

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– NOVEMBER 29, 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
___ Malik Farlow
___ Cheyenne Farrell
___ Danielle George
___ Carolyn Jensen

___ Kara Kaikini
___ Elisabeth Munsen
___ Maura Pillsbury
___ Michelle Ritcheson
___ Kelly Sink
___ Phoebe Williamson, Student Representative
___ Lily West, Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of November 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: (10 Minutes)

A. Items for Information

1. Superintendent's Report
2. Resignation: Ashley Blouin, MSS 2nd Grade Teacher

9. Administrator Reports:

- A. Finance - Kelly Wentworth (5 Minutes)
- B. Update from Nutrition Department and Goal Review - Erin Dow (20 Minutes)
- C. Update from Athletics Department and Goal Review - Eric Hall (20 Minutes)
- D. Update from Durham Community School and Goal Review - Will Pidden (20 Minutes)

10. Board Comments and Committee Reports:

- A. Board Information Exchange and Agenda Requests (10 Minutes)
- B. Finance Committee (5 Minutes)

- C. Policy Committee (5 Minutes)
- D. Strategic Communications Committee (5 Minutes)
- E. Facilities and Operations Committee (5 Minutes)

11. Policy Review:
None

12. Unfinished Business:
None

13. New Business:
A. Consideration and approval to appoint a Board member to the Freeport Cable TV Board.

Motion: _____ 2nd: _____ Vote: _____

14. Personnel:
None

15. Public Comments: (10 Minutes)

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, November 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 November 29, 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, Malik Farlow, Cheyenne Farrell, Danielle George, Carolyn Jensen, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink and Lily West, Student Representative
MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

VOTED: To approve the Minutes of October 25, 2023. (George – deCsipkes) (11 – 0) The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Item #8.B.

Item #14.A.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative - Lily West

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Items for Information

B. Resignations: Dawn Stevens, Accounts Payable Coordinator
Pascale Delsol, FHS Educational Technician

9. ADMINISTRATOR REPORTS:

A. Update from Community Programs and Goal Review - Peter Wagner

B. Update from Transportation Department and Goal Review - Jeremy Arsenault

C. Update from Facilities Department and Goal Review - Glen Reynolds

D. Update from Mast Landing School and Goal Review - Emily Grimm

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

A. VOTED: To request a waiver for the non-school days on October 26 and 27, 2023 through the Maine Department of Education.

(Munsen – Jensen) (11 – 0) The student representative voted with the majority.

14. PERSONNEL:

A. VOTED: To employ Patrick Engleright as a Physical Education Teacher at Durham Community School for the 2023-2024 school year (one year only).

(Farlow – George) (11 – 0) The student representative voted with the majority.

15. PUBLIC COMMENT:

Nathan Leger, Durham

16. ADJOURNMENT:

VOTED: To adjourn at 7:53 p.m. (Pillsbury – Sink) (11 – 0) The student representative voted with the majority.



