REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS WEDNESDAY- DECEMBER 14, 2016 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 Jeremy Clough Candace deCsipkes Naomi Ledbetter John Morang	Beth ParkerBrian PikeMichelle RitchesonLindsay SterlingValeria SteverlynckSarah Woodard
3.	Pledge of Allegiance:	
4.	Consideration and approval of Minutes:	
	 A. Consideration and approval of the Minutes errors or omissions. 	s of November 30, 2016 as presented barring any
	Motion:2 nd :	Vote:
5.	Adjustments to the Agenda:	
6.	Special Report: A. Beth Blakeman-Pohl, Casco Bay CAN	
7.	Good News and Recognition: A. Phyllis Latham and Mike McManus for the	ir work with Casco Bay CAN
8.	Public Comments:	
9.	Superintendent's Report: A. Items for Information 1. District Happenings B. Administrator Reports: 1. Report on Freeport Middle School's 2. Report on Freeport High School's	s Goals – Ray Grogan Goals – Jen Gulko
10.	Unfinished Business:A. Discussion on the results of the Unity and I High School.	Pride Survey pertaining to the renaming of Freeport
	B. Consideration and approval to change the n	name of Freeport High School.
	Motion:2 nd :	Vote:

11.	Funding of that T	rack and Field Pro	reeport High School	Declaration of Official In ol Track and Field Proje on form presented to this ne minutes of this meeting	ct to Equity
	Motion:	2'	nd:	_Vote:	
12.	Board Comments: (Re A. Finance Committee B. Policy Sub-Commi	ports from Sub-C			
13.	J. JECDA-L-Ia	icai Marijuana in l edical Marijuana i rent/Medical Prov	Schools in Schools – Admin rider Request to Adm	nd Read: Packet 17-3) istering Marijuana to Str minister Medical Mariju ds and Information Righ	. ~ .
	Motion:	2 nd :	Vote:		
	B. Consideration and a 1. EEA – Student 2. EEAEA – Stud 3. GBEC – Drug 4. IJOA – Field T 5. EBCC – Bomb	Transportation Seent Transportation Free Workplace rips and Other Stu	ervices n Employee Require	Read: Packet 17-4) ements Training and Res	ponsibilities
	Motion:	2 nd :	Vote:		
	Workshop: A. FY 18 Budget - Pro Forma Budg - School Board Bu	et			
15.	Public Comments:				
	Executive Session: A. To enter into execut 1 MRSA Section 40	ive session to disc 5(6)(B)	euss proposals regar	ding labor contracts pur	suant to
	Motion:	2 nd :	Vote:		
			Time Out:		
17. Act	tion as a Result of Execu				
	Motion:	2 nd	Vote:		
18. A	Adjournment:				
	Motion:	2 nd :	Vote:	Time:	

4.A.

RSU No. 5 Board of Directors Meeting Wednesday, November 30, 2016 – 6:30 p.m. Durham Community School - Cafeteria Meeting Minutes

6:00-6:30 p.m. Informal Q&A with Board Members on the possible renaming of Freeport High School

(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 December 14, 2016 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:34 p.m.

MEMBERS PRESENT: Kathryn Brown, 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 November 9, 2016 as presented barring any errors or omissions. (Steverlynck – Morang) (11-0)

5. ADJUSTMENTS TO THE AGENDA:

Addition of an item under 10. New Business

6. GOOD NEWS AND RECOGNITION:

- A. Report from Freeport High School Student Government Maya Egan provided an update of recent and upcoming events at Freeport High School.
- B. Good News from Durham Community School Principal Pidden provided an update on happenings at the school.

7. PUBLIC COMMENT:

None

8. SUPERINTENDENT'S REPORT:

- A. Items for Information
 - District Happenings
- B. Administrator Reports:
 - 1. Finance Kelly Wentworth, Director
 - 2. Report on Pownal Elementary School's Goals Lisa Demick presented the school's SMART Goals.
 - 3. Report on Durham Community School's Goals Will Pidden presented the school's SMART Goals.
 - 4. Long Range Capital Improvement Plan Dennis Ouellette

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

- A. VOTED: (2) To appoint Sarah Woodard to the K-12 Proficiency Based Education Steering Committee. (Ledbetter – Sterling) (11 - 0)
- B. VOTED: (3) To employ Linda Carter as a Special Education Teacher (one year position) at Freeport High School for the 2016-2017 school year. (Pike – Sterling) (11-0)
- C. VOTED: (4) To employ Michelle Lickteig as the Director of Finance and Human Resources for the 2016-2017 school year. (Steverlynck – Pike) (11 – 0)

11. BOARD COMMENTS: (Reports from Sub-Committees)

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

12. POLICY REVIEW:

- A. VOTED: (5) To approve the following Policies (2nd Read: Packet 17-2) (Ledbetter - Sterling) (11 - 0)
 - 1. EFC Free and Reduced Price Food Services
 - 2. EFC-R Free and Reduced Price Food Services Procedures
 - 3. GCOA Supervision and Evaluation of Professional Staff
 - 4. GCOC Evaluation of Administrative Staff
 - 5. JLF Reporting Child Abuse and Neglect
- B. VOTED: (6) To approve the following Policies (1st Read: Packet 17-3) (Ledbetter - Woodard) (11 - 0)
 - 1. JLCDA Medical Marijuana in Schools
 - 2. JLCDA-R Medical Marijuana in Schools Administering Marijuana to Students
 - 3. JLCDA-E Parent/Medical Provider Request to Administer Medical Marijuana at School
 - 4. JRA-E Annual Notice of Student Education Records and Information Rights

13. PUBLIC COMMENTS:

None

14. ADJOURNMENT:

VOTED: (7) To adjourn at 9:08 p.m. (Pike – Steverlynck) (11-0)

Superintendent of Schools



October 3, 2016

Dr. Becky Foley
Freeport Superintendents Office
17 West Street
Freeport, Maine 04032

Dear Dr. Foley,



I am writing to thank you on behalf of the Casco Bay CAN Coalition for continually supporting the work that Officer Mike McManus has assisted us in doing over the past year to help prevent and reduce youth substance abuse in our communities. In order for this work to be successful it takes dedicated coalition members like Officer McManus to raise awareness and help our communities provide a safe and healthy place for youth to grow. Officer McManus helped our project to achieve many of our year six (Oct 2015-Sept 2016) goals such as:

- acted as Chairperson of the multi-jurisdictional law enforcement subcommittee representing the Freeport Police Department within our service area and he will serve in that role again this year
- his professionalism and skills managing others have directly attributed to the successful completion of our annual goals
- helped implement projects to increase adults' awareness around the consequences for alcohol
 violations when he helped coordinate *Project Sticker Shock* in Freeport, organized youth to
 implement the project and reached out to local alcohol retailers to join in the effort too
- worked on compliance check and party patrol details and encouraged local businesses to attend
 Responsible Beverage Server trainings for state certification
- became a Maine state certified Responsible Beverage Server / Seller Trainer and provided two trainings to businesses
- Coalition was nationally featured in Bright Ideas article for the National Association of Counties and recognized for its
 work in reducing youth substance use. The law enforcement subcommittee was recognized for increasing the number
 of youth who believe they would be caught by law if they drank alcohol.

Consistently, Officer McManus has promoted the project and educated parents, students, school officials and other community members and businesses on the importance of preventing and reducing youth substance abuse through presentations, one-on-one meetings, and distributing educational materials. As in previous years, Officer McManus was instrumental in ensuring the successes we had during our sixth project year and he continues to be an attribute to Casco Bay CAN, local schools, students, parents, businesses and the community at-large. We applaud his never-ending commitment to keeping youth safe and drug-free. Again, we would like to thank you for continuing to promote the project and its goals and supporting Officer McManus to continue to represent the Freeport Police Department as a proud member of the Casco Bay CAN Coalition.

Respectfully

Beth Blakeman-Pohl, Drug Free Communities Director

cc: Officer McManus / Chief Susan Nourse

60 Pineland Drive Suite 203, New Gloucester, Maine 04260

(207) 688-8816 www.cascobaycan.org





October 3, 2016

Mr. Ray Grogan 19 Kendall Lane Freeport, Maine 04032

Dear Mr. Ray Grogan,

I am writing to thank you on behalf of Casco Bay CAN Coalition for continually supporting the work that Phyllis Latham has assisted us in doing over the past year to help prevent and reduce youth substance abuse in our communities. In order for this work to be successful it takes dedicated coalition members like Ms. Latham to raise awareness and help our communities provide a safe and healthy place for youth to grow. Ms. Latham helped our project in achieving many of our year six (Oct 2015-Sept 2016) goals such as:

- acted as Chairperson on the Casco Bay CAN Steering Committee
- coordinated and helped to implement projects and events
- strengthened the collaboration between local schools in our service area
- played a key role in increasing the Coalition's visibility and credibility as a leader and resource while further educating and empowering students and parents to help prevent and reduce youth substance use
- helped increase adults' awareness around the consequences for alcohol violations when she helped coordinate *Project Sticker Shock* in Freeport and organized youth to implement the project
- implemented Reb Ribbon week drug-prevention activities and awareness with the help of students
- Coalition was nationally featured in Bright Ideas article for the National Association of Counties and recognized for its work in reducing youth substance use

Ms. Latham has promoted the project and educated parents, students, school officials and other community members on the importance of preventing and reducing youth substance abuse. As in previous years, Ms. Latham was instrumental in ensuring the successes we had during our sixth project year and she continues to be an attribute to Casco Bay CAN, local schools, students, parents, and the community at-large. We applied her never-ending commitment to keeping youth safe and drug-free.

Again we would like to thank you for continuing to promote the project and its goals and supporting Ms. Latham to continue to represent the RSU5 School District as a proud member of the Casco Bay CAN Coalition.

Respectfully,

Beth Blakeman-Pohl, Drug Free Communities Director

cc: Superintendent Dr. Becky Foley, Ms. Phyllis Latham

60 Pineland Drive Suite 203, New Gloucester, Maine 04260 (207) 688-8816 www.cascobaycan.org

Cumberland County A grant funded project sponsored by Cumberland County Government.

FMS - SMART Goal

School: Freeport Middle School

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Strategic Objective 3: To create pride, unity, engagement, excitement and a sense of belonging in our school district.

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Help improve the community feeling and unity of the middle school students by having 15 evening activities	Engage PTC to help create and promote evening activities for middle school students in the three towns	Principal	All School Year	Student turnout at events, student post-survey about increased activities
	Solicit ideas from students for evening activities	Principal/ Teachers	All School Year	
	Encourage clubs to host evening activities at school for all students as a fundraiser	Principal / Advisors	All School Year	
	Evening activities planned or completed this year to date: 7 - socials 2 - Movie nights Bottle Flipping Night Board Game Night			
	Dodgeball night Breakout Code Still looking for more ideas???			

FMS - SMART

School: Freeport Middle School

Team Name: Math Teachers

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Have 60% of students meet or exceed their NWEA Math goal	Student Goal Setting directly ties to their reading NWEA - Look at score breakdown and area where most growth is needed Look at last year's NWEA growth for each teacher and look at this year on how to improve growth - Look at growth by Quartile and strand - RTI tier 2 for lowest 40%	Teachers/Principal Teachers/Principal	Set goals in winter, check in on progress multiple times before spring testing Fall/Winter	Spring 2017 NWEA Data
	Employ more hands-on learning opportunities and opened tasks for students - Mathematical practice standards, discuss, critic, apply math	Math teachers supported by math strategist	All school year	
	Pilot new math programs	Teachers/Math Committee	All School Year	
	Reflect on MEA data to look for areas of improvement - Instructionally target a specific learning need evident in the data	Principal, Teachers	Winter, Spring	
	Math strategist work in all classrooms to support teaching and learning based on specific needs of the classroom	Math Strategist / Teachers	All school year	

