

6:00-6:30 P.M. – Q & A

This is an opportunity for community members to ask Board members questions about the Board's FY23 Adopted Budget.

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– MAY 11, 2022
FREEPORT HIGH SCHOOL - CAFETERIA
6:30 P.M. REGULAR SESSION
AGENDA**

1. Call to Order:
The meeting was called to order at _____ p.m. by Chair Michelle Ritcheson
2. Attendance:

<input type="checkbox"/> Colin Cheney	<input type="checkbox"/> Jill Piker
<input type="checkbox"/> Candace deCsipkes	<input type="checkbox"/> Maura Pillsbury
<input type="checkbox"/> Jennifer Galletta	<input type="checkbox"/> Michelle Ritcheson
<input type="checkbox"/> Susana Hancock	<input type="checkbox"/> Valeria Steverlynck
<input type="checkbox"/> Elisabeth Munsen	<input type="checkbox"/> Madelyn Vertenten
<input type="checkbox"/> Dung Nguyen	<input type="checkbox"/> Brady Grogan – Student Representative
	<input type="checkbox"/> Piper Williams – Student Representative
3. Pledge of Allegiance:
4. Consideration of Minutes:
A. Consideration and approval of the Minutes of April 13, 2022 and April 27, 2022 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News & Recognition:
 - A. FHS - National Merit Finalist
 - B. FHS - MPA Principals' Award
 - C. FHS - National Scholastics Art and Writing Competition - Gold Medal Recipient
 - D. Report from Board's Student Representative (10 Minutes)
7. Public Comments: (10 Minutes)
8. Reports from Superintendent: (15 Minutes)
 - A. Items for Information
 1. District Happenings
 2. Resignations(effective at the end of the 2021-2022 school year)
 - Hilary Massicotte - PES Special Education Teacher
 - Samantha Medici Havens - DCS 5th Grade Teacher
 - Amber Holmes - DCS Ed Tech
 - Jessica Carr - DCS Food Service Assistant (effective May 27, 2022)
9. Administrator Reports:
 - A. Finance - Peggy Brown (5 Minutes)

10. Board Comments and Committee Reports:

- A. Board Information Exchange and Agenda Requests (10 Minutes)
- B. Policy Committee (10 Minutes)

11. Policy Review: (30 Minutes)

A. Consideration and approval of 2nd Read of the following policies:

JKD - Suspension of Students

JKE - Expulsion of Students

AC - Non-Discrimination/Equal Opportunity and Affirmative Action

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval of 1st Read of the following policies:

JK - Student Discipline

KDB - Public's Right to Know/Freedom of Access

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

NA

13. New Business:

A. Consideration and approval of the Comprehensive Education Plan. (5 Minutes)

Motion: _____ 2nd: _____ Vote: _____

14. Personnel: (5 Minutes)

A. Consideration and approval to accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue contracts for the 2022-2023 school year.

1) Educators for 2nd Year Probationary Contracts:

Samantha Andreason

Brendan Boss

Amy Eisenhard

James Flynn

Janna Glynn

Matthew Howard

Megan Huckins

Stephanie Lewia

Melissa McQuilkin

Rosalyn Moisan

Mark Oliver

Rodrigo Palacios

Emily Radziwon

Genevieve Rumsey

Emily Schutt

Abby Skelton

Amanda Sommi

MaryBeth Steinher

Alexander Toole

Tyler Tracy

2) Educators for Continuing Contracts:

- Susan Albertini
- Margaret Armstrong
- Chelsea Baker
- Natalie Barrett
- Stacey Bilodeau
- Robert Borden
- Darren Carter
- Trevor Donoghue
- Maureen Erskine
- Amy Goodwin
- Hannah Gottlieb
- Kelly Howard
- Haley Lynch
- Katherine Lynch
- Lydia MacDonald
- Julie McCabe
- Nathaniel Menifield
- Jillian Merrill
- Kate Michaud
- Jacquelyn Mitchell
- Margaret Mountcastle
- Jammie Murphy
- Amy Nazzaro
- Lana O'Shea
- Michelle Oliver
- Sharon Pattershall
- Kaley Petros
- Benjamin Potvin
- William Ridge
- Julia Schwarz
- Ross Shaler
- Erika Skiff
- Aja Stephan
- Jacob Willett

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and action to employ a .5 English Teacher at Freeport High School for the 2022-2023 school year.

