



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

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
School Board Meeting
Zoom
Wednesday, May 5, 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. Recognition

a. Summa Cum Laude

Babb-Brott, Anya
Baeza, Ava
Blohm, Julian
Cazemajou, Alexia
Cortese, Lane
Day, Julianna
Doble, Isaiah
Feldman, Ruben
Fisher, Bryler
Griebel, Charles
Heidorn, Lexi
Heintzman, Kaitlin
Johanson, Freya

Kaloustian, Eryn
Mott, Sofia
Munson, Wyatt
Nelson, Lillian
O'Brien, Katherine
O'Brien, Rose
Orsmond, Ian
Porter, Elias
Putansu, Logan
Southworth, Thomas
Steinhoff, Achille
Thorn, William

b. National Honor Society Inductees

Andreas, Reygan
Bland, Brian
Bratz, Iselin
Clifford, Ryan
Gallace, Isabella
Hansen, Arianna

Hilchey, Parker
Jordan, Anna
Jurek, William
Knauer, Kate
Kohlstrom, Joshua
Long, Carrie

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

Powers, Ella
 Schenk, Lauren

Woodruff, Sadie

c. National Technical Honor Society Inductees

Berryman-Moore, Jasper
 Colbry, Katelyn
 Hammond, Andi
 Jones, Hailey
 Jurewitz, William

Mikha, Zhenya
 Nappa, Luke
 Richmond, Carlton
 Saucier, Alison
 Tolman, Mikayla

5. Notice of Resignations
 - a. Carla Fancy, Assistant Director of Student Special Services
 - b. Mary Wells, Applied Academics Teacher
6. Minutes
 - a. Approval of the April 7, 2021 Board Meeting Minutes
7. Nominations (Note: Executive Sessions Possible for Nominations - 1 MRSA § 405(6)A)
 - a. Teacher Nominations for 2021-22
 - Michele Metzler, History Teacher, 2 units, 20, \$82,716.00 (2020-21)
 - Trevor Paul, English Teacher, M11, \$63,224.00 (2020-21)
 - Kailey Smith, Drama Teacher/Auditorium Manager, B10, \$57,186.75 (2020-21)
 - b. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
ADMIN				
Certification Committee Chair	Lisa Damian-Marvin	32	20%	TBD
Dept Head, Applied Academics	Janet Heath	16	15%	TBD
Dept Head, English	Patti Forster	24	10%	TBD
Dept Head, Math	Barrett Burns	24	0%	TBD
Dept Head, Science	Lisa Damian-Marvin	23	20%	TBD
Dept Head, Social Studies	Nell Dailey	17	20%	TBD
Dept Head, Visual & Performing Arts	Kim Murphy	16	20%	TBD
Dept Head, World Languages	Jill Cote	16	20%	TBD
F1 Coordinator/Intercultural Support	Tom Gray	23	20%	TBD
NEASC Co-Chair (x2)	Sue Klemmer	21	20%	TBD
NEASC Co-Chair (x2)	Sara Cole-Pardun	21	15%	TBD
Odysseyware Administrator	Bill Anderson	27	0%	TBD
ACTIVITY				
Art Club	Carolyn Brown	24	20%	TBD
Band	Craig Ouellette	47	0%	TBD
Chorus	Kim Murphy	40	20%	TBD
Civil Rights Team Advisor	Johanna Billington	12	15%	TBD
Class Advisor – Junior	Jennifer Brassbridge	6	20%	TBD

Class Advisor – Junior	Lora Levenseler	6	0%	TBD
Class Advisor – Senior	Danielle Patten	10	0%	TBD
Class Advisor – Senior	Mike Grey	10	20%	TBD
Gay Straight Trans Alliance Co-Advisor	Johanna Billington	5	10%	TBD
Investment Club	Janet Heath	8	15%	TBD
Musical Assistant Director/Producer	Gretchen Henderson	14	0%	TBD
Musical Assistant Director/Producer	Jane Self	14	20%	TBD
Musical Director	Kim Murphy	57	20%	TBD
Musical Pit Band Director	Craig Ouellette	21	0%	TBD
Musical Technical Co-Director	Kailey Smith	18	0%	TBD
Musical Technical Co-Director	Tom Heath	18	20%	TBD
NHS Advisor	Craig Ouellette	20.5	0%	TBD
NHS Advisor	Melissa Howard	20.5	0%	TBD
PALS Advisor	Jill Cote	23	20%	TBD
Pep Band	Craig Ouellette	22	15%	TBD
PEERS Advisor	David Cooper	17	10%	TBD
Prom Coordinator – Jr/Sr	Amy Clevette	34	15%	TBD
Spring Play Director	Kailey Smith	28	0%	TBD
Spring Play Technical Director	Tom Heath	19	20%	TBD
Student Council Advisor	Sara Cole-Pardun	23	15%	TBD
Washington Trip Coordinator	Lisa Damian-Marvin	53	20%	TBD
Winter Play Director	Kailey Smith	37	0%	TBD
Winter Play Tech Director	Tom Heath	26	20%	TBD
Yearbook & School Pictures	Jennifer Munson	45	20%	TBD

8. Region 8/Midcoast School of Technology Budget Hearing
9. School Board Chair’s Report – Becky Flanagan
10. Superintendent’s Report – Maria Libby
11. Student Representatives Report –Julianna Day, Oliver Worner, Bailey Curtis
12. Administrative Reports
 - a. Deb McIntyre, Assistant Superintendent
 - b. Shawn Carlson, CHRHS Principal
 - c. Valerie Mattes, Director of Student Special Services
13. Standing Committee Reports
 - a. Curriculum – Met May 3.
 - Textbook Approvals
 - *The Life of Pi*, by Yann Martel, Course: Honors Integrated Humanities, Teacher Requesting: Tom Gray and Sara Cole-Pardun – Cost \$10/book
 - *Yellow: Race in America Beyond Black and White*, by Frank H. Wu, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$17.99/book

- *How to be an Antiracist*, by Ibram X. Kendi, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$13.87/book
 - *So You Want to Talk about Race*, Ijeoma Oluo, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$8.66/book
 - *The New Jim Crow: Mass Incarceration in the Age of Colorblindness*, by Michelle Alexander, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$11.49/book
 - *White Rage*, by Carol Anderson, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$8.29/book
 - *Dear America: Notes of an Undocumented Citizen*, by Jose Antonio Vargas, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$9.99/book
 - *Citizen: An American Lyric*, by Claudia Rankin, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$12.45/book
 - *Tell Me How It Ends*, by Valeria Luselli, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$12.45/book
 - *Tomorrow Will be Different: Love, Loss, and the Fight for Trans Equality*, by Sarah McBride Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$15.89/book
 - *Stamped*, by Jason Reynolds Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$8.99/book
 - *#NotYourPrincess: Voices of Native American Women*, by Charleyboy, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$12.95/book
 - *Caste: The Origins of Our Discontent*, by Isabel Wilkerson, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$19.02/book
 - *The Warmth of Other Suns: The Epic Story of America's Great Migration*, by Isabel Wilkerson, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$9.15/book
 - *Indigenous People's History of the United States*, by Roxanne Dunbar-Ortiz, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$13.99/book
 - *Underground Railroad*, by Colson Whitehead, Course: English, Teacher Requesting: Sara Cole-Pardun – Cost \$10.25/book
- b. Finance – Met April 7, minutes attached. Meets prior to School Board meeting May 5.
- Finance Update
- c. Personnel – Next meeting May 11, 4:30 p.m.
- d. Negotiations – Met April 8 and April 29.
- e. Joint Policy – Met April 12, minutes attached. Next meeting May 24, 3:30 p.m.

First Reads

IHBGA – Home School Students Participation in Programs

IHCDA – Post-Secondary Enrollment Options

IJJ – Instructional and Library Materials Selection
IJJ-E – Citizen’s Challenge of Educational Media Form
ILA – Comprehensive Assessment System
IMG – Animals on School Premises
IMGA – Service Animals in Schools
JLCB – Immunizations of Students

Reviewed with minor or no revisions

IHBG – Home Schooling
IHBGB-E – Statement of Rights for Private School Students with Disabilities
IJOA – Educational Field Trips
IJOA-A – Eligibility Requirements for the Washington Trip
IJOA-E – Request for Student Travel Form
IJOA-E-R – Extended Field Trip, International Participation Protocols
IL – Evaluation of Instructional Programs
ILD – Educational Research: Student Submission to Surveys, Analyses, or Evaluations

14. School Advisory Committee Reports

- a. DEI Task Force – Met April 28, minutes attached. Next meeting May 26, 6:30 p.m.

15. Future Agenda Items

16. Executive Session to Discuss a Personnel Matter – 1 M.R.S.A. § 405(6)(A)

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

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

19. Adjourn



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Maria Libby
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nFive Town CSD
School Board Meeting
CHRHS Chorus Room
Wednesday, April 7, 2021
7:00 p.m.

Meeting recording: <https://www.youtube.com/watch?v=O-bQSSK-W74&t=1582s>

MINUTES

Board Present

Becky Flanagan, Chair
Marcia Dietrich, Vice Chair
Patrick McCafferty
Brianna Gutierrez
Sarah Bradley Prindiville
Marcus Mrowka
Jennifer Guilfoyle
Julianna Day, Student Representative
Oliver Worner, Student Representative
Bailey Curtis, Student Representative

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Valerie Mattes, Director of Student Special Services (via Zoom)
Shawn Carlson, CHRHS Principal
Peter Nielsen, Business Manager
Staff, students, and parents

Board Absent

Peter Orne
Andrea Palise
Deborah Harbaugh

1. Call to Order
Board Chair Becky Flanagan called the meeting to order at 7:00 p.m.
2. Adjustments to the Agenda
None.

3. Public Comment on Items not on the Agenda

4. Recognitions

- a. Jonathan McDevitt, Valedictorian
- b. Claire Wyman, Salutatorian

The board congratulated Jonathan and Claire for their achievement.

5. Nominations (Note: Executive Sessions Possible for Nominations - 1 MRSA § 405(6)A)

- a. Danny Salomon, Hatchery Coordinator, Salary \$56,000
- b. Teacher Nominations for 2021-22

2nd Year Probationary Contracts

- Katie Cronin
- Lindsay Evans
- Craig Ouellette
- Jacob Patchen
- Allison Pringle-Bennett

3rd Year Probationary Contracts

- Erin Fay

Continuing Contracts

- Barrett Burns
- Kristen Campbell
- Piet Lammert
- Pamela Phillips

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

Vote: 7-0 Student Vote: 3-0 Passed

c. Stipend Nominations

Position	Nominee	Points	Bonus	Amount
Baseball Boys, Varsity	Ben Rollins	54	0%	\$4,205.52
Baseball Boys, JV	Ryan Pierce	38	0%	\$2,959.44
Lacrosse, Boys JV	Jet Magri	35	0%	\$2,725.80
Sailing	Deb Schreiber	24	10%	\$2,056.03
Tennis, Girls Varsity	Lana Arau	42	0%	\$3,270.96

Upon Motion by Sarah Bradley Prindiville and second by Marcus Mrowka, the Board voted to approve the above stipend nominations.

Vote: 7-0 Student Vote: 3-0 Passed

6. Minutes

- a. Approval of the March 3, 2021 Board Meeting Minutes

Upon Motion by Patrick McCafferty and second by Marcia Dietrich, the Board voted to approve the minutes of the March 3 meeting as written.

Vote: 7-0 Student Vote: 3-0 Passed

7. 2021-22 Start Time Proposal

The Start Time Proposal included in the packet proposes Camden Hills Regional High School starting at 8:45 a.m. Both the Camden Rockport Schools and Five Town CSD school boards need to approve the change because of the shared transportation between both districts. Camden Rockport Schools has already approved the CRES (8:00 a.m.) and CRMS (8:45 a.m.) start times for next year.

For the past couple of months, Superintendent Libby consulted with district administrators and directors to evaluate various options for a later start time. They looked at transportation logistics, anticipated challenges, and identified the pros and cons of various options. Once they determined that flipping start times between the elementary and middle/high school was the only feasible option to provide a later start, she sought feedback from parents, teachers, and students through a survey. The vast majority of parent and teacher respondents supported the later start. High school students did not support the change by a small margin, but the majority of the rationale provided in the written comments was because they preferred to keep the current 9:45 start time, which was not an option. Superintendent Libby shared proactive efforts the district has made to address the challenges associated with the flip.

The board discussed the potential need to align with other school districts for athletes and students with jobs. Principal Carlson explained the school schedule and some of the options in consideration to minimize the disruption. This includes offering flextime at the end of the school day rather than in the middle of the day. There was a question about the impact on Midcoast School of Technology (MCST) students. This new plan enables MCST to actually arrive on time in the morning with a dedicated bus run and students will return to the high school before the end of the day. It was noted that no one choice will work for all families and that the board should consider the overall positive impact a later start has on adolescent health.

Upon Motion by Sarah Bradley Prindiville and second by Marcus Mrowka, the Board voted to approve the minutes of the March 3 meeting as written.

Vote: 6-1 (Jennifer Guilfoyle opposed) Student Vote: 3-0 Passed

8. Outdoor Learning Updates

Superintendent Libby provided a written update on outdoor learning efforts throughout the district. The pandemic provided the opportunity to expand the use of the outdoors for education. Federal funds enabled the district to purchase items to develop outdoor

spaces for learning. Outdoor learning delivers many benefits including better mental health and higher student engagement which align with the goals in the strategic plan.

There was interest from a board member about the Marine Science course through the University of Maine Machias. Principal Carlson shared an overview of the course.

9. Approval of the 2021-22 Five Town CSD Budget

After reviewing packet information about the budget, there was a brief discussion. Superintendent Libby shared that Health Insurance increases were received recently and came in at 0%. It was important to revise the budget accordingly so that taxpayers can realize those savings. A 2% buffer was left in health insurance to cover unexpected changes.

Upon Motion by Patrick McCafferty and second by Marcia Dietrich, the Board voted to approve the 2021-22 Five Town CSD Budget as presented.

Vote: 7-0 Student Vote: 3-0 Passed

Superintendent Libby noted later in the meeting that she realized the revised budget materials were not included in the packet and therefore recommended reconsidering the previous motion and amending the vote. She presented the correct budget revisions to the board (based on the health insurance changes). The revised budget is \$13,539,433 which is an increase of 1.78%, down from 2.51% presented at the last meeting. The overall Taxpayer impact is 1.89%, down from 2.80%. The impact on each town results in Appleton having a .52% decrease, Camden a .08% increase, Hope a .19% increase, Lincolnville a 4.81% increase, and Rockport a 3.26% increase.

Upon Motion by Becky Flanagan and second by Patrick McCafferty, the Board voted to amend the prior vote, approve the 2021-22 Five Town CSD Budget in the amount of \$13,539,433 as amended and knowing that this amount is rounded to the nearest dollar.

Vote: 7-0 Student Vote: 3-0 Passed

10. Approval of the 2021-22 Five Town CSD Adult Education Budget

There were no changes to the Adult Education budget since the last presentation.

Upon Motion by Patrick McCafferty and second by Marcus Mrowka, the Board voted to approve the 2021-22 Five Town CSD Adult Education Budget as presented.

Vote: 7-0 Student Vote: 3-0 Passed

11. Vote to Call a District Budget Referendum, Call a Public Hearing, Approve the Referendum Warrants, and Approve the Notice of Public Hearing.

Upon Motion by Marcia Dietrich and second by Patrick McCafferty, the Board voted to call a district Budget Referendum, Call a Public Hearing, Approve the Referendum Warrants, and Approve the Notice of Public Hearing.

Vote: 7-0 Student Vote: 3-0 Passed

12. School Board Chair's Report – Becky Flanagan

- Becky welcomed Jennifer Guilfoyle, from Appleton, who has joined the school board for the remainder of this year.
- Several of the stipend coaches are former CHRHS graduates who are returning to continue their relationship with the school and community.

13. Superintendent's Report – Maria Libby

Superintendent Libby has presented the school budget to Appleton, Hope, and Camden. The budget presentation to Rockport will be on April 12 and Lincolnville on April 26. She shared that she has been conducting interviews for a number of positions. There have been great candidates who noted that they were drawn to the district because of its great reputation for being an innovative and cutting-edge district. Several candidates also mentioned being drawn in by the diversity, equity, and inclusion work the district is doing. It is affirming to realize that some of the intentional work we have done is being recognized outside our district.

14. Student Representatives Report – Julianna Day, Oliver Worner, Bailey Curtis

Students and teachers have expressed an interest and curiosity for keeping the most beneficial COVID changes and opportunities experienced this year. Open campus and remote learning were a few of the topics discussed. There was a question about the benefits of an open campus outside of the freedom to come and go. Principal Carlson noted that this year, there were outdoor spaces on campus where students could go to eat lunch or do homework rather than having an assigned study hall inside the building like in a normal school year. For many students, but especially underclassman or students without cars, this is something beneficial they would like to carry over to next year.

The spring musical will take place outdoors at CHRHS on May 7, 8, 14, and 15. Tickets will go on sale April 26 and information will be on the CHRHS website.

15. Administrative Reports

- a. Deb McIntyre, Assistant Superintendent – as written
The SAT assessment has been replaced by the NWEA assessment as the state required test. The district is still offering the SAT as an in-school assessment. There is also a new science test which will take place in May. It is an online assessment but must be done in-person. Remote students will be offered a time to come in to take that test.
- b. Shawn Carlson, CHRHS Principal – as written

The faculty met to discuss lessons learned this year and to pinpoint the positive changes to pedagogy and school practices that would be useful to keep for the next school year. Graduation plans will be shared at the next board meeting.

- c. Valerie Mattes, Director of Student Special Services – as written
Valerie noted that the hands-on, school-to-work job skills training through the Life Skills program is back in place. She shared that there are currently no students in Physical Therapy and six in Occupational Therapy.

16. Standing Committee Reports

- a. Curriculum – Has not met
The next Curriculum meeting will be held May 3, 3:00 p.m.
- b. Finance – Met March 3, minutes attached. Meets prior to School Board meeting April 7.
 - Finance Update
The February budget summary had 33.23% remaining with a target of 30.77%. We are on track with no major concerns.