FMS - SMART Goal

School: Freeport Middle School

Team Name: ELA, Science, Social Studies Teachers

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Have 60% of students meet or exceed their NWEA Reading goal	 Student Goal Setting directly tied to their reading Look at breakdown of score and area where the most growth is needed Look at last year's NWEA growth for each teacher to help plan this year to improve growth Look at growth by Quartile and strand RTI tier 2 for lowest 40% 	ELA Teachers Content Area teachers	Set goals in winter, check in on progress multiple times before spring testing Fall/Winter	Spring 2017 NWEA Data
	Use Fountas and Pinnell for progress monitoring of struggling students, and create learning plans	ELA Teachers	All School Year	
	Pilot word work/grammar supplement for Columbia U program	ELA Teachers	Winter	
	Informational Reading in content area classes to improve non-fiction reading, and writing based on the reading - Interdisciplinary project creation - Add ELA standards/indicators to SS/SCI classes	All Teachers	All School Year	
	Reflect on MEA data to look for areas to improve - Instructionally target a specific learning need evident in the data	Principal/Teachers	Winter / Spring	
	Work with students on skills needed to meet individual standards/indicators (Standards based instruction)	All Teachers	All School Year	

SMART Goal Template

School: Freeport High School

Team Name: N/A

Team Members: Jen Gulko, Charlie Mellon, FHS Staff

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

FHS Goal: By June 2017, Freeport High School will have proficiency-based practices developed and communicated to all stakeholders for the Class of 2021/start of the 2017-2018 school year. These practices will support students in reaching proficiency in their classes as well as keep parents informed about proficiency-based practices.

SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Proficiency-based reporting system and practices will be defined and communicated to all stakeholders by June 2017.	 Research and analyze reporting systems of neighboring schools and districts Collaborate with RSU5 middle schools on practices of standards-based grading Collaborate with RSU5 PBE committee on policy and practices for grading Professional development for PowerSchool for standards-based reporting Create drafts of our FHS policies 	 FHS administrators FHS leadership teams FHS staff members (communication) 	• Sept. 2016-June 2017	 Written policy PBE committee agendas and minutes Parent and student communication resources Teacher workshops Student scores in PowerSchool PLC and PLD agendas and work

	 Present drafts to Board policy committee Revise drafts if necessary Communication plan for staff, students and parents designed and implemented Share policies with all stakeholders 			
Extracurricular eligibility and academic honors policy will be defined and communicated to all stakeholders by June 2017.	 Research and analyze eligibility and honors policies of neighboring schools and districts Create drafts of our FHS policies Present drafts to Board policy committee Revise drafts if necessary Share policies with all stakeholders 	 FHS Administrators Board Policy Committee 	 Drafts by December 2016, presented in January. Finalize by June 2017 	 Written policy Parent and student communication resources PLC and PLD agendas and work
Standards-aligned scoring criteria will be developed for 9th grade courses in all content areas by June 2017	 All FHS teachers work in departments to develop and refine scoring criteria Teachers will pilot scoring criteria throughout 2016-2017 school year to reflect and revise as needed 	 FHS Administrators FHS Faculty 	• Sept. 2016 to June 2017	 Written scoring criteria Student scores in PowerSchool PLC and PLD agendas and work Student work
School-wide Habits of Work rubric and scoring practices will	 Research and analyze Habits of Work practices of 	FHS Administrators FHS Faculty	 School visits from Nov. 2016-April 2017 	School visitsStudent scores in PowerSchool

Communication of PBE practices for parents will be ongoing throughout the 2016-2017 school year, with a minimum of 3 parent events, one with community members included, scheduled by June 2017.	for teaching and assessing H.O.W. Create draft of FHS Habits of Work guidelines for staff and students Revise drafts if necessary Share guidelines with all stakeholders PBE information handbook Purpose and benefits of PBE Summatives vs. formatives Standards-based Scoring and reporting Reassessment practices HOW Fligibility and Honors	 FHS Administrators FHS Guidance counselors FHS Leadership Team 	 January 2017 parent event March/April 2017 parent event May/June 2017 parent/communit y event Handbook Drafts 	Parent event/workshop attendance Parent/community event/workshop attendance Parent survey on PBE practices and information
	 HOW Eligibility and Honors policy Parent Events for Class of 2021 January March/April 		 Handbook Drafts by May 2017 Survey for parents May 2017 Finalize handbook by June 2017 	

May/June (Community invited)	

December 14, 2016

Motion:

I move that the "Resolution and Declaration of Official Intent to Allocate Private Payments for the Freeport High School Track and Field Project to Equity Funding of that Track and Field Project," be adopted in form presented to this meeting, and that an attested copy of said Resolution be filed with the minutes of this meeting.

RESOLUTION AND DECLARATION OF OFFICIAL INTENT TO ALLOCATE PRIVATE PAYMENTS FOR THE FREEPORT HIGH SCHOOL TRACK AND FIELD PROJECT TO EQUITY FUNDING OF THAT TRACK AND FIELD PROJECT

The Board of Directors of Regional School Unit No. 5 (the "RSU") hereby resolves as follows:

Whereas, IRS regulations provide that sources of funding of a project may be categorized as debt or equity; and

Whereas, the proposed high school new synthetic track and field and related improvements project (the "Project") will have an equity source of funding from donations of Tri-Town Track and Field Project, a not-for profit private business ("Tri-Town"), and debt sources of funding from the issuance of tax exempt bonds; and

Whereas, the terms of the agreement with Tri-Town (the "Agreement") are being finalized for presentation to this Board for approval, and the Project and its funding sources have been submitted to the voters for referendum authorization in January, 2017; and

Whereas, the Agreement will confer to Tri-Town naming rights to the new track and field; and

Whereas, it is the Board's intention to use payments under the Agreement ("Donations") as an equity source of Project funding and that 100% of such equity funding be allocated to Tri-Town's use of the Project and 100% of the tax exempt bond proceeds be allocated to governmental use of the Project, as permitted by IRS regulations; and

Whereas, IRS regulations also provide that certain contracts for naming rights of a project financed with tax exempt bonds may be considered a private business use of the bonds and certain payments under such a contract may be considered private business payments allocable to bond payments; and

Whereas, IRS regulations further provide that in cases where there are two or more funding sources for a project, the issuer of tax exempt bonds may allocate private business payments to equity funding sources before tax exempt debt funding sources if the issuer adopts an official intent pursuant to Treasury Regulation 1.141-4(c)(3)(v); and

Whereas, to the extent, if any, the Donations may be treated as a private business payments for the use of the Project (i.e., the naming rights or otherwise) rather than, or as well as, a source of funding for the Project, it is the intent of this Board that the Donations be allocated to equity;

NOW THEREFORE, BE IT RESOLVED:

That the RSU hereby declares its official intent pursuant to Section 1.141-4(c)(3)(v) of the Treasury Regulations that the RSU reasonably expects to use payments in the amount of up to \$2,257,059 received pursuant to a certain agreement between the RSU and Tri-Town Track and Field Project to repay certain original expenditures from the RSU's Freeport High School Addition Renovation Fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid following adoption of this Resolution, which original expenditures have been or will be incurred in connection with costs of a new synthetic track and field and related improvements; and further that an attested copy of this resolution and declaration of official intent be kept in the permanent records of the RSU.

