

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– APRIL 29, 2020
FREEPORT HIGH SCHOOL - LIBRARY
6:30 P.M. REGULAR SESSION
AGENDA

Due to COVID-19 and the need for social distancing, the meeting **WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC**. As always, the meeting will be livestreamed on the RSU5 website under the top menu bar “Board and Policies” - Board Meeting Video (Youtube)
<https://www.youtube.com/channel/UC97VXXIhRFRjSPv1wfo1ACA/>

In addition, you will have the opportunity to join the meeting live online remotely and provide comments during public comment. The link to the live video conference will be posted on the home page of the RSU5 website under “District News” before the start of the meeting.

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

2. Attendance:

____ Kathryn Brown	____ Maura Pillsbury
____ Jeremy Clough	____ Michelle Ritcheson
____ Candace deCsipkes	____ Valeria Steverlynck
____ Lindsey Furtney	____ Madelyn Vertenten
____ Jennifer Galletta	____ Rhea Fitzpatrick – Student Representative
____ Susana Hancock	____ Liam Hornschild-Bear – Student Representative
____ Elisabeth Munsen	

3. Pledge of Allegiance:

4. Consideration of Minutes:
A. Consideration and approval of the Minutes of March 25, 2020 and April 1, 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)

7. Public Comments: (10 Minutes)

8. Reports from Superintendent: (10 Minutes)
A. Items for Information
 - District Happenings
 - Resignations (effective at the end of the school year)
 - Faith Farrington - DCS Special Education Teacher
 - Stephanie Weeks - FMS Health Teacher
 - Amy Chaput - MSS Kindergarten Teacher

9. **Administrator Reports:**
 - A. **Finance - Ann Cromer (3 Minutes)**

10. **Board Comments and Committee Reports:**
 - A. **Board Information Exchange and Agenda Requests (10 Minutes)**
 - B. **Finance Committee (10 Minutes)**
 - C. **Strategic Communications - Migration of Students (10 Minutes)**
 - D. **Policy Committee (10 Minutes)**

11. **Policy Review:**
 - A. **Consideration and approval of the following Policies (1st Read) (10 Minutes)**
BHC - Board of Directors Communications with Staff

Motion: _____ 2nd: _____ Vote: _____

 - B. **Consideration and approval of the following Policies (2nd Read) (15 Minutes)**
JICK - Bullying
JICK-R-Bullying Administrative Procedure
JJIB - Sponsorship and Evaluation of Athletic Programs

Motion: _____ 2nd: _____ Vote: _____

12. **Unfinished Business:**
 - A. **Budget Timeline Update (10 Minutes)**
 - **Vote/sign Annual Budget Meeting & Budget Validation Referendum Warrants - May 27, 2020**
 - **Annual Budget Meeting - New date of June 17, 2020**
 - **Budget Validation Referendum - New date of July 14, 2020**
 - **Additional Board meeting to vote/sign Computation and Declaration of Votes - July 15, 2020**

 - B. **Discussion of adopted Budget (20 Minutes)**

 - C. **Update on Remote Learning (15 Minutes)**

13. **New Business: (10 Minutes)**
 - A. **Consideration of action that pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY21 operating budget to another cost center or among other cost centers, provided that the total FY21 fiscal year operating budget shall not be increased by such transfers.**

Motion: _____ 2nd: _____ Vote: _____

14. **Personnel:**
NA

15. **Public Comments: (10 Minutes)**

16. Executive Session:

A. Consideration and approval to enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(D) for the purpose of discussing Support Staff Negotiations for RSU No. 5.

Motion: _____ 2nd: _____ Vote: _____

Time In: _____ Time Out: _____

17. Action as a Result of Executive Session:

A. Consideration and approval to ratify the Coastal Education Association for Educational Support Professional Unit Bargaining Agreement July 1, 2020 – June 30, 2023.

Motion: _____ 2nd: _____ Vote: _____

18. Adjournment:

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

Item #4.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, March 25, 2020 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes
The Meeting Was Held Remotely Using Zoom**

(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 April 29, 2020 meeting).

1. CALLED TO ORDER:

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

- 2. MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candy deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Rhea Fitzpatrick, Student Representative
MEMBERS EXCUSED: None

Chair Ritcheson confirmed all members of the Board and public remotely attending the public proceedings were able to hear all members. Instructions on how to ask questions and the use of mute was explained.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the Minutes of March 11, 2020. (Vertenten - Steverlynck) (11 – 0)
The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

9.B - Board deliberation on the FY21 Budget
Move 12.B. prior to 12.A.

