

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JANUARY 25, 2017
FREEPORT HIGH SCHOOL– LIBRARY
6:30 P.M. REGULAR SESSION
AGENDA

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

___ Kathryn Brown	___ Beth Parker
___ Jeremy Clough	___ Brian Pike
___ Candace deCsipkes	___ Michelle Ritcheson
___ Naomi Ledbetter	___ Lindsay Sterling
___ John Morang	___ Valeria Steverlynck
	___ Sarah Woodard
3. Pledge of Allegiance:
4. Consideration and approval of Minutes:
 - A. Consideration and approval of the Minutes of December 14, 2016 and January 11, 2017 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. FHS Students - Maine All-State Choirs and Band and Inauguration Singers
7. Public Comments:
8. Superintendent's Report:
 - A. Items for Information
 1. District Happenings
 2. Retirements (effective at the end of the 2016-2017 contract year):
 - a) Peg Neal – MSS Administrative Secretary
 - b) Brenda White – FHS School Nurse
 - c) Jim Donoghue – PES Physical Education Teacher/Guidance Counselor
 3. Resignations:
 - a) Liza Moore – MLS Computer Technology Teacher (not returning from LOA)
 - b) Diane Atwood – FHS Social Studies Teacher (effective January 20, 2017)
 - B. Administrator Reports:
 1. Finance – Michelle Lickteig
9. Unfinished Business:
 - A. Consideration and approval on building upgrade recommendations from the FHS Building Advisory Committee.

Motion: _____ 2nd: _____ Vote: _____

10. New Business:

- A. Consideration and approval of an agreement between Regional School Unit No. 5 and the Tri-Town Track and Field Project, a Maine not-for-profit corporation.

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval of the Freeport High School Track and Field Design Committee charge.

Motion: _____ 2nd: _____ Vote: _____

- C. Consideration and approval of committee members for the Freeport High School Track and Field Design Committee.

Motion: _____ 2nd: _____ Vote: _____

- D. Consideration and approval to establish a Freeport High School Track and Field Construction Team and appoint the members listed below:

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

Motion: _____ 2nd: _____ Vote: _____

- E. Consideration and approval to give the Superintendent authority to sign monthly pay requisitions and monthly individual change orders up to \$30,000 and monthly aggregate change order amounts up to \$50,000 for the Freeport High School Track and Field Project.

Motion: _____ 2nd: _____ Vote: _____

11. Special Presentation:

- A. Presentation of Superintendent's 2017-2018 Recommended Budget.

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

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

13. Policy Review:

- A. Consideration and approval of the following Policies (2nd Read: Packet 17-4)

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

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval of the following Policies (1st Read: Packet 17-5)

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

Motion: _____ 2nd: _____ Vote: _____

14. Public Comments:

15. Adjournment:

Motion: _____ 2nd: _____ Vote: _____ Time: _____

RSU No. 5 Board of Directors Meeting
Wednesday, December 14, 2016 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the January 25, 2016 meeting).

CALLED TO ORDER:

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

MEMBERS PRESENT: Kathryn Brown (arrived at 7:43 p.m.), Jeremy Clough, Candace deCsipkes, Naomi Ledbetter, John Morang, Beth Parker, Brian Pike, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Sarah Woodard

MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION AND APPROVAL OF MINUTES:

A. VOTED: (1) To approve the Minutes of November 30, 2016 as presented barring any errors or omissions. (Morang – Steverlynck) (10 – 0)

5. ADJUSTMENTS TO THE AGENDA:

6. SPECIAL REPORT:

A. Beth Blakeman-Pohl from Casco Bay CAN provided information about the program and statistics on substance abuse.

7. GOOD NEWS AND RECOGNITION:

A. Phyllis Latham and Mike McManus were recognized for their work with Casco Bay CAN

8. PUBLIC COMMENT:

None

9. SUPERINTENDENT'S REPORT:

A. Items for Information

1. District Happenings

B. Administrator Reports:

1. Report on Freeport Middle School's Goals – Ray Grogan presented the school's SMART Goals.

2. Report on Freeport High School's Goals – Jen Gulko presented the school's SMART Goals.

10. UNFINISHED BUSINESS:

A. Discussion on the results of the Unity and Pride Survey pertaining to the renaming of Freeport High School.

B. VOTED: (2) To approve changing the name of Freeport High School. (Steverlynck – Brown) (2 – 9 Clough, deCsipkes, Morang, Parker, Pike, Ritcheson, Sterling, Steverlynck, Woodard) Motion Failed

11. NEW BUSINESS:

A. VOTED: (3) To approve 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. (Pike – Morang) (11 – 0)

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

- A. Finance Sub-Committee
- B. Policy Sub-Committee

13. POLICY REVIEW:

A. VOTED: (4) To approve the following Policies (2nd Read: Packet 17-3)
(Pike – Woodard) (10 – 1 Brown)

- 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

B. VOTED: (5) To approve the following Policies (1st Read: Packet 17-4)
(Pike – Sterling) (11 – 0)

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

14. WORKSHOP:

- A. FY 18 Budget
 - Pro Forma Budget
 - School Board Budget Goals

15. PUBLIC COMMENTS:

None

16. EXECUTIVE SESSION:


A. VOTED: (6) To enter into executive session to discuss proposals regarding labor contracts pursuant to 1 MRSA Section 405(6)(B). (Ledbetter – Pike) (11 – 0)
Time In: 9:30 p.m. Time Out: 9:50 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

A. VOTED: (7) To authorize the Board Chair to execute the Memorandum of Understanding on behalf of the Board regarding the Maintenance Personnel wage scale as discussed in Executive Session.
(Pike – Ledbetter) (11 – 0)

18. ADJOURNMENT:

VOTED: (8) To adjourn at 9:52 p.m. (Ledbetter – Steverlynck) (11 – 0)


Becky J. Foley
Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, January 11, 2017 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes

(NOTE: These Minutes are not official until approved by the Board of Directors. Such action, either to approve or amend and approve, is anticipated at the January 25, 2016 meeting).

CALLED TO ORDER:

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

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

MEMBERS ABSENT: Lindsay Sterling

3. PLEDGE OF ALLEGIANCE:

4. ADJUSTMENTS TO THE AGENDA:

5. PUBLIC COMMENTS: None

6. SPECIAL REPORT:

A. School Nutrition Program Update – Kim Austin reported on the State review of the nutrition program.

7. UNFINISHED BUSINESS:

A. **VOTED: (1)** That the Computation and Declaration of Votes dated January 11, 2017 and attached hereto be approved. (Morang – Steverlynck) (10 – 0)

B. **VOTED: (2)** That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5. (Woodard – Brown) (10 – 0)

C. **VOTED: (3)** That a certified copy of the Computation and Declaration of Votes be sent to each of the municipal clerks within Regional School Unit No. 5. (Steverlynck – Morang) (10 – 0)

The Board had a discussion about forming a committee for the Track and Field project.

8. NEW BUSINESS:

A. **VOTED: (4)** To employ Heather Gilpin-Dick as a Special Education Teacher at Freeport High School for the 2016-2017 school year. (Pike – Morang) (10 – 0)

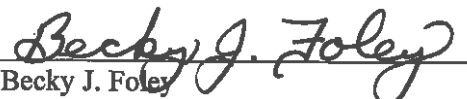
9. WORKSHOP:

1. Unity and Pride Survey Results – Sections B-E of the survey were discussed.
2. District Data Scorecard – Cynthia Alexander provided an overview of the Scorecard.

10. PUBLIC COMMENTS: None

11. ADJOURNMENT:

VOTED: (5) To adjourn at 9:25 p.m. (Morang – Clough) (10 – 0)


Becky J. Foley
Superintendent of Schools

RSU #5	General Budget Report	as of 12-31-2016			2016-2017			
Article #	Description	2016-2017		Revised	Expenses	Encumb	Balances	%
		Budget	Transfers	Budget	YTD	YTD	YTD	Remaining
Article 1	Support Staff	\$3,034,814.00	\$0.00	\$3,034,814.00	\$1,190,289.81	\$57,680.34	\$1,786,843.85	58.88%
Article 2	School Administration	\$1,501,738.00	\$0.00	\$1,501,738.00	\$725,677.26	\$1,696.40	\$774,364.34	51.56%
Article 3	Operation of Plant	\$4,601,454.00	\$0.00	\$4,601,454.00	\$2,837,979.91	\$727,380.63	\$1,036,093.46	22.52%
Article 4	Voc. Ed. Assessment	\$542,107.00	\$0.00	\$542,107.00	\$316,230.88	\$225,879.20	-\$3.08	0.00%
Article 5	School Nutrition/Crossing Guard	\$226,629.00	\$0.00	\$226,629.00	\$131,383.63	\$93,845.37	\$1,400.00	0.62%
Article 6	Instruction K - 12	\$12,088,185.00	-\$66,006.00	\$12,022,179.00	\$4,242,710.27	\$88,256.17	\$7,691,212.56	63.98%
Article 7	Co-Curr. & Athletics	\$738,862.00	\$66,006.00	\$804,868.00	\$295,329.03	\$24,270.46	\$485,268.51	60.29%
Article 8	District Administration	\$784,704.00	\$0.00	\$784,704.00	\$350,049.52	\$11,287.32	\$423,367.16	53.95%
Article 9	Transportation Services	\$1,522,706.00	\$0.00	\$1,522,706.00	\$591,739.85	\$285,993.32	\$644,972.83	42.36%
Article 10	Debt Service	\$1,671,693.00	\$0.00	\$1,671,693.00	\$1,415,604.61	\$26,782.66	\$229,305.73	13.72%
Article 11	Special Education Services	\$4,195,780.00	\$0.00	\$4,195,780.00	\$1,535,304.63	\$3,296.83	\$2,657,178.54	63.33%
	Totals	\$30,908,672.00	\$0.00	\$30,908,672.00	\$13,632,299.40	\$1,546,368.70	\$15,730,003.90	50.89%
								1/25/2017

S.B.I.