A true copy, attest:

Becky Foley Secretary Regional School Unit No. 5

(File an attested copy of this Resolution with the meeting minutes)



Finance Subcommittee Report

Date: November 30, 2016

Committee: Finance Committee

Chair: John Morang

In attendance: Kate Brown, Michelle Ritcheson and Dr. Becky Foley

Guests: None

Meeting Date: November 30, 2016

Agenda Items and Discussion:

Elect Chair:

Motion made by Michelle Ritcheson and seconded by Kate Brown to nominate John Morang. All

Discussion with Superintendent RE: Role of Finance Committee:

A brief history of topics that the Finance Committee had discussed since it's creation was given by Kelly Wentworth. Dr. Foley expressed that she would like the Committee to continue with the items and topics that have been done in the past with monthly meetings.

2016/2017 Finance Committee Meeting Schedule:

The Finance Committee meeting schedule was reviewed. Motion made by Michelle Ritcheson and seconded by Kate Brown to approve as presented. All in favor.

2016/2017 Finance Committee Topics Discussion:

The Finance Committee reviewed the listing of topics presented and scheduled them into the future

Warrant signing:

Accounts Payable, Construction, Nutrition, Community Education, and Payroll warrants signed.

Next Meeting:

December 14, 2016 (Date changed to December 15, 2016 at 4:00pm in the Central Office)

Submitted by: Kelly Wentworth, Director of Finance



Policy Subcommittee Report

Committee: Policy

Meeting date: December 2, 2016

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Naomi Ledbetter, Cynthia Alexander

Agenda Items and Discussion:

The following policies were reviewed with no changes recommended. EEAEAA Drug and Alcohol Testing of School Bus Drivers EB Environmental and Safety Program ECAC Vandalism

The following policy will be revisited at the January 6, 2017 Policy Committee meeting. EBH Records Management

Review/Revise Policies:

The following polices were reviewed and revised and will be sent to the Board for 1st Read on December 14, 2016.

EEA Student Transportation Services
EEAEA Student Transportation Employee Requirements Training and Responsibilities
GBEC Drug-Free Workplace
IJOA Field Trips and Other Student Travel
EBCC Bomb Threats

The next meeting will be held on January 6, 2017 at 8:30 a.m.

Submitted by: Cynthia Alexander



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, Beth Willhoite, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Sarah Duffy, Darren Carter, Charlie Mellon, 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 Brooke Rich, Lynett Larkin-Silva, Angie Sclar, Tatiana Green, Brenda White, Kim Gormely

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

DATE: December 5, 2016

RE: Review/Update of Policies – Policy Packet 17-3

At the December 14, 2016 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read/Adoption The policies are attached.

1. JLCDA - Medical Marijuana in Schools

2. JLCDA-R - Medical Marijuana in Schools - Administering Marijuana to Students

3. JLCDA-E – Parent/Medical Provider Request to Administer Medical Marijuana at School

4. JRA-E – Annual Notice of Student Education Records and Information Rights

NEPN/NSBA Code: JLCDA

MEDICAL MARIJUANA IN SCHOOLS

The Board recognizes that there may be some students in the RSU5 schools who rely on the use of medical marijuana to manage a medical condition and who may be unable to effectively function at school without it.

Maine law provides that a "primary caregiver" (defined as parent, guardian or legal custodian under Maine's medical marijuana law, 22 MRSA § 2423-A (E) may possess and administer marijuana in a nonsmokeable form in a school bus or on the grounds of the preschool or primary or secondary school in which a minor qualifying patient is enrolled, if: a) a medical provider has provided the minor qualifying patient with a current written certification for the medical use of marijuana and b) possession of medical marijuana is for the purpose of administering it to the minor qualifying patient.

In order to facilitate administration of medical marijuana with a minimum interruption of instructional time for the student and with a minimum of disruption of routine school operations, the Board approves the following guidelines for the administration of medical marijuana:

- A. The person administering the medical marijuana must provide proof that
 - 1. He/she is the primary caregiver for the student;
 - 2. The student has a current written certification from a medical provider for the use of medical marijuana;
 - 3. The student needs to have the drug administered during the school day, as opposed to before or after school.
- B. The marijuana must be in a nonsmokeable or noninhalable form. It must be administered in a tincture form that is nonsmokeable and noninhalable.
- C. The marijuana must be possessed only by the primary caregiver and only for the purpose of administering it to the student at school;
- D. Medical marijuana cannot be administered or held by any school employee, student or other person in school.
- E. Only the primary caregiver may administer medical marijuana it cannot be done by, or delegated to, a school employee or any other person than the primary caregiver;

NEPN/NSBA Code: JLCDA

F. Medical marijuana may be administered only at the principal's office or another designated location that is not a significant risk to other students; the primary caregiver must go there directly, after signing-in at the main office. Medical marijuana must not be administered in the health office.

G. The student may not possess medical marijuana at any time or place except during the time of its consumption, at the designated location, and under the supervision of the caregiver.

A student who holds written certification for the medical use of marijuana may not be excluded (suspended or expelled) from school because he/she requires medical marijuana to attend school.

If the Federal Government requests that the district cease and desist executions of activities under this policy at the hazard of losing federal funding, the district will comply with the federal guidance immediately.

Legal Reference: Maine 2015 P.L. Ch. 369

Cross Reference: JLCDA-R - Medical Marijuana in Schools - Administering Marijuana to

Students

Adopted:

NEPN/NSBA Code: JLCDA-R

MEDICAL MARIJUANA IN SCHOOLS ADMINISTERING MARIJUANA TO STUDENTS

These procedures support Board Policy JLCDA – Medical Marijuana in Schools. They provide procedures for administering medical marijuana in schools.

