

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– FEBRUARY 8, 2023
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:

___ Colin Cheney ___ Candace deCsipkes ___ Jennifer Galletta ___ Susana Hancock ___ Kara Kaikini ___ Elisabeth Munsen	___ Pownal Vacant ___ Maura Pillsbury ___ Michelle Ritcheson ___ Kelly Sink ___ Madelyn Vertenten ___ Piper Williams – Student Representative ___ Teagan Davenport – Student Representative
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3. Pledge of Allegiance:

4. Consideration of Minutes:
 - A. Consideration and approval of the Minutes of January 25, 2023 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)

8. Reports from Superintendent:
NA

9. Administrator Reports:
NA

10. Board Comments and Committee Reports:
NA

11. Policy Review:
NA

12. Unfinished Business:
 - A. RSU5 Cost Sharing Analysis Presentation - Suzan Beaudoin (60 Minutes)

B. Consideration and approval of 2nd Read of the 2023-2024 School Calendar (10 Minutes)

Motion: _____ 2nd: _____ Vote: _____

C. Budget Review

1. Morse Street School - Julie Nickerson (20 Minutes)
2. Pownal Elementary School - Holly Johnson (20 Minutes)
3. Mast Landing School - Emily Grimm (20 Minutes)
4. Instructional Support - June Sellers (20 Minutes)

13. New Business: (10 Minutes)

A. Consideration and approval of the following stipend positions:

- First Team Baseball
- High School JV Golf

Motion: _____ 2nd: _____ Vote: _____

14. Personnel:

NA

15. Public Comments: (10 Minutes)

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, January 25, 2023 – 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 February 8, 2023 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:31 p.m.

2. MEMBERS PRESENT: Colin Cheney, Candace deCsipkes, Jennifer Galletta, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink, Madelyn Vertenten, and Piper Williams, Student Representative

MEMBERS ABSENT: Susana Hancock, Jill Piker

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of January 11, 2023.

(Cheney – Munsen) (9 – 0) The Student Representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – Piper Williams

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

1. District Happenings

2. Resignations: Katy Bizier, Adult Education Coordinator

Ray Soucy, Custodian

Jamie Palanza, Food Service Assistant

Christine MacDonald, MLS STEM Teacher (end of the school year)

9. ADMINISTRATOR REPORTS:

A. Finance - Peggy Brown

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Board Information Exchange and Agenda Requests:

Maura Pillsbury:

- Attended the MSBA regional meeting.
- Met with Commissioner Makin at the monthly MSBA meeting.
- Received our first Bill update.

- Interested in a curriculum workshop next year and being involved in curriculum development.

Kara Kaikini:

- Interested in more curriculum updates
- A high school student is now a Board member of Meeting House Arts
- March is Youth Art Month. There is a gallery show at Meeting House Arts the last week in March.
- Freeport is holding a workshop February 6th regarding sea level rise.

Kelly Sink:

- The Freeport Conservation Trust are looking for high schoolers to get involved with some small projects.

- B. Strategic Communications
- C. Finance Committee
- D. Policy Committee

11. POLICY REVIEW:

A. VOTED: To approve 1st Read of the following policies (Kaikini – Sink) (9 – 0) The Student Representative voted with the majority.

IHBAC - Child Find

JRA - Student Education Records and Information

B. VOTED: To approve 2nd Read of the following policies (Vertenten – Pillsbury) (9 – 0) The Student Representative voted with the majority.

IHBEA - Program for Multilingual Learners

IHBEA-R - LAU Plan

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

A. VOTED: To approve 1st Read of the 2023-2024 School Calendar to include December 22, 2023 (Vertenten – deCsipkes) (9 – 0) The Student Representative voted with the majority.

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. EXECUTIVE SESSION:

VOTED: To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing a personnel matter. (Munsen – Sink) (9 – 0) The Student Representative voted with the majority.

Time In: 8:36 p.m.

Time Out: 9:15 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

To approve a one year sabbatical leave for Alex Briasco-Brin. (Munsen – Kaikini) (9 – 0)

18. ADJOURNMENT:

VOTED: To adjourn at 9:16 p.m. (Sink – Pillsbury) (9 – 0)



Jean M. Skorapa, Superintendent of Schools

RSU5 School Calendar 2023-2024

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

- 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: 6/10-6/14.

