

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY – MARCH 13, 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 February 27, 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)
7. Public Comments: (10 Minutes)
8. Reports from Superintendent:
 - A. Resignation of Cindy Stevens – Laugh and Learn Program
9. Administrator Reports:
NA
10. Board Comments and Committee Reports:
NA
11. Policy Review:
NA
12. Unfinished Business:
 - A. Budget Review:
 1. Facilities & Transportation – Dennis Ouellette (20 Minutes)
 2. Budget Update/Recap – Becky Foley (20 Minutes)
 3. Board Deliberations on the FY20 Budget (60 Minutes)

- B. Consideration and approval to adopt the Greater Sebago Education Alliance Interlocal Agreement and authorize the Superintendent to execute and deliver the agreement. (10 Minutes)

Motion: _____ 2nd: _____ Vote: _____

- C. Consideration and approval of committee members for the RSU5 Sustainability Advisory Committee. (10 Minutes)

Motion: _____ 2nd: _____ Vote: _____

13. New Business:

- A. Consideration and approval of the following stipend positions: (10 Minutes)

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

Motion: _____ 2nd: _____ Vote: _____

14. Personnel:
NA

15. Public Comments: (10 Minutes)

16. Adjournment:

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

Item # 4.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, February 27, 2019 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes**

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the March 13, 2019 meeting).

1. **CALLED TO ORDER:**
Chair Michelle Ritcheson called the meeting to order at 6:35 p.m.
2. **MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Jennifer Galletta, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten. Also in attendance, Clay Canterbury, Student Representative.
MEMBERS ABSENT: Candace deCsipkes, Erica Giddinge, John Morang
3. **PLEDGE OF ALLEGIANCE:**
4. **CONSIDERATION OF MINUTES:**
A. VOTED: To approve the Minutes of February 6, 2019 and February 13, 2019 as presented. (Pillsbury - Brown) (8 – 0) The student representative voted with the majority.
5. **ADJUSTMENTS TO THE AGENDA:**
Agenda Item 12. A. 5 was postponed until the March 13, 2019 meeting.
6. **GOOD NEWS AND RECOGNITION:**
A. Report from Board's Student Representative
7. **PUBLIC COMMENT:**
None
8. **REPORTS FROM SUPERINTENDENT:**
A. Items for Information
 1. District Happenings (5 Minutes)
 2. Resignations: Jim Donoghue – PES Physical Education Teacher
Darren Carter – FMS Assistant Principal
 3. Retirements: Susan Allen – FHS Office Secretary
9. **ADMINISTRATOR REPORTS:**
A. Finance – Michelle
10. **BOARD COMMENTS AND COMMITTEE REPORTS:**
A. Board Information Exchange and Agenda Requests
Maura Pillsbury mentioned LGBTQ conference on March 8, 2019.
Kate Brown mentioned Region 10 is forming committees. HVAC is needed.
Maddy Vertenten mentioned Stipend Committee needs more time, will meet for a half day.
B. Finance Committee
C. Policy Committee

11. POLICY REVIEW:

A. VOTED: To approve the 2nd Read of the following Policies (Pillsbury – Steverlynck) (8 – 0). The student representative voted with the majority.

DJ – Bidding/Purchasing Requirements

IKFA – Early Graduation

IKFB – Graduation Exercises will be sent back to the Policy Committee

12. UNFINISHED BUSINESS:

A. Budget Review:

1. Budget Update – Becky Foley (10 Minutes)

2. Technology – Jim Grant (20 Minutes)

3. Curriculum, Instruction and Assessment – Cynthia Alexander (20 Minutes)

4. Nutrition – Erin Dow (20 Minutes)

5. Community Programs – Peter Wagner (20 Minutes)

13. NEW BUSINESS:

None

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 9:00 p.m. (Sterling – Vertenten) (8 – 0). The student representative voted with the majority.



Becky J. Foley, Superintendent of Schools

FY 2020 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION**Building/Program: Facilities and Transportation**

What key issues and priorities are you trying to address in your proposed budget?
(Administrators identified the following three focus areas: increased student support for differentiation, maintain class sizes, and increased nursing services.)

Student support is always the driving factor when developing budgets for facilities and transportation. We service 1993 students within our facilities. Of the 1993 students, our buses pick up and drop off 1400 to 1500 students per day in a safe and timely manner. This year in the budget we focused on recycling and the single sort program. The front doors at Mast Landing will be replaced. Three additional heat pumps will be replaced in Durham, for a total of six pumps being replaced with four remaining pumps needing to be replaced in future budgets. In our transportation department, we have requested two buses to replace two of our older buses; one is 19 years old, the other is 12 years old. Also we are requesting an additional van and van driver to help cover "out of district placements." Capital projects include converting boiler one to natural gas, central office phone replacement, high school shades replaced, Pownal septic tank and Pownal main hall bathroom upgrades.

How do these priorities align with the district's four strategic objectives?

A clean well maintained facility and transportation department impacts all students, staff and community. We strive to keep our facilities well maintained to ensure a clean, comfortable safe learning environment.

FY 2020 Projected Enrollment / Class Size Ratio by Grade

NA

Staffing Adjustments to Budget in FY 19	Staffing Adjustments to Budget in FY 20
One half time van driver for out of district placements -20 hours	One half time van driver for out of district placements-20 hours - \$12, 500 One half time bus aide -20 hours - \$14,400

Other significant FY 20 requests in budget and need (Supplies, Equipment, etc).

In the system wide cost center, we have added the services of a turf field specialist company to come onto our turf field to clean, redistribute, repair (if needed) and loosen infill to reduce compaction. This will help preserve our field for years to come. We continue to upgrade our older facilities such as replacing the stair treads on all the stairways at Morse Street School. We have entered into an agreement with the Town of Freeport Public Works Department in sharing a full time maintenance person to be assigned to the town from November to April and to RSU5 from April to November. Van drivers continue to be needed for in district programming as well as for out of district placements.

