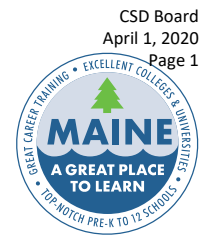




7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
SCHOOL BOARD MEETING
Wednesday, April 1, 2020
7 p.m.
CHORUS ROOM / ZOOM VIRTUAL MEETING

Join Zoom Meeting
<https://zoom.us/j/744390477>
Meeting ID: 744 390 477

Questions from the public during the meeting can be emailed to maria.libby@fivetowns.net
All votes will be by roll call

AMENDED AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Minutes
 - Approval of the March 4, 2020 Board Meeting Minutes
5. Notification of Resignations
 - a. Jeff Small, Zenith Teacher
6. Nominations (Note: Executive Sessions Possible for Nominations - 1 MRSA § 405(6)A)
 - a. Teacher Nominations for 2020-21
 - Lindsay Evans, Rising Tide Teacher, MM2, \$52,291
 - Thad Feeney, Digital Media Teacher, M/NBC14, \$71,042
 - 2nd Year Probationary Contracts**
 - Erin Fay
 - 3rd Year Probationary Contracts**
 - Barrett Burns
 - Kirsten Campbell
 - Piet Lammert
 - Pamela Phillips
 - Continuing Contracts**
 - Kimberly Helmstetter
 - Charles Simkin
 - Trevor Vadas
7. 2019-20 Budget to Actual – Karla Miller
8. 2020-21 Budget Update – Maria Libby
9. Approval of the 2020-2021 Five Town CSD Budget.
10. Approval of the 2020-2021 Five Town CSD Adult Education Budget.

11. Approval of a 2020-2021 Warrant article which allow the school board to transfer from unexpended balances an amount of \$75,000 to the Capital Reserve fund and expend up to \$350,000 from the Capital Reserve fund.
12. Approval of the 2020-21 Warrants for the Budget Meeting and to sign the warrants.
13. School Board Chair's Report – Becky Flanagan
14. Superintendent's Report – Maria Libby
15. Student Representatives Report – Sam Maltese, Juliana Day, Oliver Worner

16. Administrative Reports

- a. Deb McIntyre, Assistant Superintendent
- b. Shawn Carlson, CHRHS Principal
- c. Valerie Mattes, Director of Student Special Services
- d. Trina Schroeder, Communications and Development Director

17. Standing Committee Reports

- a. Curriculum – Has not met
- b. Finance – Met March 4, minutes attached.
- c. Personnel – Met March 9, minutes attached.

New Job Descriptions for Approval

Human Resources/Benefits/Payroll Coordinator

Math Instructional Coach

Revised Job Descriptions for Approval

Coach

Maintenance III – Advanced Level

Director of Facilities (title will change to Director of Facilities and Transportation)

Transportation Coordinator (title will change to Assistant Director of Facilities and Transportation)

- d. Negotiations – Has not met.
- e. Joint Policy – Met March 16, minutes attached.

First Reading

BCC – Nepotism

ECAF – Security Cameras

ECAF-E – Security Camera Notice

JJIF – Management of Concussions and Other Head Injuries

Reviewed with minor revisions or no changes

BDB – Board Officers

BID - Board Compensation

DB - Annual Budget

DI - Fiscal Accounting and Reporting

ECB – Pest Management in School Facilities and on School Grounds

EEA - Transporting Students to and from School

EEAEAA - Drug & Alcohol Testing of School Bus Drivers

EEAEAC - Bus Conduct (Daily Transportation of Students to and from School)

EEAEF - Video Cameras on Vehicles Used to Transport Students

EEBB - Employee Use of Private Vehicles During School Hours

EFAB - Accommodating Students with Special Dietary Needs

EFG - Operation of Food Concessions

EGAD - Copyright Compliance

18. Other Committees:

- a. Joint Stipend Committee – Met March 6, minutes attached.

New Stipends for Approval

Innovation Department Head – 22 pts

Revised Stipends for Approval

Varsity Wrestling Coach – 58 pts (from 49)

Wrestling Assistant – 40 pts (from 34)

Skiing Alpine – 55 pts (from 49)

Sailing - 24 pts (from 19)

Stipends coming off Probation

After School Weight Room Monitor – 18 pts

19. Future Agenda Items

20. Adjourn



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
SCHOOL BOARD MEETING
Wednesday, March 4, 2020
7 p.m.
CHORUS ROOM

MINUTES

Board Present

Becky Flanagan, Chair
Marcia Dietrich, Vice Chair
Matt Dailey
Deborah Harbaugh
Peter Orne
Sarah Bradley Prindiville
Brooks Crane
Brianna Gutierrez
Andrea Palise
Sam Maltese, Student Rep

Board Members Absent

Patrick McCafferty
Jonathon Morgan
Julianna Day, Student Rep
Oliver Worner, Student Rep

Also Present

Maria Libby, Superintendent
Debra McIntyre, Assistant Superintendent
Shawn Carlson, CHRHS Principal
Valerie Mattes, Director of Special Services
Karla Miller, Business Manager
Timothy Gill, Runyon Kersteen Ouellette Auditor

1. Call to Order
Board Chair, Becky Flanagan called the meeting to order at 7:00 p.m.

2. Adjustments to the Agenda
 - Removed agenda item #8 – 2020-21 Budget Updates to be discussed at the Finance Committee meeting.

3. Public Comment on Items not on the Agenda
 - Following up on an email she sent, Denyse Robinson presented her concerns on the lack of keyboarding in both districts. She stressed the continued importance of this skill. The board agreed it worth bringing to curriculum committee.

4. Minutes
 - Approval of the February 5, 2020 Board Meeting Minutes

Upon motion by Marcia Dietrich and second by Peter Orne, the Board voted to approve the minutes of the February 5, 2020 meeting as written.

Vote: 9-0 Student Vote: 1-0 Passed

5. Nominations (Note: Executive Sessions Possible for Nominations)
 - a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
JV Baseball	Ben Rollins	38	0%	\$2,889,90

Upon motion by Marcia Dietrich and second by Peter Orne, the Board voted to approve the above stipend nomination as presented.

Vote: 9-0 Student Vote: 1-0 Passed

6. Winter Sports Overview – Jeff Hart, Athletic Director
In Jeff’s absence, Shawn highlighted a few points from Jeff’s submitted report. The unified basketball program was a success and well received by the students. He encouraged the board to attend the last game Friday, March 6. The hockey team had a great season and made the play-offs. Both the boys’ and girls’ swim teams had successful seasons with each team coming home with KVAC Championships.
7. Presentation of the 2019 Audited Financial Statements
Timothy Gill presented the Financial overview of year ending June 30, 2019. He explained that the presentation was intended to be a tool for the board to understand its financial operating results.

No material weaknesses were identified, nor were there any significant deficiencies. However, Tim noted one comment pertaining to cash handling at the Central Office and in the Student Activities Account. Karla will address this issue to make sure it is rectified.

~~8. 2020-21 Budget Updates~~

9. Strategic Plan Implementation Mid-Year Update – Maria Libby and Shawn Carlson

District administrators are making good progress on their goals. They are still working on a pilot model for the capstone project and reviewing the system on program effectiveness has not yet started.

10. Approval of the 2020-21 School Calendars

Maria noted that school will start after Labor Day again this year. This is the third year in a row that a new school building will open in the area and the late start allows extra time for the move. December 23 is marked as a school day due to the late school start. She also explained that the Monday and Tuesday before Thanksgiving will be school days next year and November 25 will be a different kind of workshop day. It is a “flex” day meaning that staff design their own experience and can use it either on that day, or on another day outside of the school calendar for professional development (conference, workshop, self-designed day). Hope, Appleton, and Lincolnville currently have this flex day and it works well. The calendars align well with Mid-Coast School of Technology this year.

Upon motion by Peter Orne and second by Deborah Harbaugh, the Board voted to approve the 2020-21 CHRHS school calendar.

Vote: 9-0 Student Vote: 1-0 Passed

11. Thru the Eyes of Innovation Conference – Maria Libby

Maria shared an update on the conference planning. She provided a tour of the conference website and noted the positive feedback she has received.

12. School Board Chair’s Report – Becky Flanagan

Becky commended the work being done on the conference and the work the district is doing regarding the Coronavirus. She also thanked Shawn for providing the winter sports overview.

Maria added that she spoke with Dr. Liechty, our local Infectious Disease specialist, about the Coronavirus global outbreak. Dr. Liechty shared some information and resources and noted that the school district has a head start by already having the remote school day process in place, should staying home become necessary.

13. Superintendent’s Report – Maria Libby – as written

Maria highlighted the wetlands report provided by ReVision Energy in the packet. The board asked about the status of planned travel for CHRHS trips. Shawn said there are two trips in April, one to France and one to Colorado. There is a trip to the UK scheduled in June, and one to Australia a little later in the summer. Staff will meet with parents next week to get feedback and discuss options. The Morocco trip was previously cancelled due to a change in the political situation in that country.

14. Student Representatives Report – Sam Maltese, Juliana Day, Oliver Worner
CHRHS had its second all-school discussion about healthy sexual relationships. Sam said that the student-lead talks went well but recommended that the teacher required to supervise be located just outside the room rather than inside the room. He felt having the in-room supervision limited conversations around an already uncomfortable topic. He reminded the board that these discussions began last fall with a visit from *Speak About It*, an organization that talks to students about consent and sexual assault.

15. Administrative Reports

- a. Deb McIntyre, Assistant Superintendent – as written
- b. Shawn Carlson, CHRHS Principal – as written
- c. Valerie Mattes, Director of Special Services – as written

16. Standing Committee Reports

- a. Curriculum – Has not met
- b. Finance – Met February 5, minutes attached. Meets prior to board meeting.
 - Finance Update – Peter Orne, Finance Chair
The January budget summary shows overall expenditures are close to where they were last year, and we should have approximately 2% remaining at year end.
 - 2020-21 budget updates included adding the Ed Tech position back into the budget at the request of the board from the February 5 meeting. Other increases also included in the budget:
 - K-12 Math Coach position shared between both districts
 - New hire in Facilities that will overlap and train under the Facilities Director (filling a Maintenance position, but at an increased Director Salary)
 - An increase from Mid-Coast School of Technology's approved budget

The total increase is \$411,013, for a 3.18% increase in the expense budget and an overall 1.62% increase to taxpayers. The board discussed the additions and the value of the Ed Tech position. A consensus was reached through a straw poll to agree to all the additions presented.
- c. Personnel – Next meeting March 9, 5:00-6:00 p.m.
- d. Negotiations – Next meeting March 5, 4:00-6:00 p.m.
March 5 meeting cancelled by association. The Board Committee will still meet at this time.
- e. Joint Policy – Next meeting March 16, 3:30-5:30 p.m.

17. Other Committees:

- a. Joint Stipend Committee - Next meeting, March 6, 2:00 p.m.

The location is 3 Dogs Café instead of the Bus Barn.

18. Future Agenda Items

- Restorative Practices

19. Adjourn

The meeting adjourned at 8:53 p.m.