A motion was made by Hancock, seconded by Steverlynck to add a discussion on expectations of a third party consultant for the RSU5 Cost Sharing Formula (7 - 4 Brown, Galletta, Munsen, Ritcheson) The student representative voted with the majority.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – Rhea Fitzpatrick, Student Representative

7. PUBLIC COMMENT:

Ed Bradley, Freeport

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

1. District Happenings

2. Resignations:

-Anders Samuelson - FHS English Teacher

-Erin Valle - DCS Reading Specialist

B. Review of FY21 Superintendent's Recommended Budget

9. PUBLIC INPUT:

A. Public Input on the FY21 Budget

None

B. Board deliberation on the FY21 Budget

10. ADMINISTRATOR REPORTS:

A. Finance - Ann Cromer

11. BOARD COMMENTS AND COMMITTEE REPORTS:

- A. Board Information Exchange and Agenda Requests - Susana Hancock attended the Region Ten Student of the Quarter recognition. Two RSU5 students were recognized.
- B. Finance Committee
- C. Policy Committee

12. POLICY REVIEW:

B. VOTED: To approve the 2nd Read of the following Policies. (Brown – Munsen) (11 – 0) The student representative voted with the majority.

- 1. BEDB - Agenda
- 2. BEDI - Board Relations with the Media

A. VOTED: To approve the 1st Read of the following Policies. (Brown – Vertenten) (11 – 0) The student representative voted with the majority.

- 1. JICK - Bullying
- 2. JICK-R Bullying Administrative Procedure

C. VOTED: To rescind the following Policies. (Vertenten – Brown) (11 – 0)

- 1. BIC-E - Certification of Completion of Freedom of Access Training
- 2. JICK-E1 - RSU No. 5 Bullying Report Form
- 3. JICK-E2 - RSU No. 5 Bullying Investigation Form
- 4. JICK-E3 - Documentation of Disciplinary and Remedial Actions Taken
- 5. JICK-E4 - RSU No. 5 Bullying Reporting, Investigation and Intervention/Resolution Process

13. NEW BUSINESS:

The following three items were Tabled.

- A. Consideration and approval of the RSU5 Distance Learning Plan
- B. Consideration and approval of RSU5 support for the Meeting House Arts Project.
- C. Discussion on expectations of a third party consultant for the RSU5 Cost Sharing Formula

14. PERSONNEL:

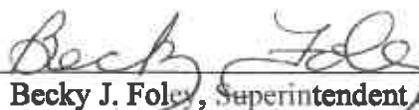
None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 10:41 p.m. (Steverlynck – Galletta) (11 – 0)


Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting
Wednesday, April 1, 2020 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes
The Meeting Was Held Remotely Using Zoom**

(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 April 29, 2020 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:34 p.m.

2. MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candy deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Liam Hornschild-Bear, Student Representative
MEMBERS EXCUSED:

Chair Ritcheson confirmed all members of the Board and public remotely attending the public proceedings were able to hear all members. Instructions on how to ask questions and the use of mute was explained.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Add Item 13.A. Discussion on changing credit requirements for seniors.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – Liam Hornschild-Bear

7. PUBLIC COMMENT:

Nancy Salmon, Freeport

8. REPORTS FROM SUPERINTENDENT:

None

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

A. VOTED: To approve the RSU5 Distance Learning Plan. (Vertenten – Steverlynck) (11 – 0)
The student representative voted with the majority.

B. VOTED: To approve RSU5 support for the Meeting House Arts Project in the amount of \$5,000. (Munsen – Steverlynck) (10 – 0 – 1 Vertenten Abstained because she sits on the ACAF Board)

C. RSU5 Cost Sharing Consultant - Discussion

D. VOTED: To approve the Superintendent's FY21 Recommended Budget as presented. (Vertenten – Galletta) (11 – 0)

13. NEW BUSINESS:

A. Discussion on changing credit requirements for seniors.

VOTED: To modify policy IKF - Graduation Requirements to reduce the graduation requirement to 18 credits from 24 credits for the graduating class of 2020 (Furtney – Steverlynck) (11 – 0)

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 10:03 p.m. (Munsen – Brown) (11 – 0)


Becky J. Foley, Superintendent of Schools

Item # 9.A.

