

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY- JANUARY 11, 2017
FREEPORT HIGH SCHOOL- LIBRARY
6:30 P.M. REGULAR SESSION
AGENDA

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

___ Louise Brogan	___ John Morang
___ Kathryn Brown	___ Beth Parker
___ Jeremy Clough	___ Brian Pike
___ Candace deCsipkes	___ Michelle Ritcheson
___ Naomi Ledbetter	___ Lindsay Sterling
	___ Valeria Steverlynck
3. Pledge of Allegiance:
4. Adjustments to the Agenda:
5. Public Comments:
6. Special Report:
 - A. School Nutrition Program Update – Kim Austin
7. Unfinished Business:
 - A. Consideration and approval that the Computation and Declaration of Votes dated January 11, 2017 and attached hereto be approved.

Motion: _____ 2nd: _____ Vote: _____
 - B. Consideration and approval that the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5.

Motion: _____ 2nd: _____ Vote: _____
 - C. Consideration and approval that a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within Regional School Unit No. 5.

Motion: _____ 2nd: _____ Vote: _____
8. New Business:
 - A. Consideration and approval to employ a Special Education Teacher at Freeport High School for the 2016-2017 school year.

Motion: _____ 2nd: _____ Vote: _____
9. Workshop:
 1. Unity and Pride Survey Results
 2. District Data Scorecard
10. Public Comments:

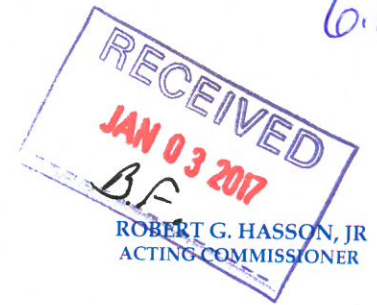
11. Adjournment:

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



PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023



December 27, 2016

Becky Foley
Superintendent
RSU 5
17 West Street
Freeport, ME 04032

Dear Superintendent Foley:

Thank you for supporting the Administrative Review of the RSU 5 School Nutrition Program, conducted on December 14 & 15, 2016 by Department of Education staff Sarah Platt. We appreciated your hospitality and cooperation during our visit.

Findings during the review indicate that your program meets the food service criteria.

The review process identified only minor corrections to the program were needed. Your staff addressed and corrected these during the review.

If you have any questions or if we can be of any assistance, please call Sarah Platt at 624-6879 or email sarah.d.platt@maine.gov.

Sincerely,

Joanne Allen
Director of School Finance & Operations

JA/SDP/sjs

Enclosure

cc: Kim Austin

**Administrative Review of RSU 5
School Nutrition Program
December 14 & 15, 2016**

Introduction

The RSU 5 School Nutrition Programs were reviewed. Freeport Middle School and Freeport High School were selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures. The review process consisted of an assessment of program materials from the month of November 2016, as well as onsite program observation at selected schools.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- A statistical sample of 218 students eligible for free and reduced-price meal benefits were reviewed to validate the certification process. Documentation was in excellent order and no errors were found.

Verification- Verification is the process of validating three percent of approved meal benefit applications. Districts must conduct verification between October 1 and November 15 and the Verification Report is due by November 20 of each year. A review of the verification process showed that the required error-prone method was used to select households for verification and that it was completed in the required timeframe.

Meal Counting and Claiming- The district uses an electronic point of service (POS) system to track meals. At both schools, cashiers were skilled at identifying reimbursable meals and ensuring students selected the required meal components of a reimbursable meal. No problems were observed.

Meal counts from the October 2016 & November 2016 District Claim for Reimbursement were validated and no errors were discovered.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Review Period- One week of menus and production records were reviewed for October 31, 2016.

Breakfast: Menus were assessed for meeting the daily and weekly requirements for fruit, milk variety and minimum amounts of whole grain rich offerings. Menus and production records were compliant with the meal pattern for the week of review.

Lunch: The meal pattern requires that all five meal components (whole grains, meat/meat alternate, fruit, vegetables, and milk) be offered to students every day in the required serving sizes. Menus and production records were compliant with the meal pattern for the week of review.

Day of Review- During the on-site portion of this review, meals were observed to ensure sufficient food components were offered to students and Offer versus Serve was implemented correctly. Offer versus Serve is the option for students to decline a certain number of meal components as part of a reimbursable meal. The meals offered on the day of review met all meal pattern requirements for the Food Based Menu Planning System.

