

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– SEPTEMBER 23, 2015
FREEPORT HIGH SCHOOL– LIBRARY
6:30 P.M. REGULAR SESSION
AGENDA

I. The meeting was called to order at ___p.m. by Chair Nelson Larkins

II. Attendance:

___ Kathryn Brown	___ Beth Parker
___ Candace Decsipkes	___ Brian Pike
___ Nelson Larkins	___ Michelle Ritcheson
___ Naomi Ledbetter	___ Lindsay Sterling
___ John Morang	___ Valeria Steverlynck
	___ Karin VanNostrand

III. Pledge of Allegiance:

IV. Consideration and approval of the Minutes of August 26, 2015 and September 9, 2015.

A. Consideration and approval of the Minutes of August 26, 2015 and September 9, 2015 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

V. Adjustments to the Agenda:

VI. Good News & Recognition: Report from FHS Student Government

VII. Public Comments:

VIII. Superintendent's Report

A. Items for Information

1. *Superintendent's Update*, September 2015
2. *Board and Administrator*, September 2015
3. September 2015 School Enrollments
4. Region 10 Enrollments
5. Summer Personnel Hires
6. MSMA Fall Conference

B. Correspondence

1. Thank you note from Ann Slattery

C. Administrator Reports

1. Finance, Ms. Wentworth, Director

IX. Unfinished Business:

A. Discussion of Revised Goals

X. New Business:

A. Consideration and approval of Policy ADC, Tobacco Use and Possession (1st reading: Packet #1)

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval on a delegate and alternate to the Maine School Boards Association Annual Delegate Assembly at the Maine School Management Associations Annual Fall Conference.

Motion: _____ 2nd: _____ Vote: _____

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

A. Finance

XII. Executive Session:

A. Consideration and approval to enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(D) for the purpose of discussing Educator Negotiations for RSU5.

Motion: _____ 2nd: _____ Vote: _____

Time In: _____ Time Out: _____

XIII. Action as a Result of Executive Session:

A. Consideration and approval to ratify the Coastal Education Association Bargaining Agreement September 1, 2015 – August 31, 2018

Motion: _____ 2nd: _____ Vote: _____

XIV. Adjournment:

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

IV.

RSU No. 5 Board of Directors Meeting
Wednesday, August 26, 2015 – 5:00 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 September 23, 2015 meeting).

CALLED TO ORDER:

Vice-Chair Michelle Ritcheson called the meeting to order at 5:06 p.m.

MEMBERS PRESENT: Kathryn Brown, Candace Decsipkes, Nelson Larkins (arrived at 5:30 p.m.), Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Brian Pike, Lindsay Sterling, Valeria Steverlynck, Karin VanNostrand

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

5. PUBLIC COMMENTS:

6. SPECIAL PRESENTATION:

A. Freeport High School Building Advisory Committee/PDT Architects Presentation

7. NEW BUSINESS:

- A. VOTED: (1)** That, pursuant to sections 1747 and 1748 of Title 5 of the Maine Revised Statutes, this Board accept the reasoning, findings, and decisions of the Prequalification Subcommittee (the "Subcommittee") of the RSU5 Building Committee regarding the prequalification of contractors for the Freeport High School Project at its meeting on August 12, 2015, as outlined in the report of the project architect dated August 13, 2015; that the submissions of the following contractors are found to be sufficient to satisfy the criteria to be prequalified and no others: Arthur C. Dudley Contractor/Builder, Inc., JCN Construction Co., Inc., Langford & Low, Inc., Ledgewood Construction, and The Sheridan Corporation; that the project architect be authorized to release plans and specifications only to these prequalified contractors; that the Superintendent be authorized to notify all relevant parties of this decision; and that all notifications previously sent by the Superintendent to contractors notifying them of the Subcommittee's decisions be ratified and confirmed in all respects. (Brown – Pike) (10 – 0)
- B. VOTED: (2)** To put the High School Building Project out to Bid to the Pre-qualified Contractors, on August 27, 2015. (Steverlynck – Morang) (10 – 0)
- C. VOTED: (3)** To establish a Freeport High School Construction Team and appoint the members listed below: (Pike – Naomi) (10 – 0)
1. Edward McDonough, Superintendent
 2. Dennis Ouellette, Director of Facilities and Transportation
 3. John Simoneau, Chair of the Freeport High School Building Advisory Committee
 4. Kelly Wentworth, Director of Finance and Human Resources

"Is it good for kids?"