DRAFT

**Five Town CSD
 Current Year Budget Summary
 March 31, 2020**

Account Description	2019-2020 Budgeted	Reported To Date	Encumbered	Balance Remaining	Percent Remaining	Target for month using payrolls remaining 23.08%
General Fund Revenues						
Revenues	2,114,797	1,741,262	-	373,535	17.66%	
Assessments	10,792,769	7,789,591	-	3,003,178	27.83%	Have not rec'd Mar Assess from Rkpt
Total	12,907,566	9,530,853	-	3,376,713	26.16%	
General Fund Expenditures						
Instruction						
9-12 Instruction	4,867,100	3,606,925	61,492	1,198,683	24.63%	
ESL	28,670	21,526	-	7,144	24.92%	
Horizons / GT	44,358	28,021	-	16,337	36.83%	
Zenith	288,007	199,410	6,831	81,767	28.39%	
Subtotal	5,228,135	3,855,882	68,323	1,303,930	24.94%	
Special Education						
9-12 Special Education	1,228,889	977,072	310	251,507	20.47%	
Subtotal	1,228,889	977,072	310	251,507	20.47%	
Vocational Education	67,036	50,277		16,759	25.00%	
Other Instruction-Co & Extra Curricular	571,805	427,078	5,693	139,034	24.31%	
Student and Staff Support						
9-12 Guidance Office	548,251	398,931	531	148,789	27.14%	
9-12 Health Services	96,757	72,955	176	23,626	24.42%	
Curriculum Development	65,487	60,115	-	5,371	8.20%	
Teacher Course Reimbursement	5,548	2,567	1,450	1,531	27.60%	
9-12 Library	118,005	88,859	304	28,842	24.44%	
Technical Services	309,812	274,791	3,659	31,362	10.12%	Annual Apple Lease payments \$103k
Assessment	5,125	4,353	-	773	15.07%	
Subtotal	1,148,984	902,572	6,119	240,294	20.91%	
System Administration						
Board of Directors	69,487	46,284	5,058	18,145	26.11%	
Superintendent's Office	281,899	173,003	1,848	107,048	37.97%	
Business Office	151,328	194,187	-	(42,859)	-28.32%	Tyler, Frontline, Health Ins & Bus Mgr
Subtotal	502,713	413,474	6,906	82,334	16.38%	
School Administration						
9-12 Principal Office	521,874	387,840	355	133,679	25.62%	
Transportation	448,935	283,415	-	165,520	36.87%	
Operations and Maintenance	1,382,961	969,865	29,288	383,808	27.75%	
Subtotal- Operating Expenses	11,101,332	8,267,475	116,994	2,716,863	24.47%	
Debt Service	1,724,234	1,528,536	-	195,698	11.35%	timing of debt payments- CHRHS subsidized debt payment of \$941k booked in October
Other Expenditures	82,000	21,333	-	60,667	73.98%	
Total Expenditures	12,907,566	9,817,344	116,994	2,973,228	23.03%	
Total Revenue Over Expenditures		(286,491)				
March 2019 had remaining:	22.24%					

Adult Education						
Revenues	407,369	271,480	-	135,889	33.36%	
Expenditures	406,959	228,408	4350	174,201	42.81%	
Revenue over Expenditures		43,072				
Food Service						
Revenues	422,000	267,923	-	154,077	36.51%	Have not done monthly claim yet
Expenditures	412,620	294,040	-	118,580	28.74%	
Revenue over Expenditures		(26,116)				

7 Lions Lane
Camden, Maine 04843

(207) 236-3358
FAX (207) 236-7810



Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Five Town CSD
Superintendent's Report
April 1, 2020 Board Meeting

1. Coronavirus Update

Our district was at an advantage in the swift shift to remote learning due to having prepped for, and executed, a couple of Remote School Days the past two years. We had systems in place, experience with the collaboration software, and students and staff were already trained. This meant we were able to quickly and effectively begin remote learning last Tuesday, March 17. We had a very successful first two weeks, with attendance in many classes surpassing a typical day on-site. Teachers have been working hard to create meaningful and engaging experiences for students, and students are staying fairly focused. We have received overwhelmingly positive feedback from many parents who seem grateful that we were able to hit the ground running.

It is hard to predict the future, so we don't know how long this will last, nor do we know whether the state will guide the eventual re-opening of schools or if individual districts will. I think it is unlikely that we will reopen this year, although it is hard to know for sure given that President Trump wants to open the country back up for business by Easter.

If we do end up continuing remote learning for the remainder of the year, I actually don't think our students, parents, or teachers can sustain it until the time school was originally expected to end. As I try to plan for an unpredictable future, these are some of the topics I will be working on:

- Re-opening decision making process
- End date if we do not re-open
- Alternative graduation scenarios if we do not re-open
- Guidance on Credits/credit recovery/etc as it pertains to graduation
- Tipping point of continuing services/education and health of staff

2. Budget

We projected the additional savings that will accrue due to the school closure and plan to use \$325,000 of that savings as a revenue in the 2020-21 budget to offset the impact to taxpayers. In addition, we have removed the addition of the Math Coach position, but we are adding extra money for the Extended School Year program and other summer programming to help students get caught back up if needed. The result of these changes is an overall negative tax impact, which I think is important in this unprecedented time. Honestly, it is hard to predict whether our tax base will be able to pay their taxes this spring or next fall. These are uncertain financial times, making it hard to predict the impact on school budgets.

3. Media

I was on Maine Calling on Thursday, March 19 with the Pender Making, the Commissioner of Education and US Senator Angus King talking about remote learning. If you are interested, it can be found here:

<https://www.mainepublic.org/post/coronavirus-schools-how-are-maine-teachers-students-families-adapting-no-classroom-learning>

I also conducted a phone interview with the Bangor Daily News on March 23 about remote learning, so there may be an article appearing there in the near future.

Respectfully Submitted,
Maria Libby



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Debra McIntyre
Assistant Superintendent
Five Town CSD Board
04/01/2020

Goals Update:

GOAL #1: Teaching and Learning

- Facilitated session (#3 of 4) of virtual book study “Developing Assessment-Capable Visible Learners K-12”. This book study, while sparsely attended, has been a great discussion with staff. The focus is on strategies and tools to implement in the classroom that students can use to support their own learning. Video clips of actual classrooms implementing these strategies are also provided. This book study is a great example of how flex workshop days for staff can be implemented.
- Participated in instructional rounds at CHRHS – discussed observations with colleagues focusing on student-centered instruction.
- Met with Social Studies Department Head – planning for next steps regarding revision to curriculum based on revised state standards and implications of these revisions to coursework.
- Serving as a member of the standards curriculum revision with MDOE to review and revise Health and Physical Education standards.
- Developed form/format for implementation of Staff Flex Days for next year.

Other

- Personnel – supervision, evaluation and interviews
- Member of the Midcoast Curriculum and Midcoast Administration Recertification Committees
- Participating with Supt. Libby and Board Members in Negotiation process
- Attended the MSSA Winter Drive-In
- Continued working with Supt. Libby on the Innovation Conference
- Impact and Implications of COVID-19 on teaching and learning: Planning, Reflecting, Reviewing, Adjusting – Constantly

Respectfully,

Debra McIntyre

A learning community that fosters intellectual and creative excellence while building strong character.



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Board Report
1 April, 2020
CHRHS

Current Enrollment Figures	Oct	Mar 30	Change
9th Grade	179 (81M/98F)	176	-3
10th Grade	165 (84M/81F)	171	+6
11th Grade	189 (111M/78F)	190	+1
12th Grade	179 (94M/85F)	177	-2
	Total Enrollment	714	

Recognitions:

None this month

Remote Schooling Update

Wow. I cannot tell you how impressed I am with our staff and students. We are entering our third week of remote classes and the process has been incredibly smooth considering the dimensions of the changes we have been implementing. You should be proud of the employees that work for you. They are setting the bar high for how to minimize the disruption to learning given all of our constraints.

The care and concern that staff are showing students is heart-warming and sometimes inspiring. Although staff are attending to our students' academic learning, they really are focused on the social and emotional health of their students and families. Each day I see staff "right sizing" our expectations for students and finding new ways to keep them engaged. As someone noted, "it is a bit like being a new teacher again". This is not unexpected. What makes teaching successful over the long term is the ability of skilled teachers to routinize many of their tasks with students. A good teacher can juggle a myriad of issues in their classroom without necessarily devoting precious thought to solving the issue. This allows them to attend to the actual learning process. Today most of the routines have been thrown out the window and teachers are juggling a whole new set of issues that take mental band width. This is tiring for them.

It is equally tiring for students. They too, develop routines that serve them well in navigating school. Today they are juggling new expectations, often working in less than ideal conditions, perhaps watching their siblings and trying to stay connected to the internet. They are also reporting being tired, even exhausted by the transition. Added to this, for many, is the stress associated with a worsening economic situation and how it may impact their own families. Finally, they are trying to process the concern and stress associated with the health issues around this pandemic.

We are trying to take everything one day or week at a time. We are delaying decisions that do not need to be made now; graduation, prom, sports, ending the school year, etc. We are thinking and considering possible alternatives, but feel it is too soon to make these types of decisions. Students, especially seniors, are hopeful that the situation will improve and I see no reason to not think that may still be true. None the less, there is a distinct sense of loss for many seniors and other students as they contemplate the many disruptions that have and may still come to their lives here at CHRHS.

I have faith that we can continue to make this successful for our families, staff, students and community. I feel lucky to be working here.

Respectively,

Shawn Carlson

7 Lions Lane
Camden, Maine 04843
(207) 236-7812
FAX (207) 236-7810



Valerie Mattes
Director of Special Services
Carla Fancy
Assistant Director of Special Services

Special Services CSD Board Report April 1, 2020

COVID-19 Update:

Goal #1: Social, Emotional, Cognitive Needs

- Hiring process in progress – teacher for Rising Tide program
- Special education teachers and their Ed Techs worked diligently to set up remote learning capabilities for their students. Teachers considered the social/emotional needs for each student and planned for scheduled check-ins during this period of what could be long durations of isolation for some of our students.
- Clinical staff have set up tele-therapy sessions to address those students who are on their caseloads to prevent interruption of services.
- Additional support for students in Rising Tide day treatment program: Daily check in with Rising Tide staff; availability of Rising Tide staff through text or email between the hours of 9-3; daily Zoom sessions for academic support; and outings in natural settings several times/week for a chance to check in and provide some healthy alternatives.
- Remote instruction for Transitional Life Skills: Twenty-eight binders were created at different learning levels per each subject to make sure each student would have what they needed to help create meaningful and enriching lessons that coincide with remote/live lessons. Focus has been with communication with families and student engagement.
- Speech/Language specialist is connecting with students to continue tele-therapy services.

Goal #2: Meaningful, Engaging Curriculum

- Resource room teachers keep contact with students via ZOOM or email weekly for general or specific support. Students who do not respond electronically are contacted by phone. Ed Techs check in for specific subject support via ZOOM or email every other day. Students who do not respond are referred to case manager for follow up.
- IEP meetings are continuing to convene via video/phone conferencing capabilities to meet annual and re-evaluation IEP timelines.

Student Counts: Special Education: 111; Percentage – 16%

Respectfully submitted,
Valerie Mattes



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



**Trina Schroeder, Communications/Development Director Report
April 1, 2020**

Innovation Conference

Work continued for the Innovation Conference primarily around sponsorship management, website edits, and promotion. We provided an update to those registered and our sponsors that should we need to cancel the conference, we will provide refunds.

Social Media Presence

We have gained more followers and continue to provide about 10 tweets a month on average sharing news and updates on district activities. I've included our top 6 Tweets over the last 28 days. I share these so the board can see what has the most interest from the stories we share on social media.

Articles or Press Releases

Since my last update, we published a press release providing an update on The Hatchery as well as the yearly Public Input announcement. There have also been a few articles since mid-March around COVID-19 tweets to include one about the districts' donation of nitrile gloves to Penbay Hospital and the library book and food deliveries to students.

Fun stuff

We will continue to release the three remaining 28+5 videos that we pre-recorded. That leaves three that have not been recorded and we will see if we will be able to do that in a fun, safe, remote way.

Respectfully submitted,
Trina Schroeder

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements
	Five Town CSD/MSAD #28	@SchoolsCamden · Feb 26		712	20
	Maine - A Great Place to Learn! Maine public schools rank 14th in national study. twitter.com/mdoenews/statu... pic.twitter.com/d2UGCrE3KI				
	View Tweet activity				
	Five Town CSD/MSAD #28	@SchoolsCamden · Mar 17		664	5
	Conference organizers are monitoring the current COVID-19 pandemic situation and will wait to decide the impact on our summer conference: Thru the Eyes of Innovation, July 1-2. If it becomes necessary to cancel, we WILL provide refunds to those who have registered. Stay well!				
	View Tweet activity				
	Five Town CSD/MSAD #28	@SchoolsCamden · Mar 19		594	19
	And the work goes on... penbaypilot.com/article/maine-... @PenBayPilot @mdoenews				
	View Tweet activity				
	Five Town CSD/MSAD #28	@SchoolsCamden · Mar 20		469	25
	Special thanks to Shawn Carlson's genesis to provide Penbay Hospital a supply of nitrile gloves from CHRHS, CRMS and CRES. And to Keith Rose, Frank Sparhawk, and staff for obtaining, loading, and delivering supplies to Dawn Fuller @ Penbay Hospital. In this together! pic.twitter.com/Mg3whqeqy2				
	View Tweet activity				
	Five Town CSD/MSAD #28	@SchoolsCamden · Mar 18		405	21
	Thank you to our staff at Camden Rockport Elementary School who have been putting together necessary materials for our K-4 students!!! pic.twitter.com/lr41oVaFOK				
	View Tweet activity				
	Five Town CSD/MSAD #28	@SchoolsCamden · Mar 19		271	7
	It was a beautiful, sunny day for our bus drivers who made the first meal deliveries yesterday! Our district updates can be found here fivetowns.net/coronavirus pic.twitter.com/hcBHbAZHWu				
	View Tweet activity				



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Finance Committee Meeting
Wednesday, March 4, 2020
Camden Hills Regional High School, Room 245A
6:00 p.m.

MINUTES

Board Present

Peter Orne, Chair (Camden)
Brooks Crane (Hope)
Brianna Gutierrez (Rockport)
Deborah Harbaugh (Lincolntonville)

Board Members Absent

Patrick McCafferty (Camden)
Becky Flanagan (Camden)

Also Present

Maria Libby, Superintendent
Debra McIntyre, Assistant Superintendent
Shawn Carlson, CHRHS Principal
Karla Miller, Business Manager

1. Call to Order

The meeting was called to order at 6:10 p.m.

