

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– OCTOBER 25, 2017
POWNALE ELEMENTARY 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	___ Beth Parker
___ Jeremy Clough	___ Michelle Ritcheson
___ Candace deCsipkes	___ Lindsay Sterling
___ Jennifer Galletta	___ Valeria Steverlynck
___ Naomi Ledbetter	___ Sarah Woodard
___ John Morang	
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
 - A. Consideration and approval of the Minutes of September 27, 2017 and October 11, 2017 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News and Recognition:
 - A. Report from Freeport High School Student Government
 - B. Good News from Pownal Elementary School – Lisa Demick
 - C. Outgoing Board Member
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 2. Retirements:
 - a) Deborah Bartlett – DCS STEM Teacher (effective at the end of 2017-2018 SY)
 - B. Administrator Reports
 1. Finance – Michelle Lickteig, Director
 2. G/T Presentation – Cynthia Alexander
 3. Capital Improvement Plan – Dennis Ouellette
9. Unfinished Business:
10. New Business:
11. Board Comments: (Reports from Sub-Committees)
 - A. Finance Sub-Committee
 - B. Strategic Communications
 - C. Policy Sub-Committee

12. Policy Review:

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

GBEBB - Staff Conduct with Students

GCFB - Recruiting and Hiring of Administrative Staff

KF – Community Use of School Facilities

Motion: _____ 2nd: _____ Vote: _____

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

EEBB – Use of Private Vehicles on School Business

Motion: _____ 2nd: _____ Vote: _____

C. Consideration and approval to rescind the following Policy.

JLCD-E – Request/Permission to Administer Medication in School

Motion: _____ 2nd: _____ Vote: _____

13. Public Comments:

14. Adjournment:

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

4.A.

RSU No. 5 Board of Directors Meeting
Wednesday, September 27, 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 October 25, 2017 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:34 p.m.

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

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: To approve the Minutes of June 14, 2017, August 23, 2017 and September 13, 2017 as presented barring any errors or omissions. (Morang – Steverlynck) (11 – 0)

5. ADJUSTMENTS TO THE AGENDA:

6. GOOD NEWS AND RECOGNITION:

A. Report from Freeport High School Student Government – Principal Jen Gulko provided an update on recent and upcoming happenings at Freeport High School.

7. PUBLIC COMMENT:

None

8. SUPERINTENDENT'S REPORT:

A. Items for Information

1. District Happenings

2. Retirements:

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

3. Summer Resignations/Hires

4. September 2017 School Enrollments

5. MSMA Fall Conference

B. Administrator Reports

1. Finance – Michelle Lickteig, Director

9. UNFINISHED BUSINESS:

A. Update on the Track and Field project.

B. Discussion on artwork for the Joan Benoit Samuelson Track and Field.

C. VOTED: To approve the FY19 Budget Timeline, with one correction.
(Steverlynck – Galletta) (11 – 0)

10. NEW BUSINESS:

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

1. FHS Student Assist Team
2. FHS Academic Leadership Team – Revised (to start 2018-2019 SY)
3. FHS Department Chair – Revised (to start 2018-2019 SY)
4. PK – 8 Academic Leadership Team - Revised

B. VOTED: To approve the Charge of the Strategic Plan Advisory Committee.
(Steverlynck – deCsipkes) (10 – 1 Brown)

C. VOTED: To approve Jeremy Clough as delegate, and Michelle Ritcheson as alternate, to the Maine School Board's Association Annual Delegate Assembly at the Maine School Management Association's Annual Fall Conference. (Ledbetter – Sterling) (11 – 0)

D. Discussion of the MSBA 2017 Proposed Resolutions.

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

- A. Finance Committee
- B. Policy Sub-Committee

12. POLICY REVIEW:

A. VOTED: To approve the 2nd Read of the following Policies. (Steverlynck – Galletta) (11 – 0)

1. IK – Student Achievement / Evaluation of Student Achievement
2. IKC – Transcripts and Academic Achievement
3. IKE – Promotion, Retention and Acceleration of Students

B. VOTED: To approve the 1st Read of the following Policy. (Ledbetter – Brown) (11 – 0)

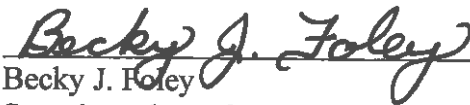
1. EEBB – Use of Private Vehicles on School Business

13. PUBLIC COMMENT:

Carrie Stump, Freeport

14. ADJOURNMENT:

VOTED: To adjourn at 9:15 p.m. (Brown – Steverlynck) (11 – 0)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, October 11, 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 October 25, 2017 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:31 p.m.

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

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

5. PUBLIC COMMENT:

None

6. NEW BUSINESS:

A. VOTED: To enter into a MPA Boys and Girls Ski Cooperative Agreement with Brunswick High School. (Ledbetter – Morang) (11 – 0)

7. WORKSHOP:


- A. Pre-K Program
- B. Class Sizes

8. PUBLIC COMMENTS:

Maddie Vertenten, Freeport

9. ADJOURNMENT:

VOTED: To adjourn at 8:38 p.m. (Woodard – Brown) (11 – 0)


Becky J. Foley
Superintendent of Schools

8.B.1.

