



Regional School Unit 5
Durham • Freeport • Pownal

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Ann Cromer, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

TO: Kate Brown, Candy deCsipkes, Maddy Vertenten
FROM: Cynthia Alexander
DATE: January 30, 2020
RE: Policy Review – February 7, 2020 Meeting

The Policy Sub-Committee is scheduled to meet on Friday, February 7, 2020 at 8:30 a.m. at the RSU5 Central Office.

Agenda

BEDB - Agenda
BEDC - Quorum
BEDD - Rules of Order
BEDF - Voting Method
BEDFA - Abstentions
BEDG - Minutes
BEDI - Board of Directors Relations with the Media
BEDJ - Broadcasting/Taping of Board of Directors Meetings by the Public
BEDL - Adjournment of Board Meetings
JFAB - Admission of Non-Resident Students
JJ - Extracurricular Activities
JJAB - Student Organizations - Limited Open/Closed Forum
JJIB - Sponsorship and Evaluation of Athletic Programs

AGENDA

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Chair, shall prepare an agenda for each meeting of the Board of Directors. Board members, school unit staff, groups or organizations, and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The request must be received a minimum of seven days prior to the meeting at which the group or individual wishes the item to be addressed by the Board in order for it to be considered for the agenda of that meeting. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda.

The agenda will be distributed to Board members, the media, and to designated school-affiliated organizations no later than five days prior to a regular meeting of the Board of Directors and no later than 24 hours prior to a special meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, town hall, and school unit website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

Additions and Adjustments to the Agenda

After the meeting has been called to order, the Superintendent or Board Chair may recommend additions and/or adjustments to the agenda of a regular meeting or, unless otherwise prohibited by Board policy, to the agenda of a special meeting.

Any Board member who wishes to add an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions to the agenda must be approved by a majority vote of the members present and voting.

In order to facilitate its business or to accommodate groups in attendance, the Board of Directors may adjust the agenda by changing the order of business. Such adjustments shall require the consent of the Board by majority vote.

Cross Reference: BE—Board of Directors Meetings
BEDB-R—Agenda Format

Adopted: November 18, 2009

Reviewed: March 23, 2011

Reviewed: January 22, 2014

QUORUM

Unless otherwise required by law or Board policy, a majority of the Board of Directors in number and voting power shall constitute a quorum for purposes of taking action.

Legal Reference: 20-A MRS § 1257 (MSAD)

Adopted: November 18, 2009
Revised: March 24, 2010
Reviewed: March 23, 2011
Reviewed: February 26, 2014

RULES OF ORDER

Except as otherwise provided by law or by regulations of the Department of Education, or as otherwise provided in Board of Directors policy, *Robert's Rules of Order, Revised* (latest edition available) shall be used to resolve procedural uncertainties.

Adopted: November 18, 2009
Reviewed: March 23, 2011
Reviewed: February 26, 2014

VOTING METHOD

Voting shall be by show of hands ordinarily. Voting shall be done by roll call at the direction of the presiding officer, or at the request of any Board of Directors member. When voting by roll call, the names of the members shall be called alphabetically, and each member shall respond "Yes" or "No" or "Not Voting." The roll call vote shall be recorded in the minutes.

Maine public officials are obliged to vote openly; thus, secret ballots are not to be used by the Board of Directors.

A motion shall be declared "Carried" upon the affirmative vote of the majority- of the members present.

Cross Reference: BEDFA - Abstentions

Adopted: November 18, 2009
Reviewed: March 23, 2011
Reviewed: February 26, 2014

ABSTENTIONS

An abstention is a non-expression and cannot be considered a vote in favor of or against a motion.

Each member of a public body has the duty to express a choice or preference by voting on the issues, but can legally abstain from doing so when there is a statutory or ethical conflict of interest. Not to vote is to abstain.

Abstentions are intended for situations where a member may have a direct or indirect pecuniary interest in the matter being voted on.

Legal Reference: 30 MRSA § 2605 et seq.

Cross Reference: BCB - Board Member Conflict of Interest
 BEDF - Voting Method

Adopted: November 18, 2009
Reviewed: March 23, 2011
Reviewed: February 26, 2014

MINUTES

The Superintendent, in his/her role as Board of Directors Secretary, shall prepare and maintain accurate minutes of all meetings of the Board.

