

REGULAR MEETING OF RSU NO. 5 BOARD OF DIRECTORS
WEDNESDAY– JUNE 11, 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:

None

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:

None

9. Administrator Reports:

None

10. Board Comments and Committee Reports:

None

11. Policy Review:

None

12. Unfinished Business:

A. I move that the Computation and Declaration of Votes dated June 11, 2025 and attached hereto be approved.

Further moved: That the Computation and Declaration of Votes be entered upon the records of Regional School Unit No. 5.

Further moved: That a certified copy of the Computation and Declaration of Votes be sent to each of the Municipal Clerks of the member municipalities within Regional School Unit No. 5.

Motion: _____ 2nd: _____ Vote: _____

- B. I move that the Warrant for Assessment of Tax and the Assessment Schedule and Notice of Installments for each member municipality prepared by the Treasurer for fiscal year July 1, 2025 to June 30, 2026 be approved and be issued in form presented to this meeting; and that the Treasurer be authorized and directed to deliver to each member municipality its Warrant for Assessment of Tax and its Assessment Schedule and Notice of Installments.

Motion: _____ 2nd: _____ Vote: _____

13. New Business: (5 Minutes)

- A. Consideration and approval to authorize the Superintendent to hire staff between June 12, 2025 and the first Board meeting in September 2025.

Motion: _____ 2nd: _____ Vote: _____

14. Organizational Business: (15 Minutes)

- A. Consideration and approval to appoint a Chair for the RSU No. 5 Board of Directors (to take effect July 1, 2025).

Motion: _____ 2nd: _____ Vote: _____

- B. Consideration and approval to appoint a Vice-Chair for the RSU No. 5 Board of Directors (to take effect July 1, 2025).

Motion: _____ 2nd: _____ Vote: _____

- C. Consideration and approval of the following appointments: (10 Minutes)

1. Malik Farlow to the Finance Committee
2. Drummond Woodsum, School Attorney
3. Dr. Stephanie Phelps, School Physician

Motion: _____ 2nd: _____ Vote: _____

15. Personnel: (10 Minutes)

- A. Consideration and approval to authorize the Superintendent to hire a Special Education Teacher at Durham Community School. Funding to come from two unfilled Special Education Educational Technician Positions at Durham Community School.

Motion: _____ 2nd: _____ Vote: _____

16. Public Comments: (10 Minutes)

17. Adjournment:

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

Sample
The total n
(the "RSU")

The total number of votes cast in all of the municipalities within Regional School Unit No. 5 (the “RSU”) in the affirmative and in the negative on Article 1 and Article 2 of the Warrant and Notice of Election of the RSU Budget Validation Referendum held June 10, 2025, relating to the adoption of the RSU’s 2025-2026 budget is as follows:

A true copy, attest: _____

Item #12.B.

STATE OF MAINE
WARRANT FOR ASSESSMENT OF TAX – Durham
Regional School Unit No. 5

To the Assessors of the **Town of Durham** in the **County of Androscoggin** (the “Town”):

Under and by virtue of the provisions of, as applicable, 20-A M.R.S. §§ 1301-1315, 1451-1512, 1701-1706, the School Board of Regional School Unit No. 5 (the “RSU”), organized in pursuance thereof, hereby issue their warrant for the assessment of taxes on the Town for the year covering the period of July 1, 2025 to June 30, 2026 (the “Fiscal Year Period”).

Whereas, the citizens of the RSU, at budget proceedings duly held, voted to raise the following sums for the Fiscal Year Period:

Budgetary Revenue Category	Approved to be Raised
EPS Required Local Contribution	\$19,988,378.34
Debt Service for non-State funded School Construction	\$118,908.77
Additional Local Funds	\$15,405,513.13
Adult Education	\$88,000.00
Total:	\$35,600,800.24

Whereas, the School Board has determined that the total school operating budget, school nutrition program, and adult education program, minus all anticipated revenues, requires the sum of \$35,600,800.24 to be assessed against the member municipalities of the RSU for the Fiscal Year Period and;

Whereas, the School Board, on June 11, 2025, ordered that warrants be issued forthwith and sent out for assessing the towns comprising the RSU their proportionate shares, said share being in accordance with existing statutes and the method of sharing costs among the member municipalities of said RSU and for paying the same to the Treasurer of the RSU

Now, therefore, agreeable to the provisions of 20-A M.R.S. § 1489, you are hereby required, in the name of the State of Maine and the RSU to assess the sum of \$7,092,739.28 upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making said assessment, you are required to add the sum aforesaid to the amount of state, county and town taxes to be by you assessed.

