

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JANUARY 22, 2025
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

___Anna Child

___Candace deCsipkes

___Malik Farlow

___Cheyenne Farrell

___Danielle George

___Kara Kaikini

___Elisabeth Munsen

___Maura Pillsbury

___Michelle Ritcheson

___Kelly Sink

___Moon Tussing, Student Representative

___Phoebe Williamson, Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of January 8, 2025 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: (10 Minutes)

A. Superintendent's Report

B. Resignations: Darby Steindorf - FHS Ed Tech

C. Support Staff New Hires: Antonia Romasco - FMS Nutrition Assistant

9. Administrator Reports:

A. Finance - Kelly Wentworth (5 Minutes)

10. Board Comments and Committee Reports:

A. Board Information Exchange and Agenda Requests (10 Minutes)

B. Finance Committee and Facilities and Operations Committee Joint Meetings (5 Minutes)

C. Stipend Committee (5 Minutes)

D. Policy Committee (5 Minutes)

11. Policy Review: (20 Minutes)

A. Consideration and approval of 2nd Read of the following policy:

1. JIE - Pregnant Students (New)

Motion: _____ 2nd: _____ Vote: _____

B. Consideration and approval of 1st Read of the following policies:

1. EEA - Student Transportation
2. EEAEA - Student Transportation Employee Requirements, Training and Responsibilities
3. GCOA - Supervision and Evaluation of Professional Staff

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

None

13. New Business: (10 Minutes)

A. Consideration and approval of the following Stipend positions: (10 Minutes)

1. Mast Landing School - Gaming Club (no budget impact)
2. Freeport High School - Senior Project Coordinator (3rd position - no budget impact)

Motion: _____ 2nd: _____ Vote: _____

B. Presentation of the Superintendent's 2025-2026 Proposed Budget (30 Minutes)

14. Personnel:

None

15. Public Comments: (10 Minutes)

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, January 8, 2025 – 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 January 22, 2025 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

- 2. MEMBERS PRESENT:** Colin Cheney, Candace deCsipkes, Malik Farlow, Cheyenne Farrell, Danielle George, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink and Moon Tussing Student Representative
MEMBERS ABSENT: Anna Child

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

- A. **VOTED:** To approve the Minutes of December 11, 2024.
(Farrell – Munsen) (10 – 0) The Student Representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Item #8.1. Additional retirement
Remove Item #8.3.
Addition of Item#14.B. and 14.C.

6. GOOD NEWS AND RECOGNITION:

- A. Report from Board's Student Representative - Moon Tussing

7. PUBLIC COMMENT:

Allen Sarvinas, Topsham
Janice Flynn, Freeport

8. REPORTS FROM SUPERINTENDENT:

1. Retirements: Kelly Fitz-Randolph - FMS Science Teacher
Adele Hassett - DCS Grade 6 Teacher
Kim Callnan - FHS Guidance Office Secretary
Cynthia Alexander - Assistant Superintendent of Curriculum, Instruction and Assessment
2. Resignations: Marie Beaulieu - FMS Nutrition Assistant
Corina Marinut - FHS Ed Tech
Kimberly Stewart - Community Programs Office Coordinator

9. ADMINISTRATOR REPORTS:

- A. 2025-2026 Freeport High School Program of Studies – Jen Gulko
- B. Update on 2024-2025 District Goal - Jean Skorapa
- C. District Scorecard - Cynthia Alexander

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 Renee Bucknell as a STEM Teacher at Morse Street School/Pownal Elementary School for the 2024-2025 school year.

(Sink – Farlow) (10 – 0) The Student Representative voted with the majority.

B. **VOTED:** To authorize the Superintendent to convert a .5 Physical Education Teacher/.4 Response to Intervention Teacher and .1 Response to Intervention Educational Technician position at Pownal Elementary School to a .5 Physical Education Teacher/.5 Response to Intervention Teacher.

(Sink – Munsen) (10 – 0) The Student Representative voted with the majority.

C. **VOTED:** To authorize the Superintendent to hire a Special Education Teacher at Freeport High School for the remainder of the 2024-2025 school year. Funding to come from unfilled Special Education Educational Technician Positions at Freeport High School.

(Pillsbury – George) (10 – 0) The Student Representative voted with the majority.

