

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– MARCH 22, 2023
FREEMPORT 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

___Maura Pillsbury
___Michelle Ritcheson
___Paul Schulz
___Kelly Sink
___Madelyn Vertenten
___Piper Williams – Student Representative
___Teagan Davenport – Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of March 8, 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: (15 Minutes)

A. Items for Information

1. District Happenings
2. Resignations (effective at the end of the school year):
Emily Radziwon - DCS Math Teacher
Chelsea Nugent - DCS .5 RTI Teacher
3. Update on the FY24 Budget

9. Public Input: (30 Minutes)

A. Public Input on the FY24 Budget

10. Administrator Reports:

A. Finance - Peggy Brown (5 Minutes)

- 11. Board Comments and Committee Reports:
 - A. Board Information Exchange and Agenda Requests (10 Minutes)
 - B. Finance Committee (5 Minutes)
 - C. Policy Committee (5 Minutes)
- 12. Policy Review:
NA
- 13. Unfinished Business: (30 Minutes)
 - A. Consideration and approval of the FY24 Superintendent's Recommended Budget.

Motion: _____ 2nd: _____ Vote: _____

- 14. New Business: (10 Minutes)
 - A. Consideration and approval to dissolve the position of Director of Facilities and Transportation.

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval to establish the following new positions:
 - Director of Facilities
 - Director of Transportation

Motion: _____ 2nd: _____ Vote: _____

- 15. Personnel: (5 Minutes)
 - A. Consideration and approval to employ an Interim Director of Transportation from March 23, 2023 through June 30, 2023.

Motion: _____ 2nd: _____ Vote: _____

- 16. Public Comments: (10 Minutes)

- 17. 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: _____ 2nd : _____ Vote: _____

Time In _____ Time Out _____

- 18. Action as a Result of Executive Session:

Motion: _____ 2nd : _____ Vote: _____

- 19. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, March 8, 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 March 22, 2023 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

2. MEMBERS PRESENT: Colin Cheney, Susana Hancock (arrived at 6:35 p.m.), Jennifer Galletta, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Paul Schulz, Kelly Sink, Madelyn Vertenten

MEMBERS ABSENT: Candace deCsipkes. There was no student representative in attendance.

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. VOTED: To approve the minutes of February 8, 2023 and February 15, 2023.
(Vertenten – Munsen) (9 – 0)

5. ADJUSTMENTS TO THE AGENDA:

Addition of Item #8.A.1

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative – No report

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

- A. 1. FHS Threat Update
2. Review of FY24 Superintendent's Recommended Budget.

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

A. Board Deliberations on the FY24 Superintendent's Recommended Budget

13. NEW BUSINESS:

None

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 8:02 p.m. (Pillsbury – Munsen) (10 – 0)



Jean M. Skorapa, Superintendent of Schools

Item #10.A

RSU No. 5

Warrant Articles For the Period 02/01/2023 through 02/28/2023

Fiscal Year: 2022-2023

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$18,334,330.00	\$0.00	\$10,864,469.95	\$7,469,860.05	\$0.00	\$7,469,860.05	40.7%
ADDITIONAL LOCAL FUNDS (-)	\$10,982,547.64	\$0.00	\$6,431,460.07	\$4,551,087.57	\$0.00	\$4,551,087.57	41.4%
ADDLN SHARED REVENUE (-)	\$131,830.36	\$0.00	\$72,971.52	\$58,858.84	\$0.00	\$58,858.84	44.6%
INTEREST REVENUE (-)	\$25,000.00	\$0.00	\$120,509.63	(\$95,509.63)	\$0.00	(\$95,509.63)	-382.0%
STATE REVENUES (-)	\$6,460,443.00	\$441,224.94	\$3,594,514.11	\$2,865,928.89	\$0.00	\$2,865,928.89	44.4%
MISC REVENUES (-)	\$0.00	\$0.00	\$30.00	(\$30.00)	\$0.00	(\$30.00)	0.0%
FUND BALANCE (-)	\$1,177,000.00	\$0.00	\$0.00	\$1,177,000.00	\$0.00	\$1,177,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$37,111,151.00)	(\$441,224.94)	(\$21,083,955.28)	(\$16,027,195.72)	\$0.00	(\$16,027,195.72)	43.2%
Total : INCOME	(\$37,111,151.00)	(\$441,224.94)	(\$21,083,955.28)	(\$16,027,195.72)	\$0.00	(\$16,027,195.72)	43.2%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$16,401,257.00	\$1,190,667.67	\$7,843,563.66	\$8,557,693.34	\$6,980,304.65	\$1,577,388.69	9.6%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,972,716.00	\$363,833.43	\$2,443,610.62	\$2,529,105.38	\$2,112,120.91	\$416,984.47	8.4%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$184,596.00	\$15,383.00	\$138,447.00	\$46,149.00	\$46,149.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$919,069.00	\$96,103.45	\$523,893.84	\$395,175.16	\$240,855.93	\$154,319.23	16.8%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,594,805.00	\$233,874.09	\$2,001,986.59	\$1,592,818.41	\$1,319,589.64	\$273,228.77	7.6%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,082,988.00	\$59,635.53	\$609,508.33	\$473,479.67	\$235,514.96	\$237,964.71	22.0%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,942,616.00	\$143,968.38	\$1,182,979.49	\$759,636.51	\$655,511.00	\$104,125.51	5.4%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,438,023.00	\$106,649.73	\$828,117.47	\$609,905.53	\$295,164.31	\$314,741.22	21.9%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,100,233.00	\$221,241.30	\$3,045,197.62	\$2,055,035.38	\$922,182.64	\$1,132,852.74	22.2%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,181,603.00	\$0.00	\$108,835.00	\$1,072,768.00	\$0.00	\$1,072,768.00	90.8%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$293,245.00	\$0.00	\$0.00	\$293,245.00	\$0.00	\$293,245.00	100.0%

