

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY- MARCH 23, 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:

___ Colin Cheney	___ Jill Piker
___ Candace deCsipkes	___ Maura Pillsbury
___ Jennifer Galletta	___ Michelle Ritcheson
___ Susana Hancock	___ Valeria Steverlynck
___ Elisabeth Munsen	___ Madelyn Vertenten
___ Dung Nguyen	___ Brady Grogan – Student Representative
	___ Piper Williams – Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:
 - A. Consideration and approval of the Minutes of March 9, 2022 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

5. Adjustments to the Agenda:

6. Good News & Recognition:
 - A. 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/Retirements (effective at the end of the 2021-2022 school year)
 - Heidi Miller - FMS Math Teacher (resignation)
 - Bonnie Violette - Director of Instructional Support (retirement)
 3. Update on the FY23 Budget

9. Public Input: (30 Minutes)
 - A. Public Input on the FY23 Budget

10. Administrator Reports:
 - A. Finance - Peggy Brown (5 Minutes)

- 11. **Board Comments and Committee Reports:**
 - A. **Board Information Exchange and Agenda Requests (10 Minutes)**
 - B. **Finance Committee (10 Minutes)**
 - C. **Policy Committee (10 Minutes)**

- 12. **Policy Review: (30 Minutes)**
 - A. **Consideration and approval of 2nd Read of Policy JL - Student Wellness.**

Motion: _____ 2nd: _____ Vote: _____

 - B. **Consideration and approval of 1st Read of Policy GBGB - Workplace Bullying.**

Motion: _____ 2nd: _____ Vote: _____

 - C. **Consideration and approval of 1st Read of Policy FFA - Memorials and Remembrances.**

Motion: _____ 2nd: _____ Vote: _____

- 13. **Unfinished Business: (30 Minutes)**
 - A. **Consideration and approval of the FY23 Superintendent's Recommended Budget.**

Motion: _____ 2nd: _____ Vote: _____

- 14. **New Business:**

NA

- 15. **Personnel: (5 Minutes)**
 - A. **Consideration and approval to employ a Principal at Pownal Elementary School for the 2022-2023 school year..**

Motion: _____ 2nd: _____ Vote: _____

- 16. **Public Comments: (10 Minutes)**

- 17. **Adjournment:**

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

Item#4.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, March 9, 2022 – 6:30 p.m.
Freeport High School – Cafeteria
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 March 23, 2022 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:33 p.m.

2. MEMBERS PRESENT: Colin Cheney, Candace deCsipkes, Jennifer Galletta, Elisabeth Munsen, Dung Nguyen, Jill Piker, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, and Piper Williams, Student Representative

MEMBERS ABSENT: Susana Hancock

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of February 9, 2022 and February 16, 2022.
(Pillsbury – Piker) (10 – 0). The Student Representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Add an Item# 14.A. under Personnel
Move Item#12.A. after Item# 8.B.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – Piper Williams

7. PUBLIC COMMENT:

Durham - Shannon Fitzpatrick, Jessica Conley

8. REPORTS FROM SUPERINTENDENT:

A. Resignations: Leah Campbell, Childhood Education Coordinator
Melinda Bard, MSS Educational Technician
Hank Ogilby, FHS Social Studies Teacher (Retirement)
B. Review of FY23 Superintendent's Recommended Budget

12. UNFINISHED BUSINESS:

A. Board Deliberations on the FY23 Budget

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

A. VOTED: To approve 1st Read of Policy JL - Student Wellness
(Munsen – deCsipkes) (10 – 0) The Student Representative voted with the majority.

13. NEW BUSINESS:

None

14. PERSONNEL:

A. VOTED: To hire Sara Holt as an English Language Learner Teacher for the remainder of the 2021-2022 school year (one year position).
(Steverlynck – Cheney) (10 – 0) The Student Representative voted with the majority.

15. PUBLIC COMMENT:

None

16. EXECUTIVE SESSION:

VOTED: To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for discussions relating to the appointment of officials. (Steverlynck – Pillsbury) (10 – 0) The Student Representative voted with the majority.