15. PUBLIC COMMENT:

None

16. EXECUTIVE SESSION:

A. **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 Performance Goals.

(Munsen – Farrell) (10 – 0) The Student Representative voted with the majority.

Time In: 8:08 p.m.

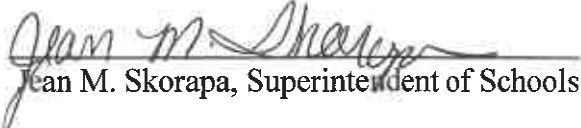
Time Out: 8:43 p.m.

17. ACTION AS A RESULT OF EXECUTIVE SESSION:

None

18. ADJOURNMENT:

VOTED: To adjourn at 8:44 p.m. (Sink – deCsipkes) (10 – 0)


Jean M. Skorapa, Superintendent of Schools

RSU No. 5

Warrant Articles For the Period 12/01/2024 through 12/31/2024

Fiscal Year: 2024-2025

☐ 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 (-)	\$19,573,905.68	\$1,744,471.15	\$9,441,094.68	\$10,132,811.00	\$0.00	\$10,132,811.00	51.8%
ADDITIONAL LOCAL FUNDS (-)	\$13,087,078.17	\$1,195,992.67	\$6,271,256.64	\$6,815,821.53	\$0.00	\$6,815,821.53	52.1%
ADDLN SHARED REVENUE (-)	\$139,883.76	\$0.00	\$0.00	\$139,883.76	\$0.00	\$139,883.76	100.0%
INTEREST REVENUE (-)	\$209,000.00	\$0.00	\$182,848.32	\$26,151.68	\$0.00	\$26,151.68	12.5%
STATE REVENUES (-)	\$7,571,992.39	\$551,154.34	\$4,187,428.37	\$3,384,564.02	\$0.00	\$3,384,564.02	44.7%
MISC REVENUES (-)	\$18,600.00	\$14,096.00	\$14,132.00	\$4,468.00	\$0.00	\$4,468.00	24.0%
FUND BALANCE (-)	\$900,000.00	\$0.00	\$0.00	\$900,000.00	\$0.00	\$900,000.00	100.0%
Sub-total : GENERAL FUND REVENUES	(\$41,500,460.00)	(\$3,505,714.16)	(\$20,096,760.01)	(\$21,403,699.99)	\$0.00	(\$21,403,699.99)	51.6%
Total : INCOME	(\$41,500,460.00)	(\$3,505,714.16)	(\$20,096,760.01)	(\$21,403,699.99)	\$0.00	(\$21,403,699.99)	51.6%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$18,384,052.00	\$1,377,377.49	\$6,446,090.62	\$11,937,961.38	\$9,442,433.26	\$2,495,528.12	13.6%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,870,507.00	\$453,599.52	\$2,093,388.00	\$3,777,119.00	\$3,048,615.94	\$728,503.06	12.4%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$289,668.00	\$24,139.00	\$168,973.00	\$120,695.00	\$120,695.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,034,849.00	\$59,118.02	\$376,701.86	\$658,147.14	\$313,899.99	\$344,247.15	33.3%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$4,371,246.00	\$291,772.38	\$1,871,282.79	\$2,499,963.21	\$1,918,937.69	\$581,025.52	13.3%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,179,440.00	\$121,797.94	\$629,210.34	\$550,229.66	\$379,283.28	\$170,946.38	14.5%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,348,210.00	\$177,956.17	\$1,077,353.22	\$1,270,856.78	\$1,081,480.89	\$189,375.89	8.1%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,586,682.00	\$164,950.16	\$767,589.22	\$819,092.78	\$542,554.99	\$276,537.79	17.4%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,139,408.00	\$219,191.75	\$2,839,570.90	\$2,299,837.10	\$1,087,977.94	\$1,211,859.16	23.6%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,111,064.00	\$0.00	\$997,549.33	\$113,514.67	\$113,514.19	\$0.48	0.0%
ARTICLE 11 - ALL OTHER EXPENDITURES (+)	\$185,334.00	\$0.00	\$185,334.00	\$0.00	\$0.00	\$0.00	0.0%

