

**REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS**  
**WEDNESDAY– MARCH 26, 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 March 19, 2025 as presented barring any errors or omissions.

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

B. Support Staff New Hires: Alicia Bennett, Bus Driver

C. Update of FY26 Superintendent's Proposed Budget

9. Public Input: (30 Minutes)

A. Public Input on the FY26 Superintendent's Proposed Budget

10. Administrator Reports:

A. Finance - Kelly Wentworth (5 Minutes)

11. Board Comments and Committee Reports:

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

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

13. Unfinished Business: (120 Minutes)

A. Board Deliberations on the FY26 Superintendent's Proposed Budget

B. Consideration and approval of the FY26 Superintendent's Proposed Budget

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

14. New Business:

None

15. Personnel:

None

16. Public Comments: (10 Minutes)

17. Adjournment:

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

Item #4.A.

**RSU No. 5 Board of Directors Meeting  
Wednesday, March 19, 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 March 26, 2025 meeting).

**1. CALLED TO ORDER:**

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

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

**3. PLEDGE OF ALLEGIANCE:**

**4. CONSIDERATION OF MINUTES:**

- A. **VOTED:** To approve the Minutes of March 12, 2025. (Sink – George) (10 – 0) The Student Representative voted with the majority.

**5. ADJUSTMENTS TO THE AGENDA:**

Move Item #15.A. after Item #6

**6. GOOD NEWS AND RECOGNITION:**

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

**15. PERSONNEL:**

- A. **VOTED:** To employ Erica Mazzeo as the Assistant Superintendent of Curriculum, Instruction and Assessment for the 2025-2026 school year.  
(Farlow – Munsen) (10 – 0) The Student Representative voted with the majority.

**7. PUBLIC COMMENT:**

Rosa Fuma, Portland; Bethany Howard, Freeport; Melissa Gadbois, Saco; Michelle Bosse, Freeport

**8. REPORTS FROM SUPERINTENDENT:**

- A. Resignation/Retirement: Courtney Kafka, MSS Ed Tech  
Lynda D'Amico (retirement) - PES Administrative Secretary
- B. Review of FY26 Superintendent's Proposed Budget

**9. PUBLIC INPUT:**

- A. Public Input on the FY26 Budget  
Liz Peirce, Falmouth; Jill Hyland, Brunswick; Valerie Williams, Freeport

**10. ADMINISTRATOR REPORTS:**

None

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

None

**12. POLICY REVIEW:**

None

**13. UNFINISHED BUSINESS:**

A. Board Deliberations on the FY26 Superintendent's Proposed Budget

**14. NEW BUSINESS:**

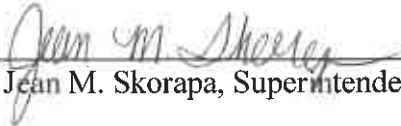
None

**16. PUBLIC COMMENT:**

Heather Perry, Durham; Valerie Williams, Freeport

**17. ADJOURNMENT:**

**VOTED:** To adjourn at 10:51p.m. (Sink – Munsen) (10 – 0) The Student Representative voted with the majority.

  
\_\_\_\_\_  
Jean M. Skorapa, Superintendent of Schools

RSU No. 5

Item # 10, A

Warrant Articles For the Period 02/01/2025 through 02/28/2025

Fiscal Year: 2024-2025

Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
<b>INCOME</b>							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,573,905.68	\$1,458,229.70	\$12,876,341.44	\$6,697,564.24	\$0.00	\$6,697,564.24	34.2%
ADDITIONAL LOCAL FUNDS (-)	\$13,087,078.17	\$954,448.63	\$8,588,577.53	\$4,498,500.64	\$0.00	\$4,498,500.64	34.4%
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	\$27,014.07	\$273,606.63	(\$64,606.63)	\$0.00	(\$64,606.63)	-30.9%
STATE REVENUES (-)	\$7,571,992.39	\$545,662.94	\$5,282,544.00	\$2,289,448.39	\$0.00	\$2,289,448.39	30.2%
MISC REVENUES (-)	\$18,600.00	\$0.00	\$18,826.25	(\$226.25)	\$0.00	(\$226.25)	-1.2%
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)	(\$2,985,355.34)	(\$27,039,895.85)	(\$14,460,564.15)	\$0.00	(\$14,460,564.15)	34.8%
<b>Total : INCOME</b>	(\$41,500,460.00)	(\$2,985,355.34)	(\$27,039,895.85)	(\$14,460,564.15)	\$0.00	(\$14,460,564.15)	34.8%
<b>EXPENSES</b>							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$18,383,809.00	\$1,386,677.55	\$9,197,321.78	\$9,186,487.22	\$7,976,174.24	\$1,210,312.98	6.6%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,870,507.00	\$461,754.30	\$2,988,003.04	\$2,882,503.96	\$2,516,915.72	\$365,588.24	6.2%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$289,668.00	\$0.00	\$193,112.00	\$96,556.00	\$96,556.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,035,092.00	\$108,230.93	\$613,739.03	\$421,352.97	\$262,988.40	\$158,364.57	15.3%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$4,371,246.00	\$276,956.16	\$2,520,774.70	\$1,850,471.30	\$1,593,820.26	\$256,651.04	5.9%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,179,440.00	\$67,697.04	\$773,278.21	\$406,161.79	\$289,054.53	\$117,107.26	9.9%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,348,210.00	\$184,497.47	\$1,437,451.68	\$910,758.32	\$840,591.37	\$70,166.95	3.0%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,586,682.00	\$173,890.44	\$1,047,455.89	\$539,226.11	\$406,399.25	\$132,826.86	8.4%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,139,408.00	\$256,815.24	\$3,342,271.71	\$1,797,136.29	\$923,232.39	\$873,903.90	17.0%
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 02/01/2025 through 02/28/2025**

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	\$2,916,519.13	\$23,296,291.37	\$18,204,168.63	\$15,019,246.35	\$3,184,922.28	7.7%
<b>Total : EXPENSES</b>	\$41,500,460.00	\$2,916,519.13	\$23,296,291.37	\$18,204,168.63	\$15,019,246.35	\$3,184,922.28	7.7%
<b>NET ADDITION/(DEFICIT)</b>	\$0.00	(\$68,836.21)	(\$3,743,604.48)	\$3,743,604.48	\$15,019,246.35	(\$11,275,641.87)	0.0%

End of Report



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

Item # 11.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, March 12, 2025  
5:00 p.m. - Freeport High School**

Committee Members Present: Kelly Sink, Michelle Ritcheson, Beth Munsen  
Committee Members Absent: Malik Farlow  
Administrators: Jean Skorapa, Glen Reynolds, Kelly Wentworth, Sam Rigby

**Minutes**

1. Meeting called to order at 5:12 p.m.
2. Infrastructure Planning Updates -
  - a. The Facilities and Operations Committee and the Finance Committee members considered two proposals put forth by Administration based on feedback from the Board of Directors to consider other options that did not include the spend down \$2,434,376 in undesignated fund balance to complete all of the Life Safety Proposals in light of potential federal grant funding losses for the State of Maine
    - i. Keep original Life Safety proposal as is based on the high prioritization of the RSU5 Administrative Team to protect students and staff
    - ii. Move the Door Replacements and Fire Access/Devices portion of the Life Safety Projects back to Phase I of the Energy Audit; replace the proposed FY26 Capital Projects listing with the Phones and Paging portion; and complete the Cameras and Door Access portion with the the FY27 proposed Capital Projects funds.
  - b. The Committee then discussed various options to fund all of the Life Safety Projects. The recommendation agreed upon by the joint committee to move to the full Board of Directors was:
    - i. Complete Door Replacements and Fire Access/Devices portion (\$1,060,349) of the Life Safety Projects by moving them back to Phase I of the Energy Audit

- ii. Replace the proposed FY26 Capital Projects listing with the Phones and Paging portion (\$381,000) in the FY26 proposed local budget, which would add \$6,000 to the FY26 Proposed Budget to fund adequately
- iii. Move the Cameras and Door Access portion (\$562,000) along with the FY26 Proposed Capital Projects (\$475,000) to the Capital Reserve Account. Cameras and Door Access would be completed in summer 2025. Hold on FY26 Capital Projects until the discussion regarding federal funding is complete
- iv. It was further recommended to move the portion of the recommended \$2,434,376 in undesignated fund balance not needed to cover federal grant loss to the capital projects Reserve account

3. Other -

- a. Next meeting of the Finance Committee is March 26, 2025
- b. Next meeting of the Facilities and Operations Committee is April 9, 2025

4. Meeting adjourned at 6:18 p.m.

Item # 13.B.

Regional School Unit No. 5  
Superintendent's Proposed Budget  
Warrant Articles  
2025-2026

**Sample - Amounts will be  
filled in at the meeting**

<b>ARTICLE : 1</b> Regular Instruction (Elementary and Secondary, Secondary Tuition, ELL, Gifted & Talented and Contingency)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 2</b> Special Education (Special Education)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 3</b> Career and Technical Education (Region 10 Technical High School)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 4</b> Other Instruction (Co-Curricular and Athletics)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 5</b> Student and Staff Support (Guidance, Health, Curriculum Development, Improvement of Instruction, Library and Technology)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 6</b> System Administration (Board of Directors, Superintendent, and Business Office)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 7</b> School Administration (School Administration)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 8</b> Transportation and Buses (Regular and Special Ed Transportation)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 9</b> Facilities Maintenance (Operation of Plant, Capital Improvements, Shared Capital Enhancement Projects, Non Shared Capital Renewal Projects, Shared Capital Renewal Projects, Crossing Guards)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 10</b> Debt Service and Other Commitments (State Supported Debt Service and non Shared Debt)	<b>Superintendent Recommends</b> \$	-
<b>ARTICLE : 11</b> All Other Expenditures (School Nutrition)	<b>Superintendent Recommends</b> \$	-
<b>Total Operating Budget Articles 1-11</b>	<b>\$</b>	<b>-</b>
<b>Adult Education</b>	<b>\$</b>	<b>-</b>
<b>Total RSU No. 5 Operating Budget including Adult Education</b>	<b>\$</b>	<b>-</b>