

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– APRIL 25, 2018
DURHAM COMMUNITY SCHOOL – CAFETERIA**

6:00-6:30 P.M. – DINE AND DISCUSS

This is an opportunity for community members to enjoy a meal with Board members and ask questions about the Board's FY19 Adopted Budget.

**6:30 P.M. REGULAR SESSION
AGENDA**

1. The meeting was called to order at _____p.m. by Chair Michelle Ritcheson
2. Attendance:

___ Kathryn Brown	___ Lindsay Sterling
___ Jeremy Clough	___ Valeria Steverlynck
___ Candace deCsipkes	___ Madelyn Vertenten
___ Jennifer Galletta	___ Sarah Woodard
___ Naomi Ledbetter	___ Carter Jedrey-Irvin, Student Representative
___ John Morang	___ Benjamin Monahan-Morang, Student Representative
___ Michelle Ritcheson	
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
 - A. Consideration and approval of the Minutes of March 21, 2018, March 28, 2018 and April 11, 2018 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News and Recognition:
 - A. Durham Community School Update – Will Pidden
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 - B. Administrator Reports
 1. Finance – Michelle Lickteig
9. Unfinished Business:
10. New Business:
 - A. Consideration of action that pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY19 operating budget to another cost center or among other cost centers,

provided that the total FY19 fiscal year operating budget shall not be increased by such transfers.

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval to employ a Literacy Strategist at Pownal Elementary School and Durham Community School for the 2018-2019 School year.

Motion: _____ 2nd: _____ Vote: _____

C. Consideration and approval to employ a 5th Grade Teacher at Durham Community School for the 2018-2019 School year.

Motion: _____ 2nd: _____ Vote: _____

D. Consideration and approval to employ a Speech Therapist at Morse Street School for the 2018-2019 School year.

Motion: _____ 2nd: _____ Vote: _____

11. Board Comments: (Reports from Sub-Committees)

- A. Finance
- B. Strategic Communications
- C. Policy Committee

12. Policy Review:

A. Consideration and approval of the following Policy (1st Read)

IKAB – Grading System – Reporting Student Proficiency
JFC – Dropout Prevention – Student Withdrawal from School

Motion: _____ 2nd: _____ Vote: _____

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

IIB – Class Size
BEDBA – Agenda Format
IHBAI – Independent Educational Evaluations

Motion: _____ 2nd: _____ Vote: _____

13. Public Comments:

14. Executive Session:

- A. Consideration and approval to enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(D) for the purpose of discussing Educator and Support Staff Negotiations for RSU No. 5.

Motion: _____ 2nd: _____ Vote: _____

Time In: _____ Time Out: _____

15. Action as a Result of Executive Session:

A. Consideration and approval to ratify the Coastal Education Association Bargaining Agreement July 1, 2018 – July 30, 2021.

Motion: _____ 2nd _____ Vote: _____

B. Consideration and approval to ratify the Coastal Education Association For Educational Support Professional Unit Bargaining Agreement July 1, 2018 – July 30, 2020.

Motion: _____ 2nd _____ Vote: _____

16. Adjournment:

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

H.A.

RSU No. 5 Board of Directors Meeting
Wednesday, March 21, 2018 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes

6:00 – 6:30 p.m. Q&A with Board members on FY19 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the April 25, 2018 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:32 p.m.

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Sarah Woodard. Also in attendance was Carter Jedrey-Irvin, Student Representative.

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

Item 8.A.2 – Change to the 17-18 School Calendar.

5. PUBLIC COMMENT:

Freeport residents: Tom Landsbergen, Carol Grimm, Carrie Stump (read a letter from Christine & Jason Berry), Pam Barry-Santos, Kristen Dorsey, Camille Maltempi, Jay Perotta, Peg Selian

6. SPECIAL PRESENTATION:

A. Review of FY19 Superintendent's Recommended Budget

7. PUBLIC INPUT:

A. Public Input on the FY19 Budget.
Pam Barry, Freeport

8. UNFINISHED BUSINESS:

A. Motion by Steverlynck to consider and approve 2018-2019 proposed calendar to include exchanging the .5 PLD on Dec 7 with the PLD on March 8. Ledbetter seconded.
(11 – 0). The student representative voted with the majority.

Amended motion by Vertenten to change Columbus Day to National Holiday. Steverlynck seconded.

(7 – 4 Galletta, Brown, Ledbetter, Clough). The student representative voted with the majority.

