

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– AUGUST 22, 2018
FREEPORT HIGH SCHOOL– LIBRARY
5:00 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	____ Sarah Woodard
____ John Morang	
3. Pledge of Allegiance:
4. Adjustments to the Agenda:
5. Workshop: Board Retreat
6. Organizational Business:
 - A. Consideration of action to add, delete, or consolidate committees and make annual appointments.
 1. Negotiations
Professional (Brown, Ritcheson, Sterling)

Support (deCsipkes, Galletta)

 2. Policy (deCsipkes, Open)

 3. Strategic Communications Committee (Brown, deCsipkes, Sterling, Steverlynck)

 4. Finance (Brown, Morang, Ritcheson)
(One member from each town)

 5. RSU5 Student Aspirations (Woodard)

 6. RSU5 Community Programs Advisory Committee (Clough)

 7. Maine Region 10 Technical High School Board (Brown, Morang)

8. Dropout Prevention Committee (Open)

9. Stipend Review Committee (Galletta, Vertenten)

10. Cable TV Board & Technology Committee (Sterling)

11. Freeport Performing Arts Center Advisory Committee (Vertenten)

12. Facilities Committee (Open, Morang)

13. MSMA Legislative Contact (Open)

14. Safety Committee (Clough, Woodard)

15. Wellness Committee (Steverlynck)

16. Title I (Ritcheson)

17. K-12 Proficiency Based Education Committee (Vertenten)

Motion: _____ 2nd: _____ Vote: _____

7. Adjournment:

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

Board Retreat 2018

August 22, 2018

Freeport High School Library

Time Keeper: Lindsay Sterling

Process Observer: Jen Galletta

Meeting Norms

We agree to avoid words and actions that create a negative impression of an individual, the Board, or District.

The Board will deeply listen to all speakers/presenters.

We agree that we can disagree and will do so using common courtesy and respect for others.

1. Icebreaker - (The Great Wind Blows) People who have... (10 minutes)
2. Review Board Self-Evaluation (30 minutes)
 - a. Goal: Reflect on lowest scoring or highly discrepant items
 - b. Focus will be on the following items: (1:3, 2:1, 2:10, 3:5a, 5:9, 6:7, 6:9, 7:7, 7:9)
 - c. Teacher Voice - Chart with cohort practices
3. Review of 17-18 Board Goals (15 minutes)
4. District Scorecard (30 minutes)
5. Draft New Goals (60 minutes)
6. Review Board Work Plan for 18-19 (20 minutes)
7. Review FY 20 Budget Timeline (15 minutes)
8. E-mail Reminders (10 minutes)
9. Efficient Board Meetings - (20 minutes)
 - a. Timed agenda - aim to keep meeting times within 2-3 hours
 - b. Committee updates:
 - i. Aim to be brief -- highlights rather than going over details (details are available in written minutes).
 - ii. Responsibility of board members serving on committee to share highlights of recent activity of their committee (even if not listed on agenda for update, i.e. Region 10, dropout)

- c. Board Information & Agenda Requests: board members can propose future agenda items at this time.
- d. Board discussion
 - i. Ideally, one turn per board member to speak on a topic before moving to a vote
 - ii. No excessive back and forth debate between board members
- e. Addressing board comments to the chair. If a Board member wants to address another board member, reference “previous speaker” as opposed to addressing individual board members by name as it helps to diffuse members taking things personally.
- f. Public comments are for listening. No response should be given during public comment.
- g. Action Steps - Board chair will summarize action steps and decisions at the end of agenda item.

10. Reflection of Effectiveness of Retreat (10 minutes)



Durham • Freeport • Pownal

TO: RSU5 Board of Directors

FROM: Becky Foley, Superintendent

DATE: August 7, 2018

RE: Goal Setting Linked to Board Self-Evaluation

Attached are the results of the Board's Self-Evaluation completed by 9 Board members. There will be time during the retreat to discuss this information.

Scale of 10 to 0 (highest to lowest).

