to support the classroom experience our adult learners receive.
- Hiring Trace Salter, a Freeport resident and certified ESOL teacher who has experience working with the immigrant population in southern Maine and also teaches in the Portland Adult Ed program.
- Increased collaboration with Freeport High School administration and guidance to serve at-risk students.

My foci for RSU5 Adult Education over the next year include:

- Continue to increase awareness and enrollment in our adult education programs.
- Continue to work with the high school to provide support for non-traditional graduates.
- Increase cooperation between the Cumberland County Hub partners (8 Directors and programs) to provide access to additional workforce training and support services for at-risk students.
- Increase the use of technology in the classroom.

RSU5 Community (Enrichment) Education programming has been strong. Overseen by **Kelli Park, Adult Ed Coordinator**, we continue to add new instructors and classes each season.

Highlights and foci for Community Education include:

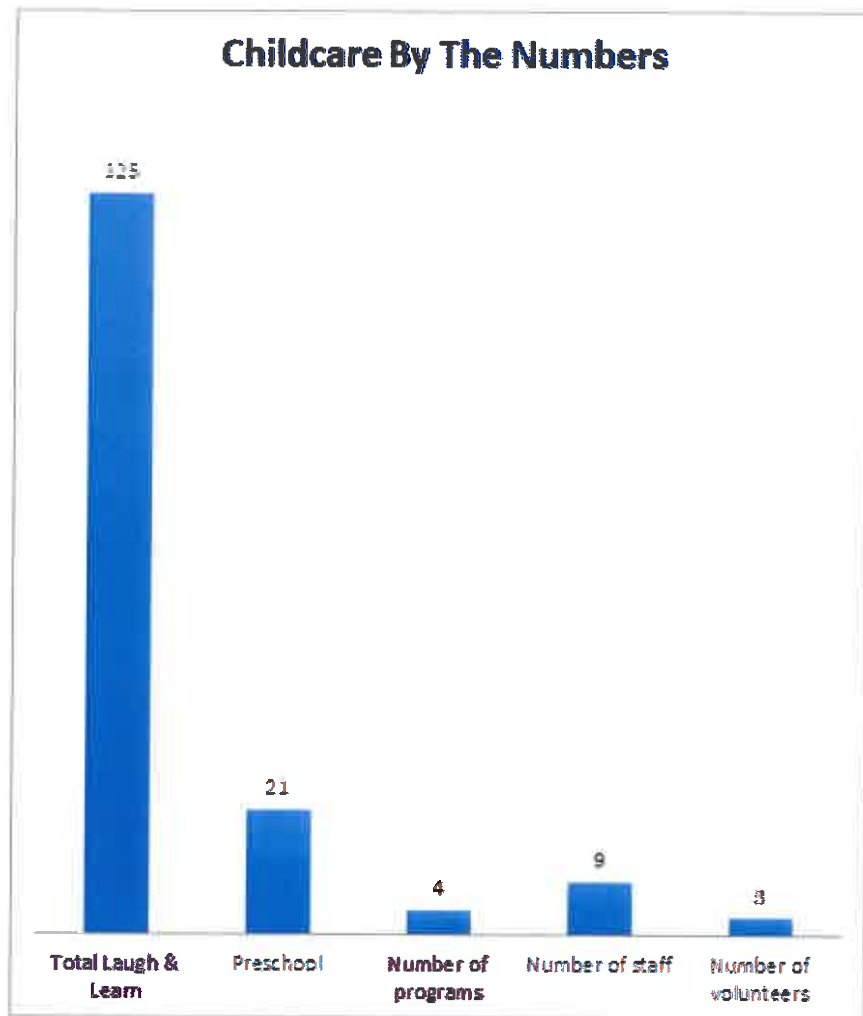
- **Most popular classes:** Cooking with Chris Toy; Gardening with UMaine Cooperative Extension; Yoga; Painting and drawing classes; Foreign language classes.
- During the 2017 calendar year we served over **835 students, running 100 classes with 45 instructors.**
- Our **challenges** continue to revolve around space. **We will be looking at opportunities for improvement and expansion over the next year.**

RSU5 Laugh and Learn. The major changes this year include the hiring of **Bridget Andersen as Childcare Coordinator**, and the loss of one classroom at Morse Street School. Bridget's expertise in lesson planning and alignment of curriculum with standards has been essential to a smooth start and collaboration with the expanded PreK program at Morse Street School. In addition, she has brought renewed vigor (and rigor) to professional development in the program.

