

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS  
WEDNESDAY– SEPTEMBER 11, 2019  
FREEPORT HIGH SCHOOL - LIBRARY  
6:30 P.M. REGULAR SESSION  
AGENDA**

1. Call to Order:  
The meeting was called to order at \_\_\_\_\_ p.m. by Chair Michelle Ritcheson
  
2. Attendance:

___ Kathryn Brown	___ Maura Pillsbury
___ Jeremy Clough	___ Michelle Ritcheson
___ Candace deCsipkes	___ Lindsay Sterling
___ Lindsey Furtney	___ Valeria Steverlynck
___ Jennifer Galletta	___ Madelyn Vertenten
___ Elisabeth Munsen	
  
3. Pledge of Allegiance:
  
4. Consideration of Minutes:  
A. Consideration and approval of the Minutes of June 12, 2019, July 24, 2019 and August 28, 2019 as presented barring any errors or omissions.  
  
Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_
  
5. Adjustments to the Agenda:
  
6. Good News & Recognition:  
None
  
7. Public Comments: (10 Minutes)
  
8. Reports from Superintendent: (3 Minutes)  
A. Items for Information  
1. Opening of School
  
9. Administrator Reports:  
None
  
10. Board Comments and Committee Reports:  
None
  
11. Policy Review:  
None
  
12. Unfinished Business:  
A. FY21 Budget Timeline (5 Minutes)  
B. Discussion on 2020-2021 School Calendar (15 Minutes)

**C. Consideration and approval of an RSU5 Board representative to the Maine Region 10 Technical High School Board. (10 Minutes)**

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**13. New Business:**

**A. Consideration and approval of a Freeport High School Student Mentor Stipend (5 Minutes).**

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

**14. Personnel:**

None

**15. Public Comments: (10 Minutes)**

**16. Executive Session:**

**A. Consideration and approval 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.**

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_

**17. Action as a Result of Executive Session:**

None

**18. Adjournment:**

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

**RSU No. 5 Board of Directors Meeting  
Wednesday, June 12, 2019 – 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 September 11, 2019 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:36 p.m.

- 2. MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough (left at 8:25 p.m.), Candace deCsipkes, Jennifer Galletta, Erica Giddinge (left at 9:10 p.m.), John Morang, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten. Also in attendance, Rhea Fitzpatrick, Student Representative.

**MEMBERS ABSENT:** None

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

**A. VOTED:** To approve the Minutes of May 8, 2019 and May 22, 2019 as presented. (Pillsbury - Sterling) (11 – 0) The student representative voted with the majority.

**5. ADJUSTMENTS TO THE AGENDA:**

Addition of Items 15.G., new Item 19. Executive Session and Item 11.A. will be tabled.

**6. GOOD NEWS AND RECOGNITION:**

A. Recognition of Retirees

B. Report from Board's Student Representative

**7. PUBLIC COMMENT:**

Willo Wright, Beatrice Parendelan and Karen Breer all residents of Freeport

**8. REPORTS FROM SUPERINTENDENT:**

A. Items for Information

1. District Happenings

2. Resignations/Retirements:

Cheryl Morse – DCS Kindergarten Teacher (Retirement)

Rose Lawrence – MLS Music Teacher (Resignation)

Paul White – MSS Kindergarten Teacher (Resignation)

Kim Best – Payroll/Bookkeeper (Resignation)

Amy Dresser – MLS Ed Tech (Resignation)

3. 2019-2020 Board of Directors Meeting Schedule

**9. ADMINISTRATOR REPORTS:**

A. Finance – Michelle Lickteig

**10. BOARD COMMENTS AND COMMITTEE REPORTS:**

A. Board Information Exchange and Agenda Requests

Michelle Ritcheson thanked Rhea and Clay for being the student representatives this year.

Maddy Vertenten mentioned *The Clarion* is available.

Valy Steverlynck asked about adding a meeting to the 2019-2020 schedule.