Range:

10, 9, 8 Frequently
 7, 6, 5 Occasionally
 4, 3, 2 Rarely
 1, 0 Never
 DK Don't Know

Average score for each Dimension:

	<u>August 2018</u> (for the 17-18 SY)	<u>August 2017</u> (for the 16-17 SY)	<u>August 2016</u> (for the 15-16 SY)	<u>August 2015</u> (for the 14-15 SY)
Dimension 1: Contextual	7.4	Self-Eval	7.1	6.9
Dimension 2: Educational	7.4	Not	6.9	7.2
Dimension 3: Finance	7.9	Completed	7.8	8.4
Dimension 4: Interpersonal	8.0	This	7.9	7.5
Dimension 5: Analytical	7.1	Year	7.1	7.3
Dimension 6: Political	7.0		7.0	7.3
Dimension 7: Strategic	7.1		6.4	5.9
Overall	7.4		7.2	7.2

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 868-0928x5 E-mail: momanusg@rsu5.org

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 1: CONTEXTUAL	1. Board takes the time to learn about important issues facing schools through actions such as allowing teachers, students, and administrators to report at meetings.	2. Board discusses and researches events and trends in the larger community that may affect schools.	3. Board reviews district's mission statement.	4. Board recognizes the superintendent as chief executive officer and educational leader of the district.	5. I have been present at board meetings where discussions about values of the district were key factors in reaching a conclusion to a problem.	6. Board communicates its decisions to all affected by them.	7. Board keeps abreast of policies mandated by state and federal law, Department of Public Instruction, attorney general opinions, and the courts.	8. Board establishes and maintains a systematic plan for feedback on policies to determine effectiveness, their worth, and whether they need to be amended, modified, or canceled.	9. Board keeps informed about what children are learning through reports on scholastic achievement, vocational programs, and the impact of extracurricular activities.	10. Board stays aware of its debt limitations and sets priorities based on total financial needs of the system and maintaining an adequate financial reserve.
	10	6	6	5	8	6	8	3	5	8
	7	5	7	9	6	6	9	8	6	8
	5	4	8	8	8	8	9	5	8	10
	8	6	5	8	7	7	9	8	9	9
	8	8	8	10	8	8	9	9	7	9
	8	6	9	9	8	8	7	8	7	9
	5	8	2	10	6	7	10	1	7	8
	8	7	8	8	6	5	7	8	8	9
	8	8	2	10	7	10	8	9	5	9
	67	58	55	77	64	65	76	59	62	79
	7.4%	6.4%	6.1%	8.6%	7.1%	7.2%	8.4%	6.6%	6.9%	8.8%

DIMENSION 1 SCORE: 7.4%

COMMENTS:

Felt the Board was blindsided by PBE grading trouble at the high school. How could we have better known that the implementation of 1-4 grading was not going well?

I believe we heard frequently from administrators on the programs in the schools. Perhaps more communications from teachers and students might round out some of our learning.

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 2: EDUCATIONAL	1. Board assigns new members a mentor to help them learn the ropes.	2. Board provides new members with detailed explanation of the Board's mission.	3. Board is comfortable requesting a decision be postponed until further information can be obtained, if needed.	4. At least once every two years, the board has a retreat or special session to examine its performance.	5. Board is given and reads the agenda and background materials well in advance of meeting.	6. Board is invited to participate in in-service programs and/or conferences.	7. Board is willing to hold discussions about what the board should do differently as a result of the mistakes made, if needed.	8. Board leadership goes out of its way to make sure that all members have the same information on important issues.	9. I read and reference the Board's policies, procedures, and employee contracts.	10. Board has discussions about the effectiveness of its performance.
	4	4	8	8	8	9	8	4	9	6
	7	8	8	9	9	7	9	8	8	6
	0	10	10	10	10	5	6	7	7	DK
	DK	8	9	9	10	10	5	9	7	5
	6	6	9	10	8	9	9	10	10	6
	6	10	8	9	8	8	8	8	7	1
	DK	DK	6	10	8	6	3	DK	8	4
	DK	8	9	DK	8	7	DK	9	9	6
	DK	DK	10	10	5	5	DK	9	8	5
	23	54	77	75	74	66	48	64	73	39
	4.6%	7.7%	8.6%	9.4%	8.2%	7.3%	6.9%	8.0%	8.1%	4.9%

DIMENSION 2 SCORE: 7.4%

COMMENTS:

I didn't get paired with a mentor but I have reached out to Michelle on many occasions and she is always willing to talk and has helped me whenever needed. I'm not sure the board discussing their effectiveness would be very effective given the huge range of difference in what members of the board feel is the job of the board. I feel there are number of members who feel micromanaging is the job of the board and I feel others believe supporting leaders in their decisions is the job of the board. Maybe we need a very clear explanation of effective as it pertains to the board.

