

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS**  
**WEDNESDAY– JUNE 5, 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
___ Malik Farlow	___ Elisabeth Munsen
___ Cheyenne Farrell	___ Maura Pillsbury
___ Danielle George	___ Michelle Ritcheson
___ Durham Vacant	___ Kelly Sink
___ Carolyn Jensen	___ Phoebe Williamson, Student Representative
	___ Lily West, Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes: (5 Minutes)

A. Consideration and approval of the Minutes of May 8, 2024 and May 15, 2024 as presented barring any errors or omissions.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

5. Adjustments to the Agenda:

6. Good News & Recognition: (20 Minutes)

- A. Recognition of Retirees
- B. Report from Board's Student Representative

7. Public Comments: (10 Minutes)

8. Reports from Superintendent: (20 Minutes)

- A. Superintendent's Report
  - Student Use of Cell Phones
  - Walter C. and Louise B. Stetson Scholarship
- B. Resignations: Aisling Dono - DCS Educational Technician  
Doug Perow - Bus Driver  
Conor Walsh - FMS Assistant Principal  
Erin Dow - Director of School Nutrition
- C. Schedule of 2024-2025 Board Meetings

9. Administrator Reports: (5 Minutes)

- A. Finance - Kelly Wentworth

10. Board Comments and Committee Reports:

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

11. Policy Review: (10 Minutes)

A. Consideration and approval of 2<sup>nd</sup> Read of the following Policy:

1. EEA - Student Transportation Services

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

12. Unfinished Business:

None

13. New Business: (5 Minutes)

A. Consideration of approval that pursuant to section 1485(4) of Title 20-A, the Finance Committee be authorized to transfer not more than 5% of the total appropriation for any cost center in the FY25 operating budget to another cost center or among other cost centers, provided that the total FY25 fiscal year operating budget shall not be increased by such transfers.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

14. Personnel: (5 Minutes)

A. Consideration and approval to employ a Social Studies Teacher at Freeport High School for the 2024-2025 school year.

Motion: \_\_\_\_\_ 2<sup>nd</sup> : \_\_\_\_\_ Vote: \_\_\_\_\_

15. Public Comments: (10 Minutes)

16. Executive Session:

A. Consideration and approval to enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation.

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_

17. Action as a Result of Executive Session:

None

18. Adjournment:

Motion: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ Vote: \_\_\_\_\_ Time: \_\_\_\_\_

**RSU No. 5 Board of Directors Meeting  
Wednesday, May 8, 2024 – 6:30 p.m.  
Freeport High School - Library  
Meeting Minutes  
6:00-6:30 p.m. Q&A on the FY25 Adopted Budget**

(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 June 5, 2024 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:36 p.m.

**2. MEMBERS PRESENT:** Colin Cheney, Cheyenne Farrell, Danielle George, Carolyn Jensen, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink and Phoebe Williamson, Student Representative

**MEMBERS ABSENT:** Stacey Howarth, Malik Farlow

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

A. **VOTED:** To approve the Minutes of April 24, 2024.

(Sink – Farrell) (9 – 0) The Student Representative voted with the majority.

**5. ADJUSTMENTS TO THE AGENDA:**

Addition of Resignations - 8.B.

**6. GOOD NEWS AND RECOGNITION:**

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

**7. PUBLIC COMMENT:**

None

**8. REPORTS FROM SUPERINTENDENT:**

A. Superintendent's Report

B. Resignations: Thomas McLaughlin - Morse Street School Education Technician

Nate Menifield - FMS/FHS Music Teacher

Ben Potvin - MLS Music Teacher

Lynn Kovitch - Adult Education Coordinator

Margarete Schnauck - FHS Social Worker

**9. ADMINISTRATOR REPORTS:**

A. Finance - Kelly Wentworth

**10. BOARD COMMENTS AND COMMITTEE REPORTS:**

A. Board Information Exchange and Agenda Requests

- Kelly Sink mentioned a community project at Meetinghouse Arts
- Danielle George mentioned students that are involved with the MIT Board
- Beth Munsen mentioned Tuesday's choral concert
- Colin Cheney mentioned Region Ten's new programs and Student of the Quarter
- Kara Kaikini mentioned Teacher and Nurse appreciation

- B. Finance Committee
- C. Strategic Communications - Parent Satisfaction Survey Executive Summary

**11. POLICY REVIEW:**

None

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

- A. **VOTED:** To approve the Comprehensive Education Plan (Munsen – Jensen) (9 – 0) The Student Representative voted with the majority.