2. Review of January 2020 Budget to Actual

The Business Manager reviewed the February 2020 Budget to Actual. February revenues are on target for town assessments and we are receiving more tuition revenue and state subsidy than anticipated. The Business Manager will provide anticipated revenues for year-end once 3rd quarter tuition invoices have gone out. Expenditures had 31.23% remaining after debt service. February 2019 had 31.36% remaining at this time. Overall expenditures are close to where they were last year and we should have approximately 2% remaining at year end.

3. 2020-2021 Requested Budget

The Superintendent reviewed the changes in the Requested Budget. The total increase is now \$411,013 for a 3.18% increase in the expense budget and an overall 1.62% increase to taxpayers.

4. The meeting adjourned at 6:44 p.m.



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD and MSAD #28
Joint Personnel Meeting
March 9, 2020
Bus Barn Conference Room
5:00 – 6:00 p.m.

MINUTES

1. Call to order (5:20 pm)
2. CSD only Job Description
 - a. Coach (revision)

This job description was being revised because the Policy Committee felt it was the best way to address concerns about the differences between coaching a Varsity team and a JV or Freshman team. Originally the Policy Committee wanted two separate job descriptions to come from Personnel, but once Jeff Hart, CHRHS AD, began working on it, he felt it was best to differentiate from within a single coach job description. Therefore, sections were added to be explicit about the differences in philosophy.

The Personnel committee recommended a number of changes to wording with the Qualifications section and Performance Responsibilities. The changes are reflected in the revised Job Description that will go to the board.
3. CSD/MSAD Joint Job Descriptions
 - a. Maintenance III – Advanced Level (revision)

A very minor change was recommended in this job description, and the Personnel Committee agreed to that change that is reflected in the revised description.
 - b. Director of Facilities & Transportation (revision)

The title of this Job Description was changed to Director of Facilities and Transportation, as those two departments are being combined to offer more flexibility in supervisory responsibilities. Keith Rose made a number of suggested changes to this job description in preparation for his replacement to make it more accurately reflect the realities of the position. The committee concurred with the changes recommended.
 - c. Transportation Coordinator (revision)

This position is also getting a change in title, to Assistant Director of Facilities and Transportation. The job description was changed to include language about supervising custodians.

d. Human Resources/Benefits/Payroll Coordinator (new)

This position combines the prior Payroll Coordinator and Human Resources Manager positions. We made this change for the 2019-20 in practice, and the job description is following it. The new position combines and streamlines most of the responsibilities that had been in each of the two separate positions. The Committee had no additional suggested changes.

4. Camden Rockport Schools only Job Description

a. Elementary Intervention Teacher (new)

The Elementary School's Intervention Coordinator role has shifted into this job description, which is different than originally anticipated. As it turns out, the Assistant Principal does most of the Coordinating, and the person in this role is primarily an intervention teacher, having direct contact with students most of the time. That model seems to work well for CRES, so we created this job description to fit the situation. Deb drafted this and the committee had no additional edits.

b. Math Instructional Coach (new)

This is actually a position that is joint between the Five Town CSD and Camden Rockport Schools. It is a new position in the district to help address the math needs that have been identified repeatedly over the past decade or so. The need to improve math instruction/learning is present K-12, and the job description is meant to cover that range. The position will work with teachers, not students, to improve mathematics instruction. Deb drafted this and the committee had no additional edits.

Adjourned 6:18pm

**FIVE TOWN CSD
JOB DESCRIPTION**

HUMAN RESOURCES/BENEFITS/PAYROLL COORDINATOR

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Excellent communication and writing skills
3. Strong computer skills
4. Understanding of payroll process and bookkeeping methods
5. Knowledge of human resource laws and practices

REPORTS TO: Business Manager

JOB GOAL: To oversee and administer the districts' human resource, benefits, and payroll.

PERFORMANCE RESPONSIBILITIES:

1. Initiates, maintains and processes bi-weekly payroll for Five Town CSD and MSAD #28.
2. Produces the payroll register for review and reconciliation to the general ledger.
3. Verifies and pays all state and federal taxes, involuntary and voluntary deduction payments, calculates and when appropriate bills employees for benefit deductions.
4. Prepares reports relating to payroll and benefits on a monthly, quarterly and annual basis.
5. Tracks professional/sick/personal/other days off for employees. Maintains and prepares entries relating to employee paid and unpaid time off.
6. Makes necessary changes for new pay scales, health insurance rates, deduction rates and MSRS group life insurance coverage.
7. Uploads MSRS reports into the MainePers system and scrubs data in their system.
8. Prepares and processes Federal, State and other third-parties quarterly reports.
9. Prepares and distributes end of year forms ie: W2's W3's.
10. Keeps up to date on changes in regulations that impact payroll.
11. Handles mortgage verifications & miscellaneous questions.
12. Posts cash receipts daily.
13. Manages the Hiring Process including:
 - a. Ensures that hiring protocols identified in policies and collective bargaining agreements are followed
 - b. Places Employment Ads in appropriate venues after Administrative approval of Ad copy
 - c. Processes employment applications and schedules interviews
 - d. Prepares documents for the interview process
 - e. Ensures that all new employees fill out the correct paperwork including benefits and health insurance

- f. Prepares and submits various Federal, State & local surveys pertaining to employees' salaries & benefits
14. Keeps confidentiality of all employees and students.
15. Creates and balances Sick Bank Accounts for all employee groups annually and as needed.
16. Maintains current knowledge of employee benefits including health insurance changes
17. Troubleshoots employees' problems with benefits
18. Prepares and submits MainePERS enrollment forms and status changes for eligible employees for Retirement and Life Insurance
19. Assures Form I-9 Employment Eligibility Verification compliance for all new hires and rehires.
20. Maintains personnel files.
21. Assures all employees have current CHRC documentation (fingerprinting).
22. Assures all teachers and ed techs certifications and authorizations are current.
23. Creates Department of Education affidavits and appropriate forms as requested.
24. Creates and distributes all employee contracts.
25. Creates and distributes all stipend contracts and written reasonable assurance and summary sheets for non-association employees.
26. Enters employee information in NEO for Central Office Staff, new hires, Teachers, Ed Techs, Coaches, Bus Drivers, Custodians and Food Services Staff.
27. Creates and files numerous Department of Education forms and surveys as required by law.
28. Assists the Assistant Superintendent with Substitute Teacher hiring.
29. Maintains spreadsheets with data of performance evaluation results for teachers and ed techs.
30. Maintains Department of Labor Poster sites for all schools and Central Office.
31. Assures compliance with 403B IRS regulations with consultant's assistance.
32. Handles paperwork for terminations, including COBRA, MSMA and MainePERS
33. Processes Workers Compensation claims, compiles reports for OSHA
34. Oversees Family Medical Leave Act issues.
35. Keeps abreast of laws and regulations pertaining to human resources and makes recommendations as appropriate.
36. Maintains integrity of all software relating to payroll and personnel.
37. Performs other duties and responsibilities as may be assigned by the Business Manager and/or Designee.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document.

History:

Approved: April 1, 2020

**FIVE TOWN CSD
JOB DESCRIPTION**

MATH INSTRUCTIONAL COACH

QUALIFICATIONS:

1. Master's Degree in Education or closely related field.
2. Experience teaching mathematics.
3. Math Coaching Certificate preferred.
4. Valid Maine teaching certificate.
5. Alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Building Administrator

JOB GOAL: The Math Instructional Coach will work directly with teachers in the area of mathematics curriculum, instruction and assessment in order to improve student outcomes.

PERFORMANCE RESPONSIBILITIES:

1. Research and provide content knowledge and resources to staff about learning and teaching mathematics.
2. Research and provide information and guidance regarding a range of effective and innovative mathematical practices through various activities such as individual discussions, coaching sessions, demonstration lessons with pre-and post-discussion/analysis, professional development.
3. Work directly with classroom teachers to improve student outcomes in mathematics by increasing teachers' skill and confidence in delivering math instruction. This may include observations/feedback and modeling effective strategies.
4. Serve as a mathematical resource person to staff and principal in decision-making regarding math instruction, effective interventions and, professional development.
5. Provide support in coordinating mathematics curriculums K – 8.
6. Keep informed regarding research in the field of mathematics.
7. Use student math data, identify high-needs areas and lead professional development activities in consultation with district administrators.
8. As a member of the RTI team, recommend appropriate and effective intervention strategies.
9. Confer with teachers and administrators when necessary.
10. Attend staff, professional, and intervention meetings.
11. Adhere to all District policies and reporting procedures.
12. Perform other duties as assigned.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff

3. Follows health and safety procedures established by the district
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability and integrity

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to talk, hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: Salary and work year according to the teacher contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History:

Approved: April 1, 2020

FIVE TOWN CSD JOB DESCRIPTION

COACH

QUALIFICATIONS:

1. ~~Certification as required by the State Department of Education~~ **Must meet Maine Principals Association eligibility requirements.**

DESIRED QUALIFICATIONS:

1. Knowledge of **the sport** athletic activity, **and its** rules and policies.
2. Experience with dealing with students, parents, and the community-at-large.
3. **Experience coaching the sport.**

REPORTS TO: Athletic Director

JOB GOAL: To provide each participant an opportunity to participate in the activity and to foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of the sport, and the principles of fair play.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates all activities of the team including try outs and practices
2. Assumes responsibility for the continual improvement of the quality of instruction of the team
3. Fosters physical skills, knowledge and understanding of the sport to all participants
4. Communicates expectations for participation to all students and parents
5. Assumes responsibility for the development and implementation of team goals
6. Fosters good school-community relations by keeping the community aware of and responsive to the overall athletic program
7. Performs such other duties and assumes such other responsibilities as assigned by the supervisor
8. **Adheres to the MPA Coaches Handbook**
9. **Maintains competency in MPA rules, event procedures, coaching techniques, and general information about all aspects of the sport**
10. **Enforces discipline policies, practices, and procedures.**
11. **Models and promotes excellent Sportsmanship.**
12. **Ensures that no bullying/hazing occurs in his or her sport**
13. **Reports injuries to the athletic trainer via the online form in place on the school website**
14. **Provides supervision of all athletics until they have left the building and /or site**
15. **Plans all practice sessions and competitions**
16. **Plans and executes special events, such as Parent Night, Team Dinners, Awards Banquet, and other special recognitions**
17. **Attends all conferences/meetings for their specific sport**

18. Varsity coaches will be playing to win, while supporting playing time for all athletes as circumstances allow.
19. Sub-varsity coaches will promote individual and team development by allowing all players to develop skills and gain game experience

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: Salary as determined by the Teacher Contract

EVALUATION: Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document

History: Approved 04/06/05

Approved: April 1, 2020

FIVE TOWN CSD JOB DESCRIPTION

MAINTENANCE III – Advanced level

QUALIFICATIONS:

1. High School Diploma or Equivalent.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Knowledge of OSHA safety requirements.
4. Sound experience with basic hand tools and power tools.
5. Hold a valid Maine driver's license.
6. Current professional license in one **or more** of the following trades: plumbing, electrical, oil, gas, AC/refrigeration.

DESIRED QUALIFICATIONS:

1. ~~Master Plumber license.~~
2. Building Operator II certification (BOC).
3. Five or more years experience in commercial building maintenance.

REPORTS TO: Operations and Maintenance Director and/or Building Administrator.

JOB GOAL: To help maintain the physical school plant in condition of operating excellence so that full educational use of it may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Maintains safe condition of district facilities as directed by Operations and Maintenance Director.
2. Performs regular preventative maintenance on equipment including, but not limited to, lawn and field maintenance equipment, generator, HVAC equipment and boilers as directed by the Operations and Maintenance Director.
3. Makes repairs to equipment and fixtures in line with training, experience and licenses.
4. Supervises repair work performed by outside subcontractors as directed by Operations and Maintenance Director.
5. Recommends supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials and supplies.
6. Estimates costs of repair projects as directed by the Operations and Maintenance Director.
7. Performs such other duties and responsibilities as may be assigned by the Operations and Maintenance Director and/or the Building Administrator.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.