Motion: _____ 2nd: _____ Vote: _____

15. Public Comments: (10 Minutes)

16. Adjournment:

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

Item #4.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, April 13, 2022 – 6:30 p.m.
Pownal Elementary School – Cafeteria
Meeting Minutes**

6:00 – 6:30 p.m. Q&A on the FY23 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the May 11, 2022 meeting).

1. CALLED TO ORDER:

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

- 2. MEMBERS PRESENT:** Colin Cheney, Candace deCsipkes, Susana Hancock (arrived at 6:38 p.m.), Elisabeth Munsen, Dung Nguyen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck (arrived at 7:13 p.m.), Madelyn Vertenten.

MEMBERS ABSENT: Jennifer Galletta, Jill Piker. There was no Student Representative in attendance.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of March 16, 2022 and March 23, 2022.
(Vertenten – Cheney) (7 – 0).

5. ADJUSTMENTS TO THE AGENDA:

Item #6.B. - removed from the agenda.
Item #8.A. - addition of a retirement.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – No report

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Retirement - Brian Berkemeyer - FHS Math Teacher

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Strategic Communications
-Student Exit Survey & Migration of Students

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

A. VOTED: That the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts Adopted," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting. (Hancock – Munsen) (8 – 0).

13. NEW BUSINESS:

None

14. PERSONNEL:

VOTED: To employ the following individuals. (Hancock – Vertenten) (8 – 0)

- A. Christine MacDonald as a .8 STEM/RTI Teacher at Mast Landing School for the 2022-2023 school year.
- B. Victoria Cousino as a 1st Grade Teacher at Durham Community School for the 2022-2023 school year.
- C. Leah Campbell as a Special Education Teacher at Morse Street School for the remainder of the 2021-2022 school year (one year position).
- D. Marissa Tarrío as a 1st Grade Teacher at Morse Street School for the 2022-2023 school year.
- E. Amber Harrison as a Pre-K Teacher at Morse Street School for the 2022-2023 school year (one year position).
- F. Kathryn Bacon as a 3rd Grade Teacher at Mast Landing School for the 2022-2023 school year.
- G. Kathleen Kanaley as a Classroom Teacher at Mast Landing School for the 2022-2023 school year.

15. PUBLIC COMMENT:

Christine Watson, Pownal

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. (Hancock – Munsen) (8 – 0)

Time In: 7:13 p.m.

Time Out: 8:10 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

VOTED: To authorize the Superintendent to execute contracts for the following administrators, as discussed in Executive Session. (Hancock – Vertenten) (9 – 0)

Julie Nickerson	Emily Grimm	Ray Grogan	Conor Walsh
Will Pidden	Kelli Rogers	Jen Gulko	Charlie Mellon
Craig Sickels	Peggy Brown	Dennis Ouellette	Erin Dow
Cynthia Alexander	Peter Wagner	Gayle Wolotsky	

18. ADJOURNMENT:

VOTED: To adjourn at 8:11 p.m. (Vertenten – Steverlynck) (9 – 0)


Becky J. Foley, Superintendent of Schools

April 13, 2022

Motion: I move that the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts Adopted," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting.

**VOTE TO CALL AND APPROVE THE WARRANTS FOR THE BUDGET MEETING
AND THE BUDGET VALIDATION REFERENDUM
AND TO AUTHORIZE THE NOTICE OF AMOUNTS ADOPTED**

VOTED: That the warrant for the Regional School Unit No. 5 (the "Regional School Unit") Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for May 25, 2022 for the purpose of voting on the annual budget for the Regional School Unit for the 2022-2023 fiscal year;

That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for June 14, 2022 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2022-2023 fiscal year and considering whether to continue the budget validation referendum process; and

That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on May 25, 2022, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 14, 2022 Regional School Unit budget validation referendum.

