

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY- JANUARY 22, 2020
FREEPORT HIGH SCHOOL - LIBRARY
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:**

| | |
|-----------------------|---|
| ___ 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 January 8, 2020 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

5. **Adjustments to the Agenda:**

6. **Good News & Recognition:**
 - A. Recognition - District 3 Honors Music Festival and All-State Music Festival
 - B. Report from Board's Student Representative (10 Minutes)

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

8. **Reports from Superintendent:**
 - A. Items for Information
 1. District Happenings (10 Minutes)
 2. Retirements (effective at the end of the school year) & Resignations (2 Minutes)
 - Anne Bishop - 2nd Grade Teacher at Morse Street School (Retirement)
 - Kyle Jackson - District Computer Technician (Resignation)

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 (3 Minutes)
 - D. Policy Committee (3 Minutes)

- 11. Policy Review:
 - A. Consideration and approval of the following Policies (2nd Read) (3 Minutes)
 - 1. AEC – Accountability – Reporting to the Public
 - 2. BCB – Board of Directors Conflict of Interest
 - 3. BDB – Board of Directors Officers
 - 4. GCG – Teacher and Educational Technician Substitute Policy

Motion: _____ 2nd: _____ Vote: _____

- 12. Unfinished Business:
 - A. Consideration and approval of the 2020-2021 School Calendar (2nd Read). (3 Minutes)

Motion: _____ 2nd: _____ Vote: _____

- 13. New Business:
 - A. Consideration and approval to appoint a Board member to the Strategic Communications Committee. (3 Minutes)

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval to appoint a Board member to the Freeport Cable TV Board. (3 Minutes)

Motion: _____ 2nd: _____ Vote: _____

- C. Presentation of Superintendent’s 2020-2021 Recommended Budget. (20 Minutes)

- 14. Personnel:
NA

- 15. Public Comments: (10 Minutes)

- 16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, January 8, 2020 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes**

Item # 4.A

(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 January 22, 2020 meeting).

1. CALLED TO ORDER:

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

2. MEMBERS PRESENT: Kathryn Brown, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Rhea Fitzpatrick, Student Representative

MEMBERS ABSENT: Jeremy Clough

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the Minutes of December 11, 2019. (Steverlynck - Vertenten) (10 – 0)
The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS AND RECOGNITION:

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

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

None

9. ADMINISTRATOR REPORTS:

A. Maine Integrated Youth Health Survey – Middle and High School Principals

B. District Scorecard – Cynthia Alexander & Administrators

C. Update on 2019-2020 District Goals – Becky Foley

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Finance Committee

B. Policy Committee

11. POLICY REVIEW:

A. VOTED: To approve the 1st Read of the following Policies. (Vertenten – Munsen) (10 – 0)

1. AEC – Accountability – Reporting to the Public

2. BCB – Board of Directors Conflict of Interest

3. BDB – Board of Directors Officers

4. GCG – Teacher and Educational Technician Substitute Policy

B. VOTED: To rescind policy BCF - Advisory Committees to the Board
(Vertenten – Steverlynck) (10 – 0)

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

A. VOTED: To approve the 1st Read of the 2020-2021 School Calendar.
(Steverlynck – Galletta) (10 – 0)

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. EXECUTIVE SESSION:

A. VOTED: To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's Evaluation Performance Goals. (Vertenten – deCsipkes) (10 – 0)

Time In: 9:31 p.m.