INTERLOCAL AGREEMENT
between
GREATER SEBAGO EDUCATION ALLIANCE
and
REGIONAL SCHOOL UNIT NO. 5
30-A M.R.S. Chapter 115

This INTERLOCAL AGREEMENT (the "Membership Agreement") is made on this 18 day of March, 2019 by and between the **Greater Sebago Education Alliance**, a school management and leadership center, also known as a regional service center, established under the authority of Title 20-A M.R.S. Chapter 123, §§ 3801 *et seq.* and Title 30-A M.R.S. Chapter 115, §§ *et seq.* ("GSEA"), and **Regional School Unit No. 5**, a Maine school administrative unit ("RSU 5") (collectively, the "Parties"), as follows:

WITNESSETH

WHEREAS, the Parties are public agencies within the meaning of Title 30-A M.R.S. Chapter 115; and

WHEREAS, pursuant to the Interlocal Agreement for the Greater Sebago Education Alliance Regional Service Center (the "ILA"), attached hereto and made a part hereof as **Attachment A**, a school administrative unit wishing to become a member of the GSEA, and which qualifies as a member pursuant to 20-A M.R.S. § 3802(2), may petition the GSEA Board of Directors for membership; and

WHEREAS, pursuant to a January 23, 2019 affirmative vote of its Board of Directors, RSU 5 submitted a petition to the GSEA Board of Directors seeking to become a member of the GSEA; and

WHEREAS, the Parties intend to enter into an agreement with one another for cooperative action pursuant to 30-A M.R.S. § 2203 and the ILA in order to establish RSU 5 as a member of the GSEA.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. As of the date first above written, RSU 5 is hereby a Member of the GSEA and shall be bound by all of the terms and subject to all of the obligations, rights, and benefits of the ILA as applicable to the GSEA's Initial Members (including but not limited to: service on the GSEA Board of Directors; participation in GSEA functions, programs, and services subject to the minimum member obligation; payment of fees assessed by the GSEA; and the ILA withdrawal and dispute resolution provisions); *provided, however*, that RSU 5 shall not be required to submit this Membership Agreement or the ILA to its voters pursuant to the Approval Conditions set forth in the ILA.
2. The GSEA shall cause an executed copy of this Membership Agreement to be delivered to the Commissioner of the Department of Education.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the undersigned Parties have caused this Membership Agreement to be signed on their behalf by their duly authorized representatives who, by their signatures below, attest that they have the power and authority to bind their respective Party.

GREATER SEBAGO EDUCATION ALLIANCE

Michael Roy
Executive Director

Date

REGIONAL SCHOOL UNIT NO. 5

Dr. Becky J. Foley
Superintendent of Schools

Date

ATTACHMENT A

See the Interlocal Agreement for the Greater Sebago Education Alliance
Regional Service Center, attached hereto.

**INTERLOCAL AGREEMENT FOR THE
GREATER SEBAGO EDUCATION ALLIANCE REGIONAL SERVICE CENTER**
20-A M.R.S. Chapter 123 and 30-A M.R.S. Chapter 115

This Interlocal Agreement is made by and between the Brunswick School Department, Cape Elizabeth School Department, Gorham Department of Education, Portland Public Schools, Scarborough School Department, South Portland Department of Education, Westbrook School Department, Maine School Administrative District No. 6, Maine School Administrative District No. 15, Regional School Unit No. 5, and Regional School Unit No. 14, all Maine school administrative units acting by and through their governing bodies (collectively, the "Parties"), as follows:

1. **Formation.** Subject to the approval conditions set forth in Section 25, the Parties hereby form a school management and leadership center, also known as a regional service center, under the authority of Title 20-A M.R.S. Chapter 123, §§ 3801 *et seq.* and Title 30-A M.R.S. Chapter 115, §§ *et seq.*
2. **Name.** The name of the school management and leadership center formed pursuant to this Agreement shall be: Greater Sebago Education Alliance (hereinafter, "GSEA").
3. **Purposes.** The purposes of the GSEA shall be to enhance student learning and opportunities and maximize available and desired resources through the establishment of shared regional initiatives.
4. **Administrative Entity.** The GSEA shall be a school management and leadership center within the meaning of 20-A M.R.S. Chapter 123, a political subdivision within the meaning of 5 M.R.S. § 19002(6), a quasi-municipal corporation within the meaning of 30-A M.R.S. § 5701, and a tax exempt governmental entity for purposes of 36 M.R.S. § 1760(2). The Board of Directors is authorized to make any filings and take any other necessary actions to implement the provisions of this Section 4.
5. **Term.** The term of this Interlocal Agreement shall be two (2) years commencing July 1, 2018 and ending June 30, 2020 (the "Initial Term"), subject to extension as follows: The term of this Agreement shall be automatically extended for one additional fiscal year on February 1, 2020 and February 1 of each subsequent fiscal year (each a "Renewal Term" and, together with the Initial Term, the "Term"), unless by February 1 in any year the Board of Directors votes in favor of dissolution and the GSEA is dissolved pursuant to Section 18.B as of the following June 30.
6. **Fiscal Year.** The fiscal year of the GSEA shall begin on July 1 and end on June 30.
7. **Members.** The initial members of the GSEA shall be those Parties to this Agreement whose voters approve the formation of the GSEA pursuant to Section 25 (hereinafter, the "Members"). Other school administrative units may become members pursuant to the requirements of Section 13 ("New Members").
8. **Governing Body – Board of Directors.**
 - A. The GSEA shall be governed by a board of directors composed of the Superintendent of Schools of each Member, or the Superintendent's designee who shall, in all cases, be an employee of that Member (the "Board of Directors"). Designees shall serve at the pleasure of the appointing Superintendent of Schools.

