

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– NOVEMBER 29, 2017
DURHAM COMMUNITY SCHOOL– CAFETERIA
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 October 25, 2017 and November 8, 2017 as presented barring any errors or omissions.

Motion: _____ 2nd. _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News and Recognition:
 - A. Report from Board's Student Representative
 - B. Good News from Durham Community School – Will Pidden
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 - B. Administrator Reports
 1. Finance – Michelle Lickteig, Director
 2. Pownal Elementary School Goal Review – Lisa Demick
 3. Durham Community School Goal Review – Will Pidden
9. Unfinished Business:
10. New Business:
11. Board Comments: (Reports from Sub-Committees)
 - A. Finance Sub-Committee
 - B. Policy Sub-Committee

12. Policy Review:

A. Consideration and approval of the following Policy (1st Read)
KF – Community Use of School Facilities

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval of the following Policies (2nd Read)
EEBB – Use of Private Vehicles on School Business
GCFB – Recruiting and Hiring of Administrative Staff

Motion: _____ 2nd: _____ Vote: _____

13. Public Comments:

14. Adjournment:

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

RSU No. 5 Board of Directors Meeting
Wednesday, October 25, 2017 – 6:30 p.m.
Pownal Elementary School - Cafeteria
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 November 29, 2017 meeting).

CALLED TO ORDER:

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

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough, Jennifer Galletta, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

MEMBERS ABSENT: Candace deCsipkes

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: To approve the Minutes of September 27, 2017 and October 11, 2017 as presented barring any errors or omissions. (Woodard – Ledbetter) (10 – 0)

5. ADJUSTMENTS TO THE AGENDA:

Table 12. A. Policy KF – Community Use of School Facilities

6. GOOD NEWS AND RECOGNITION:

A. Report from Freeport High School Student Government – No report.

B. Good News from Pownal Elementary School – Kathi Hardy talked about the new all day Kindergarten program.

C. Outgoing Board Member – Michelle Ritcheson thanked Beth Parker for twelve years of service.

7. PUBLIC COMMENT:

Chris Parker, Freeport

8. SUPERINTENDENT'S REPORT:

A. Items for Information

1. District Happenings

2. Retirements:

a) Diane Chabot - DCS Ed Tech (effective 9/29/17)

Resignations:

a) Meagan Haley – PES Ed Tech

b) Brenda Anderson – PES Bus Driver/Custodian

B. Administrator Reports

1. Finance – Michelle Lickteig, Director

2. G/T Presentation – Cynthia Alexander and Chelsea Ray

3. Capital Improvement Plan – Dennis Ouellette

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

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

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

12. POLICY REVIEW:

- A. VOTED:** To approve the 1st Read of the following Policies. (Ledbetter – Brown) (10 – 0)
GBEBB – Staff Conduct with Students
GCFB – Recruiting and Hiring of Administrative Staff

- B.** To approve the 2nd Read of the following Policy. The policy was sent back to the Committee for further review.
EEBB - Use of Private Vehicles

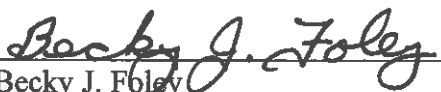
- C. VOTED:** To rescind the following Policy. (Ledbetter – Steverlynck) (10 – 0)
JLCD-E – Request/Permission to Administer Medication in School

13. PUBLIC COMMENT:

Maddie Vertenten, Freeport

14. ADJOURNMENT:

- VOTED:** To adjourn at 9:34 p.m. (Parker – Ledbetter) (10 – 0)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, November 8, 2017 – 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 November 29, 2017 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

MEMBERS PRESENT: Kathryn Brown, Jeremy Clough (arrived at 6:35 p.m.), Candace deCsipkes, Jennifer Galletta, John Morang, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten, Sarah Woodard.

Also in attendance was Carter Jedrey-Irvin, Student Representative.

MEMBERS ABSENT: Naomi Ledbetter

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

Addition of item 6. D. and taken out of order.

Item 7.D. was taken out of order.

5. PUBLIC COMMENT:

None

6. NEW BUSINESS:

Item 6.D. was taken out of order.

D. Pesticide application at Durham Community School for grubs.

A. VOTED: To approve committee members for the RSU5 Strategic Planning Advisory Committee. (Brown – Steverlynck) (10 – 0). The student representative voted with the majority.

B. VOTED: To appoint Lindsay Sterling as Vice-Chair for the RSU No. 5 Board of Directors. (Brown – Galletta) (10 – 0). The student representative voted with the majority.

C. VOTED: To approve committee appointments. (Brown – Steverlynck) (10 – 0). The student representative voted with the majority.

