

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS**  
**WEDNESDAY– FEBRUARY 15, 2017**  
**FREEPORT HIGH SCHOOL– LIBRARY**  
**6:30 P.M. REGULAR SESSION**  
**AGENDA**

1. The meeting was called to order at \_\_\_\_\_ p.m. by Chair Michelle Ritcheson
2. Attendance:

____ Kathryn Brown	____ Beth Parker
____ Jeremy Clough	____ Brian Pike
____ Candace deCsipkes	____ Michelle Ritcheson
____ Naomi Ledbetter	____ Lindsay Sterling
____ John Morang	____ Valeria Steverlynck
	____ Sarah Woodard
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
  - A. Consideration and approval of the Minutes of January 25, 2017 and February 1, 2017 as presented barring any errors or omissions.  
  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
5. Adjustments to the Agenda:
6. Good News and Recognition:
  - A. Report from Freeport High School Student Government
  - B. Mast Landing School Math Team
  - C. Scholastic Art and Writing Award Recipients
  - D. Congressional Art Competition Honorable Mention
7. Public Comments:
8. Superintendent's Report:
  - A. Items for Information
    1. District Happenings
    3. Resignations:
      - a) Kelly Mulkern – MLS Educational Technician (effective February 16, 2017)
      - b) Kim Ordway – PES Educational Technician (effective April 21, 2017)
      - c) Chrissy Pierson – DCS Kindergarten Teacher (effective at the end of the School Year)
  - B. Administrator Reports:
    1. Finance – Michelle Lickteig
    2. Technology – Seth Thompson
9. Unfinished Business:
  - A. Workshop: Budget Review
    1. Technology – Seth Thompson
    2. Nutrition – Kim Austin
    3. Community Programs – David Watts
    4. Curriculum, Instruction and Assessment – Cynthia Alexander

10. New Business:  
A. Consideration and approval of the 2017-2018 School Calendar (1<sup>st</sup> Read)

Motion:\_\_\_\_\_2<sup>nd</sup>:\_\_\_\_\_Vote:\_\_\_\_\_

11. Board Comments: (Reports from Sub-Committees)

12. Policy Review:  
A. Consideration and approval of the following Policies (2<sup>nd</sup> Read: Packet 17-5)  
1. EHB – Records Management  
2. EGAD – Copyright Compliance  
3. EGAD-R – Copyright Compliance Administrative Procedure

Motion:\_\_\_\_\_2<sup>nd</sup>:\_\_\_\_\_Vote:\_\_\_\_\_

13. Public Comments:

14. Adjournment:

Motion:\_\_\_\_\_2<sup>nd</sup>:\_\_\_\_\_Vote:\_\_\_\_\_Time:\_\_\_\_\_

RSU No. 5 Board of Directors Meeting  
 Wednesday, January 25, 2017 – 6:30 p.m.  
 Freeport High School - Library  
 Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the February 15, 2017 meeting).

**CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

**MEMBERS PRESENT:** Kathryn Brown (arrived at 6:31 p.m.), Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

**MEMBERS ABSENT:** None

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION AND APPROVAL OF MINUTES:**

**A. VOTED: (1)** To approve the Minutes of December 14, 2016 and January 11, 2017 as presented barring any errors or omissions. (Steverlynck – Morang) (11 – 0)

**5. ADJUSTMENTS TO THE AGENDA:**

**6. GOOD NEWS AND RECOGNITION:**

**A.** Report from Freeport High School Student Government – Principal Gulko provided an update of recent and upcoming happenings at Freeport High School.

**B.** FHS Students - Maine All-State Choirs and Band and Inauguration Singers

**7. PUBLIC COMMENT:**

None

**8. SUPERINTENDENT'S REPORT:**

**A.** Items for Information

1. District Happenings

2. Retirements (effective at the end of the 2016-2017 contract year):

a) Peg Neal – MSS Administrative Secretary

b) Brenda White – FHS School Nurse

c) Jim Donoghue – PES Physical Education Teacher/Guidance Counselor

3. Resignations:

a) Liza Moore – MLS Computer Technology Teacher (not returning from LOA)

b) Diane Atwood – FHS Social Studies Teacher (effective January 20, 2017)

**B.** Administrator Reports:

1. Finance – Michelle Lickteig

**9. UNFINISHED BUSINESS:**

**A. VOTED: (2)** To approve the building upgrade recommendations from the FHS Building Advisory Committee. (Brown – Parker) (11 – 0)

**10. NEW BUSINESS:**

**A. VOTED: (3)** To approve an agreement between Regional School Unit No. 5 and the Tri-Town Track and Field Project, a Maine not-for-profit corporation. (Brown – Parker) (11 – 0)

**B. VOTED: (4)** To approve the Freeport High School Track and Field Design Committee charge. (Parker – Morang) (11 – 0)

**C. VOTED: (5)** To approve committee members for the Freeport High School Track and Field Design Committee. (Woodard – Pike) (11 – 0)

**D. VOTED: (6)** To approve establishing a Freeport High School Track and Field Construction Team, members listed below: (Steverlynck – Pike) (11 – 0)

1. Becky Foley, Superintendent
2. Dennis Ouellette, Director of Facilities and Transportation
3. Michelle Lickteig, Director of Finance and Human Resources
4. Chair of the Freeport High School Track and Field Design Committee (TBD)

**E. VOTED: (7)** To approve giving the Superintendent authority to sign monthly pay requisitions and monthly individual change orders up to \$30,000 and monthly aggregate change order amounts up to \$50,000 for the Freeport High School Track and Field Project. (Pike – Morang) (11 – 0)

**11. SPECIAL PRESENTATION:**

A. Presentation of Superintendent's 2017-2018 Recommended Budget. Superintendent Foley presented her recommended budget. In the following weeks Administrators will provide their individual budget requests. Chair Ritcheson asked Board members to e-mail questions to her and Becky ahead of time so they can be answered at the next meeting. This is for any agenda item, not just budget items.