Freeport High School Addition and Renovation				1/18/17
	Budget	Expense to Date	Encumbrances	Remaining Balance
Item 1: Construction	\$11,477,386.00	\$8,729,301.26	\$2,225,187.00	\$522,897.74
1.1 New Additions				
1.2 Renovations				
1.3 Site Development: Traffic & Design				
Subtotal 1.1, 1.2, & 1.3	\$10,871,110.00	\$8,576,508.00	\$1,595,292.00	\$699,310.00
1.4 Site Development: Repair drainage & grass				
1.5 Field Hockey: Repair drainage & grass				
Subtotal 1.4 & 1.5	\$606,276.00	\$18,900.00	\$600,000.00	-\$12,624.00
1.6 Misc: Portables, Memorial Tree, Classroom Relocation				
Subtotal 1.6	\$0.00	\$133,893.26	\$29,895.00	-\$163,788.26
Item 2: Admin. Costs and Reserves	\$1,786,355.00	\$1,201,689.18	\$524,569.36	\$60,096.46
2.1 Site Purchase	\$0.00	\$0.00	\$0.00	\$0.00
2.2 Furnishings	\$504,044.00	\$178,007.50	\$268,488.28	\$57,548.22
2.3 Equipment	\$94,572.00	\$99,025.25	\$89,147.00	-\$93,600.25
2.4 Advertising, Insurance, Legal, Printing	\$40,000.00	\$77,780.06	\$0.00	-\$37,780.06
2.5 Contingency (10% if Item 1)	\$1,147,739.00	\$846,876.37	\$166,934.08	\$133,928.55
2.6 % for Art	\$0.00	\$0.00	\$0.00	\$0.00
Item 3: Fees and Services	\$1,374,269.00	\$1,141,766.22	\$223,779.72	\$8,723.06
3.1 Architect Reno (Item 1 x State of ME Fee)				
3.2 Architect Reno (Allocated Reno 1.2 above)				
Subtotal 3.1 & 3.2	\$900,269.00	\$858,956.73	\$41,312.27	\$0.00
3.3a Reimbursables & Permits	\$60,000.00	\$24,150.78	\$35,849.22	\$0.00
3.3b Environmental Permitting	\$69,000.00	\$93,391.90	\$0.00	-\$24,391.90
3.4 Surveys, Solids, and Wetlands	\$45,000.00	\$11,503.04	\$0.00	\$33,496.96
3.5 Construction Testing	\$60,000.00	\$48,788.55	\$11,211.45	\$0.00
3.6 Special Inspections	\$10,000.00	\$532.02	\$9,467.98	\$0.00
3.7 Clerk	\$160,000.00	\$73,843.20	\$86,156.80	\$0.00
3.8 Commissioning	\$25,000.00	\$13,000.00	\$12,382.00	-\$382.00
3.9 Owner's Representative	\$45,000.00	\$17,600.00	\$27,400.00	\$0.00
Total Project Cost	\$14,638,010.00	\$11,072,756.66	\$2,973,536.08	\$591,717.26

BILLED CHANGE ORDER SUMMARY

1/18/2017

Change Order #	Bid Savings Amount	Contingency Amount	Description	Date Requested	Date Approved	Total Approved	Notes
1			VOID	12/9/2015			
2		\$358.00	additional safety signage	12/9/2015	1/7/2016		
3			VOID	12/9/2015			
4		\$3,229.00	concrete curb on top of first floor slab on long part of building	12/9/2015	1/7/2016		
5	\$300.00		Yard drain for Maintenance building	12/9/2015	1/7/2016		
6	\$660.00		Maintenance Building slab reinforcement	12/9/2015	1/7/2016		
7		\$4,400.00	Construction fencing as required by police/	12/9/2015	1/7/2016		
8		\$5,424.00	FPAC Glycol Percentage		1/7/2016	\$14,371.00	Added to contract 1/7/16
9	\$24,223.00		Maintenance Building insulation, heat, etc	12/17/2015	1/19/2016		
11	\$47,600.00		Maintenance Building Expansion	1/15/2016	1/21/2016		
12	\$983.00		Steel Beams for Maintenance Building	1/19/2016	1/21/2016		
13		\$13,730.00	Unsuitable Soils	1/21/2016	1/26/2016	\$86,536.00	Added to contract 01/26/16
15	\$126.00		Change Size on Maintenance Building Door	1/26/2016	3/1/2016		
16			VOID	1/27/2016			
17		-\$1,362.00	Delete Roof Drain per RFI 021	1/27/2016	3/1/2016		
20			VOID	2/4/2016			
21		\$1,551.00	Change to carpet tile vs. whole carpet	2/8/2016	3/1/2016		
22			VOID	2/8/2016			
23		\$3,108.00	Anchor Modular Classroom per RFI 040 and CSKS-13	2/10/2016	3/1/2016		
24		-\$1,150.00	Nut & Bolt Style Metal Lockers vs. Welded Metal Lockers	2/14/2016	3/1/2016		
25		\$12,568.00	Unsuitable Soils	2/16/2016	3/1/2016	\$14,841.00	Added to contract 03/01/16
14		\$768.00	Revise Sinks	1/21/2016	4/5/2016		
19		\$3,001.00	Added Steel Beam	3/17/2016	4/5/2016		
26		-\$346.00	Delete painted concrete and add Ashford Formula	3/18/2016	3/18/2016		
28	\$660.00		Library Bathrooms Ceiling Demo	3/16/2016	4/5/2016		
29		-\$2,900.00	Eliminate Conduit	3/2/2016	4/5/2016		
30		\$5,544.00	Install Pendent Mount Lighting Fixtures	3/14/2016	4/5/2016		
32	-\$1,985.00		Delete drywall from the Maintenance Building Interior	3/21/2016	4/5/2016	\$4,742.00	Added to contract 4/7/16
34		\$8,035.00	Change Exterior Window Trim Color	3/25/2016	4/22/2016		
35		\$9,436.00	Provide Power to Portable Classroom	3/28/2016	4/22/2016		
38		\$8,405.00	Added Wire Mesh to Bolsters (for Radiant Heat)	3/30/2016	4/1/2016		
40		\$608.00	Construct new block pier	4/5/2016	4/22/2016		
45		\$3,582.00	Replace Roof Drains	4/22/2016	4/22/2016	\$30,066.00	Added to contract 5/3/16
36		\$15,266.00	Relocate Duct	4/19/2016	5/3/2016		
44		\$3,694.00	Insulate FPAC Duct Work	4/19/2016	5/3/2016	\$18,960.00	Added to contract 5/3/16
27	\$15,956.00		Carpet Tile				
42	\$25,591.00		Update Tech Requirements				
46		\$3,379.00	Add floor drain				
51		\$7,333.00	Ledge & Unsuitable Soils				
52	\$24,065.00		Keyed Cylinder Locks			\$76,324.00	Added to contract 6/29/16
39	\$11,073.00		Kitchen Modifications				
43		\$1,421.00	Lab casework changes				
53		\$915.00	Missed electrical work in drawings				
54		\$448.00	Missed electrical work in drawings				
55		\$452.00	Missed electrical work in drawings				
57		\$1,727.00	Insulation for FPAC wall				
59		-\$301.00	Delete paint storage room				
61	\$67,168.00		Learning Commons				
62		\$567.00	Missed electrical work in drawings			\$83,470.00	Added to contract 6/29/16
63		\$1,153.00	Missed electrical work in drawings				
64		\$2,362.00	Change incorrect light fixtures in stairwell				
65		\$641.00	Modify Stair Rails				
66		\$653.00	Light Supports for Skylights				
67	\$38,866.00		Access Card Readers				
68		\$7,731.00	Move electrical panel missed in drawings				

BILLED CHANGE ORDER SUMMARY

1/18/2017

Change	Bid Savings	Contingency		Date	Date	Total	
Order #	Amount	Amount	Description	Requested	Approved	Approved	Notes
69		\$608.00	Drip Edge Maintenance Shed			\$52,014.00	Added to contract 8/2/16
71		-\$177.00	Change GWB Soffit				
72		\$1,323.00	Add Shutoff Valves				
75		\$2,071.00	Replace failed windows				
76		\$873.00	Make revisions to EF7				
79		-\$3,918.00	Revise Kitchen Exhaust				
80		\$7,573.00	Ceiling Duct & Sprinkler				
81		\$7,459.00	Add Ventilation/Bathroom				
82		\$3,502.00	Relocate Existing Duct Work				
83		\$1,210.00	Revise Finishes in Restroom				
85		\$663.00	Relocate sprinklers and lights				
86		\$110.00	Sprinkler Work				
87		\$1,495.00	Relocate 2 telephone/data wires				
88		\$6,577.00	Pipe Insulation repairs			\$28,761.00	Added to contract 08/29/16
74		\$1,658.00	Masonry infill for removed louver	07/27/16	8/18/16	\$1,658.00	Added to contract 10/3/16
90		\$5,329.00	Added SAT ceiling @ office				
91		\$2,679.00	Added carpet to Learning Commons Office				
92		\$1,640.00	Added Phone & Data Lines				
93		\$789.00	Infill Ext Wall Vent				
94		\$635.00	Repair CMU Wall Bathroom				
95		\$9,124.00	Roof Plan PR-25 SKA-27				
97		\$533.00	Electrical/RFI 113			\$20,729.00	Added to contract 10/3/16
100		-\$4,500.00	Final Cleaning for Phase I (credit)				
103		\$1,282.00	Provide Additional Toilet Partitions at M100 oer PR-030				
104		\$2,432.00	Relocate Dumpster Pad			-\$786.00	Removed from contract 10/2
98RR		\$1,452.00	Change flooring in office SW252	10/20/16	12/6/16		
105RR		\$17,540.00	Men's& Women's 500 Rework				
108		-\$490.00	Delete Tempered Glass				
109		\$334.00	Fire Extinguisher and cabinet				
110		\$994.00	Insulate over 252 & 254				
111		\$1,137.00	Detectable Warning plates				
112R		-\$1,000.00	Corner guard change				
113		\$870	Offset drains				
114		\$613	Add Exit Signs				
120		\$1,906.00	Self level rooms 253and 254				
122		\$1,569.00	Door V800.5				
123		-\$15,000.00	Delete Security Allowance				
126		-\$9,043.00	Delete CTI Communication			\$882.00	Added to contract 12/6/16
116		\$3,617.00	Added Electrical Outlets in Sld Room				
127		\$2,731.00	Kitchen Exhaust Hood Controls				
128		\$920.00	Add Three Exit Signs Requested at Occupancy Inspection				
129		\$165.00	Supply and Install 1/4" Tempered Glass in Door 809.1				
130		\$569.00	Added MDO at Cubby's as Directed by Owner			\$8,002.00	Added to contract 12/31/16
	\$255,286.00	\$185,284.00				\$440,570.00	

January 17, 2017

RSU 5 Board of Directors
Regional School Unit 5
17 West Street
Freeport ME 04032

Dear RSU 5 Board of Directors,

The purpose of this letter is to update the RSU-5 Board of Directors the current status of construction and review recommendations from the Building Advisory Committee.

As the Board is aware the Addition was occupied when students returned from winter break. The contractor is working on completing "punch list" items identified at substantial completion for the addition. The contractor has also mobilized in the vacated old cafeteria space and has begun the renovation of that area. At the end of the school year they will continue with the renovations in the classrooms, renovate the Administrative Office, construct the new entrance and make site improvements at the front entrance.

