1. Call to Order:
The meeting was called to order at _______ p.m. by Chair Michelle Ritcheson

2. Attendance:
   __Kathryn Brown          __Michelle Ritcheson
   __Jeremy Clough          __Lindsay Sterling
   __Candace deCsipkes      __Valeria Steverlynck
   __Jennifer Galletta      __Madelyn Verteten
   __Erica Gidding          __Clay Canterbury – Student Representative
   __John Morang            __Rhea Fitzpatrick – Student Representative
   __Maura Pillsbury

3. Pledge of Allegiance:

4. Consideration of Minutes:
   A. Consideration and approval of the Minutes of November 14, 2018 as presented barring any
      errors or omissions.

      Motion:______ 2nd. _______ Vote:________

5. Adjustments to the Agenda:

6. Good News & Recognition:
   A. Football - Class E Champions
   B. Report from Board’s Student Representative (10 Minutes)
   C. Good News from Durham Community School – Will Pidden (10 Minutes)

7. Public Comments: (10 Minutes)

8. Reports from Superintendent:
   A. Items for Information (10 Minutes)
      1. District Happenings

9. Administrator Reports:
   A. Technology Report – Jim Grant (15 Minutes)
   B. Adult, Recreation and Community Programs – Peter Wagner (15 Minutes)
   C. Athletics Report – Craig Sickels (15 Minutes)
   D. Finance – Michelle Lickteig (3 Minutes)

10. Board Comments and Committee Reports:
    A. Board Information Exchange and Agenda Requests (10 Minutes)
    B. Finance Committee (2 Minutes)
    C. Strategic Communications (2 Minutes)
    D. Policy Committee (2 Minutes)
11. Policy Review:
   A. Policies reviewed by the Policy Committee. (1 Minute)

12. Unfinished Business:

13. New Business:
   A. Consideration and approval on a committee appointment. (3 Minutes)
      1. Safety Committee (__________, Clough)

      Motion:_________ 2nd:_________ Vote:_________

14. Personnel:
    NA

15. Public Comments: (10 Minutes)

16. Adjournment:

      Motion:_________ 2nd:_________ Vote:_________ Time:_________
RSU No. 5 Board of Directors Meeting
Wednesday, November 14, 2018 – 6:30 p.m.
Freeport Middle School - Cafeteria
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 November 28, 2018 meeting).

1. CALLED TO ORDER:
Chair Michelle Ritcheson called the meeting to order at 6:30 p.m.

2. MEMBERS PRESENT: Kathryn Brown, Jeremy Clough (left at 8:20 p.m.), Candace deCspikes, Jennifer Galletta, John Morang, Maura Pillsbury, Michelle Ritcheson, Valeria Steverlynck, Madelyn Vertenten. There were no Student Representatives in attendance.
MEMBERS ABSENT: Erica Gidding, Lindsay Sterling

3. PLEDGE OF ALLEGIANCE:

4. CONSIDERATION OF MINUTES:
A. VOTED: To approve the Minutes of October 24, 2018 as presented.
(Steverlynck - Vertenten) (8 – 0 – 1 Pillsbury Abstained).

5. ADJUSTMENTS TO THE AGENDA:
Addition of Board Comments Item 10.

6. GOOD NEWS AND RECOGNITION:
A. National Merit Scholarship Program Semifinalists and Commended Students
B. Cross Country 1st Place Finish at WMC and South Regional Championships
C. Boys Soccer Team Class B South Regional Champions
D. Report from Board’s Student Representative
E. Good News from Freeport Middle School – Ray Grogan

7. PUBLIC COMMENT:
None

8. REPORTS FROM SUPERINTENDENT:
A. Resignations/Retirements:
   Hannah Hebert – Ed Tech
   Dani Vinci – Occupational Therapist
   Margaret Dorsey – Accounts Payable (Retirement)

9. ADMINISTRATOR REPORTS:
   A. Durham Community School Goal Review – Will Pidden
   B. Freeport Middle School Goal Review – Ray Grogan
   C. Freeport High School Goal Review – Jen Gulko
   D. Instructional Support Report – Bonnie Violette
   E. Nutrition – Erin Dow
10. BOARD COMMENTS AND COMMITTEE REPORTS:
Candy deCsipkes – MSBA approved Resolutions
Michelle Ritcheson – Greater Sebago Educational Alliance
Maddy Vertenten – MSMA Fall Conference

