

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– FEBRUARY 28, 2024
FREEPORT 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	___ Kara Kaikini
___ Candace deCsipkes	___ Elisabeth Munsen
___ Malik Farlow	___ Maura Pillsbury
___ Cheyenne Farrell	___ Michelle Ritcheson
___ Danielle George	___ Kelly Sink
___ Carolyn Jensen	___ Phoebe Williamson, Student Representative
	___ Lily West, Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

- A. Consideration and approval of the Minutes of February 7, 2024 and February 14, 2024 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:

- A. Superintendent's Report
B. Resignation: Jody Freeman, Bus Driver

9. Administrator Reports:

- A. Finance - Kelly Wentworth (5 Minutes)
B. Mental Health Support for Students - June Sellers (20 Minutes)

10. Board Comments and Committee Reports:

- A. Board Information Exchange and Agenda Requests (10 Minutes)
B. Finance Committee (5 Minutes)
C. Strategic Communications (5 Minutes)
D. Policy Committee (5 Minutes)

11. Policy Review:

None

12. Unfinished Business:

A. Consideration and approval of 2nd Read of the 2024-2025 School Calendar. (5 Minutes)

Motion: _____ 2nd: _____ Vote: _____

B. Budget Review

1. Athletics - Eric Hall (20 Minutes)
2. Transportation - Jeremy Arsenault (20 Minutes)
3. Facilities - Glen Reynolds (20 Minutes)
4. Technology - Sam Rigby (20 Minutes)
5. Nutrition - Erin Dow (20 Minutes)
6. Community Programs - Peter Wagner (20 Minutes)
7. Instructional Support - June Sellers (20 Minutes)

13. New Business: (15 Minutes)

A. I move that the resolution entitled, "Resolution to Accept Stetson Scholarship Gift," be approved in form presented to this meeting, and that the Secretary file an attested copy of said resolution with the minutes of this meeting.

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 a personnel matter.

Motion: _____ 2nd: _____ Vote: _____

Time In _____ Time Out _____

17. Action as a Result of Executive Session:

18. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, February 7, 2024 – 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 February 28, 2024 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, Cheyenne Farrell, Danielle George, Carolyn Jensen, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink and Lily West, Student Representative (left at 6:40 p.m.)

MEMBERS ABSENT: Malik Farlow

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

VOTED: To approve the Minutes of January 10, 2024. (Munsen – Kaikini) (10 – 0) The student representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Item #13.D.1. Athletics Budget Review will be moved to a future meeting

6. GOOD NEWS AND RECOGNITION:

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

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Superintendent's Report

B. Resignations: Miranda Boe - MSS Educational Technician
Amber Henderson - MSS Educational Technician

9. ADMINISTRATOR REPORTS:

A. Finance - Kelly Wentworth

10. BOARD COMMENTS AND COMMITTEE REPORTS:

A. Kelly Sink reported that the Wellness Committee is requesting goals from the Board.

B. Kara Kaikini reported the Meetinghouse Arts has a call out for student artwork for the Dream in Art youth show.

Maura Pillsbury thanked the Principals for hosting learning opportunities for Board members.

C. Finance Committee

D. Stipend Committee

E. Facilities and Operations Committee

F. Policy Committee

11. POLICY REVIEW:

- A. **VOTED:** To approve 2nd Read of the following Policies: (Jensen – Farrell) (10 – 0)
1. EFE - Competitive Food Sales - Sale of Foods in Competition with the School Food Service Program
 2. JKAA - Use of Physical Restraint and Seclusion
 3. JKAA-R - Procedures on Physical Restraint and Seclusion

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

- A. **VOTED:** To approve the following stipend positions: (Munsen – Pillsbury) (10 – 0)
- FMS Photography Club (new stipend) - No Budget Impact
 - MSS Academic Leadership Team (1 additional position) - Budget Impact
 - DCS Academic Leadership Team (1 additional position) - No Budget Impact
- B. **VOTED:** To approve 1st Read of the 2024-2025 School Calendar (George – Kaikini) (10 – 0)
- C. Presentation of the Superintendent’s 2024-2025 Proposed Budget.
- D. Budget Review
1. Athletics Budget Review – Eric Hall (*Moved to a future meeting*)
 2. Durham Community School Budget Review– Will Pidden
 3. Freeport Middle School Budget Review – Ray Grogan
 4. Freeport High School Budget Review – Jen Gulko

14. PERSONNEL:

None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 8:52 p.m. (Pillsbury – Sink) (10 – 0)


Jean M. Skorapa, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting
Wednesday, February 14, 2024 – 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 February 28, 2024 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 Phoebe Williamson Student Representative
MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Addition of Item #8.A. Resignation

Move Item #9.A. and Item #12.A.5. To the February 28, 2024 meeting.

Add Item #14.A.

6. GOOD NEWS AND RECOGNITION:

A. Report from Board's Student Representative - Phoebe Williamson

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Resignation - Pam Weeks, FMS Custodian

9. ADMINISTRATOR REPORTS:

A. Mental Health Support for Students - June Sellers - *Moved to February 28, 2024*

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

A. Budget Review

1. Curriculum Development and Improvement of Instruction - Cynthia Alexander
2. Morse Street School - Julie Nickerson
3. Pownal Elementary School - Holly Johnson

4. Mast Landing School - Emily Grimm
5. Instructional Support - June Sellers - *Moved to February 28, 2024*

13. NEW BUSINESS:

A. **VOTED:** To adjust the 2023-2024 school calendar by adding one student day in June at Durham Community School. (Munsen – Kaikini) (11 – 0) The Student Representative voted with the majority.

14. PERSONNEL:

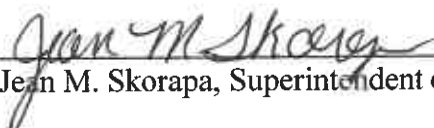
A. **VOTED:** To adjust a full time Guidance Counselor position at Durham Community School to a Wellness Teacher position beginning in the 2024-2025 school year. (Kaikini – Munsen) (11 – 0) The Student Representative voted with the majority.

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 7:24 p.m. (Sink – Pillsbury) (11 – 0) The Student Representative voted with the majority.



Jean M. Skorapa, Superintendent of Schools

Warrant Articles For the Period 01/01/2024 through 01/31/2024

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>	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,054,353.67	\$1,315,006.67	\$10,675,300.43	\$8,379,053.24	\$0.00	\$8,379,053.24	44.0%
ADDITIONAL LOCAL FUNDS (-)	\$11,319,982.05	\$733,256.49	\$6,226,534.45	\$5,093,447.60	\$0.00	\$5,093,447.60	45.0%
ADDLN SHARED REVENUE (-)	\$149,911.00	\$0.00	\$61,188.54	\$88,722.46	\$0.00	\$88,722.46	59.2%
INTEREST REVENUE (-)	\$100,000.00	\$12.82	\$216,820.93	(\$116,820.93)	\$0.00	(\$116,820.93)	-116.8%
STATE REVENUES (-)	\$7,444,322.28	\$568,762.17	\$5,207,282.34	\$2,237,039.94	\$0.00	\$2,237,039.94	30.1%
MISC REVENUES (-)	\$0.00	\$0.00	\$14,498.86	(\$14,498.86)	\$0.00	(\$14,498.86)	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)	(\$2,617,038.15)	(\$22,401,625.55)	(\$16,566,943.45)	\$0.00	(\$16,566,943.45)	42.5%
Total : INCOME	(\$38,968,569.00)	(\$2,617,038.15)	(\$22,401,625.55)	(\$16,566,943.45)	\$0.00	(\$16,566,943.45)	42.5%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$17,072,759.00	\$1,227,827.05	\$6,973,029.69	\$10,099,729.31	\$8,573,884.58	\$1,525,844.73	8.9%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,366,821.00	\$411,963.01	\$2,165,200.25	\$3,201,620.75	\$2,429,271.43	\$772,349.32	14.4%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$272,017.00	\$22,668.08	\$158,676.56	\$113,340.44	\$113,340.44	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,044,071.00	\$123,557.81	\$478,886.30	\$565,184.70	\$278,064.48	\$287,120.22	27.5%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,867,554.00	\$321,024.05	\$1,870,711.81	\$1,996,842.19	\$1,678,242.52	\$318,599.67	8.2%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,074,251.00	\$64,477.03	\$605,464.75	\$468,786.25	\$326,903.02	\$141,883.23	13.2%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,067,029.00	\$163,501.42	\$1,118,669.52	\$948,359.48	\$901,945.61	\$46,413.87	2.2%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,551,608.00	\$114,148.75	\$833,823.73	\$717,784.27	\$383,989.66	\$333,794.61	21.5%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,219,819.00	\$320,744.58	\$2,545,662.60	\$2,674,156.40	\$1,432,671.69	\$1,241,484.71	23.8%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,139,395.00	\$0.00	\$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 01/01/2024 through 01/31/2024

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	\$2,769,911.78	\$17,765,679.73	\$21,202,889.27	\$16,118,313.43	\$5,084,575.84	13.0%
Total : EXPENSES	\$38,968,569.00	\$2,769,911.78	\$17,765,679.73	\$21,202,889.27	\$16,118,313.43	\$5,084,575.84	13.0%
NET ADDITION/(DEFICIT)	\$0.00	\$152,873.63	(\$4,635,945.82)	\$4,635,945.82	\$16,118,313.43	(\$11,482,367.61)	0.0%

End of Report

Multi-Tiered System of Supports (MTSS) for Positive Behavior & Emotional Wellbeing				
Risk Reduction	Prevention	Early Intervention	Individual Intervention	Therapeutic Support
Tier 1 - Universal Behavioral Supports School-Wide & Classroom Expectations for Positive Pro-Social Behavior (adult/student and student/student)		Tier 2 Targeted Small Group or 1:1 Support	Tier 3 Very Small Group, 1:1 Support, Therapeutic Support	
		 INCREASED INTENSITY (GROUP SIZE) FREQUENCY (X PER WEEK) AND/OR DURATION (X PER SESSION)		
ALL ENVIRONMENTS ENGINEERED TO BE TRAUMA INFORMED-TRAUMA SENSITIVE				

Tier 1	Tier 2	Tier 3
School-Wide & Classroom Expectations and Norms for Positive Pro-Social Behavior for everyone across all settings. Establishes the foundation for proactive support and prevention of behavior that is not in alignment with community expectations and norms. Tier 1 emphasizes teaching, modeling, and acknowledging positive social, emotional, and behavioral (SEB) skills. Teams, data, consistent policies, professional development, and evaluation are essential components for these practices to work effectively.	Targeted intervention, support, and Social-Emotional Learning (SEL) for students who are not successful with Tier 1 support alone, and who demonstrate a consistent pattern of mild-moderate behavior dysregulation. Focused on identifying and addressing student needs, and providing students with instruction, tools, and strategies to self-regulate their own behavior. Support at this level is more focused than Tier 1 and less intensive than Tier 3.	More intensive, individualized intervention and support for students who are not successful with Tier 1 and 2 support, and who demonstrate a consistent pattern of significant-severe behavior dysregulation including dangerous, and/or highly disruptive behavior that interferes with their learning and/or the learning of others

RSU 5 Multi-Tiered System of Supports (MTSS) for Positive Behavior & Emotional Wellbeing

Risk Reduction	Prevention	Early Intervention	Intensive Individual Intervention	Therapeutic Support
<p style="text-align: center;">Tier 1 – Universal School-Wide & Classroom Supports</p> <p style="text-align: center;">Responsive Classroom Guidance Units on Bullying PK-5 Student Civil Rights Teams Mental Health Supports in Advisory 6-12 Mind Your Mind (FMS & FHS) Active Minds (9-12) School Counselors address Mental Health Supports in Advisory Wellness Course Addressing Bullying (FMS)</p>		<p style="text-align: center;">Tier 2 – Small Group or 1:1</p> <p style="text-align: center;">RTI-B BRIDGES K-5 In-the-moment Coaching Collaborative & Proactive Solutions Social Skills Groups Weekly Check-Ins w/Identified Students Bullying Investigations</p>	<p style="text-align: center;">Tier 3 – Very Small Group, 1:1, Therapeutic Support</p> <p style="text-align: center;">RTI-B BRIDGES K-5 Reentry Meetings** Safety Plans</p>	
		<p>Tier 2 & 3</p> <p>Access to Licensed Clinical Professional Counselors (LCPC) Access to Licensed Clinical Social Workers (LCSW) Cognitive Behavioral Therapy (CBT) Dialectical Behavioral Therapy (DBT) Out-Patient Therapy (Health Affiliates*) Access to Licensed Alcohol & Drug Counselor (LADC-parent consent required) Increasing Levels of Family Involvement & Planning Functional Behavior Assessment (FBA) Positive Behavior Support Plans (PBSP)</p>		

* Health Affiliates offer summer services for students who are receiving therapy

** *Students released from the hospital w/o a discharge/safety plan or referrals for therapy

DEFINITIONS

MTSS Access Point	Description
Responsive Classroom	Evidence-based approach to teaching and discipline that focuses on engaging academics, positive community, effective management, and developmental awareness to create safe, joyful, and engaging classrooms and school communities where students develop strong social and academic skills, and every student can thrive.
Student Civil Rights Teams	Engages the school community in thinking and talking about civil rights issues, including sexual orientation, race and skin color, national origin and ancestry, religion, disabilities, and gender (including gender identity and expression).
Mind Your Mind	Evidence-based education about mental health: stress, anxiety, depression, mood disorders, suicide ideation, disordered eating, addictive behavior, trauma, self-harm, and bullying for the purpose of changing attitudes and increasing help-seeking behavior
Active Minds	Student-led, school-based group that leads conversation, culture change, and advocacy, serves the needs of their communities and creates cultures that are more supportive of mental health through policy change, promotion of services, awareness, community-building, and social connection.
Cognitive Behavioral Therapy (CBT)	School-based CBT is designed to prevent or reduce depression and anxiety symptoms among school-aged children and adolescents. Targeted support is directed toward children and adolescents who are assessed to be at increased risk for depression or anxiety.
Dialectical Behavioral Therapy (DBT)	School-based DBT treatment is designed to prevent or reduce extreme emotional instability or dysregulation (the inability to manage intense emotions which can lead to impulsive, self-destructive, or self-harming behaviors. DBT teaches adolescents techniques to help them understand their emotions without judgment and teaches them skills and techniques to manage those emotions and change behaviors in ways that will make their lives better.
Weekly Check-Ins	20-30 min weekly check-in with students who are identified as having issues w/ depression, sadness, withdrawal, family dysfunction, grief & loss, chronic absenteeism, substance abuse
RTI-B	Students receive social-emotional learning and interventions that are matched to student need, along with progress monitoring to make decisions about changes in instruction or goals.
BRIDGES	Bridges Program provides a space for students to access in-the-moment behavioral coaching, problem-solving, positive reinforcement of behavior, regulation activities. The purpose of this environment is to provide predictable people, places, and responses to behavior.
Collaborative & Proactive Solutions	Construct in which students and staff collaboratively solve the problems that are causing student dysregulation. Problem solving is collaborative (not unilateral) and proactive (not reactive). Research has shown that the model is effective not only at solving problems and improving behavior but also at enhancing skills.
Functional Behavior Assessment (FBA)	A process for collecting and studying behavior data to better understand what may be prompting the behavior and understand the true function of the behavior
Positive Behavior Support Plans/Behavior Intervention Plan (PBSP/BIP)	A formalized plan created for a student based on the outcome of the functional behavior assessment (FBA), which outlines a student's interfering behaviors (what action(s) is the student taking that may be disruptive to their learning or their peers' ability to learn?), hypothesizes the reasons behind the behaviors (why is the student doing the behavior? Is it in response to a particular task or activity? What are they trying to communicate?), identifies interventions to replace and reduce the behaviors (What skills or behaviors can be taught to the student to replace the interfering behaviors?), identifies measurable behavior goals and strategies to teach and reinforce appropriate behaviors that are appropriately tailored to the student's needs and abilities and should set reasonable and realistic measurements for success.

Student Services Staff*

Morse Street School	Mast Landing School	Pownal Elementary School	Durham Community School	Freeport Middle School	Freeport High School
School Counselor Social Worker	School Counselor Social Worker	School Counselor Social Worker	School Counselor School Counselor Social Worker	School Counselor Social Worker	School Counselor School Counselor School Counselor Social Worker Social Worker

*As of January 1, 2024



Regional School Unit 5
Durham · Freeport · Pownal

Item # 10.B.

"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

Finance Committee Minutes
February 7, 2024*
***January 24, 2024 postponed due to inclement weather**
Freeport High School Library

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

Chair Munsen called the meeting to order at 5:10 P.M.

FY25 Budget Brochure Final Review:

The Finance Committee reviewed the revised Community Budget Brochure Template, which had incorporated the suggestions made by the Finance Committee at the November 29, 2023 meeting.

FY25 Proposed Budget Review:

Superintendent Skorapa reviewed details of the February 7, 2024 version of the FY25 Proposed Budget Handbook.

Other:

Maura reminded the Finance Committee to put an item called Review of Cost Sharing Formula on the Finance Committee's annual work plan.

Meeting adjourned at 6:15 P.M.



Regional School Unit 5
Durham · Freeport · Pownal

Item #10.C.

"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

Strategic Communications Committee
January 30, 2024
8:45 a.m. - Superintendent's Office
Minutes

Committee: Strategic Communications

Meeting Date: January 30, 2024

Submitted By: Jean Skorapa, Superintendent

Committee Members in Attendance: Kara Kaikini, Kelly Sink

Members absent: Candy deCsipkes

Agenda Items and Discussion:

1. Budget Brochure - The committee reviewed changes made by the Finance Committee in the final draft of the FY25 Budget Brochure.
2. Community Outreach - The committee discussed in depth the Parent Satisfaction Survey. Questions remained primarily unchanged from the survey conducted in 2022. Two additional questions were added regarding school nutrition and one regarding homework. The survey will be distributed in February in order for results to be back for the committee to analyze and for the board to receive the report prior to the end of the school year.
3. Agenda Setting
 - a. Parent Satisfaction Survey Results
4. Upcoming Meetings

March 27, 2024	9:45a.m.
April 30, 2024	8:45a.m.
May 22, 2024	9:45a.m.



Regional School Unit 5
Durham · Freeport · Pownal

Item #10.D

"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

Policy Committee Report

Committee: Policy

Zoom Meeting date: February 2, 2024

Chair: Colin Cheney

Committee Members in attendance: Colin Cheney, Kara Kaikini

Absent: Candy deCsipkes

Administrator: Cynthia Alexander

Guests: Kelly Wentworth, Director of Finance

Review/Revise Policies:

1. Policy Review
none

2. At Board/Superintendent Request

The following draft policy was worked on and will go back to the Policy Committee on Mar. 8, 2024.

IMG Animals in School

3. Required Changes by law:

The following policy was revised. It will be brought to the Board for 1st read on February 28, 2024.

DJH Purchasing and Contracting: Procurement Staff Code of Conduct

The following policy was revised. It will be brought back to the Policy Committee on March 8, 2024 for further discussion.

JHB Truancy

The next meeting will be held on March 8, 2024 at 8:45 a.m. by Zoom.






Submitted by: Cynthia Alexander

Item #12.A.

RSU5 School Calendar 2024-2025

AUGUST/SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
26	PLD	PLD	PLD	30																				
2	3	4	5	6		1	2	3	4					1	2	3	4	5	6			1	2	3
9	10	11	12	13	7	8	9	10	PLD	4	PLD	6	7	8	9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
30					28	29	30	31		25	26	PC	28	29	30	31				27	28	29	30	31
20					21					16					15					21				
8/27,28,29 Professional Learning Days 9/2 No School (Labor Day) 9/3 First Student Day PreK-9 9/4 All PreK-12 Students					11 Professional Learning Day 14 Indigenous People's Day					5 Professional Learning Day (1/2) 11 Veterans Day 27 Professional Compensation Day 28-29 Thanksgiving Break					23-31 December Vacation					1 New Years Day 20 Martin Luther King, Jr. Day				
FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
											1	2	3	4				1	2	2	3	4	5	6
3	4	ER	6	7	3	4	5	6	7	7	8	9	10	11	5	6	ER	8	9	9	10	11	12	13
10	11	12	13	14	10	11	12	13	PLD	14	15	16	17	PC	12	13	14	15	16	16*	17*	18*	19	20*
17	18	19	20	21	17	18	19	20	21	21	22	23	24	25	19	20	21	22	23	23*	24	25	26	27
24	25	26	27	28	24	25	26	27	28	28	29	30			26	27	28	29	30	30				
15					20					16					21					10				
5 Early Release - Half Day 17 Presidents' Day 17-21 February Vacation					14 Professional Learning Day					18 Professional Compensation Day 21 Patriots' Day 21-25 April Vacation					7 Early Release - Half Day 26 Memorial Day					8 Graduation 13 Last 1/2 Day If No Snow Days * Storm Make up Days (16-23) 19 Juneteenth Natl. Independence Day				

Draft - 1/4/24

-  NO SCHOOL - Holiday/Vacation
-  PROFESSIONAL LEARNING DAY - No Students (5 1/2)
-  PROFESSIONAL COMPENSATION DAY - No Students (2)
-  EARLY RELEASE FOR STUDENTS - Half Day Schedule (2)
-  LAST DAY OF SCHOOL-(if no snow days) HALF DAY - Storm Make-up days if needed: 6/16-23

FY 25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Department: ATHLETICS-High School and Middle School

What key issues and priorities are you trying to address in your proposed budget?

- Continue to fund middle school and high school sport/teams equitable
- Continue to support the benefits of our middle and high school students involved in education-based athletics

How do these priorities align with the district's four strategic goals?

Athletics/Activities at the Middle and High School allows for student athletes to experience a learning environment that promotes safe, nurturing, and healthy activities outside the classroom. These activities are to be meaningful, and student-centered learning that provides group goals, responsibilities of yourself and as a member of the team setting. The funding of these programs is based on support and providing adequate financial planning that will provide our student-athletes with resources that will help them to grow in these activities. Our student-athletes serve as a partnership with our community and our youth programs in many capacities, role models, volunteer coaches, instructors, and ambassadors for our athletic programs. As we continue to promote healthy, student centered athletics and activities in RSU5, we are creating school engagement, community connection, role models for our youth by our older student-athletes, and a sense of pride. Developing this falls in line with our financial responsibilities to provide resources to our program while maintaining an equitable, efficient, and sound that includes all of the community of RSU #5.

FY 25 Projected Enrollment / Class Size Ratio by Grade

- Attached are the participation numbers for DCS, FMS, and FHS

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
Added: \$42,500-FT Athletic Trainer \$1,800- JV Golf Coach \$4,500-FT Baseball Coach (officials, equip)	None

Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

- Slight increase in officials (year two of a three year contract signed in 2022)
- Slight increase in cost of equipment
- Slight increase in league assessment fees

RSU 5 ATHLETICS

Participation Numbers

DCS	Year	Fall	Winter	Spring	Total
	09-10	50	45	44	87
	10-11	69	61	52	99
	11-12	73	64	67	109
	12-13	64	68	63	80
	13-14	59	62	60	89
	14-15	45	56	53	79
	15-16	67	57	52	100
	16-17	72	61	81	88
	17-18	65	59	70	93
	18-19	89	53	57	90
	19-20	57	38	0	76
	20-21	28	26		
	21-22	52	51	43	88
	22-23	41	45	50	89
	23-24	45	42		

RSU 5 ATHLETICS

Participation Numbers

FMS	Year	Fall	Winter	Spring	Total
	00-01	140	110	118	191
	01-02	128	92	130	187
	02-03	132	107	134	195
	03-04	138	113	147	211
	04-05	131	112	138	200
	05-06	122	109	125	179
	06-07	121	108	102	185
	07-08	117	78	110	167
	08-09	113	92	111	163
	09-10	129	102	107	186
	10-11	131	104	113	207
	11-12	128	115	128	214
	12-13	151	157	120	245
	13-14	139	136	121	219
	14-15	143	126	111	212
	15-16	182	124	122	246
	16-17	142	128	116	213
	17-18	158	117	124	213
	18-19	147	120	121	199
	19-20	157	125	0	202
	20-21	123	72	107	171
	21-22	116	94	109	147
	22-23	122	102	125	190
	23-24	115	97		

RSU 5 ATHLETICS

Participation Numbers

FHS	Year	Fall	Winter	Spring	Total	% of Enrollment	Enrollment
	00-01	158	145	134	233	57%	408
	01-02	159	138	154	242	59%	409
	02-03	190	161	150	264	64%	420
	03-04	186	151	164	260	60%	440
	04-05	225	152	170	293	65%	450
	05-06	222	151	167	296	66%	450
	06-07	185	124	153	255	60%	440
	07-08	168	118	125	226	51%	440
	08-09	141	106	148	220	52%	420
	09-10	190	125	156	253	59%	427
	10-11	220	150	185	297	60%	500
	11-12	226	170	196	312	60%	520
	12-13	211	155	204	311	60%	520
	13-14	215	169	177	298	59%	515
	14-15	196	173	186	281	57%	489
	15-16	210	190	210	313	61%	511
	16-17	220	204	215	318	63%	505
	17-18	226	192	230	334	64%	525
	18-19	242	180	226	345	59%	580
	19-20	234	198	0	307	53%	580
	20-21	223	168	215	319	52%	584
	21-22	230	161	246	357	58%	618
	22-23	231	160	236	344	56%	615
	23-24	266	175				631

Freeport High School Season Results 2023

Varsity Golf	Western Maine Conference Champs Eli Spaulding Class B State Champion Class B State Runner-ups
Field Hockey	Class B South Regional Champions Class B State Champions
Boys Cross Country	Class B South Regional Champions Class B State Champs
Girls Cross Country	Class B South Region 3rd Place 5th in Class B States
Girls Soccer	Regional Semi-Finals
Football	Regional Semi-Finals
Boys Soccer	Regional Quarter-Finals

Building/Department: Transportation

What key issues and priorities are you trying to address in your proposed budget?

The budgetary requests for the Transportation Department focus on ensuring students are transported to school and programming safely.

How do these priorities align with the district's four strategic goals?

Strategic Goal 4: RSU 5 has well developed and refined finance, human resources, facilities, transportation, and food service systems to support the learning of all students.

Objective 4.4 Provide all students transportation that supports their participation in curricular and co-curricular programs.

- The request for a new school bus aligns with this objective.

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
None	Reduction of 2 school year driving positions that have remained unfilled

Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

1 New Bus Purchase/3 Year Lease	\$51,355 yearly
Purchased Repairs/Maintenance	\$23,480

FY 25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Department: Facilities

What key issues and priorities are you trying to address in your proposed budget?

The budgetary requests for the Facilities Department focuses on supporting the infrastructure to provide a safe learning environment for students and staff.

How do these priorities align with the district's four strategic goals?

Strategic Goal 4: RSU 5 has well developed and refined finance, human resources, facilities, transportation, and food service systems to support the learning of all students.

Objective 4.1 Ensure that all staff and students have quality facilities to meet their needs.

- All requests regarding the maintenance of our facilities align with this objective.

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
None	None

Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

- Water and Sewer - \$10,034
- Snow Removal - \$7,000
- Bleacher Inspection - \$5,000
- Telephone - \$16,408
- Heating Fuel - \$11,545

FY 25 Proposed Capital Projects

Freeport High School	Gym Roof	\$200,000
	3 Single Stall Bathrooms	\$35,000
	FPAC-Painting/Carpet	\$55,000
Freeport Middle School	3 Single Stall Bathrooms	\$25,000
	Parking Lot Extension	\$60,000
Pownal Elementary School	Plumbing and Abatement	\$55,000
Durham Community School	Modular Classroom Ceiling	\$15,000
TOTAL		\$445,000

FY25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Department: Technology Department

What key issues and priorities are you trying to address in your proposed budget?

Through the request for a position change, we aim to address staffing issues, particularly departmental capacity and capability. Additionally, we hope this budget will begin to address a predictable replacement plan for the technology installed throughout the district across all levels - infrastructure, classroom technology, and student and staff devices. Finally, the proposed budget will address maintenance of existing physical and software systems, some of which has been covered with state and federal funds that are expiring.

How do these priorities align with the district's four strategic goals?

Goal 1: All RSU5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.

Provide equitable access to technology tools for staff and students across the district.

Goal 4: RSU5 has well developed and refined finance, human resources, facilities, transportation and food service systems to support learning for all students.

Ensure all staff and students have access to quality facilities to meet their needs.
Establish a Network and Systems Administrator role to provide access to a safe, secure, and robust network.
Maintain security and student privacy agreements.

Staffing Adjustments - FY24 Budget	Staffing Adjustments - FY25 Budget
• None	Transition open 0.857 FTE Technology Support role to 1.0 FTE Network and Systems Administrator (+ \$24,000)

Other significant FY25 requests in budget and need (Supplies, Equipment, etc).

Request	Increase
PowerSchool School Information System and Hosting Fee	\$13,000
Jamf Licenses - Device Management software	\$18,756
Lightspeed - student device web filtering	\$6,300
Google Workspace - Email, Drive, etc.	\$10,500
Incident IQ - Inventory management, work order, and help ticket system	\$12,500

Device Replacement Purchases - MLTI Devices	\$101,243
Audio System Phased Replacements	\$14,120
Projector Phased Replacements	\$10,400

FY 25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Department: School Nutrition Program

What key issues and priorities are you trying to address in your proposed budget?

RSU 5's School Nutrition Program prides itself on its ability to adapt to the changing needs of the district's students and their families. FY 25's budget underpins the levels of service and food quality that best support student wellness and readiness to learn in the face of continually increasing meal participation.

How do these priorities align with the district's four strategic goals?

RSU 5 Strategic Goal 4, Objectives 4.2 and 4.3

RSU 5 has well developed and refined finance, human resource, facilities, transportation and food service systems to support the learning of all students.

RSU 5's School Nutrition Program budget will support the attraction and retention of highly effective staff and improve and assure student access to the highest quality school nutrition program.

These costs are expected to be offset by higher meal subsidization payment amounts, both in per-meal USDA reimbursement rates and commensurate with higher meal counts.

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
<p><u>Increase Hours/Day for 4 Positions:</u></p> <ol style="list-style-type: none"> 1. One Kitchen Manager at Morse Street School from 37.5 to 40 hours per week. 2. One Kitchen Manager at Durham Community School from 35 to 40 hours per week. 3. One Kitchen Manager at Freeport Middle School from 38.5 to 40 hours per week. 4. One Kitchen Assistant at Durham Community School from 30 to 35 hours per week. 	<p><u>Increase Hours/Day for 5 Positions:</u></p> <ol style="list-style-type: none"> 1. One Kitchen Manager at Mast Landing School from 32.5 to 40 hours per week. 2. One Kitchen Assistant at Mast Landing School from 35 to 40 hours per week. 3. One Kitchen Assistant at Morse Street School from 35 to 40 hours per week. 4. One Kitchen Assistant at Freeport High School from 35 to 40 hours per week. 5. One Kitchen Assistant at Durham Community School from 35 to 40 hours per week. <p><u>Additional Position Added:</u> One Kitchen Assistant at Freeport High School at 35 hours per week.</p>

	<u>Substitute Food Service Worker</u> : Increased number of hours budgeted to reflect actuals for FY 23 and FY 24 (projected).
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Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

Food and supply lines are increased by 20% to reflect higher costs and proportionate to FY 24's increase in student meal participation.

FY 25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Department: Community Programs

What key issues and priorities are you trying to address in your proposed budget?

One of the greatest challenges facing our budget stability has been the unpredictability of the adult multilingual learner population over the last year or more. A cluster of English learners are residing in Yarmouth. Recently, we have started a class in partnership with the town of Yarmouth. One of our contract instructors is teaching two sessions (four classes) at town hall each week.

In addition, we continue to struggle with the absence of adult enrichment participants. Adult enrichment is a critical revenue source to offset expenses for Adult Education, and it's also our primary means of engaging adults in the community. We have made the choice to add instructors, mostly on a contract basis, to meet those needs. As these hires have not been budgeted they affect our bottom line.

How do these priorities align with the district's four strategic goals?

1. **All RSU5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.** We've had an excellent year in Adult Education, with strong enrollments in both HiSET and ESOL. We remain a critical resource for often marginalized and vulnerable learners.
2. **All RSU5 students regularly engage in meaningful student-centered learning.** We continue to adapt our services and offerings based on the needs of our ever-changing learner population. We re-shuffle rosters, instructors, and locations so that learners can access the instruction that they need.
3. **All RSU5 school-parent-community partnerships are based on strong communication and active involvement to support student success.** RSU5 Community Programs continues to take the lead on creating and growing relationships with other community-based organizations that share our core mission. Of significance this year is the addition of a meaningful partnership with the town of Yarmouth.

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
<ul style="list-style-type: none"> ● The Community Programs team is fully staffed! In the last year we've hired three new Coordinators and a new/permanent Learning Lab Instructor. ● Camp Seaside staff TBD. 	<ul style="list-style-type: none"> ● None anticipated, however we await the potential influx of multilingual learners.

Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

The opening of the new Laugh & Learn building at Mast Landing School is a giant step forward for Community Programs. Additional significant investments are on the horizon which include playground, paving, fencing, etc. There will clearly be multiple rounds of investment over time before the grounds are fully completed.

FY 25 BUDGET: SCHOOL BOARD BUDGET WORKSHOP PRESENTATION

Building/Program: Instructional Support

What key issues and priorities are you trying to address in your proposed budget?

An additional Special Education teacher was needed for the 2023-2024 school year to balance class sizes and provide the level of support needed for an increasing number of students with more significant needs at Mast Landing School. The increased number was due to new student enrollments and students newly referred and found eligible for special education services in grades 3-5.

How do these priorities align with the district's four strategic objectives?

Strategic Goal 1 - All RSU 5 students experience a joyful learning climate that is safe, nurturing, and fosters curiosity.

Objective 1.1 - Strengthen and align all social/emotional supports and systems to meet the needs of all learners in RSU 5.

Strategic Goal 2: All RSU 5 students regularly engage in meaningful student centered learning.

Objective 2.1 Review, research, and explore options for the implementation of student centered instructional practices.

Objective 2.3 Provide strong support for professional practices that foster collaboration and staff voice, and strengthen instruction to meet the needs of all learners.

An additional teacher was able to provide specially designed instruction to a range of learners with disabilities to ensure they receive educational benefit, access, participation, and progress, in standards-based learning, and a Free and Appropriate Public Education (FAPE)

FY 22-25* Special Program Enrollment / Class Size Grade

Special Ed. Program	LiFT Program Student Enrollment			LiFT Program Teachers			Choices Program Student Enrollment			Choices Program Teachers		
	22/23	23/24	24/25*	22/23	23/24	24/25*	22/23	23/24	24/25	22/23	23/24	24/25*
K-2	8	5	10	1	1	1	3*	7	2	1*	2	1**
3-5	7	10	6	1	1	1	5*	6	4	1*	1	1**
6-8	6	4	8	1	1	1	7	6	4	1	1	1
9-12	4	6	5	1	1	1	11	14	12	1	1	1
Total	25	25	29	4	4	1	25	32	22	3*	4	4

*Projected

**K-5 Choices Program has one (1) teacher

Staffing Adjustments to Budget in FY 24	Staffing Adjustments to Budget in FY 25
<u>Early Intervention Team</u> - \$82,159	<u>Special Education Teacher</u> - \$95,000
<u>Educational Technician</u> - \$45,000	This position was previously paid by Local Entitlement grant funding allocations in FY24. In addition to student need, this funding change helps ensure Maintenance of Effort (MOE). MOE is the federal requirement for school districts to budget and spend at least the same amount of local — or state and local — funds for the education of children with disabilities on a year-to-year basis.
<u>Board Certified Behavior Analyst</u> - \$90,000	<u>6 Special Ed. Technicians</u> \$240,000
	These positions were previously paid by Local Entitlement. In addition to student need, this funding change helps ensure Maintenance of Effort (MOE). MOE is the federal requirement for school districts to budget and spend at least the same amount of local — or state and local — funds for the education of children with disabilities on a year-to-year basis.

Other significant FY 25 requests in budget and need (Supplies, Equipment, etc).

NONE	
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Item #13.A.

February 28, 2024

Motion: I move that the resolution entitled, "Resolution to Accept Stetson Scholarship Gift," be approved in form presented to this meeting, and that the Secretary file an attested copy of said resolution with the minutes of this meeting.

RESOLUTION TO ACCEPT STETSON SCHOLARSHIP GIFT

Whereas, the Norman B. Stetson Trust has offered a gift of approximately \$3,600,000 (the "Gift")

"to the Freeport, Maine High School, in memory of [Norman B. Stetson's] parents, Walter C. and Louise B. Stetson, to establish a scholarship or scholarships to assist worthy students of Freeport High School with the expenses of a college education. The amount of such scholarship or scholarships and the selection of the recipients thereof shall be determined by the Freeport School Committee or such other authority as may be designated for said purpose by the Freeport School Committee."

See notice of Gift, dated February 14, 2024, attached hereto as **Exhibit A**.

Whereas, the Regional School Unit No. 5 School Board is the successor of the Freeport School Committee pursuant to a certain Reorganization Plan (by and among Durham School Department, Freeport School Department, and Maine School Administrative District No. 62), which established Regional School Unit No. 5 as of July 1, 2009; and

Whereas, Freeport High School is owned, operated, and maintained by Regional School Unit No. 5;

Now therefore, the School Board of Regional School Unit No. 5 (the "RSU") resolves as follows:

1. Pursuant to 20-A M.R.S. § 1476(6), the School Board accepts the Gift from the Norman B. Stetson Trust, and the Superintendent is directed to notify the Norman B. Stetson Trust of this acceptance within ten (10) days of this meeting; and
2. The Superintendent is authorized and directed to take necessary steps for the RSU to receive the Gift, including authorization to sign associated legal and financial documents.

A true copy, attest:

Jean Skorapa, Secretary

Note: File attested copy with minutes of meeting

Attachment:

Exhibit A: Written notice of Gift, dated February 14, 2024

Exhibit A.

RE: Norman Stetson

From: Hancock, John R

To: Jean Skorapa

Cc:

Sent: 2/14/2024 4:52:53 PM

Attachments: [Norman B Stetson Trust dtd 8May1985.pdf](#) [1st amendment to the Norman B Stetson T](#)

Dear Ms. Skorapa:

Pursuant to your request, I have attached a copy of the Norman B. Stetson Trust agreement dated May 8, 1985, and amendment dated May 18, 1999, for your records. In accordance Article Fourth, paragraph B, of the trust, the Freeport High School is to receive 30% of Mr. Stetson's remaining Federal Estate Tax Exclusion amount reduced by taxes, debts, fees and administrative expenses of the trust to be used to establish Freeport High school student scholarship(s).

We currently estimate the gift to the Freeport High School for said scholarships at approximately \$3.6 million. This amount is subject to change based on the final taxes, debts, fees and administrative expenses incurred by the estate and trust.

Should you or legal counsel have any questions or require additional information, please contact me at 617.434.3471 or send me an email.

Thank you,
John

John R. Hancock

Senior Vice President

Settlement Officer III

Bank of America

Mail Code MA6-536-02-06, 1025 Main Street, Waltham, MA 02451

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BANK OF AMERICA 