



7 Lions Lane
Camden, Maine 04843
(207) 236-3358
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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
School Board Meeting
Zoom
Wednesday, March 3, 2021
7:00 p.m.

Meeting URL: <https://networkmaine.zoom.us/j/84724758426>

Note well:

- The meeting will be livestreamed on YouTube: <https://youtube.com/c/SchoolsCamden>
- The public can participate via Zoom. Questions can be asked via the Zoom chatbox or by using the Zoom raised hand feature.
- [Public Participation Guide](#)

AGENDA

1. Call to Order
2. Adjustments to the Agenda
3. Public Comment on Items not on the Agenda
4. Notification of Resignation
 - a. David Doubleday, English Teacher
 - b. Rich Ash, Strom Manager and Drama Teacher
5. Minutes
 - a. Approval of the February 3, 2021 Regular Board Meeting Minutes
6. Nominations (Note: Executive Sessions Possible for Nominations)
 - a. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
After School Weight Room Monitor	Patrick Kelly	TBD	20%	TBD
Baseball Boys, JV	Ben Rollins	TBD	0%	TBD
Lacrosse, Boys Varsity	Harrison Rogers	TBD	10%	TBD
Lacrosse, Girls JV	Hanna Billington	TBD	10%	TBD
Lacrosse, Girls Varsity	Wade Ward	TBD	10%	TBD
Softball Girls JV	Trevor Vadas	TBD	0%	TBD
Softball Girls Varsity	Rowena Motylewski	TBD	10%	TBD
Tennis, Boys Varsity	Jesse Simko	TBD	0%	TBD
Tennis, Boys JV	Bob Withey	TBD	10%	TBD
Track and Field Coach	Sarah Mismash	TBD	20%	TBD
Track and Field Asst. Coach	Helen Bonzi	TBD	15%	TBD
Track and Field Asst. Coach	Tom Gray	TBD	20%	TBD
Ultimate Frisbee	Geoff Scott	TBD	15%	TBD

7. Winter Sports Overview – Jeff Hart
8. 2021-22 Budget Updates
9. School Board Chair's Report – Becky Flanagan
10. Superintendent's Report – Maria Libby
11. Student Representatives Report –Juliana Day, Oliver Worner, Bailey Curtis
12. Administrative Reports
 - a. Deb McIntyre, Assistant Superintendent
 - b. Shawn Carlson, CHRHS Principal
 - Summary of Feedback
 - c. Valerie Mattes, Director of Student Special Services
13. Standing Committee Reports
 - a. Joint Curriculum – Has not met
 - b. Joint Negotiations – Met February 11 and 25. Next meeting March 11, 4:30 p.m.
 - c. Finance — Met February 3, minutes attached. Meets prior to School Board meeting March 3.
 - FY20 Audited Financial Statements
 - Finance Update – Finance Committee Chair
 - d. Joint Personnel – Next meeting March 18, 4:30 p.m.
 - e. Joint Policy —Met February 8, minutes attached. Next meeting April 12, 3:30 p.m.

First Reads

EEA – Transporting Students to and from School

GBP – Earned Paid Leave (new)

GBP-R – Earned Paid Leave Administrative Procedure (new)

GCGA – Substitute Teachers and Educational Specialists (new)

GDB – Benefits for Non-Association Staff

GDB-A – School Year Hourly Employee Salary and Benefits

GDB-B – Calendar Year Employee Salary and Benefits

GDD – Computation of Vacation for Salaried Employees

GDD-A – Computation of Vacation for Central Office Staff

Second Reads

CBI – Evaluation Procedure Criteria for the Superintendent of Schools

Reviewed with minor or no changes

GCI – Professional Staff Development Opportunities

GCK – Professional Staff Assignments and Transfers

GCQ – Exit Interviews

GCQC – Resignation of Professional Staff

GCSA – Employee Computer and Internet Use

GCSA-R – Employee Computer and Internet Use Rules

GEBA – Employment of Family Members

IHBAK – Life-Sustaining Emergency Care

Rescind

GCG – Substitute Teachers and Educational Specialists

14. Ad Hoc Committee Reports

- a. Stipend Committee – Annual meeting March 12, 2:45 p.m.

15. School Advisory Committee Reports

- a. DEI Task Force – Met February 10, minutes attached. Next meeting March 24, 7:00 p.m.

16. Future Agenda Items

17. Executive Session to Discuss Personnel Issue - 1 MRSA § 405(6)A)

18. Adjourn



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MINUTES

Board Present

Becky Flanagan, Chair
Marcia Dietrich, Vice Chair
Patrick McCafferty
Brianna Gutierrez
Sarah Bradley Prindiville
Peter Orne
Marcus Mrowka
Andrea Palise
Deborah Harbaugh
Julianna Day, Student Representative
Oliver Worner, Student Representative

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Valerie Mattes, Director of Student Special Services
Shawn Carlson, CHRHS Principal
David Watts, Adult Education Director
Peter Nielsen, Business Manager
Colin Sutch, Director of Technology
Staff, parents, and students

Board Absent

Bailey Curtis, Student Representative

1. Call to Order
Board Chair Becky Flanagan called the meeting to order at 7:01 p.m. Roll call voting will be in effect for this meeting since members are participating virtually.
2. Adjustments to the Agenda

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

None.

3. Public Comment on Items not on the Agenda

None.

4. Recognition

a. 2021 Maine All State Ensemble Members

- Band - Ezra LeMole, Baritone; Claire Wyman, Flute; Lincoln Pierce, Trumpet
- Orchestra - Katherine O'Brien, Violin
- Mixed Choir/SATB - Grace Yanz, Soprano; Sara Ackley and Julianna Day, Alto; Ruben Feldman, Tenor; Isaiah Doble, Nate Stanley, and Sam VanLonkHuyzen, Bass
- Treble Choir/SSAA - Maddie Johnson, Soprano; Audrey Leavitt, Isabella Kinney, Olivia Huard, and Noelle Delano, Alto

Students were recognized for their accomplishments and their ability to successfully submit their recordings virtually. Ezra LeMole and Lincoln Pierce were the State's highest scorers in their All State auditions. Congratulations to all these musicians!

5. Minutes

a. Approval of the January 6, 2021 Regular Board Meeting Minutes

Upon Motion by Marcia Dietrich and second by Patrick McCafferty, the Board voted to approve the minutes of the January 6 meeting as written.

Vote: 9-0 Student Vote: 2-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brieanna Gutierrez, aye

Sarah Bradley Prindiville, aye

Peter Orne, aye

Marcus Mrowka, aye

Andrea Palise, aye

Deborah Harbaugh, aye

Julianna Day, aye

Oliver Worner, aye

6. Review of Public Participation Guidelines

The board reviewed the proposed edits to the Public Participation Guide. In addition to the proposed edits, the board agreed to add a statement that individuals participating virtually should also state their connection to the school before they address the board.

7. Approval of the 2021-2022 School Calendar

Superintendent Libby presented the proposed 2021-22 school year calendars for CHRHS. It is a traditional calendar with 176 days which is one more than the state minimum of 175 days. The school year will begin after Labor Day.

Upon Motion by Marcus Mrowka and second by Marcia Dietrich, the Board voted to approve the 2021-2022 School Calendar.

Vote: 9-0 Student Vote: 2-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brieanna Gutierrez, aye

Sarah Bradley Prindiville, aye

Peter Orne, aye

Marcus Mrowka, aye

Andrea Palise, aye

Deborah Harbaugh, aye

Julianna Day, aye

Oliver Worner, aye

8. 2021-22 Requested Budget Presentation – Maria Libby

Superintendent Libby walked the School Board through the 2021-22 requested budget. She presented a budget, with a 2.43% increase to the expenses, which is under the board requested target of 3.5%. The increase overall to taxpayers would be 2.7%. The requested budget offsets taxpayer impact by using Federal Funds to support two social workers, puts resources back into the Hatchery, provides furniture for new space in Rose Hall, and maintains other current programming.

The Board Chair asked members if they had any questions or feedback on the requested budget. There was a brief discussion about transferring funds from the general fund to cover the Food Service deficit. There was also a discussion on the taxpayer impact summary and the percentages for each town. Superintendent Libby and Business Manager, Peter Nielsen, explained that the individual town property valuations and pupil counts determine the percent increase in each town and the district does not have control of those numbers. Lincolnville and Rockport, for example, saw an increase in property valuation and pupil counts. The Board will vote on the final budget at the April meeting.

9. 2021-22 Adult Education Budget Presentation – David Watts

Adult Ed Director David Watts presented the 2021-22 Adult Education requested budget to the Board. The requested expense budget is a 2.6% decrease compared to the 2020-21 budget. The Board will vote on the final Adult Ed budget at the April meeting.

10. School Board Chair's Report – Becky Flanagan

Brittany Payson has stepped down from her position on the board. There are now vacant positions on the board for both Hope and Appleton.

11. Superintendent's Report – Maria Libby – as written

12. Student Representatives Report –Juliana Day, Oliver Worner, Bailey Curtis

The Student Representatives presented the results from their student survey regarding the delayed start schedule. The survey garnered 150 responses and students reported that they are getting more sleep and feeling less stressed. They are enjoying the extra time in the morning to prepare for school. Some students are less satisfied with the shortened class time and inability to finish work in class, leading to more homework in some cases. Some students felt that their teachers seem more stressed, having less time in class to cover the material. Overall, however, the student reps felt that they have anecdotally heard only positive feedback and wonder if survey respondents tended to be those who had a complaint to air.

13. Administrative Reports

a. Deb McIntyre, Assistant Superintendent – as written

Deb shared that she had the opportunity to observe an English and Science class via Zoom and has enjoyed seeing students in class. She also shared that she is taking the course *Innovation Mindset* to fulfill a requirement of the Rethinking Remote Education Ventures (RREV) Grant.

b. Shawn Carlson, CHRHS Principal – as written

- Delayed Start Update

Parent and teacher survey results were provided in the packet. There were 54 staff members and 223 parents who took the survey. Overall, parents shared that their children are getting more sleep and seem less stressed. Teachers shared that their days are more manageable and they are able to prepare for the day. Both groups feel the loss of instructional time. There will be another survey in 6 weeks when everyone has had more time adjusting to this schedule.

c. Valerie Mattes, Director of Student Special Services – as written

Valerie highlighted that students have been using the open hours in the morning extensively and getting the extra support they need. The Transitional Life Skills students access the program with 12 out of 13 students attending and have been participating in showshoeing, getting library cards, and will start yoga soon. The

Resource Room has between 5-20 students attending early depending on the day and Rising Tide has 7-8 students attending early.

14. Standing Committee Reports

- a. Joint Curriculum – Has not met
- b. Joint Negotiations – MTA Negotiations begin February 11, 4:30 p.m.
- c. Finance — Met January 6, minutes attached. Meets prior to School Board meeting February 3.
 - Finance Update – Finance Committee Chair
The December budget summary had 46.68% remaining with a target of 46.15%. The district is on track with no major concerns.
- d. Joint Personnel – Met January 14, minutes attached. Next meeting March 18, 4:30 p.m.

Revised Job Descriptions for Approval

Activity Stipend Holder
Athletic Director
Athletic Trainer
Attendance Secretary
High School Counselor
Counseling Administrative Assistant
Department Head
Information Technology Support Technician
Permanent Substitute Teacher
Substitute Teacher

Upon Motion by Marcia Dietrich and second by Sarah Bradley Prindiville, the Board voted to approve the above job descriptions as written.

Vote: 9-0 Student Vote: 2-0 Passed

Becky Flanagan, aye

Marcia Dietrich, aye

Patrick McCafferty, aye

Brieanna Gutierrez, aye

Sarah Bradley Prindiville, aye

Peter Orne, aye

Marcus Mrowka, aye

Andrea Palise, aye

Deborah Harbaugh, aye

Julianna Day, aye

Oliver Worner, aye

- e. Joint Policy — Next meeting February 8, 3:30 p.m.

Second Reads

DK – Warrant Procedure
GBGAA-R Bloodborne Pathogens Exposure Control Plan
GBN-R – Family and Medical Leave Act (FMLA) Administrative Procedure (code change, combined with GCC)

Upon Motion by Marcia Dietrich and second by Marcus Mrowka, the Board voted to approve the above second reads as written.

Vote: 9-0 Student Vote: 2-0 Passed

Becky Flanagan, aye
Marcia Dietrich, aye
Patrick McCafferty, aye
Brieanna Gutierrez, aye
Sarah Bradley Prindiville, aye
Peter Orne, aye
Marcus Mrowka, aye
Andrea Palise, aye
Deborah Harbaugh, aye
Julianna Day, aye
Oliver Worner, aye

15. School Advisory Committee Reports

- a. DEI Task Force – Met January 13, minutes attached. Next meeting February 10, 7:00 p.m.

The DEI Task Force subcommittees had very productive discussions at their last meeting. The group appreciated the depth of conversations and each subcommittee is working to develop immediate and long-term action plans.

16. Future Agenda Items

None.

17. Executive Session to Discuss Labor Contracts – 1 MRSA §405 (6) D

Upon Motion by Marcia Dietrich and second by Peter Orne, the Board voted to enter Executive Session.

Vote: 9-0 Student Vote: 2-0 Passed

Becky Flanagan, aye
Marcia Dietrich, aye
Patrick McCafferty, aye
Brieanna Gutierrez, aye
Sarah Bradley Prindiville, aye
Peter Orne, aye
Marcus Mrowka, aye
Andrea Palise, aye

Deborah Harbaugh, aye

Julianna Day, aye

Oliver Worner, aye

In: 8:54 p.m.

Out: 9:15 p.m.

18. Adjourn

The meeting adjourned at 9:15 p.m.

DRAFT



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Athletic Director Winter Sports Update
March 3, 2021

Winter sports are drawing to a close, although a little later than usual because of the later starting dates. We have been extremely fortunate to get a somewhat normal season in considering all of the restrictions we have had to operate under. I would like to acknowledge our coaches, who have all worked under extremely challenging circumstances. Every single one of them has been flexible, nimble, and remained positive despite nearly daily issues that they all have had to deal with.

Winter practices officially started on January 4th, and they have all been able to compete regionally with other schools. Most are now finishing up a regular season, and now getting ready to move onto some Kvac championships, or regional post-season play. We had 134 students participating in Winter Sports, which is lower than what we have usually had, but we do have to take into account we did not have wrestling this year, as well as the fact that some kids did not participate because of the challenges of COVID.

Even though we have not been able to have spectators at any indoor events, we have been able to live stream many of our winter sports. I would like to thank everyone who has been involved with all of that.

BASKETBALL:

Boys basketball has had a great season so far. They are currently the number one seed in the region and will host a play-off game next week. Girls basketball has a young squad and will also be in a playoff game with a regional opponent.

Unified basketball will not run this year, as the Special Ed department did not feel like we could pull it off this year with all of the restrictions/modifications.

HOCKEY:

The ice hockey team started out only being able to do intrasquad scrimmages. But that changed halfway through the season with an update on counties that were “yellow” being allowed to compete. One reason we were unable to compete early was the fact that we are the only school in Knox, Lincoln, and Waldo Counties that has a hockey team. Once the update happened, we have been able to play in a pod in Kennebec County. The team has played home games at MRC, and all away games have been at the Camden National Ice Vault in Hallowell. The regional playoff for hockey will start soon also.

ALPINE AND NORDIC SKIING:

With skiing listed as a “lower risk” activity, the ski teams have been able to compete for the entire season. The Alpine Team just had their second home meet of the season yesterday and will participate in the KVAC championships next week. The Nordic team will also participate in the KVAC’s. I would like to acknowledge “The First National Bank” for their generous donation to the Alpine Ski team that helped them to be able to host the meets at the Camden Snow Bowl. Once again, the Snow Bowl allows our kids to have a great place to train and compete, and they have done great things over there this winter in the middle of this pandemic.

SWIMMING:

Both the boys’ and girls’ teams have had a successful swim season, with all meets being virtual. The YMCA, like the Snow Bowl, has again been a very generous host for our teams, and I would like to thank them for everything that they do for our swimmers.

WRESTLING:

Our wrestling team was not able to compete this winter due to the pandemic and the fact that wrestling is still listed as a “higher risk” activity.

I would like to personally thank Julie Waters for everything she has done for athletics this year. It has been an extremely difficult job, and Julie has stepped up to help problem-solve everything that has come up.

Finally, I would like to thank all of the administrators who have been involved in making things happen this year. It has been a year of problem-solving and I am honored to be a part of all that has been done to give opportunities to all of our students.