RSU #5		General Budget Report				3/31/2020		2019-2020		Balances		%	
New Article #	Prior Article #	Description	2019-2020 Budget	Transfers	Revised Budget	Expenses YTD	Encumb YTD	YTD	YTD	YTD	Remaining		
Article 1	Article 6	Instruction K - 12	\$ 14,218,224.00	\$ -	\$ 14,218,224.00	\$ 8,230,413.85	\$ 24,666.07	\$ 5,963,144.08	\$ 5,963,144.08	\$ 41.94%			
Article 2	Article 11	Special Education Services	\$ 4,592,878.00	\$ -	\$ 4,592,878.00	\$ 2,528,415.13	\$ -	\$ 2,064,462.87	\$ 2,064,462.87	\$ 44.95%			
Article 3	Article 4	Voc. E. Assessment	\$ 99,419.00	\$ -	\$ 99,419.00	\$ 74,564.10	\$ 24,854.75	\$ 0.15	\$ 0.15	\$ 0.00%			
Article 4	Article 7	Co-Curr. & Athletics	\$ 829,237.00	\$ -	\$ 829,237.00	\$ 539,186.88	\$ 10,120.34	\$ 279,929.78	\$ 279,929.78	\$ 33.76%			
Article 5	Article 1	Support Staff	\$ 3,567,564.00	\$ -	\$ 3,567,564.00	\$ 2,089,900.74	\$ 25,669.72	\$ 1,451,993.54	\$ 1,451,993.54	\$ 40.70%			
Article 6	Article 8	District Administration	\$ 950,098.00	\$ -	\$ 950,098.00	\$ 630,946.11	\$ 3,717.88	\$ 315,434.01	\$ 315,434.01	\$ 33.20%			
Article 7	Article 2	School Administration	\$ 1,617,920.00	\$ -	\$ 1,617,920.00	\$ 1,168,643.01	\$ 309.85	\$ 448,967.14	\$ 448,967.14	\$ 27.75%			
Article 8	Article 9	Transportation Services	\$ 1,533,555.00	\$ -	\$ 1,533,555.00	\$ 1,136,019.69	\$ 238,973.23	\$ 158,562.08	\$ 158,562.08	\$ 10.34%			
Article 9	Article 3	Operation of Plant	\$ 4,819,999.00	\$ -	\$ 4,819,999.00	\$ 3,735,550.09	\$ 326,385.43	\$ 758,063.48	\$ 758,063.48	\$ 15.73%			
Article 10	Article 10	Debt Services	\$ 1,581,756.00	\$ -	\$ 1,581,756.00	\$ 1,370,997.21	\$ 210,758.79	\$ -	\$ -	\$ 0.00%			
Article 11	Article 5	School Nutrition/Crossing Guard	\$ 269,645.00	\$ -	\$ 269,645.00	\$ 201,183.75	\$ 67,061.25	\$ 1,400.00	\$ 1,400.00	\$ 0.52%			
		Totals	\$ 34,080,295.00	\$ -	\$ 34,080,295.00	\$ 21,705,820.56	\$ 932,517.31	\$ 11,441,957.13	\$ 11,441,957.13	\$ 33.57%			

4/29/2020



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Finance Subcommittee Report

Date: April 16, 2020

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, Michelle Ritcheson, Jeremy Clough, Ann Cromer

Guests: Dr. Becky Foley

Meeting Date: April 8, 2020

Agenda Items and Discussion:

Review Motions for the Board Agenda on April 29th regarding the budget:

The Committee reviewed motions prepped for the budget signing meeting. The Committee discussed the timeline and made adjustments based on learning that the election date when we usually hold our referendum has definitely been moved back by the State to July 14th. As a result, the Committee mapped out that the signing of the warrants by the Board will be on May 27th, the Annual Budget Meeting will be on June 17th and the referendum will be on July 14th.

Cost Sharing Next Steps:

Dr. Foley will contact one of the top prospects for the consultant position and interview him in May hopefully. If the meeting goes well, she'll discuss next steps directly with the Board.

New Positions in the FY 21 Budget:

Dr. Foley wanted to discuss her thinking on the new positions to make sure the Committee agreed with her thinking. By July 1st, we won't have a new budget for the first time, but there are certain positions that she thinks are critical to keep and wants to go ahead with advertising. If we are operating until the old budget, there will be savings under transportation since we will have many few lease payments due. The Committee considered not hiring more than the contingency could cover. Dr. Foley will investigate if educators move up steps although the budget is frozen, or if they are paid retroactively after the budget passes and she will investigate with the attorneys.

Other:

The Committee reviewed the draft warrants from the attorneys, and the draft reconciliation Ann had created. In the process they found that the order of the first 11 warrants needs to be adjusted. Ann will correct, adjust the dates, and reshare with the Committee.

Kevin shared with Michelle that board terms continue until elections are held. Ann will investigate what happens with town assessments in the period before the budget is passed.

Submitted by: Ann Cromer, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x225 E-mail: cromera@rsu5.org

RSU5 Resident Students Attending Other Schools as of October 1, 2019

Item #10.C.