- B. The Board of Directors shall be responsible for all aspects of the GSEA, including without limitation preparing its annual operating budget and establishing, and modifying from time to time, the scope of functions, programs, and services provided by the GSEA.
 - C. The Board of Directors shall elect a president, vice-president, treasurer, and secretary, and any other officers it deems useful or necessary.
 - D. The Board of Directors may establish rules of procedure and policies to govern its meetings, provided such rules and policies are not inconsistent with this Agreement or state law.
 - E. Each Director shall have one vote.
 - F. A majority of the Directors shall constitute a quorum and, except as otherwise specifically provided in this Agreement, a majority vote of the Directors at a meeting at which a quorum is present shall be required for the Board of Directors to act.
 - G. A Director is deemed present for establishing a quorum and may participate in a meeting of the Board of Directors by means of remote communication provided that the Director is able to hear and participate in the meeting and to vote on matters under consideration concurrently with the Directors present at the meeting and that the Director's remote communications at the meeting are audible and/or visible to the Directors and members of the public in attendance at the meeting.
 - H. In the event that there is a vacancy in the position of Superintendent of Schools of any Member, the governing body of that Member may appoint an interim Director until a new Superintendent or acting Superintendent has been appointed.
9. **Functions, Programs, and Services.** The GSEA may make available the following functions, programs, and services:
- A. Joint purchasing of food supplies;
 - B. Joint professional development offerings;
 - C. Joint substitute teacher recruiting, training, and diversity hiring processes;
 - D. Joint English Language Learners (ELL) intake processes;
 - E. Serving as an incubator for new regional programs and services; and
 - F. Any other regional functions, programs, and services as may be authorized by law and approved by an affirmative vote of two-thirds of the full membership of the Board of Directors.

A regional service center that does not provide at least two functions, programs, and services in at least two of the categories of services set forth in 20-A M.R.S. § 15683-C may lose its eligibility for direct state funding pursuant to 20-A M.R.S. § 3806.

Administration. It is the intent of the Parties that the GSEA be administered by one of the Members pursuant to a contract or memorandum of agreement to be entered into between the Board of Directors and the governing body of that Member. The Board of Directors shall select an Executive Director who may, but is not required to, be an employee of one of the Members by an affirmative vote of two-thirds of the full membership of the Board of Directors. The Board of Directors may alter these administrative arrangements by a vote of two-thirds of the full membership of the Board of Directors. The Executive Director shall:

- A. Administer the day-to-day operations of the GSEA;
- B. Administer the annual operating budget of the GSEA, including without limitation accounting and auditing requirements related thereto;
- C. Acquire and maintain liability and other insurance adequate to cover the GSEA and its operations;
- D. Track and record all data, submit all reports, comply with all state and federal reporting requirements on behalf of each Member, and otherwise ensure compliance with the terms and conditions of this Agreement, any charitable or governmental grant agreement that may be secured for the benefit of the GSEA, and any other contract entered into by or on behalf of the GSEA;
- E. Adhere to generally accepted accounting principles and annually engage an external auditor to do an independent audit of the GSEA's finances in accordance with 20-A M.R.S. § 3804; and
- F. Perform other functions concerning the management of the GSEA as directed by the Board of Directors.

10. **Fiscal Agent.** By agreement between the Board of Directors and the governing body of the Member administering the GSEA, the Member administering the GSEA shall act as the fiscal agent of the GSEA. The fiscal agent shall maintain the accounts of the GSEA including, without limitation, its operating budget accounts; shall contract for, purchase, and hold title to all GSEA equipment and property on behalf of the GSEA; and shall perform any other functions concerning the fiscal management of the GSEA, under the direction of the Board of Directors. All state contributions to the GSEA – including, without limitation, any funds in support of the Executive Director's salary and benefits, student information system costs, and accounting and payroll system costs – shall be paid to the fiscal agent for the benefit of the GSEA. The fiscal agent shall accept, account for, and disburse any such state contributions in accordance with the terms of this Agreement. The Board of Directors may in its discretion alter the provisions for administration of the GSEA and for its fiscal agent.

11. **GSEA Employer.** To the extent the Board of Directors determines that the GSEA requires or benefits from having a Member serve as the employer for some or all of the GSEA's personnel, the Board of Directors may designate the fiscal agent to serve as the employer for the GSEA's personnel. Alternatively, the Board of Directors may designate another Member to serve as the GSEA employer by agreement with the governing body of that Member or may direct that the GSEA employ its own personnel. If a Member serves as the GSEA employer, the Member shall have all authority under applicable law to hire, evaluate, discipline, non-renew, lay off, or terminate employees serving the GSEA. In making such employment decisions, the governing body of the Member shall solicit and consider the recommendations of the Board of Directors.

12. **New Members; Associate Members.**
- A. **New Members.** Any school administrative unit wishing to become a member of the GSEA, and which qualifies as a member pursuant to 20-A M.R.S. § 3802(2), may petition the Board of Directors for membership ("Petitioner"). The Board of Directors may condition membership by imposing additional obligations on the Petitioner and/or limits on the rights and benefits which a Petitioner may receive, including without limitation access to fund balances. The Petitioner and Board of Directors shall negotiate and execute a separate agreement in which the Petitioner agrees to be bound by the terms of this Agreement, subject to any such conditions (the "Membership Agreement"). A Petitioner shall become a member upon approval of the Membership Agreement by the governing body of Petitioner's school administrative unit and by a two-thirds vote of the full membership of the Board of Directors.
 - B. **Associate Members.** Municipalities, counties, career and technical regions, public charter schools, and other entities which qualify pursuant to 30-A M.R.S. Section 3802(3) wishing to become a non-voting associate member of the GSEA may petition the Board of Directors for associate membership ("Petitioner"). Associate members shall be permitted to participate in the functions, programs, and services offered by the GSEA on such terms and conditions as may be included in a contract or memorandum of understanding between the GSEA and the associate member. Any petition for associate membership and the proposed contract or memorandum of understanding must be approved by a majority vote of the Board of Directors and the governing body of the Petitioner.
13. **Minimum Member Obligation.** Nothing in this Agreement requires a Member to purchase all of the functions, programs, and services made available to it by the GSEA. A Member may discontinue any purchased functions, programs, and services at the end of a fiscal year upon 90 days' notice to the Board of Directors and thereafter shall no longer be obligated to pay for that function, program, or service. A Member that discontinues purchasing all functions, programs, and services from the GSEA shall no longer be required to continue paying the annual membership fee. A Member that does not continue to purchase at least two functions, programs, and services in at least two of the categories of services set forth in 20-A M.R.S. § 15683-C may lose its eligibility for a regional service center allocation from the Maine Department of Education.
14. **Non-Member Purchasers of Services.** The Board of Directors may, in its sole discretion, offer and provide functions, programs, and services to any school administrative unit, political subdivision, public entity, or nonprofit organization or association that is not a Member ("Service Recipient") provided that the Service Recipient pays all actual costs for the functions, programs, and services plus a supplemental fee, said costs and fee to be determined by the Board of Directors. Priority for any functions, programs, and services offered by the GSEA shall be given to its Members.
15. **Authority and Powers.** The authority and powers of the GSEA shall be as follows provided that the fiscal affairs of the GSEA may be exercised by and through a fiscal agent:
- A. **Organizational Powers.** The GSEA shall have the power and authority to provide functions, programs, and services in accordance with the terms of this Agreement.
 - B. **Contracts.** The Board of Directors is authorized to enter into contracts, leases, and lease purchase agreements on behalf of the GSEA.

