

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS  
WEDNESDAY – MAY 8, 2019  
FREEPORT HIGH SCHOOL – LIBRARY  
6:30 P.M. REGULAR SESSION  
AGENDA**

**6:00-6:30 P.M. – DINE AND DISCUSS**

***This is an opportunity for community members to enjoy a meal with Board members and ask questions about the Board's FY20 Adopted Budget.***

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 April 10, 2019 and April 24, 2019 as presented barring any errors or omissions.  

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
5. Adjustments to the Agenda:
  
6. Good News & Recognition:  
A. Report from Board's Student Representative (10 Minutes)
  
7. Public Comments: (10 Minutes)
  
8. Reports from Superintendent: (5 Minutes)  
A. Items for Information
  1. District Happenings
  2. Retirements:  
Jay Thomas – FHS Math Teacher
  
9. Administrator Reports:  
NA
  
10. Board Comments and Committee Reports:  
A. Board Information Exchange and Agenda Requests (10 Minutes)  
B. Policy Committee (5 Minutes)

11. Policy Review:

A. Consideration and approval of the following Policies (1<sup>st</sup> Read) (15 Minutes)

DBG – Budget Adoption Process

DJC – Petty Cash Accounts

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

B. Consideration and approval of the following Policies (2<sup>nd</sup> Read) (15 Minutes)

JIC – System-Wide Student Code of Conduct

IKFB – Graduation Exercises

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

12. Unfinished Business:

NA

13. New Business:

A. Consideration and approval of the Comprehensive Education Plan. (5 Minutes)

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

B. RSU5 Workplace Satisfaction Survey for staff. (20 Minutes)

14. Personnel: (10 Minutes)

A. Nomination of Educators for the 2019-2020 School Year

1) Nomination of 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

Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

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

2) Nomination of 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

Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

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

3) Nomination of 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

Action: To accept the nomination of the above personnel and to authorize the Superintendent of Schools to issue a contract for the 2019-2020 school year.

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

**B. Consideration and approval to employ a First Grade Teacher at Morse Street School for the 2019-2020 School Year. (5 Minutes)**

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

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

**16. 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 \_\_\_\_\_

**17. Action as a Result of Executive Session:**

**18. Adjournment:**

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

RSU No. 5 Board of Directors Meeting  
Wednesday, April 10, 2019 – 6:30 p.m.  
Durham Community School - Cafeteria  
Meeting Minutes

Item H.A.

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 May 8, 2019 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:33 p.m.

**2. MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Erica Giddinge (left at 9:25 p.m.), John Morang, Maura Pillsbury (arrived at 6:57 p.m.), Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck (left at 8:35 p.m.), Madelyn Vertenten. Also in attendance, Rhea Fitzpatrick, Student Representative.

**MEMBERS ABSENT:** None

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

**A. VOTED:** To approve the Minutes of March 20, 2019 and March 27, 2019 as presented. (Steverlynck - Sterling) (10 – 0) The student representative voted with the majority.

**5. ADJUSTMENTS TO THE AGENDA:**

Request for funding for OM Team to go to the Worlds (after Item 6.F.)

**6. GOOD NEWS AND RECOGNITION:**

- A. Report from Board's Student Representative
- B. MLS – 1<sup>st</sup> Place Math Team
- C. FHS Latin 1 Team – 1<sup>st</sup> Place Certamen Award
- D. FHS - Maine Disabilities Council – 1<sup>st</sup> and 2<sup>nd</sup> Place Art Awards
- E. FHS – Maine Junior Duck Stamp Competition – Best in Show
- F. FHS – Maine Donate Life Poster Design Competition Awards

Adjustment to the Agenda Item

A motion was made by Brown, seconded by deCsipkes to provide \$5,000 for the second place Durham Community School Odyssey of the Mind Team to go to the World Finals.