School		Durham	Freeport	Pownal	Total
Acadia	Charter	0	0	0	0
Baxter Academy	Charter	9	9	0	18
Fiddlehead School of Arts & Science	Charter	8	0	0	8
Harpwell Coastal Academy	Charter	5	6	0	11
Maine Arts Academy	Charter	1	0	0	1
Maine Connections Academy	Charter	0	1	0	1
Maine Virtual Academy	Charter	0	2	0	2
Maine Academy of Natural Sciences	Charter	0	0	0	0
Homeschooled (Includes Freedom Christian Academy)	Homeschooled	34	9	10	53
Chewonki School (Elementary School)	Private	0	1	0	1
Fryeburg Academy	Private	0	0	0	0
NYA	Private	1	21	9	31
Waynflete	Private	0	23	1	24
Maine Coast Waldorf (previously Merriconeag Waldorf)	Private	22	85	11	118
Friends School of Portland	Private	1	8	2	11
Breakwater School	Private	0	0	0	0
Chop Point School	Private	0	0	0	0
Royal Academy	Private	1	0	0	1
L'Ecole Francaise Du Maine	Private	3	12	2	17
Hyde School	Private	0	0	1	1
Lincoln Academy	Private	1	0	0	1
Wayfinder School	Private	0	2	0	2
Calvary Christian Academy	Private/Religious	0	0	0	0
Greater Portland Christian School	Private/Religious	3	2	2	7
Central Maine Christian Academy	Private/Religious	1	0	0	1
Lisbon Falls Christian Academy	Private/Religious	4	0	1	5
Pine Tree Academy	Private/Religious	2	16	0	18
Open Door Christian Academy	Private/Religious	2	0	0	2
Cheverus	Private/Religious	1	7	0	8
St. John's Catholic School	Private/Religious	4	3	0	7
St. Doms Academy	Private/Religious	3	0	0	3
Wiscasset Christian Academy	Private/Religious	0	1	0	1
Auburn School Department	Public	0	0	0	0
Brunswick School Department	Public	1	0	0	1
Falmouth School Department	Public	0	4	0	4
Lewiston School Department	Public	1	0	0	1
Lisbon School Department	Public	8	0	0	8
MSAD 15 Gray-New Gloucester	Public	4	0	0	4
MSAD 16 Poland	Public	1	0	0	1
MSAD 51 Cumberland/No. Yarmouth	Public	2	3	4	9
Yarmouth School Department	Public	0	12	0	12
RSU 17 Oxford Hills	Public	0	0	0	0
Morse High School	Public	0	0	0	0
Maine School of Science & Math	Public	1	1	0	2
Portland Public Schools	Public	0	1	0	1
Thornton Academy	Public	0	0	0	0
Total		124	229	43	396

*Information is from schools that are required to report in the DOE's Student Information System and private school notification per Title 20-A M.R.S.A 5001-A(3)(A)(2)

RSU5 Resident Students Attending Other Schools as of October 1, 2018

School		Durham	Freeport	Pownal	Total
Acadia	Charter	0	0	0	0
Baxter Academy	Charter	9	7	2	18
Fiddlehead School of Arts & Science	Charter	9	0	0	9
Harpwell Coastal Academy	Charter	6	6	0	12
Maine Connections Academy	Charter	0	0	0	0
Maine Virtual Academy	Charter	0	0	0	0
Maine Academy of Natural Sciences	Charter	1	0	0	1
Homeschooled (includes Freedom Christian Academy)	Homeschooled	21	9	7	37
Fryeburg Academy	Private	0	0	0	0
NYA	Private	1	21	13	35
Waynflete	Private	0	18	4	22
Maine Coast Waldorf (previously Merriconeag Waldorf)	Private	19	85	12	116
Friends School of Portland	Private	1	4	2	7
Breakwater School	Private	2	2	0	4
Chop Point School	Private	0	0	0	0
Royal Academy	Private	1	0	0	1
L'Ecole Francaise Du Maine	Private	1	9	2	12
Hyde School	Private	0	0	1	1
Lincoln Academy	Private	1	0	0	1
Calvary Christian Academy	Private/Religious	0	0	0	0
Greater Portland Christian School	Private/Religious	2	2	2	6
Central Maine Christian Academy	Private/Religious	1	0	0	1
Lisbon Falls Christian Academy	Private/Religious	4	0	2	6
Pine Tree Academy	Private/Religious	3	16	0	19
Open Door Christian Academy	Private/Religious	6	0	0	6
Cheverus	Private/Religious	1	9	0	10
St. John's Catholic School	Private/Religious	4	2	0	6
St. Doms Academy	Private/Religious	4	0	0	4
Wiscasset Christian Academy	Private/Religious	0	1	0	1
Auburn School Department	Public	0	0	0	0
Brunswick School Department	Public	6	1	2	9
Falmouth School Department	Public	0	2	0	2
Lisbon School Department	Public	7	0	0	7
MSAD 15 Gray-New Gloucester	Public	3	0	0	3
MSAD 51 Cumberland/No. Yarmouth	Public	4	1	4	9
Yarmouth School Department	Public	0	13	0	13
RSU 17 Oxford Hills	Public	0	0	0	0
Morse High School	Public	0	0	0	0
Maine School of Science & Math	Public	0	1	0	1
Thornton Academy	Public	0	0	0	0
	Total	117	209	53	379

*Information is from schools that are required to report in the DOE's Student Information System and private school notification per Title 20-A M.R.S.A 5001-A(3)(A)(2)



Policy Subcommittee Report

Committee: Policy

Meeting date: April 3, 2020

Chair: Candy deCsipkes

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

Absent:

Guests: Craig Sickels

Review/Revise Policies:

The following policies were reviewed with no changes recommended.

BG Board of Directors Policy Process

BG-R Policy Adoption Procedure

JIH Questioning and Searches of Students

JIH-R Questioning and Searches of Students Administrative Procedure

KDB Public's Right to Know/Freedom of Access

The following policy was revised and will be brought to the Board for 1st read on April 29, 2020

BHC Board of Directors Communications with Staff

The following new policies will be carried over to the May 1, 2020 Policy Committee meeting.