Need to find a way to more efficiently discuss issues and hear all members thoughts.

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 3: FINANCE	1. Equates the income and expenditures of the school system in terms of the quality of education that should be provided and the ability of the community to support such a program.	2. Takes the leadership securing community support for district priorities.	3. Understands the basic principles of school finance, including state, federal, and local sources of revenue.	4.a. Provides the opportunity for public input during the budgetary process.	4.b. Engages in a process of establishing budget priorities that includes the public.	5.a. Provides formal and informal opportunities for employees to have input during the budgetary process.	5.b. Engages in a process of establishing budget priorities that includes teachers and administrators.	6. Monitors the financial status of the school system monthly.	7. Assures the development of long-range fiscal forecasts based on clearly identified assumptions.	8. The district has found a proper balance among competing claims: fiscal responsibility, responsiveness to the community, and meeting the needs of all students.	9. Board identifies liabilities and addresses those through strategic planning.	10. Board assesses financial strategies from strategic framework and analyzes progress toward targets.
	6	4	8	9	4	4	8	9	7	5	7	4
	7	9	8	10	9	8	10	9	7	7	7	9
	10	4	10	10	10	5	5	10	8	8	5	DK
	9	8	5	10	8	8	10	10	9	9	8	7
	7	7	10	10	10	10	8	10	8	10	8	9
	7	8	8	10	9	4	9	9	8	8	DK	4
	10	9	8	10	2	2	8	10	8	9	5	8
	7	7	9	9	9	9	6	8	7	7	7	8
	10	10	9	10	10	8	9	10	7	10	7	1
	73	66	75	88	71	58	73	85	69	73	54	50
	8.1%	7.3%	8.3%	9.8%	7.9%	6.4%	8.1%	9.4%	7.7%	8.1%	6.8%	6.3%

DIMENSION 3 SCORE: 7.9%

COMMENTS:

Would like to have a separate line item that shows total consultant cost to the district annually...as it is it feels too "hidden" in the budget so it does not seem transparent, even though there is very very likely nothing to hide.

I am not 100% sure that I understand all of these questions. Overall I believe our finance function is good and reports out frequently to the Board and Finance Committee.

Admin are at the center of budget planning and have plenty of access to the board to comment on budget priorities. Not so teachers- we never hear from them.

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 4: INTERPERSONAL	1. Board's split decisions do not result in a split board.	2. Board members are able to hold confidential items in confidence.	3. Board Chair and superintendent confer so that differences of opinion are identified.	4. Board members are able to speak their minds without fear of being ostracized.	5. Board promptly communicates all expectations and concerns, of the school system to the superintendent with the expectation of feedback when appropriate.	6. Board refrains from infringing on the superintendent's area of administration and redirects specific complaints and requests to the superintendent.	7. Once a decision is made, the Board works together to see that it is accepted and carried out.	8. Board has adopted some explicit goals for itself, distinct from district goals.	9. Board handles conflict openly and constructively.	10. Board is comfortable encouraging the administrative staff to present options the Board may consider in its decision-making role, including probable consequences of each alternative, if needed.
	8	8 DK		5	8	4	5	5	7	8
	7	8	9	9	8	8	10	9	8	9
	5	10 DK		5	6	8	6 DK		7	8
	7	9	9	10	9	7	8	7	7	9
	9	10	9	9	9	9	8	9	8	8
	8	8	9	8	7	6	8	4	7	7
	5	9 DK		6	8	8	8	9	7	10
	7	8 DK		8	8	8	9 DK		8	9
	9	10	10	9	10	9	8	10	9	10
	65	80	46	69	73	67	70	53	68	78
	7.2%	8.9%	9.2%	7.7%	8.1%	7.4%	7.8%	7.6%	7.6%	8.7%
DIMENSION 4 SCORE:	8.0%									
COMMENTS:										

Would like to hear more teacher perspectives as part of presentations.

