

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JUNE 4, 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
___ Malik Farlow
___ Cheyenne Farrell
___ Danielle George
___ Kara Kaikini

___ Elisabeth Munsen
___ Maura Pillsbury
___ Michelle Ritcheson
___ Kelly Sink
___ Stephanie Worth
___ Moon Tussing, Student Representative
___ Phoebe Williamson, Student Representative

3. Pledge of Allegiance:

4. Consideration of Minutes:

A. Consideration and approval of the Minutes of April 30, 2025, May 7, 2025 and May 14, 2025 as presented barring any errors or omissions.

Motion: _____ 2nd: _____ Vote: _____

5. Adjustments to the Agenda:

6. Good News & Recognition:

- A. Recognition of Retirees
- B. Report from Board's Student Representative (10 Minutes)

7. Public Comments: (10 Minutes)

8. Reports from Superintendent: (15 Minutes)

- A. Superintendent's Report
- B. Resignations/Retirements: Charles Fear, MLS Ed Tech
Paige Fournier, FMS Assistant Principal
Jody Caulfield, FMS RTI/ELA Teacher
Melinda Carr, MLS Ed Tech
Heather Gilpin, School Psychologist (Retirement)
Susan Martling, MLS Literacy Specialist (Retirement)

C. Schedule of 2025-2026 Board Meetings

9. Administrator Reports:

- A. Finance - Kelly Wentworth (5 Minutes)
- B. FHS Student Cell Phone Use Update- Jen Gulko (10 Minutes)

10. Board Comments and Committee Reports:

- A. Board Information Exchange and Agenda Requests (10 Minutes)
- B. Facilities and Operations Committee (5 Minutes)
- C. Finance Committee (5 Minutes)
- D. Policy Committee (5 Minutes)

11. Policy Review: (10 Minutes)

- A. Consideration and approval of 2nd Read of the following policies:
 - 1. IJOC - School Volunteers
 - 2. IKC - Transcripts and Academic Achievement
 - 3. JLF - Reporting Child Abuse and Neglect

Motion: _____ 2nd: _____ Vote: _____

12. Unfinished Business:

None

13. New Business: (10 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 FY26 operating budget to another cost center or among other cost centers, provided that the total FY26 fiscal year operating budget shall not be increased by such transfers.

Motion: _____ 2nd: _____ Vote: _____

14. Personnel: (20 Minutes)

- A. Consideration and approval to employ a 7th Grade Science Teacher at Freeport Middle School for the 2025-2026 school year.

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval to employ a .5 RTI Reading Teacher at Pownal Elementary School for the 2025-2026 school year (one year only).

Motion: _____ 2nd: _____ Vote: _____

- C. Consideration and approval to employ a 2nd Grade Teacher at Morse Street School for the 2025-2026 school year.

Motion: _____ 2nd: _____ Vote: _____

- D. Consideration and approval to employ a 1st Grade Teacher at Durham Community School for the 2025-2026 school year.

Motion: _____ 2nd: _____ Vote: _____

15. Public Comments: (10 Minutes)

16. Adjournment:

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

**RSU No. 5 Board of Directors Meeting
Wednesday, April 30, 2025 – 6:30 p.m.
Pownal Elementary School - Cafeteria
Meeting Minutes**

6:00-6:30 p.m. Q&A on the FY26 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 4, 2025 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 6:34 p.m.

2. MEMBERS PRESENT: Colin Cheney, Anna Child, Malik Farlow, Cheyenne Farrell, Danielle George, Maura Pillsbury, Michelle Ritcheson, Kelly Sink and Phoebe Williamson, Student Representative (left at 6:41 p.m.)

MEMBERS ABSENT: Kara Kaikini, Elisabeth Munsen, Stephanie Worth

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

A. **VOTED:** To approve the Minutes of April 9, 2025. (Farlow – Sink) (8 – 0) The Student Representative voted with the majority.

5. ADJUSTMENTS TO THE AGENDA:

Move Items 12.A. and 13.B. after Item 8.B.

Remove Items 16.A. and 17

6. GOOD NEWS AND RECOGNITION:

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

7. PUBLIC COMMENT:

None

8. REPORTS FROM SUPERINTENDENT:

A. Resignations: Sean Moore, DCS STEM Teacher (end of the 24/25 SY)
Samantha Creech, MSS Grade 1 Teacher (end of the 24/25 SY)
Julia Grocholl, DCS Grade 1 Teacher (end of the 24/25 SY)
Steven Boccanfuso, FMS Ed Tech (end of the 24/25 SY)

B. Support Staff New Hires: Rose Walker, DCS Ed Tech
Casey Eriebach, PES Administrative Secretary (beginning 7/1/25)

12. UNFINISHED BUSINESS:

A. **VOTED:** That the agreement entitled, "Stetson Scholarship Fund Agreement," between Regional School Unit 5 and the Freeport High School Scholarship Foundation be approved in the form presented to this meeting, that the Superintendent be authorized to sign the Agreement on behalf of the RSU, and that the Secretary file an attested copy of said agreement with the minutes of this meeting. (Farrell – Cheney) (8 – 0)