D. VOTED: (4) To give the Superintendent authority to sign monthly pay requisitions and monthly individual change orders up to \$30,000 and monthly aggregate change order amounts up to \$50,000 for the Freeport High School Building Project. (Sterling – deCsipkes) (10 – 0)

E. VOTED: (5) To approve the following stipend positions: (Pike – Ledbetter) (10 – 0)

1. FHS The Falcon Outlet (at the 4-5 point range)
2. FHS Operations Team - 5 positions (at the 2-3 point range)
3. FHS Advisory Coordinator - 2 positions (at the 4-5 point range)

8. PERSONNEL:

A. VOTED: (6) To approve an unpaid leave of absence for the 2015-2016 school year for David Watts. (Brown – Pike) (10 – 0)

B. VOTED: (7) To approve an unpaid leave of absence for the 2015-2016 school year for Jessica Kenlan. (Morang – Pike) (10 – 0)

C. VOTED: (8) To employ David Watts as the Director of Adult, Recreation, and Community Education for the 2015-2016 school year. (Pike – Parker) (10 – 0)

D. VOTED: (9) To employ Julie Nickerson as the Morse Street School Principal for the 2015-2016 school year. (Pike – Naomi) (10 – 0)

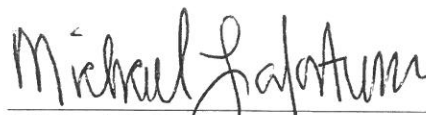
E. VOTED: (10) To employ Michael Lafortune as Interim Curriculum Director for the 2015-2016 school year. (Morang – Steverlynck) (10 – 0)

9. WORKSHOP:

A. Board Retreat

10. ADJOURNMENT:

VOTED: (11) To adjourn at 8:27 p.m. (Steverlynck – VanNostrand) (11 – 0)



Michael L. Lafortune
Interim Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, September 9, 2015 – 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 September 23, 2015 meeting).

CALLED TO ORDER:

Chairman Nelson Larkins called the meeting to order at 6:33 p.m.

MEMBERS PRESENT: Kathryn Brown, Candace Decsipkes, Nelson Larkins, Naomi Ledbetter, John Morang, Beth Parker, Michelle Ritcheson, Brian Pike, Lindsay Sterling, Valeria Steverlynck, Karin VanNostrand

MEMBERS ABSENT:

3. PLEDGE OF ALLEGIANCE:

4. EXECUTIVE SESSION:

A. VOTED: (1) To enter into Executive Session pursuant to 1 M.R.S.A § 405(6)(D) and (A) for the purpose of discussing Educator and Support Staff Negotiations for RSU No. 5 and employment of officials. (Parker – Steverlynck) (11 – 0)

Time In: 6:34 p.m.

Time Out: 7:08 p.m.

5. ACTION AS A RESULT OF EXECUTIVE SESSION:

A. VOTED: (2) To ratify the Coastal Education Association for Educational Support Professional Unit Bargaining Agreement July 1, 2015 – June 30, 2018. (Pike – Sterling) (11 – 0)

B. VOTED: (3) To appoint Bonnie Violette as Director of Instructional Support.
(Parker – Brown) (11 – 0)

6. ADJUSTMENTS TO THE AGENDA:

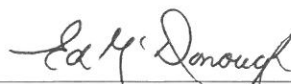
7. PUBLIC COMMENTS:

8. WORKSHOP:

A. Goal Setting and Operating Protocol

9. ADJOURNMENT:

VOTED: (4) To adjourn at 8:10 p.m. (Parker – Ledbetter) (11 – 0)



Edward R. McDonough
Superintendent of Schools



Superintendent's Update

September 2015



RSU5
Durham
Freeport
Pownal

Providing our students with a world-class education that will challenge minds, engage creativity, develop self-discipline and advance inherent strengths.

OPENING OF SCHOOL THANK YOU

Thank you to all for your efforts to welcome children to school the past few weeks. The opening of school has gone smoothly despite a few days with high temperatures and humidity. We appreciate the efforts of everyone, staff and students, to start the year off well. Additionally, I appreciated the warm feedback I received from everyone after the general assembly meeting. I was pleased that so many of you enjoyed DeWitt Jones' film.

I recognize we are just weeks into the school year, but I would like to remind you of four key messages:

Have fun

Enjoy the children

Enjoy one another

Enjoy the journey

Keep up the good work and thank you for your dedication on behalf of our learners.

CELEBRATE
WHAT'S
RIGHT
WITH THE
WORLD™
DeWitt Jones

"If we are facing in the right direction, all we have to do is keep walking"

-Buddhist saying



FOCUS ON COLLABORATIVE TEAMS

Rick DuFour is one of the key proponents of Professional Learning Communities and has written widely on this topic. DuFour notes: ***"The power of PLCs lies in a cyclical process of collective inquiry that results in a guaranteed curriculum, careful monitoring of student learning, timely and systematic intervention and enrichment and collective analysis of student learning to improve the individual and collective practice of the team."*** This quote illustrates the holistic nature of implementing effective PLCs.

A key goal for the year is to have individual teams examine student performance data and set SMART goals. Later, we will more broadly publish the goals and report out the results. We have asked building principals to share the work of grade level, content area or K-12 teams as the year moves along. As I shared with you on opening day, the effort this year is to get to scale with this strategy and develop internal accountability as a district.

Of course, as DuFour notes: ***"we learn by doing and making adjustments as we go."*** This year we are interested to learn of the successes and new learning as we go through full implementation. Each year, we will become more and more proficient at the PLC process and teams will deepen their understanding of the cyclical nature of the strategy.