Respectfully submitted,

Jeff Hart

**Five Town CSD
2021-22 Requested Budget
25-Feb-21**

	2020-2021	2021-2022	\$	%	
	BUDGET	REQUESTED BUDGET	INCREASE (DECREASE)	INCREASE (DECREASE)	
Instruction					
9-12 Instruction	4,804,050	4,956,120	152,069	3.17%	
ESL	29,981	31,256	1,275	4.25%	
Horizons / GT	43,788	42,554	-1,234	-2.82%	
Zenith	275,436	294,924	19,488	7.08%	line moved from Spec. Ed
Subtotal	5,153,256	5,324,854	171,598	3.33%	
Special Education					
9-12 Special Education	1,438,086	1,475,988	37,901	2.64%	
Vocational Education	87,432	54,151	-33,281	-38.07%	budget red, incr sub, decr %
Other Instruction-Co & Extra Curricular	615,311	634,461	19,149	3.11%	
Student and Staff Support					
9-12 Guidance Office	557,129	\$ 569,927	12,798	2.30%	
9-12 Health Services	98,724	100,867	2,142	2.17%	
Curriculum Development	66,259	73,855	7,597	11.46%	decr Deb %
Teacher Course Reimbursement	5,800	3,625	-2,175	-37.50%	T2 will cover
9-12 Library	127,765	132,419	4,654	3.64%	
Technical Services	298,886	294,252	-4,635	-1.55%	
504 Instruction	6,008	9,200	3,192	53.14%	
Assessment	6,525	6,463	-63	-0.96%	
Subtotal	1,167,095	1,190,606	23,512	2.01%	
System Administration					
Board of Directors	68,588	71,575	2,987	4.36%	
Superintendent's Office	242,844	250,531	7,688	3.17%	incr. office lease, wages
Business Office	157,334	164,134	6,800	4.32%	
Subtotal	468,765	486,240	17,475	3.73%	
School Administration					
9-12 Principal Office	524,951	557,860	32,908	6.27%	wages, PD
Transportation	475,989	466,470	-9,519	-2.00%	added St. George run
Facilities	1,523,492	1,688,995	165,503	10.86%	oil, MET furn., decr offset
Subtotal- Operating Expenses	11,454,377	11,879,624	425,247	3.71%	
Debt Service	1,695,664	1,663,284	-32,380	-1.91%	
Other Expenditures	152,605	92,605	-60,000	-39.32%	-60K board cont
Total Expenditures	13,302,646	13,635,513	332,867	2.50%	

**Five Town CSD - Anticipated Revenues
Requested Budget 2021-2022
25-Feb-21**

Account Number / Description	2020-2021 Budget	2021-2022 Requested	\$ Increase (Decrease)	% Increase (Decrease)
1000-0000-0000-41313-000 Tuition - Reg Students	11,093	11000	(93)	-0.84%
1000-0000-0000-41324-000 Tuition - Reg Other SAU's	587,429	588,402	973	0.17%
1000-0000-0000-41510-000 Interest on Investments	15,000	15,000	-	0.00%
1000-0000-0000-41712-000 Athletic/Activity Receipts	13,000	8,000	(5,000)	-38.46%
1000-0000-0000-41910-000 Facilities Rental	16,000	8,000	(8,000)	-50.00%
1000-0000-0000-41951-000 HAL Rev - Curric/ITS	3,000	0	(3,000)	-100.00%
1000-0000-0000-41990-000 Miscellaneous Revenue	3000	3,000	-	0.00%
1000-0000-0000-43111-000 State Subsidy	1,701,951	1,753,434	51,483	3.02%
Balance Forward	325,000	325,000	-	0.00%
Total Non-assessment Revenue	2,675,473	2,711,836	36,363	1.36%
1000-0000-0000-41111-010 Allocation Appleton	318,980	314,713	(4,267)	-1.34%
1000-0000-0000-41112-010 Debt Service - Appleton	35,071	32,772	(2,299)	-6.56%
1000-0000-0000-41113-010 Add Local Funds - Appleton	140,166	148,450	8,284	5.91%
Total Assessment - Appleton	494,217	495,935	1,718	0.35%
1000-0000-0000-41111-020 Allocation Camden	2,611,316	2,592,571	(18,745)	-0.72%
1000-0000-0000-41112-020 Debt Service - Camden	287,133	269,969	(17,164)	-5.98%
1000-0000-0000-41113-020 Add Local Funds - Camden	1,147,549	1,222,915	75,366	6.57%
Total Assessment - Camden	4,045,998	4,085,456	39,458	0.98%
1000-0000-0000-41111-030 Allocation Hope	501,989	499,105	(2,884)	-0.57%
1000-0000-0000-41112-030 Debt Service - Hope	55,209	51,973	(3,236)	-5.86%
1000-0000-0000-41113-030 Add Local Funds - Hope	220,648	235,427	14,779	6.70%
Total Assessment - Hope	777,846	786,505	8,659	1.11%
1000-0000-0000-41111-040 Allocation Lincolnville	1,044,085	1,085,553	41,468	3.97%
1000-0000-0000-41112-040 Debt Service - Lincolnville	114,793	113,041	(1,752)	-1.53%
1000-0000-0000-41113-040 Add Local Funds - Lincolnville	458,779	512,055	53,276	11.61%
Total Assessment - Lincolnville	1,617,656	1,710,648	92,991	5.75%
1000-0000-0000-41111-050 Allocation Rockport	2,382,267	2,440,067	57,800	2.43%
1000-0000-0000-41112-050 Debt Service - Rockport	262,017	254,089	(7,928)	-3.03%
1000-0000-0000-41113-050 Add Local Funds - Rockport	1,047,172	1,150,979	103,807	9.91%
Total Assessment - Rockport	3,691,456	3,845,135	153,679	4.16%
Total Town Assessments (Taxpayer Impact)	10,627,173	10,923,678	296,504	2.79%
Total Requested Expense Budget	13,302,646	13,635,514	332,867	2.50%

ED279 Adjusted Local Contribution	\$6,932,009.21	
Debt Service (Add'l Local)	\$721,843.00	\$10,923,677.87
Other Add'l local	\$3,269,825.66	
Non Assessment Revenue	\$2,711,836.08	
Total Revenue	\$13,635,513.95	

Five Town CSD FY22 Requested Budget

Report # 62774

Statement Code: FY22 SQ D

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
Regular Instruction				
9-12 Instruction				
1000-1200-1000-51010-300 Teacher	3,476,901.10	3,546,425.13	69,524.03	2.00 %
1000-1200-1000-51023-300 Ed Tech III	26,600.00	27,702.64	1,102.64	4.15 %
1000-1200-1000-51230-300 Substitutes	70,000.00	70,000.00	0.00	0.00 %
1000-1200-1000-51500-300 Stipends	33,275.00	33,940.50	665.50	2.00 %
1000-1200-1000-51910-300 Teacher Waiver	3,750.00	3,750.00	0.00	0.00 %
1000-1200-1000-52110-300 Teacher Health	789,536.04	860,324.24	70,788.20	8.97 %
1000-1200-1000-52120-300 Ed Tech Health	10,289.76	11,112.96	823.20	8.00 %
1000-1200-1000-52200-300 Stipend F/M	450.00	459.00	9.00	2.00 %
1000-1200-1000-52210-300 Teacher F/M	49,321.59	58,827.74	9,506.15	19.27 %
1000-1200-1000-52220-300 Ed Tech F/M	385.70	401.69	15.99	4.15 %
1000-1200-1000-52230-300 Sub Tutor F/M	2,562.85	5,355.00	2,792.15	108.95 %
1000-1200-1000-52300-300 MSRS	794.50	810.00	15.50	1.95 %
1000-1200-1000-52310-300 Teacher MSRS	143,124.37	130,519.64	(12,604.73)	(8.81)%
1000-1200-1000-52320-300 Ed Tech MSRS	1,106.56	1,063.78	(42.78)	(3.87)%
1000-1200-1000-52600-300 Stipend SUTA	186.00	190.00	4.00	2.15 %
1000-1200-1000-52610-300 Teacher SUTA	2,497.40	3,096.75	599.35	24.00 %
1000-1200-1000-52620-300 Ed Tech SUTA	48.00	60.00	12.00	25.00 %
1000-1200-1000-52630-300 Sub Tutor SUTA	552.00	350.00	(202.00)	(36.59)%
1000-1200-1000-52700-300 Stipend WC	100.00	102.00	2.00	2.00 %
1000-1200-1000-52710-300 Teacher WC	14,023.64	13,951.55	(72.09)	(0.51)%
1000-1200-1000-52720-300 Ed Tech WC	104.64	108.98	4.34	4.15 %
1000-1200-1000-52730-300 Sub Tutor WC	0.00	258.00	258.00	---
1000-1200-1000-53310-300 Prof EE Development & Training	6,755.00	3,693.00	(3,062.00)	(45.33)%
1000-1200-1000-53490-300 Contracted Services	7,000.00	9,000.00	2,000.00	28.57 %
1000-1200-1000-54320-300 Equipment Maint & Repair	16,717.00	17,577.00	860.00	5.14 %
1000-1200-1000-54430-300 Rental/Leases	2,178.00	2,078.00	(100.00)	(4.59)%
1000-1200-1000-55800-300 Staff Travel	1,820.00	1,533.00	(287.00)	(15.77)%
1000-1200-1000-56100-300 Supplies	110,561.00	104,006.00	(6,555.00)	(5.93)%
1000-1200-1000-56400-300 Books & Periodicals	21,382.00	25,655.00	4,273.00	19.98 %
1000-1200-1000-56500-300 Instructional Software	7,889.00	14,209.00	6,320.00	80.11 %
1000-1200-1000-57300-300 Equipment	4,529.00	2,500.00	(2,029.00)	(44.80)%
1000-1200-1000-58100-300 Dues & Fees	8,060.00	7,059.00	(1,001.00)	(12.42)%
1000-1200-1000-58500-300 H.S. Field Trips	19,500.00	19,500.00	0.00	0.00 %
1000-1200-1000-59000-300 Bisbee offset H.S. field trips	(27,950.00)	(19,500.00)	8,450.00	(30.23)%
Total 9-12 Instruction	\$4,804,050.15	\$4,956,119.60	\$152,069.45	3.17 %
ESL				
1000-4100-1000-51010-990 Teacher	22,128.40	23,078.62	950.22	4.29 %
1000-4100-1000-52110-990 Teacher Health	5,417.58	5,850.98	433.40	8.00 %
1000-4100-1000-52210-990 Teacher F/M	320.86	334.64	13.78	4.29 %
1000-4100-1000-52310-990 Teacher MSRS	920.54	886.22	(34.32)	(3.73)%
1000-4100-1000-52610-990 Teacher SUTA	16.80	21.00	4.20	25.00 %

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-4100-1000-52710-990 Teacher WC	97.05	100.79	3.74	3.85 %
1000-4100-1000-53310-990 Professional Development	260.00	150.00	(110.00)	(42.31)%
1000-4100-1000-53490-990 Contracted Services	350.00	350.00	0.00	0.00 %
1000-4100-1000-56100-990 ESL Supplies	53.00	40.00	(13.00)	(24.53)%
1000-4100-1000-56400-990 Books & Periodicals	218.00	165.00	(53.00)	(24.31)%
1000-4100-1000-56500-990 Instructional Software	199.00	199.00	0.00	0.00 %
1000-4100-1000-58100-990 Dues and Fees	0.00	80.00	80.00	---
Total ESL	\$29,981.23	\$31,256.25	\$1,275.02	4.25 %
Horizons Program				
Total Instruction				
1000-4900-1000-51010-990 Teacher	30,194.50	30,798.39	603.89	2.00 %
1000-4900-1000-51230-990 Substitutes	440.00	440.00	0.00	0.00 %
1000-4900-1000-51231-990 Tutoring	400.00	400.00	0.00	0.00 %
1000-4900-1000-52110-990 Teacher Health	5,417.58	5,850.98	433.40	8.00 %
1000-4900-1000-52210-990 Teacher F/M	437.82	446.58	8.76	2.00 %
1000-4900-1000-52230-990 Sub Tutor F/M	26.00	33.66	7.66	29.46 %
1000-4900-1000-52300-990 MSRS	26.00	26.00	0.00	0.00 %
1000-4900-1000-52310-990 Teacher MSRS	1,256.09	1,182.66	(73.43)	(5.85)%
1000-4900-1000-52610-990 Teacher SUTA	16.80	21.00	4.20	25.00 %
1000-4900-1000-52630-990 Sub Tutor SUTA	16.80	2.20	(14.60)	(86.90)%
1000-4900-1000-52710-990 Teacher WC	123.79	126.16	2.37	1.91 %
1000-4900-1000-52730-990 Sub Tutor WC	0.00	1.62	1.62	---
1000-4900-1000-53200-990 Professional Services	3,400.00	1,800.00	(1,600.00)	(47.06)%
1000-4900-1000-53310-990 Prof EE Development & Training	675.00	150.00	(525.00)	(77.78)%
1000-4900-1000-55800-990 Staff Travel	52.00	75.00	23.00	44.23 %
1000-4900-1000-56100-990 Supplies	600.00	200.00	(400.00)	(66.67)%
1000-4900-1000-56400-990 Books & Periodicals	306.00	600.00	294.00	96.08 %
1000-4900-1000-58100-990 Dues and Fees	400.00	400.00	0.00	0.00 %
Total Horizons	\$43,788.38	\$42,554.25	\$(1,234.13)	(2.82)%
Alternative Education				
1000-4200-1000-51010-990 Teacher	189,078.00	203,199.30	14,121.30	7.47 %
1000-4200-1000-51021-990 Ed Tech 1	0.00	9,385.74	9,385.74	---
1000-4200-1000-51230-990 Sub Zenith	2,640.00	2,640.00	0.00	0.00 %
1000-4200-1000-51500-990 Stipends	2,484.22	2,533.90	49.68	2.00 %
1000-4200-1000-51910-990 Health Waiver	2,500.00	2,500.00	0.00	0.00 %
1000-4200-1000-52110-990 Teacher Health	49,478.88	52,475.04	2,996.16	6.06 %
1000-4200-1000-52210-990 Teacher F/M	2,886.63	2,946.40	59.77	2.07 %
1000-4200-1000-52220-990 F/M	0.00	718.01	718.01	---
1000-4200-1000-52230-990 Tutor F/M	201.96	201.96	0.00	0.00 %
1000-4200-1000-52300-990 MSRS	400.68	400.68	0.00	0.00 %
1000-4200-1000-52310-990 MSRS	8,281.64	7,802.85	(478.79)	(5.78)%
1000-4200-1000-52600-990 Stipend SUTA	12.00	12.00	0.00	0.00 %

Five Town CSD FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-4200-1000-52610-990 Teacher SUTA	144.00	180.00	36.00	25.00 %
1000-4200-1000-52620-990 SUTA	0.00	46.93	46.93	---
1000-4200-1000-52630-990 Tutor SUTA	12.00	12.00	0.00	0.00 %
1000-4200-1000-52710-990 Teacher WC	798.18	814.39	16.21	2.03 %
1000-4200-1000-52720-990 Ed Tech WC	9.00	45.92	36.92	410.22 %
1000-4200-1000-52730-990 Tutor WC	9.00	9.00	0.00	0.00 %
1000-4200-1000-53000-990 Contracted Services	11,000.00	2,500.00	(8,500.00)	(77.27)%
1000-4200-1000-53310-990 Prof EE Development & Training	500.00	500.00	0.00	0.00 %
1000-4200-1000-56100-990 Supplies	5,000.00	5,000.00	0.00	0.00 %
1000-4200-1000-57300-990 Equipment	0.00	1,000.00	1,000.00	---
Total Alternative Education	\$275,436.19	\$294,924.12	\$19,487.93	7.08 %
Total Regular Instruction	\$5,153,255.95	\$5,324,854.22	\$171,598.27	3.33 %
Special Education				
Special Ed Administration				
1000-2500-2330-51040-900 Special Education Director	109,728.00	116,760.00	7,032.00	6.41 %
1000-2500-2330-51050-900 Assistant Special Ed Director	80,380.00	85,245.00	4,865.00	6.05 %
1000-2500-2330-51180-900 Support Personnel	49,504.00	50,980.80	1,476.80	2.98 %
1000-2500-2330-52140-900 Admin Health	19,480.44	21,038.88	1,558.44	8.00 %
1000-2500-2330-52150-900 Asst Admin Health	10,289.76	11,112.96	823.20	8.00 %
1000-2500-2330-52180-900 Support Health	15,296.76	16,520.52	1,223.76	8.00 %
1000-2500-2330-52240-900 Admin F/M	1,591.06	1,693.02	101.96	6.41 %
1000-2500-2330-52250-900 Asst Admin F/M	1,165.51	1,236.05	70.54	6.05 %
1000-2500-2330-52280-900 Support F/M	3,787.06	3,900.03	112.97	2.98 %
1000-2500-2330-52340-900 MSRS	4,432.40	4,361.47	(70.93)	(1.60)%
1000-2500-2330-52350-900 MSRS	3,328.83	3,259.58	(69.25)	(2.08)%
1000-2500-2330-52640-900 Admin SUTA	60.72	75.90	15.18	25.00 %
1000-2500-2330-52650-900 Asst Admin SUTA	49.44	61.80	12.36	25.00 %
1000-2500-2330-52680-900 Support SUTA	48.00	60.00	12.00	25.00 %
1000-2500-2330-52740-900 Admin WC	434.16	446.82	12.66	2.92 %
1000-2500-2330-52750-900 Asst Admin WC	314.80	333.94	19.14	6.08 %
1000-2500-2330-52780-900 Support WC	204.75	210.56	5.81	2.84 %
1000-2500-2330-53310-900 Prof EE Development & Training	2,800.00	0.00	(2,800.00)	(100.00)%
1000-2500-2330-53450-900 Legal Services	10,000.00	10,000.00	0.00	0.00 %
1000-2500-2330-53490-900 Contracted Services	0.00	45,000.00	45,000.00	---
1000-2500-2330-54320-900 Equipment Maint & Repair	1,000.00	1,100.00	100.00	10.00 %
1000-2500-2330-54430-900 Rentals & Leases	2,000.00	2,000.00	0.00	0.00 %
1000-2500-2330-55320-900 Telephone	700.00	700.00	0.00	0.00 %
1000-2500-2330-55800-900 Staff Travel	400.00	500.00	100.00	25.00 %
1000-2500-2330-56000-900 Supplies	1,000.00	1,000.00	0.00	0.00 %
1000-2500-2330-58100-900 Dues & Fees	350.00	530.00	180.00	51.43 %
1000-2500-2330-58900-900 Contingency	30,000.00	30,000.00	0.00	0.00 %
1000-2500-2330-59000-900 Admin Offset	(180,894.00)	(183,914.50)	(3,020.50)	1.67 %