3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see and speak.
4. Ability to do reaching, eye-hand coordination, stooping, climbing ladders and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals.
6. Ability to read and understand blueprints and specifications.
7. Ability to write messages and to perform basic mathematics.
8. Ability to communicate using school provided computer and email account.
9. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and the Operations and Maintenance Director

History: Approved 03/06/13

Approved: April 1, 2020

FIVE TOWN CSD JOB DESCRIPTION

OPERATIONS AND MAINTENANCE DIRECTOR OF FACILITIES AND TRANSPORTATION

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Competent in one or more of the following areas: carpentry, HVAC/R, plumbing, and/or electricity
3. Knowledge of chemicals, Safety and Material Safety Data Sheets, OSHA (Occupational Safety and Health Act) safety standards, and hazardous materials
4. ~~Computer Skills~~ Proficient in MS Office
5. ~~Supervisory~~ Five (5) or more years progressively responsible management experience
6. Three (3) or more years experience developing and managing operating budgets
7. An understanding of IPM (Integrated Pest Management) and OPM (Organic Pest Management)
8. General knowledge of building codes, Life Safety code and local codes and ordinances
9. Experience using a DDC graphic user interface

DESIRED QUALIFICATIONS:

1. Technical school or other formal education in related fields
2. Master Boiler, Master Electrician, LP and/or Master Plumber licenses
3. Five years of maintenance or trade experience
4. Universal Refrigerant certification
5. BOC II (Building Operator Certification)
6. Degree in Facility Management or Engineering
7. Experience with tel/data, fire alarm, security and CCTV systems.
8. Experience programming DDC controls

REPORTS TO: Superintendent (or his/her designee)

SUPERVISES: Assistant Director of Facilities and Transportation, Maintenance and Grounds staff (note: The Assistant Director supervises Bus Drivers and Custodians)

JOB GOAL: To maintain school District facilities in a condition of operating excellence, cleanliness, health and safety, so that full educational use of them may be made at all times. To oversee an efficient and effective transportation department.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the maintenance and repair requirements of the district.
2. Supervises the maintenance and ~~running of the boilers, including fuel purchases~~ repair of MEPS systems.
3. Oversees and participates in training and personnel development.

4. Develops and maintains a safety program, including but not limited to hazardous materials that comply with OSHA guidelines.
5. Interviews, and with consultation with the Superintendent, recommends the employment, assignment, transfer, promotion, demotion, or dismissal of maintenance, and grounds personnel.
6. Coordinates all schedules for departmental personnel.
7. Monitors the grounds and maintenance payroll.
8. Implement the District's evaluation procedure of the maintenance and grounds staff on an annual basis as required by contract.
9. ~~Maintains heat, ventilation, and air conditioning systems to ensure economical use of fuel, water, and electricity~~ Works with the Business Manager to procure oil, LP and electricity at the lowest cost.
10. ~~Inspects with subcontractor and maintains fire alarms systems, sprinkler systems, and fire extinguishers on a regularly scheduled basis.~~ Ensures that all required inspections are scheduled and completed as necessary.
11. Maintains inventory.
12. Reports damage of school property to the Building Administrator and Superintendent.
13. Works with the Building Administrator and/or Superintendent to prepare and administer the annual operations and maintenance budget.
14. Estimates project costs for budgetary purposes.
15. Demonstrates good communication skills, sound organizational skills and clear and concise writing skills.
16. Is on-call 24 hours a day for emergency situations.
17. Performs such other duties and assumes such other responsibilities as may be assigned by the Superintendent.
18. Monitors indoor environmental quality and energy efficiency
19. Develop and maintain the District's long-range Facilities master plan.
20. Manage the bidding process from minor repairs to major capital renewals including the RFP process and make recommendations for approval.
21. Plans and manages repair, minor renovation and capital renewal projects
22. Participates in the planning and management of major renovations and new construction projects.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, eye-hand coordination, stooping, repetitive motion, climbing and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals (cleaning, stripping wax, floor finish, paints and solvents).
6. Ability to do basic math and writing.
7. Ability to communicate using school provided computer and email account.
8. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Directors

History: Approved 05/01/13

Approved: April 1, 2020

**FIVE TOWN CSD
JOB DESCRIPTION**

**TRANSPORTATION COORDINATOR
ASSISTANT DIRECTOR OF FACILITIES AND TRANSPORTATION**

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Minimum of 3 years' experience in a transportation operation.
3. Must hold Maine Drivers and Commercial Drivers License with a PY endorsement
4. Meet all State requirements (physical, etc.)
5. Basic computer skills
6. Supervisory experience
7. Demonstrated aptitude or competence for assigned responsibilities

DESIRABLE QUALIFICATIONS:

1. Technical school or other formal education in related fields

REPORTS TO: ~~Superintendent of Schools~~ Director of Facilities and Transportation

SUPERVISES: Bus drivers, ~~mechanic, and custodial transportation maintenance~~ personnel

JOB GOAL: To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the District's schools **as well as to help ensure that our facilities are clean.**

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates good communication skills, sound organizational skills and clear and concise writing skills
2. Conforms with all State laws and regulations regarding school transportation
3. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety
4. Recruits, trains, and supervises all transportation **and custodial** personnel.
5. Advises Superintendent regarding road conditions for decision on school closing during inclement weather
6. Cooperates with School Administrators and others responsible for planning special school trips.
7. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
8. Prepares bus routes and schedules for all public schools in the District.
9. Attends appropriate committee and staff meetings.
10. Prepares transportation budget.
11. Completes all reports required by State authorities.
12. Takes an active role in solving discipline problems occurring on school buses.

13. Acts as liaison with parents for complaints and special requests.
14. Develops recommendations for future equipment and personnel needs based on a survey of resident students.
15. Works with drivers to educate students on proper bus safety.
16. Works with drivers to solve problems with routes, parking, behavior, etc.
17. Assumes responsibility for personal growth and development through participation in workshops, meetings and seminars on the latest trends, and developments.
18. Responds to emergency calls pertaining to transportation.
19. Interviews, and with consultation with the Superintendent, recommends the employment, assignment, transfer, promotion, demotion, or dismissal of custodial and transportation personnel.
20. Coordinates all schedules for departmental personnel.
21. Monitors the custodial and transportation payrolls.
22. Is on-call 24 hours a day for emergency situations.
23. Performs such other duties and assumes such other responsibilities as the Superintendent may assign from time to time.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping
5. Ability to do basic math and writing
6. Demonstrate the ability to communicate effectively

TERMS OF EMPLOYMENT: ~~Eleven months per year.~~ Salary and work year to be established by the Board of Directors

EVALUATION: Performance of this job will be evaluated in accordance with this document and the Superintendent of Schools

History: Approved 04/10/02, 01/06/13

Approved: April 1, 2020



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/MSAD #28
Joint Policy Committee Meeting
March 16, 2020
3:30-5:30 p.m.
Bus Barn / Zoom Virtual Meeting

Present:

Marcia Dietrich (Zoom)
Becky Flanagan
Patrick McCafferty
Jaime Stone (Zoom)
Chris Walker-Spencer
Deb McIntyre
Maria Libby

Minutes

1. The meeting was called to order at 3:30.
2. CSD Only
Review
 - a. BDB – Board Officers - Minor revisions were made.
 - b. BID – Board Compensation – No changes made.
 - c. DB – Annual Budget – No changes made.
3. CSD/MSAD Joint Review
Revisions
 - a. BCC – Nepotism - The board reviewed the additions and changes to the policy. Maria will get clarification on item #7 All School Employees paragraph from MSMA and make further changes based on that consult.
 - b. ECAF – Security Cameras
 - There were a few revisions in the CSD version. In addition, the committee decided to incorporate EEAEF into this policy to make it a single policy on security cameras.
 - For SAD, this policy will be repealed and replaced with the CSD revised version.
 - c. ECB – Pest Management in School Facilities and on School Grounds - Minor revisions were made. This policy will be marked as “Reviewed.”
 - d. EEAEF – Video Cameras on Vehicles Used to Transport Students
 - This policy will be incorporated into ECAF. Policy EEAEF will be rescinded.
 - e. JJIF – Management of concussions and Other Head Injuries – Significant revisions were made to include new definitions for the purposes of the policy, additional

guidance on training, management of concussive and other head injuries, medical clearance, and concussion management team details based on updated guidance from MSMA.

Review

- a. DI – Fiscal Accounting and Reporting – No changes made.
- b. ECAF-E Notice to Students and Parents Regarding the use of Closed-Circuit Cameras to Create a More Safe and Secure Campus – Minor revision made.
- c. EEA – Transporting Students to and from School – Minor revisions made.
- d. EEAEAA – Drug & Alcohol Testing of School Bus Drivers – No changes made.
- e. EEAEAC – Bus Conduct (Daily Transportation of Students to and from School)
 - In the CSD, no changes made.
 - In the Camden Rockport Schools, minor revisions made.
- f. EEBC – Employee Use of Private Vehicles During School Hours – Minor revisions made.
- g. EFAB – Accommodating Students with Special Dietary Needs – No changes made.
- h. EFG – Operation of Food Concessions – No changes made.
- i. EGAD – Copyright Compliance – No changes made.

4. MSAD Only

Revisions

- a. EEAF – Transportation to and from Extra-Curricular Activities – Minor revisions made.
- b. EEBA – Use of District Vehicles by Non-Profit Organizations – Minor revisions made.
- c. GDD – Computation of Vacation for Salaried Employees – Minor revisions made.

5. Adjourn

The meeting adjourned at 4:28 p.m.

FIVE TOWN CSD POLICY

NEPOTISM

1. Definitions

For the purposes of this policy, the following definitions shall be used:

- a. "Employee" means a person who receives monetary payment or benefits, no matter the amount paid, or hours worked, for personal services performed for the School Department.
- b. "Administrators and Director" includes **all positions with Director or Assistant Director in their title**, ~~the Special Education Director, Athletic Administrator, Director of Adult Education and School Principals, Assistant Principals, Business Manager, Facilities Director, and the Assistant Superintendent, Technology Director, Transportation Director and Food Service Director.~~
- c. "Immediate Family" includes spouse, brother, sister, parent, son, daughter, or domestic partner.
- d. ~~"Extended Family" includes grandparent, grandchild, uncle, aunt, niece, nephew or in-law.~~

2. Employment

It shall be the policy of the Five Town CSD not to employ any person who is a member of the immediate family of a Board member or the Superintendent.

By Maine law (20-A M.R.S.A. SEC 1002(2)), a Board member's spouse is precluded from employment under any circumstances in any public school within the jurisdiction of the Board to which the member is elected.

3. Supervision and Evaluation

No person shall be employed in or assigned to a position that is within the administrative supervision or a member of his/her immediate family, nor in a position in which s/he is supervised or evaluated, in whole or in part, by a member of his/her immediate family.

~~4. Board Members~~

~~Immediate and extended family members of Board members shall not be employed by the School Department, subject to the following exemptions:~~

- ~~a. Immediate and extended family members, except spouses, who are employed as of the date of policy adoption, for as long as they remain continuously employed.~~
- ~~b. Employees who are employed on the date that an immediate or extended family member of theirs is elected to the Board.~~
- ~~c. Board members are expected to recuse themselves from participating in any personnel action involving an immediate or extended family member employed~~

~~by the School Department.~~

~~5. Superintendent~~

~~Immediate and extended family members of the Superintendent shall not be employed by the School Department, subject to the following exemptions:~~

- ~~a. Employees who are employed on the date that an immediate or extended family member of theirs is elected to the Superintendency.~~
- ~~b. If a member of the Superintendent's immediate or extended family is employed under paragraph (a), appropriate measures shall be taken by the Board to avoid a conflict.~~

~~6. Administrators and Directors~~

~~No person shall be employed in a position within the jurisdiction of an administrator or supervisor who is a member of that person's immediate or extended family. Nor shall any person be employed in a position in which a member of the immediate or extended family of that person is responsible, in whole or in part, for his/her supervision or evaluation. This provision is subject to the following exemption:~~

- ~~a. Employees who are employed as of the date of policy adoption, for so long as they remain continuously employed. In such cases, appropriate measures shall be taken to avoid a conflict.~~

7. Exceptions to Policy

The Board may approve an exception to this policy (except for the statutory prohibition against employment of Board members' spouses) if there is a determination that it is in the best interest of the School Department and appropriate measures can be taken to avoid a conflict. It is the intent of the Board that this provision be narrowly construed and used only in ~~rare~~ **extraordinary** circumstances.

~~8. All School Employees~~

~~The Board shall be notified if an employee has an immediate or extended family relationship with any other School Department employee or Board member before the Board takes any employment action affecting that employee.~~

Legal Reference:

- TITLE 20-A MRSA SEC. 1002

Cross Reference:

- **BCB - Board Member Conflict of Interest**

History:

Adopted: 12/13/95, 07/21/04, 03/06/13

Revision 2012

First Reading: April 1, 2020
Second Reading:
Adopted:

FIVE TOWN CSD POLICY

SECURITY CAMERAS

The Use of ~~Closed Circuit~~ Security Cameras

The Board recognizes the district's responsibility to provide a safe site for learning, and to safeguard the Five Town CSD district facilities and equipment, and to maintain order on school buses. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of security cameras at the Physical Plant and in vehicles used to transport students as part of an approach to protecting the safety and security of students, staff, public and their property.

