

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– NOVEMBER 17, 2021
DURHAM COMMUNITY 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 October 27, 2021 and November 3, 2021 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)
B. Good News from Durham Community School – Will Pidden (10 Minutes)
7. Public Comments: (10 Minutes)
8. Reports from Superintendent: (10 Minutes)
A. Items for Information
 1. District Happenings
 2. Resignations: Rick Kusturin - Director of Finance and Human Resources
9. Administrator Reports:
A. Finance - Rick Kusturin (5 Minutes)
B. Nutrition Program Goal Review - Erin Dow (20 Minutes)
C. Athletic Program Goal Review - Craig Sickels (20 Minutes)
D. Durham Community School Goal Review - Will Pidden (20 Minutes)
10. Board Comments and Committee Reports:
A. Board Information Exchange and Agenda Requests (10 Minutes)
B. Strategic Communications (10 Minutes)
C. Policy Committee (10 Minutes)

11. Policy Review: (20 Minutes)

A. Consideration and approval of 1st Read of the following Policies.

1. JL - Student Wellness
2. EFC - Free and Reduced Price Food Services
3. EFC-R - Free and Reduced Price Food Services Procedures
4. BED - Remote Participation in School Board Meetings
5. ACAF - Workplace Bullying

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

A. Discussion about Board Advisory Committees.

13. New Business:

NA

14. Organizational Business: (15 Minutes)

A. Consideration and approval to appoint members to the following committees:

1. Finance Committee
2. Dropout Prevention
3. Support Negotiations
4. Policy Committee
5. Safety Committee

Motion: _____ 2nd: _____ Vote: _____

15. Personnel:

NA

16. Public Comments: (10 Minutes)

17. Adjournment:

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

Item #4A

**RSU No. 5 Board of Directors Meeting
Wednesday, October 27, 2021 – 6:30 p.m.
Pownal Elementary 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 November 17, 2021 meeting).

1. CALLED TO ORDER:

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

2. MEMBERS PRESENT: Jeremy Clough, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Elisabeth Munsen, Jill Piker, Maura Pillsbury, Michelle Ritcheson (left at 7:44 p.m.), Valeria Steverlynck, Madelyn Vertenten

MEMBERS ABSENT: Susana Hancock. There was no student representative in attendance.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of October 13, 2021. (Pillsbury – Steverlynck) (10 – 0)

5. ADJUSTMENTS TO THE AGENDA:

Move Item #9.A. after 6.C - Move Item # 13.A. after 9.A. - Move Item #12 after 13.A.
Table Item #13.B.

6. GOOD NEWS AND RECOGNITION:

- A. Golf Class B Individual State Champion - Eli Spaulding
- B. Report from Board's Student Representative – No report
- C. Good News from Pownal Elementary School – Lisa Demick

9. ADMINISTRATOR REPORTS:

A. Finance - Rick Kusturin

13. NEW BUSINESS:

A. Social /Emotional Presentation

12. UNFINISHED BUSINESS:

A. VOTED: To revise the 2021-2022 school calendar as follows:

The first three weather related no school days will be made up at the end of the school year.

Any remaining weather related days will be remote learning days and will not be made up at the end of the year in June. (Steverlynck – Pillsbury) (9 – 0)

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

1. District Happenings

Resignations: Stephanie LeMieux - Administrative Secretary; Jack Horgan - Computer Technician; and Emily Holland - Laugh and Learn Teacher

9. ADMINISTRATOR REPORTS:

B. Pownal Elementary School Goal Review - Lisa Demick

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Board Information Exchange and Agenda Requests:

Valy Steverlynck requested a policy on student memorials.

Maddy Vertenten mentioned her visit to FHS classrooms.

Jill Piker reported on voting at the Delegate Assembly, all passed.

B. Finance Committee

C. Policy Committee

11. POLICY REVIEW:

A. **VOTED:** To approve 2nd Read of the following policies. (Steverlynck – Piker) (9 – 0)

1. JLCB - Immunization of Students

2. JLCC - Communicable/Infectious Diseases

13. NEW BUSINESS:

B. Discussion on Board Advisory Committees versus Board Standing Committees - **TABLED**

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 8:58 p.m. (Furtney – Clough) (9 – 0)



Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting
Wednesday, November 3, 2021 – 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 November 17, 2021 meeting).

1. CALLED TO ORDER:

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

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

MEMBERS ABSENT: Susana Hancock, Dung Nguyen

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Add an item under New Business for a discussion on charging the Policy Committee with creating a policy on memorials.

6. GOOD NEWS AND RECOGNITION:

- A. Report from Board's Student Representative - Brady Grogan
- B. Good News from Freeport Middle School - Ray Grogan
- C. Good News from Freeport High School - Jen Gulko

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

None

9. ADMINISTRATOR REPORTS:

- A. Freeport High School Goal Review - Jen Gulko
- B. Freeport Middle School Goal Review - Ray Grogan
- C. Community Programs Goal Review - Peter Wagner

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

A. Discussion on charging the Policy Committee with creating a policy on memorials.

14. PERSONNEL:

None

15. PUBLIC COMMENT:

Bob Stevens, Freeport

16. ADJOURNMENT:

VOTED: To adjourn at 8:57 p.m. (Piker – Steverlynck) (9 – 0). The student representative voted with the majority.


Becky J. Foley, Superintendent of Schools

RSU No. 5

Warrant Articles For the Period 10/01/2021 through 10/31/2021

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	\$1,755,994.45	\$6,624,362.24	\$12,414,242.76	\$0.00	\$12,414,242.76	65.2%
ADDITIONAL LOCAL FUNDS (-)	\$9,454,550.13	\$885,824.95	\$2,876,531.36	\$6,578,018.77	\$0.00	\$6,578,018.77	69.6%
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	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.0%
STATE REVENUES (-)	\$6,249,855.76	\$1,510,494.14	\$2,895,143.03	\$3,354,712.73	\$0.00	\$3,354,712.73	53.7%
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)	(\$4,152,313.54)	(\$12,396,036.63)	(\$23,206,827.26)	\$0.00	(\$23,206,827.26)	65.2%
Total : INCOME	(\$35,602,863.89)	(\$4,152,313.54)	(\$12,396,036.63)	(\$23,206,827.26)	\$0.00	(\$23,206,827.26)	65.2%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$15,707,892.14	\$1,176,768.38	\$2,937,403.92	\$12,770,488.22	\$11,259,592.86	\$1,510,895.36	9.6%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,781,322.85	\$343,922.46	\$911,475.09	\$3,869,847.76	\$3,455,510.65	\$414,337.11	8.7%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$142,979.00	\$11,914.92	\$59,574.60	\$83,404.40	\$83,404.44	(\$0.04)	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$902,450.58	\$19,950.34	\$118,685.33	\$783,765.25	\$206,930.75	\$576,834.50	63.9%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,447,129.10	\$245,550.01	\$955,437.98	\$2,491,691.12	\$2,022,273.10	\$469,418.02	13.6%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,067,818.68	\$53,585.48	\$327,336.67	\$740,482.01	\$435,468.32	\$305,013.69	28.6%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,767,262.80	\$140,454.85	\$542,580.31	\$1,224,682.49	\$1,186,729.62	\$37,952.87	2.1%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,187,344.61	\$153,260.32	\$387,315.60	\$800,029.01	\$794,211.53	\$5,817.48	0.5%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,095,069.91	\$477,191.90	\$2,576,520.53	\$2,518,549.38	\$1,479,179.20	\$1,039,370.18	20.4%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,208,949.22	\$1,161,801.07	\$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 10/01/2021 through 10/31/2021

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	\$3,784,399.73	\$9,978,131.10	\$25,624,732.79	\$20,923,300.47	\$4,701,432.32	13.2%
Total : EXPENSES	\$35,602,863.89	\$3,784,399.73	\$9,978,131.10	\$25,624,732.79	\$20,923,300.47	\$4,701,432.32	13.2%
NET ADDITION(DEFICIT)	\$0.00	(\$367,913.81)	(\$2,417,905.53)	\$2,417,905.53	\$20,923,300.47	(\$18,505,394.94)	0.0%

End of Report

Operating Statement with Encumbrance

RESULTS: RSU 5 Nutrition Program Goals 2020-21

RSU 5 Strategic Goal 4: RSU 5 has well developed and refined finance, human resources, facilities, transportation and food service systems to support the learning of all students.

