



***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: Jen Gulko  
FROM: Jean Skorapa, Superintendent  
DATE: May 24, 2024  
RE: Stipend Committee Meeting – June 7, 2024

The Stipend Committee is scheduled to meet on Friday, June 7, 2024 at 7:30 a.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 - FHS Testing Coordinator

## New Stipend Request Form

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

**Name of Activity:** FHS Testing Coordinator

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

Staff member experienced in testing coordination for local, state and national

**Purpose:** To organize and lead all state and national testing sessions for Freeport High School

**Responsibilities of Advisor/Coach:**

- Lead the the planning and implementation of logistics for state and national tests including but not limited to SAT, PSAT, Maine Through Year and Advanced Placement testing (AP).
  - Logistics include planning for proctors; testing location; accommodations for students with IEPs and 504;, communication to all students, staff and families; proctor training for staff; management of the testing day
- Communicate with all state and national organizations connected to testing such as the Maine DOE for the Maine Through Year test and the College Board for national testing.

**Length of activity/period of responsibility (month to month):** September to June each school year

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

7-9 hours per week average

**\*Breakdown of Hours:**

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

Logistics planning for proctors; testing location; accommodations for students with IEPs and 504;, communication to all students, staff and families; proctor training for staff; management of the testing day

PSAT

- 2 Hours Proctor Training Planning & Material Prep
- 1 Hour Proctor Training
- 5 Hours Testing Coordinator Training
- 5 Hours Test Day Materials Prep
- 3 Hours Test Room Set-Up
- 6 Hours Post-Exam Clean-Up, Paperwork, Etc.
- 15 Hours Test Day Logistics & Communications For Staff

Revised: 11-17-20

5 Hours Test Administration  
1 Hour Exam Ordering  
5 Hours Blue Book - Exam Set-Up  
5 Hours Student Communications & Technology Prep  
12 Hours Phone Communications w/CollegeBoard

**SAT (Offered 2x/year)**

3 Hours Proctor Training Planning & Material Prep  
2 Hour Proctor Training  
5 Hours Testing Coordinator Training  
10 Hours Test Day Materials Prep  
6 Hours Test Room Set-Up  
10 Hours Post-Exam Clean-Up, Paperwork, Etc.  
20 Hours Test Day Logistics & Communications For Staff  
10 Hours Test Administration  
2 Hour Exam Ordering  
7 Hours Blue Book - Exam Set-Up  
7 Hours Student Communications & Technology Prep  
15 Hours Phone Communications w/CollegeBoard

**AP**

72 Hours Oversee AP Exam Administration (Both Regular & Late Exams)  
20 Hours Exam Set-Up, Clean-Up & Packing  
7 Hours Test Day Logistics & Communications for Staff  
5 Hours Student Registration Follow-Up & Exam Order  
5 Hours Student Communications & Technology Prep  
10 Hours AP Coordinator Trainings  
12 Hours Phone Communications w/CollegeBoard

**SSD**

20 Hours Managing Testing Accommodations For Students With Disabilities  
2 Hours SSD Coordinator Training

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

25 % of testing planning and implementation is done during the school day

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

75% of testing planning is done outside of the school day hours

**Number of Students:**

Testing impacts all students in grades 10, 11 and 12

**Parent volunteers or other adult help?**

None

Revised: 11-17-20

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

PSAT testing day

SAT testing day

AP testing days (average of 10-15 days during the month of May)

**OTHER FACTORS:**

**Travel:**

None

**Overnight:**

None

**Does activity require a Budget?**

Provided by the school budget

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

Guidance counselors have been fulfilling this role other than for Maine Through Year testing (has been done by administration)

**Does this position require Fundraising:**

No

**Comments:**

This stipend will enable the Guidance Counselors to spend more of their time working with individual students on their academic plan, their post secondary plans and providing social emotional support. At 630-640 students this year, our 3 Guidance Counselors support over 200 students each.

**Submitted by:**

**Date:** 3/9/24

**Administrator:** Jen Gulko, FHS Principal

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

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