- C. Employment of Personnel. The Board of Directors is authorized to employ personnel to carry out the purposes of this Agreement.
- D. Personal Property. The Board of Directors is authorized to hold and dispose of personal property in the name and on behalf of the GSEA for purposes of this Agreement.
- E. Expenditures. The Executive Director, under the direction of the Board of Directors, is authorized to expend funds in accordance with the approved GSEA budget.
- F. Investment of Funds. The Executive Director, under the direction of the Board of Directors, is authorized to invest GSEA funds on behalf of the GSEA in accordance with 30-A M.R.S. §§ 5706-5719.
- G. Reserve Funds; Contingency Funds. The Board of Directors is authorized to establish, maintain, and expend funds from a reserve fund or contingency fund.
- H. Disposition of Property and Indebtedness. The Board of Directors is authorized to dispose of any personal property, including by sale or lease, transferred to or from or administered by the GSEA. The Board of Directors is not authorized to assume, incur, or dispose of any indebtedness in the name of the GSEA.
- I. Purchase of Goods and Services. The Board of Directors is authorized to purchase goods and services.
- J. Acceptance of Gifts and Grants. The Board of Directors is authorized to accept conditional and unconditional gifts and grants, outright or in trust. Conditional gifts requiring ongoing commitment of funds must be authorized a two-thirds vote of the Board of Directors at a meeting at which a quorum is present.
- K. Acceptance and Expenditure of State and Federal Funds. The Board of Directors is authorized to accept funds from state, federal, and other sources.
- L. Policies. The Board of Directors is authorized to adopt administrative policies including, without limitation, purchasing and procurement policies and conflict-of-interest policies, provided any such policies do not conflict with the terms of this Agreement or applicable state or federal law.
- M. No Authority to Borrow. The Board of Directors shall have no authority to borrow funds in anticipation of the Members' payment of their shares of the GSEA budget.
- N. No Eminent Domain Powers. Notwithstanding 20-A M.R.S. § 3802(7), the Parties hereto do not delegate their respective eminent domain powers to the GSEA.
- O. No Bonding Authority. Notwithstanding 20-A M.R.S. § 3802(12), the Board of Directors shall have no authority to issue bonds or notes for school construction purposes.
- P. No Transfer of Responsibility for Provision of a Free Public Education. This Agreement does not transfer to the GSEA any school administrative unit's responsibility for providing the opportunity of a free public education to each of its students or a free, appropriate education to each of its students with a disability as required by Title 20-A of the Maine Revised Statutes or by federal law.

16. Fiscal Operation; Cost Sharing.

A. Funding Sources. The activities of the GSEA may be financed from any of the following sources:

- i. State subsidy;
- ii. Member assessments;
- iii. Fees collected from Members, Associate Members, and non-Member Service Recipients for services provided;
- iv. Donations, charitable or governmental grants, or similar funding sources, as the Board of Directors deems appropriate; and
- v. Any other funding source or miscellaneous revenue approved by the Board of Directors.

B. Annual Operating Budget. Except as provided in Section 17(G) ("Transition Plan for FY 2019"), by February 1 of each year, the Board of Directors shall prepare and approve, by a two-thirds vote of the Board of Directors at a meeting at which a quorum is present, an annual operating budget to fund the GSEA for the following fiscal year. The Board of Directors shall consult with the Executive Director in preparing the budget, and shall provide the final budget to each Member. The budget shall include:

- i. All anticipated revenues, as determined by the Executive Director and approved by the Board of Directors;
- ii. All costs of operating the GSEA as determined by the Executive Director and approved by the Board of Directors, set forth in separate articles that are consistent with the appropriate articles in the cost center summary budget format of 20-A M.R.S. § 1485(1)(A).

In the event that the Board of Directors fails to approve an annual budget by February 1, the Executive Director shall call an emergency meeting of the Board of Directors to be held no later than February 15, at which an annual budget must be approved.

C. Budget Allocation and Assessment.

- i. The Board of Directors shall assess an annual membership fee on each Member and may assess an annual service allocation fee based on each Member's use of and participation in the functions, services, and programs provided by the GSEA as determined by the Board of Directors. The annual membership fee and the annual service allocation fee shall not be assessed against those Members that have elected not to purchase any functions, programs, and services from the GSEA pursuant to Section 14 ("Minimum Member Obligation"). This cost-sharing arrangement may be modified by October 1 of any year for the following fiscal year by an affirmative vote of two-thirds of the full membership of the Board of Directors.

- ii. By January 30 of each year, each Member shall be assessed a membership fee and an annual service allocation fee for the following fiscal year. Unless otherwise provided in a Board of Directors' policy, the Members shall pay their respective membership and service allocation fees to the GSEA in two semi-annual installments in July and January of each fiscal year.
 - iii. After taking into account other revenues, the annual membership fee of each Member shall be in such an amount as to provide the GSEA with sufficient funds to operate during the fiscal year after taking into account other sources of anticipated revenue including state subsidy and anticipated service allocation fees.
- D. Expenditure of Funds; Balanced Budget. All funds of the GSEA may be used by the Board of Directors in a manner consistent with this Agreement, any applicable grant agreements, and state and federal regulations. GSEA fund balances may, at the discretion of the Board of Directors (i) be used to reduce the operating costs of the GSEA; (ii) be accrued in reserve and contingency funds; or (iii) be equitably credited or rebated to each Member. Anticipated carryover funds at the end of a fiscal year may be returned to the GSEA to support its continued growth and reduce Member costs in succeeding fiscal years. To maintain a balanced budget, the GSEA shall return any funds in excess of the anticipated carryover funds to its Members in equitable shares per Member.
- E. Invoices; Payments Due. The Board of Directors shall determine the process, schedules, and deadlines related to invoicing and payments due (including for membership and service allocation fees) consistent with this Agreement and applicable laws and rules.
- F. State Subsidy. A regional service center may lose its eligibility for direct state funding pursuant to 20-A M.R.S. §3806 if it does not provide at least two functions, programs or services in at least two of the categories set forth in 20-A M.R.S. § 15683-C.
- G. Transition Plan for FY 2019. Notwithstanding Section 17.B ("Annual Operating Budget"), the GSEA budget for Fiscal Year FY 2018-2019 shall be the budget attached hereto as Schedule A.