Superintendent Libby shared the various COVID-related federal grants with the Board and explained the spending plans and requirements. She noted that small ticket items such as supplies, desks, sanitizing stations, signs were purchased in the first round of funds in order to open schools. ESSER 2 and 3 have not been spent yet. ESSER 2 which totals \$194,000 will pay for the two Social Workers for next year and part of ESSER 3 will pay for the Social Workers the following year. Federal Funds will also be used to create summer programming for academic catch-up work. There are a few larger items that will have lasting benefits such as the outdoor pavilions and ropes course.

- c. Personnel – Met March 18, minutes attached. Next meeting May 13, 4:30 p.m.

New Job Descriptions for Approval

Hatchery Coordinator

Revised Job Descriptions for Approval

Administrative Assistant to the Superintendent

Groundskeeper

High School Nurse

High School Principal

High School Teacher/Teacher

Library Media Specialists 9-12

Maintenance I

Maintenance II

Maintenance III

It was noted that the next meeting is May 11 rather than May 13.

Upon Motion by Patrick McCafferty and second by Sarah Bradley Prindiville, the Board voted to approve the New and Revised Job Descriptions listed above.

Vote: 7-0 Student Vote: 3-0 Passed

- d. Negotiations – Met March 11 and 25. Next meeting, April 8, 4:30 p.m.
- e. Joint Policy – Next meeting April 12, 3:30 p.m.

Second Reading

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

Upon Motion by Marcia Dietrich and second by Patrick McCafferty, the Board voted to approve the Second Reads as listed above.

Vote: 7-0 Student Vote: 3-0 Passed

17. Ad Hoc Committee Reports

- Stipend Committee – Met March 26, minutes attached.

New Stipends for Approval

Student Newspaper – 15 pts

Upon Motion by Patrick McCafferty and second by Brianna Gutierrez, the Board voted to approve the new Stipend listed above.

Vote: 7-0 Student Vote: 3-0 Passed

18. School Advisory Committee Reports

- a. DEI Task Force – Met March 24, minutes attached. Next meeting April 28, 6:30 p.m.

The Culture Competency Institute (CCI) Cohort, which is a professional development opportunity that the Maine Schools Superintendents Association (MSSA) sponsors, will join the DEI Task Force as they are both focusing on diversity, equity, and inclusion work and there are several participants that are members of both groups. The DEI Task Force has discussed conducting a schoolwide equity audit next year that will cover a number of variants.

19. Future Agenda Items

Midcoast School of Technology update

20. Adjourn

The meeting adjourned at 8:17 p.m.

Motion: I move that the Vote entitled, "Vote to Call a District Budget Referendum, Call a Public Hearing, Approve the Referendum Warrants, and Approve the Notice of Public Hearing," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting.

VOTE TO CALL A DISTRICT BUDGET REFERENDUM, CALL A PUBLIC HEARING, APPROVE THE REFERENDUM WARRANTS, AND APPROVE THE NOTICE OF PUBLIC HEARING

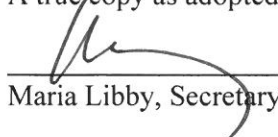
Whereas, pursuant to the Governor's Executive Order the District budget meeting is suspended and replaced by a remote public hearing and the proposed budget submitted to referendum, and whereas the School Board has approved a proposed budget and other questions for submission to the voters of the District; now therefore be it

VOTED: That the Warrants and Notices of Election for the District Budget Referendum presented to this meeting be approved, and that a District Budget Referendum be called for June 8, 2021 for the purpose of submitting the fiscal year 2021-2022 school budget and other fiscal matters to the voters of the District for approval, as set forth in the Warrants and Notices of Election;

That the Notice of Public Hearing presented to this meeting be approved, and that a remote public hearing be called for May 18, 2021 for consideration of and comment on the fiscal year 2021-2022 school budget and other fiscal matters to be submitted to the District voters at the June 8, 2021 District Budget Referendum; and

That the Warrants and Notices of Election and the Notice of Public Hearing shall each be signed by a majority of the School Board, and that such signatures may be made electronically, by execution of counterparts, or in person at the convenience of the members of the School Board.

A true copy as adopted by a majority of the School Board, attest:



Maria Libby, Secretary

SECRETARY'S CERTIFICATION


I certify that the April 7, 2021 meeting of the Five Town Community School District School Board was:
[check one box]

- conducted as a public meeting with no Board members participating remotely; or
- conducted through telephonic, video, electronic, or other similar means of remote participation, and that the Board's vote on the matter attested to above was taken by roll call as follows:

[CONTINUE ON NEXT PAGE]

BOARD MEMBER	PARTICIPATION			VOTE		
	Physically Present	Attending Remotely	Not Attending	YES	NO	ABSTAIN
Becky Flanagan	X			X		
Patrick McCafferty	X			X		
Sarah Bradley-Prindinik	X			X		
Marcus Morrowka	X			X		
Brieanna Gutierrez	X			X		
Marcia Dietrich	X			X		
Jennifer Guilfoyle	X			X		
Andrea Palise			X			
Deborah Harbaugh			X			
Peter Orne			X			
TOTALS:	7	0	3	7	0	0

Date: April 7, 2021



 Maria Libby, Secretary
 Five Town Community School District

**Mid-Coast School of Technology
 Region 8 Cooperative Board
 2021-2022 BUDGET**

Districts' Assessment

Based on grade 9, 10, 11 & 12 enrollments

	<u>%</u>	<u>LOCAL SHARE</u>	<u>DEBT SERVICE</u>	<u>BUDGET</u>		<u>Budget 20-21 %</u>	<u>2020-2021</u>	<u>Diff.</u>	<u>+/-</u>
				<u>ADULT ED.</u>	<u>TOTAL</u>				
-	Total	<u>155,499</u>	<u>2,039,681</u>	<u>89,000.00</u>	<u>2,284,180.00</u>				
RSU 13	25.2708%	39,295.88	515,444.18	22,491.03	577,231.08	24.4656%	\$594,678.00	-\$17,447	-2.93%
St. George	4.5995%	7,152.24	93,815.92	4,093.59	105,061.75	4.4369%	\$107,846.40	-\$2,785	-2.58%
SAD 7	0.7459%	1,159.82	15,213.39	663.83	17,037.04	0.7904%	\$19,212.02	-\$2,175	-11.32%
SAD 8	2.5218%	3,921.30	51,435.74	2,244.36	57,601.40	2.6046%	\$63,309.23	-\$5,708	-9.02%
RSU 40	29.5507%	45,951.04	602,740.03	26,300.12	674,991.20	30.2856%	\$736,142.99	-\$61,152	-8.31%
Five Town CSD	35.3934%	55,036.32	721,911.60	31,500.09	808,448.00	35.9080%	\$872,804.98	-\$64,357	-7.37%
Islesboro	1.9180%	2,982.40	39,120.14	1,706.98	43,809.52	1.5089%	\$36,676.38	\$7,133	19.45%
TOTAL	100.00%	<u>155,499.00</u>	<u>2,039,681.00</u>	<u>89,000.00</u>	<u>2,284,180.00</u>	100.00%	<u>\$2,430,670</u>	<u>-\$146,490</u>	-6.03%

Updated 2/3/21 Final
 Approved by Board Vote on 2/24/21

REGION 8 - MID-COAST SCHOOL OF TECHNOLOGY BUDGET COMPARISON FOR LOCAL ASSESSMENTS

Final

SECONDARY SCHOOL BUDGET

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	
REVENUES				
Estimated Revenues				
Balance Forward	125,000	96,200	0	
State Subsidy	2,911,557	3,128,926	3,241,124	
Other Revenues	10,000	10,000	10,000	
Transfer- SA*	0	65,000	0	
Project Coord	8,253	0	0	
Assessments to Districts:				
Local Share	185,077	243,489	155,499	
Debt Service Share	2,161,181	2,100,431	2,039,681	
	5,401,068	5,644,046	5,446,304	-3.50%

EXPENDITURES

Regular Instruction	1,923,105	2,107,111	2,034,741
Co-Curricular	15,073	15,359	15,714
Student Services	395,470	407,250	284,272
Administration	292,294	300,047	458,401
Central Services	10,000	5,000	4,000
Operations	502,830	512,847	485,732
Transportation	30,862	96,804	19,197
Food Services	62,000	99,197	104,566
Project Coordinator	8,253	0	0
Debt Service	2,161,181	2,100,431	2,039,681
	5,401,068	5,644,046	5,446,304

ADULT EDUCATION BUDGET

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	
REVENUES				
Estimated Revenues				
Balance Forward	0	0	0	
Interest	80	93	100	
Course Fees	87,500	95,000	95,000	
State Subsidy	43,487	45,000	46,500	
Gen Enrichment	3,686	1,880	5,600	
Assessments to Districts	86,250	86,750	89,000	
	221,003	228,723	236,200	3.27%

EXPENDITURES

Administration	136,162	138,506	143,538
Instruction	84,841	90,217	92,662
	221,003	228,723	236,200

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	
Total Budget for Secondary and Adult Education	5,622,071	5,872,769	5,682,504	
Total Assessment to Districts for Secondary and Adult Education and Debt Service	2,432,508	2,430,670	2,284,180	-6.03%

FY22 (2021-2022) Mid-Coast School of Technology Budget

DRAFT #2	BUDGET 2019-2020	ACTUAL 2019-2020	BUDGET 2020-2021	BUDGET 2021-2022	Notes
INSTRUCTIONAL PROGRAMS					
AUTO COLLISION TECH:					
SALARY	52,368	52,568	54,561	57,544	1 FTE Instructor
SUB SALARY	1,000	211	1,000	1,091	
MEDICARE/UNEMP/WC	1,137	1,081	1,177	1,233	
MEDICARE/UNEMP/WC - SUB	95	6	95	102	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
CONTRACTED SERVICES	2,500	-	2,500	2,500	
TRAVEL PROF DEVELOPMENT	300	-	300	300	
INSTRUCTIONAL SUPPLIES	9,500	6,128	9,750	10,350	shop materials
SAFETY SUPPLIES	1,880	160	1,930	2,490	
EQUIPMENT-MINOR CAPITAL	-	-	-	710	
CYLINDER/GAS	400	144	300	400	welders/torches
BOOKS AND PERIODICALS	200	-	200	200	subscriptions
DUES AND FEES	100	100	249	399	Recycler fee & SP/2
Total AUTO COLLISION TECH	79,597	70,138	82,580	87,952	6.51%
AUTOMOTIVE TECH:					
SALARY	65,155	65,155	66,458	68,023	1 FTE Instructor
SUB SALARY	1,000	421	1,000	1,091	
MED/UNEMP/WC	1,373	1,249	1,397	1,426	
MED/UNEMP/WC - SUB	95	13	95	102	
HEALTH INSURANCE	18,698	17,999	19,439	19,651	
CONTRACTED SERVICES	2,100	-	2,100	2,100	lift inspect/repairs
TRAVEL PROF DEVELOPMENT	45	-	45	45	
INSTRUCTIONAL SUPPLIES	6,475	4,837	6,592	6,592	shop supplies
SAFETY SUPPLIES	300	53	300	300	glasses, masks
CYLINDER/GAS	85	96	85	85	
BOOKS AND PERIODICALS	200	-	200	200	magazines/manuals
DUES & FEES	-	-	550	299	
Total AUTOMOTIVE TECH	95,526	89,824	98,261	99,914	1.68%
BUILDING TRADES - CARPENTRY:					
SALARY	65,155	65,355	75,958	45,237	1 FTE Instructor
SUB SALARY	1,000	-	1,000	1,091	
MED/UNEMP/WC	1,373	1,235	1,573	1,005	
MED/UNEMP/WC - SUB	95	-	95	102	

HEALTH INSURANCE	23,313	22,442	24,237	10,633	
INSTRUCTIONAL SUPPLIES	3,500	6,159	4,000	4,000	general bldg supplies
SAFETY SUPPLIES	350	16	350	700	dust masks, first aid
BOOKS AND PERIODICALS	150	-	150	1,134	Carp math texts
Total BUILDING TRADES - CARPENTRY	94,936	95,207	107,363	63,902	-40.48%

CULINARY ARTS:

SALARY	53,491	53,909	56,308	57,874	1 FTE Instructor
SALARY	46,906	47,361	49,591	50,890	1 FTE Instructor
SALARY - Ed Tech II	-	-	22,228	23,124	1 FTE position
SUB SALARY	2,000	367	2,000	2,182	
MED/UNEMP/WC	1,158	1,036	1,199	1,239	
MED/UNEMP/WC	1,036	942	1,074	1,109	
MED/UNEMP/WC - Ed Tech	-	-	580	596	
MED/UNEMP/WC - SUB	190	21	190	204	
HEALTH INSURANCE	15,578	14,995	16,195	16,372	
HEALTH INSURANCE	18,698	17,999	19,439	24,502	
HEALTH INSURANCE	-	-	19,439	10,633	
CONTRACTED SERVICES	1,500	798	1,500	1,500	repairs, hood cleaning
TRAVEL PROF DEVELOPMENT	300	44	300	300	
INST. SUPPLIES- CLASSROOM	3,000	3,909	3,150	4,150	non-perishables
INSTRUCTIONAL SUPPLIES - FOOD	11,000	11,960	11,000	13,000	food supplies
SAFETY SUPPLIES	600	53	600	600	first aid/SP/2
EQUIPMENT - MINOR CAPITAL	1,000	1,031	1,000	1,000	
BOOKS AND PERIODICALS	-	-	40	40	
DUES AND FEES	100	200	100	100	Food License
Total HOSPITALITY/CULINARY ARTS	156,557	154,625	205,933	209,415	1.7%

DESIGN TECHNOLOGY:

SALARY	51,403	51,403	53,415	55,379	1 FTE Instructor
SUB SALARY	1,000	316	1,000	1,091	
MED/UNEMP/WC	1,119	1,070	1,156	1,193	
MED/UNEMP/WC - SUB	95	16	95	102	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
CONTRACTED SERVICES	700	590	700	700	
TRAVEL PROF DEVELOPMENT	100	-	100	-	
INSTRUCTIONAL SUPPLIES	5,034	4,931	5,265	6,399	Adobe/Printer supplies
SAFETY SUPPLIES	400	-	200	200	gaff tape/gloves
EQUIPMENT- MINOR CAPITAL	1,037	913	1,095	720	
BOOKS AND PERIODICALS	154	55	154	160	magazines

DUES AND FEES	-	-	-		
Total DESIGN TECHNOLOGY	71,159	69,033	73,698	76,577	3.9%
EMT:					
SALARY	28,593	28,593	29,656	30,767	.5 FTE Instructor
SUB SALARY	500	421	500	546	
EMT CLINICAL ASST			2,000	-	
MED/UNEMP/WC	613	552	632	653	
MED/UNEMP/WC--SUB	47	19	47	51	
MED/UNEMP/WC--EMT ASST	-	-	190	-	
HEALTH INSURANCE	7,789	10,290	12,118	12,251	
CONTRACTED SERVICES	40	-	480	3,710	Training Center Affiliation
TRAVEL PROF DEVELOPMENT	100	-	100	-	
INSTRUCTIONAL SUPPLIES	430	-	2,775	3,710	Online learning codes
SAFETY SUPPLIES	105	-	315	275	
EQUIPMENT- MINOR CAPITAL	578	-	-		
CYLINDER/GAS	192	-	240	252	Oxygen cylinder refills
BOOKS AND PERIODICALS	2,316	2,554	-	-	
DUES AND FEES	252	354	468	343	12 background checks @21
Total EMT	41,555	42,784	49,521	52,557	6.1%
FIREFIGHTING:					
SALARY	28,593	28,593	29,657	30,767	.5 FTE Instructor
SUB SALARY	500	474	500	546	
MED/UNEMP/WC	613	552	633	653	
MED/UNEMP/WC--SUB	48	14	48	51	
HEALTH INSURANCE	7,789	10,290	12,119	12,251	
CONTRACTED SERVICES	1,180	907	710	950	Air Pack Flow Tests
TRAVEL PROF DEVELOPMENT	100	-	100	-	
INSTRUCTIONAL SUPPLIES	295	96	200	4,250	RIT Pack
SAFETY SUPPLIES	265	75	600	800	Firefighting gloves
EQUIPMENT- MINOR CAPITAL	500	330	1,150	708	Roof ladder
CYLINDER/GAS	160	55	160	-	
ENERGY-PROPANE	-		200	200	
DUES AND FEES	150	130	300	420	First Aid/CPR
Total FIREFIGHTING	40,193	41,517	46,377	51,595	11.3%
EXPLORATORY - OHS					
SALARY	67,655	67,655	68,958	70,523	1.0 FTE Instructor
SALARY - Ed Tech	23,283	21,257	24,179	23,611	1 FTE Ed Tech III

SALARY - Sub	1,000	263	1,000	1,091	
MED/UNEMP/WC	1,420	1,363	1,444	1,473	
MED/UNEMP/WC - Ed Tech	599	529	615	605	
MED/UNEMP/WC - Sub	95	8	95	102	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
HEALTH INSURANCE - Ed Tech	-	-	-	-	
INSTRUCTIONAL SUPPLIES	4,378	4,614	3,334	2,808	CNC/wood materials
SAFETY SUPPLIES	1,069	1,081	254	126	
EQUIPMENT- MINOR CAPITAL	270	-	1,180	881	Miter saw/Scroll saw
BOOKS AND PERIODICALS				640	Tech Drawing books
DUES AND FEES	150	-		-	
Total EXPLORATORY MCST	110,036	106,509	111,577	112,493	0.8%

EXPLORATORY - MVHS

SALARY			59,019	53,390	1.0 FTE Instructor
SALARY-TRANS				2,600	bus driver
SALARY - Sub			1,000	1,091	
MED/UNEMP/WC			1,223	1,156	
MED/UNEMP/WC-TRANS				368	
MED/UNEMP/WC - Sub			95	102	
HEALTH INSURANCE			19,439	-	
HEALTH INSURANCE-TRANS				2,127	bus driver ins.
TRAVEL PROF DEVELOPMENT			250	250	
INSTRUCTIONAL SUPPLIES			3,500	3,002	
SAFETY SUPPLIES			250	179	
DUES AND FEES			150		
Total EXPLORATORY:			84,926	64,265	-24.3%

