

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY – APRIL 24, 2019
POWNAL ELEMENTARY SCHOOL– CAFETERIA
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:

<input type="checkbox"/> Kathryn Brown	<input type="checkbox"/> Michelle Ritcheson
<input type="checkbox"/> Jeremy Clough	<input type="checkbox"/> Lindsay Sterling
<input type="checkbox"/> Candace deCsipkes	<input type="checkbox"/> Valeria Steverlynck
<input type="checkbox"/> Jennifer Galletta	<input type="checkbox"/> Madelyn Vertenten
<input type="checkbox"/> Erica Giddinge	<input type="checkbox"/> Clay Canterbury – Student Representative
<input type="checkbox"/> John Morang	<input type="checkbox"/> Rhea Fitzpatrick - Student Representative
<input type="checkbox"/> Maura Pillsbury	
3. Pledge of Allegiance:
4. Consideration of Minutes:
NA
5. Adjustments to the Agenda:
6. Good News & Recognition:
 - A. Report from Board's Student Representative (10 Minutes)
 - B. Good News from Pownal Elementary School – Lisa Demick (10 Minutes)
7. Public Comments: (10 Minutes)
8. Reports from Superintendent: (10 Minutes)
 - A. Items for Information
 1. District Happenings
9. Administrator Reports:
 - A. Finance – Michelle Lickteig (3 Minutes)
10. Board Comments and Committee Reports:
 - A. Board Information Exchange and Agenda Requests (10 Minutes)
 - B. Finance Committee (2 Minutes)
 - C. Strategic Communications (2 Minutes)

11. Policy Review: (15 Minutes)

A. Consideration and approval of the following Policies (2nd Read)

JJE – Student Fundraising Activities

DFF – Student Activities Funds

IKB - Homework

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

NA

13. New Business: (5 Minutes)

A. Consideration of action that pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the 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.

Motion: _____ 2nd: _____ Vote: _____

14. Personnel:

NA

15. Public Comments: (10 Minutes)

16. Adjournment:

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

Item #9

RSU #5	General Budget Report	3/31/2019			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	\$ 2,056,306.40	\$ 10,826.52	\$ 1,369,070.08	39.84%
Article 2	School Administration	\$ 1,536,593.00	\$ -	\$ 1,536,593.00	\$ 1,097,638.77	\$ 734.95	\$ 438,219.28	28.52%
Article 3	Operation of Plant	\$ 4,891,383.00	\$ -	\$ 4,891,383.00	\$ 3,849,378.52	\$ 276,992.95	\$ 765,011.53	15.64%
Article 4	Voc. E. Assessment	\$ 74,492.00	\$ -	\$ 74,492.00	\$ 55,869.03	\$ 18,623.01	\$ (0.04)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 269,645.00	\$ -	\$ 269,645.00	\$ 201,414.75	\$ 67,061.25	\$ 1,169.00	0.43%
Article 6	Instruction K - 12	\$ 13,378,387.00	\$ -	\$ 13,378,387.00	\$ 7,743,961.06	\$ 49,306.09	\$ 5,585,119.85	41.75%
Article 7	Co-Curr. & Athletics	\$ 778,737.00	\$ -	\$ 778,737.00	\$ 501,157.07	\$ 18,798.46	\$ 258,781.47	33.23%
Article 8	District Administration	\$ 928,151.00	\$ -	\$ 928,151.00	\$ 653,126.23	\$ 5,705.92	\$ 269,318.85	29.02%
Article 9	Transportation Services	\$ 1,432,489.00	\$ -	\$ 1,432,489.00	\$ 1,102,333.89	\$ 32,832.32	\$ 297,322.79	20.76%
Article 10	Debt Services	\$ 1,613,149.00	\$ -	\$ 1,613,149.00	\$ 1,388,452.67	\$ 224,696.33	\$ -	0.00%
Article 11	Special Education Services	\$ 4,606,796.00	\$ -	\$ 4,606,796.00	\$ 2,579,718.37	\$ -	\$ 2,027,077.63	44.00%
	Totals	\$ 32,946,025.00	\$ -	\$ 32,946,025.00	\$ 21,229,356.76	\$ 705,577.80	\$ 11,011,090.44	33.42%

4/24/2019



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Item #10.C.

Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: March 22, 2019

Chair: Candy deCsipkes

Committee Members in attendance: Lindsay Sterling, Becky Foley, Valy Steverlynck, Candy deCsipkes (by phone)

Agenda Items and Discussion:

1. Committee worked on reviewing the Exit Survey table and finalized it before it goes to the Board.
2. Committee also discussed the frequency that the Satisfaction Survey should be distributed. It was decided to distribute the survey every other year.
3. The Committee worked on the Workplace Satisfaction Survey that will be distributed to teaching staff after April vacation.

The next meeting will be held on May 10, 2019 at 8:30 a.m.

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5 E-mail: mcmanusg@rsu5.org



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: April 5, 2019

RE: Review/Update of Policies

At the April 24, 2019 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read. The policies are attached.

2nd Read Policies

JJE – Student Fundraising Activities

DFE – Student Activities Funds

IKB - Homework

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 program. However, the Board acknowledges that 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.~~

~~A. Fundraising Guidelines~~

~~The following general guidelines apply to fundraising by student organizations. These guidelines and additional considerations shall apply to student participation in fundraising conducted for other purposes.~~

- ~~1. All student fundraising activities must be approved in advance by the building principal. There must be sufficient educational or financial benefits to the school and/or students to justify the fundraising activity.~~
- ~~2. Student fundraising activities must be supervised by a building administrator, teacher or activity advisor.~~
- ~~3. The activity must be one in which schools and students may appropriately engage, and must 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.~~
- ~~4. Participation by students shall be voluntary.~~
- ~~5. The activity must not be unduly demanding of student or staff time or work. Neither students nor staff should miss instructional time to plan or implement fundraising activities, acquire, demonstrate or distribute products, solicit sales, or to collect or record monies. Students may participate in fundraising activities during non instructional time, such as lunch periods and before and after school.~~
- ~~6. There shall be no mandatory quotas for product sales or donations.~~
- ~~7. Class time will not be used for distribution of promotional materials.~~

- ~~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 and 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 (or other applicable policy code and title).~~

~~B. Solicitation of Funds and From Students for Humanitarian or Charitable Organizations~~

~~Student fundraising may be conducted to benefit humanitarian or charitable organizations or purposes only as follows:~~

- ~~1. The fundraising activity or charity drive must be sponsored by a recognized school club or student organization and approved in advance by the building principal.~~
- ~~2. The activity or drive must be supervised by a building administrator or teacher.~~
- ~~3. Instructional time should not be used for planning or soliciting funds unless there is an explicit correlation to curriculum goals. The building administrator has final decision making authority in this matter.~~
- ~~4. Class time should not be used for distribution of promotional materials.~~
- ~~5. Participation in or donation to any fundraising activity shall be optional. Under no circumstances will any student be compelled to participate or donate, or be penalized for not participating or donating.~~
- ~~6. Fundraising activities must be conducted in accordance with the guidelines in Section A of this policy.~~
- ~~7. The building administrator or teacher charged with supervising the fundraising activity or drive will be responsible for the collection,~~

~~monitoring and disbursement of funds raised. Use of any student activity account must be in accordance with the Board's policy DFF (or other code), Student Activities Funds Management.~~

~~C. Use of Students in PTO/Parent Group Fundraisers~~

~~The Board recognizes that PTO's and other parent groups may wish to involve students in fundraising activities. The following provisions apply to student participation in such activities:~~

- ~~1. Any fundraising activity sponsored by a PTO or other parent group that involves student participation must be approved in advance by the building principal and be conducted in consultation with the building principal and staff.~~
- ~~2. Participation should provide a positive experience for students.~~
- ~~3. Participation by staff and students shall be voluntary.~~
- ~~4. Instructional time will not be used for fundraising activities or solicitations.~~
- ~~5. All activities must be conducted in accordance with the fundraising guidelines in Section A of this policy.~~

~~D. Coordination of Fundraising Activities~~

~~PTO's, boosters and other parent groups are encouraged to coordinate their fundraising activities with student organization-initiated fundraisers in order to avoid burdening local businesses and the community.~~

~~The Board encourages the use of a fundraising calendar at each school and across the district to assist in spreading fundraisers over the school year.~~

~~Cross Reference: DFF Student Activities Funds Management
EFE Competitive Food Sales
JJBC Relations with Booster Groups~~

~~Adopted: March 24, 2010~~

~~Reviewed: March 13, 2013~~

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 determine if it provides sufficient educational or financial benefits to the school and/or students and whether the fundraising 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 regarding 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 .