An amendment was made by Vertenten, seconded by Morang to lower the amount to \$2,500. 4 – 6 (Pillsbury, Galletta, Brown, Clough, deCsipkes, Sterling) – 1 Abstension (Ritcheson) Amendment Fails.

The student representative voted with the minority.

**VOTE On Main Motion:** To provide \$5,000 for the second place Durham Community School Odyssey of the Mind Team to go to the World Finals. 6 – 4 (Vertenten, Giddinge, Morang, Steverlynck) – 1 Abstension (Ritcheson)

The student representative voted with the minority

G. Good News from Durham Community School – Will Pidden (10 Minutes)

**7. PUBLIC COMMENT:**

None

**Item 14. A. taken out of order**

**14. PERSONNEL:**

A. **VOTED:** To employ Conor Walsh as a .8 Time Assistant Principal for the 2019-2020 school year. (Steverlynck – Sterling) (11 – 0) The student representative voted with the majority.

**8. REPORTS FROM SUPERINTENDENT:**

None

**9. ADMINISTRATOR REPORTS:**

None

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

A. Migration of Students & Student Exit Survey

**11. POLICY REVIEW:**

None

**12. UNFINISHED BUSINESS:**

A. **VOTED:** That the warrant for the Regional School Unit No. 5 (the “Regional School Unit”) Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for May 22, 2019 for the purpose of voting on the annual budget for the Regional School Unit for the 2019-2020 fiscal year. (Vertenten – Giddinge) (11 – 0)  
The student representative voted with the majority.

B. **VOTED:** That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for June 11, 2019 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2019-2020 fiscal year and considering whether to continue the budget validation referendum process. (Vertenten – Lindsay) (11 – 0)  
The student representative voted with the majority.

C. **VOTED:** That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on May 22, 2019, and to cause copies of said Notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 11, 2019 Regional School Unit budget validation referendum.  
(Vertenten – Sterling) (11 – 0)  
The student representative voted with the majority.

**13. NEW BUSINESS:**

**Items 13 A. and B. were taken out of order**

**B. VOTED:** To approve the Peer Mentor and Support Handbook. (Sterling – deCsipkes) (10 – 0)

**A. VOTED:** To approve the Local Credentialing Committee Handbook. (Clough – Brown) (10 – 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. (Brown – deCsipkes)(10 – 0)

Time In: 9:30 a.m.

Time Out: 10:00 a.m.

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

None

**18. ADJOURNMENT:**

**VOTED:** To adjourn at 10:00 p.m. (Pillsbury – Vertenten) (9 – 0).

  
Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting  
Wednesday, April 24, 2019 – 6:30 p.m.  
Pownal Elementary School - Cafeteria  
Meeting Minutes**

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 May 8, 2019 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:35 p.m.

**2. MEMBERS PRESENT:** Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Erica Giddinge, John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten. There was no Student Representative in attendance.

**MEMBERS ABSENT:** Kathryn Brown

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

None

**5. ADJUSTMENTS TO THE AGENDA:**

None

**6. GOOD NEWS AND RECOGNITION:**

A. Report from Board's Student Representative – No report

B. Good News from Pownal Elementary School – Lisa Demick

**7. PUBLIC COMMENT:**

**8. REPORTS FROM SUPERINTENDENT:**

A. Items for Information

1. District Happenings

2. Resignations:

Lexie Hunt – DCS Ed Tech

Bobbi Maunsell – DCS 2<sup>nd</sup> Grade Teacher

Amy Wheeler – Math Strategist

Melissa Mills – DCS Special Education Teacher

Cecelia Martin – DCS 5<sup>th</sup> Grade Teacher

Michael Lawson – FHS Social Studies Teacher

**9. ADMINISTRATOR REPORTS:**

A. Finance – Michelle Lickteig

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

A. Board Information Exchange and Agenda Requests

Valy Steverlynck requested a workshop on Finance and use of instruction time during the day (when class time is being used for other activities besides instruction like spring student photos)