EXPLORATORY - CHRHS

SALARY			59,019	22,205	.5 FTE Instructor
SALARY - Sub			1,000	546	
MED/UNEMP/WC			1,223	495	
MED/UNEMP/WC - Sub			95	51	
HEALTH INSURANCE			19,439	5,317	
TRAVEL PROF DEVELOPMENT			250		
INSTRUCTIONAL SUPPLIES			3,500	2,472	
SAFETY SUPPLIES			250	124	
EQUIPMENT- MINOR CAPITAL			-	880	
DUES AND FEES			150		
Total EXPLORATORY:	-	-	84,926	32,089	-62.2%

HISTORY - SOCIAL STUDIES:

SALARY	54,616	54,616	57,019	59,205	1 FTE Instructor
SUB SALARY	500	421	500	1,091	
MED/UNEMP/WC	1,178	1,048	1,223	1,263	
MED/UNEMP/WC--SUB	48	13	48	102	
HEALTH INSURANCE	23,313	22,442	24,237	24,502	
TRAVEL PROF DEVELOPMENT	50	-	50	-	
INSTRUCTIONAL SUPPLIES	1,150	261	750	1,000	
EQUIPMENT- MINOR CAPITAL	-	-	499	-	
BOOKS AND PERIODICALS	72	22	200	-	
DUES AND FEES	-	-	-	79	
Total HISTORY - SOCIAL STUDIES	80,927	78,822	84,526	87,242	3.2%

ISLESBORO - HORTICULTURE:

SALARY	30,360	23,197	24,025	25,032	.5 FTE Instructor
MED/UNEMP/WC	730	506	612	631	
HEALTH INSURANCE	11,656	7,500	9,720	12,251	
TRAVEL PROF DEVELOPMENT	200	-	200	200	
INSTRUCTIONAL SUPPLIES	3,000	2,804	3,000	3,000	
Total ISLESBORO - HORTICULTURE	45,946	34,006	37,557	41,114	9.5%

MACHINE SHOP:

SALARY	65,155	65,355	66,458	68,023	1 FTE Instructor
SUB SALARY	1,000	105	1,000	1,091	
MED/UNEMP/WC	1,373	1,253	1,397	1,426	
MED/UNEMP/WC - SUB	95	3	95	102	
HEALTH INSURANCE	18,698	17,999	19,439	19,651	
CONTRACTED SERVICES	1,300	655	1,300	1,500	Machine repairs
INSTRUCTIONAL SUPPLIES	5,500	5,514	6,000	6,310	
SAFETY SUPPLIES	31	37	87	120	
EQUIPMENT- MINOR CAPITAL	304	308	-	1,426	
BOOKS AND PERIODICALS	960	350	1,300	50	Magazines
DUES AND FEES	80	-	-	-	
Total MACHINE SHOP	94,496	91,579	97,076	99,699	2.7%

MARINE TECHNOLOGY:

SALARY	65,155	65,155	66,458	53,217	1 FTE Instructor
SUB SALARY	1,000	105	1,000	1,091	
MED/UNEMP/WC	1,373	1,299	1,397	1,153	

MED/UNEMP/WC - SUB	95	3	95	102	
HEALTH INSURANCE	18,698	13,869	19,439	24,502	
CONTRACTED SERVICES	-	-	500	500	Machine repairs
TRAVEL PROF DEVELOPMENT	200		200		
INSTRUCTIONAL SUPPLIES	3,350	1,205	4,000	4,000	Fiberglass, resin, etc.
SAFETY SUPPLIES	250	33	750	750	Gloves, aprons
EQUIPMENT- MINOR CAPITAL	275	-			
BOOKS AND PERIODICALS	250	-	250	425	
DUES & FEES	500	599	350	600	ABYC dues
Total MARINE TECHNOLOGY	91,146	82,268	94,439	86,340	-8.6%

MATH:

SALARY	51,403	51,403	55,915	50,064	1 FTE Instructor
SUB SALARY	500	474	500	1,091	
MED/UNEMP/WC	1,119	1,039	1,202	1,094	
MED/UNEMP/WC - SUB	48	14	48	102	
HEALTH INSURANCE	15,578	14,995	16,195	10,633	
TRAVEL PROF DEVELOPMENT	200	77	200	200	
INSTRUCTIONAL SUPPLIES	727	455	852	1,932	Kuta/Math IXL licenses
EQUIPMENT - MINOR CAPITAL	120	-	-		
BOOKS AND PERIODICALS			100	100	
DUES & FEES	144	49	144	100	
Total MATH	69,839	68,506	75,156	65,316	-13.1%

MEDICAL ASSISTANT:

SALARY	32,578	32,578	33,229	34,012	.5 FTE Instructor
SUB - SALARY	500	-	500	546	
MED/UNEMP/WC	687	659	698	713	
MED/UNEMP/WC - SUB	48	-	47	51	
HEALTH INSURANCE	5,059	4,870	5,259	5,317	
TRAVEL PROF DEVELOPMENT	100	-	100	100	
INSTRUCTIONAL SUPPLIES	375	89	375	365	
BOOKS AND PERIODICALS	60	-	45	45	
DUES AND FEES	136	-	-	10	
Total MEDICAL ASSISTANT	39,541	38,195	40,253	41,158	2.2%

NURSING ASSISTANT:

SALARY	32,578	32,577	33,229	34,012	.5 FTE Instructor
SALARY-TRANS				5,200	clinical transport
CNA CLINICAL SALARY	3,276	2,034	3,342	3,342	

SUB - SALARY	500	211	500	546	
MED/UNEMP/WC	687	659	699	713	
MED/UNEMP/WC - CNA CLINICAL	311	187	317	317	
MED/UNEMP/WC - SUB	48	19	48	51	
MED/UNEMP/WC-TRANS				737	
HEALTH INSURANCE	5,059	4,870	5,259	5,317	
HEALTH INSURANCE-TRANS				4,253	bus driver ins.
TRAVEL PROF DEVELOPMENT	100	-	100	100	
INSTRUCTIONAL SUPPLIES	1,125	696	1,125	1,125	
BOOKS AND PERIODICALS	30	53	45	45	
DUES AND FEES	136	294	20	10	
Total NURSING ASSISTANT	43,848	41,600	44,684	55,767	24.80%

NORTH HAVEN - CAREER EXPLORATION:

SALARY	22,874	19,662	-	-	Program Discontinued
SUB SALARY	-	-	-	-	
MED/UNEMP/WC	490	489	-	-	
MED/UNEMP/WC - SUB	-	-	-	-	
HEALTH INSURANCE	9,325	-	-	-	
TRAVEL PROF DEVELOPMENT	50	132	-	-	
INSTRUCTIONAL SUPPLIES	1,580	868	-	-	
EQUIPMENT- MINOR CAPITAL	-	-	-	-	
BOOKS AND PERIODICALS	122	-	-	-	
Total NORTH HAVEN - APPLIED TECHNOC	34,441	21,151	-	-	

OUTDOOR LEADERSHIP:

SALARY	50,530	51,030	52,638	54,388	1 FTE Instructor
SALARY-TRANS				5,200	bus driver
SUB SALARY	1,000	-	1,000	1,091	
MED/UNEMP/WC	1,103	1,043	1,142	1,174	
MED/UNEMP/WC - SUB	95	-	95	102	
MED/UNEMP/WC-TRANS				737	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
HEALTH INSURANCE-TRANS				4,253	bus driver ins.
CONTRACTED SERVICES	12,000	3,600	16,250	16,145	Equip rental, Asst Guide
TRAVEL PROF DEVELOPMENT	100	76	700	700	
INSTRUCTIONAL SUPPLIES	1,000	1,399	952	632	
SAFETY SUPPLIES	500	325	250	400	
EQUIPMENT- MINOR CAPITAL	2,500	2,527	500	1,800	small equip
BOOKS AND PERIODICALS	200	307	200	200	

DUES AND FEES	244	-	244	165	
Total OUTDOOR LEADERSHIP	79,389	70,047	84,489	97,620	15.5%
PRE-ENGINEERING:					
SALARY	65,155	65,155	42,729	22,205	.5 FTE Instructor
SUB SALARY	1,000	158	500	546	
MED/UNEMP/WC	1,373	1,203	966	495	
MED/UNEMP/WC - SUB	95	5	48	51	
HEALTH INSURANCE	23,313	22,442	12,119	5,317	
TRAVEL PROF DEVELOPMENT	-	-	133	-	
INSTRUCTIONAL SUPPLIES	3,661	3,388	3,764	3,030	
SAFETY SUPPLIES	40	16	40	45	
EQUIPMENT- MINOR CAPITAL	475	222	-	420	
DUES AND FEES	150	-	-	-	
Total ENGINEERING SCIENCE AND TECH	95,262	92,589	60,299	32,108	-46.8%
SCHOOL TO CAREER - CHRHS:					
SALARY	70,655	70,774	71,958	73,523	1 FTE Instructor incl. Natl Teacher Cert
MED/UNEMP/WC	1,420	1,357	1,444	1,473	
HEALTH INSURANCE	23,313	18,739	19,439	19,651	
TRAVEL	600	259	700	700	
INSTRUCTIONAL SUPPLIES	289	75	375	375	
BOOKS AND PERIODICALS	-	-	75	-	
DUES AND FEES	80	-	220	220	
Total SCHOOL TO CAREER - CHRHS	96,357	91,205	94,211	95,942	1.8%
SCHOOL TO CAREER - OCEANSIDE HS:					
SALARY	53,491	53,491	55,708	57,874	1 FTE Instructor
MED/UNEMP/WC	1,158	1,028	1,199	1,239	
HEALTH INSURANCE	23,313	22,442	24,237	24,502	
TRAVEL	350	-	350	350	
INSTRUCTIONAL SUPPLIES	350	-	475	475	
EQUIPMENT- MINOR CAPITAL	249	-	299	299	S/P2 soft skills
BOOKS AND PERIODICALS	265	-	125	125	
DUES & FEES	25	-	220	220	
Total SCHOOL TO CAREER - OHS	79,201	76,961	82,613	85,084	3.0%
SCHOOL TO CAREER - MVHS:					
SALARY	50,530	49,406	51,491	53,217	1 FTE Instructor
MED/UNEMP/WC	1,103	1,178	1,121	1,153	

HEALTH INSURANCE	18,698	-	-	16,372	
TRAVEL	700	69	700	-	
INSTRUCTIONAL SUPPLIES	350	234	475	301	
EQUIPMENT- MINOR CAPITAL	-	-	299	30	
BOOKS AND PERIODICALS	264	-	219	295	
DUES AND FEES	25	-	220	95	
Total SCHOOL TO CAREER - MVHS	71,670	50,887	54,525	71,463	31.1%

SMALL ENGINE REPAIR TECH:

SALARY	60,720	61,020	65,540	68,023	1 FTE Instructor
SUB SALARY	1,000	211	1,000	1,091	
MED/UNEMP/WC	1,291	1,356	1,380	1,426	
MED/UNEMP/WC - SUB	95	6	95	102	
HEALTH INSURANCE	15,578	12,496	16,195	16,372	
CONTRACTED SERVICES	100	-	100	250	lift inspection
TRAVEL PROF DEVELOPMENT	100	-	250	350	
INSTRUCTIONAL SUPPLIES	3,500	3,966	1,930	4,450	Added iCEV curriculum
SAFETY SUPPLIES	300	166	617	277	
EQUIPMENT - MINOR CAPITAL	-	-	1,280	1,040	
CYLINDER/GAS	100	-	125	55	
BOOKS AND PERIODICALS	50	-	750	611	
DUES AND FEES	300	-	250	100	EETC Dues
Total SMALL ENGINE REPAIR TECH	83,134	79,222	89,512	94,147	5.2%

TECHNICAL WRITING:

SALARY	67,655	67,655	68,598	70,523	1 FTE Instructor
SUB SALARY	500	316	500	1,091	
MED/UNEMP/WC	1,420	1,353	1,437	1,473	
MED/UNEMP/WC - SUB	48	9	48	91	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
TRAVEL PROF DEVELOPMENT	200	-	200	250	
INSTRUCTIONAL SUPPLIES	820	218	800	800	classroom supplies
EQUIPMENT - MINOR CAPITAL	-	-	290	150	
BOOKS AND PERIODICALS	750	5	750	750	books/ebooks
DUES AND FEES	215	-	215	135	
Total TECHNICAL WRITING	81,725	79,296	83,356	85,896	3.0%

VINALHAVEN - CAREER EXPLORATION:

SALARY	34,312	34,312	29,657	30,767	.5 FTE Instructor
SUB SALARY	500	-	500	-	

MED/UNEMP/WC	736	703	717	737	
MED/UNEMP/WC - SUB	48	-	48	-	
HEALTH INSURANCE	13,988	13,465	12,119	12,251	
TRAVEL PROF DEVELOPMENT	200	41	200	200	
INSTRUCTIONAL SUPPLIES	6,180	5,689	2,800	2,400	lumber, bldg material
SAFETY SUPPLIES	100	-	-	-	
EQUIPMENT- MINOR CAPITAL	230	-	-	-	
CYLINDER/GAS	150	-	200	300	
DUES AND FEES	-	452	-	-	
Total VINALHAVEN - DIVERSIFIED TRADE	56,444	54,661	46,241	46,655	0.9%
WELDING/METAL FABRICATION:					
SALARY	57,186	57,386	59,313	61,533	1 FTE Instructor
SUB SALARY	1,000	-	1,000	1,091	
MED/UNEMP/WC	1,226	1,119	1,265	1,306	
MED/UNEMP/WC - SUB	95	-	95	102	
HEALTH INSURANCE	18,698	17,999	19,439	19,651	
CONTRACTED SERVICES	-	-	1,000	1,000	Machine repair services
TRAVEL PROF DEVELOPMENT	200	-	100	100	
INSTRUCTIONAL SUPPLIES	8,700	6,332	7,500	8,000	steel, electrodes
SAFETY SUPPLIES	1,375	33	1,200	1,200	Face shields, helmets
CYLINDER/GAS	1,600	2,120	1,600	1,800	cylinder leases
BOOKS AND PERIODICALS	100	-	100	150	magazines
DUES AND FEES	-	-	400	2,500	Tooling U
Total WELDING/METAL FABRICATION	90,180	84,988	93,012	98,433	5.8%
Grand Total Instruction:	1,923,105	1,805,619	2,107,111	2,034,741	-3.4%

SKILLS USA:					
STIPEND	6,000	6,000	6,000	6,000	2 stipend positions
FICA/MED/UNEMP/WC	113	105	100	105	
TRAVEL	2,000	-	2,000	2,000	
INSTRUCTIONAL SUPPLIES	200	547	200	200	
CONFERENCES/DUES	5,300	1,246	5,300	5,300	
Total SKILLS USA	13,613	7,898	13,600	13,605	0.0%

NATIONAL TECH HONOR SOCIETY:					
STIPEND	500	500	500	500	1 stipend position
FICA/MED/UNEMP/WC	10	9	9	9	
INSTRUCTIONAL SUPPLIES	450	595	500	600	
DUES AND FEES	500	910	750	1,000	

Total NVHS	1,460	2,014	1,759	2,109	19.9%
Grand Total Co-Curricular:	15,073	9,912	15,359	15,714	2.3%

STUDENT SUPPORT SERVICES

STUDENT SERVICES:

SALARY-SSC	86,100	86,100	88,683	75,000	1 FTE
SALARY - SEC	19,957	20,015	20,556	-	Moved to Director's Office
SALARY - SEC SUB			500	-	
STIPENDS	6,250	5,500	6,250	6,250	PLCSS/Sch Nurse/EMT
MED/UNEMP/WC - STIPEND	118	97	118	118	
MED/UNEMP/WC - SSC	1,713	1,616	1,809	1,556	
FICA/MED/UNEMP/WC - SEC	1,667	1,589	1,739	-	
FICA/MED/UNEMP/WC - SEC SUB			25	-	
HEALTH INSURANCE - SSC	24,146	23,243	25,103	16,372	
HEALTH INSURANCE-SEC	5,059	4,870	5,259	-	
TUITION REIMBURSEMENT	4,500	1,559	4,500	-	
ANNUITY-SSC	1,500	-	1,500	-	
ANNUITY-SEC	1,000	1,000	1,000	-	
TRAINING AND DEVELOPMENT	250	-	250	500	
SERVICE CONTRACTS	4,728	5,477	4,736	4,082	copier/usage
POSTAGE	600	492	600	600	
TRAVEL	800	44	-	400	
GENERAL SUPPLIES	1,250	549	1,250	1,250	
SUPPLIES - FOOD	1,200	901	1,500	1,500	tours, student visits
STUDENT RECOGNITION	1,500	220	1,500	1,500	
EQUIPMENT - MINOR CAPITAL	200	-	-	-	
DUES AND FEES	1,120	1,120	1,120	2,460	
Total STUDENT SERVICES	163,657	154,392	167,998	111,588	-33.6%

CURRICULUM

SALARY	34,794	29,671	35,664	-	
FICA/MED/UNEMP/WC	703	596	744	-	
HEALTH INSURANCE	12,073	7,794	12,551	-	
TRAINING AND DEVELOPMENT	3,540	2,600	3,600	-	
TRAVEL	500	389	500	-	
SUPPLIES	150	-	250	-	
SUPPLIES - FOOD	125	-	-	-	
BOOKS	250	118	250	-	
DUES AND FEES	240	235	240	-	
TOTAL CURRICULUM	52,375	41,403	53,799	-	-100.0%

INSTR. STAFF TRAINING

SALARY	17,397	14,837	17,832	-	
STIPEND - MENTORS	4,000	3,000	4,000	4,800	4 mentors
MED/UNEMP/WC - STIPEND	86	52	86	90	
FICA/MED/UNEMP/WC	352	298	372	-	
HEALTH INSURANCE	6,036	3,897	6,276	-	
COURSE REIMBURSEMENT- PROF	15,530	10,354	15,539	17,310	Course tuition
PROF DEVELOPMENT	3,650	2,062	3,648	5,875	Workshops
TRAVEL	1,500	833	1,500	1,500	
BOOKS	800	97	750	750	Books for courses
TOTAL INSTR STAFF TRAINING	49,351	35,431	50,003	30,325	-39.4%