**14. PERSONNEL:**

- A. **VOTED:** To employ Kent Gemmell as a School Psychologist for the 2024-2025 school year. (Sink – Pillsbury) (9 – 0) The Student Representative voted with the majority.
- B. **VOTED:** To employ Elisha Morris as the Director of Instructional Support for the 2024-2025 school year. (Sink – Farrell) (9 – 0) The Student Representative voted with the majority.
- C. **VOTED:** To accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue contracts for the 2024-2025 school year. (George – Kaikini) (9 – 0) The Student Representative voted with the majority.

1) Educators for 2<sup>nd</sup> Year Probationary Contracts:

Jacqueline Adams  
Claire Bowen  
Mollée Brooks  
Page Brown  
Emma Dorian  
Laura Dunbar  
Emma Everett  
Olivia Glatter  
Abigail Hunt  
Morgan Johnson  
Madelyn Leen  
Melissa Luetje  
Karina Magee  
Sean Moore  
Heidi Richards  
Brian Smalley

Jessica Trahan  
Kelsey Williams  
Gayle Wolotsky

2) Educators for Continuing Contracts:

Kathleen Anderson  
Kathryn Bacon  
Allison Barrett  
Kathryn Broadbent  
Leah Campbell  
Philip Clifford  
Amy Colton  
Mara Dale  
Danielle Gauthier  
Julia Grocholl  
Amber Harrison  
Holly Hinton  
Jill Hyland  
Katelyn MacGregor  
Thomas McKeon  
Peter Mills  
Anne Monahan  
Henri Moser  
Kate Parkin  
Luke Potter  
Ryan Redka  
Hannah Reidman  
Amanda Salve  
Luke Szymanski  
Marissa Tarrío  
Carr Vincent  
Mara Wiggin

**15. PUBLIC COMMENT:**

None

**16. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(D) for the purpose of discussing Administrator negotiations. (Munsen – George) (9 – 0)

Time In: 7:30 p.m.

Time Out: 7:56 p.m.

**17. ACTION AS A RESULT OF EXECUTIVE SESSION:**

**VOTED:** To authorize the Superintendent to execute contracts for the following administrators, as discussed in Executive Session. (Munsen – George) (9 – 0)

Julie Nickerson

Emily Grimm

Holly Johnson

Kate Hillman Harrison

Ray Grogan

Conor Walsh

Will Pidden

Sam Rigby

Jen Gulko

Charlie Mellon

Amanda Marsden

Eric Hall

Erin Dow

Cynthia Alexander

Peter Wagner

Glen Reynolds

Jeremy Arsenault

Kelly Wentworth

**18. EXECUTIVE SESSION:**

**VOTED:** To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(A) for the purpose of discussing the Superintendent's evaluation. (Sink – Farrell) (9 – 0)

Time In: 7:58 p.m.

Time Out: 9:45 p.m.

**19. ACTION AS A RESULT OF EXECUTIVE SESSION:**

None

**20. ADJOURNMENT:**

**VOTED:** To adjourn at 9:46 p.m. (Sink – Jensen) (10 – 0)



Jean M. Skorapa, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting  
Wednesday, May 15, 2024 – 6:00 p.m.  
Freeport High School - Gymnasium  
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 June 5, 2024 meeting).

**1. CALLED TO ORDER:**

Chair Michelle Ritcheson called the meeting to order at 6:11 p.m.

**2. MEMBERS PRESENT:** Colin Cheney, Cheyenne Farrell, Malik Farlow, Danielle George, Carolyn Jensen, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink

**MEMBERS ABSENT:** Stacey Howarth

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

None

**5. ADJUSTMENTS TO THE AGENDA:**

Addition of Item #8.A.,B. And 14.B.

**6. GOOD NEWS AND RECOGNITION:**

None

**7. PUBLIC COMMENT:**

None

**8. REPORTS FROM SUPERINTENDENT:**

A. Retirement - Laurie Pietkiewicz, FHS Administrative Secretary

B. Resignation - Jeremy Arseneault - Director of Transportation

**9. ADMINISTRATOR REPORTS:**

None

**10. BOARD COMMENTS AND COMMITTEE REPORTS:**

None

**11. POLICY REVIEW:**

None

**12. UNFINISHED BUSINESS:**

None

**13. NEW BUSINESS:**

None

**14. PERSONNEL:**

A. **VOTED:** To employ Katie Coppola as a Librarian at Morse Street School/Pownal Elementary School for the 2024-2025 school year. (Sink – Munsen) (10 – 0)


B. **VOTED:** To employ Joshua Schmidt as a 7/8 Grade Math Teacher at Durham Community School for the 2024-2025 school year. (George – Jensen) (10 – 0)

**15. PUBLIC COMMENT:**

None

**16. ADJOURNMENT:**

**VOTED:** To adjourn at 6:16 p.m. (George – Kaikini) (10 – 0)

  
Jean M. Skorapa, Superintendent of Schools





**Regional School Unit 5**  
**Durham · Freeport · Pownal**

Item # 8.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

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***2024-2025 RSU No. 5 Board of Directors Meeting Schedule***  
***Meetings typically begin at 6:30 p.m. at the Freeport High School Library***

