I. Opening of Meeting
   A. Flag Salute
   B. Adjustments to Agenda
   C. Approval of Board Minutes of November 20, 2018 *Action

   At this time, the Board will recognize Coach Rogers and the State of Maine Class C Football Champions

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

III. Reading of Communications
   A. Administrative Communications
   B. Superintendent/Board Communications

IV. Reports
   A. Superintendent
   B. Board Chair

V. Report of Special Committees
   A. Budget/Finance Committee December 11, 2018
   B. Building Committee December 12, 2018
      1. Building Names Ad Hoc Committee
         a. Logo Contest
   C. Education Committee December 04, 2018
   D. Policy Committee No Meeting
      First Reading: None
      Second Reading: *Action
         1. DJH Purchasing and Contracting: Procurement Staff Code of Conduct
         2. JRA Student Education Records and Information
            JRA-E Student Education Records and Information
            JRA-R Student Education Records and Information
            Administrative Procedure
VI. Old Business - None

VII. New Business
A. Coaching Cycles Informational Presentation by Kelly Burns

B. IT Section of Nokomis Regional High *Action

C. 2018-19 Audit Report *Action
   The Board will discuss the annual audit report.

D. Staff Resignations - Informational
   1. Jamye Foster Sped Teacher N/P

D. Staff Nominations - None

E. Staff Appointments - Informational
   1. Erica Turmel JV Cheering NRH

F. Staff Transfers - Informational - None

VIII. Future Agenda Items

IX. Next Meeting Dates

X. Adjournment

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

IF the district is closed for weather or other issues, the Board meeting will be on the next regularly scheduled meeting date.
MEMBERS PRESENT: Christopher Easton, Samantha Brown, Paul Carter, Celia Demos, Mark Hansen, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Ryan Parker, Kenneth Sands, Jason Scholten, Erik Stitham, Chad Stratton, Leland Youngberg

MEMBERS ABSENT: Excused: Jennifer Watson, Corinna Caron, Fred Hickey, Charles Cossar
Unexcused: Samantha Brown, Celia Demos, Erik Stitham

TOTAL MEMBERS PRESENT: 600
TOTAL MEMBERS ABSENT: 398

OTHERS PRESENT: District staff and members of the community

I. Opening of Meeting
   A. Flag Salute was rendered.

   B. Adjustments to Agenda
      Under VII. New Business - Add to B Staff Nominations:
      Jessica Downing, Grade 4 at N/P
      Add E. Hartland Consolidated School Property

   C. Approval of Board Minutes
      A motion was made by Robin McNeil to accept the Board Meeting minutes from October 17, 2018, seconded by Ken Sands and voted unanimously.

II. Public Comment - None

III. Reading of Communications
   A. Administrative Communications - Liz Mares introduced Robyn Lessard as the new part-time Assistant Director of Special Services. As of October 1st, the child count was 335. Liz and Robyn attended a meeting of SPED Directors in Portland and also meet with the Bangor group monthly. They are discussing where shifts in responsibilities may happen in the future. Joe Chadborne reports that he is in and getting adjusted. He has been involved with the Etna and Dixmont withdrawal request, working with transportation and budgeting as well
as compiling the audit. Auditors will come to the next Business / Finance Committee meeting to discuss the highlights of the audit.

B. Superintendent/Board Communication - Robin McNeil, Ryan Parker and Mike Hammer attended the annual MSMA Fall Conference.

IV. Reports
A. Superintendent - Mr. Hammer reports that JROTC is teaming up with the Good Shepherd Food Bank to provide a food pantry for families in our district. JROTC was rewarded a $1000 gift from the Masons in Hartland. Nokomis Warrior Football have proved to be leaders in athletics and academics.

B. Board Chair - No report

V. Report of Special Committees
A. Budget/Finance Committee November 13, 2018
Communication presented.

B. Building Committee November 14, 2018
Communication presented.
1. Ad Hoc Building Names Committee - Communication presented.