Characteristics of Professional Learning Community

- Focus on learning, rather than teaching
- Data inquiry
- Collaborative
- Professional Development where most needed as revealed by data about learning
- Accountable for results

SCHOOL DISTRICT GOALS

As you may already know, the School Board has been working to establish goals for the 2015-16 year. One key goal is implementing the Professional Growth and Evaluation (PG&E) system. By late spring 2016, we expect 100% of teachers will respond that they had 6-8 mini-observations and an evaluation against Marshall's domains conducted by their administrator. The second goal will be to get to scale with professional learning communities across the six schools where teacher teams look at performance data and set a SMART goal for the grade level, content area or K-12 team. Again, later in the year, all teams will have faithfully gone through the process and can share results of our efforts on behalf of students.



ENTRY PLAN VISITS TO SCHOOLS

Over the next six weeks, I will visit each of the schools for a day and make myself available to meet with staff to solicit your input in order to complete my entry plan. In advance of our meeting, I would ask participants to complete two (2) forms that are available on the RSU 5 website as part of my entry plan.

Cultural Norms Inquiry

Expectations of the Superintendent

Staff are invited to participate; I certainly understand if you are unable to meet on that day.

Small groups will be asked to share what they see as the strengths of RSU5 as well as current and future opportunities. I hope you can find time in your schedule to participate in this process.

I will also be going to school PTO/ PTC / PTA meetings to solicit feedback and will offer folks the opportunity to respond via an online survey as well.

I look forward to meeting you all.

VISITS TO SCHOOLS

Freeport High – September 29th, 8am- 1:45pm

Freeport Middle – September 30th 8am- 1:45pm

Morse Street – October 6th, 12 – 4pm

Mast Landing – October 7th, 12 – 4pm

Pownal Elementary– October 14th, 9am-3pm

Durham Community School–October 15, 9am-3pm

UPCOMING EVENTS, KUDOS AND DISTRICT DOINGS

Thank you to Liza Moore and everyone who planned or attended Tuesday's reception.

October 9th: **Professional Learning Day**

October 12th: **Columbus Day**

Board & Administrator

FOR SCHOOL BOARD MEMBERS

August 2015 Vol. 29, No. 4

Editor: Jeff Stratton

Board member has her heart set on micromanaging

Meddling, power-hungry board members who want to manage the schools are rare. But when you have one on your board, they can be real misery-makers.

A Texas board has one member who wants to assign work to employees, monitor the superintendent's work daily, and sit on staff committees to "direct" staff work. The board member gets very unpleasant when she does not get her way.

The board has to accept responsibility for the problem this individual is creating. If she wants to run the district, then that is what she will do if the board can't control her.

To date, this superintendent and board have addressed this issue through various methods — none of which have worked.

The methods tried include: having board members speak to the problem member one-on-one; enlisting the board's attorney to speak with the member; pointing out the authority to manage staff detailed in the administrator's contract; and bringing in the state school boards' association to work through the problem.

Before you let voters fix the problem, the board may want to attempt three final strategies.

1. Point out the board member will likely have the opposite effect of her intended result. No staff member on a committee will want to go against a board member's vote. Many people may wait until they are sure of the board member's perspective, and then "go along to get along." In the end, you are left with school employees who aren't doing their best work for the schools.

2. Just do the board's work. The full board, by conducting its business without this trustee's support, may relegate the individual to a frustrated minority. By doing this, you also let the public see the board's business being conducted with a lone dissenting vote from an obstructionist.

3. Ask that every item the board member requests from staff be provided to the full board. This should be a paper-wasting reminder to all board members that requesting reports from staff, giving them direction, and managing projects cannot be considered part of any board member's official capacity unless specifically authorized by the board itself. This board member is overstepping the bounds of an individual board member's authority. It is up to the full board to do something about it. ■

Should the superintendent bring the board multiple recommendations for a new principal?

Given their druthers, there are some board members who would like the superintendent to present the board with three viable candidates for any principal opening in the district. Then, the board would pick.

But that is not how hiring a new administrator should work. Remember, the superintendent is responsible for personnel management in the district, and that includes hiring staff.

Here is how the hiring of principals should work in practice:

The superintendent (and her staff) interviews candidates and then brings to the board his recommendation for the new principal. The board either approves it or votes the recommendation down.

If the board votes down the superintendent's recommendation, the superintendent's job then becomes bringing the board another recommendation for a new principal at a later meeting. ■

Absent state action, unsuccessful board candidate's 1st Amend. claims stall

Case name: *Munoz-Feliciano v. Monroe-Woodbury Cent. Sch. Dist.*, 115 LRP 13121 (S.D.N.Y. 03/25/15).

Ruling: The U.S. District Court, Southern District of New York granted a district's motion to dismiss a school board candidate's First Amendment retaliation claims. It concluded that there was no state action linking a candidate's speech on school-related issues to her unsuccessful run for a seat on the board.