Operating Statement with Encumbrance

RSU No. 5

Warrant Articles For the Period 12/01/2024 through 12/31/2024

Fiscal Year: 2024-2025

☐ 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	\$41,500,460.00	\$2,889,902.43	\$17,453,043.28	\$24,047,416.72	\$18,049,393.17	\$5,998,023.55	14.5%
Total : EXPENSES	\$41,500,460.00	\$2,889,902.43	\$17,453,043.28	\$24,047,416.72	\$18,049,393.17	\$5,998,023.55	14.5%
NET ADDITION/(DEFICIT)	\$0.00	(\$615,811.73)	(\$2,643,716.73)	\$2,643,716.73	\$18,049,393.17	(\$15,405,676.44)	0.0%

End of Report

Operating Statement with Encumbrance



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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
Elisha Morris, Director of Instructional Support

**Joint Meeting of the Facilities and Operations Committee
and the Finance Committee**

**Wednesday, December 11 , 2024
5:00 p.m. - Freeport High School**

Committee Members Present: Kelly Sink, Malik Farlow, Michelle Ritcheson, Beth Munsen

Committee Members Absent: None

Administrators: Jean Skorapa, Glen Reynolds, Kelly Wentworth, Sam Rigby

Minutes

1. Meeting called to order at 5:01 p.m.
2. Capital Planning & Financing Discussion -
 - a. The Facilities and Operations Committee and the Finance Committee reviewed the following proposals:
 - i. Vehicle and Grounds Equipment Replacement
 - ii. Energy Audit Phases
 - iii. Life Safety
 - b. Committee members reviewed proposed funding for the above projects which includes the use of fund balance and taxation over the next five budget cycles.
3. A joint meeting of the Facilities and Operations Committee and Finance Committee is scheduled for January 8, 2025.



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Jean Skorapa, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

Joint Meeting of the Facilities and Operations and the Finance Committee

Wednesday, January 8, 2025
5:00 p.m. - Freeport High School

Committee Members Present: Kelly Sink, Malik Farlow, Michelle Ritcheson, Beth Munsen

Committee Members Absent: None

Administrators: Jean Skorapa, Glen Reynolds, Kelly Wentworth

Minutes

1. Meeting called to order at 5:03 p.m.
2. Capital Planning & Financing Discussion -
 - a. The Facilities and Operations Committee and the Finance Committee continued their review and discussion the following proposals:
 - i. Vehicle and Grounds Equipment Replacement
 - ii. Energy Audit Phases
 - iii. Life Safety
 - b. Committee members continued their review and discussion of the proposed funding for the above projects which includes the use of fund balance to help stabilize the impact to taxation over the next five budget cycles.
3. The Joint Committee members were in support of moving the project and funding proposals forward to the full Board for consideration during the upcoming FY26 budget process.

Other:

Next meeting of the Finance Committee, January 22, 2025 @ FHS.

Next meeting of the Facilities and Operations Committee, February 12, 2025 @ FHS.

Meeting adjourned at 6:16 P.M.



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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

Stipend Committee
January 9, 2025
Meeting held via Zoom
Minutes

Committee Members in Attendance: Kara Kaikini, Elisabeth Munsen, Lisa Blier, Lynn Shea
Guests: Emily Grimm, Charlie Mellon
Absent: None
Submitted By: Jean Skorapa, Superintendent

Agenda Items and Discussion:

1. Review of New Stipend Request - MLS Gaming Club

Principal Grimm attended the meeting and explained the rationale for the need for the MLS Gaming Club stipend position. The weekly gaming club run by a teacher volunteer is extremely popular with students and is well attended. The funding for the Gaming Club will come from one unfilled Drama Club position.

The committee unanimously approved the MLS Gaming Club stipend as proposed. The stipend will be presented to the RSU 5 Board of Directors for approval.

2. Review of New Stipend Request - FHS Senior Project Coordinator (3rd position)

Assistant Principal Mellon attended the meeting and explained the rationale for the need for a third FHS Senior Project Coordinator. Currently there are two Senior Project Coordinators. Due to the growth of the program, there is a need for a third stipend position. The funding for the third FHS Senior Project Coordinator will come from the unfilled Fishing Club position.

The committee unanimously approved the FHS Senior Project Coordinator (3rd position) stipend as proposed. The stipend will be presented to the RSU 5 Board of Directors for approval.