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness Progress Indicators/Goal Disposition
<p>Department Goal 1: Complete a comprehensive analysis of, and provide the Superintendent with a report and recommendations about, the effect of the COVID-19 pandemic on RSU 5's Nutrition Program.</p> <p>(Ref: Strategic Goal 4, Objective 4.3: Action Strategies 4.3A-4.3C)</p>	<p>Document and provide analysis, strategies, barriers and recommendations for several key COVID-19 pandemic impact areas to Superintendent, including:</p> <p>A. Efforts to ensure broad student meal access during school closures or during remote learning.</p> <p>B. The management/mitigation of the</p>	Nutrition Director	June 30, 2021	<p>RSU 5 will have a formal analysis of the cumulative effects of the COVID-19 pandemic on its Nutrition Program.</p> <p>A. RSU 5 will continue to adapt to the effects of the COVID-19 pandemic on its Nutrition Program operations to ensure the broadest access to nutritious meals for its students.</p> <ul style="list-style-type: none"> ● Menus were reconfigured to ensure that in-person and remote students had access to the same menus throughout the week. The department's continued to provide equal access to meals and thwart any civil rights issues that might arise from where, when and how the district students accessed the meals program. ● Creative collaboration with building admins (e.g., eating spaces and times, meal models) overcame in-school meal challenges. ● Frequent check-ins with at-risk families by the nutrition department, in collaboration with nurses and other support personnel ensured that student nutrition access and additional family supports remained uncompromised. <p>B. RSU 5 will have a plan to manage the effects of</p>

RESULTS: RSU 5 Nutrition Program Goals 2020-21

	<p>effect of the pandemic on the financial stability of RSU 5's Nutrition Program.</p>			<p>the COVID-19 pandemic on its Nutrition Program operations in advance of SY22.</p> <ul style="list-style-type: none"> ● Applied for and received two grants from Full Plates Full Potential, used to capitalize vacation week meal deliveries totalling \$13,000. Almost 1,200 meals were delivered during the pilot in February and in April we served 69 families, 160+ kids, and over 3,500 meals. ● Boosted Breakfasts: FMS increased from 2-3 breakfasts per in-person day to over 100 and MLS saw similar increases when we began "Snack Attack" in December, increasing her average daily counts from 15 to 50 or more, even with reduced daily in-person capacities. ● Laugh and Learn Partnership - Rather than purchasing their snacks at cost from us, we provided them with daily snacks that meet the breakfast meal pattern. This resulted in the district receiving the full meal subsidy and thousands in cost savings for L&L.
	<p>C. Collateral or cumulative benefits/consequences of the effect of the COVID-19 pandemic on the RSU 5's Nutrition Program.</p> <p>Implement actionable recommendations for RSU 5's Nutrition Program's response to the COVID-19 pandemic by the start of SY 22.</p>		<p>August 15, 2021</p>	<p>C. RSU 5 will have the information it needs to mitigate any lasting effects of the COVID-19 pandemic on the financial state of its Nutrition Program.</p> <ul style="list-style-type: none"> ● COVID-19 Impact Summary delivered to Superintendent, outlining challenges and their respective solutions in addition to financial impacts and keys to success. New procedures for the provision of quarantine meals in place. All families impacted by COVID quarantines are offered home meals within 24 hours.

RESULTS: RSU 5 Nutrition Program Goals 2020-21

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p><u>Department Goal 2:</u> Inventory and evaluate major equipment in all schools, resulting in an updated capital improvement schedule.</p> <p>(Ref: Strategic Goal 4, Objective 4.3, Action Strategy 4D)</p>	<p>A. Inventory all major appliances in all district kitchens and create a central database.</p> <p>B. Prioritize equipment replacement based upon factors such as age, usage statistics, etc.</p> <p>C. Provide updated schedule recommendations for Nutrition Program capital improvements/equipment replacement schedule to Facilities Director.</p>	Nutrition Director	June, 2020	<p>A. RSU 5 will have a central database of its major kitchen equipment.</p> <ul style="list-style-type: none"> ● In process into SY 22. Collection of manuals and service information is underway. <p>B. RSU 5 will have the data needed to update the capital improvement plan to reflect the district's current Nutrition Program operations and priorities.</p> <ul style="list-style-type: none"> ● Revisions to the Capital Plan schedule were made during SY 21 to reflect the shifting priorities and most pressing needs of the department: to be continued in SY 22.

RSU 5 Nutrition Program Goals 2021-22

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p><u>Department Goal 1:</u> Revise the district Wellness and nutrition-related policies to reflect the district's continued commitment to social/emotional development and strengthen its diversity, equity and inclusion practices.</p> <p>(Ref: Strategic Goal 1, Objective 1.1 & 1.4, Action Strategy D.)</p>	<p>A. Work with the Wellness Committee and Board of Directors Policy Sub-Committee to craft a social-emotional component to the Wellness Policy.</p> <p>B. Revise Nutrition Program policies up for review in SY 22 to reflect the diversity of the students and families that the Nutrition Program serves.</p>	Nutrition Director	January 2022	<p>A. Wellness Policy includes a social/emotional development component and associated goals.</p> <p>B. Adopted language of Nutrition Program policies up for review will be more inclusive.</p>

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p><u>Department Goal 2:</u> Undergo the 5-year state administrative review successfully and with minimal disruption to district operations.</p>	<p>A. Attend all trainings and utilize all available resources to be prepared for the review process.</p> <p>B. Provide training to all nutrition personnel to minimize disruptions and ensure readiness.</p> <p>C. Report review results and impacts to the Superintendent.</p>	Nutrition Director	March 2022	State administrative review report results and district impacts will be reported to the Superintendent and the Board of Directors.