And you are alike required to pay or issue your warrants to the several constables or collectors of said Town requiring them respectively to levy and collect the sum of \$7,092,739.28, and to pay to the Town treasurer the aforesaid sum set against said Town, to be paid by said Town treasurer to the treasurer of the RSU in twelve equal monthly installments on or before the 20th of each of the months during the Fiscal Year Period.

Given under our hands this June 11, 2025:

A majority of the School Board of Regional School Unit No. 5

Attest: _____
 Jean Skorapa, Treasurer
 Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF TAX – Durham
Regional School Unit No. 5
17 West Street, Freeport, ME 04032

To the Treasurer of the **Town of Durham** in the **County of Androscoggin** (the “Municipality”):

Under and by virtue of, as applicable, 20-A M.R.S. §§ 15691 and 15691-A, the School Board of Regional School Unit No. 5 (the “RSU” presents the following Assessment Schedule based on the budget and amounts approved at budget proceedings of the RSU for **fiscal year July 1, 2025 to June 30, 2026** (the “Fiscal Year Period”):

Municipality	EPS Required Contribution	Local Only Debt Service	Additional Local Funds	Adult Ed	Total Municipal Assessment
Durham	\$3,655,120.00	\$118,908.77	\$3,299,860.91	\$18,849.60	\$7,092,739.28
Freeport	\$14,153,931.67	\$0	\$10,164,557.57	\$58,062.40	\$24,376,551.64
Pownal	\$2,179,326.67	\$0	\$1,941,094.65	\$11,088.00	\$4,131,509.32
Totals:	\$19,988,378.34	\$118,908.77	\$15,405,513.13	\$88,000.00	\$35,600,800.24

Under and by the virtue of the provisions of section 1489(3) of Title 20-A of the Maine Revised Statutes, as amended, you are hereby notified that the following monthly installments are payable by the Municipality to the Treasurer of the RSU for the Fiscal Year Period and that each such monthly installment is due on or before the 20th day of each month, commencing July 20th, of the Fiscal Year Period, as follows:

July 20	\$591,061.61
August 20	\$591,061.61
September 20	\$591,061.61
October 20	\$591,061.61
November 20	\$591,061.61
December 20	\$591,061.61
January 20	\$591,061.61
February 20	\$591,061.61
March 20	\$591,061.60
April 20	\$591,061.60
May 20	\$591,061.60
June 20	\$591,061.60

Fiscal Year Period Total **\$7,092,739.28**

Given under our hands this June 11, 2025.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

Attest: _____
Jean Skorapa, Treasurer
Regional School Unit No. 5

STATE OF MAINE
WARRANT FOR ASSESSMENT OF TAX – Freeport
Regional School Unit No. 5

To the Assessors of the **Town of Freeport** in the **County of Cumberland** (the “Town”):

Under and by virtue of the provisions of, as applicable, 20-A M.R.S. §§ 1301-1315, 1451-1512, 1701-1706, the School Board of Regional School Unit No. 5 (the “RSU” organized in pursuance thereof, hereby issue their warrant for the assessment of taxes on the Town for the year covering the period of July 1, 2025 to June 30, 2026 (the “Fiscal Year Period”).

Whereas, the citizens of the RSU, at budget proceedings duly held, voted to raise the following sums for the Fiscal Year Period:

Budgetary Revenue Category	Approved to be Raised
EPS Required Local Contribution	\$19,988,378.34
Debt Service for non-State funded School Construction	\$118,908.77
Additional Local Funds	\$15,405,513.13
Adult Education	\$88,000.00
Total:	\$35,600,800.24

Whereas, the School Board has determined that the total school operating budget, school nutrition program, and adult education program, minus all anticipated revenues, requires the sum of \$35,600,800.24 to be assessed against the member municipalities of the RSU, for the Fiscal Year Period and;

Whereas, the School Board, on June 11, 2025, ordered that warrants be issued forthwith and sent out for assessing the towns comprising the RSU their proportionate shares, said share being in accordance with existing statutes and the method of sharing costs among the member municipalities of said RSU, and for paying the same to the Treasurer of the RSU.