Time In: 8:37 p.m. Time Out: 9:49 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

None

18. ADJOURNMENT:

VOTED: To adjourn at 9:50 p.m. (Steverlynck – Pillsbury) (10 – 0)



Becky J. Foley, Superintendent of Schools

RSU No. 5

Warrant Articles For the Period 02/01/2022 through 02/28/2022

Fiscal Year: 2021-2022

Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,038,605.00	\$1,417,106.40	\$12,791,786.60	\$6,246,818.40	\$0.00	\$6,246,818.40	32.8%
ADDITIONAL LOCAL FUNDS (-)	\$9,454,550.13	\$689,933.40	\$5,930,102.27	\$3,524,447.86	\$0.00	\$3,524,447.86	37.3%
ADDLN SHARED REVENUE (-)	\$98,835.00	\$0.00	\$0.00	\$98,835.00	\$0.00	\$98,835.00	100.0%
INTEREST REVENUE (-)	\$30,000.00	\$0.00	\$8,100.75	\$21,899.25	\$0.00	\$21,899.25	73.0%
STATE REVENUES (-)	\$6,249,855.76	\$456,819.97	\$4,736,683.72	\$1,513,172.04	\$0.00	\$1,513,172.04	24.2%
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)	(\$2,563,859.77)	(\$23,466,673.34)	(\$12,136,190.55)	\$0.00	(\$12,136,190.55)	34.1%
Total : INCOME	(\$35,602,863.89)	(\$2,563,859.77)	(\$23,466,673.34)	(\$12,136,190.55)	\$0.00	(\$12,136,190.55)	34.1%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$15,705,487.42	\$1,134,743.33	\$7,446,338.88	\$8,259,148.54	\$7,032,811.42	\$1,226,337.12	7.8%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,781,322.85	\$352,055.52	\$2,314,796.68	\$2,466,526.17	\$2,041,680.15	\$424,846.02	8.9%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$142,979.00	\$11,914.92	\$107,234.28	\$35,744.72	\$0.00	\$35,744.72	25.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$902,450.29	\$91,824.79	\$495,554.58	\$406,895.71	\$184,884.33	\$222,011.38	24.6%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,447,233.82	\$232,735.41	\$1,900,612.14	\$1,546,621.68	\$1,297,474.84	\$249,146.84	7.2%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,067,818.68	\$69,348.52	\$618,128.15	\$449,690.53	\$264,561.40	\$185,129.13	17.3%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,767,562.80	\$138,002.64	\$1,094,814.15	\$672,748.65	\$826,524.78	\$46,223.87	2.6%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,187,344.61	\$104,791.16	\$838,758.39	\$348,586.22	\$461,656.05	(\$113,069.83)	-9.5%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,097,069.91	\$224,108.54	\$3,486,102.24	\$1,610,967.67	\$690,267.80	\$920,699.87	18.1%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,208,949.22	\$0.00	\$1,161,801.07	\$47,148.15	\$0.00	\$47,148.15	3.9%
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 02/01/2022 through 02/28/2022

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	\$35,602,863.60	\$2,359,524.83	\$19,464,140.56	\$16,138,723.04	\$12,599,860.77	\$3,538,862.27	9.9%
Total : EXPENSES	\$35,602,863.60	\$2,359,524.83	\$19,464,140.56	\$16,138,723.04	\$12,599,860.77	\$3,538,862.27	9.9%
NET ADDITION/(DEFICIT)	(\$0.29)	(\$204,334.94)	(\$4,002,532.78)	\$4,002,532.49	\$12,599,860.77	(\$8,587,328.28)	29645959 58.6%

End of Report



Regional School Unit 5
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Item # 11.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

Finance Committee Minutes
March 9, 2022
Freeport High School Cafeteria

In attendance:

Beth Munsen (Chair)
Michelle Ritcheson
Dung Nguyen
Becky Foley
Peggy Brown

Absent: None

The Chair of the Finance Committee called the meeting to order at 5:06pm.

Review of FY22 budget to date:

Peggy Brown reported that upon review of the monthly financial reports, discovery was made that a few lines were not populating to the financial reports, and this most likely had been happening over the past year or so since an updated line was created in the new software. This has been rectified in the new software system and a new tool is in place to confirm that all accounts populate to reports in the future. Michelle Ritcheson suggested a procedure manual be created in order to have a guide to follow with this new software.

FY23 Budget Update:

Dung Nguyen shared his work on his review of page 13 & 14 in the Budget Handbook. Dr. Foley referenced updates to the budget which would be shared later at the School Board meeting.