A true copy as adopted by a majority of the School Board, attest:


Becky Foley Secretary

SECRETARY'S CERTIFICATION

I certify that the April 13, 2022 meeting of the Regional School Unit No. 5 School Board was:
[check one box]

- conducted as a public meeting with no Board members participating remotely; or
- conducted in accordance with Board policy through telephonic, video, electronic, or other similar means of remote participation, and that the Board's vote on this Resolution was taken by roll call as follows:

**RSU No. 5 Board of Directors Meeting
Wednesday, April 27, 2022 – 6:30 p.m.
Durham Community School– Cafeteria
Meeting Minutes**

6:00 – 6:30 p.m. Q&A on the FY23 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the May 11, 2022 meeting).

1. CALLED TO ORDER:

Vice-Chair Elisabeth Munsen called the meeting to order at 6:36 p.m.

2. MEMBERS PRESENT: Colin Cheney, Candace deCsipkes, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Dung Nguyen, Jill Piker, Maura Pillsbury, Valeria Steverlynck, Madelyn Vertenten, Brady Grogan, Student Representative

MEMBERS ABSENT: Michelle Ritcheson

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Item #14.C. - To employ a Math Strategist

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – Brady Grogan

B. Recognition of Odyssey of the Mind First Place Teams from DCS - The recognition was not held.

C. Good News from Durham Community School - Will Pidden and Kelli Rogers

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

1. District Happenings

2. Resignations:

- William Wall, FHS Math Teacher (effective at the end of the 2021-2022 school year)

- Jon Torsch, FHS Math Teacher (effective at the end of the 2021-2022 school year)

- Amy Hockridge, FMS Food Service Assistant (effective 4/14/22)

9. ADMINISTRATOR REPORTS:

A. Fiance- Peggy Brown

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Board Information Exchange and Agenda Requests

B. Finance Committee

C. Policy Committee

11. POLICY REVIEW:

- A. VOTED:** To make Policy FFA - Memorials and Remembrances a separate voting item.
(Hancock – Vertenten) (10 – 0) The Student Representative voted with the majority.

VOTED: To approve 2nd Read of the following policies. (Pillsbury – Hancock) (10 – 0) The Student Representative voted with the majority.

GBGB - Workplace Bullying

BEDH - Public Participation at Board of Directors Meetings

VOTED: To Table policy FFA - Memorials and Remembrances.

(Steverlynck – Pillsbury) (10 – 0) The Student Representative voted with the majority.

- B. VOTED:** To approve 1st Read of the following policies:

(Steverlynck – Pillsbury) (10 – 0). The Student Representative voted with the majority.

JKD - Suspension of Students

JKE - Expulsion of Students

AC - Non-Discrimination/Equal Opportunity and Affirmative Action

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

None

14. PERSONNEL:

- A. VOTED:** To employ June Sellers as the Director of Instructional Support for the 2022-2023 school year. (Galletta – Hancock) (10 – 0) The Student Representative voted with the majority.

- B. VOTED:** To employ Luke Potter as a Social Studies Teacher for the 2022-2023 school year. (Pillsbury – Vertenten) (10 – 0) The Student Representative voted with the majority.

- C. VOTED:** To employ Kate Parkin as an Elementary Math Strategist for the 2022-2023 school year. (Galletta – Hancock) (10 – 0) The Student Representative voted with the majority.

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 8:23 p.m. (Vertenten – Steverlynck) (10 – 0) The Student Representative voted with the majority.


Becky J. Foley, Superintendent of Schools

Item #9.A.