**12. BOARD COMMENTS: (Reports from Sub-Committees)**

- A. Finance Sub-Committee
- B. Policy Sub-Committee
- C. Strategic Communications

**13. POLICY REVIEW:**

**A. VOTED: (8)** To approve the following Policies (2<sup>nd</sup> Read: Packet 17-4) (Ledbetter – Steverlynck) (11 – 0)

1. EEA – Student Transportation Services
2. EEAEA – Student Transportation Employee Requirements Training and Responsibilities
3. GBEC – Drug-Free Workplace
4. IJOA – Field Trips and Other Student Travel
5. EBCC – Bomb Threats

**B. VOTED: (9)** To approve the following Policies (1<sup>st</sup> Read: Packet 17-5) (Pike – Ledbetter) (11 – 0)

1. EHB – Records Management
2. EGAD – Copyright Compliance
3. EGAD-R – Copyright Compliance Administrative Procedure




**14. PUBLIC COMMENTS:**

None

**15. ADJOURNMENT:**

**VOTED: (10)** To adjourn at 8:38 p.m. (Brown – Morang) (11 – 0)

  
Becky J. Foley  
Superintendent of Schools

RSU No. 5 Board of Directors Meeting  
Wednesday, February 1, 2017 – 6:30 p.m.  
Freeport High School - Library  
Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the February 15, 2017 meeting).

**CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:33 p.m.

**MEMBERS PRESENT:** Kathryn Brown (arrived at 6:36 p.m.), Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

**MEMBERS ABSENT:**

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

Addition of an item under 7. Unfinished Business  
Addition of Item 8. New Business

**5. PUBLIC COMMENTS:** None

**6. SPECIAL REPORT:**

- A. Instructional Support Update – Bonnie Violette provided an update on the department.
- B. Athletics – Craig Sickels reported on participation numbers and an update on the department.

**7. UNFINISHED BUSINESS:**

- A. Workshop: Budget Review
  - 1. Durham Community School – Will Pidden
  - 2. Freeport Middle School – Ray Grogan
  - 3. Freeport High School – Jen Gulko

**B. VOTED: (1)** To approve the addition of John Paterson to the Freeport High School Track & Field Design Committee. (Pike – Woodard) (11 – 0)

**8. NEW BUSINESS:**

- A. **VOTED: (2)** To employ Michael Lawson as a Social Studies Teacher at Freeport High School for the 2016-2017 school year (one year position). (Steverlynck – deCsipkes) (11 – 0)

**9. PUBLIC COMMENTS:**

Candy deCsipkes mentioned at Durham's Comprehensive Plan Visioning meeting #2 on the list of things they like about the town is the schools.

**10. ADJOURNMENT:**

**VOTED: (3)** To adjourn at 8:58 p.m. (Ledbetter – Parker) (11 – 0)

  
Becky J. Foley  
Superintendent of Schools

2/15/2017

[illegible]

To: RSU5 Board of Directors  
From: Seth Thompson, Technology Director  
Re: Administrator Report  
Date: February 7, 2016

Dear RSU5 School Board of Directors:

I am pleased to report on the status of past and current projects within the educational technology realm in RSU5. These projects include; MLTI Laptops in 6 to 12, PowerSchool Reporting in K-8, District and School Websites, and Elementary Technology Integration.

### **MLTI Laptops in 6 to 12**

Last year, we were given the opportunity to reassess our one-to-one program. The Maine Department of Education offered an early refresh with regard to the MLTI program. As reported to you last spring, we decided to transition back to laptops. The switch to laptops has been smooth and positive as noted recently by Special Ed Director Bonnie Violette. Many teachers do see the benefit of the iPad in the classroom but most teachers are happy with this decision. We feel the laptop is more closely aligned with our current curriculum.

With the rollout of laptops this past fall, we also included off-site internet filtering/blocking on each laptop for the first time. We feel it is important to support all students and families when our equipment is used at school and outside of school. In addition to the filtering, we implemented Common Sense Media's Digital Citizenship curriculum in grades K-8. We feel providing reasonable barriers to inappropriate material and educating our students in the proper use of digital tools and the internet will help us better educate all of our students.

### **PowerSchool Reporting in K-8**

This past Fall, for the first time as a district, we rolled out a common grade reporting process for all K-8 schools. This revised process includes the Internet, PowerSchool, and paper report cards (if requested). Sherry Williams, Data Specialist, was instrumental in making this a success. Sherry spent a lot of time meeting with teachers and principals to align PowerSchool with their expectations. Sherry also facilitated a number of PowerSchool training sessions at each school.

