

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS**  
**WEDNESDAY – JUNE 12, 2019**  
**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	___ Michelle Ritcheson
___ Jeremy Clough	___ Lindsay Sterling
___ Candace deCsipkes	___ Valeria Steverlynck
___ Jennifer Galletta	___ Madelyn Vertenten
___ Erica Giddinge	___ Clay Canterbury – Student Representative
___ John Morang	___ Rhea Fitzpatrick - Student Representative
___ Maura Pillsbury	
3. Pledge of Allegiance:
4. Consideration of Minutes:  
A. Consideration and approval of the Minutes of May 8, 2019 and May 22, 2019 as presented barring any errors or omissions.  
  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
5. Adjustments to the Agenda:
6. Good News & Recognition:  
A. Recognition of Retirees  
B. Report from Board's Student Representative (10 Minutes)
7. Public Comments: (10 Minutes)
8. Reports from Superintendent: (10 Minutes)  
A. Items for Information
  1. District Happenings
  2. Resignations/Retirements:  
Cheryl Morse – DCS Kindergarten Teacher (Retirement)  
Rose Lawrence – MLS Music Teacher (Resignation)  
Paul White – MSS Kindergarten Teacher (Resignation)  
Kim Best – Payroll/Bookkeeper (Resignation)  
Amy Dresser – MLS Ed Tech (Resignation)
  3. 2019-2020 Board of Directors Meeting Schedule
9. Administrator Reports: (3 Minutes)  
A. Finance – Michelle Lickteig
10. Board Comments and Committee Reports:  
A. Board Information Exchange and Agenda Requests (10 Minutes)  
B. Finance Committee (2 Minutes)  
C. Policy Committee (2 Minutes)

11. Policy Review: (15 Minutes)

A. Consideration and approval of the following Policies (1<sup>st</sup> Read)

JJIF – Student Concussions and Other Head Injuries

JJIF-E- RSU5 Concussion Information Sheet

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Consideration and approval of the following Policies (2<sup>nd</sup> Read)

DBG – Budget Adoption Process

DJC – Petty Cash Accounts

JJE – Student Fundraising Activities

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

12. Unfinished Business:

A. Overview and Discussion on the revised RSU5 Strategic Plan. (30 Minutes)

B. Consideration and approval of the revised RSU5 Strategic Plan. (10 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Move that the Computation and Declaration of Votes dated June 12, 2019 and attached hereto be approved. (2 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Move that the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5. (2 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

E. Move that a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit. (2 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

F. Move that the Assessment Warrant and the Assessment Schedule and Notice of Installments prepared by the Treasurer for each member municipality of this Regional School Unit for fiscal year 2019-2020 be approved and be issued in form presented to this meeting; and that the Treasurer be authorized and directed to deliver to each member municipality its Assessment Warrant and its Assessment Schedule and Notice of Installments. (2 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

13. New Business: (5 Minutes)

A. Consideration and approval to authorize the Superintendent to hire staff between June 13, 2019 and the first Board meeting in September 2019. (2 Minutes)

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

14. Organizational Business (to take effect July 1, 2019): (10 Minutes)

A. Consideration of action to appoint a Chair for RSU No. 5 Board of Directors.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Consideration of action to appoint a Vice-Chair for RSU No. 5 Board of Directors.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Consideration and approval for Drummond Woodsum to act as the school attorney for the 2019-2020 school year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Consideration and approval for Dr. Stephanie Phelps to act as the school physician for the 2019-2020 school year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

15. Personnel: (10 Minutes)

A. Consideration and approval to employ a 1<sup>st</sup> Grade Teacher at Morse Street School for the 2019-2020 School year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

B. Consideration and approval to employ a Special Education Teacher at Mast Landing School for the 2019-2020 School year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Consideration and approval to employ a Math Teacher at Freeport High School for the 2019-2020 School year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

D. Consideration and approval to employ a Grade 7/8 Humanities Teacher at Durham Community School for the 2019-2020 School year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

E. Consideration and approval to employ a district Math Strategist for the 2019-2020 School Year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

F. Consideration and approval to employ a Special Education Teacher at Durham Community School for the 2019-2020 School Year.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

16. Public Comments: (10 Minutes)

17. Executive Session:

A. Consideration and approval 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.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_

18. Action as a Result of Executive Session:

19. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

**RSU No. 5 Board of Directors Meeting  
Wednesday, May 8, 2019 – 6:30 p.m.  
Freeport High School - Library  
Meeting Minutes**

Item #4

6:00 – 6:30 p.m. Dine and Discuss with Board members on FY20 Budget

(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 June 12, 2019 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, Candace deCsipkes, Jennifer Galletta, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten. There was no Student Representative in attendance.

**MEMBERS ABSENT:** Erica Giddinge, John Morang, Lindsay Sterling

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

**A. VOTED:** To approve the Minutes of April 10, 2019 and April 24, 2019 as presented.  
(Steverlynck - Galletta) (8 – 0)

**5. ADJUSTMENTS TO THE AGENDA:**

Addition of Items 14. C and D.

**6. GOOD NEWS AND RECOGNITION:**

**A.** Report from Board's Student Representative (Jen Gulko reported)

**7. PUBLIC COMMENT:**

Christine Lyons, Freeport

**8. REPORTS FROM SUPERINTENDENT:**

**A.** Items for Information

1. District Happenings

2. Retirements:

Jay Thomas – FHS Math Teacher

Bob Simmons – 5<sup>th</sup> Grade Teacher at DCS

3. Resignation: Rachel Lawson – FHS/FMS Choral Teacher

**9. ADMINISTRATOR REPORTS:**

NA

**10. BOARD COMMENTS AND COMMITTEE REPORTS:**

**A.** Board Information Exchange and Agenda Requests

Maddy Vertenten mentioned the school visit on scoring.