Audit Update:

Marge Hall, the auditor, expects we will receive a preliminary report next week. The Finance Committee would like Marge Hall to meet and go over the report either on March 16th or 23rd. Peggy Brown will reach out to her to determine which date. (Update: She will attend on March 23rd at 5pm).

Other:

As rising fuel costs are a concern due to worldwide events, the committee discussed the option of potentially moving funds from the Capital Reserve account to the Fuel Reserve account. Peggy Brown had reached out to Greg Im of Drummond Woodsum for guidance. He explained a separate warrant article would be needed and he provided sample language. The Finance Committee voted to move forward with the warrant article for \$150,000.00 to be moved from Capital Reserve to Fund Reserve if it is needed. Peggy Brown will follow up with Greg Im to see if the warrant article commits the movement of the money or if it just provides the option and then the Finance Committee could vote to actually move the money. (Update: Peggy obtained the answer after this meeting and yes, the warrant article allows the option to move the money and then the Finance Committee would need to vote to actually move the funds from the Capital Reserve account to the Fuel Reserve account.)

Adjournment:

The meeting was adjourned at 5:41pm. The next scheduled meeting of the Finance Committee will be March 23rd at 5pm at the Freeport High School Cafeteria. Marge Hall, the auditor, will make her presentation at that meeting.

Respectfully submitted by Peggy Brown



Item # 11.C.

Regional School Unit 5

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"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: March 4, 2022

Chair: Candy deCsipkes

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

Absent: Colin Cheney

Guests: Ray Grogan, FMS Principal

Review/Revise Policies:

The following draft policy was finalized and will be brought to the Board for discussion and a 1st read on March 23, 2022.

FFA Memorials and Remembrances

The following policy was revised and will be brought to the Policy Committee on April 1, 2022 for final revisions.

JKD Suspension of Students

The following draft policy was reviewed and will be brought back to the Policy Committee for revisions on April 1, 2022.

ECF Sustainability

The next meeting will be held on *April 1, 2022* at 8:45 a.m.

Submitted by: Cynthia Alexander



Item # 12.A.B&C

Regional School Unit 5
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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 deCsipkes, 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: March 14, 2022
RE: Review/Update of Policies

At the March 23, 2022 Board of Directors Meeting, the following policies will be on the agenda for 1st Read and 2nd Read:

2nd Read

JL - Student Wellness

1st Read

GBGB - Workplace Bullying (new policy)

FFA - Memorials and Remembrances (new policy)

STUDENT WELLNESS

The Board recognizes that student wellness and good nutrition are related to students' physical and social-emotional well-being and their readiness to learn. The Board is committed to providing a school environment that supports student wellness, healthy food choices, nutrition education, and regular physical activity. The Board believes that students who learn and practice healthy lifestyles in their formative years may be more likely to be conscious of the importance of good nutrition and exercise as adults, practice healthy habits, and reduce their risk of illness and/or other chronic diseases.

Nutrition Standards

The school unit will ensure that meals provided by its Food Services Program meets or exceeds the nutrition standards established by the National School Lunch Program, the School Breakfast Program, and other applicable federal child nutrition programs.

Other foods and beverages sold or available to students during the school day ("competitive foods") will meet or exceed the federal Smart Snacks guidelines.

Water

To promote hydration: free, safe, unflavored drinking water will be available to students throughout the school day, including mealtimes, at every school.

Nutrition Education

Nutrition education will be integrated into the instructional program through the health education program and/or the curriculum as aligned with the content standards of Maine's system of Learning Results. Nutrition education should focus on necessary skills to adopt and maintain healthy eating behaviors. Students should receive consistent nutrition messages throughout the schools, including classrooms, cafeteria, and school-home communications.

Nutrition Promotion

Schools will support healthful eating by students and encourage parents/guardians to provide healthy meals for their children by providing consistent nutrition messages and information and by cooperation with other agencies and organizations.

Staff Qualifications and Professional Development

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA standards for school nutrition professionals.

Physical Activity

The school unit will strive to provide all students developmentally appropriate opportunities for physical activity through physical education classes, recess periods for elementary school students, and extracurricular activities (clubs, intramural and interscholastic athletics). School programs are intended to promote healthy lifestyles. The schools will provide opportunities for parents/guardians to support student participation in physical activities, including available before- and after-school programs.