RSU No. 5

Warrant Articles For the Period 04/01/2022 through 04/30/2022

Fiscal Year: 2021-2022

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,038,605.00	\$1,586,550.43	\$16,134,331.49	\$2,904,273.51	\$0.00	\$2,904,273.51	15.3%
ADDITIONAL LOCAL FUNDS (-)	\$9,454,550.13	\$783,579.17	\$7,599,506.38	\$1,855,043.75	\$0.00	\$1,855,043.75	19.6%
ADD'L SHARED REVENUE (-)	\$98,835.00	\$105,320.00	\$105,320.00	(\$6,485.00)	\$0.00	(\$6,485.00)	-6.6%
INTEREST REVENUE (-)	\$30,000.00	\$0.00	\$9,125.15	\$20,874.85	\$0.00	\$20,874.85	69.6%
STATE REVENUES (-)	\$6,249,855.76	\$592,659.76	\$5,676,915.67	\$572,940.09	\$0.00	\$572,940.09	9.2%
MISC REVENUES (-)	\$31,018.00	\$0.00	\$0.00	\$31,018.00	\$0.00	\$31,018.00	100.0%
FUND BALANCE (-)	\$700,000.00	\$0.00	\$0.00	\$700,000.00	\$0.00	\$700,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$35,602,863.89)	(\$3,068,109.36)	(\$29,525,198.69)	(\$6,077,665.20)	\$0.00	(\$6,077,665.20)	17.1%
Total : INCOME	(\$35,602,863.89)	(\$3,068,109.36)	(\$29,525,198.69)	(\$6,077,665.20)	\$0.00	(\$6,077,665.20)	17.1%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$15,705,925.10	\$920,120.98	\$10,016,835.86	\$5,689,089.24	\$4,133,012.78	\$1,556,076.46	9.9%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,781,322.85	\$302,837.63	\$3,119,138.14	\$1,662,184.71	\$1,173,241.90	\$488,942.81	10.2%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$142,979.00	\$23,829.84	\$142,979.04	(\$0.04)	\$0.00	(\$0.04)	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$902,450.58	\$39,393.90	\$612,170.22	\$290,280.36	\$165,724.46	\$124,555.90	13.8%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,447,233.82	\$196,342.24	\$2,429,742.27	\$1,017,491.55	\$836,141.50	\$181,350.05	5.3%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,067,818.68	\$124,696.69	\$856,111.12	\$211,707.56	\$128,412.53	\$83,295.03	7.8%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,767,562.80	\$136,272.75	\$1,436,472.99	\$331,089.81	\$303,519.38	\$27,570.43	1.6%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,187,344.61	\$94,478.84	\$1,080,891.00	\$106,453.61	\$142,763.04	(\$36,309.43)	-3.1%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,096,632.23	\$193,491.79	\$4,212,884.95	\$883,747.28	\$388,452.79	\$495,294.49	9.7%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,208,949.22	\$159,019.40	\$1,208,949.22	\$0.00	\$0.00	\$0.00	0.0%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$294,645.00	\$0.00	\$0.00	\$294,645.00	\$0.00	\$294,645.00	100.0%

Operating Statement with Encumbrance

RSU No. 5

Warrant Articles For the Period 04/01/2022 through 04/30/2022

Fiscal Year: 2021-2022

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : GENERAL FUND EXPENSES	\$35,602,863.89	\$2,190,484.06	\$25,116,174.81	\$10,486,689.08	\$7,271,268.38	\$3,215,420.70	9.0%
Total : EXPENSES	\$35,602,863.89	\$2,190,484.06	\$25,116,174.81	\$10,486,689.08	\$7,271,268.38	\$3,215,420.70	9.0%

End of Report



Item #10.B.

Regional School Unit 5
Durham · Freeport · Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

Policy Committee Report

Committee: Policy

Meeting date: April 29, 2022

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Colin Cheney, Maddy Vertenten, Cynthia Alexander

Absent:

Guests:

Review/Revise Policies:

The following policy was reviewed and will be brought back to the Policy Committee.

JLCD Administration of Medication to Students

The following policies were revised and will be brought to the Board for 1st read on May 11, 2022.

JK Student Discipline

KDB Public's Right to Know/Freedom of Access

The next Policy Committee meeting will be held on *June 3, 2022* at 8:45 a.m.