Time Out: 10:06 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

No Action Taken

18. ADJOURNMENT:

VOTED: To adjourn at 10:06 p.m. (Hancock – deCsipkes) (10 – 0)



Becky J. Foley, Superintendent of Schools

Item # 9.A.

| RSU #5 | General Budget Report | 12/31/2019 | | | 2019-2020 | | | |
|------------|------------------------------------|-------------------------|-------------|-------------------------|-------------------------|------------------------|-------------------------|---------------|
| Article # | Description | 2019-2020 | | Revised | Expenses | Encumb | Balances | % |
| | | Budget | Transfers | Budget | YTD | YTD | YTD | Remaining |
| Article 1 | Support Staff | \$ 3,567,564.00 | \$ - | \$ 3,567,564.00 | \$ 1,355,222.59 | \$ - | \$ 2,212,341.41 | 62.01% |
| Article 2 | School Administration | \$ 1,617,920.00 | \$ - | \$ 1,617,920.00 | \$ 792,716.84 | \$ 655.82 | \$ 824,547.34 | 50.96% |
| Article 3 | Operation of Plant | \$ 4,819,999.00 | \$ - | \$ 4,819,999.00 | \$ 2,572,297.40 | \$ 480,590.77 | \$ 1,767,110.83 | 36.66% |
| Article 4 | Voc. E. Assessment | \$ 99,419.00 | \$ - | \$ 99,419.00 | \$ 49,709.40 | \$ 49,709.45 | \$ 0.15 | 0.00% |
| Article 5 | School Nutrition/Crossing Guard | \$ 269,645.00 | \$ - | \$ 269,645.00 | \$ 134,122.50 | \$ 111,768.75 | \$ 23,753.75 | 8.81% |
| Article 6 | Instruction K - 12 | \$ 14,218,224.00 | \$ - | \$ 14,218,224.00 | \$ 5,025,344.88 | \$ 29,222.45 | \$ 9,163,656.67 | 64.45% |
| Article 7 | Co-Curr. & Athletics | \$ 829,237.00 | \$ - | \$ 829,237.00 | \$ 167,273.93 | \$ 24,528.60 | \$ 637,434.47 | 76.87% |
| Article 8 | District Administration | \$ 950,098.00 | \$ - | \$ 950,098.00 | \$ 405,186.40 | | \$ 544,911.60 | 57.35% |
| Article 9 | Transportation Services | \$ 1,533,555.00 | \$ - | \$ 1,533,555.00 | \$ 843,517.62 | \$ 256,396.09 | \$ 433,641.29 | 28.28% |
| Article 10 | Debt Services | \$ 1,581,756.00 | \$ - | \$ 1,581,756.00 | \$ 1,039,474.60 | \$ 542,281.40 | \$ - | 0.00% |
| Article 11 | Special Education Services | \$ 4,592,878.00 | \$ - | \$ 4,592,878.00 | \$ 1,548,027.28 | \$ - | \$ 3,044,850.72 | 66.30% |
| | Totals | \$ 34,080,295.00 | \$ - | \$ 34,080,295.00 | \$ 13,932,893.44 | \$ 1,495,153.33 | \$ 18,652,248.23 | 54.73% |

1/22/2020



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Finance Subcommittee Report

Date: January 13, 2020

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, Michelle Ritcheson, Becky Foley, Ann Cromer

Meeting Date: January 8, 2020

Agenda Items and Discussion:

Work on presenting cost sharing options for the Board:

The Committee has drafted pros and cons for two cost sharing options (one of which is our current cost sharing formula) and continues to work on a viable third option. For the two alternative methods presented, the intention of the Committee is to be able to show the net change in tax impact compared to our current formula. The primary focus of the discussion was on how non-shared debt would be incorporated into the third potential option they are considering, and what impact it would have on each town.

Review other tasks that the Finance Committee needs to be considering:

The Committee found a timeline from a prior year to use as a basis for discussion. Updating it for the remainder of the year will be a topic on the next regular meeting of the Committee.

Discuss sale of commercial stand mixer to another district with Food Service Director Erin Dow:

This item was tabled until the district considering the purchase makes a definite decision, which did not happen as soon as was anticipated.

Additional Item:

Members present also reviewed and signed-off on Accounts Payable and Payroll Warrants.