A.2. VOTED: To extend the instructional day for 1 hour each day from April 2-6, 2018.
(Steverlynck - Clough) (9 – 2). The student representative voted with the majority.

B. Board Deliberations on the FY19 Budget.


Motion for the administrators to bring back an Option 3 for consideration of the Board since we have an unexpected expense savings. (Steverlynck – Vertenten) (6 – 5 deCsipkes, Brown, Galletta, Ritcheson, Ledbetter) Motion carries.

9. PUBLIC COMMENT:

Kristen Dorsey, Freeport

10. ADJOURNMENT:

VOTED: To adjourn at 9:20 p.m. (Brown - Ledbetter) (10 – 1 Woodard)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, March 28, 2018 – 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 April 25, 2018 meeting).

CALLED TO ORDER:

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

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten
Also in attendance was Ben Morang, Student Representative.

MEMBERS ABSENT: Sarah Woodard

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: To approve the Minutes of February 28, 2018 and March 14, 2018 as presented barring any errors or omissions.

(Ledbetter - Galletta) (10 – 0). The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

6. GOOD NEWS AND RECOGNITION:

A. MLTI Screen Saver Competition Chosen Works

B. Portland Museum of Art Student Exhibition

C. Maine Donate Life Design Competition

D. One Act Festival Award Winners

E. Report from Board's Student Representative - Ben Morang reported on happenings at Freeport High School.

7. PUBLIC COMMENT:

Emily Carter, Freeport

Kristen Dorsey, Freeport

8. SUPERINTENDENT'S REPORT:

A. Items for Information

1. District Happenings

Retirement (at the end of the 2017-2018 school year)

-Susan Fitzgerald – MSS Speech Pathologist

Resignation (at the end of the 2017-2018 school year)

-John Stivers – FHS English Teacher

B. Administrator Reports

1. Finance – Michelle Lickteig

9. UNFINISHED BUSINESS:

A. VOTED: To adopt the Superintendent's FY19 Recommended Budget with Option 3 as presented. (Stevelynck – Morang) (6 – 4 deCsipkes, Brown, Galletta, Ledbetter).

The student representative voted with the majority.

B. VOTED: To move the discussion of Class Size back to the Policy Committee. (deCsipkes – Ledbetter) (7 – 3 Morang, Stevelynck, Vertenten).

The student representative voted with the majority.

10. NEW BUSINESS:

A. VOTED: To employ Lexie Triggiani as a Guidance Counselor at Durham Community School for the 2018-2019 School year. (Vertenten – Ledbetter) (10 – 0). The student representative voted with the majority.

B. VOTED: To employ Nicole Hewes as a STEM Teacher at Durham Community School for the 2018-2019 School year. (Morang – Stevelynck) (10 – 0). The student representative voted with the majority.

C. VOTED: To approve the procedural approach on possibly amending the RSU5 Cost Sharing Formula. (Stevelynck – Vertenten) (10 – 0). The student representative voted with the majority.

11. BOARD COMMENTS: (Reports from Sub-Committees)

A. Finance Committee

B. Policy Committee

12. POLICY REVIEW:

A. VOTED: To approve the following Policies (1st Read)

(Stevelynck – Brown) (10 – 0). The student representative voted with the majority.

BEDBA – Agenda Format

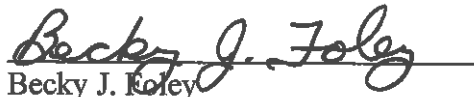
IHBAI – Independent Educational Evaluations

13. PUBLIC COMMENT:

None

14. ADJOURNMENT:

VOTED: To adjourn at 8:26 p.m. (Stevelynck – Brown) (10 – 0)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, April 11, 2018 – 6:30 p.m.
Pownal Elementary School - Cafeteria
Meeting Minutes

6:00 – 6:30 p.m. A Dine and Discuss with Board members on FY19 Budget

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the April 25, 2018 meeting).

CALLED TO ORDER:

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

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Madelyn Vertenten, Sarah Woodard
Also in attendance was Carter Jedrey-Irvin, Student Representative.

MEMBERS ABSENT: Valeria Steverlynck

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

5. GOOD NEWS AND RECOGNITION:

A. Pownal Elementary School Update – Lisa Demick

6. PUBLIC COMMENT:

7. WORKSHOP:

A. Proficiency Workshop

Members of the public had the opportunity to speak after the presentation on proficiency.