The last requisition approved by the Construction Team was Application #16, dated 12/31/16. The contractor had completed \$9,673,314, or 90.8%, of the current \$10,631,270 contract. To that date the contract had net change orders valued at \$440,570.

The Building Advisory Committee has recommended four Building Upgrades for the Board of Directors consideration. Attached is a summary of Requested Building Upgrades for your reference. Below are the recommended upgrades:

1. Renovate the Men's & Women's 300 Toilet Rooms, near Library, with a value of \$38,449.
 - a. Recommended scope is similar to the scope for the 100 Toilet Rooms near Administrative Office, which included lighting, paint, coating on tile, counters and new partitions.
 - i. This option will reduce the number of fixtures in both rooms from two to one as the result of making the rooms Accessible Compliant. There is also a private toilet room for teacher's only that the committee recommend for light touch improvements.

- b. An option of a complete gut and rebuild to create four private toilet rooms was rejected due to the \$105,000 cost.
- 2. Increase the furniture budget by \$105,000 to replace furniture in existing classrooms, see the attached Additional FFE Funding Request. The PDT interior design team worked with High School Administrators to inventory existing furniture and develop a replacement plan. The proposal provides classroom furniture in existing classrooms that is consistent with the format developed for the addition, but reuses existing where appropriate. The attached request totals to \$101,437, but the committee allowed not to exceed \$105,000 for end of year price increases and provide flexibility in developing final detailed orders.
- 3. Added landscape at the front of the school and bus drop-off with a value of \$16,889 was also recommended. During the cost reduction exercise for the project landscaping was an area where the scope was reduced. This additional landscaping will help complete these areas.
- 4. Provide Classroom storage cabinets for the renovated classrooms for a value of \$21,024 is the final recommendation. This change would provide storage cabinets in 18 existing classrooms, that match what was provided in the new classrooms. See attached pictures.

The recommendations to the Board at this time total \$181,362, with a grand total for all recommendations of \$578,898. I will attend your January 25 to answer any questions Board may have concerning these recommendations.

Sincerely,

John Simoneau, Chair of Freeport High School Building Advisory Committee



Figure 1: New Classroom Storage Cabinets



Figure 2: Example of Existing Classroom Storage

FREEPORT HIGH SCHOOL - RENOVATION/ADDITION

REQUESTED BUILDING UPDATES

June 1, 2016

August 2, 2016; December 7, 2016

January 4, 2017

Item Request	Decision	Original Budget	December 2015 Budget	Requested \$ Actual	Approved
	Date	Allowance	Budget	Quotes	
1. Expand maintenance building.	X	--	\$47,600	\$47,600	X
2. Fit out with plumbing/heat/insulation.	X	--	\$25,000	\$24,223	X
3. Replace ceiling and lighting in Library.	Jun-16	\$110,000	\$98,575	\$74,019	X
4. Replace flooring in Library with carpet.	Jun-16	\$25,000	\$25,000	\$15,956	X
5. Gut and renovate student bathrooms across from Library.	Mar-17	--	\$56,825	\$105,003	Rejected
5. A) Simplified Bathrooms				\$49,314	Approved
6. Increase furniture budget.	Apr-17		\$150,560	\$105,000	Approved
7. New library furniture (now in base bld).	X	--	--	--	X
8. Technology ethernet cable. (included in #10 below)	--	--	--	--	
9. Classroom IT equipment request (new and existing classrooms) . (\$94,572)	X	\$94,572	\$60,000	\$40,000	X
10. Electrical IT infrastructure for requested classroom IT equipment.	X	--	\$25,000	\$25,591	X
11. Seating and tables for outside Food Court.	Apr-17	--	\$35,442	\$15,145	Rejected
12. Art installations (materials).	X	--	\$15,000	\$15,000	X
13. Landscaping at front of school & 5 Red Maples @ Bus drop-off	Apr-17	\$15,000	\$15,000	\$15,829	Approved
13.A. Banner Posts at front of school				\$6,041	Rejected
14. Kitchen: stacked washer/dryer with utilities.	X	--	\$7,500	\$8,832	X
15. Kitchen: additional upgrades/revisions requested in submittal review	X	--	\$0	\$6,759	X
16. Security cameras, devices and wiring (Exactitude)	Apr-17	\$20,000	--	\$18,234	***X
17. Add electrified hardware from HCI to support access control system	X		--	\$20,675	X
18. Provide Medeco high security locksets for new and existing exterior doors, and re-key existing interior doors to match new cylinders.	NOW	--	--	\$24,065	
19. Keyless entries/access control/security alarms for entire school (16 doors).	NOW	\$40,000	\$75,000	\$62,100	X
20. Regional Electric pathways for Item 17 and 19.			\$2,500	\$14,482	X
21. Necessary small scale furniture expend. From savings apprived by Brian.	X	\$40,000	\$0	\$0	X
22. CR Storage Cabinets \$ 1168 per unit. (18 classrooms)				\$21,024	Approved
			\$639,002		
Previously Approved Items				\$397,536	
December 7th approved Items in Green				\$76,362	
January 4, 2017 approved Items				\$105,000	
New Approved Items recommended to board				\$181,362	
Grand total of all upgrades recommended over last 12 months				\$578,898	
NOTES:					
Item 9: Quote provided to Seth Thompson by his preferred vendors					
Item 16: Quote from Exactitude, lower res option also given for \$61,000 to \$79,300 (Cameras \$ 42,766-\$61,066)					
Item 17: Quote from HCI					
Item 19: Quote from Exactitude					



The Sheridan Corporation

Freeport High School

30 Holbrook Street
Freeport, ME 04032
SCC PROJECT No.: 150007

Committee Recommended

CHANGE PROPOSAL

Date: 11/16/17

CHANGE PROPOSAL # 124

DESCRIPTION OF CHANGE: Renovate Existing Toilet Rooms Per PR-008R

Renovate existing toilet rooms W & M 300 per PR-008R dated 7/7/16.
No slab demo is included. It is assumed that new plumbing for new sinks can be tied into existing plumbing.

COST BREAKDOWN:

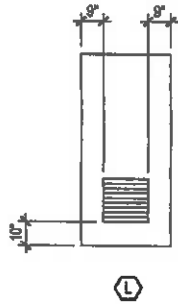
SCC Cost Code	Cost Code	Description	Amount
15-700		Warren Mechanical	9,975.00
16-050		Regional Electric	6,383.00
02-220		Envirovantage	2,130.00
09-110		LaPointe Drywall	3,280.00
04-220		One Over Two Masonry	3,500.00
10-800		Material Handling Sales	1,427.00
06-400		Trico Mill Work	4,326.00
15-300		Maine Fire Pro	800.00
09-650		Paul White Tile	970.00
09-920		Peerless Painting	1,990.00

- ☐ A. Rejected
- ☐ B. Accepted – Proceed as described above with formal change order to follow

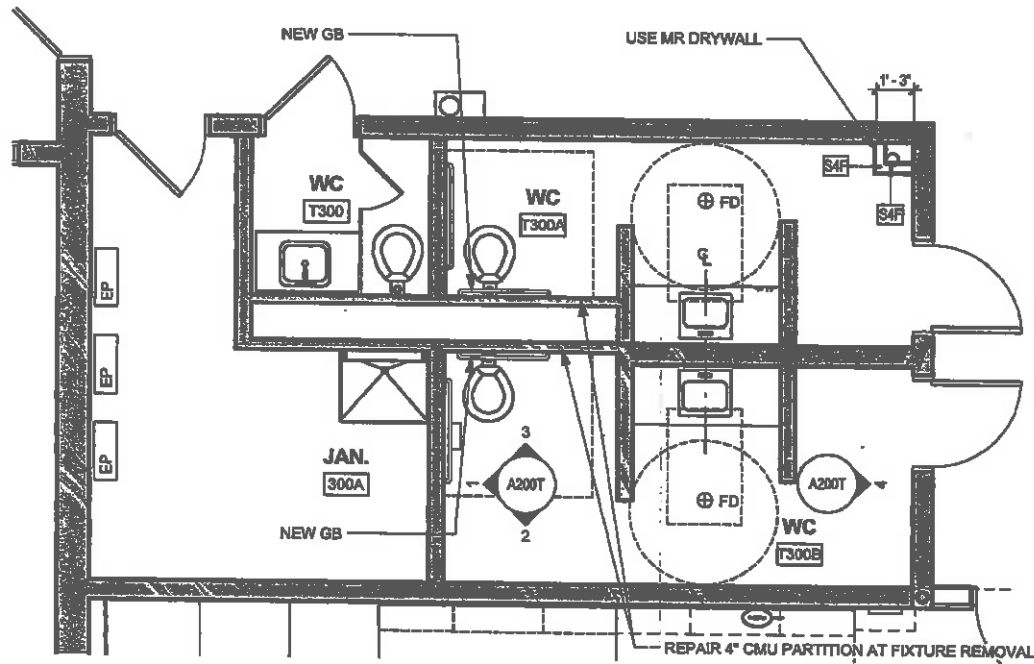
Subtotal:	34,781.00
Sheridan Scope 20%:	6,956.20
Subtotal:	41,737.20
Subcontractor 10%:	4,173.72
Subtotal:	45,910.92
Bond (\$3.32/1000):	127.00
Subtotal:	46,037.92
Liability (\$1.65/1000):	63.00
Total Cost:	46,100.92

Approved by: _____
P.D.T Architects DATE

Submitted by: 
Daniel E. Wildes
Vice President Construction



300 DOOR ELEVATIONS
1/4" = 1'-0"



1. ALL EXISTING PARTITIONS IN THIS AREA ARE CMU WITH A 5'-0 1/2" HIGH 4" GLAZED PORCELAIN TILE WAINSCOT AND MATCHING COVE BASE. SEE INTERIOR ELEVATIONS
2. REPLACE EXISTING DAMAGED TILES PRIOR TO APPLICATION OF SPECIAL PAINT FINISH

FREEPORT HIGH SCHOOL
HOLBROOK ST. - FREEPORT MAINE 04032

SHEET
A100T
JOB # 14138
DATE 7.7.16
SCALE 1/8" = 1'-0"

TITLE
FLOOR PLAN

ARCHITECTURE
INTERIOR DESIGN
PLANNING
40 DUNDAS STREET
PORTLAND, ME 04101
www.jplarch.com
ARCHITECTS



The Sheridan Corporation

Freeport High School

30 Holbrook Street

Freeport, ME 04032

SCC PROJECT No.: 150007

Committee Rejected

CHANGE PROPOSAL

Date: May 2, 2016

CHANGE PROPOSAL # 047

DESCRIPTION OF CHANGE: PR-008 – Renovate Toilet Rooms

Renovate the existing Toilet Rooms per PR-008, dated April 8, 2016.

