

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING**



****November 15, 2016****

NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM

I. Opening of Meeting

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of October 18, 2016 *Action

II. Public Comment – *This is intended for the public to address items that are on this agenda only.*

III. Reading of Communications

- A. Administrative Communications
- B. Superintendent/Board Communications

IV. Report of Special Committees

- A. Budget/Finance Committee No meeting
- B. Building Committee November 9, 2016
- C. Education Committee November 1, 2016
- D. Policy Committee October 25, 2016
 - 1. First Reading of Policies
 - a. IKF Graduation Requirements
 - 2. Second Reading of Policies
 - a. CCAD Finance/Budget Chart
 - b. CGC Adult Education
 - c. DICA GASB54 Fund Balance
Committee Recommends to Delete
 - d. DIE Audits/Financial Monitoring
 - e. DJA Purchasing Authority
 - f. DJH Purchasing & Contracting: Procurement Staff Code of Conduct
 - g. DLB Tax Sheltered Annuities
 - h. DN School Properties Disposition
 - i. EFD Hot Lunch Credit
- E. Transportation Committee N/A
- F. Warrior Education Foundation Com. N/A

V. Old Business

- A. BAN *Action

VI. New Business

- A. Certify Results of Referendum Vote of November 8, 2016 *Action
- B. Background on Tri-County Technical Center
- C. Staff Resignations - Informational
- D. Staff Nominations *Action
- E. Staff Appointments – Informational
 - 1. Todd Pelton Ed Tech II SPED NRHS
 - 2. Carrie Hunt Ed Tech II SPED HCS
- F. Staff Transfers - Informational
- G. Lead Teacher at Newport/Plymouth School

VII. Reports

- A. Superintendent
- B. Board Chair

VIII. Future Agenda Items

IX. Next Meeting Dates

X. Adjournment

A.D.A. NOTICE: If you have a special need that must be met to allow you to fully participate in this meeting, please contact the Office of the Superintendent at least two (2) days prior to this meeting.

If the district is closed for weather or other issues, the Board meeting will be postponed until the following evening, or as announced with the district's closure release.

**REGIONAL SCHOOL UNIT 19
BOARD OF DIRECTORS' MEETING MINUTES**

October 18, 2016

MEMBERS PRESENT: Jennifer Watson, Corinna Caron, Paul Carter, Samantha Brown, Christopher Easton, Evelyn Hickey, Fred Hickey, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Winn Price, Jody Mullis, Kenneth Sands, Jason Scholten, Erik Stitham

MEMBERS ABSENT: Shawn Coots, Chris Pepin, Chad Stratton (Excused)

TOTAL MEMBERS PRESENT: 847

TOTAL MEMBERS ABSENT: 151

Others Present: RSU 19 Staff and Community members

I. Opening of Meeting

A. Flag Salute was rendered.

B. Adjustments to Agenda – Under VI New Business:

C. Staff Nominations add:

Brian Jones, ESL Teacher District at 40%

D. Staff Appointments add:

Jordan Cantrell, Ed Tech I at SEB

G. TIF Coordinator remove from agenda and replace with:

TCTC Cooperative Agreement

C. Approval of Board Minutes

1. September 20, 2016 Regular Board Meeting

A **motion** was made by Fred Hickey to accept the Board Meetings minutes from September 20, 2016, **seconded** by Kenneth Sands and **voted** 794 for, 53 abstained (Erik Stitham). Motion passed.

2. October 5, 2016 Special Board Meeting

A **motion** was made by Fred Hickey, to accept the Special Board Meeting minutes from October 5, 2016, **seconded** by Kenneth Sands and **voted** 760 for, 87 abstained (Paul Carter, Eric Stitham). Motion passed.

3. October 11, 2016 Special Board Meeting

A **motion** was made by Fred Hickey, to accept the Special Board Meeting minutes from October 11, 2016, **seconded** by Kenneth Sands, **voted** 794 for, 53 abstained (Eric Stitham) Motion passed.

II. Public Comment – *Communication Presented*

III. Reading of Communications

A. Administrative Communications – No communication presented.

B. Superintendent/Board Communications – Communication presented.

IV. Report of Special Committees

A. Budget/Finance Committee October 5 & October 11, 2016
Communication Presented

B. Building Committee October 12, 2016
Communication Presented

C. Education Committee October 4, 2016
Communication Presented

D. Policy Committee September 27, 2016
Communication Presented

1. First Reading of Policies

- a. CCAD Finance/Budget Chart
- b. CGC Adult Education
- c. DICA GASB54 Fund Balance
Committee Recommends to Delete
- d. DIE Audits/Financial Monitoring
- e. DJA Purchasing Authority
- f. DJH Purchasing & Contracting: Procurement Staff Code of
Conduct
- g. DLB Tax Sheltered Annuities
- h. DN School Properties Disposition
- i. EFD Hot Lunch Credit

A **motion** was made by Fred Hickey to accept the first reading of the above policies, **seconded** by Paul Carter and **voted** unanimously.