Freeport – Pam Barry-Santos, Betsy Peters, Alan Tracy, Brian Knighton, Carrie Stump, Kelly Fitz-Randolph, Faith Gonring, Heather Aguiar, Kristen Dorsey

Pownal – Lois Beardsley, Jon Morris, Melissa Schulz

B. VOTED: To send Policy IKAB Grading System – Reporting Student Proficiency, to the Policy Committee for revision, taking into account the recommendations from administration.

(Vertenten – Morang) (9 – 1 Brown)

8. PUBLIC COMMENT:

VOTED: To continue the meeting after 10:00 p.m. (Galletta – Clough) (9 – 1 Ledbetter)

9. UNFINISHED BUSINESS:

A. VOTED: That the warrant for the Regional School Unit No. 5 (the “Regional School Unit”) Budget Meeting presented to the meeting be approved and that a Regional School Unit budget meeting be called for May 23, 2018 for the purpose of voting on the annual budget for the Regional School Unit for the 2018-2019 fiscal year.

(Vertenten – Woodard) (10 – 0).

B. VOTED: That the Warrant and Notice of Election for the Regional School Unit Budget Validation Referendum presented to the meeting be approved, and that a Regional School Unit budget validation referendum be called for June 12, 2018 for the purpose of approving the budget adopted at the Regional School Unit budget meeting for the 2018-2019 fiscal year.
(Vertenten – Galletta) (10 – 0).

C. VOTED: That the form of Notice of Amounts Adopted at Budget Meeting presented to this meeting be approved, and that the Superintendent of Schools of the Regional School Unit be authorized and directed to complete said Notice in accordance with the Regional School Unit budget meeting on May 23, 2018, and to cause copies of said notice, as completed, to be delivered to the municipal clerks of each municipality of the Regional School Unit for posting at the polling places for the June 12, 2018 Regional School Unit budget validation referendum.
(Vertenten – Ledbetter) (10 – 0).

10. NEW BUSINESS:

A. VOTED: To employ Tracey Tremblay as a 5th Grade Teacher at Mast Landing School for the 2018-2019 School year. (Vertenten – Woodard) (10 – 0).

B. VOTED: To employ Meredith Brown as a 5th Grade Teacher at Durham Community School for the 2018-2019 School year. (Vertenten – Galletta) (10 – 0).

C. VOTED: To authorize the submission of a Part II application to the Commissioner of the Department of Education to approve the formation of the Greater Sebago Education Alliance regional service center, provided that RSU5's membership and participation in the regional service center is subject to approval by this Board of Directors and by the voters of RSU5.
(Ledbetter – Brown) (10 – 0).

11. ADJOURNMENT:

VOTED: To adjourn at 11:01 p.m. (Woodard – Galletta) (9 – 1 Brown)


Becky J. Foley
Superintendent of Schools

8.B.1.

RSU #5	General Budget Report	3/31/2018			2017-2018			
Article #	Description	2017-2018 Budget	Transfers	Revised Budget	Expenses YTD	Encumb YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$ 3,137,663.00	\$ -	\$ 3,137,663.00	\$ 1,917,634.15	\$ 97,023.41	\$ 1,123,005.44	35.79%
Article 2	School Administration	\$ 1,537,853.00	\$ -	\$ 1,537,853.00	\$ 1,062,300.34	\$ 2,900.01	\$ 472,652.65	30.73%
Article 3	Operation of Plant	\$ 4,825,088.00	\$ -	\$ 4,825,088.00	\$ 3,433,560.98	\$ 456,711.73	\$ 934,815.29	19.37%
Article 4	Voc. E. Assessment	\$ 574,091.00	\$ -	\$ 574,091.00	\$ 478,414.40	\$ 95,682.86	\$ (6.26)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 374,829.00	\$ -	\$ 374,829.00	\$ 311,980.09	\$ 62,238.25	\$ 610.66	0.16%
Article 6	Instruction K - 12	\$ 12,645,570.00	\$ -	\$ 12,645,570.00	\$ 7,231,880.26	\$ 33,209.48	\$ 5,380,480.26	42.55%
Article 7	Co-Curr. & Athletics	\$ 760,096.00	\$ -	\$ 760,096.00	\$ 460,900.56	\$ 19,731.67	\$ 279,463.77	36.77%
Article 8	District Adminitstration	\$ 841,731.00	\$ -	\$ 841,731.00	\$ 591,294.58	\$ 4,429.44	\$ 246,006.98	29.23%
Article 9	Transportation Services	\$ 1,486,225.00	\$ -	\$ 1,486,225.00	\$ 1,020,559.82	\$ 41,571.83	\$ 424,093.35	28.53%
Article 10	Debt Services	\$ 1,644,542.00	\$ -	\$ 1,644,542.00	\$ 1,474,834.16	\$ 169,707.84	\$ -	0.00%
Article 11	Special Education Services	\$ 4,379,997.00	\$ -	\$ 4,379,997.00	\$ 2,541,446.22	\$ -	\$ 1,838,550.78	41.98%
	Totals	\$ 32,207,685.00	\$ -	\$ 32,207,685.00	\$ 20,524,805.56	\$ 983,206.52	\$ 10,699,672.92	33.22%