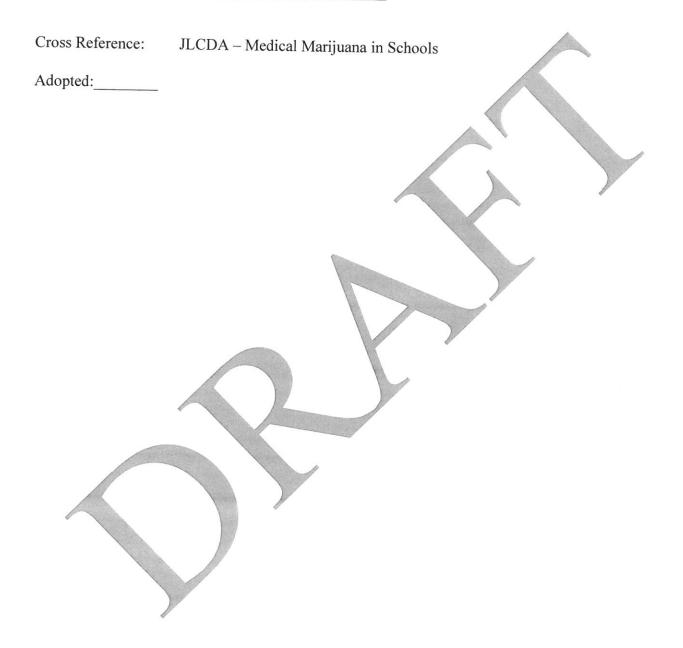
The following procedures must be followed for the administration of medical marijuana to students in school. In accordance with the applicable law, this section only applies to students under the age of 18. Students 18 years of age and older may not possess or use medical marijuana at school.

- 1. The student's primary caregiver (must be a parent, legal guardian or legal custodian) shall obtain a copy or RSU5's Request/Permission to Administer Medical Marijuana in School Form and Board Policy JLCDA from the school office. The administration will request documentation that the individual is the primary caregiver as defined above.
- 2. The primary caregiver and the student's authorized medical provider (physician or certified nurse practitioner) shall complete and sign the Request/Permission Form, and attach a copy of the current written certification for use of medical marijuana. The original certification must be shown to the school employee processing the request for the primary caregiver to administer medical marijuana at school. The medical provider must state any restrictions of activities required after the administration of the medical marijuana such as operation of power tools, physical education or driving.
- 3. The primary caregiver must provide proof that the student holds a current certification and that the student needs to have the marijuana administered during the school day rather than before or after school.
- 4. Arrangements will be made between the school administration and the primary caregiver to schedule the administration of medical marijuana in a manner that will minimize disruption to school operations and the student's educational program.
- 5. The primary caregiver must check-in at the school office upon arrival for the administration of medical marijuana. Medical marijuana may only be administered in the following locations (principal's office, or other principal designated space.) It will not be administered in the nurse's office.
- 6. Only the primary caregiver will possess and administer the medical marijuana in school and it shall not be given or held by any school employee, student or other person in the school.
- 7. The primary caregiver must check-out at the school office following the administration of the medical marijuana and transport any remaining medical marijuana with him/her off the school premises.
- 8. When Medical Marijuana is needed prior to or during after-school activities, the primary caregiver will be responsible for picking the qualifying patient up and leaving school grounds to administer the Medical Marijuana and then return the student back to school for the activity.

NEPN/NSBA Code: JLCDA-R

9. If the student is licensed to drive, the student will not be permitted to drive from the school within 3 hours of being administered medical marijuana in school.

9. Restrictions on activities for safety reasons will be in accordance with those provided by the prescribing physician or the certified nurse practitioner as noted on JLCDA-E Request to Administer Medical Marijuana at School form.



NEPN/NSBA Code: JLCDA-E

RSU5 SCHOOL DEPARTMENT PARENT/MEDICAL PROVIDER REQUEST TO ADMINISTER MEDICAL MARIJUANA AT SCHOOL

	the age of 18.	
School:	Grade:	Teacher:
A. To be completed by Phy	ysician or Certified Nurse	e Practitioner:
Reason for use of medical mariju		
Form of medical marijuana:		
Note: Medical marijuana may o	only be administered in tin	cture form.
Dosage (amount):		
The medical marijuana <u>must</u> be a lf yes, time to be administered:	administered during school	
Restrictions (including any restrictions (including any restrictions) None anticipat Yes. Please describe in detail	red	for safety reasons) and/or important
Date prescribed:		
Date to be discontinued:		
Any other necessary instructions	or information:	
NOTE: THE SCHOOL ADMIN FURTHER QUESTIONS CONC	ISTRATOR MAY CONTA	ACT YOU IF THERE ARE
Provider's Signature		Date:
Timed Name		
Address:		

Note: Any changes to the information above shall require a new request/permission form. If the student is licensed to drive, the student will not be permitted to drive from the school within 3 hours of being administered medical marijuana in school.

NEPN/NSBA Code: JLCDA-E

B. To be completed by parent/guardian/legal custodian (designated "primary caregiver" under Maine law for medical use of marijuana purposes):

I understand and agree that if the school administrator has questions regarding the provider's order, that the administrator may contact the child's provider and obtain additional information about the medication. I consent to the provider releasing that information.

I have read Board Policy JLCDA-R – Administering Medical Marijuana to Students and understand that I must comply with all the requirements concerning the administration of medical marijuana.

Signature:	Relationship:
Printed Name:	
Date:	
MEDICAL MARIJUANA MUST BE AT	VRITTEN CERTIFICATION FOR THE USE OF TACHED TO THIS FORM.
C. To be completed by school:	
Date received:	By whom:
Date reviewed:	Reviewed by:
Notes:	Reviewed by
Approved:	

NEPN/NSBA Code: JRA-E

RSU NO. 5 SCHOOL DEPARTMENT 17 WEST STREET FREEPORT, ME 04032

ANNUAL NOTICE OF STUDENT EDUCATION RECORDS AND INFORMATION RIGHTS

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of \$.10 \$.20 per page.