Clarifications:

- 1) See below descriptions and attached quotes.
- 2) No saw cutting of slab is included since SKM 100T says to connect the existing piping.
- 3) NO signage is included.
- 4) Lights have a 6-8 week lead time. Need to release immediately if this is to happen in summer of 2016.

COST BREAKDOWN:

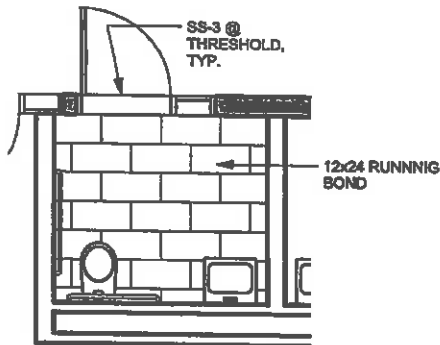
SCC Cost Code	Cost Code	Description	Amount
02220	(SCC)	Demolish ceilings, wall tiles and TP's/FA's (20 man-hours)	1,000.00
03311	(SCC)	Infill concrete slab with gravel, VP Mesh and concrete	2,300.00
04220	(Sub)	Demolish walls and perform masonry work (One Over Two)	12,000.00
06100	(SCC)	Blocking for all fixtures, etc. (labor and materials)	1,620.00
08310	(SCC)	Three non-rated metal access panels (labor and materials)	450.00
08210	(Sub)	Hardware Consultants	5,747.00
09110	(Sub)	Yves LaPointe Drywall	11,189.00
09310	(Sub)	Landry & Sons Acoustics	475.00
09650	(Sub)	Paul White Interior Solutions	11,490.00
09920	(Sub)	Peerless Painting	1,165.00
10800	(Sub)	Material Handling Sales	2,247.00
15300	(Sub)	Maine Fire Protection	1,982.00
15700	(Sub)	Warren Mechanical (Includes HVAC and plumbing demolition)	30,849.00
16050	(Sub)	Regional Electric (Includes electrical demolition)	11,982.00
Subtotal:			94,496.00
Sheridan Scope 20%:			1,074.00
Subtotal:			95,570.00
Subcontractor 10%:			8,913.00
Subtotal:			104,483.00
Bond (\$3.32/1000):			347.00
Subtotal:			104,830.00
Liability (\$1.65/1000):			173.00
Total Cost:			\$105,003.00

- ☐ A. Rejected
- ☐ B. Accepted – Proceed as described above with formal change order to follow

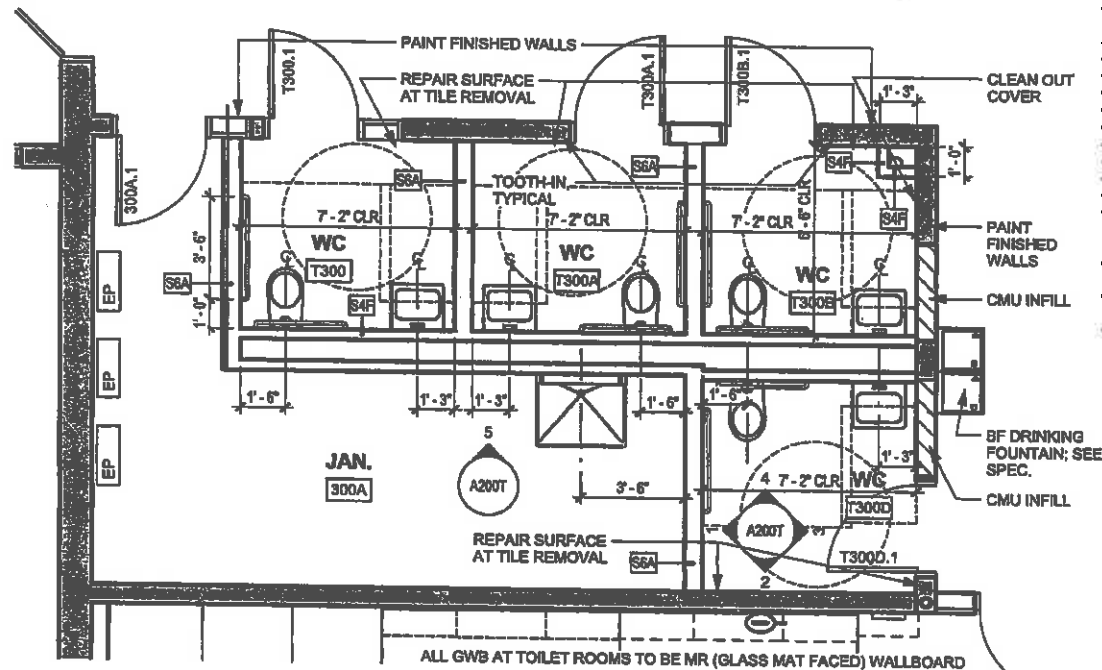
Approved by: _____
P.D.T Architects DATE

Submitted by: Daniel E. Wildes
Daniel E. Wildes
Vice President Construction

Approved by: _____
Dennis Ouellette
FHS Director of Facilities DATE



2 300 TYPICAL FLOOR PATTERN
1/4" = 1'-0"



FLOOR PLANS:

1. Work from given dimensions. In general, large-scale details take precedence over smaller scale plans, elevations and building sections. Notify the Architect of any dimensional discrepancies prior to commencing the Work, and do not begin work until such discrepancies are resolved by the Architect.
2. Do not scale the drawings.
3. Dimensions indicated as "clear" shall be maintained in cases of discrepancy.
4. Unless noted otherwise, the location of door frames shall be:
 - CMU partitions: 4" from the adjacent wall to the hinge side of the rough opening.
 - Metal stud partitions: 4" from the adjacent wall studs to the hinge side of the rough opening.
5. Masonry Opening or Rough Opening dimensions indicated are nominal dimensions and may not match the actual dimensions of the product. Coordinate all Masonry Openings and Rough Openings with the actual window unit, doorframe, curtain wall/storefront, or louver sizes and requirements.

6. Dimensional Control:

- Rough opening
- Masonry opening
- Centerline of column
- Face of masonry
- Face of existing finish material

Existing dimensions shall be verified. Report any discrepancies to the Architect.

7. Typical Detail Notes:

- The following notes are typical throughout this project and apply in all cases unless specifically noted otherwise. These notes and associated details may not be directly referenced on the drawings.
- All GWB partitions intersecting masonry partitions, either new or existing, shall be finished with a "J" bead and continuous sealant.
- All new openings for windows and doors in existing masonry walls shall be toothed in at the jambs.
- All roof leaders, heat piping, sprinkler risers, plumbing vents, sanitary plumbing or miscellaneous piping shall be enclosed within the wall construction.

FREEPORT HIGH SCHOOL
HOLBROOK ST. - FREEPORT MAINE 04032

SHEET
A100T

JOB # 14199
DATE 3.11.19
SCALE As indicated

TITLE
FLOOR PLAN

ARCHITECTURE
INTERIOR DESIGN
PLANNING
49 DARTMOUTH STREET
PORTLAND, MAINE 04104
www.gafindia.com





**FREEPORT HIGH SCHOOL
ADDITIONAL FFE FUNDING REQUEST**

December 30, 2016

AREA	ITEM	QUAN	DESCRIPTION	UNIT COST	TOTAL
1. EXISTING CLASSROOMS (6) Student Components (202, 203, 206) (110, 111, 114)	Student Chairs (26)	156	Stack	\$58.00	\$9,048.00
	Student Tables (10)	60	24" x 60"	\$400.00	\$24,000.00
	Student Desks (6)	36	24" x 36"	\$350.00	\$12,600.00
	SUBTOTAL - GROUP 1				\$45,648.00
2. EXISTING CLASSROOMS (20) Teacher Components	Sit-To-Stand Table	20	24" x 48"/120	\$1,220.00	\$24,400.00
	Hokki Stool	20		\$95.00	\$1,900.00
SUBTOTAL - GROUP 2				\$26,300.00	
3. CLASSROOM 205	Student Chairs	26	Stack	\$58.00	\$1,508.00
SUBTOTAL - GROUP 3				\$1,508.00	
4. SPECIAL ED CLASSROOMS (2) (304 & 305)	Collaborative Tables	4	60"Dia	\$580.00	\$2,320.00
		4	30" x 60"	\$580.00	\$2,320.00
SUBTOTAL - GROUP 4				\$4,640.00	
5. NEW CLASSROOMS (8) (5 per room)	Student Chairs	40	Stack	\$58.00	\$2,320.00
SUBTOTAL - GROUP 5				\$2,320.00	
6. MISC. ROOMS					
Faculty Room	Armless Chairs	30	Stack, mesh	\$200.00	\$6,000.00
Staff Conference Room	Conference Tables	6	36" x 72"	\$500.00	\$3,000.00
Corridor	Benches	4	Wood - 72"	\$700.00	\$2,800.00
SUBTOTAL - GROUP 6				\$11,800.00	
TOTAL GROUPS					\$92,216.00
FREIGHT + INSTALLATION (+10%)					\$9,221.60
TOTAL					\$101,437.60