RSU #5	General Budget Report	9/30/2017			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	\$ 548,791.93	\$ 73,869.50	\$ 2,515,001.57	80.16%
Article 2	School Administration	\$ 1,537,853.00	\$ -	\$ 1,537,853.00	\$ 308,982.48	\$ 1,155.20	\$ 1,227,715.32	79.83%
Article 3	Operation of Plant	\$ 4,825,088.00	\$ -	\$ 4,825,088.00	\$ 981,766.90	\$ 1,562,044.44	\$ 2,281,276.66	47.28%
Article 4	Voc. E. Assessment	\$ 574,091.00	\$ -	\$ 574,091.00	\$ 191,365.76	\$ 382,731.50	\$ (6.26)	0.00%
Article 5	School Nutrition/Crossing Guard	\$ 374,829.00	\$ -	\$ 374,829.00	\$ 124,476.35	\$ 248,952.65	\$ 1,400.00	0.37%
Article 6	Instruction K - 12	\$ 12,645,570.00	\$ -	\$ 12,645,570.00	\$ 1,204,798.45	\$ 104,904.72	\$ 11,335,866.83	89.64%
Article 7	Co-Curr. & Athletics	\$ 760,096.00	\$ -	\$ 760,096.00	\$ 92,035.84	\$ 26,070.23	\$ 641,989.93	84.46%
Article 8	District Adminitstration	\$ 841,731.00	\$ -	\$ 841,731.00	\$ 185,524.75	\$ 5,523.91	\$ 650,682.34	77.30%
Article 9	Transportation Services	\$ 1,486,225.00	\$ -	\$ 1,486,225.00	\$ 363,376.48	\$ 101,300.08	\$ 1,021,548.44	68.73%
Article 10	Debt Services	\$ 1,644,542.00	\$ -	\$ 1,644,542.00	\$ -	\$ 135,617.66	\$ 1,508,924.34	91.75%
Article 11	Special Education Services	\$ 4,379,997.00	\$ -	\$ 4,379,997.00	\$ 370,266.49	\$ 8,044.55	\$ 4,001,685.96	91.36%
	Totals	\$ 32,207,685.00	\$ -	\$ 32,207,685.00	\$ 4,371,385.43	\$ 2,650,214.44	\$ 25,186,085.13	78.20%

10/25/2017

RSU5 GaTE Presentation October 25, 2017



GaTE

Began BC

Expanded to include Art and Music in
2015-16 school year.

"What it takes to teach gifted learners....begins
with the premise that each child should come
to school to stretch and grow daily."

Carol Ann Tomlinson

John Hattie Research

Intervention	2009	2011	2015	2017
Collective Teacher Efficacy			1.57	1.57
Response to Intervention		1.07	1.07	1.29
Classroom Discussion		.82	.82	.82
Teacher clarity	.75	.75	.75	.75
Reciprocal Teaching	.74	.74	.74	.74
Feedback	.73	.75	.73	.70
Acceleration	.88	.68	.68	.68
Concept Mapping	.57	.60	.64	.64
Preschool with at risk students			.56	.56
Teacher/Student Relationships	.72	.72	.52	.52
Preschool Programs	.45	.45	.33	.26
Teaching Test Taking	.22	.27	.27	.30
Class Size	.21	.21	.21	.21
Ability Grouping	.12	.12	.12	.12
Retention	-.16	-.13	-.17	-.32

What Works? Research for Gifted Students

- Ability Grouping
- Acceleration

“Our review of published research results found that most forms of ability grouping and academic acceleration succeed in addressing the needs of advanced learners without harming (and even helping) learning in other students.”

Review of Educational Research, “What One Hundred Years of Research Says About the Effects of Ability Grouping and Acceleration on K-12 Students’ Academic Achievement: Findings of Two Second-Order Meta-Analysis.

Saiying Steenbergen-Hu, Matthew C. Makel, Paula Olszewski-Kubilius, December, 2016

Identification Process

Students are identified by an evaluation team that considers the following:

- **Academic**

- Formally at the end of Grades 3, 5, 8
- Universal Screening Form
- Nomination Form
- Assessment Data, E.g. NWEA, MEA, CoGAT
- May include additional data

- **Art and Music**

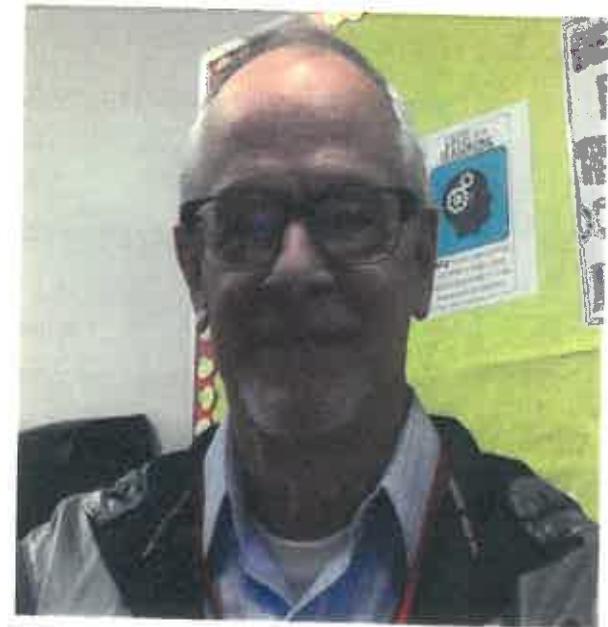
- Universal Screening Form
- Nomination Form
- Artistic or Musical Task
- Torrance Test of Creativity (Art only)
- Audiation Test (Music only)
- Qualified Students submit Portfolio

Enrollment Numbers 2017-2018

5% District-wide:

	Count
3-5 ELA	13
3-5 Math	10
6-8 ELA	27
6-8 Math	26
HS ELA	25
HS Math	26
3-5 VPA	7
6-8 VPA	45
HS VPA	26

RSU5 GaTE Strategists



Current Programming Academic: (ELA, Math)

Services for students in GaTE will look different for each level and for individual students according to academic and social-emotional needs.