B. Amendment of Records

Parents/eligible students may ask RSU No. 5 to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records

RSU No. 5 must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

RSU No. 5 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want RSU No. 5 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

NEPN/NSBA Code: JRA-E

2. Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU No. 5 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU No. 5 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. School Officials with Legitimate Educational Interests

Education records may be disclosed to school officials with a "legitimate educational interest." A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by RSU No. 5 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom RSU No. 5 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. Other School Units

As required by Maine law, RSU No. 5 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. Health or Safety Emergencies

In accordance with federal regulations, RSU No. 5 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

6. Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the Superintendent or building administrator.

NEPN/NSBA Code: JRA-E

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that RSU No. 5 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Adopted: July 8, 2009

Revised: December 8, 2010
Revised: November 30, 2011

Revised:



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, Beth Willhoite, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Sarah Duffy, Darren Carter, Charlie Mellon, 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: December 6, 2016

RE: Review/Update of Policies – Policy Packet 17-4

At the December 14, 2016 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 1st Read. 2nd Read/Adoption will take place at the January 25, 2017 Meeting. The policies are attached.

- 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

The following policies were reviewed with no recommended revisions and require no Board action.

- 1. EB Environmental and Safety Program
- 2. ECAC Vandalism
- 3. EEAEAA Drug and Alcohol Testing of School Bus Drivers

NEPN/NSBA Code: EEA

STUDENT TRANSPORTATION SERVICES

The Board of Directors will provide transportation for all elementary students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile. Transportation for secondary students is optional and shall be determined by a vote of the Board either by specific vote or by vote on the annual budget.

Distance shall be measured by the shortest publicly traveled way from the residence to the bus stop or school door. In cases questioned, distance will be measured and established by the Superintendent or his/her designee.

Exceptions to the above distance shall be made for the following reasons only:

A. Health

Exceptions to established walking distances may be made for students with disabilities as required by their IEP or Individual Health Plan (504 Plan). Exceptions may also be made to accommodate a student's need for transportation with written documentation for the student's physician.

B. <u>Pre-Kindergarten and Kindergarten Students</u>

<u>Pre-Kindergarten and Kindergarten bus service will include pick-up and delivery to the home, providing a suitable bus turn is available.</u>

C. Hazardous Walking Conditions

Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger.

Authorized bus stops will be located so as to load and unload students with the most safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes.

Requests for bus stops, inconsistent with this regulation must be made in writing and submitted to the Superintendent or his/her designee.

Cross Reference: JICC - Student Conduct on School Buses

Legal Reference: title 20A MRSA, Sec. 5401

Adopted: April 28, 2010
Revised: December 14, 2011
Revised:

NEPN/NSBA Code: EEAEA

STUDENT TRANSPORTATION EMPLOYEE REQUIREMENTS TRAINING AND RESPONSIBILITIES

Part A - School Bus Drivers

The school bus driver is responsible for safeguarding the lives of children in performance of his/her duty. The work requires physical strength, mental poise, the ability to cope effectively with emergencies, excellent driving skills and an ability to relate positively with students.

All school bus drivers must hold a valid school bus operator license endorsement issued by the Maine Secretary of State. All drivers are required to participate in any in-service training provided by the school unit.

A. Annual Medical Examination

All drivers operating a vehicle designed to carry 10 or more passengers must undergo an annual physical examination as required by the Uniform School Bus Standards and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. Physical examinations shall be conducted by a physician selected by the school unit and paid for by the school unit.

Annual examinations must be completed during the month preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties.

B. Drug and Alcohol Testing

School bus drivers will participate in drug and alcohol testing as required by applicable federal and state laws.

C. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo an annual state motor vehicle records check

Part B - Other Employees with Student Driving Responsibilities

The Superintendent/designee is directed to obtain annual motor vehicle records checks for any school employee who transports students as part of their regular duties.

Legal Reference: 49 CFR Parts 40 and 382

26 MRSA §§ 681(8)(B); 685(2); 689 Uniform School Bus Standards, 081.6

Cross Reference: EEAEAA - Drug and Alcohol Testing of Bus Drivers

EEAEAA-R - Drug and Alcohol Testing of Bus Drivers -

Administrative Procedure

Adopted: April 28, 2010

Reviewed: December 14, 2011

Revised:

NEPN/NSBA Code: GBEC

DRUG-FREE WORKPLACE

The RSU No. 5 Board of Directors recognizes that alcoholism and drug dependency are treatable diseases. Left untreated, they may result in serious personal and family problems. At the same time, the Board is also seriously concerned about the effects of alcohol and drug dependency upon an employee's job performance and ability to serve as a role model for our students.

The Board believes strongly that all employees and students should be able to work and learn in an environment free from alcohol and drug abuse. Accordingly, the RSU No. 5 School Department expects all employees to report for work and to perform their duties in a manner which does not jeopardize the health, safety and well-being of co-workers and students.

No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall an employee unlawfully manufacture, distribute, dispense, possess, use or be under the influence of "bath salts" or other synthetic hallucinogen or of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substance Act [21 USC § 8 12]; by regulation at 21 CFR, § 1300.11 through 1300.15; and in 17-A MRSA, § 1101). This applies before, during and after school hours, at school or in any other school system location, defined as follows:

"School system location" means in any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school unit; or during any period of time such employee is supervising students on behalf of the school system or otherwise engaged in school unit business.

Any employee who suspects that he/she may have an alcohol or drug dependency problem is strongly encouraged to contact his/her supervisor to seek voluntary diagnosis and treatment. The employee will be provided confidential referral services to an outside agency upon request and assisted in determining the extent to which insurance coverage to help pay for such services is available. All voluntary referrals shall be kept confidential.

Any illegal use, possession, furnishing, selling or provision of assistance in obtaining "bath salts", alcoholic beverages or scheduled drugs not covered above may, depending upon the circumstances, constitute sufficient grounds for discipline, up to and including dismissal. Referrals under foregoing paragraphs of this policy will not preclude disciplinary action under this paragraph, depending on the circumstances.

As provided in the Drug-Free Workplace Act of 1988, any employee is required to notify the school unit of a criminal or civil conviction for a drug violation occurring in the workplace no later than five calendar days after such conviction. In turn, the Superintendent, within 10 calendar days of learning of such a conviction, is to give written notification to the U.S.