Valy Steverlynck mentioned the need for Wellness Committee members; property tax relief information; and capacity of the schools.

**B.** Policy Committee

**11. POLICY REVIEW:**

**A. VOTED:** To approve the 1<sup>st</sup> Read of the following Policies (Pillsbury – Galletta) (8 – 0).

DBG – Budget Adoption Process

DJC – Petty Cash Accounts

A motion was made by Vertenten, seconded by Galletta to approve the 2<sup>nd</sup> Read of the following Policies

JIC – System-Wide Student Code of Conduct

IKFB – Graduation Exercises

A motion was made by Steverlynck, seconded by Vertenten to Table this item. (8 – 0)

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

**A. VOTED:** To approve the Comprehensive Education Plan. (Vertenten – Galletta) (7 – 0)

(Steverlynck was out of the room at the time of the vote)

**14. PERSONNEL:**

**A.1. VOTED:** To accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year. (Vertenten – Steverlynck) (8 – 0)

Educators for 2<sup>nd</sup> Year Probationary Contracts:

Scott Arrit

Meredith Brown

Nicole Hewes

Bethany Howard

Jill Marsanskis

Jill Palmer

Lexie Triggiani

Erin Abbott

Heidi Cook

Kate Friesland

Diane Kew

Kimarie Soule

Jessica Harriman

Michelle Raber

Christina Small

Elizabeth Rankin

Emily Robinson

Tracy Tremblay

Anna Brown

Caitlyn Hecox

Elicia Niemiec

Kate Dawson

Elizabeth Grace

Elizabeth Jacobson

Abigail Leavitt

Georgiana McAllister

Martha Pulsifer  
Nancy Rochat

**A.2. VOTED:** To accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year. (Stevelynck – Galletta) (8 – 0)

Educators for 3<sup>rd</sup> Year Probationary Contracts:

Cathryn Bigley  
Kate Cass  
Amy Chaput  
Sara Domingo  
Emily Guyer  
Michelle Hill  
Bethany Jensen  
Amanda Martin  
Megan Nealey  
Jacqueline Pawling  
Jennifer Rosado  
Natalie Safley  
Shannon Sampson  
Anders Samuelson  
Leslie Thibeault  
Stephanie Weeks  
Jennifer Winkler

**A.3. VOTED:** To accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year. (Stevelynck – deCsipkes) (8 – 0)

Educators for 1<sup>st</sup> Year Continuing Contracts:

Carrie Begley  
Jan Bessey  
Lindsay Carter  
Chelsea Cekutis  
Amanda Chisholm  
Kara Constantine  
Susan Deeves  
Heather Gilpin  
Rosemarie Lawrence  
Sasha Levasseur  
Stephanie McSherry  
Jessica Montgomery  
Rachel Olson  
Jason Ouellette  
Elisabeth Peirce  
Melissa Shaw  
Kelli Wedgewood

**B. VOTED:** To employ Lydia MacDonald as a First Grade Teacher at Morse Street School for the 2019-2020 school year. (Vertenten – Stevelynck) (8 – 0)

**C. VOTED:** To employ Taylor Marshall as a First Grade Teacher at Durham Community School for the 2019-2020 school year. (Vertenten – Stevelynck) (8 – 0)

**D. VOTED:** To employ Haley Lynch as a Second Grade Teacher at Durham Community School for the 2019-2020 school year. (deCsipkes – Pillsbury) (8 – 0)

**15. PUBLIC COMMENT:**

None

**16. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation. (Steverlynck – deCsipkes)(8 – 0)

Time In: 8:38 p.m.

Time Out: 10:03 p.m.

**17. ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

**18. ADJOURNMENT:**

**VOTED:** To adjourn at 10:04 p.m. (Steverlynck - Galletta) (8 – 0)

  
Becky J. Foley, Superintendent of Schools



**RSU No. 5 Board of Directors Meeting  
Wednesday, May 22, 2019 – 5:15 p.m.  
Freeport High School - Gymnasium  
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 June 12, 2019 meeting).

**1. CALLED TO ORDER:**

Vice-Chair Lindsay Sterling called the meeting to order at 5:19 p.m.

**2. MEMBERS PRESENT:** Kathryn Brown (arrived at 5:29 p.m.), Jeremy Clough, Candace deCsipkes, Erica Giddinge, John Morang, Maura Pillsbury (arrived at 5:21 p.m.), Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten. There was no Student Representative in attendance.

**MEMBERS ABSENT:** Jennifer Galletta, Michelle Ritcheson

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

None

**5. POLICY REVIEW:**

**A. VOTED:** To approve the 2<sup>nd</sup> Read of policy IKFB-Graduation Exercises (Steverlynck– Clough) (10 – 0)

**6. PERSONNEL:**

**A. VOTED:** To employ Robert Borden as a Fifth Grade Teacher at Durham Community School for the 2019-2020 school year. (Steverlynck – Clough) (8 – 0)

**B. VOTED:** To employ Samantha Medici as a Fifth Grade Teacher at Durham Community School for the 2019-2020 school year. (Vertenten – Steverlynck) (8 – 0)

**C. VOTED:** To employ Trevor Donoghue as a .5 Time Physical Education Teacher at Pownal Elementary School for the 2019-2020 school year. (Morang – Giddinge) (8 – 0)

**D. VOTED:** To employ Kaley Petros as a Third Grade Teacher at Pownal Elementary School for the 2019-2020 school year. (Steverlynck – Giddinge) (8 – 0)

**7. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation. (Steverlynck – Pillsbury)(8 – 0)

Time In: 5:28 p.m.

Time Out: 6:36 p.m.

**8. ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

**9. ADJOURNMENT:**

**VOTED:** To adjourn at 6:37 p.m. (Brown - Vertenten) (9 – 0)

  
Becky J. Foley, Superintendent of Schools



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Item #8.A.3.