TECHNOLOGY MAINT AND REPAIR:

SALARY	61,894	61,894	63,441	75,441	1 FTE position
FICA/MED/UNEMP/WC	5,102	5,040	5,275	6,241	
HEALTH INSURANCE	10,117	9,739	10,518	10,633	
ANNUITY	1,000	-	1,000	1,000	
CONTRACTED SERVICES	5,000	1,083	5,000	8,700	Incl server maint contract [Harbor Digital]
GENERAL SUPPLIES	300	119	200	100	
BOOKS	-	-	-	100	
EQUIPMENT - TECHNOLOGY HARDWARE	4,400	518	3,850	6,350	
EQUIPMENT- TECH SOFTWARE	1,000	84	3,180	1,335	
DUES & FEES	2,000	3,319	2,052	2,000	Team Viewer Upgrade
Total TECHNOLOGY MAINT AND REPAIR	90,813	81,796	94,516	111,900	18.4%

STUDENT ASSESSMENT

SALARY	17,397	14,834	17,832	-	
SALARY - SCHOOL ASST				7,802	schoolwide asst (.3 FTE)
FICA/MED/UNEMP/WC	352	298	372	-	
FICA/MED/UNEMP/WC				1,105	
HEALTH INSURANCE	6,036	3,897	6,276	-	
INSTR SUPPLIES - TESTING	15,489	11,198	16,454	21,552	schoolwide testing
TOTAL STUDENT ASSESSMENT	39,274	30,226	40,934	30,459	-25.6%
Grand Total Student Support Svcs	395,470	343,249	407,250	284,272	-30.2%

SCHOOL BOARD/COMMITTEES:

STIPEND	3,200	2,680	3,200	3,200	\$20/member per meet.
FICA/MED/WC	259	221	259	245	

LEGAL SERVICES	7,500	8,262	7,500	10,000	
INSURANCE (SCHOOL BD LIABILITY)	2,119	2,405	2,525	2,505	5% increase
POSTAGE	300	246	250	250	
TRAVEL - LODGING	3,225	2,589	3,225	3,300	
SUPPLIES - FOOD	400	-	400	400	
DUES AND FEES	2,576	2,382	2,676	2,800	
Total SCHOOL BOARD/COMMITTEES	19,579	18,785	20,035	22,700	13.3%

OFFICE OF DIRECTOR:

SALARY-DIRECTOR	108,665	110,000	113,300	110,000	
SALARY-ASST DIRECTOR	-	-	-	75,000	
SALARY-B.MANAGER	68,250	68,250	69,956	79,956	
SALARY-SECRETARY	19,957	20,282	20,557	42,370	
MED/UNEMP/WC - DIRECTOR	2,130	2,085	2,264	2,203	
MED/UNEMP/WC - ASST DIRECTOR	-	-	-	1,556	
FICA/MED/UNEMP/WC - B. MANAGER	5,614	5,605	5,799	6,604	
FICA/MED/UNEMP/WC- SECRETARY	1,667	1,613	1,739	3,579	
HEALTH INSURANCE - DIRECTOR	10,117	9,739	10,518	24,502	
HEALTH INSURANCE - ASST DIRECTOR	-	-	-	24,502	
HEALTH INSURANCE-B.MANAGER	10,117	9,739	10,518	10,633	
HEALTH INSURANCE-SECRETARY	5,059	4,870	5,259	10,633	
TUITION REIMBURSEMENT - DIRECTOR	1,500	-	-	-	
ANNUITY - DIRECTOR	1,500	-	1,500	1,500	
ANNUITY-B.MANAGER	1,000	1,000	1,000	1,000	
ANNUITY-SECRETARY	-	-	-	1,000	
CONFERENCES/TRAINING	911	249	1,000	1,000	
AUDIT FEES	9,600	10,200	10,200	11,800	annual audit fee
SERVICE CONTRACTS / REPAIRS	4,728	5,477	4,736	4,082	copier/usage
ADS SERVICE CONTRACT	10,060	10,060	10,563	11,091	Tyler Tech Maint Agree.
POSTAGE	750	787	500	500	
ADVERTISING	2,159	2,132	1,659	1,659	
TRAVEL	1,394	867	1,297	1,044	
GENERAL SUPPLIES	3,502	2,209	3,302	3,202	supplies, copy paper
SUPPLIES - FOOD	1,470	1,255	1,770	1,870	PAC, SAC
EQUIPMENT - MINOR CAPITAL	1,125	1,125	1,125	1,125	iObservation software
DUES AND FEES	1,441	1,123	1,450	3,290	fees, subscriptions
Total OFFICE OF DIRECTOR	272,715	268,667	280,012	435,701	55.6%
Grand Total Administration	292,294	287,452	300,047	458,401	52.8%

CENTRAL SERVICES:

INTEREST - SHORT-TERM DEBT	10,000	3,596	5,000	4,000
Total CENTRAL SERVICES	10,000	3,596	5,000	4,000

OPERATION OF BUILDING

SALARY-MAINT DIRECTOR	50,430	50,430	51,691	61,691	
SALARY- CUSTODIANS	115,066	81,812	107,640	107,536	3 F/T custodians
SALARY-OVERTIME	5,288	1,760	5,824	4,784	
SALARY- SUB CUSTODIAN	-	1,029	-	-	
SAFETY LIASON STIPEND	1,575	-	-	-	
MED/UNEMP/WC - STIPEND	30	-	-	-	
FICA/MED/UNEMP/WC - MAINT DIR	5,531	5,155	5,932	7,047	
FICA/MED/UNEMP/WC - CUSTODIAN	12,707	8,912	12,055	12,043	
FICA/MED/UNEMP/WC - OVERTIME	589	192	649	533	
FICA/MED/UNEMP/WC - SUB	-	103	-	-	
HEALTH INSURANCE- DIRECTOR	10,117	9,739	10,518	10,633	
HEALTH INSURANCE- CUSTODIANS	38,932	23,536	33,501	31,899	
ANNUITY-MAINT DIRECTOR	1,000	-	1,000	1,000	
PROF DEVELOPMENT	500	-	1,000	-	
UTILITY SERVICES - WATER	5,400	2,898	3,568	3,600	water plus hydrant
UTILITY SERVICES - SEWAGE	3,600	1,118	2,400	2,400	quarterly sewer
GENERAL CONTRACTED SERVICES	3,500	4,088	4,000	5,712	
BUILDING SYSTEM MAINT CONTRACTS	22,295	29,107	21,375	31,627	
RENTAL FEES	3,000	571	3,000	2,400	aerial lift rental
INSURANCE (PROP/LIABILITY)	19,450	19,636	20,618	30,027	10% increase budgeted
TELEPHONE	4,320	5,016	5,580	6,060	Increase in phone lines
TRAVEL	250	-	250	200	
SUPPLIES FOR BLDG AND GROUND MAI	13,500	11,821	13,500	12,000	bldg maintenance
CUSTODIAL SUPPLIES	12,000	7,540	12,500	12,000	custodial supplies
SAFETY	1,000	755	1,000	1,000	Hazardous waste disposal
ENERGY - ELECTRICITY	49,500	67,794	53,796	55,000	Solar panels (lower cost)
CYLINDER/GAS	-	-	200	200	
ENERGY- LP	67,500	22,796	60,200	50,000	25,000 gals @ \$2.00
EQUIPMENT	-	-	300	1,350	vaccuum/analyzer
Total OPERATION OF BUILDING	447,080	355,807	432,097	450,742	4.3%

BUILDING IMPROVEMENTS

BUILDING IMPROVEMENTS	-	-	50,000	5,540	storage unit
Total BUILDING IMPROVEMENTS	-	-	50,000	5,540	-88.9%

UNANTICIPATED:

UNANTICIPATED EXPENSE	50,000	49,041	25,000	25,000	
Total UNANTICIPATED	50,000	49,041	25,000	25,000	0.0%

VEHICLE OPERATION & MAINT:

MAINT AND REPAIRS	4,000	1,072	4,000	2,500	vehicle/mower/tractor
GENERAL SUPPLIES	750	631	750	750	
ENERGY-GASOLINE	1,000	167	1,000	1,200	
EQUIPMENT/VEHICLE REPLACEMENT	-			-	
Total VEHICLE OPERATIONS & MAINT	5,750	1,871	5,750	4,450	-22.6%
Grand Total Maintenance	502,830	406,719	512,847	485,732	-5.3%

TRANSPORTATION

STUDENT TRANSPORTATION:

SALARY	16,857	11,267	18,135	7,200	field trips/ferry transport
FICA/MED/UNEMP/WC	2,830	1,511	2,620	1,007	
OTHER PROFESSIONAL SERVICES	1,220	375	1,131	903	
REPAIR AND MAINTENANCE SERVICES	2,500	1,152	2,500	2,500	
AUTO INSURANCE	3,705	3,493	3,668	3,837	
ENERGY - GASOLINE	3,000	1,264	3,000	3,000	
SUPPLIES AND PARTS	750	28	750	750	
PRINCIPAL - BUS			65,000	-	
Grand Total Student Transportation	30,862	19,089	96,804	19,197	-80.2%

PROJECT COORDINATOR

SALARY	7,560	20,467	-	-	
FICA/MED/UNEMP/WC	693	1,729	-	-	
Grand Total Project Coord.	8,253	22,196	-	-	

SUB-TOTAL: 3,177,887 2,897,833 3,444,418 3,302,057 -4.1%

DEBT SERVICE:

BOND PAYMENT - PRINCIPAL & INT	2,161,181	2,161,181	2,100,431	2,039,681	
Grand Total Debt Service	2,161,181	2,161,181	2,100,431	2,039,681	-2.9%

FOOD SERVICES:

LOCAL CONTRIBUTION	62,000	102,000	99,197	104,566	
Grand Total Food Services	62,000	102,000	99,197	104,566	

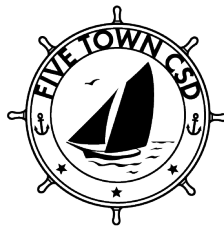
BUDGET GRAND TOTAL 5,401,068 5,161,014 5,644,046 5,446,304 -3.50%

Distributed to Board 2/24/2021
 Approved by Board vote 2/24/21

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Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

Five Town CSD
Superintendent's Report
May 5, 2021 Board Meeting

1. 2021-22 Budget Process Update

I finished my last of the budget presentations to local governing bodies in our five towns last week. In addition, we held a public input meeting on March 22. Although participation was very limited at the public input meeting, many good, probing questions were asked. The same is true at most of the town select board meetings. At this point, we have provided 6 public budget presentations beyond those done at the school board and have posted all of the information on our website. The next step in this process will be the virtual public hearing that should be attended by members of the Finance Committee, the Business Manager, and the Superintendent. Hopefully there will be interested public there as well.

Upcoming Budget Meetings

- May 18, 7pm - Virtual Public Budget Meeting
- June 8, all day – Budget Referendum Vote

2. Changing Landscape for Schools during the Pandemic

Rules and regulations regarding safety measures have shifted constantly since last year and continue to do so this spring. Outdoor masking rules have been lifted for situations where people are able to maintain 6' distance. This will mean that most of our spring athletes can compete without wearing a face mask. We are also able to have meetings without masks in when everyone in the space has been fully vaccinated. Some of the surface disinfecting expectations are no longer relevant or backed by science. We continue to adapt as the rules change and we continue to be curious what may change for next fall. Superintendents are coordinating a plea to the DOE and DHHS to clearly define the rules for next fall as early as possible, paying particularly close attention to the science as it pertains to distancing, especially while eating. The ability for most schools to fully reopen hinges on their ability to manage lunch time. Six-foot distancing makes it very difficult to feed students. I am also hopeful that they will take a close look at the 3' distancing for students in light of other measures that may be in place in schools.

In thinking about next year, I believe it is important to consider, and determine whether it is possible, to offer any type of fully remote option. We know we will not offer what we are doing this year – synchronous remote and in-person learning, but we are exploring a variety of other options, such as a regional collaborative, a national online curriculum, etc. We feel the most realistic option is to enable students to access a remote learning option that is organized and run by a separate entity. Even that may not be possible, however.

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Maria Libby
Superintendent

Debra McIntyre
Assistant Superintendent

3. Facilities Project Updates

a. Pavilions – We are using federal money to install two pavilions at the high school. One off the Wave Café and one near the concession stand. We have been working on this project since the fall and have run into numerous stumbling blocks (mostly logistical) that have delayed this work. The pavilions are supposed to ship from the Midwest in late June, so hopefully this will allow both pavilions to be installed well before school starts. This will provide really nice protected outdoor space for learning, eating, or just socializing.

b. Secondary Egress – There were some delays in getting the engineering/design work done for this project that we had hoped to begin this spring. Hopefully permits will be submitted soon, but this will take up to 4 months. Because there is a narrow summer window to work on the area where we have to cross a stream (per DEP rules), there is a chance we could miss the summer of 2021 for this project and it would be delayed further until 2022. At this point, that remains unknown.

4. Other

- Actively involved in teacher negotiations
- Conducting many final interviews for a variety of open positions. I continue to be heartened by the comments nearly every one of our final candidates shares about why they are interested in working in our district during the final interviews with me. I hear candidates say that our district has a reputation for being innovative, progressive, willing to take risks, clearly cares about students, is professional, provides a multitude of services to support students, etc. This is the first year I have heard such consistent reinforcement of the very qualities we aspire to. I have thought, "Huh, our hard work is paying off, and people are really *seeing* what we are doing!" Kudos to our staff who are all an integral part of what makes this district so special.
- Have been working on Annual Report which will be mailed to homes on May 7
- I have been nominated to become secretary of Maine School Superintendent's Association – the professional organization for superintendents in the state, which puts me in line to become president of that organization in 4 years.

Respectfully Submitted,
Maria Libby



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Assistant Superintendent Board Report
May 5, 2021

Goals Update:

GOAL #1: Teaching and Learning

- Facilitating a book study with two separate groups of staff members focusing on the book *"The Success Criteria Playbook – A Hands-On Guide to Making Learning Visible and Measurable"*. The essential understanding from this book is the importance of creating and sharing success criteria with learners, which has an average effect size of .88 (Visible Learning Meta 2020).
- Assessment Trainings – as the MDOE prepares for the implementation of new state assessments there are multiple trainings required. Third year high school students will be required to be assessed in Reading, Mathematics and Science.
- English Language Arts Department – meeting with the Department Head to discuss and reflect on goals of the department and to support next steps in moving forward. I participated with the English Department staff in a zoom session with a group of students who wanted to provide feedback regarding race and diversity issues related to their English classes. The feedback was insightful and will continue to support the work of diversifying classroom text offerings.
- Zenith – discussion regarding a garden/permaculture project.
- Summer School – working with administration regarding the coordination of summer school offerings.

GOAL #3: Resource Management

- Federal funds – monitoring and attending ESEA meetings

Other

- Participating in the Anti-Racism Study Group (final session)
- Ongoing committee work – recertification (district and Mid-Coast Admin)
- Personnel and Policy Committee work
- DEI Task Force

Respectfully,
Debra McIntyre



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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
CHRHS Principal Board Report
May 5, 2021

Current Enrollment Figures	Oct 1	April 26	Change
9th Grade	179	179	0
10th Grade	177	176	- 1
11th Grade	171	174	+3
12th Grade	188	186	- 2
Total	715	715	0

Full time remote students **126**

Graduation Planning

We are nearing final plans for graduation and I would like to share our thinking with you, with the caveat that things can change again before June 11. We have pared back the events of graduation week to three. We will have a march through town, but no baccalaureate. We will have a senior banquet, renamed Senior Voices. The banquet will be pared back to an appetizer event. Finally, we are planning a graduation that can include all the graduates. There will be some online components again this year, such as awards night and class video, but the events above will all be live.

Each event will be held outside where we have more freedom to bring larger groups together. The Senior Voices will be held under a set of tents set up in one of our parking lots. Each senior will get a table, that seats four, to invite family to attend with them. Food will be limited to appetizers pre-packed and available on the tables. Each table will be socially distanced from the other tables.

The graduation ceremony will occur on the Don Palmer field. We will sit family on the field and have the graduates seated in the bleachers. We are currently working out the total number of tickets graduates will be given for the ceremony. However, it will be a much smaller crowd than in the past. The event will not be open to the general public. Only ticket holders will be allowed to attend. We will stream the ceremony for those who were unable to attend. We have scheduled a rain date for Sunday the 13th. Keep your fingers crossed for fair weather on Friday or Sunday of that week.

Should we see an extended rain event that weekend or some new Covid wrinkle comes along, we will be prepared to graduate the students in smaller groups of 20 students inside the Strom as we did last spring. This will be our last resort.

Many students and parents have asked about holding a prom. The requirements for a dance are daunting enough to take all the fun out of the event. No food, dancing with masks and at 6-foot distances, etc. has made it unappealing. More importantly, we are doing our best to minimize anything that might land seniors in quarantine for the actual graduation ceremony. A prom the weekend before graduation creates the potential for having to keep seniors from attending their graduation. The following dates are scheduled but times are still being adjusted.

Monday, June 7th – March Through Town
Tuesday, June 8th – Senior Voices
Friday, June 11th – Graduation
Sunday, June 13th – Graduation rain date

Respectfully submitted,
Shawn Carlson

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

Five Town CSD
Special Services Board Report
May 5, 2021

Goal: Teaching and Learning

Beeline Reader – Our resource room teachers are piloting the use of this online program that supports students with reading disabilities and processing deficits. The program uses a cognitive trick with an eye-guiding color gradient that visually pulls one’s eyes through long blocks of texts. The basic concept is highlighting the end of a line in text and the beginning of the next line on the computer screen. It allows students to read more effectively and maintain focus better.