Submitted by: Cynthia Alexander



Regional School Unit 5
Durham · Freeport · Pownal

Item # 11.A. & B.

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

TO: Colin Cheney, Candace deCsiptes, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Dung Nguyen, Jill Piker, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Brady Grogan, Piper Williams

CC: Julie Nickerson, Lisa Demick, Kelli Rogers, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Peter Wagner, Jen Gulko, Bonnie Violette, Emily Grimm, Conor Walsh, Charlie Mellon, Peggy Brown, Gayle Wolotsky, Anne-Marie Spizzuoco, Jen Winkler, Nancy Dyer, Lisa Blier, Tim Grivois, Nancy Doherty, Kristy Johnson, Shawn McBean, Alicia Deroche, Jill Hooper, Dorothy Curtis, Lynn Shea

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

DATE: May 3, 2022

RE: Review/Update of Policies

At the May 11, 2022 Board of Directors Meeting, the following policies will be on the agenda:

2nd Read

JKD - Suspension of Students

JKE - Expulsion of Students

AC - Non-Discrimination/Equal Opportunity and Affirmative Action

1st Read

JK - Student Discipline

KDB - Public's Right to Know/Freedom of Access

SUSPENSION OF STUDENTS

The Board delegates to the principals the authority to suspend disobedient and disorderly students for a period not to exceed ten (10) school days. Suspensions may be in-school or out-of-school at the discretion of the principal. The Board may impose suspensions longer than 10 days.

Students in grade five or below may not be given an out-of-school suspension except when a student has violated the federal Gun-Free Schools Act or presents an imminent danger of serious physical injury to the student or others, and it is determined that less restrictive interventions would be ineffective. Any suspension of a student in grade five or below cannot be longer than three school days.

Prior to the suspension, except as hereinafter provided:

- A. The student shall be given oral or written notice of the charge(s) against them;
- B. The student shall be given an explanation of the evidence forming the basis for the charge(s); and
- C. The student shall be given an opportunity to present their version of the incident.

However, students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the instructional process may be immediately removed from school. In such cases, the notice of charges, explanation of evidence, and the student's opportunity to present their version of the incident shall be arranged as soon as practicable, not to exceed five student days, after removal of the student from school.

The student's parents/guardians shall be notified of any in-school or out-of-school suspension as soon as practicable by telephone (if possible) and by written notice sent by mail and by email, if possible. In the event a parent/guardian is not available, the student will not be released until an emergency contact or suitable adult is notified. A copy of the notice shall also be sent to the Superintendent.

Students are not allowed on school property during any out-of-school suspension except with the prior authorization of the principal or Superintendent. Students serving out-of-school suspensions shall not be permitted to participate in extracurricular activities.

Students shall be responsible for any schoolwork missed during their suspension. After readmittance, they shall be permitted to take tests, quizzes or any other form of evaluation affecting their grades.

Students assigned to in-school suspensions are expected to work on assignments from classroom teachers, remain in the in-school suspension location throughout the school day, and follow school expectations for conduct. Students serving in-school suspension shall not be permitted to participate in extracurricular activities.

Legal Reference: 20-A MRSA §§ 1001(9), (15-A)(D)

Cross Reference: JIC – Student Code of Conduct
JICIA – Weapons, Violence and School Safety
JICK - Bullying
JK - Student Discipline
JKE - Expulsion of Students
JKF – Suspension/Expulsion of Students with Disabilities

Adopted: March 24, 2010

Revised: March 13, 2013

Reviewed: January 23, 2019

Revised: June 9, 2021

EXPULSION OF STUDENTS

No student shall be expelled from school except by action of the Board. Following a proper investigation of a student's behavior and due process proceedings conducted in accordance with 20-A MRSA § 1001(8)(A), the Board shall expel the student, if found necessary for the "peace and usefulness of the school", as provided in 20-A MRSA § 1001(9) and (9A).

Students in grade five or below cannot be expelled, except for violations of the Gun-Free Schools Act, as provided in 20-A MRSA 20-A MRSA § 1001(9-A).