Jean M. Skorapa, Superintendent of Schools

Item #9.A

RSU No. 5

Warrant Articles For the Period 10/01/2023 through 10/31/2023

Fiscal Year: 2023-2024

Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,054,353.67	\$1,754,745.91	\$6,078,595.10	\$12,975,758.57	\$0.00	\$12,975,758.57	68.1%
ADDITIONAL LOCAL FUNDS (-)	\$11,319,982.05	\$1,050,708.58	\$3,532,657.68	\$7,787,324.37	\$0.00	\$7,787,324.37	68.8%
ADDLN SHARED REVENUE (-)	\$149,911.00	\$10,198.09	\$30,594.27	\$119,316.73	\$0.00	\$119,316.73	79.6%
INTEREST REVENUE (-)	\$100,000.00	(\$2.00)	\$107,310.54	(\$7,310.54)	\$0.00	(\$7,310.54)	-7.3%
STATE REVENUES (-)	\$7,444,322.28	\$1,444,122.87	\$3,028,823.82	\$4,415,498.46	\$0.00	\$4,415,498.46	59.3%
MISC REVENUES (-)	\$0.00	\$0.00	\$11,762.11	(\$11,762.11)	\$0.00	(\$11,762.11)	0.0%
FUND BALANCE (-)	\$900,000.00	\$0.00	\$0.00	\$900,000.00	\$0.00	\$900,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$38,968,569.00)	(\$4,259,773.45)	(\$12,789,743.52)	(\$26,178,825.48)	\$0.00	(\$26,178,825.48)	67.2%
Total : INCOME	(\$38,968,569.00)	(\$4,259,773.45)	(\$12,789,743.52)	(\$26,178,825.48)	\$0.00	(\$26,178,825.48)	67.2%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$17,072,759.00	\$1,240,684.81	\$3,248,603.83	\$13,824,155.17	\$12,011,062.04	\$1,813,093.13	10.6%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,366,821.00	\$376,481.10	\$942,346.02	\$4,424,474.98	\$3,483,435.59	\$941,039.39	17.5%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$272,017.00	\$22,668.08	\$113,340.40	\$158,676.60	\$158,676.60	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,044,071.00	\$54,501.49	\$202,279.13	\$841,791.87	\$438,645.35	\$403,146.52	38.6%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,867,554.00	\$284,749.79	\$1,039,798.23	\$2,827,755.77	\$2,329,534.17	\$498,221.60	12.9%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,074,251.00	\$72,986.49	\$398,608.72	\$675,642.28	\$479,401.60	\$196,240.68	18.3%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,067,029.00	\$158,829.68	\$621,855.73	\$1,445,173.27	\$1,381,251.27	\$63,922.00	3.1%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,551,608.00	\$176,681.22	\$428,100.63	\$1,123,507.37	\$606,063.04	\$517,444.33	33.3%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,219,819.00	\$189,726.06	\$1,758,352.57	\$3,461,466.43	\$1,877,993.13	\$1,583,473.30	30.3%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,139,395.00	\$1,015,554.52	\$1,015,554.52	\$123,840.48	\$0.00	\$123,840.48	10.9%
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 10/01/2023 through 10/31/2023

Fiscal Year: 2023-2024

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	\$38,968,569.00	\$3,592,663.24	\$9,768,839.76	\$29,199,729.22	\$22,766,062.79	\$6,433,666.43	16.5%
Total : EXPENSES	\$38,968,569.00	\$3,592,663.24	\$9,768,839.76	\$29,199,729.22	\$22,766,062.79	\$6,433,666.43	16.5%
NET ADDITION/(DEFICIT)	\$0.00	(\$667,110.21)	(\$3,020,903.74)	\$3,020,903.74	\$22,766,062.79	(\$19,745,159.05)	0.0%

End of Report

RESULTS: RSU 5 Nutrition Program Goals 2022-23

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p>Department Goal 1: Expand the Nutrition Program’s continued efforts to address student hunger and ensure access to healthy school meals to include student-led voice and initiatives and community partnerships.</p> <p>(Ref: Strategic Goal 1, Objective 1.2)</p>	<p>A. Work with student groups, student-led initiatives and community partners to identify areas of concern.</p> <p>B. Create formal opportunities for students to make suggestions about their priorities and preferences for the meals they are served during the school day.</p> <p>C. Report the results of these efforts to the Superintendent.</p>	<p>Nutrition Director</p>	<p>June 2023</p>	<p>A. Student and community partnerships will strengthen the program’s ability to address student hunger.</p> <ul style="list-style-type: none"> ● COMPLETE: The Nutrition Program’s partnership with Full Plates Full Potential grant recipient JMG groups at FHS, FMS and DCS resulted in three unique approaches to addressing student hunger throughout the district. <p>B. Student voice will be a formal aspect of the Nutrition Program’s continued work to provide healthy and accessible meals during each school day.</p> <ul style="list-style-type: none"> ● COMPLETE: Student surveys and polling at FMS and FHS identified unique barriers to meal access that were addressed with both JMG grant projects and Nutrition Program funds and grant awards. <p>C. A report will be provided to the Superintendent about the results of these efforts.</p> <ul style="list-style-type: none"> ● COMPLETE

