

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– NOVEMBER 30, 2016
DURHAM COMMUNITY SCHOOL– CAFETERIA**

You're Invited!

6:00 – 6:30 P.M. Informal Q & A with Board Members regarding the possible renaming of Freeport High School. Members of the RSU5 Board of Directors will be available prior to their Regular Agenda to meet informally with members of the public regarding the possible renaming of Freeport High School. Board members are eager to hear from citizens and look forward to your participation.

**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 November 9, 2016 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____
5. Adjustments to the Agenda:
6. Good News and Recognition:
 - A. Report from Freeport High School Student Government
 - B. Good news from Durham Community School
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 - B. Administrator Reports:
 1. Finance – Kelly Wentworth
 2. Report on Pownal Elementary School's Goals – Lisa Demick
 3. Report on Durham Community School's Goals – Will Pidden
 4. Long Range Capital Improvement Plan – Dennis Ouellette
9. Unfinished Business:

10. New Business:

A. Consideration and approval to make committee appointments.

1. K-12 Proficiency Based Steering Committee (_____)

Motion:_____2nd:_____Vote:_____

B. Consideration and approval to employ a Special Education Teacher (one year position) at Freeport High School for the 2016-2017 school year.

Motion:_____2nd:_____Vote:_____

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

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

12. Policy Review:

A. Consideration and approval of the following Policies (2nd Read: Packet 17-2)

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

Motion:_____2nd:_____Vote:_____

B. Consideration and approval of the following Policies (1st Read: Packet 17-3)

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

Motion:_____2nd:_____Vote:_____

13. Public Comments:

14. Adjournment:

Motion:_____2nd:_____Vote:_____Time:_____

4.A

RSU No. 5 Board of Directors Meeting
Wednesday, November 9, 2016 – 6:30 p.m.
Freeport High School - Library
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 November 30, 2016 meeting).

CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 7:03 p.m.

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

MEMBERS ABSENT: Beth Parker

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: (1) To approve the Minutes of October 26, 2016 as presented barring any errors or omissions. (Pike – Ledbetter) (10 – 0)

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS AND RECOGNITION:

A. Tatiana Green and Patti Francis were recognized for the Healthy Libraries Healthy Communities Grant.

7. PUBLIC COMMENT:

Melanie Sachs, Freeport

8. WORKSHOP:

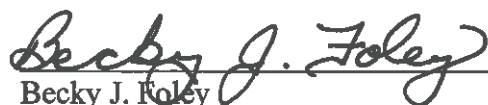
1. Report on Morse Street School Goals – Julie Nickerson presented the school's SMART Goals
2. Report on Mast Landing School Goals – Emily Grimm presented the school's SMART Goals

9. PUBLIC COMMENT:

Melanie Sachs, Freeport

10. ADJOURNMENT:

VOTED: (2) To adjourn at 7:52 p.m. (Ledbetter – Brown) (10 – 0)


Becky J. Foley
Superintendent of Schools

8.B.1.

RSU #5	General Budget Report	as of 10-31-2016			2016-2017			
Article #	Description	2016-2017 Budget	Transfers	Revised Budget	Expenses YTD	Encumb. YTD	Balances YTD	% Remaining
Article 1	Support Staff	\$3,034,814.00	\$0.00	\$3,034,814.00	\$673,898.26	\$126,789.36	\$2,234,126.38	74%
Article 2	School Administration	\$1,501,738.00	\$0.00	\$1,501,738.00	\$425,287.99	\$1,590.84	\$1,074,859.17	72%
Article 3	Operation of Plant	\$4,601,454.00	\$0.00	\$4,601,454.00	\$2,412,866.11	\$836,047.65	\$1,352,540.24	29%
Article 4	Voc. Ed. Assessment	\$542,107.00	\$0.00	\$542,107.00	\$225,879.20	\$316,230.88	(\$3.08)	0%
Article 5	School Nutrition/Crossing Guards	\$226,629.00	\$0.00	\$226,629.00	\$93,845.45	\$131,383.55	\$1,400.00	1%
Article 6	Instruction K - 12	\$12,088,185.00	\$0.00	\$12,088,185.00	\$2,055,888.60	\$101,810.29	\$9,930,486.11	82%
Article 7	Co-Curr. & Athletics	\$738,862.00	\$0.00	\$738,862.00	\$157,731.95	\$17,459.42	\$563,670.63	76%
Article 8	District Administration	\$784,704.00	\$0.00	\$784,704.00	\$220,826.26	\$6,578.17	\$557,299.57	71%
Article 9	Transportation Services	\$1,522,706.00	\$0.00	\$1,522,706.00	\$355,093.95	\$352,853.09	\$814,758.96	54%
Article 10	Debt Service	\$1,671,693.00	\$0.00	\$1,671,693.00	\$1,415,604.61	\$26,782.66	\$229,305.73	14%
Article 11	Special Education Services	\$4,195,780.00	\$0.00	\$4,195,780.00	\$743,163.83	\$3,514.29	\$3,449,101.88	82%
	Totals	\$30,908,672.00	\$0.00	\$30,908,672.00	\$8,780,086.21	\$1,921,040.20	\$20,207,545.59	65%