17. Withdrawal; Termination; Dissolution; Transfer.

- A. Withdrawal. Any Member may withdraw from the GSEA effective at the end of a fiscal year, provided that the withdrawing Member satisfies applicable state law (including without limitation 20-A M.R.S. § 3802(13)) and gives written notice to the Board of Directors not later than November 1 preceding the end of a fiscal year. The Director representing the withdrawing Member shall enter into a withdrawal agreement with the Board of Directors on terms acceptable to the Board of Directors. Any withdrawal agreement involving the withdrawal of a Member must be consistent with the following conditions and understandings:
- i. The Director representing a withdrawing Member shall be recused from participating in or voting as a Director on any matter relating to the withdrawal from the date that written notice of the withdrawal is provided to the Board of Directors.

- ii. The Board of Directors and the Director representing the withdrawing Member shall in good faith negotiate a withdrawal agreement that allocates an equitable share of the GSEA's assets and liabilities to the withdrawing Member.
 - B. Dissolution. The GSEA may be dissolved by a majority vote of the full Board of Directors and approval of the dissolution in accordance with the requirements of applicable state law (including without limitation 20-A M.R.S. § 3802 (14)). Prior to dissolution, the Directors, by written agreement, shall make suitable provision for the equitable division among the Members of the assets and liabilities of the GSEA.
 - C. Transfer. Upon a majority vote of the Board of Directors, a Member may transfer to another regional service center whose board of directors has adopted a vote to approve the transfer on terms acceptable to the Board of Directors and the transferring Member. Prior to any such transfer, the Board of Directors of the GSEA, the transferring Member, and the receiving regional service center shall enter into a transfer agreement making suitable provision for the transition of governance and other matters related to the GSEA, including the equitable division and/or transfer of the assets and liabilities of the GSEA.
 - D. Termination of Participation of Member for Cause. The participation of a Member in the GSEA may be terminated for cause upon the failure of the Member to conform to the terms of this Agreement or any statutory requirements applicable to interlocal agreements or school management and leadership centers, including without limitation failure to pay the Member's budget assessment. Prior to any such termination, the Board of Directors shall provide the nonconforming Member with a written notice of termination for cause and a 30-day opportunity to cure. If the nonconforming Member fails to cure the nonconformity within the 30-day cure period, the Board of Directors shall prepare a plan for termination in accordance with the provisions of Section 18.A.ii (except that any reference to the withdrawing party therein shall mean the nonconforming Member). The nonconforming Member's participation in the GSEA and status as a Member to this Agreement may then be terminated by a vote of a majority of the full membership of the Board of Directors, excluding the Director representing the nonconforming Member. The termination of a nonconforming Member's participation shall become effective as of the end of the then current fiscal year.
18. Dispute Resolution. Any dispute arising out of or relating to this Agreement, shall be resolved as follows:
- A. Negotiation. The parties to the dispute shall negotiate in good faith and attempt to resolve any dispute, controversy, or claim arising out of or relating to this Agreement ("Dispute") within 30 days after the date that an aggrieved Member has given written notice of such Dispute to the Board of Directors.
 - B. Mediation. If the Dispute has not been resolved within 30 days, any party may serve written notice on the other parties to the dispute of a request for non-binding mediation. The mediation shall be conducted in Maine by a mediator mutually agreeable to the Director representing the aggrieved party and the Directors representing the other parties to the dispute and shall not exceed one full day or two half days in length, and shall be completed within 90 days from the date of receipt of a request for mediation. The aggrieved party shall be responsible for the costs of the mediator. In the event that the aggrieved party and the Director(s) representing the other party or parties to the dispute are unable to agree on a mediator within 14 days, or to resolve the dispute through mediation

within 90 days, the Members and the GSEA reserve the right to file a civil action in a court of competent jurisdiction located in Cumberland County, Maine.

C. Performance During Dispute. Unless otherwise directed by the Board of Directors, the Members shall continue performance under this Agreement while matters in dispute are being resolved.

19. Insurance. Each Member, Associate Member, and non-Member Service Recipient shall be responsible for obtaining and maintaining insurance adequate to protect itself from the risks, if any, related to this Agreement.
20. No Exclusivity. Nothing in this Agreement shall obligate any Party to any exclusive relationship with any other Party or Parties, the GSEA, or the Board of Directors; nor shall it prevent or limit any Party's participation in any other plan, program, agreement, or arrangement for functions, programs, or services; nor shall it impair any rights that any Party may have under any other plan, program, agreement, or arrangement of any kind. For the avoidance of doubt, nothing in this Agreement shall preclude the Parties or any Members from entering into an interlocal agreement to join another school management and leadership center or establish any other similar joint venture.
21. Amendment. This Agreement may be amended by a two-thirds affirmative vote of the full membership of the Board of Directors. In the event of the addition, withdrawal, transfer, or termination of participation of a Member, the Board of Directors shall amend this Agreement accordingly.
22. Applicability to Successor Parties. This Agreement shall be binding upon any successor of each Member. If, however, a municipality withdraws from a Member pursuant to applicable state law, this Agreement shall be binding upon only the Member as it exists after the effective date of withdrawal and shall not be binding upon any municipality that has withdrawn or on any school administrative unit formed by or joined by the withdrawing municipality, unless such a municipality or school administrative unit becomes a Member pursuant to Section 13.A ("New Members").
23. Miscellaneous. This Agreement shall be interpreted, governed, construed, and enforced in accordance with the laws of the State of Maine. This Agreement contains the entire agreement between the Parties in relation to its subject matter, and there are no other agreements or understandings, oral or otherwise, between the Parties at the time of execution of this Agreement. If any provision(s) of this Agreement is determined to be invalid or unenforceable in whole or in part for any reason, such provision(s) shall be severed and the Parties shall negotiate in good faith to amend this Agreement so as to effect the original intent of the Parties as closely as possible. The remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect to the full extent permitted by law. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same Agreement.