We currently have 125 students enrolled in the Laugh and Learn program, with an average daily attendance of 92 students. There are 21 in preschool. The students are enrolled in one preschool classroom at Morse Street School, plus before and after care rooms at Morse St, Mast Landing and Durham Community schools. We have an extremely qualified, experienced, and collegial staff of 9 full and part-time teachers.

Changes made during this school year, and current foci for Laugh and Learn:

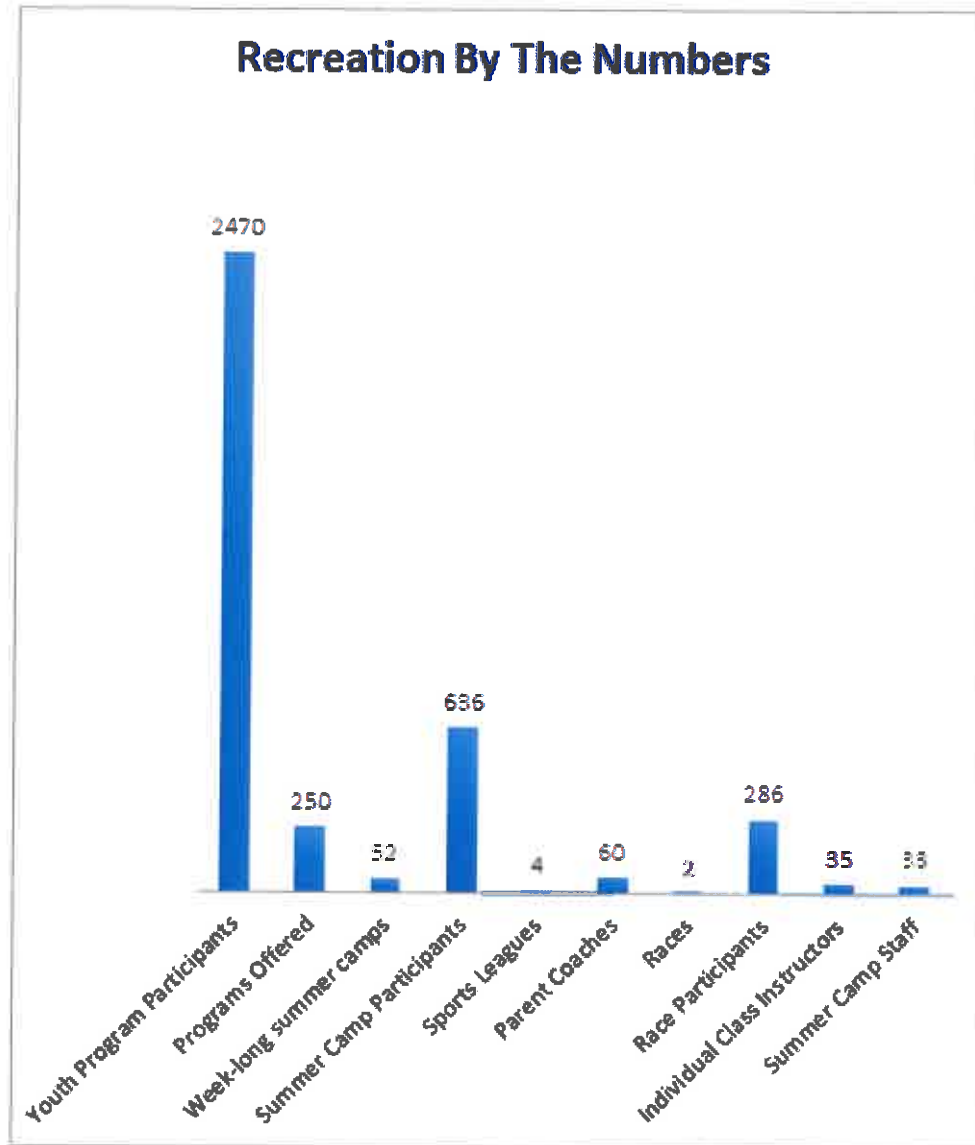
- Moved Preschool from two classrooms to one
- Introduced the use of Lesson Plans
- Created an assessment designed around Maine's Early Learning and Development Standards
- Working on Active Supervision, Intentional Teaching, and Responsive Classroom techniques within the preschool, and before/after care classrooms
- Two food drives for the community through the year delivering boxes of food
- 5-2-1-0 working closely with preschool
- Introduced planning and organizing within Before/After Care
- Streamlined attendance and data tracking for the program
- More STEM related activities in After Care program



RSU5 Recreation

The major change over the past year has been the settling in of **Chris Guerette** as **Recreation Coordinator**. Chris came to us with significant experience in developing and running outdoor programs for youth and has been able to put his expertise to use in offering new outdoor opportunities for teens. One of the highlighted additions to teen programs is an expansion of the Teen Treks Club into the school year, meeting every Wednesday after school at the PORT. Also, Chris has created Xtreme Adventure weeks to Teen Treks summer offerings which include overnight camping and experiences such as rock climbing, white-water rafting, zip-lining.