Committee Recommends \$105,000



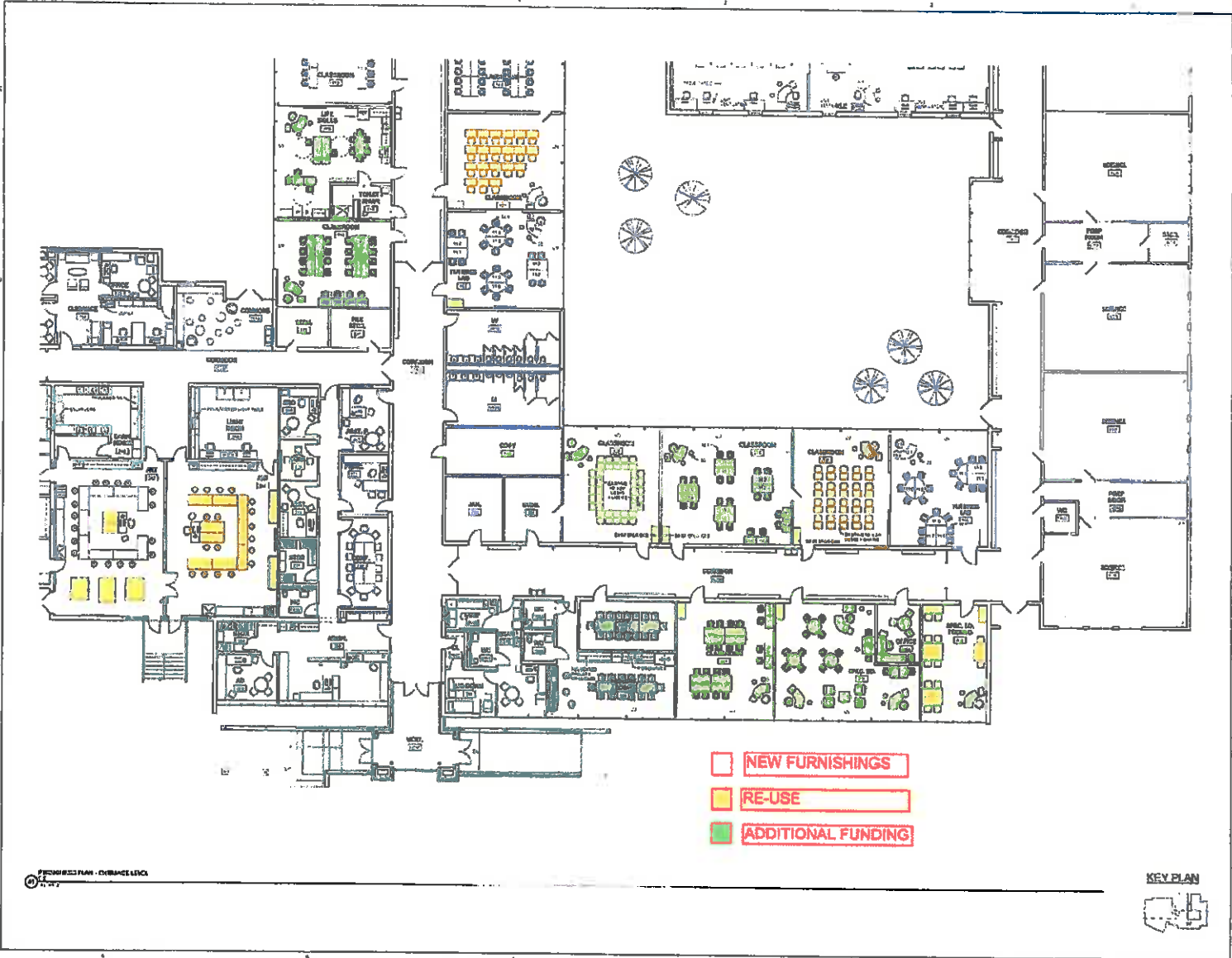
Committee Rejected

**FREEPORT HIGH SCHOOL
ADDITIONAL FFE FUNDING**

December 2, 2016

ROOM	QUAN	DESCRIPTION	UNIT	TOTAL
CLASSROOMS	10	NEW furnishings	\$9,400.00	\$94,000.00
CLASSROOMS	6	RE-USE Student Desks & Chairs; NEW teacher components	\$2,000.00	\$12,000.00
LIFE SKILLS	1	NEW furnishings	\$9,400.00	\$9,400.00
SPEC ED CLASSROOM	1	NEW furnishings	\$18,000.00	\$18,000.00
SPEC ED TESTING	1	RE-USE Student Desks & Chairs; NEW teacher components	\$2,000.00	\$2,000.00
FACULTY ROOM	1	NEW furnishings	\$7,000.00	\$7,000.00
SMALL OFFICES - Library - Serv. Learning - Tech. Int - Spec ED	4	NEW furnishings	\$5,500.00	\$22,000.00
CONFERENCE ROOM	1	NEW furnishings	\$10,000.00	\$10,000.00
STUDY SKILLS	1	NEW furnishings	\$5,500.00	\$5,500.00
CHOICES	1	NEW furnishings	\$9,000.00	\$9,000.00
SUBTOTAL				\$188,900.00
AVAILABLE CONTIGENCY FUNDS				-\$25,000.00

ADDITIONAL FFE FUNDS	\$163,900.00
-----------------------------	---------------------



PERMISSION PLAN - CHANCELLERY

ARCHITECTS
 BROWN & CALDWELL
 1000 BROAD ST.
 NEWTON, MA 02459
 TEL: 617/552-1234
 FAX: 617/552-1235

PROJECT NO.
 1000 BROAD ST.
 NEWTON, MA 02459
 TEL: 617/552-1234
 FAX: 617/552-1235

PROJECT NO.
 1000 BROAD ST.
 NEWTON, MA 02459
 TEL: 617/552-1234
 FAX: 617/552-1235



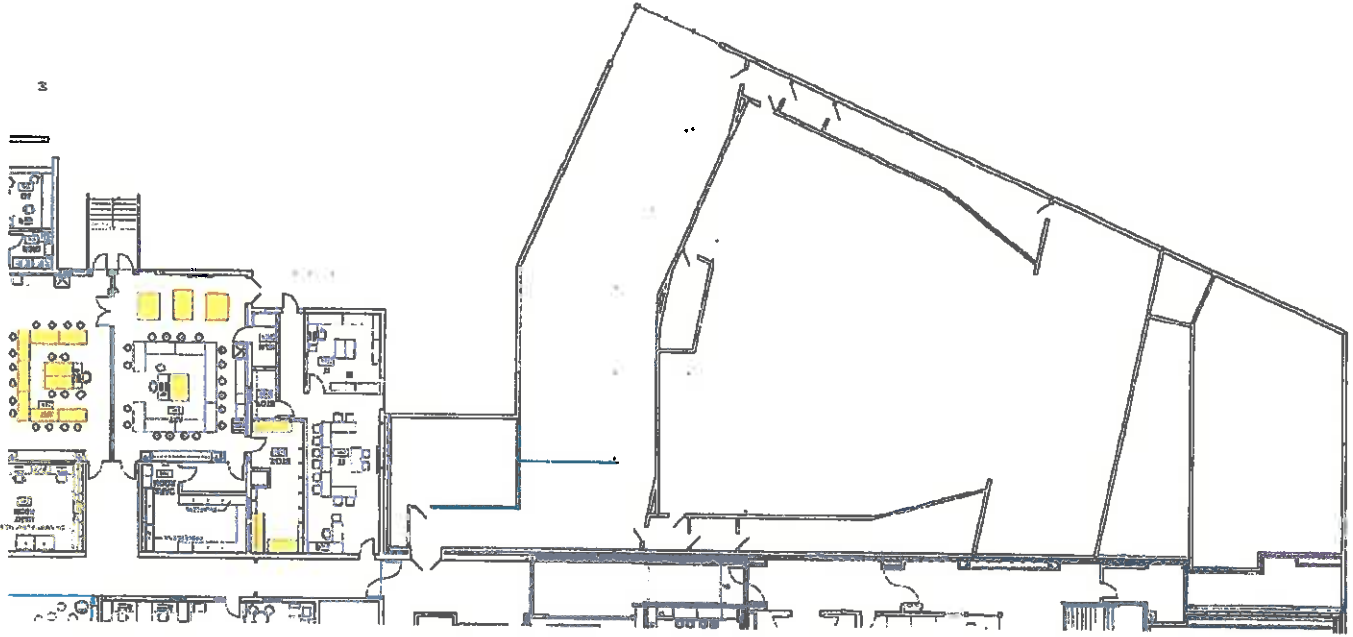
PROJECT NO.
 1000 BROAD ST.
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 TEL: 617/552-1234
 FAX: 617/552-1235

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PROJECT NO.
 1000 BROAD ST.
 NEWTON, MA 02459
 TEL: 617/552-1234
 FAX: 617/552-1235



KEY PLAN



A804

PROJECT

PROJECT NO.

DATE

BY

REVISION

DATE

BY

REVISION

DATE

BY

REVISION

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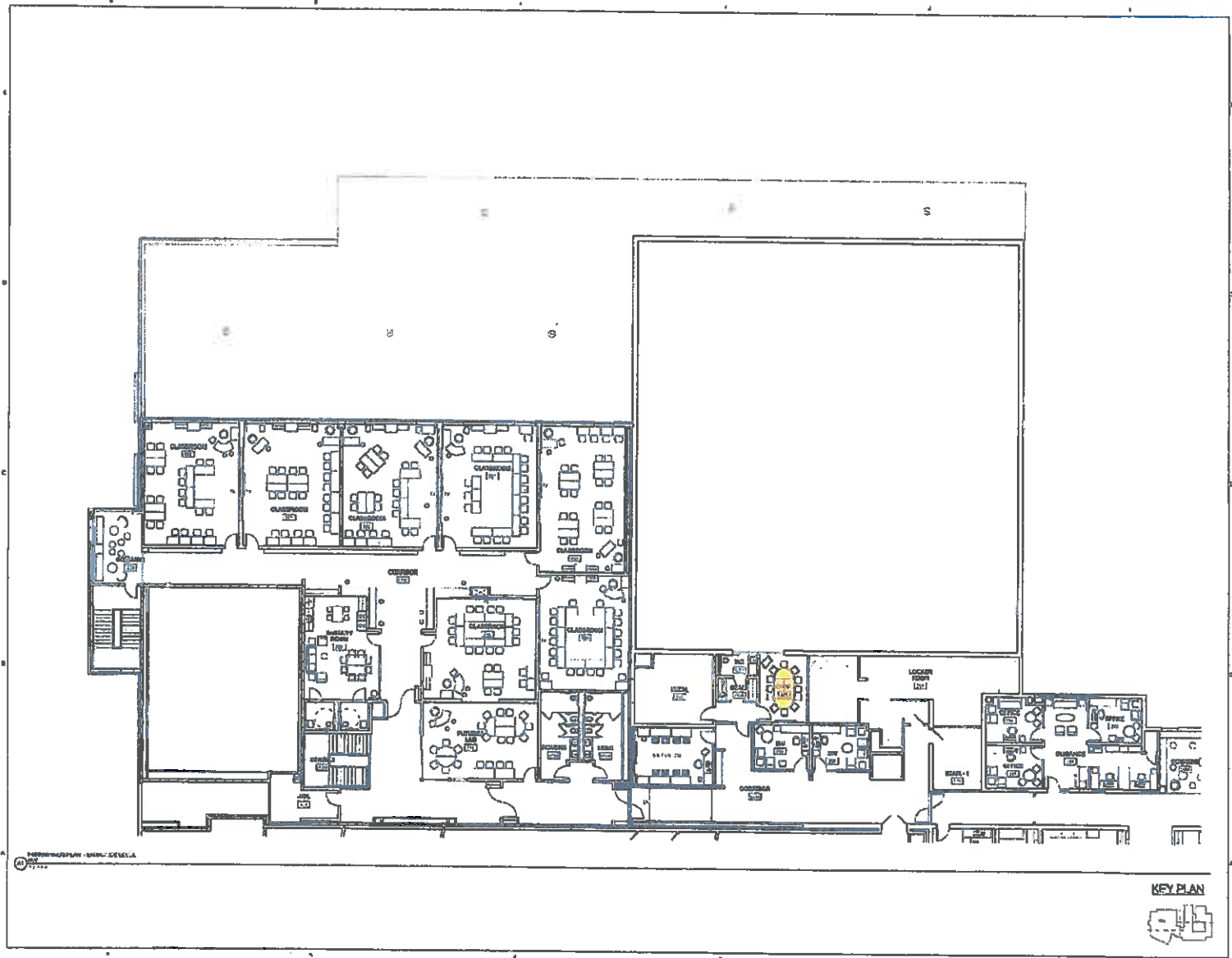
DATE

