

6:00-6:30 P.M. – Q & A

This is an opportunity for community members to ask Board members questions about the Board's FY24 Adopted Budget

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– APRIL 26, 2023
DURHAM COMMUNITY SCHOOL - CAFETERIA
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
___ Danielle George
___ 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. Executive Session:

A. To enter into Executive Session to consider a student disciplinary matter pursuant to 1 M.R.S.A § 405(6)(B).

Motion: _____ 2nd: _____ Vote: _____

Time In: _____ Time Out: _____

5. Action as a Result of Executive Session:

Motion: _____ 2nd: _____ Vote: _____

6. Consideration of Minutes:

A. Consideration and approval of the Minutes of April 12, 2023 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

7. Adjustments to the Agenda:

8. Good News & Recognition:

- A. Report from Board's Student Representative (10 Minutes)
- B. Good News from Durham Community School (10 Minutes)

9. Public Comments: (10 Minutes)

10. Reports from Superintendent: (15 Minutes)

A. Items for Information

1. District Happenings

2. Resignations (effective at the end of the school year):

Kelli Rogers - DCS Assistant Principal

11. Administrator Reports:

A. Finance - Peggy Brown (5 Minutes)

12. Board Comments and Committee Reports:

A. Board Information Exchange and Agenda Requests (10 Minutes)

B. Finance Committee (5 Minutes)

C. Policy Committee (5 Minutes)

13. Policy Review: (10 Minutes)

A. Consideration and approval of 1st Read of the following policy:

BEDH - Public Participation at Board of Directors Meetings

Motion: _____ 2nd: _____ Vote: _____

14. Unfinished Business:

NA

15. New Business:

NA

16. Personnel: (5 Minutes)

A. Consideration and approval to employ a 5th Grade Teacher at Durham Community School for the 2023-2024 school year.

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval to employ a 5th Grade Teacher at Durham Community School for the 2023-2024 school year.

Motion: _____ 2nd: _____ Vote: _____

17. Public Comments: (10 Minutes)

18. Executive Session:

A. To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(D) for the purpose of discussing Administrator negotiations for RSU5.

Motion: _____ 2nd: _____ Vote: _____

Time In: _____ Time Out: _____

19. Action as a Result of Executive Session:

Motion: _____ 2nd: _____ Vote: _____

20. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, April 12, 2023 – 6:30 p.m.
Pownal Elementary School - Cafeteria
Meeting Minutes**

6:00 - 6:30 p.m. Q&A on the FY24 Budget

(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 April 26, 2023 meeting).

1. CALLED TO ORDER:

Vice Chair Elisabeth Munsen called the meeting to order at 6:30 p.m.

- 2. MEMBERS PRESENT:** Colin Cheney, Candace deCsipkes, Danielle George, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury (arrived at 6:31 p.m.), Paul Schulz, Kelly Sink, Madelyn Vertenten. Student Representative Piper Williams was in attendance
MEMBERS ABSENT: Susana Hancock, Michelle Ritcheson

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

VOTED: To approve the Minutes of March 15, 2023 and March 22, 2023.
(Vertenten – Cheney) (9 – 0) The Student Representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Item #8.A. Additional resignations
Items #14 D-G

6. GOOD NEWS AND RECOGNITION:

- A. Report from Board's Student Representative -- Piper Williams
B. Good News from Pownal Elementary School - Holly Johnson

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

1. Resignations: (effective at the end of the school year)
Stephanie Lewia - School Psychologist
Garland Thayer - DCS 5th Grade Teacher
Diane Kew - FHS English Teacher
Haley Poston - FHS Math Teacher
James Flynn - FHS Science Teacher
Alondra Reynolds - MSS Kindergarten Teacher

B. Additional State Subsidy

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Strategic Communications

1. Workplace Satisfaction Survey
2. Migration of Students

B. Elisabeth Munsen reminded Board members about openings on the following Administrator Interview Committees: Director of Transportation, Director of Facilities and Director of Technology.

C. Board members voiced their appreciation for the Board learning opportunities at the schools.

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

A. VOTED: That the Vote entitled, "Vote to Call and Approve the Warrants for the Budget Meeting and the Budget Validation Referendum and to Authorize the Notice of Amounts Adopted," be approved in form presented to this meeting and that a copy of said Vote be included with the minutes of this meeting. (Pillsbury – Vertenten) (9 – 0) The Student Representative voted with the majority.