1. Professional Negotiations – Sterling
2. Support Negotiations – Galletta
3. Stipend Review Committee – Vertenten
4. Freeport Performing Arts Center Advisory Committee – Vertenten
5. RSU5 Community Programs Advisory Committee - Clough

7. WORKSHOP:

Item 7.D. was taken out of order.

- A. Freeport High School Guidance Program
- D. Testing/Assessments


- B. Mast Landing School Goal Review
- C. Morse street School Goal Review

8. PUBLIC COMMENTS:

None

9. ADJOURNMENT:

VOTED: To adjourn at 10:25 p.m. (Steverlynck – Brown) (10 – 0). The student representative voted with the majority.


Becky J. Foley
Superintendent of Schools

8.B.1.

RSU #5	General Budget Report	10/31/2017			2017-2018			
Article #	Description	2017-2018		Revised	Expenses	Encumb	Balances	%
		Budget	Transfers	Budget	YTD	YTD	YTD	Remaining
Article 1	Support Staff	\$ 3,137,663.00	\$ -	\$ 3,137,663.00	\$ 727,719.26	\$ 56,477.56	\$ 2,353,466.18	75.01%
Article 2	School Administration	\$ 1,537,853.00	\$ -	\$ 1,537,853.00	\$ 426,994.87	\$ 3,933.40	\$ 1,106,924.73	71.98%
Article 3	Operation of Plant	\$ 4,825,088.00	\$ -	\$ 4,825,088.00	\$ 2,207,104.32	\$ 578,020.53	\$ 2,039,963.15	42.28%
Article 4	Voc. E. Assessment	\$ 574,091.00	\$ -	\$ 574,091.00	\$ 239,207.20	\$ 334,890.06	\$ (6.26)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 374,829.00	\$ -	\$ 374,829.00	\$ 155,595.43	\$ 217,833.57	\$ 1,400.00	0.37%
Article 6	Instruction K - 12	\$ 12,645,570.00	\$ -	\$ 12,645,570.00	\$ 2,158,764.25	\$ 79,191.00	\$ 10,407,614.75	82.30%
Article 7	Co-Curr. & Athletics	\$ 760,096.00	\$ -	\$ 760,096.00	\$ 174,276.09	\$ 20,546.51	\$ 565,273.40	74.37%
Article 8	District Adminitstration	\$ 841,731.00	\$ -	\$ 841,731.00	\$ 249,623.86	\$ 6,310.82	\$ 585,796.32	69.59%
Article 9	Transportation Services	\$ 1,486,225.00	\$ -	\$ 1,486,225.00	\$ 462,942.40	\$ 94,617.98	\$ 928,664.62	62.48%
Article 10	Debt Services	\$ 1,644,542.00	\$ -	\$ 1,644,542.00	\$ 1,644,542.00	\$ -	\$ -	0.00%
Article 11	Special Education Services	\$ 4,379,997.00	\$ -	\$ 4,379,997.00	\$ 715,953.89	\$ 9,290.39	\$ 3,654,752.72	83.44%
	Totals	\$ 32,207,685.00	\$ -	\$ 32,207,685.00	\$ 9,162,723.57	\$ 1,401,111.82	\$ 21,643,849.61	67.20%

11/29/2017

PES SMART Goals 2016-2017

8.B.2.

School: Pownal Elementary School

Team Members: PES staff

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Increase the percentage of students meeting their growth targets from 63% to 68% in reading grades k-5 and 62% to 67% in math at grades 3-5.	Establish a systematic review of data through monthly progress monitoring and data protocols to increase tier 1(in class) differentiation.	PLCs /Lisa Demick, Matt Halpern, Tate Gale, Student assistance team	Sept-June	Goal met.
	Initiate opportunities for personalized learning outside the content area blocks- <ul style="list-style-type: none"> • AM homework club • Lift Block (Learner-focused Independent Focus Time) • After school booster clubs Implement evidence-based interventions for Tier 2 and Tier 3 instruction in reading	All staff Tess Hoffmann, Kelly Barton, Stephanie McSherry, Jen Winkler	Sept. -June	Spring 2017 survey Attendance records Increase % of striving students meeting growth targets from 39% to 50% in reading
Build student growth mindset habits of optimism, flexibility, resiliency, persistence, and empathy to	All Staff Book study- <u>Mindsets for Learning</u> Mraz and Hertz <ul style="list-style-type: none"> • Quarterly Staff Meeting strategy sessions • At least 2 speakers with mindset focus • Announcement/message board reminders • Parent education through newsletters and Impact meetings 	All staff All staff All staff Lisa Demick	August-June	Increase percentage of students who move from a 1 (unaware) or a 2 (aware but do not apply) to a 3 or a 4 (identify in others/sometimes apply, apply regularly) by 50% on student pre/post