The minutes shall reflect the type of meeting (regular, special, or emergency), the date, time, and place of the meeting, and the names of the members present, those absent with excuse (if any), and those absent without excuse (if any).

The minutes shall include, at a minimum: the wording of motions and resolutions; the name of the Board member making the motion; the name of the Board member seconding the motion (if a second is required); the action taken; and the vote.

When a Board member abstains from voting because of a conflict of interest as defined by law, his/her abstention and reason for doing so shall be recorded in the minutes.

Draft (unapproved) minutes of meetings will be distributed to all Board members prior to the meeting at which they are to be presented for approval. Draft (unapproved) minutes will be made available to the media upon request and may be inspected and copied by members of the public at the Office of the Superintendent. Draft (unapproved) minutes shall be stamped "draft" to indicate their status.

Board of Directors meeting minutes shall be acted upon by the Board at its next regular meeting. The Board's action on the minutes will be reflected in the minutes of the meeting at which they are approved.

Approved minutes shall be permanently filed in the Office of the Superintendent, where they shall be available to the public for inspection and copying during normal business hours.

Legal Reference: 1 MRSA §§ 402(3), 408
20-A MRSA §§ 1004, 1055
30-A MRSA § 2605

Cross Reference: BBBDA – Board of Directors Declared Vacancy Caused by
Absenteeism
BEDI – Board of Directors Relations with the Media

Adopted: November 18, 2009
Reviewed: March 23, 2011
Reviewed: February 26, 2014

BOARD OF DIRECTORS RELATIONS WITH THE MEDIA

The Board of Directors believes that it has a responsibility to keep the public informed about the operations, programs, progress, and problems of the public schools. Consequently, Board of Directors meetings are open to the news media and public. In the event that representatives of the news media are unable to attend a meeting, upon request, the Superintendent shall provide a summary of important Board actions.

Public documents, as defined by state statute, will be made available as provided by statute and the school unit's procedures. Requests should be made to the Office of the Superintendent.

When individual Board members receive requests from news media representatives for information or comment as a representative of the Board, they shall refer such inquiries to the Board Chair who shall be public spokesperson for the Board. Members retain the right to speak as a private citizen on any matters.

Legal Reference: 1 MRSA § 402

Cross Reference: KI - Visitors to the Schools

Adopted: November 18, 2009
Revised: April 27, 2011
Reviewed: February 26, 2014

**BROADCASTING/TAPING OF BOARD OF DIRECTORS MEETINGS
BY THE PUBLIC**

The following guidelines will govern the public use of recording devices at the public meetings of the Board of Directors and subcommittees of the school unit.

Any recording device may be used by members of the public so long as it does not:

- A. Require the use of power cords and microphone cords that would interfere with the free movement of traffic into, out of, and within the meeting room;
- B. Produce continuous or periodic sounds that interfere with speakers or with the ability of all persons present to hear the proceedings;
- C. Require the occasional or frequent relocation of a microphone or microphones in such a manner as to be disruptive to speakers or other persons present; and/or;
- D. Require excessive space in the meeting room so that any participants or observers at the meeting are displaced, excluded or cannot see because of the device.

Whenever a tape or film recording is to be made of a meeting or any part thereof, the person making the tape or film shall first notify the Board Chair or the person conducting the meeting. The Chair will announce at the meeting that a member of the public is recording the meeting.

The Chair has the authority to request the operator to comply with the provisions of this policy when, in his/her judgment, the activity is interfering with the orderly conduct of the meeting and/or the ability of the public to observe the proceedings. If the problem persists, the Chair may direct that the recording be discontinued and, if necessary, that the recording device be removed from the meeting room.

Adopted: November 18, 2009
Reviewed: April 27, 2011
Reviewed: February 26, 2014

ADJOURNMENT OF BOARD MEETINGS

Meetings of the Board of Directors shall be adjourned at 10:00 p.m. except when a motion to continue past this hour has been carried by a two-thirds (2/3) vote of the Board members in attendance. It is also intended that a topic started before the 10:00 p.m. curfew may be continued beyond that point.