RESULTS: RSU 5 Nutrition Program Goals 2022-23

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness
<p>Department Goal 2: Work with the district's Wellness Committee to use the results of the parent survey and identify other available metrics to support and enhance its goal planning and improve communication about wellness with its stakeholders.</p> <p>(Ref: Strategic Goal 3, Objective 3.1)</p>	<p>A. Survey parents about their perceptions and awareness of the district's wellness initiatives and the district's communication about the Wellness Policy and its implementation.</p> <p>B. Develop future goals for the Wellness Committee and the methods by which information about the district's wellness initiatives are communicated to the community</p> <p>C. Report the Wellness Committee's new goals to the Superintendent.</p>	<p>Nutrition Director</p>	<p>April 2023</p>	<p>A. The results of a parent survey about the Wellness Policy and its initiatives will guide the Wellness Committee's goal planning for SY 23 and beyond.</p> <ul style="list-style-type: none"> ● COMPLETE: The Wellness Committee met six times in SY23. <p>B. The Wellness Committee will have new goals and new communication methods that will reflect the results of the parent survey and other available metrics.</p> <ul style="list-style-type: none"> ● We were able to achieve our primary goal of designing a website that reflects the parent/community wellness priorities that were identified by the Wellness Survey that we sent to parents at the end of last year. <p>C: A report will be provided to the Superintendent about the results of these efforts.</p> <ul style="list-style-type: none"> ● COMPLETE

RESULTS: RSU 5 Nutrition Program Goals 2022-23

Goal	Strategies and Action Steps	Responsibility	Timeline	Evidence of Effectiveness Progress Indicators/Goal Disposition
<p>Department Goal 3: Inventory and evaluate major equipment in all schools, resulting in an updated capital improvement schedule.</p> <p>(Ref: Strategic Goal 4, Objective 4.3, Action Strategy 4D)</p>	<p>A. Inventory all major appliances in all district kitchens and centralize and formalize physical asset information for use by multiple district departments (e.g., IT & Facilities) and its contractors, when appropriate.</p> <p>B. Create an annual appliance and system maintenance schedule to improve equipment lifespans and ensure maximum energy efficiency and safety.</p> <p>C. Make recommendations to the Superintendent.</p>	<p>Nutrition Director</p>	<p>June, 2023</p>	<p>A. RSU 5 will have a central database of its major kitchen equipment that enables the district to keep the capital improvement plan in line with the Nutrition Program’s operations and priorities.</p> <ul style="list-style-type: none"> ● COMPLETE: A comprehensive review of major equipment was completed and updates were made to the Capital Plan, along with revisions to lifespans. <p>B. The Nutrition Director will schedule routine maintenance and coordinate inspections with the Facilities department and contractors.</p> <ul style="list-style-type: none"> ● COMPLETE: Dirigo Food Service has provided an estimate to perform annual preventative maintenance on all non-refrigeration major appliances and Advanced Mechanical will cover refrigeration. <p>C. Written recommendations to the Superintendent.</p> <ul style="list-style-type: none"> ● COMPLETE

