

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– NOVEMBER 18, 2020
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:

____Jeremy Clough	____Elisabeth Munsen
____Candace deCsipkes	____Maura Pillsbury
____Dwight Ely	____Michelle Ritcheson
____Lindsey Furtney	____Valeria Steverlynck
____Jennifer Galletta	____Madelyn Vertenten
____Susana Hancock	____Liam Hornschild-Bear – Student Representative
	____Brady Grogan – Student Representative
3. Pledge of Allegiance:
4. Consideration of Minutes:
 - A. Consideration and approval of the Minutes of October 28, 2020 and November 4, 2020 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)
Public comment will be taken in person and via Zoom (connection information below)
<https://networkmaine.zoom.us/j/88576340480>
Webinar ID: 885 7634 0480
Join by telephone: 1 312 626 6799
8. Reports from Superintendent: (10 Minutes)
 - A. Items for Information
 1. District Happenings
 2. Resignations:
Pierre Martin - Learning Lab Instructor
9. Administrator Reports:
 - A. Finance - Rick Kusturin (5 Minutes)
 - B. Durham Community School Goal Review - Will Pidden (20 Minutes)
 - C. Nutrition Report/Goal Review - Erin Dow (20 Minutes)
 - D. Athletics Report/Goal Review - Craig Sickels (20 Minutes)

10. Board Comments and Committee Reports:
A. Board Information Exchange and Agenda Requests (10 Minutes)
B. Finance Committee (3 Minutes)
C. Policy Committee (3 Minutes)

11. Policy Review: (10 Minutes)
A. Consideration and approval of the following policy (1st Read).
1. JHB - Truancy

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business: (10 Minutes)
A. Workshop on next steps to address staff survey results (45 minutes)

13. New Business:
NA

14. Personnel:
NA

15. Public Comments: (10 Minutes)
Public comment will be taken in person and via Zoom (connection information below)
<https://networkmaine.zoom.us/j/88576340480>
Webinar ID: 885 7634 0480
Join by telephone: 1 312 626 6799

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, October 28, 2020 – 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 November 18, 2020 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 (arrived at 6:35 p.m.), Dwight Ely, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Liam Hornschild-Bear, Student Representative
MEMBERS ABSENT: Lindsey Furtney

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the Minutes of October 14, 2020. (Clough - Pillsbury) (9 – 0) The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

1. Move Item 9.C. to the November 4th meeting
2. Add Item 13.A. - Snow Day
3. Add a new Item 16 - Executive Session

6. GOOD NEWS AND RECOGNITION:

- A. State Class B Golf Champions
- B. Report from Board's Student Representative - Liam Hornschild-Bear
- C. Good News from Pownal Elementary School – Lisa Demick

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

- A. Items for Information**
1. District Happenings
 2. Resignations:
Leanne Swilley - Bus Driver

9. ADMINISTRATOR REPORTS:

- A. Finance - Rick Kusturin
- B. Pownal Elementary School Goal Review - Lisa Demick
- C. Capital Improvement Plan/Goal Review - Dennis Ouellette - **This item was moved to the November 4th meeting**

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Board Information Exchange and Agenda Requests

Maura Pillsbury - New Freeport housing development, there is a meeting on November 4th.
Maddy Vertenten - Teacher survey information, definition of synchronous learning, data on Frontline tool and follow-up procedures.

B. Finance Committee

C. Strategic Communications

D. Policy Committee

11. POLICY REVIEW:

A. VOTED: To rescind the following policies. (Steverlynck – Hancock) (10 – 0) The student representative voted with the majority.

1. JJIAA-E1-Private School Student Application for Participation in RSU5 CoCurricular Activities
2. JJIAA-E2-Private School Student Application For Participation In Extracurricular Activities
3. JJIAA-E3-Verification of Private School Student Eligibility For Participation in RSU5 CoCurricular Activities
4. JJIAA-E4 Verification of Private School Student Eligibility For Participation in RSU5 ExtraCurricular Activities

12. UNFINISHED BUSINESS:

A. VOTED: To appoint members to the Diversity, Equity and Inclusion Advisory Committee (Munsen – Vertenten) (10 – 0) The student representative voted with the majority.

B. Discussion on the 2021-2022 School Calendar

13. NEW BUSINESS:

A. Snow day discussion

VOTED: To approve the remote learning day for inclement weather for this school year. (Steverlynck – Vertenten) (10 – 0) The student representative voted with the majority.

14. PERSONNEL:

A. VOTED: To employ Jacob Willett as a social Studies Teacher at Freeport High School for the 2020-2021 School Year (one-year position) (Steverlynck – Pillsbury) (9 – 0) Susana Hancock was out of the room. The student representative voted with the majority.