11/30/2016

PES SMART Goals 2016-2017

8.B.2.

School: Pownal Elementary School

Team Members: PES staff

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

SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Increase the percentage of students meeting their growth targets from 63% to 68% in reading grades k-5 and 62% to 67% in math at grades 3-5.	Establish a systematic review of data through monthly progress monitoring and data protocols to increase tier 1 (in class) differentiation.	PLCs /Lisa Demick, Matt Halpern, Tate Gale, Student assistance team	Sept-June	Goal met.
	Initiate opportunities for personalized learning outside the content area blocks- <ul style="list-style-type: none"> • AM homework club • Lift Block (Learner-focused Independent Focus Time) • After school booster clubs 	All staff	Sept. -June	Spring 2017 survey Attendance records
	Implement evidence-based interventions for Tier 2 and Tier 3 instruction in reading	Tess Hoffmann, Kelly Barton, Stephanie McSherry, Jen Winkler		Increase % of striving students meeting growth targets from 39% to 50% in reading
Build student growth mindset habits of optimism, flexibility, resiliency, persistence, and empathy to	All Staff Book study- <u>Mindsets for Learning</u> Mraz and Hertz <ul style="list-style-type: none"> • Quarterly Staff Meeting strategy sessions • At least 2 speakers with mindset focus • Announcement/message board reminders • Parent education through newsletters and Impact meetings 	All staff All staff All staff Lisa Demick	August-June	Increase percentage of students who move from a 1 (unaware) or a 2 (aware but do not apply) to a 3 or a 4 (identify in others/sometimes apply, apply regularly) by 50% on student pre/post

influence their long term academic success	<ul style="list-style-type: none"> • Student-led demonstrations • Guidance groups • Brain talks <p>Increase growth-based goal setting, feedback and self-reflection in math</p>	<p>Leadership team</p> <p>Intermediate teachers Jim Donoghue</p> <p>Doug Schnackel, school psychological examiner</p> <p>Classroom teachers, Lisa Demick, Tate Gale</p>		<p>survey</p> <p>Identified cohort will show a 25% reduction in students not meeting their growth targets in math</p>
Increase the use of technology to engage students and increase differentiation	<p>Increase opportunities for technology integration thorough schedule changes and dedicated staff meeting time</p> <p>Establish Padlet to provide companion video clips for the Mindset stances</p> <p>Investigate the effectiveness of programs or online differentiation tools (SumDog, Spelling City, Google Docs etc)</p> <p>Establish Online Monthly Newsletter that includes student publishing section</p>	<p>Kari Crosman, Patti Francis</p> <p>Matt Halpern</p> <p>All staff</p> <p>Lisa Demick, Jill Pettengill</p>	<p>Nov 8th PLD Quarterly staff meetings</p> <p>August</p> <p>Ongoing</p> <p>Aug-June</p>	<p>67% of classroom teachers will collaborate on at least one common project with the tech integrationist &/ or librarian</p> <p>Teacher survey</p> <p>Teacher survey</p> <p>Evidence of at least 10 articles/illustrations provided by students</p>

SMART Goal Template

School: Durham Community School
Team Name: Whole school
Team Members: All staff
District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning
DCS Goal: Increase consistency and effectiveness of instruction regarding Habits of Work PK-8.