13. NEW BUSINESS:

None

14. PERSONNEL:

A. VOTED: To employ Kelly Wentworth as Director of Finance and Human Resources for the 2023-2024 school year.

(Vertenten – Sink) (9 – 0) The Student Representative voted with the majority.

B. VOTED: To employ Abigail Hunt as a 1st Grade Teacher at Morse Street School for the 2023-2024 school year.

(Sink – Pillsbury) (9 – 0) The Student Representative voted with the majority.

C. VOTED: To employ Page Brown as a 7/8 Grade Humanities Teacher at Durham Community School for the 2023-2024 school year.

(Pillsbury – Vertenten) (9 – 0) The Student Representative voted with the majority.

D. VOTED: To employ Claire Bowen as a Kindergarten Teacher at Morse Street School for the 2023-2024 school year.

(Vertenten – Pillsbury) (9 – 0) The Student Representative voted with the majority.

E. VOTED: To employ Frank Burns as a 7/8 Grade Math Teacher at Durham Community School and Freeport Middle School for the 2023-2024 school year (one year only).

(Vertenten – Pillsbury) (9 – 0) The Student Representative voted with the majority.

F. VOTED: To employ Sean Moore as a STEM Teacher at Durham Community School for the 2023-2024 school year.

(Vertenten – Pillsbury) (9 – 0) The Student Representative voted with the majority.

G. VOTED: To employ Alicia Ricker as a 7/8 Grade Math Teacher at Durham Community School for the 2023-2024 school year.

(Vertenten – Pillsbury) (9 – 0) The Student Representative voted with the majority.

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 7:14 p.m. (Sink – Vertenten) (9 – 0) The Student Representative voted with the majority.



Jean M. Skorapa, Superintendent of Schools

Item #11

RSU No. 5

Warrant Articles For the Period 03/01/2023 through 03/31/2023

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	\$1,789,426.83	\$13,760,204.98	\$4,574,125.02	\$0.00	\$4,574,125.02	24.9%
ADDITIONAL LOCAL FUNDS (-)	\$10,982,547.64	\$1,098,593.37	\$8,127,032.41	\$2,855,515.23	\$0.00	\$2,855,515.23	26.0%
ADDLN SHARED REVENUE (-)	\$131,830.36	\$121,660.00	\$194,631.52	(\$62,801.16)	\$0.00	(\$62,801.16)	-47.6%
INTEREST REVENUE (-)	\$25,000.00	\$0.00	\$142,017.95	(\$117,017.95)	\$0.00	(\$117,017.95)	-468.1%
STATE REVENUES (-)	\$6,460,443.00	\$444,435.97	\$4,963,026.48	\$1,497,416.52	\$0.00	\$1,497,416.52	23.2%
MISC REVENUES (-)	\$0.00	\$5,500.00	\$5,530.00	(\$5,530.00)	\$0.00	(\$5,530.00)	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)	(\$3,459,616.17)	(\$27,192,443.34)	(\$9,918,707.66)	\$0.00	(\$9,918,707.66)	26.7%
Total : INCOME	(\$37,111,151.00)	(\$3,459,616.17)	(\$27,192,443.34)	(\$9,918,707.66)	\$0.00	(\$9,918,707.66)	26.7%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$16,401,257.00	\$1,774,046.31	\$9,617,801.01	\$6,783,455.99	\$5,277,987.79	\$1,505,468.20	9.2%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,972,716.00	\$569,361.22	\$3,013,039.82	\$1,959,676.18	\$1,527,668.88	\$432,007.30	8.7%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$184,596.00	\$15,383.00	\$153,830.00	\$30,766.00	\$30,766.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$919,069.00	\$65,331.79	\$589,225.63	\$329,843.37	\$240,183.26	\$89,660.11	9.8%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,594,805.00	\$333,386.20	\$2,335,052.84	\$1,259,752.16	\$1,012,238.92	\$247,513.24	6.9%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,082,988.00	\$107,875.88	\$801,177.56	\$281,810.44	\$147,714.25	\$134,096.19	12.4%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,942,616.00	\$219,455.04	\$1,402,434.53	\$540,181.47	\$451,726.34	\$88,455.13	4.6%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,438,023.00	\$284,374.94	\$1,112,692.41	\$325,330.59	\$189,535.16	\$135,795.43	9.4%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,100,233.00	\$694,277.08	\$3,739,474.70	\$1,360,758.30	\$610,132.19	\$750,626.11	14.7%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,181,603.00	\$0.00	\$1,032,911.40	\$148,691.60	\$0.00	\$148,691.60	12.6%
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