Now, therefore, agreeable to the provisions of 20-A M.R.S. § 1489, you are hereby required, in the name of the State of Maine and the RSU to assess the sum of \$24,376,551.64 upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making said assessment, you are required to add the sum aforesaid to the amount of state, county and town taxes to be by you assessed.

And you are alike required to pay or issue your warrants to the several constables or collectors of said Town requiring them respectively to levy and collect the sum of \$24,376,551.64, and to pay to the Town treasurer the aforesaid sum set against said Town, to be paid by said Town treasurer to the treasurer of the RSU in twelve equal monthly installments on or before the 20th of each of the months during the Fiscal Year Period.

Given under our hands this June 11, 2025:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

Attest: _____
Jean Skorapa, Treasurer
Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF TAX – Freeport
Regional School Unit No. 5
17 West Street, Freeport, ME 04032

To the Treasurer of the **Town of Freeport** in the **County of Cumberland** (the “Municipality”):

Under and by virtue of, as applicable, 20-A M.R.S. §§ 15691 and 15691-A, the School Board of Regional School Unit No. 5 (the “RSU” presents the following Assessment Schedule based on the budget and amounts approved at budget proceedings of the RSU for **fiscal year July 1, 2025 to June 30, 2026** (the “Fiscal Year Period”):

Municipality	EPS Required Contribution	Local Only Debt Service	Additional Local Funds	Adult Ed	Total Municipal Assessment
Durham	\$3,655,120.00	\$118,908.77	\$3,299,860.91	\$18,849.60	\$7,092,739.28
Freeport	\$14,153,931.67	\$0	\$10,164,557.57	\$58,062.40	\$24,376,551.64
Pownal	\$2,179,326.67	\$0	\$1,941,094.65	\$11,088.00	\$4,131,509.32
Totals:	\$19,988,378.34	\$118,908.77	\$15,405,513.13	\$88,000.00	\$35,600,800.24

Under and by the virtue of the provisions of section 1489(3) of Title 20-A of the Maine Revised Statutes, as amended, you are hereby notified that the following monthly installments are payable by the Municipality to the Treasurer of the RSU for the Fiscal Year Period and that each such monthly installment is due on or before the 20th day of each month, commencing July 20th, of the Fiscal Year Period, as follows:

July 20	\$2,031,379.31
August 20	\$2,031,379.31
September 20	\$2,031,379.31
October 20	\$2,031,379.31
November 20	\$2,031,379.30
December 20	\$2,031,379.30
January 20	\$2,031,379.30
February 20	\$2,031,379.30
March 20	\$2,031,379.30
April 20	\$2,031,379.30
May 20	\$2,031,379.30
June 20	\$2,031,379.30

Fiscal Year Period Total **\$24,376,551.64**

Given under our hands this June 11, 2025.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

Attest: _____
Jean Skorapa, Treasurer
Regional School Unit No. 5

STATE OF MAINE
WARRANT FOR ASSESSMENT OF TAX – Pownal
Regional School Unit No. 5

To the Assessors of the **Town of Pownal** in the **County of Cumberland** (the “Town”):

Under and by virtue of the provisions of, as applicable, 20-A M.R.S. §§ 1301-1315, 1451-1512, 1701-1706, the School Board of Regional School Unit No. 5 (the “RSU” organized in pursuance thereof, hereby issue their warrant for the assessment of taxes on the Town for the year covering the period of July 1, 2025 to June 30, 2026 (the “Fiscal Year Period”).

Whereas, the citizens of the RSU at budget proceedings duly held, voted to raise the following sums for the Fiscal Year Period:

Budgetary Revenue Category	Approved to be Raised
EPS Required Local Contribution	\$19,988,378.34
Debt Service for non-State funded School Construction	\$118,908.77
Additional Local Funds	\$15,405,513.13
Adult Education	\$88,000.00
Total:	\$35,600,800.24

Whereas, the School Board has determined that the total school operating budget, school nutrition program, and adult education program, minus all anticipated revenues, requires the sum of \$35,600,800.24 to be assessed against the member municipalities of the RSU, for the Fiscal Year Period and;

Whereas, the School Board, on June 11, 2025, ordered that warrants be issued forthwith and sent out for assessing the towns comprising the RSU their proportionate shares, said share being in accordance with existing statutes and the method of sharing costs among the member municipalities of said RSU, and for paying the same to the Treasurer of the RSU.

