

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY – MARCH 27, 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 March 13, 2019 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News & Recognition:
 - A. Report from Board's Student Representative (10 Minutes)
 - B. Nordic Skiing Class B Individual State Champion – Classical Event and Pursuit Event
 - C. Boys Nordic Skiing – Western Maine Conference Champions
7. Public Comments: (10 Minutes)
8. Reports from Superintendent:
 - A. Items for Information
 1. District Happenings (5 Minutes)
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. Policy Committee (2 Minutes)

11. Policy Review:

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

JJE – Student Fundraising Activities

DFF – Student Activities Funds

IKB - Homework

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

A. Consideration and adoption of the Superintendent's FY20 Recommended Budget as presented. (30 Minutes)

Motion: _____ 2nd: _____ Vote: _____

13. New Business:

A. Consideration and approval of revisions to the RSU5 Guidelines for the Use of the Joan Benoit-Samuelson Track and Field. (10 Minutes)

Motion: _____ 2nd: _____ Vote: _____

14. Personnel:

NA

15. Public Comments: (10 Minutes)

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, March 13, 2019 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes**

Item 4.A.

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the March 27, 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, Erica Giddinge (arrived at 6:35 p.m.), John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, 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 February 27, 2019 as presented.
(Brown - Steverlynck) (9 – 0 – 1 Abstention Morang) The student representative voted with the majority.
5. **ADJUSTMENTS TO THE AGENDA:**
None
6. **GOOD NEWS AND RECOGNITION:**
 - A. Report from Board's Student Representative
7. **PUBLIC COMMENT:**
Carol Grimm, Freeport
8. **REPORTS FROM SUPERINTENDENT:**
 - A. Resignation of Cindy Stevens – Laugh and Learn Program
9. **ADMINISTRATOR REPORTS:**
None
10. **BOARD COMMENTS AND COMMITTEE REPORTS:**
None
11. **POLICY REVIEW:**
None
12. **UNFINISHED BUSINESS:**
 - A. Budget Review:
 1. Facilities & Transportation – Dennis Ouellette
 2. Budget Update/Recap – Becky Foley
 3. Board Deliberations on the FY20 Budget

B. **VOTED:** To adopt the Greater Sebago Education Alliance Interlocal Agreement and authorize the Superintendent to execute and deliver the agreement.
(Steverlynck – Brown) (11 – 0).

C. **VOTED:** To approve committee members for the RSU5 Sustainability Advisory Committee with the addition of Maura Pillsbury. (Giddinge – Sterling) (11 – 0).

13. NEW BUSINESS:

A. **VOTED:** To approve the following stipend positions. (Giddinge – Steverlynck) (11 – 0).

1. New Educator Mentors
2. Mentor Chair
3. Local Credentialing Committee
4. Local Credentialing Committee Chair
5. FMS Indoor Track Assistant Coach

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 9:00 p.m. (Galletta – Sterling) (11 – 0).


Becky J. Foley, Superintendent of Schools

Item 9.A.

RSU #5	General Budget Report	2/28/2019			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	\$ 1,842,865.40	\$ 41,151.12	\$ 1,552,186.48	45.17%
Article 2	School Administration	\$ 1,536,593.00	\$ -	\$ 1,536,593.00	\$ 981,136.19	\$ 1,458.17	\$ 553,998.64	36.05%
Article 3	Operation of Plant	\$ 4,891,383.00	\$ -	\$ 4,891,383.00	\$ 3,385,726.25	\$ 519,131.44	\$ 986,525.31	20.17%
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	\$ 178,830.00	\$ 89,415.00	\$ 1,400.00	0.52%
Article 6	Instruction K - 12	\$ 13,378,387.00	\$ -	\$ 13,378,387.00	\$ 6,738,083.34	\$ 35,164.33	\$ 6,605,139.33	49.37%
Article 7	Co-Curr. & Athletics	\$ 778,737.00	\$ -	\$ 778,737.00	\$ 465,965.20	\$ 26,718.94	\$ 286,052.86	36.73%
Article 8	District Adminitstration	\$ 928,151.00	\$ -	\$ 928,151.00	\$ 567,674.02	\$ 8,476.47	\$ 352,000.51	37.92%
Article 9	Transportation Services	\$ 1,432,489.00	\$ -	\$ 1,432,489.00	\$ 998,215.05	\$ 30,944.34	\$ 403,329.61	28.16%
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	\$ 2,255,397.20	\$ 834.00	\$ 2,350,564.80	51.02%
	Totals	\$ 32,946,025.00	\$ -	\$ 32,946,025.00	\$ 18,858,214.35	\$ 996,613.15	\$ 13,091,197.50	39.74%