13. NEW BUSINESS:

- B. **VOTED:** That the Vote entitled, “Vote to Accept Gift of Basketball Court Repairs,” be approved in form presented to this meeting, and that an attested copy of the Vote be filed with the meeting minutes. (Pillsbury – Sink) (8 – 0)

9. ADMINISTRATOR REPORTS:

- A. Finance - Kelly Wentworth
B. Update from Pownal Elementary School - Holly Johnson

10. BOARD COMMENTS AND COMMITTEE REPORTS:

- A. Board Information Exchange and Agenda Requests
- Maura Pillsbury spoke about an immigration policy request
- Colin Cheney asked about the Tennis Courts and Track & Field Reserve accounts
- Michelle Ritcheson reviewed the Superintendent Search timeline, additional Board meeting dates and the draft survey that will be sent out.
B. Facilities and Operations Committee
C. Finance Committee
D. Policy Committee

11. POLICY REVIEW:

- A. **VOTED:** To approve 1st Read of the following policies:
1. IJOC - School Volunteers - with revisions
2. IKC - Transcripts and Academic Achievement
3. JLF - Reporting Child Abuse and Neglect - with revisions
(Peterson – Farrell) (8 – 0)

13. NEW BUSINESS:

- A. **VOTED:** That the resolution entitled, “Resolution to Authorize Lease Financing of a \$3,421,157 Energy Conservation Project at RSU Schools” be approved in form presented to this meeting and that an attested copy of said Resolution be included with the minutes of this meeting.
(Pillsbury – Farlow) (8 – 0)

14. PERSONNEL:

- A. **VOTED:** To authorize the Superintendent to hire a Special Education Teacher at Freeport High School. Funding to come from two unfilled Special Education Educational Technician Positions at Freeport High School. (Sink – Farrell) (8 – 0)

15. PUBLIC COMMENT:

None

Items 16. and 17 were removed from the agenda

18. 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. (Sink – George) (8 – 0)

Time In: 9:28 p.m.

Time Out: 9:37 p.m.

19. ACTION AS A RESULT OF EXECUTIVE SESSION:

VOTED: To authorize the execution of contracts for the following administrators, as discussed in Executive Session. (Sink – Pillsbury) (8 – 0)

Julie Nickerson	Amanda Marsden	Emily Grimm	Scott Emery
Holly Johnson	Paige Fournier	Will Pidden	Kate Hillman Harrison
Jen Gulko	Charlie Mellon	Erica Mullally	Peter Wagner
Kelly Wentworth	Eric Hall	Sam Rigby	Glen Reynolds
Jeremy Arsenault	Elisha Morris	Jean Skorapa	

20. ADJOURNMENT:

VOTED: To adjourn at 9:40 p.m. (Sink – George) (8 – 0)



Jean M. Skorapa, Superintendent of Schools

RSU No. 5 Board of Directors Meeting
Wednesday, May 7, 2025 – 6:30 p.m.
Freeport High School - Library
Meeting Minutes
6:00-6:30 p.m. Q&A on the FY26 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 4, 2025 meeting).

1. CALLED TO ORDER:

Vice-Chair Elisabeth Munsen called the meeting to order at 6:30 p.m.

2. MEMBERS PRESENT: Colin Cheney, Anna Child, Malik Farlow, Cheyenne Farrell, Danielle George, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Kelly Sink, Stephanie Worth and Moon Tussing, Student Representative

MEMBERS ABSENT: Michelle Ritcheson

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Add Item 8.B. - Resignation - Madelyn Leen

Remove Madelyn Leen from Item 14.A.2.

6. GOOD NEWS AND RECOGNITION:

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

7. PUBLIC COMMENT:

Phyllis Latham, Harpswell; Mary Federle, Cumberland

8. REPORTS FROM SUPERINTENDENT:

A. Strategic Plan Update

B. Resignation: Madelyn Leen, DCS 5th Grade Teacher (end of the 24/25 school year)

9. ADMINISTRATOR REPORTS:

None

10. BOARD COMMENTS AND COMMITTEE REPORTS:

None

11. POLICY REVIEW:

None

12. UNFINISHED BUSINESS:

None

13. NEW BUSINESS:

- A. **VOTED:** To approve the Comprehensive Education Plan
(Sink – Farlow) (10 – 0) The Student Representative voted with the majority.

14. PERSONNEL:

- A. **VOTED:** To approve and accept the nomination of the following personnel and to authorize the Superintendent of Schools to issue contracts for the 2025-2026 school year.
(Pillsbury – George) (10 – 0) The Student Representative voted with the majority.