- Grades K-2 Consult as needed
- Grade 3 Enrichment
- Grade 4
 - Push-in and pull-out groups
- Grade 5
 - ELA: Pull-out
 - Math: Cluster Model with flexible grouping
- Grade 6
 - ELA: Push-in, Pull-out
 - Math: Cluster Model with flexible grouping
- Grades 7-8
 - ELA: Pull-out consulting
 - Math: Academic Pathways: Polynomials
- Grades 9-12
 - Consultation Model
 - Academic Pathways
 - Guidance



ART

&



Music

Services for students in GaTE art or music will look different for each level and for individual students according to artistic, musical, and socioemotional needs.

- Grades K-12: consultation and differentiation in the regular classroom for identified arts students.
 - Teachers of the gifted consult with arts teachers to assist in creating an art/music classroom that is enriched, challenging, and differentiated for the artistically and/or musically gifted child.
 - Opportunities for enrichment activities are provided through GaTE art and music stipend positions.

2016-2017 Data GaTE Students

NWEA Growth Targets Met

MEA Above State Standards

	4-5 MATH	4-5 ELA	6-8 MATH	6-8 ELA	9-10 Math	9-10 ELA
NWEA *	58%	48%	77%	85%	47%	27%
MEA 4-8	90%	79%	88%	93%	N/A	N/A

Next Steps

- Math Cluster Refinement
- Polynomials
- Math Professional Development
- Further Data Analysis

**Thank you for supporting the GaTE
program!**



5 Year Capital Plan Update

October 25, 2017



2017-2018

CAPITAL PROJECTS
COMPLETED

8 Additional Buses Added To Fleet



8 Additional Buses Added To Fleet

- State recommends 10 year replacement cycle or 100,000 miles
- 2 buses were purchased to replace aging buses in fleet bus 23 & 24
- 6 buses to provide transportation to Durham students formally contracted through BoMar Transportation

Replacement Of Boilers Mast Landing School



Replacement of Boilers Mast Landing School

- The replaced boilers were at the end of the life cycle
- These boilers both leaked and had been repaired many times

Morse Street School Convert Boiler Two to Natural Gas (Duel Fuel)



Morse Street School: Convert Boiler Number Two to Gas (Duel Fuel)

- Conversion to Natural Gas:
 - Allows for redundancy in the event of a failure with boiler one.
- Duel Fuel:
 - We still have the ability to use heating oil if needed.

Morse Street School Replacement of Two Boiler Sections Boiler One



Morse Street School Replacement of Two Boiler Sections Boiler One (September, 2017)

- This repair was an addition to the boiler changeover to natural gas.
- Leaks were discovered during testing and firing in early September.
- Finance Committee approved funding on 9-27-17 for these repairs using "Major Maintenance and School Contracted Transportation Savings."

Durham Heat Pump Repairs

Over eleven repairs being completed

Every heat pump has at least one repair needed

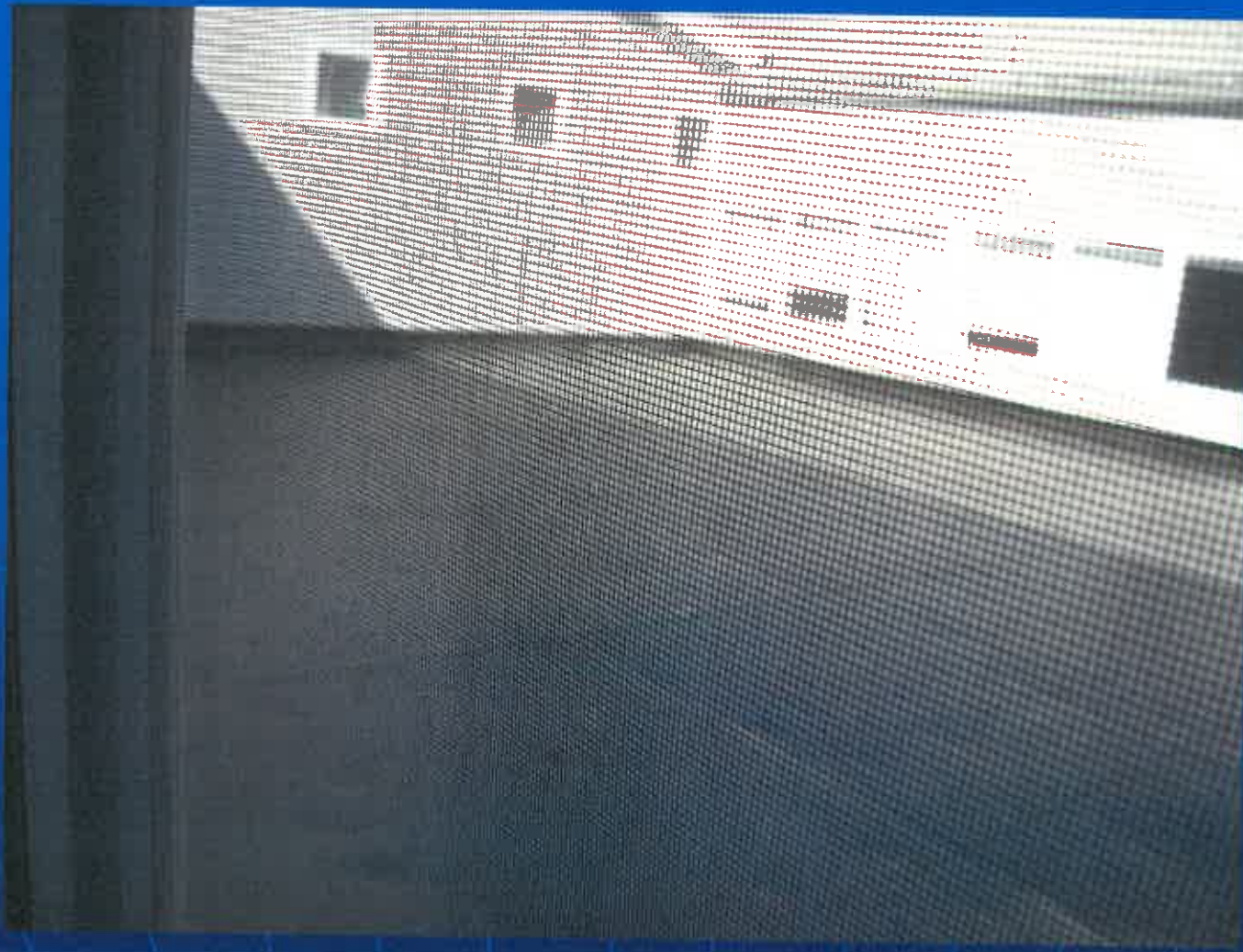
Finance Committee approved funding on 9-27-17 for these repairs using "Major Maintenance and School Contracted Transportation Savings."