FREEPORT HIGH SCHOOL
HOLBROOK ST - FREEPORT MAINE 04032

CONSTRUCTION
NOT FOR CONSTRUCTION

ARCHITECT
J. P. HARRIS

DATE
1980



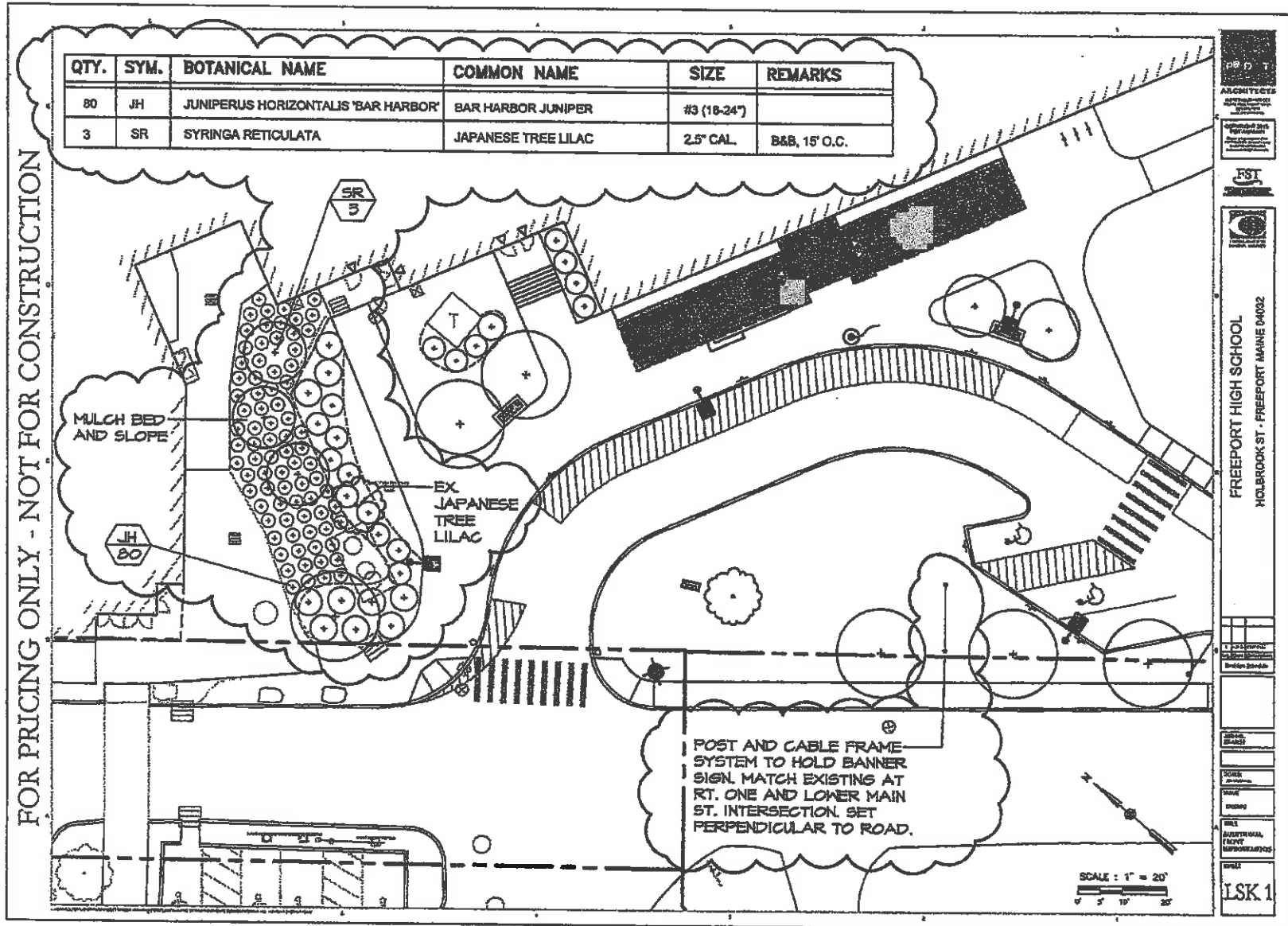
MECHANICAL PLAN - BASELINE

KEY PLAN



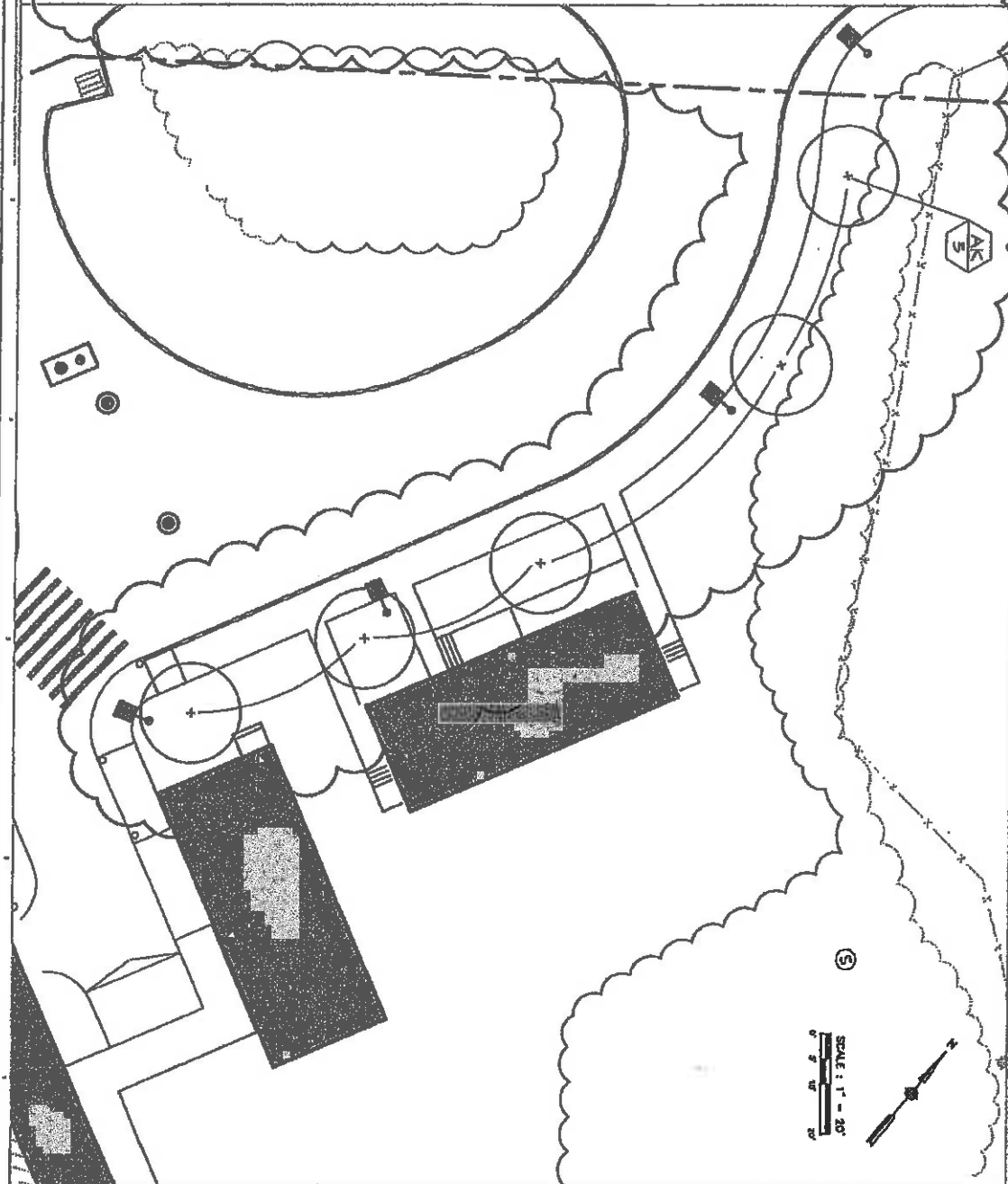
<p>ARCHITECTS 1000 Main Street Portland, ME 04101 Tel: 603.771.1234 Fax: 603.771.1235 www.architects.com</p>	<p>PROJECT NO. 04032</p>
<p>PROJECT NAME FREEPORT HIGH SCHOOL HOLBROOK ST. - FREEPORT MAINE 04032</p>	
<p>DATE 01/15/04</p>	
<p>SCALE 1/8" = 1'-0"</p>	
<p>NOTES 1. SEE MECHANICAL PLAN FOR DETAILS 2. SEE ELECTRICAL PLAN FOR DETAILS 3. SEE PLUMBING PLAN FOR DETAILS 4. SEE STRUCTURAL PLAN FOR DETAILS</p>	
<p>PROJECT NO. A805</p>	

Committee Recommends \$16,889



FOR PRICING ONLY - NOT FOR CONSTRUCTION

QTY.	SYM.	BOTANICAL NAME	COMMON NAME	SIZE	REMARKS
5	AK	ACER RUBRUM 'ARMSTRONG'	ARMSTRONG RED MAPLE	2.5" CAL.	B&B



LSK 3	DATE	PROJECT	CLIENT	DESIGNER	APPROVED	DATE	PROJECT	CLIENT	DESIGNER	APPROVED	DATE

FREEPORT HIGH SCHOOL
HOLBROOK ST - FREEPORT MAINE 04032

AGREEMENT

This Agreement is made by and between the TRI-TOWN TRACK AND FIELD PROJECT, a Maine not-for-profit corporation (hereinafter referred to as the "Project") and REGIONAL SCHOOL UNIT No. 5, a Maine regional school unit (hereinafter referred to as the "RSU").