15. PUBLIC COMMENT:

Sarah Kelley, Freeport

Nicole Goodrich, Freeport

16. EXECUTIVE SESSION:

A. VOTED: To enter into Executive Session to discuss labor contracts and proposals pursuant to 1 M.R.S.A § 405(6)(D) (Munsen - Hancock) (10 - 0) The student representative voted with the majority.

Time In: 9:02 p.m.

Time Out: 9:35 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

A. VOTED: To approve the establishment of a COVID-19 sick bank. (Ely - Steverlynck) (10 - 0)

18. ADJOURNMENT:

VOTED: To adjourn at 9:35 p.m. (Hancock – Munsen) (10 – 0)



Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting
Wednesday, November 4, 2020 – 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 November 18, 2020 meeting).

1. CALLED TO ORDER:

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

2. MEMBERS PRESENT: Jeremy Clough, Candace deCsipkes, Dwight Ely, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Liam Hornschild-Bear, Student Representative
MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS AND RECOGNITION:

- A. Report from Board's Student Representative - Liam Hornschild-Bear
- B. Good News from Freeport Middle School – Ray Grogan

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

None

9. ADMINISTRATOR REPORTS:

- A. Freeport Middle School Goal Review - Ray Grogan
- B. Community Programs Report/Goal Review - Peter Wagner
- C. Capital Improvement Plan/Goal Review - Dennis Ouellette

10. BOARD COMMENTS AND COMMITTEE REPORTS:

- A. Report out on MSMA Fall Conference

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

- A. Board Discussion - Staff Survey

13. NEW BUSINESS:

None

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 9:25 p.m. (Hancock – Munsen) (11 – 0) The student representative voted with the majority.


Becky J. Foley, Superintendent of Schools

Item # 9A

	2021 Budget	Budget Adjustments	October 2021 Expenses	2021 Expenses YTD	Encumbrances	Amount Remaining	Percentage Remaining
Art 1 - Reg Inst Total	15,107,880.00	0.00	1,671,918.55	2,864,877.56	10,146,576.14	2,096,426.30	14 %
Art 2 - Special Ed Total	4,688,560.00	0.00	496,361.47	868,113.06	3,045,227.87	775,219.07	17 %
Art 3 - CTE	101,706.00	0.00	8,475.45	33,901.82	67,803.58	0.60	0 %
Art 4 - Oth Inst Total	858,926.00	0.00	71,838.28	134,928.47	116,739.48	607,258.05	71 %
Art 5 - Stu/Stf Sup Total	3,160,872.00	0.00	277,676.38	723,582.28	1,545,618.65	891,671.07	28 %
Art 6 - Sys Admin Total	1,013,211.00	0.00	108,579.02	322,451.56	319,837.80	370,921.64	37 %
Art 7 - Sch Admin Total	1,727,711.00	0.00	199,098.24	553,638.52	1,074,425.86	99,646.62	6 %
Art 8 - Trans Total	1,473,419.00	0.00	155,542.87	243,316.29	717,189.98	512,912.73	35 %
Art 9 - O&M Total	5,028,523.00	0.00	1,270,938.04	1,928,054.92	1,589,541.21	1,510,926.87	30 %
Art 10 - Debt Svc Total	1,427,247.00	0.00	131,845.44	131,845.44	0.00	1,295,401.56	91 %
Art 11 - All Oth Total	294,645.00	0.00	0.00	73,311.24	219,933.72	1,400.04	0 %
1000 - GENERAL FUND Totals:	34,882,700.00	0.00	4,392,273.74	7,878,021.16	18,842,894.29	8,161,784.55	23 %

DCS School Goals 2019-2020

Item #9.B.

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	Evidence of Effectiveness
Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.		
DCS Goal 1: (Year 1 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.	<ul style="list-style-type: none">● Implement and refine Responsive Classroom practices● Team of teachers to attend 4 day training PK -5.● Have representatives attend 6-8 training.● Dedicate one staff meeting a month to Responsive Classroom implementation and professional learning.	<p>Reduction in chronic absenteeism by students (More proactive steps were implemented earlier in the year to support potential truancy issues. The interruption to school prevented full tracking of this indicator)</p> <p>100% of classroom teachers and specialists will be trained in Responsive Classroom practices. (completed)</p> <p>Morning meeting and Responsive Advisory will be used in all PK-8 classrooms daily. (completed)</p>
	<ul style="list-style-type: none">● Incorporate Responsive Classroom practices into all staff meetings.	<p>Impact on staff morale as interpreted on Satisfaction Survey. (survey not administered due to Covid)</p>