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

[illegible]

I do think The board does a good job of having committees do work on issues but then the board then still wants to be over involved in further discussion and decision making negating work the committees have already done

"Digging in" to a problem isn't typically an issue for this Board. We dive right in, sometimes we get too far into the weeds and overstep our decision making boundaries or make it difficult to actual come to a decision. I would like to see the Board solicit more feedback from impacted parties for our decisions.

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 6: POLITICAL	1. Board shows an awareness of the impact its decisions will have on the community.	2. Board encourages the public to attend board meetings.	3. Board actively cooperates with the news media to spread information about schools programs.	4. Board has formed ad hoc committees/task forces that include staff and community representatives as well as board members.	5. Board offers committees referenced in #4 opportunities to report at meetings.	6. Board and its members maintain channels of communication with key community leaders.	7. If the board thinks a group of constituents is likely to disagree with an action it's considering, it makes sure to learn how the public feels before rendering the decision.	8. Board has adopted a policy on parent and public relations/involvement, which it references and reviews.	9. Board withstands the pressure of special interest groups.	10. Board is actively involved in state and federal education legislation.
	6	9	9	8	4	8	4	4	1	1
	7	9	9	9	10	7	5	6	9	DK
	7	7	4	8	5	4	7	DK	5	DK
	8	10	10	10	10	9	8	8	8	8
	10	10	10	10	10	6	7	DK	7	8
	8	10	9	8	8	8	7	7	7	4
	5	8	6	9	5	DK	2	3	6	8
	7	7	5	4	3	DK	6	DK	DK	4
	9	9	10	8	10	8	10	6	5	5
	67	79	72	74	65	50	56	34	48	38
	7.4%	8.8%	8.0%	8.2%	7.2%	7.1%	6.2%	5.7%	6.0%	5.4%
DIMENSION 6 SCORE:	7.0%									
COMMENTS:										

Board of Directors Self-Evaluation for SY 2017-2018 (Responses)

DIMENSION 7: STRATEGIC	1. A majority of the Board's time is devoted to preparing for the future.	2. Board sets clear organizational priorities for the year ahead.	3. Board discusses where the school district will be five years from now.	4. Within the past year, board has reviewed school district strategies for attaining long term goals.	5. I have been at board meetings where discussion focused on identifying or overcoming school district weaknesses.	6. Board makes explicit use of long-term priorities of the school district in dealing with current issues.	7. Board compares reports on schools' progress with the district's long-term goals.	8. Board has a procedure in place for conducting superintendent evaluations.	9. Board is periodically advised of availability of outside funds, such as state and federal grants, special programs, community resources, research programs and special construction funds.	10. Provides, through policy, a clear set of expectations of performance and personal qualities against which the superintendent will be measured.
	7	8	4	2	6	5	5	9	5 DK	
	5	8	7	6	6	8	3	10	7	9
	6 DK	DK	DK		7	6	6	10	10	10
	5	7	5	7	6	6	8	10	7	10
	8	9	8	8	9	8	9	10	9	9
	7	8	5	8	7	8	8	9	4	9
	6	10	3	5	7	7	5	10	1	9
	8	8	7	8	8	7	8	9	3	9
	8	10	6	8	6	5	1	10	2	10
	60	68	45	52	62	60	53	87	48	75
	6.7%	8.5%	5.6%	6.5%	6.9%	6.7%	5.9%	9.7%	5.3%	9.4%
DIMENSION 7 SCORE:	7.1%									
COMMENTS:										

Is the Superintendent evaluation "policy"?

OVERALL SCORE: 7.4

OVERALL COMMENTS:

I feel that the board wastes lots of valuable time at meetings discussing things that are really not meant for board discussion. As an example, last year when Dennis and his team presented their "professional" plan for brown tail moth, the board had questions, which seems totally appropriate, but then it really seemed to turn into board members trying to come up with new and better ideas on how to combat the problem. I feel questions and comment on items that are just being shared for our information should be limited.

Need to be careful in the upcoming year to make decisions based on what is best for the students, not just to react to concerns raised by parents just for the sake of reacting/popularity. Continue to listen to community members but remember that the teachers and administrators are the experts that provide us the best insight.

Overall I believe this Board performs its duties well. All of its members have been engaged in the process and truly make their decisions by what they feel is best for the children in the district.