- B. Finance Committee
- C. Strategic Communications

**11. POLICY REVIEW:**

A. A motion was made by deCsipkes, seconded by Giddinge to approve the following Policies (2<sup>nd</sup> Read)

- JJE – Student Fundraising Activities
- DFF – Student Activities Funds
- IKB - Homework

Steverlynck Amendment : Add A12 to say “All fundraising activities should comply with all applicable Board policies.” 2<sup>nd</sup> Sterling

deCsipkes Amendment to original motion: to vote on DFF and IKB -Student Activities Funds and Homework separately from JJE Student Fundraising Activities. 2<sup>nd</sup> Giddinge. Vote: 10-0

deCsipkes Motion to approve JJE Student Fundraising Activities 2<sup>nd</sup> Giddinge. Vote: Tabled

Steverlynck amended her amendment for A12 to say: Student organizations will be encouraged to engage in fundraising projects that are supportive of healthy eating and student wellness.  
2<sup>nd</sup> Sterling. Vote: 8-2 (deCsipkes, Giddinge)

Steverlynck Amendment: A7 remove the word regarding and insert “prior to the start of“ in front of the fundraising activities.

Valy would like to amend (essentially withdraws her amendment to make another one) her amendment to say “at the start of”  
2<sup>nd</sup> Pillsbury. Vote: 10-0

Steverlynck Amendment: A1 To add student participation rate and community building value.  
2<sup>nd</sup> Maura. Vote: \_\_\_\_\_ no vote

Pillsbury Amendment to the Amendment: To split the amendment in two and vote on participation and community building value separately 2<sup>nd</sup> Steverlynck

Participation vote: 2-8 (Vertenten, Giddinge, Sterling, Morang, Ritcheson, deCsipkes, Clough, Galletta)

Community Building Value vote: 7-3 (Galletta, Ritcheson, deCsipkes)

Chair Ritcheson stated that we would table this policy to work on the amendment language of A1 back at the Policy Committee level.

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

**A. VOTED:** That pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY20 operating budget to another cost center or among other cost centers, provided that the total FY20 fiscal year operating budget shall not be increased by such transfers. (Morang – Giddinge) (10 – 0)

**14. PERSONNEL:**

None

**15. PUBLIC COMMENT:**

None

**16. ADJOURNMENT:**

**VOTED:** To adjourn at 8:12 p.m. (Giddinge - Steverlynck) (10 – 0).

  
\_\_\_\_\_  
Becky J. Foley, Superintendent of Schools



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**Policy Subcommittee Report**

Committee: Policy

Meeting date: April 12, 2019

Chair: Candy deCsipkes

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

Guests: Maura Pillsbury

Michelle Licktieg

**Review/Revise Policies:**

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

- DI Fiscal Accounting and Reporting
- DA Fiscal Management Goals/Priority Objectives
- DB Annual Budget
- DIE Audits/Financial Monitoring
- DLB Tax Sheltered Annuities
- DM Cash in School Buildings

*The following policies were revised and will be brought to the Board for 1st read on May 8, 2019.*

- DBG Budget Adoption Process
- DJC Petty Cash Accounts

*The following policy was revisited after revision and will be brought to the Board for 1st read on May 8, 2019.*

- IKFB Graduation Exercises

*The following policy was revised and will be brought to the Board for 2nd read on May 8, 2019.*

- JIC Student Code of Conduct

*The following policies were discussed and will be brought back to the Committee on May 3, 2019.*

- DN School Properties Disposition
- DO Approval for New Programs

The next meeting will be held on, May 3, 2019 at 8:30 a.m.