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
Total Sp Ed Admin	\$167,451.69	\$224,212.83	\$56,761.14	33.90 %
Special Ed Resource Room				
1000-2200-1000-51010-990 Teacher - Resource	309,542.00	234,987.60	(74,554.40)	(24.09)%
1000-2200-1000-51022-990 Ed Tech II - Resource	78,576.40	84,442.47	5,866.07	7.47 %
1000-2200-1000-51023-990 Ed Tech III - Resource	26,600.00	26,873.70	273.70	1.03 %
1000-2200-1000-51230-990 Substitutes	7,000.00	7,735.00	735.00	10.50 %
1000-2200-1000-51231-990 Tutor	11,500.00	0.00	(11,500.00)	(100.00)%
1000-2200-1000-51500-990 Stipends	2,506.75	2,557.00	50.25	2.00 %
1000-2200-1000-52110-990 Teacher Health	82,151.64	63,116.64	(19,035.00)	(23.17)%
1000-2200-1000-52120-990 Ed Tech Health	61,713.72	66,724.81	5,011.09	8.12 %
1000-2200-1000-52200-990 Stipend F/M	32.00	33.00	1.00	3.13 %
1000-2200-1000-52210-990 Teacher F/M	4,488.36	3,407.33	(1,081.03)	(24.09)%
1000-2200-1000-52220-990 Ed Tech F/M	1,525.06	1,564.49	39.43	2.59 %
1000-2200-1000-52230-990 Sub Tutor F/M	101.50	591.73	490.23	482.99 %
1000-2200-1000-52310-990 Teacher MSRS	12,876.94	9,023.52	(3,853.42)	(29.92)%
1000-2200-1000-52320-990 Ed Tech MSRS	4,375.34	4,143.21	(232.13)	(5.31)%
1000-2200-1000-52330-990 Sub Tutor MSRS	93.45	0.00	(93.45)	(100.00)%
1000-2200-1000-52610-990 Teacher SUTA	192.00	180.00	(12.00)	(6.25)%
1000-2200-1000-52620-990 Ed Tech SUTA	192.00	240.00	48.00	25.00 %
1000-2200-1000-52630-990 Sub Tutor SUTA	200.00	38.68	(161.32)	(80.66)%
1000-2200-1000-52710-990 Teacher WC	1,217.74	924.43	(293.31)	(24.09)%
1000-2200-1000-52720-990 Ed Tech WC	423.75	424.47	0.72	0.17 %
1000-2200-1000-52730-990 Sub Tutor WC	0.00	28.46	28.46	---
1000-2200-1000-53310-990 Prof EE Development & Training	500.00	475.00	(25.00)	(5.00)%
1000-2200-1000-55800-990 Staff Travel	250.00	475.00	225.00	90.00 %
Total Sp Ed Resource Room	\$606,058.65	\$507,986.54	\$(98,072.11)	(16.18)%
Special Ed Self Contained				
1000-2100-1000-53200-990 Private Tuition	115,000.00	58,000.00	(57,000.00)	(49.57)%
1000-2300-1000-51010-990 Teacher - Self Contained	133,753.00	211,032.90	77,279.90	57.78 %
1000-2300-1000-51023-990 Ed Tech III - Self Contained	163,669.80	167,419.14	3,749.34	2.29 %
1000-2300-1000-51230-990 Substitutes - Self Contained	5,000.00	4,050.00	(950.00)	(19.00)%
1000-2300-1000-52110-990 Teacher Health	33,904.80	62,327.28	28,422.48	83.83 %
1000-2300-1000-52120-990 Ed Tech Health	61,738.44	67,603.59	5,865.15	9.50 %
1000-2300-1000-52210-990 Teacher F/M	2,040.42	3,059.98	1,019.56	49.97 %
1000-2300-1000-52220-990 Ed Tech F/M	2,373.22	2,427.57	54.35	2.29 %
1000-2300-1000-52230-990 Sub Tutor F/M	270.00	309.83	39.83	14.75 %
1000-2300-1000-52310-990 Teacher MSRS	5,969.84	8,103.67	2,133.83	35.74 %
1000-2300-1000-52320-990 Ed Tech MSRS	6,808.67	6,428.89	(379.78)	(5.58)%
1000-2300-1000-52330-990 Sub Tutor MSRS	93.45	0.00	(93.45)	(100.00)%
1000-2300-1000-52610-990 Teacher SUTA	96.00	180.00	84.00	87.50 %
1000-2300-1000-52620-990 Ed Tech SUTA	288.00	360.00	72.00	25.00 %
1000-2300-1000-52630-990 Sub Tutor SUTA	0.00	20.25	20.25	---

Five Town CSD FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-2300-1000-52710-990 Teacher WC	518.99	830.20	311.21	59.96 %
1000-2300-1000-52720-990 Ed Tech WC	663.86	658.63	(5.23)	(0.79)%
1000-2300-1000-52730-990 Sub Tutor WC	0.00	14.90	14.90	---
1000-2300-1000-53310-990 Prof EE Development & Training	0.00	475.00	475.00	---
1000-2300-1000-55800-990 Staff Travel	250.00	950.00	700.00	280.00 %
1000-2300-1000-58500-990 Field Trips	0.00	7,000.00	7,000.00	---
Total Sp Ed Self Contained	\$532,438.49	\$601,251.83	\$68,813.34	12.92 %
Special Ed ESY				
1000-2810-1000-51010-990 Teacher ESY	14,092.00	14,092.00	0.00	0.00 %
1000-2810-1000-51023-990 Ed Tech III ESY	4,800.00	4,800.00	0.00	0.00 %
1000-2810-1000-52210-990 Teacher F/M	204.00	204.00	0.00	0.00 %
1000-2810-1000-52220-990 Ed Tech F/M	70.00	70.00	0.00	0.00 %
1000-2810-1000-52310-990 MSRS	400.00	400.00	0.00	0.00 %
1000-2810-1000-52320-990 MSRS	80.00	80.00	0.00	0.00 %
1000-2810-1000-52710-990 Teacher WC	60.00	60.00	0.00	0.00 %
1000-2810-1000-52720-990 Ed Tech WC	20.00	20.00	0.00	0.00 %
1000-2810-1000-56100-990 Supplies	0.00	700.00	700.00	---
Total Sp Ed ESY	\$19,726.00	\$20,426.00	\$700.00	3.55 %
Sp Ed Psychological Examiner				
Total Special Education				
1000-2800-2140-51060-990 Psychological Examiner	83,056.78	90,134.15	7,077.37	8.52 %
1000-2800-2140-52160-990 Other Prof Health	23,710.32	25,607.16	1,896.84	8.00 %
1000-2800-2140-52260-990 Other Prof F/M	1,204.32	1,306.95	102.63	8.52 %
1000-2800-2140-52360-990 MSRS	3,455.16	3,461.15	5.99	0.17 %
1000-2800-2140-52660-990 Other Prof SUTA	48.00	76.43	28.43	59.23 %
1000-2800-2140-52760-990 Other Prof WC	336.75	364.59	27.84	8.27 %
1000-2800-2140-55800-990 Staff Travel	350.00	250.00	(100.00)	(28.57)%
1000-2800-2140-56100-990 Tests & Protocols	0.00	700.00	700.00	---
1000-2800-2140-58100-990 Dues & Fees	250.00	210.00	(40.00)	(16.00)%
Total Sp Ed Psych Examiner	\$112,411.33	\$122,110.43	\$9,699.10	8.63 %
Total Special Education	\$1,438,086.16	\$1,475,987.63	\$37,901.47	2.64 %
CTE Instruction				
1000-3000-1000-55610-300 Region 8 Assessment	87,432.03	54,151.00	(33,281.03)	(38.07)%
Total CTE Instruction	\$87,432.03	\$54,151.00	\$(33,281.03)	(38.07)%
Other Instruction				
Co Curricular				
1000-9500-1000-51500-300 Activity Stipends	78,848.00	80,425.00	1,577.00	2.00 %
1000-9500-1000-52200-300 Stipend F/M	1,032.00	1,053.00	21.00	2.03 %
1000-9500-1000-52300-300 Stipened MSRS	327.68	335.00	7.32	2.23 %
1000-9500-1000-52600-300 Stipend SUTA	427.00	436.00	9.00	2.11 %

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-9500-1000-52700-300 Stipend WC	307.20	314.00	6.80	2.21 %
1000-9500-1000-53490-300 Contracted Services	250.00	250.00	0.00	0.00 %
1000-9500-1000-56100-300 Supplies	500.00	500.00	0.00	0.00 %
1000-9500-1000-58100-300 Dues & Fees	850.00	0.00	(850.00)	(100.00)%
1000-9500-1000-59000-300 Expense Offset	(6,500.00)	0.00	6,500.00	(100.00)%
Total Co Curricular	\$76,041.88	\$83,313.00	\$7,271.12	9.56 %
Athletics				
1000-9600-1000-51060-300 Athletic Director	92,100.00	98,140.00	6,040.00	6.56 %
1000-9600-1000-51500-300 Athletic Stipends	171,557.89	174,988.00	3,430.11	2.00 %
1000-9600-1000-51590-300 Athletic Workers	48,414.20	37,871.00	(10,543.20)	(21.78)%
1000-9600-1000-51990-300 Athletic Waiver	1,250.00	1,250.00	0.00	0.00 %
1000-9600-1000-52160-300 Other Prof Health	23,710.32	25,607.16	1,896.84	8.00 %
1000-9600-1000-52200-300 Stipend F/M	2,201.00	2,245.00	44.00	2.00 %
1000-9600-1000-52260-300 Other Prof F/M	1,727.48	1,727.48	0.00	0.00 %
1000-9600-1000-52290-300 F/M	2,881.32	2,992.76	111.44	3.87 %
1000-9600-1000-52300-300 Stipend MSRS	6,993.92	7,133.80	139.88	2.00 %
1000-9600-1000-52360-300 MSRS	3,831.36	3,768.58	(62.78)	(1.64)%
1000-9600-1000-52600-300 Stipend SUTA	911.00	929.22	18.22	2.00 %
1000-9600-1000-52660-300 Other Prof SUTA	50.40	63.00	12.60	25.00 %
1000-9600-1000-52690-300 SUTA	53.00	66.25	13.25	25.00 %
1000-9600-1000-52700-300 Stipend WC	657.00	670.14	13.14	2.00 %
1000-9600-1000-52760-300 Other Prof WC	359.96	383.72	23.76	6.60 %
1000-9600-1000-52790-300 Worker Comp	143.25	148.98	5.73	4.00 %
1000-9600-1000-53310-300 Prof EE Development & Training	1,520.00	1,560.00	40.00	2.63 %
1000-9600-1000-53490-300 Contracted Services	85,486.00	88,536.00	3,050.00	3.57 %
1000-9600-1000-54320-300 Equipment Maintenance	0.00	500.00	500.00	---
1000-9600-1000-54400-300 Rental and Leases	750.00	0.00	(750.00)	(100.00)%
1000-9600-1000-55800-300 Staff Travel	1,200.00	1,200.00	0.00	0.00 %
1000-9600-1000-55810-300 Tournaments	1,800.00	1,800.00	0.00	0.00 %
1000-9600-1000-56100-300 Supplies	30,688.00	34,638.00	3,950.00	12.87 %
1000-9600-1000-57300-300 Equipment	0.00	8,500.00	8,500.00	---
1000-9600-1000-58100-300 Dues & Fees	5,270.00	6,425.00	1,155.00	21.92 %
1000-9600-2330-51180-300 Support Personnel	17,163.75	17,508.75	345.00	2.01 %
1000-9600-2330-52180-300 Support Health	5,144.88	5,556.48	411.60	8.00 %
1000-9600-2330-52280-300 Support F/M	1,313.02	1,339.42	26.40	2.01 %
1000-9600-2330-52680-300 Support SUTA	24.00	30.00	6.00	25.00 %
1000-9600-2330-52780-300 Support WC	67.52	68.88	1.36	2.01 %
Total Athletics	\$507,269.27	\$525,647.62	\$18,378.35	3.62 %
Athletics Transportation				
1000-9600-1000-59000-300 Bisbee Offset	(15,000.00)	(21,500.00)	(6,500.00)	43.33 %
1000-9600-2700-58500-300 Athletic Transportation	47,000.00	47,000.00	0.00	0.00 %
Total Ath Transportation	\$32,000.00	\$25,500.00	\$(6,500.00)	(20.31)%

Five Town CSD FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
Total Other Instruction	\$615,311.15	\$634,460.62	\$19,149.47	3.11 %
Student and Staff Support				
Guidance				
1000-0000-2120-51060-300 School Counselor	314,764.40	325,872.34	11,107.94	3.53 %
1000-0000-2120-51180-300 Support Personnel	94,562.88	95,172.80	609.92	0.64 %
1000-0000-2120-52160-300 Other Prof Health	60,727.80	65,586.00	4,858.20	8.00 %
1000-0000-2120-52180-300 Support Health	39,144.84	37,708.56	(1,436.28)	(3.67)%
1000-0000-2120-52260-300 Other Prof F/M	4,564.10	4,725.17	161.07	3.53 %
1000-0000-2120-52280-300 Support F/M	7,234.06	7,280.71	46.65	0.64 %
1000-0000-2120-52360-300 MSRS TEACHER	13,079.23	12,499.68	(579.55)	(4.43)%
1000-0000-2120-52660-300 Other Prof SUTA	241.32	307.26	65.94	27.32 %
1000-0000-2120-52680-300 Support SUTA	144.00	180.00	36.00	25.00 %
1000-0000-2120-52760-300 Other Prof WC	1,238.28	1,281.98	43.70	3.53 %
1000-0000-2120-52780-300 Support WC	382.01	374.41	(7.60)	(1.99)%
1000-0000-2120-53310-300 Prof EE Development & Training	1,198.00	1,000.00	(198.00)	(16.53)%
1000-0000-2120-53490-300 Contract Services	6,650.00	4,400.00	(2,250.00)	(33.83)%
1000-0000-2120-54320-300 Equipment Maint & Repair	4,200.00	4,200.00	0.00	0.00 %
1000-0000-2120-54430-300 Rentals/Leases	2,900.00	2,900.00	0.00	0.00 %
1000-0000-2120-55800-300 Staff Travel	400.00	400.00	0.00	0.00 %
1000-0000-2120-56000-300 Supplies	950.00	950.00	0.00	0.00 %
1000-0000-2120-56500-300 Software	4,348.00	4,348.00	0.00	0.00 %
1000-0000-2120-58100-300 Dues & Fees	400.00	740.00	340.00	85.00 %
Total Guidance	\$557,128.92	\$569,926.91	\$12,797.99	2.30 %
Health Services				
1000-0000-2130-51035-900 Substitute	2,000.00	2,000.00	0.00	0.00 %
1000-0000-2130-51060-900 Nurse	79,162.00	80,745.24	1,583.24	2.00 %
1000-0000-2130-52160-900 Other Prof Health	10,289.76	11,112.96	823.20	8.00 %
1000-0000-2130-52200-900 Sub F/M	140.00	153.00	13.00	9.29 %
1000-0000-2130-52260-900 Other Prof F/M	1,147.85	1,170.81	22.96	2.00 %
1000-0000-2130-52300-900 Sub MSRS	153.00	0.00	(153.00)	(100.00)%
1000-0000-2130-52360-900 MSRS	3,293.14	3,100.62	(192.52)	(5.85)%
1000-0000-2130-52600-900 Sub SUTA	75.00	10.00	(65.00)	(86.67)%
1000-0000-2130-52660-900 Other Prof SUTA	96.00	108.00	12.00	12.50 %
1000-0000-2130-52700-900 Sub WC	15.00	7.36	(7.64)	(50.93)%
1000-0000-2130-52760-900 Other Prof WC	321.42	327.65	6.23	1.94 %
1000-0000-2130-53310-900 Prof EE Development & Training	300.00	300.00	0.00	0.00 %
1000-0000-2130-53490-900 Contracted Services	250.00	350.00	100.00	40.00 %
1000-0000-2130-54320-900 Equipment Maint & Repair	100.00	100.00	0.00	0.00 %
1000-0000-2130-55800-900 Staff Travel	200.00	200.00	0.00	0.00 %
1000-0000-2130-56000-900 Supplies	1,000.00	1,000.00	0.00	0.00 %
1000-0000-2130-56400-900 Books & Periodicals	50.00	50.00	0.00	0.00 %
1000-0000-2130-58100-900 Dues & Fees	131.00	131.00	0.00	0.00 %