BEB Board Member Use of Social Media (proposed NEW policy)

DO Approval for New Programs

KE Public Concerns and Complaints

KEB Complaints About School Personnel

The following policies were brought back to this meeting for discussion and updating after 1st read.

They will be brought to the Board for 2nd read on April 29, 2020.

JICK Bullying

JICK-R Bullying Administrative Procedure

JJIB- Sponsorship and Evaluation of Athletic Programs

The next meeting will be held virtually on May 1, 2020 at 8:30 a.m.

Submitted by: Cynthia Alexander



Durham • Freeport • Pownal

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Rhea Fitzpatrick, Liam Hornschild-Bear

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, Ann Cromer, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Pauline Gillis, Shawn McBean, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Lisa Blier, Linda Pritchard, Jennifer Winkler, Nancy Drolet, Nancy Dyer, Jessica Sturges, Nancy Decker, Alicia DeRoche

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

DATE: April 9, 2020

RE: Review/Update of Policies

At the April 29, 2020 Board of Directors Meeting, the following policies will be on the agenda for 1st Read, 2nd Read and Review. The policies are attached.

1st Read Policies

BHC - Board of Directors Communications with Staff

2nd Read Policies

JICK - Bullying

JICK-R-Bullying Administrative Procedure

JJIB - Sponsorship and Evaluation of Athletic Programs

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

BG-Board of Directors Policy Process

BG-R-Policy Adoption Procedure

JIH-Questioning and Searches of Students

JIH-R-Questioning and Searches of Students Administrative Procedure

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

BOARD OF DIRECTORS COMMUNICATIONS WITH STAFF

The Board of Directors recognizes that discussion of educational issues is vital to the ~~development of a world class education system~~ fulfillment of our mission. All members of the organization and larger community share a common and basic responsibility – the education and welfare of the children in the schools. ~~The Board values communication about these general and global educational responsibilities.~~ The Board values communication about educational responsibilities and also recognizes that there must be a clear ~~communication~~ protocol in place to resolve specific issues for an efficient school system.

Board of Directors and Superintendent

The relationship of the Board of Directors and the superintendent can best be described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board of Directors is the legislative body of the school unit. It exercises its mandated management of the schools through the formation of policies.

The superintendent is the executive officer of the Board of Directors and the chief administrative officer. The Board of Directors recognizes this and wishes to make this clear to all staff members and to all citizens.

All communications or reports to the Board of Directors, or to any sub-committee of the Board, from principals, supervisors, teachers, or other employees shall be submitted through the superintendent.

Board of Directors and Principal

The school principal has no direct administrative relations with the Board of Directors. ~~His/her~~ Their relations to the Board are through the superintendent, for the Board of Directors recognizes that the superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the superintendent and the principal if the best results are to be realized. For instance, the principal and the superintendent must cooperate in the selection of school staff because the principal is in the best position to know the kind of person needed for a particular type of service in the school. However, the principal must make recommendations to the superintendent and not to the Board of Directors. At all times the principal must remember that all matters which require Board action must be presented to the Board by the superintendent.

Board of Directors and Teachers

The relationship of the teacher to the Board of Directors is indirect. The teacher is directly responsible to the principal and through ~~him/her~~ them to the superintendent, and

then to the Board of Directors. However, this does not mean that the teacher does not have access to the superintendent or to the Board. Conditions may arise when direct access may be obtained through established communication channels.

Cross Reference: BEDH – Public Participation at Board of Directors Meetings
 KE – Public Concerns and Complaints
 KEB – Complaints About School Personnel

Adopted: November 18, 2009
Revised: April 27, 2011
Reviewed: February 26, 2014
Revised: _____

BULLYING

The Board believes that bullying, including cyberbullying, is detrimental to student well-being and to student learning and achievement. It interferes with the mission of the schools to educate their students and disrupts the operations of the schools. Bullying affects not only students who are targets but also those who participate in and witness such behavior.

Bullying Prohibited

Bullying, including “cyberbullying,” is harassment and sexual harassment are not acceptable conduct in RSU5 and is prohibited.

Retaliation for the reporting of incidents of such behavior is also prohibited.

In adopting this policy, it is not the Board’s intent to prohibit students from expressing their ideas, including religious, political and philosophical views that may offend the sensibilities of others, or from engaging in civil debate. However, the Board does not condone and will take action in response to conduct that directly interferes with students’ rights at school under applicable laws or with the educational mission, operations, discipline or general welfare of the schools.

Definition of Bullying

“Bullying” and “cyberbullying” have the same meaning in this policy as in Maine law:

Bullying

“Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

- A. Has, or a reasonable person would expect it to have, the effect of:
 - 1. Physically harming a student or damaging a student’s property; or
 - 2. Placing a student in reasonable fear of physical harm or damage to his/her property;
- B. Interferes with the rights of a student by:
 - 1. Creating an intimidating or hostile educational environment for the student; or
 - 2. Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or
- C. Is based on:
 - a. A student’s actual or perceived characteristics identified in

5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or

- b. A student's association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics; and that has the effect described in subparagraph A. or B. above.