Next Meeting:

January 14, 2019, 5:00 pm at Central Office

Submitted by: Ann Cromer, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: cromera@rsu5.org



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Finance Subcommittee Report

Date: January 14, 2020

Committee: Finance Committee

Chair: Kate Brown

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

Meeting Date: January 14, 2020

Agenda Items and Discussion:

Work on presenting cost sharing options for the Board:

The Committee continued to discuss alternative cost sharing methods and consider the pros and cons of different models. Ann will share debt amortization schedules with the group. They also determined what would be shared at the next Board meeting scheduled for January 22nd.

Next Meeting:

January 22, 2019, 5:00 pm at Central Office

Submitted by: Ann Cromer, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: cromera@rsu5.org



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Item #10.C

Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: January 10, 2020

Chair: Candy deCsipkes

Committee Members in attendance: Lindsey Furtney, Becky Foley, Valy Steverlynck, Candy deCsipkes

Guests: Susana Hancock

Agenda Items and Discussion:

The Committee spent time reviewing the strategic goal 3.1 about improved communication with parents and community. Updates were done to the previous communication sheet from 2018. All agreed that the next step in improved communication will be through the creation of more social media platforms, i.e. Facebook, etc.

The next meeting will be held on March 27, 2020 at 8:30 a.m.

Regional School Unit No. 5

17 West St., Freeport, ME 04032

Telephone: 865-0928

E-mail: momanusg@rsu5.org



Item # 10.D.

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Policy Subcommittee Report

Committee: Policy

Meeting date: January 3, 2020

Chair: Candy deCsipkes

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

Absent: none

Guests: Charlie Mellon

Review/Revise Policies:

The following policies were reviewed with no changes recommended.

BDG School Attorney/Legal Services

BE Board of Directors Meetings

BEA Board of Directors Use of Electronic Email

BEC Executive Session

BEC-R Executive Session Law

BEDA Notification of Board of Directors Meetings

The following policy was revised and will be brought to the Board for 1st read on January 22, 2020.

JHCA- Open/Closed Campus Accountability

The following policy will be brought back to the Policy Committee later in the year.

IKFC Credit for Private Tutoring

The next meeting will be held on February 7, 2020 at 8:30 a.m.

Submitted by: Cynthia Alexander



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: January 13, 2020

RE: Review/Update of Policies

At the January 22, 2020 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read and Review. The policies are attached.

2nd Read Policies

- AEC – Accountability – Reporting to the Public
- BCB – Board of Directors Conflict of Interest
- BDB – Board of Directors Officers
- GCG – Teacher and Educational Technician Substitute Policy

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

- BDG - School Attorney/Legal Services
- BE - Board of Directors Meetings
- BEA-Board of Directors Use of Electronic Mail
- BEC-Executive Session
- BEC-R-Executive Session Law
- BEDA-Notification of Board of Directors Meetings

ACCOUNTABILITY – REPORTING TO THE PUBLIC

The Board is conscious of its responsibility for making informed decisions that will impact student learning and school system operations. As an elected body, the Board recognizes that it is accountable to the citizens of the school unit for its decisions and the educational achievement of its students. Basic to accountability is the reporting of data concerning student achievement and, in general, the operations of the schools.

The Board directs the Superintendent to prepare appropriate reports that will provide the Board with the information it needs to make appropriate policy and planning decisions and to keep the public informed regarding the academic progress of its students, the effectiveness of school programs, and the needs of the school system. As practicable, the Superintendent may combine such reports into a single document and/or presentation or use multiple reporting processes, depending upon the nature of the information. Such reports shall be made available to the public.

The Superintendent shall also be responsible for gathering and submitting data to the Maine Department of Education (DOE) and other agencies as required by law and/or regulations and for preparing and disseminating reports to the Board and the public in compliance with applicable laws and/or regulations. Data collated by the State shall be incorporated into reports to the Board and/or public as mandated by law and/or regulations.

A. District Annual Report

Each year the Superintendent shall prepare and present to the Board an annual report addressing the activities of the school unit and his/her recommendation(s) for improving student learning and school system operations. The report shall be made available to the public as a means of informing parents and citizens of the school system's goals, plans, programs, and operations.