Board needs to find a way to consistently include teacher voice BEFORE making decisions that affect what goes on in the classrooms.

**Board Goals Update
May 3, 2018**

**I. Board Strategic Objective 1:
*Implementation of Proficiency-based Learning PreK-12***

A. Identify Power Standards, Performance Indicators, Scoring Criteria, Assessments

- Revision of Power/Content Standards has been completed where needed
- Performance Indicators completed through 10th grade
- Scoring Criteria is being implemented and revised as needed
- Creation, implementation, and revision of assessments ongoing
- Student work has been analyzed by every teacher at FHS during a PLC, focused on the assessment, analysis of data, and identifying next steps.
- Creation of a communication plan
 - PBE parent guide created at FHS
 - Draft of K-8 proficiency guide has been completed. Currently seeking feedback from other administrators before finalizing.
 - Two parent meetings regarding PBE planned at FHS for incoming ninth grade parents
 - First meeting scheduled for January 23rd
 - Hired Brenner Associates to work with administration on making "report cards" more user friendly.
 - Scheduled 3 informational sessions with superintendent & assistant superintendent to discuss PBE and other topics
 - Teaching Staff:
 - January Staff Meeting - FHS
 - March 14, 15 - FHS Staff
 - Middle School Staff Survey
 - High School Staff Survey
 - CEA Survey of Middle/High School Teachers
 - Parents/Community
 - Superintendent Q & As - Open to All
 - Satisfaction Survey - All Parents
 - 9th Grade Parent Surveys
 - Two Ninth Grade Parent Meetings
 - Eighth Grade Parent Meetings
 - Three forums for strategic planning
 - Student Feedback
 - Middle School Students Surveyed
 - FHS Student Focus Groups

B. RTI Implementation/ Revision K-12

- Focused on RTI – B (behavior)
- Building principals have met with the Director of Instructional Support to identify the components of effective positive support plans
- Template has been created to utilize when creating positive support plans
- Reviewed the process for writing and implementing positive support plans for students in RTI and Special Education
- Creating and analyzing plans before determining eligibility for special education
- Creation of entrance criteria for the Choices Program

C. Implement Big Ideas Math Program 6-12

- Professional Development
 - Nate Garnett has been providing regularly scheduled sessions with teachers – ongoing
 - Jim deBerjeois, consultant worked with staff in August, November. Barb Webber, consultant, worked with staff in March, utilizing the lab classroom.
- Reflecting on student data to monitor implementation
 - PLCs
 - Release time at end of units
- Implement GaTE clustering model
 - Implemented at FMS, grade 6
- Assess effectiveness of clustering model
 - Reviewed at GaTE Advisory
 - Discussed during principal coaching sessions
 - Classroom visitations

D. Differentiation of Math Instruction K-5

- Conducted EM4 Needs Assessment Audit
 - Completed
- Determined next steps for increasing math achievement K-5
 - Chose outcomes based on audit
 - K-5 Math Committee created
 - 6-12 Math Committee has been meeting
 - Focus areas revised and identified for 2018-19
- Implemented GaTE clustering model
 - MLS and DCS Grade 5; expansion will include PES next year
- Assess effectiveness of clustering model
 - Reviewed at GaTE Advisory

II. Board Strategic Objective 2: Improved Teacher and Administrative Effectiveness

A. Create Plan for Administration to Calibrate

- Classroom visits during B-team meetings (monthly)
- Debrief after visitations
- Next step to brainstorm strategies to provide effective feedback to staff

B. Implement Assessments for Student Growth

- Assessments have been created
- Development of tracking system ongoing
- Evaluators review assessment results with educators
 - Currently taking place

C. Implement Educator Peer Observation

- Ongoing

D. Creation of SMART Goals

- Completed and can be reviewed at <http://www.rsu5.org/Board>

E. Revise Principal Evaluation Document

- Revision is nearing completion
- Board will vote on this May 9

F. Pilot Evaluation Tool for Superintendent's Evaluation

- Subcommittee created
- Evaluation tool created
- Board adopted
- Tool being utilized this year

III. Board Strategic Objective 3: *Creation of Long-term Strategic Plan (two year goal)*

A. Outline Overall Process

- Committee has outlined process with facilitator
 - Current public forums and strategic surveys are being completed.

