

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JANUARY 27, 2021
FREEPORT HIGH SCHOOL - CAFETERIA
6:30 P.M. REGULAR SESSION
AGENDA

Due to the public health emergency, Board members may participate in this meeting on a hybrid basis, with members having the option to attend in person or via remote participation, as authorized by 1 M.R.S.A. § 403-A. Members of the public may participate in this meeting in person or remotely. <https://networkmaine.zoom.us/j/88394543621> Webinar ID: 883 9454 3621
Join by telephone: 1 312 626 6799

1. **Call to Order:**
The meeting was called to order at _____ p.m. by Chair Michelle Ritcheson

2. **Attendance:**

___ Jeremy Clough	___ Elisabeth Munsen
___ Candace deCsipkes	___ Maura Pillsbury
___ Lindsey Furtney	___ Michelle Ritcheson
___ Jennifer Galletta	___ Valeria Steverlynck
___ Susana Hancock	___ Madelyn Vertenten
___ Angela King-Horne	___ Liam Hornschild-Bear – Student Representative
	___ Brady Grogan – Student Representative

3. **Pledge of Allegiance:**

4. **Consideration of Minutes:**
 - A. Consideration and approval of the Minutes of January 13, 2021 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

5. **Adjustments to the Agenda:**

6. **Good News & Recognition:**
 - A. Report from Board’s Student Representative (10 Minutes)

7. **Public Comments: (10 Minutes)**
Public comment will be taken in person and via Zoom (connection information below)
<https://networkmaine.zoom.us/j/88394543621>
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8. **Reports from Superintendent: (10 Minutes)**
 - A. Items for Information
 1. District Happenings

9. **Administrator Reports:**
 - A. Finance - Rick Kusturin (5 Minutes)

- 10. Board Comments and Committee Reports:
 - A. Board Information Exchange and Agenda Requests (10 Minutes)
 - B. Finance Committee (3 Minutes)
 - C. Policy Committee (3 Minutes)

- 11. Policy Review: (15 Minutes)
 - A. Consideration and approval of the following policy (2nd Read).
 - 1. BEB-Board Member Use of Social Media

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval of the following policy (1st Read).
 - 1. BIA-New Board of Directors Member Orientation

Motion: _____ 2nd: _____ Vote: _____

- 12. Unfinished Business:
NA

- 13. New Business:
 - A. Consideration and approval of the 2021-2022 School Calendar (1st Read). (15 Minutes)

Motion: _____ 2nd: _____ Vote: _____

- B. Presentation of Superintendent's 2021-2022 Recommended Budget (20 Minutes)

- 14. Personnel:
NA

- 15. Public Comments: (10 Minutes)
Public comment will be taken in person and via Zoom (connection information below)
<https://networkmaine.zoom.us/j/88394543621>
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- 16. Adjournment:

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

Item # H.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, January 13, 2021 – 6:30 p.m.
Freeport High School - Cafeteria / Hybrid Remote Meeting
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 27, 2021 meeting).

1. CALLED TO ORDER:

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

- 2. MEMBERS PRESENT:** Jeremy Clough, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Angela King-Horne, Elisabeth Munsen, Maura Pillsbury (attended remotely), Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Brady Grogan, Student Representative

MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of December 9, 2020.
(Hancock – Munsen) (11 – 0) The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Item #6.A. was Tabled

6. GOOD NEWS AND RECOGNITION:

- A. Outstanding Contribution to Community Service by a FHS Student - Tabled
- B. Report from Board's Student Representative - Brady Grogan

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

- A. Retirements (effective at the end of the school year):
- Nancy Drolet, FHS Physical Education/Health Teacher
 - Rose Pinette, DCS Office Secretary
 - Linda Pritchard, FMS Special Education Teacher
 - Peter Wolinsky, School Psychologist

9. ADMINISTRATOR REPORTS:

- A. District Scorecard - Cynthia Alexander & Administrators
- B. Update on 2020-2021 District Goals - Becky Foley
- C. Diversity, Equity and Inclusion Audit Findings - Becky Foley

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

- A. **VOTED:** To appoint members to the following committees for the 2020-2021 school year.
(Steverlynck - Galletta) (11 - 0) The student representative voted with the majority.
Susana Hancock - Professional Negotiations
Jen Galletta - Maine Regional 10 Technical High School Board
Angela King-Horne - Dropout Prevention Committee

14. PERSONNEL:

- A. **VOTED:** To employ Daniel Picard as a FHS Technology Integration Teacher for the remainder of the 2020-2021 school year (one year position) (Munsen - Hancock) (11 - 0) The student representative voted with the majority.