Athletics Department Goals 2022-2023

Goal Worksheet			
School: Athletic Department 2022-23			
School Goal	Strategies and Action Steps Responsibility	Timeline	Evidence of Effectiveness
<p>District Strategic Goal: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</p> <p>RSU #5-Athletic Department 2022-23 Goal #1: We believe that focusing on our FHS Strategic Plan will enable us to provide meaningful learning opportunities for our students while supporting both their academic and personal, social-emotional growth.</p> <p>Our FHS Goal is to make significant progress and/or meet the goals of the 2022-23 Action Steps of the FHS Strategic Plan.</p>	<p>FHS Strategic Plan: Theory of Action: Explore extra-curricular choices that respond to student's interests and needs</p> <ol style="list-style-type: none"> 1. Engaging Instruction Action Steps <ul style="list-style-type: none"> ● Review all current RSU 5 extra curricular offerings. ● Explore and evaluate possible new options for additional program components ● Develop and recommend a plan to the Superintendent to add extracurricular choices. ● Implement recommendations per details in the plan ● Evaluate and adjust as necessary 2. Purposeful Assessment Action Steps: <ul style="list-style-type: none"> ● Develop programs that are need ● Access the programs each year to see their growth 3. Equity & Inclusion Action Steps <ul style="list-style-type: none"> ● Equity of programs 4. Community Connections Action Steps 	<p>Began 2004-05 Yearly Review</p> <p>Budget Phase in Plan began 2010-2011 and yearly review</p> <p>No completion date-ongoing</p> <p>New Programs Added since 2004 <u>HS</u> -football -indoor track -outdoor track -girls ice hockey -boys ice hockey -fall cheering -winter cheering -swimming (B &G) <u>FMS/DCS</u> -football -cheering -indoor track -outdoor track</p>	<p>Observations of new programs</p> <p>Sufficient student participation and interest to maintain programs</p> <p>Sufficient RSU 5 funding to maintain programs</p> <p>23-24 Budget Requested- -JV Golf Coach -First Team Baseball Coach -Full Time Athletic Trainer</p>

	<ul style="list-style-type: none"> ● Support and/or promote opportunities for community connections youth programs, working with the Community Programs. <p>5. Support For Learning And Growth</p> <ul style="list-style-type: none"> ● Student's learning outside the classroom 		
<p>District Goal : All RSU 5 students regularly engage in meaningful student centered learning.</p> <p>FHS 2022-23 Goal #2: Ensure that all student-athletes have quality facilities to meet</p>	<p>2022-23 FHS Goal:</p> <p>Explore options for athletic facilities expansions/renovations</p> <p>Make Recommendations to Board</p> <p>Reconfigure field layout</p> <p>-Do we proceed?</p> <p>-Allocate funding for design & engineering</p>	<p>May 2022</p> <p>Dec 2022</p> <p>May 2023</p> <p>Fall 2023</p>	<p>Written documentation of options</p> <p>FMS</p> <p>Reconfigure Field Layout: Fields Reconfigured</p> <p>FMS Outdoor</p>

<p>their needs.</p>	<p>Resurface outdoor basketball courts -work with local business leaders -assist with fundraising efforts -assist with design, engineering, permitting as RSU#5 representative</p> <p>Implement recommended improvement</p>		<p>Basketball Courts: The project was referred to the Facilities and Operation Committee</p>
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Athletics Department Goals 2023-2024

Goal Worksheet			
School: Athletics Department			
School Goal	Strategies and Action Steps Responsibility	Timeline	Evidence of Effectiveness
<p>District Strategic Goal: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.</p> <p>Athletic Department 2023-24 Goal #1: To review, assess and examine our athletic/co-curricular programs through a lens equity for all of our programs and participants here at FHS through access of facilities and equipment used and purchased by RSU #5</p>	<p>FHS Strategic Plan: Theory of Action: IF The Athletic Department of RSU #5 provides co-curricular opportunities/interscholastic sports for student-athletes in grades 6-12 to participate in ... THEN these programs should provide equitable access to what is essential to compete and participate</p> <p>Selection of action steps for 2023-24:</p> <ol style="list-style-type: none"> 1) Review participation, are we meeting the needs of those students participating in co/curricular programs and interscholastic sports. <ul style="list-style-type: none"> -Examining and assessing programs through the lens of equitable -Does each sport have the same essential needs met -To ensure that we are meeting Title IX standards -To review our programs, are we meeting the needs, do we offer enough -Does our expenditure for essential equipment needs equitable for all sports, and genders 2) Reviewing the use of the facilities by our athletics team in an equitable fashion <ul style="list-style-type: none"> -Does every Fall and Spring Team have equitable use of the Turf Facility? 	<p>Survey of the students of the status of our current co-curricular and interscholastic sports are</p> <p>Reviewing our practice schedule over the last three years, meeting with coaches of the Fall and Spring.</p>	<p>Measurements of each of the 2023-2024 FHS Strategic Plan Action Steps</p> <p>Evidence to assess progress:</p> <p>Survey Results May 2024</p> <p>Review budget, for 2023-24, detail budget for 2024-25</p> <p>Ongoing throughout the 2023-24 School year</p>