3/27/2019



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Finance Subcommittee Report

Date: March 12, 2019

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, Michelle Ritcheson, Michelle Lickteig

Guests: Dr. Becky Foley and Valy Steverlynck

Meeting Date: February 27, 2019

Agenda Items and Discussion:

Update on PA System:

Dr. Foley updated the committee on the bids received for the PA system. The committee decided it would be in the best interest of the district to get the neighborhood together again and discuss the bids. The bids must go through the Freeport Planning Board for approval. Pat Carrol is planning on being heard in the April meeting for this approval. The neighborhood meeting will take place before April.

Next Steps on Cost Sharing:

The Finance Committee continued to review of all the research gathered to date. A list of all the potential issues to consider from the towns was put together, making sure each issue has been researched and addressed. The committee will continue to review input and research at the next meeting. The committee added two more meetings: March 20 and 27 at Central Office at 5p to continue the cost sharing formula discussion.

Next Meeting:

March 13, 2019 at 5p at Central Office.

Submitted by: Michelle Lickteig, Director of Finance



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Finance Subcommittee Report

Date: March 20, 2019

Committee: Finance Committee

Chair: Kate Brown

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

Guests: Dr. Becky Foley

Meeting Date: March 13, 2019

Agenda Items and Discussion:

Update on Pavers:

Dr. Foley updated the committee on the turnover of the collection of the final amounts of donations for the Track and Field Project from the Tri-Town Track Committee to the RSU. The RSU will finish collecting the final donations and place any remaining pavers needed in the donation area of the Track and Field entrance. Discussion took place on donors who have not completed their donations after multiple attempts and what to do with pavers already placed in good faith for these donors. It was agreed another attempt from the school department would be made and then if no amount received the paver will be removed.

Next Steps on Cost Sharing:

The Finance Committee continued to review of all the research gathered to date. A list of each potential component in the calculation was made (ie valuation, population, enrollment, etc), as well as a list of pros and cons for each. The committee made it through the majority of the components. The committee ran out of time and will pick up where they left off at the next meeting.

Next Meeting:

March 20, 2019 at 5p at Central Office.

Submitted by: Michelle Lickteig, Director of Finance



Policy Subcommittee Report

Committee: Policy

Meeting date: March 1, 2019

Chair: Candy deCsipkes

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

Absent: Candy deCsipkes,

Guests: Valy Steverlynck, Maura Pillsbury

Principals: Ray Grogan, Jen Gulko,

Review/Revise Policies:

The following policy was reviewed with no changes recommended.

none

The following policies were revised and will be brought to the Board for 1st read on March 27, 2019.

JJE Student Fundraising Activities

DFF Student Activities Funds

IKB Homework

The following policy was not discussed and will be brought back to the Committee on April 5, 2019.

JIC Student Code of Conduct

The next meeting will be held on, April 5, 2019 at 8:30 a.m.

Submitted by: Cynthia Alexander



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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: March 19, 2019

RE: Review/Update of Policies

At the March 27, 2019 Board of Directors Meeting, the following policies will be on the agenda for 1st Read. The policies are attached.

1st Read Policies

JJE – Student Fundraising Activities

DFF – 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 advisers 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~~
~~JJIBC 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. The following general guidelines apply to 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).