### **District and School Websites**

On October 1st, we rolled out the new websites for the district and each school. This is a significant improvement for us. We feel the new platform will help us communicate more effectively with the community. Our internal processes are improved. If you have not yet, please spend a few minutes on our websites. We are always looking to improve our online presence and we welcome any suggestions you may have.

### **Elementary Technology Integration**

Currently, we are in the process of reviewing our elementary technology integration effort and creating a new vision for the integration and use of classroom technologies. This review was noted in the revision of our district technology plan last year.

Principals and I have met on a few occasions. Most recently, we visited two elementary schools in South Portland. Our next steps are; scheduling a virtual visit with a school in Connecticut, and crafting our new vision for the integration of classroom technologies. We expect to have this work complete at some point in the spring, and we will report out to you if needed.

Thank you for the opportunity to address you this evening. I am happy to answer any questions.  
Sincerely,

Seth Thompson  
Technology Director



## FY 2018 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

9.A.1.

### Building/Program: Technology

**What key issues and priorities are you trying to address in your proposed budget?** *(Administrators identified the following three focus areas to improve student achievement: early intervention, increased student support for differentiation (Tier 1 & 2), and increased collaborative time for educators)*

The highlight of the FY 2018 District Technology Budget is the purchase and installation of 15 classroom audio amplification systems at FMS, MLS, MSS, and PES. This is a multi year project with a more aggressive implementation in the following years. This equipment is designed to improve the overall educational experience of all students.

Other highlights include:

- Continued participation in MLTI in 6 to 12
- Continued payment of lease on PK-5 elem teacher laptops (Year 3)
- Continued payment of lease on PK-5 elem computer labs (Year 2)
- Continued replacement of end of life classroom projection equipment
- Level up Technical Support staff to become competitive with surrounding area districts

### How do these priorities align with the district's four strategic objectives?

Implementation of classroom audio amplification systems will enhance the educational experience for all learners by ensuring all students have the same or similar auditory experience. This will begin to bring all K-8 classrooms in-line with Durham Community School.

### FY 2018 Projected Enrollment / Class Size Ratio by Grade

Not applicable

Staffing Adjustments to Budget in FY 17	Staffing Adjustments to Budget in FY 18
Increased funds for the recording of Board of Directors Meetings (\$3000)	There may be a staffing adjustment based on the results of the elementary technology integration work. If needed, this can be met through contingency funds.

**Other significant FY 2018 requests in budget and need (Supplies, Equipment, etc).**

None

**What did you request that was not included in your budget? How will the needs in your request be met differently?**

The initial technology budget included the addition of a full-time technical support position. Our existing technical support team is reaching maximum capacity. However, since there are no significant student and teacher equipment purchases in 17/18, we expect to maintain the same level of technical support with the current team. An increase in staff is not needed at this time. If we do add a significant amount of student and teacher devices, we will need to again consider the addition of a new position.



Student Equipment							
	MSS	MLS	PES	DCS (K-5)	DCS (6-8)	FMS	FHS
iPads	60	60	36	49	25	25	50
MLTI 4 MacBook Airs	0	0	0	0	144	314	511
MLTI 3 MacBooks	20	40	26	1	1	40	0
Chromebook Laptops	0	43	30	53	0	0	30
Desktops	10	48	25	42		3	10
Total Devices	90	191	117	145	170	382	601
Estimated Enrollment	207	261	106	261	144	314	507
Ratio	0.43	0.73	1.10	0.56	0.47	0.22	0.18
	1 device to 2 students	1 device to 2 students	1 device to 1 students	1 device to 2 students	1 device to 1 student	1 device to 1 student	1 device to 1 student
Notes: 50 of the Chromebook laptops (DCS and MLS) are used for student testing as needed. 17/18 budget does not include a significant amount of new devices.							
Teacher Equipment							
PK to 5	All elementary teachers have a MacBook Air issued in 2015.						
6 to 12	All 6 to 12 teachers have an MLTI MacBook Air issued in 2016.						

**Building/Program:** School Nutrition Department

**What key issues and priorities are you trying to address in your proposed budget?**  
*(Administrators identified the following three focus areas to improve student achievement: early intervention, increased student support for differentiation (Tier 1 & 2), and increased collaborative time for educators)*

Increase student participation

**How do these priorities align with the district's four strategic objectives?**

Creating facilities that foster a safe and engaging environment.