24. Approval Conditions, Effective Date, and Members.

- A. Approval Conditions. Pursuant to 20-A M.R.S. §§ 3805(2) and (3), this Agreement is subject to the following conditions:
- i. This Agreement must be approved by the Commissioner of the Maine Department of Education; and
 - ii. This Agreement shall be submitted to the voters of each Party that is a school administrative district or a regional school unit at its annual school budget meeting, at a special district meeting, or at a referendum; to the voters of each Party that is a municipal school unit with a town meeting form of government at a town meeting or referendum; and to the voters of each Party that is a municipal school unit with a charter form of government at a town meeting or referendum in accordance with the requirements of the charter.
- B. Members and Effective Date. If this Agreement is approved by the voters of at least two Members on or before June 30, 2018, the GSEA shall be formed with an effective date of July 1, 2018 (the "Effective Date") provided that any other Party to this Agreement may then join the GSEA as a Member if this Agreement is approved by the voters of that Party by November 30, 2018. If this Agreement has not been approved by the voters of at least two Parties by June 30, 2018, it may then be approved by the voters of two or more Parties by November 30, 2018, in which case the GSEA will be formed with an effective date of December 1, 2018.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the undersigned Parties have caused this Interlocal Agreement to be signed on their behalf by their duly authorized representatives who, by their signatures below, attest that they have the power and authority to bind their respective Party.

TOWN OF BRUNSWICK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Joy Prescott
Chair of the School Committee

Date

TOWN OF CAPE ELIZABETH, A MUNICIPAL
SCHOOL UNIT ACTING BY AND THROUGH
ITS SCHOOL COMMITTEE

Susana Measelle Hubbs
Chair of the School Committee

Date

TOWN OF GORHAM,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE



Darryl Wright
Chair of the School Committee

7/31/18
Date

CITY OF PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION

Anna Trevorrow
Chair of the Board of Education

Date

TOWN OF SCARBOROUGH,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Donna Beeley
Chair of the Board of Education

Date

IN WITNESS WHEREOF, the undersigned Parties have caused this Interlocal Agreement to be signed on their behalf by their duly authorized representatives who, by their signatures below, attest that they have the power and authority to bind their respective Party.

TOWN OF BRUNSWICK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Joy Prescott
Chair of the School Committee

Date

TOWN OF CAPE ELIZABETH, A MUNICIPAL
SCHOOL UNIT ACTING BY AND THROUGH
ITS SCHOOL COMMITTEE

Susana Measelle Hubbs
Chair of the School Committee

Date

TOWN OF GORHAM,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Darryl Wright
Chair of the School Committee

Date

CITY OF PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION

Anna Trevor
Anna Trevor
Chair of the Board of Education

7.25.18
Date

TOWN OF SCARBOROUGH,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Donna Beeley
Chair of the Board of Education

Date

IN WITNESS WHEREOF, the undersigned Parties have caused this Interlocal Agreement to be signed on their behalf by their duly authorized representatives who, by their signatures below, attest that they have the power and authority to bind their respective Party.

TOWN OF BRUNSWICK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Joy Prescott
Chair of the School Committee

Date

TOWN OF CAPE ELIZABETH, A MUNICIPAL
SCHOOL UNIT ACTING BY AND THROUGH
ITS SCHOOL COMMITTEE



Susana Measelle Hubbs
Chair of the School Committee

8/28/18

Date

TOWN OF GORHAM,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Darryl Wright
Chair of the School Committee

Date

CITY OF PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION

Anna Trevorror
Chair of the Board of Education

Date

TOWN OF SCARBOROUGH,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Donna Beeley
Chair of the Board of Education

Date

CITY OF SOUTH PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION



Mary House
Chair of the Board of Education

7/9/18
Date

CITY OF WESTBROOK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Jim Violette
Chair of the School Committee

Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 6

Lester R. L. Harmon
Chair of the School Board

Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 15

Tina Martell
Chair of the School Board

Date

REGIONAL SCHOOL UNIT NO. 5

Michelle Ritcheson
Chair of the School Board

Date

REGIONAL SCHOOL UNIT NO. 14

Diana Froisland
Chair of the School Board

Date

APPROVED BY THE COMMISSIONER,

CITY OF SOUTH PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION

Mary House
Chair of the Board of Education


Date

CITY OF WESTBROOK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Jim Violette
Chair of the School Committee

Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 6


Lester R. L. Harmon
Chair of the School Board

5/7/18
Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 15

Tina Martell
Chair of the School Board

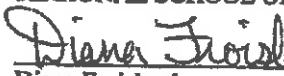
Date

REGIONAL SCHOOL UNIT NO. 5

Michelle Ritcheson
Chair of the School Board

Date

REGIONAL SCHOOL UNIT NO. 14


Diana Froisland
Chair of the School Board

4/25/18
Date

CITY OF SOUTH PORTLAND,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS BOARD OF EDUCATION

Mary House
Chair of the Board of Education

Date

CITY OF WESTBROOK,
A MUNICIPAL SCHOOL UNIT ACTING BY
AND THROUGH ITS SCHOOL COMMITTEE

Jim Violette
Chair of the School Committee

Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 6

Lester R. L. Harmon
Chair of the School Board

Date

MAINE SCHOOL ADMINISTRATIVE
DISTRICT NO. 15

Jana M Martell
Jana Martell
Chair of the School Board

5-17-18
Date

REGIONAL SCHOOL UNIT NO. 5

Michelle Ritcheson
Chair of the School Board

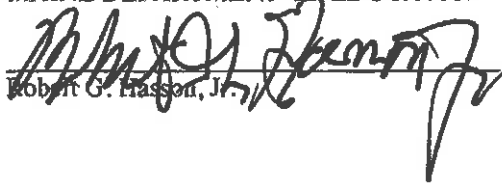
Date

REGIONAL SCHOOL UNIT NO. 14

Marge Govoni
Chair of the School Board

Date

APPROVED BY THE COMMISSIONER,
MAINE DEPARTMENT OF EDUCATION


Robert G. Hasson, Jr.