1. Notwithstanding the fundraising guidelines in Section A, all fundraising activities by PTCs or other parent groups involving students shall be conducted in accordance with this section.
2. 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

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.~~d 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

Item 12.A-

2019-2020
Superintendent's Recommended Warrant Articles
Regional School Unit No. 5

ARTICLE : 1	Student and Staff Support (Guidance, Health, Curriculum Development, Improvement of Instruction, Library and Technology) Regional School Unit Board Recommends	\$ 3,568,939
ARTICLE : 2	School Administration (School Administration) Regional School Unit Board Recommends	\$ 1,618,821
ARTICLE : 3	Facilities Maintenance (Operation of Plant, Capital Improvements, Shared Capital Enhancement Projects, Non Shared Capital Renewal Projects, Shared Capital Renewal Projects) Regional School Unit Board Recommends	\$ 4,829,194
ARTICLE : 4	Career and Technical Education (Maine Region 10 Technical High School) Regional School Unit Board Recommends	\$ 109,175
ARTICLE : 5	All Other Expenditures (School Nutrition, Crossing Guards) Regional School Unit Board Recommends	\$ 269,645
ARTICLE : 6	Regular Instruction (Elementary and Secondary, Secondary Tuition, Gifted & Talented and Contingency) Regional School Unit Board Recommends	\$ 14,236,203
ARTICLE : 7	Other Instruction (ESL, Co-Curricular, and Athletics) Regional School Unit Board Recommends	\$ 829,321
ARTICLE : 8	System Administration (Board of Directors, Superintendent, and Business Office) Regional School Unit Board Recommends	\$ 950,310
ARTICLE : 9	Transportation and Buses (Regular and Special Ed Transportation) Regional School Unit Board Recommends	\$ 1,537,596
ARTICLE : 10	Debt Service and Other Commitments (State Supported Debt Service and non Shared Debt) Regional School Unit Board Recommends	\$ 1,581,756
ARTICLE : 11	Special Education (Special Education) Regional School Unit Board Recommends	\$ 4,600,064
Total Operating Budget Articles 1-11		\$ 34,131,023
Adult Education		\$ 112,000
Total RSU5 Operating Budget including Adult Education		\$ 34,243,023

~ RSU5 ~
Guidelines for the Use of the
Joan Benoit-Samuelson Track and Field

Approved by the RSU5 Board of Directors: 3-22-17

Revised: _____

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Appended items:

Table 1 Allowable Facility Use Schedule

Table 2 Freeport High School Athletic Teams Facility Use Summary Schedule

Table 3 Summary of Allowable Events “Under the Lights”

Figure 1 Parking and Wayfinding Exhibit

I. Objectives

The Objectives of these Guidelines, listed in no order of priority, are:

- A. Maximize RSU5's use of our athletic facilities and the opportunities for RSU5 students, citizens, and teams to practice team sports, play competitive games and meets, and host tournaments, championships, league/conference events, and to enjoy both organized and unorganized (pick-up) fitness and recreational use of facilities.
- B. Preserve and protect RSU5's investment from excessive use, misuse, or neglect, and to provide scheduling boundaries that allow proper, efficient, and regular maintenance of the facilities.
- C. To control facility schedules and activities in order to reduce undue impacts on neighboring properties, residential, and commercial properties, through noise, light, traffic, and trespassing.

II. Definitions

The following definitions apply throughout this document:

- 1. *Facility*: the Joan Benoit Samuelson Track & Field
- 2. *Scheduled event*: a group event scheduled through the Freeport High School athletic or district calendar or RSU5 community calendar. This does not apply to "pick-up" play.
- 3. *daytime*: approximately 6AM to 5PM, unless lights are required
- 4. *nighttime*: approximately 5PM to 8:00 PM, and requiring the use of lights (with the exception of football games which extend to 8:30PM)
- 5. *night game*: game that requires the use of lights throughout the competition

III. Usage Priority

Gates to the facility will remain unlocked and it will be open to all RSU5 residents and their guests for unscheduled individual use for recreation, physical fitness and "pick-up" play. RSU5 reserves the right to restrict or limit use of the facility when: 1) the facility is being used by students for class time, 2) during routine track or field maintenance, and 3) RSU5 scheduled events may compromise the safety of the users.