	<ul style="list-style-type: none"> ● Incorporate Responsive Classroom practices and align with guidance curriculum at weekly K and 1-2 assemblies. ● Reinforce Core Values at each grade span through assemblies. 	<p>K-2 children will transfer skills from guidance lessons on a more regular basis. (At each weekly assembly children greeted each other, built upon the work in their guidance classes and had an opportunity to share their thinking.)</p> <p>Students will demonstrate stronger self reflection skills and understanding of Core Values (Children consistently shared their observations and practices throughout the year)</p>
	<ul style="list-style-type: none"> ● Implement use of Risk Screener to identify student external and internal needs, and target supports. 	<p>Documentation and use of data at Student Assistance Team meetings. Reduction of “at risk flags.” (Risk screener implemented in T1 and T2, staff reviewed and implemented action steps to support students flagged. This also guided RTI supports.)</p>
	<ul style="list-style-type: none"> ● Increase opportunities for student to student mentoring and cross grade level interactions. 	<p>Establishment of a cross grade level team to support opportunities. (cross grade level team of teachers developed partnerships for reading buddies, science sharing, mentors. Unable to complete plans)</p>
	<ul style="list-style-type: none"> ● Continue to build positive bus culture using Peaceful Bus strategies. 	<p>Reduction in number of bus slips (There was a reduction in bus slips that was partly through Peaceful Bus activities and partly due to working with our driving team to establish consistent expectations and language.)</p>

	<ul style="list-style-type: none"> • Increase range of field work and enrichment offerings that enhance curriculum. 	Additional and relevant field work and enrichment opportunities. (This was underway until cut off by Covid. There had been increased enrichment at school and plans for more that got cancelled)
Strategic Goal #2 All RSU 5 students regularly engage in meaningful student centered learning.		
<p>Outcome: Increased student achievement in reading/math from data points identified on DCS Scorecard.</p>	<ul style="list-style-type: none"> • Narrow teacher goals to allow more focus and reduce overload. In response to teacher feedback, the goal is to focus professional learning and make more concrete connections to specific practices. 	<p><i>Academic goals (regardless of content) were defined as the following:</i></p> <ul style="list-style-type: none"> → Deepen teacher understanding of key concepts in content areas. → Refine responsive instructional practices. → Engage in ongoing individual and collaborative reflection on student data (student work, student observation, pre-and post-assessments, interim assessments) and purposeful planning. → Embed responsive instructional practices (strategy groups, conferring, student academic choice, meaningful student/student discourse) <p>(Focus for PK purposeful play; K-3 literacy; 4-5 math; 6-8 content area curriculum and practices.)</p>

	<ul style="list-style-type: none"> ● Establish DCS/PES common staff meeting time and PD time to create collegial support for responsive planning 	<p>Shared planning documentation (This worked well and the work that took place ultimately proved very helpful for team delivery of instruction when the district went into remote learning)</p> <p>Impact on staff morale as interpreted on Satisfaction Survey. (Not administered due to Covid but in discussion with SLT the work was well received and considered valuable. Given the choice the leadership chose to continue the model this year)</p>
	<ul style="list-style-type: none"> ● Implement intervention cycle structure with regular collaboration / student progress review meetings between interventionists and classroom teachers 	<p>Intervention cycle document; monitoring of student growth and progress. (Regular intervention review cycle established; additional focus on multi-tiered approach to intervention)</p>
	<ul style="list-style-type: none"> ● Monthly meetings with School Leadership Team to plan PD time. ● Regular meetings with strategists to monitor focus and progress, relative to targeted professional growth goals. 	<p>PD plan reviewed and maintained on a monthly basis. (completed)</p> <p>Monthly consult meetings with strategists. (completed)</p>

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
<p>Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</p> <p>DCS Goal By June 2021 DCS faculty will identify a pathway of sustainable practice for diversity, inclusion, and equity.</p>	<ul style="list-style-type: none"> Administration will participate in professional development tied to equity practices such as Maine's Cultural Competence Institute. 	<p>~Will Pidden ~Kelli Rogers</p>	<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.
	<ul style="list-style-type: none"> Develop an action plan based on the findings of the District audit 	<p>~District admin team ~School leadership team</p>	<ul style="list-style-type: none"> Action plan developed, and shared with staff. PD time planned to enact the action plan.
	<ul style="list-style-type: none"> Plan and facilitate professional development opportunities for staff related to equity practices. 	<p>~ School leadership team</p>	<ul style="list-style-type: none"> Professional development calendar adjusted to incorporate new learning opportunities.

	<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.
	<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.
	<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.
	<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

RESULTS: RSU 5 Nutrition Program Goals 2019-20

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.