influence their long term academic success	<ul style="list-style-type: none"> • Student-led demonstrations • Guidance groups • Brain talks <p>Increase growth-based goal setting, feedback and self-reflection in math</p>	<p>Leadership team</p> <p>Intermediate teachers Jim Donoghue</p> <p>Doug Schnackel, school psychological examiner</p> <p>Classroom teachers, Lisa Demick, Tate Gale</p>		<p>survey</p> <p>Identified cohort will show a 25% reduction in students not meeting their growth targets in math</p>
Increase the use of technology to engage students and increase differentiation	<p>Increase opportunities for technology integration thorough schedule changes and dedicated staff meeting time</p> <p>Establish Padlet to provide companion video clips for the Mindset stances</p> <p>Investigate the effectiveness of programs or online differentiation tools (SumDog, Spelling City, Google Docs etc)</p> <p>Establish Online Monthly Newsletter that includes student publishing section</p>	<p>Kari Crosman, Patti Francis</p> <p>Matt Halpern</p> <p>All staff</p> <p>Lisa Demick, Jill Pettengill</p>	<p>Nov 8th PLD Quarterly staff meetings</p> <p>August</p> <p>Ongoing</p> <p>Aug-June</p>	<p>67% of classroom teachers will collaborate on at least one common project with the tech integrationist &/ or librarian</p> <p>Teacher survey</p> <p>Teacher survey</p> <p>Evidence of at least 10 articles/illustrations provided by students</p>

PES SMART Goals 2017-2018

School: Pownal Elementary School
Team Members: PES staff
District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Increase student proficiency with inferential and analytical reading skills as evidenced by mea subscores increasing from 45% of possible points to 55% and increase K-2 Students meeting F&P growth targets from 60% to 70%.	Expand effective strategies for critical thinking through interactive read aloud, partnerships, and book clubs to target instruction focused on inferential and analytical comprehension.	Lisa Demick, Matt Halpren	September-June	K-2 F&P results 3-5 MEA/NWEA results
	Restructure PLCs to allow for increased collaboration, analysis, and response to formative assessments.	PES Leadership team	September-June	
	Increase connections to comprehension and written expression with math open response problems.	Lisa Demick, Amy Wheeler	January-March	K-2 math SLO data increases from 73%-80% 3-5 MEA Standards of Math practice subscores increase from an average of 23 to 30.
	Unpack standardized assessments to examine correlation to district curriculum.	Classroom teachers, Special education teachers, Matt Halpren, Amy Wheeler		
	Tighten LIFT block targets to match student goals. Implement all day kindergarten.	Classroom teachers Kathi Hardy		

By June of 2018, 75% of PES faculty will report they are at a level 3 or higher with understanding high impact practices.	<p>Unpack Jon Hattie's most influential instructional practices (staff meeting series)</p> <p>Increase growth-based goal setting, feedback and self-reflection</p> <p>Dedicate time and increase leadership for a combined PES and MSS specialists PLC</p>	<p>Lisa Demick</p> <p>Classroom teacher</p>		<p>Teacher survey</p> <p>Classroom walkthroughs and observations</p> <p>Student goal setting walkthrough data</p>
Increase the effectiveness of RTI-B strategies to reduce the % of students being referred to special education from 10% to 6% in grades 1-5.	<p>Increase teacher repertoire of strategies for behavior and executive function through:</p> <ul style="list-style-type: none"> ● Executive function workshop series ● Lynn Lyons Childhood Anxiety Workshop ● Expand Mindset language ties to content and performance ● RTI-B strategy/progress monitoring tool development 	<p>Lisa Demick, Stephanie McSherry, Cathryn Bigley, Beth Brewer</p>		Goal met

SMART Goal Template

8.B3.

School: Durham Community School 2016-2017
Team Name: Whole school
Team Members: All staff
District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning
DCS Goal: Increase consistency and effectiveness of instruction regarding Habits of Work PK-8.