August 28, 2024	Business Meeting / Retreat - 4:00 p.m. Location TBD
September 11, 2024	Business Meeting
September 25, 2024	Business Meeting
October 9, 2024	Business Meeting
October 23, 2024	Business Meeting at Pownal Elementary School
November 6, 2024*	Business Meeting
November 20, 2024*	Business Meeting at Durham Community School
December 11, 2024	Business Meeting
January 8, 2025	Business Meeting
January 22, 2025	Business Meeting and Superintendent's Recommended Budget
February 5, 2025*	Additional Meeting - Budget
February 12, 2025	Business Meeting and Budget
February 26, 2025	Business Meeting and Budget
March 12, 2025	Business Meeting and Budget
March 19, 2025*	Additional Meeting - Budget
March 26, 2025	Business Meeting and Board Adoption of Budget
April 9, 2025	Business Meeting at Pownal Elementary School
April 30, 2025*	Business Meeting at Durham Community School
May 7, 2025*	Business Meeting
May 14, 2025	Business Meeting and Annual Budget Meeting @ DCS
June 4, 2025*	Additional Meeting
June 11, 2025	Business Meeting

\*Dates changed/added to accommodate holidays, other conflicts and budget.

Board of Directors reviews:

## RSU No. 5

## Warrant Articles For the Period 05/01/2024 through 05/31/2024

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>	
<b>INCOME</b>							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,054,353.67	\$1,420,979.72	\$17,299,607.83	\$1,754,745.84	\$0.00	\$1,754,745.84	9.2%
ADDITIONAL LOCAL FUNDS (-)	\$11,319,982.05	\$815,558.88	\$10,158,946.61	\$1,161,035.44	\$0.00	\$1,161,035.44	10.3%
ADDLN SHARED REVENUE (-)	\$149,911.00	\$10,198.09	\$215,006.21	(\$65,095.21)	\$0.00	(\$65,095.21)	-43.4%
INTEREST REVENUE (-)	\$100,000.00	\$0.00	\$377,987.18	(\$277,987.18)	\$0.00	(\$277,987.18)	-278.0%
STATE REVENUES (-)	\$7,444,322.28	\$431,954.45	\$7,187,485.98	\$256,836.30	\$0.00	\$256,836.30	3.5%
MISC REVENUES (-)	\$0.00	\$515.08	\$24,330.49	(\$24,330.49)	\$0.00	(\$24,330.49)	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)	(\$2,679,206.22)	(\$35,263,364.30)	(\$3,705,204.70)	\$0.00	(\$3,705,204.70)	9.5%
<b>Total : INCOME</b>	(\$38,968,569.00)	(\$2,679,206.22)	(\$35,263,364.30)	(\$3,705,204.70)	\$0.00	(\$3,705,204.70)	9.5%
<b>EXPENSES</b>							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$17,072,759.00	\$1,318,349.99	\$12,847,124.60	\$4,225,634.40	\$3,193,238.59	\$1,032,395.81	6.0%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,366,821.00	\$414,630.85	\$3,961,686.90	\$1,405,134.10	\$781,391.20	\$623,742.90	11.6%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$272,017.00	\$22,668.12	\$272,017.00	\$0.00	\$0.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,044,071.00	\$83,523.86	\$798,249.86	\$245,821.14	\$121,660.95	\$124,160.19	11.9%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$3,867,554.00	\$263,858.26	\$3,106,229.33	\$761,324.67	\$621,619.45	\$139,705.22	3.6%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,074,251.00	\$66,056.33	\$918,725.40	\$155,525.60	\$54,150.58	\$101,375.02	9.4%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,067,029.00	\$161,968.24	\$1,839,037.84	\$227,991.16	\$181,542.49	\$46,448.67	2.2%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,551,608.00	\$117,177.99	\$1,535,393.91	\$16,214.09	\$68,928.52	(\$52,714.43)	-3.4%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,219,819.00	\$223,339.67	\$3,801,272.13	\$1,418,546.87	\$691,800.74	\$726,746.13	13.9%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,139,395.00	\$0.00	\$1,139,394.97	\$0.03	\$0.00	\$0.03	0.0%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$293,245.00	\$0.00	\$293,245.00	\$0.00	\$0.00	\$0.00	0.0%

Operating Statement with Encumbrance

## RSU No. 5

### Warrant Articles For the Period 05/01/2024 through 05/31/2024

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	\$2,671,573.31	\$30,512,376.94	\$8,456,192.06	\$5,714,332.52	\$2,741,859.54	7.0%
<b>Total : EXPENSES</b>	\$38,968,569.00	\$2,671,573.31	\$30,512,376.94	\$8,456,192.06	\$5,714,332.52	\$2,741,859.54	7.0%
<b>NET ADDITION/(DEFICIT)</b>	\$0.00	(\$7,632.91)	(\$4,750,987.36)	\$4,750,987.36	\$5,714,332.52	(\$963,345.16)	0.0%