Date

INTERLOCAL AGREEMENT FOR THE
GREATER SEBAGO EDUCATION ALLIANCE REGIONAL SERVICE CENTER

SCHEDULE A

FISCAL YEAR FY 2019 GSEA BUDGET

EXPENDITURES, CARRYOVER, DISBURSEMENTS		REVENUES	
<u>Cost Center Expenditures:</u>		Membership Fees	\$ 11,000.00
Regular Instruction	\$ 3140.00	Service Allocation Fees	\$ 23,570.00
Special Education	\$ 0.00		
Career & Tech Education	\$ 0.00	<u>Other Fees:</u>	
Other Instruction	\$ 0.00	Associate Members	\$ 0.00
Student & Staff Support	\$ 1000.00	Non-Members	\$ 0.00
System Administration	\$ 67,000.00		
School Administration	\$ 6640.00	<u>Direct State Funding:</u>	\$ 97,200.00
Transportation and Buses	\$ 0.00	Executive Director (55%)	
Facilities Maintenance	\$ 0.00	Student Info. System	
Debt Service & Other Commitments	\$ 0.00	Accounting/Payroll System	
All Other Expenditures	\$ 0.00		
<u>Other Expenditures:</u>			
Food Services	\$ 1100.00		
<u>Carryover/Disbursements:</u>			
	\$ 52,890.00		
TOTAL EXPENDITURES, CARRYOVER, DISBURSEMENTS	\$ 131,770.00	TOTAL REVENUES	\$ 131,770.00

RSU5 Sustainability Advisory Committee

Teachers (2)

Building Administrator (1)

Will Pidden

Parents/Community Members from each town (3)

Kap Wallingford

Bob Stevens

Amanda Johnson

Steven Konstantino

Marie Wendt

Students (2)

Charlotte Soule

Jordan Canfijn (April – June)

Sadie Southall (Beginning in July)

Board of Directors representative (3)

Valy Steverlynck

Superintendent of Schools (1)

Becky Foley

Director of Maintenance and Operations (1)

Dennis Ouellette

Approved by Board of Directors: _____

New Stipend Request Form

Activity:

New Educator Mentor (25 positions)

Purpose:

The purpose of providing new educators a mentor is to support for and retain teachers.

Responsibilities of the Mentor:

Per the Peer Mentoring and Peer Support Handbook

Examples are:

- To provide emotional support to new educator,
- To assist with educator questions,
- To strengthen teaching performance and student achievement,
- To integrate new teachers into the culture and climate of our schools and school system,
- To assist beginning educators as they manage the challenges of starting out in this profession, such as making a positive impact on the lives of their learners and recognizing the professional responsibilities of working in a school and with colleagues, and
- To guide the professional development of teachers through reflection on their practices and on learning in order to help them develop and refine their teaching styles.

Length of activity/period of responsibility:

Stipend is for 11 months- August through June

Number of Educators Mentored:

One

Parent volunteers or other adult help?

Consultation with the Mentor Chair

Number of Hours Required of Mentor per month (on average):

5 hours average per month

Total hours for the year: 55

Breakdown of Hours:

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

- Regular meetings with mentee at a minimum of twice per month (Apx. 3 hours per month for 10 months- 30 hours)
- Complete documentation: all required meeting agendas and minutes with mentee, written observation feedback to mentee, required logs, and other forms (8 hours)
- Meet with mentee during New Educator Induction in August, (5 hours)
- 3 observations of the mentee per year with specific feedback, (Apx. 8 hours total including feedback), and

- Up to 4 hours of meeting time with the Mentor Chair during the year.

Of above, number of hours during school day:

Only for observations 3 hours per year

Special event(s) required? (all day event, weekend activity, etc)

Up to 4 required mentor meetings with Mentor Chair per year (1 hour each after school)

OTHER FACTORS:

Travel:

To another building within the district only if the mentee is located in a building other than where mentor works.

Overnight:

none

Does activity require a Budget?

N/A

How is job being done/funded currently?

This is a new position.

Fundraising:

N/A

Comments:

A pool of educators will receive mentor training. Only those who are actively mentoring will receive a stipend for that year. It is expected that a mentor working with an educator (mentee) who is brand new to education will continue with the mentee for the second year. ***See handbook for exception.

Submitted by: Cynthia Alexander Date: 1.8.19

(Please Print)

Administrator:  Approved
return this form to the Superintendent's Office

Denied

Please

Stipend Committee Approved at the 2-3 point Range on 1-22-19

New Stipend Request Form

Activity:

Mentor Chair

Purpose:

The purpose of the Mentor Chair is to assure successful mentoring of all newly hired educators in RSU5.

Roles and Responsibilities of the Mentor Chair:

- Organizes and provides new mentor training for staff who are eligible to become mentors.
- Assigns all newly hired educators a trained mentor in collaboration with an administrator.
- Provides professional development for current Mentor Support Group.
- Collects all required documentation from active mentors.

Length of activity/period of responsibility:

Stipend is for 11 months- August through June

Number of Students:

N/A

Parent volunteers or other adult help?

N/A

Number of Hours Required per month (on average):

Total of 82 hours over 11 months

Breakdown of Hours:

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

- Organizes and provides new mentor training for staff who are eligible to become mentors -16 hours annually at first
- Collaborates with administrators on mentor assignments- 6 hours
- Meets with the Assistant Superintendent to review assignments- 2 hours
- Shares mentor assignments with the Local Credentialing Committee -1 hour
- Attends part of New Educator Induction Day to review the mentoring process with newly hired educators -4 hours
- Facilitate Mentor Support Group meetings with all mentors up to 4 times a year. (Apx. 1.5 hours x 4 plus planning time) - 16 hours annually.
- Collects documentation (*Mentor Time Record*) from all mentors throughout the year - 8 hours annually
- Communicates with mentors about their responsibilities and deadlines - 2 hours per month - 22 hours annually

- Meet with teams as need to mediate any mismatch issues surfaced by *Mentor/Newly Hired Educator Match Survey*. 4 hours annually
- Reviews *End-of-Year Mentor Survey* for possible program revisions. 3 hours annually

Of above, number of hours during school day:

none

Special event(s) required? (all day event, weekend activity, etc)

OTHER FACTORS:

Travel:

None

Overnight:

none

Does activity require a Budget?

N/A

How is job being done/funded currently?