Special education staff is currently participating in a book study organized by Lisa Delfino and facilitated by Pam Phillips: "Fostering Resilient Learners: Strategies for Creating a Trauma Sensitive Classroom" by Kristin Souers and Pete Hall. The book helps teachers and ed techs cultivate a trauma-sensitive learning environment for students across all content areas, grade levels, and educational settings. In addition to practical strategies the book study will encompass how to:

- Understand what trauma is and how it hinders the learning, motivation, and success of all students in the classroom;
- Build strong relationships and create a safe space to enable students to learn at high levels;
- Adopt a strengths-based approach that leads staff to recalibrate how they view destructive student behaviors and to perceive what students need to break negative cycles; and
- Head off frustration and burnout with essential self-care techniques that will help both staff and students flourish.

Goal: School Culture

Collaboration, co-teaching and administrative support – A discussion with special education teachers at the end of this unusual year highlights the commitment from staff to support students more than usual. The staff finds that the pandemic has created adverse childhood effects for all students, and consequently, the special education department finds they are consulting about social emotional aspects of learning more than ever. Additionally, there is a need to support general education teachers to find alternative approaches to assignments, streamline lessons, remove anxious students out of the classroom setting, support those quarantined teachers manage their remote teaching, etc. In co-teaching, the special education teachers share the lesson planning and direct instruction with students. The special education team operates well together and feels their work is respected by administration, which has been a huge support this year! It has been a long journey, and the team is looking forward to some time this summer to rest and build up stamina for the 2021-22 school year.

STUDENT COUNT: Special Education: 110; PERCENTAGE – 16%

Respectfully submitted,
Valerie Mattes

APPLETON • CAMDEN • HOPE • LINCOLNVILLE • ROCKPORT

Five Town CSD/MSAD 28 Textbook Approval Form

Teacher requesting: T. Gray/S. Cole Date: 4/8/2021

Course: Honors Integrated Humanities

Title and Author: The Life of Pi, Yann Martel

Cost per text: \$10 # of text needed: 20

1. Brief Synopsis: The Life of Pi is centered on the experience of a teenage boy, Pi, who is stranded for months on a lifeboat in the Pacific. The essence of the novel is philosophical, about the nature of humanity, and in particular, about how humans use storytelling, especially allegory, to construct meaning and understanding. Pi's intellectual journey, like his physical one, leads him to explore many of the world's great religions, and for this reason, the book is a perfect place for us to begin the Humanities course.

2. Rationale for Purchase:
For a number of years, we have used When Asia Was the World as a summer book. It's super in terms of content but not the best fit in terms of unsupported readability. The Life of Pi is engaging, compelling, and a perfect segue into our first unit on World Religions. We will continue to use When Asia Was the World, but not as a summer book.

3. If appropriate, please describe any aspects of the book that may raise red flags:

The book is well-known, as is the movie based upon it. It does contain graphic descriptions of dangerous, violent situations, including the death and dismemberment of humans and animals. It also makes direct reference to bodily functions, such as defecation and urination.

We are seeking to offer diverse perspectives in our texts but it is not a requirement for text selection.

4. How does this text work toward any goals within the four domains of anti-bias education as listed below? If the text does not address any of the domains, disregard this question.

- Identity: Promote a healthy self-concept and exploration of identity
- Diversity: Foster intergroup understanding
- Justice: Raise awareness of prejudice and injustice
- Action: Motivate students to act by highlighting individual and collective struggles against injustice.

The Life of Pi relates brilliantly to the first three domains. Its central focus truly is "what does it mean to be human in the universe?", which is the essence of identity. With regard to diversity, it directly attends to the core beliefs of several major world religions (Hinduism, Christianity, and Islam), within the historical context of how these religions interacted with each other in post-colonial India. Domain number 3 is seen in the book's philosophical exploration of morality and justice, particularly in the context of survival situations.

- Do the identities or experiences of the author(s), illustrator(s), character(s), speaker(s) or narrator(s) contribute to students' diverse reading experiences and if so, how?

es, see previous answer. Further, although the book is written by a European author, its setting and aracters attend directly to exploration of personal identity (religion) in a non-western context (India)

- Does this text pair well with other texts that students encounter in your course and if so, how?

Yes, it complements *When Asia Was the World* very well in its attention to the relationships among major world religions in India.

- Consider the historical, social and cultural context in which the text was written. Is the text relevant now and if so, how?

The text is relatively new, and although there is some controversy that it closely mirrors an earlier work by a Brazilian author about a man who survives in a lifeboat with a jaguar, the work is relevant because its story and message are so timeless. It purposefully seeks to look past cultural contrivance to get at the essence of what it means to be human. In fact, its main conceit is that humans invent culture as a means of constructing understanding of eternal, cosmic truth— that the act of creating, and narrating, stories for ourselves, our metacognition, is what defines us as human.

Signature(s) of Department Head and/or Principal: _____



Dept. Head: _____

Principal: _____

Interpretation for which books need board approval: Any book being used as part of the whole class curriculum needs approval. This generally applies to textbooks and novels being read by a whole class. It does not include books in the school's library or in a classroom library. It does not include books being used in differentiated literature groups within a classroom setting.

Five Town CSD/MSAD 28 Textbook Approval Form

Teacher requesting: Sara Cole-Pardun

Date: Spring 2021

Course: Any- DEI Texts

Title and Author:

[Yellow: Race in America Beyond Black and White](#)- Frank H. Wu: 17.99

[How Does it Feel to be a Problem: Being Young and Arab in America](#)-Moustafa Bayoumi 11.29

[How to be an Antiracist](#)- Ibram X. Kendi-13.87

[So You Want to Talk about Race](#)- Ijeoma Oluo- 8.66

[The New Jim Crow: Mass Incarceration in the Age of Colorblindness](#)- Michelle Alexander- 11.49

[White Rage](#)-Carol Anderson- 8.29

[Dear America: Notes of an Undocumented Citizen](#)- Jose Antonio Vargas- 9.99

[Citizen: An American Lyric](#)- Claudia Rankin-12.45

[Tell Me How it Ends](#)- Valeria Luselli- 12.45

[Tomorrow Will be Different: Love, Loss, and the Fight for Trans Equality](#)- Sarah McBride-15.89

[Stamped](#)- Jason Reynolds- 8.99

[#NotYourPrincess: Voices of Native American Women](#)-Charleyboy- 12.95

[Caste: The Origins of Our Discontent](#)-Isabel Wilkerson- 19.02

[The Warmth of Other Suns: The Epic Story of America's Great Migration](#)-Isabel Wilkerson-9.15

[Indigenous People's History of the United States](#)-Roxanne Dunbar-Ortiz-13.99

[Underground Railroad](#)- Colson Whitehead-10.25

Cost per text: \$22.00

Brief Synopsis:

Seminal nonfiction texts for anti-racist teaching. Historical perspectives, diverse authors, and important topics.

Rationale for Purchase:

Continued support for DEI

If appropriate, please describe any aspects of the book that may raise red flags:

There are none.

Signature(s) of Department Head and/or Principal:

Interpretation for which books need board approval: Any book being used as part of the whole class curriculum needs approval. This generally applies to textbooks and novels being read by a whole class. It does not include books in the school's library or in a classroom library. It does not include books being used in differentiated literature groups within a classroom setting.



7 Lions Lane
Camden, Maine 04843
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Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD
Finance Committee Meeting
Zoom
Wednesday, April 7, 2021
6:30 P.M.

MINUTES

Board Present

Rebecca Flanagan
Patrick McCafferty
Brianna Gutierrez

Also Present

Maria Libby, Superintendent
Deb McIntyre, Assistant Superintendent
Peter Nielsen, Business Manager
Shawn Carlson, Principal

1. Call to Order

Rebecca Flanagan called the meeting to order at 6:30 p.m.

2. February 2021 Budget to Actual Summary

The Business Manager presented the February 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 February was 30.77% of funds remaining, the FY19 remaining balance at the same point had 31.23% remaining, and the CSD had 33.23% funds remaining at FY21 February's close. The Business Manager further noted that a preliminary review of March EOM reports indicated that the district remains on target.

3. Federal Funding Discussion

Maria Libby reviewed the various Covid-related federal grants with the Board and presented the plans for the ESSER 2 and 3 grants. She noted that in particular these grants would help build on the outdoor learning programs in the district. Rebecca Flanagan asked about social worker funding through these grants and there was a discussion about funding for these positions once the grants are over.

4. Adjourn

The meeting adjourned at 6:41 p.m.



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

Maria Libby
Superintendent
Debra McIntyre
Assistant Superintendent



Five Town CSD/MSAD #28
Joint Policy Committee Meeting

Zoom

April 12, 2021
3:30-5:00 p.m.

MINUTES

Members Present:

Marcia Dietrich, Chair
Marcus Mrowka

Also Present:

Maria Libby
Shawn Carlson
Jaime Stone
Chris Walker-Spencer
Deb McIntyre

1. Call to order

Marcia called the meeting to order at 3:30 p.m.

2. CSD Only

Review

a. IHCDA – Post-Secondary Enrollment Options

The committee rewrote this policy to clarify post-secondary enrollment options.

b. IJOA-A – Eligibility Requirements for the Washington Trip

Reviewed with no changes.

3. CSD/MSAD Joint Review

New

a. IMGA – Service Animals in Schools

The committee made several edits throughout the policy and added a sentence to the *Definition* section that states: *A medical provider shall provide documentation of the child's need to have a service animal in school.* The committee asked Maria to research whether a section about Therapy dogs could be added to this policy or whether it should be a separate policy. Since the meeting, Maria has sent out the recommended language to the committee within this policy that will go to the board as a first read.

Revisions

a. IHBGA – Home School Students Participation in Programs

The committee made several edits throughout the policy and added a sentence in the introduction that states: *Homeschool students who utilize school facilities will be required to follow state immunization laws.* Section 4 under the section *High School Course Credits and Diploma Eligibility* was deleted.

- b. IJJ – Instructional and Library Materials Selection
Reviewed with minor edits.
- c. IJJ-E – Citizen’s Challenge of Educational Media Form
Reviewed with minor edits.
- d. ILA – Comprehensive Assessment System
Reviewed with no changes.
- e. IMG – Animals on School Premises
The committee discussed editing the *Pets on School Premises* section to create separate sections for each school. Camden Rockport Elementary School’s *Pets on School Premises* section of the policy will align with Camden Hills Regional High School’s policy which states: *No dogs or pets are permitted on school grounds at any time.* The committee felt that CRMS was an exception to allow dogs (with limitations) since that school is located in a neighborhood. The section *Therapy Dogs in Schools* was added to the policy and reviewed by the committee after the meeting.
- f. JLCB – Immunizations of Students
Reviewed with no changes.

Review

- a. IHBG – Home Schooling
- b. IHBGB-E – Statement of Rights for Private School Students with Disabilities
- c. IJOA – Educational Field Trips
- d. IJOA-E – Request for Student Travel Form
- e. IJOA-E-R – Extended Field Trip, International Participation Protocols CSD
- f. IJOA-R – Field Trips and Extended Travel Administrative Rules and Procedures SAD
- g. IL – Evaluation of Instructional Programs
- h. ILD – Educational Research: Student Submission to Surveys, Analyses, or Evaluations

The above policies were reviewed with no changes.

4. Adjourn

The meeting adjourned at 4:10 p.m.

FIVE TOWN CSD POLICY

HOME SCHOOLING PARTICIPATION IN SCHOOL PROGRAMS

The Five Town CSD School Board acknowledges the provisions for equivalent instruction under Maine law. The Board further observes the Legislature's recognition, "that the term equivalent is intended to mean meeting state standards, for alternate or other instruction and is not intended to mean the same as the education delivered in the public school system."

In addition, it is the intention of the Board to, "cooperate in the home instruction of any child who resides in the school administrative unit to the degree that the level of cooperation does not interfere with the responsibilities to the students enrolled in Five Town CSD's regular programs." Furthermore, participation of students in such programs shall be limited to home-schooled students who have obtained approval for equivalent instruction under rules established by the Commissioner of Education. **Homeschool students who utilize school facilities will be required to follow state immunization laws.**

In order to maintain an efficient and orderly school program, the Board directs the Superintendent/designee to develop procedures, as appropriate, regarding the availability of school system resources and services in support of equivalent instruction programs that have been approved by the Commissioner. The procedures shall be in accord with the following provisions.

PROVISION OF INFORMATION

At the request of the student or the student's parent/guardian, ~~this school unit~~ **The Five Town CSD** shall make available to home-schooled students, in a form determined by the school, information regarding access to public school activities and attendance at Five Town CSD. This information must include:

1. Requirements regarding initial health and developmental screening for motor skills, vision, hearing and immunization; and
2. Criteria for participation of home-schooled students in curricular, co-curricular and extracurricular activities.

PERMITTED PARTICIPATION

1. **Participation in Regular Classes.** Home instruction students may enroll in specific day school classes provided that the student's attendance is regular, the class is deemed to be age and grade appropriate and all prerequisite course requirements are met. In addition, the following shall also apply.
 - a. The student or the student's parent/guardian, on the student's behalf, shall apply in writing to and receive written approval from the superintendent/ designee. Approval may not be unreasonably

withheld.

- b. Home-schooled students are limited to two courses per semester and no more than seven home school credits can be applied to a Camden Hills Regional High School diploma.
 - c. The student shall demonstrate prior satisfactory academic achievement consistent with school unit policy and procedures applicable to all students.
 - d. The student shall comply with behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may withhold credit or terminate the student's participation.
 - e. Transportation must be provided by the parent/guardian or student. However, the student may use the same transportation as all other students in the school unit as long as additional expenses are not incurred and vehicle capacity is not exceeded.
 - f. The student shall complete all assignments and tests as required of all students in the same class.
2. **Course Auditing.** Home instruction students may audit a course(s) provided the following conditions have been met.
- a. The student or the student's parent/guardian, on behalf of the student, shall apply in writing to and receives written approval from the Superintendent/ designee to audit a specific course or courses. Participation may not be unreasonably withheld.
 - b. The student agrees to meet established behavioral, disciplinary, attendance and other classroom rules applicable to all students. If a student fails to comply, the school may terminate participation.

SPECIAL EDUCATION SERVICES

Special Education Services will be available to eligible special education students in accordance with applicable federal and state laws and regulations.

ADMISSION TO REGULAR PROGRAM/PLACEMENT

A student who has been receiving home-school instruction and who seeks admission to the regular school program will be placed in a grade commensurate with the level of the student's academic achievement. Placement must be guided by the following:

1. For students who transfer into school from an educational program that is not required to meet the standards of the system of Learning Results, the School Administrator of the receiving school shall determine the value of the student's prior educational experience in considering a placement decision
2. Appropriate school staff may make recommendations concerning placement based on, but not limited to, factors such as the student's completed curricula and record

of achievement, conferences with the student's parent or guardian, and administration of tests.

3. The final grade placement decision shall be made by the School Administrator. The School Administrator's decision may be appealed to the Superintendent, whose decision shall be final.

RE-ADMISSION TO THE SCHOOL PROGRAM

Placement of home-schooled students who wish to be readmitted to the school program will be determined by the School Administrator, who shall consult with members of the professional staff to the extent appropriate and, as deemed necessary to make a reasonable determination that the requisite academic standards have been met, collect from parent's actual samples of coursework (e.g., homework, papers, examinations). The School Administrator may also direct that a test or tests be administered to help determine the student's progress toward meeting the content standards for the purpose of determining an appropriate grade level. The decision of the School Administrator may be appealed to the Superintendent.

USE OF SCHOOL TEXTBOOKS AND LIBRARY BOOKS

Subject to availability, a student receiving home instruction may use school textbooks, if the number of particular copies are sufficient, and library books owned by Five Town CSD, subject to the following conditions:

1. The use does not disrupt regular student, staff or special program functions.
2. The student's sign-out period for a library book is the same as that applicable to regularly enrolled students.
3. The student may sign out a textbook for a period not to exceed one school year.
4. The parent/guardian and student agree to reimburse the school unit for lost, unreturned or damaged library books and textbooks and for consumable supplies used.

USE OF SCHOOL FACILITIES AND EQUIPMENT

A student receiving home-school instruction may use public school facilities and equipment on the same basis as regularly enrolled students if the following conditions are met:

1. The use does not disrupt regular school activities.
2. The use is approved by the School Administrator in accordance with established school policy.
3. The use does not create additional expense to the ~~school unit~~ **Five Town CSD**.
4. The use is directly related to the student's academic program.
5. The use of potentially hazardous areas, such as ~~shops~~ **makerspaces**, laboratories and gymnasiums, is supervised by a qualified employee of the school unit, approved and assigned by the Superintendent.

MAINE MANDATED EDUCATIONAL ASSESSMENT

If a parent of a student in an equivalent instruction program requests to have the student participate in ~~the Maine Educational Assessment (MEA)~~ **or any other state-mandated test**, such request must be granted. Participation in such examinations must be in compliance with all rules and procedures governing testing conditions in Five Town CSD.

ACADEMIC CREDIT

A student receiving home-school instruction must receive academic credit subject to the following requirements:

1. Academic credit for individual courses must be awarded if the student meets required academic standards applicable to all students enrolled in the same course.
2. Academic credit must be awarded for successful completion of alternative instruction opportunities sponsored by the school and available to all students.