15. PUBLIC COMMENT:

None

16. EXECUTIVE SESSION:

- A. **VOTED:** To enter into Executive Session to discuss labor contracts and proposals pursuant to 1 M.R.S.A § 405(6)(D) (Hancock - Munsen) (11 - 0) The student representative voted with the majority.

Time In: 8:53 p.m.

Time Out: 9:21 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

- A. **VOTED:** To approve the Memorandum of Understanding with the Coastal Education Association regarding the extension of insurance benefits in Article 8 of the support staff collective bargaining agreement. (Clough - Hancock) (11 - 0)

18. EXECUTIVE SESSION:

- A. **VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's Evaluation Performance Goals. (Hancock - Vertenten) (11 - 0)

Time In: 9:22 p.m.

Time Out: 9:44 p.m.

19. ACTION AS A RESULT OF EXECUTIVE SESSION:

None

20. ADJOURNMENT:

- VOTED:** To adjourn at 9:44 p.m. (Munsen - Furtney) (11 - 0)


Becky J. Foley, Superintendent of Schools

Item # 9, A.

Article Report - December 2020

	2021 Budget	2021 Budget Adj	December 2021	2021 Expenses YTD	2021 Encumbrances	Balances YTD	% Remaining
1000 - GENERAL FUND							
Art 1 - Reg Inst Total	15,107,880.00	0.00	1,076,406.12	5,031,781.06	8,079,866.92	1,996,232.02	13 %
Art 2 - Special Ed Total	4,688,560.00	0.00	317,646.05	1,495,997.82	2,498,823.87	693,738.31	15 %
Art 3 - CTE	101,706.00	0.00	8,475.45	50,852.72	50,852.68	0.60	0 %
Art 4 - Oth Inst Total	858,926.00	0.00	35,019.88	242,392.40	91,789.77	524,743.83	61 %
Art 5 - Stu/Stf Sup Total	3,160,872.00	0.00	60,780.96	1,010,970.89	1,370,134.71	779,766.40	25 %
Art 6 - Sys Admin Total	1,013,211.00	0.00	63,620.18	443,981.22	250,160.48	319,069.30	31 %
Art 7 - Sch Admin Total	1,727,711.00	0.00	132,357.54	818,967.03	829,315.01	79,428.96	5 %
Art 8 - Trans Total	1,473,419.00	0.00	94,472.88	463,032.63	621,737.43	388,648.94	26 %
Art 9 - O&M Total	5,028,523.00	0.00	343,900.81	2,481,253.74	1,417,844.20	1,129,425.06	22 %
Art 10 - Debt Svc Total	1,427,247.00	0.00	0.00	131,845.44	0.00	1,295,401.56	91 %
Art 11 - All Oth Total	294,645.00	0.00	0.00	73,311.24	219,933.72	1,400.04	0 %
1000-General Fund Totals:	34,882,700.00	0.00	2,132,679.87	12,244,386.19	15,430,458.79	7,207,855.02	21 %



Regional School Unit 5
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Item #10.B.

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

Date: January 20, 2021

Committee: Finance

Chair: Jeremy Clough

In attendance: Michelle Ritcheson, Jeremy Clough, Beth Munsen, Becky Foley, Rick Kusturin, Marge Hall – Auditor from Berry, Talbot & Royer

Absent: none

Meeting Date: January 13th, 2021, Freeport High School cafeteria.

The Chair of the Finance Committee opened the meeting at 4:40 pm.

The Committee was then briefed on the current status of the FY21 Budget. No significant issues were reported upon.

Marge Hall, of BT&R, briefed the Committee on the Financial Statements of Fiscal Year 2020.

The Committee was briefed on the progress of the FY22 budget work. No significant issues were discussed. The Committee discussed possible format and informational changes to the budget presentations.

The meeting was adjourned at 6:01 pm. The next scheduled meeting of the Finance Committee is February 10th, 2021 at 5:00 pm at the Freeport High School cafeteria.