**FY 2018 Projected Enrollment / Class Size Ratio by Grade**

N/A

Staffing Adjustments to Budget in FY 17	Staffing Adjustments to Budget in FY 18
Increase FHS staff by 20 hours per week	None

**Other significant FY18 requests in budget and need (Supplies, Equipment, etc).**

N/A

**What did you request that was not included in your budget? How will the needs in your request be met differently?**

N/A

**Building/Program:** RSU No. 5 Community Programs

**What key issues and priorities are you trying to address in your proposed budget?** *(Administrators identified the following three focus areas to improve student achievement: early intervention, increased student support for differentiation (Tier 1 & 2), and increased collaborative time for educators)*

- Increased support for Adult Ed programming: Focusing on areas of local need, including High School Equivalency, College Transitions services, ESOL, Family Literacy, Dropout prevention services.
- Increased professional development opportunities for staff members:
  - by providing in-house training (Director-lead staff development days at beginning of year)
  - bringing in content area experts to work with Laugh & Learn teachers (Maine Roads to Quality and DHHS and others), and
  - providing access to live webinars and offsite training for Adult Education initiatives such as
    - WIOA implementation (federal Workforce Innovation and Opportunity Act),
    - LWIB grants (local workforce investment board, required partnerships with the CareerCenter, Workforce Solutions, the Maine Community College System, Maine Adult Education and employer partners); and
    - computer-based testing (CBT) implementation.
- Streamline student registration, tracking, data, financial and management processes through implementation of new web-based programs. This will reduce the management time required of program Coordinators, provide better and more complete online experiences for students, teachers and parents, and provide better checks and balances for daily management.
- Maintaining PreK and transition services at Morse Street School while the public PreK program undergoes expansion next year. Enrollment in Laugh & Learn PreK *will* be affected. However, there will still be many parents who require supportive services (additional days beyond the two days provided in the public program) and transitional services (before and after care). The extent of the effect on registration/income is unclear and difficult to predict at this time.
- Provide supportive after school programming for teens at little or no cost that will increase student achievement and self-esteem.

**How do these priorities align with the district's four strategic objectives?**

- New federal laws, primarily the overarching WIOA through which all Adult Education becomes accountable, have significantly increased reporting and evaluation requirements. The time and accountability of these requirements will ultimately result in data allowing teachers and administrators to reflect

on best practices. Continuing implementation of new program, teacher and student evaluations during the school year creates the need for additional professional development.

- Continued improvement and collaboration between Adult Ed partners helps strengthen the district RTI offerings.

#### **FY 2018 Projected Enrollment / Class Size Ratio by Grade**

ABE, CT, HSE, HiSET and Accuplacer Prep: Enrollment varies significantly throughout the year, and is also affected by classes that are jointly offered through grant partners. Typically, our Learning Lab sees 6 to 10 students at each class (two four-hour sessions per week), with individualized instruction delivered by one part-time teacher.

Our ESOL program currently has 15 students. For this semester, we offer four classes each week at various levels with one paid instructor, and have 8 volunteer tutors that have received initial training, with 5 more to receive initial training at the beginning of March.

A monthly family literacy program at Village View Apartments averages 10 students per session and is led by our Adult Ed Coordinator.

In our Laugh & Learn program, we have 8.3 FTEs overseeing 115 students in three buildings over 6 grade levels, for a ratio of 14:1. We have already reduced our staffing this year by one FTE, and currently have a 16 hour position that is unfilled and is being covered by the Childcare Coordinator and substitutes on a daily basis. My budget is based on maintaining the same enrollment and staffing.

<b>Staffing Adjustments to Budget in FY 17</b>	<b>Staffing Adjustments to Budget in FY 18</b>
<ul style="list-style-type: none"><li>• adding a second ABE/ASE teacher, 5 hours per week, 45 weeks per year</li><li>• adding an ESOL/local literacy teacher, 8 hours per week, 45 weeks per year</li><li>• adding one teacher for college transitions, summer program</li><li>• adding advisory services for college transitions students</li></ul>	<ul style="list-style-type: none"><li>• increasing ESOL/local literacy teacher to 10 hours per week, 45 weeks per year</li><li>• reduced 1 FTE from Laugh &amp; Learn preschool</li></ul>

#### **Other significant FY 18 requests in budget and need (Supplies, Equipment, etc).**

The Laugh & Learn program is in need of replacing and/or updating computers and operating systems in order to utilize the new planned childcare management system.

Adult Education and Recreation will both be using new software and will require some additions/updates to hardware.

**What did you request that was not included in your budget? How will the needs in your request be met differently?**

Community Programs raises over 90% of its operating funds outside of the RSU. This is accomplished only through obtaining grants, state and federal subsidies, and through user fees.

The only request we are making at this time is a 3% increase to the Adult Ed local contribution. Laugh & Learn, which accounts for over one-third of Community Programs revenue, will be going through a year of transition while it supports the parents at Morse Street School. Any losses experienced in this program are anticipated to come from prior-year fund balance transfer.



## FY 2018 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

9.A.4

**Building/Program:** Improvement of Instruction/Curriculum  
Cynthia Alexander

**What key issues and priorities are you trying to address in your proposed budget?** *(Administrators identified the following three focus areas to improve student achievement: early intervention, increased student support for differentiation (Tier 1 & 2), and increased collaborative time for educators)*

Improve math scores on the state math assessment and math NWEA with a cohesive and uniform math program throughout the district; specific focus of middle school and high school. The budget includes the purchase of a new math program and supporting professional development for all teachers of math.

Increased student support in math and increased collaborative time for educators through ongoing professional development in math.

**How do these priorities align with the district's four strategic objectives?**

Strategic Objective: Implementation of Proficiency-Based Learning K-12  
Board Policies reflect and support proficiency-based learning.