	<p>-Is the practice time equitable, are teams feeling that they have enough time without being bumped off</p>		
<p>District Goal : All RSU 5 students regularly engage in meaningful student centered learning.</p> <p>Athletic Department 2023-24 Goal #2: Looking at the athletic department through the lens of equitable, will also help to create a uniform rotation that has been outdated and will align that all teams receive the same proper attention and are aware of where they are in the uniform rotation so planning can be made out a year prior to ordering uniforms for DCS, FMS, and FHS</p>	<p>Uniforms are an essential need for all of our athletic teams at DCS, FMS, and FHS. In the past having a rotation will allow for accurate financial planning, and preparing for potential uniform changes made by the National Federation of High School Athletics.</p> <ol style="list-style-type: none"> 1) To build a uniforms rotation for DCS, FMS, FHS, that will illustrate year bought, company, brand, and team's next rotation 2) Are we equitable in purchasing uniforms -are uniform purchased with same quality, and same company/brand 3) To balance the purchasing by ordering both home and away in the same given year - A more effective and efficient way of using local Monies to purchase the uniforms by ordering home and away in the same rotation -When ordering both home and away, this will allow for one rotation as opposed to sporadic when teams will get the home or away uniform. 	<p>Create a rotation chart of all sports for DCS, FMS, and FHS, with vendor, brand/company, year purchased</p> <p>Assess all uniform ordering with FMS, and DCS Assistant AD's along with myself each season.</p>	<p>September 2023</p> <p>Ongoing, each season, each sport Working with the Vendor to ensure quality uniforms</p>

<p>District Goal : All RSU 5 students regularly engage in meaningful student centered learning.</p> <p>Athletic Department 2023-24 Goal #3: To develop a Student-Athlete Leadership Council to help develop leadership on the field and off the field for our athletics program at FHS.</p>	<p>Developing a Student-athlete leadership to help develop leadership skills for our student-athletes who are designated as captains.</p> <ol style="list-style-type: none"> 1) Being a captain for a sports team is usually reserved for a senior, which is appropriate but a lot of those put in a position of leadership are new to it. 2) Creating a Captain’s Leadership Council is to develop those skills, working with captains on and off the fields, addressing concerns that are sport related and school related 3) To take skills learned in the classroom and apply them onto the sports field <p>The Leadership Captain’s Council will be another avenue to continue to develop our students as they continue their journey after they leave Freeport High School</p>	<p>HS AD takes LTC through the National Interscholastic Athletic Administrator Association</p> <p>Western Maine Conference Leadership Summit</p> <p>Leadership Class Through the National Federation of High School Athletics</p> <p>Curriculum Developed through classes, and discussion amongst coaches</p> <p>Implementation of Student-Athlete Leadership Council</p>	<p>Fall 2023</p> <p>November 2023</p> <p>Spring 2024</p> <p>June 2024</p> <p>Summer 2024</p>

DCS School Goals 2022-23

School: Durham Community School

Team Members: DCS Staff

District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Strategic Goal 2: All RSU5 students regularly engage in meaningful student centered learning.

DCS Goal #1 (Year 1 of 2)	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
<p>From the 2021/22 DEI work this was identified as one of the priority needs to address for equity and inclusion.</p> <p><i>Learning opportunities are flexible and accessible for all students.</i></p> <p><i>38% of staff indicated this area as a strength on feedback data from Spring 2022 based on DEI indicators. We would like to see this number increase by 10% or more. This survey will be readministered in Spring 2023.</i></p> <p><i>Survey was administered in Spring 2023 and the data went from 38% to 87%.</i></p> <p>Impacts of this work will be:</p> <ul style="list-style-type: none"> ⊕ Differentiating instruction so all students have access to instruction and practice in their appropriate learning zone. 	<p>Identify the most impactful instructional assessments and assessment/progress monitoring schedule.</p>	<p>Administration / Strategists</p>	<p>Clarity across teams about impactful progress monitoring items aligned to priority goals at each grade level and across content</p> <p><i>Goals and progress monitoring reviewed and timeline for reporting revised.</i></p>
	<p>Implement grade level data meetings and refine intervention round meetings.</p>	<p>Administration / Team leaders / reading and math specialists</p>	<p>Schedule of grade level meetings across the year.</p> <p><i>PLC calendar developed with Intervention Round Meetings strategically placed throughout the year.</i></p> <p>Action plan items identified by teams.</p> <p><i>Math and literacy specialists led this work by supporting teachers and teams with developing actions steps and supporting them with resources..</i></p>
	<p>PD focuses on differentiation strategies and priority skills within</p>	<p>Administration / Strategists</p>	<p>Student engagement at their “just right” level</p>