C. Education Committee November 07, 2018
Communication presented.

D. Policy Committee October 23, 2018
Communication Presented.

First Reading:
1. DJH Purchasing and Contracting: Procurement Staff Code of Conduct
   A motion was made by Robin McNeil to approve the first reading of this policy, seconded by Ken Sands, and voted unanimously.

2. IHBAC Child Find
   A motion was made by Robin McNeil to approve the first reading, waive the requirement for a second reading, and approve the policy as written, seconded by Jason Scholten, and voted unanimously.

3. JRA Student Education Records and Information
   JRA-E Student Education Records and Information
   JRA-R Student Education Records and Information Administrative Procedure
A motion was made by Robyn McNeil to approve the first reading of this policy, form, and regulation, seconded by Ken Sands and voted unanimously.

Second Reading:

1. GCEC Posting and Advertising of Professional Vacancies
   A motion was made by Robin McNeil to approve this policy, seconded by Chris Eason, and voted unanimously.

2. JJIAA Private School Students Access to Public School Co-curricular, Interscholastic and ExtraCurricular Activities
   JJIAA-E1 Private School Student Application for Participation in RSU 19 Cocurricular Activities
   JJIAA-E2 Private School Student Application for Participation in RSU 19 Extracurricular Activities
   JJIAA-E3 Verification of Private School Student Eligibility for Participation in RSU 19 Cocurricular Activities
   JJIAA-E4 Verification of Private School Student Eligibility for Participation in RSU 19 Extracurricular Activities
   A motion was made by Jason Scholten to approve this policy and forms, seconded by Leland Youngburg, and voted unanimously.

3. IJNDB Student Acceptable Use Policy
   IJNDB-E Parent/Student Device/Internet Use Acknowledgement Form (Grades 7-12 Only)
   IJNDB-E2 Device Take-Home Agreement (Grades 7-12 Only)
   A motion was made by Jason Scholten to approve this policy and forms, seconded by Leland Youngburg, and voted 529 for 71 opposed (Don Mendell).

4. JIIAAB Charter School Students - Access to Public School Co-curricular, Interscholastic and Extracurricular Activities
   A motion was made by Jason Scholten to approve this policy, seconded by Leland Youngburg, and voted unanimously.

Recommend to Eliminate:

1. DICA GASB 54 - Fund Balance
   A motion was made by Robin McNeil to eliminate the DICA- Fund Balance, seconded by Ken Sands and voted 181 for 419 opposed (Mark Hanson, Paul Carter, Chris Easton, Ryan Parker, Susie Hopkins, Leland Youngburg, William McDonald, Jason Scholten, Chad Stratton). Motion denied.
A **motion** was made by Jason Scholten to add an amendment / rewrite DICA - Fund Balance before removing it. Motion died for lack of a second.

A **motion** was made by Don Mendell to table DICA - Fund Balance, **seconded** by Chris Easton and **voted** 274 for 326 opposed (Mark Hanson, Ryan Parker, Leland Youngburg, Robin McNeil, Kenneth Sands, Jason Scholten). Motion denied.

E. **Transportation Committee**  
   Communication presented.  
F. **Tri-County Vocational Committee**  
   No meeting  
G. **Negotiations Committee**  
   Communication presented  
H. **Extra-Curricular Ad Hoc Committee**  
   Communication presented.  

**VI. Old Business**  
A. **Assistant Principal**  
   A **motion** was made by Robin McNeil to authorize the Superintendent to employ Frances Rogers as the new Assistant Principal, **seconded** by Ken Sands and **voted** 566 for 34 opposed (Paul Carter). Motion passed.

**VII. New Business**  
A. **Staff Resignations** - Informational  
   1. Sara Eastman  
      Speech  
      SOM/STAL  
   2. Emily Kahler  
      Grade 4  
      N/P  
   3. Alicia Neal  
      Ed Tech II Sped  
      CES  

B. **Staff Nominations**  
   A **motion** was made by Chris Easton to approve the Superintendent’s nomination of Joel Stevens as Grade 6 Science and Social Studies Teacher at Somerset and Jessica Downing as Grade 4 Teacher at Newport/Plymouth School and to authorize the Superintendent to employ them, **seconded** by Robin McNeil and **voted** unanimously.

