



***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  
Elisha Morris, Director of Instructional Support

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TO: Lisa Blier, Kara Kaikini, Beth Munsen, Lynn Shea  
CC: Emily Grimm, Jen Gulko  
FROM: Jean Skorapa, Superintendent  
DATE: December 18, 2024  
RE: Stipend Committee Meeting – January 9, 2025

The Stipend Committee is scheduled to meet on Thursday, January 9, 2025 at 3:30 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 Requests
  - MLS - Gaming Club
  - FHS - Senior Project Advisor (3rd position)

## **New Stipend Request Form**

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

**Name of Activity:** Gaming Club

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

The individual should have experience facilitating collaborative game play with grade 3-5 students or an understanding of relevant games and collaborative activities.

**Purpose:** To provide a space, access, and materials for tabletop gaming experiences for students grades 4+

**Responsibilities of Advisor/Coach:**

- Supervise games run by students
- Provide support for new players
- Support student game masters with the challenges of running a game
- Run games as needed to ensure more access to the club
- Create scaffolds to support student access to participation
- Maintain materials for student participation

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

September through June, meeting once a week (on average)

Students playing meet every other week to support more students being able to participate. Students who run games, may attend all weeks as an incentive for enabling more students to play.

**Number of Hours Required of Advisor/Coach per week (on average):** 4.5

**\*Breakdown of Hours:**

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

3 hours: meeting times

½ hour: cleanup after meeting

1 hour: planning, family communication, supporting students outside of club meetings

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

Typically, 0%. May occasionally include meeting students during lunch

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

Typically, 100%

**Number of Students:**

Currently 35. Could probably go up to 50 with the current model

**Parent volunteers or other adult help?**

Parents have been donating snacks/food on a volunteer basis. I currently have a volunteer running one game, but I envision more students taking over that role as they build the capability.

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

None

**OTHER FACTORS:**

**Travel:**

None

**Overnight:**

None

**Does activity require a Budget?**

No. Any necessary materials can be requested from participating families

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

It is a volunteer position currently

**Does this position require Fundraising:**

No


**Comments:**

I have already received comments from parents and teachers alike that this club has made a big difference to students. In addition to the embedded literacy and math involved, it supports social skill building, and creates friendships. Parents have said that gaming club days are the one day they don't have to fight with their child to get them to school.

**Submitted by:** Trevor Bean-Thurlow

**Date:** 10/15/24



**Administrator:** 

**Approved:**  **Denied:**

Gaming Club will replace one of the Drama Club Positions

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

Jean,  
Here is the stipend request  
for Gaming Club (to replace one  
of the Drama Club stipends).

Thanks!



## New Stipend Request Form

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

**Name of Activity:** FHS Senior Project Advisor (3rd position)

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

Strong background in supporting students with development, rehearsal and presentation of an extensive independent project, ability to work with and supervise students, ability to recruit participants, strong organizational skills, ability to inspire a love of independent learning.

**Purpose:** To oversee the Senior Project Program

**Responsibilities of Advisor/Coach:**

- Prepare lessons and documents to distribute to seniors at the beginning of the year to guide their topic selection
- Lead staff in scoring proposals and reading and scoring all proposals as second readers
- Work with seniors to revise proposals that don't pass the first time
- Distribute information to seniors who are approved for projects
- Organize and conduct appeals meetings who do not meet the attendance criteria
- Monitoring progress of students who are out of school by checking in with advisors and reading and commenting on their journal
- Creating a schedule of presentation
- Organizing and overseeing 1-2 days of dress rehearsals
- Organizing and overseeing 4 days of senior projects
- Assess presentations and reflection essays
- Collect advisor rubrics
- Average and distribute scores, synthesize feedback from staff
- Hold a debrief meeting to reflect for the following year

**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):**

1-3 hours per week average

Total hours: 35-70 hours per year

**\*Breakdown of Hours:**

**During school day (percentage): 80%**

**Outside the school day (percentage): 20%**

**Total Hours: 35-70 Hours (2/3 Points)**

**Number of Students:**

Typically 70-85% of the Senior Class are participating in a Senior Project (100-120 students)

Revised: 11-17-20

**Parent volunteers or other adult help?**

None

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

All day presentations during the last week 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?**

We currently have two Senior Project advisors and due to the growth of the program, we are requesting to add a third advisor. We are requesting to use the funding from the Fishing Club which is no longer a club that is running and has not run since June of 2023.

**Does this position require Fundraising:**

No

**Comments:**

This stipend will enable the Senior Project program to continue to grow and provide a meaningful learning experience for our Seniors during their last month of school. We do not have enough adult support with two advisors and this would enable us to continue to support this type of program.

**Submitted by:**

**Date:** 12/6/24

**Administrator:** Jen Gulko, FHS Principal

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

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