- **Next steps will be outlined during June meeting**
- **Additional forums will be held in the fall to share feedback from surveys/public forums and to begin to develop the new vision and strategic plan.**

B. Hire Consultant in Strategic Planning Process

- **Mary Jane McCalmon hired and has been facilitating meetings.**

C. Create Strategic Planning Committee

- **Team created and has met regularly since December**
- **Meets minimally first Wednesday of every month**

**2018-2019 RSU5 Board Work Plan
8-22-18 Draft**

August 22, 2018 Retreat	Review Board Self-Evaluation District Goals for 2018-2019 Committee Appointments (due to Pownal's June election)
September 12, 2018 Workshop	Workshop on Proficiency Based Education Board Vote on 2018-2019 District Goals Executive Session - Set Supt's Performance Goals
September 26, 2018 Business Meeting	MSMA Fall Conference Delegate & Alternate MSMA Resolutions Budget Timeline Policies
October 10, 2018 Workshop	Update on Strategic Planning Work MLS Goal Review MSS Goal Review PES Goal Review
October 24, 2018 Business Mtg. @ PES	PES Update (Good News, etc.) Long-range Capital Improvement Plan Policies
November 14, 2018 Workshop	DCS Goal Review FHS Goal Review FMS Goal Review Instructional Support Report Community Programs Report
November 28, 2018 Business Mtg. @ DCS	DCS Update (Good News, etc.) Technology Report Nutrition Report Athletics Report Board Committees (due to Freeport election) Policies
December 12, 2018 Business Meeting	Policies
January 9, 2019 Workshop	

January 23, 2019 Business Meeting	<p>Superintendent's Recommended Budget - Presented Policies</p> <p>Interim Progress on District Goals</p> <p>Executive Session - Interim Progress on Supt's Performance Goals</p>
February 6, 2019 Budget Workshop	<p>Budget Review: DCS, FMS, FHS, Athletics</p> <p>FHS Program of Studies</p>
February 13, 2019 Workshop	<p>Budget Review: MSS, PES, MLS, Inst. Support</p> <p>19-20 School Calendar (1st Read)</p> <p>Executive Session on Administrator Contracts</p>
February 27, 2019 Business Meeting	<p>Budget Review: Technology, CIA, Nutrition, Community Programs, Maintenance</p> <p>19-20 School Calendar (2nd Read)</p> <p>Administrator Contract Renewal Policies</p>
March 13, 2019 Workshop	<p>6:00-6:30 p.m. Q&A with Individual Board Members regarding FY 20 Budget</p> <p>Review of FY 20 Superintendent's Budget</p> <p>Public Input on Budget</p> <p>Board Deliberations on Budget</p>
March 20, 2019 Budget Workshop	<p>Adopt FY 20 School Budget</p>
March 27, 2019 Business Meeting	<p>Signing of Warrants for ABM & Referendum</p> <p>Board Vote on Strategic Plan</p> <p>Policies</p>
April 10, 2019 Workshop @ PES	<p>6:00 - 6:30 p.m. Dine and Discuss the FY 20 Budget</p> <p>PES Update (Good News, etc.)</p> <p>Migration of Students</p>
April 24, 2019 Business Meeting @ DCS	<p>6:00 - 6:30 p.m. Dine and Discuss the FY 20 Budget</p> <p>DCS Update (Good News, etc.)</p> <p>Board Committees (due to Durham election)</p> <p>5% Transfer Authority to Finance Committee</p> <p>Board Vote on Strategic Plan</p> <p>Policies</p>
May 8, 2019 Business Meeting	<p>6:00 - 6:30 p.m. Dine and Discuss the FY 20 Budget</p> <p>Appointment of Probationary Teachers</p> <p>Comprehensive Education Plan</p> <p>Executive Session - Superintendent's Evaluation</p>

May 22, 2019 @ FHS

Annual Budget Meeting
(5:00 p.m. Business Mtg
Executive Session - Superintendent's Evaluation)

June 12, 2019

Recognize Retirees
Computation & Declaration of Votes
Assessment Warrants
Superintendent Authorization to Hire in the Summer
Organizational Business (Chair/Vice Chair, Committees)
Policies
Executive Session - Superintendent's Evaluation