Social and Emotional Wellness

Programs and services that support student social and emotional competence create an environment most conducive to a student's ability to learn and thrive.

The school unit will identify, operationalize and integrate social emotional learning priorities in each school using age and grade-appropriate methods, as determined by each school's leadership. Collaboration among students, families, schools, communities, and outside agencies, as well as integration with academic learning, will be encouraged.

Other School-Based Wellness Activities

The schools, with prior approval of the Superintendent/designee, may implement other appropriate programs that support consistent wellness messages and promote healthy eating and physical activity.

Leadership

The Superintendent/designee shall be responsible for the oversight of development and implementation of the wellness policy in the schools. This includes ensuring that the school unit evaluates its schools' compliance with the wellness policy and progress in attaining wellness goals and making required information available to the public.

The evaluation process must include a comparison of the wellness plan with model wellness policies (e.g. MSMA), and it may include surveys or solicitation of input from students, parents/guardians, staff, and school administrators, including suggestions for improvement in specific areas.

Annual Notification of Policy

The school unit will annually inform families and the public of basic information about the wellness policy, including its content, any updates, and implementation status. This information will be made available on the school unit's website. It will include the contact information for the person coordinating the wellness committee, as well as information about opportunities for the public to get involved with the wellness committee.

Triennial Progress Assessments

Every three years, the Director of School Nutrition will:

Assess the extent to which the school unit's schools are in compliance with the wellness policy;

Assess the extent to which the school unit's wellness policy (e.g. MSMA) compares to model wellness policies; and

Provide a description of the progress made in attaining the goals of the school unit's wellness policy.

The school unit's wellness committee will update the wellness policy based on the results of the triennial assessment and/or as:

The school unit's priorities change;

Community needs change;

Wellness goals are met;

New evidence-based health science emerges; or

New or updated federal or State regulations are issued.

Parent/Guardian Communications

The school unit will inform parents/guardians of improvements that have been made to school meal standards; availability of child nutrition programs and how to apply; the school unit's meal charging policy; and a list of healthy celebration party ideas (including a list of foods and beverages that meet the Smart Snacks standards).

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks standards. Food and beverage marketing includes, but is not limited to:

Brand names, logos or tags, except those that are present as labels on the food or beverage product or its container;

Displays, such as vending machine exteriors;

Corporate brands' logos, names, or trademarks on school equipment such as message boards or scoreboards;

Corporate brands' logos, names, or trademarks on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment;

Corporate brands' logos, names, or trademarks on posters, book covers, or school supplies distributed or offered by the school unit; or

Advertisements in school publications or school mailings; or on product coupons or free samples.

Corporate brand names, logos, and trademarks for *companies* that market products that comply with the USDA Smart Snacks in School nutrition standards will not be prohibited solely because they offer some noncompliant food or beverage items in their product line.

~~Nothing in this policy shall require immediate replacement of scoreboards or other durable equipment. When reviewing existing contracts or replacing these items over time when necessary and/or financially feasible, decisions should reflect the marketing considerations articulated in this policy.~~

Appointment and Role of the Wellness Committee

The Board shall appoint a district-wide Wellness Committee comprised of at least one of each of the following:

- A. Board member;
- B. School administrator;
- C. Food Services Director/designee;
- D. Student representative;
- E. Parent/guardian representative and/or community representative;
- F. School nurse and/or other school health professional.

The Wellness Committee may also include:

- A. Physical education teacher;
- B. School counselor;
- C. Social worker;

- D. Other staff, as designated by the Board; and/or
- E. Other persons, as designated by the Board.

The Wellness Committee shall serve as a committee in regard to student wellness issues and will be responsible for making recommendations related to the wellness policy, wellness goals, administrative or school regulations and practices, and raising awareness of student health issues.

With the prior approval of the Superintendent/designee, the Wellness Committee may survey parents/guardians, students, and the community and/or conduct focus groups or community forums.

The Wellness Committee shall provide periodic reports to the Superintendent/ designee and, as requested, to the Board.

Wellness Goals

The Board has identified the following goals associated with student wellness:

Goals for Nutrition Education

The schools will provide nutrition education that focuses on the skills students need to adopt and maintain healthy eating behaviors.