- B. Finance Committee
- C. Policy Committee

**11. POLICY REVIEW:**

- A. Consideration and approval of the following Policies (1<sup>st</sup> Read) **Item 11.A. was Tabled**
  - JJIF – Student Concussions and Other Head Injuries
  - JJIF-E- RSU5 Concussion Information Sheet

B. A motion was made by Brown, seconded by deCsipkes to approve the 2<sup>nd</sup> Read of the following Policies.

- DBG – Budget Adoption Process
- DJC – Petty Cash Accounts
- JJE – Student Fundraising Activities

An amendment was made by Sterling, seconded by Steverlynck to vote on each policy separately. (490 – 508 Giddinge, Galletta, Morang, Ritcheson, Brown, Clough) amendment fails. The student representative voted with the minority.

**VOTE** On main motion as written (10 – 1 Sterling) The student representative voted with the majority.

**12. UNFINISHED BUSINESS:**

- A. Overview and Discussion on the revised RSU5 Strategic Plan.
- B. **VOTED:** To approve the revised RSU5 Strategic Plan. (Vertenten – Sterling) (10 – 0)
- C. **VOTED:** That the Computation and Declaration of Votes dated June 12, 2019 and attached hereto be approved. (Steverlynck – Galletta) (10 – 0)
- D. **VOTED:** That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5. (Steverlynck – Brown) (10 – 0)
- E. **VOTED:** That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks within the Regional School Unit. (Brown – Steverlynck) (10 – 0)
- F. **VOTED:** That the Assessment Warrant and the Assessment Schedule and Notice of Installments prepared by the Treasurer for each member municipality of this Regional School Unit for fiscal year 2019-2020 be approved and be issued in form presented to this meeting; and that the Treasurer be authorized and directed to deliver to each member municipality its Assessment Warrant and its Assessment Schedule and Notice of Installments. (Sterling – Giddinge) (10 – 0)

**13. NEW BUSINESS:**

- A. **VOTED:** To authorize the Superintendent to hire staff between June 13, 2019 and the first Board meeting in September 2019. (Sterling – Morang) (10 – 0)

**14. ORGANIZATIONAL BUSINESS: (To take effect July 1, 2019)**

- A. **VOTED:** To appoint Michelle Ritcheson as Chair for the RSU No. 5 Board of Directors. (deCsipkes – Galletta) (10 – 0)
- B. **VOTED:** To appoint Jen Galletta as Vice-Chair for the RSU No. 5 Board of Directors. (Giddinge – Brown) (10 – 0)

**C. VOTED:** To approve Drummond Woodsum to act as the school attorney for the 2019-2020 school year. (Steverlynck – Galletta) (10 – 0)

**D. VOTED:** To approve Dr. Stephanie Phelps to act as the school physician for the 2019-2020 school year. (Vertenten – Sterling) (10 – 0)

**15. PERSONNEL:**

**A. VOTED:** To employ Jillian Merrill as a 1<sup>st</sup> Grade Teacher at Morse Street School for the 2019-2020 school year. (Steverlynck – Sterling) (10 – 0)

**B. VOTED:** To employ Jammie Murphy as a Special Education Teacher at Mast Landing School for the 2019-2020 school year. (Vertenten – deCsipkes) (10 – 0)

**C. VOTED:** To employ Erik Whitaker as Math Teacher at Freeport High School for the 2019-2020 school year. (Vertenten – Steverlynck) (10 – 0)

**D. VOTED:** To employ Julie McCabe as Grade 7/8 Humanities Teacher at Durham Community School for the 2019-2020 school year. (Vertenten – Pillsbury) (10 – 0)

**E. VOTED:** To employ Talya Edlund ker as a district Math Strategist for the 2019-2020 school year. (Vertenten – deCsipkes) (10 – 0)

**F. VOTED:** To employ Stacey Bilodeau as a Special Education Teacher at Durham Community School for the 2019-2020 school year. (Vertenten – Galletta) (10 – 0)

**G. VOTED:** To employ Nathaniel Menifield as Choral Teacher at Freeport Middle and High School for the 2019-2020 school year. (Vertenten – Steverlynck) (10 – 0)

**16. PUBLIC COMMENT:**

None

**17. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation. (Vertenten – Pillsbury) (10 – 0)

Time In: 9:12 p.m.

Time Out: 9:35 p.m.