Additional Board Agenda Items:

Routine Business Meeting Items - Superintendent's Report, Finance Report, Reports from Board Sub-Committees, Student/Staff recognitions, Report from Student Representatives, two public comment sessions on each agenda

FY 20 RSU5 Budget Timeline

September 26, 2018 Business Meeting	Budget Timeline
November ???, 2018 @ Central Office	Leadership Meeting w/ Towns
<hr/>	
January 23, 2019 Business Meeting	Superintendent's Recommended Budget
February 6, 2019 Workshop	Budget Review: DCS, FMS, FHS, Athletics
February 13, 2019 Budget Workshop	Budget Review: MSS, PES, MLS, Inst. Support
February 27, 2019 Business Meeting	Budget Review: Technology, CIA, Nutrition, Community Programs, Maintenance
March 13, 2019 Workshop	6:00-6:30 p.m. Q&A with Individual Board Members Review of FY 20 Superintendent's Budget Public Input on Budget Board Deliberations on Budget
March 20, 2018 Budget Workshop	Adopt FY 20 School Budget
March 27, 2019 Business Meeting	Signing of Warrants for ABM & Referendum
<hr/>	
April 10, 2019 @ PES Workshop	6:00-6:30 p.m. Dine and Discuss the FY 20 Budget
April 24, 2019 @ DCS Business Meeting	6:00-6:30 p.m. Dine and Discuss the FY 20 Budget
May 8, 2019 Workshop	6:00-6:30 p.m. Dine and Discuss the FY 20 Budget
May 22, 2019 @ FHS	Annual Budget Meeting
June 11, 2019	Budget Validation Referendum
June 12, 2019	Computation & Declaration of Votes Assessment Warrants

To: RSU5 Board of Directors
From: Becky Foley
August 22, 2018

Email Reminders

1. **Top Tip: Do not write anything in an email that you would not want to see as a headline in the paper.**
2. The Board Chair will be responsible for responding to any emails addressed to the whole Board or will ask appropriate personnel (e.g., the Superintendent) to do so.
3. Emails that are related to Board business are likely to be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
4. Board members should avoid references to confidential information about employees, students, or community members.
5. If there is an issue that needs to be discussed, the phone or person-to-person conversation is much better than putting in an email a conversation that someone might try to use against the Board at a future point in time.
6. Emails should not be used as a substitute for deliberations at Board meetings or for back-and-forth conversations.
7. Emails are an appropriate venue to share information such as an article or other data that could be helpful at a future Board discussion.
8. Do not send something to the whole Board that may be more appropriate for one or two individuals. Informal discussions about school matters in an email among less than a quorum of the Board are allowed, as long as they are not used to defeat the purpose of the Freedom of Access Act.
9. If applicable, school-issued email accounts should always be used for school-related emails. Private email should not be used for school-related emails.
10. If a Board member receives an e-mail from a constituent that he/she is considering forwarding to the whole Board, he/she should forward the email to the Chair/Superintendent and notify the sender that they did so.

RSU 5 Board of Directors - Operating Protocol

In order to enhance teamwork between the board and administration, we the members of the board and superintendent do hereby commit ourselves collectively and individually to the following operating protocol:

1. **Children's interests come first.** The board will represent the needs and interests of all the children in RSU5.
2. **No surprises.** We agree to not spring surprises on other board members or the superintendent. There should be no surprises at board meetings. We agree to ask the chair or superintendent to place an item on the agenda instead of raising it unexpectedly at a meeting. The superintendent will keep the full board apprised on all matters ahead of meetings. Board members will receive all materials related to agenda items well in advance of a board meeting.
3. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist others do so. While board members are eager to listen to constituents and staff, each inquiry is to be referred to the person who can handle most properly and expeditiously address it. All personnel complaints and criticism received by the board or its individual members will be directed to the superintendent.
4. **Communicate openly and respectfully.** When communicating about board matters be respectful of the Board. When communicating individual viewpoints, use caution not to undermine the implementation or intention of the majority vote. Be clear when speaking and clarify when you are speaking as a private citizen, as an individual, board member or on behalf of the board. Communication between staff and the board is encouraged as long as it follows policy. The superintendent recognizes that timely and open communication regarding school issues is important.
5. **State goals, clearly.** The board and superintendent will set clear goals for improving district performance and will monitor progress regularly.
6. **Annually conduct a self-assessment / evaluation.** The board will address its performance on an annual basis and address any issues.
7. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well functioning board. We agree to avoid words and actions that create a negative impression of an individual, the board or district. The Board will deeply listen to all speakers / presenters. We agree that we can disagree and will do so using common courtesy and respect for others.
8. **Board acts only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that individual board members will not take unilateral action. Requests for information by a board member will be shared with all members.
9. **Executive sessions only for appropriate subjects.** The board will hold sessions only when the need arises. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
10. **Avoid marathon meetings.** To be efficient and effective, long board meetings should be avoided. Points can be made in as few words as possible and speeches at meetings will be minimal. If a board member believes s/he doesn't have enough information or has questions, you should call the Superintendent or Board Chair before the meeting.
11. **Practice efficient decision-making.** Business meetings are for decision-making, action and votes. We agree to move the question when discussion is repetitive.

Committees/Sub-Committees

6.

Negotiations	Two members for professional and two members for support staff. Take part in active contract negotiations on behalf of the school system with each employee union. Activities may involve negotiating successor agreements. The major time commitment arises when current contracts require renewal.
Policy	Two members. Policy topics and issues are generated by referral from the Board, at the request of the Superintendent, changes in law and recommendations from MSMA. Meets monthly.
Finance	Three members, one representative from each town per policy. Committee provides oversight for finance operations of the RSU. Meets at 5:00pm before the first Board meeting of the month
Strategic Communications	Three members – The Strategic Communications Committee provides oversight for the Strategic Framework implementation and facilitates communication between the RSU5 Board and the public. Typically meets six times a year.
RSU5 Student Aspirations	One Board representative to ongoing committee. “Aspirations” was formed as a vehicle for channeling funding requests from the school to LL Bean partially to insure their funding was being tracked and spent appropriately, and to endure they are not inundated with weekly requests on the part of the schools.
RSU5 Community Programs Advisory Council	One member. This group is advisory to Community Programs. A board member attends regularly as a liaison.
Maine Region Ten Technical High School	Two Board members serve on the Maine Region Ten Technical High School Board of Directors. Meetings are held monthly at Region 10 (3 rd Monday of the month) All traditional Board functions are carried out by the Region 10 board which is made up of representatives of the three sending school towns (Brunswick, Freeport and SAD 75) Note: we have filled one of the positions with a community member in the past.
Dropout Prevention	One Board member serves as a representative. The committee is charged with meeting at least annually to plan for decreasing the number of students who do not complete their education. Six meeting scheduled for 18-19 SY at 2:30 p.m.
Stipend Review	Two members sit on the committee. Contractually any new stipend request comes with Administrator approval to the committee; their recommendation goes to the CEA then the full Board for final action. Reviews all stipend positions periodically. Two to seven meetings per year that take place after 3:45pm.

K-12 Proficiency Based Education	One member serves as a representative. The committee is charged with providing guidance and direction to RSU5 implementation of proficiency-based education and ensure alignment K-12. The committee will coordinate such key issues as policies, standards alignment, professional development and reporting practices. Eight meetings scheduled for 18-19SY Mondays
Technology Committee (Cable TV Board)	One member serves as the school representative on the Cable TV Board. Meetings are held at least quarterly. Also acts in an advisory capacity and to review the Technology Plan or updates.
Freeport Performing Arts Center Advisory Committee (FPAC)	One member serves. The Committee meets two times a year to consider procedures, fees, review data regarding operation of the FPAC.
Facilities	Two members serve. Duties include annual facilities tour (1/2 day), review of capital and major maintenance proposals, and liaison for capital requests within the school budget. Four meetings per year in addition to the tour.
MSMA Legislative Contact	One member to receive e-mails, etc. from MSMA
Safety Committee	Two members sit on the committee, charged with annual review/update of the Safety Plans. Meetings vary depending upon the workload. Typically, three meetings a year at 6:50 a.m.
Wellness	One member – monthly district Wellness Committee meetings.
Title I	One Board representative to the title grants as required. Takes part in meetings for Title 1