The schools' nutrition education will be provided in a sequential, comprehensive health education program aligned with the content standards of the Maine system of Learning Results.

Nutrition education will be integrated into other subjects as appropriate to complement, not replace, the health education program.

The school unit will provide foods that meet or exceed the federal nutrition standards, adequate time for students to obtain food and eat, lunch scheduled at appropriate hours of the day, adequate space to eat, and a clean and safe meal environment.

Appropriate professional development will be provided for food services staff.

Goals for Nutrition Promotion

School unit staff will cooperate with agencies and community organizations to provide opportunities for nutrition-related student projects and learning experiences.

Consistent nutrition messages will be disseminated throughout the school unit in the classroom, the cafeteria, and school-home communications.

Administrators and staff will be encouraged to model nutritious food choices and eating habits.

Schools will encourage parents/guardians to provide healthy meals and snacks for their children through take-home materials or other means.

Students will have access to clean and safe drinking water throughout the school day and during school activities.

Schools will promote consumption of water as an essential element in maintaining overall health and wellness.

Goals for Physical Activity

The physical education program will provide students with the knowledge and skills needed to optimize their physical health.

Students will have the opportunity to develop motor skills and apply them to enhance their coordination and physical performance.

The physical education curriculum will be aligned with the content standards of the Maine system of Learning Results.

Physical education classes will keep all students involved in purposeful activity for a majority of the class period.

Physical education classes will provide opportunities to learn for students of all abilities.

The schools will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness.

The schools will provide facilities adequate to implement the physical education curriculum for the number of students served.

Schools will provide opportunities for students to engage in age-appropriate activities on most days of the week in both school and community settings.

The schools will provide opportunities for physical activity through a variety of before- and/or after-school programs including, but not limited to, intramural sports, interscholastic athletics, and physical activity clubs.

Appropriate professional development will be provided for physical education staff and other staff involved in the delivery of such programs.

Goals for Social and Emotional Well-Being

PLAN: Each school will respond to the social and emotional needs of students and provide tiered support as needed. RSU No. 5 will recognize students' individual and collective social and emotional needs to inform programming, scheduling, and other opportunities.

TRAIN: Licensed and trained professionals, as well as mental health support staff within RSU No. 5, will help to implement programming and train staff on ways to support all students' social and emotional wellness with a lens of understanding of individual needs and perspectives.

SUPPORT: Social and emotional learning will promote student self-awareness, self-advocacy, social awareness, self-regulation, and support life-long healthy lifestyles.

CONNECT: RSU No. 5 staff will connect students and families to resources and supports in school and in the community as appropriate.

Goals for Other School-Based Activities

Goals of the wellness policy will be considered when planning school or classroom parties, celebrations, or events.

Parents/guardians will be encouraged to provide nutritionally sound snacks from home and food for classroom parties or events.

Schools will encourage maximum participation in school meal programs.

Schools will encourage parents/guardians and students to take advantage of developmentally appropriate community-based after-school programs.

Fundraising projects will be supportive of healthy eating and student wellness.

School-based marketing of foods and beverages, such as through advertisements in school publications, school buildings, athletic fields, and other areas accessible to students should support the goals of the wellness policy.

The schools are encouraged to cooperate with agencies and community organizations to support programs that contribute to good nutrition and physical activity.

Legal Reference: 42 U.S.C. § 1751 (Healthy, Hunger-Free Kids Act)
7 CFR Parts 210 and 220
20-A MRSA § 6662

Adopted: July 8, 2009
Revised: November 28, 2012
Revised: June 13, 2018
Revised: December 8, 2021

WORKPLACE BULLYING

The RSU No. 5 Board is committed to providing a respectful, safe, and inclusive workplace for employees, one that is free from bullying conduct. All employees and students in the school unit, as well as parents, community members, and others involved with the schools are prohibited from engaging in workplace bullying as defined in this policy.

DEFINITION

For the purposes of this policy, “workplace bullying” means intentional behavior that a reasonable person would expect to interfere with an employee’s work performance or ability to work. Generally, workplace bullying will involve repeated conduct. However, a single incident of egregious conduct could constitute workplace bullying.