What it means: A district may violate the First Amendment by retaliating against private citi-

zens who speak out on matters of public concern. However, unless there is specific evidence that district employees, in their official capacities, took adverse action with retaliatory intent, courts are unlikely to view campaign speech that "retaliates" against campaign speech as a violation of the First Amendment. Here, an unsuccessful candidate for the district's board of education did not offer "a single fact" to support her claim that an alleged "smear campaign" aimed at thwarting her election bid was connected to district employees or board members. ■

The board has 4 responsibilities to the district

Within your board's policymaking role, there is one area of responsibility that the board should keep at a high priority level: an effective working relationship with the superintendent. The board hires, supervises, evaluates, and, if necessary, fires the superintendent.

The board's first responsibility, and some say the most important one, is to hire a competent administrator to run the district by managing all aspects of its day-to-day affairs. The superintendent works for the board of education, while all other district employees work for the superintendent.

By hiring a superintendent, you are adding a competent education professional to your board team.

Most board members have little inclination,

not to mention the time, necessary to manage the day-to-day business of the district. By hiring and then supporting a professional who keeps things running smoothly, you ensure that the district is well managed and in a position to fulfill its mission. That's why the board should manage this relationship effectively. Do this by:

- * Respecting the superintendent's authority as outlined in his contract and job description.
- * Respecting the administrator as a professional.
- * Not engaging in back channels of communication with school staff.
- * Evaluating the superintendent each year.
- * Giving him goals to achieve each year. ■

Exercise caution when tempted to cut off public input

Should the school board ever cut off public input at the board meeting? It depends. Generally speaking, the board should never interrupt a calm, well-organized speaker to move that the meeting be adjourned or to call for a vote.

On the other hand, the board's meetings are public meetings, not meetings run by the public. If public input is turning into a melee, the board president should call for order and end public input.

When necessary, the board also has the right to suspend public input on an issue until a later meeting. This would occur when a meeting runs late and board members want to avoid making a hasty decision.

Consider a policy that explains the board's intentions about ending public input. Sample language could read, "The board does not begin consideration of any new item of business during any regular meeting after 11 p.m. In the event the

board is unable to complete its business items due to this time limitation, the meeting shall recess until the following evening." ■

How do you stack up on board 'culture'?

The Michigan Association of School Boards in its *Indicators of Effective Boards and Board Members* provides these observations about positive board culture and conduct at meetings. Board members should:

- * "Value differences of opinion and don't let differences degenerate into personality conflicts."
- * "Focus the board agenda and meeting on issues related to improving student achievement."
- * "Publicly support the superintendent and staff."
- * "Seek to build consensus and an environment of trust and respect among their fellow board members."

For more information, visit www.masb.org/indicators-of-effective-boards-and-board-members.aspx. ■



Durham • Freeport • Pownal

VIII.A.3.

To: RSU5 Board Members

From: Ed McDonough, Superintendent

Date: September 16, 2015

RE: Student Enrollments

	September 2014	Projected 2015 (from Budget Documents)	September 2015
Freeport High School	488	502	492
Freeport Middle School	310	309	310
Mast Landing School	280	252	255
Morse Street School	253	262	240
Pownal Elementary School	111	114	118
Durham Community School	393	431	437
Grand Total	1835	1870	1852

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5 E-mail: mcmanusg@rsu5.org

Region 10

PROJECTED 15-16 ENROLLMENT

VIII.A.4.
SB
9/23/15

	<u>2015-16</u>	<u>2014-15 (October 1)</u>
	254	266
Brunswick SD	78	92
RSU No.5	57	58
MSAD 75	95	100
Other	23	16
LHS 9	7	
HCA 13	0	
MHS 1	1	
Home 0	3	
BRHS 0	2	
Auto Collision	21	20
Auto Technology	20	21
Building Trades	31	23
Commercial Art	16	17
EMT Basic	10	9
Early Childhood	23	26
Firefighting	2	15
Food Trades	26	27
General Trades	14	18
Health Occupations	22	17
Welding	19	24
Outdoor Power	31	30
Pre Apprenticeship	16	19
Tech Ten Basic	4	4



Durham • Freeport • Pownal

VIII. A.5.

To: RSU5 Board Members

From: Ed McDonough, Superintendent

Date: September 15, 2105

Re: Summer Hires

Below is the list of staff hired during the summer.