C. **Staff Appointments** - Informational  
   1. Kimberly Bishop  
      Ed Tech III Sped  
      CES  
   2. Kristin Coulombe  
      Ed Tech II Sped  
      SEB  
   3. Dena Tezel  
      Ed Tech II Sped  
      STAL  

D. **Staff Transfers** - Informational - None
E. Hartland Consolidated School Property

1. A motion was made by Jason Scholten that the Superintendent be authorized to execute and deliver a quitclaim deed of a portion of the Hartland Consolidated School property from RSU 19, acting in its capacity as successor to Maine School Administrative District No. 48, to Regional School Unit No. 19, said deed reflecting a missing parcel from the 2009 deed from MSAD 48 RSU 19, and to execute and deliver such other documents and take such other actions as he deems necessary to effectuate the transfer of that property, seconded by Bill McDonald and voted unanimously.

2. A motion was made by Jason Scholten that the Superintendent be authorized to execute and deliver a quitclaim deed of the Hartland Consolidated School property from RSU 19 to the Inhabitants of the Town of Hartland, together with a related Post-Closing Agreement, and to execute and deliver such other documents and take such other actions as he deems necessary to effectuate the transfer of that property, seconded by Chris Easton and voted unanimously.

VIII. Future Agenda Items
Training - Child Sexual Abuse Training
Honor Nokomis Warrior Football

IX. Next Meeting Dates
December 18, 2018

X. Adjournment
The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Mike Hammer
Secretary to the Board

Darcey LaPrade, Note Taker
Education Committee Minutes
December 4, 2018
Nokomis Library
6:30 PM

Members Present: Ken Sands, Susie Hopkins, Robin McNeil, Ryan Parker, Jennifer Watson, Leland Youngberg, Chad Stratton

Members Absent: Samantha Brown

Others Present: Mike Hammer, Angela Brown, Karen Lavoie, Jane Stork, Mary Nadeau, Lori Merrow

1. **Public Comment** - None

2. **World Language at Middle and Elementary** - Madame Lavoie reviewed the specific content she teaches at specific grade levels. She also gave a brief background of how her program was developed and has progressed over the last few years. She now teaches Spanish and French across all grade levels K-8 at Etna-Dixmont as well as Read 180. The Committee also discussed programming for unified arts at the new middle school and how that might be structured. The Administrative Team is looking into this and will begin with maintaining the consistent programming that we have. The Education Committee supports providing as much World language K-12 that the district can support financially.

3. **Review of Future Search Documents** - The Committee compared the former strategic plan document from the future search and the version compiled from that document and current practice that the Administrative Team created. The former document is out-of-date and the Committee thoroughly reviewed the newer document and made a few suggested changes. Lori and Mike will review and bring the document back to the Committee prior to being presented to the full Board.
4. **Sexual Abuse Training** - The district is starting to follow the guidelines established by the state for implementation of this initiative. At this point, we have a few teachers trained in various buildings and will establish a training plan to get all employees trained per the guidelines. As we move forward with implementation, the Administration will keep the Board informed of progress.

5. **Other** - The February Education Committee meeting may be held at Tri-County in Dexter; no meeting in January due to New Year’s Day Holiday.

6. **Adjournment**
   The meeting was adjourned at 8:20 PM.

   Respectfully submitted,

   Mike Hammer
   Superintendent of Schools
SECOND READING OF POLICIES
RSU 19
PURCHASING AND CONTRACTING:
PROCUREMENT STAFF CODE OF CONDUCT

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

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

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

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

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

Dispute Resolutions
A bidder or respondent to a request for a proposal (RFP) may protest a procurement or contract award if he/she believes that it was made in a manner inconsistent with Board
policy, specifications, or law or regulations. A protest must be submitted to the Superintendent in writing within five business days after receipt of notification of the award being made, with all documents supporting the protest.