Examples of workplace bullying include, but may not be limited to:

1. Humiliating, mocking, name-calling, insulting, maligning, or spreading rumors about an employee,
2. Shunning or isolating an employee and/or encouraging others to do so,
3. Screaming or swearing at an employee, slamming doors or tables, aggressively invading an employee’s personal space; placing an employee in reasonable fear or physical harm; or other types of aggressive or intimidating behavior,
4. Targeted unwanted practical jokes,
5. Damaging or stealing an employee’s property,
6. Sabotaging an employee’s work or purposely misleading an employee about work duties (e.g., giving incorrect deadlines or intentionally destroying an employee’s work,)
7. Harassing and/or retaliating against an employee for reporting workplace bullying,
8. Cyberbullying, which is defined in Maine law as bullying occurring through the use of technology or any electronic communication, including but not limited to, a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device, or personal digital assistant.

EXCLUSIONS

Workplace bullying does not include the following:

1. When supervisors set reasonable performance goals or provide verbal or written counseling, direction, feedback, or discipline to employees in the workplace when the intent is to address unsatisfactory work performance or violations of law or school policy,
2. When supervisors make personnel decisions designed to meet the operational or financial needs of the school unit or the needs of students. Examples include, but are not limited to changing shifts, reassigning work responsibilities, taking steps to reduce overtime costs, transferring or reassigning employees to another building or position,
3. Discrimination or harassment based on protected characteristics (race, color, sex, sexual orientation, gender identity, religion, ancestry or national origin, age, familial status, disability, or genetic information). Such conduct is prohibited under separate policies and complaints shall be addressed under ACAB-R – Employee Discrimination/Harassment

- and Title IX Sexual Harassment Complaint Procedure,
4. Disrespectful conduct by students directed at school employees that can be addressed through enforcement of classroom rules, school rules, and applicable Board policies.

REPORTS AND INVESTIGATIONS

Employees who believe they have been bullied in the workplace, and other persons who believe they have witnessed an incident of an employee being bullied in the workplace, are expected to report the issue to the building administrator.

If the report is about the building administrator, the report should be made to the Superintendent/designee.

The building administrator shall promptly notify the superintendent of all workplace bullying reports.

Any workplace bullying report about the Superintendent should be made to the Board Chair.

All reports of workplace bullying shall be investigated promptly and documented in writing. The person who was the subject of the alleged workplace bullying and the person alleged to have engaged in workplace bullying will be notified of the outcome of the investigation, consistent with confidentiality and privacy laws.

DISCIPLINARY ACTION

Any employee who is found to have engaged in workplace bullying will be subject to disciplinary action up to and including termination of employment.

Students who are found to have engaged in bullying of an employee will be subject to disciplinary action in accordance with applicable student discipline procedures.

Parents and others who are found to have engaged in bullying of an employee will be dealt with in a manner appropriate to the particular circumstances.

APPEALS

If dissatisfied with the resolution of the matter, and such person not covered by a collective bargaining agreement to which the school department is a party, the subject of the alleged workplace bullying or the person alleged to have engaged in workplace bullying may file a written appeal within five (5) business days with the superintendent stating the reason for the appeal. The superintendent will review the matter and issue a written decision within ten (10) business days. The Superintendent's decision shall be final.

If the matter involves an employee or employees covered by a collective bargaining agreement, any disagreement with the results of the investigation may be resolved through the agreement's dispute resolution process.

RETALIATION PROHIBITED

Retaliation for reporting workplace bullying is prohibited. Employees and students found to have engaged in retaliation shall be subject to disciplinary action.

SUPERINTENDENT'S RESPONSIBILITY

The Superintendent shall be responsible for implementing this policy and for the development of any necessary procedures to enforce it.

Legal References: 20-A MRSA §1001(21); 6544(2)(C)

**Cross References: AC – Nondiscrimination, Equal Opportunity and Affirmative Action
ACAB – Harassment/Sexual Harassment of School Employees
ACAB-R – Discrimination/Harassment and title IX /Sexual
Harassment of School Employees**

Adopted: _____

MEMORIALS AND REMEMBRANCES

PURPOSE

The RSU No. 5 Board recognizes that when a school community experiences the death of a student or staff member, it is important to the school community and to those who are personally affected to acknowledge the event.

The social and emotional well-being of the staff and student body is important. With an understanding that our responsibility is to serve all students, our intention is to create an environment where losses are treated equitably.

Schools are designed primarily to support learning. The purpose of this policy is to set forth guidelines for responding to the death of a student or staff member.