Rocco Abbatemarco – Special Education Teacher
Kelly Barton – Special Education Teacher
Peggy Brown – Administrative Secretary IS
Elizabeth Clark – Grade 1 Teacher
Brian Donovan - .5 Custodian
Amy Goodwin – Ed Tech III
Jessica Harriman – Ed Tech III
Jonathan Harris – Science Teacher
Catherine Hickey – Printing Clerk
Ginger Ivanov – Ed Tech III
Melissa Johnson – Instructional Strategist
Kaitlin Krichbaum – Special Education Teacher
Rachel Lawson – Choral Teacher
Shawn McKeown – Instrumental Music Teacher
Peter Osman – Ed Tech III
Rene Peterson – Laugh & Learn After School
Anna Sawyer – Kindergarten Teacher
Cheryl Sleeper - .7 Literacy & Math RTI Teacher
Troy Voutour – Bus Driver/Custodian
David Whiting - Art Teacher
Cyril Lunt – Ed Tech II

Courtney Andrews – Ed Tech II
Shane Brady – Fields & Grounds Worker
Melinda Carr – Instructional Strategist
Amy Cocoran – Instructional Strategist
John Flaherty – Ed Tech II
Tatiana Green - .5 Nurse
Suzan Heros – Ed Tech III
Rachel Kelsea – Ed Tech III
Amber Holmes – Ed Tech II
Emily Johnson – Ed Tech II
Karen Kitonis – Laugh & Learn PreK
Ingrid Kupka – Math Teacher
Sarah Mason – Grade 2 Teacher
Heidi Miller - .5 Math RTI Teacher
Danielle Peterson - .5 Office Secretary
Asata, Ratliff – Science Teacher/Ed Tech
Alyssa Skaves - .5 Social Studies Teacher
Branimir Viducic – Van Driver
Melissa Wetherell – Grade 2 Teacher
Jennifer Winkler – Ed Tech II
Cindy Kivler - .5 Social Worker



1973



2015

VIII.A.6.



42nd ANNUAL MSMA FALL CONFERENCE

“STAND UP 4 PUBLIC EDUCATION” is the theme of this year’s Fall Conference. The two days being planned will be informative and inspiring. Highlights include the following:

2015 Keynotes

❖ Astronaut Chris Cassidy

❖ Political Analysts Phil Harriman and Ethan Strimling

Astronaut Chris Cassidy, Captain, USN and a graduate of York High School, right here in Maine, will deliver the keynote address. Friday’s endnote ceremony will include political analysts Phil Harriman and Ethan Strimling, known for their ability to agree to disagree without being disagreeable.

NEW!

- Door prizes will be awarded Thursday and Friday!

NEW!

- “Learning Lab” presentations by exhibitors – a chance to sit and learn about their services in a small group (20-25) setting

NEW!

- Photo Booth. Have your picture taken or have your entire Board photographed *Standing Up 4 Public Education*.

NEW!

- Student Board member clinic with Astronaut Cassidy

***Registration for the Fall Conference should be made through your superintendent’s office.**

The MSMA staff is looking forward to seeing you at the Augusta Civic Center on October 22 and 23.

*please let Ginny Know By Wednesday, September 30th
If you would like to attend the Conference and
she will register you

PRELIMINARY CLINIC PROGRAM

Following is a list of preliminary times and dates of presentations for this year's conference.

CLINICS I — Thursday, 10:05-11:10 A.M.

- A. Freedom of Access Act Update
- B. Lessons on Leadership
- C. Planning a Farm to School Program through Grant Support
- D. Why Does Special Education Cost so Much?
- E. The Maine Principals' Association
- F. Basic Collective Bargaining
- G. Drop Out Prevention Committee
- H. Electronic Gadgets in the Schools, Privacy and the First Amendment

11:10 – 11:30 A.M. - Vendor Visits/Learning Lab***11:30 A.M. – 12:15 P.M. Regional Meetings and Student Board Member Clinic with Capt. Chris Cassidy****CLINICS II — Thursday, 1:00-2:05 P.M.**

- A. Meet the Commissioner (Repeats Clinic VII. A.)
- B. Helping Maine's Schools Deal with Maine's Heroin Epidemic
- C. School Boards Working with Superintendents
- D. Special Education 101 for School Board Members
- E. "Whole Lotta Shaking' Goin' On"
- F. The Evolution of a Customized Approach to Proficiency-based Education in Math

2:05 – 2:25 P.M. - Vendor Visits/Learning Lab**CLINICS III — Thursday, 2:25-3:25 P.M.**

- A. Legal Year in Review
- B. PBE Essential Elements: A Regional Perspective
- C. STEM Pipeline Challenges and Strategies
- D. Advanced Collective Bargaining – "What's Happening at the Bargaining Table"
- E. Why do Boys Underachieve in School?
- F. Target Solutions: Training and Records Management for K-12
- G. Food Service

CLINICS IV — Thursday, 3:30-4:30 P.M.

- A. Maintaining Order in Schools: Can Schools Still Discipline Students?
- B. Energy Conservation Projects: School Board Considerations for Contracting and Financing
- C. What's the Plan? A Simplified Process for Creating your District's Strategic Plan
- D. Reaching Agreement with Internet Based Bargaining
- E. Planning for a Successful Transition: Life after Leaving an RSU
- F. Innovative Use of Time – Providing Significant and Consistent Professional Development Time
- G. Habits of Mind and Critical Thinking Skills for Graduation: How School Districts are Meeting the Requirements of Maine's Guiding Principles

7:30 – 8:05 A.M. – Vendor Visits**CLINICS V — Friday, 8:05-9:10 A.M.**

- A. Building a Proficiency-based program of Studies: Creating Multiple Pathways to Graduation
- B. Insurance 101: Review of Insurance Coverage's for Schools
- C. Maine's Assessment System
- D. Maine Math Coaching Project
- E. A New Accreditation Process to Meet the Needs of Today's Schools
- F. Developing an Educator Performance Evaluation and Professional Growth Systems aligned with LD 1585
- G. A Policy Primer: The Basics of School Board Policy

CLINICS VI — Friday, 9:15-10:15 A.M.