Production Records:

Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. They are also a useful tool for forecasting and waste management. Production records were completed correctly and provided accurate documentation for the menu assessment.

Resource Management

For the month of November 2016, the financial records were in good order, maintained correctly and provided a clear audit trail.

To determine the program's financial status, annual expenses are compared to annual revenue. For a program to breakeven, the total percent of food, labor and other expenses should not exceed 100%. For SY 2016, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO, the Maine Department of Education's Data Management System. A General Fund transfer of \$172,356 is not included in our comparison of expenses to revenue below:

SY 2016	Target	Actual
Percentage of Food to Total Revenue	35-40%	29.4%
Percentage of Labor to Total Revenue	50-55%	86.6%
Percentage of Other to Revenue	<u>5-10%</u>	<u>4.2%</u>
	100%	120.2%

Paid Lunch Equity (PLE)

The program has complied with the PLE requirement. Federal law requires that student paid lunch prices need to be assessed each year. The PLE tool is released each Spring to assist with this process. The completed tool is submitted to Maine DOE with the annual program agreement prior to the start of the new school year.

Procurement – The RSU 5 School Nutrition Program is part of the Merrymeeting Consortium buying group with five other school districts. They are in a formal, fixed-price contract with Dennis Paper and Food Service. This contract is renewable through SY 2018.

RSU 5 has a district policy for Bidding/Purchasing Requirements. For this policy to be compliant with federal regulations 2 CFR 200.318, it should be revised to address conflicts of interest. A sample code of conduct is located on our website.

General Program Compliance

Records and Record Keeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required. This includes eligibility documentation, financial records, menus and production records.

Smart Snacks Competitive Foods Rule- The competitive foods rule applies during the school day, defined as the period of midnight before, to 30 minutes after the end of the official school day. The rule applies to all foods sold to students on the school campus including vending machines, fundraisers and a la carte foods. At both reviewed schools, all products were compliant.

Labor Management- Labor productivity is expressed as Meals per Worker Hour (MPWH), which is the average meal equivalent of lunch, breakfast and a la carte sales, divided by the total daily labor hours. The MPWH rate is a good management tool to assess how well labor is being managed. Suggested goals are given in a range. The higher number is for a convenience operation, serving primarily pre-made items, such as canned or frozen products, requiring limited staff hours. The lower number is for primarily conventional school-made from scratch operations, requiring more staff hours.

Freeport Middle School

For the month of November 2016, the MPWH was 11.3. The minimum goal for this size program is 12-16 MPWH.

Student participation rates for the month of November 2016 were:

	Free	Reduced	Paid	Overall
Breakfast	16.9%	2.35%	0.97%	4.71%
Lunch	72.58%	43.14%	27.16%	39.52%

Freeport High School

For the month of November 2016, the MPWH rate was **8.8**. The minimum goal for this size program is 12-16 MPWH.

Participation rates for the month of November 2016 were:

	Free	Reduced	Paid	Overall
Breakfast	28.05%	32.11%	4.12%	11.33%
Lunch	39.99%	47.30%	11.42%	19.95%

Labor productivity at both schools can be improved by focusing on increasing meal participation. Increasing meal participation increases program revenue with little change to program expenses.

USDA Food Program - No problems were observed during the review.

Food Safety and Sanitation- The kitchen and food storage areas at both schools were clean and well organized. Health Inspection reports were displayed for public view, as required. Maine DOE requires that a complete sample meal be covered, dated and kept for 48 hours. This was current practice at both reviewed schools.

Federal Regulations require schools to have a Food Safety Program based on Hazard Analysis and Critical Control Point (HACCP) for the preparation and service of meals. Written Standard Operating Procedures (SOP) were available for review and had been customized for each site.

Each school preparing and/or serving meals is required to have at least one Certified Food Protection Manager on staff. The RSU 5 School Nutrition Program currently meets this requirement.

Civil Rights- Non-discrimination posters were posted in both cafeterias as required and staff have participated in the required annual training. No issues were observed.

Monitoring- An on-site monitoring review of all sites is required by February 1 of each year. These had been completed on time.