The Superintendent shall review the protest and supporting documents and render a decision within 20 business days of receipt of the protest. The Superintendent may also convene a meeting with the bidder or respondent to attempt to resolve the problem.

If the bidder or respondent is not satisfied with the Superintendent’s decision, he/she may appeal to the Board. The Superintendent will provide reasonable notice to the bidder or respondent of the date and time for the Board’s consideration of the protest. The Board’s decision shall be final.

Legal Reference: 34 CFR 74.40-74.48; 80.36 (Education Department General Administrative Regulations (EDGAR) Commissioner’s Administrative Letter No. 6, June 18, 2016– (Fiscal Compliance)

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

RSU 19 shall comply with the Family Educational Rights and Privacy Act (“FERPA”) and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

A. Directory Information

RSU 19 designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos of student participation in school activities open to the public (except photographs and videos on the Internet). RSU 19 may disclose directory information if it has provided notice to parents (and eligible students over 18) and has not received timely written notice refusing permission to designate such information as directory information.

B. Military Recruiters/Higher Education Access to Information

Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 19 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, RSU 19 may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

As permitted by FERPA, RSU 19 may disclose personally identifiable information from a student’s educational record to appropriate parties, including parents of an eligible student, if taking into account the totality of the circumstances, it determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that knowledge of the information is necessary to protect the health or safety of the student or other individuals. In the event of disclosure, the school unit will record the articulable and significant threat that formed the basis for the disclosure and the parties to whom the school unit has disclosed and maintain such record with the student’s educational record.

D. Information on the Internet

Under Maine law, RSU 19 shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

1st Reading: 05/19/09; Revised 10/18/11
Adopted: 06/16/09; Revised 11/15/11
E. Transfer of Student Records

As required by Maine law, RSU 19 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

F. Designation of Law Enforcement Unit

The Board hereby designates the local service area law enforcement as RSU 19’s law enforcement unit for the purpose of disclosure of student education records under FERPA.

G. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended
20 U.S.C. § 7908
20-A M.R.S.A. §§ 6001, 6001-B
Maine Department of Education Rules, Chapters 101 and 125

Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights
JRA-R – Student Education Records and Information Administrative Procedure
ILD – Student Surveys and Marketing Information
EHB – Records Retention Policy
The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student’s education records.

A. Inspection of Records

Parents/eligible students may inspect and review the student’s education records within 45 days of making a request. Such requests must be submitted to the Superintendent or building administrator in writing and must identify the record(s) to be inspected. The Superintendent or building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at a cost of 25¢ per page.

B. Amendment of Records

Parents/eligible students may ask RSU 19 to amend education records they believe are inaccurate, misleading or in violation of the student’s right to privacy. Such requests must be submitted to the Superintendent or building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Superintendent or building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

C. Disclosure of Records

RSU 19 must obtain a parent/eligible student’s written consent prior to Disclosure of personally identifiable information in education records except in circumstances as permitted by law.

1. Directory Information

RSU 19 designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want RSU 19 to disclose directory information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.
2. **Military Recruiters/Institutions of Higher Education**

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 19 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU 19 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. **School Officials with Legitimate Educational Interests**

Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by RSU 19 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom RSU 19 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

4. **Other School Units**

As required by Maine law, RSU 19 sends student education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records (except for confidential health records for which consent for dissemination has not been obtained).

5. **Health or Safety Emergencies**

In accordance with federal regulations, RSU 19 may disclose education records without prior written consent in a health and safety emergency to any person whose knowledge or the information is necessary to protect the health or safety of the student or other individuals.

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

D. Complaints Regarding School Department Compliance with FERPA

Parents/eligible students who believe that RSU 19 has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
STUDENT EDUCATION RECORDS AND INFORMATION –
ADMINISTRATIVE PROCEDURE

This administrative procedure is intended to assist administrators and school staff in complying with the requirements of federal and state statutes and regulations concerning student education records and information, including special education requirements.

A. Definitions

The following definitions apply to terms used in this procedure.