Team SMART Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Develop baseline understanding for staff	Introduce current HOW rubric and review purpose for Habits of Work with staff.	Hiram	10/7/16	Handout on HoWs
Ascertain current levels of use and understanding	Develop rubric to determine baseline data for staff understanding, skill set with HoW	School Leadership Team	11/9/16	Baseline assessment tool
	Administer baseline data gathering.	PLCs	11/17/16	Collated results
Establish developmental levels for HoW.	<i>Identify</i> what HoW look like at grade spans (K-2 <i>core values</i> , 3-5 <i>mindset</i> , 6-8 <i>independence for High School</i>) develop adapted, student facing rubrics within SAME categories as existing rubric.	School Leadership Team and staff.	12/7/16	Rubrics

	<i>Instruction</i> ~ determine how are the HoW skills are taught and developed within the school day.	School Leadership Team and staff.	1/4/17	Sample lesson plans
	<i>Feedback</i> ~ develop methods to provide students with formative feedback.	School Leadership Team and staff.	2/1/17	Sample formative feedback tools and methods
	<i>Assess</i> ~ determine how to conduct summative assessments for HoW and develop consistency across the school.	School Leadership Team and staff.	3/8/17	Sample summative assessment tools and methods
Determine growth of staff in all aspects of Habits of Work.	<i>Summative data</i> Re-administer assessment tool for DCS implementation of HoW. Compare to baseline data	School Leadership Team and staff.	6/7/17	Summative data compared to baseline data. Tabulated results

2016-2017 FY 17 COMPLETED

2016-2017 (FY 17)**2016-2017**

Item 1	Bus (1) 84 Passenger (funded through retired bus debt)	\$0
Item 2	Vans (2) Replacement	\$70,000
Item 3	Pownal Clock System	\$10,000
Item 4	Pownal Finish Pavement	\$80,000
Item 5	Mast Landing Finish Pavement	\$39,000
Item 6	Pownal Cubbies	\$12,000
Item 7	Pick Up Truck With Plow	\$38,000
Item 8	Morse Street Security Alarm Upgrade	\$15,000
Item 9	Central Office Siding	\$16,000
Item 10	Central Office Roof Main Building	\$26,000
Item 11	Morse Street Floor D Wing	\$25,000
Item 12	Pownal Warning Lights	\$15,000
Item 13	Capital Reserves	\$0
		<hr/>
		\$346,000

2017-2018 FY 18

2017-2018

Bus (2) 84 Passenger (funded through retired bus debt)	\$0
Middle Roof Over Office and Locker Rooms	\$40,000
Mast Landing Windows	\$130,000
Mast Landing Boilers (2)	\$60,000
Morse Street Convert Boiler 2 to gas	\$22,000
Morse Street Doors and Locks	\$110,000
Morse Street Playground Repairs	\$10,000
Mast Landing Clocks	\$10,000
Capital Reserves	<u>\$18,000</u>
	\$400,000

2018-2019 FY 19

2018-2019 (FY 19)

2018-2019

Item 1	Bus (2) 77 Passenger (funded through retired bus debt)	\$0
Item 2	Durham Parking Lot Repairs	\$20,000
Item 3	High School Convert Boiler 1 to gas	\$65,000
Item 4	Pownal Playground Repairs	\$10,000
Item 5	Durham Heat Pump Replacement (3)	\$160,000
Item 6	High School Roof Replacement 300 wing	\$90,000
Item 7	Mast Landing Steam Kettle	\$30,000
Item 8	Capital Reserves	<u>\$25,000</u>

\$400,000

2019-2020 FY 20

2019-2020 (FY 20)

2019-2020

Item 1	Bus (1) 84 Passenger (funded through retired bus debt)	\$0
Item 2	Durham Heat Pump Replacement (3)	\$160,000
Item 3	Pownal Main Office and Nurses Office Remodel	\$25,000
Item 4	High School Auditorium Carpet	\$15,000
Item 5	Mast Landing Phone System	\$20,000
Item 6	High School Paving Teachers Parking	\$80,000
Item 7	Morse Street Parking Lot Lighting To LED	\$13,000
Item 8	Morse Street Elevator Upgrade	\$40,000
Item 9	High School Elevator Upgrade	\$40,000
Item 10	Capital Reserves	<u>\$7,000</u>
		\$400,000