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***RSU No. 5 Board of Directors Meeting Schedule  
2019-2020***

***Meetings typically begin at 6:30 p.m. in the High School Library***

August 28, 2019	Retreat
September 11, 2019	Business Meeting
September 25, 2019	Business Meeting at Morse Street School
October 9, 2019	Business Meeting at Mast Landing School
October 23, 2019	Business Meeting at Pownal Elementary School
November 6, 2019	Business Meeting at Freeport Middle School
November 20, 2019	Business Meeting at Durham Community School
December 11, 2019	Business Meeting
January 8, 2020	Business Meeting
January 22, 2020	Business Meeting and Superintendent's Recommended Budget
February 5, 2020*	Additional Meeting - Budget
February 12, 2020	Business Meeting and Budget
February 26, 2020	Business Meeting and Budget
March 11, 2020	Business Meeting and Budget
March 18, 2020*	Additional Meeting - Budget
March 25, 2020	Business Meeting and Board Adoption of Budget
April 8, 2020	Business Meeting at Durham Community School
April 29, 2020	Business Meeting at Pownal Elementary School
May 13, 2020	Business Meeting
May 27, 2020	Business Meeting and Annual Budget Meeting
June 10, 2020	Business Meeting

\*Dates changed/added to accommodate holidays, other conflicts and budget.

RSU No. 5 Board of Directors:

Item # 9.A.

RSU #5	General Budget Report	5/24/2019			2018-2019			
Article #	Description	2018-2019 Budget	Transfers	Revised Budget	Expenses YTD	Encumb YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$ 3,436,203.00	\$ -	\$ 3,436,203.00	\$ 2,499,178.94	\$ 33,386.67	\$ 903,637.39	26.30%
Article 2	School Administration	\$ 1,536,593.00	\$ -	\$ 1,536,593.00	\$ 1,337,772.37	\$ 1,661.36	\$ 197,159.27	12.83%
Article 3	Operation of Plant	\$ 4,891,383.00	\$ -	\$ 4,891,383.00	\$ 4,418,676.63	\$ 210,609.12	\$ 262,097.25	5.36%
Article 4	Voc. E. Assessment	\$ 74,492.00	\$ -	\$ 74,492.00	\$ 68,284.37	\$ 6,207.67	\$ (0.04)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 269,645.00	\$ -	\$ 269,645.00	\$ 246,122.25	\$ 22,353.75	\$ 1,169.00	0.43%
Article 6	Instruction K - 12	\$ 13,378,387.00	\$ -	\$ 13,378,387.00	\$ 9,739,446.02	\$ 36,997.39	\$ 3,601,943.59	26.92%
Article 7	Co-Curr. & Athletics	\$ 778,737.00	\$ -	\$ 778,737.00	\$ 610,225.34	\$ 10,344.74	\$ 158,166.92	20.31%
Article 8	District Adminitstration	\$ 928,151.00	\$ -	\$ 928,151.00	\$ 774,508.97	\$ 10,681.99	\$ 142,960.04	15.40%
Article 9	Transportation Services	\$ 1,432,489.00	\$ -	\$ 1,432,489.00	\$ 1,295,075.76	\$ 26,185.27	\$ 111,227.97	7.76%
Article 10	Debt Services	\$ 1,613,149.00	\$ -	\$ 1,613,149.00	\$ 1,613,148.32	\$ -	\$ 0.68	0.00%
Article 11	Special Education Services	\$ 4,606,796.00	\$ -	\$ 4,606,796.00	\$ 3,251,523.14	\$ 1,510.00	\$ 1,353,762.86	29.39%
	<b>Totals</b>	<b>\$ 32,946,025.00</b>	<b>\$ -</b>	<b>\$ 32,946,025.00</b>	<b>\$ 25,853,962.11</b>	<b>\$ 359,937.96</b>	<b>\$ 6,732,124.93</b>	<b>20.43%</b>

6/12/2019



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### **Finance Subcommittee Report**

**Date:** May 9, 2019

**Committee:** Finance Committee

**Chair:** Kate Brown

**In attendance:** Kate Brown, Michelle Ritcheson, John Morang, Michelle Lickteig

**Guests:**

**Meeting Date:** May 8, 2019

#### **Agenda Items and Discussion:**

#### **Next Steps on Cost Sharing:**

The Finance Committee continued the compilation of the data for presentation to the School Board. They also began putting the presentation slides together.

#### **Next Meeting:**

June 12, 2019 at 5p at Central Office.

**Submitted by:** Michelle Lickteig, Director of Finance



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### Policy Subcommittee Report

Committee: Policy

Meeting date: May 3, 2019

Chair: Candy deCsipkes

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

Guests: Jim Grant, Ray Grogan, Craig Sickels, Emily Guyer

#### Review/Revise Policies:

*The following policy was reviewed with no changes recommended.*

DN School Properties Disposition  
AC Nondiscrimination/ Equal Opportunity and Affirmative Action  
ACAA Harassment and Sexual Harassment of Students  
ACAA-R Student Discrimination and Harassment Complaint Procedure  
ACAB Harassment and Sexual Harassment of School Employees

*The following policies were revised and will be brought to the Board for 1st read on June 12, 2019.*

JJIF Student Concussions and Other Head Injuries  
JJIF-E Concussion Information Sheet

*The following policy was revised per Board directive and will be brought to the Board for a 2nd read vote on June 12, 2019.*

JJE Student Fundraising Activities

*The following policies were discussed and will be brought to the nurse group for review on 5.7.19 and then come back to the Committee in September.*

JLCE First Aid and Emergency Medical Care  
JLCE-E Life Sustaining Emergency Care

*The following policy was not discussed and will be brought back to the Committee in September.*

ACAD Hazing  
ADA School System Goals and Objectives  
ADAA School System Commitment to Standards for Ethical and Responsible Behavior  
ADF School District Commitment to Learning Results  
DO Approval for New Programs

The next meeting will be held at a date to be determined in September of 2019 at 8:30 a.m.