2. Second Reading of Policies

- a. ADC Electronic Cigarettes/Vaporizer Cigarettes (E-
Cigarettes) Tobacco, Nicotine, Illegal & Controlled
Substances Use and Possession

A **motion** was made by Christopher Easton to accept the second reading of Policy ADC, **seconded** by Fred Hickey and **voted** 776 for, 71 against (Don Mendell). Motion passed.

- b. ADC-R Electronic Cigarettes/Vaporizer Cigarettes (E-
Cigarettes) Tobacco, Nicotine, Illegal & Controlled
Substances Use and Possession Administrative
Procedure

A **motion** was made by Christopher Easton to accept the second reading of Policy ADC-R, **seconded** by Fred Hickey and **voted** 776 for, 71 against (Don Mendell). Motion passed.

c. ADC-R1 Discipline Guidelines K-12
A **motion** was made by Christopher Easton to accept the second reading of Policy ADC-R1, **seconded** by Fred Hickey and **voted** 776 for, 71 against (Don Mendell). Motion passed.

d. GBGAB Possession of Medication by RSU 19 Employees
A **motion** was made by Fred Hickey to accept the second reading of Policy GBGAB, **seconded** by Kenneth Sands and **voted** 776 for, 71 against (Don Mendell). Motion passed.

E. Transportation Committee

N/A

F. Warrior Education Foundation Com.

Communication Presented.

V. Old Business - None

VI. New Business

A. Board Professional Development with Dale Douglass, Interim Executive Director at Maine School Management Association - This presentation was tabled for a future meeting as Mr. Douglass was ill.

B. Staff Resignations – None

C. Staff Nominations

1. Brian Jones, ESL Teacher District at 40%

A **motion** was made by Fred Hickey to accept the Superintendent's nomination of Brian Jones, **seconded** by Jason Scholten and **voted** 813 for, 34 against (Paul Carter). Motion passed.

D. Staff Appointments - Informational

1. Cameron Arcidi – Administrative Assistant Adult Ed (2 days wk)

2. Jordan Cantrell, Ed Tech I at SEB

E. Staff Transfers – None

F. Title 1 Coverage

A **motion** was made by Fred Hickey to have Title I Coverage for the District (1) day per week by Lori Merrow, and to find coverage for her within her building, **seconded** by Evelyn Hickey and **voted** 776 for, 71 against (Don Mendell). Motion passed.

G. TCTC Cooperative Agreement

A **motion** was made by Fred Hickey to accept the TCTC Cooperative Agreement for the 2016-2017 school year, **seconded** by Jason Scholten and **voted** 761, 34 against (Paul Carter), 52 abstained (Corinna Caron). Motion passed.

VII. Reports

A. Superintendent

B. Board Chair – Communication Presented

VIII. Future Agenda Items
TCTC Special Committees

IX. Next Meeting Dates

X. Adjournment
The meeting was adjourned at 8:10 PM.

Respectfully submitted,



Mark Hammer
Secretary to the Board

Darcey LaPrade, Note Taker

Education Committee Minutes
November 1, 2016
Nokomis Library

Members Present: Ken Sands, Samantha Brown, Paul Carter, Susie Hopkins, Robin McNeil, Don Mendell, Winn Price, Chad Stratton

Others Present: Mike Hammer, Don Roux, Ellen Surprenant, Kathie Cloonan, Lori Merrow, Mary Nadeau, Jeff Giallombardo

I. Public Comment – None

II. Alternative Education Update - Jeff Giallombardo

Mr. Giallombardo gave an update on his program including the basic nature of the number of students, curriculum, benefits, challenges, and some background data. He has around 30 students in the program with a wait list; some students attend part time and some full time. The average number is 12 at a time. The curriculum is provided through online and project based. Ed Mentum and Plato are the platforms for online content, the projects are student/teacher designed and focus on Aquaponics. Aquaponics is the balance of plant to fish/plant growth and digestion process whereby the plants grow using the fertilization from the fish. The program is presently growing basil and selling the finished product to Bud's Shop N Save. The program has raised around \$20,000.00 that was used to improve the program. The foundations of the program center around the physical, emotional, and financial well being of students and the balance of these three areas in the students' lives.

Ms. Nadeau, Mr. Mendell, Mrs. McNeil, Mrs. Surprenant, and Mr. Roux all spoke highly in favor of the program, including the importance of having Mr. Giallombardo as the teacher. There have been some reductions in staffing over the course of the last couple of years and it should be a program that the Board considers expanding.

Mr. Stratton mentioned that the Building Committee is considering where the alternative education program (Nokomis Alternative Education Academy) will reside in the future due to the building project. Mr. Giallombardo recommended discussing this with the students. Future needs also include a washer, dryer, and shower facilities for the students, as well as a kitchen.

III. Kindergarten Jump Start - Kathie Cloonan

Kathie Cloonan gave an update on the Kindergarten Jumpstart Program. Data was presented on the number of students at each location (Newport, Corrina, Hartland, Etna/Dixmont, and St. Albans (attended with Hartland) and the point gain and

percentage gain after 24 days of instruction. It was noted that some students did not attend from St. Albans due to the program being at Harland.