HIGH SCHOOL COURSE CREDITS AND DIPLOMA ELIGIBILITY

The following standards govern the awarding of course credits and a graduation diploma to a student receiving home-school instruction who seeks admission or readmission to the high school:

1. A student shall earn high school credits for satisfactory completion of courses in the high school pursuant to 20-A MRSA § 5021, subsection 2, paragraph A.
2. A student may earn credit for course work completed through home-school instruction if the School Administrator determines both in advance and upon completion of the course that the course satisfies the requirements for awarding the credit. The School Administrator may direct that the student undergo a test or tests to assist in making a determination relative to the awarding of credit.
3. Requests for transfer credit for equivalent instruction completed at non- approved private schools, at private schools that elect not to meet requirements under 20-A MRSA § 2901 or through other equivalent instruction programs must be evaluated on the merits of the documentation provided. The School Administrator and guidance staff shall conduct these evaluations on request by the student or the student's parent/guardian.
- ~~4. For students who transfer into a secondary school from another state or an educational program that is not required to meet the standards of the proficiency-based diploma, the School Administrator of the receiving school shall determine the value of the prior educational experience toward meeting the standards through the local assessment system.~~
5. Awarding of a high school diploma by ~~the local school~~ **CHRHS** is conditioned upon the student's demonstration of having satisfied all specific course credit or other requirements established by the Board. As a precondition for the awarding of a high school diploma, the Board requires that the student earn a minimum of sixteen credits

at Camden Hills Regional High School, or from an accredited high school.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Students receiving home-school instruction may participate in co-curricular activities such as field trips, assemblies, and academically related fairs provided:

1. Prior written permission is obtained from both the parent and the School Administrator; and
2. The student has agreed to meet established behavioral, disciplinary, attendance and other rules applicable to all students.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students receiving home-school instruction are eligible to try out for extracurricular activities sponsored by Five Town CSD, provided the student applies in writing if the following requirements are satisfied:

1. The student agrees to abide by equivalent rules of participation as are applicable to regularly enrolled students participating in the activity and provides evidence that the rules of participation are being met.
2. The student complies with the same physical examination, immunization, insurance, age, and semester eligibility requirements as regularly enrolled students participating in the activity. All required documentation must be made available upon request by Five Town CSD. The school administrator is authorized to collect from parent's actual samples of coursework (e.g., homework, examinations, etc.) as he/she deems necessary in order to make the determination that the necessary academic standards have been met.
3. The student meets equivalent academic standards as those established for regularly enrolled students participating in the activity and provides evidence that the academic standards are being met.
4. The student abides by the same transportation policy as regularly enrolled students participating in the activity.

PARTICIPATION WHEN TUITION PAYMENT TO ANOTHER UNIT IS REQUIRED

If and when Five Town CSD does not provide academic instruction for specific grade levels, the following applies for students enrolled in an approved program of equivalent instruction:

1. **Class participation.** The home-schooled student or the student's parent/guardian shall request authorization from the resident local school unit to apply to another school unit for permission to participate in classes or activities in that other school unit.
2. **Tuition payment.** Tuition payments for home-schooled student participation in a local school unit, including attendance at an applied technology center or an applied technology region, other than the applicant's resident district, is the responsibility of the home-schooled student, the student's parent/guardian or the student's resident school administrative unit, in accordance with school unit policy. Participation may

not be unreasonably withheld.

3. **Participation eligibility.** A tuitioned, home-schooled student is subject to the rules relating to eligibility for participation in co-curricular or extracurricular activities as may apply at the receiving school unit.
4. **Interscholastic activities.** A tuitioned, home-schooled student attending classes in more than one receiving school unit is not eligible for participation in interscholastic activities at any local school unit.

APPEALS

Appeals from administration and application of the Board policy are heard by the Board, whose decision is final and binding. Appeals that question the Board policy compliance with legal requirements must be made to the Commissioner, whose decision is final and binding.

TECHNOLOGY

The district does not provide school-issued technological devices to students ~~that~~ **who** are registered as home-schooled with the state of Maine.

Legal Reference:

- 20-A MRSA §§5001-A(3), 5021-5025
- Ch. 125 §§ 5.03, 6.02, 7.02 (Me. Dept. of Ed. Rules) Ch. 130 (Me. Dept. of Ed. Rules)

History: Adopted: 12/04/02, 07/12/06, 05/01/13, 01/04/17

First Reading: May 5, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

POST-SECONDARY ENROLLMENT OPTIONS

PURPOSE

To set the requirements for student participation and the allowable costs for postsecondary level courses taken before high school graduation.

~~Dual-Enrollment~~ POSTSECONDARY COURSES ~~Used to Meet Graduation Requirements~~ **TAKEN FOR HIGH SCHOOL CREDIT**

~~In order to enroll in a~~ **Students may earn credits towards graduation by taking courses from accredited postsecondary institutions.** ~~course applied to high school graduation requirements, students must have~~ **Such enrollment must have** prior approval from ~~their school~~ **the student's** counselor and a building administrator. ~~Upon the recommendation of the high school principal and their school counselor, any student and a building administrator. Upon approval, students may enroll in postsecondary courses for which they are eligible.~~

~~High school~~ **C**redit will be granted ~~to any student who satisfactorily completes a postsecondary~~ **after completion of the approved** course with a "passing grade". ~~High school graduation~~ **C**redits awarded may not exceed one high school credit for each three-credit postsecondary course- **and will follow policy IKF.**

~~Students may earn postsecondary credits towards high school graduation by taking courses from accredited public or private postsecondary institutions.~~

~~Graduation credits for courses taken under this option will follow Policy IKF.~~

~~Students who fail to secure prior permission are not guaranteed to have postsecondary courses count toward graduation requirements.~~

~~Dual-Enrollment~~ POSTSECONDARY COURSES ~~not applied to Graduation Requirements~~ **TAKEN WITHOUT HIGH SCHOOL CREDIT**

Students are permitted to enroll in postsecondary courses that are not applied toward ~~high school~~ graduation requirements.

~~Should students wish to have the postsecondary course appear on their high school~~ **Such courses may be added to the student's** transcript; ~~they must submit~~ **if** an official copy of the postsecondary transcript **is submitted** to the CHRHS Registrar.

Legal Reference:

- 20-A MRSA § 4771 et seq.

Cross Reference:

NEPN/NSBA Code: IHCDA

- IKF – Graduation from High School

History: Adopted: 11/03/99, 12/04/13

First Read: May 5, 2021

Second Read:

Adopted:

FIVE TOWN CSD POLICY

INSTRUCTIONAL AND LIBRARY MATERIALS SELECTION

OBJECTIVES OF SELECTION

The Board recognizes that it is the primary objective of the library media centers and the instructional program in our schools to implement, enrich and support the education programs of the schools. It is the ~~duty~~ **responsibility** of the library media centers and the instructional program to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view.

To this end, the Board asserts that the responsibility of the School Library Media Center and the instructional program is:

1. To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, ~~and~~ ethical standards **and foster respect and appreciation for cultural diversity and varied opinions;**
3. To provide a background of information which will enable students to make intelligent judgments in their daily lives;
4. To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
5. To provide materials representative of the many religious, ethnic, ~~and~~ cultural **and underserved** groups and their contributions to **history, science, leadership, the arts and our American heritage society; and**
6. To place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library media center and a variety of resources to be used in the instructional program- **; and**
7. To provide materials that are timely, in good condition, and in sufficient quantity to meet the needs of students, staff and curriculum.

In addition, the Board recognizes that the final authority as to what materials an individual student will be exposed rests with that student's parents or guardians. However, at no time will the wishes of one child's parents to restrict his/her reading or viewing of a particular item infringe on other parents' rights to permit their children to read or view the same material.

RESPONSIBILITY FOR SELECTION OF INSTRUCTIONAL AND LIBRARY MATERIALS

The Board is legally responsible for all matters relating to the operation of the schools. The responsibility for the selection of instructional materials is delegated to the professionally trained personnel employed by the Board.

Selection of materials for the library media centers and the instructional program involves many people: principals, teachers, department heads, students and community members. The

responsibility for the coordination of the selection of library and instructional materials and the recommendation for purchase rests with professionally trained personnel. The Board is responsible to approve a uniform system of textbooks.

CRITERIA FOR SELECTION

The needs of the individual school, based on knowledge of the curriculum and of the existing collection, are given first consideration.

~~Materials for purchase are considered on the following bases: overall purpose, timeliness or permanence, importance of the subject matter, quality of the writing/production, readability and popular appeal, authoritativeness, reputation of the publisher/producer, reputation and significance of the author/artist/composer/producer, etc., and format and price.~~

Materials selected should:

- a. Support achievement of the content standards;
- b. Support the goals and objectives of the school system's educational programs;
- c. Enrich and support the curriculum;
- d. Take into consideration the varied interests, abilities, and maturity levels of the students served;
- e. Foster respect and appreciation for ~~cultural~~ diversity and varied opinions;
- f. Give comprehensive, accurate and balanced representation to minorities and women in history, science, leadership and the arts and acknowledge the contributions of ethnic, religious and cultural groups;
- g. Present a balance of opposing sides of controversial issues to enable students to develop a capability for critical analysis;
- h. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
- i. Provide a background of information that will enable students to make informed decisions in their daily lives; and
- j. Respect the constraints of the school's budget.

Gift materials are judged by the same standards and are accepted or rejected by those standards. Multiple copies of outstanding and much-in-demand materials are purchased as needed. Worn or missing standard items are replaced periodically. Out of date or no longer useful materials are withdrawn from the collection/circulation.

PROCEDURES FOR SELECTION

In selecting the materials for purchase, the professional personnel evaluate the existing collection, consulting reputable, unbiased, professionally prepared selection aids and specialists from all departments and/or all grade levels.

Whenever possible, purchase of non-print materials shall be done only after personal evaluation by the librarian/media specialist and/or other appropriate staff. Reviewing aids may be used in lieu of personal evaluation.

The Superintendent shall ~~select~~ **recommend** textbooks, supplies and apparatus with the approval of the Board and shall make all these purchases under rules adopted by the Board.

CHALLENGED MATERIALS

Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, it is recognized that occasional objections may be raised by community members, students, or school staff.

In the event a complaint is made, the following procedures will apply:

1. The complaint shall be heard first by the person providing the materials in question.
2. If the complaint is not resolved, the complainant shall be referred to the building Principal and requested to fill out the "Citizen's Challenge to Educational Media" form. A copy of the form will be forwarded to the Superintendent.
3. The Superintendent shall appoint an Education Review Committee composed of the following persons to review the complaint: one Principal at the appropriate grade level; one librarian/media specialist; one classroom teacher; the department head in the subject area of the challenged materials; one community member. The complainant shall be invited to present their view to the Committee.
4. The review committee shall: read and examine the materials referred to them; check general acceptance of materials by reading reviews; weigh values and faults against each other and form opinions based on the material as a whole and not on passages or portions pulled out of context; meet to discuss the material and to prepare a written report on it.
5. The report of the committee shall be forwarded to the Superintendent who will inform the complainant of the results.
6. No materials shall be removed from use until the review committee has made a final decision.
7. The review committee's decision may be appealed to the Board. The Board may set aside a portion of a regular meeting or call a special meeting for the purpose of receiving testimony from representatives of the various points of view. **The issue will be decided by the full Board and not a sub-committee.** The material in question shall be:
 - a. Reviewed objectively and in its full content;
 - b. Evaluated in terms of the needs and interest of students, school, curriculum and community;
 - c. Considered in the light of differing opinions; and
 - d. Reviewed in light of the criteria for initial selection and purpose as provided herein.

The Board will announce its decision in writing not later than the conclusion of the next regular meeting of the Board following its receipt of said testimony.

Legal Reference:

- 20-A MRSA §§ 1001 (10-A), 1055 (4), 4002
- CH. 125.22 (Maine Dept. of Ed. Rule)

NEPN/NSBA Code: IJJ

Cross Reference:

- IJJ-E – Citizen's Challenge of Educational Media Form

History: Adopted: 01/19/00, 02/06/08 Reviewed: 05/01/13

First Reading: May 5, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

CITIZEN'S CHALLENGE OF EDUCATIONAL MEDIA FORM

Type of Material:

- Book (eBook)
- Magazine/Periodical
- Recording
- Software
- Website/Electronic Materials
- Film
- Other (Please Specify) _____

Author (if known):

Title:

Publisher (if known):

Person Making Complaint:

Telephone:

Street Address:

Town:

Complaint Represents:

- Self
- Organization _____
- Other Group _____

1. **Have you read policy IJJ? (If not, please read it now).**
2. ~~How did you form your opinion of the material?~~ **Did you read/view/hear in full all of the material that you are challenging? Yes No**
 - a. **If no, what parts did you read/view/hear?**
3. To what portion of the material do you object? (Please be specific, cite pages, scenes, etc.)
4. What do you feel might be the negative result of reading/viewing/hearing this material?
5. **Is there an age group for which you would recommend this material?**
6. **Do you find any value in this material?**
7. **Are you aware of the professional reviews/judgment of this material?**
8. **What do you believe is the theme and/or intention of this material?**
9. What would you like the school to do about this material?
 - Do not assign it to my child.
 - Do not assign it to any students.
 - Withdraw it from the library and/or instructional program.
 - Refer it to the Educational Review Committee for evaluation.
10. **In its place, what material would you recommend?**

Signature of Complainant

Date

History: Adopted: 06/19/13

First Reading: May 5, 2021

Second Reading:
Adopted:

FIVE TOWN CSD POLICY

COMPREHENSIVE **STUDENT** ASSESSMENT SYSTEM

The Board recognizes that Maine law requires each school administrative unit to use multiple assessment methods to measure student achievement **in the content areas** of the learning results **and the cross-curricular *Guiding Principles***. ~~set forth in 20-A M.R.S.A. § 6209 and Department of Education (DOE) rules implementing that section and other curricular requirements established in § 6209 to inform instruction and to ensure that students are making progress toward achieving the learning results set forth in § 6209 and in DOE rules implementing that section, other curricular requirements and the requirements of a common course of study.~~ **The Board also recognizes the value of assessment in informing and improving instruction.**

Through this policy, the Board adopts and directs the Superintendent/designee to implement and oversee an assessment system for ~~District schools~~ **Five Town CSD** that will accomplish these objectives. The Superintendent shall be responsible for reviewing the assessment system for compliance with applicable statutes and ~~rules and for certifying to the Commissioner that it is in compliance with Maine~~ Department of Education standards.

Legal Reference:

- 20-A MRSA § 6202-B, 6209

History: Adopted: 3/12/03, 12/ 17/08, 6/13/13

First Reading: May 5, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

ANIMALS ON SCHOOL PREMISES

The board recognizes that having animals in our schools can offer valuable student learning experiences but is also concerned with the health and safety of students, staff, and visitors, and the humane treatment of animals when they are brought to school.

For the purpose of this policy “animals” **with the exception of Therapy Dogs, which are addressed in Part II below, and Service Animals, which are addressed in policy IMGA** includes mammals, reptiles, amphibians, birds, insects, and fish.

In recent years, the number of students with respiratory and allergic conditions has increased. There may be a connection between feather or fur-bearing animals and irritations of some health conditions.

I. ANIMALS IN THE CLASSROOM

~~Animals may be found in all of our schools. They have long been part of the classrooms for reasons of scientific observation and as class pets.~~

The following guidelines shall apply to the presence of animals in Five Town CSD schools:

- A. The presence of an animal in the classroom must be directly related to the educational program. Staff who wish to have animals in the classroom must submit a written request to the principal; the request should include the instructional purpose and activity, the type of animal, the length of time the animal is expected to be present, and a plan for the care of the animal. The principal, at his/her discretion, may approve or deny the request.
- B. Students or parents who wish to bring animals to school for educational purposes must consult with the teacher who, in turn, will request permission from the building principal. All other persons who wish to bring animals to school must obtain written permission, in advance, from the building principal.
- C. The Superintendent will be responsible for developing procedures to inform parents that animals may be visiting or residing in classrooms during the school year. Parents are expected to notify the school if their child has an allergy or other health condition that will be affected by the presence of animals in the classroom. The building principal and staff will respond appropriately when health considerations are brought to their attention. An animal will not be housed in a classroom if a student in that classroom has a documented allergy to the animal.
- D. Animals may not be transported in school vehicles.
- E. No domestic mammals/pets (including dogs, cats, ferrets, and primates) or livestock will be allowed in school unless current proof of rabies and/or other vaccination is provided. Smaller mammals such as mice, hamsters, gerbils, guinea pigs, and rabbits do not need to be vaccinated against rabies. Bats, as they may be carriers of rabies, are not allowed in the schools.

NEPN/NSBA Code: IMG

- F. Parrots, parakeets and other psittacine birds (birds that may carry psittacosis, a severe infectious human respiratory disease) shall not be brought to school unless they have been tested and certified as psittacosis-free.
- G. Red-eared turtles (also known as painted turtles) are carriers of salmonella and shall not be kept in the classroom without written documentation from the supplier that they are salmonella-free.
- H. No wild, exotic, aggressive or poisonous animals will be allowed in school unless under the control of an individual trained in the care and management of the animal and properly licensed by state or federal agencies as appropriate (e.g., zookeepers, veterinarians, biologists, Maine Fish and Wildlife personnel). Students will not be permitted to handle such animals.
- I. No animals will be allowed free range of the classroom or the school. All animals brought to school must be restrained by the owner/handler. The teacher is responsible for the proper supervision and control of students whenever there is an exhibit or activity involving animals in school.
- J. Animals kept in classrooms must be housed in suitable cages or containers and fed and otherwise cared for appropriately. Only the teacher or students designated or supervised by the teacher may be allowed to handle these animals. Animal waste must be removed on an as-needed basis and in a sanitary manner. Only staff members or adult volunteers will be allowed to clean cages or containers or remove animal waste.
- K. If a student is bitten/injured by an animal on school premises, the building principal, school nurse and parent/guardian must be notified as soon as possible. If a staff member or visitor is bitten/injured, the building principal must be notified. The building principal must notify appropriate public health authorities and the Maine Department of Health and Human Services Center for Disease Control of each incident. An accident/injury report must also be completed and forwarded to the Superintendent.
- L. If a stray or wild animal appears on school grounds, students shall not be allowed in the area until the animal has left the premises or is removed by the local animal control officer, game warden or other appropriate official.
- M. No animal may be used as part of a scientific experiment or for any other purpose in which the normal health of the animal is interfered with or which causes pain or distress. No person may practice vivisection or exhibit a vivisected animal in the schools. Dissection of dead animals shall be confined to the classroom and to the presence of students engaged in the study of dissection and shall not be for the purpose of exhibition.
- N. The Board recognizes that service animals may be used to assist persons with disabilities. This policy does not apply to the presence of service animals that have been or are being specifically trained for the purpose of assisting a person with a disability.

~~In order to meet the needs of individual students, staff and of the school program, the following policy will apply:~~

- ~~1. Animals are not allowed in school for any reason other than educational purposes directly related to our curriculum.~~
- ~~2. All instances of animals in the school must be approved in advance by the building~~

~~administrator.~~

- O. All courses that include the use of live feather or fur animals, as a part of the curriculum, will have their use indicated as part of the course description.
 - 1. Alternative lessons will be provided, in courses required for graduation, for those students who have a medically documented respiratory or allergic reaction to feather or fur animals.

