

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JUNE 14, 2023
FREEPORT HIGH 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. Consideration of Minutes:

None

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:

A. Items for Information

1. Resignations:

Steve True - FHS Ed Tech

Isaac Porter - Custodian

2. Safety Drills Update (10 Minutes)

3. Freeport High School Scholarship Foundation Update - Stephanie Paine (10 Minutes)

9. Administrator Reports:

A. Finance - Peggy Brown (5 Minutes)

10. Board Comments and Committee Reports:

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

11. Policy Review:

None

12. Unfinished Business: (10 Minutes)

- A. Move that the Computation and Declaration of Votes dated June 14, 2023 and attached hereto be approved.

Further moved: That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5.

Further moved: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks of the member municipalities within Regional School Unit No. 5.

Motion: _____ 2nd: _____ Vote: _____

- B. Move that the Warrant for Assessment of Tax and the Assessment Schedule and Notice of Installments for each member municipality prepared by the Treasurer for fiscal year July 1, 2023 to June 30, 2024 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 Warrant for Assessment of Tax and its Assessment Schedule and Notice of Installments.

Motion: _____ 2nd: _____ Vote: _____

13. New Business:

- A. Consideration and approval to authorize the Superintendent to hire staff between June 15, 2023 and the first Board meeting in September 2023. (3 Minutes)

Motion: _____ 2nd: _____ Vote: _____

14. Organizational Business: (20 Minutes)

- A. Consideration and approval to appoint a Chair for the RSU No. 5 Board of Directors (to take effect July 1, 2023).

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval to appoint a Vice-Chair for the RSU No. 5 Board of Directors (to take effect July 1, 2023).

Motion: _____ 2nd: _____ Vote: _____

- C. Consideration of approval to add, delete, or consolidate committees and make annual appointments. (Board member names indicate committee members for the 2022-2023 School Year).

1. Negotiations (2-3)

Professional (Ritcheson, _____, Hancock)

Support (deCsipkes, Vertenten)