To meet the needs of RSU5, the prioritized scheduled use of sports activities is in the following order:

- 1. Freeport High School sports teams;
- 2. Freeport High School physical education programming;
- 3. RSU5 Middle Schools sports teams;
- 4. All other RSU5 school physical education classes;
- 5. RSU5 Community Programs sponsored activities, teams, and sport camps;
- 6. RSU5 based and operated youth sports programs designed to primarily provide development and competitive athletic programming for RSU5 youth (i.e. Freeport United, Freeport Gridiron Club);
- 7. RSU5 based and operated adult sports programs designed to primarily provide recreational athletic programming for RSU5 adults;
- 8. Hosting of Maine Principal Association sponsored tournaments, championship games, meets, and showcases where Freeport High School teams may be eligible to play if their regular season win-loss or

play-off results provide Freeport High School teams an equal (or better) opportunity to compete in such tournaments, championships, or meets. Generally such hosting commitments will be made at the beginning of the "regular" season before Freeport High School's eligibility to compete in any "post-season" play can be established;

9. Daytime (only) games and exhibitions by and between teams not necessarily from or associated with the RSU5, RSU5 Community Programs, or RSU5 based adult or youth sports programs only with the express permission of the Freeport High School Athletic Administrator and Recreation Coordinator of RSU5 Community Programs. An example of such an event would be a Western Maine Conference member in need of our facility due to their own extenuating field circumstances. Such events must adhere to the use and limitations outlined in these Guidelines.

Additionally, per the Agreement between the Town of Freeport and the RSU, the Facility is available to the Town of Freeport for a minimum of two (2) events.

IV. General Track and Field Use Rules and Limitations

- A. The Facility will not be used for concerts or other non-athletic events or non-academic events unless approved by the Superintendent of Schools and directly supervised by a designated RSU5 School Department employee.
- B. Below are general rules and restrictions regarding use and play on the track and field.
 1. Refer to Sections V and VI for scheduling times
 2. Refer to Section VI for Use of Field Lights
 3. Refer to Section VII for Use of PA System
 4. Trash, gum, sunflower seeds, sports drinks and soda are not permitted on the field or track. All food and drink, excluding water, is limited to the concession area and bleachers.
 5. Absolutely no unauthorized vehicles on the field or track.
 6. Gear must be carried not dragged.
 7. Scoreboard consoles, scorer's table, public address system and lighting are under the strict control of the Athletic Administrator and use shall be strictly limited.
 8. Personal "boom boxes", loudspeakers, PA systems are prohibited
 9. Artificial noisemakers, such as but not limited to, air horns, bull horns and sirens are not allowed at the facility.
 10. No metal or screw-in cleats are allowed. Track spikes limited to ¼ inch maximum.
 11. Keep storage shed and concession/toilet facilities locked when not in use; and supervised when open.
 12. DOGS ARE NOT ALLOWED on the track or turf field.
 13. Roadway gate must be kept locked at all times. Carry, do not drive, equipment to the field.
 14. Access is open for maintenance and emergency vehicles only.
 15. No unauthorized painting or marking on the field - use of cones for corner markers only.
 16. NO SMOKING on any school grounds - this facility is no exception.
 17. Phone service is not available at the field - coaches are advised to carry a cell phone.
 18. Athletes intending to use the field should cross the track only at designated location (on mat).
 19. Teams and spectators are responsible to patrol areas, including the bench areas, to remove all trash, debris. Trash receptacles will be available for use.
 20. Bikes, skateboards, hover boards, and in-line skates are prohibited.
 21. As with all RSU5 property, drugs and alcoholic beverages are prohibited.

V. Limitations on Use of Facilities - When Use of Field Lights is NOT Required.

Allowable Uses of the Facility are summarized on Table 1 appended to this document. Consideration to amend this schedule from year to year may be discussed during annual reviews, as outlined in Section IX of this document.