Now, therefore, agreeable to the provisions of 20-A M.R.S. § 1489, you are hereby required, in the name of the State of Maine and the RSU to assess the sum of \$4,131,509.32 upon the taxable estates within the Town according to the provisions of law for the assessment of taxes; and in making said assessment, you are required to add the sum aforesaid to the amount of state, county and town taxes to be by you assessed.

And you are alike required to pay or issue your warrants to the several constables or collectors of said Town requiring them respectively to levy and collect the sum of \$4,131,509.32, and to pay to the Town treasurer the aforesaid sum set against said Town, to be paid by said Town treasurer to the treasurer of the RSU in twelve equal monthly installments on or before the 20th of each of the months during the Fiscal Year Period.

Given under our hands this June 11, 2025:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

Attest: _____
Jean Skorapa, Treasurer
Regional School Unit No. 5

STATE OF MAINE
ASSESSMENT SCHEDULE AND NOTICE OF INSTALLMENTS OF TAX – Pownal
Regional School Unit No. 5
17 West Street, Freeport, ME 04032

To the Treasurer of the **Town of Pownal** in the **County of Cumberland** (the “Municipality”):

Under and by virtue of, as applicable, 20-A M.R.S. §§ 15691 and 15691-A, the School Board of Regional School Unit No. 5 (the “RSU” presents the following Assessment Schedule based on the budget and amounts approved at budget proceedings of the RSU for **fiscal year July 1, 2025 to June 30, 2026** (the “Fiscal Year Period”):

Municipality	EPS Required Contribution	Local Only Debt Service	Additional Local Funds	Adult Ed	Total Municipal Assessment
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Pownal	\$2,179,326.67	\$0	\$1,941,094.65	\$11,088.00	\$4,131,509.32
Totals:	\$19,988,378.34	\$118,908.77	\$15,405,513.13	\$88,000.00	\$35,600,800.24

Under and by the virtue of the provisions of section 1489(3) of Title 20-A of the Maine Revised Statutes, as amended, you are hereby notified that the following monthly installments are payable by the Municipality to the Treasurer of the RSU for the Fiscal Year Period and that each such monthly installment is due on or before the 20th day of each month, commencing July 20th, of the Fiscal Year Period, as follows:

July 20	\$344,292.45
August 20	\$344,292.45
September 20	\$344,292.45
October 20	\$344,292.45
November 20	\$344,292.44
December 20	\$344,292.44
January 20	\$344,292.44
February 20	\$344,292.44
March 20	\$344,292.44
April 20	\$344,292.44
May 20	\$344,292.44
June 20	\$344,292.44
Fiscal Year Period Total	\$4,131,509.32

Given under our hands this June 11, 2025.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A majority of the School Board of Regional School Unit No. 5

Attest: _____
Jean Skorapa, Treasurer
Regional School Unit No. 5

BOARD OF DIRECTORS OFFICERS

Duties of the Chair

The Chair shall preside at all meetings of the Board of Directors and shall perform other duties as directed by law, Maine Department of Education rules, and by this Board. In carrying out these responsibilities, the Chair shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board of Directors;
- B. Consult with the Superintendent in the planning of the Board meeting agendas and with the Vice Chair as feasible;
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings;
- D. Appoint subcommittees subject to Board approval and serve as an ex-officio member of all such subcommittees;
- E. Call special meetings of the Board of Directors as necessary;
- F. Be the public spokesperson for the Board of Directors at all times except as this responsibility is specifically delegated to others; and
- G. Preside at and be responsible for the orderly conduct of all Board of Directors meetings.

As presiding officer at all meetings of the Board of Directors, the Chair shall:

- A. Call the meeting to order at the appointed time;
- B. Announce the business to come before the Board in its proper order;
- C. Enforce the Board's policies relating to the order of business and the conduct of meetings;
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- E. Explain, as appropriate, what the effect of a motion would be;

- F. Restrict discussion to a motion that is before the Board;
- G. Put motions to a vote and announce the vote result.

The Chair shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chair

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Duties of the Secretary

The Superintendent shall serve as Secretary of the Board of Directors, with the right to speak on all questions and offer recommendations. The Superintendent/designee shall be responsible for ensuring that records are kept of all business transacted by the Board at both regular and appropriately called special meetings, and shall perform such other functions as are ordinarily functions of this office.

Legal Reference: 20-A MRSA § 1055

Cross Reference: BB – Board of Directors Legal Status

Adopted: October 28, 2009
Reviewed: February 16, 2011
Reviewed: January 22, 2014
Revised: January 22, 2020