Warrant Articles For the Period 03/01/2023 through 03/31/2023

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>	
Sub-total : GENERAL FUND EXPENSES	\$37,111,151.00	\$4,063,491.46	\$23,797,639.90	\$13,313,511.10	\$9,487,952.79	\$3,825,558.31	10.3%
Total : EXPENSES	\$37,111,151.00	\$4,063,491.46	\$23,797,639.90	\$13,313,511.10	\$9,487,952.79	\$3,825,558.31	10.3%

End of Report



Regional School Unit 5
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Item # 12.B.

"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
April 7, 2023
Superintendent's Office – Central Office

In Attendance:

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

Chair Munsen called the meeting to order at 2:04 p.m.

FY23 Financial Update:

Peggy reviewed the March financial report and indicated that 75% of the fiscal year has passed and 73% of revenues have been received and posted. The March interest revenue was \$27,641.28 but had not yet been posted as the report was prepared on the morning of April 1st.

The amount of the budget spent through March 31st was 64%. Jean Skorapa indicated we still have unfilled custodial positions and also, during this time without a Facilities Director, there are some capital projects that have not yet occurred. She is seeking to have fencing at Morse Street installed and have some of our buildings power washed. Other areas include the Nutrition capital improvements at PES and MLS. FMS doors may not get done due to time.

Jean also let the committee know we have a new high-volume copier coming soon to replace the one located in the Print Room at FHS at a cost of \$22,850.00. Our representative from BEU provided demos and worked to provide a cost savings to us by adding special features our staff needs to a less expensive machine which will compare to the \$38,000.00 machine which was demonstrated. Our current machine has been in need of replacement for a very long time.

Peggy informed the committee that the Q3 expenditure report has been approved by the DOE.

Peggy received a recommendation from our Auditor to request an audit extension until the end of May. After discussion with the committee, Jean signed the audit extension request and Peggy submitted it to the DOE.

Review of Warrant Articles:

It is the practice of the Finance Committee to meet and review the warrant articles. The following tasks were completed.

In reference to an error regarding town assessments in the spring of 2019 for the 2019-2020 fiscal year, steps were created to prevent future issues.

- a) *The business office will utilize a written procedure for consistent calculation of the cost sharing formula components from year to year.*

(Completed: Budget Impact Summary and Summary of Total Contribution by Town – pages 12 & 13 of March 22nd Budget Handbook).

- b) *The Director of Finance will fully complete the Budget Validation Referendum questionnaire from Drummond Woodsum and collaborate with the Drummond Woodsum attorney to ensure that the total assessment ties to the total raised by the articles.*

(Completed: This was sent to DW on 3-28-23 and the updated ED279 dated 3-28-23 was submitted to him on 3-29-23.)

- c) *The total assessment must equal the total raised in the budget meeting articles; the sum of the amounts in warrant articles 12, 13, 14, 16.*

(Completed: The Finance Committee reviewed these facts).

- d) *Before the annual budget meeting, the Finance Committee will meet to review the proposed assessments to the towns.*

(Completed: The Finance Committee reviewed these facts).

The Finance Committee thoroughly reviewed the Budget Validation Referendum document from Attorney Greg Im. Beth Munsen noted that Article 23, as we had last year, was missing and requested it be added. Jean reached out to Greg Im regarding that, along with additional edits requested by the committee.

Adjournment:

Chair Munsen requested a motion to adjourn at 3:00 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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Item #12.C

"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

Policy Committee Report

Committee: Policy

Zoom Meeting date: March 31, 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 April 27, 2023.

ACAAA Transgender and Gender Expansive Students

The following policy was revised and will be brought to the Board for 1st read on April 26, 2023.

BEDH Public Participation at School Board Meetings

The following policy was reviewed with no substantive changes.

EEAEAA Drug and Alcohol Testing of School Bus Drivers

The next meeting will be held by Zoom on April 27, 2023 at 8:45 a.m.

Submitted by: Cynthia Alexander



Regional School Unit 5
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Item # 13.A.