1-26-23 Draft

FY 24 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Program: Morse Street School

What key issues and priorities are you trying to address in your proposed budget?
(Administrators identified the following two focus areas: maintain class sizes and student support)

The drafted MSS budget includes a request for 0.2 FTE Physical Education and an Assistant Principal (190 days).

0.2 FTE Physical Education is to meet the following needs:

The past two years this portion of the position has been funded by ESSERF funds to provide additional RTI/Special Education support in physical education. We have seen first hand the positive impact this has for students and the need continues even though the funds are no longer available.

Assistant Principal (190 days) is to meet the following needs:

Over the past several years the Morse Street Community has grown in many exciting ways. Overall enrollment has gone from 240 in 2017 to 325 currently, an increase of 35%. The increase in enrollment has meant an additional four classroom teachers and six additional classrooms of students (half day Pre-k). In tandem with our increased enrollment our RTI (Response to Intervention) and Special Education programming needs have also increased. Morse Street School once had one Special Education teacher and now has four (1 currently unfilled) with two specialized programs.

This collective increase in population and the supporting programming means MSS has grown beyond the capacity of a single administrator. The administrative team have worked collaboratively to try and address this need and explored all options before concluding that the most effective step would be to add an assistant principal to what is currently the third largest school in RSU5. The addition of an assistant principal will allow for the focus to return to a proactive approach to supporting students, families and staff. Success at the PK-2 level is a critical foundation to continued success throughout the upper grades.

How do these priorities align with the district's four strategic objectives?

These requests both support strategic goal 2, ensuring that students engage regularly in meaningful student centered learning. The additional PE will mean that all students PK-2 have access to Physical Education class, with the addition of an adaptive PE class individualized to meet specific student needs. The addition of an assistant principal will ensure we can provide the attention to students, families, and staff that creates student centered learning and cultivates a joyful learning environment. All staff (teachers and ed-techs) will get frequent meaningful feedback to ensure high quality instruction and programming for all students.

FY 24 Projected Enrollment / Class Size Ratio by Grade

Grade	Students	Teachers	Class Size
Pre-k	64	2 (4 sessions)	16
K	85	5	17
1	89	5	17-18
2	87	5	17-18
Total	325	17	

Staffing Adjustments to Budget in FY 23	Staffing Adjustments to Budget in FY 24
<p>.5 of District Early Intervention Team: \$78,300</p> <p>Increase Office Secretary by 3 hours/week (from 12 to 15) to ensure adequate office support daily. - \$3,469</p> <p>Additional six work days for administrative secretary to support summer and school break work (enrollment of new students, ordering materials, preparation for opening of school, etc.) \$1225</p>	<p>Physical Education Additional 0.2 FTE: \$14,000</p> <p>Assistant Principal 190 Days: \$100,000</p>

Other significant FY 24 requests in budget and need (Supplies, Equipment, etc).

FY 24 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION**Building/Program:** Pownal Elementary

What key issues and priorities are you trying to address in your proposed budget?
 (Administrators identified the following two focus areas: maintain class sizes and student support)

How do these priorities align with the district's four strategic objectives?

The proposed Pownal FY23/24 budget maintains the FY22/23 student to staff ratios, all existing programs, and student support. The additional time added for RTI Math in last year's budget continues to support more students K-5. Our maintenance of an RTI B Ed Tech (.2) provides a layer of support each morning.

The addition of the district Early Intervention Team this past year has benefited students and families of our PreK program. Their expertise and collaborative work has been a true asset.

FY 24 Projected Enrollment / Class Size Ratio by Grade

Grade	Students	Teachers	Class Size
PK	16	.5	16
K	14	1	14
1	11	1	11
2	20	1	20
3	14	1	14
4	13	1	13
5	15	1	15
Total	103	6.5	

Staffing Adjustments to Budget in FY 23	Staffing Adjustments to Budget in FY 24
.1 of District Early Intervention Team: \$15,660	No staffing adjustments

Other significant FY 24 requests in budget and need (Supplies, Equipment, etc). In the proposed FY 23-24 budget, Pownal Elementary has a budget request targeting reading support for all students by the addition of new nonfiction books for our library collection and leveled nonfiction books for our shared classroom book collection. We currently have a small collection of nonfiction titles, many of which are outdated. These additional resources will give greater access to books about current topics and will provide teachers with more resources for small group instruction. This year, we added some fiction titles to our shared classroom collections with which teachers were able to use with small group targeted instruction. This request will also target student engagement, as our readers engage with new nonfiction titles supporting greater student agency.