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Item # 10.C

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

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Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

Policy Subcommittee Report

Committee: Policy

Zoom Meeting date: January 8, 2021

Chair: Candy deCsipkes

**Committee Members in attendance: Candy deCsipkes, Maddy Vertenten, Lindsey Furtney,
Cynthia Alexander**

Absent: N/A

Guests: N/A

Review/Revise Policies:

The following policy was reviewed and will be brought to the Board for 2nd read on January 27, 2021.

BEB Board Member Use of Social Media

The following policies were reviewed with no substantive changes.

CA Administrative Goals/Priorities

CB School Superintendent

CC Administrative Organization

CHA Development of Administrative Procedures

CHD Administration in Absence of Policy

The next meeting will be held by Zoom on February 5, 2021 by Zoom at 8:30 a.m.

Submitted by: Cynthia Alexander



Regional School Unit 5
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Item # 11. A. & B.

"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."

Becky Foley, Ph.D., Superintendent of Schools
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Bonnie Violette, Ph.D., Director of Instructional Support

TO: Jeremy Clough, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Susana Hancock, Angela King-Horne, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten, Liam Hornschild-Bear, Brady Grogan

CC: Julie Nickerson, Lisa Demick, Kelli Rogers, Ray Grogan, Erin Dow, Dennis Ouellette, Will Pidden, Craig Sickels, Peter Wagner, Jen Gulko, Bonnie Violette, Emily Grimm, Conor Walsh, Charlie Mellon, Rick Kusturin, Gayle Wolotsky, Anne-Marie Spizzuoco, Beth Daniels, Shawn McBean, Dorothy Curtis, Lisa Blier, Jennifer Winkler, Nancy Drolet, Nancy Dyer, Nancy Decker, Alicia DeRoche, Kristy Johnson, Deborah Koval, Linda Pritchard, Tim Grivois, Tom McKibben, Treavor Bean, Jen Winkler

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

DATE: January 19, 2021

RE: Review/Update of Policies

At the January 27, 2021 Board of Directors Meeting, the following policies will be on the agenda for 1st Read and 2nd Read:

2nd Read

BEB - Board Member Use of Social Media

1st Read

BIA - New Board of Directors Member Orientation

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

CA - Administrative Goals/Priorities Objectives
CB - School Superintendent
CC - Administrative Organization
CHA - Development of Administrative Procedures
CHD - Administration in the Absence of Policy

BOARD MEMBER USE OF SOCIAL MEDIA

The Board recognizes that many, if not most, of its members are active users of social media, including but not limited to, online platforms and other digital media such as blogs and personal websites. The Board understands that while social media can be a positive tool for supporting schools and encouraging community engagement, Board members need to be aware of the legal and ethical considerations that arise when they post, “message,” or otherwise interact with others on social media platforms.

It is not the intent of this policy to interfere with or restrict a Board members’ freedom of speech, but to set standards for social media conduct that are consistent with law and Board policy, including the Board’s Code of Ethics.

I. Board members shall comply with the following whenever engaged on social media:

A. Do not post on social media or engage in online discussions as a substitute for deliberations at Board meetings. Social media activity can be perceived as a meeting if a sufficient number (a quorum) of Board members are involved on the site to influence or determine the course of action that will be taken by the Board, even if other people are posting to the site as well.

B. Be aware that any posting that pertains to school unit matters may create a “record” that is subject to laws and regulations pertaining to the retention and disposition of local government records, and to discovery in legal proceedings involving the Board or the school unit.

C. Do not knowingly disclose confidential or personally identifiable information about students and school unit employees. Board members shall comply with the same standards as school employees with regard to confidential information.

Note: Board members may act as parents and community members with regard to public events. E.g. Pictures from athletic/arts events, proms, and other school public events.