Efficiency Maine Incentives

\$20,601

- Mast Landing burner upgrade done at boiler replacement cost \$5,638
 - Rebate from Efficiency Maine \$3,828 for a completed project cost of \$1,809
- Morse Street burner upgrade to include dual fuel cost \$21,206
 - Rebate from Efficiency Maine \$10,086 for a completed cost of \$11,119
- Freeport Middle School burner upgrade cost of project \$7,338
 - Rebate from Efficiency Maine \$6,687 for a total project cost of \$650

Middle School Roof Over Locker Rooms and Office



Middle School Roof Over Locker Rooms and Office

- Old roof past life span at 32 years
- Old roof leaked often requiring many repairs throughout the year

Mast Landing School Windows



Mast Landing School Windows

- Solid vinyl double glazed windows for energy efficiency
- Improvements to the building envelope
- Old windows were worn out and past the recommended life span

Van Added To Fleet (September, 2017)

- Van added to fleet
 - Service students with special needs
- Finance committee approved funding on 9-27-17
 - Savings from student contracted services account



MORSE STREET: DOORS AND LOCKS

- Replaced due to safety concerns
 - Code Red
- Many doors worn out
 - Hardware did not operate properly



Morse Street School Playground



2018-2019 Anticipated Capital Budget



2018-2019 (FY 19)

Item 1	Bus (2) 77 Passenger (funded through retired bus debt)	\$0
Item 2	Pownal School Doors and Locks Upgraded	\$40,000
Item 3	Morse Street School Bathroom Renovation (floors only)	\$5,000
Item 4	Middle School Phone Upgrade	\$15,000
Item 5	Durham Heat Pump Replacement (3)	\$180,000
Item 6	High School Roof Replacement 300 Wing	\$95,000
Item 7	High School Phone System	\$50,000
Item 8	Morse Street P/A System Upgrade	\$15,000
Item 9	Capital Reserves	\$0
		\$400,000

Pownal Doors and Locks Upgrade

- Replaced due to safety concerns
 - Code Red
- Many doors worn out
 - Hardware did not operate properly

Pownal Doors and Locks Upgrade



Morse Street School Bathroom Floors



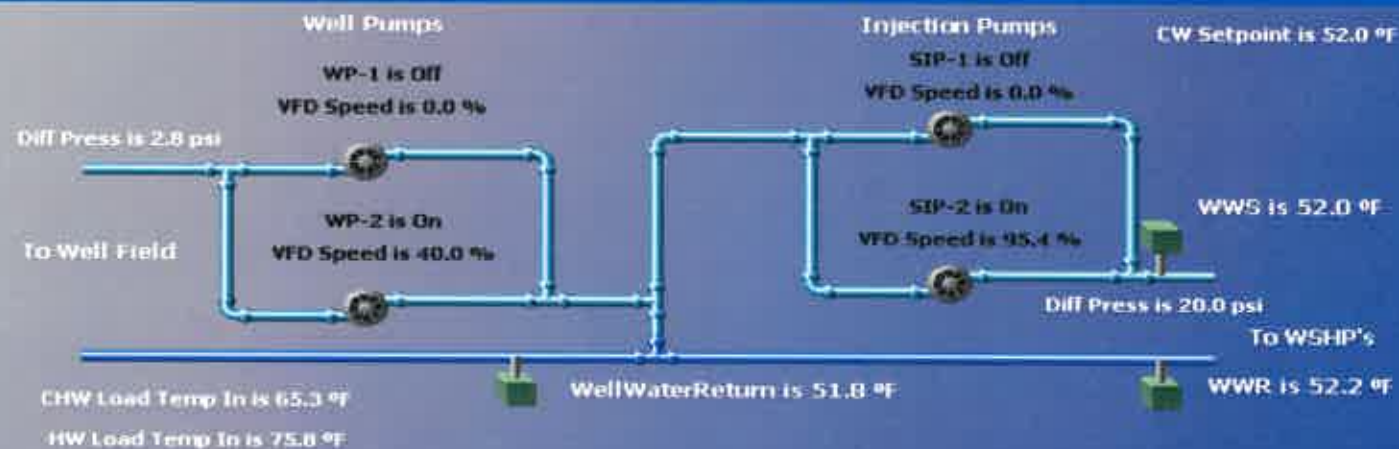
Middle School Phone Upgrade

- System is at the end of life cycle
- Lines are unclear
- Phone company and phone vendor have made repairs many times