NEPN/NSBA Code: GBEC

Department of Education and to any other federal agency from which the unit receives grant funds.

Appropriate personnel sanctions shall be taken against any employee who violates the terms of this school unit's drug and alcohol policy, up to and including dismissal.

Implementation

The Superintendent shall be responsible for developing and administering appropriate procedures to implement this policy.

Communication

A copy of this policy is to be given or mailed to all current employees and to new employees at the time of their employment and is to be posted in appropriate locations throughout the school system.

Legal Reference-

20 USC § 7101 et seq. (Safe and Drug-Free Schools and

Communities Act)

21 U.S.C. § 812 (Controlled Substances Act)

21 C.F.R. §§ 1300.11-1300.15

Fed. P.L. 101-226 17-A MRSA § 1101 22 MRSA § 2390-2394

Cross Reference:

JICH - Drug and Alcohol Use by Students

Adopted: June 24, 2009
Revised: December 14, 2011
Revised:

FIELD TRIPS AND OTHER STUDENT TRAVEL

The Board recognizes the educational value of school-sponsored trips as a means of extending the curriculum and as a vehicle for encouraging and supporting student participation in academic, artistic, and athletic activities, performances and competitions. In addition, some school-sponsored trips may provide social experiences and contribute to the development of a positive school culture.

This policy provides guidance for the various kinds of trips that may be sponsored by the RSU No. 5 schools.

Field Trips

"Field trip" means a trip that takes place during the school day and is organized and conducted by one or more RSU No. 5 employees as a means of accomplishing particular curriculum objectives. All students within the class or grade, or curriculum related subgroup within a class, will be eligible to participate.

Field trips must be approved in advance by the building principal.

Teachers and principals will be expected to consider the following factors in planning and approval of field trips:

- A. Objectives of the proposed trip and the anticipated learning outcomes;
- B. Specific learning activities to be experienced during the trip;
- C. Suitability of the activity and distance traveled to the age of students;
- D. Mode and availability of transportation, with school bus transportation arranged so as not to disrupt school bus schedules;
- E. Arrangements for meals (if applicable);
- F. Availability of funding for all necessary expenses through the school budget or other appropriate sources.

In addition the Board requires that:

- A. Parents/guardians give written permission for field trip participation;
- B. Adequate supervision be provided to maintain discipline and safety and to respond to emergencies;
- C. Students participating in field trips conduct themselves in a manner consistent with Board policies and school rules; and
- D. Any overnight curriculum-related trip must be approved by the Superintendent.

Competition Trips

"Competition trip" means any trip related to an academic, artistic, athletic, or other student competition or performance that involves individual students or teams. Any competition trip that is outside of those scheduled for the year must be approved in advance by the Superintendent. Approval may be contingent upon availability of funding through the school budget or other sources.

Other School-Sponsored Trips

Other school-sponsored trips are those that are organized and conducted by one or more employees of RSU No. 5 as a supplement to the curriculum, as a class social activity, or as an activity planned by a student club or organization. Such trips may include overnight, long-distance in-state or out-of-state travel, or foreign travel. To be school-sponsored, the trip must relate directly to the curriculum or to activities for which the student club is organized.

Participation in such trips is entirely voluntary. There shall be no extra credit awarded for participation and no loss of credit for not taking a trip.

Participation may be limited to students taking courses related to the purpose of the trip or to students who are affiliated with the student club or organization planning the trip.

The Superintendent must approve, in advance, any trips involving out-of state travel and all overnight and foreign trips. Approval may be contingent upon availability of funding from the school budget and other sources, including student fundraising.

Staff or administrators seeking approval for school-sponsored trips must furnish the following information:

- Objectives of the trip and anticipated outcomes;
- B. Specific experiences to be provided;
- C. Number and grade(s) of students;
- D. Criteria for student participation;
- E. Maximum number of students who may participate;
- F. Cost per student, including funds requested from RSU No. 5 and from individual students;
- G. Fundraising plans (if applicable);
- H. Transportation arrangements;
- I. Itinerary;

- J. Arrangements for meals and lodging;
- K. Arrangements for adult supervision/chaperons;
- L. Plans for safety and emergencies;
- M. Plans for communicating information to parents and obtaining parental permission; and
- N. Accountability for student conduct.

Adequate supervision must be provided to maintain discipline and safety and to respond to emergencies.

Students participating in field trips and other school-sponsored trips must conduct themselves in a manner consistent with Board policies and school rules. Students who violate Board policy or school rules will be subject to disciplinary consequences.

Non-School-Sponsored Travel

Travel organized by RSU No. 5 employees, parents or others that is not an extension of the instructional program or school-sponsored activities and has not been approved as a school-sponsored trip in compliance with this policy will be considered a non-school-sponsored trip.

All responsibility for non-school-sponsored trips lies with the individual(s) or group(s) organizing them. The Board accepts no responsibility for non-school-sponsored trips, and organizers should be aware that such trips or excursions are not covered by the school unit's liability insurance.

To minimize the impact of these trips on the instructional program and operation of the schools, the Board strongly encourages organizers/sponsors to schedule non-school-sponsored trips during weekends and/or vacation periods. Staff members planning or participating in non-school-sponsored travel must notify the building principal of such plans. Student absences due to participation in non-school sponsored travel will be considered unexcused absences.

Instructional time may not be used to promote the trip or distribute materials. Individuals or groups who wish to use the schools for the purpose of publicizing trips or recruiting participants and parents/chaperones may do so in accordance with the Board's facilities use policy. Individuals or groups wishing to distribute promotional materials may do so only in accordance with Board policy. Non-school-sponsored trips must not be represented as school functions or as related to, or an extension of, the District's school unit's instructional, co-curricular or extracurricular programs.

It is the responsibility of any staff engaging in such trips or activities to notify the parents of prospective and participating students that this is not a school activity, but an independent voluntary trip organized or lead by that teacher or staff member. To minimize any risk of misunderstanding, the following statement must be made in any informational meetings or materials promoting the trip:

"This trip is not approved or sponsored by the RSU No. 5 Board. It has not been reviewed, approved or endorsed by authorized RSU No. 5 administrators and it is not covered by any of RSU No.5's insurance policies."