Mr. Stratton indicated the enjoyment his child experienced through attending the program. There were no children denied access and some students from different towns may have attended programs in a building other than the one they attend for regular school. The program cost for the summer of 2016 was a total of \$47,000. To fund the program, it costs \$1,500.00 for the training and materials for each teacher. If we can continue the program through grant funding (Title 1) that would be great, but it may take local funding as well. Ideally, the program would include training for other Pre-K and Kindergarten teachers and to have a program for 1st, 2nd, and 3rd grades. The Board would also like data on how students, who participate in KJS, progress over time.

IV. Brainstorming Ideas to Bring Students Back Into Our Schools

Data was presented on the number of students that attend other schools, are home schooled, or receive superintendents' agreements. There are 294 students that attend out-of-district. We may not get all these students back; however, we need to make a sustained effort to bring small numbers back over time. Ideas that were discussed include:

- Celebrating our positives - teachers, (their accomplishments), students, (their accomplishments), and our programming. Mr. Hammer will work with the Rolling Thunder to see if we can get a column in the paper each week articulating the great things going on in our schools.
- Improve Web presence
- Review mission and vision
- Re-brand the district as student centered
- Continuing the conversation and finding other ways

V. Other - None

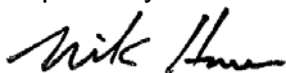
VI. Items for Next Agenda

Stories of success (December meeting)
Review (1) Mission and Vision and (2) Role of Education Committee

VII. Adjournment

The meeting was adjourned.

Respectfully submitted,



Mike Hammer
Superintendent of Schools

Policy Committee Minutes
October 25, 2016
Nokomis High School Library

Members Present: Winn Price, Samantha Brown Christopher Easton, Bill MacDonald
Don Mendell

Others Present: Mike Hammer, Robin McNeil, Don Roux Licia Goodridge, Maxine
Pare

Amendment was made to the meeting to discuss the graduation policy IKF to reflect a delay in implementation of the World Language component of the policy until 2021-2022.

I. **Public Comment** – None

II. **IKF Graduation Requirements**

Ms. Nadeau discussed the need to change the graduation policy IKF to more accurately reflect the district's capacity to have all students meet the Department of Education's requirement of proficiency in World Language. It was discussed to move the deadline out to 2021-2022. There was an unanimous recommendation to send to the Board the following for amendment under Section II. Diploma Requirements . . . :

A. Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each standard within each content area. The following diploma requirements will be phased in from the 2018 – 2021 school year to the 2021 - 2022 school year:

(1) For a student graduating in the graduating class of 2019 - 2021, certify that the student has demonstrated proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, social studies, health education and physical education, visual and performing arts, and career and education development.

(2) For a student graduating in the graduating class of 2022, and for each subsequent graduating class, certify that the student has demonstrated proficiency in meeting the state standards in all content areas.

English Language Arts
Mathematics

Science and Technology
Social Studies
Health Education and Physical Education
Visual and Performing Arts
World Languages
Career and Education Development

- III. **Email on Transgender Issues** - The Committee discussed the issue of transgender bathrooms/locker rooms as it was decided by the full Board to refer this issue to the Policy Committee. Melissa Hewey, Council for the Board and representing Drummond and Woodsum, attended the meeting to provide advice.

The consensus of the Committee is to not create a new policy at this time and the guidelines for handling the issue was discussed; however, consensus was not reached to implement the guidelines as written. Melissa will attempt to change the language if it will help the Board members feel more confident in adopting them.

- IV. **Adjournment**
The meeting was adjourned.

Respectfully submitted,



Mike Hammer
Superintendent of Schools

**FIRST
READING
OF
POLICIES**

GRADUATION REQUIREMENTS

Before entering high school, students need to know the standards for attaining a high school diploma in order to plan an appropriate, sequential, educational program to meet that goal.

Nokomis Regional High has adopted a proficiency-based system of learning consistent with Maine law, which means that after January 1, 2019, the awarding of a diploma will be contingent on the demonstration of proficiency in the content areas and Guiding Principles of the Learning Results.

To be awarded a high school diploma from the RSU #19 schools, students graduating in the Class of 2019 and beyond must demonstrate proficiency in the content areas identified in Maine's system of Learning Results, meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results, and fulfill all additional graduation requirements set by the Board.

Students graduating in the Classes of 2014-2018 must meet the credit and other graduation requirements specified in this policy.

A student who would have graduated with the Class of 2018 and have been awarded a diploma at commencement but for his/her failure to earn sufficient credits or meet other requirements set by Board policy will have until December 31, 2018 to fulfill the graduation requirements applicable to the Class of 2018.

The Superintendent, through the high school principal or other designee, shall be responsible for making accurate information concerning diploma requirements available to incoming students and their parents prior to the start of their ninth grade school year. A copy of this policy will be disseminated to all incoming ninth grade students at the time of course selection. This policy will also be included in every edition of the high school student handbook.

The Board has approved the following schedule of minimum requirements for graduation, which includes minimum requirements specified by the State of Maine. The Board is aware that current law and regulations are subject to change.