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Develop baseline understanding for staff	Introduce current HOW rubric and review purpose for Habits of Work with staff.	Hiram	10/7/16	Handout on HoWs
Ascertain current levels of use and understanding	Develop rubric to determine baseline data for staff understanding, skill set with HoW	School Leadership Team	11/9/16	Baseline assessment tool
	Administer baseline data gathering.	PLCs	11/17/16	Collated results
Establish developmental levels for HoW.	<i>Identify</i> what HoW look like at grade spans (K-2 core values, 3-5 mindset, 6-8 independence for High School) develop adapted, student facing rubrics within SAME categories as existing rubric.	School Leadership Team and staff.	12/7/16	Rubrics

	<i>Instruction</i> ~ determine how are the HoW skills are taught and developed within the school day.	School Leadership Team and staff.	1/4/17	Sample lesson plans
	<i>Feedback</i> ~ develop methods to provide students with formative feedback.	School Leadership Team and staff.	2/1/17	Sample formative feedback tools and methods
	<i>Assess</i> ~ determine how to conduct summative assessments for HoW and develop consistency across the school.	School Leadership Team and staff.	3/8/17	Sample summative assessment tools and methods
Determine growth of staff in all aspects of Habits of Work.	<i>Summative data</i> Re-administer assessment tool for DCS implementation of HoW. Compare to baseline data	School Leadership Team and staff.	6/7/17	Summative data compared to baseline data. Tabulated results

SMART Goal Template

School: Durham Community School 2017-2018
Team Name: Whole school
Team Members: School staff
District Goal: (Focus on Student Achievement through Improved Student-Centered Teaching and Learning) <i>We have identified a number of mediators of feedback and achievement including the distinction between focusing on giving or receiving feedback, how the culture of the student can mediate the feedback effects, the importance of disconfirmation as well as confirmation, and the necessity for the climate of the learning to encourage “errors” and entice students to acknowledge misunderstanding and particularly the power of peers in this process. ~ Hattie from <u>Feedback: The communication of praise, criticism, and advice</u>, 2011</i> This two year goal is to improve the effectiveness of feedback from both teachers and peers to increase student achievement across content areas.

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Develop goal and establish plan.	Read article from Hattie’s research on feedback. View video on visible learning on feedback. Establish goal and launch activity for staff.	School Leadership Team	August 25th SLT retreat	Resources identified and plans made
Launch goal	Share reading with whole staff and video clip. Outline plans for the year.	Will & Hiram	August 31, 2017	Staff understand the goal and make initial connections to existing work.

Build understanding of feedback vs advice	Articles on feedback	School Leadership Team meeting.	10/11/17	Select article for whole staff work.
Build understanding of feedback vs advice	Whole staff discussion on Teams identify sub goals	Will & Hiram	10/31/17 Added as PD time due to power outage	Teams and PLCs list of target content/context for feedback.
Communicating levels of success	Exemplars, progressions, rubrics	School Leadership Team	11/8/17	Articles selected
Communicating levels of success	Reflecting on and sharing exemplars, progressions, rubrics	School Leadership Team and staff.	11/15/17	
Building skills in: Listening to feedback. Peer to peer feedback Providing feedback Formative assessment practices How to communicate success levels.	Menu of workshop choices TBD	School Leadership Team and staff.	12/6/17	Identify target students to focus on and establish baseline data.
Skill building continued	Menu of workshop choices TBD	School Leadership Team and staff.	2/7/18	Teachers reflect upon and share practices.
Review progress and plan next steps	Reflect upon year long learning and review progress of identified students. Identify next steps.	School Leadership Team and staff.	4/25/18	Review data of target students.



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Finance Subcommittee Report

Date: November 13, 2017

Committee: Finance Committee

Chair: Kate Brown

In attendance: Kate Brown, John Morang, Michelle Lickteig

Guests: Dr. Becky Foley, Dennis Ouellette

Meeting Date: November 8, 2017

Agenda Items and Discussion:

Additional \$5,000 increase to the plowing contract:

Dennis Ouellette presented to the committee that the current plowing contractor is willing extend the current contract by one year with an increase to his current contract amount by \$5,000 for the additional parking and barriers at the high school. Dennis stated now with the new curbing, it takes more time and attention to plow at the high school. Five years ago, this contractor bid \$25,000, with the next contractor at \$36,000. So, an additional \$5,000, bringing the contract to \$30,000, still is well below the next lowest bidder from five years ago. Dennis explained the new electricity contract savings that begins in November/December 2017 will more than cover this added amount to the plowing contract. Dennis will be going to bid for the next five year contract in the Spring. Dennis and Michelle L. will be making sure the budget has an amount for the expected increase to next year's budget. John M. made a motion to allow the extra \$5,000 expenditure for the current year. Kate B. seconded the motion. The motion passed 2-0.

Presentation of draft audit by Auditor:

Marge Hall from Barry, Talbot, Royer, the RSU's auditors, presented to the committee the draft audit of the RSU's financial statements for FY17 (school year 2016-2017). Marge reviewed the layout of the financials and went through the schedules and statements that are pertinent to making budget decisions. Marge showed that the RSU has an unassigned fund balance of \$849,000. This is now within the 3% limit the DOE expects. Marge also stated at the end of the presentation that Barry, Talbot, Royer had no findings for RSU5.