- A. The Board as Employer: Micromanaging vs. Leadership
- B. Child Abuse and Neglect Reporting
- C. 2015 School Board Legal Liability Issues
- D. Energy Manager from Central Maine Power Company
- E. When the Media Gets it Wrong
- F. Developing 20/20 Vision – Five Years Later
- G. School Transportation: Safe Efficient Operations
- H. Marzano Essentials for Achieving Rigor for Proficiency-based Education Building Assets Reducing Risks in Middle and High School
- I. Building Assets Reducing Risks in Middle and High School

10:15 – 10:35 A.M. - Vendor Visits/Learning Lab**CLINICS VII — Friday, 10:40-11:40 A.M.**

- A. Meet the Commissioner (Repeat of Clinic II. A.)
- B. Our Performance Evaluation/Professional Growth
- C. Balancing Interests When Students Rights Collide
- D. Increasing Equity, Accuracy and Efficiency of SLO's
- E. Turning Colleagues into Coaches
- F. Proficiency-based Education Update
- G. Social Media/Internet Use by the Board and Individual Board Members
- H. Empowering Students to Own their Future
- I. Boardmanship

CLINICS VIII — Friday, 1:05-2:10 P.M.

- A. Privacy and the Use of Online Educational Services
- B. Education Evolving – Progress and Updates
- C. Performance Pay Pitfalls and Possibilities
- D. Educator Effectiveness – Update and Expectations of the 2015-16 Pilot Year for PEPG
- E. What's your Negotiating Style?
- F. Learn from the Mistakes of Others
- G. AT and AIM in Maine Classrooms? What's That?
- H. Maine Charter Schools

NOTE:

Our Thursday, Keynote Speaker Presentation is from 9:00 a.m. – 10:00 a.m.

Our Friday, Endnote Speaker Presentation is from 11:45 a.m. – 1:00 p.m.

September 10, 2015

Dear RSU No. 5 Board Members,

Thank you so much for the beautiful clock you gave me at retirement. It means a lot to me. I am very lucky to have spent a whole career working in a community and school that I just loved. I hope this is a wonderful year for everyone. I truly believe this is an exciting time to be in education. Sincerely, AnnSlattery PES

VIII.C.1.

RSU #5	General Budget Report	as of 08/31/2015			2015-2016			
Article #	Description	2015-2016 Budget	Transfers	Revised Budget	Expenses YTD	Encumb. YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$2,837,476.00	\$0.00	\$2,837,476.00	\$235,107.45	\$84,205.87	\$2,518,162.68	89%
Article 2	School Administration	\$1,365,040.00	\$0.00	\$1,365,040.00	\$221,173.89	\$1,198.94	\$1,142,667.17	84%
Article 3	Operation of Plant	\$3,541,592.00	\$0.00	\$3,541,592.00	\$596,568.98	\$531,894.34	\$2,413,128.68	68%
Article 4	Voc. Ed. Assessment	\$512,001.00	\$0.00	\$512,001.00	\$128,000.01	\$384,000.11	\$0.88	0%
Article 5	School Nutrition/Crossing Guards	\$189,552.00	\$0.00	\$189,552.00	\$31,592.00	\$142,164.00	\$15,796.00	8%
Article 6	Instruction K - 12	\$12,362,716.00	\$0.00	\$12,362,716.00	\$323,824.33	\$112,319.93	\$11,926,571.74	96%
Article 7	Co-Curr. & Athletics	\$676,475.00	\$0.00	\$676,475.00	\$23,624.55	\$28,737.12	\$624,113.33	92%
Article 8	District Administration	\$778,805.00	\$0.00	\$778,805.00	\$159,474.53	\$5,101.89	\$614,228.58	79%
Article 9	Transportation Services	\$1,421,847.00	\$0.00	\$1,421,847.00	\$162,617.44	\$445,890.88	\$813,338.68	57%
Article 10	Debt Service	\$1,701,717.00	\$0.00	\$1,701,717.00	\$0.00	\$0.00	\$1,701,717.00	100%
Article 11	Special Education Services	\$4,019,982.00	\$0.00	\$4,019,982.00	\$145,256.82	\$1,050.00	\$3,873,675.18	96%
	Totals	\$29,407,203.00	\$0.00	\$29,407,203.00	\$2,027,240.00	\$1,736,563.08	\$25,643,399.92	87%