11. POLICY REVIEW:
A. VOTED: To approve the 2nd Read of the following Policies (Vertenten – Brown) (8 – 0).
   BEDH – Public Participation at Board of Directors Meetings
   IJNDB-Student Computer and Internet Use and Internet Safety
   IJNDB-R Student Computer and Internet Use and Internet Safety Rules
   IJNDC-School System Website/Web Pages

12. UNFINISHED BUSINESS:
   None

13. NEW BUSINESS:
   None

14. PERSONNEL:
   None

15. PUBLIC COMMENT:
   None

16. ADJOURNMENT:
   VOTED: To adjourn at 9:24 p.m. (Pillsbury – Steverlynck) (8 – 0)

[Signature]
Becky J. Foley, Superintendent of Schools
To: RSU5 Board of Directors
From: Jim Grant, Technology Director
Re: Technology Report
Date: November 28, 2018

The RSU5 Technology Department has been evolving over the last few months with a focus on customer service that results in more classroom support and increased communication with stakeholders. The technology staff is a very new team. Of the three help desk/tech support positions, the senior member has been in the department for a year with two members being hired at the end of September. The new Data Specialist Project Manager joined the team at the beginning of October. The team is working diligently to get up to speed as quickly as possible.

Goal Completion
One of the major projects this past year was the installation of the Lightspeed audio systems and projectors in some of the elementary and middle schools. The AV equipment was installed and the wiring completed in all buildings. The system allows teachers to project their voices evenly, ensuring that all students can hear the instruction without teachers straining their voices. This was a budget request in the current budget. There may be an additional request for expansion to other classrooms in the upcoming budget.

Customer Service
The goal for this year is to create a department focused on customer service. This will be accomplished through the following strategies:
- Creation of Tech Teams that will support and integrate into classroom activities more frequently.
- Assisting in STEM classrooms.
- Establishing FHS and DCS student help desks with students assisting with support tasks. FHS Librarian Heidi Cook is creating an additional space in the library for tech support.
- Establishing game creation and programming clubs at FHS and MLS.
- Partnering with Community Ed to offer tech support times for community members.
- Adjusting the tech support schedule in the elementary schools so that a tech can be present at both the beginning and end of the school day twice a week. The change allows for the technician to be present for peak MLTI support times and then be present when teachers are available at the other schools, giving more opportunities to have direct tech support.

Professional Training
Another goal is to encourage tech staff to become active members professional organizations, i.e. ME Tech Directors’ Association (METDA), ACTEM, Powerschool Users’ Group. This will ensure that the team is staying current with ever changing technology and it will support ongoing learning for all team members.

Transitioning to School Messenger
Lastly, our goal is to have all schools using the same system for communicating with families and community. As an administrative team, it was decided to utilize School Messenger. Ginny McManus is heading up our transition from our old mail list to School Messenger system for mass emailing.

Equipment Needs
Our current network is in need of replacement. The lease for MLTI is ending in the high school, middle school and half of DCS. The elementary schools are currently running on the previous buyout of MLTI equipment. This is causing the need to replace the network in the next two years. The total replacement cost is approximately $300,000. Some of the costs can be recouped through E-rate reimbursement.
To: RSU5 Board of Directors  
From: Peter Wagner, Director of Community Programs  
Re: Administrator Report  
Date: November 28, 2018

As the new Director of Community Programs, I'm thrilled to represent our schools and our community in the role that I accepted on July 1.

The "new year" for our department begins in the summer months with a great number of adult enrichment programs, travel opportunities, and youth summer camps. Summer is an especially challenging time to begin work in Community Programs since our staff is in the field every day in July and August, and many members of the administrative staff are on holiday. In a very real way, the five members of our team didn't have daily contact with one another until September. The learning curve has been steep, and productive time as a team limited by the realities of the summer schedule.

That being said, it's been a good year so far for our programs, and we have high expectations for progress and improvements in the coming year.