**FY 2018 Projected Enrollment / Class Size Ratio by Grade**  
N/A

Staffing Adjustments to Budget in FY 17	Staffing Adjustments to Budget in FY 18
None	Shift 40% of the Curriculum Salary line to the Superintendent line in the budget.

**Other significant FY18 requests in budget and need (Supplies, Equipment, etc).**

System-wide Curriculum Development:

- Increase to curriculum materials by \$10,000 to support ongoing curriculum needs and the adoption of a math program at the middle and high school levels.
- Decrease of \$6250 to honorarium K-8 based on current spending.
- Decrease of \$5250 to honorarium 9-12 based on current spending.
- Decrease of \$8000 to Purchased Professional 9-12 based on past spending.
  - Proficiency Funds
  - Title II Funds
- Increase of \$750 in fees for MSMA- Access to updated MSMA policies

**What did you request that was not included in your budget? How will the needs in your request be met differently?**

N/A



## **FY 2018 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION**

**Building/Program:** Gifted and Talented Cynthia Alexander

**What key issues and priorities are you trying to address in your proposed budget?** *(Administrators identified the following three focus areas to improve student achievement: early intervention, increased student support for differentiation (Tier 1 & 2), and increased collaborative time for educators)*

Focus on student achievement: Increased support for student differentiation in math. This will be supported through the addition of a math teacher at the middle level.

**How do these priorities align with the district's four strategic objectives?**

Strategic Objective: Implementation of Proficiency-Based Learning K-12.

**FY 2018 Projected Enrollment / Class Size Ratio by Grade**

N/A

<b>Staffing Adjustments to Budget in FY 17</b> Eight stipend positions: art/music- site based coordinators	<b>Staffing Adjustments to Budget in FY 18</b> Math Teacher- middle school
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**Other significant FY18 requests in budget and need (Supplies, Equipment, etc).**

N/A

**What did you request that was not included in your budget? How will the needs in your request be met differently?**

N/A

## Memorandum

To: RSU5 Board of Directors  
Cc: Nancy Drolet, CEA President  
FR: Cynthia Alexander, Asst. Superintendent  
DA: February 7, 2017  
RE: Proposed 2017-2018 School Calendar

The proposed 2017-2018 school calendar will be presented to you for the first read at the February 15, 2017 Board of Directors' meeting. It will be on the agenda for final approval at the March 22, 2017 Board of Directors' meeting.

The proposed calendar is similar to our current 2016-2017 calendar. Students will start school after Labor Day. Three of the Professional Learning Days in the calendar will remain in October, November and March.

There are three notable changes. One change is the move of the .5 Professional Learning Day from the day prior to February break to January 2, 2018. This results in February 16, 2018 becoming a student day.

Administrators feel that one way to improve student achievement is to increase collaborative time among teachers. The last calendar change is the inclusion of one Early Release day on February 7, 2018. The date chosen aligns with a scheduled staff meeting. This pilot will give us information on how we may want to proceed the following year.

# RSU5 School Calendar 2017-2018

AUGUST/SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		PLD	PLD		2	3	4	5	PLD			1	2	3					1					
4	5	6	7	8	9	10	11	12	13	6	7	8	PLD	10	4	5	6	7	8	1	PLD	3	4	5
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17	11	12	13	14	15	8	9	10	11	12
18	19	20	21	22	23	24	25	26	27	20	21	PC	23	24	18	19	20	21	22	15	16	17	18	19
25	26	27	28	29	30	31				27	28	29	30		25	26	27	28	29	22	23	24	25	26
																				29	30	31		
19					20					17					16					20				
8/30 & 8/31 Professional Learning Days					6 Professional Learning Day					9 Professional Learning Day					25-29 December Vacation					1 New Years Day				
4 Labor Day					9 Columbus Day					10 Veterans Day Observed										2 - Professional Learning Day (1/2)				
9/5 First Student Day K-9										22 Professional Compensation Day										15 Martin Luther King Day				
9/6 All K-12 Students										23-24 Thanksgiving Break														
FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2				1	2	2	3	4	5	6		1	2	3	4					1
5	6	ER	8	9	5	6	7	8	9	9	10	11	12	PC	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	12	13	14	15	PLD	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	19	20	21	22	23
26	27	28			26	27	28	29	30	30					28	29	30	31		26	27	28	29	30
15					21					15					22					10				
7 ER Early Release - Half Day					16 Professional Learning Day					13 Professional Compensation Day					28 Memorial Day					10 Graduation				
19 Presidents' Day										16 Patriots' Day										14 Last day - If No Snow Days				
20-23 February Vacation										17-20 April Vacation										<div> <div></div> Half Day Schedule </div>				



NO SCHOOL - Holiday/Vacation



PROFESSIONAL LEARNING DAY - No Students (5 1/2)



PROFESSIONAL COMPENSATION DAY - No Students (2)



EARLY RELEASE FOR STUDENTS - Half Day Schedule



LAST DAY OF SCHOOL-(if no snow days)-PK-12 HALF DAY

Storm Make-up days if needed: 6/15-6/22



Durham • Freeport • Pownal

12.A.