RSU 5 Nutrition Program Goals 2021-2022

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Department Goal 3: Inventory and evaluate major equipment in all schools, resulting in an updated capital improvement schedule. (Ref: Strategic Goal 4, Objective 4.3, Action Strategy 4D)	<p>Inventory all major appliances in all district kitchens and centralize and formalize physical asset information for use by multiple district departments (e.g., IT & Facilities) and its contractors, when appropriate.</p> <p>Create an annual appliance and system maintenance schedule to improve equipment lifespans and ensure maximum energy efficiency and safety.</p> <p>Make recommendations to the Superintendent.</p>	Nutrition Director	June, 2022	<p>A. RSU 5 will have a central database of its major kitchen equipment that enables the district to keep the capital improvement plan in line with the Nutrition Program's operations and priorities.</p> <p>B. The Nutrition Director will schedule routine maintenance and coordinate inspections with the Facilities department and contractors.</p> <p>C. Written recommendations to the Superintendent.</p>

RSU5 Athletics – High School and Middle School 2020-2021 Reflection

Goal 1: Broaden and Enhance Athletic Department Technology

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
<p>1.) Add two NFHS Pixellot Camera Systems for live streaming of all home games.</p> <ul style="list-style-type: none"> • Gymnasium & Track/Turf Press box • Cameras offered for free by NFHS • Only cost is installation • Learn how to operate system: <ul style="list-style-type: none"> - Fine tune picture, focus, color - NFHS - Download games - Use of play by play - Send copy of game videos for download automatically 	<p>Staff time</p> <p>Installation Approx. \$2500 - CARES Act</p>	<p>NFHS</p> <p>Athletic Administrator</p>	<p>Press Box: October 2020</p> <p>Gymnasium: December 2020</p> <p>System Operations: Basic - Oct 2020 Basic+ - Dec 2020 Fully - Sept 2021</p>	<p>Installation of camera system Completed</p> <p>Live streaming of games Completed</p> <p>Coaches able to download video and use with Hudl Completed</p> <p>Live stream with play by play with audio broadcast Capable / Not taken advantage of</p>
<p>2.) New athletic website - rSchoolToday</p> <ul style="list-style-type: none"> • MPA / WMC • Learn how to operate system: <ul style="list-style-type: none"> - Communication tool vs TeamSnap - PowerSchool integration - Team pages / rosters/ scores - Online Forms (PS to rST ?) - Mobile App / Calendar Sync 	<p>Staff time</p>	<p>Athletic Administrator & Administrative Assistant</p>	<p>System Operations: Basic - Sept 2020 Basic+ - Sept 2021 Fully - Sept 2022</p>	<p>- Website visible and Operational Complete</p> <p>- Mobile App Available Complete & ongoing</p> <p>- Online Forms Available Complete & ongoing</p>

Start Time	Activity	Event Title	Live Views	VOD
Nov 05, 2021 - 6:00 PM	Football	2021 MPA Football Quarterfinal Poland Regional High School vs. Freeport High School	35	30
Nov 03, 2021 - 7:00 PM	Field Hockey	2021 MPA Field Hockey Regional Lisbon High School vs. Winthrop High School	159	8
Nov 03, 2021 - 5:00 PM	Field Hockey	2021 MPA Field Hockey Regional Scarborough High School vs. Cheverus High School	193	107
Nov 03, 2021 - 3:00 PM	Field Hockey	2021 MPA Field Hockey Regional Cape Elizabeth High School vs. Leavitt Area High School	129	11
Oct 25, 2021 - 6:00 PM	Football	Varsity Football Oak Hill High School vs. Freeport High School	21	4
Oct 23, 2021 - 12:00 PM	Soccer	2021 MPA Girls Soccer Playoffs Gardiner Area High School vs. Freeport High School	20	15
Oct 22, 2021 - 6:00 PM	Soccer	2021 MPA Boys Soccer Playoffs Lake Region High School vs. Freeport High School	39	9
Oct 21, 2021 - 6:00 PM	Field Hockey	Varsity Field Hockey Away vs. Freeport High School	2	1
Oct 19, 2021 - 7:00 PM	Soccer	2021 MPA Boys Soccer Playoffs Cape Elizabeth High School vs. Freeport High School	5	34
Oct 19, 2021 - 5:00 PM	Soccer	Junior Varsity Boys Soccer Cape Elizabeth High School vs. Freeport High School	0	0
Oct 19, 2021 - 3:30 PM	Soccer	Freshman Boys Soccer Cape Elizabeth High School vs. Freeport High School	2	0
Oct 16, 2021 - 2:30 PM	Soccer	Freshman Boys Soccer Mt. Ararat High School vs. Freeport High School	1	30
Oct 16, 2021 - 1:00 PM	Soccer	Freshman Girls Soccer Mt. Ararat High School vs. Freeport High School	0	0
Oct 13, 2021 - 6:00 PM	Field Hockey	Junior Varsity Field Hockey Fryeburg Academy vs. Freeport High School	0	1
Oct 13, 2021 - 4:30 PM	Field Hockey	Varsity Field Hockey Fryeburg Academy vs. Freeport High School	0	9
Oct 12, 2021 - 6:00 PM	Soccer	Varsity Girls Soccer Greely High School vs. Freeport High School	4	6
Oct 12, 2021 - 4:15 PM	Soccer	Junior Varsity Girls Soccer Greely High School vs. Freeport High School	4	0
Oct 11, 2021 - 6:00 PM	Field Hockey	Junior Varsity Field Hockey Gray-New Gloucester High School vs. Freeport High School	0	0
Oct 11, 2021 - 4:30 PM	Field Hockey	Varsity Field Hockey Gray-New Gloucester High School vs. Freeport High School	0	0
Oct 08, 2021 - 6:00 PM	Soccer	Varsity Boys Soccer Wells High School vs. Freeport High School	13	7
Oct 08, 2021 - 4:15 PM	Soccer	Junior Varsity Boys Soccer Wells High School vs. Freeport High School	6	0
Oct 07, 2021 - 4:30 PM	Field Hockey	Varsity Field Hockey Yarmouth High School vs. Freeport High School	3	1
Oct 05, 2021 - 7:00 PM	Soccer	Varsity Boys Soccer York High School vs. Freeport High School	14	33
Oct 05, 2021 - 5:00 PM	Soccer	Junior Varsity Boys Soccer York High School vs. Freeport High School	2	0
Oct 05, 2021 - 3:30 PM	Soccer	Freshman Boys Soccer Brunswick High School vs. Freeport High School	2	3
Oct 02, 2021 - 5:00 PM	Football	Varsity Football Poland Regional High School vs. Freeport High School	7	0
Oct 02, 2021 - 2:00 PM	Field Hockey	Junior Varsity Field Hockey Cape Elizabeth High School vs. Freeport High School	0	1
Oct 02, 2021 - 12:30 PM	Field Hockey	Varsity Field Hockey Cape Elizabeth High School vs. Freeport High School	1	2
Oct 02, 2021 - 10:30 AM	Soccer	Varsity Girls Soccer Wells High School vs. Freeport High School	2	11
Oct 02, 2021 - 9:00 AM	Soccer	Junior Varsity Girls Soccer Wells High School vs. Freeport High School	1	5
Oct 01, 2021 - 7:00 PM	Soccer	Varsity Boys Soccer Waynflete School vs. Freeport High School	22	21
Oct 01, 2021 - 5:00 PM	Soccer	Junior Varsity Boys Soccer Waynflete School vs. Freeport High School	0	11
Oct 01, 2021 - 3:30 PM	Soccer	Freshman Boys Soccer Waynflete School vs. Freeport High School	1	0
Sep 30, 2021 - 7:00 PM	Soccer	Varsity Girls Soccer Fryeburg Academy vs. Freeport High School	0	0
Sep 30, 2021 - 5:00 PM	Soccer	Junior Varsity Girls Soccer Fryeburg Academy vs. Freeport High School	0	0
Sep 30, 2021 - 3:30 PM	Soccer	Freshman Girls Soccer Kennebunk High School vs. Freeport High School	2	0
Sep 27, 2021 - 7:00 PM	Field Hockey	Varsity Field Hockey Lake Region High School vs. Freeport High School	1	1
Sep 27, 2021 - 5:30 PM	Soccer	Junior Varsity Boys Soccer Yarmouth High School vs. Freeport High School	30	11
Sep 27, 2021 - 4:00 PM	Soccer	Varsity Boys Soccer Yarmouth High School vs. Freeport High School	26	25
Sep 25, 2021 - 10:00 AM	Soccer	Freshman Boys Soccer Yarmouth High School vs. Freeport High School	0	0
Sep 23, 2021 - 7:00 PM	Soccer	Varsity Boys Soccer Gray-New Gloucester High School vs. Freeport High School	60	14
Sep 23, 2021 - 5:00 PM	Soccer	Junior Varsity Boys Soccer Gray-New Gloucester High School vs. Freeport High School	5	2
Sep 23, 2021 - 3:30 PM	Soccer	Freshman Boys Soccer Gray-New Gloucester High School vs. Freeport High School	0	0
Sep 22, 2021 - 6:00 PM	Soccer	Varsity Boys Soccer Fryeburg Academy vs. Freeport High School	36	19
Sep 22, 2021 - 4:15 PM	Soccer	Junior Varsity Boys Soccer Fryeburg Academy vs. Freeport High School	0	2
Sep 18, 2021 - 10:00 PM	Soccer	Freshman Girls Soccer Multi-team Event	0	1
Sep 17, 2021 - 7:00 PM	Soccer	Varsity Girls Soccer Cape Elizabeth High School vs. Freeport High School	15	30
Sep 17, 2021 - 5:00 PM	Soccer	Junior Varsity Girls Soccer Cape Elizabeth High School vs. Freeport High School	7	4
Sep 17, 2021 - 3:30 PM	Soccer	Freshman Girls Soccer Cape Elizabeth High School vs. Freeport High School	1	4
Sep 15, 2021 - 6:00 PM	Field Hockey	Junior Varsity Field Hockey Greely High School vs. Freeport High School	1	0
Sep 15, 2021 - 4:30 PM	Field Hockey	Varsity Field Hockey Greely High School vs. Freeport High School	1	1
Sep 14, 2021 - 6:00 PM	Soccer	Varsity Girls Soccer Lake Region High School vs. Freeport High School	11	27
Sep 14, 2021 - 4:15 PM	Soccer	Junior Varsity Girls Soccer Lake Region High School vs. Freeport High School	0	4
Sep 11, 2021 - 6:00 PM	Football	Varsity Football John Baptist Memorial High School vs. Freeport High School	29	4
Sep 11, 2021 - 1:00 PM	Soccer	Freshman Girls Soccer Wells High School vs. Freeport High School	0	4
Sep 11, 2021 - 10:00 AM	Football	Middle School Football Freeport High School	2	2
Sep 09, 2021 - 7:00 PM	Soccer	Varsity Boys Soccer Greely High School vs. Freeport High School	1	18
Sep 09, 2021 - 5:00 PM	Soccer	Junior Varsity Boys Soccer Greely High School vs. Freeport High School	0	5
Sep 09, 2021 - 3:30 PM	Soccer	Freshman Boys Soccer Greely High School vs. Freeport High School	0	0
Sep 04, 2021 - 11:30 PM	Soccer	Varsity Girls Soccer York High School vs. Freeport High School	1	49
Sep 04, 2021 - 4:00 PM	Football	Varsity Football Away vs. Freeport High School	5	3
Sep 04, 2021 - 1:00 PM	Soccer	Freshman Boys Soccer Yarmouth High School vs. Freeport High School	0	5
Sep 04, 2021 - 10:00 AM	Soccer	Junior Varsity Girls Soccer York High School vs. Freeport High School	6	4
Sep 01, 2021 - 6:00 PM	Field Hockey	Junior Varsity Field Hockey York High School vs. Freeport High School	4	13
Sep 01, 2021 - 4:30 PM	Field Hockey	Varsity Field Hockey York High School vs. Freeport High School	4	2