B. Comprehensive Plan Report

Each school unit must develop and implement a Comprehensive Education Plan that is aligned with Maine's system of Learning Results, focused on the learning of all students, and oriented to continuous improvement and includes the elements listed in Chapter 125, Section 4.02, of the Department of Education Rules. The Superintendent shall make an annual report to the Board and public on the school system's Comprehensive Education Plan and school improvement progress. The Committee Board shall annually review and approve the Comprehensive Education Plan.

C. Local Assessment System

The Superintendent/designee, with the assistance of appropriate staff, will prepare for the Board's review and for dissemination to the public, on an annual basis, the results of the Local Assessment System. The purpose is to enable the Board and public to monitor student progress in achieving the content standards of the Learning Results system and to make informed decisions concerning the instructional program and allocation of resources.

D. District Report Cards

In compliance with federal and state law and regulations and to provide relevant information concerning the academic performance of the school system and of its individual schools, the Superintendent shall be responsible for annually collecting and submitting required data and for preparing and making available to schools, the parents of children in those schools, and the public a "district report card." The district report card shall contain all the required components as required by federal law.

~~As required by federal law, district report cards shall contain the following information:~~

- ~~1. Aggregate data on student achievement at each proficiency level on state academic assessments and disaggregated data reflecting race, ethnicity, gender, disability, migrant status, English proficiency, and status as economically disadvantaged;~~
- ~~2. Comparison of these student groups regarding achievement levels on each of the State assessments;~~
- ~~3. Percentage of students not tested, disaggregated by student groups;~~
- ~~4. Most recent two year trend data in achievement by subject area and grade level in areas where assessments are required;~~
- ~~5. Aggregate data on state indicators to determine Adequate Yearly Progress (AYP), such as attendance rates for elementary schools;~~
- ~~6. Graduation rates for secondary schools, disaggregated by student groups;~~
- ~~7. Information on the school unit's performance relevant to Adequate Yearly Progress and the number, percentage, and names of schools identified for improvement, including how long they have been so identified;~~
- ~~8. Professional qualifications of teachers and percentage of teachers with emergency or provisional qualification;~~

~~9. Percentage of classes not taught by highly qualified teachers, in the aggregate and disaggregated by high poverty and low poverty level schools; and~~

~~10. Comparison of the school unit's student achievements on state assessments and other indicators of Adequate Yearly Progress to students in the state as a whole.~~

~~As applied to data for individual schools, the district report card will include the following information:~~

~~1. The same information contained in the district report card;~~

~~2. Whether the school has been identified for school improvement; and~~

~~3. Information that shows how the school's students' achievement on the statewide academic assessments and other indicators of Adequate Yearly Progress compared to students in the school unit and the state as a whole. (20 U.S.C. § 6311(h)(2)(B)).~~

~~E. Responsibilities Associated with District~~

~~The Superintendent/designee shall be responsible for:~~

~~1. Updating and submitting required information;~~

~~2. Providing district report cards to parents of students in the district's schools in an understandable and uniform format and, to the extent practicable, in a language the parents can understand; and~~

~~3. Making district and school report cards widely available through public means, such as distribution to the media, posting on the Internet, and distribution through public agencies.~~

F. Financial Reports

The Superintendent/designee shall provide to the Board and public monthly reports concerning the financial condition of the school system.

G. Other Reports

The Board may request and the Superintendent/designee shall provide to the Board and/or public other reports related to school system goals and objectives, the instructional program, and operations of the schools.

Legal Reference: 20 U.S.C. § 6311 (No Child Left Behind Act)
20-A M.R.S.A. §§ 4502(1), (6)
Ch. 125, 127 (Me. Dept. of Ed. Rules)

Cross Reference: ADF – School District Commitment to Learning Results
ILA – Student Assessment/Local Assessment System

Adopted: May 27, 2009
Reviewed: December 8, 2010
Reviewed: November 20, 2013
Revised: _____

BOARD OF DIRECTORS CONFLICT OF INTEREST

Board of Director service is a matter of public trust. In making decisions that affect ~~the Durham, Freeport and Pownal schools~~ RSU No. 5, Board members have the duty to act in the interest of the common good and for the benefit of the people they represent.