Submitted by: Cynthia Alexander



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Item # 11A. & B.

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Erica Giddinge, John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Clay Canterbury, Rhea Fitzpatrick

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, Darren Carter, Charlie Mellon, Michelle Lickteig, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Pauline Gillis, Shawn McBean, Kristy Johnson, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Lisa Blier, Linda Pritchard, Jennifer Winkler, Nancy Drolet, Nancy Dyer, Jessica Sturges, Laurie Allen, Crystal Boucher

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

DATE: June 3, 2019

RE: Review/Update of Policies

At the June 12, 2019 Board of Directors Meeting, the following policies will be on the agenda for 1<sup>st</sup> Read, 2<sup>nd</sup> Read and Review. The policies are attached.

1<sup>st</sup> Read Policies

JJIF – Student Concussions and Other Head Injuries  
JJIF-E – RSU5 Concussion Information Sheet

2<sup>nd</sup> Read Policies

DBG – Budget Adoption Process  
DJC – Petty Cash Accounts  
JJE – Student Fundraising Activities

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

AC - Nondiscrimination/ Equal Opportunity and Affirmative Action  
ACAA - Harassment and Sexual Harassment of Student  
ACAA-R - Student Discrimination and Harassment Complaint Procedure  
ACAB - Harassment and Sexual Harassment of School Employees  
DN – School Properties Disposition

## **STUDENT CONCUSSIONS AND OTHER HEAD INJURIES**

The Board recognizes that concussions and other head injuries are serious and can potentially result in significant brain damage and/or death if not recognized and treated properly. This policy is intended to promote awareness of this issue as well as the safety of students participating in school-sponsored activities that may pose a risk of concussion or other head injuries. This policy also applies to all school-sponsored activities that the Superintendent determines, in consultation with school staff, pose a risk of concussion or other head injury (hereafter referred to as “any other covered activities”).

The Superintendent shall ensure that all training, protocols and forms implemented in the school unit are consistent with materials promulgated by the Maine Department of Education.

### **A. Staff Training**

All school personnel involved in school-sponsored activities shall receive training in the identification and management of concussions and other head injuries.

All identified personnel will receive refresher training whenever the Maine Department of Education recommendations, protocols and/or forms have been revised.

### **B. Student and Parent/Guardian Acknowledgment**

Students who intend to participate in school-sponsored athletics (and any other covered activities), and their parent(s)/guardian(s) are required to sign the School Department’s Concussion/Head Injury Acknowledgment Form each year. Students may not participate in athletics (and any other covered activities) until the Acknowledgment Form is returned to the school.

### **C. Removal of Students from School-Sponsored Activities, Evaluations and Medical Clearance**

Any student suspected of having sustained a concussion or other head injury in any school-sponsored activity must be immediately removed from the activity, practice or game.

A student suspected of having sustained a concussion or other head injury must receive a brain injury evaluation and written medical clearance from a licensed health care provider, trained in concussion management, and operating within the scope of practice such as an MD, DO, Physician’s Assistant or Nurse Practitioner prior to his/her being allowed to resume participation in the activity. Such return to participation ~~may~~ will be gradual, and in all cases should be based on current accepted standards of care, ~~and the health care provider’s recommendations.~~

### **D. Academic and Disability Considerations**

Teachers and other school staff ~~should~~ must be alerted to possible cognitive and academic issues that a student who has sustained a concussion or other head injury may experience. School staff

shall permit adjustments to the academic day and/or expectations, consistent with a medical recommendation from the student's health care provider.

**E. Concussion Management Team**

The Superintendent will appoint a Concussion Management Team to be responsible, under the supervision of the Superintendent, to make recommendations related to the implementation of this policy. The Concussion Management Team will include the school nurses, Athletic Director, Athletic Trainer and may include one or more principals or assistant principals, the school physician, and other school personnel or consultants as the Superintendent deems appropriate.

The team shall oversee and implement this policy and related protocols for concussions and other head injuries based on the generally accepted standards of care. This team will identify the school personnel who shall be trained in concussion signs and symptoms and the school activities covered by this policy.

The policy and/or related protocols should be reviewed when generally accepted protocols change.

Legal References:     Public Law Chapter 688 (2012)  
                              20-A M.R.S.A. §§ 254(17); 1001(19)

Adopted: November 28, 2012  
Revised: June 15, 2016



**Parents and student-athletes: You must turn in a signed form prior to the start of practice. This information sheet is available on the athletic webpage and copies are available at each school.**

## RSU NO. 5 CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. **All concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student-athlete reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### **Symptoms may include one or more of the following:**

- |  |   |
|--|---|
| • Headaches  | ▪ “Don’t feel right”  |
| • “Pressure in head”                                       | ▪ Fatigue or low energy                                       |
| • Nausea or vomiting                                       | ▪ Behavioral/Emotional/Social changes                         |
| • Neck pain  | ▪ Nervousness or anxiety                                      |
| • Balance problems or dizziness                            | ▪ Irritability  |
| • Blurred, double, or <del>fussy</del> <u>fuzzy</u> vision | ▪ More emotional  |
| • Sensitivity to light or noise                            | ▪ Confusion   |
| • Feeling sluggish or slowed down                          | ▪ Concentration or memory problems<br>(forgetting game plays) |
| • Feeling foggy or groggy                                  | ▪ Repeating the same question/comment                         |
| • Drowsiness   | ▪ Amnesia   |
| • Change in sleep patterns                                 |   |

### **Signs observed by teammates, parents or coaches include:**

- |   |   |
|---|---|
| • Appears dazed                                 | ▪ Shows behavior or personality changes         |
| • Vacant facial expression                      | ▪ Can’t recall events prior to hit              |
| • Confused about assignment                     | ▪ Can’t recall events after hit                 |
| • Forgets plays                                 | ▪ Seizures or convulsions                       |
| • Is unsure of game, score, or opponent         | ▪ Any change in typical behavior or personality |
| • Moves clumsily or displays<br>in coordination | ▪ Loses consciousness                           |
| • Answers questions slowly                      | ▪ Slurred speech                                |

This document is adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport Consensus Statement (2009)

**RSU NO. 5 CONCUSSION INFORMATION SHEET****What can happen if my child keeps on playing with a concussion or returns too soon?**

Continuing to play with the signs and symptoms of concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries, and concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

**If you think your child has suffered a concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. RSU No. 5 requires the consistent and uniform implementation of a return to play concussion protocol as reflected in Board policy:

Any student suspected of having sustained a concussion or other head injury during a school-sponsored athletic activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately.