"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

TO: Colin Cheney, Candace deCsipkes, Danielle George, Susana Hancock, Elisabeth Munsen, Kara Kaikini, Maura Pillsbury, Michelle Ritcheson, Ben Schulz, Kelly Sink, Madelyn Vertenten, Teagan Davenport, Piper Williams

CC: Julie Nickerson, Holly Johnson, Kelli Rogers, Ray Grogan, Erin Dow, Jeremy Arsenault, Will Pidden, Craig Sickels, Peter Wagner, Jen Gulko, June Sellers, Jean Skorapa, Paige Fournier, Conor Walsh, Charlie Mellon, Peggy Brown, Gayle Wolotsky, Jen Winkler, Nancy Doherty, Anne-Marie Spizzuoco, Lynn Shea, Kristy Johnson, Lisa Blier, Heidi Cook, Jill Hooper, Dorothy Curtis, Grace Marley, Alicia DeRoche

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

DATE: April 18, 2023

RE: Review/Update of Policies

At the April 26, 2023 Board of Directors Meeting, the following policy will be on the agenda:

1st Read

BEDH - Public Participation at Board of Directors Meetings

The following policy was reviewed with no recommended revisions and require no Board action.
EEAEAA - Drug and Alcohol Testing of School Bus Drivers

PUBLIC PARTICIPATION AT BOARD OF DIRECTORS MEETINGS

Board meetings are conducted for the purpose of carrying on the official business of the school system. All meetings of the RSU No. 5 Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy. This policy applies only to meetings of the full Board, not to meetings of Board subcommittees.

Although Board meetings are not public forums, the Board will provide appropriate opportunities at its meetings for members of the public to express opinions and concerns related to the matters concerning education and the RSU No. 5 schools. The intent is to allow a fair and adequate opportunity for the public to be heard, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

The Board will designate a portion of its agenda as an opportunity for public participation. During the time allotted for public participation, the public may speak on any subject directly related to the operations of the schools, except for personal matters or complaints concerning specific employees or students, which shall be addressed through established policies and procedures.

Members of the public may address the Board within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

The following guidelines shall apply to public participation at Board meetings.

- A. Members of the public and employees of the school unit are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion. Individual employees and/or employee groups will not be permitted to discuss matters for which complaint or grievance procedures are provided.
- B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak. At special or emergency meetings, public comments will be limited to the topic(s) of the particular meeting.
- C. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking. Speakers will be encouraged to disclose whether or not they will personally have a financial impact as a result of the budget item they address.
- E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.
- F. All speakers are to address the Chair and direct questions or comments to particular Board members or the Superintendent only with approval of the Chair. Requests for

information or questions may be answered by the Board Chair. If further research is needed, the Board Chair may defer to the Superintendent for follow-up.

- G. Members of the Board of Directors and the Superintendent may ask clarifying questions of any person who addresses the Board, but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- H. Discussion of matters involving individual students and/or staff are not permitted during the public comment period due to the privacy, confidentiality, and due process rights.
- I. No complaints or allegations will be allowed at Board meetings concerning any person employed by the school system or against particular students.

Personal matters or complaints concerning student or staff issues will not be considered in a public meeting, but will be referred through established policies and procedures.
- J. In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments to the Board. The Board requests that groups or organizations be represented by designated spokespersons.
- K. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- L. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance, as necessary, to restore order.
- M. In the event of an emergency or substantial disruption, the Chair may declare a recess to restore order or may declare the meeting adjourned or to be continued to a designated time and place or at the call of the Chair.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings, at the Superintendent's Office, in each school, town hall, and is sent to local publications. It is also posted on the RSU No. 5 website. Anyone desiring additional information about an agenda item should direct such inquiries to the Office of the Superintendent.

Opportunity for public participation at standing committee meetings of the Board is not required, but may be permitted at the discretion of the standing committee chair.

Legal Reference: 1 MRSA § 401 et seq.
20 MRSA § 1001 (20)

Cross Reference: BEC – Executive Session
BEDA – Notification of Board of Directors Meetings

BEDB – Agenda
BEDD – Rules of Order
KE – Public Concerns and Complaints

Adopted: November 18, 2009
Revised: March 23, 2011
Reviewed: February 26, 2014
Revised: November 14, 2018
Revised: April 27, 2022