The Superintendent has the discretion under Maine law to provide an alternative to expulsion on a case-by-case basis. Such determination must be made in writing.

The Board also has the authority to readmit an expelled student on satisfactory evidence that the behavior which was the cause of the student being expelled will not likely recur.

Notice of Expulsion Hearing

Before any expulsion hearing, the Superintendent shall:

- A. Attempt to communicate with the parents/guardians by phone.
- B. Provide written notice in the parent/guardian's first language, by regular and certified mail, and e-mail to the parents/guardians and the student informing them of:
 1. The date, time and location of the hearing;
 2. A description of the incident(s) that resulted in the expulsion hearing;
 3. The student's and parents/guardians' right to review the school's records prior to the hearing;
 4. A description of the hearing process, including the student's right to present and cross-examine witnesses and their right to an attorney or other representation; and
 5. An explanation of the consequences of an expulsion.
- C. Invite the parents/guardians and the student to a meeting prior to the expulsion hearing to discuss the procedures of the hearing.

Expulsion Hearing

The hearing shall be in a properly called executive session and may also be attended by persons designated by the Superintendent to present information in the case. The Board shall reference

the AC – Nondiscrimination: Equal Opportunity and Affirmative Action policy throughout the hearing and while considering the case.

Upon making a decision to expel a student, the Board may:

- A. Expel the student for a specific period of time not to exceed the total number of instructional days approved by the Board for the current year; or
- B. Expel the student for an unspecified period of time and authorize the Superintendent to provide the expelled student with a reentry plan, to be developed in accordance with 20-A MRSA § 1001(9-C), specifying the conditions that must be met in order for the student to be readmitted to school after the expulsion.

The Board has adopted guideless (JKE-R) that outline the procedure for conducting an expulsion hearing and for developing a reentry plan, if applicable.

After the expulsion hearing, the Board shall provide written notice in the parent/guardian's first language of its decision to the parents/guardians and the student by certified mail.

Nothing in this policy shall prevent the Board from providing educational services in an alternative setting to a student who has been expelled.

Legal Reference: 20-A MRSA § 1001 (8-A), (9), (9A-9D)
1 MRSA § 405(6)(B)

Cross Reference: AC – Nondiscrimination: Equal Opportunity and Affirmative Action
JKE-R – Expulsion of Students - Guidelines
JICIA – Weapons, Violence, and School Safety
JK – Student Discipline
JKD – Suspension of Students
JKF – Disciplinary Removal of Students with Disabilities

Adopted: March 24, 2010
Revised: November 28, 2012
Reviewed: September 27, 2017
Revised: May 26, 2021

NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

RSU No. 5 does not discriminate on the basis of sex or other protected categories in its education programs and activities, as required by federal and state laws/regulations.

Discrimination against and harassment of school employees because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability or genetic information are prohibited.

Discrimination against and harassment of students because of race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, or disability are prohibited.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and other individuals having access rights to school premises and activities.

RSU No. 5 has designated and authorized an Affirmative Action Officer/Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination, including sexual harassment. The Affirmative Action Officer/Title IX Coordinator is a person with direct access to the Superintendent.

RSU No. 5 has implemented complaint procedures for resolving complaints of discrimination/harassment and sexual harassment under this policy. RSU No. 5 provides required notices of these complaint procedures and how they can be accessed, as well as the school unit's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents and other interested parties.

Legal Reference: Equal Employment Opportunity Act of 1972 (P.L. 92-261), amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000 (e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.);
34 C.F.R. Part 106 (Title IX regulations)
Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
Equal Pay Act of 1963 (29 U.S.C. § 206)
Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.), as amended
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
Maine Human Rights Act (5 MRSA § 4551 et seq.), as amended

Cross Reference: RSU5 Affirmative Action Plan
ACAA – Harassment and Sexual Harassment of Students
ACAA-R – Student Discrimination/Harassment and Title IX Sexual Harassment Complaint Procedures
ACAB – Harassment and Sexual Harassment of School Employees