Wellness Policy- Each local educational agency that participates in the National School Lunch Program or other federal Child Nutrition programs is required by federal law to establish a local school wellness policy for all schools under its jurisdiction. The RSU 5 wellness policy was reviewed and needs to be revised to include the following:

- Goals for nutrition promotion
- Policy for food and beverage marketing
- Triennial assessment of the policy

Training/Professional Development – The required professional development standards took effect July 1, 2015. Annual training is required and documentation of continuing education hours for all food service employees needs to be maintained. The required annual professional development hours are as follows:

School Nutrition Director	12 Hours
Kitchen Manager	10 Hours
Staff (20+ hours/week)	6 Hours
Part time Staff (<20 hours/week)	4 Hours

The RSU 5 School Nutrition Program staff are on track to meet the professional standard training hours. They were knowledgeable and confident, and the extensive training they have done is evident.

Summary

The RSU 5 School Nutrition Program is operating very well due to the hard work by Kim Austin and all of her staff. There were no findings as a result of this review. It was a pleasure to review this program and I look forward to working with you in the future.

Sincerely,



Sarah D. Platt, RD, SNS
Child Nutrition Specialist

RSU5

DISTRICT SCORECARD

January 11, 2017

Academic Achievement

ACADEMIC ACHIEVEMENT – NWEA

Achievement: % of Grade 3 Students Scoring Proficient or Above on NWEA

GRADE 3	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	108/141	76.6%	105/128	82.0%
White	103/134	76.9%	100/122	82.0%
Economically Disadvantaged	23/36	63.9%	Not Classified	N/A
Identified Disability	9/21	42.9%	Not Classified	N/A
<u>Math</u>				
District Total	107/141	75.9%	105/124	84.7%
White	101/134	75.4%	100/118	84.7%
Economically Disadvantaged	27/36	75.0%	Not Classified	N/A
Identified Disability	11/21	52.4%	Not Classified	N/A

Source:

NWEA: <https://sso.mapnwea.org>

Report:

Proficiency Summary

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 4 Students Scoring Proficient or Above on NWEA

GRADE 4	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	111/136	81.6%	131/162	80.9%
White	105/128	82.0%	125/151	82.8%
Economically Disadvantaged	18/29	62.1%	Not Classified	N/A
Identified Disability	5/15	33.3%	Not Classified	N/A
<u>Math</u>				
District Total	109/136	80.1%	136/161	84.5%
White	103/128	80.5%	128/150	85.3%
Economically Disadvantaged	22/29	75.9%	Not Classified	N/A
Identified Disability	9/15	60.0%	Not Classified	N/A

Academic Achievement Continued

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 5 Students Scoring Proficient or Above on NWEA

GRADE 5	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	136/162	84.0%	103/139	74.1%
White	127/150	84.7%	100/131	76.3%
Economically Disadvantaged	17/31	54.8%	Not Classified	N/A
Identified Disability	7/16	43.8%	Not Classified	N/A
<u>Math</u>				
District Total	138/163	84.7%	109/137	79.6%
White	130/151	86.1%	104/129	80.6%
Economically Disadvantaged	17/31	54.8%	Not Classified	N/A
Identified Disability	8/17	47.1%	Not Classified	N/A

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 6 Students Scoring Proficient or Above on NWEA

GRADE 6	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	110/145	75.9%	121/158	76.6%
White	106/138	76.8%	117/150	78.0%
Economically Disadvantaged	21/34	61.8%	Not Classified	N/A
Identified Disability	7/19	36.8%	Not Classified	N/A
<u>Math</u>				
District Total	95/144	66.0%	122/156	78.2%
White	92/137	67.2%	116/148	78.4%
Economically Disadvantaged	19/33	57.6%	Not Classified	N/A
Identified Disability	5/18	27.8%	Not Classified	N/A

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 7 Students Scoring Proficient or Above on NWEA

GRADE 7	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	126/157	80.3%	124/140	88.6%
White	121/148	81.8%	119/132	90.2%
Economically Disadvantaged	22/32	68.8%	Not Classified	N/A
Identified Disability	12/23	52.2%	Not Classified	N/A
<u>Math</u>				
District Total	119/158	75.3%	104/133	78.2%
White	112/149	75.2%	98/125	78.4%
Economically Disadvantaged	14/31	45.2%	Not Classified	N/A
Identified Disability	10/23	43.5%	Not Classified	N/A