2. "Directory information" means the following information contained in an education record of a student: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, honors and awards received, and photographs and videos relating to student participation in school activities open to the public (except photographs and videos on the Internet).

3. "Eligible student" means a student who has attained 18 years of age who has not been judged by a court of competent jurisdiction to be so severely impaired that the student is unable to make decisions or exercise judgment on his/her own behalf. When a student attains the age of 18, all rights accorded to parents concerning education records transfer to the eligible student, except that the School Department may continue to disclose education records to a parent without prior written consent if the student qualifies as a dependent under the Internal Revenue Code.

4. "Parent" means parent, regardless of divorce or separation, a legal guardian, or individual acting as a parent or guardian provided that there shall be a presumption that a parent has the authority to exercise the rights inherent in the Act, unless there is evidence of a state law or court order governing such matters as divorce, separation or custody or a legally binding instrument that specifically revokes such rights.

5. "Education record" means information or data that directly relates to a student and is maintained by the school unit in any medium, including but not limited to handwriting, print, e-mail or other computer media, video or audio tape, microfilm and microfiche. Records of instructional, supervisory and administrative personnel and personnel who support these individuals, which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a temporary substitute for the person who made the record are excluded from this definition, as are grades on peer-graded papers before they are collected and recorded by a teacher.

6. "Student" includes any individual with respect to whom the School Department maintains education records.

B. Annual Notification of Rights
Parents and eligible students shall be provided with notice of their rights under FERPA and other applicable federal and state laws and regulations concerning education records at the beginning of each school year or upon enrollment if a student enrolls after the start of the school year. RSU 19 may provide notice through any of the following means:

1. Mailing to students’ homes;
2. Distribution to students to take home;
3. Publication in student handbooks;
4. Publication in newsletters or other materials distributed to each parent/eligible student;
5. RSU 19 Website

C. Access to Policy and Administrative Procedure

RSU 19’s policy on Student Education Records and Information shall be posted in each school. In addition, school administrators shall provide copies of this administrative procedure to parents/eligible students upon request or when a request to inspect or amend records is made.

D. Inspection and Review of Education Records

Parents/eligible students may review and inspect their educational records by the following procedure:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to review the records.
2. The Superintendent or building administrator will comply with the request without unnecessary delay and in a reasonable period of time, but in no case more than 45 days after it received the request, and will comply before any IEP Team meeting regarding an Individualized Education Program or any due process hearing relating to the identification, evaluation or placement of the student.
3. The Superintendent or building administrator may deny a request for access to or copies of the student’s education records if there is reasonable doubt as to the legality of the parent-child relationship. Access will be withheld until a determination of legal right to access can be established.
4. All records shall be reviewed in the presence of a school official.

Parents/eligible students may also request to review the following:

1. RSU 19’s list of types and locations of education records and titles of officials responsible for the records.
2. RSU 19’s record of disclosures of personally identifiable information (see Section F).
E. Requests to Amend Education Records

Parents/eligible students may ask RSU 19 to amend education records they believe are inaccurate, misleading or in violation of the student’s privacy rights as follows:

1. The parent/eligible student must make a written request to the Superintendent or building administrator to amend the education record. The request must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

2. The Superintendent or building administrator shall, within a reasonable period of time after receipt of the request, either amend the record in accordance with the request or inform the parent/eligible student of the School Department’s refusal to amend the record and inform the parent/eligible student of their right to request a hearing.

3. If the parent/eligible student requests a hearing, it shall be held within a reasonable period of time from RSU 19’s receipt of the written request. The parent/eligible student shall be given advance notice of the date, place and time of the hearing. The Superintendent shall designate an individual to conduct the hearing. This individual may be an employee of RSU 19 so long as he/she does not have a direct interest in the outcome of the hearing. The parent/eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.

4. RSU 19 shall make its decision in writing within a reasonable period of time. The decision of the school shall include a summary of the evidence and the reasons for the decision.

5. If, as a result of the hearing, RSU 19 decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the education records of the student accordingly and so inform the parent/eligible student in writing.