**ACAB-R – Employee Discrimination/Harassment and Title IX Sexual
Harassment Complaint Procedures**

Adopted: May 27, 2009
Revised: December 8, 2010; November 20, 2013
Reviewed: June 12, 2019
Revised: October 14, 2020

STUDENT DISCIPLINE

It is essential for schools to maintain a safe and orderly environment that supports student learning and achievement. Effective discipline enables the schools to discharge their primary responsibilities to educate students and promote citizenship and ethical behavior. All students are expected to conduct themselves with respect for others and in accordance with Board policies, school rules, and applicable state and federal laws. Disciplinary action may be taken against students who violate policies, rules, or laws, and/or whose conduct directly interferes with the operations, discipline or general welfare of the school.

The Board expects the following principles to guide the development and implementation of school rules and disciplinary procedures:

- A. Discipline should emphasize positive reinforcement for appropriate behavior, as well as appropriate consequences for misbehavior. The focus should be on providing a school environment where students are engaged in constructive learning and interactions with others.
- B. Expectations for student behavior should be clear and communicated to school staff, students, and parents/guardians.
- C. Positive and restorative interventions should be used to the extent feasible. Consequences for misbehavior should be in proportion to the offense, fair, and consistently enforced. Administrators shall have the discretion to tailor discipline to the facts and circumstances of the particular case.
- D. Parents/guardians should be actively involved in the process of preventing and resolving disciplinary problems at school.

Any restraint or seclusion of students shall comply with applicable regulations and Board policy.

Recess may not be withheld as a consequence for a violation of the Student Code of Conduct for any student in grade five or below, except when there is no alternative time available for restorative interventions related to the student's conduct.

Physical force and corporal punishment shall not be used as disciplinary methods.

Maine law provides that “a teacher or other person entrusted with the care or supervision of a person for special or limited purposes may not be held civilly liable for the use of a reasonable degree of force against the person who creates a disturbance if the teacher or other person reasonably believes it is necessary to a) control the disturbing behavior; or b) remove the person from the scene of the disturbance.”

Teachers are authorized to make and enforce rules for effective classroom management and to foster appropriate student behavior, subject to the direction and approval by the building principal/designee.

School-wide rules shall be developed by the building principal with appropriate input from school staff, students, and parents/guardians and subject to approval by the Superintendent. Principals shall provide for the suspension or other serious disciplinary action against students in accordance with Board policies, administrative procedures, and Maine law.

Students with disabilities shall be disciplined in accordance with applicable federal and state law/regulations.

To reduce disciplinary problems and the potential for violence in the schools, the Superintendent may develop procedures for conflict resolution which may be accomplished through peer mediation, counseling, parent/guardian involvement, services of community agencies, or other activities suitable to the school unit.

Legal Reference: 17-A MRSA § 106
20-A MRSA §§ 1001(15A); 4009

Cross Reference: AC - Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Student Harassment and Sexual Harassment
EBCA – Comprehensive Emergency Management Plan
JIC – Student Code of Conduct
JICIA Weapons, Violence and School Safety
JKAA – Use of Physical Restraint and Seclusion
JKB - Student Detention
JKD - Suspension of Students
JKE - Expulsion of Students
JKF - Suspension/Expulsion of Students with Disabilities

Adopted: July 8, 2009
Revised: January 26, 2011
Revised: March 13, 2013
Reviewed: January 23, 2019

PUBLIC'S RIGHT TO KNOW/FREEDOM OF ACCESS

The Board recognizes the importance of a well-informed public to the operations of the school unit. The Board will comply with all applicable sections of Maine's Freedom of Access Act.

The Board designates the Superintendent, and to act in the absence of the Superintendent, the designee as the Public Access Officer for RSU No. 5. The Public Access Officer is responsible for ensuring compliance in regard to Freedom of Access requests (see 1MRSA § 413(1)).

The Superintendent, and any other person(s) designated as a public access officer shall complete the mandated training on the requirements of Maine's Freedom of Access Act.

Except as otherwise provided by statute, all Board proceedings shall be open to the public, any person shall be permitted to attend, and any records or minutes of such proceedings that are required by law shall be made promptly and shall be open to public inspection.