4/25/2018



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Finance Subcommittee Report

Date: April 11, 2018

Committee: Finance Committee

Chair: Kate Brown

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

Guests: Peter Joseph, Jessica Maloy, Dr. Becky Foley, John Egan, Eric Horne, Kevin Nadeau, Sarah Tracy, Jon Morris, George Anderson, and Tim Giddinge,

Meeting Date: April 4, 2018

Agenda Items and Discussion:

Talk about current cost sharing formula

Michelle L. shared with the everyone the current cost sharing formula. She stated that the RSU currently receives revenue from three sources. One is State Subsidy, one is miscellaneous income from things like MaineCare billing for providing services to students within the classroom and the final is through taxes. Under the “taxes” bucket, there are two types of taxes. One is called the “Required Local Contribution.” This is what the state says each town MUST raise in taxes for education based on what the state gives each town for valuation (known as State Valuation). The second is called “Additional Local Contribution.” This is the amount of tax to be raised to cover the difference that all of the other revenue does not cover for expenditures of the school budget. This Additional Local Contribution is the only part of the revenue that is subject to the cost sharing formula. This represents about 20% of the total revenue for RSU 5 education. The cost sharing formula was agreed to by the towns during the formation of the RSU and was based on what the EPS (Essential Programs & Services) funding was for each town at the time of the formation of the RSU. EPS is how the state determines the state subsidy of each town.

Talk about other cost sharing formulas

Michelle L then shared the document that the RSU’s attorney shared at a Board meeting in December 2017 about alternate funding formulas used throughout the state as well as different combinations of similar formulas. Michelle L also shared those same formulas with the FY 2018-2019 numbers now that the most recent ED279 has come out. All agreed they would like time to digest the information and come back with any questions at the next meeting.

Discuss next steps

The group discussed next steps including making a list of information each town would gather for informational purposes at future meetings. It was determined that the meeting that was to be held April 12, 2018 would be too soon and several would have to miss that meeting anyway. So, a new meeting was rescheduled for May 7, 2018 from 5:30-7p at the Freeport High School library. The towns will bring the information they have gathered at this next meeting. All were in agreement that thoughtful consideration and time should be taken in determining any changes to the cost sharing formula but would like to have something in place for the next budget of FY 2019-2020.

Next Meeting:

May 7, 2018 at 5:30p at Freeport High School Library

Submitted by: Michelle Lickteig, Director of Finance



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11.B.

Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: March 23, 2018

Chair: Candy deCsipkes

Committee Members in attendance: Kate Brown, Candy deCsipkes, Becky Foley, Lindsay Sterling, Valy Steverlynck

Agenda Items and Discussion:

1. Committee spent majority of the time revising the brochure.
2. Satisfaction Survey was distributed to members to read and the committee will begin the Executive Summary at the next meeting.
3. Ways to celebrate teachers was tabled until next meeting

The next meeting will be held on May 4, 2018 at 8:30 a.m.

Submitted by: Becky Foley



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Policy Subcommittee Report

Committee: Policy

Meeting date: March 23, 2018

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes (by phone), Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended.

GDO	Evaluation of Support Staff
IHBGB	Model Supplemental Statement of Rights for Private School Students with Disabilities
JFABD	Admission of Homeless Students

The following policy draft was discussed and will be brought to the Board for discussion on March 28, 2018.

IIB	Class Size
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The following policy was revised and will be brought to the Board for 1st read on April 25, 2018.

JFC	Dropout Prevention- Student Withdrawal from School
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Review/Revise Policies:

The following policies was tabled and will be reviewed at a future Policy Committee meeting.