Durham Heat Pumps



Durham Heat Pumps



Setpoints

SI Pump Diff Press Sp is 20.0 psi
 HW Setpoint is 115.0 °F

HP Staging

Plant Demand is 100.0 %
 Heating Loop Supply is 76.2 °F
 Chilled Loop Supply 65.5 °F

Current Stages On	Next Stage On
18	9
Desired Stages On	Next Stage Off
18	9

HP	Source Temp Out	Load Temp Out	Source Valve	Load Pump	Mode	Call	Rev Valve	Alarm	Runtime
HP-1	66.0 °F	65.4 °F	Close	Off	Cool	On	Heat	Alarm	+09937h 08m 31s
HP-2	53.9 °F	64.7 °F	Open	On	Cool	On	Cool	Normal	+20288h 53m 35s
HP-3	57.3 °F	64.9 °F	Close	Off	Cool	On	Heat	Alarm	+05447h 11m 08s
HP-4	57.6 °F	65.1 °F	Close	Off	Cool	On	Heat	Alarm	+07469h 03m 12s
HP-5	52.5 °F	64.9 °F	Open	On	Cool	On	Cool	Normal	+12705h 28m 53s
HP-6	56.1 °F	62.7 °F	Close	Off	Cool	On	Heat	Alarm	+10724h 21m 02s
HP-7	51.9 °F	71.3 °F	Open	On	Cool	On	Cool	Normal	+13055h 00m 51s
HP-8	55.6 °F	72.5 °F	Close	Off	Cool	On	Heat	Alarm	+13409h 02m 55s
HP-9	51.4 °F	66.4 °F	Open	Off	Cool	On	Heat	Alarm	+10196h 57m 06s
HP-10	52.3 °F	65.0 °F	Open	On	Cool	On	Cool	Normal	+14097h 05m 50s

High School 300 Wing Roof Over Library



High School 300 Wing Roof Over Library

- Many calls to repair leaks throughout the year
- Roof is at the end of its life cycle 37 years (1980)

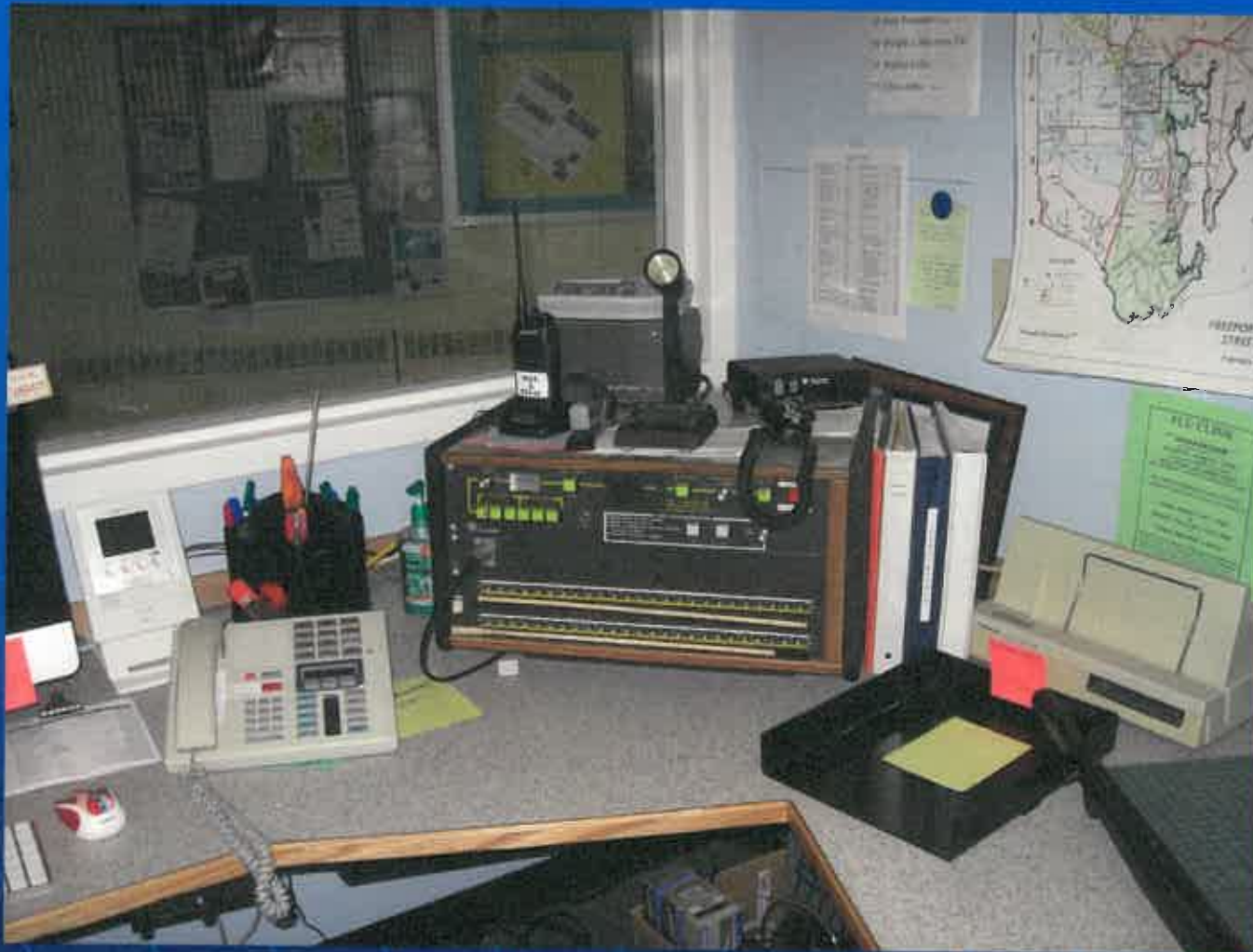
High School Phone Upgrade

- Intercom unable to be heard by students in halls
- School growth limits phone effectiveness
- Safety concern: Code Red