At a fall retreat/planning day, our team agreed on three goals and priorities for our operations:

- **Customer Service** — internal and external, responsiveness, flexibility
- **Communications** — an audit of all our programmatic communications is being conducted, with the goal of developing a comprehensive plan for how and when we communicate with participants, instructors, and other stakeholders
- **Innovation** — Community Programs should not rely on last year's programs to determine what is offered today, but rather create offerings that are responsive to the needs of the community

These goals will lead to a stronger program across our three significant areas of operations: **Child Care, Adult Education and Enrichment, and Youth Recreation and Enrichment**. Following are summaries of noteworthy news in each of those areas.

**Adult Education**

Our Hi-Set Learning Lab Program is back on track since the hire of Rodney Richard in September. We have 8 learners who attend fall classes regularly, and in the 2018-19 year we anticipate a total of 6 will have completed their testing to achieve their equivalency diploma by 6/30/19. Our ESOL classes, led by Trace Salter, are serving twice as many learners as in 2017-18. Three of our students have achieved US citizenship this season! We are excited about our "Programs for New Mainers" offerings and hope to become a magnet for students seeking improvement in their language and citizenship knowledge.

**Recreation**

The most notable evolution in our recreation programs this year is absorbing the former Durham Recreation offerings. Symbolically, this is an important step for the RSU, and it has also marked a significant growth in our team sports. Our youth soccer leagues grew by 45% this fall (~100 players), and with more registrations still coming in, our basketball leagues are nearly 20% larger (~30 players). Local sponsorships are also strong, and new sponsors are being targeted for longer-term support of our teams.
Child Care

Camp Seaside in 2018 was again one of the largest and most vibrant summer camps in midcoast Maine. An important evolution of that program in 2019 will be the separation of K-2 students from 3-5 students, which will require additional staff but will create a superior age-based experience for campers and families alike.

Our flagship program, Laugh and Learn, is as strong as ever. Our three centers, at Mast Landing School, Durham Community School, and Morse Street School, are filled to capacity and operating with a strong partnership with their host school teams. Our Centers have recently been awarded Gold status (last year, Bronze) in the 5-2-1-0 national Nutrition and Fitness Program, recognizing our commitment to holistic wellness for our participants.

Operations and Staffing

Community Programs has felt the pinch in staffing due to the labor shortage that many across the RSU are also experiencing. We've had difficulty hiring Laugh and Learn teachers to fulfill our responsibilities, and we have had a vacant Recreation Programs Supervisor position open for some months now. In short, we get significant mileage from limited staffing resources.

Important for this year will be a migration of our online presence to a site consistent with the other RSU web pages and under the same hosting service, and identifying and contracting a new online registration and resource allocation software to replace our aging and local-server-dependent programs.

The Community Programs Department is serving an ever-growing segment of our community, and aspires to grow its offerings and participation in the coming year. We welcome the opportunity to offer meaningful programs for members of our community -- of all ages -- in recreational, educational, and enrichment offerings that show growing strength and innovation in each successive year.

Respectfully submitted by Peter Wagner

On behalf of the Community Programs team
Bridget Andersen
Sarah Cass
Chris Guerette
Kelli Park
## RSU No. 5 Athletics Participation Numbers

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Freeport High School

Post Season Results - Fall 2018

Football
- #1 Seed - 9-1
- Semi Finals defeated Camden Hills
- Class E Championship Game defeated Dirigo
- 2018 MPA Class E Champions!

Boys Soccer
- #2 Seed - 12-3-3
- Quarter Finals defeated Leavitt
- Semi Finals defeated Greely
- Regional Finals defeated Cape
- 2018 MPA South Regional Class B Champions!
- State Championship game – lost to Presque Isle

Field Hockey
- #3 Seed - 13-2-2
- Quarter Finals defeated Poland
- Semi Finals defeated Fryeburg
- Regional Finals lost to York

Girls Soccer
- #5 Seed - 8-4-3
- Quarter Finals lost to Yarmouth

Golf
- 8-1-1
- Qualified for State Championship Meet for 2nd year in a row
- finished 3rd in Class B

Cross Country
- WMC Championship: Boys placed 3rd - Girls placed 5th
- Martin Horne - finished 1st overall
- Lily Horne - finished 2nd overall

- MPA Class B Regional Finals: Boys placed 3rd - Girls placed 5th
- Martin Horne - finished 1st overall
- Lily Horne - finished 2nd overall