A. Scheduling and Use:

1. Limitations on scheduled uses and activities which do not utilize the field lighting system shall be determined by cooperative efforts between Freeport High School's Athletic Administrator and the Recreation Coordinator of RSU5 Community Programs, consistent with the priority list above and the requirements of these guidelines. Citizens wanting more information about the use of the facilities should contact RSU5 Community Programs or reference Board Policy, Community Use of School Facilities, Policy KF.
2. Due to heavy traffic in the Freeport Village district, scheduling of group events/competitions (excluding regular season high school competition games) with anticipated crowds larger than those in attendance at regular high school functions, or when the Traffic Control Plan needs to be implemented, should be avoided during days of peak tourist traffic and when other large events are taking place in town.
3. The Freeport Performing Arts Center and the RSU5 Athletic Administrator will work collaboratively to minimize/avoid scheduling events such that both the FPAC and the track and field have concurrent events, particularly on busy tourist weekends when possible.

B. Time Constraints:

1. No scheduled uses, events or activities will be permitted to begin before 8:00 AM on any regular business day Monday through Friday, (not including holidays), nor be permitted to continue after 8:00PM (excluding high school football games).
2. No scheduled uses, events or activities will be permitted to begin before 9:00 AM on Saturdays, nor be permitted to continue after 8:00PM (excluding high school football games).
3. No scheduled group uses, events or activities will be permitted to begin before 10:00 AM on Sundays, nor be permitted to continue after 6:00PM.
4. No scheduled uses, events or activities will be permitted to begin before 9:00 AM on weekday holidays, nor be permitted to continue after 8:00PM.
5. Notwithstanding these provisions, Freeport High School Physical Education (generally first academic period of each school day), and RCE fitness programs may use the facilities prior to 8:00 AM weekdays for non-competitive activities.
6. RSU5 retains the right to respond responsibly, and with flexibility, to requests for non-competitive activities with start and end times that are outside of these time restraints.

C. Use by Freeport High School:

1. Table 2 appended to this document provides a schedule of Freeport High School fall and spring sports teams that will be using the field and track for practices and competitions.
2. Freeport High School physical education and/or wellness classes may use the facility during school hours, 7:45AM to 2:20PM.
3. ~~Freeport High School~~ Games will start no later than 6:00PM

D. Use by RSU5 Middle School:

The turf field or track may be used by RSU5 Middle School teams during daylight hours, provided the scheduling falls within the limitations outlined in this Section and is approved by the RSU5 Athletic Administrator. It is anticipated that the Middle School teams may play up to four (4) games on the field, with or without the use of field lights.

E. Use by RSU5 Community Programs and others:

The facility is available for use by RSU5 Community Programs, as well as other youth or adult recreational programs provided they are scheduled within the limits outlined in this document.

VI. Limitation on Use of Facilities - When Use of Field Lights IS Required.

Nighttime or evening activities and use of the lights place additional concerns regarding impacts on neighboring properties and homes. Therefore, the following limitations are established for activities, events, games, and meets that are scheduled for those hours when use of the lights may be required. Any scheduled event that may reasonably be expected to continue beyond sunset or 8:00PM, whichever is the earlier, shall be included in this category. Allowable night events (with lights) are summarized in Table 3 appended to this document.

A. General Rules - Night Scheduling.

1. Nighttime use of the facilities shall be permitted only when:
 - a. A Freeport High School team is directly participating in an interscholastic competition during the athletic season for that sport during the MPA established season, pre-season, and post-season play period; or when
 - b. Official practices of RSU5 High School Teams are required; or when
 - c. An RSU5 8th grade girls and boys Middle School team is directly participating in one (1) interscholastic competition each during the athletic season for that sport during the MPA established season, or post-season play period.
2. With the exception of triple header soccer, games will start no later than 6:00PM. Any night games or activities authorized under this policy shall be scheduled such that they may reasonably be expected to be completed by 8:00PM, unless otherwise approved by the Athletic Administrator. All athletes and spectators should be asked to leave the facilities immediately following the games, meets, and every attempt will be made to turn off the field lights within 20 minutes of the completion of the game, meet or event.
3. It is understood that four (4) varsity football games will start no later than 6:00PM and will conclude at approximately 8:30PM. Every attempt will be made to turn off the field lights within 20 minutes of the completion of the game.
4. It is understood that when Freeport High School schedules triple-header soccer games (First Team, JV, Varsity), the varsity game will start no later than 7:00PM and should reasonably be expected to be completed by 9:00PM unless otherwise approved by the Athletic Administrator. All athletes and spectators should be asked to leave the facilities immediately following the games, meets, and every attempt will be made to turn off the field lights within 20 minutes of the completion of the game, meet or event.
5. Any school team practices which require the use of lights shall be completed by 7:15PM and the lights should be turned off no later than 7:30PM, unless otherwise approved by the Athletic Administrator. Night practices shall be permitted Monday through Friday only.
6. No Saturday night games will be scheduled unless a makeup game is required.
7. No night games will be scheduled for Sunday nights.