Submitted by: Cynthia Alexander



**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:** May 1, 2019

**RE:** Review/Update of Policies

At the May 8, 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

DBG – Budget Adoption Process  
DJC – Petty Cash Accounts

2<sup>nd</sup> Read Policies

JIC – System-Wide Student Code of Conduct  
IKFB – Graduation Exercises

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

DA – Fiscal Management Goals/Priority Objectives  
DB – Annual Budget  
DI – Fiscal Accounting and Reporting  
DIE – Audits/Financial Monitoring  
DLB – Tax Sheltered Annuities  
DM – Cash in School Buildings

## BUDGET ADOPTION PROCESS

~~Board~~ 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: \_\_\_\_\_

## SYSTEM-WIDE STUDENT CODE OF CONDUCT

Ethical and responsible student behavior is an essential part of the educational mission of our schools. To that end, the Board has developed this System-Wide Code of Conduct with input from school staff, students, parents and the community. The Code defines our expectations for student behavior and provides the framework for a safe, orderly and respectful learning environment.

### **Article 1— A. Standards for Ethical and Responsible Behavior**

The Code of Conduct is intended to support and encourage students to meet the following state-wide standards for ethical and responsible behavior:

- Respect
- Honesty
- Compassion
- Fairness
- Responsibility
- Courage

### **Article 2— B. Code of Conduct**

All students are expected to comply with the Code of Conduct and all related Board policies and school rules. The Code applies to students:

- on school property,
- while in attendance at school or at any school-sponsored activity, or
- at any time or place that such conduct directly interferes with the operations, discipline or ~~general welfare of the school~~ school environment.

### **Article 3— C. General Behavior Expectations**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student should:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all Board policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.

7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.
10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

**Article 4— D. Discipline**

Violations of the Code of Conduct may result in positive and restorative interventions and/or disciplinary action. Administrators have the discretion to tailor discipline to the facts and circumstances of the particular case. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

**See Policies:**

- ~~JK— Student Discipline~~
- ~~JKB— Detention of Students~~
- ~~JKD— Suspension of Students~~
- ~~JKE— Expulsion of Students~~

**Article 5— E. Expectations Related to Policy**

The following ~~lists Board adopted policies related to expectations for student behavior. is a summary of the school unit's expectations for student behavior. In many cases, the Board has adopted policies that address these expectations in greater detail.~~ Students, parents and others should refer to the policies and student handbooks for more detailed information about the expectations and consequences. ~~In case of an inconsistency between this Code of Conduct, Board policies and/or school handbooks, Board policies will prevail.~~

**A. ~~Violence and Threats~~**

~~Students shall not engage in violent or threatening behavior. Prohibited behavior includes fighting, assault and/or battery, taking hostages, threats to commit violence against persons or property, or threats, intimidation, or harassment. Violations may result in disciplinary action up to and including expulsion.~~

**See Policies:**

- ~~JICIA— Weapons, Violence and School Safety~~
- ~~JICK— Bullying~~
- ~~EBCC— Bomb Threats~~

**B. ~~Weapons~~**

~~Students shall not possess or use weapons of any kind (examples include but are not limited to firearms, explosives and knives). Students also shall not use any object,~~



~~although not necessarily designed to be a weapon, to inflict bodily harm and/or to threaten, intimidate, coerce or harass another person (examples include but are not limited to bats, lighters, tools and toy weapons). Firearms violations will result in expulsion in accordance with state and federal statutes; other weapons violations may result in disciplinary action up to and including expulsion.~~

~~See Policies:~~

~~JICIA—Weapons, Violence and School Safety  
JICK—Bullying~~

~~C. Hazing~~

~~Hazing is prohibited. Maine law defines injurious hazing as “any action or situation, including harassing behavior that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled in a public school.” No student shall plan, encourage or engage in such activities in connection with any school program or activity, including extracurricular, co-curricular and athletic activities. Students who engage in hazing activities are subject to suspension, expulsion and/or other appropriate disciplinary measures.~~

~~See Policy ACAD Hazing~~

~~D. Discrimination and Harassment/Sexual Harassment~~

~~Students should not discriminate against other students on the basis of race, color, sex, religion, ancestry, national origin or disability. Nor should students harass one another on the basis of race, color, sex, sexual orientation, religion, ancestry, or national origin or disability. Sexual harassment is also prohibited. Harassment is grounds for disciplinary action up to and including expulsion.~~