<ul style="list-style-type: none"> Structures and systems are in place and utilized that address learning gaps students have. 	the workshop model.		<p>Work of Literacy and Math strategists focussed on helping teachers identify student areas for growth through multiple means and then developing strategies to teach into those needs in small group work.</p>
	Math and reading specialists increase collaboration with classroom teachers.	Administration / Specialists / Team Leaders	<p>Implement specialist PLC structure Team now meets weekly</p> <p>Effective facilitation of data review meetings Structure was refined with the Specialists and supported by administrators.</p> <p>Effective consultations with classroom teachers on tier one interventions and plans Math and reading specialists found the biggest impact through providing resources to teachers to help support differentiated instruction and also in developing intervention plans collaboratively.</p>
	PD for school leadership team on effective facilitation of PLCs focusing on high leverage learning structures	Administration	<p>SLT meeting times dedicated to professional learning and implementation reflection/debriefing Having grade level representation on the SLT helped focus the work and the change in structure to mirror the work of PLCs.</p>

	<p>Staff professional development on “How Learning Works.” <i>A book study that translates the science of learning into strategies for maximum learning impact in the classroom</i></p>	<p>Administration / Team Leaders</p>	<p>Transfer of learning into teaching practices Year long series of professional development staff meetings focussed on the text “How Learning Works.” Time for staff to apply the learning to their respective classes / teams.</p>
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Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.

DCS Goal #2	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
<p>After two and half years of limited social opportunities we have seen a significant impact in two particular areas:</p> <ul style="list-style-type: none"> • Student social problem solving skills. • Student social / emotional wellbeing <p>Our goal is to increase opportunities for children to experience a joyful learning climate that helps build social problem solving skills and helps students' sense of value and belonging at school.</p>	<p>Use Interactive Learning Structures from Responsive Classroom practices PK-8</p>	<p>All staff</p>	<p>Evident in class visits and discipline log Observations and feedback included a focus on engagement and interactive learning structures.</p>
	<p>Identify and implement ways for students to connect across grade levels</p>	<p>Leadership team / teachers / administrators</p>	<p>Examples of learning opportunities implemented. The Leadership Team identified Partner Classes and children connected monthly with their “partner class”. These continue this year.</p>
	<p>Reinstate after school activities Eg. socials etc</p>	<p>Administrators / parent group</p>	<p>Calendar of events We had a full year of socials for middle schoolers. Family Engineering, Literacy, Math nights etc. PTA offered opportunities to gather including Reading Night</p>
	<p>Guidance classes reinforce and practice social problem solving skills</p>	<p>Counselors</p>	<p>Guidance classes focussed on building positive relationships and effective communication skills. This was evolved through the year as fewer students needed the teaching and it became used more frequently in small group practice.</p>
	<p>Kindergarten specials include “Purposeful Play” based opportunities.</p>	<p>Administrators / Specials team</p>	<p>Schedule. Teacher reflections The Specials team reported great growth in the program throughout</p>

			the year and learned to give more latitude to the children as they had creative play opportunities. They went outside each time throughout the year.
	Implement "Fun Friday" community activities for Middle School students	Middle school team	Student feedback from activities Student feedback on these activities was overwhelmingly positive and they have continued into this year.