Next Meeting:

December 13, 2017 at Central Office.

Submitted by: Michelle Lickteig, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: lickteigm@rsu5.org



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Policy Subcommittee Report

Committee: Policy

Meeting date: November 3, 2017

Chair: Candy deCsipkes

Committee Members in attendance: Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended.

EBCF Automated External Defibrillators (AEDs)

GAB Job Description

GCK Professional Staff Assignments and Transfers

GCQC Resignation of School Unit Employees

GCQCA School Unit Employee References

GCQCA-E Authorization to Disclose Information/Release of Claims of Indemnity

Review/Revise Policies:

The following policy was revisited and will be brought to the Board for 2nd read on November 29, 2017.

EEBB Use of Private Vehicles on School Business

The next meeting will be held on November 17, 2017 will be held at 8:30a.m.

Submitted by: Cynthia Alexander



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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: November 9, 2017

RE: Review/Update of Policies

At the November 29, 2017 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 1st Read and 2nd Read. The policies are attached.

1st Read Policies

KF – Community Use of School Facilities

2nd Read Policies

EEBB – Use of Private Vehicles on School Business

GCFB - Recruiting and Hiring of Administrative Staff

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

EBCF - Automated External Defibrillators (AEDs)

GAB - Job Description

GCK - Professional Staff Assignments and Transfers

GCQC - Resignation of School Unit Employees

GCQCA - School Unit Employee References

GCQCA-E - Authorization to Disclose Information/Release of Claims/Indemnity

COMMUNITY USE OF SCHOOL FACILITIES

~~DEFINITION: "School Facilities" are buildings and grounds, parking lots, playing fields and fixed equipment.~~

~~It is the Board of Director's desire that the local taxpayers who provide the school facility should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this Board.~~

~~The Superintendent is responsible to develop administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not for-profit organizations; and the acceptance of appropriate responsibility and liability.~~

~~These factors are to further guide community use:~~

- ~~A. — A certificate of insurance shall be required as appropriate to the particular use;~~
- ~~B. — No alcoholic beverages may be brought onto school property at any time;~~
- ~~C. — Tobacco use shall not be allowed on school property;~~
- ~~D. — School facilities may not be used for any illegal purposes;~~
- ~~E. — Community adults and children are free to use outdoor grounds and facilities outside the school day for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;~~
- ~~F. — Any approval of the use of school facilities is to require the signing of a Facility Use Agreement setting forth the conditions of use;~~
- ~~G. — Application for use is to be made through RSU No. 5 Recreation & Community Education; and~~
- ~~H. — Repeat use may be denied to any group, which has not demonstrated appropriate conduct and care.~~

~~Facility use may be granted without rental charge, as follows:~~

- ~~A. — Not for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;~~

~~B. — Not for profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and~~

~~C. — Municipal sponsored groups and organizations.~~

~~Other groups shall pay rent (in advance) on a multi-increment scale, which reflects highest amounts for groups engaging in a profit making enterprise on school grounds.~~

~~The following may be requested of any group:~~

~~A. — Reimbursement for incidental expenses (utilities, etc.);~~

~~B. — A deposit with the application, refundable after leaving the facility in satisfactory condition;~~

~~C. — Reimbursement for property damage and any cleaning and repair costs;~~

~~D. — Reimbursement for custodian or other staff costs when necessary to the use of the facility; and~~

~~E. — Fees for rental of equipment.~~

Adopted: August 25, 2010

Reviewed: April 24, 2013

COMMUNITY USE OF SCHOOL FACILITIES

DEFINITION: “School Facilities” are buildings and grounds, parking lots, playing fields and fixed or movable equipment.

It is the Board of Director’s desire that the local taxpayers should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the regulations, and the fee schedule.

The Superintendent is responsible to develop administrative regulations which provide for the following: timely applications, uses which do not interfere with educational or extracurricular programs of the public school students, preference to local, not-for-profit organizations, and the acceptance of appropriate responsibility and liability.

The policies, procedures and any fees referred to herein apply to all RSU No. 5 facilities with the exception of the Freeport Performing Arts Center and the Joan Benoit Samuelson Track and Field. For policies, procedures and fees related to the FPAC, please see KF-R1: Guidelines for the Freeport Performing Arts Center, and KF-R2: Guidelines for School Use of the Freeport Performing Arts Center. For policies and procedures related to the Track and Field, please see “Guidelines for the Use of the Joan Benoit-Samuelson Track and Field.”