The Board expects the Superintendent/designee to inform students and parents as soon as practicable of any additional State-imposed standards that must be met before students may be awarded a high school diploma.

I. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASSES OF 2014, 2015, 2016, 2017, OR 2018

In order to graduate from Nokomis Regional High School, a student must:

- A. Meet or exceed the standards in the following content areas and required courses or the equivalent as determined by a review team;
- B. Accumulate 22 credits including these required courses (or approved equivalent) and elective courses;
- C. Complete state assessment requirements; and
- D. Demonstrate meeting the Guiding Principles of the Maine Learning Results.

Home School students enrolling at Nokomis must be enrolled during their senior year and complete at least 13 of the 17.5 required courses at Nokomis, in addition to meeting all other graduation requirements to be awarded a Nokomis Diploma.

Minimum Credits Required For A Diploma:

22 Total Credits / 17.5 Required Courses and 4.5 Electives

English 4	Math 3
Science 3	Social Studies 3
Fine Arts 1	Career Pathways 2
Health & Phys. Ed. 1.5	Electives 4.5

Required Course of Study: Below is the course of study required to earn a Nokomis diploma. All students will be expected to complete the courses listed below. Consideration will be made for the following students:

- Students receiving Special Services may be registered in equivalent courses to meet graduation requirements as identified in their Individual Education Program (IEP).
- Transcripts of students transferring to Nokomis will be evaluated by Guidance Counselors and approved by the Principal to identify and verify equivalent courses that match our required courses.

- Under special circumstances, a student may request that an alternative, but equivalent course, be accepted and recognized as a graduation requirement. The Principal must approve requests.
- Awarding of high school diplomas to Veterans of World War II and the Korean Conflict is permitted under Policy IKFD.

Content Area Required Courses:

1. **English Language Arts**, 4 credits: English 9, English 10, English 11, English 12/Applied English
2. **Social Studies**, 3 Credits: 3 semesters (1.5 credits) of World Based Social Study and 3 semesters (1.5 credits) of American Based Social Study to include US History
3. **Mathematics**, 3 Credits: *Algebra I, Geometry, Algebra II
*Students completing Algebra I prior to high school will not be issued HS credit. Algebra I completion will be noted on the transcript, but students must take a minimum of 3 math credits during their high school career.
4. **Science**, 3 Credits: Physical Science, Biology, Chemistry
5. **Health and Physical Education**, 1.5 Credits: ½ Health and *1 Physical Education , *1 semester of PE will include successful completion of Project Adventure
6. **Visual and Performing Arts**, 1 Credit: See course guide for courses that meet Fine Arts Requirements
7. **Career Pathways**, 2 Credits: .5 credit during Grade 9, 10, 11 of a Pathway course or a pre-approved alternative such as TCTC or JMG and .5 credit for successful completion of Senior Project and documentation of 20 hours of Community Service
8. **Electives**, 4.5 Credits: Students will take a minimum of 4.5 elective credits, which may be additional credits in the core subject areas or any of the available elective credits. See course guide.

Persons who may question or want to challenge a portion of Nokomis curriculum should see Policy IMB-R Procedures For Objection To Curriculum Topic Or Material, Policy IJJ-E, Challenge Of Instructional Materials Form, and/or Policy IMBB, Exemption From Required Instruction. Policies are available at www.RSU19.org.

The Nokomis Curriculum Supports the Guiding Principles of Maine's Learning Results. It is our goal that each student leave school as a:

1. Clear and Effective Communicator;
2. Self-Directed and Life-Long Learner;
3. Creative and Practical Problem Solver;
4. Responsible and Involved Citizen;
5. Collaborative and Quality Worker; and an
6. Integrative and Informed Thinker.

II. DIPLOMA REQUIREMENTS FOR STUDENTS GRADUATING IN THE CLASS OF 2019 AND BEYOND

In accordance with Maine law and Nokomis Regional High's proficiency-based system of learning, after January 1, 2019, the awarding of a diploma from Nokomis Regional High schools will be contingent on the demonstration of proficiency in the content areas of Maine's system of Learning Results and meeting the cross-content performance standards of the Guiding Principles of the Learning Results. The student must also fulfill any other requirements specified in this policy.

Students who anticipate graduating in the Classes of 2019 and beyond must meet the following requirements in order to be awarded a high school diploma:

- A. Demonstrate proficiency in meeting standards in the following content areas of the Learning Results. Meeting the standards entails demonstrating proficiency for each standard within each content area. The following diploma requirements will be phased in from the 2018 – 2021 school year to the 2021 - 2022 school year:

1. For a student graduating in the graduating class of 2019 - 2021, certify that the student has demonstrated proficiency in meeting the state standards in the content areas of English language arts, mathematics, science and technology, social studies, health education and physical education, visual and performing arts, and career and education development.

2. For a student graduating in the graduating class of 2022, and for each subsequent graduating class, certify that the student has demonstrated proficiency in meeting the state standards in all content areas.