FY 24 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION**Building/Program: Mast Landing School**

What key issues and priorities are you trying to address in your proposed budget?
(Administrators identified the following two focus areas: maintain class sizes and student support)

The proposed budget maintains our current level of support, both by maintaining class sizes of 22 and below as well as a continuing level of intervention support (both academically, socially, and emotionally).

How do these priorities align with the district's four strategic objectives?

These sustained investments in staffing and resources align with the strategic objectives of providing opportunities for students to regularly engage in meaningful student centered learning and help students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.

All RSU 5 students regularly engage in meaningful student centered learning*.

FY 24 Projected Enrollment / Class Size Ratio by Grade

Grade	Students	Teachers	Class Size
3	94	5	18-19
4	86	4	21-22
5	85	4	21-22
Total	265	13	

Staffing Adjustments to Budget in FY 23	Staffing Adjustments to Budget in FY 24
Additional teacher due to enrollment (3rd grade)	None
Additional ed tech to promote fidelity to Tier II intervention via sub coverage and classroom-based interventions	
Increase in office secretary by 3 hours/week (from 12 to 15) to ensure daily office support	

Additional six work days for administrative secretary to support summer and school break work (enrollment of new students, ordering, materials preparation, etc.)	
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Other significant FY 24 requests in budget and need (Supplies, Equipment, etc).

Mystery Science Subscription : \$800

Bounce (RTI B) Learning Experiences: \$1000

FY 24 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Program: Instructional Support

What key issues and priorities are you trying to address in your proposed budget?
(Administrators identified the following two focus areas: maintain class sizes and student support)

Focus Area: Student Support

Board Certified Behavior Analyst: A BCBA will facilitate the planning, development and implementation of program, procedures and best practices to address the increased need across the district for highly specialized instructional and behavioral programming for students with a variety of exceptionalities who have unique instructional and behavioral needs, including but not limited to students with autism, and emotional disorder.

How do these priorities align with the district's four strategic objectives?

Strategic Goal 1 - All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.

Objective 1.1 - Strengthen and align all social/emotional supports and systems to meet the needs of all learners in RSU 5.

- The BCBA will have specific knowledge of clinical behavioral analysis, teaching and learning processes, and a wide variety of instructional and behavioral approaches and interventions designed to enable a student with a disability to receive a Free and Appropriate Public Education (FAPE).
- The BCBA will consult, collaborate, and trouble-shoot with school principals and school staff concerning appropriate learning strategies and positive behavior interventions to support student's access, participation, and progress, in the least restrictive environment.

Strategic Goal 2: All RSU 5 students regularly engage in meaningful student centered learning.

Objective 2.1 Review, research, and explore options for the implementation of student centered instructional practices. Objective 2.3 Provide strong support for professional practices that foster collaboration and staff voice, and strengthen instruction to meet the needs of all learners.

FY 24 Projected Enrollment / Class Size Ratio by Grade

Special Ed. Program	LiFT Program Student Enrollment		LiFT Program Teachers		Choices Program Student Enrollment		Choices Program Teachers	
	22/23	23/24	22/23	23/24	22/23	23/24	22/23	23/24
K-2	8	5	1	1	3*	7	1*	2
3-5	7	10	1	1	5*	6	1*	1
6-8	6	4	1	1	7	6	1	1
9-12	4	6	1	1	11	14	1	1
Total	25	25	4	4	25	32	3*	4

*2022/23 K-5 Choices Program had one (1) teacher

Staffing Adjustments to Budget in FY 23	Staffing Adjustments to Budget in FY 24
<p><u>Early Intervention Team</u> Article 2 Portion: \$104,400.</p> <p>ELL Teacher 1 FTE \$87,000.</p>	<p><u>Early Intervention Team</u> - portions previously budgeted in Article 1 moved to Article 2 \$82,159</p> <p>Special Ed. Tech 1.0 FTE \$45,000 previously paid by Local Entitlement</p> <p>Board Certified Behavior Analyst \$90,000</p> <p>Total: \$217,159.</p>

Other significant FY 24 requests in budget and need (Supplies, Equipment, etc).