Department Goal	Rationale & Action Steps	Timeline	Evidence of Effectiveness Progress Indicators/Goal Disposition
<p>Strategic Goal: 4.3 Improve and assure student access to the highest quality school nutrition program.</p> <p>4.3A Review the quality of the school nutrition program and the equity of its access to all students.</p> <p>Department Goal 1: Improve the effectiveness of SY 20 meal eligibility outreach and implementation</p>	<p><i>A higher percentage of Free/Reduced-eligible students improves nutritional support for at-risk students, increases educational subsidies for the district and reduces economic hardship for the district's families.</i></p> <p>A. Develop new strategies to encourage application for meal benefits by families who have historically not qualified</p> <p>B. Identify opportunities for inter-departmental cooperation to identify and support the district's most vulnerable households</p> <p>C. Ensure that all purchases made by F/R-eligible students are maximally healthy with minimal financial impact to families at Freeport High School</p>	<p>Summer 2019 and ongoing 2019-20</p>	<p>A. Increase in overall number of applications submitted</p> <p>Free-eligible applications up 44% (+55) and reduced-eligible applications up over 100% (+63) from previous year.</p> <p>B. Regular contact between guidance department, nurses, social workers and Nutrition Program to ID and best serve these students</p> <p>Routine work with all identified departments during the regular school year. Strong community partnership with Freeport Community Services and RSU 5 nursing staff to coordinate meals during pandemic and provide additional resources when needed.</p> <p>C. Higher % of reimbursable meals among FHS F/R-eligible students</p> <p>Free and reduced meal participation up at both breakfast and lunch while a la carte sales</p>

RESULTS: RSU 5 Nutrition Program Goals 2019-20

			<p>increased as well, indicating that, with mindful management, RSU 5's a la carte program provides significant additional revenues without interfering with reimbursable meal sales, especially among F/R-eligible students:</p> <ul style="list-style-type: none"> ● <u>BREAKFAST PARTICIPATION %:</u> Free up 7%, Reduced up 24% ● <u>LUNCH PARTICIPATION %:</u> Free up 4%, Reduced up 19%, Total up 10% over SY 19 and 31% over SY18. ● <u>A LA CARTE:</u> Revenues for SY20 totaled \$45,000, projected to total \$64,000 (vs. \$52,000 in SY19 & \$32,000 in SY18), had school not shut down in March.
<p>Department Goal 2: Improve meal account communications between the Nutrition Program and student households</p>	<p><i>RSU 5's historically high meal debt has its roots in a lack of clear communication about meal costs, meal eligibility, purchase restrictions and expectation of timely payment for meals purchased.</i></p> <p style="padding-left: 40px;">A. Implement regular reminders of meal debt and meal costs to households</p>	<p>September 2019</p>	<p>A. Reduction in average district meal debt/student</p> <p>Meal debt reminders sent every 2 weeks automatically. Overall student meal debt dropped 62% (-\$23,863) from the end of SY 19.</p>

RESULTS: RSU 5 Nutrition Program Goals 2019-20

	<p>B. Consistent followup with information about F/R meal applications to households with meal debt</p> <p>C. Strengthen enforcement of a la carte item purchasing restrictions on meal accounts in arrears (e.g., milk at elementary level)</p>	<p>Summer 2019 and ongoing 2019-20</p> <p>December 2019</p>	<p>B. Increase in F/R applications from households struggling with meal debt Reduced-eligible applications up over 100% (+63) from previous year</p> <p>C. Reduction of a la carte items charged district-wide</p> <ul style="list-style-type: none"> ● SY 19 Milk Revenue: \$9,400 SY 19 Milk Charged: \$4,200 ● SY 20 Milk Revenue: \$4,100 SY 20 Milk Charged: \$259 ● Reduced net milk profits by \$500 but avoided \$4,000 in unpaid/charged milk charges.
<p>Department Goal 3: Involve students in the Nutrition Program with regular activities that promote wellness, cultivate awareness and curiosity about food and encourage participation in the program</p>	<p><i>Actively soliciting and supporting student feedback and participation in the Nutrition Program is giving our students a voice beyond the classroom. Students who are personally vested in the Nutrition Program are more likely to participate in it. And students who are well-fed are more ready to learn.</i></p> <p>A. Involve students in menu development activities</p>	<p>2019-20</p>	<p>A. Menus feature student-developed dishes</p> <ul style="list-style-type: none"> ● Pownal: Kitchen manager worked with four grades to choose themed menus - e.g., Backyard BBQ, France & Seafood. ● Durham: Grades 3 & 4 attended a nutrition presentation by the nutrition director, submitted entree ideas and voted on special menus developed from their ideas.