DCS School Goals 2023- 2024

School: Durham Community School
Team Members: DCS Staff
District Goal: Focus on Student Achievement through Improved Student-Centered Teaching and Learning

Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity			
DCS Goal #1	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
<p>From the 2022/23 DEI work these indicators were identified as the priority needs to address for equity and inclusion.</p> <p><i>-DCS is a safe space for open communication.</i> <i>Staff and family data averaged 80% felt positively about this indicator. 48% of students indicated this area as a strength on feedback data from Spring 2023 based on DEI indicators.</i> <i>-All people are seen and valued for who they are.</i> <i>Staff and family data averaged 84% felt positively about this indicator. 51% of students indicated this area as a strength on feedback data from Spring 2023 based on DEI indicators.</i> <i>-People at DCS communicate respectfully with each other.</i> <i>Staff and family data averaged 86% felt positively about this indicator. 48% of students indicated this area as a strength on feedback data from</i></p>	<p>Share with school staff and identify areas where instruction takes place on communication.</p>	<p>Administration / Strategists</p>	<p>Clarity across teams about impactful progress monitoring items aligned to priority goals at each grade level and across content</p>
	<p>PD that has a focus on the school CORE values of Honesty, Empathy, Respect and Responsibility and reinforce the role they play in school culture.</p>	<p>School Leadership Team</p>	<p>Students are easily able to identify the meaning of each Core Value and how to use them in various scenarios across campus.</p>
	<p>PD with staff on strategies to explicitly teach the skill of disagreeing respectfully.</p>	<p>Administration / Staff</p>	<p>Staff meeting agendas fall, winter, spring.</p>
	<p>Meet with 7th and 8th graders in advisory groups to get their voices on strategies to use and the role they can play in impacting the goals.</p>	<p>Administration / Advisors</p>	<p>Student input and strategies acted upon.</p>

<p><i>Spring 2023 based on DEI indicators.</i></p> <p><i>We would like to see each number increase by 10% or more from the student perspective. This survey will be readministered in Spring 2024.</i></p> <p>As a result of this work students will experience a learning environment that honors:</p> <ul style="list-style-type: none"> ● Open dialogue and sharing without judgment ● Easy and comfortable communication ● Use of appropriate and kind language 	<p>Ongoing teaching and reinforcement through Responsive Classroom practices.</p>	<p>All Staff</p>	
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Strategic Goal 1: All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.			
DCS Goal #2	Strategies and Action Steps	Responsibility	Evidence of Effectiveness
<p>Develop a strategic and sustainable system to provide interventions for Social and Emotional Learning.</p> <p>As a result of this work there will be a Multi Tiered System of Support in place for social and emotional learning targets which will support</p>	<p>Develop a SEL team to lead the work and oversee the process.</p>	<p>Administration</p>	<p>Team established and meeting schedule set</p>
	<p>Research existing approaches to MTSS for SEL.</p>	<p>Administration/ SEL Team</p>	<p>Reflected in finished plan</p>
	<p>Develop school specific vision of Social Emotional Learning.</p>	<p>Administration/ SEL Team</p>	<p>Written documentation</p>
	<p>Review current practices of SEL</p>	<p>Administration/ SEL Team</p>	<p>Resource / skills gaps identified</p>

students across the grade levels of DCS..	and identify gaps in service.		and action steps established for addressing needs.
	Determine data to be used for identifying levels of need and progress monitoring.	Administration/ SEL Team	Data process piloted and established
	Identify resources that are needed to provide systemic instruction across the tiers.	Administration/ SEL Team	Documentation and plan for acquiring resources
	Create written plan for MTSS for Social Emotional Learning	Administration/ SEL Team	Finished plan for MTSS for Social Emotional Learning



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Kelly Wentworth, Director of Finance & Human Resources

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

Finance Committee Minutes
October 25, 2023
Pownal Elementary School Library

In Attendance: Beth Munsen, Chair, Maura Pillsbury, Jean Skorapa, Kelly Wentworth

Chair Munsen called the meeting to order at 5:14 P.M.

Election of Chair:

Maura Pillsbury nominated Beth Munsen as Chair of the Finance Committee. The nomination was seconded by Beth Munsen. Unanimous vote of those present.