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
Total Health Services	\$98,724.17	\$100,866.64	\$2,142.47	2.17 %
Curriculum				
1000-0000-2210-51050-900 Assistant Superintendent	65,648.80	63,821.00	(1,827.80)	(2.78)%
1000-0000-2210-51500-900 Staff/Curriculum Development	13,775.00	12,650.00	(1,125.00)	(8.17)%
1000-0000-2210-52150-900 Asst Adm Health	10,714.24	11,571.38	857.14	8.00 %
1000-0000-2210-52250-900 Asst Admin F/M	951.92	925.41	(26.51)	(2.78)%
1000-0000-2210-52350-900 MSRS	2,663.60	2,388.52	(275.08)	(10.33)%
1000-0000-2210-52650-900 Asst Admin SUTA	32.88	38.10	5.22	15.88 %
1000-0000-2210-52750-900 Asst Admin WC	261.89	254.70	(7.19)	(2.75)%
1000-0000-2210-53310-900 Prof EE Development & Training	1,725.00	1,000.00	(725.00)	(42.03)%
1000-0000-2210-56000-900 Supplies	500.00	400.00	(100.00)	(20.00)%
1000-0000-2210-57350-900 Software	14,165.25	14,877.00	711.75	5.02 %
1000-0000-2210-59000-900 Admin Offset	(48,180.00)	(38,071.00)	10,109.00	(20.98)%
1000-0000-2212-56000-900 Innovation	4,000.00	4,000.00	0.00	0.00 %
Total Curriculum	\$66,258.58	\$73,855.11	\$7,596.53	11.46 %
Instructional Staff Training				
1000-0000-2213-52510-990 Teacher Course Reimbursement	5,800.00	3,625.00	(2,175.00)	(37.50)%
Total Instructional Training	\$5,800.00	\$3,625.00	\$(2,175.00)	(37.50)%
Library				
1000-0000-2220-51023-300 Ed Tech III	26,201.00	26,873.70	672.70	2.57 %
1000-0000-2220-51060-300 Librarian	59,534.00	63,039.06	3,505.06	5.89 %
1000-0000-2220-52120-300 Ed Tech Health	10,289.76	11,112.96	823.20	8.00 %
1000-0000-2220-52160-300 Other Prof Health	10,289.76	11,112.96	823.20	8.00 %
1000-0000-2220-52220-300 Ed Tech F/M	379.91	389.67	9.76	2.57 %
1000-0000-2220-52260-300 Other Prof F/M	863.24	914.07	50.83	5.89 %
1000-0000-2220-52320-300 Ed Tech MSRS	1,089.96	1,031.95	(58.01)	(5.32)%
1000-0000-2220-52360-300 MSRS	2,476.61	2,420.70	(55.91)	(2.26)%
1000-0000-2220-52620-300 Ed Tech SUTA	48.00	60.00	12.00	25.00 %
1000-0000-2220-52660-300 Other Prof SUTA	48.00	60.00	12.00	25.00 %
1000-0000-2220-52720-300 Ed Tech WC	123.07	125.72	2.65	2.15 %
1000-0000-2220-52760-300 Other Prof WC	234.21	248.00	13.79	5.89 %
1000-0000-2220-53200-300 Contracted Services	785.00	790.00	5.00	0.64 %
1000-0000-2220-53300-300 Professional Development	315.00	315.00	0.00	0.00 %
1000-0000-2220-56000-300 Supplies	906.00	500.00	(406.00)	(44.81)%
1000-0000-2220-56400-300 Books & Periodicals	7,900.00	7,650.00	(250.00)	(3.16)%
1000-0000-2220-56500-300 Instructional Software	5,000.00	5,000.00	0.00	0.00 %
1000-0000-2220-57300-300 Equipment	506.00	0.00	(506.00)	(100.00)%
1000-0000-2220-58100-300 Dues and Fees	775.00	775.00	0.00	0.00 %
Total Library	\$127,764.52	\$132,418.79	\$4,654.27	3.64 %
Instructional Technology				
1000-0000-2230-51170-300 Technical Services Director	94,102.65	92,854.00	(1,248.65)	(1.33)%

Five Town CSD FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-2230-51180-300 Support Technician	114,319.53	109,958.30	(4,361.23)	(3.81)%
1000-0000-2230-52170-300 Manager Health	10,289.64	11,112.84	823.20	8.00 %
1000-0000-2230-52180-300 Support Health	20,579.52	21,439.32	859.80	4.18 %
1000-0000-2230-52270-300 Manager F/M	7,198.85	8,024.13	825.28	11.46 %
1000-0000-2230-52280-300 Support F/M	8,745.44	8,411.82	(333.62)	(3.81)%
1000-0000-2230-52670-300 Manager SUTA	50.40	63.00	12.60	25.00 %
1000-0000-2230-52680-300 Support SUTA	96.00	120.00	24.00	25.00 %
1000-0000-2230-52770-300 Manager WC	370.20	412.64	42.44	11.46 %
1000-0000-2230-52780-300 Support WC	469.73	452.58	(17.15)	(3.65)%
1000-0000-2230-53400-300 Contracted Services	11,995.00	15,145.00	3,150.00	26.26 %
1000-0000-2230-54320-300 Equipment Maint & Repair	6,000.00	6,000.00	0.00	0.00 %
1000-0000-2230-54430-300 Rental/Leases	72,643.06	97,291.38	24,648.32	33.93 %
1000-0000-2230-55800-300 Staff Travel	500.00	0.00	(500.00)	(100.00)%
1000-0000-2230-56000-300 Supplies	1,100.00	1,100.00	0.00	0.00 %
1000-0000-2230-57300-300 Non-Lease Computer Purchases	25,476.00	2,400.00	(23,076.00)	(90.58)%
1000-0000-2230-57350-300 Software	15,267.00	16,579.50	1,312.50	8.60 %
1000-0000-2230-58100-300 Dues & Fees	50.00	300.00	250.00	500.00 %
1000-0000-2230-59000-300 Admin Offset	(90,367.00)	(97,413.00)	(7,046.00)	7.80 %
Total Technology	\$298,886.02	\$294,251.51	\$(4,634.51)	(1.55)%
504 Instruction				
1000-1000-2190-51230-300 504 Instruction	5,500.00	9,000.00	3,500.00	63.64 %
1000-1000-2190-52230-300 F/M 504	79.75	0.00	(79.75)	(100.00)%
1000-1000-2190-52330-300 MePERS 504	140.00	0.00	(140.00)	(100.00)%
1000-1000-2190-52630-300 SUTA 504	48.00	0.00	(48.00)	(100.00)%
1000-1000-2190-52730-300 W/C 504	40.00	0.00	(40.00)	(100.00)%
1000-1000-2190-56100-300 Instructional Supplies 504	200.00	200.00	0.00	0.00 %
Total 504 Instruction	\$6,007.75	\$9,200.00	\$3,192.25	53.14 %
Assessment				
1000-0000-2240-53000-900 Purchased Services Assessment	6,525.00	6,462.50	(62.50)	(0.96)%
Total Assessment	\$6,525.00	\$6,462.50	\$(62.50)	(0.96)%
Total Student/Staff Support	\$1,167,094.96	\$1,190,606.46	\$23,511.50	2.01 %
System Administration				
Board of Directors				
1000-0000-2310-51180-900 Board Secretary	0.00	550.00	550.00	---
1000-0000-2310-51500-900 School Board Stipends	8,400.00	8,400.00	0.00	0.00 %
1000-0000-2310-52200-900 Stipend F/M	642.60	642.60	0.00	0.00 %
1000-0000-2310-52600-900 Stipend SUTA	90.00	90.00	0.00	0.00 %
1000-0000-2310-52780-900 Support WC	8.00	8.00	0.00	0.00 %
1000-0000-2310-53450-900 Legal Fees	29,000.00	29,000.00	0.00	0.00 %
1000-0000-2310-53460-900 Audit	14,000.00	15,500.00	1,500.00	10.71 %
1000-0000-2310-55200-900 Prof Liability Insurance	1,691.16	2,600.00	908.84	53.74 %

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-2310-55500-900 Printing	8,500.00	9,000.00	500.00	5.88 %
1000-0000-2310-55800-900 Staff Travel	100.00	100.00	0.00	0.00 %
1000-0000-2310-56000-900 Supplies	2,000.00	2,000.00	0.00	0.00 %
1000-0000-2310-58100-900 Dues & Fees	2,955.75	3,084.00	128.25	4.34 %
1000-0000-2310-58140-900 School Board Conference Fees	1,200.00	600.00	(600.00)	(50.00)%
Total Board of Directors	\$68,587.51	\$71,574.60	\$2,987.09	4.36 %
Superintendent's Office				
1000-0000-2320-51040-900 Superintendent	144,893.00	154,961.00	10,068.00	6.95 %
1000-0000-2320-51050-900 Assistant Superintendent	53,947.20	63,761.00	9,813.80	18.19 %
1000-0000-2320-51180-900 Support Personnel	87,320.20	82,017.80	(5,302.40)	(6.07)%
1000-0000-2320-51940-900 Admin Waiver	30,439.15	31,811.05	1,371.90	4.51 %
1000-0000-2320-52150-900 Asst Admin Health	8,766.20	9,467.50	701.30	8.00 %
1000-0000-2320-52180-900 Support Health	7,717.32	5,556.48	(2,160.84)	(28.00)%
1000-0000-2320-52240-900 Admin F/M	2,542.32	2,708.19	165.87	6.52 %
1000-0000-2320-52250-900 Asst Admin F/M	782.24	924.54	142.30	18.19 %
1000-0000-2320-52280-900 Support F/M	6,680.00	6,274.36	(405.64)	(6.07)%
1000-0000-2320-52340-900 MSRS	5,882.78	5,816.87	(65.91)	(1.12)%
1000-0000-2320-52350-900 MSRS	2,179.31	2,388.52	209.21	9.60 %
1000-0000-2320-52440-900 Annuity Contribution	7,247.42	6,968.75	(278.67)	(3.85)%
1000-0000-2320-52640-900 Admin SUTA	109.92	137.40	27.48	25.00 %
1000-0000-2320-52650-900 Asst Admin SUTA	27.84	37.80	9.96	35.78 %
1000-0000-2320-52680-900 Support SUTA	85.20	91.50	6.30	7.39 %
1000-0000-2320-52740-900 Admin WC	566.32	595.93	29.61	5.23 %
1000-0000-2320-52750-900 Asst Admin WC	206.09	244.70	38.61	18.73 %
1000-0000-2320-52780-900 Support WC	362.34	341.48	(20.86)	(5.76)%
1000-0000-2320-53310-900 Prof EE Development & Training	3,240.00	740.00	(2,500.00)	(77.16)%
1000-0000-2320-53490-900 Contracted Services	19,825.00	2,700.00	(17,125.00)	(86.38)%
1000-0000-2320-54320-900 Equipment Maint & Repair	1,800.00	1,800.00	0.00	0.00 %
1000-0000-2320-54430-900 Rental/Leases	337.50	337.50	0.00	0.00 %
1000-0000-2320-54450-900 Office Lease	13,325.00	26,217.00	12,892.00	96.75 %
1000-0000-2320-55310-900 Postage	2,130.00	2,345.00	215.00	10.09 %
1000-0000-2320-55400-900 Advertising	12,858.00	12,900.00	42.00	0.33 %
1000-0000-2320-55800-900 Staff Travel	250.00	375.00	125.00	50.00 %
1000-0000-2320-56000-900 Supplies	6,000.00	11,000.00	5,000.00	83.33 %
1000-0000-2320-56900-900 Publicity	1,000.00	1,000.00	0.00	0.00 %
1000-0000-2320-57300-900 Equipment	1,000.00	1,500.00	500.00	50.00 %
1000-0000-2320-58100-900 Dues & Fees	2,892.50	2,175.00	(717.50)	(24.81)%
1000-0000-2320-59000-900 Admin Offset	(181,569.00)	(186,663.00)	(5,094.00)	2.81 %
Total Superintendent's Office	\$242,843.85	\$250,531.37	\$7,687.52	3.17 %
Business Office				
1000-0000-2500-51170-900 Business Manager	92,600.00	96,800.00	4,200.00	4.54 %
1000-0000-2500-51180-900 Support Personnel	114,816.00	117,312.00	2,496.00	2.17 %

Five Town CSD

FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-2500-52170-900 Manager Health	23,710.32	21,038.88	(2,671.44)	(11.27)%
1000-0000-2500-52180-900 Support Health	29,255.88	33,041.04	3,785.16	12.94 %
1000-0000-2500-52270-900 Manager F/M	7,083.90	7,405.20	321.30	4.54 %
1000-0000-2500-52280-900 Support F/M	8,783.42	8,974.36	190.94	2.17 %
1000-0000-2500-52670-900 Manager SUTA	50.40	63.00	12.60	25.00 %
1000-0000-2500-52680-900 Support SUTA	96.00	120.00	24.00	25.00 %
1000-0000-2500-52770-900 Manager WC	371.93	378.45	6.52	1.75 %
1000-0000-2500-52780-900 Support WC	461.68	461.50	(0.18)	(0.04)%
1000-0000-2500-53310-900 Professional EE Development & Training	600.00	1,975.00	1,375.00	229.17 %
1000-0000-2500-53490-900 Contracted Services	15,938.20	15,148.00	(790.20)	(4.96)%
1000-0000-2500-54320-900 Equipment Maintenance & Repair	500.00	500.00	0.00	0.00 %
1000-0000-2500-55310-900 Postage	1,000.00	1,200.00	200.00	20.00 %
1000-0000-2500-55800-900 Staff Travel	250.00	250.00	0.00	0.00 %
1000-0000-2500-56000-900 Supplies	1,200.00	1,200.00	0.00	0.00 %
1000-0000-2500-57300-900 Equipment	500.00	500.00	0.00	0.00 %
1000-0000-2500-58100-900 Dues & Fees	50.00	50.00	0.00	0.00 %
1000-0000-2500-59000-900 Admin Offset	(139,934.00)	(142,283.50)	(2,349.50)	1.68 %
Total Business Office	\$157,333.73	\$164,133.93	\$6,800.20	4.32 %
Total System Administration	\$468,765.09	\$486,239.90	\$17,474.81	3.73 %
School Administration				
Principal's Office				
1000-0000-2400-51035-300 Support Sub	800.00	0.00	(800.00)	(100.00)%
1000-0000-2400-51040-300 Principal	114,622.00	122,741.00	8,119.00	7.08 %
1000-0000-2400-51050-300 Assistant Principal	197,589.00	210,850.00	13,261.00	6.71 %
1000-0000-2400-51180-300 Support Personnel	79,329.38	81,623.20	2,293.82	2.89 %
1000-0000-2400-51950-300 Asst Admin Waiver	22,077.98	22,401.07	323.09	1.46 %
1000-0000-2400-51980-300 Support Waiver	8,499.40	8,839.38	339.98	4.00 %
1000-0000-2400-52140-300 Admin Health	15,296.76	16,520.52	1,223.76	8.00 %
1000-0000-2400-52150-300 Asst Admin Health	23,710.32	25,607.16	1,896.84	8.00 %
1000-0000-2400-52180-300 Support Health	10,289.70	11,112.90	823.20	8.00 %
1000-0000-2400-52230-300 Sub F/M	61.20	0.00	(61.20)	(100.00)%
1000-0000-2400-52240-300 Admin F/M	1,662.02	1,779.74	117.72	7.08 %
1000-0000-2400-52250-300 Asst Admin F/M	3,185.17	3,382.15	196.98	6.18 %
1000-0000-2400-52280-300 Support F/M	6,718.89	6,920.39	201.50	3.00 %
1000-0000-2400-52340-300 MSRS	4,743.32	4,690.21	(53.11)	(1.12)%
1000-0000-2400-52350-300 MSRS	8,189.75	8,068.99	(120.76)	(1.47)%
1000-0000-2400-52640-300 Admin SUTA	50.40	63.00	12.60	25.00 %
1000-0000-2400-52650-300 Asst Admin SUTA	146.88	183.60	36.72	25.00 %
1000-0000-2400-52680-300 Support SUTA	130.00	164.20	34.20	26.31 %
1000-0000-2400-52740-300 Admin WC	448.56	480.50	31.94	7.12 %
1000-0000-2400-52750-300 Asst Admin WC	784.49	826.65	42.16	5.37 %
1000-0000-2400-52780-300 Support WC	332.08	321.11	(10.97)	(3.30)%