RESULTS: RSU 5 Nutrition Program Goals 2019-20

	<p>B. Engage students in the development and implementation of nutrition-based wellness activities at RSU 5</p>		<p>An Asian and Soul Food menu was served to the school (and members of the board!).</p> <p>B. Students provide feedback to Wellness Committee on their experience with its initiative</p> <p>The Wellness Committee's efforts to develop a survey for students were stymied by the pandemic and haven't gotten back on track because of the pandemic.</p>
<p>Department Goal 4: Sustainability</p>	<p><i>RSU 5's Nutrition Program is committed to reducing the environmental impact of its operations.</i></p> <p>A. Paperless menus and paperless invoicing at all grade levels</p>	<p>October 2019</p> <p>2019-20</p>	<p>A. Paperless menus and invoicing</p> <ul style="list-style-type: none"> ● Menus for all school levels are posted online-only, although some schools still send paper copies home depending on community preferences. ● Paper balance notifications have been replaced with email or phone calls. ● Highlighting MySchoolBucks as a way for parents to monitor student purchases and balances <p>B. Steps taken to reduce paper</p>

RESULTS: RSU 5 Nutrition Program Goals 2019-20

	<p>B. Collaborate with data specialist to ensure that all student information systems have complete household information to eliminate all paper communications with parents/guardians except those required by law</p> <p>C. Elimination of all plastic straws and plastic utensils (except where necessary to avoid service disruption/significant loss of revenue)</p>	<p>June 2020</p>	<ul style="list-style-type: none"> ● Online free and reduced applications outnumbered paper applications this year. ● Improved consistency in PowerSchool demographics data for more seamless interface with Nutrition Program programs. ● School Messenger alerts for pandemic-related meal information <p>C. Percent reduction in amount of straws and plastic utensils ordered</p> <ul style="list-style-type: none"> ● Milk straw reduction: Down 50% at DCS, down 100% at FHS, FMS, MSS. ● Reusable utensils at FHS & FMS have reduced single-use disposable utensils by 60%+. ● Switched to reusable salad and soup bowls @ FHS
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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.

[illegible]

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p>Department Goal 2: 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>	<p>Nutrition Director</p>	<p>June, 2020</p>	<ul style="list-style-type: none"> ● RSU 5 will have a central database of its major kitchen equipment. ● RSU 5 will have the data needed to update the capital improvement plan to reflect the district's current Nutrition Program operations and priorities.

RSU5 Athletics – High School and Middle School 2019-2020 Goal Update

Goal 1: Provide guidance and supervision regarding the organization, design and implementation of a systematic and sequential progression and program of philosophy, terminology, drills, skills teaching and applications within each athletic program.

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>Varsity Head Coach will ...</p> <p>a) meet with appropriate frequency, with sub-varsity and middle school coaches (pre, during & post).</p> <p>b) develop a working relationship with your coaches conducive to the development and maintenance of your program.</p> <p>c) work with your coaches to organize, design and implement a systematic and sequential progression and program of philosophy, terminology, drills, skills teaching and applications.</p> <p>d) develop and maintain an open and clearly defined communications system with your coaches and athletes.</p> <p>e) develop a working relationship with RSU5 Recreation & Community Education and other</p>	<p>Time</p>	<p>Athletic Administrator</p> <p>Varsity Coaches</p> <p>Assisted by:</p> <p>Director of Community Programs</p> <p>Community Programs Recreation Coordinator</p>	<p>Yearly and Seasonal review</p> <p>No completion date - ongoing</p>	<p>Part of varsity coaches evaluation process:</p> <p>Completed, but ongoing work.</p>

<p>local youth organizations in regards to the implementation, organization and maintenance of related youth/feeder programs.</p> <p>f) maintain general supervision of the above areas with the intent being to insure the success, development and maintenance of your program.</p>				
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RSU5 Athletics – High School and Middle School 2019-2020 Goal Update

Goal 2: 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 HS - football (7v7 2020) - indoor track - outdoor track - girls ice hockey - boys ice hockey - fall cheering - winter cheering</p>	<p>Observations of new programs</p> <p>Sufficient student participation and interest to maintain programs.</p> <p>Data was maintained, but no new programming added.</p> <p>Sufficient RSU5 funding to maintain programs</p>

			- swimming (B&G) <u>FMS & DCS</u> football cheering indoor track outdoor track	<u>FMS</u> volleyball intramurals
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Goal 3: 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 reconfiguring 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><u>HS</u></p> <ul style="list-style-type: none"> - Tennis courts (post-tension) - Reserve Acct 21-22?? - Baseball scoreboard - COMPLETE - Softball scoreboard - COMPLETE - Softball outfield fence COMPLETE - Track & turf storage building - Siding

				<p>- Resurface Track & Turf TBA Reserve Acct Established</p> <p><u>MS</u></p> <ul style="list-style-type: none">- Reconfigure FMS fields: eliminate use overlap- FMS baseball infield: graded and re-sod- FMS outdoor basketball courts: resurface- FMS fields graded/reseeded: COMPLETE (vandalism) <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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RSU5 Athletics – High School and Middle School 2020-2021

Goal 1: Broaden and Enhance Athletic Department Technology to Ensure Better Access to Programs and Improve Communication