No student will be permitted to return to the activity or to participate in any other school-sponsored athletic activity on the day of the suspected concussion.

Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored athletic activities until he/she has been evaluated and received written medical clearance to do so from a qualified and licensed health care provider. Such return to participation will be gradual, and in all cases should be based on current accepted standards of care.

You should also inform the athletic trainer, school nurse, and your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/Headsup>

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

Adopted: November 28, 2012

## BUDGET ADOPTION PROCESS

~~Board a~~ Adoption of the annual budget is to be accomplished prior to June 30 for the fiscal year beginning July 1.

The budget shall include, in addition to operating expenses and expected income for the ensuing year, the sums required for meeting bonds falling due, interest on the bonds and on other obligations, rentals and other fixed charges. The proposed budget shall be thoroughly explained and ~~stakeholders~~ the public shall be given an opportunity to be heard. Only those amounts pertaining to operating expenses, reserve or contingency funds, or capital outlay expenditures shall be subject to change by the voters.

Legal Reference: Title 20A MRSA Sec. ~~1301~~ 1304 ET SEQ; 15617 ET SEQ.

Adopted: January 27, 2010

Reviewed: April 30, 2014

Revised: \_\_\_\_\_

## PETTY CASH ACCOUNTS

In order to facilitate refunds and minor purchases, the Board authorizes a petty cash fund in each school and in the Central Office.

A school's petty cash fund shall not exceed \$200.00. The Central Office petty cash fund shall not exceed \$200.00.

The custodian for such accounts at the schools will be the principal. The account custodian at the Central Office will be the Superintendent/designee. Each transaction must be supported with proper receipts ~~by the account custodian~~.

Justifiable expenditures from the petty cash accounts ~~will include~~ but are not be limited to: miscellaneous materials and supplies (\$200.00 maximum) for office supplies, postage and shipping. Purchasing with petty cash funds should not be used to circumvent Board policies establishing purchasing authority or administrative purchasing procedures.

The petty cash funds will be replenished through ~~accounts payable~~ Business Office procedures after approval by the Superintendent/designee.

Adopted: January 27, 2010  
Revised: November 30, 2011  
Reviewed: April 30, 2014  
Revised: \_\_\_\_\_

## STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that it is responsible for providing through the budget process the resources necessary to support the school unit's instructional programming. However, the Board acknowledges that schools and student organizations may wish to engage in fundraising in order to support their activities, to provide funding for social events and/or student travel, to benefit the school or community, or for humanitarian purposes.

It is the purpose of this policy to provide guidelines for student participation in fundraising activities. This policy only allows fundraising by students for the purposes set forth in the following Sections (A, B, and C):

### A. Fundraising Guidelines for Students and Student Organizations

The following general guidelines apply to fundraising by students and student organizations. These guidelines and the additional considerations in Section B and C of this Policy shall apply to student participation in fundraising conducted for other purposes.

1. All student fundraising activities shall be approved in advance by the building principal, who will be responsible for determining whether the educational or financial benefit provided is sufficiently balanced with fostering a sense of community within the school and/or district, and that the activity complies with Section D of this policy.
2. The principal/designee will determine the amount of involvement outside sales representatives will have in presenting their products, distributing promotional materials, and providing sales incentives to students.
3. The fundraising activity, including any presentation by outside sales representatives, demonstration and distribution of products or promotional materials, solicitation of sales, or collection or recording of monies, shall have minimal impact on instructional time and not be unduly demanding of student or staff time or work.
4. Under no circumstances will any student be compelled to participate or donate; or be penalized for not participating or donating. There shall be no mandatory quotas for product sales.

5. Student fundraising activities shall be supervised by a building administrator, teacher, or activity advisor.
6. The activity shall be one in which schools and students may appropriately engage, and shall not subject the schools, students, or their families to unnecessary risk or responsibility. In the event there is a question regarding the appropriateness of a proposed activity, or the proposed fundraising activity is one that is new to the school system, the building principal shall consult with the Superintendent.
7. The following shall be communicated to students and parents/guardians at the start of the fundraising activity:
  - a. The reason for the fundraising activity:
  - b. A description of the fundraising activity, including the names of any participating for-profit organizations, any anticipated presentations by outside sales representatives, and the approximate percentage of total sales expected to be kept by the school for the benefit of students;
  - c. That soliciting donations or sales is voluntary; and
  - d. The option for students and parents/guardians to make a voluntary direct donation towards the activity/program benefiting from the fundraising activity, if preferred.
8. Students participating in fundraising activities are expected to conduct themselves in accordance with Board policies, school rules and the student code of conduct.
9. In the interest of student safety, activities involving door-to-door solicitation by elementary level students are prohibited.
10. Club and class dues shall be determined by the club or class officers in consultation with the club or activity advisor. The building principal shall have final authority over the setting of club and class dues. To the greatest extent possible, scholarship funds will be made available to qualifying students.
11. The building administrator, teachers, or advisors supervising fundraising activities will be responsible for the collection, monitoring, deposit into student activity accounts, and disbursement of funds raised in accordance with the Board's policy DFF, Student Activities Funds Management.