Whereas, the PROJECT was formed for the purpose of raising funds to help construct an all-weather eight lane track and artificial turf field at Freeport High School (hereinafter referred to as the "FACILITY") and

Whereas, as of the date of this agreement, the PROJECT has raised approximately \$2,310,000 in cash and multi-year pledges and wishes to donate the same, less out-of-pocket fundraising expenses, to the RSU to help finance the construction of the FACILITY, and

Whereas, the PROJECT anticipates receiving a loan commitment letter of Bath Savings Bank to lend the sum of \$156,000 to the PROJECT on or before May 1, 2017, secured by pledges to the PROJECT for the Facility and permitting the PROJECT to donate the loan proceeds to the RSU free of any lien (the "Pledge Loan"), and

Whereas, the PROJECT has made representations to donors regarding the recognition to be accorded to them at the FACILITY, public access and use of the FACILITY and certain materials to be used in the construction of the FACILITY and deems it prudent to ensure that such representations are agreed to by the RSU, and

Whereas, the RSU wishes to accept such donation and to proceed with such construction of the FACILITY and, subject to the conditions set forth herein, is agreeable to accepting such donation;

Now therefore, the parties agree as follows:

1. PROJECT To Donate Funds

The PROJECT recognizes and agrees that, as a condition of the RSU's obligations under this Agreement, the PROJECT must satisfy item [e] of Article 1 of the referendum vote scheduled by the RSU to occur on January 10, 2017, that is, payment of cash gifts for the FACILITY of not less than \$2,257,059, free and clear of any liens, on or before May 31, 2017. For purposes of this section, it is understood that the PROJECT's payment of the proceeds of the Pledge Loan and other cash to the RSU are deemed cash gifts for the FACILITY. To date, the RSU acknowledges that the PROJECT has made advance payments to the RSU and project expenditures totaling \$29,079.53 to cover certain geotechnical and design costs for the FACILITY. The RSU shall credit this sum (plus any further expenditures made by the PROJECT as approved by the RSU for costs of the FACILITY) in partial satisfaction of the condition of payment of cash gifts for the FACILITY of not less than \$2,257,059. The RSU further acknowledges that the sum of \$2,257,059 is net of out of pocket fundraising expenses incurred by the PROJECT.

2. RSU To Construct Track and Field

Subject to budgetary limits of the January, 2017 referendum, and subject to customary change orders, if any, pursuant to the RSU's contracts for construction/installation of the FACILITY, the RSU agrees to proceed with the construction of the FACILITY as generally depicted on a certain Plan prepared by Carroll Associates, dated as of July 1, 2016 (last revised November 23, 2106, for DEP submission), but excluding the following elements shown on this Plan but not in the current budget: concessions building/rest rooms, equipment building/garage, bleachers/press box, ticket booths, scoreboards, and

sound system. Such construction shall take place with the intention of completing the FACILITY by November 2017.

3. Naming Of Track

The RSU agrees to name the FACILITY the “Joan Benoit Samuelson Track and Field,” to prominently display such name at the FACILITY, including at a minimum at the entrances, and on the Donor Display Wall Panel , and to refer to the track by such name in all future public communications and announcements. The PROJECT has secured and provided the RSU with a copy of the consent of Joan Benoit Samuelson to the FACILITY name. The name may only be changed with permission of the voters of the RSU.

4. Donor Recognition In Display Wall

In order to recognize donors to the Project, the RSU agrees to place and maintain one or more display walls at the principal entrance to the FACILITY for the purpose of displaying the names of donors to the FACILITY. The wall(s) shall be constructed of durable material such as stone, brick or block with the categories and names of donors to be inscribed on the wall(s). The categories of donors to be inscribed are set forth in **Exhibit A** attached hereto. The PROJECT shall, at the completion of the fundraising, provide to the RSU the names of donors to be inscribed in each category. The RSU agrees to consult with the PROJECT and obtain the consent of the PROJECT to the design and placement of the donor recognition wall. The PROJECT agrees not to unreasonably withhold or delay its consent. The RSU intends to maintain and repair the display of donor names, subject to availability of funds in future budgets. The RSU board shall make good faith efforts to include sufficient funds in future budgets for that

purpose, but is not legally obliged to do so, and nothing contained herein is intended to bind future boards or future budget authorization by the RSU voters.

5. Donor Recognition in Entrance Walkway

The RSU agrees to place inscribed paving stones or blocks in the walkway to the principal entrance of the FACILITY. The size of the paving stones or blocks are set forth in Exhibit A. The PROJECT shall, at the completion of the fundraising, provide to the RSU the names of donors to be inscribed in such paving stones or blocks. The RSU agrees to consult with and obtain the consent of the PROJECT to the design and location of the walkway, the materials to be used and manner of inscription of the paving stones or blocks. The PROJECT agrees not to unreasonably withhold or delay its consent. The RSU intends to maintain and repair the display of donor names, subject to availability of funds in future budgets. The RSU board shall make good faith efforts to include sufficient funds in future budgets for that purpose, but is not legally obliged to do so, and nothing contained herein is intended to bind future boards or future budget authorization by the RSU voters.

6. Construction Materials

The RSU agrees that the infill material for the artificial turf field shall be made of so-called "Nike Grind." In no event shall a material known as "crumb rubber" be used in any construction of the artificial turf field.

7. Public Access

The FACILITY shall be available for public recreational use by individuals when open and not in use by Freeport High School or the RSU. Permitted uses and hours by the public and RSU residents are subject to reasonable school policies and procedures.

8. Use by RSU Residents and the Town of Freeport

- a. Residents of the RSU will be allowed access to and use of the track and field facility in accordance with RSU policies when: (i) it is open and (ii) is not being used by the RSU's entities.
- b. The RSU will take other reasonable measures to accommodate the reasonable use of the track and field facility by residents of the RSU (i.e. allow for residents to use the track while the RSU is using the fields).
- c. The Town of Freeport, or a local non-profit organization(s) designated by the Town, shall be able to use the track and field facility for an event or gathering at least two (2) times per year, at a date and time to be mutually agreed upon by the Town (or its non-profit designee) and the RSU. Said use shall be in accordance with applicable laws and policies.

9. Release of Claims

The RSU agrees to be solely responsible for the construction, the design, and, except for the donation of funds as set forth herein, the financing and cost of the FACILITY, and hereby releases the PROJECT from any claim or liability of any type relating to or arising out of the construction, the design, and, except for the donation of funds as set forth herein, the financing and cost of the FACILITY.

10. Effective Date

This Agreement shall be effective and contingent upon the successful passage of a voter referendum in the RSU communities on January 10, 2017, approving Article 1 as submitted.

11. Tax Matters

- a. The PROJECT agrees that the RSU has made no representation, and is not required to make any representation to the PROJECT or any other party, with respect to the deductibility of gifts to the PROJECT for purposes of federal or state income taxes or otherwise with respect to treatment of gifts or any party under the Internal Revenue Code of 1986, as amended.
- b. It is understood that in order to fund a portion of the costs of the Facility, the RSU will be issuing tax exempt bonds, and that the RSU will need an unqualified opinion of bond counsel (the "Bond Opinion") with respect to, *inter alia*, various tax matters to support the issuance of those bonds. It is a condition of the RSU's obligations under this Agreement that for purposes of the Bond Opinion, the RSU's bond counsel conclude that the bonds issued for a portion of the costs of the Facility are not considered private activity bonds under the Code by virtue of this Agreement or naming rights under this Agreement.

12. Miscellaneous

- a. This Agreement contains the entire agreement between the parties in relation to its subject matter, and there are no other agreements or understandings, oral or otherwise, between the parties at the time of execution of this Agreement.
- b. This Agreement may only be amended by a written instrument signed by both parties.
- c. Nothing in this Agreement creates a partnership or joint venture between the parties.
- d. Nothing in this Agreement is intended or shall create any rights with respect to its subject matter in any third party.

In Witness Whereof, the parties hereto have executed the Agreement on the following
dates by their duly authorized representatives.

REGIONAL SCHOOL UNIT NO. 5

By: _____
Becky J. Foley
Its Superintendent

Date: _____

TRI-TOWN TRACK AND FIELD PROJECT

By: _____
Frederick H. Palmer
Its President

Date: _____

EXHIBIT A

DONOR RECOGNITION WALL

[TBD]

Insert names

Gold

Insert names

Silver

Insert names

Bronze

Insert names

All American

Insert names

All State

Insert names

All Star

Insert names

WALKWAY PAVERS OR BLOCKS

Large Paver or Block (9' x 9" minimum)

Insert names

Small Paver or Block (4' x 9" minimum)

Insert names

**RSU No. 5 Board of Directors
Freeport High School Track and Field Design Committee**

Committee Charge:

Whereas the RSU5 Board of Directors recognizes the importance of safe, suitable facilities to support and enhance a world-class educational system, we hereby charge the Freeport High School Track and Field Design Committee (FHSTFDC) to oversee the construction of the track and field as authorized by the voters on January 10, 2017.

Committee Membership:

The FHTFD will be comprised of stakeholders representing staff and the community. The committee will be comprised of representatives from the three towns and the following stakeholder groups.

- FHS Administrators
- Athletic Director
- Director of Facilities
- Parents/Community members
- Board of Directors representative
- Superintendent of Schools
- Director of Finance
- Students

Decision-Making Considerations:

The FHTFDC will strive to build consensus among committee members when making recommendations to the RSU5 Board of Directors. Final authority for all decisions relating to the project rests with the RSU5 Board of Directors.

Meetings:

As needed, meetings of the FHSTFDC will be held from 7:30 a.m. to 8:30 a.m. at Freeport High School. An organizational meeting and election of a FHTFDC chair will be held on January 27, 2017.

Individuals who wish to be considered for membership on the FHSTFDC should submit a letter indicating what strengths you would bring to the committee to Becky Foley (foleyb@rsu5.org), Superintendent of Schools, before January 20, 2017.

The RSU5 Board will appoint individuals to the FHSTFDC at the January 25, 2017 Board of Directors' meeting.

Adopted by Board of Directors: _____



Durham • Freeport • Pownal

10.D.&E.

TO: RSU5 Board of Directors
FROM: Dr. Becky Foley, Superintendent *B.F.*
RE: Construction Team for Track & Field Project
DATE: January 18, 2017

With the passage of the referendum on January 10, 2017 and with the approval of the RSU Board, the track and field project will need support to meet our ambitious goal of having the track and field ready for use on September 1, 2017. There will need to be two newly created groups to oversee this project.