2020-2021 FY 21

2020-2021 (FY 21)

2020-2021

Item 1	Bus (2) 77 Passenger (funded through retired bus debt)	\$0
Item 2	High School Phone System Upgrade	\$20,000
Item 3	Mast Landing Elevator Upgrade	\$40,000
Item 4	Durham Heat pump replacement (3)	\$160,000
Item 5	Pownal Security Upgrade	\$10,000
Item 6	Pownal Flooring in Room 5 (Asbestos)	\$20,000
Item 7	Pownal Windows	\$130,000
Item 8	Capital Reserves	\$20,000
		\$400,000

2021-2012 FY 22

2021-2022 (FY 22)

2021-2022

Item 1	Bus (2) 77 Passenger (funded through retired debt	\$0
Item 2	Maintenance Truck (or Van)	\$25,000
Item 3	Pownal Snow Blower	\$5,000
Item 4	Morse Street Fire Alarm Upgrade	\$15,000
Item 5	Durham Heat Pump Replacement	\$60,000
Item 6	Middle School Field Irrigation	\$30,000
Item 7	Durham School Field Irrigation	\$30,000
Item 8	High School Cabinets Science Room	\$20,000
Item 9	Central Office Carpet Business Office	\$8,000
Item 10	Morse Street Rest Rooms repairs	\$15,000
Item 11	Pownal Restroom Repairs	\$20,000
Item 12	Central Office Carpet (upstairs)	\$10,000
Item 13	Durham Parking Lot Lighting To LED	\$25,000
Item 14	Durham Snow Blower	\$5,000
Item 15	High School Bathrooms 300 wing	\$50,000
Item 16	Pownal Boiler	\$35,000
Item 17	Capital Reserves	\$47,000

\$400,000



Durham • Freeport • Pownal

il.A.

Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: November 8, 2016

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Becky Foley, Lindsay Sterling

Agenda Items and Discussion:

There was a discussion about the question and answer period (Public Comment Period) that will occur before the Board meeting on November 9, 2016:

Key points:

The Board wants to ensure that all of the stakeholders are heard.

The Board seeks to make the decision that is best for the district as a whole.

The Board wants to build unity and pride.

The Strategic Communications Committee created the survey in order for stakeholders to vote and have their voice heard.

We wanted to give the public the opportunity to benefit from a discussion about the pros and cons of naming versus renaming. Please fill out the survey even if you provide public comment during one of the Board meetings.

Going forward:

Two other opportunities to give public comment will be available in Durham (November 30th) and Pownal. If you can't make one, come to the other one.

Superintendent's office will tabulate results.

Board results will be discussed at the Dec. 14th meeting.

Board will determine next steps.

The Board will vote and make a final determination on whether to rename or not at some point.

Submitted by: Becky Foley



Durham • Freeport • Pownal

11.B.

Policy Subcommittee Report

Committee: Policy

Meeting date: November 4, 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.

GCRD Private Tutoring for Pay

JRA Student Education Records and Information

Administrative Procedure JRA-R was reviewed and updated to correct a lettering error, replace one omission, and update the cost of producing a copy to align with cost contained in another Policy.

Review/Revise Policies:

The following policies were reviewed and revised and will be sent to the Board for 1st Read on November 30, 2016.

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

The following required policies were drafted and will be sent to the Board for 1st read on November 30, 2016.

JLCDA Medical Marijuana in Schools

JLCDA-R Medical Marijuana in Schools: Administering Medical Marijuana to Students

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

The next meeting will be held on December 2, 2016 at 8:30 a.m.

Submitted by: Cynthia Alexander



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, Kelly Wentworth, 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: November 8, 2016

RE: Review/Update of Policies – Policy Packet 17-2

At the November 30, 2016 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read/Adoption. The policies are attached.