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-2400-53310-300 Prof EE Development & Training	1,500.00	6,500.00	5,000.00	333.33 %
1000-0000-2400-53490-300 Contracted Services	11,700.00	11,700.00	0.00	0.00 %
1000-0000-2400-54320-300 Equipment Maint & Repair	1,000.00	1,000.00	0.00	0.00 %
1000-0000-2400-54430-300 Rental/Leases	3,675.00	3,675.00	0.00	0.00 %
1000-0000-2400-55310-300 Postage	5,000.00	5,000.00	0.00	0.00 %
1000-0000-2400-55800-300 Staff Travel	500.00	500.00	0.00	0.00 %
1000-0000-2400-56000-300 Supplies	300.00	300.00	0.00	0.00 %
1000-0000-2400-57330-300 Furniture & Equipment	800.00	800.00	0.00	0.00 %
1000-0000-2400-58100-300 Dues & Fees	1,809.00	1,809.00	0.00	0.00 %
Total School Administration	\$524,951.30	\$557,859.77	\$32,908.47	6.27 %
Transportation				
Regular Transportation				
1000-0000-2700-55110-900 Contracted Transportation MSAD 28	253,809.00	204,898.00	(48,911.00)	(19.27)%
1000-0000-2700-55190-900 Contracted Transportation HAL	195,900.00	202,717.00	6,817.00	3.48 %
1000-0000-2700-59000-900 Administrative Offset (Trans)	0.00	40,355.00	40,355.00	---
1000-0000-2770-55191-900 Contracted Transportation	10,000.00	0.00	(10,000.00)	(100.00)%
Total Regular Transportation	\$459,709.00	\$447,970.00	\$(11,739.00)	(2.55)%
Special Ed Transportation				
1000-0000-2750-51180-900 Student Transportation	9,500.00	9,500.00	0.00	0.00 %
1000-0000-2750-52280-900 Support F/M	1,200.00	0.00	(1,200.00)	(100.00)%
1000-0000-2750-52680-900 Support SUTA	80.00	0.00	(80.00)	(100.00)%
1000-0000-2750-55191-900 Contracted Transportation Other	5,500.00	9,000.00	3,500.00	63.64 %
Total Sp Ed Transportation	\$16,280.00	\$18,500.00	\$2,220.00	13.64 %
Total Transportation	\$475,989.00	\$466,470.00	\$(9,519.00)	(2.00)%
Facilities Maintenance				
Operations and Maintenance				
1000-0000-2600-54410-300 Lease space rental	32,788.00	45,529.00	12,741.00	38.86 %
1000-0000-2610-51170-300 Facilities Director	94,877.73	88,760.00	(6,117.73)	(6.45)%
1000-0000-2610-51181-300 Custodian	360,237.80	358,844.72	(1,393.08)	(0.39)%
1000-0000-2610-51183-300 Maintenance	176,150.00	206,703.12	30,553.12	17.34 %
1000-0000-2610-51970-300 Manager Waiver	17,781.33	0.00	(17,781.33)	(100.00)%
1000-0000-2610-52170-300 Manager Health	23,710.00	16,520.52	(7,189.48)	(30.32)%
1000-0000-2610-52180-300 Support Health	109,470.04	120,669.36	11,199.32	10.23 %
1000-0000-2610-52270-300 Manager F/M	8,457.01	6,790.14	(1,666.87)	(19.71)%
1000-0000-2610-52280-300 Support F/M	40,001.40	43,264.45	3,263.05	8.16 %
1000-0000-2610-52670-300 Manager SUTA	109.92	77.40	(32.52)	(29.59)%
1000-0000-2610-52680-300 Support SUTA	588.00	780.00	192.00	32.65 %
1000-0000-2610-52770-300 Manager WC	744.98	335.49	(409.49)	(54.97)%
1000-0000-2610-52780-300 Support WC	16,974.24	12,800.64	(4,173.60)	(24.59)%
1000-0000-2610-53310-300 Prof EE Development & Training	770.00	1,259.00	489.00	63.51 %
1000-0000-2610-54000-300 Field Maintenance	38,399.00	39,632.00	1,233.00	3.21 %

Five Town CSD FY22 Requested Budget

Report # 62774

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-2610-54100-300 Utilities	41,561.00	42,024.00	463.00	1.11 %
1000-0000-2610-54200-300 Purchased Property Services	14,150.00	14,360.00	210.00	1.48 %
1000-0000-2610-54300-300 Contracted Repairs	246,500.00	229,796.00	(16,704.00)	(6.78)%
1000-0000-2610-54310-300 Contracted Services	57,254.00	67,349.00	10,095.00	17.63 %
1000-0000-2610-54340-300 Snowplowing	24,500.00	25,500.00	1,000.00	4.08 %
1000-0000-2610-54390-300 Equipment Maint & Repair	11,750.00	12,300.00	550.00	4.68 %
1000-0000-2610-54400-300 Rental/Leases	1,500.00	1,775.00	275.00	18.33 %
1000-0000-2610-55200-300 Insurance	22,032.00	24,408.00	2,376.00	10.78 %
1000-0000-2610-55320-300 Telephone	9,500.00	9,500.00	0.00	0.00 %
1000-0000-2610-55800-300 Staff Travel	300.00	300.00	0.00	0.00 %
1000-0000-2610-56000-300 Supplies	59,943.00	67,941.00	7,998.00	13.34 %
1000-0000-2610-56220-300 Electricity	92,637.00	91,195.60	(1,441.40)	(1.56)%
1000-0000-2610-56240-300 Oil	79,541.00	111,135.00	31,594.00	39.72 %
1000-0000-2610-57300-300 Equipment	37,430.00	117,614.00	80,184.00	214.22 %
1000-0000-2610-58100-300 Dues & Fees	870.00	1,170.00	300.00	34.48 %
1000-0000-2610-59000-300 Admin Offset	(166,023.00)	(107,719.75)	58,303.25	(35.12)%
1000-0000-2610-59100-300 Admin Offset Adult Ed	0.00	(32,783.00)	(32,783.00)	---
Total Operations Maintenance	\$1,454,504.45	\$1,617,830.69	\$163,326.24	11.23 %
Auditorium				
1000-0000-2615-51170-300 Auditorium Manager	26,857.05	27,931.00	1,073.95	4.00 %
1000-0000-2615-51180-300 Support Personnel	14,946.75	15,490.13	543.38	3.64 %
1000-0000-2615-51500-300 Tech Club Workers	9,500.00	9,500.00	0.00	0.00 %
1000-0000-2615-52180-300 Support Health	5,144.82	5,556.42	411.60	8.00 %
1000-0000-2615-52270-300 Manager F/M	2,054.57	2,136.72	82.15	4.00 %
1000-0000-2615-52280-300 Support F/M	1,143.43	1,185.00	41.57	3.64 %
1000-0000-2615-52600-300 Stipend SUTA	84.00	84.00	0.00	0.00 %
1000-0000-2615-52670-300 Manager SUTA	48.00	60.00	12.00	25.00 %
1000-0000-2615-52680-300 Support SUTA	24.00	30.00	6.00	25.00 %
1000-0000-2615-52770-300 Manager WC	115.66	119.88	4.22	3.65 %
1000-0000-2615-52780-300 Support WC	68.80	70.94	2.14	3.11 %
1000-0000-2615-54320-300 Equipment Maint & Repair	2,000.00	2,000.00	0.00	0.00 %
1000-0000-2615-56000-300 Supplies	3,000.00	3,000.00	0.00	0.00 %
1000-0000-2615-57300-300 Equipment	4,000.00	4,000.00	0.00	0.00 %
Total Auditorium	\$68,987.08	\$71,164.09	\$2,177.01	3.16 %
Total Facilities	\$1,523,491.53	\$1,688,994.78	\$165,503.25	10.86 %
Debt Service/Other Commitments				
Debt Service				
1000-0000-5100-58300-900 Debt Service Principal	941,441.00	941,441.00	0.00	0.00 %
1000-3000-5100-58310-390 CTE Debt Service	754,222.76	721,843.00	(32,379.76)	(4.29)%
Total Debt Service	\$1,695,663.76	\$1,663,284.00	\$(32,379.76)	(1.91)%
Other Expenditures				

Five Town CSD FY22 Requested Budget

Account Number / Description	1 Year Prior Revised 7/1/2020 - 6/30/2021	Budget Total 7/1/2021 - 6/30/2022	Budget Difference 7/1/2021 - 6/30/2022	Percent Change
1000-0000-0000-59000-900 Board Contingency	110,000.00	50,000.00	(60,000.00)	(54.55)%
1000-0000-3100-59100-900 Food Service Subsidy	42,605.00	42,605.00	0.00	0.00 %
Total Other Expenditures	\$152,605.00	\$92,605.00	\$(60,000.00)	(39.32)%
Total Expenditures	\$13,302,645.93	\$13,635,513.38	\$332,867.45	2.50 %



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Superintendent Board Report
March 3, 2021

1. Strategic Plan Updates

Goal #1: Meaningful, Engaging Curriculum

- a. After discussion among the DEI task force, CCI Cohort, and administrators, we concluded that an outside audit will be the most effective way to help our district reflect on our practices and our curriculum to make sure it contains diverse perspectives and includes historically marginalized groups. As part of this reflection, I have reviewed the Hiring Handbook and removed statements that could unintentionally or unconsciously cause implicit bias to occur during our hiring process. I have also added more inclusive language to our hiring guidelines.

Goal #2: School Culture

- a. The more I read about student mental health issues arising from school closures, the better I feel about the fact that we have been open to in-person since the start of the school year. This is not to say that students of all ages aren't suffering from a lack of normal social interaction, but school offers a social time that is unparalleled in our society, even if it comes with a lot of structured learning. Mixed in with the academic structure is time to connect, see friends, and simply interact.

The news has also made me appreciate the emphasis we have placed, and continue to place, on student supports. In the high school we have two social workers, four counselors, and a full-time school psychologist. The advisory program is also designed specifically to support student well-being.

- b. By the same token, I continue to feel we have taken appropriate and generous steps to help our staff during the pandemic and to do our best to support their well-being. I can't speak to the many actions principals take to promote staff well-being, but I know they do a lot. As a district, we delayed the start of school in the fall to allow for more time to prepare, giving teachers nearly two extra weeks of prep time before school started. We also added Early Release every Wednesday to allow more time for teachers. Since the beginning of January, we delayed the start at CHRHS to accommodate the extra demands on teachers who instruct simultaneously remote and in-person students. (This ended Early Release Wednesdays.) At every step we have been receptive to their needs while still looking out for the needs of students.

2. General Updates

a. Update on Pavilion Project

The pavilion project (one off the Wave Café and the other near Palmer Field) is on target to begin in the spring and is expected to be completed by the end of the school year.

Respectfully Submitted,
Maria Libby

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

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Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Five Town CSD
Assistant Superintendent Board Report
March 3, 2021

Goals Update:

GOAL #1: Teaching and Learning

- Observations of classroom instruction – Algebra classes.
- Ongoing discussion and planning for continued supports and opportunities for outdoor learning – discussions with possible partnerships with local organizations, convened a K-12 staff group to collect feedback and identify roadblocks.
- Continuing with the UMO “The Innovation Mindset and Pilot Development” coursework.
- Meeting with English Dept. Head to discuss future curriculum work.
- Assessment updates during weekly meetings with MDOE – state assessments will be required this year.

GOAL #3: Resource Management

- Continued working on budget development for 2021-22.

Other

- Supporting the custodial training that occurred during Feb. break. Opportunity to review and refine cleaning protocols and practices. Encouraging cross-training with a team approach.
- Participating in the Anti-Racism Study Group.
- Ongoing committee work – recertification (district and Mid-Coast Admin)
- Participating in the Assistant Superintendent first conference.
- Ongoing interviewing and onboarding new substitutes, which continue to be needed!

Respectfully,

Debra McIntyre



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



**Five Town CSD
CHRHS Principal Board Report
March 3, 2021**

Current Enrollment Figures	Oct 1	Feb 26	Change
9 th Grade	179	179	0
10 th Grade	177	175	-2
11 th Grade	171	173	+2
12 th Grade	188	185	-3
Total	715	712	-3

Full time remote students 129

This number has risen in part due to the number of students self-quarantining from travel over February break. I expect it to return in the coming week to about 100.

CHRHS COVID Update

We have had no new student or staff cases of COVID requiring us to identify close contacts since returning from Christmas vacation. Parents and students were careful to self-quarantine after both the Christmas and February vacation. There have been self-reported cases involving students, but fortunately they did not expose any students or staff before quarantining.

NEASC Update

As you may recall, our NEASC reaccreditation visit was originally scheduled for last October. Because of the challenges imposed by COVID, we requested and received permission to defer the visit till this coming fall. The visit will now occur from Sunday, October 24, 2021 through Wednesday, October 27, 2021. It is hoped that the visit will be in person, but the organization is prepared to conduct virtual accreditation visits if required by circumstances. We are beginning to finalize our report for this visit and I will be sharing that draft once completed.

360° Results from Staff

In your folder are the results of my 360° feedback from the staff. The number of responses (55) this year was smaller than in the past few years. I have come to expect about 70 responses across all job categories. This year has been difficult for everyone in many ways large and small and I am pleased that feedback has been similar to years past. It is not always easy to separate the current disappointments and frustrations from the perceptions of those who are leading the school. As in years past, feedback is less positive around my feedback to staff on their instructional practice. I think this is a very fair observation, in part because much of that feedback may come from the other principals and in part we are only formally evaluating new hires this year. That being said, I think I can still improve on providing feedback to staff on practice and pedagogy.

Respectively submitted,
Shawn Carlson

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

Summary of 360 Feedback

STAFF FEEDBACK (55 respondents)

	Strongly Agree/ Generally Agree (%)	Generally Disagree/ Strongly Diagree (%)
Shawn has built good relationships with the staff.	89	2
I feel I can trust Shawn at his word.	98	0
It's ok to discuss feelings, concerns, and frustrations with Shawn	86	5
Shawn looks out for the personal welfare of the staff.	98	0
Shawn relates well to staff.	94	0
Shawn relates well to students.	88	0
Shawn relates well to parents	78	0
Shawn communicates effectively with staff.	96	2
Shawn listens effectively to staff.	100	0
Shawn shares his thinking around decisions with staff.	98	0
Shawn provides opportunities for staff to share their thinking about issues.	95	2
Shawn follows through on items that are requested of him.	95	0
Shawn informs those who need to know of important school or district issues and undertakings.	96	0
Shawn expresses confidence in the staff's ability to do their job	96	2
Shawn takes ideas and input from others and incorporates them into decision making.	93	2
Shawn makes an effort to establish a culture of collaboration.	100	0
Shawn shares decision making with staff and teacher leaders.	98	2
Shawn provides feedback on my instructional practice and/or professional practice that I find useful	62	0

Shawn provides opportunities and resources related to current research and educational trends.	95	0
Shawn shares a vision of the future and provides direction on how to get there.	94	0
Shawn supports and leads a culture of learning for all members of the school community.	96	0
Shawn models through his work and actions a productive and professional learning environment.	96	2
Shawn provides overall effective educational leaderships observed in his day to day interactions, communication, performance of responsibilities and outcomes/results.	100	0

The number of responses to this survey this year was smaller than in the past few years. I have come to expect about 70 responses across all job categories. This year has been difficult for everyone in many ways large and small and I am pleased that feedback has been similar to years past. It is not always easy to separate the current disappointments and frustrations from the perceptions of those who are leading the school. As in years past, feedback is less positive around my feedback to staff on their instructional practice. I think this is a very fair observation, in part because much of that feedback may come from the other principals and in part we are only formally evaluating new hires this year. That being said, I think I can still improve on providing feedback to staff on practice and pedagogy.

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

Five Town CSD
Special Services Board Report
March 3, 2021

Goal: Teaching and Learning

- Our students currently receive their speech/language services delivered through tele-therapy format. Prior to remote learning being a standard practice as it is now during the pandemic, we were faced with trying to hire a speech/language pathologist at a time when there was a shortage in Maine. We were fortunate to partner with Alison Waldmann from Seagull Speech & Language Services based out of Sherman, CT for the 2018-19 school year. We could not be more pleased with the quality and expanse of services we are receiving through this model. Alison provides direct therapy, completes evaluations, attends IEP meetings and provides consultation/collaboration with teachers. Service includes articulation, language, written expression and social thinking skills. We are able to meet all of our student IEP needs through this tele-practice model. When the district moved to remote instruction last year, services transitioned seamlessly and no direct speech/language service time was lost. The consistent level of therapeutic delivery continues this school year with both in-person and remote student learners.

Goal: School Culture

- There are students with IEPs who are having difficulty attending school, both in-person and remote. As a team, we meet to establish the function of the absence and then set a plan with an established timeline with the hopes to re-engage the student. Our success rate is inconsistent but we continue to reach out to our students who are struggling to offer support for increased engagement.

Other:

- I attended a meeting this month with the DOE Monitoring Team to review next steps in the audit process. Normally, the DOE would do a site visit to our district; however, with the current COVID situation, they will create a Zoom Review on March 10th that mimics the typical Onsite Review. At this time, a sample of IEPs (Individualized Education Plans) will be reviewed by their staff, who will then provide immediate guidance on the findings. Our Corrective Action Plan will be developed and sent to us in June. The DOE will then provide specific training in the fall with the completion of the exit interview at that time. Comments from the DOE staff indicate the initial review of our material appears to be looking good, and so I am hopeful we will have a streamlined Action Plan.

STUDENT COUNT:

Special Education: 111; PERCENTAGE – 16%

Respectfully submitted,
Valerie Mattes



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Finance Committee Meeting
Zoom
Wednesday, February 3, 2021
5:30 P.M.

MINUTES

Board Present

Peter Orne, Chair
Patrick McCafferty
Deborah Harbaugh
Rebecca Flanagan

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Peter Nielsen, Business Manager
Shawn Carlson, Principal
Mike Brown, Facilities Director; Julie Waters, Transportation Coordinator; Susan Dodge, Nutrition Director; Colin Sutch, Technology Director; Valerie Mattes, Special Services Director

1. Call to Order

The meeting was called to order at 5:33 p.m.

2. December 2020 Budget to Actual Summary

The Business Manager presented the December end-of-month financials and offered that all cost centers are on target without problem. He further offered that due diligence had been applied to reviewing all cost centers and account lines and that everything was running reasonably on target. The payroll target of EOM December is 46.15% of funds remaining, the FY19 remaining balance at the same point had 46.68% remaining, and the CSD had 46.69% funds remaining at FY21 December's close.

3. FY22 Budget Review and Q&A with Directors

Peter Orne invited all directors to comment on their departments and to present the highlights of their portions of the FY22 Budget. Each director commented on the significant items and there was a healthy discussion about the various drivers and challenges within each area, as well as opportunities to achieve efficiencies and best practices moving forward. This preliminary version of the FY22 budget totaled \$13,626,247—a 2.43% increase over the prior year.

4. Adjourn

The meeting adjourned at 6:57 p.m.



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/MSAD #28
Joint Policy Committee Meeting
Zoom
February 8, 2021

Members Present:

Marcia Dietrich, Chair
Brieanna Gutierrez
Marcus Mrowka

Also Present:

Maria Libby
Shawn Carlson
Chris Walker-Spencer

MINUTES

1. Call to order
Marcia called the meeting to order at 3:30 p.m.
2. Acknowledge that the Reopening Plan may supersede policy in numerous areas including transportation, athletics, and attendance.
3. CSD Only
Review
 - a. CBI – Evaluation Procedure Criteria for the Superintendent of Schools
The committee made a few procedural changes to this policy.
 - b. GDD-A – Computation of Vacation for Central Office Staff
Reviewed with no changes.
4. CSD/MSAD Joint Review
New Policies
 - a. GBP – Earned Paid Leave
 - b. GBP-R – Earned Paid Leave Administrative Procedure
 - c. GCGA – Substitute Teachers and Educational Specialists
The above policies are being added to comply with the new Earned Paid Leave law and were reviewed with minor edits.**Revisions**
 - a. EEA – Transporting Students to and from School
The committee made several edits to clarify bus stop expectations. They also added a sentence to the section *Student Transportation in Private Vehicles* to reference the State of Maine seat belt and child restraint system law and the legal reference.

- b. GDB – Benefits for Non-Association Staff
Reviewed with no changes.
- d. GDB-A – School Year Hourly Employee Salary and Benefits
Reviewed with no changes.
- a. GDB-B – Calendar Year Employee Salary and Benefits
Reviewed with no changes.
- e. GDD – Computation of Vacation for Salaried Employees
Reviewed with no changes.

Review

- a. GCI – Professional Staff Development Opportunities
Reviewed with no changes.
- b. GCK – Professional Staff Assignments and Transfers
Reviewed with minor edits.
- c. GCQ – Exit Interviews
Reviewed with no changes.
- d. GCQC – Resignation of Professional Staff
Reviewed with no changes.
- e. GCSA – Employee Computer and Internet Use
- f. GCSA-R – Employee Computer and Internet Use Rules
The above policies were reviewed with minor title changes in reference to Information Technology personnel.
- g. GEBA – Employment of Family Members
Reviewed with no changes.
- h. IHBAK – Life-Sustaining Emergency Care
Reviewed with no changes.

Rescind

- f. GCG – Substitute Teachers and Educational Specialists
The committee decided to rescind this policy.

- 5. The meeting was adjourned at 4:05 p.m.

FIVE TOWN CSD POLICY

TRANSPORTING STUDENTS TO AND FROM SCHOOL

The day-to-day operations and administration of the Transportation Department rests with the Superintendent and administrators within the Facilities and Transportation Departments.

It is the intent of the Five Town CSD to provide safe and economical student transportation between home and school and to school sponsored, off-campus events, such as field trips and athletic events.

Authorized bus stops will be located in a manner that promotes efficient operation of buses and provides for loading and unloading students with the maximum safety allowed by road conditions.

Transportation Between Home and 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 students to and from school. Each year, bus routes and bus pick-up/drop-off points will be established to maximize safety and efficiency by the district's transportation coordinator. Parents are urged to communicate concerns to the transportation coordinator. Requests to have students regularly picked up or dropped off at locations other than the student's residence must be communicated in writing to, and approved by, the transportation coordinator.

1. Expectations

a. Prepared at Bus Stop:

- ~~All students must be within visual contact of an~~ The school bus driver will not stop if the rider is not within visual contact of the approaching school bus. ~~or the driver will not be requested to stop.~~

b. 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 transportation coordinator is authorized to waive these requirements in individual cases for demonstrable, specific safety concerns.

2. School Van

In some instances, the district may use a van for regular student transportation instead of a school bus due to road and safety concerns. The transportation coordinator will determine instances where this will occur and these exceptions will be approved by the Superintendent. Any van driver that is transporting students will need to have a bus

driver license.

The transportation coordinator is authorized to make exceptions to this Policy for students with disabilities, permanent or temporary, on a case-by-case basis.

Transportation to Athletics and Student Activities

The School board recognizes the value and importance of field trips, clubs, student activities, and athletics which may require student transportation. Students transported to an event by Five Town CSD shall return using the same transportation unless an exception is made. Exceptions require written approval by the parent and Principal/Athletic Director ~~before students leave school grounds for the event, and the parent signing~~ **will sign** the student out with the coach/advisor before leaving the event. Exceptions will be for extreme circumstances such as a family emergency or the need for a student to return home more quickly than riding the bus would allow.

Field Trips

School buses, and in some cases a school van, may be used to transport students participating in school sponsored field trips within the state of Maine with prior approval of the Principal. Out of state overnight trips require School Board approval and are generally contracted to a private bus provider.

Student Transportation in Private Vehicles

Students are not permitted to ride in employees' private vehicles unless a rare exception is made by the Principal or Superintendent. In that event, the employee must provide satisfactory evidence of insurance, insuring the vehicle and driver for not less than \$100,000 combined single limit insurance and \$3000 per person medical payments. Five Town CSD district will provide insurance that will apply only after the individual's insurance. **Any staff member transporting a student must comply with the State of Maine seat belt and child restraint system law.**

Transportation to After-school Non-school Related Activities

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.~~ **on both an individual and on a "space available" basis, students may utilize regularly scheduled school bus service to locations other than their homes upon the receipt of a written request from parents to do so. Such requests should be brought to the school office where a bus pass may be issued. Each school principal is authorized to accept and act upon telephone requests in appropriate situations. Since the granting of requests depends upon space availability, whenever possible requests shall be made in advance of the day of travel.**

Cross References:

- EEAEC - Bus Conduct

NEPN/NSBA Code: EEA

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

Legal Reference:

- Title 29-A MRSA §2081

History: Adopted: 02/23/98, 10/10/00, 11/02/05, 02/06/08, 04/03/13 Reviewed: 03/16/20

First Reading: March 3, 2021

Second Reading:

Adopted:

NEPN/NSBA Code: GBP

FIVE TOWN CSD POLICY

EARNED PAID LEAVE

The Five Town CSD will comply with all applicable provisions of Maine's Earned Paid Leave (EPL) law, which ~~takes~~ **took** effect January 1, 2021, and with Maine Department of Labor rules governing EPL.

The Superintendent/designee shall be responsible for developing and implementing administrative procedures to implement use of EPL under this policy.

Notice of the EPL law will be posted in a visible location in each workplace.

Administrative procedures, including employee eligibility, use of leave, and employee notice requirements will be provided to employees in writing and/or through electronic communications, the school unit's employee handbook, or other suitable means.

Legal Reference:

- 26 MRSA § 637 et seq.
- Maine Department of Labor Bureau of Labor Standards Rule Chapter 18

Cross-Reference:

- GBP-R – Earned Paid Leave Procedure
- GBN – Family and Medical Leave
- GBO – Family Sick Leave

History:

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD PROCEDURE

EARNED PAID LEAVE FOR NON-UNIONIZED EMPLOYEES ADMINISTRATIVE PROCEDURE

This procedure implements Maine's Earned Paid Leave (EPL) Law, 26 MRSA §637. The law ~~takes~~ **took** effect January 1, 2021.

This law requires most Maine employers– including school units– with more than 10 employees to provide earned paid leave that is accrued based on hours worked. EPL may be used for any purpose.

This earned paid leave may be used for any purpose, and to the extent that the leave qualifies for paid leave under another leave policy, law or individual employment agreement (such as sick leave, personal leave or vacation, as may be applicable), earned paid leave and the other type of leave will run concurrently.

For unionized employees covered by a collective bargaining agreement that addresses paid time off, the law does not apply until the expiration of the current collective bargaining agreement. Accordingly, unionized employees should refer to the provisions for paid leave in the collective bargaining agreement and follow the school unit's procedures for requesting and/or accounting for paid leave.

A. ACCRUAL

1. Effective (beginning) January 1, 2021, employees shall accrue one hour of EPL for every 40 hours worked, beginning with the first day of employment, up to a maximum of 40 hours per year.

Exempt employees, e.g., teachers and administrators, will be presumed to work 40 hours per week.

A full-day substitute will be presumed to work 7.5 hours per day. A half-day substitute will be presumed to work 3.5. hours per day.

2. Employees may not use EPL until they have been employed for 120 calendar days. The first day of work is considered to be the first day of employment. EPL cannot be used before it is earned and must be used in one-hour increments.
3. Employees employed by the school unit prior to January 1, 2021 will be eligible to use accrued EPL 120 days after their start date.
4. The designated year for purposes of accrual and use of earned paid time off shall be July 1 – June 30.

NEPN/NSBA Code: GBP-R

5. For business office accounting purposes, depending on an employee's regularly scheduled hours, up to 40 hours of EPL time may be "front-loaded" into the school unit's payroll/personnel benefits accounting system for some employees for ease of administration, but EPL may not be used until the 120-day employment requirement has been met.

B. ALLOWABLE USES AND NOTICE REQUIREMENTS

1. EPL leave may be used for any purpose. Notice requirements will differ between leave for planned purposes and leave for unplanned/emergency purposes.
 - a. **Planned Purpose:** Employees shall provide at least four (4) weeks' advance written notice to their supervisor to use EPL for a purpose that can be planned. Such purposes include, but are not limited to, weddings/social events, vacation, or recreational activity. Any such use of EPL shall run concurrently with any other type of paid leave for which the employee is eligible for this purpose (such as vacation or personal leave).

In general, planned EPL should not be used for more than three (3) consecutive work days. Planned EPL cannot be used on the days immediately before and/or after a holiday or vacation period, or on any other days determined by the employee's supervisor to conflict with the school unit's operational needs.

- b. **Unplanned/ Emergency Purpose:** EPL may be used for a sudden emergency, sudden illness or injury, or other sudden necessity for which the employee does not have advance notice; is beyond the employee's control to schedule; and is otherwise unforeseeable. Examples include, but are not limited to, sudden illness or injury; motor vehicle accident, unanticipated child care closure; or residential issues such as burst pipes. In such cases, the employee is required to notify their supervisor as soon as practicable in the circumstances.

The employee's supervisor will request appropriate documentation demonstrating the necessity of using EPL for unplanned purposes if an employee requests such leave for three (3) consecutive work days or more.

Any use of such EPL shall run concurrently with any other type of paid leave for which the employee is eligible (such as sick, personal or vacation leave).

C. CARRYOVER

Up to 40 hours of unused, accrued EPL may be carried over to the next designated year. However, the amount of leave that an employee may accrue in that year will be reduced by the number of hours carried over. For example, if an employee carries over eight (8) hours of EPL from one year to the next the employee shall only be eligible to earn 32 hours in the second designated year.

NEPN/NSBA Code: GBP-R

D. SEPARATION FROM EMPLOYMENT

Earned paid leave will not be paid out upon separation of employment, and it may not be used to extend an employee's employment beyond the last day actually worked.

However, if the employee returns to work within one year of leaving, the accrued/remaining leave will be reinstated.

Legal Reference:

- 26 MRSA § 637 et seq.

Cross-Reference:

- GBP – Earned Paid Leave
- GBN – Family and Medical Leave
- GBO – Family Sick Leave
- **GDD-A – Computation of Vacation for Central Office Staff**

History:

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

SUBSTITUTE TEACHERS AND EDUCATIONAL SPECIALISTS

The Board recognizes that substitute personnel perform an important role in supporting continuity of student learning in the event of absence, resignation, inability to employ, or termination of a regularly employed certified employee. It is the Board's desire to employ appropriately certified persons, if available, for substitute teaching and educational specialist positions.

Any substitute serving on a short-term basis (less than six consecutive weeks) in any teaching assignment must have at least a high school diploma. The Board may approve more stringent standards at its discretion.

A certified teacher or educational specialist may serve as a substitute with no time limit, provided that his/her teaching certificate bears an endorsement for the grade and subject being taught, or his/her educational specialist certificate is appropriate to the employment.

The Superintendent may request a waiver of the time limit from the Commissioner if finding candidates that meet the eligibility criteria is difficult.

All applicants for substitute teaching positions must obtain a Criminal Background Check approval, based on fingerprinting, in accordance with Maine Department of Education rules and processes before ~~they are assigned to a school~~ **their first assignment.**

The Superintendent will be responsible for recommending to the Board, for its approval, minimum education standards for substitute teachers, and schedule of compensation for both long-term and short-term substitute teachers and educational specialists.

Substitute compensation will be reviewed annually.

Legal Reference:

- 20-A MRSA §§ 13001-A; 13402(3)
- 26 MRSA 26 MRSA §664
- Dept. of Educ. Rule Ch. 115(9)

History:

First Read: March 3, 2021

Second Read:

Adopted:

FIVE TOWN CSD POLICY

BENEFITS FOR NON-ASSOCIATION STAFF

This policy applies to employees hired after December 1, 2019 and will supersede policies GDB-A, GDB-B, GDD, GDD-A

Definitions

1. **Full-time employee:** An employee who is scheduled to work a minimum of 35 hours per week.
2. **Part-time employee:** An employee who is scheduled to work fewer than 35 hours per week.
3. **School year employee:** An employee who works either full-time or part-time and has between 177 and 239 paid days per year.
4. **Calendar year employee:** An employee who works either full-time or part-time and has 240 days or more paid days per year.
5. **Hourly employee:** An employee whose is paid hourly. This is based on legal criteria.
6. **Salaried employee:** An employee who is paid a salary. This is based on legal criteria.

ADMINISTRATORS - This policy does not apply to administrative positions.

I. **SCHOOL YEAR EMPLOYEE BENEFITS**

The following benefits apply to full-time employees, whether salaried or hourly. Part-time employees will get pro-rated benefits based on a 40-hour work week.

Leaves

1. **Personal Time Off (PTO) time**
~~Personal Time Off~~ **PTO can be**, used for any reason, including sick time, personal business, bereavement, vacation, etc. ~~will be computed as follows:~~ **Earned paid leave will run concurrently with PTO. PTO will be computed as follows:**

Year 1 of District Employment

New employees receive up to fifteen (15) days of PTO time during their first year of employment. These are accrued as follows: One day for each of the first five months and two days for each of the next five months. The first year of employment is defined as the date of hire until June 30.

Years 2 - 10 of District Employment

Employees receive fifteen (15) days of PTO time beginning on Sept 1, of each year after the first year of employment. These are accrued as follows: 5 days after Sept 1, 5 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

Years 10+ of District Employment

Employees receive twenty (20) days of PTO time beginning on Sept 1, of each year after

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the first ten years of employment. These are accrued as follows: 7 days after Sept 1, 7 days after Nov 1, and 6 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

2. Sick leave

Unused PTO time can accumulate to seventy-five (75) days that can only be used for a sick leave that qualifies for FMLA. Sick leave may be used for sickness or disability.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. The sick leave bank will be for all employees who fall under this policy. An employee who has contributed to the sick leave bank during a given school year (September 1st to August 31st) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of ten (10) days in a given school year, upon submission of a health care provider's certificate and employee's written request to the Superintendent of Schools.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore, in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee resigns cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum accumulated 100 sick leave days.

Health Insurance

The district shall pay 100% of the "MEA/Anthem Choice Plus Plan" single health insurance coverage. Employees scheduled to work at least half time are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

Holidays

School year employees will receive the following paid holidays:

Labor Day	Christmas Day
Indigenous Peoples Day	New Year's Day
Veteran's Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
The day after Thanksgiving	

II. CALENDAR YEAR EMPLOYEE BENEFITS

The following benefits apply to full-time employees, whether salaried or hourly. Part-time

employees will get pro-rated benefits based on a 40-hour work week.

Leaves

1. **Personal Time Off (PTO) time**
2. ~~Personal Time Off~~ **PTO can be**, used for any reason, including sick time, personal business, bereavement, vacation, etc. ~~will be computed as follows for~~ **Earned paid leave will run concurrently with PTO. PTO will be computed as follows:**

Year 1 of District Employment

New employees receive twenty (20) days of PTO time during their first year of employment. These are accrued as follows: Two days per month after the first two months. The first year of employment is defined as the date of hire until June 30.

Years 2 - 10 of District Employment

Employees receive twenty (20) days of PTO time beginning on July 1, of each year after the first year of employment. These are accrued as follows: 10 days after July 1, 5 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

Years 10+ of District Employment

Employees receive twenty-five (25) days of PTO time beginning on Sept 1, of each year after the first ten years of employment. These are accrued as follows: 10 days after July 1, 10 days after Nov 1, and 5 days after Feb 1. Within those time frames, days may be taken at any time approved by the employee's supervisor.

3. Sick leave

Unused PTO time can accumulate to one hundred (100) days that can only then be used for a sick leave that qualifies for FMLA. Sick leave may be used for sickness or disability.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. The sick leave bank will be for all employees who fall under this policy. An employee who has contributed to the sick leave bank during any given school year (July 1st to June 30th) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of thirty (30) days in a given fiscal year, upon submission of a health care provider's certificate and employee's written request to the Superintendent of Schools.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore, in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee resigns cumulative sick days may be donated to the sick leave

bank as long as the donated days do not put the Sick Bank over the maximum accumulated 100 sick leave days.

Health Insurance

The District shall pay 100% of the “MEA/Anthem Choice Plus Plan” single health insurance coverage. If the employee chooses to enroll in one of the Standard plans offered, the employee shall be responsible for the difference in cost between the Choice Plus Plan premium and the Standard premium. Employees scheduled to work at least halftime are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

Holidays

Calendar year employees will receive the following paid holidays:

July 4th	Christmas Day
Labor Day	New Year’s Day
Indigenous Peoples Day	Martin Luther King, Jr. Day
Veterans’ Day	Presidents’ Day
Thanksgiving Day	Patriot’s Day
The day after Thanksgiving	Memorial Day

III. OTHER BENEFITS FOR BOTH GROUPS

Other Leaves

1. Professional Leave
Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.
2. Unpaid Leaves
Employees requesting an unpaid leave must acquire prior approval from the Superintendent.
3. The Family Medical Leave Act
The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

Jury Duty

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at his/her regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall

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furnish the superintendent's office with a written statement from the court showing the days of jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

Mileage

Employees shall be reimbursed for the use of their private vehicles for approved school business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage reimbursement forms must be completed with all supporting documentation when appropriate.

Course Reimbursement

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the Superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution by check. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

Military Leave

Employees who are members of the National Guard or other authorized State Military or Naval forces, and those who are members of the Army, Air Force, Marines, Coast Guard, or Naval Reserve shall be entitled to a leave of absence from their respective duties, without loss of

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income during the period of annual training not to exceed seventeen calendar days in any calendar year, as specified under the National Defense Act or Armed Forces Reserve Act of 1952, provided that such employees shall have made every reasonable effort to perform such annual training during the period when school is not in session.

Salary

Pay Rates for all new employees will be recommended by the Building Principal or Director to the Superintendent who will determine the starting pay rate.

Annual pay increases are based on performance.

IV. EVALUATION

Unless a specialized tool for a particular position exists, all non-association employees covered under this contract will be evaluated in each of their first two years, and every other year thereafter, by June 1 of the respective year, using the Non-Exempt Performance Review Evaluation tool.

Cross Reference:

- **GBP – Earned Paid Leave**
- **GBP-R – Earned Paid Leave Administrative Procedure**

History: Adopted: 12/04/19

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

SCHOOL YEAR HOURLY EMPLOYEE SALARY & BENEFITS

This policy only applies to employees hired prior to December 1, 2019

Fulltime employee – An employee who is scheduled to work a minimum of 35 hours per week and a minimum of 177 days during the school year.

School year hourly employees who fall under this policy are “at will” employees. School year employees who work on a part-time basis will be eligible for pro-rated benefits, as defined below:

Leaves

1. Sick Leave

Employees shall be entitled to twelve (12) sick leave days each school year cumulative to seventy-five (75) days. Sick leave may be used for sickness or disability. The employee may be required to provide medical verification of the need for the use of sick leave when the absence continues for more than three (3) consecutive days. Up to three (3) sick leave days per year may be used to care for an immediate family member.

Immediate family member is defined as any natural grandparent, parent, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household. Sick leave may be applied to Family Medical Leave Act.

- All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. An employee who has contributed to the sick leave bank during any given school year (September 1st to August 31st) shall be entitled during that school year, when his/her accumulated sick days have been exhausted, to additional sick days up to a maximum of ten (10) days in a given school year, upon submission of a health care provider's certificate and employee's written request to the Superintendent of Schools. The Board may grant an employee additional sick days up to a maximum of ten (10) days in addition to the employee's original request.
- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee has reached his/her cumulative total of sick days in any given year, the sick days accrued for that year can be donated to the sick leave bank as long as the donated days does not put the Sick Bank over the maximum accumulated 100 sick leave days.
- When an employee resigns cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum

accumulated 100 sick leave days.

2. Bereavement Leave

Employees may be granted up to three (3) paid days of bereavement leave for the death of an immediate family member. For the purpose of this article only, immediate family member includes any grandparent, parent, aunt, uncle, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household.

3. Personal Leave

Employees may request two (2) non-cumulative personal leave days with pay, per year, with reason. These personal leave days shall not be granted for recreational purposes and must be pre-approved by the immediate supervisor and the superintendent or designee.

4. Professional Leave

Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.

5. Unpaid Leaves

Employees requesting an unpaid leave must acquire prior approval from the superintendent.

6. The Family Medical Leave Act

The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

Jury Duty

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at his/her regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall furnish the superintendent's office with a written statement from the court showing the days of jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

Mileage

Employees shall be reimbursed for the use of their private vehicles for approved school

business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage reimbursement forms must be completed with all supporting documentation when appropriate.

Course Reimbursement

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution by check. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

Vacation

Vacation time will run concurrently with Earned Paid Leave.

Employees will be eligible for the following vacation:

- Five (5) days upon 1st year anniversary date of hire.
- Ten (10) days per year after five (5) years of employment.

After the second anniversary date of date of hire, vacation time will accrue from July first to June 30. On July 1st after the second year anniversary date of hire, the employee will receive a prorated number of vacation days to bring his vacation days to July 1st. The following is an example of how vacation will accrue:

NEPN/NSBA Code: GDB-A

Hire Date	Second Anniversary	Vacation Days	Next July 1st	Following July 1st
July	July	5	5	5
August	August	5	4.5	5
September	September	5	4	5
October	October	5	4	5
November	November	5	3.5	5
December	December	5	3	5
January	January	5	2.5	5
February	February	5	2	5
March	March	5	2	5
April	April	5	1	5
May	May	5	1	5
June	June	5	0.5	5

Thereafter, the employee would receive their vacation time on July 1st of each year. Vacation days do not accrue from year to year and are to be used in the year in which they are earned. Prior approval must be acquired in advance from the immediate supervisor. School year employees may use vacation time only on non-school days.

Health Insurance

Full time employees shall be entitled to receive twelve (12) months of Health Insurance Coverage pursuant to the Five Town CSD Megunticook Educational Support Association/MEA/NEA Article XVIII. Employees scheduled to work at least half time are eligible to receive prorated health insurance benefits. Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

Holidays

School year employees will receive the following paid holidays:

Labor Day	Christmas Day
Columbus Day	New Year's Day
Veteran's Day	Martin Luther King, Jr. Day
Thanksgiving Day	Memorial Day
The day after Thanksgiving	

Salary

NEPN/NSBA Code: GDB-A

Hourly Rates for all new employees will be recommended by the building principal or director to the Superintendent or designee.

Annual pay increases are to be aligned with the MESA Contract.

Cross Reference:

- GBP – Earned Paid Leave
- GBP-R – Earned Paid Leave Administrative Procedure

History: Adopted: 05/26/04, 02/03/10, 12/02/15, 12/4/19

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

CALENDAR YEAR EMPLOYEE SALARY & BENEFITS

This policy only applies to employees hired prior to December 1, 2019

Fulltime employee: An employee who is scheduled to work a minimum of 40 hours per week and a minimum of 240 days per calendar year.

Calendar Year employees who fall under this policy are “at will” employees. Calendar year employees who work on a part-time basis will be eligible for prorated benefits as defined below:

Leaves

1. Sick Leave

Employees shall be entitled to fifteen (15) sick leave days each school year cumulative to one hundred (100) days. Sick leave may be used for sickness or disability. The employee may be required to provide medical verification of the need for the use of sick leave when the absence continues for more than three (3) consecutive days. Up to three (3) sick leave days per year may be used to care for an immediate family member. Immediate family member is defined as any natural grandparent, parent, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household. Sick leave may be applied to Family Medical Leave Act.

2. Sick Bank

All employees in this classification may voluntarily contribute one (1) day per year to a sick leave bank. Employees who have contributed to the sick leave bank during any given fiscal year (July 1st - June 30th) shall be entitled during that year, when their accumulated sick days have been exhausted, to use additional sick days from the sick leave bank up to a maximum of thirty (30) days in a given fiscal year, upon submission of a health care provider's certificate and employee's written request to the Superintendent of Schools.

- In order to use the sick leave bank an employee must contribute one (1) day in that year prior to October 1st.
- Unused sick leave bank days shall accumulate to a total of one hundred (100) days; therefore in any given year the sick leave bank can have accumulated not more than one hundred (100) sick leave days plus the contributed sick leave days for the year just begun.
- When an employee has reached his/her cumulative total of sick days in any given year, the fifteen (15) sick days accrued for that year can be donated to the sick leave bank as long as the donated days does not put the Sick Bank over the maximum accumulated 100 sick leave days.
- When an employee resigns, cumulative sick days may be donated to the sick leave bank as long as the donated days do not put the Sick Bank over the maximum

accumulated 100 sick leave days.

3. Bereavement Leave

Employees may be granted up to three (3) paid days of bereavement leave for the death of an immediate family member. For the purpose of this article only, immediate family member includes any grandparent, parent, aunt, uncle, sibling, child, grandchild or any in-law or step-relationship of the same degree of kinship, or spouse, or other family member living in the immediate household.

4. Personal Leave

Employees may request three (3) personal leave days with pay, per year, with reason. These personal leave days shall not be granted for recreational purposes and must be preapproved by the immediate supervisor and the superintendent or designee. Personal days do not accumulate from year-to-year.

5. Professional Leave

Leave may be granted with prior approval from the supervisor and the superintendent or designee for attendance at conferences deemed appropriate and valuable.

6. Unpaid Leaves

Employees requesting an unpaid leave must acquire prior approval from the superintendent.

7. The Family Medical Leave Act

The Family Medical Leave Act (FMLA) allows employees up to 12 weeks of unpaid leave for purposes related to a birth of a child, adoption/foster care placement, or serious health condition affecting the employee, spouse, child or parent. Certain eligibility requirements exist; contact the Central Office Business Manager for more details.

Jury Duty

Employees who lose time from his or her assigned schedule of work because of jury duty service shall be paid for such time lost at their regular rate. Jury duty fees shall be offset against such pay. Such jury duty service shall be considered as time worked. The employee shall furnish the superintendent's office with a written statement from the court showing the days of jury duty and the fees which s/he was eligible to receive for each day. It is expressly understood that the employee will report for work assignment immediately upon release from jury duty service at such times during the school day while on call for jury duty service but not required to be in attendance by the court. Any payment received by employees for serving jury duty shall be paid to the district.

Mileage

Employees shall be reimbursed for the use of their private vehicles for approved school business at the rate specified in the Five Town CSD policy NEPN/NSBA Code: DKC. Mileage

reimbursement forms must be completed with all supporting documentation when appropriate.

Course Reimbursement

University course work may be reimbursed up to \$170 per credit for a one, two, three or four credit course approved in advance by the Superintendent for coursework directly related to the area of employment. The reimbursement fee will be reduced accordingly if the employee is granted a scholarship or some other type of financial assistance.

Reimbursement for coursework will require:

- a. Prior approval from the superintendent
- b. Successful completion of the course (grade of B- or better)

The district will sign a purchase order when the course is approved in advance by the superintendent. The employee may use this purchase order when enrolling in the course or program.

If the institution accepts the purchase order as payment and the employee subsequently receives less than a B-, the employee will reimburse the district the money it paid the institution within thirty (30) days of grades being closed by the institution. If the institution does not accept the purchase order payment and the employee thus has to prepay the tuition, the employee will be reimbursed for the expense of the course, upon presenting evidence of the successful completion of the course as designated in this agreement.

If the institution does not accept the purchase order prepayment, and if the employee is unable to pay for and take the course, the employee may request that the District consider prepayment to the institution. If the employee subsequently receives less than a B-, the employee will reimburse the District the money it paid the institution within thirty (30) days of grades being closed by the institution.

Vacation

Vacation time will run concurrently with Earned Paid Leave.

Employees will be eligible for the following vacation:

- Five (5) days upon 1st year anniversary date of hire.
- Ten (10) days after two (2) years of employment.
- Fifteen (15) days after five (5) years of employment.

After the first anniversary date of date of hire, vacation time will accrue from July 1st to June 30th. On July 1st after the first year anniversary date of hire, the employee will receive a prorated number of vacation days to bring his vacation days to July 1st. The following is an example of how vacation will accrue:

NEPN/NSBA Code: GDB-B

Hire Date	Second Anniversary	Vacation Days	Next July 1st	Following July 1st
July	July	5	10	10
August	August	5	9	10
September	September	5	8	10
October	October	5	7	10
November	November	5	6	10
December	December	5	5	10
January	January	5	4	10
February	February	5	3	10
March	March	5	2.5	10
April	April	5	2	10
May	May	5	1	10
June	June	5	0.5	10

Thereafter, the employee would receive their vacation time on July 1st of each year. Vacation days do not accrue from year to year and are to be used in the year in which they are earned. Prior approval must be acquired in advance from the immediate supervisor. Computation of vacation days for Central Office staff is outlined in policy GDB-BA.

Health Insurance

The District shall pay 100% of the “MEA/Anthem Choice Plus Plan” single health insurance coverage or 84% of the “MEA/Anthem Choice Plus Plan” dependent health insurance coverage. If the employee chooses to enroll in one of the Standard plans offered, the employee shall be responsible for the difference in cost between the Choice Plus Plan premium and the Standard premium.

Employees scheduled to work at least halftime are eligible to receive prorated health insurance benefits.

Employee contributions toward health insurance can be made with pretax dollars under Section 125 Premium Only Cafeteria Plan.

Holidays

Calendar year employees will receive the following paid holidays:

July 4th	Christmas Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King, Jr. Day

NEPN/NSBA Code: GDB-B

Veterans' Day	Presidents' Day
Thanksgiving Day	Patriot's Day
The day after Thanksgiving	Memorial Day

Salary

Hourly Rates for all new employees will be recommended by the building principal or director to the Superintendent or designee.

Cross Reference:

- GBP – Earned Paid Leave
- GBP-R – Earned Paid Leave Administrative Procedure

History: Adopted: 05/26/04, 12/06/06, 11/07/07, 02/03/10, 03/02/11, 09/03/14, 12/02/15, 12/4/19

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

COMPUTATION OF VACATION FOR SALARIED EMPLOYEES

This policy only applies to employees hired prior to December 1, 2019

PURPOSE:

To define when vacation time is eligible to be used by a salaried employee and to define how used vacation time affects a salaried employee's final pay in the event he/she ceases employment before the end of a work year.

1. A salaried employee's total vacation time for the year is available to be used by the employee at the start of the work year in a manner satisfactory to the employee and his/her immediate supervisor.
2. **Vacation time will run concurrently with Earned Paid Leave.**
3. For pay purposes, an employee is eligible to be paid for that portion of his/her annual vacation time in direct ratio to the amount of time worked during the year.
 - a. For practical purposes, this only becomes an issue when the employee ceases employment without completing the work year.
 - i. Should the employee cease employment in the midst of a work year and have used a proportion of the vacation time for which he/she is entitled less than the portion of the year *he*/she has worked, then the employee is entitled to be paid for that proportion of unused vacation time.
 - ii. Should the employee cease employment in the midst of a work year and have used a proportion of vacation time greater than the portion of the year he/she has worked, then the employee shall have deducted from his/her final pay check(s) (or shall reimburse the district) for the proportion of vacation time used that exceeds the proportion of time worked in the work year.
4. Vacation time is not accrued year to year.

Cross Reference:

- **GBP – Earned Paid Leave**
- **GBP-R – Earned Paid Leave Administrative Procedure**

History: Adopted: 12/10/96, 12/04/19 Reviewed: 04/28/03, 04/03/13

First Read: March 3, 2021

Second Read:

Adopted:

2021FIVE TOWN CSD POLICY

COMPUTATION OF VACATION FOR CENTRAL OFFICE STAFF

This policy only applies to employees hired prior to December 1, 2019

Years in district will be determined by number of years of employment on June 30. **Vacation time runs concurrently with Earned Paid Leave.**

Year 1 of District Employment

New employees receive up to ten days during their first year of employment. These are accrued as follows: one day per month after the second month. The first year of employment is defined as the date of hire until June 30.

Years 2 - 5 of District Employment

Employees receive ten days of vacation time beginning on July 1, of each year after the first year of employment. These are accrued as follows: 5 days after July 1 and 5 days after Jan 1. Within those time frames, days may be taken at any time approved by the employee's supervisor. These do not accumulate from year to year but must be used between July 1 and June 30.

Years 6 - 10 of District Employment

Employees receive fifteen days of vacation time beginning on July 1, of each year. These are accrued as follows: 5 days after July 1, 5 days after Nov. 1, and 5 days after Feb. 1. Within those time frames, days may be taken at any time approved by the employee's supervisor. These do not accumulate from year to year but must be used between July 1 and June 30.

Years 11 - 17 of District Employment

Employees receive twenty days of vacation time beginning on July 1, of each year. These are accrued as follows: 10 days after July 1, 10 days after Nov. 1. Within those time frames, ~~and~~ days may be taken at any time approved by the employee's supervisor. These do not accumulate from year to year but must be used between July 1 and June 30.

Years 18 - 20 of District Employment

Employees receive twenty-two days of vacation time beginning on July 1, of each year. These are accrued as follows: 11 days after July 1, 11 days after Nov. 1. Within those time frames, ~~and~~ days may be taken at any time approved by the employee's supervisor. These do not accumulate from year to year but must be used between July 1 and June 30.

Years 21+ of District Employment

Employees receive twenty-four days of vacation time beginning on July 1, of each year. These are accrued as follows: 12 days after July 1, 12 days after Nov. 1. Within those time frames, ~~and~~ days may be taken at any time approved by the employee's supervisor. These do not accumulate from year to year but must be used between July 1 and June 30.