IKC	Transcripts and Academic Achievement
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The next meeting will be held on, April 6, 2018 at 8:30 a.m.

Submitted by: Cynthia Alexander



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11.C.

Policy Subcommittee Report

Committee: Policy

Meeting date: April 6, 2018

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes (by phone), Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended.

IMBB Exemption from Required Instruction

The following policy draft was discussed and will be brought to the Board for second read on April 25, 2018.

IIB Class Size

The following policy was discussed and will be brought to the Board for second read on April 25, 2018.

BEDBA Agenda Format

Review/Revise Policies:

The following policies were discussed and will be further reviewed at a future Policy Committee meeting.

JEA Compulsory Attendance
IKFA Early Graduation
IHCD Post-Secondary Enrollment Options

The next meeting will be held on, April 23, 2018 at 8:30 a.m.

Submitted by: Cynthia Alexander



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12.A & B.

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Jennifer Galletta, Naomi Ledbetter, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Sarah Woodard, Benjamin Morang, Carter Jedrey-Irvin

CC: Julie Nickerson, Lisa Demick, Hiram Sibley, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Seth Thompson, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Darren Carter, Charlie Mellon, Michelle Lickteig, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Passmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Lisa Blier, Linda Pritchard, Nancy Drolet, Nancy Dyer, Jessica Sturges, Laurie Allen, Crystal Boucher

FROM: Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment

DATE: April 9, 2018

RE: Review/Update of Policies

At the April 25, 2018 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 1st and 2nd Read. The policies are attached.

1st Read Policies

IKAB – Grading System – Reporting Student Proficiency
JFC – Dropout Prevention – Student Withdrawal from School

2nd Read Policies

IIB – Class Size
BEDBA – Agenda Format
IHBAI – Independent Educational Evaluations

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

IHBGB – Model Supplemental Statement of Rights for Private School Students with Disabilities
GDO - Evaluation of Support Staff
JFABD – Admission of Homeless Students
IMBB – Exemption from Required Instruction

GRADING SYSTEM-REPORTING STUDENT PROFICIENCY

The purpose of RSU No. 5's grading and reporting system is to provide students and parents with timely information concerning student progress toward, and achievement of, proficiency in the content areas of Maine's system of Learning Results and the cross-curricular Guiding Principles of the Learning Results.

The Superintendent will be responsible for ensuring the development of a system for communicating information regarding student achievement and academic progress to students and parents. This system shall be approved by the Board.

Students and parents will be informed at regular intervals of their academic progress through reporting and other written/digital means.

~~For the Classes of 2018, 2019 and 2020,~~ At the high school level, reports to parents will indicate the numeric grade on a 0-100 scale. For the class of 2025 and beyond, the proficiency levels 1-4 will be used at the high school.

~~For the Classes of 2021 and beyond,~~ pre-K-8 reports to parents will indicate the proficiency level within the various content areas upon which the grades are based.

Grades will be reported by level of proficiency and descriptions of proficiency, but the grading system must include at least the following levels of proficiency:

<u>Proficiency Level</u>	<u>Proficiency Description PK-5</u>	<u>Proficiency 6-12- 8</u>
4	Extending	Exceeds the Standards
3	Achieving	Meets the Standards
2	Developing	Partially Meets Standards
1	Beginning	Does Not Meet Standards

Standards and proficiency indicators will be expressed consistently at each grade level and each school in the school unit.

Grading will reflect an aggregation of information gleaned from multiple and varied opportunities for student demonstration of proficiency.

For pre-K-grade 5 students, the Board encourages narratives and other forms of reporting as well as proficiency levels in order to make student progress more readily understandable to parents.

For grades 6-12, reporting will list each course by name and the pathway through which it was

completed (e.g., course, honors, AP, vocational, dual enrollment, independent study) as well as the proficiency level.

Grade point average will be included in the final reporting of the year in grades 9-12.

For the class of 2021 and beyond, at all levels, “Habits of Work” will be reported separately from academic proficiency.

Interim progress reports indicating deficiency or a need for remedial intervention, or a significant improvement in performance may be issued at any time.

The principal or designee will provide written notification to students and parents by February 15 if the student may not advance to the next grade level or if the student may not qualify for a high school diploma because he/she has not met the required standards.