Cross Reference:

EEAG - Use of Private Vehicles or School Buses

KHB - Advertising in the Schools

KHC - Distribution/Posting of Non-School Materials

JEA – Compulsory Attendance JEAA – Student Attendance

Adopted:

February 24, 2010

Revised:

April 27, 2011

Revised:

BOMB THREATS

The RSU No. 5 Board of Directors recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

B. Definitions:

- 1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
- 2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
- 3. A "bomb threat" is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
- 4. "School premises" means any school property and any location where any school activities may take place.

C. <u>Development of Bomb Threat Procedures</u>

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's RSU No. 5's Crisis

Response Plan emergency management plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

- 1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
- 2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
- 3. Incident "command and control" (who is in charge, and when);
- 4. Communications contacts and mandatory bomb threat reporting:
- 5. Parent notification process;
- 6. Training for staff members, and
- 7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board of Directors. The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan emergency management plan, or following implementation of the procedure in response to a specific threat.

D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

E. <u>Student Disciplinary Consequences</u>

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to

the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. Section 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board of Directors to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. Section 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the <u>PET IEP</u> process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

F. Aiding Other Students in Making Bomb Threats

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

G. Failure to Report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

H. Staff Disciplinary Consequences

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb of on school premises will be subject to discipline up to and including termination of employment.

I. Civil Liability

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

J. <u>Lost Instructional Time</u>

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest practicable opportunity, as determined by the Superintendent in consultation with the Board of Directors.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

K. <u>Notification Through Student Handbook</u>

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. Section 921; 8921

17-A M.R.S.A. Section 210

20-A M.R.S.A. Section 263; 1001(9); 1001(9-A); 1001(17); 1001(18)

Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA - Crisis Response Plan

JKD - Suspension of Students JKE - Expulsion of Students

JKF - Suspension/Expulsion of Students with Disabilities

JICIA - Weapons, Violence and School Safety

Student Code of Conduct

Adopted: June 24, 2009

Reviewed: December 14, 2011

Revised:



MEMORANDUM

To:

RSU5 School Board

From:

Dr. Becky Foley

Date:

December 14, 2016

Re:

FY 18 Pro-Forma Budget

In your packet, you have a copy of the pro-forma budget for FY18 prepared by Kelly Wentworth. This is preliminary information that I am presenting to you as a snapshot of where we will begin in building a new budget for next year. The pro-forma assumes no changes in staffing and makes adjustments in many of the lines such as supplies, operations, and transportation with an increase of 3%. This does not include the cost of the track and field if the referendum passes. Overall, the pro-forma budget is showing a 3.41% net increase from last year's budget.

Our proposed recommended budget will be presented at the January 25th Board meeting. We will be meeting with principals and directors over the next several weeks to review their budgets. The administrative team has already begun discussions around the needs in the District. As I reported in my last superintendent's report, there are three areas that the administrative team identified as focus areas:

- Professional Collaboration: Increased collaborative time for teachers
- > Early Intervention: Systemic full day kindergarten
- Increased Student Support (Tier 1 & 2): Teaching students study skills and metacognitive strategies.

I have also included the District goals for this year. We want to ensure that all of our expenditures will lead to improved student achievement thus realizing our mission of providing our students with a world-class education.

SUMMARY OF 2017/2018 PRO-FORMA BUDGET

2016/2017 Citizen Adopted Budget	\$31,008,672
Adjusted for:	, , , , , , , , , , , , , , , , , , , ,
Educator & Support Collective Bargaining Agreement (wages and stipends)	\$751,670
Step Increases (includes benefits, retirement, taxes)	\$226,781
Administration (includes benefits, retirement, taxes)	\$73,781
Building Operations (heating, telephone, water, electricity)	\$35,374
Insurance	\$2,370
Transportation (contracted services, fuel)	\$21,959
Books, Supplies, Equipment	\$15,723
Debt Service	-\$78,095
Contingency	\$6,437

2017/2018 Pro-forma Budget

\$32,064,672

Net Increase

\$1,056,000 3.41%

RSU5 Goals 2016-2017

Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning **Evidence:**

• Increased percentage of students scoring in the proficient/exceeding categories in math and language arts on the MEA/SAT.

proficiency-based learning PreK-12 Standards, performance indicators, scoring articulates progress toward spiritually and articulates progress toward spiritually articulates progress progress toward spiritually articulates progress progress towar	hip of Resources
assessments RTI implementation/ revision K-12 Selection of 6-12 Math Curriculum Stories demonstrate the success of students in a proficiency-based system. Stakeholders informed of the changes in the 6-12 math program. New math	nal Development Time Vorkshops ubs elease Time onsultants

Evidence:

• Increased percentage of students scoring in the proficient/exceeds categories in math and language arts on the MEA/SAT.

Strategic Objective 2:	Action Steps:	Accountability/ Communication	Stewardship of Resources
Improved teacher and administrator effectiveness	Year 3 of PGE: Create rotation schedule of miniobservations Identify assessments for student growth component of Teacher/Principal Evaluation Implement Educator Peer Observations Calibration of scoring Superintendent Evaluation Create subcommittee to identify tool for evaluation	Board update on PGE Staff update on changes in system	Professional Development on Assessment Literacy Subs - release time

Evidence:

Collect baseline data on the Satisfaction Survey

Strategic Objective 3:	Action Steps:	Accountability/ Communication	Stewardship of Resources
Increase the sense of pride, unity, and excitement in RSU5 community	Identify/define areas of strengths through surveys/forums Identify future areas for growth Explore renaming of high school Marketing RSU5	New website to be launched on Oct 1, 2016 Monthly article in Tri- Town Weekly Communication suggestions shared with administrators	Budget for necessary funds for possible renaming/marketing

Evidence:

Successful completion of the High School Renovation Project

Strategic Objective 4:	Action Steps:	Accountability/ Communication	Stewardship of Resources
Create facilities that foster a safe, engaging environment	Complete high school renovation Explore Track and Field Project	Monitor high school renovation project Building Committee meets regularly Construction committee meets regularly Financial report shared monthly with Board	Ensure project remains timely and within budget