These factors are to further guide community use:

- I. Groups that may use School Facilities include the following:
 - a. RSU No. 5 school curricular-related groups;
 - b. RSU No. 5 Board of Director’s sanctioned co-curricular and extra-curricular groups;
 - c. RSU No. 5 Board of Director’s sanctioned Community Programs groups;
 - d. School-related organizations, such as booster groups or parent-teacher associations;
 - e. Municipal-sponsored groups and organizations from within Durham, Freeport or Pownal;
 - f. RSU No. 5 based non-profit organizations. Such groups are considered town-based if greater than 75% of members are RSU No. 5 residents.
 - i. Community youth groups
 - ii. Community adult groups
 - g. Non-RSU No. 5 based non-profit groups
 - i. Youth groups
 - ii. Adult groups
 - h. Commercial, profit-making groups
- II. Availability of Facilities and Scheduling:
 - a. Use of RSU No. 5 School Facilities beyond the end of the school day shall be at the sole discretion of RSU No. 5 Community Programs in conjunction with the Superintendent. Use may be denied when groups cannot meet the requirements

set forth in the policy or when it is not in the interests of RSU No. 5 to offer these spaces or facilities for public or private use.

- b. Application for use of School Facilities is to be made through RSU No. 5 Community Programs.
- c. In order to attain the highest and best use of the facilities, consideration may be given to the following factors:
 - i. Intended use; length of use; number of participants served; length of time since reservation of space has been approved; building-based programs; RSU No. 5-based programs; curricular versus extra- or co-curricular use; history/longevity of user within the space; other factors as deemed necessary for consideration.
- d. Application for building use will ideally be submitted a minimum of twenty working days in advance.
- e. A master schedule of all events scheduled in all of the School Facilities will be maintained by RSU No. 5 Community Programs and made available to district administrators.
- f. Community adults and children are free to use outdoor grounds and facilities outside the school day for recreational purposes whenever the spaces are not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.
- g. Repeat use may be denied to any group that has not demonstrated appropriate conduct and care.

III. Use of Facilities for School-Sponsored Activities

- a. The use of any facility by a school activity or directly related co-curricular activity is dependent upon faculty advisorship. Each activity shall have a faculty advisor present and in attendance during all building/facility uses. The advisor is responsible for preserving order and compliance with the provisions for facility use as outlined within this policy or related form KF-R. The advisor shall be responsible for controlling and restricting entry and exit to one entrance during rehearsals and other activities. The advisor shall provide for unlocking and locking of doors as necessary. The participants shall be required by the advisor to remain in the immediate area for which he/she has received prior permission to use.
- b. Athletic events and extracurricular activities shall be planned, executed and controlled by the appropriate principal, athletic director, coaches or appropriate approved school personnel.

IV. Use of Facilities for All Groups

- a. Insurance: Any non-RSU No. 5 group requesting to use a facility must provide proof of insurance naming Regional School Unit No. 5 as an additional insured in an amount deemed appropriate to the particular use. The superintendent or his/her designee has the sole right to determine the amount of insurance for each event;
- b. No Alcohol: No alcoholic beverages may be brought onto school property at any time;
- c. No Tobacco: Tobacco use shall not be allowed on school property;
- d. Illegal Uses: School facilities may not be used for any illegal purposes;

- e. Billing: RSU No. 5 Community Programs will bill Applicants at the appropriate rate. Payment of charges will be forwarded promptly after receipt of billings, in any case no later than 30 days;
- f. Use of Special Equipment: A minimum of one-week advance notice shall be given for any special equipment required. Additional charges may apply;
- g. Use of Electrical Equipment: Approved school personnel shall supervise or control all electrical arrangements and use of equipment;
- h. Use of Technology: A member of the technology staff shall be consulted to determine the availability of technology;
- i. Preserving Order: Applicant is responsible for preserving order and shall detail in advance supervisory plans for school authorities, which retain final authority. Police security will be provided and arranged for by Applicant at Applicant's expense when required by the school administration and/or by state/local regulations;
- j. Staff Member Present: A staff member must be present during the entire time the facilities are in use. The building administrator and RSU No. 5 Community Programs must approve any exception to this rule in advance. No keys will be provided; instead, building must be secured and opened by a staff member. If the facility is being used during a time when no such staff is present, the applicant will assume all expenses related to the costs of having staff present;
- k. Kitchen Facilities may not be used for non-school purposes unless approved by the Director of Nutrition. A member of the kitchen staff will be on duty for supervisory purposes and any expense involved must be paid by the user in addition to any other charges;
- l. Gambling: Gambling on school property is prohibited unless allowed as an approved, legal, fundraiser (i.e. casino nights, fifty-fifty raffles and bingo) for school or community booster groups. Such activities must be approved by the superintendent (or his/her designee);
- m. Weapons/Flames: The use of weapons, open flames or other incendiary special effects is prohibited at all facilities unless approved in advance by the superintendent (or his/her designee).
- n. Animals on Premises: Individuals seeking to bring animals into school facilities shall follow RSU No. 5 Board policy IMGA: Service Animals in Schools;
- o. Loss or Damage: Any non-RSU No. 5 group shall assume liability for the loss or damage of articles brought to the facility and any damage to the building, grounds or equipment that may occur during use;
- p. School Furnishings or Fixtures may be moved only with prior approval. It is the responsibility of the user to restore the facility to its original condition or to pay custodial staff for this service;
- q. Responsible Party: The individual whose signature appears on the facility use form application will be considered the person responsible for supervision of the facility requested. He/she will also be responsible for the safety and well-being of all people at the facility. In the case of non-RSU No. 5 users, he/she will also be the contact to resolve disputes related to costs incurred due to damages to the facility or equipment during the permitted time period;