English Language Arts
 Mathematics
 Science and Technology
 Social Studies
 Health Education and Physical Education
 Visual and Performing Arts
 World Languages
 Career and Education Development

B. Meet the cross-content performance standards set forth in the Guiding Principles of the Learning Results. A student graduating from RSU 19 schools is expected to be a:

Clear and effective communicator;
 Self-directed and life-long learner;
 Creative and analytical problem solver;
 Responsible and involved citizen; and an
 Integrative and informed thinker.

C. Successful completion of a senior project.

D. Complete a portfolio to include an Individual Graduation Plan, evidence of learning, and an application to a post-secondary educational institution, training program or other experience that provides an opportunity for further growth.

E. The student must also complete the following non-academic requirements: 20 hours of Community Service.

MULTIPLE PATHWAYS TO THE AWARDING OF A PROFICIENCY-BASED DIPLOMA

RSU 19's high school educational program is designed to enable students to satisfy graduation requirements in four years through a sequence of educational (learning) experiences/courses providing opportunities to gain and demonstrate proficiency in all of the content areas of the Learning Results and in the cross-content Guiding Principles of the Learning Results.

Students following a traditional pathway will:

- A. Engage in educational experiences in the content areas of English Language Arts, Mathematics, and Science and Technology in each year of their high school program.

[NOTE: The requirement in “A” above is for the purpose of alignment with Maine law and the adoption of Common Core and national science standards.]

- B. Engage in at least three or educational experiences in the content area of social studies during their high school program.
- C. Engage in at least one educational experience in each of the content areas of visual and performing arts during their high school program.
- D. Engage in at least two educational experiences in world languages throughout the 7-12 educational programming in RSU #19.
- E. Engage in at least one health and two physical education experiences during their high school program.
- F. Engage in at least three educational experiences that integrate career and education development into other content areas of the Learning Results.

Students following a traditional pathway must be enrolled in the equivalent of six full year learning experiences/courses or integrated equivalents in each of their high school years.

Students may also opt to demonstrate proficiency toward a high school diploma through multiple additional pathways including:

Early college/dual enrollment courses
 Career and technical education programming
 Online/virtual learning
 Apprenticeships, internships and/or field work
 Experiential/service learning
 Exchange programs
 Independent study
 Alternative education/“At Risk” programming
 Adult education

Each pathway must provide a quality learning experience comparable in rigor to the school unit's own educational experience (course) offerings.

In order to pursue one or more of the multiple/alternative pathways, a student must develop an Individual Graduation Plan detailing how the pathway will provide exposure to the content standards of the Learning Results and how the student will demonstrate proficiency in meeting the standards. The Individual Graduation Plan must be reviewed by the Guidance Counselor and Department Chair and approved by the Principal.

III. STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Students who achieve proficiency in the content standards of the Learning Results and Guiding Principles, as specified in the goals and objectives of their Individualized Education Plans (IEP) will be awarded diplomas.

IV. ADDITIONAL CONSIDERATIONS APPLICABLE TO THE AWARDING OF A DIPLOMA FROM NOKOMIS REGIONAL HIGH

This section applies to all students, in all graduation classes.

A. Transfer Students

For students who transfer to Nokomis Regional High from another state or from an educational program that is not required to be aligned with the content standards of the system of Learning Results, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience towards meeting graduation requirements.

B. Home-schooled Students

For home-schooled students wishing to receive a diploma from Nokomis Regional High, the Nokomis Regional High Principal shall determine the value of the student's prior educational experience toward meeting graduation requirements. A home-schooled student must have attended Nokomis Regional High for a minimum of one year in order to receive a Nokomis Regional High diploma.

C. Delayed Awarding of Diplomas

A student who leaves Nokomis Regional High to attend an accredited, degree-granting institution of higher education may upon satisfactory completion of the freshman year be awarded a high school diploma, provided that the student has notified the principal at the time of the early admission.

D. Early Awarding of Diplomas

A student who has met the State’s and the Board’s diploma requirements in fewer than four years of high school may be awarded a diploma.

E. Extended Study

Students are eligible for extended years of study to complete the requirements of a diploma if they have not reached the age of 20 at the start of the school year. Students eligible for extended years of study may be referred to adult education or other resources suitable to young adult learners. Extended study for students with disabilities shall be specified in the student’s Individualized Education Plan.

F. Participation in Graduation Ceremony

A student must complete all Board requirements for a high school diploma in order to participate in graduation exercises.