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:

STUDENT ACTIVITIES FUNDS

Student activities as related to this policy do not include Boosters or school parent run organizations. Revenues collected from gate receipts from athletic competitions, admissions to school entertainment events, profits from school stores, club and class dues, and student organization fundraising activities shall be deposited and accounted for in a student activities fund maintained for each school. Within this fund, separate accounts will be maintained for accounting purposes.

Revenues collected from gate receipts from athletic competitions at the Joan Benoit Samuelson Track and Field shall be deposited into a separate fund for track and field maintenance. These revenues will be considered school unit funds under the direct control of the Superintendent, who may develop and implement procedures relative to these funds, and delegate specific responsibility for deposits, expenditures, and record keeping to the building principals and/or appropriate staff. Procedures for management of student activities funds shall be consistent with sound business and accounting practices.

Student activity funds are to be used only for student activities that augment the school unit's programs; they are not intended to replace school unit funding for school unit programs and activities. Funds raised by approved student clubs or organizations or from classes shall be expended to benefit the specific club or organization or class. All expenditures from student activities funds must be approved in advance by the administrator/designee.

Remaining funds from the Grade 8 class account shall remain with the school. Any unexpended remaining class funds shall not be transferred from one school to another.

The senior class may decide how to disburse funds remaining in its class account after graduation. Such disbursements may include gifts to the school, to a scholarship fund, or used for an activity approved in advance by the principal. All of the class's outstanding obligations must be paid before the class may expend its remaining funds. Unexpended remaining funds at the end of the calendar year five years after the class has graduated and any interest earned on these funds will be transferred to a scholarship fund from which any graduating student is eligible to benefit.

Student activity funds are part of the total fiscal operation of the District and shall be audited as part of the District's annual audit.

Cross Reference: DI-Fiscal Accounting and Reporting
 JJE-Student Fundraising Activities

Adopted: January 27, 2010

Reviewed: April 30, 2014

HOMEWORK

The RSU No. 5 Board believes that homework should be meaningful, engaging, process-oriented, and integrative, while being mindful of the diverse capacities of students. ~~there are several reasons for assigning meaningful homework:~~

- ~~A. Homework is an avenue for families to become involved with education. We know that for schools to do the best possible job educating each student, parents and schools must work together. Homework is one way parents can make a meaningful contribution to helping their sons and daughters achieve. When students see that their parents think education is important, their performance improves.~~
- ~~B. Appropriately designed homework communicates the value of learning as an integrative reflective process. Assigning meaningful homework is one way of letting students develop confidence in their own abilities.~~
- ~~C. In addition to applied learning opportunities homework has the potential to help students develop selfdiscipline, initiative, and organizational skills. Homework also provides the opportunity to further develop individual interests. Through homework, students learn how to manage their time. Students learn the importance of setting goals and working to achieve them.~~
- ~~D. Homework helps students apply the skills they have been taught in school.~~

~~The amount of homework assigned should be gradually increased from grade to grade. As a child advances through school, it is reasonable to expect that the amount of homework can be expected to increase. Using the following guidelines for homework an average of 4 nights per week:~~

Schools will communicate homework expectations and supports to students and parents/guardians..

Grades K-5: ~~Gradually adding minutes with each grade to a maximum of 60 minutes in grade 5 for all subjects combined;~~

Grades 6-8: ~~A maximum of two hours per night for all subjects combined; and~~

Grades 9-12: ~~A maximum of three hours per night for all subjects combined.~~

~~Homework should be meaningful, engaging, process oriented, and integrative, while being mindful of the diverse capacities of students.~~

Legal Reference: CH. 125.23, B, 5, 1 (Maine Dept. of Ed. Rule)

Adopted: February 24, 2010

Reviewed: December 12, 2012