Cross Reference: IK — Student Achievement/Evaluation of Student Achievement
 IKE — Promotion, Retention and Acceleration
 ILA — Student Assessment/Local Assessment System

Adopted: February 24, 2010

Reviewed: December 12, 2012

Revised: May 24, 2017

DROPOUT PREVENTION STUDENT WITHDRAWAL FROM SCHOOL

The Board believes that a high school diploma signifies the minimum preparation for success in life. Therefore, the Board strongly urges school administrators, staff, parents, and members of the community to encourage students to remain in school through high school.

Dropout Prevention Committee

In order to reduce the school dropout rate, the Superintendent shall establish a Dropout Prevention Committee to study the problem of dropouts, habitual truancy, and the need for alternative programs, kindergarten to grade 12. The Committee will meet at least annually, make recommendations for addressing the problem, and submit a plan of action to the Board in accordance with the provisions in Maine law.

The Committee will consider the following when developing its plan: reasons why students drop out of school; maintenance of continuing contacts with recent dropouts in order to extend opportunities for alternate educational programs, counseling, and referral; education of teachers and administrators about the dropout problem; use of human services programs to help dropouts; the Board's policies on suspension, expulsion, and other disciplinary action; and discriminatory practices and attitudes within the unit.

Committee Membership

As required by law, the Dropout Prevention Committee shall be composed of the following members:

- A. A member of the Board selected by the Board;
- B. A school administrator selected by the Superintendent;
- C. A teacher and a school counselor selected by the teachers' organization;
- D. A parent selected by the local organized parent group, or by the Board if no such group exists;
- E. A school attendance coordinator from the school system selected by the Superintendent;
- F. A high school student selected by the Dropout Prevention Committee members selected in paragraphs A to E;
- G. A dropout selected by the Dropout Prevention Committee members selected in paragraphs A to E; and

- H. A community resident of the district selected by the Dropout Prevention Committee members selected in paragraphs A to E.

The Board recognizes the importance of success as a motivator and as a factor in a student's commitment to education. Students who have been identified as being at risk of dropping out will be (or: should be) encouraged to participate in the alternative educational programs that are offered in this school unit or in other instructional, vocational or social service programs for which they may be eligible.

Student Withdrawal from School

School administrators shall arrange for regular contacts to be made with students who have withdrawn from school for the purpose of informing them of the process for readmission, making them aware of alternatives in the community for continuing their education and stating the school unit's willingness to assist them in their educational efforts.

Legal Reference: 20-A MRSA §§ 5001-A; 5051-A; 5102-5104-A
Chapter 125 (Maine Dept. of Education Rules)

Cross Reference: JEA - Compulsory Attendance
JHB – Truancy

Adopted: July 8, 2009
Revised: January 23, 2013
Revised: _____

Class Size

The RSU No. 5 Board of Directors recognizes that there is a relationship between class size and pupil achievement and that this relationship varies greatly across grade levels, among subjects and by methods of instruction. Therefore, the recommended class size in the elementary and secondary schools shall be determined by several variables including grade level, subject area, nature of the pupils in the classroom, nature of the learning objectives, availability of classroom space, instructional methods and procedures used, skills, classroom space, strengths of the teachers and support staff, and budgetary constraints.

Keeping all of these variables in mind, the following student-teacher ratio targets shall serve as a general guide for the organization of classes in the elementary and middle schools.

Grade Level/Span	Target	Threshold Action Level
Pre-K	16 to 1 *	16 *
K-2	18 to 1	20 to 1
3-5	20 to 1	22 to 1
6-8	21 to 1	24 to 1

*Chapter 124 maximum class size for Pre-K is held at 16.

Higher class sizes will be allowed for the scheduling of large group instruction for special classes including: fine arts, physical education, instrumental and/or choral music and other special instructional arrangements.

Special Education teacher-student ratios are to be in compliance with Special Education caseload rules and State standards.

The Superintendent and the building principal shall strive to achieve a student to teacher ratio goal closest to the target ratio. When any actual student to teacher ratio exceeds or is expected to exceed the above Target ratio for its respective Grade Level/span or any high school course falls below a 5 to 1 student to teacher ratio, the building principal shall consult with the Superintendent and consider options to resolve the issue.

Options may include, but are not limited to:

- Assigning additional staff; or
- Transferring some students to a different class; or
- Canceling the course; or
- Taking no action.

In no instance shall the Threshold Action Level ratio be exceeded without notification to the RSU No. 5 Board of Directors. When any actual student to teacher ratio meets or is expected to meet the above Threshold Action Level ratio for its respective Grade Level/Span, the Superintendent, in consultation with the Building Principal, shall inform the RSU No 5 Board of Directors and either:

- Assign additional staff,
- Transfer some students to a different class, or
- Take no action when deemed necessary.