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	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 • Increase knowledge on maximizing equipment: <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>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</p> <p>Live streaming of games</p> <p>Coaches able to download video and use with Hudl</p> <p>Live stream with play by play with audio broadcast</p>
<p>2.) Implementation of new athletic website - rSchoolToday:</p> <ul style="list-style-type: none"> • Installation of system • Increase knowledge in how to maximize usage: <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>Athletic Administrator & Administrative Assistant</p>	<p>System Operations: Basic - Sept 2020 Fully - Sept 2021</p>	<p>Website visible and operational</p> <p>Online Form Recommendation</p> <p>Mobile App available</p>

NFH Network - Live Streaming: Number of live views and video on demand views

Start Time	Activity	Event Title	Live Views	VOD Views
Nov 05, 2020 - 6:00 PM	Field Hockey	Varsity Field Hockey Freeport High School vs. Brunswick High School	23	0
Nov 05, 2020 - 4:30 PM	Field Hockey	Junior Varsity Field Hockey Freeport High School vs. Brunswick High School	22	0
Nov 04, 2020 - 7:00 PM	Soccer	Varsity Girls Soccer Freeport High School vs. Brunswick High School	93	14
Nov 04, 2020 - 5:00 PM	Soccer	Junior Varsity Girls Soccer Freeport High School vs. Brunswick High School	58	4
Nov 04, 2020 - 3:30 PM	Soccer	Freshman Girls Soccer Freeport High School vs. Brunswick High School	78	2
Nov 02, 2020 - 6:00 PM	Football	Varsity Football Freeport High School vs. Mt. Ararat High School	84	6
Nov 02, 2020 - 4:15 PM	Football	Junior Varsity Football Freeport High School vs. Mt. Ararat High School	37	1
Oct 31, 2020 - 2:00 PM	Soccer	Varsity Boys Soccer Freeport High School vs. Gray-New Gloucester High School	377	64
Oct 31, 2020 - 12:30 PM	Soccer	Junior Varsity Boys Soccer Freeport High School vs. Gray-New Gloucester High School	130	74
Oct 31, 2020 - 11:00 AM	Soccer	Freshman Boys Soccer Freeport High School vs. Gray-New Gloucester High School	109	8
Oct 30, 2020 - 6:10 PM	Football	Varsity Football Freeport High School vs. Brunswick High School	110	48
Oct 30, 2020 - 6:00 PM	Football	Varsity Football Freeport High School vs. Brunswick High School	20	46
Oct 30, 2020 - 4:15 PM	Flag Football	Junior Varsity Boys Flag Football Freeport High School vs. Brunswick High School	152	23
Oct 27, 2020 - 7:00 PM	Soccer	Varsity Boys Soccer Freeport High School vs. Greely High School	1109	118
Oct 27, 2020 - 5:30 PM	Soccer	Junior Varsity Boys Soccer Freeport High School vs. Greely High School	403	102
Oct 27, 2020 - 4:55 PM	Soccer	Freshman Boys Soccer Freeport High School vs. Greely High School	38	87
Oct 27, 2020 - 1:00 PM	Other Activity	Other Activity Freeport High School	1	0
Oct 24, 2020 - 3:00 PM	Soccer	Varsity Girls Soccer Freeport High School vs. Yarmouth High School	315	24
Oct 24, 2020 - 1:00 PM	Soccer	Junior Varsity Girls Soccer Freeport High School vs. Yarmouth High School	119	11
Oct 24, 2020 - 12:12 PM	Soccer	Freshman Girls Soccer Freeport High School vs. Yarmouth High School	108	7
Oct 22, 2020 - 6:00 PM	Soccer	Varsity Girls Soccer Freeport High School vs. Greely High School	114	41
Oct 22, 2020 - 4:30 PM	Soccer	Junior Varsity Girls Soccer Freeport High School vs. Greely High School	107	15
Oct 21, 2020 - 6:00 PM	Field Hockey	Varsity Field Hockey Freeport High School vs. Yarmouth High School	12	11
Oct 21, 2020 - 4:30 PM	Field Hockey	Junior Varsity Field Hockey Freeport High School vs. Yarmouth High School	11	0
Oct 20, 2020 - 7:00 PM	Soccer	Varsity Girls Soccer Freeport High School vs. Mount Ararat High School	33	2
Oct 20, 2020 - 5:00 PM	Soccer	Junior Varsity Girls Soccer Freeport High School vs. Mount Ararat High School	21	0
Oct 20, 2020 - 3:30 PM	Soccer	Freshman Girls Soccer Freeport High School vs. Mount Ararat High School	22	2
Oct 19, 2020 - 6:00 PM	Field Hockey	Varsity Field Hockey Freeport High School vs. Greely High School	3	4
Oct 19, 2020 - 4:30 PM	Field Hockey	Junior Varsity Field Hockey Freeport High School vs. Greely High School	0	3
Oct 15, 2020 - 7:00 PM	Soccer	Varsity Boys Soccer Freeport High School vs. Yarmouth High School	46	38
Oct 15, 2020 - 5:00 PM	Soccer	Junior Varsity Boys Soccer Freeport High School vs. Yarmouth High School	96	57
Oct 15, 2020 - 3:30 PM	Soccer	Freshman Boys Soccer Freeport High School vs. Yarmouth High School	40	1