1) Educators for 2nd Year Probationary Contracts:

Renee Bucknell
Kara Constantine
Elise Dunphe Hendrix
Kent Gemmell
Abigail Gervais
Alison Ginn
Gabrielle Henke
Abigail Hight
Tristan Ingram
Juliana Kiley
Renee LaRoche
Rachel Lira
Katie Lutts
Jessica McCurdy
Katie McFarland
Elizabeth Neuts
Dana Reynolds
Joshua Schmidt
Carolyn Volk
Madelyn White
Alena Woods

2) Educators for Continuing Contracts:

Jacquelyn Adams
Claire Bowen
Mollee Brooks

Page Brown
Emma Dorian
Laura Dunbar
Dorothy Eckhardt
Emma Everett
Olivia Glatter
Abigail Hunt
Morgan Johnson
Melissa Luetje
Kayla McGinley
Heidi Richards
Jessica Trahan
Kelsey Williams

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 7:01 p.m. (Worth – George) (10 – 0) The Student Representative voted with the majority.


Jean M. Skorapa, Superintendent of Schools

**RSU No. 5 Board of Directors Meeting
Wednesday, May 14, 2025 – 5:45 p.m.
Durham Community 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 4, 2025 meeting).

1. CALLED TO ORDER:

Chair Michelle Ritcheson called the meeting to order at 5:47 p.m.

- 2. MEMBERS PRESENT:** Colin Cheney, Anna Child, Malik Farlow, Cheyenne Farrell, Kara Kaikini, Elisabeth Munsen, Maura Pillsbury, Michelle Ritcheson, Kelly Sink, Stephanie Worth
MEMBERS ABSENT: Danielle George

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:

None

5. ADJUSTMENTS TO THE AGENDA:

Remove Item 14.C.

6. GOOD NEWS AND RECOGNITION:

None

7. PUBLIC COMMENT:

Stacy Alvarez, So. Portland; Sara Davis, Auburn

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:

None

14. PERSONNEL:

A. **VOTED:** To employ Pamela Crosby as Principal at Freeport Middle School for the 2025-2026 school year. (Munsen – Farlow) (10 – 0)

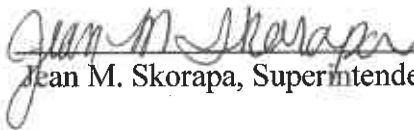
B. **VOTED:** To employ Emma Egan as a Librarian at Morse Street School/Pownal Elementary School for the 2025-2026 school year (one year only). (Farrell – Sink) (10 – 0)

15. PUBLIC COMMENT:

None

16. ADJOURNMENT:

VOTED: To adjourn at 6:10 p.m. (Pillsbury – Munsen) (10 – 0)


Jean M. Skorapa, Superintendent of Schools



"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

2025-2026 RSU No. 5 Board of Directors Meeting Schedule
Meetings typically begin at 6:30 p.m. at the Freeport High School Library

August 27, 2025	Business Meeting / Retreat - 4:00 p.m. Hilton Garden Inn
September 10, 2025	Business Meeting
September 24, 2025	Business Meeting
October 8, 2025	Business Meeting
October 22, 2025	Business Meeting at Pownal Elementary School
November 5, 2025*	Business Meeting
November 19, 2025*	Business Meeting at Durham Community School
December 10, 2025	Business Meeting
January 14, 2026	Business Meeting
January 28, 2026	Business Meeting and Superintendent's Recommended Budget
February 4, 2026*	Additional Meeting - Budget
February 11, 2026	Business Meeting and Budget
February 25, 2026	Business Meeting and Budget
March 11, 2026	Business Meeting and Budget
March 18, 2026*	Additional Meeting - Budget
March 25, 2026	Business Meeting and Board Adoption of Budget
April 8, 2026	Business Meeting at Durham Community School
April 29, 2026*	Business Meeting at Pownal Elementary School
May 6, 2026*	Business Meeting
May 13, 2026	Business Meeting and Annual Budget Meeting @ FHS
June 3, 2026*	Additional Meeting
June 10, 2026	Business Meeting

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

Board of Directors reviewed:

Warrant Articles For the Period 04/01/2025 through 04/30/2025

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>	
INCOME							
GENERAL FUND REVENUES							
REQUIRED LOCAL FUNDS (-)	\$19,573,905.68	\$1,458,229.70	\$16,138,659.08	\$3,435,246.60	\$0.00	\$3,435,246.60	17.6%
ADDITIONAL LOCAL FUNDS (-)	\$13,087,078.17	\$954,448.63	\$10,769,757.21	\$2,317,320.96	\$0.00	\$2,317,320.96	17.7%
ADDLN SHARED REVENUE (-)	\$139,883.76	\$104,883.76	\$104,883.76	\$35,000.00	\$0.00	\$35,000.00	25.0%
INTEREST REVENUE (-)	\$209,000.00	\$3,710.00	\$316,714.68	(\$107,714.68)	\$0.00	(\$107,714.68)	-51.5%
STATE REVENUES (-)	\$7,571,992.39	\$556,104.69	\$6,497,647.75	\$1,074,344.64	\$0.00	\$1,074,344.64	14.2%
MISC REVENUES (-)	\$18,600.00	\$50.00	\$22,876.25	(\$4,276.25)	\$0.00	(\$4,276.25)	-23.0%
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)	(\$3,077,426.78)	(\$33,850,538.73)	(\$7,649,921.27)	\$0.00	(\$7,649,921.27)	18.4%
Total : INCOME	(\$41,500,460.00)	(\$3,077,426.78)	(\$33,850,538.73)	(\$7,649,921.27)	\$0.00	(\$7,649,921.27)	18.4%
EXPENSES							
GENERAL FUND EXPENSES							
ARTICLE 1 REGULAR INSTRUCTION (+)	\$18,383,809.00	\$1,464,928.45	\$12,024,268.15	\$6,359,540.85	\$5,490,451.11	\$869,089.74	4.7%
ARTICLE 2 SPECIAL EDUCATION (+)	\$5,870,507.00	\$453,563.71	\$3,889,135.54	\$1,981,371.46	\$1,639,923.19	\$341,448.27	5.8%
ARTICLE 3 - CAREER & TECHNICAL CTR (+)	\$289,668.00	\$24,139.00	\$241,390.00	\$48,278.00	\$48,278.00	\$0.00	0.0%
ARTICLE 4 - OTHER INSTRUCTION (+)	\$1,035,092.00	\$47,661.71	\$728,793.64	\$306,298.36	\$210,178.74	\$96,119.62	9.3%
ARTICLE 5 - STUDENT & STAFF SUPPORT (+)	\$4,371,246.00	\$270,419.68	\$3,085,218.60	\$1,286,027.40	\$1,088,620.26	\$197,407.14	4.5%
ARTICLE 6 - SYSTEM ADMINISTRATION (+)	\$1,179,440.00	\$78,287.80	\$923,074.03	\$256,365.97	\$164,005.78	\$92,360.19	7.8%
ARTICLE 7 - SCHOOL ADMINISTRATION (+)	\$2,348,210.00	\$185,454.53	\$1,814,226.96	\$533,983.04	\$443,086.56	\$90,896.48	3.9%
ARTICLE 8 - TRANSPORTATION & BUSES (+)	\$1,586,682.00	\$161,774.29	\$1,327,478.96	\$259,203.04	\$227,416.90	\$31,786.14	2.0%
ARTICLE 9 - FACILITIES MAINTENANCE (+)	\$5,139,408.00	\$244,356.43	\$4,020,816.17	\$1,118,591.83	\$417,961.58	\$700,630.25	13.6%
ARTICLE 10 - DEBT SERVICE & OTHER COMMITMENTS (+)	\$1,111,064.00	\$0.00	\$1,098,650.89	\$12,413.11	\$12,412.63	\$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 04/01/2025 through 04/30/2025

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	\$2,930,585.60	\$29,338,386.94	\$12,162,073.06	\$9,742,334.75	\$2,419,738.31	5.8%
Total : EXPENSES	\$41,500,460.00	\$2,930,585.60	\$29,338,386.94	\$12,162,073.06	\$9,742,334.75	\$2,419,738.31	5.8%
NET ADDITION/(DEFICIT)	\$0.00	(\$146,841.18)	(\$4,512,151.79)	\$4,512,151.79	\$9,742,334.75	(\$5,230,182.96)	0.0%

End of Report

Operating Statement with Encumbrance



Regional School Unit 5
Durham · Freeport · Pownal

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

Facilities and Operations Committee
Wednesday, May 7, 2025
5:00 p.m. - Freeport High School

Minutes

Committee Members Present: Kelly Sink, Malik Farlow

Committee Members Absent: Michelle Ritcheson

Administrators: Jean Skorapa, Glen Reynolds, Kelly Wentworth

1. Meeting called to order at 5:01.
2. Energy Audit Phase One Project Update - Director Reynolds shared a progress update including a timeline for identified Phase I projects which included:
 - a. Freeport High School Boiler Replacement
 - b. LED Lighting Upgrade
 - c. Fire Panels/Devices Upgrade
 - d. Door Replacements
3. Freeport High School Tennis Courts- Committee members reviewed estimates regarding repair of the Freeport High School Tennis Courts and funding earmarked in the reserve account
4. Future Agenda Items
 - a. Energy Audit Phase One Project Update
 - b. FY25 Projects

Upcoming Meetings

June 4, 2025



Regional School Unit 5
Durham · Freeport · Pownal

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
Elisha Morris, Director of Instructional Support

Finance Committee Minutes
Wednesday, April 30, 2025
5:00 p.m. - Pownal Elementary School Library

Committee Members Present: Kelly Sink, Michelle Ritcheson

Committee Members Absent: Beth Munsen

Administrators: Jean Skorapa, Kelly Wentworth

Minutes

1. Meeting called to order at 5:06 p.m.
2. **FY24 Audit Presentation- Marge Hall, Royer Advisors & Accountants:**
 - a. The auditor reviewed key components of the FY24 audit. Director Wentworth reported that the FY25 audit field work dates have been scheduled for September 22-26, 2025 and October 20-24, 2025.
3. **Other -**
 - a. Next meeting of the Finance Committee, June 11, 2025 @ FHS.
 - i. Topics:
 1. Town Assessments Review
 2. FY25 Anticipated Budget to Actual Review and any related action
 3. Set FY26 Meeting Dates

Meeting adjourned at 5:56 P.M.