A conflict of interest may arise when there is an incompatibility between a Board member's personal interest and ~~his/her~~ their responsibilities as an elected official in a matter proposed or pending before the Board. Board members have a legal and ethical responsibility to avoid not only conflict of interest, but the appearance of conflict of interest as well.

Financial Interest

A Board member has a financial interest (excluding tax impact related items) in a question or contract under consideration when ~~he/she~~ they or a member of ~~his/her~~ their immediate family may derive some financial or other material benefit or loss as a result of the Board action. The vote of the Board is voidable if a Board member has a financial interest and votes on that question or is involved in the discussion, negotiation, or award of a contract or other action in which ~~he/she has~~ they have a financial interest.

In order to prevent the vote on a question or contract from being voidable, a Board member who has a financial interest must:

- A. Make full disclosure of ~~his/her~~ their interest ~~before any action is taken~~ prior to initiating any Board discussion; ~~and~~
- B. Abstain from attempting to influence the decision:
- ~~B.C. Abstain from voting, and from the negotiation or award of the any contract and from otherwise attempting to influence the decision. Abstain from the negotiation of any contract or award: and~~
- D. Abstain from voting on any contract or award.

The Secretary of the Board of Directors shall record in the minutes of the meeting the member's disclosure and abstention from taking part in the decision in which he/she has an interest.

It is not the intent of this policy to prevent a Board member from voting or the school unit from contracting with a business because a Board member is an employee of that business or has another, indirect interest but is designed to prevent the placing of Board members in a position where their interest in the schools and their interest in their places of employment may conflict and to avoid appearances of conflict of interest.

Code of Conduct for Federally Funded Projects

When a Board member participates in the selection, award or administration of a contract that is supported by a federal award, the Board member shall also comply with the Board's policy DJH – Purchasing and Contracting: Procurement Staff Code of Conduct.

Appearance of Conflict of Interest

A Board member should do nothing to give the impression that ~~his/her~~ their position or vote on an issue is influenced by anything other than a fair consideration of all sides of a question.

Board members shall attempt to avoid the appearance of conflict of interest by disclosure and/or by abstention.

Appointment to Office and Other Employment

A Board member may not, during the time the member serves on the Board of Directors and for one year after the member ceases to serve on the Board, be appointed to any civil office of profit or employment position which has been created or the compensation of which has been increased by action of the Board during the time the member served on the Board of Directors.

Employment

A member of the Board of Directors or spouse of a member may not be an employee in a public school within the jurisdiction of the Board of Directors to which the member is elected or in a contract high school or academy located within a supervisory union in which the member is a representative on the union committee.

Board of Directors - Members as Volunteers

A member of the Board of Directors, or spouse of a member, may not serve as a volunteer when that volunteer has primary responsibility for a curricular, co-curricular or extracurricular program or activity and reports directly to the Superintendent, principal, athletic director or other school administrator in a public school within the jurisdiction of the Board of Directors to which the member is elected, or in a contract high school or academy located within a supervisory union in which the member is a representative on the Board of Directors.

Volunteer activities of a member of the Board of Directors or member's spouse other than in roles that are prohibited by this section may be prescribed by policies developed and approved by the Board of Directors.

Definitions

For the purposes of this policy, the following statutory definitions apply:

- A. "Employee" means a person who receives monetary payment or benefits, no matter the amount paid or hours worked, for personal services performed for a school administrative unit.
- B. "Volunteer" means a person who performs personal services for a school administrative unit without monetary payments or benefits of any kind or amount.