Academic Achievement Continued

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 8 Students Scoring Proficient or Above on NWEA

GRADE 8	Fall 2016 Count	Fall 2016 Percentage	Fall 2015 Count	Fall 2015 Percentage
<u>Reading</u>				
District Total	112/140	80.0%	92/119	77.3%
White	106/130	81.5%	88/114	77.2%
Economically Disadvantaged	23/36	63.9%	Not classified	N/A
Identified Disability	3/13	23.1%	Not classified	N/A
<u>Math</u>				
District Total	88/139	63.3%	80/121	66.1%
White	82/129	63.6%	77/115	67.0%
Economically Disadvantaged	16/35	45.7%	Not classified	N/A
Identified Disability	4/13	30.8%	Not classified	N/A

ACADEMIC ACHIEVEMENT - NWEA

Achievement: % of Grade 9 Students Scoring Proficient or Above on NWEA

GRADE 9	Fall 2016 Count	Fall 2016 Percentage
<u>Reading</u>		
District Total	70/126	55.6%
White	66/121	54.5%
<u>Math</u>		
District Total	52/124	41.9%
White	50/119	42.0%

Academic Growth Continued

ACADEMIC GROWTH - NWEA

Growth: % of Grade 7 Students Meeting or Exceeding Projected Growth NWEA

GRADE 7	Fall 2015 to Fall 2016 Count Met	Fall 2015 to Fall 2016 Percent
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Reading

District Total	92/144	63.9%
White	87/136	64.0%
Economically Disadvantaged	20/31	64.5%
Identified Disability	17/23	73.9%

Math

District Total	93/146	63.7%
White	86/138	62.3%
Economically Disadvantaged	18/30	60.0%
Identified Disability	16/21	76.2%

ACADEMIC GROWTH - NWEA

Growth: % of Grade 8 Students Meeting or Exceeding Projected Growth NWEA

GRADE 8	Fall 2015 to Fall 2016 Count Met	Fall 2015 to Fall 2016 Percent
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Reading

District Total	73/130	56.2%
White	67/121	55.4%
Economically Disadvantaged	23/33	69.7%
Identified Disability	7/12	58.3%