RSU5 Athletics – High School and Middle School. 2020-2021 REFLECTION

Goal 2: Ensure that all student athletes have quality facilities to meet their needs.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
<p>A Review the existing Capital Improvement Plan (CIP).</p> <p>B Explore options for athletic facilities expansions/renovations.</p> <p>C Make recommendations to Board.</p> <p>D Implement recommended improvements.</p>	<p>Staff time</p> <p>Costs associated with recommendations</p>	<p>Superintendent</p> <p>Director of Transportation and Facilities</p> <p>Athletic Administrator</p>	<p>A December 2019</p> <p>B May 2021</p> <p>C December 2021</p> <p>D May 2022</p>	<p>A Written documentation of existing Capital Improvements Plan along with the review and prioritization of adjustments and additional facility needs</p> <p>HS Tennis courts (post-tension) - Reserve Acct Established 21-22</p> <p>Resurface Track & Turf - TBA Reserve Acct Established</p> <p>FMS Reconfigure FMS fields - eliminate use overlap</p> <p>FMS baseball infield</p> <p>FMS outdoor basketball courts - resurface</p> <p>Ongoing</p>

				<p>B Written documentation of options</p> <p>C Written recommendations</p> <p>D Reports to School Board about improvements</p>
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FREEPORT MIDDLE SCHOOL - CONCEPT B

ATHLETIC FIELD EVALUATION

**19 KENDALL LANE
FREEPORT, MAINE**

MARCH 28, 2009



RSU No. 5 ATHLETICS

PARTICIPATION NUMBERS

FHS	YEAR	FALL	WINTER	SPRING	Total	% total enrollment
	00-01	158	145	134	233	57% (408)
	01-02	159	138	154	242	59% (409)
	02-03	190	161	150	264	64% (420)
	03-04	186	151	164	260	60% (440)
	04-05	225	152	170	293	65% (450)
	05-06	222	151	167	296	66% (450)
	06-07	185	124	153	255	60% (440)
	07-08	168	118	125	226	51% (440)
	08-09	141	106	148	220	52% (420)
	09-10	190	125	156	253	59% (427)
	10-11	220	150	185	297	60% (500)
	11-12	226	170	196	312	60% (520)
	12-13	211	155	204	311	60% (520)
	13-14	215	169	177	298	59% (515)
	14-15	196	173	186	281	57% (489)
	15-16	210	190	210	313	61% (511)
	16-17	220	204	215	318	63% (505)
	17-18	226	192	230	334	64% (525)
	18-19	242	180	226	345	59% (580)
	19-20	234	198	0	307	53% (580)
	20-21	223	168**	215	319	52% (584)
	21-22	230				

DMS	YEAR	FALL	WINTER	SPRING	Total
	09-10	50	45	44	87
	10-11	69	61	52	99
	11-12	73	64	67	109
	12-13	64	68	63	80
	13-14	59	62	60	89
	14-15	45	56	53	79
	15-16	67	57	52	100
	16-17	72	61	81	88
	17-18	65	59	70	93
	18-19	89	53	57	90
	19-20	57	38	0	76
	20-21	28	26**	?	?
	21-22	52			

FMS	YEAR	FALL	WINTER	SPRING	Total	
	00-01	140	110	118	191	
	01-02	128	92	130	187	
	02-03	132	107	134	195	
	03-04	138	113	147	211	
	04-05	131	112	138	200	
	05-06	122	109	125	179	
	06-07	121	108	102	185	
	07-08	117	78	110	167	
	08-09	113	92	111	163	
	09-10	129	102	107	186	
	10-11	131	104	113	207	
	11-12	128	115	128	214	
	12-13	151	157*	120	245	(*added Indoor track)
	13-14	139	136	121	219	
	14-15	143	126	111	212	
	15-16	182	124	122	246	
	16-17	142	128	116	213	
	17-18	158	117	124	213	
	18-19	147	120	121	199	
	19-20	157	125	0	202	
	20-21	123	72**	107	171	
	21-22	116				

** Does not include indoor track, adjusted schedule for basketball & skiing

Freeport High School

Season Results - Fall 2021

Boys Varsity Soccer	#5	11-5-1	Regional Semi Finals	
Girls Varsity Soccer	#7	8-7	Regional Quarter Finals	
Varsity Field Hockey	#6	8-8	Regional Quarters	
Varsity Football	#3	5-2	Regional Semi Finals	
			- Fri 11/12 @ Winthrop	
Varsity Cross Country	WMC Championship	Boys 2 nd		Girls 5 th
	Regional Finals	Boys - Runners Up!		Girls 7 th
	State Championship	Boys STATE CHAMPS!		Girls 9 th
Varsity Golf	9-5			
	WMC Qualifier	Team 3 rd	Eli Spaulding 1 st	
	State Championship	Team 6 th	Eli Spaulding State Champ!	