- r. Cancellations: The superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. However, every effort will be made to reschedule any cancelled event to a mutually acceptable date. If the user finds it necessary to cancel an event, RSU No. 5 Community Programs must be notified at least 24 hours prior to the event. If no notice is received, the person or group renting the space will pay the costs of any expenses incurred.
- s. Hold Harmless: Any individual or group utilizing RSU No. 5 School Facilities for any purpose (including non-permitted walk-on use) agrees to save, indemnify and hold harmless RSU No. 5 and all its employees, RSU No. 5 Board of Directors and all of its members, and RSU No. 5 Community Programs and all of its employees or designees, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortuous acts on the part of the facilities' applicant, applicants' employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities, equipment, or activity participation. It is also important to note that participation in recreational and athletic activities can cause bodily injury, sickness, disease, or death or injury to or destruction of tangible property, including the loss or use thereof. Therefore, all of the aforementioned groups and individuals shall also be held harmless from and against all claims, damages, losses, and expenses, just or unjust, including but not limited to costs of defense, including attorney's fees arising out of or resulting from the performance of any facility use agreement.

V. Rental and Other Fees

- a. Rental Fees. Users shall pay rent on a multi-increment scale that reflects highest amounts for groups engaging in a profit-making enterprise on school grounds, as shown on Procedure KF-R: School Facilities Rate Chart.
- b. User Fees.
 - i. Custodial fees and other staff costs will be charged when necessary to the use of the facility for users as shown on Procedure KF-R and/or KF-R1.
 - ii. Equipment use fees will be charged as deemed appropriate. Requests for the use of equipment must be made to RSU No. 5 Community Programs at least 10 working days prior to the requested date. Not all equipment is available for public use.
 - iii. To the extent feasible, the hours during which school facilities are used shall coincide with the hours during which custodians are on regularly scheduled duty. To the extent after-hour use results in overtime pay for custodians or other staff, additional costs will be the permitted user's expense. Custodial services may include set-up, breakdown, locking/unlocking doors, and general maintenance.
 - iv. A regular RSU No. 5 food services worker shall be required when renting any school kitchen facility. Associated costs shall be charged at the existing contract rate, and overtime may be assessed as appropriate.

- c. Regional educational organizations that are led by RSU No. 5 staff members may be granted waivers from room use fees provided that no expenses are incurred by RSU No. 5 as a result of the use of the facilities and no fee is collected from participants to attend the meeting or event. Such waivers must be requested in writing to RSU No. 5 Community Programs prior to the event.

Adopted: August 25, 2010

Reviewed: April 24, 2013

Revised: _____

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board of Directors recognizes the need for some school employees to use their ~~own~~ privately-owned motor vehicles for school purposes either regularly or occasionally.

Privately owned vehicles may be used for student transportation when, in the opinion of the building principal and with the written approval of the Superintendent, this is the most practical or only possible method of transportation.

To safeguard ~~the District~~ RSU No. 5 employees and students in matters of liability, the following policy will be observed.