FY23 Audit Update:

Kelly updated the Committee on the status of the FY23 audit. The Business Office continues to work through the requests of the auditor. A major focus of the FY23 audit is the student activity accounts.

FY24 Budget Update:

Kelly reported that Budget Guidance was issued to Administrators at the October 17th Administrator meeting. Administrator's will meet to determine budget priorities on November 7th. Budget worksheets are due to the Superintendent, December 1st. The Superintendent, Assistant Superintendent, and the Director of Finance & HR will meet with Administrators to review their proposals beginning on December 4th. The Superintendent's Recommend Budget will be presented to the Board on January 24th.

Other:

Discussion around the Community Budget Brochure contents. Consensus was that the contents should be streamlined and relate to budget. Recommendations were made that will be discussed with the Strategic Communications Committee who is scheduled to review the document at their October 31st meeting.

Next meeting topics: Review feedback from Strategic Communications Committee regarding Community Budget Brochure; Cost Sharing Review and Recommendation.

Meeting adjourned at 5:59 P.M.



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Policy Committee Report

Committee: Policy

Zoom Meeting date: November 3, 2023

Chair: Colin Cheney

Committee Members in attendance: Colin Cheney, Candy deCsipkes, Kara Kaikini

Administrator: Cynthia Alexander

Guests: June Sellers, Director of Instructional Support

Review/Revise Policies:

1. Policy Review

The following policies were reviewed with no substantive changes.

None

2. At Board Request

None

3. Required Changes by law:

The following policies were reviewed and are under revision. They will be brought back to the Committee for further discussion on December 1, 2023.

JKAA Use of Physical Restraint and Seclusion

JKAA-R Procedures on Physical Restraint and Seclusion

The next meeting will be held on December 1, 2023 at 8:45 a.m. by Zoom.

Submitted by: Cynthia Alexander



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Strategic Communications Committee
October 31, 2023
8:45 a.m. - Superintendent's Office
Minutes

Committee: Strategic Communications

Meeting Date: October 31, 2023

Submitted By: Jean Skorapa, Superintendent

Committee Members in Attendance: Candy deCsipkes, Kara Kaikini, Kelly Sink

Members absent: None

Agenda Items and Discussion:

1. **Budget Brochure** - The committee received feedback from the Finance Committee about streamlining the contents of the budget brochure so they relate specifically to the proposed budget. The Strategic Communications Committee suggested removing pages that relate specifically to academic performance (i.e., test scores, accountability information, district scorecard, etc.) as that information can be communicated to the public in another form.

2. **Upcoming Meetings**

November 29, 2023	9:45a.m.
January 30, 2024	8:45a.m.
March 27, 2024	9:45a.m.
April 30, 2024	8:45a.m.
May 22, 2024	9:45a.m.



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Item #10.E.

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Facilities and Operations Committee
Wednesday, November 8, 2023
5:00 p.m. - Freeport High School Library
Minutes

Committee Members: Malik Farlow, Michelle Ritcheson, Kelly Sink
Administrators: Jean Skorapa, Glen Reynolds
Guests: Chris O'Neil, Allie McCormack, Tom Whelan

Agenda Items and Discussion:

1. **FMS Basketball Courts - Community Members Proposal**
 - a. Mr. O'Neil, Mr. McCormack and Mr. Whelan shared a community fundraising proposal to support replacement of the outside basketball courts at Freeport Middle School. Further discussion about district facility needs will occur during the budget process.
2. **Analysis of Capital Projects Funding**
 - a. \$400,000 has been budgeted for many years for capital projects. The committee will discuss this further at their meeting on January 10.
3. **Building Assessments**
 - a. The board will have an opportunity to tour all buildings with the Facilities Director on Thursday, November 11.
4. **Request for Qualifications (RFQ) for Energy Audit**
 - a. November 16 - Selection of Firms to Interview
 - b. November 27 - Interviews of Firms

5. **Meeting Dates**

January 10, 2024
February 14, 2024
March 13, 2024
April 10, 2024
May 8, 2024
June 5, 2024