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

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5 E-mail: mcmanusg@rsu5.org

FREE AND REDUCED PRICE FOOD SERVICES

The school unit shall take part, as feasible, in the National School Lunch and other food programs which may become available to assure that all children for whom this Board is responsible shall have the opportunity to receive proper nourishment.

Parents shall be advised that this program is available and eligibility criteria shall be made public.

In accordance with the guidelines for participation in these programs, and in accordance with the wishes of the Board, no child ~~who a teacher believes is improperly nourished~~ shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.

It shall be the policy in the RSU No. 5 schools that when school lunch is desired, payment is expected on that day or in advance by/for pupils not eligible for free lunches. Should there be any difficulty in obtaining such payment, the matter is to be resolved by direct contact with the parent (or student, if emancipated). No student is to be denied food as a disciplinary measure.

The administration shall establish and publish, as appropriate, procedures which conform with state and federal requirements and the intent of this policy regarding participation in programs for free/reduced price meals and supplementary food.

Cross Reference: EFC-R – Free and Reduced Price Food Services Procedures

Adopted: April 28, 2010
Reviewed: January 25, 2012
Revised: _____

FREE AND REDUCED PRICE FOOD SERVICES PROCEDURES

These procedures support Board Policy EFC – Free and Reduced Price Food Services. They provide general guidance in handling meal debt.

1. Students who have an outstanding debt will continue to receive a meal. They will not be asked to have an alternative meal.
2. Student debt will carry over from year to year. Contact will be made with the parents/legal guardian to recoup the debt. Frequency of communications will be on a reasonable basis. (Reasonableness will be determined by the Director of School Nutrition.)
3. Parents/legal guardians who are carrying a debt will have the debt forgiven if they complete the free and reduced lunch application.

Cross Reference: EFC – Free and Reduced Price Food Services

Adopted: _____

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. Probationary teachers shall in any event be evaluated during, but not limited to, their second year of employment.

- A. Criteria used for evaluation shall be in written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system, consistent with the requirements of applicable Department of Education rules, for full implementation in the 2017-2018 school year.

The performance evaluation and growth system must be approved by the Board.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706, 13802
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E)(3), 8.08

Adopted: June 24, 2009
Revised: October 30, 2011
Revised: November 30, 2011
Revised: _____

EVALUATION OF ADMINISTRATIVE STAFF

The Superintendent shall implement and supervise an evaluation system for all administrative personnel. A report shall be made to the RSU No. 5 Board of Directors annually on the performance of all administrators, with recommendations regarding their employment and/or salary status.

Formal evaluations shall be made at least once every two years, but more often during the first two years in an administrative capacity. They shall be conducted according to the following guidelines:

- A. Evaluative criteria for each position shall be in written form and made permanently available to the administrator.
- B. Evaluations shall be made by the superintendent or immediate supervisor.
- C. Results of the evaluations shall be put in writing and shall be discussed with the administrator.
- D. The administrator being evaluated will have the right to attach a memorandum to the written evaluation.
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system (PEPG), consistent with the requirements of law and applicable Department of Education rules, for full implementation in the 2017-2018 school year.

This system, which will apply to the evaluation and growth of school principals, must be approved by the Board.

Legal Reference: 20-A MRSA §§ 13701-13706; 13802
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E)(3), 8.08
Me. Dept. of Ed. Rule Ch. 180

Adopted: June 24, 2009
Reviewed: March 28, 2012
Revised: _____

REPORTING CHILD ABUSE AND NEGLECT

I. DEFINITIONS

- A. Child abuse or neglect. Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A (specifically when a child who is at least seven years of age and has not completed grade six, has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year).
- B. Person responsible for the child. A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.

II. EMPLOYEES’ DUTY TO REPORT

- A. Any employee of the school unit who has reason to suspect that a child has been or is likely to be abused or neglected must immediately notify the building principal or other designated agent.
 - 1. In addition to notifying the building principal or other designated agent, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney (See also Section III.B which provides further information about reporting to DHHS and/or the District Attorney).
- B. If the reporting employee does not receive written confirmation from the building administrator or other designated agent within 24 hours of his/her report that a report has been made to DHHS and/or District Attorney, the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E).
- C. If the reporting employee does receive written confirmation from the building administrator or other designated agent within 24 hours of his/her report (which is a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E), he/she shall sign the form as acknowledgement that the report was made and return it to the building administrator.