TO: Kathryn Brown, Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

CC: Julie Nickerson, Lisa Demick, Hiram Sibley, Ray Grogan, Kim Austin, Dennis Ouellette, Will Pidden, Craig Sickels, Seth Thompson, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Sarah Duffy, Darren Carter, Charlie Mellon, Michelle Lickteig, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Passmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Diane Atwood, Linda Pritchard, Nancy Drolet, Nancy Dyer, Jessica Sturges, Karen Sylvain, Tiffany Blanchard, Laurie Allen, Tom McKibben, Pauline Gillis

FROM: Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment

DATE: February 6, 2017

RE: Review/Update of Policies – Policy Packet 17-5

At the February 15, 2017 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 2<sup>nd</sup> Read/Adoption. The policies are attached.

1. EHB – Records Management
2. EGAD – Copyright Compliance
3. EGAD-R – Copyright Compliance Administrative Procedure

## RECORDS MANAGEMENT

~~Proper retention of school records is essential to conduct the business of the schools, to protect the legal interests of the schools, students and employees, and to comply with state and federal law and regulations concerning document retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of on a timely basis.~~

~~The Board will comply with all applicable laws and rules concerning the routine retention, storage and disposal of records, as well as its preservation obligation when litigation is threatened or pending. The Superintendent is responsible for implementing this policy and for developing appropriate administrative procedures and guidelines for managing school department records consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.~~

~~Employees shall be informed of this policy and the accompanying procedures/guidelines through a means determined by the Superintendent and are expected to comply with them.~~

The Board is aware that records of various kinds are created and received as the school unit educates its students and manages the operations of its schools.

For the purpose of this policy, "records" are all documentary materials made or received and maintained by the school unit in accordance with law or rule, or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school unit's records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school unit is managed effectively.

The school unit will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Superintendent shall be responsible for developing administrative procedures for the cataloging/classification, storage, and disposal of the school unit's records that are consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Superintendent will also be responsible, by methods he/she deems appropriate, for informing school unit employees of this policy, making them aware of the kinds of documents, data, and

materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Technology Director, school administrators, or other school unit personnel as he/she deems appropriate in order to facilitate the implementation of this policy.

### **Board Records**

The Board shall keep such records as are necessary for the transaction of its business. The Superintendent shall act as custodian of Board records in his/her role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference:     5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)  
                              Maine Secretary of State, Maine State Archives Rule Chapter 10  
                              (Rules for Disposition of Local Government Records)  
                              Maine Department of Education Rule Chapter 125 (Basic School  
                              Approval)

Cross Reference:    BEA - Board Use of Electronic Mail  
                              GBJ - Personnel Records and Files  
                              GBJC - Retention of Application Materials  
                              GCSA - Employee Computer and Internet Use  
                              JRA - Student Education Records

Adopted:            November 30, 2011

Revised: \_\_\_\_\_



## COPYRIGHT COMPLIANCE

It is the intent of the Board that all employees and students of the RSU No. 5 School Department adhere to the provisions of federal copyright law. Employees and students who willfully disregard the law and ~~the school unit's~~ RSU No. 5's copyright policy and administrative procedure(s) do so at their own risk. ~~The school unit~~ RSU No. 5 will not extend legal and/or insurance protection to employees or students for willful violations of this policy. Such violations may also result in disciplinary action.

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

At a minimum, the following steps shall be taken in an effort to discourage violation of the copyright law in the school unit.

- A. ~~Employees shall be informed of this policy/administrative procedure.~~ All instructional staff and school administrators shall receive a copy of this policy and accompanying administrative procedures.
- B. ~~Notices shall be posted in reasonable proximity of equipment that may be used for copying materials.~~ Copyright notices shall be posted within view of copying equipment.
- C. Teachers and library media specialists shall be responsible for informing students about the legal, ethical and practical problems caused by copyright infringement and illegal use of materials.

Legal Reference: Public Law 94-553, The Copyright Act of 1976, 17 U.S.C.  
§ 101 et seq.  
P.L. 107-273 (The TEACH Act of 2002)

Cross Reference: EGAD-R - Copyright Compliance Administrative Procedure  
GCSA – Employee Computer and Internet Use  
IJNDB – Student Computer and Internet Use and Internet Safety  
IJNDC – School System Website/Web Pages

Adopted: April 28, 2010  
Reviewed: January 25, 2012  
Revised: \_\_\_\_\_

## **COPYRIGHT COMPLIANCE ADMINISTRATIVE PROCEDURE**

This administrative procedure summarizes the major provisions found in the federal copyright law and guidelines concerning reproduction of copyrighted works by educators. This summary is not intended to replace the law/guidelines, which should be referred to when questions regarding implementation arise.

Instructional staff teaching distance learning or online courses must comply with Section III ~~of this procedure in addition to parts.~~ in addition to all other parts of this procedure.