6. If, as a result of the hearing, RSU 19 decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent/eligible student of their right to include a statement in the student’s education record about the contested information and/or setting forth any reasons for disagreeing with the decision of RSU 19.

7. Any statement placed in the student’s education record under the preceding paragraph shall be maintained as long as the record or contested portion is maintained by RSU 19. If the education records of the student or the contested portion is disclosed by RSU 19 to any party, the explanation shall also be disclosed.

F. Disclosure of Education Records

All disclosures of education records will be made in compliance with federal and state statutes and regulations. RSU 19 will maintain a record of disclosures of personally
identifiable information from the education records of a student. Such records do not include disclosures to the parents/eligible student, disclosures to school officials or disclosures of directory information. RSU 19 will not disclose any personally identifiable information from the education records of a student without the prior written consent of the parent/eligible student unless such disclosure is otherwise allowed by federal and/or state statutes or regulations. The written consent shall include a specification of the records which may be disclosed, the purpose(s) of the disclosure(s), and the identity of the party or parties to whom the disclosure(s) may be made.

There are several exceptions to the requirement to obtain prior written consent before disclosing education records as follows:

1. **Directory Information.** RSU 19 may make directory information (as described in Section A) public at its discretion unless a parent/eligible student has notified the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

   RSU 19 may disclose directory information about former students without the consent of the parent/eligible student.

2. **Military Recruiters/Institutions of Higher Education.** Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and RSU 19 must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want RSU 19 to disclose this information must notify the Superintendent in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

3. **School Officials with Legitimate Educational Interests.** Education records may be disclosed to school officials with a “legitimate educational interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by RSU 19 as an administrator, supervisor, instructor or support staff member (including health or medical staff and the school unit’s designated law enforcement unit personnel, if any); members of the School Board; persons or companies with whom RSU 19 has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators or therapists); and parents, students or volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities, who are under the direct control of RSU 19 with regard to education records.

4. **Other School Units.** Under Maine law (20-A M.R.S.A. § 6001-B), the School Department is required to send a student’s education records to a school unit to which a student applies for transfer, including disciplinary records, attendance records, special education records and health records. Consent is not required for the transfer of these records, except for confidential health records.

At the request of the Superintendent of the school unit where a student seeks admission, the student’s current or former school administrators shall provide, in a
timely fashion, an oral or written report to the Superintendent indicating whether the student has been expelled or suspended or is the subject of an expulsion or suspension proceeding.

5. **Health or Safety Emergency.** In accordance with federal regulations, RSU 19 may disclose education records in a health or safety emergency to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals without prior written consent.

6. **Other Entities/Individuals.** Education records may be disclosed to other governmental entities and individuals as specifically permitted by FERPA and the accompanying regulations, for example: DHHS, Law Enforcement, etc.

7. **Information on the Internet.** Under Maine law (20-A M.R.S.A. § 6001), RSU 19 shall not publish on the Internet any information that identifies a student, including but not limited to the student’s full name, photograph, personal biography, e-mail address, home address, date of birth, social security number and parents’ names, without written parental consent.

**G. Request/Disclosure Record**

1. RSU 19 will maintain a record of requests and disclosures of personally identifiable information from the education records of a student.

2. Such records do not include disclosures to the parents/eligible student; disclosures made pursuant to written consent of the parents/eligible student; disclosures to school officials; disclosures of directory information; records released pursuant to a subpoena that specifies that the request/disclosure remain confidential; or disclosures to the person who provided or created the record.

3. The record will include the party requesting the information and the “legitimate interest” the party has in the information. In the case of state and local educational authorities, and federal officials and agencies identified in the FERPA regulations, the record must specify that the records may be subject to further disclosure by these authorities, officials and agencies without consent.

4. When disclosures are made under the exception for health or safety emergencies, the record must include the “articulable and significant threat to the health or safety of a student or other individuals that formed the basis of the disclosure” and the parties to whom the information was disclosed.