Employee Safeguards

- A. Prior to use of a private vehicle for school purposes, the employee must have the written permission of the Superintendent/designee.
 - 1. This permission may be in the form of a standing permit for employees who use their ~~own~~ vehicles regularly for school purposes. The permit will state the particular purpose and whether it includes transportation of students.
 - 2. For all special trips involving students, e.g., including field trips, a special permit must be obtained in advance for the specific trip.
- ~~B. No student may be sent on school errands with his/her own vehicle, an employee's owned vehicle, or a school-owned vehicle. MOVED TO NEW SECTION BELOW.~~
- ~~B. School activities and field trips~~ Field trip and other off-campus school-sponsored activity transportation will be made by school bus whenever practicable.
- ~~D.~~ The Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical.
- C. For student trips made in private vehicles, the drivers ~~owners~~ must be properly licensed and carry a minimum liability insurance of \$100,000/\$300,000; minimum property damage ~~insurance~~ of \$50,000; and minimal medical coverage of \$5,000. Proof of current license and insurance will be required.
- D. A Maine driving record check will be conducted on all prospective drivers. In the interest of safety, a prospective driver may be disqualified based on a review of information contained in the record.
- E. The vehicle must ~~display~~ have a current registration inspection and display a current registration inspection stickers.

The vehicle must have sufficient seat belts for the driver and each of the other persons being transported.

F. Parents will be informed whenever private vehicles will be used to transport their child(ren) for a field trip or other school purposes that are out of district including sports and will be required to sign a permission form in advance.

~~G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee. (Duplicates A)~~

Student Safeguards

A. No student will be allowed to ~~drive or~~ transport other students on field ~~work~~ trips or ~~out-of-district for other~~ school-sponsored activities where transportation is provided by the district. This does not include students driving each other to and from school or to and from extra or co-curricular activities within RSU No. 5.

B. For out-of-district extra or co-curricular activities where transportation is not provided parents and students will be required to sign a permission form prior to the beginning of each season.

C. No student may be sent on school errands with his/her own vehicle, an employee's -owned vehicle, or a school-owned vehicle.

~~The Superintendent is authorized to develop procedures for student use of vehicles and the transport of other students for activities beyond field work.~~

PRIVATELY OWNED VEHICLES

The above provisions apply to the use of private vehicles transporting students to or from school-sponsored events or activities or using a private vehicle for other school purposes.

In the event of an accident, the driver's liability insurance will be the primary coverage.

The school will not be responsible for any accident or injury arising from transportation of students in a private vehicle to or from a school sponsored event or activity. When offered, students are expected to travel by school-provided transportation to all out-of-district events and activities.

DELEGATION OF RESPONSIBILITY

The Superintendent/designee will be responsible for developing administrative procedures, including those for accident reporting, and application, permit, permission and/or other forms, to implement this policy.

Cross Reference: IJOA – School Volunteers

Adopted: April 28, 2010

Reviewed: January 25, 2012

Revised: _____

RECRUITING AND HIRING OF ADMINISTRATIVE STAFF

~~In response to An Act to Promote Equity of Opportunity for women in Administrative Positions in the Public School System (PL 1990, Chap. 889), the Board of Directors affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.~~

The RSU No. 5 Board affirms its commitment to the strict prohibition of discrimination in employment on the basis of race, national origin, religion, sex, age, or disability, and to the principle of affirmative action to obtain wide and representative candidate pools.

In accordance with 20A MRSA, section 1001.13, the Superintendent shall prepare a procedure designed to ensure nondiscriminatory practice in recruitment and hiring for all positions requiring administrator certification, as well as to result in selection of the most qualified candidates. This procedure shall be attached hereto as GCFB-R, and shall be reviewed periodically.

Moreover, upon each occasion of administrative vacancy, the Superintendent shall review the procedure and make appropriate adaptations as may be warranted by special circumstances. In the case of a vacancy in the superintendency, the ~~School Committee~~ RSU No. 5 Board shall review the procedure, adapting as appropriate.

In accordance with 20A MRSA, section 4502.4-A, the ~~unit's~~ RSU No. 5's Affirmative Action Plan shall include: a description of the status of ~~the unit's~~ RSU No. 5's nondiscriminatory administrator hiring practice, and plans for in-service training programs on gender equity for teachers, administrators and the Board.; ~~and the relationship of the above to the State's 5-year goal for the employment of women in administrative positions.~~

Legal Reference: ~~PL 1990, CHAP. 889 (TITLE 5 MRSA SEC. 4576;~~
~~TITLE 20A MRSA SEC. 6; 254.8-10; 256.1, 7; 1001.13;~~
~~4502.4A; 13011.6; 13019A.ID; 13019-B.IC)~~
5 MRSA § 4576
20-A MRSA §§ 6,254 (8-10), 1001(13), 4502(4-A), 13011(6), 13019-B, 13019-C

Cross Reference: AC – Nondiscrimination/Equal Opportunity
GBJC – Retention of Application Materials
GCFB-R – Recruiting and Hiring of Administrative Staff
Administrative Procedure

Adopted: June 24, 2009
Reviewed: March 28, 2012
Revised: _____