D. Do not disclose matters or discussions that have taken place in executive sessions.

II. The following ethical guidelines pertain to the aforementioned provisions. Board members should comply with the following whenever engaged in the use of social media regarding matters pertaining to school Board work:

- A. Conduct themselves on social media in a manner that reflects well on the Board and on the school unit, and with the decorum expected of an elected official;**
- B. Recognize that they have no authority to speak on behalf of the Board unless specifically designated to do so, and make it clear that they are speaking in their individual capacity;**
- C. Feel free to invite the public to upcoming school district events, share information about public hearings on bills that affect the schools, and share links to public information about the district (e.g. the proposed budget), and the like, but be clear that they are doing so as an individual and not in any official capacity;**
- D. Avoid posting or responding in anger about school unit matters;**
- E. Refrain from harassing, defaming, or disparaging others for any reason, including racial, religious, or other personal characteristics;**
- F. Refrain from deliberating outside of the Board meeting;**
- G. Avoid disclosing confidential or personally identifiable information about students and school unit employees;**
- H. Avoid disclosing Board discussions that have taken place in executive sessions, as all matters in executive sessions are completely confidential;**
- I. Avoid posting information that is intentionally misleading or inaccurate or which has not been released to the public;**
- J. Never make a promise to vote in a particular way;**
- K. Avoid posting content that indicates they have reached an opinion on a matter pending before the Board;**
- L. Direct persons presenting concerns or complaints through social media to follow the Board's policy pertaining to public concerns and complaints;**
- M. When summarizing discussion or action that took place at Board meetings, share only information from open meetings and make it clear that the posting is not an official record of the meeting;**

- N. Retain electronic records, including the Board member's own posts and content others post to the Board member's account when required to do so by law, regulations, or legal process; and**
- O. Comply with RSU No. 5's acceptable use rules, as applicable to school unit employees, when using school-unit owned devices or technology resources, or when accessing the Internet through the school unit's network using a personal device.**

Legal reference: 1 MRSA § 401 et seq.
20-A MRSA § 6001-6002
20 USC § 1232g

Cross Reference: BBAA–Board of Directors Member Authority and Responsibilities
BCA–Board of Directors Member Code of Ethics
BEC–Executive Sessions
GBJ–Personnel Records and Files
JRA–Student Education Records and Information
KE–Public Concerns and Complaints

Adopted:

NEW BOARD OF DIRECTORS MEMBER ORIENTATION

In order that newly elected Board of Director members may cast informed votes and function effectively as Board members, the Board and Superintendent will extend to them the fullest measures of courtesy and cooperation and will make every reasonable effort to assist newly elected Board members in understanding the Board's functions, policies, procedures and current issues.

- A. In the interim between a new member's election or appointment and ~~his/her~~ their assuming office, the Board of Directors, through the Superintendent, will invite new members to attend meetings, except those held in executive session, and provide new members with agenda, minutes and reports applicable to those meetings. During the time between election or appointment and the assumption of office, the status of the future-member remains that of a private citizen and not that of an elected or appointed official.
- B. The Board of Directors, through the Superintendent/designee, will provide new members with copies of information on how to access appropriate publications, such as the Board of Directors policy manual, student handbook(s), collective bargaining agreements and current budget documents.
- C. The Board of Directors, through the Superintendent, will remind Board members of their obligation to complete, not later than the 120th day after the date of taking the oath of office, training on the requirements of Maine's Freedom of Access Law. ~~The Chair Superintendent~~ will provide Board members with information regarding available training options. Each Board member shall attest by means of a written or electronic record that ~~he/she has~~ they have completed the training and provide a copy of such record to the Superintendent's Office. To facilitate documentation of training, the Superintendent will make available to Board members copies of the State's sample Certification of Completion of Access Training form.
- D. The Board of Directors will encourage new members to attend appropriate in-district and out-of-district orientation and/or School Boardsmanship workshops. Reimbursement for such activities must be approved in advance by the Board of Directors Chair, in consultation with the Superintendent, and is subject to the availability of funds.
- E. The Chair and Superintendent will schedule and arrange for an orientation session for new Board members as soon as practicable after election or appointment. A reasonable amount of time will be provided for discussion of:
 1. The roles and responsibilities of the Board of Directors and individual members;

2. Basic operational procedures of the Board of Directors;
3. Placement of items on the agenda;
4. The role of committees, subcommittees and advisory committees;
5. How and why executive sessions may be held;
6. What is considered confidential or privileged information;
7. Appropriate responses of an individual member when a request or complaint is made directly to ~~him/her~~ them by a student, parent or member of the community;
8. How the Board of Directors responds to complaints involving personnel;
9. General information about the school system and its resources;
10. How Board of Director members, in fulfilling their duties, may request information concerning schools and District operations, finances and personnel;
11. How to use social media appropriately as a member of the Board:
- ~~11-12.~~ How Board of Director members may make arrangements to visit schools, and the protocol for such visits;
- ~~12.~~ 13. Protocol for dealing with the media; and
- ~~13.~~ 14. Other relevant topics.