- 12 Student organizations will be encouraged to engage in fundraising projects that support student wellness or student wellness activities.

B. Fundraising Guidelines for Humanitarian or Charitable Purposes

Students may participate in charitable drives or fundraising activities to benefit humanitarian or charitable causes provided that the activity is conducted in accordance with the guidelines in Section A of this policy and is sponsored by a recognized student organization.

C. Guidelines for Student Participation in Parent Group Fundraising Activities

The Board recognizes that PTCs and other parent groups (e.g., Boosters) may wish to involve students in their fundraising activities. Student participation in fundraising activities to benefit parent groups where the funds raised by the activity will be deposited into the parent group account(s) shall be in accordance with Section A and this Section.

1. Notwithstanding Section A.3, instructional time shall not be used for PTO/Parent Group fundraising activities, including any presentation by outside sales representatives, demonstration and distribution of products or promotional materials, solicitation of sales, or collection or recording of monies.

D. Coordination of Fundraising Activities

1. All fundraising activities in RSU No. 5 shall be coordinated in order to avoid burdening local businesses and the community.
2. Request forms (JJE-E) should be submitted to both the building principal and Superintendent for approval. The district office will coordinate requests to avoid duplication of fundraising activities.

Cross Reference: DFF-Student Activities Funds Management  
EFE-Competitive Food Sales  
JL - Student Wellness

Adopted: March 24, 2010  
Reviewed: March 13, 2013  
Revised:

## RSU 5 Strategic Planning Process Summary

Time Frame	Strategic Planning Activities
<b>2018</b>	<b>Strategic Vision</b>
March 2018- May 2018	<ol style="list-style-type: none"> <li>1. Strategic Planning Committee organization and work planning</li> <li>2. Developed and implemented community engagement plan:               <ol style="list-style-type: none"> <li>A. Community meetings to gather input (45)</li> <li>B. Online and paper surveys for parents, staff, students, community members (800+)</li> <li>C. Separate survey for elementary students (520)</li> </ol> </li> </ol>
June - August 2018	<ol style="list-style-type: none"> <li>1. Collection, documentation, analysis of data from meetings &amp; surveys</li> </ol>
September 2018 - January 2019	<ol style="list-style-type: none"> <li>1. Identification of messages/themes in the data from all all stakeholders</li> <li>2. Community and staff meetings to review survey data and identify important themes to be included in the mission/ Vision</li> <li>3. Writing of strategic mission and vision (subcommittee did initial draft..full committee completed final draft)</li> </ol>
<b>January 2019</b>	<b>RSU5 School Board adopts the new Mission and Vision statements</b>
<b>2019</b>	<b>Core Beliefs....Strategic Plan</b>
February 2019	<ol style="list-style-type: none"> <li>1. Staff committee drafted Core Beliefs about Learning</li> <li>2. Strategic planning committee reviewed, finalized</li> </ol>
February -June 2019	<ol style="list-style-type: none"> <li>1. Second round of survey input sought from parents, students, staff. Asked for input on important work to be done to achieve the new mission/vision &amp; core beliefs.</li> <li>2. Committee identifies major work to be included in the strategic plan</li> <li>3. Goal writing to set targets for the work of the strategic plan</li> <li>4. Details of action strategies, timeline, resources required, key evidence of completion for each goal developed</li> </ol>
<b>June 2019</b>	<b>Plan submitted to RSU5 School Board for approval</b>



## **RSU5 Strategic Plan Goals 2019-2024**

### **CLIMATE/CULTURE**

**Strategic Goal 1: All RSU5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.**

**Objective #1.1 Social-emotional development systems**

Strengthen and align all social/emotional supports and systems to meet the needs of all learners in RSU5.

**Objective #1.2 Student voice/leadership**

Create multiple opportunities to ensure student voice is encouraged and strengthened at the classroom, school, and district levels.

**Objective #1.3 Daily Schedule**

Maximize student opportunities for physical movement & adequate breaks to allow students to refresh & recharge for learning.

### **TEACHING AND LEARNING**

**Strategic Goal 2: All RSU5 students regularly engage in meaningful student centered learning\*.**

**Objective 2.1 Instructional practices**

Review research and explore options for the implementation of student centered instructional practices.

**Objective 2.2 Curriculum/education program**

Expand curricular and extra-curricular choices that respond to students' interests and needs.

**Objective 2.3 Staff**

Provide strong support for professional practices that foster collaboration and staff voice, and strengthen instruction to meet the needs of all learners.

### **Objective 2.4 Assessment/grading/reporting**

Ensure that student growth is measured and communicated in meaningful ways and responds to stakeholder feedback.

### **Objective 2.5 Student Achievement tracking**

Establish formalized systems for annual identification of goals for the improvement of student achievement.

## **SCHOOL-COMMUNITY RELATIONS**

**Strategic Goal 3: All RSU5 school-parent-community partnerships are based on strong communication and active involvement to support student success.**

**Objective 3.1** Expand avenues to proactively distribute information about RSU5 schools and to seek feedback from stakeholders about the schools.

**Objective 3.2** Engage all RSU5 learners in community based learning both in the classroom & out in the community.

**Objective 3.3** Encourage and support strong staff-parent partnerships to enhance student success.

## **FINANCE AND OPERATIONS**

**Strategic Goal 4: RSU5 has well developed and refined finance, facilities, transportation, and food service systems to support the learning of all students.**

**Objective 4.1** Ensure that all staff and students have quality facilities to meet their needs.

**Objective 4.2** Attract and retain highly effective staff.

**Objective 4.3** Improve and assure student access to the highest quality school nutrition program.

**Objective 4.4** Provide all students transportation to support their participation in curricular and extra curricular programs.