Chris also has experience with graphic design and, together with Kelli Park, the Adult Ed Coordinator, has revamped the layout of our brochure for readability and user-friendliness.



Facilities Scheduling and Management

Our new **Office Manager, Sarah Cass**, came to us in early 2017. In addition to billing and receivables, she has primary responsibility for handling all requests that come through from the community and schools for use of the facilities. We have seen an increase in the number of requests for use of the facilities, although this is merely anecdotal at this time. It has been a difficult couple years juggling access to new and under-construction facilities. We are currently in the process of researching new programs for managing facilities scheduling and hope to have a better handle on the process by the beginning of the 18-19 school year.

FY 2019 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Program: School Nutrition Program

Erin M. Dow, School Nutrition Director

What key issues and priorities are you trying to address in your proposed budget?

1. Maintain the positive momentum of the program with increased employee hours.
2. Support and enhance the catering initiatives put in place in FY 2018.
3. Continue the improvement to the menu offerings, emphasizing more scratch-cooked food and local ingredients, with a more robust food and supply budget.
4. Procure equipment and supplies that support the goals and objectives of the program and its stakeholders and enhances the dining experience for all of its customers.
5. Improve communications between the nutrition program and the district's students, staff and parents to continue developing a more positive relationship and reputation.

How do these priorities align with the district's three strategic objectives?

Access to regular meals is a scientifically-proven element of student achievement. Providing nutritionally balanced meals in a supportive and comfortable environment sets the framework for a school experience that is supportive of academic and social success. A positive perception of and frequent engagement between the nutrition program and all individuals involved in the education of our students--including staff, parents and guardians, the community and the students themselves--supports the district's vision of a comprehensive approach to student success and achievement.

FY 2019 Projected Enrollment / Class Size Ratio by Grade

N/A

Staffing Adjustments to Budget in FY 18	Staffing Adjustments to Budget in FY 19
Minor increases in staff hours were implemented at the end of FY 17 to accommodate changes to the bell schedule at FMS and FHS.	Staff hours at FMS and FHS will be increased to accommodate increased participation at both schools.

Other significant FY 19 requests in budget and need (Supplies, Equipment, etc).

Food Purchases: Increase budget by 12% (\$35,000) to mirror increased participation district-wide and support the program's priority of creating local partnerships with growers and producers

Supplies: Boost supply expenditures budget by 20% (\$5,000) to fund supplies that support improvements to the general program, increase participation at breakfast by making meals more accessible (pilot at FMS)

Employee Training and Development: 50% (\$1,000) Create more opportunity for staff training and development to enhance their investment in the program and ensure they are well-equipped to excel at and enjoy their challenging jobs



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11.A.

Policy Subcommittee Report

Committee: Policy

Meeting date: February 2, 2018

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.

IHBA - Individualized Education Programs

IHBAA - Referral and General Education Interventions

IHBAL - Grievance Procedures for Persons with Disabilities

The following policy draft was finalized and will be brought to the Board on February 14, 2018 for first read.

IIB - Class Size

Review/Revise Policies:

The following policy was tabled and will be reviewed at the March 2, 2018 Policy Committee meeting.

IHBAI - Independent Educational Evaluations

The next meeting will be held on March 2, 2018 at 8:30 a.m.

Submitted by: Cynthia Alexander



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12A,

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Sarah Woodard, Benjamin Morang, Carter Jedrey-Irvin

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: February 16, 2018

RE: Review/Update of Policies

At the February 28, 2018 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read. The policies are attached.

2nd Read Policies

IHBAC – Child Find
JICIA – Weapons, Violence and School Safety
IIB – Class Size

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

IHBA - Individualized Education Programs
IHBAA - Referral and General Education Interventions
IHBAL - Grievance Procedures for Persons with Disabilities

CHILD FIND

RSU No. 5 seeks to ensure that all children within its jurisdiction are identified, located and evaluated who are school-age 5 through the school year in which they turn 20 and who are in need of special education and supportive assistance -- including homeless children, state wards, state agency clients, students who have been suspended or expelled, children attending private schools receiving home instruction, children incarcerated in county jails, children who have the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year, highly mobile children (including migrant or homeless), and children who are suspected of being disabled and in need of special education and supportive assistance even though they are advancing from grade to grade.