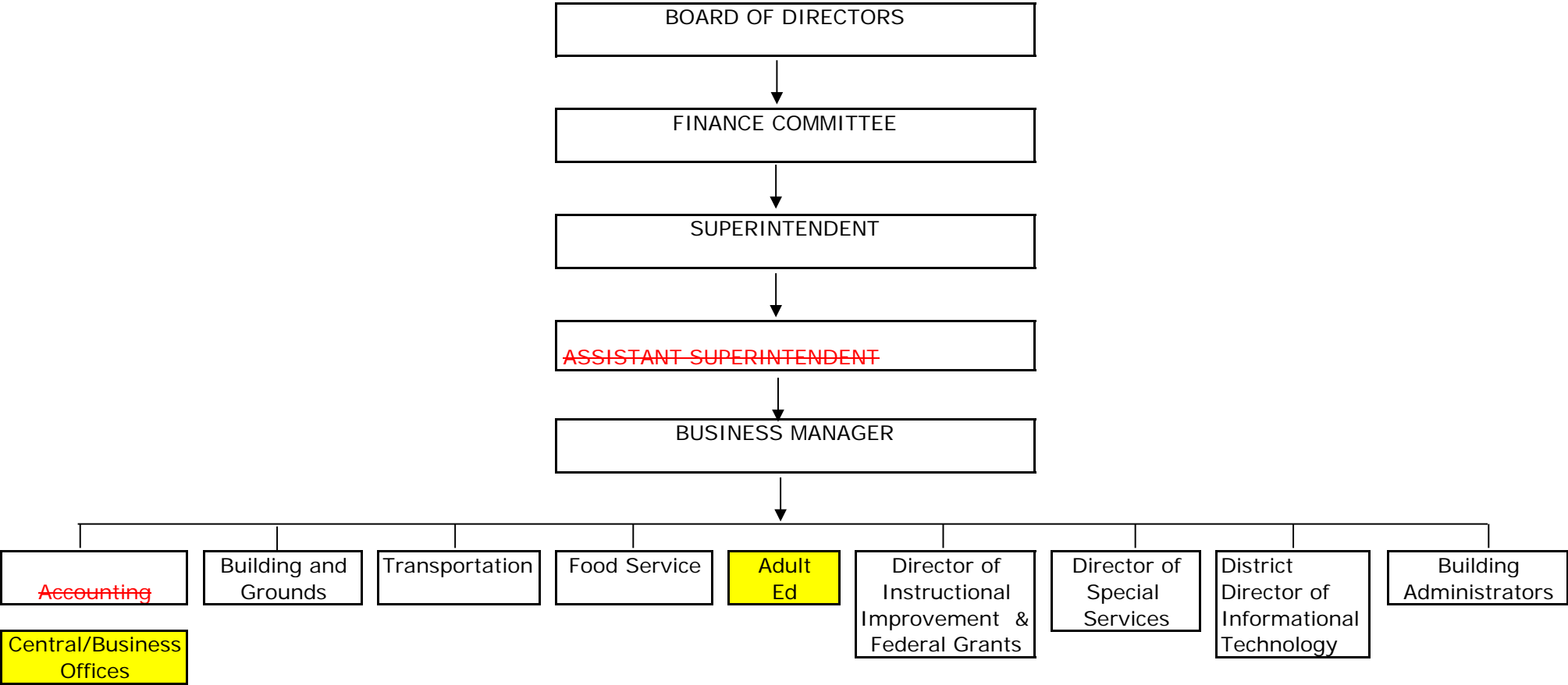
Legal Reference: 20-A § 1001 (6); 6208 - 6209
 20-A M.R.S.A. § 253, 2902, 4502, 4701, 4704, 4706, 4711,
 4722, 4723, 4724, 13016
 Ch. 127 § 7 (Me. Dept. of Ed. Rule)

Cross Reference: IHEDA – Post-Secondary Enrollment Options
 IK – Student Achievement
 IKFA - Early Graduation

**SECOND
READING
OF
POLICIES**

RSU 19 FINANCE / BUDGET

CODE: CCAD



1st Reading: 10/18/16
Adopted:

ADULT EDUCATION POLICY

The Board of Directors of RSU 19 supports a strong, holistic adult education program in the firm belief that education is a lifelong process. The Board makes every effort to provide programs in basic education, high school completion, ~~vocational skills~~ **work force training** and personal enrichment.

General Operation

The Board of Directors shall place before the annual budget meeting an article to raise funds sufficient to implement its stated policy.

A Director of Adult Education shall be employed to administer and oversee the program. To increase administrative efficiency and to provide for a smooth transition between directors when necessary, the position of administrative assistant shall be established.

In keeping with the stated policy providing services to as many sectors of the community as possible, the Adult Education Program shall provide the following courses as need may require: general interest, ~~vocational~~ **work force training**, secondary, college preparatory, post-secondary, cultural, recreational, hobby, and others as sufficient interest may indicate.

In cooperation with the administration of Nokomis Regional High ways and means will be sought to provide courses for ~~alternative secondary programs~~ **other high school completion**.

~~A petty cash checking account is hereby authorized for use by the director for the rapid deposit of registration and other fees and for petty cash disbursements, such account to be within the purview of the superintendent and subject to all District policies and procedures.~~

The Adult Education Advisory Board shall meet as necessary to make recommendations regarding the courses and other suggestions to help expand the offerings and service to the communities of the district.

The director's duties shall be guided by the job description on file at the Superintendent's office.

RECOMMEND TO DELETE GASB 54 – FUND BALANCE POLICY

Purpose

The following policy has been adopted by the RSU 19 Board of Directors in order to address the implications of Governmental Accounting Standards Boards (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. provide sufficient cash flow for daily financial needs,
- b. secure and maintain investment grade bond ratings,
- c. offset significant economic downturns or revenue shortfalls, and
- d. provide funds for unforeseen expenditures related to emergencies.