~~See Policies:~~

~~AC—Nondiscrimination  
ACAA—Harassment and Sexual Harassment of Students~~

~~E. Bullying~~

~~Students shall not engage in bullying behavior, including unwanted physical contact, acts or communications of any kind that: 1) damage a student’s property; place a student in reasonable fear of physical harm and/or damage his/her property; and/or disrupt the instructional program or the orderly operation of the school; and/or 2) is so severe that it creates a hostile educational environment for the student who is bullied. Violations may result in disciplinary action up to and including expulsion from school.~~

~~See Policy JICIA—Weapons, Violence and School Safety~~

~~F. — Drug and Alcohol Use~~

~~Students shall not distribute, possess, use or be under the influence of any alcoholic beverage, drug, look alike substance or other prohibited materials and/or substances as described in Board policy. Violations may result in disciplinary action up to and including expulsion from school.~~

~~See Policy — JICH — Drug and Alcohol Use by Students~~

~~G. — Tobacco Use and Vaping~~

~~Students shall not smoke, use, possess, sell or distribute any tobacco products. This prohibition also applies to e-cigarettes and products and paraphilia associated with “vaping.” Violations of this policy may result in disciplinary action up to and including suspension from school.~~

~~See Policy — ADC — Tobacco Use and Possession~~

~~H. — Conduct on School Buses~~

~~Students must comply with all Board policies and school rules while on school buses. Students who violate these policies and rules on a school bus may have their riding privileges suspended or revoked, and may also be subject to additional disciplinary action, up to and including expulsion, depending upon their particular violation.~~

~~See Policy — JICC — Student Conduct on School Buses~~

~~I. — Computer Technology/Internet Use~~

~~Students may use school computers technology devices, networks and Internet services only for educational purposes and other purposes authorized by the school unit. Students shall comply with all policies and rules governing acceptable use. Unacceptable use may result in use restrictions suspension or cancellation of computer technology privileges as well as additional disciplinary and/or legal action.~~

~~See Policy — IJNDB — Student Computer and Internet Use~~

| Expectations                                    | Related Policies   |
|---|--|
| Violence and Threats                            | JICIA Weapons, Violence and School Safety                      |
|   | JICK Bullying  |
|   | EBCC Bomb Threats  |
| Weapons   | JICIA Weapons, Violence and School Safety                      |
|   | JICK Bullying  |
| Hazing  | ACAD Hazing  |
| Discrimination and Harassment/Sexual Harassment | AC Non-Discrimination/Equal Opportunity and Affirmative Action |
|   | ACAA Harassment and Sexual Harassment of Students              |
| Bullying  | JICIA Weapons, Violence and School Safety                      |
|   | JICK Bullying  |
| Drug and Alcohol Use                            | JICH Drug and Alcohol Use by Students                          |
| Tobacco Use and Vaping                          | ADC Tobacco Use and Possession                                 |
| Conduct on School Buses                         | JICC Student Conduct on School Buses                           |
| Technology/Internet Use                         | IJNDB Student Technology, Internet Use, and Internet Safety    |

#### **F. Athletic/Co-Curricular Activities**

Students must follow all RSU No. 5 Board policies and school rules while participating in athletics and co-curricular activities. Students who violate policies and rules may be subject to suspension or removal from the team/activity as well as additional disciplinary action under applicable Board policies and/or school rules.

#### **Article 6— G. Removal of Disruptive/Violent/Threatening Students**

1. Students who are disruptive, violent or threatening death or bodily harm to others may be removed from classrooms, school buses, or other school property when necessary to maintain order and safety. The staff member who orders the student

removed should arrange to have the student escorted to the office or other designated location.

2. If a student does not comply with a staff member's order to leave, the staff member will contact an administrator, or, if not available, another suitable person, who shall respond promptly.
3. Staff members should not use physical force or restraint, except to the minimum extent necessary to protect any person from imminent physical harm. Staff members are not required to take action that puts them at risk of serious injury.
4. The responding administrator will take appropriate action. If the student fails to obey verbal directions, force or restraint may be used only to the minimum extent necessary to protect any person from imminent physical harm or to quell a disturbance. Whenever practicable, law enforcement should be called to restrain or physically remove the non-compliant student. The administrator may invoke the school unit's crisis response plan if appropriate.

~~See 20-A MRSA § 4009—Protection from Liability  
See Comprehensive Emergency Management Plan~~

#### **Article 7— H. Special Services**

1. **Referral.** The school unit has adopted policies and procedures for determining when a student shall be referred for special services.

~~See Policies:~~

~~IHBAA—Referral/Pre-Referral Policy of Students with Disabilities  
IHBAC—Child Find~~

2. **Review of Individual Educational Plan.** The school shall schedule an IEP meeting to review the IEP of a student who has been removed from class when: a) school officials and/or the parent believes the student may present a substantial likelihood of injury to himself/herself or other; b) the class removals are sufficient to constitute a change in the student's special education program; or c) school officials or the parent believes that the student's behavior may warrant a change in educational programming.

~~See Policy—JKF—Disciplinary Removals of Students with Disabilities~~

#### **Article 8— I. Referrals to Law Enforcement Authorities**

The Superintendent and administrators have the authority to seek the assistance of law enforcement authorities when there is a substantial threat to the safety of the schools, students or staff. The Superintendent/administration may also inform law

enforcement authorities when they have reason to suspect that a student or staff member may have violated a local, state or federal statute. All serious offenses, as determined by the Superintendent, must be reported to law enforcement authorities.

See Policies:

~~KLG – Relations with Law Enforcement Authorities, OR  
KLG – Relations with School Resource Officers and Law  
Enforcement Authorities~~

**Article 9 – J. Dissemination of System-Wide Student Code of Conduct**

The System-Wide Student Code of Conduct shall be distributed to staff, students and parents through handbooks and/or other means selected by the Superintendent and building administrators.

Cross Reference: AC – Nondiscrimination  
ACAA – Harassment and Sexual Harassment of Students  
ACAD – Hazing  
ADC – Tobacco Use and Possession  
EBCC – Bomb Threats  
IHBAA – Referral/Pre-Referral Policy of Students with Disabilities  
IHBAC – Child Find  
IJNDB – Student Computer and Internet Use  
JICC – Student Conduct on School Buses  
JICH – Drug and Alcohol Use by Students  
JICIA – Weapons, Violence and School Safety  
JICK – Bullying  
JK – Student Discipline  
JKB – Detention of Students  
JKD – Suspension of Students  
JKE – Expulsion of Students  
JKF – Disciplinary Removals of Students with Disabilities  
KLG – Relations with Law Enforcement Authorities

Legal Reference: 20-A MRSA §§ 254 (11); 1001 (15), (15-A)

Adopted: March 24, 2010  
Revised: January 23, 2013  
Revised: \_\_\_\_\_

## GRADUATION EXERCISES

It is the policy of the Board of Directors that only students who have fulfilled all requirements for graduation be permitted to participate in the annual diploma ceremony of Freeport High School.

Students who are not eligible to participate in the diploma ceremony for reasons beyond their control or responsibility may apply to the High School ~~Administrator, including Guidance~~ Principal for a limited waiver of this policy in order to attend other activities centered around graduation. In order to be granted this waiver the student must demonstrate all of the following:

- 1) That the student had consistently utilized his or her best efforts to comply with the rules and policies of the school;
- 2) That the student has a firm plan for completing his or her studies at the earliest possible time; and
- 3) That the student brought a written request for a waiver to the Principal at the earliest possible opportunity.

If the High School ~~Administrator~~ Principal, including with input from Guidance, find that the student has met these requirements and that granting the waiver would be in the best interest of both the student and his or her class, then the Principal may waive the policy to the extent that the student may participate in any or all senior activities other than the diploma ceremony.

Any appeal of an action pursuant to this policy is to the Superintendent.

Adopted: February 24, 2010  
Reviewed: December 12, 2012  
Revised: \_\_\_\_\_

Memorandum

To: RSU5 Board of Directors and Superintendent Dr. Becky Foley  
From: Cynthia Alexander, Asst. Superintendent  
Date: May 8, 2019  
Re: *Comprehensive Education Plan*

The Board is required to have in place a Comprehensive Education Plan (CEP). This plan contains copies of all state required policies, procedures, forms and other documents.

Annually, the Comprehensive Education Plan is updated as policies and procedures may change due to new regulations. Each year we ask the Board to affirm our updated Comprehensive Education Plan with a vote from its members.

The Comprehensive Education Plan is available for review by the Board or other members of our school community and is located at the Superintendent's office.

Here are the 2018-2019 updates to the CEP:

- Personnel Plan - added Educational Technician Rubrics for evaluation; posted to website
- Professional Educator Certification- added the Local Credentialing Committee Plan and posted to website
- Affirmative Action Plan- added Affirmative Action Plan; posted to website
- Education of the Gifted and Talented - added FY19 application
- Plan for Use of ESSA Funds- Added the approved ESSA funds application.

Cynthia Alexander,  
Assistant Superintendent

## RSU5 Workplace Satisfaction Survey

Please take a few minutes to complete this short anonymous survey. Your responses will help us to understand where we can improve. If you work in multiple schools, please complete one survey for each school you work in.

\* Required

**I work as a: \***

Mark only one oval.

- Teacher
- Educational Technician

# DRAFT

**I work in the following school \***

Mark only one oval.

- Freeport High School
- Freeport Middle School
- Durham Community School
- Mast Landing School
- Pownal Elementary School
- Morse Street School

### A. School Climate

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**A1. How positive are the attitudes of your colleagues?**

Mark only one oval.

- 1 Not at all positive
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

**A2. Overall, how positive is the working environment at your school?**

Mark only one oval.

- 1 Not at all positive
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

**A3. On most days, how enthusiastic are the students about being at school?**

Mark only one oval.

1. Not at all
- 2 Slightly enthusiastic
- 3 Somewhat enthusiastic
- 4 Enthusiastic
- 5 Extremely enthusiastic

**A4. Would you refer someone to work in your school?**

Mark only one oval.

- 1 Never
- 2 Sometimes
- 3 Often
- 4 Almost always
- 5 always

**A5. How often do your school's facilities need repairs?**

Mark only one oval.

- 1 Almost never
- 2 Once in a while
- 3 Sometimes
- 4 Frequently
- 5 Almost all of the time

### B. Professional Learning



**B1. How supported do you feel in your professional growth in your role?***Mark only one oval.*

- 1 Not at all supported
- 2 Slightly supported
- 3 Somewhat supported
- 4 Quite supported
- 5 Extremely supported

**B2. How useful are the professional development opportunities offered to you?***Mark only one oval.*

- 1 Not at all useful
- 2 Slightly useful
- 3 Somewhat useful
- 4 Quite useful
- 5 Extremely useful

**C. School Leadership****C1. How positive is the influence of the school leaders on the quality of your school?***Mark only one oval.*

- 1 Negative
- 2 Slightly positive
- 3 Somewhat positive
- 4 Quite positive
- 5 Extremely positive

**C2. How effective are the structures in your school or staff to provide feedback?***Mark only one oval.*

- 1 Ineffective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Effective
- 5 Extremely Effective

**C3. Does staff feedback impact decision making at the school/district level?***Mark only one oval.*

- 1 Almost never
- 2 Once in a while
- 3 Sometimes
- 4 Frequently
- 5 Almost all the time