Decisions on staff assignments shall always be to best meet the needs of the students with the understanding that Board approval will be required to hire any additional staff.

The Superintendent will update the Board on enrollment twice a year at a Board meeting; once in September and once during budget season.

Adopted:

AGENDA FORMAT

The order of business at regular Board of Directors meetings shall be as follows:

- | | |
|--|---|
| A. Call to Order | <u>1. Call to Order</u> |
| B. Pledge of Allegiance | <u>2. Attendance</u> |
| C. Attendance | <u>3. Pledge of Allegiance</u> |
| D. Consideration of Minutes | <u>4. Consideration of Minutes</u> |
| E. Adjustments to the Agenda | <u>5. Adjustments to the Agenda</u> |
| F. Good News & Recognition | <u>6. Good News & Recognition</u> |
| G. Reports from Administrators/Education Committees | <u>7. Public Comments</u> |
| H. Report from Superintendent | <u>8. Reports from Superintendent</u> |
| I. Public Comments | <u>9. Administrator Reports</u> |
| J. Unfinished Business | <u>10. Board Comments and Committee Reports</u> |
| K. New Business | <u>11. Policy Review</u> |
| L. Financial Reports | <u>12. Unfinished Business</u> |
| M. Communications | <u>13. New Business</u> |
| N. Board Comments | <u>14. Personnel</u> |
| O. Personnel | <u>15. Public Comments</u> |
| P. Policy Review | <u>16. Adjournment</u> |
| Q. Adjournment | |

The order of business may be altered or items added or deleted from the agenda by a majority vote of Board members present.

Cross Reference: BEDB - Agenda Preparation and Dissemination

Adopted: November 18, 2009
Reviewed: March 23, 2011
Reviewed: January 22, 2014
Revised: _____

INDEPENDENT EDUCATIONAL EVALUATIONS

A parent of a student with disabilities has a right to obtain an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the local school unit. An “independent educational evaluation” means an evaluation conducted by a qualified examiner who is not employed by the local school unit.

If a parent requests an independent educational evaluation at public expense to challenge an evaluation obtained by the local school unit, the school must provide a written response to that request within a reasonable period, not to exceed 30 days of the receipt of the request, and shall, without unnecessary delay, either (1) initiate a hearing with the Maine Department of Education to show that its evaluation is appropriate, or (2) ensure that an independent educational evaluation is provided at public expense, unless the local school unit demonstrates in a hearing with the Maine Department of Education that the evaluation obtained by the parent did not meet agency criteria.

If a parent requests an independent educational evaluation at public expense, the public agency may ask for the parent’s reason why he/she objects to the local school unit’s evaluation. However, the explanation by the parent may not be required, and the local school unit may not unreasonably delay either providing the independent educational evaluation at public expense or initiating a due process hearing to defend the local school unit’s evaluation.

If the independent evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the local school unit uses when it initiates an evaluation.

The local school unit shall provide to the parent, upon request for an independent educational evaluation, information about where an independent educational evaluation may be obtained and information about the school’s criteria applicable to independent educational evaluations at public expense.

If the parent obtains an independent educational evaluation at private expense, the results of the evaluation must be considered by the local school unit, if that evaluation meets the local school unit’s criteria for independent educational evaluations, in any decision made with respect to the provision of a free appropriate public education for the child.

If the parent requests an independent evaluation at public expense when the parent does not disagree with an evaluation provided by the local school unit, or when the school has not recently provided an evaluation in the area requested, the parent request shall be referred without unnecessary delay to the PET to determine whether the PET should order an evaluation in the area requested.

Legal Reference: 34 CFR § 300.502 (March 1999)
 Ch. 101 §§ 9.19, 12.5 (Nov. 1999) (Me. Dept. of Ed. Rules)

Adopted: June 24, 2009
 Reviewed: April 25, 2012

SPECIAL EDUCATION INDEPENDENT EVALUATION POLICY

RSU No. 5 has adopted this policy regarding special education independent educational evaluations, consistent with state and federal special education regulations.

An independent educational evaluation is an evaluation conducted by a qualified examiner who is not employed by RSU No. 5. An independent educational evaluation at public expense means that the school either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent. Qualified examiners in private practice under contract with the school unit who have not previously evaluated, instructed or provided consultation regarding a particular student are eligible to provide an independent educational evaluation of the student.