RSU5 Athletics – High School and Middle School 2021-2022

Goal 1: Explore extra-curricular choices that respond to students' interests and needs.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
<p>Review all current RSU5 extra-curricular offerings.</p> <p>Explore and evaluate possible new options for additional program components.</p> <p>Develop and recommend a plan to the Superintendent to add extracurricular choices.</p> <p>Implement recommendations per details in the plan.</p> <p>Evaluate and adjust as necessary.</p>	<p>Staff time</p> <p>Financial resources to support new programs (staff, equipment, space.)</p>	<p>Athletic Administrator</p> <p>Middle School Asst AD's</p>	<p>Began 2004-2005 Yearly review</p> <p>Budget Phase in Plan began 2010-2011 & yearly review</p> <p>No completion date - ongoing</p> <p>New programs added since 2004</p> <p>HS</p> <ul style="list-style-type: none"> - football (7v7 2020) - indoor track - outdoor track - girls ice hockey - boys ice hockey - fall cheering - winter cheering - swimming (B&G) <p>FMS & DCS</p> <ul style="list-style-type: none"> football cheering indoor track outdoor track 	<p>Observations of new programs</p> <p>Sufficient student participation and interest to maintain programs</p> <p>Sufficient RSU5 funding to maintain programs</p>

RSU5 Athletics – High School and Middle School. 2021-2022

Goal 2: Ensure that all student athletes have quality facilities to meet their needs.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
<p>A Explore options for athletic facilities expansions/renovations.</p> <p>B Make recommendations to Board.</p> <ul style="list-style-type: none"> • Reconfigure field layout • Resurface outdoor basketball courts <p>C Implement recommended improvements.</p>	<p>Staff time</p> <p>Costs associated with recommendations</p>	<p>Superintendent</p> <p>Director of Transportation and Facilities</p> <p>Athletic Administrator</p>	<p>A May 2022</p> <p>B Dec 2022</p> <p>C May 2023</p>	<p>A Written documentation of options</p>



FREEPORT MIDDLE SCHOOL - CONCEPT B

ATHLETIC FIELD EVALUATION

**19 KENDALL LANE
FREEPORT, MAINE**

MARCH 13, 2009

MILNER & MACDONALD

PLANNING
ARCHITECTURE
LANDSCAPE ARCHITECTURE
ENGINEERING



RSU5 Athletics – High School and Middle School 2021-2022

Goal 3: Broaden and Enhance Athletic Department Technology

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
<p>1.) Assess effectiveness of New athletic website - rSchoolToday</p> <ul style="list-style-type: none">• MPA• Mobile app• Message center <p>2.) Compare effectiveness of New online athletic forms - rSchoolToday</p> <ul style="list-style-type: none">• rSchoolToday vs PowerSchool	Staff time	Athletic Administrator & Administrative Assistant	June 2022	- Communication of platform selected

DCS School Goals 2020-2021**School: Durham Community School****Team Members: DCS staff****District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning**

Goals	Strategies and Action Steps	Responsibility	Evidence of Effectiveness	Outcomes
Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity. DCS Goal By June 2021 DCS faculty will identify a pathway of sustainable practice for diversity, inclusion, and equity.	<ul style="list-style-type: none"> Administration will participate in professional development tied to equity practices such as Maine's Cultural Competence Institute. 	~Will Pidden ~Kelli Rogers	<ul style="list-style-type: none"> School leaders have a deeper understanding of diversity, inclusion, and equity, and how it relates to student needs in RSU 5. 	Participated in Cultural Competence Institute , 21 day challenge with critical friends group, readings and reviews of multiple sources.
	<ul style="list-style-type: none"> Develop an action plan based on the findings of the District audit 	~District admin team ~School leadership team	<ul style="list-style-type: none"> Action plan developed, and shared with staff. PD time planned to enact the action plan. 	Many recommendations from the audit are being addressed at the district level. School level addressed below.
	<ul style="list-style-type: none"> Plan and facilitate professional development opportunities for staff related to equity 	~ School leadership team	<ul style="list-style-type: none"> Professional development calendar adjusted to incorporate new learning opportunities. 	Series of staff meetings throughout the year. Padlet of resources

	practices.			Learning for Justice - Responding to situations
	<ul style="list-style-type: none"> Start a Civil Rights team in Middle School to get student perspectives. 	~ Guidance team	<ul style="list-style-type: none"> A civil rights team meets regularly and initiates projects that engage their school community in thinking and talking about issues related to race and skin color, national origin and ancestry, religion, disabilities, gender (including gender identity and expression) and sexual orientation in an age-appropriate manner. 	Achieved and added Civil Rights Team for grades 4-5 this year
	<ul style="list-style-type: none"> Deepen knowledge of social justice through the partnership with Teacher's College and Center for Responsive Schools. 	~Literacy strategist ~ Guidance team ~ Administrators ~ Teaching teams	<ul style="list-style-type: none"> Teaching in literacy classes and in social / emotional work will demonstrate strategic and consistent use of inclusive and equitable practices. 	Equity of materials and access to learning as well as more representation being shared.
	<ul style="list-style-type: none"> Continue to work on classroom libraries to ensure books are relevant, engaging and reflect diversity. 	~Literacy strategist ~ Literacy specialist ~ Administrators ~ Teaching teams ~ Librarian	<ul style="list-style-type: none"> Classroom libraries will be refreshed, and new purchases will be selected to ensure they reflect diversity, inclusion and equity. 	Ongoing - literacy strategist led work, staff given time to review, new purchases to reflect needs

	<ul style="list-style-type: none"> ● Identify a pathway of sustainable practice for diversity, inclusion, and equity. 	~ DCS faculty	<ul style="list-style-type: none"> ● DCS action plan for summer 2021 work and practices for school year 2021/22 	<ul style="list-style-type: none"> - Power of Words - Continued PD for staff - Responsive Classroom - Social Studies review - Civil Rights Team - Day of Welcome - Care Team - equity
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DCS School Goals 2021-2022

School: Durham Community School

Team Members: DCS Staff

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Goals	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
<p>Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</p> <p>DCS Goal 1: (Year 2 of 2) To implement a school wide model that nurtures a positive culture and enhances academic and social-emotional skills across our PK-8 community.</p>	<p>Continue to implement and refine Responsive Classroom practices</p>	<p>Whole staff</p>	<p>100% of classroom teachers and specialists will be trained in Responsive Classroom practices.</p> <p>Morning meeting and Responsive Advisory will be used in all PK-8 classrooms daily.</p>
	<p>School focus on use of teacher language when interacting with students and development of school wide norms through reading the book <i>The Power of</i></p>	<p>Leadership Team helps facilitate staff discussions on new learning from <i>Power of Our Words</i> and then how to apply the learning in practice.</p>	<p>Staff consistently using similar language across the school and consistent use of reinforcing language, reminding language, and open-ended questioning.</p>

	<i>Our Words</i> and implementing the practices described in the book.		Student responses demonstrate understanding.
	Develop new ways to celebrate students and develop culture under restrictions of Covid-19.	Administrators and guidance with SLT input.	Alternative models for assemblies established that build and celebrate grade level and school culture.