**Objective 4.5** Strengthen community engagement and support in short and long term financial planning.

**Glossary:**

**Student Centered Learning: \***

As we are defining it, student centered learning includes the following characteristics: active engagement.. hands-on learning...community-based...collaborative...personalized to meet learner needs...strong supports for learner success...learner voice/choice...learning at varied pacing, interdisciplinary)

Item #12C.

REGIONAL SCHOOL UNIT NO. 5  
COMPUTATION AND DECLARATION OF VOTES

The total number of votes cast in all of the municipalities within Regional School Unit No. 5 (the "RSU") in the affirmative and in the negative on Article 1 of the Warrant and Notice of Election of the RSU Budget Validation Referendum held June 11, 2019, relating to the adoption of the RSU's 2019-2020 budget is as follows:

ARTICLE 1:	AFFIRMATIVE	NEGATIVE
Town of Durham:	_____	_____
Town of Freeport:	_____	_____
Town of Pownal:	_____	_____
TOTAL:	_____	_____

The School Board hereby declares that said Article has \_\_\_\_\_  
(write "passed" or "failed")

The total number of votes cast in all of the municipalities within the RSU in the affirmative and in the negative on Article 2 of the Warrant and Notice of Election of the RSU Budget Validation Referendum held June 11, 2019, relating to continuing the budget validation referendum process is as follows:

ARTICLE 2:	AFFIRMATIVE	NEGATIVE
Town of Durham:	_____	_____
Town of Freeport:	_____	_____
Town of Pownal:	_____	_____
TOTAL:	_____	_____

The School Board hereby declares that said Article has \_\_\_\_\_  
(write "passed" or "failed")

Dated: \_\_\_\_\_, 2019

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
A majority of the School Board of Regional School Unit No. 5

A true copy, attest: \_\_\_\_\_  
Becky Foley, Secretary



Durham • Freeport • Pownal

---

To: Dr. Becky Foley, Superintendent

From: Michelle Lickteig, Director of Finance & Human Resources

Date: June 5, 2019

RE: RSU5 Town Assessment Warrants

The amount of each member town's assessment has been determined for the 2019-2020 school year based on the budget before the voters at the upcoming June 11, 2019 Budget Validation Referendum. If the budget is approved by the voters the Board is required to approve and sign the warrants and then to direct the Treasurer to issue the assessments to each member town. There is a motion on the agenda for the Board's consideration. A copy of the Assessment Warrant and Assessment Schedule and Notice of Installments are attached for review. Please feel free to contact me with any questions.

STATE OF MAINE  
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF  
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Treasurer of the Town of Durham in the County of Androscoggin (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

<u>Municipality</u>	<u>Assessment</u>
<i>Durham</i>	\$ 5,225,092
<i>Freeport</i>	\$18,818,939
<i>Pownal</i>	\$ 3,105,394

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2019-2020, and that each such monthly installment is due on or before the 20<sup>th</sup> of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2019	\$ 435,424.33
August 20, 2019	\$ 435,424.33
September 20, 2019	\$ 435,424.33
October 20, 2019	\$ 435,424.33
November 20, 2019	\$ 435,424.33
December 20, 2018	\$ 435,424.33
January 20, 2020	\$ 435,424.33
February 20, 2020	\$ 435,424.33
March 20, 2020	\$ 435,424.33
April 20, 2020	\$ 435,424.33
May 20, 2020	\$ 435,424.33
June 20, 2020	\$ 435,424.37
2019-2020 Fiscal Year Total	\$5,225,092.00

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

STATE OF MAINE  
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Assessor(s) of the Town of Durham, in the County of Androscoggin:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Durham (the "Town") for the year covering the period of July 1, 2019 to June 30, 2020.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 22, 2019, voted that the sum of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295) should be approved as the total budget for the RSU, for the period July 1, 2019 to June 30, 2020, plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, and at the Budget Validation Referendum held on June 11, 2019 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295), plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, minus all other anticipated revenues, Seven Million Forty-Two Thousand Eight Hundred Sixty-Nine Dollars and Zero Cents (\$7,042,869), requires the sum of Twenty-Seven Million One Hundred Forty-Nine Thousand Four Hundred Twenty-Six Dollars and Zero Cents (\$27,149,426) to be assessed against the member municipalities of the RSU, for the period July 1, 2019 to June 30, 2020; and

WHEREAS, the School Board on June 12, 2019 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Five Million Two Hundred Twenty-Five Thousand Ninety-Two Dollars and Zero Cents (\$5,225,092) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Five Million Two Hundred Twenty-Five Thousand Ninety-Two Dollars and Zero Cents (\$5,225,092), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town to the Treasurer



of the RSU in twelve equal monthly installments on or before the 20<sup>th</sup> of each of the months, July 2019 to June 2020.

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

STATE OF MAINE  
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF  
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Treasurer of the Town of Freeport in the County of Cumberland (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

<u>Municipality</u>	<u>Assessment</u>
<i>Durham</i>	\$ 5,225,092
<i>Freeport</i>	\$18,818,939
<i>Pownal</i>	\$ 3,105,394

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2019-2020, and that each such monthly installment is due on or before the 20<sup>th</sup> of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2019	\$ 1,568,244.92
August 20, 2019	\$ 1,568,244.92
September 20, 2019	\$ 1,568,244.92
October 20, 2019	\$ 1,568,244.92
November 20, 2019	\$ 1,568,244.92
December 20, 2019	\$ 1,568,244.92
January 20, 2020	\$ 1,568,244.92
February 20, 2020	\$ 1,568,244.92
March 20, 2020	\$ 1,568,244.92
April 20, 2020	\$ 1,568,244.92
May 20, 2020	\$ 1,568,244.92
June 20, 2020	\$ 1,568,244.88
2019-2020 Fiscal Year Total	\$18,818,939.00