II. THERAPY DOGS IN SCHOOLS

Five Town CSD recognizes the use of therapy dogs in the school setting may have academic, social, and emotional benefits for students. The board authorizes the presence of therapy dogs at Camden Hills Regional High School subject to the following provisions.

A. Permission

A staff member who wishes to sponsor a therapy dog must obtain the approval of the building principal before doing so. Requests for a therapy dog must be submitted at least one month in advance.

B. Certification

Proof of training and certification for the therapy dog handler by a formal Dog-Assisted Therapy organization, such as Pet Partners (formerly Delta Society), Therapy Dogs International, Inc. (TDI), Alliance of Therapy Dogs (A.T.D.), or another formal organization approved by the principal, is required. A copy of the certification document(s) will be kept on file in the school office.

C. Care

Ownership and care of a therapy dog is solely the responsibility of its certified handler. This responsibility is not delegable.

D. License and Tags

All therapy dogs must meet local, county, and/or state license or permit regulations. It is required that therapy dogs have an owner identification tag in addition to a tag or other identifier provided by the certifying agency.

E. Health

All therapy dogs must comply with local, county, and state vaccination and health requirements.

F. Allergies and Aversions

The handler shall remove the therapy dog to a separate area as designated by the school administrator in such instances where any student or school employee who suffers dog allergies or aversions is present in an office, hallway, or classroom.

G. Liability

A copy of a current insurance policy that provides liability coverage for the handler and

for the therapy dog must be provided by the certified handler and kept on file in the school office.

H. Notification

Parents/guardians must be notified that a registered therapy dog may be present in the school. Parents/guardians must be afforded the opportunity to notify school staff of any concerns.

I. Exclusion or Removal from School District Property

A therapy dog may be excluded from school district property if a school administrator determines that:

1. The handler does not have control of the therapy dog.
2. The therapy dog is not housebroken.
3. The therapy dog presents a direct and immediate threat to others in the school.
4. The therapy dog's presence otherwise interferes with the educational program.

The handler shall immediately remove their therapy dog from school property when instructed to do so by a school administrator.

The presence of animals in school buildings or on school property shall also be subject to local laws and ordinances pertaining to animal control. Such laws and ordinances may vary depending on the location of the building/property.

III. PETS ON SCHOOL PREMISES

No dogs or pets are permitted on school grounds at any time **except as provided in this policy and policy IMGA**. This policy is applicable during extra-curricular and athletic activities as well as during regular school hours. NO PETS ALLOWED signs are posted accordingly and should be observed.

IV. EXEMPTIONS SHALL BE ALLOWED UNDER THE FOLLOWING CIRCUMSTANCES:

- A. The Board recognizes that service animals may be used to assist persons with disabilities. ~~This policy does not apply to the presence of service animals that have been or are being specifically trained for the purpose of assisting a person with a disability.~~
- B. Animals under the control of public safety officials shall have unlimited access to District property. Use of animals by law enforcement officials is under the jurisdiction of state and federal law and is not covered by this policy.

Legal Reference: Americans with Disabilities Act (42 U.S.C. § 12101 et seq.)
7 MRSA § 3971
22 MRSA §§ 801-825

Cross Reference: IMGA - Service Animals in the Schools
JLCE - First Aid and Emergency Medical Care

NEPN/NSBA Code: IMG

History: Adopted: 03/06/02, 11/07/07, 06/13/13

First Reading: May 5, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

SERVICE ANIMALS IN SCHOOLS

The Board recognizes that service animals may be used to provide assistance to some persons with disabilities. This policy governs the presence of service animals in the schools, on school property, including school buses, and at school activities.

DEFINITION

As applied to schools, federal and Maine laws define a “service animal” as a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purpose of this definition.

The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of such work or tasks include, but are not limited to, assisting an individual who is totally or partially blind with navigation and other tasks, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or a telephone, providing physical support and assistance with balance and stability to an individual with a mobility disability and helping a person with a **documented** psychiatric or neurological disability by preventing or interrupting impulsive or destructive behaviors. **A medical provider shall provide documentation of the child’s need to have a service animal in school.**

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purposes of this definition.

USE OF SERVICE ANIMALS IN SCHOOLS

Use of a service animal by a qualified student with a disability will be allowed in school when it is determined that the student’s disability requires such use in order to have equal access to the instructional program, school services and/or school activities.

Use of a service animal by a qualified employee with a disability will be allowed when such use is necessary to enable the employee to perform the essential functions of his/her job or to enjoy benefits of employment comparable to those of similarly situated non-disabled employees.

The parent/guardian of a student who believes the student needs to bring a service animal to school, or an employee who wishes to bring a service animal to school, must submit a written

request to the building principal. The building principal, in consultation with the Section 504 Coordinator or Director of Special Services, as appropriate, and the Superintendent will determine whether or not to permit the service animal in school. **Recommendation by a medical provider will be reviewed in making the determination.**

Parents or animal handlers who will be present in school for the purpose of assisting a student with his/her service animal will be required to submit to ~~a sex offender registry and criminal background check~~ **be fingerprinted**. In addition, parents and handlers must comply with all standards of conduct that apply to school employees and volunteers.

Five Town CSD may impose additional conditions on the presence of a service animal, depending upon the circumstances.

The building principal may remove or exclude a service animal from the school or school property if the presence of the animal poses a direct threat to the health and safety of others or the student, employee or handler is unable to fully control the animal; or the animal fails to consistently perform the function(s)/service(s) for which it has been trained and brought to school.

A parent or employee whose service animal has been removed or excluded may appeal the decision to the Superintendent. If dissatisfied with the Superintendent's decision, the parent or employee may appeal to the Board.

SERVICE ANIMALS AT SCHOOL-SPONSORED EVENTS

Individuals with disabilities may be accompanied by their service animals to events or activities open to the public that are held in schools or on school property. The use of a service animal may not be conditioned on the payment of a fee or security deposit, but the individual is liable for any damage done to the premises or facilities by such an animal.

The building principal may revoke or exclude the service animal only if the animal poses a direct threat to the health and safety of others, the use of the animal would result in substantial physical damage to the property of others or would substantially interfere with the reasonable enjoyment of the event or activity by others.

Legal Reference:

- 42 USC § 12101 et seq.
- 36 CFR § 104, 302
- 5 MRS § 4553, 4592
- Me. Human Rights Commission Rule Chapter 7

Cross References:

- AC - Nondiscrimination, Equal Opportunity, and Affirmative Action

NEPN/NSBA Code: IMGA

- IMG - Animals in Schools

History:

First Reading: May 5, 2021

Second Reading:

Adopted:

FIVE TOWN CSD POLICY

IMMUNIZATIONS OF STUDENTS

All students who enroll in the school district are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox), ~~and meningococcal meningitis.~~

One dose of Tetanus/Diphtheria/Pertussis (Tdap) is required for students entering 7th grade.

Immunization against meningococcal disease is required as follows:

- A. One dose of meningococcal vaccine MCV4 is required for students entering 7th grade.
- B. Students entering 12th grade are required to have received two doses of MCV4. The first dose shall have been received on or after the 11th birthday, and the second dose shall have been received on or after the 16th birthday, at least eight weeks after the first dose. Only one dose is required if the first dose is administered when the student is 16 years of age or older.

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

- A. Parents and guardians will provide written assurance that the child will be immunized, followed by proper documentation within ninety (90) days. This option is available only once to each student during their school career; or
- B. The parents/guardians provide a physician's written statement each year that immunizations against one or more diseases may be medically inadvisable (as defined by law/regulation); or
- C. The parents/guardians state in writing each year that immunization is contrary to their sincere religious or philosophical beliefs. (no longer in effect after September 1, 2021).
- D. A student covered by an IEP who elected a religious or philosophical exemption prior to September 1, 2021 may continue to attend school under the existing exemption so long as the parent/guardian or the student, if 18 years of age or older, provides a statement from a licensed physician, nurse practitioner or physician assistant that he/she has consulted with the parent/guardian or student and has made the parent/guardian or student aware of the risks and benefits associated with the choice to immunize.

The Superintendent shall exclude from school and school activities any non-immunized student when there is a danger to the health of others as provided by law.

The Superintendent/designee is directed to develop such administrative procedures as are necessary to carry out this policy and comply with statutory requirements.

Legal Reference:

- 20- A MRSA §§ 6352-6359

- Chapter 126 (ME Dept. of Ed. Rules)

Cross Reference:

- JLCC - Communicable/Infectious Diseases
- JRA - Student Educational Records

History: Adopted: 09/04/02, 12/07/05, 02/12/18, 06/06/18, 03/06/19

First Read: May 5, 2021

Second Read:

Adopted:

FIVE TOWN CSD POLICY

HOME SCHOOLING

Parents/guardians who wish to have their children fulfill the compulsory school attendance law through equivalent education by home schooling must comply with the provisions of 20-A M.R.S.A. § 5001-A(3)(A)(4).

1. The student's parent/guardian must provide a written notice of intent to provide home instruction simultaneously to the Superintendent of the Five Town CSD and to the Commissioner of the Department of Education within ten calendar days of the beginning of home instruction. The notice must contain the following information:
 - a. The name, signature and address of the student's parent/guardian;
 - b. The name and age of the student;
 - c. The date the home instruction program will begin;
 - d. A statement of assurance that indicates the home instruction program will provide at least 175 days annually of instruction and will provide instruction in: English and language arts, math, science, social studies, physical education, health education, library skills, fine arts, and in at least one grade from grade 6 to 12, Maine studies. At one grade level from grade 7 to 12, the student will demonstrate proficiency in the use of computers; and
 - e. A statement of assurance that indicates that the home instruction program will include an annual assessment of the student's academic progress that includes at least one of the forms of assessment described in 20-A M.R.S.A. § 5001-A(3)(A)(4)(b) and paragraph B below.
2. On or before September 1 of each subsequent year of home instruction, the student's parent/guardian must file a letter with the Superintendent of Five Town CSD and with the Commissioner of Education stating the intention to continue providing home instruction and enclose a copy of one of the following forms of annual assessment of the student's academic progress:
 - a. A standardized achievement test administered through Five Town CSD or through other arrangements approved by the Commissioner. If the test is administered through the administrative unit in which the student resides, that administration must be agreed to by the Superintendent/ designee of the Five Town CSD prior to submission of the written notice of intent to provide home instruction;
 - b. A test developed by the Superintendent/designee of the Five Town CSD appropriate to the student's home instruction program, which must be agreed to by the Superintendent of the CSD prior to submission of the written notice of intent to provide home instruction;
 - c. A review and acceptance of the student's progress by an identified individual who holds a current Maine teacher's certificate;
 - d. A review and acceptance of the student's progress based on, but not limited to, a presentation of an educational portfolio of the student to a local area home

schooling support group whose membership for this purpose includes a currently certified Maine teacher or administrator; or

- e. A review and acceptance of the student's progress by a local advisory board selected by the superintendent/designee of the Five Town CSD that includes one CSD employee and two home instruction tutors. A "home instruction tutor" means the parent/guardian or other person who acts or will act as a primary teacher of the student in the home instruction program. This provision must be agreed to by the Superintendent of CSD prior to submission of the written notice of intent to provide home instruction.
3. Dissemination of any information filed under 20-A M.R.S.A. § 5001-A(3)(A) (which applies to alternatives to attendance at public day school, including home schooling) is governed by the provisions of 20-A M.R.S.A. § 6001 (Dissemination of information); the federal Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2002); and the federal Education for All Handicapped Children Act of 1975, 20 U.S.C. § 1401-1487 (2002), except that "directory information" as defined by the federal Family Educational Rights and Privacy Act (FERPA) is confidential and is not subject to public disclosure unless the parent/guardian specifically permits disclosure in writing or a judge orders otherwise. Copies of any information filed under 20-A M.R.S.A. § 5001-A(3)(A) must be maintained by the student's parent/ guardian until the home instruction program concludes. The records must be made available to the Commissioner upon request.
4. If the home instruction program is discontinued, students of compulsory school age must be enrolled in a public school or an equivalent instruction alternative as provided for by law. The Five Town CSD shall determine the placement of the student. The principal of the school shall determine the value of the prior educational experience toward meeting the standards of Maine's system of Learning Results. (Delete for #28) The Board accepts no responsibility for the unit in the application, review, approval, or oversight of home instruction programs except as provided for by law or this policy.

Participation by home-schooled students in the public-school program shall only be permitted as described elsewhere in Board policy.

The Superintendent shall maintain a roster of all students eligible to attend school within the school unit who are receiving equivalent instruction, as provided in Department of Education rules.

Legal Reference:

- 20-A MRSAS 5001-A(3)
- Ch. 125 § 12.02, Ch. 130 (Me. Dept. of Ed. Rules)

Cross Reference:

- JEA Compulsory School Attendance
- IHBGA Home Schooling Participation in School Programs
- IHBGB Special Education Services for Students in Private Schools or Home Schooling

NEPN/NSBA Code: IHBG

- ~~JGAB Assignment of Students to Classes: Transfer Students and Home-Schooling Students~~

History: Adopted: 05/10/00, 12/03/03 Reviewed: 05/01/13

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

STATEMENT OF RIGHTS FOR PRIVATE SCHOOL STUDENTS WITH DISABILITIES

If you are the parent or legal guardian of a disabled child, or suspect that your child may have a disability that is covered by state or federal special education laws, and you have chosen to place your child in a private school program located within this school district, you have the following rights:

1. You have the right to have your child located, identified and evaluated by the Five Town CSD as a possible special education student, including referral of your child to an ~~IEP~~ **Individualized Services Plan (ISP)** Team to determine whether your child qualifies as a special education student, and to be re-evaluated at least every three years to determine your child's continued eligibility for special education. The District's Child Find and referral obligations toward your child while he/she is parentally placed in a private school program located in the Five Town CSD are the same as for students enrolled in public school, as described in the attached special education Procedural Safeguards Statement.
2. Students with disabilities who have been parentally placed in private schools located within the Five Town CSD do not have an individual right to special education and related services while enrolled in the private school program.
3. When designing and implementing special education services for parentally placed private school children attending private schools within the Five Town CSD, the District has an obligation to consult in a timely and meaningful manner with representatives of those children and with private schools regarding the following issues:
 - a. The child find process itself, and whether parentally placed private school and home school children participate in that process equitably, and how parents of these children and private schools are notified of the process;
 - b. How the public school determined the proportionate share of federal dollars that will be spent;
 - c. The consultation process itself, including how that process will operate throughout the school year so as to ensure meaningful participation in services;
 - d. How, where, and by whom special education and related services will be provided, including the types of services, and how such services will be apportioned if funds are insufficient to serve all children, and how and when these decisions will be made; and
 - e. If the local unit disagrees with views of private school officials on the provision and types of services, how the local unit will provide a written explanation of the reasons why the local unit made the decisions that it did.

4. The Five Town CSD has a duty to expend on the pool of identified parentally placed private school students with disabilities an amount that is the same proportion of the District's federal special education dollars as the number of those students is to the overall total number of children with disabilities within the Five Town CSD jurisdiction. If some of those funds are not expended in a given year, the District must carry over unspent funds to the following year for expenditure on these services.
5. The Five Town CSD, not the ~~IEP~~ **ISP** Team, shall make the final decisions with respect to the services to be provided to eligible parentally placed private school students with disabilities, following timely and meaningful consultation as described in Paragraph 3 above.
6. For any parentally placed private school student with a disability for whom the Five Town CSD decides that it will provide services, the School Department shall initiate and conduct a meeting of the ~~IEP~~ **ISP** Team to develop, review and revise a services plan detailing the special education and related services to be provided and including goals for measuring the outcome of such services. To the extent appropriate, the Team shall develop the services plan in a manner consistent with development of an ~~IEP~~ **a services plan**.
7. Parents may file for a due process hearing with the Maine Department of Education, Division of Special Services (624-6650), alleging that the District has failed to meet its child find duty to locate, identify and evaluate all private school/home school students with disabilities. Parents may also file due process complaints with the same agency regarding the implementation of any of the rights addressed in this document. Finally, private school officials may file a complaint with the Maine Department of Education, Division of Special Services, alleging that the District has not engaged in consultation that was timely or meaningful or did not give due consideration to the views of the private school official.
8. Should the parents of a parentally placed private school child choose to enroll their child in the public-school program where they reside, the disabled child would have a right to receive a free appropriate public education and an Individualized Education Program from that public school unit. Parents of such children who reside in the Five Town CSD should contact the Director of Student Special Services at 207-236-7812 if you have any interest in exploring what special education services your child might receive if enrolled in public school here. The Five Town CSD would then convene an IEP Team meeting to discuss this with you further. If you enroll your child in public school, you and your child are entitled to all the rights set forth in the District's special education Procedural Safeguards Statement.
9. If you would like a complete copy of the state and federal regulations addressing the duties of the Five Town CSD toward private school/home school students with disabilities, or have any other questions, please contact the special education office at

NEPN/NSBA Code: IHBGB-E

the Five Town CSD at 207-236-7812, or the Maine Department of Education, Division of Special Services (624-6650). If you have any concerns about your child, please address those concerns in writing to: Director of Student Special Services, Five Town CSD, 7 Lions Lane, Camden, ME 04843.

Legal References:

- 20 U.S.C. § 1412(a)(10)(A); 34 C.F.R. § 300.130 to .144 (August 2006)
- Me. DOE Reg. ch. 101, § II(20), IV(4)(G) (Aug. 2007).

History: Adopted: 11/17/99, 03/05/08, 05/01/13 Reviewed: 09/06/17

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

EDUCATIONAL FIELD TRIPS

Field trips designed to stimulate student interest and inquiry, to provide enrichment opportunities and/or to provide opportunities for social growth and development are considered appropriate extensions of the classroom. There should be a direct relationship between the field trip and the classroom activities.

DEFINITIONS

Local: Field trips which do not require students to be away overnight shall receive prior approval of the Principal. The teacher/advisor must present a proposal for the trip to the building principal at least two weeks in advance of the desired date.

Extended: Field trips requiring one night away from home must be approved by the Principal and the Superintendent. Overnight trips require at least 30 days advance notice, or the discretion of the Principal and Superintendent.