Regional School Unit 5
Durham · Freeport · Pownal

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: May 2, 2025

Chair: Colin Cheney

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

Administrator: Cynthia Alexander, Assistant Superintendent

Guests: Ashley Rand, HR Coordinator

Review/Revise Policies:

1. Policy Review

The following policies were reviewed with no revisions:

GBJ - Personnel Records and Files

GCF - Professional Staff Hiring

2. At Board/Superintendent Request

none

3. Required Changes by law

The next meeting will be held on June 6, 2025 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
Elisha Morris, Director of Instructional Support

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

CC: Julie Nickerson, Amanda Marsden, Holly Johnson, Kate Harrison, 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: May 2, 2025

RE: Review/Update of Policies

At the June 4, 2025 Board of Directors Meeting, the following policies will be on the agenda:

2nd Read

1. IJOC - School Volunteers
2. IKC - Transcripts and Academic Achievement
3. JLF - Reporting Child Abuse and Neglect

The following policies were reviewed with no recommended revisions and require no Board action:

GBJ - Personnel Records and Files
GCF - Professional Staff Hiring

SCHOOL VOLUNTEERS

The Board of Directors recognizes that community members can provide valuable services to the schools by sharing their time, talents and experience. An effective volunteer program allows students to benefit from individual attention, provides enrichment opportunities that supplement the regular educational program, allows teachers to focus on teaching and learning by relieving them of non-teaching tasks, provides interested community members an opportunity to become directly involved with education, and strengthens the relationship between school and community.

The Board approves the use of volunteers to support the school system's instructional programs and extracurricular activities. The Board adopts this policy to provide direction for the school system's volunteer program.

For the purpose of this policy, a volunteer is a person who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis in the schools or in school activities.

All volunteers shall be at least 18 years of age unless their volunteer work is part of a class, is done to fulfill a service learning or community service requirement for graduation, or is done by a recognized student organization.

Volunteers may provide assistance by:

- A. Tutoring students on a one-to-one or small group basis, or assisting with classroom projects under the direct supervision of the classroom teacher;
- B. Using their special musical, artistic or other talents to provide enrichment experiences and extend student learning;
- C. Reading to children;
- D. Playing instructional games;
- E. Providing services in libraries, lunchrooms and playgrounds;
- F. Accompanying students in field work;
- G. Assisting teachers in assembling instructional materials; and
- H. Assisting in school plays, music programs and other extracurricular activities.

Volunteers serve under the direction and supervision of the designated administrator. When volunteers work with children, their activities will be under the direct and immediate supervision of the classroom teacher, coach, activity adviser, or other designated employee.

Approval, assignment, continuation, or termination of volunteers shall be at the discretion of the designated administrator.

Staff must have their use of volunteers approved in advance by the designated administrator. Volunteers will only be assigned to staff who request them.

Volunteers are expected to abide by all Board policies, procedures and school rules when performing their assigned responsibilities. The designated administrator shall make volunteers aware of applicable policies, procedures, and rules before they undertake their first assignment through a volunteer orientation, volunteer handbook, or other means.

Volunteers should perform only those tasks that have been assigned.

Volunteers will not have access to confidential information in student records except as allowed by federal or state law or regulations and will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.

Persons interested in volunteering time or services should contact the designated administrator. Prospective volunteers will be required to complete a written application. ~~with approval at the discretion of the designated administrator.~~ Once an application is submitted, a background check and sex offender registry check are completed by the RSU No. 5 Human Resources Coordinator. Approval is at the discretion of the Superintendent/designated administrator. The Superintendent ~~will be~~ is responsible for developing a screening protocol for use by the designated administrator prior to approving volunteers.

Volunteers may not transport students in private vehicles except as allowed by Board policy.

The school unit will provide liability insurance protection for volunteers while performing assigned services.

~~The Superintendent will be responsible for devising a method for evaluating the effectiveness of the volunteer program on an on-going basis.~~

~~The Board will recognize volunteer service on an annual basis. The designated administrator will be responsible for appropriate school recognition of volunteers.~~

Legal Reference: 20-A M.R.S.A. § 1002

Cross Reference: ~~EEAG – Student Transportation in Private Vehicles~~
EEBB Use of Private Vehicles on School Business
IJOA - Field Study and Expeditions Trips and Other Student Travel

Adopted: February 24, 2010
Reviewed: December 12, 2012
Reviewed: September 27, 2017

TRANSCRIPTS AND ACADEMIC ACHIEVEMENT

The purpose of a high school transcript is to provide a comprehensive and accurate view of a student's academic record and achievements in a manner that can be understood by post-secondary institutions, prospective employers, and other audiences with an interest in a student's proficiency and accomplishments.

In order to recognize and reward all levels of academic success, RSU No. 5 shall outline predefined thresholds which provide every student an opportunity to strive for a high level of academic success, excellence, and recognition irrespective of the comparable achievements of their fellow students.

To recognize and report such achievement, the policy of the Board is as follows:

- A. Freeport High School will calculate an accumulated grade point average (GPA) for all courses completed by a student at Freeport High School.
- B. ~~All courses completed and graded will be assigned equal weight regardless of subject matter or degree of difficulty. Freeport High School will award both an unweighted and weighted GPA for students and both will be reported on a student's transcript.~~
 - 1. The unweighted GPA will be calculated based on all courses receiving an equal weight regardless of subject matter or degree of difficulty.
 - 2. A weighted GPA will be calculated by assigning a weighting factor of 1.05 to honors and Advanced Placement (AP) level courses.
 - 3. Courses are weighted only for the purpose of the cumulative weighted GPA and will not affect semester honor roll calculations.
- C. Courses graded pass/fail will not be included in the calculation of a student's GPA.
- D. For transfer students or students receiving credits with prior permission from other institutions, letter or numerical grades may be received. These grades will be interpreted by the Guidance Department in a standard manner to fairly transfer grades from grading systems different from Freeport High School.
- E. All weighted and unweighted GPAs will be recalculated at the end of each semester for use by the Guidance Department and will be added to student transcripts, which will be made available to third parties, on request by students or parents.

- F. ~~For the Classes of 2018-2020, Freeport High School will publish a quarterly grade-based honor roll identifying those students who have achieved at least a grade of "B" in all courses taken for the quarter, and, in the same manner, Freeport High School will publish a quarterly grade-based High Honor Roll identifying those students who have achieved at least a grade of "A" in all courses taken for the quarter.~~

~~For Classes of 2021 and Beyond,
Students will be recognized for their achievements in both academics and Habits of Work. Recognition for these accomplishments will be reported separately. Habits of Work will be recognized all four quarters. Academic achievement will be recognized at the end of each semester.~~

Academic Honor Roll:

~~Reported at end of each semester~~

~~Students qualify in one of two categories:~~

- ~~a. High Honors: All course grades are 3.75 or better, 93 or higher.~~
- ~~b. Honors: All course grades are 3.25 83 or higher.~~

Habits of Work:

~~Reported at the end of each quarter~~

- ~~a. High Honors: All course grades are 3.75 or better.~~
- ~~b. Honors: All course grades are 3.25 or higher.~~

- G. ~~Freeport High School will not use an accumulated GPA or any other method to determine a rank in class.~~
- H. ~~No Individual academic awards or recognitions at any level of study will not be determined solely on the basis of GPA.~~
- I. ~~For the Classes of 2018-2020, s~~Student academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include four Honor Bands, which will identify those graduating seniors who at the end of the 1st semester of their senior year have a weighted Grade Point Average of:

84.5 to 88.4	Cum Laude
88.5 to 92.4	Magna Cum Laude
92.5 to 95.4	Summa Cum Laude
95.5 to 100	Summa Cum Laude with Distinction

~~For the Class of 2021 and beyond, students' academic achievements will be grouped within numerical bands and utilized to identify, report and reward individual accomplishments for purposes of graduation. These bands will include~~

~~three honor bands, which will identify those graduating seniors who at the end of the 1st semester of their senior year have a GPA of:~~

~~Summa Cum Laude (with highest honors): a minimum GPA of 3.75~~

~~Magna Cum Laude (with great honors): a minimum GPA of 3.50~~

~~Cum Laude (with honors): a minimum GPA of 3.25~~

Official transcripts issued by Freeport High School will include the following:

- The student's full name, date(s) of enrollment and date of graduation;
- Names of courses/learning experiences, content areas ~~and cross-curricular skills~~, shown in full;
- The grade level/year in which each course/learning experience was completed and its duration (e.g., semester or full year); and
- ~~For the Classes of 2018-2020, numeric score proficiency levels for performance in the targeted standards associated with each of the eight content areas of the system of Learning Results;~~
- ~~For the Classes of 2021 and beyond, proficiency levels for each of cross-curricular graduation standards, recorded in a separate section of the transcript.~~
- ~~The student's proficiency-based GPA; and~~ The student's weighted and unweighted GPA.
- ~~Significant academic honors and recognitions awarded.~~

~~The transcript may show other relevant non-private information.~~

Cross reference: IKAB – Grading System/Reporting Student Proficiency
IKF – Graduation Requirements

Adopted: February 24, 2010
Reviewed: December 12, 2012
Revised: September 27, 2017

REPORTING CHILD ABUSE REPORTING, PREVENTION AND EDUCATION NEGLECT

I. DEFINITIONS

A. Child abuse or neglect. Child abuse or neglect is defined by Maine law as:

- i. “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation...[statutory references omitted] or deprivation of essential needs or lack of protection from these by a person responsible for the child.”
- ii. Truancy (for a child who is either 1) age 5 and under age 6 and who has been voluntarily enrolled in school; or 2) six years of age and has not completed grade six, if a child described in 1) or 2) has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year) when the absence is the result of the neglect by a person responsible for the child.
- iii. “a threat to a child’s health or welfare caused by child sex trafficking by any person, regardless of whether or not the person is responsible for the child.”

~~Child abuse or neglect. Child abuse or neglect is defined by Maine law as “a threat to a child’s health or welfare by physical, mental or emotional injury or impairment, sexual abuse or exploitation, deprivation of essential needs or lack of protection from these, or failure to ensure compliance with school attendance requirements under Title 20-A (specifically when a child who is at least seven years of age and has not completed grade six, has the equivalent of seven full days of unexcused absences or five consecutive school days of unexcused absences during a school year).~~

- B. Person responsible for the child. A “person responsible for the child” means a person with responsibility for a child’s health or welfare, whether in the child’s home or another home or a facility which, as part of its function, provides for the care of the child. It includes the child’s parent, guardian or other custodian.
- C. Child Sex Trafficking. Child sex trafficking means the recruitment, harboring, transportation, provision or obtaining of a child for the purposes of a commercial sex act.

II. EMPLOYEES’ DUTY TO REPORT

- A. Any employee of the school unit (hereinafter referred to as the “notifying employee”) who has reason to suspect that a child has been or is likely to be

abused or neglected must immediately notify the building administrator ~~or other designated agent~~.

- B. In addition to notifying the building administrator ~~or other designated agent~~, the employee may also make a report directly to the Department of Health and Human Services (DHHS) or the District Attorney if required (~~See also~~ Section III.B ~~which provides further information about reporting to DHHS and/or the District Attorney~~).
- B.C. If the ~~reporting~~ notifying employee does not receive written confirmation from the building administrator/~~Superintendent or other designated agent~~ within 24 hours of ~~his/her~~ their report notification that a report has been made to DHHS (and/or the District Attorney if required) the employee shall make an immediate report directly to DHHS and, if the person suspected is not a person responsible for the child, to the District Attorney. In such cases, the employee shall then complete a copy of the Suspected Child Abuse and Neglect Reporting Form (JLF-E) in consultation with the building administrator or Superintendent.
- C.D. If the ~~reporting~~ notifying employee does receive written confirmation from the building administrator/Superintendent within 24 hours of ~~his/her~~ their report notification as described in section III.D ~~which is a copy of~~ on the Suspected Child Abuse and Neglect Reporting Form (JLF-E), ~~he/she~~ they shall sign the form as acknowledgement that the report was made and return it to the building administrator/~~Superintendent~~.
- E. Any volunteer who has reason to suspect that a child has been or is likely to be abused or neglected is also expected to make a report to the building administrator, and may also make a report directly to DHHS, and the District Attorney if required (see Section III.B).
- F. Electronic reporting of suspected child abuse or neglect through the DHHS-approved reporting portal is permitted.

III. ADMINISTRATOR REPORTING AND CONFIRMATION DUTIES

All building administrators, ~~other building designee~~, and the Superintendents are designated agents to make child abuse and neglect reports.

- A. If a building administrator/~~other building designee~~ receives the report, ~~he/she~~ they shall notify the Superintendent immediately.
- B. The ~~Superintendent or building administrator/other building designee~~ shall then make ~~a verbal and written report(s)~~ an immediate report by telephone of suspected abuse or neglect to DHHS. In addition, if the person suspected is not the parent, guardian or other custodian of the child, the ~~Superintendent/building~~

administrator/~~other building designee~~ shall also make a verbal report to the District Attorney.

- C. The law requires the ~~reporting~~ notifying employee to make ~~his/her~~ their own report to DHHS and/~~or~~ the District Attorney if required, if ~~he/she has~~ they have not received confirmation within 24 hours that such a report has been made by the Superintendent or building administrator/~~other building designee~~.
- D. The person making the report to DHHS and/or the District Attorney shall complete the Suspected Child Abuse or Neglect Form (JLF-E) in consultation with the notifying employee.
- E. The Superintendent or building administrator/~~other building designee~~ shall provide a copy of the Suspected Child Abuse or Neglect Form to the ~~reporting~~ notifying employee within 24 hours of the employee's initial report. The ~~reporting~~ notifying employee shall sign the report and return it to the Superintendent or building administrator.
- F. The form will be forwarded to DHHS and/~~or~~ to the District Attorney if required, and shall be retained by the school unit for ten years, as specified in the Maine Archives Rules, along with any other information relevant to the case.

IV. INTERNAL INVESTIGATIONS AND DISCIPLINE

- A. Employees. If the person suspected of abuse or neglect is an employee, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies, collective bargaining contracts, and federal and state laws.
- B. Students. If the person suspected of abuse or neglect is a student, and the abuse or neglect occurred on school premises, during a school activity, or is otherwise related to the school, the Superintendent/designee shall investigate and take appropriate action, in accordance with applicable Board policies and federal and state laws.
- C. School officials should attempt to coordinate investigations with DHHS and law enforcement to the extent possible, in light of the school's obligation to protect the safety and security of the school environment. Unless there are extenuating circumstances, any internal interviews of a child who may have been abused or neglected will be conducted by a person who has knowledge of appropriate techniques for interviewing alleged victims of abuse or neglect.

V. INTERVIEWS OF CHILD AND SCHOOL PERSONNEL

DHHS personnel shall be permitted to meet with and interview the child named in the report when the child is present at the school as provided in this section.

The building administrator or designee shall:

- A. Require the DHHS employee requesting to interview the child to provide written certification that in the Department's judgment, the interview is necessary to carry out its duties;
- B. Require the DHHS caseworker to discuss the circumstances of the interview and any relevant information regarding the alleged abuse or neglect with the child's teacher or ~~guidance~~ school counselor or the school nurse, social worker or building administrator, as the caseworker determines is necessary to provide needed emotional support to the child prior to and following the interview;
- C. Not place conditions on how the interview is conducted, including, but not necessarily limited to requiring that certain persons be present during the interview; prohibiting certain persons from being present during the interview; and requiring notice to or consent from a parent or guardian.
- D. Provide an appropriate, quiet and private place for the interview; and
- E. Not disclose any information about DHHS's intention to interview the child except to school officials or the school's attorney who need the information to comply with the interview request.

VI. CONFIDENTIALITY OF INFORMATION AND RECORDS

All records, reports and information concerning alleged cases of child abuse and neglect shall be kept confidential to the extent required by Board policies and applicable law.

The building administrator/designee is permitted to release a child's school records without prior consent of the parent/guardian to DHHS or law enforcement officials as necessary to protect the health or safety of the child or other individuals. ~~under federal law.~~

VII. GOOD FAITH IMMUNITY FROM LIABILITY: RETALIATION PROHIBITED

Any person who in good faith reports, assists DHHS in making the child available for an interview, or participates in the investigation or proceedings of a child protection investigation is immune from any criminal or civil liability for the act of reporting or participating in the investigation or proceeding. Good faith does not include instances when a false report is made and the person knows the report is false.

The school unit prohibits any retaliation against an employee who makes a good faith report of child abuse and neglect in accordance with this policy.

VIII. CHILD ABUSE AWARENESS AND PREVENTION TRAINING FOR SCHOOL EMPLOYEES

- A. All school employees shall receive training on child abuse/neglect and reporting procedures every four years and within six months of hire as required by law.
- B. The training about child sexual abuse awareness and prevention shall be delivered by a qualified instructor(s) and be “evidence-informed.”
- C. The training about sexual abuse awareness and prevention is intended to:
 - i. Increase awareness of developmentally appropriate and inappropriate sexual behaviors in children;
 - ii. Increase ability to identify indicators of sexual abuse, including physical and psychosocial indicators on a spectrum (including lower to higher probability);
 - iii. Increase ability to effectively respond to sexual behavior or disclosures or suspicions of child sexual abuse; and
 - iv. Include local child sexual abuse and sexual assault resources.

IX. CHILD SEXUAL ABUSE PREVENTION EDUCATION FOR STUDENTS

Students in pre-kindergarten through grade 5 will receive child sexual abuse prevention education curriculum programs delivered by qualified instructors as part of the health education curriculum aligned with the Learning Results Health Education Standards and follow an appropriate scope and sequence. The curriculum will be consistent with evidence-informed, age-appropriate child sexual abuse prevention education for students, and include:

- A. Age-appropriate education regarding physical and personal boundaries, including biologically accurate body terminology;
- B. Help children identify unsafe or uncomfortable situations including a range of feelings, touches or violations of physical boundaries;
- C. Help children identify safe adults with whom they could discuss unsafe or uncomfortable situations; and
- D. Helps children identify and develop skills to support a friend who may be experiencing unsafe or uncomfortable situations.

~~Any RSU No. 5 employee who is required to make a report shall, at least once every four years, complete mandated training approved by the Department of Health and Human Services (DHHS). The Superintendent/designee will be responsible for documenting employee training.~~

Legal Reference: ~~L.D. 622, P.L. Ch.407, "An Act to Require Training of Mandated Reporters under the Child Abuse Laws"~~
22 MRSA Chap. 1071, Child and Family Services and Child Protection Act
20 USC § 1232g, Family Educational Rights and Privacy Act
20-A M.R.S.A. §§ ~~50501-A(3); (1)(C); 5051-A(2)(C)-(1-D)~~

Cross Reference: ACAA – Harassment and Sexual Harassment of Students
GBEBB - Staff Conduct with Students
JEA - Compulsory Student Attendance
JHB - Truancy
JLF-E –Suspected Child Abuse and Neglect Report Form
JRA – Student Records

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