A parent has a right to obtain an independent evaluation at public expense when they disagree with the evaluation done by the school, as set forth below.

If a parent requests an independent educational evaluation at public expense, the school unit may ask for the parent's reason why he or she objects to the public school's evaluation. However, the school unit may not require the parent to provide an explanation and may not unreasonably delay either providing the independent educational evaluation at public expense or denying the request and filing for a due process hearing to defend the public school's evaluation.

A parent is entitled to only one independent educational evaluation at public expense each time the school conducts an evaluation with which the parent disagrees, but only if other conditions in this policy are also met.

If RSU No. 5 refuses to provide an independent evaluation at public expense, then the school unit must initiate a due process hearing within 30 days of receiving the request. If the hearing officer upholds the appropriateness of the school unit's evaluation, then the parents shall be fully responsible for the cost of the independent evaluation. If the hearing officer concludes that the school unit's evaluation was not appropriate, then the school unit must pay for the cost of the independent educational evaluation.

The following criteria must be met if the school unit is going to approve an independent evaluation at public expense. Unique circumstances may justify deviation from these criteria. If a parent or school staff member is aware of such unique circumstances, they should inform the student's case manager or the Director of Instructional Support immediately.

1. RSU No. 5 will provide to parents, upon request for an independent educational evaluation, information about where an independent evaluation may be obtained, and the criteria set forth in this policy for obtaining an independent evaluation at public expense.
2. For an independent educational evaluation to be funded at public expense, it must meet the following conditions:
 - A. The parents must be in disagreement with a school-ordered evaluation;

- B. The contested school evaluation is inappropriate in the opinion of the Director of Instructional Support;
 - C. The proposed independent evaluator is appropriately qualified professional to conduct the type of evaluation being considered;
 - D. The person or agency completing the independent evaluation submits a written report that conforms to all the requirements for written evaluations set forth in Maine special education regulations, currently found at MUSER V;
 - E. A complete copy of the independent evaluation has been provided to RSU No. 5 before payment;
 - F. The evaluator has reviewed relevant educational records as part of the evaluation.
 - G. Unless otherwise determined by the members of the child's IEP Team, the evaluator has either: a) observed the child in one or more educational settings; or b) made at least one contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. Evaluators are encouraged to make additional contacts with other involved general and special education teachers and related service providers.
 - H. The evaluator is permitted to directly communicate and share information with members of the IEP Team, the Director of Instructional Support, and the Director's designees. The evaluator must also release the assessments and results, including any parent and teacher questionnaires, to members of the IEP Team, the Director of Instructional Support, and the Director's designees.
 - I. RSU No. 5 shall be entitled to inspect and obtain copies of the evaluator's records, including any records created by third parties. However, those records will not be deemed accessible to any school personnel other than the evaluator, unless and until the School Department exercises its right to inspect or obtain copies of those records from the evaluator.
3. The Director of Instructional Support will respond within 30 days of receipt of a request for an independent evaluation at public expense. In the event that the Director is denying the request, the Director must also file for a due process hearing prior to the conclusion of that same 30-day time period.
4. A parent cannot request an independent evaluation at public expense in response to a school evaluation that is more than two years old. When the parent requests an independent evaluation at public expense in an assessment area that has not been evaluated by the school, the RSU No.5 shall notify the parent that it cannot approve or deny such a request until after the school has had the opportunity to complete a school-ordered evaluation in the area requested. The Director of Instructional Support should refer the question of additional school-ordered evaluations in the areas of concern to the IEP Team.

5. A qualified examiner is permitted to observe a child at school or at a potential educational placement when the qualified examiner is not employed by the school and is conducting an independent educational evaluation at the request of the parent, at times and durations as the school would permit a qualified examiner that is employed by the school.

6. If a parent provides RSU No. 5 with a copy of an independent educational evaluation, the IEP team will consider the evaluation whether or not that evaluation is provided at public expense. RSU No. 5 will not accept or rely on any independent educational evaluation that does not meet state regulatory criteria for evaluations.

Legal Reference: Maine Unified Special Education Regulations, Maine Unified Special Education Regulations ("MUSER") Ch. 101, § V (2015); 34 C.F.R. § 300.502 (2006)

Adopted: June 24, 2009

Reviewed: April 25, 2012

Revised: _____