High School Phone Upgrade



Morse Street P/A Upgrade



2019-2020 (FY 20)

Item 1	Bus (1) 84 Passenger (funded through retired bus debt)	\$0
Item 2	Durham Heat Pump Replacement (3)	\$180,000
Item 3	Mast Landing Elevator Upgrade	\$35,000
Item 4	Morse Street Renovation Bathrooms	\$15,000
Item 5	Pownal Main Office and Nurses Office Remodel	\$20,000
Item 6	High School Convert Boiler 1 to Gas	\$64,000
Item 7	High School Shades	\$40,000
Item 8	Pownal Cooler, Freezer and Hot Plates (2)	\$26,000
Item 9	Capital Reserves	\$20,000
		\$400,000

2020-2021 (FY21)

Item 1	Bus (2) 77 Passenger (funded through retired bus debt)	\$0
Item 2	Morse Street Elevator Upgrade	\$40,000
Item 3	Durham Heat Pump Replacement (3)	\$180,000
Item 4	Pownal Heating Control Upgrade	\$24,000
Item 5	Pownal Flooring in Room 5 (Asbestos)	\$20,000
Item 6	Pownal Windows	\$130,000
Item 7	Capital Reserves	\$6,000
		\$400,000

2021-2022 (FY22)

Item 1	Bus (2) 77 Passenger (funded through retired debt	\$0
Item 2	Maintenance Truck (or Van)	\$25,000
Item 3	High School Elevator Upgrade	\$40,000
Item 4	Central Office Windows Business Office	\$8,000
Item 5	Morse St Fire Alarm Upgrade	\$15,000
Item 6	Durham Heat Pump Replacement	\$60,000
Item 7	Durham Parking Lot Lighting to LED	\$25,000
Item 8	Central Office Carpet Business Office	\$18,000
Item 9	Pownal Restroom Remodel	\$20,000
Item 10	High School Paving Teachers Parking	\$80,000
Item 11	Pownal Boiler	\$45,000
Item 12	Capital Reserves	\$64,000
		\$400,000

2022-2023 (FY 23)

Item 1	Bus (1) 84 Passenger (funded through retired bus debt)	\$0
Item 2	Durham Parking Lot Repairs	\$20,000
Item 3	Pownal Steamer	\$7,000
Item 4	High School Auditorium Carpet	\$15,000
Item 5	Mast Landing Steam Kettle	\$30,000
Item 6	Middle School Windows Rear of School	\$45,000
Item 7	Mast Landing Phone System	\$20,000
Item 8	Middle School Nurses Office Expansion	\$50,000
Item 9	Middle School Replace Siding on Additions	\$50,000
Item 10	Middle School and Mast Landing Key Card Entry	\$130,000
Item 11	Pownal Security Upgrade	\$10,000
Item 12	High School Reside Portable Building	\$10,000
Item 13	Capital Reserves	\$40,000
		\$400,000

Thank You for
Supporting Our
Facilities in RSU5!



Durham • Freeport • Pownal

Finance Subcommittee Report

Date: September 28, 2017

Committee: Finance Committee

Chair: Kate Brown

In attendance: John Morang, Michelle Ritcheson, Michelle Lickteig

Guests: Dennis Ouellette, Dr. Becky Foley

Meeting Date: September 27, 2017

Agenda Items and Discussion:

Purchase of Van (and other significant repairs):

Dennis presented to the committee a list of issues that needed funding: 1) Replacement Van (\$25,000 – using BOMAR savings) due to number of homeless children needing transportation and the fact that two vans had to be taken off the road due to not passing inspection, it was becoming difficult to transport all students. 2) Boiler #1 at Morse Street School leaking (\$20,993 - \$2,100 to be used from the repairs and maintenance account, the rest from BOMAR savings). 3) All 10 heat pumps at Durham Community School are in need of repairs (\$12,482 - \$6,400 to come from repairs and maintenance account, the rest from BOMAR savings). John made a motion to pay for these. Michelle R. seconded the motion. It was unanimously approved to purchase a van and repair Boiler and heat pumps.

Approval of use of Capital Reserve Funds for Track and Field:

Michelle L. requested use of \$531,131 from the capital reserve funds, which were approved at the Annual Budget Meeting, to be used to make payments to the track and field project. Although Michelle L. stated there were still some donation monies left for use, it would become necessary in the near future to use the capital reserve funds. Michelle R. made a motion to use capital reserves for track and field. John seconded the motion. The Committee unanimously approved use of capital reserve funds for track and field payments.

Morse Street School Playground:

Dr. Becky Foley presented to the committee that Julie Nickerson had approached her to request additional funds for the playground as all the fundraising money had been spent and there was about \$3,000 in expenses needed to complete the playground. John made a motion to approve up to \$5,000 to be spent on the playground. Michelle R. seconded the motion. The committee approved up to \$5,000 for the project completion.