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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
Elisha Morris, Director of Instructional Support

Policy Committee Report

Committee: Policy

Zoom Meeting date: December 6, 2024

Chair: Colin Cheney

Committee Members in attendance: Colin Cheney, Candy deCsiptes, Kara Kaikini, Danielle George

Absent: none

Administrator: Cynthia Alexander, Assistant Superintendent

Guests: Maureen Erskine, School Nurse; Emily Guyer, School Nurse; Erika Skiff, School Nurse; Jeremy Arsenault, Director of Transportation

Review/Revise Policies:

1. Policy Review

The following policies were revised and will be brought to the Board for 1st read on January 22, 2025:

EEA - Student Transportation

EEAEA - Student Transportation Employee Requirements, Training and Responsibilities

The following policy was revised and will be brought to the Policy Committee in March on for further discussion:

EBCF Automated External Defibrillators (AED)

The following policy was reviewed with no revisions:

GCQC - Resignation of School Unit Employees

2. At Board/Superintendent Request

none

3. Required Changes by law

The following policy was brought back for consideration of revisions suggested by the Board and will be brought back for 2nd read on January 22, 2025.

JIE - Pregnant Students (New)

The next meeting will be held on January 3, 2025 at 8:45 a.m. by Zoom.

Submitted by: Cynthia Alexander



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Jean Skorapa, Superintendent of Schools
Kelly Wentworth, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools
Elisha Morris, Director of Instructional Support

Policy Committee Report

Committee: Policy
Zoom Meeting date: January 3, 2025
Chair: Colin Cheney
Committee Members in attendance: Colin Cheney, Kara Kaikini, Danielle George
Absent: Candy deCsipkes
Administrator: Cynthia Alexander, Assistant Superintendent
Guests: none

Review/Revise Policies:

1. Policy Review

The following policy was revised and will be brought to the Board for 1st read on January 22, 2025:

GCOA - Supervision and Evaluation of Professional Staff

The following policy was reviewed and will come back to the next Policy Committee meeting for further discussion:

IJOA - Field Trips and Other Student Travel

The following policies were reviewed with no revisions:

GCMA - Instructional Staff Planning Time

IJOC - School Volunteers

2. At Board/Superintendent Request

none

3. Required Changes by law

The next meeting will be held on February 7, 2025 at 8:45 a.m. by Zoom.

Submitted by: Cynthia Alexander

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Regional School Unit 5
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Item# 11.A. & 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
Elisha Morris, Director of Instructional Support

TO: Colin Cheney, Anna Child, Candy deCspikes, Malik Farlow, Cheyenne Farrell, Danielle George, Elisabeth Munsen, Kara Kaikini, Maura Pillsbury, Michelle Ritcheson, Kelly Sink, Moon Tussing, Phoebe Williamson

CC: Julie Nickerson, Amanda Marsden, Holly Johnson, Kate Harrison, Amy St.Pierre, Erica Mullally, Will Pidden, Eric Hall, Peter Wagner, Jen Gulko, Elisha Morris, Jean Skorapa, Paige Fournier, Emily Grimm, Scott Emery, Charlie Mellon, Kelly Wentworth, Sam Rigby, Glen Reynolds, Jeremy Arsenault, Jen Winkler, Trevor Bean, Nancy Doherty, Grace Marley, Jill Hooper, Theresa Clark, Lisa Blier, Heidi Cook, Amanda Chisholm, Eliza Bowen, Heather Perry, Pam Gee, Caitlyn Hecox

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

DATE: January 10, 2025

RE: Review/Update of Policies

At the January 22, 2025 Board of Directors Meeting, the following policies will be on the agenda:

2nd Read

1. JIE - Pregnant Students (New)

1st Read

1. EEA - Student Transportation
2. EEAEA - Student Transportation Employee Requirements, Training and Responsibilities
3. GCOA - Supervision and Evaluation of Professional Staff

The following policy was reviewed with no recommended revisions and requires no Board action:

GCQC - Resignation of School Unit Employees
GCMA - Instructional Staff Planning Time
IJOC - School Volunteers

PREGNANT STUDENTS

The RSU No. 5 Board has adopted this policy to comply with its obligations not to discriminate in its education programs and activities against students based on a student's current, potential, or past pregnancy or related conditions. The Title IX Coordinator is responsible for implementing this procedure in consultation with the Superintendent, Affirmative Action Officer, and others as appropriate.

For the purposes of this policy, pregnancy or related conditions includes:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

A. Notifications

When a student or their parent/guardian informs any RSU No. 5 employee of a student's pregnancy or related condition(s), the employee must promptly provide the student or the parent/legal guardian with the Title IX Coordinator's contact information so that the Title IX Coordinator can take any necessary actions to ensure the student's equal access to the school unit's education programs and activities. ~~The employee should also notify the Title IX Coordinator of the pregnancy or related condition(s), unless the employee reasonably believes that the student has already been given the information.~~

Once the Title IX Coordinator is informed of a student pregnancy, they shall inform the student (or the parent/legal guardian if they informed the Title IX Coordinator), of the school unit's obligations (outlined below) and provide a copy of Board Policy AC.

B. Reasonable Modifications

1. Reasonable modifications to the school unit's policies, procedures, and practices shall be made to prevent sex discrimination and ensure equal access to education programs and activities based on the student's individualized needs. The Title IX Coordinator will consult with the student regarding any such modifications. Modifications that fundamentally alter the nature of an education program or activity are not considered "reasonable" under Title IX regulations.

2. The student has the discretion to accept or decline each reasonable modification offered. If a student accepts a modification, the Title IX Coordinator will see that it is implemented.
3. Reasonable modifications may include, but are not limited to:
 - a. Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions (such as eating, drinking, or using the restroom);
 - b. Intermittent absences to attend medical appointments;
 - c. Access to online or homebound education;
 - d. Change in schedule or course sequence;
 - e. Extensions of time for coursework and rescheduling of tests and examinations;
 - f. Allowing a student to sit or stand, or carry or keep water nearby;
 - g. Counseling;
 - h. Changes in physical space or supplies (such as access to a larger desk or a footrest);
 - i. Elevator access; and/or
 - j. Other reasonable changes in policies, procedures, or practices.

C. Voluntary Access to Separate and Comparable Portions of Education Programs or Activities

- a. If the school unit offers a separate and comparable portion of an education program or activity, the student ~~must voluntarily agree~~ has the discretion to accept or decline to participate in such program or activity.

D. Voluntary Leave of Absence

1. The school unit shall allow a student to voluntarily be absent from school to cover, at a minimum, the period of time deemed medically necessary by the student's licensed health care provider.
2. When the student returns to the school unit's education programs and activities, they shall be reinstated to the academic status, and to the extent practical, any extracurricular status, that they held prior to the voluntary leave.

E. Lactation Space

1. The student shall be able to access a lactation space, other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by the student for expressing breast milk or breastfeeding as needed.

F. Limits on Requiring Documentation

1. The Title IX Coordinator shall not require supporting documentation from the student, except to the extent it is necessary and reasonable to determine the reasonable modifications to make or to determine whether additional specific actions are needed.
2. Examples of situations where requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under this procedure is obvious, such as when a pregnant student needs a larger uniform or desk, needs break time, etc. Supporting documentation is also not necessary and reasonable if a specific action is available to other students who are not pregnant or have related conditions.
3. The Title IX Coordinator shall not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in a class, program, or extracurricular activity unless:
 - a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
 - b. The school unit requires such certification of all participating students; and
 - c. The information obtained is not used as a basis for discrimination against the student.

Legal References: Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681-1688; 34 C.F.R. § 106.40.
5 MRSA § 4602 (2021); MHRC/MDOE Joint Rule Chapter 94-348 and 05-071, ch. 4.
20-A MRSA § 5001-A(4)(A) (2020).

Cross Reference: AC – Nondiscrimination/Equal Opportunity and Affirmative Action
ACAA – Harassment of Students
ACAA-R2 – Student Sex Discrimination/Harassment Complaint Procedure

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

STUDENT TRANSPORTATION EMPLOYEE REQUIREMENTS, TRAINING AND RESPONSIBILITIES

The Board recognizes that the safe transportation of students is of the utmost importance. This policy lays out the requirements and responsibilities of the two categories of employees who transport students: School Bus Drivers, and Other Employees with Student Driving Responsibilities.

Part A School Bus Drivers

The school bus driver is responsible for safeguarding the lives of children in the performance of his/her their duty. The work requires physical strength, mental poise, the ability to cope effectively with emergencies, excellent driving skills, and an ability to relate positively with students.