9/23/2015

RSU5 Strategic Goals 2015-2016

Focus on Student Achievement

Vision: *RSU5 is committed to ensuring **all children** have a school experience characterized by “personalized learning.” RSU5 embraces the responsibility to nurture the unique strengths each student possesses while supporting every student to graduate “career and college” as well as “citizenship ready.”*

Annual Goals:

- Review our continued implementation of strategic curriculum investments; specifically, Teachers College Reading and Writing Workshop Model, Every Day Math, Project Based Learning and Proficiency-Based Learning.
- Improve our Instructional Support by developing a framework to create consistency and improvement. Encourage and support all schools to raise student aspirations and develop systemic interventions to ensure learning progress for each student.
- Establish and highlight stories of success and growth for students, teachers and community to enhance pride in RSU5.

Focus on Teacher and Administrator Effectiveness

Vision: *RSU5 employs teachers and administrators who value a strong collaborative culture and shared responsibility for student learning. Teachers and administrators work in professional learning communities (PLCs) to meet the needs of all learners and engage in on going, job-embedded professional learning.*

Annual Goals:

- Monitor implementation of Year # 2 Professional Growth and Evaluation Pilot and establish a coherent district model for 2016-17.
- Implement a comprehensive superintendent performance evaluation.
- Assess efforts to get to scale across RSU5 with Professional Learning Communities by reviewing the results of PLC student achievement goals.
- Re-establish an RSU5 Professional Development Committee to provide more opportunities for teacher input and set the context for more support for initiatives.

Focus on Stewardship of Resources.

Vision: *RSU5 takes seriously its responsibility to be good stewards of resources. Thorough financial planning for strategic priorities, proactive facilities management and sustainability planning are the hallmarks of a high performing district.*

Annual Goals:

- Align the FY 17 district budget with strategic priorities; adjust the budget timeline to provide time to address educational as well as financial impacts and to allow plenty of discussion and communication with stakeholder groups.
- Monitor high school addition and renovation project.
- Develop a long-range plan for capital investments, technology and education initiatives that are aligned with district goals.
- Explore ways to create efficiencies working in concert with the three towns.

Focus on Accountability

Vision: RSU5 will communicate with all stakeholders regularly about the schools and will sustain efforts to publish performance indicators to demonstrate progress in the focus areas of Student Achievement, Teacher Effectiveness and Stewardship of Resources.

Annual Goals:

- The Board will monitor, monthly, progress on yearly goals.
- Develop specific strategies for improving communication and community relations including frequent communication about RSU5 and opportunities to engage the community in conversation about school related issues, including, improving the information and timeliness of the RSU 5 website and other strategic communication.
- Continue RSU5 Leadership Committee meetings with leaders from the three towns.
- Establish avenues for public / stakeholder feedback and input.
- Create a district-wide, consistent process for accurately tracking migration patterns in and out of RSU5.

RSU 5 School Board Operating Protocol

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

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



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X.A.

TO: Kathryn Brown, Candace deCsipkes, Nelson Larkins, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Karin VanNostrand

CC: Julie Nickerson, Lisa Demick, Hiram Sibley, Ray Grogan, Kim Austin, Dennis Ouellette, Will Pidden, Craig Sickels, Brian Campbell, Seth Thompson, Kelly Wentworth, Beth Willhoite, David Watts, Jen Gulko, Ronnie Hanson, Emily Grimm, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Pasmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Kristy Johnson, Laurie Allen, Linda Pritchard, Liza Moore, Nancy Drolet, Nancy Dyer, Geoff Dyhrberg Sally Martin, Jessica Sturges, Karen Sylvain, Tiffany Blanchard

FROM: Edward R. McDonough Superintendent of Schools

DATE: September 16, 2015

RE: Policy Adoption

At the September 23, 2015 RSU5 Board of Directors Meeting, the following policy will be on the agenda for 1st Reading. 2nd Read/Adoption will take place at the October 28th Meeting. The Policy is attached.

1. ADC – Tobacco Use and Possession

TOBACCO USE AND POSSESSION

In order to promote the health and safety of all students, and staff and visitors and in compliance with applicable state and federal laws, to promote the cleanliness of all facilities, the RSU5 Board of Directors prohibits smoking and ~~the all other~~ use of all ~~other~~ tobacco products in school buildings, and other school unit facilities, and on school buses or in other school-owned vehicles, ~~during school-sponsored events and at all other times and on school grounds by all persons, including students and employees at all times~~ by all persons.

In addition, students are further prohibited from possessing, selling, distributing or dispensing tobacco products in school buildings, facilities and on school grounds and buses during school-sponsored events and at all other times. Students are also prohibited from wearing and/or displaying any type of tobacco promotion materials.

~~Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum as part of the Maine Learning Results, so that all students will be aware of the consequences of use/nonuse of tobacco products.~~

Employees and all other persons are also strictly prohibited, under law and the Board of Directors' policy, from selling, distributing or in any way dispensing tobacco products to students.