Board agendas and minutes, proposed and approved Board policies, annual budget reports, student handbooks and Board member Freedom of Access training documentation/certificates shall be available for immediate inspection and/or copying in the Superintendent's Office. Requests for all other public records shall be made to the Public Access Officer, specifying the records desired for inspection/copying. The Public Access Officer/designee may request clarification concerning which public record or records are being requested.

The Superintendent/designee shall acknowledge receipt of a request for inspection and/or copying of public records within five working days of the request.

If the request is denied, the Public Access Officer/designee shall inform the requester in writing within five working days of the request and shall state the reason for denial. Otherwise, inspection and/or copying may be scheduled to occur within a reasonable period of time following the request at a time that will not delay or inconvenience the regular activities of the school unit.

The school unit is not required to create a record that does not exist.

ELECTRONICALLY STORED PUBLIC RECORDS

In compliance with the Freedom of Access Act, the school unit will provide access to an electronically stored public record as a printed document or in the medium in which the record is stored, at the requester's option, except that the school unit is not required to provide access to an electronically stored public record as a computer file if the school unit does not have the ability to separate or prevent the disclosure of confidential information contained in or associated with that file. The school unit is not required to provide access to a computer terminal.

FEES

Except as otherwise provided by law or court order, RSU No. 5 may charge fees as follows:

- A. A fee of ~~.20¢~~ 10¢ per page to cover the cost of copying.

- B. A fee of ~~\$10.00~~ \$25.00 per hour after the first two hours of staff time per request to cover the actual cost of searching for, retrieving, and compiling the requested public record. Compiling the public record includes reviewing and redacting confidential information.
- C. If conversion of a public record into a form susceptible of visual or aural comprehension or into a usable format is necessary, a fee to cover the actual cost of conversion.
- D. A charge for the actual mailing costs to mail a copy of the record.
- E. No fee shall be charged for inspection of public records, unless the record cannot be inspected without being compiled or converted, in which case paragraph B or C applies.

As required by law, the school unit will provide the person making the request an estimate of the time necessary to complete the request and of the total cost and, if the estimated total cost exceeds \$30.00, will inform the requester before proceeding. If the estimated total cost is greater than \$100.00 or if the requestor has previously failed to pay a fee assessed for access to RSU5 records, the requestor may be required to pay all or a portion of the estimated cost prior to the search, retrieval, compiling, conversion and copying of the public record.

The Public Access Officer is directed to develop and implement such administrative procedures as may be necessary to carry out this policy.

Legal Reference: 1 M.R.S.A. § 401 et seq.

Cross Reference: BEC – Executive Sessions
GBJ – Personnel Records and Files
JRA – Student Educational Records

Adopted: August 25, 2010
Revised: November 28, 2012
Revised: February 26, 2014
Reviewed: April 29, 2020

Memorandum

To: RSU5 Board of Directors and Superintendent Dr. Becky Foley
From: Cynthia Alexander, Asst. Superintendent
Date: May 1, 2022
Re: *Comprehensive Education Plan*

The Board is required to have in place a Comprehensive Education Plan (CEP). This plan contains copies of all state required policies, procedures, forms and other documents.

Annually, the Comprehensive Education Plan is updated as policies and procedures may change due to new regulations. Each year we ask the Board to affirm our updated Comprehensive Education Plan with a vote from its members.

The Comprehensive Education Plan is available for review by the Board or other members of our school community and is located at the Superintendent's office.

Here are the 2021-2022 updates to the CEP:

- Personnel Plan
 - Administrative Secretary/Office Secretary Employee Evaluation Handbook 2.8.22
- Comprehensive Guidance Plan
 - Updated Student Service Providers
- Special Education Plan
 - Updated Special Education Plan
- Plan for Use of ESSA Funds
 - FY22 approved ESSA funds application
- Student Facilities Plan and Capital Improvement
 - Updated the Capital Plan

Cynthia Alexander,
Assistant Superintendent