The school unit's child find responsibility shall be accomplished through a unit-wide process which, while not a definitive or final judgment of a student's capabilities or disability, is a possible indicator of special education needs. Final identification of students with disabilities and programming for such students occurs only after an appropriate evaluation and a determination by the IEP Team.

The school unit shall provide Child Find during the first 30 days of the school year or during the first 30 days of enrollment for transfer children, in addition to other Child Find activities provided by the school unit.

This child find process shall include obtaining data on each child through multiple measures, direct assessment, and parent information regarding the child's academic and functional performance, gross and fine motor skills, receptive and expressive language skills, vision, hearing and cognitive skills. RSU No. 5 may schedule child find activities during its annual kindergarten enrollment to assist in planning for necessary special education and related service at the start of the school year. If screening occurs in the spring prior to school entry, RSU No. 5 will refer the child to the regional CDS site within 10 school days.

If the child find process indicates that a student may require special education and supportive services in order to benefit from regular education, the student shall be referred to the IEP Team to determine the student's eligibility for special education services.

School staff, parents, or agency representatives or other individuals with knowledge of the child may refer children to the IEP team if they believe that the student, because of a disability, may be in need of special education and supportive services in order to benefit from regular education. Such a referral should follow the school unit's pre-referral and referral policy.

Legal References: 34 C.F.R. § 300.111 (2006); Me. Dep't of Educ. Reg. ch. 101, IV(2) (May 2012).

Adopted: June 24, 2009
 Reviewed: April 25, 2012
 Revised: April 24, 2013
 Revised: _____

WEAPONS, VIOLENCE AND SCHOOL SAFETY

The RSU No. 5 Board of Directors believes that students and staff are entitled to learn and work in a school environment free of violence, threats and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

School staff are required to report immediately incidents of prohibited conduct by students to the building administrator/designee for investigation and appropriate action.

I. Prohibited Conduct

Students are prohibited from engaging in the following conduct on school property, while in attendance at school or at any school-sponsored activity, or at any time or place that such conduct directly interferes with the operations, discipline or general welfare of the school:

- A. Possession and/or use of articles commonly used or designed to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to firearms, BB guns, pellet guns, any other kind of gun, ammunition, explosives, cross-bows, brass knuckles, switchblades, knives, chains, clubs, Kung Fu stars and numchucks;
- B. Use of any object, although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person. Examples of such articles include but are not limited to bats, belts, picks, pencils, compasses, objects capable of ignition (e.g., matches, lighters), files, tools of any sort and replicas of weapons (including toys);
- C. Violent or threatening behavior, including but not limited to fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property (e.g., verbal or written death threats, threats of bodily harm, bomb threats);
- D. Verbal or written statements (including those made on or through a computer) which threaten, intimidate, or harass others, which tend to incite violence and/or disrupt the school program;
- E. Willful and malicious damage to school or personal property;
- F. Stealing or attempting to steal school or personal property;
- G. Lewd, indecent or obscene acts or expressions of any kind;

- H. Violations of the school unit's drug/alcohol and tobacco policies;
- I. Violations of state or federal laws; and
- J. Any other conduct that may be harmful to persons or property.

II. Use of Other Weapons in Instructional Activities

Nothing in this policy shall prevent the school system from offering instructional activities using objects other than firearms that are generally considered weapons (e.g., bows and arrows) or from allowing an object generally considered a weapon to be brought to school for supervised instructional activities (e.g., archery, boat building) approved by the Superintendent so long as the Superintendent has adopted appropriate safeguards to ensure student and staff safety.

Note: Firearms that are approved under Federal and State laws may be approved by the Superintendent.

Any proposal to introduce an instructional activity involving such objects must be submitted in writing to the Superintendent, who may make a recommendation to the Board. Such proposal must state the objectives of the activity and describe the safeguards that will be put in place to ensure student and staff safety.

No weapons or objects that are generally considered weapons may be used in instructional activities or brought to school for instructional activities unless the Superintendent/designee has given specific permission in advance.

IV. III. Disciplinary Action

Principals may suspend and/or recommend expulsion of students who violate this policy based upon the facts of each case and in accordance with applicable state and federal laws. Conduct which violates this policy is deliberately disobedient and deliberately disorderly within the meaning of 20-A MRSA § 1001 (9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school. Such conduct may also be grounds for expulsion under other provisions of 20-A MRSA § 1001 (9 and 9-A) that specifically prohibit the use and possession of weapons, infractions of violence, and possession, furnishing and trafficking of scheduled drugs.