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

STATE OF MAINE  
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Assessor(s) of the Town of Freeport, in the County of Cumberland:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Freeport (the "Town") for the year covering the period of July 1, 2019 to June 30, 2020.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 22, 2019, voted that the sum of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295) should be approved as the total budget for the RSU, for the period July 1, 2018 to June 30, 2019, plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, and at the Budget Validation Referendum held on June 11, 2019 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295), plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, minus all other anticipated revenues, Seven Million Forty-Two Thousand Eight Hundred Sixty-Nine Dollars and Zero Cents (\$7,042,869), requires the sum of Twenty-Seven Million One Hundred Forty-Nine Thousand Four Hundred Twenty-Six Dollars and Zero Cents (\$27,149,426) to be assessed against the member municipalities of the RSU, for the period July 1, 2019 to June 30, 2020; and

WHEREAS, the School Board on June 12, 2019 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Eighteen Million Eight Hundred Eighteen Thousand Nine Hundred Thirty-Nine Dollars and Zero Cents (\$18,818,939) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Eighteen Million Eight Hundred Eighteen Thousand Nine Hundred Thirty-Nine Dollars and Zero Cents (\$18,818,939), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town

to the Treasurer of the RSU in twelve equal monthly installments on or before the 20<sup>th</sup> of each of the months, July 2019 to June 2020.

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

STATE OF MAINE  
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF  
REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Treasurer of the Town of Pownal in the County of Cumberland (the "Town"):

Under and by virtue of section 15691-A of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU") presents the following Assessment Schedule based on the budget approved at the most recent RSU budget meeting:

<u>Municipality</u>	<u>Assessment</u>
<i>Durham</i>	\$ 5,225,092
<i>Freeport</i>	\$18,818,939
<i>Pownal</i>	\$ 3,105,394

Under and by the virtue of the provisions of section 1489 (3) of Title 20-A of the Maine Revised Statutes, you are hereby notified that the following monthly installments are payable by the Town to the Treasurer of the RSU for fiscal year 2019-2020, and that each such monthly installment is due on or before the 20<sup>th</sup> of each month, commencing July 20 of said fiscal year, as follows:

July 20, 2019	\$ 258,782.83
August 20, 2019	\$ 258,782.83
September 20, 2019	\$ 258,782.83
October 20, 2019	\$ 258,782.83
November 20, 2019	\$ 258,782.83
December 20, 2019	\$ 258,782.83
January 20, 2020	\$ 258,782.83
February 20, 2020	\$ 258,782.83
March 20, 2020	\$ 258,782.83
April 20, 2020	\$ 258,782.83
May 20, 2020	\$ 258,782.83
June 20, 2020	\$ 258,782.87
2019-2020 Fiscal Year Total	\$3,105,394.00

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

STATE OF MAINE  
WARRANT FOR ASSESSMENT OF REGIONAL SCHOOL UNIT TAX

REGIONAL SCHOOL UNIT NO. 5  
17 West Street  
Freeport, ME 04032

To the Assessor(s) of the Town of Pownal, in the County of Cumberland:

Under and by virtue of the provisions of sections 1451-1512 of Title 20-A of the Maine Revised Statutes, the Regional School Unit Board of Directors ("School Board") of Regional School Unit No. 5 (the "RSU"), organized in pursuance thereof, hereby issues its warrant for the assessment of taxes on the Town of Pownal (the "Town") for the year covering the period of July 1, 2019 to June 30, 2020.

WHEREAS, the citizens of the RSU, at the Budget Meeting held on May 22, 2019, voted that the sum of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295) should be approved as the total budget for the RSU, for the period July 1, 2019 to June 30, 2020, plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, and at the Budget Validation Referendum held on June 11, 2019 voted to approve the budget adopted at the Budget Meeting;

WHEREAS, the School Board has determined that the total budget of Thirty-Four Million Eighty Thousand Two Hundred Ninety-Five Dollars and Zero Cents (\$34,080,295), plus the sum of One Hundred Twelve Thousand Dollars and Zero Cents (\$112,000) for Adult Education, minus all other anticipated revenues, Seven Million Forty-Two Thousand Eight Hundred Sixty-Nine Dollars and Zero Cents (\$7,042,869), requires the sum of Twenty-Seven Million One Hundred Forty-Nine Thousand Four Hundred Twenty-Six Dollars and Zero Cents (\$27,149,426) to be assessed against the member municipalities of the RSU, for the period July 1, 2019 to June 30, 2020; and

WHEREAS, the School Board on June 12, 2019 ordered that Warrants be issued forthwith and sent out for assessing the municipalities comprising the RSU their proportionate shares, said shares being in accordance with existing statutes and the method of sharing costs among the member municipalities of the RSU, and for paying the same to the Treasurer of the RSU;

NOW THEREFORE, pursuant to the provisions of section 1489 of Title 20-A of the Maine Revised Statutes, you are hereby required in the name of the State of Maine and the RSU to assess the sum of Three Million One Hundred Five Thousand Three Hundred Ninety-Four Dollars and Zero Cents (\$3,105,394) (the "Town's School Assessment"), upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making the Town's School Assessment, you are required to add the sum aforesaid to the amount of state, county and municipal taxes to be assessed by you.

And you are alike required to pay or issue your warrants to the several constables or collectors of the Town requiring them respectively to levy and collect the sum of Three Million One Hundred Five Thousand Three Hundred Ninety-Four Dollars and Zero Cents (\$3,105,394), and to pay to the Treasurer of the Town the aforesaid sum set against the Town, to be paid by the Treasurer of the Town to the



Treasurer of the RSU in twelve equal monthly installments on or before the 20<sup>th</sup> of each of the months, July 2019 to June 2020.

Given under our hands this 12<sup>th</sup> day of June, 2019.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board

Attest: \_\_\_\_\_  
Dr. Becky Foley, Treasurer  
Regional School Unit No. 5

## **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;
- 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 a motion 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 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