Goals	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity. DCS Goal #2 By June 2022, DCS faculty will apply new learnings on DEI issues to daily practices.			
	Civil Rights Teams in grades 4-5 and grades 6-8 will be established and high functioning.	<ul style="list-style-type: none"> - Civil Rights Team leaders 	Civil Rights Team will be sharing learning opportunities with peers and providing student voice in school practices.
	Continue to work on classroom libraries to ensure books are relevant, engaging and reflect diversity.	<ul style="list-style-type: none"> - Literacy coach - Classroom teachers 	Classroom libraries will continue to demonstrate better representation of diverse cultures and social topics.
	Develop an action plan based on format of "Leadership Equity and Accountability Practice	<ul style="list-style-type: none"> - Guidance team - School Leadership Team 	PD for staff planned and delivered during the year.

	Courageous Dialogue” that meets staff PD priorities.		
	Build understanding with families of DCS students about what Diversity, Equity and Inclusion means at DCS.	<ul style="list-style-type: none"> - School Leadership Team - Staff - PTA 	Documentation of strategies used.



Regional School Unit 5
Durham · Freeport · Pownal

Item # 10.B.

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

Becky Foley, Ph.D., Superintendent of Schools

Cynthia Alexander, Assistant Superintendent of Schools

Rick Kusturin, Director of Finance & Human Resources

Bonnie Violette, Ph.D., Director of Instructional Support

Strategic Communications Committee Report

Date: October 26, 2021

Committee: Strategic Communications

In attendance: Candy deCsipkes, Maddy Vertenten and Becky Foley

Absent: Vally Steverlynck

Guests: Ginny McManus

Meeting Date: October 22, 2021

1. Meeting Dates for the year - Meetings will start at 8:30 a.m. and will be held in the conference room at Central Office.
 - a. Friday, October 22, 2021 - 8:30 - 10:00 a.m.
 - b. Friday, January 14, 2022 - 8:30 - 10:00 a.m.
 - c. Friday, April 8, 2022 - 8:30 - 10:00 a.m.
2. Elect a Chair for 21-22 SY
 - a. A motion was made to elect Candy as Chair, unanimously approved.
3. Budget Brochure
 - a. The committee discussed the print quality of the budget brochure. Ginny explained the brochure is printed on a newspaper press, not a high quality glossy magazine press. We will keep away from using colors in the brochure that seem to cause some issues. The committee decided to stay with the printer we currently use. This is a very economical way to print and mail the brochure to all households in the RSU.
 - b. The committee would like to see the page numbers stand out more. In addition, if any hot topic issues arise, Becky will include additional information in the brochure.
4. Satisfaction Survey
 - a. 21-22 Parent Satisfaction Survey in February 2022.
The parent survey will be sent out in February 2022. This will be the second time the survey will be distributed. It was not distributed last year due to the pandemic.
 - b. 22-22 Staff Satisfaction Survey in February 2023.
The staff survey will be distributed in 2023.
5. Student Exit Survey Data - 10/1/20 through 9/30/21
 - a. The data collected from parents this past year was distributed to committee members along with the blank tally sheet. Members will code the information and bring their results to the January 14, 2022 meeting. Last spring the committee requested additional information be collected. Ginny explained the new spreadsheet that was created. Going forward the grade level of students leaving will also be captured.



Regional School Unit 5
Durham · Freeport · Pownal

Item #10.C.

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

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

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

Policy Subcommittee Report

Committee: Policy

Zoom Meeting date: November 5, 2021

Chair: Candy deCsipkes

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

Absent: N/A

Guests: Erin Dow, Director of Nutrition

Review/Revise Policies:

The following policies were reviewed with no substantive changes.

None

The following policies were revised and will be brought to the Board for 1st read on November 17, 2021. Policies EFC and EFC-R were combined in the revision.

JL Student Wellness
EFC Free and Reduced Price Food Services
EFC-R Free and Reduced Price Food Services Procedures
BED Remote Participation in Board Meetings

The following policy was reviewed and will be brought back to the Policy Committee on November 19, 2021.

GBCC Employee Use of Cell Phones

The next meeting will be held on November 19, 2021 at 10:45 a.m.
This is an added meeting.

Submitted by: Cynthia Alexander



Regional School Unit 5
Durham • Freeport • Pownal

Item # 11.A.

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

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

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

TO: Colin Chaney, 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, Rick Kusturin, Gayle Wolotsky, Anne-Marie Spizzuoco, Jen Winkler, Nancy Dyer, Lisa Blier, Tim Grivois, Nancy Decker, Kristy Johnson, Shawn McBean, Alicia Deroche, Jill Hooper, Dorothy Curtis, Lynn Shea

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

DATE: November 8, 2021

RE: Review/Update of Policies

At the November 17, 2021 Board of Directors Meeting, the following policies will be on the agenda for 1st Read:

1st Read

JL - Student Wellness

EFC - Free and Reduced Price Food Services

EFC - R - Free and Reduced Price Food Services Procedures

BED - Remote Participation in School Board Meetings

ACAF - Workplace Bullying

STUDENT WELLNESS

The Board recognizes that student wellness and good nutrition are related to students' physical and ~~psychological~~ 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 ~~obesity, diabetes and~~ 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 ~~students need~~ 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 ~~build and maintain physical fitness and to promote healthy lifestyles.~~ The schools ~~should encourage~~ will provide opportunities for parents/guardians to support their children's 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.

~~The Board delegates to the Superintendent/designees the responsibility for developing regulations or guidelines for "healthy celebrations" (refreshments served at parties or celebrations during the school day), and the use of food as rewards in the instructional program.~~

~~The school unit may develop programs that encourage staff to learn and engage in healthy lifestyle practices.~~

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 local 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. ~~School nurse and/or other school health professional~~;
- B. Physical education teacher;
- C. ~~Guidance counselor~~; School counselor;
- D. Social worker;
- E. ~~Community organization or agency representative~~;
- F. Other staff, as designated by the Board; and/or
- G. Other persons, as designated by the Board.

The Wellness Committee shall serve as an advisory 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 ~~be physically fit and take part in healthful physical activity on a regular basis.~~ optimize their physical health.