RSU5 Athletics – High School and Middle School 2020-2021

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?	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 reconfiguring athletic facilities expansions/renovations.</p> <p>C Make recommendations to Board.</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 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>B Written documentation of options and costs</p> <p>C Written recommendations</p>



FREEMPORT MIDDLE SCHOOL - CONCEPT B

ATHLETIC FIELD EVALUATION

**19 KENDALL LANE
FREEMPORT, MAINE**

MARCH 10, 2009

MILNER & MACBROOM



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					

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			

FMS	YEAR	FALL	WINTER	SPRING	Total
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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				

Freeport High School

Season Results - Fall 2020

Football 6-1

Boys Soccer 2-7-1

Field Hockey 9-1

Girls Soccer 4-5-1

**Golf Undeclared 7-0
Western Maine Conference Champions
Class B State Champions**

**Cross Country WMC Championship: Boys placed 4th - Girls placed 3rd
Martin Horne qualified for State Championship Meet
Girls Team qualified for State Championship Meet**



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
Rick Kusturin, Director of Finance & Human Resources

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

Date: November 5, 2020

Committee: Finance

Chair: Jeremy Clough

In attendance: Michelle Ritcheson, Jeremy Clough, Beth Munsen, Becky Foley, Rick Kusturin, Dennis Ouellette.

Absent: None

Meeting Date: November 4th, 2020, Freeport High School cafeteria.

The Chair of the Finance Committee opened the meeting at 5:01 pm.

The Committee was then briefed on the current status of the FY21 Budget. No significant issues were reported upon.

The Committee engaged in discussion regarding the ventilation issues at Morse Street School. Rick gave an update to the RFQ for a possible performance contract and provided the Committee with the background of the purpose. The discussion expanded to the necessity of a comprehensive changeout of HVAC and other infrastructure and whether the District wanted to proceed on that path. A different approach was proposed by Dennis to repair only those ventilation issues that are critical and to changeout the controls from pneumatic to digital. The Committee supported that approach. The District will issue an RFP for the work necessary to ensure adequate and controllable ventilation and air quality.

The meeting was adjourned at 6:00 pm. The next scheduled meeting of the Finance Committee is December 9th, 2020 at 5:00 pm at the Freeport High School cafeteria.



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

Chair: Candy deCsipkes

Committee members in attendance: Candy deCsipkes, Maddy Vertenten, Lindsey Furtney, Cynthia Alexander

Date of Meeting: 11/6/20

Absent: N/A

Guests: N/A

Review/Revise Policies:

The following policy was revised and will be brought to the Board for 1st read on November 18, 2020.

JHB Truancy

The following policies were reviewed with no substantive changes.

KB Parent Involvement in Education

KBF Parent Involvement in Title I

The following policies were not reviewed and will be brought back to the Policy Committee.

BEB Board Member Use of Social Media

BIA New Board of Directors Member Orientation

IKFC Credit for Private Tutoring

The next meeting will be held on December 4, 2020 at 8:30 a.m. and will be held virtually.

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: Jeremy Clough, Candace deCsipkes, Dwight Ely, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Liam Hornschild-Bear, Brady Grogan

CC: Julie Nickerson, Lisa Demick, Kelli Rogers, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Jim Grant, Peter Wagner, Jen Gulko, Bonnie Violette, Emily Grimm, Conor Walsh, Charlie Mellon, Rick Kusturin, Anne-Marie Spizzuoco, Beth Daniels, Shawn McBean, Dorothy Curtis, Lisa Blier, Jennifer Winkler, Nancy Drolet, Nancy Dyer, Nancy Decker, Alicia DeRoche, Kristy Johnson, Deborah Koval, Linda Pritchard, Tim Grivois, Tom McKibben, Treavor Bean, Jen Winkler

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

DATE: November 9, 2020

RE: Review/Update of Policies

At the November 18, 2020 Board of Directors Meeting, the following policy will be on the agenda for 1st Read:

JHB - Truancy

The following policies were reviewed with no substantive changes and require no Board action.