Students who are found to have brought a firearm (as defined by federal law) to school ~~(as defined by federal law)~~, shall be expelled for a period of not less than one year, unless this requirement is modified by the Superintendent on a case-by-case basis.

All firearms violations shall be referred to law enforcement authorities as required by law. Other violations of this policy shall be referred to law enforcement authorities at the discretion of the Superintendent.

Students with disabilities shall be disciplined in accordance with applicable federal and state laws/regulations and School ~~Committee~~ Board Policy JKF

~~The School Committee authorized the Superintendent to request an immediate psychological evaluation of a student who violates this policy when, in his/her opinion, such an evaluation will assist in assessing the risk the student poses to school safety if the student were to remain in school.~~

~~The Superintendent is also authorized to request psychological evaluations of students who have been identified as posing a substantial risk of violent behavior.—~~

~~All such evaluations shall be performed at the school unit's expense.~~

~~If the parents/guardians and/or student refuse to permit a requested psychological evaluation, the Superintendent and the School Committee may draw any reasonable inferences from the student's behavior concerning the risk the student poses to school safety for purposes of determining appropriate action.~~

IV. Notification Team/Confidentiality

Maine law authorizes law enforcement officers and criminal justice agencies to share with a superintendent or principal information pertaining to a juvenile when the information is credible and indicates an imminent danger to the safety of students or school personnel on school grounds or at a school function. Maine law requires the District Attorney to notify the superintendent when a juvenile is charged with use or threatened use of force or is adjudicated as having committed one or more juvenile crimes that involve the use or threatened use of force.

Within ten days or immediately if necessary for school safety, the Superintendent shall convene a notification team. The notification team must include the administrator/designee of the school building where the student attends, at least one classroom teacher to whom the student is assigned, a guidance counselor, and the student's parent/guardian. The notification team shall determine on this basis of need which school employees are entitled to receive information concerning allegations or adjudications of use or threatened use of force. Information received by the Superintendent/designee and disclosed to the notification team and/or disclosed to school employees is confidential and may not become part of the student's educational record.

The Superintendent shall ensure that confidentiality training is provided to all school employees who have access to this information.

Legal References: 20 USCA § 8921 (Gun-Free Schools Act of 1994)
 20-A MRSA §§ 1001 (9); 1001 (9-A); 6552
 17-A MRSA §§ 2(9); 2(12-A)

Cross Reference: ACAA-Harassment and Sexual Harassment of Students
 ADC-Tobacco Use and Possession
 EBCA-Crisis Response Plan
 JICH-Drug and Alcohol Use by Students

JK-Student Discipline
JKD-Suspension of Students
JKE-Expulsion of Students
JKF-Disciplinary/Removal of Students with Disabilities
JIH-Questioning and Searches of Students
KLG-Relations with Law Enforcement Authorities

Adopted: July 8, 2009
Reviewed: January 23, 2013
Revised: _____

CLASS SIZE

The RSU No. 5 Board of Directors recognizes that there is a relationship between class size and pupil achievement and that this relationship varies greatly across grade levels, among subjects and by methods of instruction. Therefore, the recommended class size in the elementary and secondary schools shall be determined by several variables including grade level, subject area, nature of the pupils in the classroom, nature of the learning objectives, availability of classroom space, instructional methods and procedures used, skills, classroom space, strengths of the teachers and support staff, and budgetary constraints.

Keeping all of these variables in mind, the following student-teacher ratio targets shall serve as a general guide for the organization of classes in the elementary and secondary schools.

Grade Level/Span	Student to Teacher
Pre-K	16 to 1 *
K	18 to 1
1-2	20 to 1 18 to 1
3-5	22 to 1 <u>20 to 1</u>
6-8	22 to 1 <u>21 to 1</u>

*Chapter 124 maximum student to adult ratio as 8 to 1.

Higher class sizes will be allowed for the scheduling of large group instruction for special classes including: fine arts, physical education, instrumental and/or choral music and other special instructional arrangements.

Special Education teacher-student ratios are to be in compliance with Special Education caseload rules and State standards.

When any elementary or middle school class size ~~clearly exceeds~~ above ratios ~~(by 2 or more students)~~ or any high school course falls below a 5:1 ratio, the principal shall notify the superintendent. The superintendent, in consultation with the principal, shall consider options to resolve the issue. Options may include, but are not limited to:

- ~~No action required;~~
- Assigning additional staff;
- Transferring some students to a different class; ~~or~~
- Canceling the course; ~~or~~
- Taking no action.

The superintendent's decision will be communicated to the RSU No. 5 Board of Directors with the understanding that Board approval will be required to hire any additional staff.

Adopted: _____