VII. Use of Public Address System

- A. Any public address system shall be used for official Freeport High School varsity games and events only and shall not be used for practice sessions. The public address system will be used by adults only. All other PA will be limited for emergency or public safety announcements.

- B. The public address system may be used for pre-game announcements, post-game announcements, meet announcements, playing the national anthem, and half time routines. "Play by play" will only be utilized for home varsity football games. ~~The speakers shall be aimed away from the adjoining neighborhood.~~
- C. Special, scheduled events which require the use of a PA system (and which fall outside these guidelines) will require approval for use from the Athletic Administrator and/or the Recreation Coordinator of the RSU5 Community Programs Director.

VIII. Parking and Signage

- A. For football games and other large events when spectator attendance is expected to be larger than normal, Freeport High School will implement the "Large Event parking Management Plan". Figure 1, "parking and Way-Finding Exhibit" and appended to this document provides general parking available to visitors as well as pathways to the facility.

IX. Communication, Reviews and Updates to These Guidelines

- A. RSU5 will establish a Track and Field Advisory Board. The board will be comprised of the RSU5 Athletic Administrator, RSU5 Recreations Program Director, Freeport High School Neighborhood liaison, and other necessary parties. The Board will meet up to two times per year to discuss scheduled downtown, town, and community events, in consideration of proposed scheduled uses of the track and field. The Board will also be tasked with implementing necessary revisions to this document.

Any comments or concerns regarding the field use may be communicated directly with the RSU5 Athletic Administrator (tel. 207-865-4706) and the Superintendent of Schools (tel. 207-865-0928).

Table 1
Allowable Facility Use Schedule

User Group	Facility Hours			Lights			PA/Sound		
	Weekdays	Saturdays/ Sundays	Sunday	Weekdays	Saturday	Sunday	Weekdays	Saturday	Sunday
FHS Sports Team ⁽⁴⁾ Practices	2:45 to 7:15pm	Varies	Rarely/Varies	sunset to 7:30 (fall only)	NO	NO	NO	NO	NO
Games	4:15 to 7:45pm	9am to 6:30pm	NO	sunset to 8:05 (fall only)	NO unless makeup game	NO	Yes	Yes	NO
	6 to 8:30PM (Football only) 7:00 to 9:30pm Triple Header Soccer only	1 to 3:30PM		sunset to 8:50 (Football only) sunset to 9:30pm Triple Header Soccer only			Yes	Yes	
FHS Physical education/wellness classes	7:45AM to 2:20PM	NA	NA	NA	NA	NA	NA	NA	NA
RSU5 Middle School teams Practices	Track practice with FHS	NA	NA	NA	NA	NA	NO	NO	NO
Games	One game per 8 th grade team/Middle School track/1 or 2 meets	NA	NA	1 game per 8 th grade team (lights required fall only)	NA	NA	Football only	NO	NO
RSU5 Community sponsored events	TBD	TBD	TBD	NO	NO	NO	Public Service/Emergency Only		
RSU5 Competitive Youth Sporting events	TBD	TBD	TBD	NO	NO	NO			
RSU5 Adult Sporting event	TBD	TBD	TBD	NO	NO	NO			
MPA post season tournament	Varies/when qualified	Varies/when qualified	NO	Varies/when qualified	Varies/when qualified	NO	Varies/when qualified	Varies/when qualified	NO
Conference, Regional or State post-season Competition, (max. 2/season)	Varies	Varies	NA	NO	NO	NO	Yes	Yes	NO
Town of Freeport 2 events per year	Varies	Varies	TBD	TBD	TBD	TBD	TBD	TBD	NO
Non-RSU5 sponsored events	TBD	TBD	TBD	NO	NO	NO	Public Service/Emergency Only		