KB - Parent Involvement in Education

KBF - Parent Involvement in Title I

TRUANCY

TRUANCY DEFINED

A student is truant if ~~he/she is~~ they are required to attend school or alternative instruction under Maine compulsory attendance law (20-A MRSA § 5001-A) and ~~he/she~~ they:

- A. ~~Has~~ Have completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during a school year; or
- B. Is at least ~~7~~ 6 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.
- C. A child 5 years of age or older and under 6 years of age who is enrolled in and who has not withdrawn from a public day school is required to attend that school during the time it is in session. Such a child will be considered truant if they have the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

ATTENDANCE COORDINATORS

In accordance with Maine law, the Superintendent shall appoint one or more attendance coordinators. The duties of the attendance coordinator include, but are not limited to:

- A. Interviewing a student whose attendance is irregular and meeting with the student and the parents to determine the cause of the irregular attendance and filing a written report with the principal;
- B. Filing an annual report with the Superintendent summarizing school year activities, findings and recommendations regarding truants;
- C. Serving as a member of the dropout prevention committee; and
- D. Serving as the liaison between the school and the local law enforcement agency in matters pertaining to student absenteeism under Maine law.

TRUANCY PROCEDURES

As required by law, the following procedure shall be followed when a student is truant.

- A. The principal, upon determining that a student is truant, shall notify the Superintendent of the student's truancy within five school days of the last unexcused absence.

- B. Within in five school days of notification, the Superintendent/designee will refer the student who has been determined to be truant to the school's student assistance team.
- C. The student assistance team will meet to determine the cause of the truancy and assess the effect of the student's absences, as well as any future absences for the student. If it is determined that a negative effect exists, the student assistance team shall develop an intervention plan to address the student's absences and the negative effect of these absences.

An intervention plan may include, but is not limited to:

1. Frequent communication between the teacher and the family;
2. Changes in the learning environment;
3. Mentoring;
4. Student counseling;
5. Tutoring, including peer tutoring;
6. Placement into different classes;
7. Evaluation for alternative education programs;
8. Attendance contracts;
9. Referral to other agencies for family services; and
10. Other interventions including but not limited to referral to the school attendance coordinator, student assistance team, or dropout prevention committee.

Failure of the student or the student's parent(s)/guardian(s) to appear at scheduled meetings does not preclude school administrators from implementing a plan to address a student's truancy.

- D. The student and ~~his/her~~ their parent(s)/guardian(s) shall be invited to attend any meetings scheduled to discuss the student's truancy and the intervention plan.
- E. If the Superintendent/designee is unable to correct the student's truancy, the Superintendent/designee shall serve or cause to be served upon the parent(s)/guardian(s) in-hand or by registered mail a written notice that the student's attendance is required by law. The notice shall:

1. State that the student is required to attend school pursuant to 20-A MRSA §5001-A (the compulsory attendance law);
 2. Explain the parent's right to inspect the student's attendance records, attendance coordinator's reports, and principal's reports;
 3. Explain that the failure to send the student to school and maintain the student in regular attendance is a civil violation in accordance with 20-A MRSA § 5053-A and will jeopardize the student's status in the grade ~~he/she is~~ they are in;
 4. State that the Superintendent/designee may notify local law enforcement authorities of a violation of 20-A MRSA § 5053-A and the Department of Health and Human Services (DHHS) of a violation under and 20-A MRSA § 5051-A(1)(C); and
 5. Outline the plan developed to address the student's truancy and the steps that have been taken to implement that plan.
- F. Prior to notifying local law enforcement authorities, the Superintendent/ designee shall schedule at least one meeting of the student assistance team as required by law and paragraph B of this policy and may invite a local prosecutor.
- G. If after three school days after the service of the notice described in paragraph E of this policy the student remains truant and the parent(s)/guardian(s) and student refuse to attend the meeting referred to in paragraph F, the Superintendent/designee shall report the facts of the unlawful absence to local law enforcement authorities. Local law enforcement may proceed with enforcement action against the parent unless the student is at once placed in an appropriate school or otherwise meets the requirements of the compulsory attendance law.
- H. When a student is determined to be truant and in violation of the compulsory attendance law, and the student assistance team has made a good faith attempt to meet the requirements, the Superintendent shall notify the Board of the student's truancy.

ANNUAL REPORT TO COMMISSIONER

The Superintendent shall submit an annual report regarding truancy to the Commissioner by October 1. The report must identify the number of truants in the school administrative unit in the preceding school year; describe the school unit's efforts to deal with truancy; account for actions brought to enforce the truancy law; and include any other information on truancy requested by the Commissioner.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A-5054-A
22 MRSA § 4002

Cross Reference: JEA – Compulsory Attendance
JFC – Dropout Prevention—Student Withdrawal from School
JLF – Reporting Child Abuse and Neglect

Adopted: November 18, 2009
Revised: January 23, 2013
Revised: March 26, 2014
Revised: _____