Under Maine law:

"Sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression.

"Gender Identity" means gender-related identity, appearance, mannerisms, or other gender-related characteristics of an individual, regardless of the individual's assigned sex at birth.

Cyberbullying

"Cyberbullying" means bullying 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.

Definition of Harassment and Sexual Harassment

Harassment includes but is not limited to verbal abuse based on race, color, sex, religion, ancestry or national origin, sexual orientation, disability (or other protected class.)

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based that interferes with a student's education.

Definition of Retaliation

Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. Retaliation also includes reporting that is not made in good faith on an act of bullying.

Application of Policy

This policy applies to bullying that:

- A. Takes place at school or on school grounds, at any school-sponsored or school-related activity or event or while students are being transported to or from school or school-sponsored activities or events; or
- B. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in the definition of “bullying.”

Consequences for Policy Violations

Students

Students who violate this policy may be subject to disciplinary action which may include suspension, expulsion or a series of graduated consequences including alternative discipline or other behavioral interventions.

The Board retains the right to impose disciplinary consequences for bullying and other conduct that occurs at any time or place that substantially disrupts the instructional program, operations of the schools or welfare of students.

Any student violating this policy may also be subject to civil or criminal penalties.

School Employees and Others

Administrators, professional staff and all other employees who violate this policy may be subject to disciplinary action up to and including dismissal, and in accordance with any applicable collective bargaining agreements.

Volunteers, contractors and visitors who violate this policy will be ~~excluded~~ barred from school property until the Superintendent is satisfied that the person will comply with Maine’s bullying law and this policy.

Any person violating this policy may also be subject to civil or criminal penalties.

Any school-affiliated organization that authorizes or engages in bullying or retaliation is subject to forfeiture of Board approval/sanctioning and/or suspension or revocation of its permission to operate on school grounds.

Staff Training

RSU5 will provide professional development and staff training in bullying prevention and response.

Delegation of Responsibility

The Superintendent will designate the school principal and/or other school personnel to be responsible for implementation/enforcement of this policy and associated procedures on the school level.

The Superintendent/designee will be responsible for developing and implementing procedures in accordance with applicable law to implement this policy.

Dissemination of Policy

This policy, any associated administrative procedures and the names of the person(s) responsible for implementing the policy/procedure at the school level will be provided, in writing to students, parents, school employees and volunteers in handbooks, and on the school unit's website and by such other means (if any) as may be determined by the Superintendent.

Legal Reference: 20-A M.R.S.A. § 1001(15), 6554

Cross Reference: AC - Nondiscrimination, Equal Opportunity
AD - Educational Mission and Vision
ADAA - School System Commitment to Standards for Ethical and Responsible Behavior
ACAA-R - Harassment and Sexual Harassment of Students
ACAD - Hazing
ADF - School District Commitment to Learning Results
CHCAA - Student Handbooks
GCI - Professional Staff Development Opportunities
IJNDB-R - Student Technology, Internet Use, and Internet Safety Rules
JI - Student Rights and Responsibilities
JIC - Student Code of Conduct
JICC - Student Conduct on Buses
JICIA - Weapons, Violence and School Safety
JK - Student Discipline
JKD - Suspension of Students
JKE - Expulsion of Students
KLG - Relations with Law Enforcement Authorities

Adopted: July 8, 2009
Revised: March 27, 2013

BULLYING – ADMINISTRATIVE PROCEDURE

This procedure is intended as guidance for school administrators in carrying out their responsibilities when bullying is alleged to have occurred. It provides important definitions as well as steps for reporting, investigating and responding to allegations of bullying.

Bullying behavior alleged to be based on race, color, ancestry, national origin, sex, sexual orientation, religion or disability should be addressed under the procedures set forth in the Student Harassment and Sexual Harassment procedure, ACAA-R, rather than under this procedure.

Definitions

The following terms are defined in Maine law (20-A MRSA § 6554):

~~_____~~ **Bullying**

~~_____~~ “Bullying” includes, but is not limited to a written, oral or electronic expression or a physical act or gesture or any combination thereof directed at a student or students that:

~~A. _____~~ Has, or a reasonable person would expect it to have, the effect of:

- ~~_____~~ 1. _____ Physically harming a student or damaging a student’s property; or
- ~~_____~~ 2. _____ Placing a student in reasonable fear of physical harm or damage to his/her property;

~~_____~~ **B. _____** Interferes with the rights of a student by:

- ~~_____~~ 1. _____ Creating an intimidating or hostile educational environment for the student; or
- ~~_____~~ 2. _____ Interfering with the student’s academic performance or ability to participate in or benefit from the services, activities or privileges provided by the school; or

~~_____~~ **C. _____** Is based on:

- ~~a. _____~~ A student’s actual or perceived characteristics identified in 5 MRSA § 4602 or 4684-A (including race; color; ancestry; national origin; sex; sexual orientation; gender identity or expression; religion; physical or mental disability) or other distinguishing personal characteristics (such as socioeconomic status; age; physical appearance; weight; or family status); or
- ~~b. _____~~ A student’s association with a person with one or more of these actual or perceived characteristics or any other distinguishing characteristics;

~~_____~~ and that has the effect described in subparagraph A. or B. above.