- Notes:
- 1) General Scheduled facility hours: Weekdays 8AM to 8PM; Saturdays: 9AM to 8PM; Sundays: 10AM to 6PM
 - 2) Lights are only permitted for school sports practices and games
 - 3) PA system only allowed for school sporting events
 - 4) See Table 2 for specific FHS Athletic team schedules
 - 5) NA- Not applicable
 - 6) TBD- to be determined. Not enough information at this time

Table 2
Freeport High School
Athletic Teams Facility Use
Summary Schedule

Freeport High School Sports Teams	Practices		Home Games		
	Frequency	Practice Times (approximate)	Frequency	Game Times (start to end)	Maximum Games Proposed "Under the Lights" ⁽³⁾
Fall (mid August thru end of October) Soccer (includes Boy and Girls varsity, Junior Varsity and First Teams)	5 to 6 days per week	3 Slots available: 2:45 to 4:15/4:15 to 5:45/5:45 to 7:15pm ⁽¹⁾ /weekdays 9am to 4pm Saturday	2-3 preseason 7 regular season Post season (unknown)	4:15 to 7:45pm ⁽¹⁾ (weekdays) else 9am to 6pm Saturdays 3:30 to 9:30pm ⁽⁵⁾ (weekdays) Triple Header Soccer only	5 Girls 5 Boys 5
Field Hockey (includes Varsity and JV)				4:30 to 7:30pm (weekdays) (2) ⁽¹⁾ 9am to 6pm Saturdays	
Football (includes Varsity and JV)		NA (practice at Pownal Road field)	1 preseason, 4 regular season (JV 1-2 home games).Post season unknown	6pm to 8:30pm(Friday night, excluding overtime) ⁽¹⁾ 1 to 3:30pm (Saturdays)	4 (Varsity only)
Spring (April thru 1st week in June) Lacrosse(includes Boy and Girls Varsity and Junior Varsity)	5 to 6 days per week	3 Slots available: 2:45 to 4:15/4:15 to 5:45/5:45 to 7:15pm ⁽²⁾ weekdays/9am to 6pm Saturdays	2-3 preseason 6 regular season; post season unknown	4:30 to 7pm ⁽²⁾ , else 10am to 12:30pm Saturdays	None ⁽⁴⁾
Track & Field (high school and middle school practice together)			2-3 regular season Post season unknown	3:30pm start, weekdays/9am start, post season only	None

Notes:

1. Lights will be required to complete the practice or game beginning in mid-September
2. Lights not anticipated: April sunset 7pm or later
3. Excluding makeup or post season competitions
4. Lights may be utilized if limited natural light (overcast skies) creates a safety issue for players
5. Triple Header Soccer only (First Teams, Junior Varsity, Varsity)

Table 3
Summary of Allowable Events "Under the Lights"

User Group	Maximum Events Under the Lights ⁽¹⁾
Freeport High School	
Team practices	as outlined in Table 2 ⁽²⁾
Team Games:	
Girls Varsity Soccer ⁽³⁾	5
Boys Varsity Soccer ⁽³⁾	5
Varsity Field Hockey	5
Varsity Football	4
Post Season	TBD
RSU5 Middle Schools	
Team Games:	
8th Grade Girls Soccer	1
8th Grade Boys Soccer	1
8th Grade Field Hockey	1
8th Grade Football	1
Town of Freeport	TBD

Notes:

- 1) With the exception of Varsity Football Games and 3 potential existing varsity events, all events under the lights will be completed by 8:00PM
- 2) Night practices allowed Monday through Friday only. Practices shall be completed by 7:15 with lights turned off no later than 7:45PM
- 3) Triple Header Soccer only, games completed by 9:00PM