All Board of Director members will be invited to the orientation session and encouraged to attend. The orientation is intended to serve as a useful review of basic boardsmanship concepts for experienced members as well as an opportunity to provide information and counsel to new Board members.

Legal Reference: 1 MRSA § 412

Cross Reference: BIC - Board of Directors Member Freedom of Access Training

Adopted: November 18, 2009
Reviewed: April 27, 2011
Reviewed: March 26, 2014

Item #13.A.

Memorandum

To: RSU5 Board of Directors
Cc: Nancy Drolet, CEA President
FR: Cynthia Alexander, Asst. Superintendent
DA: January 19, 2021
RE: Proposed 2021-2022 School Calendar

The proposed 2020-2021 school calendar will be presented to you for first read at the January 27, 2021 Board of Directors' meeting. It will be on the agenda for final approval at the February 10, 2021 Board of Directors' meeting.

Students will start prior to Labor Day, which falls on September 6 as previously discussed in a Board meeting. This has been a common practice in RSU5 when Labor Day is late.

The calendar provides 5.5 days of Professional Learning throughout the school year. In addition to the 2 days of Professional Learning prior to the first student day, 3 Professional Learning Days (PLD) will occur (one each) in October, February, and March. The .5 Professional Learning Day (PLD) will be held on the Friday after Veteran's Day in November.

There are two early release days. The first one precedes a PLD in October and the second one is in early May providing the opportunity for professional development.

RSU5 School Calendar 2021-2022

AUGUST/SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY						
M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F		
23	24	PLD	PLD	27																														
30	31	1	2	3			4	5	6	ER	PLD			1	2	3	4	5			6	7	8	9	10			3	4	5	6	7		
6	7	8	9	10			11	12	13	14	15			8	9	10	11	PLD			13	14	15	16	17			10	11	12	13	14		
13	14	15	16	17			18	19	20	21	22			15	16	17	18	19			20	21	22	23	24			17	18	19	20	21		
20	21	22	23	24			25	26	27	28	29			22	23	PC	25	26			27	28	29	30	31			24	25	26	27	28		
27	28	29	30											29	30												31							
8/25&26 Professional Learning Day							7 Early Release - Half Day							11 Veterans Day							23-31 December Vacation							17 Martin Luther King, Jr. Day						
8/30 First Student Day PreK-9							8 Professional Learning Day							12 Professional Learning Day (1/2)																				
8/31 All PreK-12 Students							11 Indigenous People's Day							24 Professional Compensation Day																				
9/3 & 9/6 No School (Labor Day)														25-26 Thanksgiving Break																				
FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F			M	T	W	TH	F		
7	8	9	10	11			7	8	9	10	11			4	5	6	7	8			2	3	ER	5	6			6	7	8	9	10		
14	15	16	17	18			14	15	16	17	PLD			11	12	13	14	PC			9	10	11	12	13			13	*14	*15	*16	*17		
21	22	23	24	25			21	22	23	24	25			18	19	20	21	22			16	17	18	19	20			*20	21	22	23	24		
28							28	29	30	31			25	26	27	28	29			23	24	25	26	27			27	28	29	30				
4 Professional Learning Day							18 Professional Learning Day							15 Professional Compensation Day							4 Early Release - Half Day							12 Graduation						
21 Presidents' Day														18 Patriots' Day							30 Memorial Day							13 Last day - IF No Snow Days						
22-25 February Vacation														19-22 April Vacation														* Storm Make up Days (14-20)						

3rd draft
11/30/20

- NO SCHOOL - Holiday/Vacation
- PLD PROFESSIONAL LEARNING DAY - No Students (5 1/2)
- PC PROFESSIONAL COMPENSATION DAY - No Students (2)
- ER EARLY RELEASE FOR STUDENTS - Half Day Schedule (2)
- ◻ LAST DAY OF SCHOOL -(if no snow days)-PK-12 HALF DAY Storm Make-up days if needed: 6/14-6/20

Date Adopted by Board of Directors: