

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– SEPTEMBER 11, 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
___ Candace deCsipkes
___ Malik Farlow
___ Cheyenne Farrell
___ Danielle George
___ Carolyn Jensen

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

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of August 28, 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: (15 Minutes)

A. Superintendent's Report

1. Opening of School
2. Summer Resignations and Professional Staff Hires

9. Administrator Reports:

A. Child Find / FAPE - Elisha Morris, Director of Instructional Support (20 Minutes)

10. Board Comments and Committee Reports:

None

11. Policy Review:

None

12. Unfinished Business:

- A. 2024-2025 Board Work Plan (5 Minutes)
- B. FY26 Budget Timeline (5 Minutes)
- C. Consideration and approval of the RSU5 District Goal for 2024-2025 - To engage stakeholders in the communities of RSU5 in a comprehensive and inclusive process to collaboratively develop a five-year strategic plan. (15 Minutes)

Motion: _____ 2nd: _____ Vote: _____

13. New Business:

None

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 the Superintendent's evaluation.

Motion: _____ 2nd: _____ Vote: _____

Time In _____ Time Out _____

17. Action as a Result of Executive Session:

18. Adjournment:

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

Item # 4.A.

**RSU No. 5 Board of Directors Meeting
Wednesday, August 28, 2024 - 4:00 p.m.
Hilton Garden Inn
5 Park Street - Freeport, ME
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 September 11, 2024 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 4:11 p.m.

2. MEMBERS PRESENT: Colin Cheney (arrived at 5:05 p.m.), Candace deCsipkes, Malik Farlow, Cheyenne Farrell, Danielle George, Carolyn Jensen, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink

MEMBERS ABSENT: None

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. **VOTED:** To approve the Minutes of June 12, 2024. (Jensen – George) (10 – 0)

5. ADJUSTMENTS TO THE AGENDA:

None

6. GOOD NEWS AND RECOGNITION:

None

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

None

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

A. Board of Directors Member Code of Ethics - Acknowledgement

B. 2024-2025 Board Meeting Dates

C. Boardsmanship - Michael Buescher, Drummond Woodsum

EXECUTIVE SESSION:

VOTED: To enter into Executive Session as outlined in 1 M.R.S.A § 405(6)(E) to discuss legal roles and responsibilities of the School Board (Sink – Kaikini) (10 – 0)

Time In: 4:28 p.m.

Time Out: 7:31 p.m.

D. 2023-2024 Board Self-Evaluation

E. RSU5 Strategic Plan - (2019-2024)

1. Strategic Plan Goal Progress

2. Strategic Plan Support Document (w/Action Strategies)

F. 2024-2025 Board Work Plan - Draft

14. PERSONNEL:

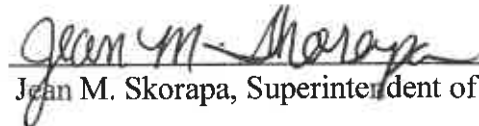
None

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 9:00 p.m. (Pillsbury – Jensen) (11 – 0)



Jean M. Skorapa, Superintendent of Schools

Summer Professional Staff Hires

Kara Constantine - FHS Science Teacher
Meghan Taylor - MSS 2nd Grade (One year position)
Chris Shorr - Director of Transportation
Shaye McHatten - MLS 5th Grade Teacher (One year position)
Scott Emery - MLS Assistant Principal
Amy St.Pierre - FMS Principal
Jessica McCurdy - PES .8 Nurse
Abigail Gervais - DCS Guidance Counselor
Erica Mullally - Director of School Nutrition
Renee LaRoche - DCS 6th Grade Teacher
Tristan Ingram - FHS Special Education Teacher
Wendy Cannon - MSS/PES STEM Teacher
Katie Lutts - MSS Physical Education Teacher
Suzanne Hamilton - PES Special Education Teacher (One year position)

Resignations

Bill Holt - FHS Ed Tech
Gayle Wolotsky - MLS STEM Teacher
Amanda Gale - MSS Ed Tech
Theresa Clark - FMS Ed Tech
Karina Magee - FHS .5 Spanish Teacher
Dwight Libby - Bus Driver and Custodian
Brendan Boss - MSS PE Teacher
Chris Mockler - FMS Ed Tech
Jessica Reed - DCS Ed Tech
Meghan Larochelle - FMS Ed Tech
Val Morrill - DCS Ed Tech

**2024-2025 RSU5 Board Work Plan
9-11-24**

August 28, 2024 Retreat

Review Board Self-Evaluation
District Goals for 2024-2025
Code of Ethics (review/sign)

September 11, 2024

Budget Timeline
Board Vote on 2024-2025 District Goals
Final Work Plan for 2024-2025
Child Find / FAPE
Executive Session - Set Supt's Performance Goals

September 25, 2024

FMS Basketball Courts
MSS Update
MSS Goal Review
MSMA Fall Conference Information
MSMA Resolutions
Policies

October 9, 2024

FHS Student Leadership Team
FMS Update
FMS Goal Review
FHS Update
FHS Goal Review
Cell Phone Usage
Community Programs Report/Goal Review

October 23, 2024 @ PES

Sabbatical Request
PES Update
PES Goal Review
Literacy Curriculum
Policies

November 6, 2024

MLS Update
MLS Goal Review
Walter C. and Louise B. Stetson Scholarship
Facilities Dept. Capital Improvement Plan Report/Goal Review
Transportation Department Report/Goal Review

November 20, 2024 @ DCS

DCS Update
DCS Goal Review
Nutrition Department Report/Goal Review
Athletics Department Report/Goal Review
Board Committees (due to Freeport election, if needed)
Policies

| | |
|-----------------------------|--|
| December 11, 2024 | Instructional Support Department Report/Goal Review Technology Department Report/Goal Review Policies |
| January 8, 2025 | Interim Progress on District Goals District Scorecard FHS Program of Studies Executive Session - Interim Progress on Supt's Performance Goals |
| January 22, 2025 | Superintendent's Recommended Budget - Presented 2025-2026 School Calendar (1 st Read) Policies |
| February 5, 2025 | Budget Review: MSS, PES, MLS, Inst. Support |
| February 12, 2025 | Budget Review: DCS, FMS, FHS, Athletics 2025-2026 School Calendar (2 nd Read) |
| February 26, 2025 | Budget Review: Region Ten, Technology, CIA, Nutrition, Community Programs, Facilities, Transportation Executive Session on Administrator Contracts Policies |
| March 12, 2025 | Review of FY26 Superintendent's Budget (Supt. Report) Board Deliberations on Budget |
| March 19, 2025 | Review of FY26 Superintendent's Budget (Supt. Report) Public Input on Budget Board Deliberations on Budget |
| March 26, 2025 | Public Input on Budget Adopt FY26 Superintendent's Recommended Budget Policies |
| April 9, 2025 @ DCS | 6:00 - 6:30 p.m. Q&A on FY26 Board Adopted Budget Signing of Warrants for ABM & Referendum Migration of Students |
| April 30, 2025 @ PES | 6:00 - 6:30 p.m. Q&A on FY26 Board Adopted Budget Board Committees (due to Durham election, if needed) Policies |
| May 7, 2025 | 6:00 - 6:30 p.m. Q&A on FY26 Board Adopted Budget Appointment of Probationary Teachers Comprehensive Education Plan Strategic Plan |

Executive Session (Just BOD) - Superintendent's Evaluation

May 14, 2025 @ DCS

Annual Budget Meeting on FY26 Budget @ DCS
(5:00 p.m. Business Mtg. for New hires)

June 4, 2025

Recognize Retirees
Schedule of 25-26 Board Meetings
5% Transfer Authority to Finance Committee
Delegate and Alternate for MSMA Fall Conference
Policies
Strategic Plan
Executive Session (Just BOD)- Superintendent's Evaluation)

June 11, 2025

Computation & Declaration of Votes
Assessment Warrants
Superintendent Authorization to Hire in the Summer
Organizational Business (Chair/Vice Chair, Committees)
Executive Session (Board & Supt)- Superintendent's Evaluation

Additional Board Agenda Items:

Routine Business Meeting Items - Superintendent's Report, Finance Report, Reports from Board Committees, Student/Staff recognitions, Report from Student Representatives, two public comment sessions on each agenda

FY26 RSU5 Budget Timeline

| | |
|----------------------|---|
| September 11, 2024 | Budget Timeline to Board |
| December 4, 2024 | Leadership Meeting w/ Towns |
| <hr/> | |
| January 22, 2025 | Superintendent's Proposed Budget |
| February 5, 2025 | Budget Review: MSS, PES, MLS, Inst. Support |
| February 12, 2025 | Budget Review: DCS, FMS, FHS, Athletics |
| February 26, 2025 | Budget Review: Region Ten, Technology, CIA, Nutrition, Community Programs, Facilities, Transportation |
| March 12, 2025 | Review of FY26 Superintendent's Proposed Budget Board Deliberations on Budget |
| March 19, 2025 | Review of FY26 Superintendent's Budget Public Input on Budget Board Deliberations on Budget |
| March 26, 2025 | Public Input on Budget Adopt FY26 School Budget |
| <hr/> | |
| April 9, 2025 @ DCS | 6:00-6:30 p.m. Q&A on FY26 Board Adopted Budget Signing of Warrants for ABM & Referendum |
| April 30, 2025 @ PES | 6:00-6:30 p.m. Q&A on FY26 Board Adopted Budget |
| May 7, 2025 | 6:00-6:30 p.m. Q&A on FY26 Board Adopted Budget |
| May 14, 2025 @ DCS | Annual Budget Meeting (ABM) on the FY26 Budget Board Meeting |
| June 4, 2025 | Budget Validation Referendum (BVR) |
| June 11, 2025 | Computation & Declaration of Votes Assessment Warrants |

Board of Directors Review:

Strategic Planning Process 2024 - 2025

| TIMELINE | | |
|-------------------------|---|---|
| Date | Action Step | |
| 9-6-24 | Request for Qualifications Solicited | Superintendent will send RFQ to Potential Facilitators/Consultants |
| 9-6-24 | Strategic Planning Process Advisory Committee Members Solicited | Membership (13) <ul style="list-style-type: none"> • Superintendent • Assistant Superintendent • Director of Instructional Support • 2 Building Administrators • Member Board of Directors Strategic Communications Committee • Board Member • Durham Parent/Community Member • Freeport Parent/Community Member • Pownal Parent/Community Member • Student • 2 Teachers |
| 9-27-24 | Establish Strategic Planning Process Advisory Committee | Members selected by Superintendent, Assistant Superintendent, Director of Instructional Support |
| 10-4-24 | Request for Proposals - Due by 2:00 pm | Due by 2:00 pm |
| 10-10-24 3:00 - 5:30 | Strategic Planning Process Advisory Committee Meeting | Organizational Meeting Review Potential Facilitator/Consultant Candidates and select for interview |
| 10-17-24 3:00 - 5:30 | Strategic Planning Process Advisory Committee Meeting | Interviews and Selection of Facilitator/Consultant |
| 11 -7 24 3:00 - 5:30 | Strategic Planning Process Advisory Committee Meeting | Meet with Facilitator to Develop Detailed Scope of the Work including future committee meeting dates and times |
| 5-7-25 | RSU 5 Board of Directors Meeting | Draft Plan Presented |
| 6-4-25 | RSU 5 Board of Directors Meeting | Board adopts Strategic Plan |

Regional School Unit 5

Request for Qualifications for Strategic Planning Services

Introduction

Regional School Unit 5 is seeking qualifications from consultants with expertise to facilitate a comprehensive and inclusive process to collaboratively develop a five-year strategic plan.

About Regional School Unit 5

Regional School Unit 5 (RSU 5), a premier district in the state of Maine, serves students in the communities of Freeport, Durham, and Pownal. RSU5 is committed to providing a rigorous and engaging educational experience for over 2,000 students. All learners are provided rich exposure to the arts, athletics, and other extracurricular opportunities. We proudly graduate students who are strategic thinkers and are future-ready.

Scope of Work and Deliverables

The selected consultant will recommend, design, and execute a strategic planning process that will include opportunities for wide stakeholder engagement including staff, students, families, community members and the Board of Directors. The completed strategic plan will include the following:

- Mission and Vision statements
- Measurable district-wide goals, strategies, and action steps
- Articulated timeframe

Qualification Considerations

Proposals should address the following:

- Submittal Letter*: Name, address, and telephone number of the responding consultant/organization. Include a contact person and the corresponding email address.
- Description of Consultant/Organization*: This section should provide information regarding the size, location, nature of work performed, years in business, and the approach that will be used in meeting the needs of Regional School Unit 5.
- References and Description of Experience*: This section should identify similar projects that the consultant/organization has completed. Use this section to indicate the areas of expertise and how that expertise will benefit Regional School Unit 5. Proposals must include at least two (2) references that reflect work.

- D. *Project Overview*: This section should clearly convey the consultant/organization's approach to the strategic planning process. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach. This section should include expected outcomes from stakeholder engagement, ensuring marginalized populations are included during the strategic planning process, timelines for the process, and resource considerations. Please also include details on the full range of implementation services your firm offers.
- E. *Cost*: This section must provide a full description of the expected expenditures for the work. Cost proposed must include all consultant fees, preparation of deliverables, travel expenses, printing, etc. A total fee for the project, as well as an itemized cost breakdown for each of the provided services and deliverables, must be included. If there are multiple options for implementation services, please provide pricing information for each option.

Presentation and Award

The District's Strategic Planning Process Advisory Committee will review the submitted proposals and identify finalists who will be invited to make an in-person presentation. Proposals will be evaluated and finalists will be selected based on the proposal submitted including:

- The quality of the proposal
- The organization's and/or individual's relevant experience, skills, and past results
- The organization's and/or individual's demonstration of a high degree of professional skill in order to carry out the work
- A thoughtful and thorough recommended approach
- Anticipated costs

Sealed proposals will be accepted until October 4, 2024 at 2:00 pm. Proposals should be plainly marked "Strategic Planning Process Services" on the outside of the mailing envelope and addressed to:

Jean Skorapa, Superintendent
Superintendent's Office
17 West Street
Freeport, Maine 04032