Legal Reference: 20-A M.R.S.A. § 1002-1004
20-A M.R.S.A. § 1315 (SADS's)
30-A M.R.S.A. § 2604-2606

Cross Reference: BCA-Board of Directors Member Code of Ethics
DJH – Purchasing and Contracting: Procurement Staff Code of Conduct

Adopted: October 28, 2009
Reviewed: January 26, 2011
Reviewed: December 18, 2013
Revised: _____

BOARD OF DIRECTORS OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Board of Directors and shall perform other duties as directed by law, Maine Department of Education rules, and by this Board. In carrying out these responsibilities, the Chair shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Directors;
- B. Consult with the Superintendent in the planning of the Board meeting agendas and with the Vice Chair as feasible;
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D. Appoint subcommittees subject to Board approval and serve as an ex-officio member of all such ~~Board of Directors~~ subcommittees;
- E. Call special meetings of the Board of Directors as necessary;
- F. Be the public spokesperson for the Board of Directors at all times except as this responsibility is specifically delegated to others; and
- G. Preside at and be responsible for the orderly conduct of all Board of Directors meetings.

As presiding officer at all meetings of the Board of Directors, the Chair shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the Board in its proper order;
- C. Enforce the Board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- E. Explain, as appropriate, what the effect of a motion would be;

- F. Restrict discussion ~~when~~ to a motion that is before the Board;
- G. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair. ~~The Vice-Chair serves as Chair of the Finance Committee.~~

Duties of the Secretary

The Superintendent shall serve as Secretary of the Board of Directors, with the right to speak on all questions and offer recommendations. The ~~Secretary~~ Superintendent/designee shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

Legal Reference: 20-A MRSA § 1055

Cross Reference: BB – Board of Directors Legal Status

Adopted: October 28, 2009
Reviewed: February 16, 2011
Reviewed: January 22, 2014
Revised: _____

SUBSTITUTE TEACHERS AND EDUCATIONAL TECHNICIANS

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee. It is the Board's desire to employ appropriately certified persons, when available, for substitute teacher and educational technician positions.

A certified teacher or educational technician may serve as a substitute with no time limit, provided that their teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational technician certificate is appropriate to the employment.

Non-certified teachers or educational technician may not serve more than six consecutive weeks in any teaching assignment. Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma.

The Superintendent may request a waiver from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before they are assigned to a school.

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers and inform the Board of any schedule of compensation changes for both long-term and short-term substitute teachers and educational technicians.

Substitute compensation will be reviewed as recommended by the Superintendent.

Legal Reference: 20-A MRSA §§ 13001-A: 13402(3)
26 MRSA 26 MRSA §664
Dept. of Educ. Rule Ch. 115(9)

Adopted: October 28, 2009
Revised: March 28, 2012
Revised: September 24, 2014
Revised: October 26, 2016
Revised: _____

**TEACHER AND EDUCATIONAL TECHNICIAN
SUBSTITUTE POLICY**

A. State Law: Substitute teachers with four (4) years of study beyond the high school and with a bachelor's degree and in possession of a standard teacher's certificate and substitute teachers who have retired after a minimum of fifteen (15) years of teaching will be compensated at the rate of not less than \$30.00 for each day of service. Title 20A, MRSA Section 13402

B. Substitute teachers for RSU No. 5 will be paid at the following rates:

Daily Pay Rate:

| | |
|---------------------|----------|
| High School Diploma | \$95.00 |
| 2 Years of College | \$95.00 |
| 4 Year Degree | \$95.00 |
| Certified Teacher | \$95.00 |
| Nurses | \$140.00 |

Long Term Pay Rate:

\$95/\$140 first 14 consecutive work days
After 14 consecutive work days in the same assignment, 1/180
of base pay on teacher scale

C. Substitute Education Technicians for RSU No. 5 will be paid at the following rates:

Daily Pay Rate:

| | |
|---------------------------------|---------|
| High School Diploma | \$95.00 |
| 2 Years of College | \$95.00 |
| 4 Year Degree/Certified Teacher | \$95.00 |


Long Term Pay Rate:






No adjustments will be made in the rate of pay.