2. Policy (3) (deCsipkes, Vertenten, Cheney)

3. Finance (3) (Pillsbury, Ritcheson, Munsen)
(One member from each town)

4. Strategic Communications Committee (2-3) (deCsipkes, Kaikini, Vertenten)

5. RSU5 Community Programs Advisory Committee (1) (Pillsbury)

6. Maine Region 10 Technical High School Board (2) (deCsipkes, _____)

7. Dropout Prevention Committee - BOOST (1) (_____)

8. Stipend Review Committee (2) (_____, Munsen)

9. Freeport Cable TV Board (1) (Hancock)

10. Freeport Performing Arts Center Advisory Committee (1) (Vertenten)

11. Safety Committee (2) (Cheney, _____)

12. Wellness Committee (1) (Sink)

13. Sustainability (2) (Cheney, Hancock)

14. Diversity, Equity, Inclusion (2) (Cheney, Hancock)

15. School Attorney
Drummond Woodsum
16. School Physician
Dr. Stephanie Phelps

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

Time In _____ Time Out _____

17. Action as a Result of Executive Session:

18. Adjournment:

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

Item #9.A

RSU No. 5

Warrant Articles For the Period 05/01/2023 through 05/31/2023

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	\$159,986.67	\$15,448,052.50	\$2,886,277.50	\$0.00	\$2,886,277.50	15.7%
ADDITIONAL LOCAL FUNDS (-)	\$10,982,547.64	\$114,003.26	\$9,145,823.47	\$1,836,724.17	\$0.00	\$1,836,724.17	16.7%
ADDLN SHARED REVENUE (-)	\$131,830.36	\$0.00	\$205,056.02	(\$73,225.66)	\$0.00	(\$73,225.66)	-55.5%
INTEREST REVENUE (-)	\$25,000.00	\$0.00	\$200,017.58	(\$175,017.58)	\$0.00	(\$175,017.58)	-700.1%
STATE REVENUES (-)	\$6,460,443.00	\$1,742.94	\$5,532,401.92	\$928,041.08	\$0.00	\$928,041.08	14.4%
MISC REVENUES (-)	\$0.00	\$387.00	\$6,491.07	(\$6,491.07)	\$0.00	(\$6,491.07)	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)	(\$276,119.87)	(\$30,537,842.56)	(\$6,573,308.44)	\$0.00	(\$6,573,308.44)	17.7%
Total : INCOME	(\$37,111,151.00)	(\$276,119.87)	(\$30,537,842.56)	(\$6,573,308.44)	\$0.00	(\$6,573,308.44)	17.7%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$16,401,257.00	\$1,228,997.95	\$12,080,399.08	\$4,320,857.92	\$2,993,442.68	\$1,327,415.24	8.1%
ARTICLE 2 SPECIAL EDUCATION (+)	\$4,972,716.00	\$395,009.25	\$3,866,203.88	\$1,106,512.12	\$785,900.26	\$320,611.86	6.4%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$184,596.00	\$15,383.00	\$184,596.00	\$0.00	\$0.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$919,069.00	\$74,830.24	\$725,217.78	\$193,851.22	\$169,833.61	\$24,017.61	2.6%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,594,805.00	\$231,236.55	\$2,784,429.16	\$810,375.84	\$590,798.84	\$219,577.00	6.1%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,082,988.00	\$60,574.17	\$933,435.35	\$149,552.65	\$43,421.27	\$106,131.38	9.8%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$1,942,616.00	\$144,468.45	\$1,692,335.13	\$250,280.87	\$139,585.25	\$110,695.62	5.7%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,438,023.00	\$122,360.31	\$1,343,774.75	\$94,248.25	\$37,151.52	\$57,096.73	4.0%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,100,233.00	\$240,967.51	\$4,185,792.85	\$914,440.15	\$296,816.83	\$617,623.32	12.1%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,181,603.00	\$0.00	\$1,181,603.00	\$0.00	\$0.00	\$0.00	0.0%
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 05/01/2023 through 05/31/2023

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	\$2,513,827.43	\$28,977,786.98	\$8,133,364.02	\$5,056,950.26	\$3,076,413.76	8.3%
Total : EXPENSES	\$37,111,151.00	\$2,513,827.43	\$28,977,786.98	\$8,133,364.02	\$5,056,950.26	\$3,076,413.76	8.3%

End of Report

REGIONAL SCHOOL UNIT NO. 5
COMPUTATION AND DECLARATION OF VOTES

The total number of votes cast in all of the municipalities within Regional School Unit No. 5 (the "RSU") in the affirmative and in the negative on Article 1 of the Warrant and Notice of Election of the RSU Budget Validation Referendum held June 13, 2023, relating to the adoption of the RSU's 2023-2024 budget is as follows:

*Sample
This will be
filled out 6-14-23*

ARTICLE 1:	AFFIRMATIVE	NEGATIVE
Town of Durham:	_____	_____
Town of Freeport:	_____	_____
Town of Pownal:	_____	_____
TOTAL:	_____	_____

The School Board hereby declares that said Article has _____
(write "passed" or "failed")

Dated: _____, 2023

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

A true copy, attest: _____
Jean Skorapa, Secretary

BOARD OF DIRECTORS OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Board of Directors and shall perform other duties as directed by law, Maine Department of Education rules, and by this Board. In carrying out these responsibilities, the Chair shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Directors;
- B. Consult with the Superintendent in the planning of the Board meeting agendas and with the Vice Chair as feasible;
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D. Appoint subcommittees subject to Board approval and serve as an ex-officio member of all such subcommittees;
- E. Call special meetings of the Board of Directors as necessary;
- F. Be the public spokesperson for the Board of Directors at all times except as this responsibility is specifically delegated to others; and
- G. Preside at and be responsible for the orderly conduct of all Board of Directors meetings.

As presiding officer at all meetings of the Board of Directors, the Chair shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the Board in its proper order;
- C. Enforce the Board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- E. Explain, as appropriate, what the effect of a motion would be;

- F. Restrict discussion to a motion that is before the Board;
- G. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Duties of the Secretary

The Superintendent shall serve as Secretary of the Board of Directors, with the right to speak on all questions and offer recommendations. The Superintendent/designee shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

Legal Reference: 20-A MRSA § 1055

Cross Reference: BB – Board of Directors Legal Status

Adopted: October 28, 2009
Reviewed: February 16, 2011
Reviewed: January 22, 2014
Revised: January 22, 2020

**RSU No. 5 Board of Directors
Committee Membership
2022-2023**

POLICY COMMITTEE

Colin Cheney
Candy deCsipkes
Maddy Vertenten

FINANCE COMMITTEE

Beth Munsen
Maura Pillsbury
Michelle Ritcheson

NEGOTIATIONS COMMITTEE

Professional: Michelle Ritcheson, Vacant, Susana Hancock
Support: Candy deCsipkes, Maddy Vertenten