Fund Type Definitions

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Funds are used to account and report the proceeds of *specific revenue sources* that are *restricted or committed* to expenditure for *specific purposes* other than debt service or capital projects.

Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent Funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District’s purposes.

Fund Balance Reporting in Governmental Funds

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

1st Reading: 01/25/12

Adopted: 02/28/12; Revised 03/26/13

Nonspendable Fund Balance

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification – Non-spendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District);
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained in-tact
- The District will maintain a fund balance equal to the balance of any land or other nonfictional assets held for sale.

Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision-making authority (i.e., the RSU 19 Board of Directors).

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Board of Education. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The RSU 19 Board of Directors delegates to the Superintendent or designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned Fund Balance

Definition – includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Note: Assignment of any fund balance amounts to “offset” the need to raise additional local funds in support of future approved budgeted expenses, shall only take place upon confirmation that all accrued liabilities will be met. Any amount carried forward must be authorized by majority vote of the RSU 19 Board of Directors, and duly identified and authorized by the public budget validation process.

Operational Guidelines

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying Fund Balance Amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance Reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed, or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

Implementation and Review

Upon adoption of this policy the Board of Directors authorizes the Superintendent to establish any standards and procedures which may be necessary for its implementation. The Superintendent shall review this policy periodically and make any recommendations for changes to the Board of Directors.

1st Reading: 01/25/12

Adopted: 02/28/12; Revised 03/26/13

AUDITS/FINANCIAL MONITORING

In accordance with state statutes, all RSU 19 financial records will be audited and a report issued to the Board of Directors within five months following the close of each fiscal year.

The Board will appoint an independent auditor to conduct this audit. The audit must satisfy all Governmental Accounting Standards Board (GASB) pronouncements applicable to the RSU as a governmental unit. The independent auditor will audit the accounts and transactions of the RSU's component units and include an opinion in a report to the Board.

~~In addition to the above, the duties of the Board appointed auditor are to:~~

- ~~• examine the balance sheet RSU 19 as of the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;~~
- ~~• conduct this examination in accordance with generally accepted auditing standards, State Department of Education regulations, and state and federal regulations and to include such tests of the accounting records and other auditing procedures as are necessary in the circumstance;~~
- ~~• render an opinion on the financial statements prepared as at the close of the fiscal year;~~
- ~~• prepare such financial statements for publication as may be required by law;~~
- ~~• make recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable; and~~
- ~~• perform such other related services as may be requested by the Board.~~

A copy of the approved annual audit report will be filed with the appropriate state agency by the Board. If the Board does not approve the audit report, it will nevertheless file a copy of it with the agency, accompanied by a statement detailing its reasons for failing to approve the report.

Audit Committee

The Budget/Finance Committee of the Board, consisting of eight members appointed by the Board, one member of which will be selected by the Board Chair to be Chairman of the Committee, shall act as the Board's Audit Committee.

Terms of Reference

~~The Audit Committee will meet before the end of June each year at the call of the Chairman of the Committee to:~~

- ~~• provide a forum to review all aspects of the management of the system of internal controls; and~~
- ~~• identify and recommend to the Board areas of operation which should be reviewed with respect to potential improvement in economy, efficiency and effectiveness.~~

Quorum

A quorum of the Budget/Finance Committee will be four (4) members.

Reporting Procedure

The Budget/Finance Committee will report to the Board.

Committee Warrant Review

A minimum of two (2) Budget/Finance Committee members will review and sign the bi-monthly expenditure warrant(s) for bills other than payroll. ~~This may be completed at the convenience of the Committee members.~~

PURCHASING AUTHORITY

The ~~procurement~~ purchase of goods or services on behalf of the District shall require the prior written approval of the Superintendent.

The ~~principal~~ administrator shall review all purchase orders to ensure conformity with the approved budget, the needs of the District and sound purchasing practices. ~~Requests for purchases inconsistent with these criteria shall be returned to the principal without approval.~~

Requests for goods or services reflecting needs unanticipated during the budget approval process shall be referred to the Superintendent for consideration.

**RSU 19
PURCHASING AND CONTRACTING:
PROCUREMENT STAFF CODE OF CONDUCT**

Conflict of Interest

All employees of RSU 19 shall perform their duties in a manner free from conflict of interest to assure the proper performance of school business as well as to earn and keep public confidence. No employee of RSU 19 with a real or an apparent conflict of interest in a proposed transaction shall participate in the selection, award or administration of a contract pursuant to the transaction.

Conflict of interest is defined as when an interested party has a financial interest in the firm selected for the award. Interested party is defined as 1) the employee; 2) a member of the employee's immediate family; 3) his/her partner; or 4) an organization that employs, or is about to employ a person described above.