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

~~Students will demonstrate responsible, personal and social behaviors in physical activity settings.~~

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 ~~promote efforts to~~ 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. ~~that emphasize physical activity.~~

~~The schools will encourage parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.~~

~~As feasible, school physical activity facilities will be made available after school hours for student, parent and community use to encourage participation in physical activity.~~

~~School administrators, staff, parents, students and community members will be encouraged to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.~~

~~Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness. 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

~~FREE AND REDUCED PRICE FOOD SERVICES~~

~~The school unit shall take part, as feasible, in the National School Lunch and other food programs which may become available to assure that all children for whom this Board is responsible shall have the opportunity to receive proper nourishment.~~

~~Parents shall be advised that this program is available and eligibility criteria shall be made public.~~

~~In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.~~

~~It shall be the policy in the RSU No. 5 schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent (or student, if emancipated). No student is to be denied food as a disciplinary measure.~~

~~The administration shall establish and publish, as appropriate, procedures which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.~~

~~Cross Reference: EFC R — Free and Reduced Price Food Services Procedures~~

Adopted: April 28, 2010
Reviewed: January 25, 2012
Revised: November 30, 2016

~~FREE AND REDUCED PRICE FOOD SERVICES PROCEDURES~~

~~These procedures support Board Policy EFC—Free and Reduced Price Food Services. They provide general guidance in handling meal debt.~~

- ~~1. Students who have an outstanding debt will continue to receive a meal. They will not be asked to have an alternative meal.~~
- ~~2. Student debt will carry over from year to year. Contact will be made with the parents/legal guardian to recoup the debt. Frequency of communications will be on a reasonable basis. (Reasonableness will be determined by the Director of School Nutrition.)~~
- ~~3. Parents/legal guardians who are carrying a debt will have the debt forgiven if they complete the free and reduced lunch application.~~

~~Cross Reference: EFC—Free and Reduced Price Food Services~~

~~Adopted: November 30, 2016~~

**NUTRITION SERVICES: MEALS, MEAL CHARGING AND PROHIBITION
AGAINST FOOD SHAMING**

The RSU No. 5 Board or Directors recognizes that good nutrition is related to students' physical and psychological well-being and their readiness to learn. RSU No. 5 shall participate, as feasible, in the National School Breakfast and Lunch and other food programs that may be available. However, the Board also recognizes that unpaid meal charges impose a significant financial burden on RSU No. 5.

The provisions of this policy pertain to priced reimbursable school breakfasts and lunches. Items outside of reimbursable meals (e.g. a la carte items, adult meals) must be paid upon purchase or be prepaid; no charging will be permitted.

The purpose of this policy is to ensure compliance with federal requirements for the school unit's Child Nutrition Program, to provide oversight and accountability in the collection of outstanding student meal balances, and to ensure that students are not shamed or stigmatized for having unpaid meal charges.

MEAL BENEFITS

Students eligible for free meals will be allowed to receive a free breakfast and lunch meal of their choice each day.

Students eligible for reduced price meal benefits will be allowed to receive a breakfast or lunch meal of their choice each day at the reduced rate.

Full-pay students are expected to pay for meals at the school's published meal charge rate each day or in advance.

RSU No. 5 will provide such a meal to any student who requests the meal and is otherwise eligible for the meal regardless of the student's inability to pay for the school meal or failure in the past to pay for school meals. The student's meal account will be charged accordingly. Any meals charged to students under this section will be the same reimbursable meals available to all students.

PROHIBITION ON PUNISHMENT RELATED TO UNPAID MEAL CHARGES

- A. Students with unpaid meal charges will not be required to do chores or work as a means of paying for one or more meals or as punishment for not paying for one or more meals.**
- B. Staff will not require a student to throw away a meal after it has been served to the student.**
- C. Staff will not refuse a meal to a student as a form of disciplinary action.**
- D. Student debt will carry over from year to year. Contact will be made with the parent/guardian to recoup the debt.**

PROHIBITION ON FOOD SHAMING AND STIGMATIZATION

The school will not openly identify or otherwise stigmatize a student who cannot pay for a meal or who has payments due for previous meals.

- A. Staff will not identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of other students.**
- B. A student with unpaid meal charges will not be required to wear a wristband or anything that differentiates him/her from other students.**
- C. Staff communication about a student's meal debts must be made to the parent/guardian of the student rather than directly to the student, except that if a student asks about their meal debt, staff may answer the student's inquiry. Staff may ask a student to carry to their parent/guardian a letter regarding the student's meal debt.**

PARENT OUTREACH

The Nutrition Program will provide parents/guardians with a free and reduced price application and instructions at the beginning of each school year, including eligibility guidelines.

The Nutrition Program will provide additional information about free and reduced price applications to families identified as owing meal charges.

NOTIFICATION AND COLLECTION OF UNPAID MEAL CHARGES

The Nutrition Program will not take any action directed at a student to collect unpaid meal charges.

The Nutrition Program will regularly notify a student's parent/guardian that the student has accrued meal charges.

The Nutrition Program will offer assistance with completion of the application and will use any available or necessary administrative/direct certification methods to maximize student eligibility for free and reduced price meals if the school's efforts to obtain a completed application from the parent/guardian have been exhausted.

If the debt continues to remain unpaid, the school will follow such guidelines as may be developed by the Maine Department of Education for the collection of student meal debt,

or take such action as deemed appropriate within the limits of applicable law and/or regulations.

Parents/guardians who are carrying a debt will have the debt forgiven if they complete the free and reduced lunch application.

Legal Reference: 20-A MRSA §6601-6602
20-A MRSA §6681

Adopted: April 28, 2010
Reviewed: January 25, 2012
Revised: November 30, 2016

REMOTE PARTICIPATION IN SCHOOL BOARD MEETINGS

The RSU No. 5 Board of Directors allows members of the Board to participate in a public meeting of the Board by remote methods in limited circumstances as provided in 1 MRSA §403-B.

For the purpose of this policy, “remote methods” means telephonic or video technology allowing simultaneous reception of information. Remote participation by board members cannot be by text-only means such as email, text messages, or chat functions. A reasonable accommodation provided to an individual with a disability for participation in a meeting, may include remote methods or other means. That accommodation does not create a right to remote participation by other individuals, even if that accommodation involves remote methods.

Members of the Board are expected to be physically present for board meetings except when being physically present is not practicable.

Circumstances in which physical presence for public meetings is not practicable are limited to:

1. The existence of an emergency or other issue that requires the Board itself to meet by remote methods.

An emergency may be a State-declared emergency, where there has been a declaration of a state of emergency by the Governor that applies to the school unit, or a local emergency (e.g., adverse weather conditions) or urgent issue requiring Board action.

The Board Chair, in consultation with the Superintendent, will determine whether there is a local emergency or urgent issue that requires a remote meeting of the Board.

All votes taken during a public meeting of the Board using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the board and the public.

PUBLIC PARTICIPATION DURING REMOTE BOARD MEETINGS

The opportunity for the public to comment at Board meetings (20-A MRSA §1002(20)) applies to remote public meetings. If the Board allows or is required to provide an opportunity for public participation/public input during a remote public meeting, an effective means of communication between the members of the Board and the public must be provided (e.g., raising hand on Zoom, submitting written comments to the Superintendent’s office at least 24 hours in advance). Individuals with disabilities seeking a reasonable accommodation should contact the Board Chair as far in advance of the Board meeting as practicable.

Members of the public participating in public meetings of the board are expected to comply with the guidelines for public participation provided in the Board's policy BEDH, or in such rules as the Board may develop specifically for remote meetings.

Notice of all Board meetings is required (1 MRSA § 406). Under this policy, meetings will be either all in-person or all remote, and not both. Accordingly, notice for remote participation meetings (emergency or urgent issue meetings) must include the means by which members of the public may access the meeting using remote methods, and notice for in-person meetings must identify the location for members of the public to attend in person.

The Board will make all documents and other materials to be considered by the Board available, electronically or otherwise, to members of the public who attend remotely to the same extent customarily available to members of the public who attend public meetings of the Board in person, as long as additional costs are not incurred by the Board.

Remote participation is not permitted for meetings where voters of the RSU meet to vote as a legislative body, such as budget meetings.