All school bus drivers must hold a valid school bus operator license endorsement issued by the Maine Secretary of State. All school bus drivers are required to participate in any in-service training provided by the school unit.

REQUIREMENTS:

A. Annual Medical Examination

All drivers operating a vehicle designed to carry 10 or more passengers must undergo an annual physical examination as required by the Uniform School Bus Standards and submit the completed School Bus Driver Physical Examination Form to the Superintendent/designee. Physical examinations shall be conducted by a physician selected by the school unit and paid for by the school unit.

Annual examinations must be completed during the month preceding the start of the school year for regular drivers. New and substitute bus drivers must complete the examination before beginning their driving duties.

B. Drug and Alcohol Testing

School bus drivers will participate in drug and alcohol testing as required by applicable federal and state laws.

C. Annual Motor Vehicle Records Check

Each school bus driver operating a vehicle carrying 10 or more passengers shall undergo an annual state motor vehicle records check.

Part B Other Employees with Student Driving Responsibilities

The Superintendent/designee is directed to obtain annual motor vehicle records checks for any school employee who transports students as part of their regular duties. A list of these pre-approved employees must be kept by the Superintendent/designee.

Legal Reference: 49 CFR Parts 40 and 382
26 MRSA §§ 681(8)(B); 685(2); 689
Uniform School Bus Standards, 081.6

Cross Reference: EEAEA Drug and Alcohol Testing of Bus Drivers
EEAEA-R Drug and Alcohol Testing of Bus Drivers –
Administrative Procedure

Adopted: April 28, 2010
Reviewed: December 14, 2011
Revised: January 25, 2017

SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

A well-planned and systematic program of supervision and evaluation of performance tied to educational outcomes is vital to the ongoing improvement of the instructional program. It is the Board's responsibility to ensure that sufficient administrative time and energy are expended to supervise (observe and assist) and evaluate (measure and assess) teachers. The evaluation program shall address all aspects of teaching performance and recognize that the fulfillment of student needs is of primary importance.

The Superintendent shall be responsible for the development, implementation and periodic review of a comprehensive program of supervision and evaluation, which shall be adopted by the Board. The program shall provide minimum standards for the number and frequency of formal performance reviews, with the understanding that probationary teachers require closer support and more frequent performance reviews. ~~Probationary teachers shall in any event be evaluated during, but not limited to, their second year of employment.~~ Probationary teachers shall in any event be evaluated at least once in each year of their probationary employment.

- A. Criteria used for evaluation shall be in written form and made permanently available to the teacher;
- B. Evaluations shall be made by an immediate supervisor/administrator, or by other person(s) designated by the Superintendent;
- C. Results of the evaluations shall be put in writing and shall be discussed with the teacher;
- D. The teacher being evaluated shall have the right to attach a memorandum to the written evaluation; and
- E. Results of all evaluations shall be kept in confidential personnel files maintained at the Superintendent's office.

~~In accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706), by the end of the 2016-2017 school year, the school unit will have developed and piloted a performance evaluation and growth system, consistent with the requirements of applicable Department of Education rules, for full implementation in the 2017-2018 school year.~~

Evaluation will be done pursuant to the Performance Evaluation and Professional Growth system (PEPG) approved by the Board in accordance with Maine's Educator Effectiveness law (20-A MRSA § 13701-13706).

The performance evaluation and growth system must be approved by the Board.

In keeping with the Board's goal of employing the best qualified staff to provide quality education for all students, all teachers are expected to participate fully in the evaluation process, self-appraisal and continuous improvement of professional skills.

While supervision and evaluation policies and procedures are not negotiable in collective bargaining, the Superintendent is to seek appropriate involvement of staff in the development and periodic review of the supervision and evaluation program.

Legal Reference: 20-A MRSA §§ 1055, 13201; 13701-13706, 13802
Me. Dept. of Ed. Rule Ch. 125 §§ 4.02(E)(3), 8.08

Adopted: June 24, 2009
Revised: October 30, 2011
Revised: November 30, 2011
Revised: November 30, 2016

New Stipend Request Form

Item #13.A.1

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

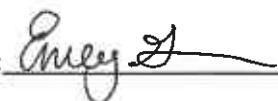
Comments:

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

1-9-25 Approved by Stipend Committee

New Stipend Request Form

Item# 13.A.2.

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

Coordinator

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

1-9-25 Approved by Stipend Committee