Next Meeting:

October 11, 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



Finance Subcommittee Report

Date: October 12, 2017

Committee: Finance Committee

Chair: Kate Brown

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

Guests:

Meeting Date: October 11, 2017

Agenda Items and Discussion:

Electricity Contract Renewal:

Michelle L. presented to the committee a new Electricity contract that reduces the KWH amount from \$.087 to \$.048 for the next four years. Michelle L. reminded the committee this is the electrical usage only, not the delivery of the electricity, so this does not mean the electric bill for all facilities will be reduced by 50%. It does mean a portion of the bill will be reduced by that much. Michelle L. and Dennis O. will be monitoring the buildings during peak hours/days in the summer when the buildings could go over peak capacity and potentially increase the rate for the following year. Dennis has a plan in place that will allow for an alternate energy source to be used during those times keeping the lower rate in place. This happens roughly 4-6 times during the summer months for about 2 hours.

Approval of Recruiting Software purchase at significant discount:

Michelle L. requested the purchase of a recruiting software that would help reduce the current labor-intensive process currently in place in the Business Office. Michelle L. told the committee that the HR Coordinator processed 780 applications manually in the last hiring season. This meant emailing each applicant individually if pieces of the application were missing, emailing each applicant if they were not chosen for an interview, and printing, scanning, putting into google docs and sharing of all those applications to the administrators. The new software will digitally do all of these processes with a one-time set up at the beginning of the job posting and will significantly decrease the lost documents and missed deadlines. The cost of the software will be \$3,622.50 for the first year, which includes installation and training and then \$2,550 for the following years. Michelle R. made a motion to approve the purchase of the software. Kate seconded the motion. The committee unanimously approved the purchase of the software.

Approval of Finance Committee Calendar of events:

Michelle L. presented the calendar of agenda items for the Finance Committee to consider for the school year 2017-2018. After review of the calendar, the committee added an item. The committee approved the calendar of items.

Next Meeting:

November 8, 2017 at Central Office.

Submitted by: Michelle Lickteig, Director of Finance



Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: September 22, 2017

Chair: Candy deCsipkes

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

Agenda Items and Discussion:

1. Committee worked on a marketing brochure with the following pages to be included:
 - a. Cover
 - b. Curriculum/Athletic Offerings
 - c. Quotes about the District from students, staff, parents
 - d. About Our Schools
 - e. Shining Examples of Student Success
2. Committee set future meeting dates:

Friday, October 6, 2017 – 8:30 a.m. – 10:00 a.m.
Friday, January 12, 2018 – 8:30 a.m. – 10:00 a.m.
Friday, May 4, 2018 – 8:30 a.m. – 10:00 a.m.
Friday, June 8, 2018 – 8:30 a.m. – 10:00 a.m.
3. Next agenda:
 - a. Review budget brochure

Submitted by: Becky Foley



Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: October 6, 2017

Chair: Candy deCsipkes

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

Members absent: Kate Brown

Agenda Items and Discussion:

1. Committee worked on revising the Budget Brochure:
 - a. Add in the process used in the superintendent letter
 - b. Add cohort MEA/SAT data
 - c. Add scorecard link to RSU5 website
 - d. Add budget link to RSU5 website
 - e. Make school reports more concise
2. Next agenda:
 - a. Review marketing brochure

The next meeting will be held on January 12, 2018 at 8:30 a.m.

Submitted by: Becky Foley



Durham • Freeport • Pownal

11.C.

Policy Subcommittee Report

Committee: Policy

Meeting date: September 22, 2017

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended.

EBCA Comprehensive Emergency Management Plan
GCFB-R Recruiting and Hiring of Administrative Staff Procedures
IJJ Selection of Educational Materials
IJJ-E Citizen's Challenge of Educational Media Form

Review/Revise Policies:

The following policies were reviewed and revised and will be brought to the Board for 1st read on October 25, 2017.

GCFB Recruiting and Hiring of Administrative Staff
KF Community Use of School Facilities

The following policies were reviewed will be brought back for final committee review on October 13, 2017.

GBEBB Staff Conduct with Students
JICH Student Drug, Alcohol, and Tobacco Use

The next meeting will be held on October 13, 2017 will be held at 8:30a.m.

Submitted by: Cynthia Alexander

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5

over →



Policy Subcommittee Report

Committee: Policy

Meeting date: October 13, 2017

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended.

JICH	Student Drug, Alcohol, and Tobacco Use
GBGE	Temporary Modified/Light Duty Assignments
GBJ	Personnel Records and Files
GBJC	Retention of Application Materials
GBN	Family and Medical Leave
GBO	Family Care Leave

Review/Revise Policies:

The following policy was reviewed and revised and will be brought to the Board for 1st read on October 25, 2017.

GBEBB Staff Conduct with Students

The following policy was reviewed and will be brought to the Board with a recommendation to rescind on October 25, 2017.

JLCD-E Request/Permission to Administer Medication in School

The following policy was reviewed and will be brought back for final committee review on November 3, 2017.

JICIA Weapons, Violence and School Safety

The next meeting will be held on November 3, 2017 will be held at 8:30a.m.