### **I. GENERAL RULE AND COPYRIGHT OWNERSHIP**

- A. **Presumption of copyright.** Works, in any medium (written, recorded, digitally-stored, etc.) should generally be presumed to be protected by copyright law, regardless of whether the work displays a copyright notice, the symbol, “©,” or other express reservation of rights.
- B. **Rule against copyright violations.** Except as otherwise permitted by this policy and applicable law, school employees shall not reproduce, perform or display copyrighted works without permission of the owner.
- C. **U.S. Government works.** United States government works are not subject to copyright protection, and may freely be copied.
- D. **Public domain.** Works that are in the public domain due to expiration of copyrights, as provided by law, may be freely reproduced, performed, or displayed.
- E. **Student works.** Students are the owners of exclusive rights in works that they create.
- F. **Works made for hire.** Works created by school employees in the course and scope of their employment are “works made for hire,” and the school unit retains exclusive rights in such works, unless otherwise agreed in writing by the School Board.
- G. **Distance learning.** All rights in works created by school employees in the course of teaching distance learning courses are owned by the school unit that employs the individual(s) who created the work, unless otherwise agreed in writing by the employing school unit.

## II. DEFINITIONS

### A. “FAIR USE”

A copyright provides the owner with the exclusive rights of reproduction, adaptation, publication, performance and display of the covered work. The copyright law contains certain “fair use” provisions that permit *limited* reproduction of materials based on four criteria:

1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

### B. “FACE-TO-FACE INSTRUCTION”

Performance or display of any copyrighted work by teachers or students without permission from the copyright holder is permissible under the following circumstances:

1. The work must be performed or displayed in a face-to-face setting by a teacher or by students; and
2. The performance or display must be in the course of teaching activities, in a classroom or a similar educational setting.

Examples of performances or displays falling under this exception include reading a play in the classroom, singing a song in a classroom or showing a filmstrip or video (provided that it has been purchased or lawfully copied).

The following sections summarize the permissible or “fair use” of different types of copyrighted works. Because the law and technological applications continue to evolve, school unit employees are responsible for ensuring that the intended use of materials does

not conflict with copyright law/guidelines and for informing students of such issues as appropriate.

### **III. DISTANCE EDUCATION: TRANSMISSION OF PERFORMANCES AND DISPLAYS TO REMOTE SITES**

The following may be transmitted by any device or process, including the DOE Distance Learning Network, interactive television, or Internet courses:

- Performance of nondramatic literary works (e.g., novels, short stories, poems); or
- Reasonable and limited portions of any other work; or
- Display of a work in an amount comparable to that which is typically displayed in the course of a live classroom only if:
  - A. The performance or display is made by, at the direction of, or under the actual supervision of an instructor as an integral part of a class session offered as a regular part of instructional activities;
  - B. The performance or display is directly related and of material assistance to the teaching content of the transmission;
  - C. The transmission is made solely for, and, to the extent technologically feasible, the reception of such transmission is limited to students officially enrolled in the particular course and employees of the school unit as part of their duties;
  - D. Technological measures are implemented that reasonably prevent retention of the work in accessible form by recipients of the transmission for longer than the class session and prevent unauthorized further dissemination of the work in accessible form by such recipients to others;
  - E. There is no interference with technological measures used by copyright owners to prevent such retention or unauthorized further dissemination of materials; and
  - F. Students in such courses must be given notice that materials used in connection with the course may be subject to copyright protection.

### **IV. PRINT MATERIALS**

- A. Permissible Uses
  - 1. A single copy of the following made for use in teaching or in preparation to teach a class:

- a. A chapter from a book;
  - b. An article from a periodical or newspaper;
  - c. A short story, short essay or short poem, whether or not from a collective work; and
  - d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
2. Multiple copies made for classroom use (not to exceed one copy per student in a course) from the following:
- a. A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length, or an excerpt of not more than 250 words from a longer poem;
  - b. A complete article, story or essay of less than 2,500 words;
  - c. Prose excerpts not exceeding 10 percent of the whole or 1,000 words, whichever is less;
  - d. One chart, graph, diagram, cartoon or picture per book or per issue of a periodical; and
  - e. An excerpt from a children's book containing up to 10 percent of the words found in the text and not more than two printed pages of the published work.
3. One transparency for classroom instruction may be made from consumable materials such as workbooks, exercises, activity sheets, etc.
4. All permitted copying must include appropriate credits, including the author, title, date, copyright notice and any other pertinent information.

B. Prohibited Uses

1. More than one ~~word-work~~ or two excerpts from a single author copied during one class term;

2. More than three works from a collective work or periodical volume copied during one class term;
3. More than nine sets of multiple copies made for distribution to students in one class term;
4. Copies made to create, replace or substitute for purchasing anthologies or collective works;
5. Copies made of “consumable” works, such as workbooks, exercises, standardized tests and answer sheets (except as noted in A.3 above);
6. The same work copied from term to term;
7. The same material copied for more than one particular course, or copied every time a particular course is offered, unless permission is obtained from the copyright owner;
8. Copies made when there is sufficient time prior to the intended use to obtain permission from the copyright owner; and
9. No charges may be made to students beyond the actual cost of photocopying.

## **V. COMPUTER SOFTWARE**

All software purchased for use in the school unit must be approved by the building principal. Only the Superintendent may obtain and sign software licensing agreements and duplication rights agreements. All terms of such licensing/duplication agreements must be observed by all school unit employees and students.

Software purchased by the school unit for classroom, lab, media center, and office use remains the property of the school unit and may be used only in school-sponsored programs and activities.