N/A

Fundraising:

N/A

Comments: More information is provided in the Peer Mentoring and Support Handbook.

Submitted by: Cynthia Alexander Date: 2.1.19
(Please Print)

Administrator: Cynthia Alexander Approved

Please return this form to the Superintendent's Office

Denied

Approved By Stipend Committee 2-26-27 4-5 points

New Stipend Request Form**Activity:**

Local Credentialing Committee (LCC) (6.5 positions)

Purpose:

The purpose of the Local Credentialing Committee is to function as the governance body of the credentialing system.

Roles and Responsibilities of the LCC:

- The purpose of the LCC is to determine whether the requirements for the renewal of a credential required by the state are met.
- The LCC will inform all educators employed by an SAU of their credentialing responsibilities and provide each with a copy of the LCC procedures and forms.
- The LCC will pre-approve course work of professional development that will result in the accrual of credit or contact hours for the purposes of certification renewal to ensure that the planned study or professional development is in accordance their goals.
- The LCC shall provide for maintenance of a cumulative confidential file containing documentation of the accrual of approved hours for certification or renewal and official documentation of progress toward meeting the requirements for a renewal.

Length of activity/period of responsibility:

Stipend is for 10 months- September through June

Number of Students:

N/A

Parent volunteers or other adult help?

N/A

Number of Hours Required per month (on average):

5 hours per month

Total of 50 hours over 10 months

Breakdown of Hours:

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

- Regular monthly meetings with Local Credentialing Committee (10 months) (Apx. 1.5 hours x 10) - 16 hours annually.
- Collect documentation of educators with a mentor from their mentors -4 hours annually
- Collect documentation from all other educators in their buildings - 8 hours annually
- Communicate via email and/or face to face with educators about credentially responsibilities- 2 hours per month - 20 hours

Of above, number of hours during school day:

none

Special event(s) required? (all day event, weekend activity, etc)

OTHER FACTORS:

Travel:

None

Overnight:

none

Does activity require a Budget?

N/A

How is job being done/funded currently?

This is replacing the current Certification Committee which is funded through a stipend.

Fundraising:

N/A

Comments:

The former Certification Committee had 12 members. The LCC will have 6.5 stipended positions. MSS, MLS, and DCS will have 1 representative, PES will have a .5 representative and the high school will have 2 representatives.

Submitted by: Cynthia Alexander Date: 1.14.19
(Please Print)

Administrator:  Approved

Denied

Please return this form to the Superintendent's Office

Stipend Committee approved at the 2-3 Point Range on 1-22-19

New Stipend Request Form**Activity:**

Local Credentialing Committee (LCC) Chair

Purpose:

The purpose of the LCC Chair is to assure all new staff have an understanding of the certification process and Growth Plan required for certification.

Roles and Responsibilities of the LCC Chair:

Acts as the liaison between the Local Credentialing Committee, Mentor Chair, Maine Department of Education (MDOE) certification office, and the Superintendent/designee of RSU5 to ensure all educators are certified and understand the process.

Length of activity/period of responsibility:

Stipend is for 12 months

Number of Students:

N/A

Parent volunteers or other adult help?

N/A

Number of Hours Required per month (on average):

Total of 75 hours over 12 months

Breakdown of Hours:

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

- Attends part of New Educator Induction Day to review the credentialing process with newly hired educators -1 hour
- Facilitates LCC monthly meetings. (Apx. 1.5 hours) - 16 hours annually.
- Communicates with LCC about their responsibilities and deadlines - 2 hours per month - 22 hours annually
- Approves candidates for certification through MDOE online site.- 4 hours annually
- Communicates with the Mentor Chair and the MDOE certification office as needed. 4 hours annually
- Assists in the planning and facilitation of Mentor training as needed. - 16 hours

Note: THIS STIPEND INCLUDES THAT THE CHAIR IS ALSO AN LCC BUILDING REP WITH THE FOLLOWING DUTIES:

- Collects documentation of newly hired educators from their mentors as an LCC member -4 hours annually
- Collects documentation from all other educators in their buildings - 8 hours annually

Of above, number of hours during school day:

none

Special event(s) required? (all day event, weekend activity, etc)

OTHER FACTORS:

Travel:

None

Overnight:

none

Does activity require a Budget?

N/A

How is job being done/funded currently?

N/A

Fundraising:

N/A

Comments: More information is provided in the Local Credentialing Committee Handbook. The Chair is voted upon at the June LCC meeting which takes place after the mid-May elections.

Submitted by: Cynthia Alexander Date: 2.5.19

(Please Print)

Administrator:  Approved

Denied

Please return this form to the Superintendent's Office

Approved By Stipend Committee 2-26-19 4-5 points

New Stipend Request Form

Activity: Freeport Middle School: Indoor Track Assistant Coach Request \$1500 Stipend
To begin winter of 2019-2020 School Year

Purpose: Provided supervision and coaching to an increasing number of participants. Create safer learning environment – reduce safety concerns

Responsibilities of Advisor/Coach: Provided supervision and coaching to an increasing number of participants. Create safer learning environment – reduce safety concerns

Length of activity/period of responsibility: Last week in February to Last week in March

Number of Students: 55 participants for 2018 indoor season – expect same for 2019

Parent volunteers or other adult help? Possibility of volunteer parents

Number of Hours Required of Advisor/Coach per week (on average): 9-12 hrs per week

Breakdown of Hours:

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

Practice – every Mon, Tues, Wed, Thurs

Meets – either Friday or Saturday

Of above, number of hours during school day: ZERO

Special event(s) required? (all day event, weekend activity, etc) Saturday Meets last approx. 5.5 hours

OTHER FACTORS:

Travel: NONE

Overnight: NONE

Does activity require a Budget? Yes – current RSU5 Athletic Budget - this position NOT included 18-19

How is job being done/funded currently? Stipend one head coach for 55+
Utilized unspent stipend money to fund an assist for 2018

Fundraising: NONE

Comments: 55+ participants is too many for one coach – it's a safety and supervision issue

Submitted by: Craig Sickels
(Please Print)

Date: Jan 30, 2019

Administrator:

Craig Sickels

Approved X Denied _____

Please return this form to the Superintendent's Office

Approved By Stipend Committee 2-26-19 \$1500