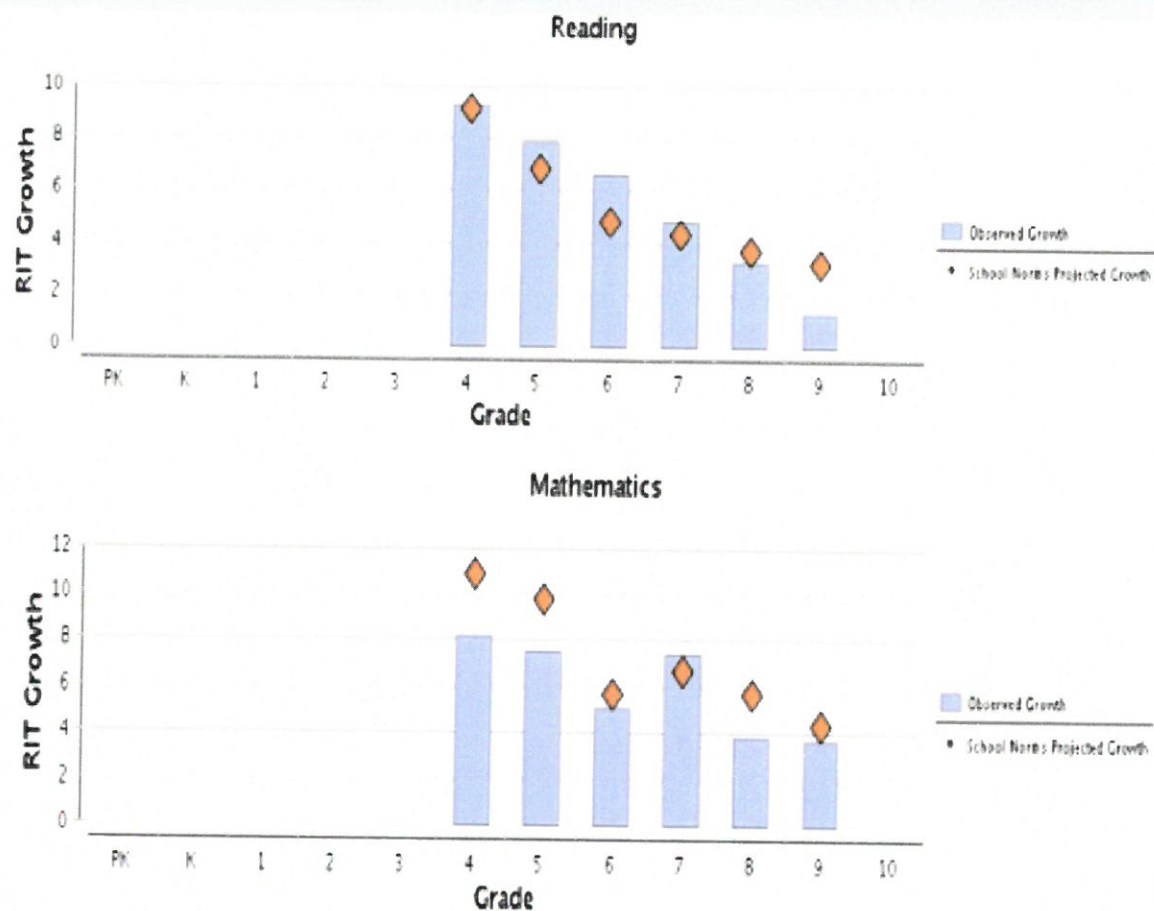
Math

District Total	56/124	45.2%
White	51/115	44.3%
Economically Disadvantaged	15/32	46.9%
Identified Disability	6/12	50.0%

2015-2016 is the baseline for collecting data on the percentage of students meeting their projected growth target on the NWEA (Fall-Fall).

Academic Growth Continued

NWEA Student Growth Summary Fall 2015 - Fall 2016



Source: NWEA
Report: District Summary



Academic Achievement Continued

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 3 Students At or Above State Standards on the MEA

GRADE 3	2015/16 Count	2015/16 Percentage
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Reading

District Total	88/136	64.7%
White	85/128	66.4%
Economically Disadvantaged	15/30	50.0%
Identified Disability	4/14	28.6%

Math

District Total	96/136	70.6%
White	93/128	72.7%
Economically Disadvantaged	15/30	50.0%
Identified Disability	5/14	35.7%

Source: DOE: lms.backpack.education/public/maine

Report: eMPowerME Report

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 4 Students At or Above State Standards on the MEA

GRADE 4	2015/16 Count	2015/16 Percentage
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Reading

District Total	105/164	64.0%
White	99/152	65.1%
Economically Disadvantaged	11/38	28.9%
Identified Disability	4/23	17.4%

Math

District Total	104/164	63.4%
White	97/152	63.8%
Economically Disadvantaged	13/38	34.2%
Identified Disability	3/23	13.0%

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 5 Students At or Above State Standards on the MEA

GRADE 5	2015/16 Count	2015/16 Percentage
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Reading

District Total	86/141	61.0%
White	83/134	61.9%
Economically Disadvantaged	13/40	32.5%
Identified Disability	6/22	27.3%

Math

District Total	78/142	54.9%
White	73/134	54.5%
Economically Disadvantaged	14/41	34.1%
Identified Disability	5/22	22.7%

Academic Achievement Continued

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 6 Students At or Above State Standards on the MEA

GRADE 6	2015/16 Count	2015/16 Percentage
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Reading

District Total	93/156	59.6%
White	90/148	60.8%
Economically Disadvantaged	10/36	27.8%
Identified Disability	5/25	20.0%

Math

District Total	86/156	55.1%
White	82/148	55.4%
Economically Disadvantaged	9/36	25.0%
Identified Disability	7/25	28.0%

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 7 Students At or Above State Standards on the MEA

GRADE 7	2015/16 Count	2015/16 Percentage
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Reading

District Total	95/141	67.4%
White	92/135	68.1%
Economically Disadvantaged	19/39	48.7%
Identified Disability	3/15	20.0%

Math

District Total	83/140	59.3%
White	77/133	57.9%
Economically Disadvantaged	17/40	42.5%
Identified Disability	3/15	20.0%

ACADEMIC ACHIEVEMENT – MEA

Achievement: % of Grade 8 Students At or Above State Standards on the MEA

GRADE 8	2015/16 Count	2015/16 Percentage
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Reading