### **A. Permissible Uses**

1. One archival (back-up) copy of copyrighted software may be made by authorized employees (unless a licensing agreement prohibits copying for any purpose);



2. Software may be used on a networked computer system if written permission is obtained or a version intended for network is used;
3. Software may be loaded on multiple equipment if it is specifically advertised as multi-load or written permission has been obtained; and
4. Preview software may be evaluated for a reasonable evaluation period before being purchased or returned.

**B. Prohibited Uses**

1. Illegal copies of copyrighted software programs made or used on school equipment;
2. Copies made of preview software;
3. Use of software on a networked computer system not intended for network use without written permission;
4. Multiple loading of software not specifically licensed for multi-loading without written permission;
5. Multiple copies made of copyrighted software (beyond an authorized archival copy);
6. Multiple copies made of printed documentation accompanying copyrighted software;
7. Copies made of software for sale, loan, transmission, or gift to other users; and
8. Copies made of locally produced adaptations or modifications of copyrighted software for any purpose.

**VI. INTERNET**

The rights of the owner of copyrighted material on the Internet are the same as the rights of the owner of traditional materials. Unless there is a clear statement that art, photos, text, and sounds are “public domain” and available for free use, it should be assumed that the material is copyrighted. All the criteria for “fair use” apply to works on the Internet just as they apply to other

materials. The ease of copying materials from the Internet should not be used as an excuse for violating copyrights.

## **VII. OFF-AIR TELEVISION RECORDING**

### **A. Permissible Uses**

1. Off-air recordings may be made only at the request of and used by individual teachers;
2. Off-air recording of broadcast programs available to the general public without charge may be made and retained for a period not to exceed 45 calendar days after the date of recording. The following additional requirements must also be met:
  - a. The recording may be used *once* by individual teachers in the course of relevant teaching activities and repeated *once* during the first 10 consecutive school days in the 45-day retention period.
  - b. Following the first 10 consecutive school days, the recording may only be used for teacher evaluation purposes (i.e., to determine whether the broadcast program should be included in the curriculum).
  - c. Following the 45-day retention period, the recording must be erased or destroyed immediately unless written permission is obtained from the copyright owner to keep and use the program in teaching/learning activities.
3. A limited number of copies may be produced from each off-air recording to meet the legitimate educational needs of teachers. Such copies are subject to the same guidelines as the original copy.
4. An off-air recording need not be used in its entirety, but the recording may not be altered, edited, combined, or merged. All copies must include the copyright notice of the broadcast program.

### **B. Prohibited Uses**

1. Recording broadcast programs in anticipation of requests;

2. Recording broadcast programs when there is sufficient time prior to the scheduled program to obtain permission from the copyright owner;
3. Recording programs from pay/satellite television channels (HBO, Cinemax, Disney, etc.);
4. Using or retaining recordings beyond the 45-day retention period without written permission;
5. Recording the same program more than once for the same teacher (regardless of how many times the program may be broadcast); and
6. Altering the program from the original content in any way (although the entire program need not be viewed).

### **VIII. USE OF PRE-RECORDED VIDEOS**

Pre-recorded videos include commercially available videos marked “For Home Use Only” (such as feature films), including VHS tapes, DVD disks, filmstrips, etc.

#### **A. Permissible Uses**

Pre-recorded videos may be used in “face-to-face instruction” provided that the viewing utilizes a lawfully-made copy rented or purchased by the school unit.

#### **B. Prohibited Uses**

1. Videos may not be used for entertainment, filler, assemblies, fundraising, public viewing, or any other purpose without written permission of the copyright owner.
2. Videos may not be used when a written contract specifically prohibits use in classroom or direct instruction situations.
3. Videos may not be borrowed from individuals or other schools.
4. Videos may not be copied.

### **IX. MUSIC AND THEATER PERFORMANCES**

Prior written permission must be obtained whenever copyrighted plays and musical numbers are to be performed or whenever copyrighted music is used as part of a performance.

## **X. EDUCATIONAL USES OF MUSIC**

### **A. Permissible Uses**

1. Emergency copies to replace purchased copies that for any reason are not available for an imminent performance provided that purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made provided that:
  - a. The excerpts do not constitute a performable unit (section, movement, or aria) or more than 10 percent of the entire work;
  - b. No more than one copy per student in the class is made; and
  - c. The copyright notice appears on the copies.
3. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, or aria) may be made by the teacher for scholarly research or in preparation to teach a class provided that:
  - a. The work is confirmed by the copyright owner to be out of print;
  - b. The work is unavailable except in a larger work; and
  - c. The copyright notice appears on the copy.
4. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted. Lyrics may not be altered or added, if none exist.
5. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the school unit or an individual teacher.

6. A single copy of a sound recording (album, tape, cassette, or CD) or copyrighted music may be made from sound recordings owned by the school unit or an individual teacher for the purpose of constructing aural exercises or examinations. The copy may be retained by the school unit or an individual teacher.
  - a. This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.

B. Prohibited Uses

1. Copy to create, replace, or substitute for purchasing anthologies, collective works, and compilations;
2. Copy “consumable” works, such as workbooks, exercises, standardized tests, and answer sheets;
3. Copy for the purpose of performance (except as noted in A.(1)); and
4. Copy to substitute for the purchase of music (except as noted in A. (1-2)).

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

Cross Reference: EGAD - Copyright Compliance

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