**18. ACTION AS A RESULT OF EXECUTIVE SESSION:**

To extend the Superintendent's contract one year until 2022, increase the salary 3% for the 2019-2020 school year beginning July 1, 2019 and increase the annuity by \$1,000.

(deCsipkes – Vertenten) (9 – 0)

**19. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in in 1 M.R.S.A § 405(6)(F) to discuss information contained in confidential student records. (Steverlynck – Sterling) (9 – 0)

Time In: 9:38 p.m.

Time Out: 9:47 p.m.

**20. ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

**21. ADJOURNMENT:**

**VOTED:** To adjourn at 9:48 p.m. (Morang - Sterling) (9 – 0)

  
Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Special Meeting  
Wednesday, July 24, 2019 – 6:00 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 September 11, 2019 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:01 p.m.

- 2. MEMBERS PRESENT:**, Jeremy Clough, Jennifer Galletta, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Valeria Steverlynck, Madelyn Vertenten  
**MEMBERS ABSENT:** Kathryn Brown, Candace deCsipkes, Freeport Vacancy

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

None

**5. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session to consult with legal counsel pursuant to 1 M.R.S.A. § 405(6)(E). (Pillsbury – Vertenten) (8 – 0)

Time In: 6:02 p.m.

Time Out: 6:28 p.m.

**6. ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

**7. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(F) regarding a student matter. (Vertenten – Pillsbury) (8 – 0)

Time In: 6:30 p.m.

Time Out: 8:22 p.m.

**8. ACTION AS A RESULT OF EXECUTIVE SESSION:**

**VOTED:** To accept the Superintendent's recommendation and to enroll the student under consideration with an entry plan to be developed by the Superintendent.  
(Vertenten – Steverlynck) (8 – 0)

**9. ADJOURNMENT:**

**VOTED:** To adjourn at 8:25 p.m. (Steverlynck - Vertenten) (8 – 0)

  
Becky J. Foley, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting  
Wednesday, August 28, 2019  
Wolfe's Neck Farm – Conference Center  
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 September 11, 2019 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 4:10 p.m.

**2. MEMBERS PRESENT:** Kathryn Brown, Jeremy Clough, Candace deCsipkes, Lindsey Furtney, Jennifer Galletta, Elisbeth Munsen, Maura Pillsbury, Michelle Ritcheson, Lindsay Sterling, Madelyn Vertenten

**MEMBERS ABSENT:** Valeria Steverlynck

**3. PLEDGE OF ALLEGIANCE:**

**4. ADJUSTMENTS TO THE AGENDA:**

None

**5. WORKSHOP: BOARD RETREAT**

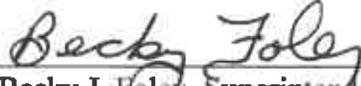
**6. ORGANIZATIONAL BUSINESS:**

**A. VOTED:** To add, delete, or consolidate committees and make annual appointments.  
(Vertenten – Sterling) (10 – 0)

1. Negotiations (Professional) – Brown, Ritcheson, Sterling  
Negotiations (Support) – deCsipkes, Ritcheson
2. Policy – Brown, deCsipkes, Vertenten
3. Strategic Communications Committee - deCsipkes, Furtney, Sterling, Steverlynck
4. Finance - Brown, Clough, Ritcheson
5. RSU5 Community Programs Advisory Committee - Clough
6. Maine Region 10 Technical High School Board – Vacant, Vacant
7. Dropout Prevention Committee – Galletta, Munsen
8. Stipend Review Committee – Galletta, Vertenten
9. Cable TV Board & Technology Committee (Cable TV Board) - Sterling
10. Freeport Performing Arts Center Advisory Committee - Vertenten
11. Facilities Committee – Furtney, Pillsbury
12. Safety Committee – Clough, Pillsbury
13. Wellness Committee - Steverlynck
14. K-12 Proficiency Based Education Committee – Munsen, Vertenten

**7. ADJOURNMENT:**

**VOTED:** To adjourn at 9:15 p.m. (Brown – Sterling) (10– 0)

  
Becky J. Foley, Superintendent of Schools

New Stipend Request Form

**Activity:** FHS Mentor Program <sup>student</sup> (2 positions)

**Co-Advisors:** Lisa Blier & Rebecca Peterson

**Purpose:**

Mentor Program Advisors (Blier and Peterson) are responsible for organizing the mentor program which welcomes freshmen to FHS in the fall and continues to support them throughout the school year. This program organizes approximately 100 upperclassmen each year to participate in the program. The ultimate goal of the program is to provide each incoming freshman, transfer student, AND foreign exchange student with an upperclassman support for the first day of school as well as a mentor for the remaining part of the school year.