D. Pay will be pro-rated to portion of day worked

Adopted: October 28, 2009
Revised: March 28, 2012
Revised: September 24, 2014
Revised: October 26, 2016
Changed to Administrative Procedure: _____

RSU5 School Calendar 2020-2021

| AUGUST/SEPTEMBER | | | | | OCTOBER | | | | | NOVEMBER | | | | | DECEMBER | | | | | JANUARY | | | | | | | | | |
|-----------------------------------|----|-----|-----|-----|------------------------------|----|----|----|-----|-----------------------------------|-----|----|----|----|----------------------------|----|----|----|----|---|-----|-----|-----|-----|--|---|---|---|---|
| M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | | | | | |
| 24 | 25 | PLD | PLD | 28 | | | | 1 | 2 | | | | | | | 1 | 2 | 3 | 4 | | | | | 1 | | | | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | PLD | 2 | PLD | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | | | | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | | | | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | PC | 26 | 27 | 28 | 29 | 30 | 31 | | 25 | 26 | 27 | 28 | 29 | | | | | |
| 28 | 29 | 30 | | | | | | | | 30 | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | 20 | | | | | 16 | | | | | 16 | | | | | 19 | | | | | | | | | |
| 8/26&27 Professional Learning Day | | | | | 9 Professional Learning Day | | | | | 3 Professional Learning Day (1/2) | | | | | 23-31 December Vacation | | | | | 1 New Years Day | | | | | | | | | |
| 8/31 First Student Day PreK-9 | | | | | 12 Indigenous People's Day | | | | | 11 Veterans Day | | | | | | | | | | 18 Martin Luther King, Jr. Day | | | | | | | | | |
| 9/1 All PreK-12 Students | | | | | | | | | | 25 Professional Compensation Day | | | | | | | | | | | | | | | | | | | |
| 9/4 & 9/7 No School (Labor Day) | | | | | | | | | | 26-27 Thanksgiving Break | | | | | | | | | | | | | | | | | | | |
| FEBRUARY | | | | | MARCH | | | | | APRIL | | | | | MAY | | | | | JUNE | | | | | | | | | |
| M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | | | | | |
| | | | | | 1 | 2 | 3 | 4 | 5 | | | | 1 | 2 | | | | | | | | | | | | 1 | 2 | 3 | 4 |
| 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | PLD | 5 | 6 | 7 | 8 | 9 | 3 | 4 | ER | 6 | 7 | 7 | 8 | 9 | 10 | 11 | | | | | |
| 8 | 9 | 10 | 11 | PLD | 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | PC | 10 | 11 | 12 | 13 | 14 | 14 | 15 | *16 | *17 | *18 | | | | | |
| 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | *21 | *22 | 23 | 24 | 25 | | | | | |
| 22 | 23 | 24 | 25 | 26 | 29 | 30 | ER | | | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | | | | | | | |
| | | | | | | | | | | | | | | | 31 | | | | | | | | | | | | | | |
| 14 | | | | | 22 | | | | | 16 | | | | | 20 | | | | | 11 | | | | | | | | | |
| 12 Professional Learning Day | | | | | 12 Professional Learning Day | | | | | 16 Professional Compensation Day | | | | | 5 Early Release - Half Day | | | | | 13 Graduation | | | | | | | | | |
| 15 Presidents' Day | | | | | 31 Early Release - Half Day | | | | | 19 Patriots' Day | | | | | 31 Memorial Day | | | | | 15 Last day - If No Snow Days | | | | | | | | | |
| 16-19 February Vacation | | | | | | | | | | 20-23 April Vacation | | | | | | | | | |  Half Day Schedule Students * Storm Make up Days (16-22) | | | | | | | | | |

-  NO SCHOOL - Holiday/Vacation
-  PROFESSIONAL LEARNING DAY - No Students (5 1/2)
-  PROFESSIONAL COMPENSATION DAY - No Students (2)
-  EARLY RELEASE FOR STUDENTS - Half Day Schedule (2)
-  LAST DAY OF SCHOOL-(if no snow days)-PK-12 HALF DAY Storm Make-up days if needed: 6/16-6/22

Date Adopted by Board of Directors:

DRAFT