~~Cyberbullying~~

~~“Cyberbullying” means bullying 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.~~

~~For the purpose of this policy, bullying does not mean mere teasing, put-downs, “talking trash,” trading of insults, or similar interactions among friends, nor does it include expression of ideas or beliefs so long as such expression is not lewd, profane or does not interfere with students’ opportunity to learn, the instructional program or the operations of the schools. This does not preclude teachers or school administrators from setting and enforcing rules for civility, courtesy and/or responsible behavior in the classroom and the school environment.~~

~~The determination whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.~~

~~Retaliation~~

~~“Retaliation means” an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes reporting that is not made in good faith on an act of bullying (i.e., the making of false allegations or reports of bullying).~~

~~School Grounds~~

~~“School grounds” means a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school sponsored activity, function, program, instruction or training. “School grounds” also includes school-related transportation vehicles.~~

~~Alternative Discipline~~

~~“Alternative discipline” means disciplinary action other than suspension or expulsion from school that is designed to correct and address the root causes of a student’s specific misbehavior while retaining the student in class or school, or restorative school practices to repair the harm done to relationships and persons from the student’s misbehavior.~~

Bullying Reports

Students and Parents/Guardians

Students who believe they have been bullied, or who have witnessed or learned about an act of bullying should report this behavior to the building principal.

Parents/guardians may report bullying on behalf of their children or when they have witnessed or are aware of the occurrence of bullying.

Reports of bullying may be made anonymously, ~~but no disciplinary action shall be taken against a student solely on the basis of an anonymous report.~~

Any student who has been determined to have knowingly made a false report of bullying will be subject to disciplinary consequences.

No disciplinary action shall be taken against a student unless the report has been substantiated.

School Employees

For the purposes of this procedure, “school employees” includes coaches, advisors for cocurricular or extracurricular activities and volunteers.

All school employees are expected to intervene when they see acts of bullying in progress and are required to report incidents of bullying they have witnessed or become aware of to the building principal as soon as practicable.

School employees who fail to report bullying or who have made a false report of bullying will be subject to disciplinary consequences up to and including termination, in accordance with any applicable collective bargaining agreement.

Others

Contractors, service providers, visitors or community members who have witnessed or become aware of bullying are encouraged to report such incidents to the building principal.

Form of Reports

Complaints or reports of bullying may be made orally or in writing, but all reports will be recorded in writing by school personnel authorized to receive complaints or reports, using the school unit’s reporting form (JICK-E1).

School employees are required to make reports of bullying to the principal in writing. Although students, parents and others, as identified above, may make bullying reports anonymously, all persons reporting incidents of bullying are encouraged to identify themselves.

~~Bullying reports may be made anonymously, but in no instance will action be taken against any person or organization affiliated with the schools solely on the basis of an anonymous report.~~

The building principal will forward a copy of the report to the Superintendent by the end of the next school day.

Interim Measures

The building principal may take such interim measures as he/she deems appropriate to ensure the safety of the targeted student and prevent further bullying and will inform the parents of the targeted student of measures taken.

Investigation

The principal will ensure that all reports of bullying and retaliation are investigated promptly and that documentation of the investigation, including the substance of the complaint or report and the outcome of the investigation is prepared and forwarded to the Superintendent within a reasonable period of time.

The determination of whether particular conduct constitutes bullying requires reasonable consideration of the circumstances, which include the frequency of the behavior at issue, the location in which the behavior occurs, the ages and maturity of the students involved, the activity or context in which the conduct occurs, and the nature and severity of the conduct.

Response to Bullying by Students

If bullying has been substantiated, the building principal or designee as appropriate under the circumstances will determine the appropriate disciplinary consequences, which may include detention, suspension or expulsion; alternative discipline; remediation; and/or other intervention.

~~Alternative discipline includes but is not limited to:~~

In order to remediate any substantiated incident of bullying to counter the negative impact of the bullying and reduce the risk of future bullying incidents, the principal may consider the following alternatives, which include but are not limited to:

- A. Meeting with the student and the student's parents;
- B. Reflective activities, such as requiring the student to write an essay about the student's misbehavior;
- C. Mediation when there is mutual conflict between peers, rather than one-way negative behavior, and when both parties freely choose to meet;
- D. Counseling;
- E. Anger management;
- F. Health counseling or intervention;
- G. Mental health counseling;

- H. ~~Participation in skills building and resolution activities, such as social emotional cognitive skills building, resolution circles and restorative conferencing;~~
Participation in appropriate social emotional cognitive skill building and resolution and restorative conferencing;
- I. Community service; and
- J. In-school detention or suspension, which may take place during lunchtime, after school or on weekends.

If the bullying behavior appears to be a criminal violation, the building principal will notify local law enforcement authorities.