Violation of this policy will be considered a serious offense. Disciplinary actions will be taken in accordance with school procedures.

All of these same prohibitions shall apply to electronic cigarettes and other devices designed to deliver nicotine through inhalation or "vaping", or used to simulate smoking.

Legal References: 22 MRSA § 1578-B, 1580(A)(3)
 Me. PL 470 (An Act to Reduce Tobacco Use By Minors)
 20 USC 6081-6084 (Pro-Children Act of 1994)

Cross Reference: JL – Student Wellness
 KF – Community Use of School Facilities
 KHB – Advertising in the Schools

Adopted: May 27, 2009
 Revised: December 8, 2010
 Revised: November 30, 2011
 Reviewed: November 20, 2013
 Revised: _____

Purpose of the MSBA Delegate Assembly

Governance and policy decisions affecting MSBA are dealt with at the Delegate Assembly. The importance of each School Board being represented at the Delegate Assembly cannot be overstated. The following information about the Delegate Assembly is to inform your School Board of the importance of electing a delegate.

According to Article VIII of the Constitution, the Delegate Assembly is the policy making body of the Association. The Delegate Assembly has four specific powers.

1. It adopts resolutions that express the beliefs and purposes of the Association.
2. It transacts such other business as presented to it prior to the opening of the Delegate Assembly by any delegation or the Executive Board of Directors.
3. It elects the Officers and Executive Board of Directors.
4. It may adopt amendments to the Constitution.

According to Article V of the Constitution, the Association is governed by the Executive Board of Directors. The Board is comprised of Regional Directors and At-Large Directors.

The Delegate Assembly consists of one voting delegate for each member district. In order to be an official delegate the member School Board must report the name of the elected delegate and alternate prior to the Assembly. (See Delegate Form for actual date.)

The resolutions adopted at the Delegate Assembly are an expression of the Assembly's views regarding various issues. The body of resolutions adopted by the Assembly defines the Association's position on various legislative proposals.

As the Officers and Board of Directors approach any legislative session, it is crucial that they represent the Association's members. Make your local Board's voice heard and send a delegate to the MSBA Delegate Assembly held during the MSMA Annual Fall Conference on October 22, 2015.

CERTIFICATION OF SCHOOL BOARD REPRESENTATIVE

TO THE DELEGATE ASSEMBLY OF THE

MAINE SCHOOL BOARDS ASSOCIATION

**49 Community Drive
Augusta, Maine 04330
Fax: 626-2968**

Name of School Board _____

Signed _____

(Chair or Superintendent of Schools)

Telephone Number in case of questions

Name of Representative _____

(Please Print)

Email address for Delegate Confirmation mailing

Address _____

Name of Alternate _____

(Please Print)

Address _____

Meeting Date Voted to be Delegate _____

NOTE: The Delegate Assembly will be held at 2:25 p.m. on Thursday, October 22, 2015, in the Cumberland Room at the Augusta Civic Center. There will not be a preview prior to the Assembly. Please complete and email to Debbie Swift dswift@msmaweb.com or fax to the above address by October 9, 2015. Submission of your delegate's name does not automatically register him/her for the Fall Conference. Therefore, please be sure to register your delegate for the Fall Conference through your Superintendent's office.

* Ginny will complete this form and return it to MSMA



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X1.A.

Finance Subcommittee Report

Date: September 15, 2015

Committee: Finance Committee

Chair: John Morang

In attendance: Kate Brown, John Morang, Michelle Ritcheson and Edward R. McDonough

Meeting Date: September 9, 2015

Agenda Items and Discussion:

Election of Chair of Finance Committee:

Kate Brown nominated John Morang. Michelle Ritcheson seconded the nomination. John Morang accepted the nomination. All members voted in favor.

Discussion with Superintendent McDonough RE: Role of Finance Committee:

Superintendent McDonough had reviewed previous agendas, minutes, etc and felt that topics covered by the Finance Committee were in line with his vision. Background was given to the Superintendent of the Finance Committee's activities over the previous years.

2015/2016 Meeting Schedule:

The Finance Committee Schedule was set to coincide with the first Board Meeting of each month from September to June. Meetings are to be held at the Central Office at 5 PM unless noted otherwise. (October 14 at Pownal Elementary School; and November 4 at Durham Community School)

2015/2016 Finance Committee Topics/Timeline Discussion:

Revisions were made to the topics and timeline to adjust to the new proposed budget dates and to include a discussion around review of the funding formula.

Transfer Warrant:

Budget Transfer Warrant #1 was signed by the Superintendent and Finance Committee. This covered the apportionment of the additional \$80,000 that was added on the floor of the Annual Budget Meeting for the High School. Amounts transferred from Contingency cover staff salary monies, guidance software, additional stipends, and proficiency implementation supports.

A/P & Payroll Warrant Signing:

Warrants signed

Next Meeting: October 4, 2015 at Pownal Elementary School Library

Submitted by: Kelly Wentworth, Director of Finance
"Is it good for kids?"

Regional School Unit No. 5

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