Legal Reference: 1 MRSA § 403-B, 406
20 MRSA §1001(20)

Cross Reference: BEC – Executive Session
BE – Board of Directors Meetings
BEDA – Notification of Board of Directors Meetings
BEDB – Agenda
BEDD – Rules of Order
BEDH – Public Participation at Board of Directors Meetings
BID – Board Member Compensation
KE – Public Concerns and Complaints

Adopted: _____

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, 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 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: _____

BOARD OF DIRECTORS ADVISORY COMMITTEES

The Board of Directors may establish advisory committees to perform specific functions. Advisory committees may study particular problems or issues and make reports and/or recommendations to the Board of Directors, but may not act for the Board.

Advisory committees may include individuals who are not elected members of the Board of Directors but each advisory committee shall have at least one Board representative.

The Board of Directors will consult with the Superintendent before establishing or dissolving any advisory committee. The number of members, the composition of each advisory committee, and the selection of members will be determined by the Board of Directors in consultation with the Superintendent based upon the purpose of the committee.

The scope and authority of any advisory committee shall be limited to that assigned to it by the Board of Directors. The Board is in no way obligated to follow advisory committee recommendations.

Unless given a new assignment by the Board of Directors, an advisory committee shall automatically dissolve after the Board has received the committee's final report or recommendations. An advisory committee may be dissolved at any time by Board action. No advisory committee shall continue for a prolonged period without a specific assignment.

Instructions to Board of Directors Advisory Committees:

So that the Board's intent and expectations are clear, each advisory committee shall be instructed in writing concerning:

- A. The purpose of the committee, the specific issue(s) for study, and/or the scope of the committee's activity;
- B. The composition of the committee, including designation of voting and non-voting members, if applicable;
- C. The length of time each member is expected to serve;
- D. The role of the committee as being advisory only;
- E. The resources the Board will provide to assist the committee in completing its task;
- F. The expectations regarding the committee's relationship with the Board of Directors, the Superintendent and school system personnel;

- G. The designation of the individual who will be responsible for providing information to the public concerning the committee and its work;
- H. The time and place of the first meeting;
- I. The timeline for progress reports to the Board of Directors and/or other activities;
- J. The date on which the Board of Directors expects to receive a final report or recommendations and dissolve the committee.

All advisory committee meetings are open to the public except as may otherwise be provided by law. Committee reports and minutes of advisory committee meetings, if prepared, are public information subject to the Freedom of Access Law.

Notice of advisory committee meetings shall be provided in a manner consistent with the Board's policy and practice concerning notification of Board meetings.

The Board of Directors recognizes that any advisory committee mandated by state law or Department of Education regulations may require deviation from any or all of the provisions of this policy. Any such deviations shall be identified when the Board of Directors establishes such a committee and reflected in the Board's instructions to the committee.

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

Adopted: October 28, 2009
Reviewed: February 16, 2011
Reviewed: January 22, 2014
Reviewed: January 8, 2020

Item #14A.

**RSU No. 5 Board of Directors
Committee Membership
2021-2022**

POLICY COMMITTEE

Vacant
Candy deCsipkes
Maddy Vertenten

FINANCE COMMITTEE

Beth Munsen
Vacant
Michelle Ritcheson

NEGOTIATIONS COMMITTEE

Professional: Michelle Ritcheson, Jen Galletta, Susana Hancock
Support: Candy deCsipkes, Vacant

STRATEGIC COMMUNICATIONS COMMITTEE

Candy deCsipkes
Valy Steverlynck
Maddy Vertenten

RSU5 COMMUNITY PROGRAMS COMMITTEE

Maura Pillsbury

MAINE REGION 10 TECHNICAL HIGH SCHOOL BOARD

Candy deCsipkes
Karin VanNostrand (Community Member)

DROPOUT PREVENTION COMMITTEE

Vacant

STIPEND REVIEW COMMITTEE

Jennifer Galletta
Maddy Vertenten

FREEPORT CABLE TV BOARD

Susana Hancock

STUDENT CENTERED LEARNING COMMITTEE

Beth Munsen
Maddy Vertenten

FREEPORT PERFORMING ARTS CENTER COMMITTEE

Maddy Vertenten

SAFETY COMMITTEE

Vacant

Maura Pillsbury

WELLNESS COMMITTEE

Valy Steverlynck

Board of Directors Approved: 6-9-21

Committees

Chair	See attached policy BDB
Vice-Chair	See attached policy BDB
Negotiations	Two or three members for professional and two members for support staff. Take part in active contract negotiations on behalf of the school system with each employee union. Activities may involve negotiating successor agreements. The major time commitment arises when current contracts require renewal.
Policy	Three members. Policy topics and issues are generated by referral from the Board, at the request of the Superintendent, changes in law and recommendations from MSMA. Meets monthly.
Finance	Three members, one representative from each town per policy. Committee provides oversight for finance operations of the RSU. Meets at 5:00pm before the first Board meeting of the month
Strategic Communications	Two or Three members. The Strategic Communications Committee provides oversight for the Strategic Framework implementation and facilitates communication between the RSU5 Board and the public. Typically meets four times a year.
RSU5 Community Programs Committee	One member. This group is advisory to Community Programs. A board member attends regularly as a liaison.
Maine Region Ten Technical High School	Two Board members serve on the Maine Region Ten Technical High School Board of Directors. Meetings are held monthly at Region 10 (3 rd Monday of the month) All traditional Board functions are carried out by the Region 10 board which is made up of representatives of the three sending school towns (Brunswick, Freeport and SAD 75) Note: we have filled one of the positions with a community member in the past.
Dropout Prevention	One Board member per policy serves as a representative. The committee is charged with meeting at least annually to plan for decreasing the number of students who do not complete their education. Meetings are scheduled for 2:30 p.m.
Stipend Review	Two members sit on the committee per CBA. Contractually any new stipend request comes with Administrator approval to the committee; their recommendation goes to the CEA then the full Board for final action. Reviews all stipend positions periodically. Two to seven meetings per year that take place after 3:45pm.
Student Centered Learning Committee (formerly Proficiency Based Education (PBE) Committee)	One member serves as a representative. The committee is charged with providing guidance and direction to RSU5 implementation of proficiency-based education and ensure alignment K-12. The

	committee will coordinate such key issues as policies, standards alignment, professional development and reporting practices.
Freeport Cable TV Board	One member serves as the school representative on the Freeport Cable TV Board. Meetings are held at least quarterly.
Freeport Performing Arts Center Committee	One member serves. The Committee meets two times a year to consider procedures, fees, review data regarding operation of the FPAC.
Safety Committee	Two members sit on the committee, charged with annual review/update of the Safety Plans. Meetings vary depending upon the workload. Typically, three meetings a year.
Wellness	One member. Monthly district Wellness Committee meetings.
School Attorney	Drummond Woodsum
School Physician	Dr. Phelps

COMMITTEE MEMBERSHIP

Required/Highly Recommended			
Tier 1 Finance (3) Region 10 (2) Dropout (1) Stipend (2) Negotiation (2-3) Chair/Vice (2)	Tier 2 Policy (3) Strategic Comm - (2-3) Equity (2)*	Tier 3 SCL Wellness Sustainability* Safety	Tier 4 Cable Board FPAC Community Prog

(recommended membership)
* Advisory Committees (membership doesn't change yearly)

Beth Vice Chair Finance SCL	Candy Support Negotiations Region 10 Policy Strategic Comm	Jen Stipend Prof. Negotiations	Colin	Jill	Susana Prof. Negotiations Equity Sustainability Cable Board	Dung	Maddy Stipend Policy Strategic Comm SCL FPAC	Maura Safety Comm Prog	Michelle Chair Finance Prof. Negotiations	Valy Strategic Comm Wellness Sustainability
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** Maura is also a member of the MSBA Board

Updated