~~The Five Town CSD School Board authorizes the use of closed circuit cameras as part of an approach to protecting the safety and security of students, staff, public and their property.~~

~~The School Board recognizes that it must balance the rights of privacy of students, staff, and public where appropriate with its duty to provide a safe site for learning and to safeguard the Five Town CSD facilities and equipment. The use of closed circuit cameras will be used in a way that respect individuals' privacy as required by applicable law.~~

The Board retains the ability to authorize active use of the cameras should it be deemed necessary.

Procedures for the Use of Closed Circuit Cameras

1. Student records:
 - a. Five Town CSD will comply with provisions of federal and state law regarding student records requirements as applicable in the Five Town CSD's active or passive use of closed circuit or recordings. Recordings considered for retention, as part of a student's behavioral record will be maintained in accordance with established student record procedures governing access, review and release of student records.
 - b. Annual notification will be provided to students and parents that closed circuit cameras are operational.
2. Storage/Security:
 - a. All saved recordings will be stored and secured to insure confidentiality.
 - b. Recordings held for review of non-criminal incidents will be maintained in their original form pending resolution. The recordings will either be released for erasure or retained as necessary as part of the student's behavioral record in accordance with established, Five Town CSD procedures.
3. Viewing:
 - a. Cameras located inside the facilities:
 - i. The digital images captured by the camera can only be viewed by school officials if there has been an incident or threat to student(s), staff or building and only from a camera in the area pertinent to the

investigation. Recordings that are not needed for an ongoing investigation will be erased on a regular basis.

- ii. Recordings will remain the property of Five Town CSD and may be produced and/or reproduced only in accordance with law and the approval of the Superintendent of Schools.

b. Crisis Response

- i. When the crisis response plan is implemented, the Superintendent of Schools (designee) may grant permission to emergency personnel (e.g., Law Enforcement, Firefighters, Medical Personnel) to actively view any or all closed-circuit cameras, in or outside the school at facilities other than district sites.

4. Viewing requests:

- a. Request for viewing recordings will be limited to the appropriate school administrator, parent/guardian or eligible student (18 years or older) or Law Enforcement or others as deemed appropriate by the principal, principal's designee or Superintendent.
- b. Request for viewing may be made to the School principal, principal's designee, or Superintendent within five days of the date recorded.
- c. Requests for viewing will be limited to those parent/guardians, students, and Five Town CSD officials with a direct interest in the proceedings as deemed appropriate by the Building Administrator or designee, or Superintendent. Parent or student viewing may be done as long as it will not violate any FERPA regulation for any student.
- d. Recordings will be made available for viewing within two school days of the request approval.
- e. Only the portion of the recording concerning a specific incident will be made available for viewing by an approved reviewee.
- f. Footage that no longer exists, because storage is time-limited due to normal system operation, is not available for viewing.

5. Discipline

Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative procedures, and school practices.

5. Signage:

~~The Five Town CSD will strategically locate signage informing students, staff, and public of the existence of the closed circuit cameras.~~

Cross Reference

- ECAF-E - Notice to Students and Parents Regarding the use of Closed Circuit Cameras

History: Adopted: 04/02/03, 01/05/05, 05/03/06, 04/03/13

First Reading: April 1, 2020

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

SECURITY CAMERA NOTICE TO STUDENTS AND PARENTS REGARDING THE USE OF CLOSED CIRCUIT CAMERAS TO CREATE A MORE SAFE AND SECURE CAMPUS

The Five Town CSD has installed digital recording equipment on the interior and exterior of the Camden Hills Regional High School **and on buses, and** will be recording 24 hours a day, 7 days a week **on the campus and while buses are operating.**

Digital recordings will be reviewed when deemed appropriate and may be considered evidence of misconduct. Persons found to be in violation of the Five Town CSD conduct rules will be notified and disciplinary action will be initiated in accordance with the Five Town CSD policy.

Digital Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Digital recordings will remain the property of the Five Town CSD and in the custody of the appropriate school district administrator.
2. Parents or guardians who wish to view a digital log in response to disciplinary action taken against a student may request such access under the procedures outlined in the Security Camera policy.
3. Persons unrelated to a disciplinary incident will not be permitted to view digital Logs.

Cross Reference:

- ECAF - Security Cameras

History: Adopted: 12/04/02, 11/01/06, 04/03/13

First Reading: April 1, 2020

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

MANAGEMENT OF CONCUSSIONS AND OTHER HEAD INJURIES

LIST OF DEFINITIONS

The following definitions below are only for the purposes of this policy.

Concussion: A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

Concussion Management Team: A Concussion Management Team (CMT), appointed by the Superintendent or Principal, may include, but is not limited to the following: school administrator, school nurse, athletic administrator, school counselor, and school physician or local concussion specialist (doctor). The Team shall oversee the implementation, graduated school reentry protocols, and make recommendations related to implementation and review of this policy. This team may be combined with another existing student support team within the school or school administrative unit.

Graduated school reentry: Graduated school re-entry is a gradual and coordinated return to school activities following a concussion. The written plan, developed by the concussion management team or designee with input from the student, parents, and medical provider. The re-entry plan should be based upon the CDC Acute Concussion Evaluation Care Plan published by the CDC.

https://www.cdc.gov/headsup/pdfs/providers/ace_care_plan_school_version_a.pdf

Medical clearance: Medical clearance must include a written statement from a health care provider who is trained in the treatment and management of concussions in a pediatric population. The statement should set forth the specific details regarding what a student can do academically and with regards to athletics. This statement must also address what steps the school/student should take if the student becomes symptomatic while at school.

The Board recognizes that concussions and other head injuries are potentially serious and may result in significant brain damage and/or death if not recognized and managed properly. The Board further acknowledges that a student may suffer a concussion during any activity during the school day or outside of school. The Board adopts this policy to promote the safety of students participating in school-sponsored extracurricular athletic activities, including but not limited to interscholastic sports.

While most of this policy focuses on athletics, the Board also recognizes that concussions can occur both inside and outside of school. No matter where they occur, they affect a student's health. It is important that staff and parents communicate to one another whenever and wherever a concussion occurs so that the school can take proper measures to assist a student with a concussion. Any staff member who witnesses a concussion or learns of a concussion should make sure to report that information to the school nurse.

COGNITIVE CONSIDERATIONS

School personnel will be trained to recognize and alert to cognitive and academic issues that may be experienced by students who have suffered a concussion or other head injury, including but not limited to difficulty with concentration, organization, long-and-short term memory and sensitivity to bright lights and sounds, and accommodate a gradual return to full participation in academic activities as appropriate, based on the recommendations of the student's health care provider and appropriate designated school personnel (e.g., 504 Coordinator).

TRAINING

~~By June 30th of each year, the Athletic Director will identify the school-sponsored athletic activities that pose a risk of concussion or other head injury. A list of these activities will be distributed to school administrators and coaches.~~

Prior to the beginning of each sports season, athletics-related school personnel (including volunteers) identified by the District's Concussion Management Team (CMT) must be made aware of this school policy and protocols related to the management of concussive injuries. They must also participate in concussive awareness training prior to assuming their coaching responsibilities. All coaches, including volunteer coaches, must undergo training in the identification and management of concussive and other head injuries prior to assuming their coaching responsibilities. This training will include recognizing signs and symptoms that may suggest a concussive or other head injury and the use of graduated school reentry protocols. The training must be consistent with such protocols as may be identified or developed by the Maine Department of Education (DOE) and include instruction in the use of such forms as the DOE/MPA may develop or require. The athletics coaches will take the online training course offered by the CDC unless the State of Maine department of education mandates a different training course. <https://www.cdc.gov/headsup/resources/training.html>

Coaches shall be required to undergo refresher training every year or when protocols and/or forms have been revised.

Prior to the beginning of each school year, non-athletics related school personnel (for example, PE teachers, school nurses) identified by the District's CMT, must be made aware of this school policy and protocols related to the management of concussive injuries. This training will include recognizing the signs and symptoms that may suggest a concussive or other head injury and must be consistent with protocols as may be identified or developed by the Maine Department of Education (DOE).

STUDENT AND PARENT INFORMATION

Annually, at the beginning of each sport season (Fall, Winter and Spring), students and parents of students who will be participating in school-sponsored athletic activities will be provided the **Parent and Athlete Concussion Information Sheet from the CDC**. This form must be signed by the athlete and the guardian.

https://www.cdc.gov/headsup/pdfs/custom/HeadsUpConcussion_Parent_Athlete_Info.pdf

- ~~1. The risk of concussion and other head injuries and the dangers associated with continuing to participate when a concussion or other head injury is suspected;~~
- ~~2. The signs and symptoms of concussion and other head injuries; and~~

Parents will also be provided the Five Town CSD's protocols for

- a. removal from the activity when a student is suspected of having sustained a concussion or other head injury,
- b. evaluation, and
- c. **medical clearance** to return to participation in the activity ("return to play").
- d. **graduated school reentry protocols**.

The student and his/her parent(s) must sign a statement acknowledging that they have received and read this information before the student will be allowed to participate in any school-sponsored athletic activity.

MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

It is the responsibility of **all school personnel trained in the signs, symptoms, and behaviors related to concussion or head injury**, ~~the coach or supervisor of the activity~~ to act in accordance with this policy when the coach/volunteer recognizes that a student may be exhibiting signs, symptoms and behaviors associated with a concussion or other head injury.

- Any student suspected of having sustained a concussion or other head injury during **school or** a school-sponsored athletic or extra-curricular activity including but not limited to competition, practice or scrimmage, must be removed from the activity immediately **and evaluated by a qualified school personnel**.
- **Any student suspected of having sustained a concussion or other head injury is prohibited from further participation in any school activities until he/she is evaluated by the school nurse or other school personnel trained in such evaluation, such as an athletic trainer who is able to determine if referral to a licensed health care provider is necessary.**
- **The student and his/her parent(s)/guardian(s) will be informed of the referral to a licensed health care provider for a medical evaluation for possible concussion or brain injury before the student is allowed to begin the graduated school reentry and/or graduated return to play protocol, and then full participation in learning, recess, physical education, and any school activities.**
- **No student is permitted to return to the activity or to participate in any other school activity on the day of the suspected concussion.**

- If referral to a licensed health care provider is necessary, the student will require written medical clearance from a licensed medical provider qualified and trained in concussion management. The provider must use the CDC Acute Concussion Evaluation Care Plan. The school recognizes that occasionally children with more severe concussions may require a more detailed return to school guideline. In that case a letter with specific recommendations would be acceptable.
https://www.cdc.gov/headsup/pdfs/providers/ace_care_plan_school_version_a.pdf
- School personnel should be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including but not limited to: difficulty with concentration, organization, long-and-short term memory, and sensitivity to bright lights and sounds.
- School personnel shall accommodate a graduated school reentry protocol for return to full participation in all academic activities as appropriate, based on the recommendation of the student's concussion trained health care provider and appropriate designated school personnel (e.g. 504 Coordinator, school nurse).
- No student is permitted to return to full participation in extra-curricular activities until fully returned to his/her academic program. The school reserves the right to deny full participation in sports if the trainer or coach feels that the student has persistence of symptoms which would preclude participation. In that case the parent will be notified and encouraged to share the trainer's/coaches concerns with regards to clearance.
- If at any time during the gradual return to school process the student exhibits signs, symptoms of concussion the student must be evaluated by qualified personnel. With regards to academic return, it may be expected that the student may have some mild symptoms of concussion. How to proceed, given the severity of symptoms, should be specifically addressed in the return to school plan. If the child is experiencing a level of symptoms that is unexpected the child should be evaluated by the nurse and the parents notified. With regards to sports, the student must be free of symptoms to be allowed to initiate a gradual return to sports or engage in sports. If the coach/trainer feel that the patient is exhibiting signs of concussion the student will be removed from the athletic activity. The parent will be notified and the medical provider will need to issue another letter of clearance.

~~The student and his/her parent(s) will be informed of the need for an evaluation for brain injury before the student will be allowed to return to the activity.~~

~~No student will be permitted to return to the activity or to participate in any other school-sponsored athletic or extra-curricular activity on the day of the suspected concussion.~~

~~Any student who is suspected of having sustained a concussion or other head injury shall be prohibited from further participation in school-sponsored athletic or extra-curricular activities until he/she has been evaluated and received written medical clearance to do so from a licensed health care provider who is qualified and trained in concussion management.~~

~~Coaches/volunteers and other school personnel shall comply with the student's health care~~

~~provider's recommendations in regard to gradual return to participation. No student will be permitted to return to full participation (competition) until cleared to do so. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full participation.~~

MEDICAL CLEARANCE

Once a referral to a health care provider has been made by the school nurse, athletic trainer, or other health services personnel, the student must receive written clearance from a health care provider licensed to diagnose a concussion who is trained in the treatment and management of concussions. The medical clearance allows a student to begin the graduated reentry protocol.