Conflict of Interest Disclosure

All employees with real or apparent conflicts of interest as defined above must disclose the conflict of interest to the superintendent of schools who will investigate the circumstances of the transaction. The superintendent of schools will exercise due diligence in investigating the circumstances of the transaction and if necessary, will make reasonable efforts to find alternatives to the proposed transaction or arrangement that would not give rise to a conflict of interest. If the superintendent of school determines that the proposed transaction is in the best interest of RSU 19 and is fair and reasonable, it may proceed with the transaction. In the event that the Superintendent of Schools may have a conflict of interest, an adjunct committee of the school committee will investigate and make a determination regarding the transaction.

Staff Gifts and Solicitations

RSU 19 employees are prohibited from accepting money or things of material value from persons or entities doing business with, or desiring to do business with, the RSU. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations program.

Violations

Employees of RSU 19 who violate this code of conduct may be subject to discipline, up to and including termination of employment, and if appropriate, referral to law enforcement.

Legal Reference: ~~EDGAR Part 74 Title 34—Administration of Grants and Agreements~~
~~—EDGAR Part 80 Subpart C, Section 80.20, 80.36~~
34 CFR 74.40-74.48; 80.36 (Education Department General
Administrative Regulations (EDGAR))
~~DOE~~—Commissioner's Administrative Letter No. 6, June 18, 2016—
(Fiscal Compliance)

1st Reading: 10/18/16

Adopted:

Cross Reference: BCB Board Member Conflict of Interest
DJ Purchasing
DJE Bidding Procedures
DJG Vendor Relations
GBEBC Staff Gifts and Solicitations
KCD Public Gifts/Donations to Schools

TAX SHELTERED ANNUITIES

So that employees may obtain the benefit of tax sheltered annuities, the RSU 19 Board hereby authorizes the adoption of a Tax Sheltered Annuity Plan. The Superintendent is authorized to sign a written Tax Sheltered Annuity Plan (the "Plan") on behalf of the Board. The Plan shall provide that:

- A. Any employee may participate in the Tax Sheltered Annuity Plan, subject to the limitations of the Plan and the Internal Revenue Code.
- B. Any agent or agency wishing to sell tax sheltered annuities to employees must file with the Superintendent evidence of its license to sell such annuities in the State of Maine.
- C. Only those providers of annuities who agree to comply with the terms of the Plan shall be permitted to participate as an annuity provider under the Tax Sheltered Annuity Plan. In accordance with the Plan, the Board retains the right to limit the number of annuity providers authorized to sell annuities to employees. School district employees who choose to invest any part of their pay in an annuity program, do so at their own risk, and may not hold the District responsible for any resulting loss of investment principal.
- D. At no time will solicitation by providers of tax sheltered annuities be permitted in school buildings or on school property during regular school hours.

1st Reading: 10/18/16

Adopted:

SCHOOL PROPERTIES DISPOSITION
(For \$1000+ Value of Items)

The Superintendent is authorized to determine, through procedures he/she develops, when personal property (supplies, materials, equipment), as distinguished from real property, is obsolete or no longer of use to the school unit and to declare it surplus.

The Board is to be informed of any property declared surplus by the Superintendent prior to its disposal. Procedures for disposal of all surplus personal property shall be in accordance with the following:

- A. "All member municipalities" are to be informed in writing of property declared surplus and are to have first option to purchase. The charges for municipal purchases shall be determined by the Superintendent after consultation with the Board.
- B. Surplus property, including books, to be offered for sale shall be disposed of by sealed bid, public auction, or public sale. Public notice of any sale of surplus property shall be given at least one week in advance of an auction, sale or opening of sealed bids.
- C. Library books, textbooks and instructional materials are to be disposed of by a means most likely to offer promise of continuing educational benefit, first to citizens of the school unit, then to others.
- D. Any surplus property that is offered for public sale and is not sold may be disposed of in a manner deemed advisable by the superintendent, including donation to non-profit agencies.
- E. Any property determined to be worthless, or for any reason is considered to be inappropriate for sale, shall be disposed of in a manner the Superintendent deems appropriate after so informing the Board, with recycling as a priority where feasible.
- F. Any school unit identification that has been applied to the surplus property shall be removed or, if not possible to remove, be further identified to indicate the intended disposition and surplus nature (i.e., "SOLD BY", or "SURPLUS").

All revenues which result from the sale of surplus property shall be credited as miscellaneous income except in any instance where law requires that it be credited to a specific account.

Legal Reference: 20-A MRSA § 7

1st Reading: 10/18/16
Adopted:

HOT LUNCH CREDIT

RSU 19 does not allow students to charge for meals except under very limited circumstances. Students who have unpaid accounts from a previous year will not receive any credit until all payments are current. Students who are current in their payments will be allowed to continue as usual, on a limited basis, when they forget to bring their lunch money as long as the bill is paid prior to the beginning of the next week. No student with the previous week's charges unpaid will continue to receive lunch or breakfast. All charges are to be brought to a "paid up" status by the end of each week, prior to the student receiving any breakfast or lunch the following week. Parents will receive notification of unpaid lunches after a two-week time period.

Parents or guardians with unusual financial circumstances may apply to the Superintendent of Schools for a waiver of the above policy. The decision of the Superintendent will be final.