As with the Freeport High School Renovation Project, the Track & Field Renovation Project will need a Construction Team to be responsible for attending monthly pay requisition meetings and approving construction change orders. All change orders, regardless of dollar value, must be approved by representatives of the RSU. For this reason, the Construction Team will be established to make quick decisions and provide quick approvals to avoid delays in the project or construction delay claims by the general contractor and his subcontractors. Because of the September 1 deadline, this team is essential if we have any chance of meeting our goal.

I am recommending that we utilize the same amounts for the Construction Team that we are currently using for the building renovation. The current Construction Team is authorized to approve individual change order line items up to \$30,000 with a total monthly change order amount up to \$50,000. Anything over \$50,000 would need to go to the Board for its consideration and action.

I am recommending to the RSU5 Board to establish such a construction team established with the following members:

- Becky Foley, Superintendent
- Dennis Ouellette, Director of Facilities and Transportation
- Michelle Lickteig, Director of Finance and Human Resources
- Chair of the Freeport High School Track and Field Design Committee

We also need a Freeport High School Track and Field Design Committee to oversee several deadlines for the project over the next eight months. This team will be a larger more inclusive group of stakeholders.

The first meeting of the group will be held on January 27, 2017 at 7:30 am at Freeport High School to review guidelines, timeline, elect a chair of the committee and determine next steps.

Regional School Unit No. 5

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

FY 18 RSU5 Budget Timeline

October 26, 2016 Business Meeting @ PES *Timeline*

November 10, 2016 @ Central Office *Leadership Meeting w/ Towns*

December 14, 2016 Business Meeting *Pro Forma – School Board Priorities*

January 25, 2017 Business Meeting **Superintendent's Recommended Budget**

February 1, 2017 Workshop *Budget Review: DCS, FMS, FHS*

*February 8, 2017 Budget Workshop *Budget Review: MSS, PES, MLS*

February 15, 2017 Business Meeting *Budget Review: Technology, CIA, Nutrition, Community Programs*

*March 1, 2017 Budget Workshop *Budget Review: Inst. Support, Maintenance, Athletics*

March 8, 2017 Workshop *Public Hearing on Budget / Deliberations*

March 22, 2017 Business Meeting **Adopt FY 18 School Budget**

April 12, 2017 @ PES Workshop *6:00 -6:30: Q&A with individual Board Members regarding FY 18 Budget*

April 26, 2017 @ DCS Business Meeting *6:00 -6:30: Q&A with individual Board Members regarding FY 18 Budget*

May 10, 2017 Workshop *6:00 -6:30: Q&A with individual Board members regarding FY 18 Budget*

May 24, 2017 @ FHS **Annual Budget Meeting**

June 13, 2017 **Budget Validation Referendum**

*Additional Meetings

Approved by Board: 10-26-16



Finance Subcommittee Report

Date: December 15, 2016

Committee: Finance Committee

Chair: John Morang

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

Guests: Mark Eastman, Michelle Lickteig

Meeting Date: December 15, 2016

Agenda Items and Discussion:

Review of Cost Sharing Formula:

Mark Eastman handed out portions of the current agreement for RSU5 and talked about what the current agreement states about cost sharing, how often the agreement should be reviewed and explained RSU5's agreement has a combination of pupil and state valuations in order to compute the sharing of costs. After reviewing the ED279 and doing comparison calculations, it was Mark's opinion the committee that drafted the agreement put great effort and enormous thought into the sharing of costs to make it equitable. See comparison below.

Review of ED279:

Mark Eastman handed out the ED279 and explained the calculations MDOE does to get to the EPS state funded amount. He went through line by line and answered questions as he went along. This gave a better insight to how MDOE looks at student to staff ratios versus how our schools actually operate. Michelle Lickteig pointed out that it's much harder to accommodate the ratios MDOE thinks is appropriate when you have more than one building servicing the same grade levels. MDOE doesn't take multiple building locations into account in their calculations. After this review, calculations were done for cost sharing based on pupils alone, state valuation alone and those were compared to the current agreement. See the comparisons below.

Update on Audit:

Mark was notified that a draft would be available for review by Friday, December 17, 2016.

Next Meeting:

January 11, 2017

Comparison:

	Current	Pupil Only	State Valuation	50/50 (pupil/state valuation)
Durham	21.42%	31.53%	18.36%	24.97%
Freeport	65.98%	58.47%	71.37%	64.93%
Pownal	12.60%	10.00%	10.27%	10.10%

Submitted by: Michelle Lickteig, Director of Finance



Finance Subcommittee Report

Date: January 18, 2017

Committee: Finance Committee

Chair: John Morang

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

Guests:

Meeting Date: January 11, 2017

Agenda Items and Discussion:

Budget Update/Discussion:

A review of a rough draft of the budget was done with the new Director of Finance and Superintendent. Being new to district, both had many questions about how and what should be presented to the board to make sure the board has all the information they would like to see and hear.

Audit Update:

Michelle Lickteig informed the committee that the financials are currently in review with the auditors. We do not have a final date for the final audit yet.

Finance Related Policy Index Review:

We ran out of time to review any policies.

Next Meeting:

February 8, 2017

Submitted by: Michelle Lickteig, Director of Finance



Policy Subcommittee Report

Committee: Policy

Meeting date: January 6, 2017

Chair: Candy deCsipkes

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

Agenda Items and Discussion:

The following policies were revisited with minor changes prior to 2nd read on January 25, 2017.

IJOA Field Trips and Other Student Travel

EBCC Bomb Threats

The following school procedures were discussed. Jen Gulko, FHS Principal was present for this discussion.

Co-Curricular Eligibility Process

The special education teacher job description was reviewed.

Review/Revise Policies:

The following policies were reviewed and revised and will be sent to the Board for 1st Read on January 25, 2017.

EBH Records Management

EGAD Copyright Compliance

EGAD-R Copyright Compliance and Administrative Procedure

The next meeting will be held on February 3, 2017 at 8:30 a.m.

Submitted by: Cynthia Alexander



Strategic Communications Subcommittee Report

Committee: Strategic Communications

Meeting date: January 13, 2017

Chair: Candy deCsipkes

Committee Members in attendance: Candy deCsipkes, Becky Foley, Valy Steverlynck, Kate Brown
Lindsay Sterling (via telephone)

Guests: Naomi Ledbetter

Agenda Items and Discussion:

1. Committee discussed following ways to communicate since the loss of the Tri-Town Weekly:
 - a. Lisbon Ledger – goes to Durham mailboxes
 - b. Forecaster
 - c. Town News Blasts
 - d. Local News Stations
 - e. Possibility of live streaming for Board meetings – Seth Thompson, Technology Director, will research this and get back to us.
2. Committee discussed the comments from the UPP Survey, and discussed the following areas of concern raised by respondents to the survey:
 - a. Scheduling of extra-curricular events at the same time, and then penalizing athletes by not allowing them to participate due to missing a practice.
 - b. Nutrition program
 - i. Concern about trends in participation.
 - ii. Wonderings if we increase our food costs whether this would impact participation.
 - c. Guidance Program
 - i. Can we do more to assist students?
 - ii. Can we do more to assist students in being ready for college?
 - iii. Request that the Guidance Department do a Board workshop in the spring.
 - d. Sports
 - i. Inadequate facilities
 - ii. More athletic offerings are needed
 - iii. Negative comments about personnel
3. Other Comments from survey:
 - i. More enrichment and differentiation
 - ii. Community: more mentorships/community service
 - iii. More everyday living skills
 - iv. Foreign Language: Could this be done through community education?
4. Communication to the public about the results from the survey:
 - i. School Newsletters,
 - ii. Forecaster Column
 - iii. E-mail communication; link to survey results; draft a communication; on the website; board meeting
5. Exit Survey – this will go to the Board after revisions are completed in March as the January 25th agenda is full.

Submitted by: Becky Foley



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13.A.

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

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

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

DATE: January 17, 2017

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

At the January 25, 2017 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 2nd Read/Adoption. 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

Regional School Unit No. 5

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

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. Pre-Kindergarten and Kindergarten Students

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

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: _____

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: EEAEA - Drug and Alcohol Testing of Bus Drivers
EEAEA-R - Drug and Alcohol Testing of Bus Drivers –
Administrative Procedure

Adopted: April 28, 2010

Reviewed: December 14, 2011

Revised: _____

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.

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; and
- G. Plans for communicating information to parents.

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:

- A. 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. Development of Bomb Threat Procedures

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 Comprehensive 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~~ Comprehensive 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. Student Disciplinary Consequences

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 PET IEP 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 ~~or on~~ 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. Lost Instructional Time

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. Notification Through Student Handbook

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~~ Comprehensive Emergency Management 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: _____



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13.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, David Watts, Jen Gulko, Bonnie Violette, Emily Grimm, Sarah Duffy, Darren Carter, Charlie Mellon, Michelle Lickteig, Anne-Marie Spizzuoco, Beth Daniels, Deanna Coro, Diana Passmore, Dorothy Curtis, Eugenia O'Brien, Hank Ogilby, Diane Atwood, Linda Pritchard, Nancy Drolet, Nancy Dyer, Jessica Sturges, Karen Sylvain, Tiffany Blanchard, Laurie Allen, Tom McKibben, Pauline Gillis

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

DATE: January 17, 2017

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

At the January 25, 2017 RSU5 Board of Directors Meeting, the following policies will be on the agenda for 1st Read. 2nd Read/Adoption will take place at the February 15, 2017 Meeting. The policies are attached.

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

Regional School Unit No. 5

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

RECORDS MANAGEMENT

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

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

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

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

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

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

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

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

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

Board Records

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

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

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

Adopted: November 30, 2011

Revised: _____

COPYRIGHT COMPLIANCE

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

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

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

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

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

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

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

COPYRIGHT COMPLIANCE ADMINISTRATIVE PROCEDURE

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

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

I. GENERAL RULE AND COPYRIGHT OWNERSHIP

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

II. DEFINITIONS

A. “FAIR USE”

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

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

B. “FACE-TO-FACE INSTRUCTION”

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

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

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

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

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

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

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

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

IV. PRINT MATERIALS

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

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

B. Prohibited Uses

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

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

V. COMPUTER SOFTWARE

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

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

A. Permissible Uses

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

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

B. Prohibited Uses

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

VI. INTERNET

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

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

VII. OFF-AIR TELEVISION RECORDING

A. Permissible Uses

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

B. Prohibited Uses

1. Recording broadcast programs in anticipation of requests;

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

VIII. USE OF PRE-RECORDED VIDEOS

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

A. Permissible Uses

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

B. Prohibited Uses

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

IX. MUSIC AND THEATER PERFORMANCES

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

X. EDUCATIONAL USES OF MUSIC

A. Permissible Uses

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

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

B. Prohibited Uses

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

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

Cross Reference: EGAD - Copyright Compliance

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