Unique: Field trips requiring two or more nights away from home, of a unique nature in destination or activity, or involving district costs such as substitute teachers, will be referred to the Board for approval in principle and final approval. The trip dates must abide by the school calendar and not result in missing more than one school day.

APPROVAL IN PRINCIPLE

Approval in principle for any Extended or Unique field trip must be received **before announcement to parents and students** and the beginning of fund-raising activities. Requests for approval in principle must include a completed Request for Student Travel Form (Policy IJOA-E) for Extended and Unique field trips.

International Travel: International travel shall be permitted in those instances where the trip will provide students with significant educational value **and there is no economic barrier to participation**. Approval of international travel must be sought in a timely manner and granted first by the building principal and superintendent who shall then present it to the school board for approval.

CULTURAL AND ACADEMIC PROGRAMMING FUNDS

Criteria and Guidelines

Funding to support students' overseas cultural and/or academic school sanctioned programming comes from a generous Bisbee Sport Foundation grant and funds raised through the Five Town CSD F-1 Student Visa Program. It is understood that the actual funding allocations will be dependent on the available Bisbee Funds and F-1 Tuition in any given year.

It is the explicit intent of the Five Town CSD School Board and Administration that Cultural and Academic funding is used to help ensure that economically disadvantaged students have

greater access to school sanctioned cultural and academic programs that are not financed through the regular budget.

CRITERIA FOR THE BISBEE SPORT AND F-1 CULTURAL AND ACADEMIC PROGRAM FUNDING:

1. Students not in the federally funded free or reduced lunch program may qualify for funding by demonstrating financial hardships.
2. Students who are in the federally funded free or reduced lunch program automatically qualify for consideration for financial aid.
3. The amount of funding available through the Bisbee Sports Fund and F-1 Tuition will be determined by the Principal, Business Manager and Superintendent at the beginning of each year based on the following:
 - a. The number of students who are participating in school sponsored overseas activities
 - b. The number of students who qualify for free and/or reduced lunch
 - c. The number of students who otherwise demonstrate need

FINANCIAL AID SELECTION PROCESS

Each school year, a Committee appointed by the Superintendent will be responsible for determining funding that will be granted to students.

BISBEE SPORT AND F-1 TUITION FUNDS WILL GENERALLY NOT BE USED FOR THE FOLLOWING ITEMS:

1. Purchase of equipment.
2. Payment of salaries or stipends for teachers.

History: Adopted: 07/15/75, 10/07/86, 02/04/04, 07/12/06, 12/05/12, 07/10/13, 05/01/19

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

ELIGIBILITY REQUIREMENTS FOR THE WASHINGTON TRIP

The Five Town CSD School District is fortunate to have the Bisbee Washington Trust available to allow students who are enrolled full-time in CHRHS and have successfully completed their third year of high school to participate in a school sponsored trip to Washington DC. Participation in the Washington Trip is considered a privilege and students who choose to participate will be held to a higher level of responsibility. The trip is offered at no cost to students other than daily personal expenses.

Eligibility to participate in the trip requires the following:

1. Attendance at all Washington Trip organizational meetings unless an acceptable written excuse has previously been submitted by the parent/guardian to the administrative office. Students and Parent/Guardians who are excused from meetings must meet with the Trip Coordinator at the Coordinator's convenience and will still be held accountable to the rules and procedures set forth in the meetings.
2. A completed registration by the stated deadline, unless an alternative deadline has been pre-arranged.
3. In order to enhance the safety and well-being of the group, the following behaviors will result in a student's exclusion from the Washington Trip.
 - a. A single disciplinary infraction during the student's third year that results in a suspension of more than three days.
 - b. Multiple suspensions during the student's third year that accumulate to four or more days or an expulsion from school.
 - c. Any conduct or situation during the student's third year, regardless of disciplinary consequences, in which the student brings discredit upon himself/herself or behaves inappropriately in such a way that is judged as a risk or a liability by the Building Administrator/designee. Such behavior includes, but is not limited to, use or possession of illegal substance, drinking, fighting, stealing, vandalism, or harassment, regardless of whether the behavior occurs in the school or community.
 - d. Failure to participate in all pre-trip activities.

FOREIGN STUDENTS AND THE WASHINGTON TRIP

J-1 Visa Cultural Exchange Students and F-1 Visa Foreign students may participate in the Washington trip. Bisbee funding will be contingent upon annual approval of the Bisbee Fund Trustee. All eligibility rules apply except for assigned grade level. Selection at the discretion of the administrator.

SPECIAL EDUCATION STUDENTS AND THE WASHINGTON TRIP

Some students with disabilities are not prepared to navigate the demands of the Washington Trip at the conclusion of their third year. Following is a procedure to assess student readiness and determine supports necessary for meaningful involvement:

NEPN/NSBA Code: IJOA-A

1. Prior to the conclusion of each school year, the Special Education Department Chair and Special Education case managers will review the list of second year Special Education students. They will identify those students who require a focused conversation about the timing of Washington Trip participation and supports necessary for meaningful involvement.
2. During the fall of identified students' third year, individual informal meetings will be held to discuss each student's readiness to participate in the Washington Trip. Teams will consist of the student's case managers, school personnel who work directly with the student, and the student's parent(s) or guardian(s). If parent(s)/guardian(s) cannot attend the meeting, their input will be sought outside of the meeting and considered in the decision-making process.
3. The convened team will make a decision regarding the student's readiness to participate in the Washington Trip and any necessary supports if the student is considered capable of meaningful participation.
4. The Special Education Department chair will communicate the outcome of each individual meeting with the Washington Trip Supervisor.

Cross Reference:

- JICH - Misuse of Chemical Substances by High School Students

History: Adopted: 09/06/06, 12/03/08, 07/08/09, 04/06/11

Reviewed: May 5, 2021

NEPN/NSBA Code: IJOA-E

**FIVE TOWN CSD POLICY
REQUEST FOR STUDENT TRAVEL FORM**

Educators submitting this request should first read Policy IJOA Educational Field Trips. This form must be submitted in accordance with the timelines specified in Policy IJOA. Additional requirements may be deemed appropriate upon submission of this Request for Student Travel Form.

Trip Requirements:

- The Trip Coordinator must be a district employee.
- In order to be considered a school-sponsored trip, a majority of the chaperones must be district employees.

Travel Category for Which Approval is Requested:

(check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> In-state field trip, ≥ 2night stay | <input type="checkbox"/> Domestic travel, US destination |
| <input type="checkbox"/> Out of state field trip | <input type="checkbox"/> Foreign travel, non-US destination |
| | <input type="checkbox"/> Per student cost ≥\$500 |

Destination: _____

No. Students on Trip: _____

Group/Event: _____

Dates of Trip: _____

Number of School Days Missed: _____

Cost of Substitute Coverage: _____

Educational Justification:

What are the objectives of this trip? Could these objectives be replicated with closer, less expensive travel?

Trip Coordinator(s):

Date(s) of any Prior Trips Led:

_____	_____
_____	_____
_____	_____

Trip Chaperones:

One Chaperone to every 8 students is recommended.

Employee?

Date(s) of any Prior Trips

_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other non-student travelers and reasons for their participation in the trip:

NEPN/NSBA Code: IJOA-E

Trip Protocol:

All chaperones have read and will adhere to the Intercultural Trip protocols and all standards therein.

All Chaperones have read and will adhere to the Field Trip protocols and all standards therein.

Open to following grade levels:
(at time of travel): 9 10 11 12

List any additional academic or behavioral standards required of participating students:

Methods of Travel: (check all that apply)

Charter bus

Chaperone transporting children

Other: _____

School bus

Parent transporting own children

Airline

Safety:

Chaperones are responsible for common sense safety measures while traveling and adhering to the intercultural program safety protocols for those trips. Are there any other safety concerns for students traveling to this destination, such as US State Department Travel Advisories?

COSTS:

Total cost of trip per student: \$ _____ Group fundraising goal: \$ _____

Estimated out-of-pocket cost per student/family: \$ _____

CONSIDERATIONS FOR APPROVAL:

1. Proposal Submission

- Trips should be proposed for extended travel at least one year in advance.
- Trips should be planned to minimize time missed from school by chaperones and students.
- Trips will only be allowed to countries that have a State Department Security alert of 2 or lower both when proposed AND one month before traveling.

2. Trip Finances

- Trips should cost less than \$4000/student.
- The total fundraising is to cover 25% of the total trip cost.
- Fundraising must provide money to fund one low SES student.

3. Trip Type

- Each year the school's goal is to offer no more than 2 exchange trips, 1 cultural trip, and 1 service-learning trip.
-

APPROVALS:

<i>I have read the Five Town CSD Policy IJOA Educational Field Trips and understand I am responsible for the safety and well-being of students while on the proposed excursion:</i>	
_____	_____
Signature of Trip Coordinator	Date
<i>If Intercultural Trip (when applicable):</i> <i>I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator. In light of this trip review and the intercultural program objectives, I recommend this trip to the Principal:</i>	
_____	_____
Signature of Intercultural Coordinator	Date
<i>I have reviewed the itinerary of the proposed trip and reviewed safety procedures with the supervising educator and Intercultural Coordinator, where applicable. I recommend this travel to the Superintendent:</i>	
_____	_____
Signature of Principal	Date
<i>I have reviewed the trip in light of the overall program, safety, and capacity, and recommend this trip to the Board:</i>	
_____	_____
Signature of Superintendent	Date

Special Conditions Related to Superintendent or Board Approval (if any):

Cross Reference:

IJOA – Educational Field Trips
JIC – Student Code of Conduct

History:

Adopted: 07/12/06, 09/06/06, 09/07/16, 12/04/19

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

EXTENDED FIELD TRIPS AND INTERCULTURAL TRIPS/EXCHANGES PARTICIPATION PROTOCOLS

Extended Field Trips (>2 Nights)

I. Requirements

1. Character
 - a. Students must obey the rules and expectations of the chaperones before and during the trip.
2. Discipline
 - a. Students with significant or perpetual disciplinary issues (e.g. drugs, alcohol, fighting, bullying, and or gross misconduct) will not be allowed to participate in extended field trips. This is left to the discretion of Building Administration.
 - b. Students who demonstrate inappropriate actions in the community (e.g. drinking, drugs, vandalism, bullying, and/or harassment) may be excluded or taken off extended field trips.
3. Student/Parent Participation
 - a. Trip Meetings – There will at least one student meeting that students must attend. If a student has a schedule conflict, the student must speak to one of the chaperones in advance of the meeting.
4. Documents and Deadlines
 - a. The following documents must be signed and returned at least one month prior to the trip:
 - i. Student Travel Participation and Conduct Agreement
 - ii. Travel Permission/Medical Form
 - iii. MLTI Contract – if student decides to take a school issued device
 - b. Students and parents must meet deadlines for trip deposits/payments.

II. Student Selection

The number of students is dependent on the purpose of the trip but will normally include all eligible students associated with the program going on the field trip.

Intercultural Trips or Exchanges

I. Requirements

1. Technical
 - a. Valid passport that is issued at least 3 months before the trip and will not expire until at least 3 months after the trip.
 - b. Agree to one day of community service at the host school or community if the host school is agreeable and helps arrange the activity.
 - c. Participate in trip fundraising.
 - d. Host students from the partner school if an exchange program. If hosting is not possible for a student's family, the student should speak with one of the chaperones as soon as possible.
2. Grades
 - a. Passing grades in all classes prior to trip departure.
 - b. Students' grades will be reviewed prior to selection. Students who are failing two or more classes may not be allowed to participate in trips or exchanges.
3. Character
 - a. Demonstrate good citizenship in school and the community.
 - b. Obey the rules and instructions of the chaperones before and during the Exchange.
4. Discipline
 - a. Students with significant or perpetual disciplinary issues (e.g. drugs, alcohol, fighting, bullying, and/or gross misconduct) will not be allowed to participate on trips or exchanges. This is left to the discretion of Building Administration.
 - b. Students who demonstrate inappropriate actions in the community (e.g. drinking, drugs, vandalism, bullying, and/or harassment) may be excluded or taken off trips or exchanges.
5. Student/Parent Participation
 - a. Fund raising - All families must participate to raise 10% of the cost of the trip which will offset the total cost to the group, regardless of ability to pay. Fundraising activities beyond that will offset the cost of the trip to those who participate. The advisors will assist with the fundraising, but parents are expected to take the lead in organizing and running all fundraising activities. It is expected that at least 10% the total cost of the trip is fundraised.
 - b. Trip Meetings – There will be several parent/student meetings and some student only meetings. At least one parent and the student must attend the combined meetings. Students must attend the student only meetings. If a student has a schedule conflict, the student must speak to one of the chaperones in advance of the meeting.
6. Documents and Deadlines
 - a. The following documents must be signed and returned at least one month prior to the trip:
 - i. Student Travel Participation and Conduct Agreement
 - ii. Scholarship Agreement if awarded a scholarship

- iii. Travel Permission/Medical Form
- iv. MLTI Contract – if student decides to take a school issued device
- b. Students and parents must meet deadlines for trip deposits/payments.

II. Student Selection

The number of students is dependent on the type of trip.

1. Cultural Trip – based on number of chaperones available.
2. Cultural Exchange – based on the number of student’s partner school can accommodate
 - a. Preference given to seniors, then juniors, then sophomores.
 - b. Selection may also be dependent on the gender of students in partner school.

History: Adopted: 09/07/16

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

EVALUATION OF INSTRUCTIONAL PROGRAMS

The evaluation of the instructional program shall be a major responsibility of the Superintendent and his/her staff with periodic reports being presented to the Board to enable judgments to be made on the success of the program. All school programs shall be under continuous study by the staff. It should be borne in mind that student learning is the primary purpose of the schools, and all other activities are merely subsidiary. This being the case, the evaluation of the instructional program shall be done with great care and the Board kept informed at all times.

Moreover, the Superintendent is expected to lead the staff, community and Board in the development and on-going review of Board-adopted criteria and standards by which to measure the results of the instructional program.

Cross Reference:

- IGA - Curriculum Development and Adoption

History: Approved: 01/08/14

Reviewed: May 5, 2021

FIVE TOWN CSD POLICY

EDUCATIONAL RESEARCH: STUDENT SUBMISSION TO SURVEYS, ANALYSES, OR EVALUATIONS

In this policy, “surveys, analyses, or evaluations” refers to methods of gathering data for research purposes. All surveys will be pre-approved by administration.

No student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student’s parent/guardian, or of the student, if he/she is 18 years of age or older.

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian before the survey is administered or distributed to a student. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The school unit will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable, the school unit will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or

NEPN/NSBA Code: ILD

evaluations.

Legal Reference:

- 10 U.S.C. § 1232(h)

Cross Reference:

- JRA - Student Educational Records

History: Adopted: 01/07/04, 06/13/13

Reviewed: May 5, 2021



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



Diversity/Equity/Inclusion (DEI) Task Force Meeting
Wednesday, April 28, 2021
6:30 – 8:30 pm

MINUTES

Members present:

Maria Libby
Deb McIntyre
Chris Walker-Spencer
Sarah Bradley Prindiville
Shaamya Dishner
Jen Curtis
Kisha Marsh
Nikole Seeger
Ava Baeza
Sally Lane Smith
Sara Cole-Pardun
Allison-Pringle-Bennett
Craig Ouellette
Anne Brady
Elphie Owen
Amy Libby
Teresa Curtis

Members absent:

Tom Gray
Isaiah Doble
Jaime Stone
Sal Taylor Kydd
Hillary Flagg
Dana Jackson
Jared Lindsey
Kirsten Campbell
Matt Smith
Isaac Young
Leanna Cotton

1. Welcoming CCI Cohort Members

- Maria Libby began by acknowledging that the CCI (Culturally Competent Institute) group is now formally integrated with the Five Towns District DEI Task Force.
- The newly consolidated team took a moment for a round of introductions.
- Maria noted that the DEI Strategic Plan and Detailed Work Plan are both updated to now include the CCI detail (initiatives and tasks) under the 'Professional Development' category. The CCI group will use these documents going forward to track and monitor their work.

2. Reviewing and reshuffling Sub-Committee Assignments

The newly consolidated team members were given an option to change their subcommittee assignments if desired and if it fits with the balance and needs of the sub teams. The result is below.

Curriculum	Student Experience	CCI Cohort/Professional Development
Sara Cole-Pardun*	Jen Curtis*	Kirsten Campbell
Tom Gray*	Nikole Seeger*	Craig Ouellette
Jamie Stone	Sally Lane Smith	Anne Brady
Sal Taylor Kydd	Isaiah Doble	Elphie Owen
Chris Walker-Spencer	Kisha Marsh	Amy Libby
Shaamya Dishner*	Dana Jackson	Matt Smith
Hillary Flagg	Jared Lindsey	Teresa Curtis
Sarah Bradley-Prindiville *	Ava Baeza	Deb McIntyre
	Maria Libby*	
	Allison Pringle-Bennett	
Unassigned: Leanna Cotton (Student/schedule conflict), Isaac Young (Former student/community member – participation TBD)		

*Indicates DEI Members who were also on the CCI Cohort

3. Continue Sub-Committee Group Work

- Maria noted that as the person responsible for Professional Development (PD) for the schools districtwide, Deb McIntyre will join the group under the PD subgroup for efficiencies' sake.
- The sub teams then spent 60 minutes in breakout rooms discussing the details of their work.
- All sub teams reported progress on action items in their work plan. The details are outlined in the attachment entitled 'DEI Strategic Plan Detail V5 April.

4. Set next meeting time

- A date for the next meeting was set for Wednesday, May 26, 6:30-8:30pm. The proposed early start is to give the teams more time if needed. This was also noted as the last large group DEI Task Force meeting of the school year.
- The team did note that additional meetings would take place in July for the Professional Development and Curriculum sub teams so that their work may be implemented for the next school year 2021-2022.

B LACK
I NDIGENOUS
P EOPLE
O F
C OLOR

Join us for a student BIPOC Affinity Group meeting

- A space where you can bring your whole self •

When: Thursdays, May 13th & May 27th

Time: 5:15 - 6:15pm

Place: CHRHS Cafeteria



Pizza will be served!

Questions? Need a ride home? Just let us know we can help!



Alma

alma.bournival22@fivetowns.net



Kisha

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