Operating Statement with Encumbrance

RSU No. 5

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Fiscal Year: 2022-2023

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : GENERAL FUND EXPENSES	\$37,111,151.00	\$2,431,356.58	\$18,726,139.62	\$18,385,011.38	\$12,807,393.04	\$5,577,618.34	15.0%
Total : EXPENSES	\$37,111,151.00	\$2,431,356.58	\$18,726,139.62	\$18,385,011.38	\$12,807,393.04	\$5,577,618.34	15.0%

End of Report

Item #11.B.



Regional School Unit 5
Durham · Freeport · Pownal

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

Jean Skorapa, Superintendent of Schools
Peggy Brown, Interim Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
June Sellers, Ed.D., Director of Instructional Support

Finance Committee Minutes
March 8, 2023
Freeport High School Library

In Attendance:

Beth Munsen, Chair
Michelle Ritcheson
Maura Pillsbury
Jean Skorapa
Peggy Brown

Chair Munsen called the meeting to order at 5:22 p.m.

FY23 Financial Update:

Peggy reviewed the February financial document with the committee. She noted it shows 56.8% of revenues received and 50.45% of the budget spent with 66.7% of the fiscal year completed. At the time the February financial report was printed on March 1st, the Freeport required local and additional local payments had not been recorded for February but had been received. The check dated February 27th from Pownal was received after the end of the month. The Durham check has not yet been received. Peggy reached out to Cindy Faragi at the Town of Durham and they will send it to us.

Peggy informed the committee that she and Superintendent Skorapa have reviewed the expenditure lines. We are closely watching the lines, particularly in Articles 8 & 9. We continue to have additional bus repair expenditures since our Mechanic continues to be needed to drive a bus and therefore repairs must be done elsewhere. Article 10 will be updated to reflect the bond payment.

Peggy updated the committee that she reached out to the new general manager of Tyler Technologies regarding issues we encounter regarding software updates/glitches. Our concerns have been listened to and the general manager is also hearing these concerns from other districts around the state, as well as from MEPERS. Our district will now be part of a Tyler Tech Innovation Team which will allow us to receive software updates earlier and have a direct line of communication with Tyler staff, including their software development staff, to hear our concerns right away.

Peggy is the Interim Director of Finance and Human Resources until June 30, 2023. She notified the committee of her decision to fulfill her commitment until that time, but is not applying for the permanent position of Director of Finance and Human Resources. She thanked the committee for all of their support and encouragement while she stepped up as Interim. Maura Pillsbury broached the topic to see if there was interest in reviewing the duties of this role, particularly due to the turnover over the past few years.

FY22 Audit Update:

An audit extension until April 30th has been requested. Our auditor plans to return to the office soon to do more field work. Peggy mentioned that Marge Hall has been extremely helpful to her by providing a lot of insight and guidance on many topics. Marge Hall had noted to Peggy that changes in the Director role does add to extra time which adds to the audit price.

Property and Casualty Insurance FY24 estimate discussion:

Superintendent Skorapa informed the committee that we just received an email from MSMA that their current estimate is approximately an increase of 23% to 25%. We had already budgeted for a high anticipated increase, and have added an additional \$11,053.00 to meet the anticipated 25% increase. The annual application form has been submitted and we are reviewing the credits we can receive. We will have at least 90 and most likely all 100 credit points.

Michelle Ritcheson broached the subject of reviewing our deductibles as this may help with lowering some premiums. She also suggested that a conversation should happen with MSMA to determine what is impacting our premiums to see if there are ways we could reduce our premiums. For instance, paying for an item in need of repair rather than placing a claim for a small amount, etc.

FY24 Budget Planning Update:

Superintendent Skorapa informed the committee that Region 10 just provided us with their proposed budget numbers which indicate our contribution will be approximately \$227,017.00 for FY24, an increase of \$87,421.00 over FY23. Region 10 will vote on their budget near the end of March.

Adjournment:

Chair Munsen requested a motion to adjourn at 6:14 p.m. The motion was provided by Maura Pillsbury and was seconded by Beth Munsen. Vote was unanimous (Munsen, Ritcheson, Pillsbury).

Respectfully submitted,

Peggy Brown
Interim Director of Finance & HR



Regional School Unit 5
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June Sellers, Ed.D., Director of Instructional Support

Policy Committee Report

Committee: Policy

Zoom Meeting date: March 10, 2023

Chair: Maddy Vertenten

Committee Members in attendance: Maddy Vertenten, Colin Cheney, Cynthia Alexander

Absent: Candy deCsipkes

Guests: June Sellers, Director of Instructional Support

Review/Revise Policies:

The following draft policy was revised and will be brought back to the Policy Committee for further discussion on March 31, 2023.

ACAAA Transgender and Gender Expansive Students

The following policy was not reviewed and will be brought back to the Policy Committee for further discussion on March 31, 2023.

EB Environmental and Safety Program

The next meeting will be held by Zoom on March 31, 2023 at 8:45 a.m.

Submitted by: Cynthia Alexander