If bullying has been substantiated, the building principal will provide written notification to:

- A. The parents/guardians of the targeted student, including the measures being taken to ensure the student's safety; and to
- B. The parents/guardians of the student found to have engaged in bullying, including the process for appeal.

All communications to parents must respect the confidentiality of student and employee information as provided by federal and Maine law and regulations.

Appeals

Any appeal of the building principal's decisions in regard to consequences for bullying must be submitted, in writing, within 14 calendar days of the parental notification. The Superintendent will review the investigation report and actions taken and decide whether to sustain or deny the appeal. The Superintendent's decision shall be final.

Cross Reference: ACAA-R – Student Harassment and Sexual Harassment Procedure
 JICK – Bullying
 JRA-R – Student Education Records and Student Information

Adopted: March 27, 2013

SPONSORSHIP AND EVALUATION OF ATHLETIC PROGRAMS

It is the Board's desire to offer Regional School Unit No. 5 students athletic programming that provides diverse, developmentally appropriate opportunities and encourages student participation. At the same time, the Board recognizes that resources may not be available to fund all of the sports in which students and the community have an interest. In order to provide students with meaningful athletic experiences while maintaining high quality, sustainable programs, the Board adopts this policy governing sponsorship and evaluation of the school unit's athletic programs.

Through sponsorship, the school unit assumes responsibility for, and control of, a particular athletic program. Sponsorship requires Board approval. The school unit assumes responsibility only for those interscholastic athletic programs the Board has designated as school-sponsored.

The Board will approve for sponsorship only those programs that are consistent with its philosophy and policies and with regulations established by the appropriate governing bodies, including the Maine Principals' Association (which refers to its regulations as "policies"). Sponsorship does not mean that funding will be provided in whole or in part through the school unit's budget. Sponsorship is required even for activities that may be funded in full by booster organizations.

Sponsorship is required before any team may represent itself using the school name, to be eligible for league play and tournament participation, or to be eligible for school athletic awards.

The Board establishes the following process for the approval and evaluation of athletic programs.

A. CRITERIA FOR APPROVAL AND EVALUATION OF ATHLETIC PROGRAMS

The Athletic Director shall be responsible for developing a process for evaluating potential athletic programs and assessing the viability of existing programs. The process shall take into consideration the following factors, which shall be applied consistently to all programs:

1. Student body interest;
2. Community support;
3. Gender equity;
4. Impact on facilities;
5. Impact on existing programs;
6. Impact on administration and staff;
7. Expenses;

8. Availability of competition;
9. Potential to field competitive teams;
10. Alignment with Board philosophy and policies; and
11. Availability of funds, consideration of extraordinary costs (e.g., rental of facilities, transportation, specialized equipment), and other relevant data including Booster support.

The process should include a method for weighting and rating these criteria for comparison purposes.

B. APPROVAL OF NEW ATHLETIC PROGRAMS

~~Sponsorship of all new interscholastic athletic programs must be approved in advance. The Athletic Director shall be responsible for making and supporting recommendations during the budget development process prior to the proposed starting date. Recommendations are to be made based on data from the evaluation process.~~

~~The Board may impose conditions that must be met for the program to be approved.~~

~~Following initial approval, new programs will be placed on a two year probationary status.~~

~~At the conclusion of the probationary period, the Athletic Director must submit recommendations for continued approval. The Board may provide for continuing approval, deny approval, or extend the probationary status for one additional year. Probationary status shall not exceed two years.~~

All new athletic programs must be approved by the Board in advance through the budget approval process. The Athletic Director shall be responsible for making and supporting recommendations for all new MPA cooperative teams, individual agreement requests, and new interscholastic athletic programs during the budget development process prior to the proposed starting date.

C. EVALUATION OF EXISTING OR ONGOING SCHOOL-SPONSORED ATHLETIC PROGRAMS

Every athletic program will be reviewed on an “as needed” basis or when directed by the Board.

The purpose of evaluation is to ensure that all existing or previously approved programs continue to meet the standards and criteria established by the Board.

The evaluation of existing or ongoing approved programs will be done using the same process used to assess proposed programs.

Based upon the data, the Athletic Director shall make a recommendation to the Superintendent as to whether a program should continue or be deleted. The Board may decide not to fund or vote to eliminate any program that it deems no longer sustainable or in keeping with Board philosophy, standards or criteria.

D. DELEGATION OF AUTHORITY

The Superintendent may appoint a program evaluation or review committee to perform evaluations of proposed and existing athletic programs. Any such committee must have balanced representation including the Superintendent and/or Athletic Director, a high school administrator, a middle school administrator, coaches, parents and students. Any such committee will use the process for program evaluation.

The committee shall be advisory to the Board. While it may make recommendations to the Board, the Board retains full authority over RSU5 athletic programs.

Cross Reference: ~~_____ JJI Philosophy of Athletics~~
~~_____ JJIBA Hiring and Evaluation of Coaches~~
~~_____ JJIBB Sportsmanship~~
~~_____ JJIBC Relations with Booster Groups (or alternative code KJA)~~

Adopted: March 27, 2013
Revised: _____