GUIDELINES

These guidelines allow for the expression of grief in the school community which is caring and respectful, yet minimizes disruption to learning. They show how the school may provide an opportunity to mourn the loss of students or staff equitably and appropriately.

School Response

Following the death(s) of a student or staff member, the principal is responsible for determining the school response in consultation with the Superintendent, and, as appropriate, the family of those affected.

The principal shall consider questions of student equity and discretion in consideration of the social and emotional well-being of the student body when determining approved activities. Care should be taken not to detract from regularly scheduled classroom or school programs. Rescheduling or canceling events, will only occur with prior Superintendent approval.

The following guidelines shall be used by the principal to determine appropriate response(s):

Allowable

- Additional district counseling services may be made available to provide support.
- Schools may observe a moment of silence.
- Remembrances of flowers, personal messages and mementoes may be allowed near lockers, parking spaces, and other areas on district property. The display of all remembrances shall be temporary in nature, removed after an appropriate period of time, and may be offered to the family.
- School yearbooks, graduation ceremonies, and other district activities may memorialize an individual.

- Contributions may be made to a general memorial scholarship fund established by the school unit memorializing a member or members of the school community or in memory or recognition of certain events.
- Contributions to existing memorial gardens such as money, plants, and service. installed at Freeport High School for all district RSU loss, without particularly naming the lost individual.

Not Allowable

- Classes will not be dismissed early or canceled on the day of a memorial or funeral service.
- Flags may be lowered only in accordance with state and federal law.
- School properties should not serve as the primary venue for memorializing a student or staff member.
- The school unit will not install permanent memorials, such as trees, nor will any items be accepted by the district from outside persons in memory of an individual or event.
- District property (e.g., buildings, rooms, fields, gymnasiums, etc.) must comply with Board policy *FF – Naming Facilities*.
- The Board regards the use of district property for memorial services as generally inappropriate. Any such request will be considered in accordance with Board policy *KF – Community Use of School Facilities* and applicable administrative procedures.

Grandfathering

Memorials that are currently in existence, shall remain, although relocated if necessary.

Cross Reference: EBCA – Emergency Management Plan
 FF – Naming Facilities
 KF – Community Use of School Facilities

Adopted: _____

2022-2023
Superintendent's Recommended Warrant Articles
Regional School Unit No. 5

Item #13.A.

ARTICLE : 1	Regular Instruction (Elementary and Secondary, Secondary Tuition, ELL, Gifted & Talented and Contingency) Regional School Unit Board Recommends	\$ 16,401,257
ARTICLE : 2	Special Education (Special Education) Regional School Unit Board Recommends	\$ 4,972,716
ARTICLE : 3	Career and Technical Education (Maine Region 10 Technical High School) Regional School Unit Board Recommends	\$ 184,596
ARTICLE : 4	Other Instruction (Co-Curricular, and Athletics) Regional School Unit Board Recommends	\$ 919,069
ARTICLE : 5	Student and Staff Support (Guidance, Health, Curriculum Development, Improvement of Instruction, Library and Technology) Regional School Unit Board Recommends	\$ 3,594,805
ARTICLE : 6	System Administration (Board of Directors, Superintendent, and Business Office) Regional School Unit Board Recommends	\$ 1,082,988
ARTICLE : 7	School Administration (School Administration) Regional School Unit Board Recommends	\$ 1,942,616
ARTICLE : 8	Transportation and Buses (Regular and Special Ed Transportation) Regional School Unit Board Recommends	\$ 1,438,023
ARTICLE : 9	Facilities Maintenance (Operation of Plant, Capital Improvements, Shared Capital Enhancement Projects, Non Shared Capital Renewal Projects, Shared Capital Renewal Projects, Crossing Guards) Regional School Unit Board Recommends	\$ 5,100,233
ARTICLE : 10	Debt Service and Other Commitments (State Supported Debt Service and non Shared Debt) Regional School Unit Board Recommends	\$ 1,181,603
ARTICLE : 11	All Other Expenditures (School Nutrition) Regional School Unit Board Recommends	\$ 293,245
	Total Operating Budget Articles 1-11	\$ 37,111,151
	Adult Education	\$ 112,000
	Total RSU5 Operating Budget including Adult Education	\$ 37,223,151