STRATEGIC COMMUNICATIONS COMMITTEE

Candy deCsipkes
Kara Kaikini
Maddy Vertenten

RSU5 COMMUNITY PROGRAMS COMMITTEE

Maura Pillsbury

MAINE REGION 10 TECHNICAL HIGH SCHOOL BOARD

Candy deCsipkes
Vacant

DROPOUT PREVENTION COMMITTEE (BOOST)

Vacant

STIPEND REVIEW COMMITTEE

Vacant
Beth Munsen

FREEPORT CABLE TV BOARD

Susana Hancock

FREEPORT PERFORMING ARTS CENTER COMMITTEE

Maddy Vertenten

SAFETY COMMITTEE

Colin Cheney
Vacant

WELLNESS COMMITTEE

Kelly Sink

DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE

Colin Cheney

Susana Hancock

SUSTAINABILITY COMMITTEE

Susana Hancock

Colin Cheney

Board of Directors Approved: 6-15-22; Revised 11-9-22; Revised 2/1/23; Revised 4/1/23

Committees

Chair	See attached policy BDB
Vice-Chair	See attached policy BDB
Negotiations	Two or three members for professional and two members for support staff. Take part in active contract negotiations on behalf of the school system with each employee union. Activities may involve negotiating successor agreements. The major time commitment arises when current contracts require renewal.
Policy	Three members. Policy topics and issues are generated by referral from the Board, at the request of the Superintendent, changes in law and recommendations from MSMA. Meets monthly.
Finance	Three members, one representative from each town per policy. Committee provides oversight for finance operations of the RSU. Meets at 5:00pm before the first Board meeting of the month
Strategic Communications	Two or Three members. The Strategic Communications Committee provides oversight for the Strategic Framework implementation and facilitates communication between the RSU5 Board and the public. Typically meets four times a year.
RSU5 Community Programs Committee	One member. This group is advisory to Community Programs. A board member attends regularly as a liaison.
Maine Region Ten Technical High School	Two Board members serve on the Maine Region Ten Technical High School Board of Directors. Meetings are held monthly at Region 10 (3 rd Monday of the month) All traditional Board functions are carried out by the Region 10 board which is made up of representatives of the three sending school towns (Brunswick, Freeport and SAD 75) Note: we have filled one of the positions with a community member in the past.
Dropout Prevention (BOOST)	One Board member per policy serves as a representative. The committee is charged with meeting at least annually to plan for decreasing the number of students who do not complete their education. Meetings are scheduled for 2:30 p.m.
Stipend Review	Two members sit on the committee per CBA. Contractually any new stipend request comes with Administrator approval to the committee; their recommendation goes to the CEA then the full Board for final action. Reviews all stipend positions periodically. Two to seven meetings per year that take place after 3:45pm.
Freeport Cable TV Board	One member serves as the school representative on the Freeport Cable TV Board. Meetings are held at least quarterly.

Freeport Performing Arts Center Committee	One member serves. The Committee meets two times a year to consider procedures, fees, and review data regarding operation of the FPAC.
Safety Committee	Two members sit on the committee, charged with annual review/update of the Safety Plans. Meetings vary depending upon the workload. Typically, three meetings a year.
Wellness	One member. Monthly district Wellness Committee meetings.
Diversity, Equity and Inclusion (DEI) Committee	Two members sit on the committee. Committee meetings second Tuesday of the each month at 7:00 a.m.
Sustainability Committee	Two members sit on the committee. Committee meets first Tuesday of each month at 7:30 a.m.
School Attorney	Drummond Woodsum
School Physician	Dr. Phelps

COMMITTEE MEMBERSHIP

Required/Highly Recommended			
Tier 1 Finance (3) Region 10 (2) Dropout (1) Stipend (2) Negotiation (2-3) Chair/Vice (2)	Tier 2 Policy (3) Strategic Comm - (2-3) Equity (2)	Tier 3 Safety Wellness Sustainability	Tier 4 Cable Board FPAC Community Prog

(recommended membership)

* Advisory Committees (membership doesn't change yearly)

Beth Vice Chair Finance Stipend	Candy Support Negotiations Region 10 Policy Strategic Comm	Danielle	Collin Policy Equity Safety Sustainability	Ben	Susana Prof. Negotiations Equity Sustainability Cable Board	Kara Strategic Comm	Maddy Support Negotiations Policy Strategic Comm FPAC	Maura Finance Comm Prog	Michelle Chair Finance Prof. Negotiations	Kelly Wellness
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** Maura is also a member of the MSBA Board

Updated: 11-9-22

Revised: 2-1-23

Revised: 4-1-23