End of Report



**Regional School Unit 5**  
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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

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**Policy Committee Report**

Committee: Policy  
Zoom Meeting date: May 13, 2024  
Chair: Colin Cheney  
Committee Members in attendance: Colin Cheney, Kara Kaikini  
Administrator: Cynthia Alexander, Assistant Superintendent  
Guests: Jeremy Arsenault, Director of Transportation

**Review/Revise Policies:**

1. Policy Review

*The following policy was revised and will go to the Board for 2nd read on June 5, 2024.*

*EEA Student Transportation Services*

*The following policies were revised and will go to the Board in September for 1st read.*

*EEAEA Student Transportation Employee Requirements, Training and Responsibilities*  
*GBEC Drug Free Workplace*

2. At Board/Superintendent Request

*none*

3. Required Changes by law:

*none*

*The next meeting will be held on June 7, 2024 at 8:45 a.m. by Zoom.*

Submitted by: Cynthia Alexander



**Regional School Unit 5**  
Durham · Freeport · Pownal

Item #11.A.

*"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

TO: Colin Cheney, Malik Farlow, Cheyenne Farrell, Danielle George, Carolyn Jensen, Elisabeth Munsen, Kara Kaikini, Maura Pillsbury, Michelle Ritcheson, Kelly Sink, Phoebe Williamson, Lily West

CC: Julie Nickerson, Amanda Marsden, Holly Johnson, Kate Harrison, Ray Grogan, Erin Dow, Jeremy Arsenault, Will Pidden, Eric Hall, Peter Wagner, Jen Gulko, June Sellers, Jean Skorapa, Conor Walsh, Charlie Mellon, Kelly Wentworth, Sam Rigby, Glen Reynolds, Jen Winkler, Nancy Doherty, Anne-Marie Spizzuoco, Lynn Shea, Grace Marley, Jill Hooper, Lisa Blier, Heidi Cook, Kelli Wedgewood, Amanda Chisholm, Eliza Bowen

FROM: Cynthia Alexander, Assistant Superintendent of Curriculum, Instruction, and Assessment

DATE: May 15, 2024

RE: Review/Update of Policies

At the June 5, 2024 Board of Directors Meeting, the following policy will be on the agenda:

**2<sup>nd</sup> Read**

EEA - Student Transportation Services

## STUDENT TRANSPORTATION SERVICES

This policy is meant to guide the provision of student transportation to and from school via school bus or van.

It is the responsibility of the Director of Transportation to develop, implement and, as necessary, alter all routes for the transportation of students; the Director will take into consideration safety, efficiency, and effectiveness of routes, as well as driver availability and any other unpredictable circumstances.

As part of this route-creation process, bus stops will also be determined/designated by the Director of Transportation. RSU No. 5 buses do not travel down dead-end roads or private ways/roads; for these roads, stops will be placed at the entrance of these roads.

The Board of Directors will provide transportation for all students living beyond a reasonable distance from their school or from a scheduled bus stop as the Board has determined. This distance is defined as one mile.

Distance shall be measured by the shortest publicly traveled way from the residence to the bus stop or school door. In cases questioned, distance will be measured and established by the Superintendent or ~~his/her~~ their designee.

Exceptions to the above distance shall be made for the following reasons only:

A. Health

Exceptions to established walking distances may be made for students with disabilities as required by their IEP or Individual Health Plan (504 Plan). Exceptions may also be made to accommodate a student's need for transportation with written documentation for the student's physician.

B. Pre-Kindergarten and Kindergarten Students

Pre-Kindergarten and Kindergarten bus service will include pickup and delivery to the home, providing a suitable bus turn is available.

C. Hazardous Walking Conditions

Hazardous walking conditions shall be defined as those which would place a child of a given age in a situation of greater than normal or average danger. These conditions are assessed by the Director of Transportation and/or the Superintendent based on factors including, but not limited to, sidewalks, lighting, road conditions, construction, and traffic.

Authorized bus stops will be located so as to load and unload students with the most safety allowed by road conditions. The distance between stops may vary according to safety factors. If possible, students will be loaded and unloaded so that it is not necessary for them to cross a main highway to reach their homes.

Requests for bus stops, inconsistent with this regulation must be made in writing and submitted to the Superintendent/ ~~or his/her~~ designee.

Cross Reference: JICC – Student Conduct on School Buses

Legal Reference: title 20A MRSA, Sec. 5401

Adopted: April 28, 2010

Revised: December 14, 2011

Revised: January 25, 2017