**G. H. Waiver of Confidentiality Rights**

A parent/eligible student may waive any of his/her rights regarding confidentiality of education records, but any such a waiver must be in writing and signed by the parent/eligible student. The school may not require that a parent/eligible student waive his or her rights. Any waiver may be revoked, but such revocation shall not apply to any actions taken by RSU 19 prior to the revocation being received. If a parent executes a waiver, that waiver may be revoked by the student any time after he/she becomes an eligible student.

**H. I. Fees for Copying Records**
There shall be no charge to search for or retrieve education records of a student. RSU 19 shall provide copies of education records to parents/eligible students upon request. The cost of producing copies of the record to parents/eligible student will be $ .25 per page copied, plus postage. Parents/eligible students who are unable to pay such fees will not be denied access to education records. This fee, however, will not prohibit a parent/eligible student the opportunity to access records if they are unable to pay for copies.

I. J. Maintenance and Destruction of Education Records

RSU 19 shall maintain education records as required by federal and state statutes and regulations.

1. Records shall be maintained in paper and/or electronic form by personnel who are knowledgeable about the applicable confidentiality and record retention requirements. All records shall be safeguarded from unauthorized access. Student records must be kept in fireproof storage at the school or a duplicate set must be kept off-site.

2. The high school transcripts of all former students shall be kept in perpetuity by RSU 19. A permanent record of a special education student’s name, address, phone number, grades, attendance record, classes attended, and grade and year completed shall be maintained without time limitations. All other records will be maintained in accordance with Maine State Rules for Disposition of Local Governmental Records (Schedule L).

3. RSU 19 shall not destroy any education record if there is any outstanding request to inspect or review such records.

4. Records of access to education records shall be retained as long as the records themselves.

4. RSU 19 shall inform parents of students with disabilities when education records are no longer needed to provide educational services to the student or to demonstrate that the school has provided the student with a free appropriate public education as required by law. At that point, the records may be turned over to parents/eligible student upon their request, or destroyed in accordance with the parent’s request or RSU 19 procedures.

J. K. Complaints

The United States Department of Education maintains an office that handles complaints about alleged violations of FERPA by local school units. Complaints regarding violations of rights accorded parents/eligible students may be submitted in writing to:
Family Policy Compliance Office
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (as amended)
20 U.S.C. § 7908
20-A M.R.S.A. § 6001, 6001-B
Maine Department of Education Rules, Chapters 101 and 125
Maine State Archives, Rules for Disposition of Local Governmental Records
REGIONAL SCHOOL UNIT 19

TRANSPORTATION COMMITTEE MINUTES
November 28, 2018     6:30 PM
Superintendent’s Office

Members Present: Jason Scholten, Charles Cossar, Mark Hansen, Susie Hopkins, Jennifer Watson

Members Absent: Erik Stitham
               Paul Carter (Excused)

Others Present: Mike Hammer, Dean Cray, Josh Grant, Dave Dow, Dan Smith

I. Public Comment
   None

II. Update on Transfinder
   The routes in transfinder are continuing to be added and Infinite campus uploads student data nightly. It is getting better and we should have all runs in the software soon. If data is manually loaded, automatic upload changes information which may be incorrect. We are still finding students that are no longer in our system.

III. Bus Routes
    The Committee examined new bus routes that could help to balance student populations in the new building. The first area looked at was roads that took students that live in Palmyra, but going to Newport Elementary, back to the new Somerset Elementary School. Secondly, there was discussion of the students on the Clark Road out to Rt 69 heading out to attend Etna Dixmont Elementary School. The third option looked at was easterly corner of Corinna going to Somerset Elementary, if needed. We also have a few St. Albans students going to Newport Elementary that could go to Somerset.

    The Committee will continue to review and discuss bus stops and routes at another meeting on December 19th. The intent is to have a balance of student population in each school and to maintain around 400 students at the new Sebasticook Elementary.
IV. Other
Items that need to be discussed further are summer school, after school activity busing, run times in relation to school start and end times, etc.

V. Adjournment
The meeting was adjourned at approximately 8:00 pm.

Respectfully submitted,

Mike Hammer
Superintendent of Schools