



***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  
Kelly Wentworth, Director of Finance & Human Resources

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

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TO: Lisa Blier, Kara Kaikini, Beth Munsen, Anne-Marie Spizzuoco  
CC: Ray Grogan  
FROM: Jean Skorapa, Superintendent  
DATE: December 18, 2023  
RE: Stipend Committee Meeting – January 2, 2024

The Stipend Committee is scheduled to meet on Tuesday, January 2, 2024 at 3:45 p.m. via Zoom at the following link: <https://networkmaine.zoom.us/j/88097733222> Meeting Id: 880 9773 3222 or join by telephone at 1 646 876 9923

**Agenda:**

1. Review of New Stipend Request - Photography Club
2. Review request to add additional positions to an established stipend - Academic Leadership

## New Stipend Request Form

**Name of Activity:** Photography Club Leader (k-12)

**Qualifications:** Photography and Digital Camera experience.

**Purpose:** To help students develop photography techniques and technical skills using both a digital and phone camera. To help students build confidence in displaying their work publicly in shows and competitions.

**Responsibilities of Advisor/Coach:**

- Plan a sequence of mini-lessons in both skills and techniques for students to practice at club meetings
- Work with students on editing their photos using editing software
- Participate in workshops or classes to further expertise
- Transport students off-site for extended photography sessions
- Meet with Photoperspectives Board of Directors to discuss club progress and possible projects
- Print, mount, and change hallway display of student photography
- Willingness to network both within and outside of the Freeport Community to find opportunities for students to showcase their work.

**Length of activity/period of responsibility (month to month):**

9 months

**Number of Hours Required of Advisor/Coach per week (on average):**

2 hours per week (65 total hours)

**\*Breakdown of Hours:**

1-1.5 hours/week for club meetings

0.5-1 hour /week for planning and review of student posting of photography

**Of above\*, percent of hours during school day:**

0%

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

100%

**Number of Students:** open sign-ups, 10-20

**Parent volunteers or other adult help?** None required, but welcomed

**Special event(s) required? (all day event, weekend activity, etc)**

Off-site field trips to take pictures (examples - Winslow Park, Freeport downtown, Cumberland Fair, South Freeport docks)

**OTHER FACTORS:**

**Travel:** Only to off-site photography locations with RSU5 provided transportation

**Overnight:** None

**Does the activity require a Budget?**

Yes, for some supplies (Is in FMS budget)

**How is this position being done/funded currently?**

Photoperspectives.org (\$1500). This was a one-year funded position with the intent to bring photography to Freeport Middle School.

**Does this position require Fundraising:**

No

**Comments:**

Will replace Peer Mediators in budget

**Submitted by:** Ray Grogan

**Date:** 11/21/2023

**Administrator:** \_\_\_\_\_

**Approved:** X \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Please return this form to the Superintendent's Office**

## **New Stipend Request Form**

Please read [Procedures for Requesting a New Stipend](#) before completing this form.

**Name of Activity:** DCS **ACADEMIC LEADERSHIP TEAM**

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

Strong leadership and teamwork skills, strong communication skills, ability to represent the interests of the greater faculty, ability to engage in strategic, “big picture” thinking and planning in order to create, implement and revise the school’s yearly action plans for academic programming.

**Purpose:**

- To provide instructional leadership and to support the development and implementation of a school strategic plan.
- To provide leadership in the development of a positive school culture and climate through reflection of current needs and responsive planning and action.

**Responsibilities of Advisor/Coach:**

- Serve on the building leadership team, advising the principal on the development and implementation of a site-based plan that supports the strategic framework, schedules, procedures, and student-focused culture and climate initiatives, as well as other areas impacting academics.
- Organize and run PLC (grade/program/integrated) team meetings, working to ensure the focus of meetings is on student learning, using data to guide instruction and serving as an advocate and voice for their team/program.
- Analyze student assessment data, plan building based professional development, explore and encourage innovative and effective ways to provide effective and engaging instruction.
- Model leadership and growth mindset perspectives when working with colleagues. Champion school initiatives.
- Help plan and coordinate staff meetings and other professional development time.
- Support new staff on respective PLC
- Act as a lead learner by engaging in independent professional growth opportunities. (professional reading; connection with professional associations and colleagues; action research etc)

**Length of activity/period of responsibility (month to month):**

This stipend runs from September to August. Includes time in the summer, depending on the needs of the team or the school.

**Number of Hours Required of Advisor/Coach per week (on average):**

**Total Hours: 141 - 210 (6/7 Points)**

**\*Breakdown of Hours:**

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

**Of above\*, percent of hours during school day:**

**During school day (percentage): 50%**

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

**Outside the school day (percentage): 50%**

Revised: 11-17-20

**Number of Students:**

486 total in school -

**Parent volunteers or other adult help?**

No

**Special event(s) required? (all day event, weekend activity, etc)**

No

**OTHER FACTORS:**

**Travel:**

None

**Overnight:**

None

**Does activity require a Budget?**

No

**How is this position being done/funded currently?**

Asking for one additional leadership stipend - this is being requested to include coach/strategist on the leadership team as a big component of the leadership team is to plan and coordinate professional learning and support for staff over 10 grade levels at DCS

**Does this position require Fundraising:**

no

**Comments:**

**Submitted by:** Will Pidden

**Date:** 12/10/23

**Administrator:** Will Pidden **Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Please return this form to the Superintendent's Office**

## **New Stipend Request Form**

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

**Name of Activity:** MSS **ACADEMIC LEADERSHIP TEAM**

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

Strong leadership and teamwork skills, strong communication skills, ability to represent the interests of the greater faculty, ability to engage in strategic, “big picture” thinking and planning in order to create, implement and revise the school’s yearly action plans for academic programming.

**Purpose:**

- To provide instructional leadership and to support the development and implementation of a school strategic plan.
- To provide leadership in the development of a positive school culture and climate through reflection of current needs and responsive planning and action.

**Responsibilities of Advisor/Coach:**

- Serve on the building leadership team, advising the principal on the development and implementation of a site-based plan that supports the strategic framework, schedules, procedures, and student-focused culture and climate initiatives, as well as other areas impacting academics.
- Organize and run PLC (grade/program/integrated) team meetings, working to ensure the focus of meetings is on student learning, using data to guide instruction and serving as an advocate and voice for their team/program.
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**Length of activity/period of responsibility (month to month):**

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**Number of Hours Required of Advisor/Coach per week (on average):**

**Total Hours: 141 - 210 (6/7 Points)**

**\*Breakdown of Hours:**

(Examples: practices, games, student meetings, organizing activities, publicizing, activities)

**Of above\*, percent of hours during school day:**

**During school day (percentage): 50%**

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

**Outside the school day (percentage): 50%**

Revised: 11-17-20

**Number of Students:**

326 total in school - additional being requested to include PK representation on the leadership team

**Parent volunteers or other adult help?**

No

**Special event(s) required? (all day event, weekend activity, etc)**

No

**OTHER FACTORS:**

**Travel:**

None

**Overnight:**

None

**Does activity require a Budget?**

No

**How is this position being done/funded currently?**

Asking for one additional leadership stipend

**Does this position require Fundraising:**

no

**Comments:**

This request is to accommodate an additional grade level leader into our leadership team structure. It could replace the Civil Rights Stipend as we have no one interested in running that at our school as Civil Rights teams are not supported at the State level below 3rd grade.

**Submitted by: Julie Nickerson**

**Date: 11/22/23**

**Administrator: Julie Nickerson      Approved: \_\_\_\_\_      Denied: \_\_\_\_\_**