Adopted: October 28, 2009
Reviewed: April 27, 2011
Reviewed: February 26, 2014

ADMISSION OF NON-RESIDENT STUDENTS

Individual non-resident students may be accepted under any of the following conditions if approved by the Superintendent:

- A. Under an agreement with another local school administrative unit for students in grades 9-12 upon payment of the tuition fee allowed by state law;
- B. Following receipt of a written parental request and formal approval by the Superintendent on a space/program-available basis, upon payment of the tuition fee allowed by state law. Reapplication shall be made annually. Behavior, cooperation and suitability of programming shall be considered;
- C. Upon recommendation of the high school principal, the Superintendent may authorize enrollment of a foreign exchange student assigned to a household in the community served by the school unit and under the auspices of a recognized foreign exchange program. Such enrollment shall be without assessment of tuition;
- D. Upon special permission granted by the Superintendent, to provide continuity of program for a student whose family provides evidence of intent to move to the community shortly after a school year begins, or moves from the community near the end of a school year; and
- E. In accordance with Maine law related to the assignment of students for school purposes, such as: state wards; students for whom the Superintendent determines it is in the student's best interest to attend; students placed by state agencies; homeless children of school age; students living at light, fog warning or life stations; temporary residents; a transfer student when the two Superintendents approve in the student's best interest.

Retroactive tuition will be assessed for students found to be nonresidents and ineligible for enrollment under law or Board policy.

All requirements regarding age, health examinations, immunizations, etc., which apply to resident students shall also apply to non-resident students accepted for enrollment in this school system.

Legal Reference: 20-A MRSA § 5203 et seq.
8 USC § 1101

Cross Reference: JFAA - Admission of Resident Students

Adopted: December 8, 2010
Reviewed: January 23, 2013

EXTRACURRICULAR ACTIVITIES

PHILOSOPHY

Extracurricular activities are those activities in which students voluntarily participate. We believe there is a great deal of educational value derived from such participation. There must be certain disciplines and regulations to ensure a successful relationship of individuals to their specific activity, their school and their community. It is further our belief that the individual members of any school activity have an obligation to themselves, their families, their school and their community to assume the responsibility for their own and for the group's success in developing responsible school and community citizenship.

OBJECTIVES

- A. To provide a program of interscholastic activities.
- B. To provide equipment and facilities necessary to carry out these programs.
- C. To achieve the largest amount of safety possible for the students involved in all activities.
- D. To provide recreation for the student body.
- E. To provide activities for students with different interests.
- F. To provide activities where individuals may fulfill education values, such as leadership, sportsmanship and teamwork as well as self-improvement.

GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- A. Students shall conduct themselves in such a manner as to give the highest standard of value to themselves, their coaches, parents, school and community. Authority and responsibility will be with the faculty advisors and coaches.
- B. Every participant shall endeavor to stay with the activity until the end, contributing to whatever way possible to the overall effort of that activity.
- C. Each individual shall make a choice as to the activities in which he/she wishes to participate and shall devote his/her energies to the promotion of those activities.
- D. The Superintendent is authorized to develop additional guidelines and eligibility criteria for these activities.

Adopted: March 24, 2010

Revised: March 13, 2013

STUDENT ORGANIZATIONS—LIMITED OPEN/CLOSED FORUM

The Equal Access Act (Title VIII of Public Law 98-377) requires that public secondary schools grant equal access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum-related student groups to meet. This policy establishes the open forum be held during the lunch hour or as determined by the school Principal to ensure equal access to student groups wishing to meet.

The Principal may approve student groups use of facilities to conduct a meeting during the open forum provided that:

- A. The meeting will take place during the open forum. The open forum is defined as the lunch hour or non-instructional time as determined by the Principal.
- B. The meeting is voluntary and student initiated. The Principal must be assured that students are the ones promoting such activities and that they are participating of their own volition. Only students enrolled in the school may request the meetings.
- C. School authorities or district employees do not promote, lead or participate in such meetings. Principals may assign personnel to supervise these meetings. This action does not constitute sponsorship by the district of such meetings.
- D. The presence of school authorities or district employees or district personnel at any student religious meeting is non-participatory in nature. The presence of school authorities is for the purpose of observation only.
- E. The meeting does not in any way interfere with the conduct of regular instructional activities of the schools. Since the education of the students is the prime responsibility of the school, any other activities are secondary. The school may deny facilities to students on the basis that such activities or meetings interfere with the instructional program.
- F. Student meetings are not controlled, conducted or directed by person(s) or groups not affiliated with the schools. Such persons may attend student meetings but not on a regular basis. Visitors to the school must be approved by the Principal and clearance obtained prior to the meeting.
- G. The meeting is open to all students without regard to race, gender, religion or national origin.