CONCUSSION MANAGEMENT TEAM (CMT)

The team shall oversee and implement this policy and related protocols for concussive head injuries based on the currently accepted best practices. The team, under direction of the superintendent, shall identify the school personnel who shall be trained in concussion signs and symptoms and the school activities covered by this policy.

DATA

The board recognizes how serious concussions are and the need for improved understanding of concussions in our schools and their impact on learning and school attendance. The school administrative unit will track the number of concussions, activity associated with the injury, number of school days missed, and other information determined necessary by the Concussion Management Team. The CMT will review this data and make recommendations to the Board as needed.

The Superintendent will appoint a concussion management team including a school administrator to be responsible, under the administrative supervision of the Superintendent, to make recommendations related to implementation of this policy. The concussion management team will include the Athletic Director, athletic trainer, and school nurse and may include one or more principals or assistant principals, the school physician and such other school personnel or consultants as the Superintendent deems appropriate. Staff will refer to Concussion Management Protocol for the management of all student concussions.

History: Adopted: 11/07/12, 03/06/20

First Reading: April 1, 2020

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

BOARD OFFICERS

Duties of the Chair

The Five Town CSD School Board Chair shall preside at all meetings of the Board and shall perform other duties as directed by law, Maine Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chair shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent and Vice-Chair in the planning of the Board meeting agendas;
3. Confer with the Superintendent and Vice-Chair on crucial matters which may occur between Board meetings;
4. Appoint Board committees and serve as an ex- officio member of all such committees;
5. Call special meetings of the Board as necessary;
6. Be public spokesperson for the Board at all times except as this responsibility is specifically designated to others;
7. Be responsible for the orderly conduct of all Board meetings; and
8. As presiding officer at all meetings of the Board, the Chair shall run the meeting by the *Roberts Rules of Order*.

The Chair shall have the right, as other Board members have, to offer ~~resolutions~~ motions, discuss questions and vote.

Duties of the Vice-Chair

In the absence of the chair, the Vice-Chair shall perform all the duties of the Chair.

Duties of the Secretary

The Superintendent shall serve as secretary of the Board, with the right to speak on all questions and offer recommendations. The secretary shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings and shall perform such other functions as are ordinarily functions of this office.

Legal Reference:

- TITLE 20A MRSA SEC. 1055 (ALL)
- TITLE 20A MRSA SEC. 1251.5, 7 (SAD'S)
- TITLE 20A MRSA SEC. 1651, 2 (CSD'S)

Cross Reference:

- BB – School Board Legal Status

History: Adopted: 12/13/95, 04/02/03, 03/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

BOARD COMPENSATION

Purpose: To authorize compensation for CSD Board members.

An annual stipend shall be paid to the Five Town CSD Board members at a rate set by the Board. Alternates will be paid \$10.00 per meeting in which they act in an official capacity as a Board member. Members and Alternates shall be paid during the months of December and June

Legal Reference:

- Title 20A MRSA Sec. 1251 (SAD)
- Title 20A MRSA Sec. 1652 (CSD)
- Title 20A MRSA Sec. 2306 (MUN)

History: Adopted: 01/05/00, Reviewed: 01/09/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

ANNUAL BUDGET

The Board recognizes that financial resources and the proper management of same are fundamental to the support of school programs and operations. With this in mind, the Board will develop and present an annual operating budget as directed by applicable laws.

The annual budget will be for a 12-month period covering the fiscal year July 1st through June 30th.

The Board shall appoint annually in April the Superintendent as its Treasurer, but he/she may delegate portions of such responsibility as appropriate.

The three general areas of responsibility of the Treasurer are budget preparation, budget presentation and budget administration.

Legal reference:

- 20-A MRSA 5-5 1301(MSAD)
- 20-A MRSA 5-5 1701(CSD)
- 20-A MRSA 5-5 1902(UN)
- 20-AMRSA 5-5 15617(ALL)

History: Adopted: 10/28/98, Reviewed: 02/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

FISCAL ACCOUNTING AND REPORTING

The Superintendent shall be ultimately responsible for properly accounting for all funds of the school unit.

The accounting used shall be in accordance with requirements of the Maine Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special moneys.

The Board shall receive monthly financial statements from the Superintendent showing the financial condition of the school.

It shall be the duty of the Superintendent/designee to direct and supervise the preparation of monthly and annual reports to the Superintendent and the Board; to advise Principals and other administrators periodically of expenditures related to budget appropriations; and to prepare financial reports required by the Maine Department of Education or other agencies with jurisdiction.

Legal Reference:

- 20-A :MRSA 5-5 1055

History: Adopted: 10/28/98, Reviewed: 02/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

PEST MANAGEMENT IN SCHOOL FACILITIES AND ON SCHOOL GROUNDS

The Five Town CSD Board recognizes that structural and landscape pests can pose significant problems for people and school unit property, but that use of some pesticides may also pose health and safety risks to people, property and the environment. It is therefore the policy of ~~[school unit]~~ the Five Town CSD to incorporate Integrated Pest Management (IPM) principles and procedures for the control of structural and landscape pests.

For the purpose of this policy, “pests” are populations of living organisms (animals, plants or microorganisms) that interfere with use of school facilities and grounds. “Pesticide” is defined as any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pests and any substance or mixture of substances intended for use as a plant regulator, defoliant or desiccant.

The objective of the Five Town CSD’s ~~school unit’s~~ IPM program is to provide effective pest control while minimizing pesticide use. The goals of the IPM program include managing pests to reduce any potential hazards to human health; preventing loss or damage to school structures or property; preventing pests from spreading beyond the site of infestation to other school property; and enhancing the quality of life for students, staff and others. These goals will be addressed by the establishment of a Pest Management Plan.

The Superintendent and/or designee shall develop and implement a Pest Management Plan consistent with the following IPM principles and procedures:

1. **Appointment of an IPM Coordinator**

The Superintendent/designee will appoint an IPM Coordinator for the Five Town CSD ~~school unit~~. The IPM Coordinator will be the primary contact for pest control matters and will be responsible for overseeing the implementation of the IPM plan, including making pest control decisions.

The IPM Coordinator’s responsibilities may include:

- a. Recording and monitoring data and pest sightings by school staff and students;
- b. Meeting with pesticide applicators to share information about pest problems in school buildings and on school grounds;
- c. Recording and ensuring that maintenance and sanitation recommendations are carried out where feasible;
- d. Ensuring that any pesticide use is done according to the school unit’s Pest Management Plan;
- e. Evaluating the ~~school unit’s~~ (or school’s) progress in implementing the IPM plan;
- f. Coordinating notification of parents and staff of pesticide applications according to the school unit’s notification procedure; and
- g. Recording all pesticides used by either a professional applicator or school staff as a

means to track compliance with the school unit's IPM policy.

2. **Identification of Specific Pest Thresholds**

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken. An "action threshold" should be determined by the IPM Coordinator, reflecting the pest control objective for each site. As pest management objectives will differ from site to site (e.g. maintaining healthy turf and specific playing surfaces on athletic fields, carpenter ant control in buildings, maintenance of ornamental plants), differences should be considered before setting an action threshold.

3. **Pesticide Applicators**

Any person who applies pesticides in school buildings or on school grounds must possess a Maine pesticide applicators license and should be trained in the principles and practices of IPM. All pesticide use must be approved by the school unit's IPM Coordinator. Applicators must follow state regulations and label precautions and must comply with the IPM policy and pest management plan.

4. **Selection, Use and Storage of Pesticides**

Pesticides should be used only when needed. Non-chemical pest management methods will be implemented whenever possible to provide the desired control. The choice of using a pesticide will be based on a review of other available options (sanitation, exclusion, mechanical means, trapping, biological control) and a determination that these options have not worked or are not feasible. When it has been determined that a pesticide must be used to achieve pest management goals, the least hazardous effective pesticide should be selected.

Decisions concerning the particular pesticide to be used and the timing of pesticide application should take into consideration the use of the buildings or grounds to be treated.

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to students or unauthorized personnel.

5. **Notification of Students, Staff and Parents of Use of Pesticides**

A notice will be provided to staff, students and parents at the beginning of the school year briefly explaining the school unit's pesticide use policy and indicating that pesticides may be used both indoors or outdoors, as needed. The District will maintain a notification registry whereby a person wishing notification of each application performed inside a school building or on school grounds may make a written request to be put on the registry list to receive notice whenever pesticide applications are performed.

6. **Recordkeeping**

In order to keep track of pesticide use and locate problem areas in buildings and on school

grounds, records of pesticide use will be maintained for three years. Records are to be completed on the day the pesticide is applied. Pest surveillance records should be maintained to verify the need for pesticide treatments.

Legal Reference:

- 22 MRSA §§ 1471-A-1471-X

Cross Reference:

- EBAA - Chemical Hazards

History: Adopted: 03/10/03 Reviewed: April 3, 2013

Review: March 16, 2020

FIVE TOWN CSD POLICY

TRANSPORTING STUDENTS TO AND FROM SCHOOL

The following explains Five Town CSD Policy concerning student eligibility for school bus transportation and concerning student use of school bus transportation for other than established pick-up and drop-off purposes.

Subject to the provisions of this Policy, and to Policy concerning Bus Conduct (EEAEC), school bus transportation will be provided for ~~children~~ **students** to and from school. Each year, bus routes and bus pick-up/drop-off points will be established to maximize safety and efficiency. Parents are urged to communicate concerns to the ~~T~~ransportation ~~C~~oordinator. All students must be within visual contact of an approaching school bus or the driver will not be required to stop.

Walking Distances: Students may be required to walk up to one-half mile beyond their property line to a bus stop or to school. The ~~T~~ransportation ~~C~~oordinator is authorized to waive these requirements in individual cases for demonstrable, specific safety concerns.

The ~~T~~ransportation ~~C~~oordinator is authorized to make exceptions to this Policy for students with disabilities, permanent or temporary, on a case-by-case basis.

In general, parents are responsible for the transportation of their children to afternoon non-school activities. However, the school may provide at its discretion, regularly scheduled bus service to locations other than the student's home. The use of these buses is on an individual and space available basis.

Cross References:

- EEAEC - Bus Conduct
- KF - School Bus Use and Drivers
- EEAF-A - Transportation to and From Extra Curricular Activities

History: Adopted: 02/23/98, 10/10/00, 11/02/05, 02/06/08, 04/03/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

DRUG & ALCOHOL TESTING OF SCHOOL BUS DRIVERS

In accordance with the federal Omnibus Transportation Employee Testing Act of 1991, in addition to other pertinent state and federal laws promulgated to effectuate a drug and alcohol free workplace, the Five Town Community School District School Board is committed to the establishment of an alcohol and controlled substance testing program for school bus drivers, both contracted and employed, in addition to any other employees who drive vehicles to transport nine (9) or more passengers, including the driver.

The purpose of the testing program shall be to help prevent accidents, injuries and deaths resulting from the misuse of alcohol and controlled substances by drivers performing safety-sensitive functions. The Superintendent shall be responsible for the implementation of an alcohol and drug testing program consistent with federal regulations and shall implement additional administrative procedures to assist and further the implementation of the federal mandates regarding alcohol and controlled substances testing as he/she deems necessary.

Legal References:

- 49 CFR Part 382
- 26 MRSA § 681(8)(B); 685(2); 689

History: Adopted: 08/25/99, Reviewed: 03/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

BUS CONDUCT

(Daily Transportation of Students to and from School)

School-provided transportation in the Five Town CSD is a privilege afforded those who use it responsibly. Students who choose to ride the bus are expected to act in accordance with the CHRHS Code of Conduct at all times.

The parent/guardian is responsible for the supervision of the student until such time as the student boards the bus in the morning. Once a student boards the bus he/she becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day.

When a student does not conduct him/herself properly on a bus, the misconduct shall be specified in writing and signed by the bus driver and Transportation Director. The issue may be addressed directly by the Transportation Director or referred to building administration at his/her discretion.

If referred to the building administration, consequences will be assigned commensurate with the behavior. Repeated infractions will result in additional graduated consequences that may include suspension from school and/or loss of bus privileges for the remainder of the school year.

History: Adopted: 02/04/04, 05/01/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

VIDEO CAMERAS ON VEHICLES USED TO TRANSPORT STUDENTS

The Board recognizes the school unit's responsibility to maintain order on school buses to ensure the safety of staff and students. After carefully balancing the need for discipline and safety with students' interests in privacy, the Board supports the use of video cameras on vehicles used to transport students. The cameras may be used to monitor student behavior during transport to and from school, extracurricular activities and field trips.

Students in violation of school discipline/conduct codes shall be dealt with in accordance with established Board policy, administrative procedures, and school practices.

Notice of use of video cameras in vehicles used to transport students may be provided to all students, parents and staff in appropriate handbooks on an annual basis. Notice that videotaping may take place will be posted in each vehicle.

Recording used in a disciplinary proceeding will be retained as part of a student's disciplinary record, being disposed of as other such documentation except when special circumstances warrant longer retention. In regard to such video recordings, the school system will comply with all applicable provisions of state and federal law concerning student records.

The Superintendent will be responsible for the development of administrative procedures regarding review of video recordings made on vehicles. Such regulations will provide a process for review when significant violations of the student discipline/conduct code occur. Procedures will also address the retention of video tapes, the security of video cameras and recordings, specifying the school official(s) to be responsible for purchase, installation, maintenance, and replacement of equipment, scheduling and placement of cameras on transportation vehicles, requests for viewing and any necessary follow-up.

History: Adopted: 02/01/06, 04/03/13

Rescind: March 16, 2020

FIVE TOWN CSD POLICY

EMPLOYEE USE OF PRIVATE VEHICLES **TO TRANSPORT STUDENTS** DURING SCHOOL HOURS

Any use of private vehicles for transportation of students while school is in session must have prior authorization by the building Administrator or his or her designee. Those providing student transportation must assume liability through their auto insurance.

Any employee or other individual using their personally owned, rented or borrowed vehicle to provide transportation must have a current and valid driver's license and maintain minimum auto liability insurance limits of \$100,000 per person and \$300,000 per accident. Individuals that have been authorized to drive students must provide evidence to the district of both their driver's license and insurance limits.

Those providing transportation on an incidental/ emergency basis (i.e. not specifically as part of a contract to transport) must have a valid driver's license appropriate for the vehicle driven and use a vehicle which has a current state inspection sticker. Emergency transportation must be approved by building administrator.

Cross Reference:

- IJOC – School Volunteers
- EEAF – Transportation to and from Extra-Curricular Activities

History: Draft 2012, Adopted: 01/02/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

ACCOMMODATING STUDENTS WITH SPECIAL DIETARY NEEDS

Schools participating in the National School Lunch Program and School Breakfast Program are required under federal law and regulations to make accommodations for children who are unable to eat the prepared meals because of a disability. These accommodations may range from food substitutions to texture modifications. To make these modifications schools must have a written statement on file that is signed by a licensed physician. The statement must identify:

1. The student's disability
2. An explanation of why the disability restricts the student's diet
3. The major life activity affected by the disability
4. The food(s) to be omitted from the student's diet
5. The foods or choice of foods that must be substituted

In Case of Food Allergies

When, in a licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

Schools may, at their discretion, make substitutions for students who do not meet the definition of disability under the federal law but are medically certified as having a special medical or dietary need, such as food intolerances or allergies that do not have life-threatening reactions (anaphylactic reactions). In this case the school must have a written statement signed by a recognized medical authority identifying the following:

1. An identification of the medical or other special dietary condition that restricts the child's diet
2. The food or foods to be omitted from the child's diet
3. The food or choice of foods to be substituted

Legal References:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA) of 1990
- The Individuals with Disabilities Education Act of 1976 (IDEA)
- USDA regulations 7CFR Part 15b

History: Adopted: 02/06/08, Reviewed: 03/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

OPERATION OF FOOD CONCESSIONS

The operation of the food concession stand at Camden Hills Regional High School is an opportunity for Booster Clubs and Student Organizations to raise money that will directly benefit students. The Administration will have complete discretion identifying the Booster Clubs/Student Organizations to operate the food concession stand that it believes will best meet the needs of the school community.

The Five Town CSD will Provide:

- Facility: Outdoor concession stand with all equipment and coolers (fall and spring seasons)
- Kitchen facility and storage area in the Wave Cafe (winter season)

Booster Clubs/Student Organizations Duties:

- Must complete a facility-training seminar before operating the concession stand. Failure to complete the required training will result in the need to hire and pay for a food service employee.
- Liable for any damage to CSD property/equipment as a result of misuse of that property/equipment.
- Must sign a Concessions Agreement before operating the concession stand.
- Responsible for set-up, take down and cleaning of facility.
- Select and purchase of all food menu items. Must ensure that healthy food items are made available.
- Responsible for storage of any “foodstuffs.”
- Open concession stand 15 minutes before varsity games and stay open until varsity game is over and through half time of the JV game. (Fall and Spring seasons)
- Open concession stand for start of JV games and stay open until varsity games are over (basketball and wrestling events)
- Coverage for all Home games for that varsity sport season including playoff games. An adult supervisor must be at each event date.

Disbursement of Profits:

- Booster Clubs/Student Organizations keep all the money earned from each game.
- No service fee will be assessed to the Booster Clubs/Students Organizations.

Delegation of Home Game Dates:

- The in-season sports Booster Club gets first refusal for the entire season. That club must commit to running the concession stand for the entire season plus playoff games.
- If the in-season club does not want to commit to the entire season by the first day

of practice, that season may be opened up to other Booster Clubs, at the discretion of the Athletic Director. The Athletic Director will divide the home game dates up evenly for those clubs interested in running the concession stand.

- If no Booster Club is interested in the available game dates, any interested student organization will be offered those dates.

Cross Reference:

- EFE - Competitive Food Sales
- JJA - Student Organizations
- JJE - Fundraising
- JJF - Student Activities Funds Management
- JJIBC - Relations with Booster Groups

History: Adopted: 11/07/07, Reviewed: 03/06/13

Reviewed: March 16, 2020

FIVE TOWN CSD POLICY

COPYRIGHT COMPLIANCE

The Board expects all employees and students in the Five Town CSD to comply with the federal copyright law and guidelines. Employees and students who willfully disregard the law/guidelines and the Board's copyright policy and procedure do so at their own risk. The Five Town CSD will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

The Superintendent is responsible for implementing this policy and the accompanying administrative procedure. The Superintendent may delegate specific responsibilities to building principals and others as he/she deems appropriate.

The Five Town CSD will take the following steps to discourage violations of the copyright law in District:

1. All instructional staff and administrators shall receive a copy of this policy and the accompanying administrative procedure.
2. Copyright notices shall be posted within view of copying equipment.
3. Teachers and library media specialists shall be responsible for informing students about the legal and ethical issues raised by copyright infringement and illegal use of copyrighted materials.

Legal Reference:

- 17 U.S.C. § 101 et seq. (The Copyright Act of 1976)
- P.L. 107-273 (The TEACH Act of 2002)

Cross Reference:

- EGAD-R Copyright Compliance Administrative Procedure
- GSCA Employee Computer and Internet Use
- IJND School Web Site Policy
- IJNDB Student Computer and Internet Use

History: Adopted: 01/04/06, Reviewed: 03/06/13

Reviewed: March 16, 2020



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
FAX (207) 236-7810

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/MSAD #28
STIPEND REVIEW COMMITTEE
Friday, March 6, 2020
3 DOGS CAFÉ
Rockport, ME
2:00 – 4:00 p.m.

MINUTES

Present

Chris Walker-Spencer
Maria Libby
Sarah Cole
Patrick McCafferty (arrived late),
Jeff Hart
Matt Dailey
Graham Bode
Matt Smith

1. Evaluation of stipend review process

The committee discussed the process to review change requests that had previously been reviewed by the committee, for which there had been no additional changes. The committee agreed that we will not review the same request *unless* there has been significant change to the stipend.

e.g. A teacher asked to review a sports stipend that was discussed at length at last year's annual meeting – a decisions had already made and documented and there were no changes in the situation. In a case such as this, the committee will not revisit such a stipend.

2. Revised Stipends:

a. Team Leader CRMS

Matt gave a rationale to support the increase in Team Leader points. Prep hours and coordination of other adults have both increased in the middle school's move towards Project Based Learning. Team leaders are a lynchpin of projects and coordination of other activities on the team level. Although CRMS provides time for the team meetings during the school day, this team coordination work is done outside of school hours. The 10 hours was estimated as the extra time needed to organize the team's work across the year. The committee agreed to increase the additional 10 hours under Direct Administrative Contact and to increase Coordination points. **Grades 5, 6, 7 will increase from 14 to 17 points and Grade 8 from 16 to 19 points.**

3. New Stipends

a. Coding club at CRES

Chris presented on the growth in interest of coding at CRES and the need for someone to run a more comprehensive coding club. A decision was made to add this as a stipend. It will be on probation for the 2020-21 and 2021-22 school years. **The stipend will be 10 points.**

b. Chess club at CRES

Chess is currently being run 4 days a week at CRES. This stipend would not encompass all that currently happens. The stipend covers one afternoon a week, funded by school district, in addition to the other days and mornings that are offered as a paid activity. It is important to note that transportation through this stipend CANNOT be provided to the paid participants in the activities that are in addition to this stipend. Some numbers are estimated but give a fair representation of the position. Approved as an addition. It will be on probation for the 2020-21 and 2021-22 school years. **The stipend will be 13 points.**

c. Innovation Department Head at CHRHS

The team compared the proposed points in this new stipend with Allied Arts DH position. Other Dept heads wondered why the points for this DH seemed so high. It is because the prep period hours were not subtracted since the person holding the position does not have an additional prep period for this role like other Department Heads get. The team discussed the meeting time to ensure it is aligned with other department heads. The team discussed the level of need or advocacy/leadership/support in this department, which has different, and lesser needs, than other departments where grading, curriculum and credit become important factors. Those hours were changed to 10 hours. Supervisory pressure was discussed at length (see discussion notes below). Those points were assigned at "1" to reflect the lower need for supervision in this department. **Stipend was approved at 22 points.**

4. Department head category discussions

a. Supervisory Pressure

The team discussed the concept of supervisory pressure. There is confusion about this term, as it doesn't exist anywhere else. Is it a parallel item as "External Pressure" on athletic stipends? Some questions were asked about its validity to the stipend form. A concern was that the actual "pressure" stems from the number of new staff in a department (rather than just the overall number of staff), since new staff require more work? With the role of New Teacher Mentor, is supervision actually happening at the department head level any longer? So is this "pressure" relevant with our new

structure? Alternatively, does this term refer more to “external pressure” for departments with higher stakes testing? This would be hard to quantify, because standardized testing isn’t the only thing that may add pressure to a department (e.g. consent, suicide, etc. are all critical pressures on other departments.) ***The team agreed to place this item placed on next year’s agenda.*** In the meantime, CSD admin and committee members will gather more information to inform next year’s decision, potentially starting at Leadership Team.

b. Responsibility

CSD department heads have their own stipend form, which includes a responsibility box that is calculated differently than all other stipends. There are 10 points higher than all other stipends for each responsibility step. The range of people is also different - it starts with 1-6 people (compared to 2-5 adults at SAD and other admin stipends). Ideas the team considered were adding a “pressure” category to department heads if that is relevant under special circumstances, and then changing “responsibility” to align with SAD and other stipends. ***This will also come back next year after information has been gathered – same action step as the “supervisory pressure”.***

5. Stipend coming off probation:

a. After School Weight Room Monitor

The team approved this to come off probation for the 2020-21 Year at 18 points as listed in the original application.

6. Review of athletic stipends

a. Wrestling (SAD)

b. Wrestling (CSD)

c. Skiing (CSD)

Saturday wrestling meets are valued as a “1” on the “number of games/meets/contests” but are much longer than the meets or games of other sports. For example, wrestling Saturdays are often 12+ hours for coaches. This is substantially longer than any other sports. We are not splitting hairs in all sports and we know that each sport has slightly different events: for example, some baseball games run long, track is longer than cross country, an individual soccer game is short, but a double header requires time watching the other team. We are not including travel time in this calculation. We are coming up with a solution to the wrestling (and any other similar sport) problem because it is so out of line with other sports. In discussing this, the team proposed making this change for sports where their regular season game time frame exceeds 5 hours, excluding travel. Options considered were:

- Giving “special circumstances” points to coaches
- Making Saturday meets count double in the “number of meets” section.

The committee felt the most appropriate accommodation would be to count the extra long events as double in the number of meets. We avoided putting extra points in Special Circumstances because that section calculates points differently than meets.

CSD Varsity Wrestling

- We counted 12 of the 17 regular season events as double, and 5 as normal. That line in the application is calculated as follows: $[5 + (12 \times 2)]$ giving that line 29 points.
- **The overall points increased from 49 to 58.**

CSD Assistant Wrestling

- The committee left a review of this stipend out of the meeting accidentally. It is impacted in a similar manner as the Varsity Wrestling Coach. Maria reviewed it and made the same adjustments in the number of regular season games.
- **The overall points increased from 34 to 40.**

SAD Wrestling

- We counted 6 Saturday events as double, and 3 as normal. That line in the application is calculated as follows: $[3 + (6 \times 2)]$ giving that line 15 points.
- **The overall points increased from 27 to 28.**

CSD Alpine Skiing

- All 9 regular season events meet the criteria. That line in this stipend increased to 18.
- **The overall points increased from 49 to 55 points.**

CSD Sailing

- All 6 regular season events meet the criteria. That line in this stipend increased to 12. There was another mistake in Line 6 (it had been calculated incorrectly and should have read 16 instead of 14 points) that I fixed.
- **The overall points increased from 19 to 24 points.**

The varsity factor in the HS stipends had a multiplying effect to increase the HS stipends more significantly than the MS stipend.