**D. Evaluation****D1. How effective is your school's evaluation system at recognizing good work performance?***Mark only one oval.*

- 1 Not at all effective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Quite effective
- 5 Extremely effective

**D2. How effective is your school's evaluation system in helping you improve?***Mark only one oval.*

- 1 Not at all effective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Quite effective
- 5 Extremely effective

**D3. How effective is the district's evaluation system in helping you reflect on and set goals to improve student achievement?**

*Mark only one oval.*

- 1 Not at all effective
- 2 Slightly effective
- 3 Somewhat effective
- 4 Quite effective
- 5 Extremely effective

## E. Educating All Students

**E1. How effective are the structures in your school that support the social-emotional needs of all students?**

*Mark only one oval.*

- 1 Needs to improve
- 2 Inadequate
- 3 Somewhat adequate
- 4 Adequate
- 5 Extremely adequate

**E2. How effective are the structures in your school that support the academic learning needs of all students?**

*Mark only one oval.*

- 1 Needs to improve
- 2 Inadequate
- 3 Somewhat adequate
- 4 Adequate
- 5 Extremely adequate

**E3. If you have concerns for a student beyond the reach of classroom level of intervention, how confident are you in accessing those structures?**

*Mark only one oval.*

- 1 Not at all
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

## F. Staff-Family Relationships

**F1. Overall, how supportive are your students' families?**

*Mark only one oval.*

- 1 Not at all supportive
- 2 Slightly supportive
- 3 Somewhat supportive
- 4 Quite supportive
- 5 Extremely supportive

**F2. When you face challenges with particular students, how supportive are the families?**

*Mark only one oval.*

- 1 Not at all supportive
- 2 Slightly supportive
- 3 Somewhat supportive
- 4 Quite supportive
- 5 Extremely supportive

## G. Resources

**G1. When students need help from an adult, how often do they have to wait to get that help?**

*Mark only one oval.*

- 1 Almost never
- 2 Once in a while
- 3 Sometimes
- 4 Frequently
- 5 Almost all of the time

**G2. How often do you feel you have adequate resources to support your students' learning?***Mark only one oval.*

- 1 Never
- 2 Sometimes
- 3 Often
- 4 Almost always
- 5 Always

**H. Teaching Efficacy****H1. How confident are you that you can help your school's most challenging students to learn?***Mark only one oval.*

- 1 Not at all
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

**H2. How confident are you that you can engage students who typically are not motivated?***Mark only one oval.*

- 1 Not at all confident
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

**H3. When one of your teaching strategies fails to work for a group of students, how easily can you think of another approach to try?***Mark only one oval.*

1. Not at all easily
- 2 Slightly easily
- 3 Somewhat easily
- 4 Quite easily
- 5 Extremely easily

**H4. If a parent were upset about something in your class, how confident are you that you could have a productive conversation with the parent?***Mark only one oval.*

1. Not at all
- 2 Slightly confident
- 3 Somewhat confident
- 4 Confident
- 5 Extremely confident

**I. Faculty Growth Mindset****I1. To what extent can teachers improve their implementation of different teaching strategies?***Mark only one oval.*

- 1 Cannot improve
- 2 Slightly improve
- 3 Somewhat improve
- 4 Quite easily improve
- 5 Improve tremendously

**I2. How open are you to instructional coaching?***Mark only one oval.*

- 1 Not at all open
- 2 Slightly open
- 3 Somewhat open
- 4 Open
- 5 Extremely open

**13. How possible is it for teachers to change how well they relate to their most difficult students?**

*Mark only one oval.*

- 1 Cannot improve
- 2 Slightly improve
- 3 Somewhat improve
- 4 Quite easily improve
- 5 Improve tremendously

**Suggestions**

**Thank you for participating in this survey. What other suggestions do you have for improving our schools/district in RSU5?**

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