Legal Reference: 5 MRSA § 4592

Adopted: March 24, 2010

Revised: March 13, 2013

SPONSORSHIP AND EVALUATION OF ATHLETIC PROGRAMS

It is the Board's desire to offer Regional School Unit No. 5 students athletic programming that provides diverse, developmentally appropriate opportunities and encourages student participation. At the same time, the Board recognizes that resources may not be available to fund all of the sports in which students and the community have an interest. In order to provide students with meaningful athletic experiences while maintaining high quality, sustainable programs, the Board adopts this policy governing sponsorship and evaluation of the school unit's athletic programs.

Through sponsorship, the school unit assumes responsibility for, and control of, a particular athletic program. Sponsorship requires Board approval. The school unit assumes responsibility only for those interscholastic athletic programs the Board has designated as school-sponsored.

The Board will approve for sponsorship only those programs that are consistent with its philosophy and policies and with regulations established by the appropriate governing bodies, including the Maine Principals' Association (which refers to its regulations as "policies"). Sponsorship does not mean that funding will be provided in whole or in part through the school unit's budget. Sponsorship is required even for activities that may be funded in full by booster organizations.

Sponsorship is required before any team may represent itself using the school name, to be eligible for league play and tournament participation, or to be eligible for school athletic awards.

The Board establishes the following process for the approval and evaluation of athletic programs.

A. CRITERIA FOR APPROVAL AND EVALUATION OF ATHLETIC PROGRAMS

The Athletic Director shall be responsible for developing a process for evaluating potential athletic programs and assessing the viability of existing programs. The process shall take into consideration the following factors, which shall be applied consistently to all programs:

1. Student body interest;
2. Community support;
3. Gender equity;

4. Impact on facilities;
5. Impact on existing programs;
6. Impact on administration and staff;
7. Expenses;
8. Availability of competition;
9. Potential to field competitive teams;
10. Alignment with Board philosophy and policies; and
11. Availability of funds, consideration of extraordinary costs (e.g., rental of facilities, transportation, specialized equipment), and other relevant data including Booster support.

The process should include a method for weighting and rating these criteria for comparison purposes.

B. APPROVAL OF NEW ATHLETIC PROGRAMS

Sponsorship of all new interscholastic athletic programs must be approved in advance. The Athletic Director shall be responsible for making and supporting recommendations during the budget development process prior to the proposed starting date. Recommendations are to be made based on data from the evaluation process.

The Board may impose conditions that must be met for the program to be approved.

Following initial approval, new programs will be placed on a probationary status.

At the conclusion of the probationary period, the Athletic Director must submit recommendations for continued approval. The Board may provide for continuing approval, deny approval, or extend the probationary status for one additional year. Probationary status shall not exceed two years.

C. EVALUATION OF EXISTING OR ONGOING SCHOOL-SPONSORED ATHLETIC PROGRAMS

Every athletic program will be reviewed on an “as needed” basis or when directed by the Board.

The purpose of evaluation is to ensure that all existing or previously approved programs continue to meet the standards and criteria established by the Board.

The evaluation of existing or ongoing approved programs will be done using the same process used to assess proposed programs.

Based upon the data, the Athletic Director shall make a recommendation to the Superintendent as to whether a program should continue or be deleted. The Board may decide not to fund or vote to eliminate any program that it deems no longer sustainable or in keeping with Board philosophy, standards or criteria.

D. DELEGATION OF AUTHORITY

The Superintendent may appoint a program evaluation or review committee to perform evaluations of proposed and existing athletic programs. Any such committee must have balanced representation including the Superintendent and/or Athletic Director, a high school administrator, a middle school administrator, coaches, parents and students. Any such committee will use the process for program evaluation.

The committee shall be advisory to the Board. While it may make recommendations to the Board, the Board retains full authority over RSU5 athletic programs.

Cross Reference: **JJI—Philosophy of Athletics**
 JJIBA—Hiring and Evaluation of Coaches
 JJIBB—Sportsmanship
 JJIBC—Relations with Booster Groups (or alternative code KJA)

Adopted: March 27, 2013