**Responsibilities of EACH Advisor/Coach:**

- Solicit for mentors and screen for appropriate mentors out of the applicants (via teacher recommendations and meeting with administration).
  - Communicate with students regarding acceptances or rejections—this entails follow-up meetings with students and sometimes meetings with parents.
  - Plan, organize, and meet with the mentors for Freshman Day training prior to the beginning of the school year. This occurs in August—before school is in session.
  - Schedule/organize the first freshman only day to include leading school tours, small group team building, club fair, and walking freshmen through their schedules.
  - Communicate with guidance, administration, and families to ensure appropriate mentor matches for students with special needs.
  - Support all students who transfer to FHS during the school year—regardless of grade level, we match students with mentors to foster a smooth transition.
  - Plan and organize seasonal events throughout the year to best support our freshmen. This includes, but is not limited to:
    - Monthly mentor meetings during advisory
    - Monthly mentor leadership (mentor council) meetings
    - Yearlong: monthly Wednesday advisory activities in all freshman advisories
    - Yearlong: matching mentors with new students & following up with individual advisers re: how mentors are doing
    - Yearlong: Surveying 9th graders to see how the mentor program is working for them & analyzing the results with the mentors.
    - Fall: Halloween mentor/mentee scavenger hunt
    - Winter: Candy-cane grams
    - Mid year: Mid year "study kits" and exam tips
    - Spring: Ice-Cream social/thank-you activity and good-bye to seniors
    - Spring: Sending and reading applications for the following year (100+), reading staff surveys re: each applicant, following up with students if they are not accepted into the program, responding to parent emails if students do not get into program, meeting with the next year's staff before school gets out.
- ✓ \*\*\*New initiative—mentor tutors to support advisory callback program\*\*\*

**Length of activity/period of responsibility:**

- Multiple meetings in the spring to go through mentor applications and teacher recommendations. If a student is not recommended to the program, we communicate with them individually to discuss their status.
- One day in the summer to prepare for mentor training day
- One day in the summer to conduct mentor training
- Monthly meetings with mentors to check in and discuss upcoming activities.
- Monthly meetings with mentor leadership to plan upcoming activities.
- Emailing students/parents/teachers-year round

**Number of Students:**

Approximately 100 mentors/170 freshman

**Parent volunteers or other adult help?** None

**Number of Hours Required of Advisor/Coach per week (on average):**

See above "Length of activity/period of responsibility"

On average: 1.4 hours per week (varies per time of year)

**Breakdown of Hours:**

3 full days of preparation, training, and freshman day—20 hours per person X 2 = 40 total

After school planning/organizing with mentor council, communication with mentors, families, and staff—15 hours per person X 2 = 30 total

Monthly meetings with all mentors (during advisory)—9 hours per person X 2 = 18 total

Monthly meetings with Mentor Council (after school/lunch)—9 hours per person X 2 = 18 total

**Total:** 53 hours per advisor

**Of above, number of hours during school day:** 9 hours per advisor

**Of above, number of hours ~~during~~ <sup>outside</sup> school day:** 44 hours per advisor

**Special event(s) required? (all day event, weekend activity, etc)**

Freshman Day

**OTHER FACTORS:**

**Travel:** None

**Overnight:** None

How is job being done/funded currently?