Tutoring Services for Homebound/Hospitalized Students	\$15,000
Legal Services	\$15,000
Adori IEP Management Database	\$3,200

Item # 13.A.

New Stipend Request Form

Please read Procedures for Requesting a New Stipend before completing this form.

Name of Activity: First Team Baseball

Qualifications: (Administrator must complete this section before submitting to the Superintendent)

Anticipate approx. 65 students coming out for baseball spring of 2024

Will have to cut approx. 20-25 students if we do not add First Team Baseball

Coach Qualifications: former player, previous coaching experience

Purpose: Provide opportunity for students to participate in baseball - eliminating the need to make cuts

Responsibilities of Advisor/Coach: Teach/Coach the game of baseball - Reports to Athletic Administrator

Length of activity/period of responsibility (month to month): Spring season: Mid-March thru June

Number of Hours Required of Advisor/Coach per week (on average): 5 to 6 days a week 12-14 games
2 to 6+ hours per day (practice vs game)

***Breakdown of Hours:** Practices: 2.5 hrs Home Games: 2.5 to 4 hrs Away Games: 4 to 6+ hrs
(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

Of above*, percent of hours during school day: 0%

Of above*, percent of hours outside the school day: 100%

Number of Students: 16-24

Parent volunteers or other adult help? None / Maybe

Special event(s) required? (all day event, weekend activity, etc) There will be Saturdays & vacations days involved

OTHER FACTORS:

Travel: Yes, school bus to away games

Overnight: No

Does activity require a Budget? Yes - approx \$4500 (not including busing)

How is this position being done/funded currently? Not currently funded, don't expect the need until spring of 2024

Does this position require Fundraising: No

Comments:

- Spring 2023 - FHS will have 45 players with only 4 seniors
- FMS will have 24 8th grade players (Plus DCS 8th graders)
- Spring 2024 - FHS will have 65+ players If First Team not added, we'll cut 20-25+ players

Submitted by: Craig Sickels, Athletic Administrator

Date: 12/7/2022

Administrator: *Craig Sickels* **Approved:** X **Denied:** _____

Revised: 11-17-20 *1-23-2023 Approved By the Stipend Committee*

New Stipend Request Form

Please read Procedures for Requesting a New Stipend before completing this form.

Name of Activity: High School JV Golf

Qualifications: (Administrator must complete this section before submitting to the Superintendent)

Fall 2022 – 14 golfers / no seniors / only 6 can play in a varsity match

Coach Qualifications: golfer, previous coaching experience/knowledge

Purpose: Provide opportunity for students to participate in golf - eliminating the need to make cuts

Responsibilities of Advisor/Coach: Teach/Coach the game of golf - Reports to Athletic Administrator

Length of activity/period of responsibility (month to month): Fall Season – Mid-August thru Mid-October

Number of Hours Required of Advisor/Coach per week (on average): 5 days a week 5-7 JV matches
2.5 to 5 hours per day (practice vs game)

***Breakdown of Hours:** Practices: 2.5 hrs Home Matches: 2.5 to 3 hrs Away Games: 4 to 6+ hrs
(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

Of above*, percent of hours during school day: 0%

Of above*, percent of hours outside the school day: 100%

Number of Students: 14-20

Parent volunteers or other adult help? None / Maybe

Special event(s) required? (all day event, weekend activity, etc) None

OTHER FACTORS:

Travel: Yes, school bus/van to away games

Overnight: No

Does activity require a Budget? Yes - approx \$1800 for JV Golf Stipend (not including busing)

How is this position being done/funded currently? Not currently funded. Varsity coach cancelled varsity practices and went with the JV team – had 6 matches (3H & 3A)

Does this position require Fundraising: YES

Comments:

Fall 2022 - FHS will had 14 players with no seniors

Fall 2023 - FHS will have 14 plus any 8th graders that come out

- If JV Team not added, 8-12 players will not be able to play in matches

Submitted by: Craig Sickels, Athletic Administrator

Date: 12/7/2022

Administrator:

Craig Sickels

Approved: X **Denied:** _____

1-23-2023 *Approved by the Stipend Committee*