Submitted by: Cynthia Alexander



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

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: October 16, 2017

RE: Review/Update of Policies

At the October 25, 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

GBEBB - Staff Conduct with Students
GCFB - Recruiting and Hiring of Administrative Staff
KF – Community Use of School Facilities

2nd Read Policies

EEBB – Use of Private Vehicles on School Business

Rescind

JLCD-E – Request/Permission to Administer Medication in School

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

EBCA - Comprehensive Emergency Management Plan
GBGE – Return to Work and Light-Duty Assignments
GBJ – Personnel Records and Files
GBJC – Retention of Application Materials
GBN – Family and Medical Leave
GBO – Family Care Leave
GCFB-R - Recruiting and Hiring of Administrative Staff Procedures
IJJ - Selection of Educational Materials
IJJ-E - Citizen's Challenge of Educational Media Form
JICH – Drug and Alcohol Use By Students

STAFF CONDUCT WITH STUDENTS

The RSU No. 5 Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Unacceptable Conduct

Examples of unacceptable conduct by staff members include, but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment and Sexual Harassment of Students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- D. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- E. Sending students on personal errands;
- F. Sexual banter, allusions, jokes, or innuendos with students;
- G. Asking a student to keep a secret;

- H. Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
- I. Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
- J. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.
- K. Being alone with individual students out of the public view of others without a specific educational purpose;
- L. Inviting or allowing students to visit the staff member's home;
- M. Visiting a student's home, unless on official school business;
- N. Maintaining personal contact with a student outside of school by phone, email, Instant Messenger or Internet chat rooms, social networking websites, or letters (beyond homework or other legitimate school business);
- O. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
- P. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or except as participants in organized community activities.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the principal or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy may result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement in accordance with the Board's policy on Reporting Child Abuse and Neglect.

Dissemination of Policy

This policy shall be included in all employee, student and volunteer handbooks.

Cross Reference: ACAA - Harassment and Sexual Harassment of Students
 GCSA - Staff Computer/Internet Use
 JLF - Reporting Child Abuse and Neglect

Adopted: June 9, 2010
Reviewed: February 29, 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 RSU5 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~~ RSU5 Board shall review the procedure, adapting as appropriate.

In accordance with 20A MRSA, section 4502.4-A, the ~~unit's~~ RSU5's Affirmative Action Plan shall include: a description of the status of the unit's nondiscriminatory administrator hiring practice; 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: _____

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 RSU5 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. RSU5 school curricular-related groups;
 - b. RSU5 Board of Director’s sanctioned co-curricular and extra-curricular groups;
 - c. RSU5 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. RSU5 based non-profit organizations. Such groups are considered town-based if greater than 75% of members are RSU5 residents.
 - i. Community youth groups
 - ii. Community adult groups
 - g. Non-RSU5 based non-profit groups
 - i. Youth groups
 - ii. Adult groups
 - h. Commercial, profit-making groups
- II. Availability of Facilities and Scheduling:
 - a. Use of RSU5 School Facilities beyond the end of the school day shall be at the sole discretion of RSU5 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 RSU5 to offer these spaces or facilities for public or private use.

- b. Application for use of School Facilities is to be made through RSU5 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; RSU5-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 RSU5 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-RSU5 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: RSU5 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 RSU5 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 RSU5 Board policy IMGA: Service Animals in Schools;
- o. Loss or Damage: Any non-RSU5 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-RSU5 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, RSU5 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 RSU5 School Facilities for any purpose (including non-permitted walk-on use) agrees to save, indemnify and hold harmless Regional School Unit No. 5 and all its employees, RSU5 Board of Directors and all of its members, and RSU5 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 RSU5 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 RSU5 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 RSU5 staff members may be granted waivers from room use fees provided that no expenses are incurred by RSU5 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 RSU5 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.

- 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 cars/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.
- C. ~~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.
- D. For student trips made in private vehicles, the 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.
- E. 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.
- F. 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.

- G. No employee may transport students for school purposes without prior authorization by the Superintendent/designee.
- H. No student will be allowed to ~~drive or~~ transport other students on field work trips or ~~out of district for other school-sponsored activities.~~ This does not include students driving each other to and from school or to and from extra or co-curricular activities within RSU5.
- I. 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.

~~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 a parent's transportation of his/her own child(ren) to or from a school sponsored event or activity. Students are expected to travel by school-provided transportation when available.

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: _____

Rescind

**RSU No. 5 SCHOOL DEPARTMENT
REQUEST/PERMISSION TO ADMINISTER MEDICATION IN SCHOOL**

Student's Name _____ DOB: _____
School: _____ Grade: _____ Teacher: _____

To be completed by Health Care Provider:

Name of medication: _____
Reason for medication: _____
Form of medication/treatment:
☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other _____
Dosage (amount): _____
Time to be given: _____
Restrictions and/or important side effects: ☐ None anticipated
☐ Yes. Please describe in detail: _____

Date prescribed: _____
Date to be discontinued: _____
Any other necessary instructions or information: _____

IF APPLICABLE:

This student is both capable and responsible for self-administering this medication if allowed by Board policy.

☐ No ☐ Yes-supervised ☐ Yes - unsupervised

This student may carry this medication if allowed by Board policy: ☐ No ☐ Yes

**NOTE: THE SCHOOL NURSE MAY CONTACT YOU IF THERE ARE FURTHER
QUESTIONS CONCERNING THIS MEDICATION REQUEST.**

Health Care Provider's Signature: _____ Date: _____
Printed Name: _____
Address: _____
Phone Number: _____ Fax Number: _____

Note: Any changes to the information above shall require a new request/permission form.

To be completed by Parent/Guardian:

I request and give permission for RSU No. 5 School Department nurses and other trained, unlicensed personnel to administer the above named medication to (student's name) _____

In accordance with board Policy JLCD – Administering Medications to Students.

OR:

I request and give permission for (student's name) _____ to self-administer the above-named medication in accordance with Board Policy JLCD-Administering Medications to Students.

I understand and agree that if the school nurse has questions regarding the health care provider's order, that the nurse may contact the child's physician and obtain additional information from him or here about the medication, and I consent to the physician providing that information.

Signature: _____ Relationship: _____

Date: _____

To be completed by School:

Date received: _____ By whom: _____

Date reviewed: _____ Reviewed by: _____

Notes: _____

Adopted: December 8, 2010