School Budget, with HS Prin account

Fundraising: None

Comments:

Submitted by: Lisa Blier & Becky Peterson

Date: 8/27/19 (submitted previously in 2017 & 2018)

Administrator:



Date:

8/27/19

Approved

Denied

Please return this form to the Superintendent's Office

Approved by Stipend Committee: 8-27-19 @ 2-3 point Range  
\$1235

**FY 21 RSU5 Budget Timeline**

<b>September 25, 2019 Business Meeting</b>	<b>Budget Timeline</b>
<b>Date TBD @ Central Office</b>	<b>Leadership Meeting w/ Towns</b>
<hr/>	
<b>January 22, 2020 Business Meeting</b>	<b>Superintendent's Recommended Budget</b>
<b>February 5, 2020 Workshop</b>	<b>Budget Review: DCS, FMS, FHS, Athletics</b>
<b>February 12, 2020 Budget Workshop</b>	<b>Budget Review: MSS, PES, MLS, Inst. Support</b>
<b>February 26, 2020 Business Meeting</b>	<b>Budget Review: Technology, CIA, Nutrition, Community Programs, Facilities &amp; Transportation</b>
<b>March 11, 2020 Workshop</b>	<b>Review of FY 21 Superintendent's Budget Board Deliberations on Budget</b>
<b>March 18, 2020 Budget Workshop</b>	<b>6:00-6:30 p.m. Q&amp;A with Individual Board Members regarding FY 21 Budget Review of FY 21 Superintendent's Budget Public Input on Budget Board Deliberations on Budget</b>
<b>March 25, 2020 Business Meeting</b>	<b>Adopt FY 21 School Budget</b>
<hr/>	
<b>April 8, 2020 @ DCS Workshop</b>	<b>6:00-6:30 p.m. Q&amp;A on FY21 Board Adopted Budget Signing of Warrants for ABM &amp; Referendum</b>
<b>April 29, 2020 @ PES Business Meeting</b>	<b>6:00-6:30 p.m. Q&amp;A on FY21 Board Adopted Budget</b>
<b>May 13, 2020 Workshop</b>	<b>6:00-6:30 p.m. Q&amp;A on FY21 Board Adopted Budget</b>
<b>May 27, 2020 @ DCS</b>	<b>Annual Budget Meeting</b>
<b>June 9, 2020</b>	<b>Budget Validation Referendum</b>
<b>June 10, 2020</b>	<b>Computation &amp; Declaration of Votes Assessment Warrants</b>

### RSU5 School Calendar 2019-2020

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
		PLD	PLD			1	2	3	4					1	2	3	4	5	6			1	2	3
2	3	4	5	6	7	8	9	10	PLD	4	5	6	7	PLD	9	10	11	12	13	6	7	8	9	10
9	10	11	12	13	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
16	17	18	19	20	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
23	24	25	26	27	28	29	30	31		25	26	PC	28	29	30	31				27	28	29	30	31
30																								
20					31					16					15					21				
8/28&29 Professional Learning Day 2 Labor Day 9/3 First Student Day PreK-9 9/4 All PreK-12 Students					11 Professional Learning Day 14 Indigenous People's Day					8 Professional Learning Day (1/2) 11 Veterans Day 27 Professional Compensation Day 28-29 Thanksgiving Break					23-31 December Vacation					1 New Years Day 20 Martin Luther King, Jr. Day				
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
					2	3	4	5	6			ER	2	3					1	1	2	3	4	5
3	4	5	6	7	9	10	11	12	PLD	6	7	8	9	10	4	5	ER	7	8	8	9	10	11	12
10	11	12	13	PLD	16	17	18	19	20	13	14	15	16	PC	11	12	13	14	15	15	*16	*17	*18	*19
17	18	19	20	21	23	24	25	26	27	20	21	22	23	24	18	19	20	21	22	*22	23	24	25	26
24	25	26	27	28	30	31				27	28	29	30		25	26	27	28	29	29	30			
14					21					16					20					11				
14 Professional Learning Day 17 Presidents' Day 18-21 February Vacation					13 Professional Learning Day					1 Early Release - Half Day 17 Professional Compensation Day 20 Patriots' Day 21-24 April Vacation					6 Early Release - Half Day 25 Memorial Day					7 Graduation 15 Last day - If No Snow Days Half Day Schedule Students * Storm Make up Days (16-22)				

-  NO SCHOOL - Holiday/Vacation
-  PROFESSIONAL LEARNING DAY - No Students (5 1/2)
-  PROFESSIONAL COMPENSATION DAY - No Students (2)
-  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: 6/16-6/22

Date Adopted by Board of Directors: 2/13/19  
Revised 8/28/19 (Graduation date change)