NEPN/NSBA Code: GDD-A

Cross Reference:

- GBP – Earned Paid Leave
- GBP-R – Earned Paid Leave Administrative Procedure

History: Adopted 12/06/06, 03/04/09, 11/01/18, 02/06/19, 12/04/19

First Reading: March 3, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

EVALUATION PROCEDURE CRITERIA for the SUPERINTENDENT OF SCHOOLS

The purpose of the evaluation of the Superintendent is to ~~determine~~ **evaluate** the ~~ability~~ **performance** of the Superintendent to carry out assigned responsibilities as defined in the job description, to ~~determine~~ **evaluate** the ability of the Superintendent to establish and carry out mutually agreed upon goals, and to cooperatively recognize areas of strength and identify areas in need of improvement.

Evaluation by the School Board

- A. The School Board and the Superintendent shall annually, prepare a rating of the performance of the Superintendent on the various responsibilities listed on the attached form.
- B. **The Superintendent will perform a self-evaluation and 360° feedback from staff and parents.**
- C. **The Board will receive the self-evaluation and the 360° evaluation prior to performing its own evaluation.**
- D. The purpose of the rating of performance shall be to create a composite rating of the Superintendent's performance on each.
- E. All forms shall be prepared individually by board members and by the Superintendent. Categories which are rated with the highest or lowest marks shall require written commentary.
- F. ~~All forms shall be delivered to the Board Chairperson prior to the evaluation meeting, for the Chairperson to review and collate. The Chairperson shall:~~
 1. ~~Meet with the Superintendent to review the evaluation forms,~~
 2. ~~Prepare a composite form showing separate evaluations of each board member in each category and including a draft narrative of strengths and weaknesses, deliver to each board member a copy of the composite form prior to the evaluation meeting.~~**The Board will meet with the Superintendent to review the self-evaluation and clarify any questions before finalizing their ratings. Ratings of each School Board member will be discussed without the Superintendent and after this discussion, board input will be used to determine a final group rating in each category. The Superintendent may then join the board again for a summary discussion.**
- G. The School Board **Chair** and the Superintendent ~~shall~~ **will** meet to ~~discuss~~ **review** the group rating. ~~The Board may request the absence of the Superintendent if there is consensus that private discussion is necessary.~~
- H. Following the evaluation meeting, the Board Chairperson shall see that a written summary be prepared reflecting the evaluation of the Superintendent by the Board as a whole. A copy of the summary shall be signed by the Chairperson on behalf of the Board and discussed with the Superintendent who shall, in turn, sign it as an indication of having read and discussed the document with the Chairperson. A copy of the summary shall be placed in the Superintendent's personnel file, a copy retained by the Board

NEPN/NSBA Code: CBI

Chairperson and a copy provided for the Superintendent.

History: Adopted: 12/05/01, 01/08/14

First Reading: January 6, 2021

Second Reading: March 3, 2021

Adopted:

FIVE TOWN CSD POLICY

PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

PURPOSE:

The purpose of this policy is to develop, maintain, and extend the skills of staff members and to encourages employees to engage in programs and activities that will lead to their professional growth and increased competence.

POLICY:

The Superintendent is authorized to initiate programs and activities which are designed to serve the following purposes:

1. To provide a structure through which staff members can stay abreast of new developments in their areas of specialty;
2. To familiarize staff members with new research and innovative teaching methods;
3. To assist staff members in the process of change and school improvement; and
4. To facilitate the development, implementation and evaluation of new programs.

Within budgetary limitations, school visits, attendance at conferences, coursework, and national board certification may be approved by the Superintendent in accordance with Board policy.

Legal Reference:

- Chap. 125.23 B. (5) (m) (Maine Dept. of Ed. Rule)

History: Adopted: 05/01/13, 12/02/15

Reviewed: March 3, 2021

NEPN/NSBA Code: GCK

FIVE TOWN CSD POLICY

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

The basic consideration in the assignment of professional personnel will be the needs of students and the instructional program.

Therefore, it will be the policy of the Board that personnel be assigned on the basis of their qualifications, the needs of the school ~~unit~~ **district**, and their expressed desires. When it is not possible to meet all of these conditions, an employee will be assigned first in accordance with school system needs-where the administration feels the employee is most qualified to serve, and second, regarding the preference of the employee.

Within the school, a Building Administrator or designee will have the right to assign classes and courses, provided this is done with full regard to the teacher's area of certification and Board policies. He/she will also recommend to the Superintendent assignments to any stipend positions in school. Activity and Athletic stipend nominees will be approved by the Board.

A transfer, reassignment, or special assignment may be requested by an employee, which will be given due consideration in accordance with the provisions of this policy.

Cross Reference:

- ~~GCP - Professional Staff Promotions and Reclassifications~~
- GCEA - Recruitment, Selection and Employment of Teaching Personnel

History: Adopted: 01/13/99, 05/01/13, 12/02/15

Reviewed: March 3, 2021

FIVE TOWN CSD POLICY

EXIT INTERVIEWS

It is the Five Town CSD Policy to conduct exit interviews with all employees leaving the District.

The goal of the exit interview is to gain honest feedback in the interest of continuously improving our school and work environment.

The exit interview is voluntary, but employees are strongly encouraged to participate and will be notified of the expectation of an exit interview by receiving a copy of this policy upon retirement, resignation, or termination. The exit interview should be scheduled prior to the last day of employment.

The comments provided in exit interviews will be compiled into reports to facilitate analysis for patterns and problems that require attention. If an employee requests anonymity, his or her comments will be recorded but unattributed. Completed reports will be reviewed by Superintendent who will take appropriate actions if necessary.

To encourage candid discussion, exit interviews will be conducted by a “neutral party” whenever possible. For example, the Assistant Superintendent ~~will~~ **may** conduct exit interviews with the teaching staff, and the Assistant Principal ~~will~~ **may** conduct exit interviews with support staff. **The Human Resources Manager also serves as a neutral party for exit interviews.**

The most appropriate personnel to conduct exit interviews with other staff (i.e., Administrators, food service, custodial, etc.) will be determined by the Superintendent.

History: Adopted: 09/01/04, 07/10/13

Reviewed: March 3, 2021

NEPN/NSBA Code: GCQC

FIVE TOWN CSD POLICY

RESIGNATION OF PROFESSIONAL STAFF

The Five Town CSD School Board authorizes the Superintendent to accept resignations of all staff. Such acceptance shall be in writing and the Superintendent will negotiate the terms of the resignation. The acceptance of the resignation of teachers, administrators and ~~supervisors~~ **directors** will be reported as information to the Board at the next regular meeting.

History: Adopted: 12/02/97, 05/04/05 Reviewed: 05/03/13

Reviewed: March 3, 2021

FIVE TOWN CSD POLICY

EMPLOYEE COMPUTER AND INTERNET USE

Five Town CSD computers, networks and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff.

This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

District computers, email system, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers and email is permitted as long as such use:

1. ~~d~~Does not interfere with the employee's job responsibilities and performance;
2. ~~d~~Does not interfere with system operations or other system users; and
3. ~~d~~Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for, or expect, any support from the District's ~~Instructional~~ **Information Technology** personnel for personal use.

Compliance with the District's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the District's computers will also result in referral to law enforcement.

Five Town CSD computers remain under the control, custody and supervision of the school unit at all times. The District reserves the right to monitor all computer and Internet activity by employees. Employees have no expectation of privacy in their use of school computers or email.

Employees shall be informed of this policy and the accompanying rules through the school website, and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the District's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Director of ~~Instructional~~ **Information Technology** and others as he/she deems appropriate.

NEPN/NSBA Code: GCSA

Cross Reference:

- GCSA-R - Employee Computer and Internet Use Rules
- IJNDB - Student Computer and Internet Use
- EGAD - Copyright Compliance

History: Adopted: 01/04/06 Reviewed: 05/01/13

Reviewed: March 3, 2021

FIVE TOWN CSD POLICY

EMPLOYEE COMPUTER AND INTERNET USE RULES

These rules accompany Board policy GCSA (Employee Computer and Internet Use). Each employee is responsible for his/her actions and activities involving District email systems, computers, networks and Internet services, and for his/her computer files, passwords and accounts. These rules provide general guidance concerning the use of the District's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by employees. Employees who have questions about whether a particular activity or use is prohibited are encouraged to contact a building administrator or the Director of ~~Instructional~~ Information Technology.

1. **Consequences for Violation of Computer Use Policy and Rules**

Failure to comply with Board policy GCSA, these rules and/or other procedures or rules governing computer use may result in disciplinary action, up to and including termination. Illegal use of the District's email, computers will also result in referral to law enforcement.

2. **Access to School Computers, Networks and Internet Services**

The level of employee access to District email, computers, networks and Internet services is based upon specific job requirements and needs. Unauthorized access to secure areas of the District's computers and networks is strictly prohibited.

3. **Acceptable Use**

District email, computers, networks and Internet services are provided to employees for administrative, educational, communication and research purposes consistent with the District's educational mission, curriculum and instructional goals. All Board policies, school rules and expectations for professional conduct and communications apply when employees are using the District's email, computers, networks and Internet services.

4. **Personal Use**

District computers, email system, network and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers and email is permitted as long as such use:

- a. ~~d~~D Does not interfere with the employee's job responsibilities and performance;
- b. ~~d~~D Does not interfere with system operations or other system users; and
- c. ~~d~~D Does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Individuals using school computers, network and email systems for incidental personal use cannot ask for or expect any support from the

District's ~~Instructional~~ Information Technology personnel.

5. Prohibited Uses

Examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- a. Any use that is illegal or which violates other Board policies, procedures or school rules, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. The District assumes no responsibility for illegal activities of employees while using school computers.
- b. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
- c. Any inappropriate communications with students or minors.
- d. Any use for private financial gain, or commercial, advertising or solicitation purposes.
- e. Any use as a forum for communicating by e-mail or any other medium with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or not-for-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
- f. Any communication that represents an employee's personal views as those of the District or that could be misinterpreted as such.
- g. Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The District assumes no responsibility for illegal software copying by employees.
- h. Sending mass emails to school users or outside parties for non-school purposes without the permission of the Director of ~~Instructional~~ Information Technology or building administrator.
- i. Any malicious use or disruption of the District's email, computers, networks and Internet services; any breach of security features; or misuse of computer passwords or accounts (the employee's or those of other users).
- j. Any misuse or damage to the District's computer equipment, including opening or forwarding e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
- k. Any attempt to access unauthorized sites, or any attempt to disable or circumvent the District's filtering/blocking technology.
- l. Failing to report a breach of computer security to the Director of ~~Instructional~~ Information Technology;
- m. Using school email, computers, networks and Internet services after such access

has been denied or revoked; and

- n. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules or other Board policies or school rules, or refusing to return computer equipment issued to the employee upon request.

6. No Expectation of Privacy

Five Town CSD computers remain under the control, custody and supervision of the District at all times. The District reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

7. Disclosure of Confidential Information

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

8. Employee Responsibility to Supervise Student Computer Use

Employees who use school computers with students for instructional purposes have a duty of care to supervise such use. Teachers, staff members are expected to be familiar with the District's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees become aware of a student violation, they are expected to stop the activity and inform a building administrator.

9. Compensation for Losses, Costs and/or Damages

The employee is responsible for compensating the District for any losses, costs or damages incurred by the District for violations of Board policies and school rules while the employee is using District computers, including the cost of investigating such violations. The District assumes no responsibility for any unauthorized charges or costs incurred by an employee while using District computers.

10. All school issued technology devices and associated power supplies are property of the district and will be returned immediately upon termination of employment. Failure to do so will result in theft charges.

Cross Reference:

- GCSA - Employee Computer and Internet Use

History: Adopted: 01/04/06 Reviewed: 05/01/13

Reviewed: March 3, 2021

NEPN/NSBA Code: GEBA

FIVE TOWN CSD POLICY

EMPLOYMENT OF FAMILY MEMBERS

No person who is a member of the immediate family of an administrator/supervisor shall be employed in a position which is within the jurisdiction of that administrator/supervisor. No person shall be employed in a position where a member of the immediate family is responsible, in whole or in part, for the supervision and/or evaluation of the employee.

The Board may approve an exception to this policy where the Board determines that granting of such exception is in the best interest of the school system.

"Member of immediate family" shall mean spouse, domestic partner, brother, sister, parent, son ~~or~~, daughter, or step-child.

Legal Reference:

- TITLE 20-A MRSA SEC. 1002

History: Adopted: 12/13/95, 07/21/04 Reviewed: 04/03/13

Reviewed: March 3, 2021

FIVE TOWN CSD POLICY

LIFE-SUSTAINING EMERGENCY CARE

A primary concern of Five Town CSD shall be the health and safety of its students. In emergency situations involving accident or illness, school employees should undertake reasonable efforts to provide first aid or life-sustaining emergency care to the extent of their knowledge and training, and/or to seek the assistance of school medical personnel or other staff members to obtain emergency assistance for the student.

For those students who may present an ongoing need for medical interventions at school, including a need for life-sustaining emergency care, school personnel shall convene a team meeting for the purpose of developing an individualized plan to address the student's specialized health needs. The team should include persons at the school who are knowledgeable about the student, as well as the student's parents and a school administrator.

The team may consider requests from the parents that alternative forms of life-sustaining emergency care be used as part of that plan, but those requests must be substantiated by specific medical documentation from the student's physician. The team shall not approve a parental request to deny all life-sustaining emergency care for a student but may specify that only certain types of intervention are appropriate in a particular situation.

For the purpose of this policy, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who, without such a procedure or intervention, faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth-to-mouth resuscitation, cardiopulmonary resuscitation ("CPR"), treating diabetic coma, and treating severe allergic reaction.

Legal Reference:

- 29 USC § 794(a)

Cross Reference:

- JLCE First Aid and Emergency Medical Care

History: Adopted: 03/10/03, 06/13/13

Reviewed: March 3, 2021

NEPN/NSBA Code: GCG

FIVE TOWN CSD POLICY

SUBSTITUTE TEACHER JOB DESCRIPTION AND PAY BENEFITS

Pay rates and eligibility for benefits for all substitutes are in accordance with the Substitute Staffing Guidelines set by administration. The guidelines will periodically be reviewed for market adjustments.

1. Part-Time, Occasional Substitutes

Part-time, occasional substitute teachers in the Five Town CSD are those who serve less than 10 consecutive days in any one position and, in practice, generally do not serve more than a day or two in any one position. Lesson planning is not expected of the part-time occasional substitute because lesson plans are left by the absent teacher. Part-time, occasional substitutes are not guaranteed any set number of workdays per year. If a substitute unexpectedly remains in the same position for more than ten consecutive school days, all days worked in that position will be handled, retroactively, the same as a long-term substitute.

2. Long-Term Substitutes

Long-term substitutes serve a minimum of 10 days in the same position. Long-term substitutes are expected to do lesson planning. Long-term substitutes without State of Maine Teaching Certification will not serve more than 6 consecutive weeks, in accordance with state law. Advertisement and interviews are not required for long-term substitute positions.

History: Adopted: 09/04/02, 02/06/08, 09/05/12, 12/02/15, 05/03/17

First Reading: April 4, 2019

Second Reading: May 1, 2019

Adopted: May 1, 2019



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Diversity/Equity/Inclusion (DEI) Task Force Meeting
Wednesday, February 10, 2021

Zoom
7 – 8:30 pm

MINUTES

Members present:

Maria Libby
Chris Walker-Spencer
Sarah Bradley Prindiville
Shaamya Dishner
Tom Gray
Isaiah Doble
Nikole Seeger
Ava Baeza
Sally Lane Smith
Sara Cole-Pardun

Members absent:

Dana Jackson
Jaime Stone
Jen Curtis
Sal Taylor Kydd
Kisha Marsh
Jared Lindsey
Leanna Cotton

1. Overarching Plan and Structure
 - a. Purpose
 - b. Values
 - c. Goals
 - d. Initiatives

Sally Smith presented a draft proposal of how the group could structure our work – it is an organized scope of work with a way to track details. The committee supported moving forward with a review of the draft created by Sally Smith. The committee reviewed the Purpose, Values, Goals, and Initiatives of the draft and provided feedback.

There was a question regarding the values; should the focus be specifically on BIPOC or under-represented groups and does a specific focus put specific groups in an

uncomfortable position? Will there be a lack of impact if there is a broad focus? There was another question about whether there are other similar groups with the same mission or purposed where there could be coordination between groups.

The committee discussed some past and current student experiences: microaggressions, use of 'N' word in school, etc., and that students do not often speak up. There was a strong desire to create a space where students could share their experiences, whether through affinity groups, a social media platform, or other venue. There were questions about what is being taught in school. Are students being taught to consider the perspectives of others before they make comments? The committee discussed the impact of social media on student exposure to racist, homophobic, and charged language.

Decision: *Committee members will review the revised draft documents between meetings and come to the next meeting prepared to share feedback and provide input into action steps.*

Group members may email feedback to Sally Smith: ssmith872@gmail.com

2. Low Hanging Fruit Action Steps

The committee will discuss this at the March meeting.

3. Next Steps

Goals for the next meeting include finalizing the content of the plan presented by Sally and identify at least one action step that can be taken to be addressing the issues.

4. Next Meeting – March 24, 2021, 7 pm