Jeff will ask the sailing coach if their meets exceed 5 hours. Maria and Sarah will adjust on behalf of the committee if this was the case. (This was appropriately adjusted above.)

DEPARTMENT HEAD STIPEND APPLICATION FORM

Title of Position: Innovation Department Head

Please Print

Applicant Name: Tom Gray

TIME: List responsibilities to be carried out in direct interpersonal contacts related to this position. Assign an estimated number of hours required for each item you list. These hours are designated as those worked OUTSIDE the school day.

DIRECT ADMINISTRATIVE CONTACT ITEMS: (After 3:pm)	LIST HOURS:
Chair Dept. Meetings after school (2 x month)	20
Support for Subs	_____
Leadership meetings (2 x month)	25
Leadership/Advocacy/Support	10
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL DIRECT ADMINISTRATIVE CONTACT HOURS:	55

TIME: List responsibilities to be carried out in preparation for this activity. Assign an estimated hours required for each item you list.

PREPARATION ADMINISTRATIVE ITEMS:	LIST HOURS:
All Preparation	45
Add'l prep period	_____
TOTAL PREPARATION HOURS:	45
TOTAL HOURS FOR TIME:	100
Subtract Prep Period Hours	_____
TOTAL STIPEND HOURS	100
DIVIDED BY A FACTOR OF 35 (TO MAXIMUM OF 11 POINTS)	2.86
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	11
SUPERVISORY PRESSURE (changes may be made annually to reflect actual staffing levels)	
Supervises (number of teachers x 1):	1

RESPONSIBILITY

Work with 1-6 adults on regular basis= 10 pts	10
Work with 7-10 adults on regular basis= 11 pts	_____
Work with >10 adults on regular basis= 12 pts	_____
TOTAL WORK WITH OTHER STAFF POINTS:	10

SPECIAL CIRCUMSTANCES:

Standardized test data analysis and review	_____
_____	_____
_____	_____
	Total Special Circumstances Hours: 0
	Divided by 35: 0.00
TOTAL SPECIAL CIRCUMSTANCES (Hours divided by 35x4):	0.00

TOTAL STIPEND POINTS: 22

Principal's Endorsement _____ Date: _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ATHLETIC STIPEND APPLICATION FORM

Title of Position: Wrestling Varsity

Please Print

Applicant Name: _____

1. Weeks in season (Fall=9; Winter=12; Spring=10; Baseball/Softball=11; Tennis=9; Ski=14)	12
2. Program Coordination & Development: Varsity w/JV & Frosh teams= 2.5; Varsity w/JV= 2.0; All others = 1.5;)	1.5
3. Time (# of days per week involved in sport per season; 5 or 6 days per week)	6
Subtotal A: Weeks x Responsibility x Time =	108

4. Number of Regular Season Games, Meets, Contests per Seaso [5 + (12 x 2)]	29
5. Competition Factor (Varsity= 3.0; JV= 2.0; All others= 1.0)	3
Subtotal B: Number of Games x Competition Factor =	87

6. Logistics Factor (Weeks (#1) + Number of Games (#4))	29
7. External Pressure Rating (No expectation of community interest= 0pts; Minimal community interest= 2 pts; Moderate Interest = 4 pts; Extensive interest = 8 pts)	8
Subtotal C: Logistics Factor + External Pressure =	37

SPECIAL CIRCUMSTANCES (note details below):	
Any sport with regular season meets regularly longer than 5 hours in duration (not including travel time) will be given double points for the number of events that are typically over 5 hrs (e.g. Saturday wrestling).	
TOTAL SPECIAL CIRCUMSTANCES POINTS	
GROSS TOTAL POINTS (Subtotals A+B+C+ Special Circumstances) =	232
(Divide Gross Total Points by 4) TOTAL STIPEND POINTS	58

Principal's Approval _____

Date: _____

NOTE: When preparing a Stipend Application form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ATHLETIC STIPEND APPLICATION FORM

Title of Position: Wrestling Assistant

Please Print

Applicant Name: _____

1. Weeks in season (Fall=9; Winter=12; Spring=10; Baseball/Softball=11; Tennis=9; Ski=14)	12
2. Program Coordination & Development: Varsity w/JV & Frosh teams= 2.5; Varsity w/JV= 2.0; All others = 1.5;)	
3. Time (# of days per week involved in sport per season; 5 or 6 days per week)	6
Subtotal A: Weeks x Responsibility x Time =	72

4. Number of Regular Season Games, Meets, Contests per Seaso [5 + (12 x 2)]	29
5. Competition Factor (Varsity= 3.0; JV= 2.0; All others= 1.0)	2
Subtotal B: Number of Games x Competition Factor =	58

6. Logistics Factor (Weeks (#1) + Number of Games (#4))	29
7. External Pressure Rating (No expectation of community interest= 0pts; Minimal community interest= 2 pts; Moderate Interest = 4 pts; Extensive interest = 8 pts)	2
Subtotal C: Logistics Factor + External Pressure + Summer Program Pts =	31

SPECIAL CIRCUMSTANCES (note details below):	
Any sport with regular season meets regularly longer than 5 hours in duration (not including travel time) will be given double points for the number of events that are typically over 5 hrs (e.g. Saturday wrestling).	
TOTAL SPECIAL CIRCUMSTANCES POINTS	
GROSS TOTAL POINTS (Subtotals A+B+C+ Special Circumstances) =	161
(Divide Gross Total Points by 4) TOTAL STIPEND POINTS	40

Principal's Approval _____

Date: _____

NOTE: When preparing a Stipend Application form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ATHLETIC STIPEND APPLICATION FORM

Title of Position: Skiing Alpine

Please Print

Applicant Name: _____

1. Weeks in season (Fall=9; Winter=12; Spring=10; Baseball/Softball=11; Tennis=9; Ski=14)	14
2. Program Coordination & Development: Varsity w/JV & Frosh teams= 2.5; Varsity w/JV= 2.0; All others = 1.5;)	2
3. Time (# of days per week involved in sport per season; 5 or 6 days per week)	5
Subtotal A: Weeks x Responsibility x Time =	140

4. Number of Regular Season Games, Meets, Contests per Seaso (9 x 2)	18
5. Competition Factor (Varsity= 3.0; JV= 2.0; All others= 1.0)	3
Subtotal B: Number of Games x Competition Factor =	54

6. Logistics Factor (Weeks (#1) + Number of Games (#4))	23
7. External Pressure Rating (No expectation of community interest= 0pts; Minimal community interest= 2 pts; Moderate Interest = 4 pts; Extensive interest = 8 pts)	4
Subtotal C: Logistics Factor + External Pressure =	27

SPECIAL CIRCUMSTANCES (note details below):	
Days set at 5 as weather rarely permits 6 days per week	_____
Any sport with regular season meets regularly longer than 5 hours in duration (not including travel time) will be given double points for the number of events that are typically over 5 hrs (e.g. Saturday wrestling).	_____
TOTAL SPECIAL CIRCUMSTANCES POINTS	_____
GROSS TOTAL POINTS (Subtotals A+B+C+ Special Circumstances) =	221
(Divide Gross Total Points by 4) TOTAL STIPEND POINTS	55

Principal's Approval _____

Date: _____

NOTE: When preparing a Stipend Application form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

ATHLETIC STIPEND APPLICATION FORM

Title of Position: Sailing

Please Print

Applicant Name: _____

1. Weeks in season (Fall=9; Winter=12; Spring=10; Baseball/Softball=11; Tennis=9; Ski=14)	10
2. Program Coordination & Development: Varsity w/JV & Frosh teams= 2.5; Varsity w/JV= 2.0; All others = 1.5;)	1.5
3. Time (# of days per week involved in sport per season; 5 or 6 days per week)	3
Subtotal A: Weeks x Responsibility x Time =	45

4. Number of Regular Season Games, Meets, Contests per Season (6 x 2)	12
5. Competition Factor (Varsity= 3.0; JV= 2.0; All others= 1.0)	3
Subtotal B: Number of Games x Competition Factor =	36

6. Logistics Factor (Weeks (#1) + Number of Games (#4))	16
7. External Pressure Rating (No expectation of community interest= 0pts; Minimal community interest= 2 pts; Moderate Interest = 4 pts; Extensive interest = 8 pts)	0
Subtotal C: Logistics Factor + External Pressure =	16

SPECIAL CIRCUMSTANCES (note details below):	
TOTAL SPECIAL CIRCUMSTANCES POINTS	
GROSS TOTAL POINTS (Subtotals A+B+C+ Special Circumstances) =	97
(Divide Gross Total Points by 4) TOTAL STIPEND POINTS	24

Principal's Approval

Date: _____

NOTE: When preparing a Stipend Application form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.

Five Town CSD
 Board Approval
 April 1, 2020

ACTIVITY STIPEND APPLICATION FORM

Title of Position: After School Weight Room Monitor

Please Print

Applicant Name: _____

TIME: List responsibilities to be carried out in Direct student contact. Assign estimated number of hours required for each item you list. This should include time spent at competitive activities, fund raising, performances, meetings, practices, time spent traveling as a chaperone, etc. These hours are designated as those worked **OUTSIDE** of regular school day.

DIRECT STUDENT CONTACT ITEMS:	LIST HOURS
Oversees students after school who wish to use the weight room for strength and conditioning	<u>128</u>
Expectation is for oversight for 34 school weeks with an average of 2.5 days per week for 1.5 hours per session. Training is open to all students of CHRHS.	_____
Enusures saftey of students while using equipment	_____
Provides basic technique and instruction on use of equipment	_____
Coordinates with CHRHS AD and or PE Dept Head for scheduling and equipment needs / issues.	_____
TOTAL DIRECT STUDENT CONTACT HOURS:	<u>128.00</u>

TIME: List responsibilities to be carried out in Preparation for this activity. Assign estimated hours required for each item you list. These hours are worked **outside of regular school day**.

PREPARATION ACTIVITY ITEMS:	LIST HOURS
_____	_____
_____	_____
_____	_____
TOTAL PREPARATION HOURS:	_____

TOTAL HOURS FOR TIME:	<u>128</u>
DIVIDED BY FACTOR OF 35 (TO MAXIMUM OF 11 PTS)	<u>3.70</u>
MULTIPLIED BY TIME FACTOR OF 4 = NET TOTAL POINTS FOR TIME:	<u>14.60</u>

RESPONSIBILITY:		
For Students:	TOTAL STUDENTS INVOLVED	10
	Divided by Factor of: 25	0.4
For Value of Equipment:		
\$0 Value= 0 pts; \$1-\$2,500= 1 pt; \$2,501-\$10,000= 2 pts; \$10,000= 3pts		2
TOTAL RESPONSIBILITY POINTS		2.4

OFF CAMPUS SUPERVISION:	
Within the Five Towns= 1 pt; In-State= 2 pt; Out-of-State= 3 pts; Out-of-Country+ 4 pts	
TOTAL OFF CAMPUS SUPERVISION POINTS _____	

COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:	
Need for coordination w/number of other adults: 0 = 0 pts;	
Helpful but not necessary = 1 pt;	1
1-3 adults = 2 pts; 4-6 = 3 pts; 7-9 = 4 pts; 10-12 = 5 pts; 13+ = 6 pts	
FREQUENCY OF COORDINATION AND/OR SUPERVISION OF OTHER ADULTS:	
None = 0 pts; Infrequent = 1 pt; A few times = 2 pts; Ongoing = 3 pts	
TOTAL EXTENT OF COORDINATION WITH OTHERS POINTS _____	

LOGISTICS:	LIST 1 POINT FOR EACH ITEM
Schedules own school bus transportation - more than 3 trips	_____
Schedules charter transportation	_____
<i>(Not applicable when scheduling is contracted to outside company)</i>	_____
Prepares and distributes written communications to parents <i>(Ongoing throughout length of activity)</i>	_____
Prepares and distributes press releases	_____
Hires adjudicators or officials	_____
Requires participation in regional and/or statewide meetings	_____
TOTAL LOGISTICS POINTS	0

EXTERNAL COMMUNITY PRESSURE:	
No expectation of community interest= 0 pts; Minimal community interest= 2 pts;	
Moderate interest= 4 pts; Extensive interest= 8 pts	0
TOTAL EXTERNAL COMMUNITY PRESSURE POINTS	

SPECIAL CIRCUMSTANCES (note details below):	
TOTAL SPECIAL CIRCUMSTANCES POINTS	

TOTAL STIPEND POINTS: 18

Principal's Approval _____

NOTE: When preparing a Stipend Application Form, please contact the MTA representative from the Stipend Review Committee for assistance in completing this request.