III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, other building designee, and the Superintendent are designated agents to make child abuse and neglect reports.

- A. If a building administrator/other building designee receives the report, he/she shall notify the Superintendent immediately.
- B. The building administrator/other building designee shall then make a verbal and written report(s) of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the building administrator/other building designee shall also make a report to the District Attorney.
 - 1. The law requires the reporting employee to make his/her own report to DHHS and/or the District Attorney if he/she has not received confirmation within 24 hours that such a report has been made by the building administrator/other building designee.
- C. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form (JLF-E).
- D. The building administrator/other building designee shall provide a copy of the Suspected Child Abuse or Neglect Form to the reporting employee within 24 hours of the employee's initial report. The reporting employee shall sign the report and return it to the building administrator.
- E. The form will be forwarded to DHHS and/or the District Attorney, and shall be retained by the school unit for ten years, as specified in the Maine Archives Rules, along with any other information relevant to the case.

IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. Employees. If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.
- B. Students. If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.

V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at the school as provided in this section.

The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher or guidance counselor or the school nurse, social worker or building administrator, as the caseworker determines is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian.
- D. Provide an appropriate, quiet and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals under federal law.

VII. GOOD FAITH IMMUNITY FROM LIABILITY

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

VIII. Any RSU5 employee who is required to make a report shall, at least once every four years, complete mandated training approved by the Department of Health and Human Services (DHHS). The Superintendent/designee will be responsible for documenting employee training.

Legal Reference: L.D. 622, P.L. Ch.407, "An Act to Require Training of Mandated Reporters under the Child Abuse Laws"
22 MRSA Chap. 1071, Child and Family Services and Child Protection Act
20 USC § 1232g, Family Educational Rights and Privacy Act
20-A M.R.S.A. § 5051-A(1)(C); 5051-A(2)(C)

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
JLF-E —Suspected Child Abuse and Neglect Report Form
JRA – Student Records

Adopted: March 24, 2010
Reviewed: March 27, 2013
Revised: November 18, 2015
Revised: _____



Durham • Freeport • Pownal

12.B.

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, Kelly Wentworth, 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: November 8, 2016

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

At the November 30, 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 December 14, 2016 Meeting. 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

The following policies were reviewed and require no Board action.

1. GCRD – Private Tutoring for Pay
2. JRA – Student Education Records and Information

Regional School Unit No. 5

17 West St., Freeport, ME 04032 Telephone: 865-0928x5 E-mail: mcmamusg@rsu5.org

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;

- 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 execution 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: _____

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. Student 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 of 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.

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.

Cross Reference: JLCDA – Medical Marijuana in Schools

Adopted: _____

DRAFT

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

Student's Name: _____

DOB*: _____ *Note: Medical marijuana can only be administered at school or on a school bus to a student under the age of 18.*

School: _____ Grade: _____ Teacher: _____

A. To be completed by Physician or Certified Nurse Practitioner

Reason for use of medical marijuana: _____

Form of medical marijuana: _____

Note: Medical marijuana may only be administered in injection form.

Dosage (amount): _____

The medical marijuana must be administered during school hours: ☐ Yes ☐ No

If yes, time to be administered: _____

Restrictions (including any restrictions on school activities for safety reasons) and/or important side effects: ☐ None anticipated

☐ Yes. Please describe in detail: _____

Date prescribed: _____

Date to be discontinued: _____

Any other necessary instructions or information: _____

NOTE: THE SCHOOL ADMINISTRATOR MAY CONTACT YOU IF THERE ARE FURTHER QUESTIONS CONCERNING THIS REQUEST.

Provider's Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email 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.

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: _____

NOTE: A COPY OF THE CURRENT WRITTEN CERTIFICATION FOR THE USE OF MEDICAL MARIJUANA MUST BE ATTACHED TO THIS FORM.

C. To be completed by school:

Date received: _____ By whom: _____

Date reviewed: _____ Reviewed by: _____

Notes: _____

Approved: _____

**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.

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.

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: _____