District Total	86/129	66.7%
White	84/123	68.3%
Economically Disadvantaged	10/33	30.3%
Identified Disability	5/16	31.3%

Math

District Total	58/129	45.0%
White	57/123	46.3%
Economically Disadvantaged	8/34	23.5%
Identified Disability	1/17	5.9%

Academic Achievement Continued

ACADEMIC ACHIEVEMENT – SAT

Achievement: % of Grade 11 Students At or Above State Standards on the SAT

GRADE 11	Spring 2016 SAT Count	Spring 2016 SAT Percentage	Spring 2014 SAT	Spring 2013 SAT
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English Language Arts

District Total	75/122	61.5%	73.4%	75.6%
White	73/116	62.9%	57.9%	60.9%
Economically Disadvantaged	13/35	37.1%		
Identified Disability	1/14	7.1%		

Math

District Total	49/122	40.2%	61.7%	56.8%
White	47/115	40.9%	59.8%	55.5%
Economically Disadvantaged	4/35	11.4%		
Identified Disability	1/14	7.1%		

Source:

Report:

DOE Maine – 2013, 2014

SAT Performance Report

lms.backpack.education/public/maine - 2015

ACHIEVEMENT: ADVANCED COURSEWORK

Advanced Coursework while enrolled at Freeport High School

	2015-16	2014-15	2013-14	2012-13	2011-12
Total Number of Students Enrolled in Advanced Placement (AP) Courses					
District Total	70	79	79	69	66
Percent of <u>Students</u> Scoring 3 or higher on at least one AP Exam					
District Total	74.3%	78.5%	74.7%	68.1%	62.1%
Percent of AP <u>Exams</u> that result in a score of 3+					
District Total	37%	37%	35%	39%	33%

Source:

Report:

College Board

5-Yr AP School Score Summary - June 26, 2016

Post Secondary Readiness & Success

GRADUATION COHORT

Freeport High School

	2016 Cohort	2015 Cohort	2014 Cohort	2013 Cohort
District Total	94.3%	98.4%	92.5%	92.1%

Source:

Data Warehouse

Department of Education –NEO

Report:

2013, 14, 15 - Graduation Rates

2016 data (certified in NEO, 12/1/16)

Post Secondary Enrollment and Persistence

Number of Students Enrolled in College or program in the first year after graduation

	Class of 2015	Class of 2014	Class of 2013	Class of 2012	Class of 2011
District Total in Class	83/125	81/129	83/121	88/116	67/97
District Total Percent Enrolled	66.4%	62.8%	68.6%	75.9%	69.1%
Total Enrolled in Public	38	44	51	51	39
Total Enrolled in Private	45	37	32	37	28
Total in 4-year	69	66	65	68	53
Total in 2-year	14	15	18	20	14
Total in State	33	46	54	50	35
Total Out-of-State	50	35	29	38	32

Source: National Clearing House 5/19/16

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Report: Count of Students Enrolled in College

During the first year after High School

Second Year Students Enrolled in post secondary experiences

Number of Students continuing College or programming for a second year

	Class of 2013	Class of 2012	Class of 2011	Class of 2010	Class of 2009
District Total in Class	71/121	73/116	63/97	49/87	68/105
District Total Percent Enrolled	58.7%	62.9%	64.9%	56.3%	64.8%
Total Enrolled in Public	41	40	37	20	32
Total Enrolled in Private	30	33	26	29	36
Total in 4-year	58	58	50	43	59
Total in 2-year	13	15	13	6	9
Total in State	45	39	34	23	33
Total Out-of-State	26	34	29	26	35

Source: National Clearinghouse 5/19/16

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Report: Count of Students Enrolled in College

Freshman to Sophomore Persistence

Other Academic Indicators

RSU 5 Pre-K Programs as of Oct. 1st Enrollment Numbers

	2016	2015	2014
<i>Number of Students Enrolled in RSU 5 Sponsored Pre-K Program</i>			
District Total	66	60	39
White	65	59	36
Black/African American	1	1	2
Asian	0	0	1
Native American	0	0	0
Hispanic/Latino	0	0	0
Economically Disadvantaged	8	15	9
<u>Source:</u>	<u>Report:</u>		
DOE Data Warehouse	Enrollment Report		