- MPA State Championship Meet: Boys placed 5th - Girls placed 7th
- Martin Horne - finished 2nd overall
- Lily Horne - finished 2nd overall

- New England Championships (260+ participants)
- Lily Horne - finished 48th overall
- Martin Horne - finished 83rd overall
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<td>Boys Soccer</td>
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<tr>
<td>Girls Soccer</td>
<td>6</td>
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<tr>
<td>Field Hockey</td>
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<td>Football</td>
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<td>Article #</td>
<td>Description</td>
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<tr>
<td>Article 1</td>
<td>Support Staff</td>
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<td>Article 2</td>
<td>School Administration</td>
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<td>Article 3</td>
<td>Operation of Plant</td>
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<td>Article 4</td>
<td>Voc. E. Assessment</td>
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<td>Article 5</td>
<td>School Nutrition/Crossing Guard</td>
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<td>Article 6</td>
<td>Instruction K - 12</td>
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<tr>
<td>Article 7</td>
<td>Co-Curr. &amp; Athletics</td>
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<td>Article 8</td>
<td>District Administration</td>
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<td>Article 9</td>
<td>Transportation Services</td>
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<td>Article 10</td>
<td>Debt Services</td>
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<td>Article 11</td>
<td>Special Education Services</td>
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<td>Totals</td>
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11/28/2018
Finance Subcommittee Report

Date: November 15, 2018
Committee: Finance Committee
Chair: Kate Brown
In attendance: John Morang, Kate Brown, Michelle Ritcheson, Dr. Becky Foley
Guests: Peter Joseph, Valy Steverlynck
Meeting Date: November 14, 2018

Agenda Items and Discussion:

Peter Joseph to present Solar Power Costs:
Peter Joseph, from the Town of Freeport, came to present the information the Town has received in a feasibility study to switch to solar power. The study separated out the Town, the Water District and the RSU5 School buildings, including Durham and Pownal. Peter presented to the committee that with the election of the new governor, there is a real possibility that the benefits of changing to solar will be better than what is in the feasibility study, as there is a good chance the state laws will be changed to make the credits to the users higher than they currently are quoted in the study. Also, the study included using town and school buildings as the installation sites of the equipment, however, there are other options that may save installation costs that the Town are pursuing. Peter told the committee that many different contracts can be negotiated that will have different buying options for the power and the equipment at the end of 7 years. Because there are so many variables and still options to pursue, it was decided that a workshop for the School Board would be the next step.

Policies for Policy Committee to review:
The Committee ran out of time and decided that Michelle L would email the three policies to the Committee members for them to give feedback on wording for Policies DFF Student Activities Funds, DJ Bidding/Purchasing Requirements and DID Inventories. This feedback will be taken to the Policy Committee on December 14, 2018 for revisions.

Next Steps on Cost Sharing:
The Committee ran out of time and decided to add more dates to the calendar to meet on this specifically. The dates chosen, which are subject to change, are: Wed, Nov 28 at 5p at DCS library, Wed, Dec 5 at 5p at CO, and Tue, Dec 18 at 5p at CO

Next Meeting:
November 28, 2018 at Durham Community School in the library.

Submitted by: Michelle Lickteig, Director of Finance

Regional School Unit No. 5

17 West St, Freeport, ME 04032 Telephone: 865-0928x25 E-mail: lickteigm@rsu5.org
Strategic Communications Subcommittee Report

Committee: Strategic Communications
Meeting date: November 9, 2018
Chair: Candy deCsipkes
Committee Members in attendance: Candy deCsipkes, Becky Foley, Valy Steverlynck
Members absent: Lindsay Sterling

Agenda Items and Discussion:

1. Committee worked on the analysis of the Exit Surveys that have been received over the past year. There are 50 responses thus far: 27 leaving for educational reasons and 23 leaving for non-educational reasons.
2. Committee also reviewed the communications list for community/parents from 2014 and the updated version for this current year.

The next meeting will be held on January 4, 2019 at 8:30 a.m.

Submitted by: Becky Foley
Policy Subcommittee Report

Committee: Policy  
Meeting date: November 2, 2018  
Chair: Candy deCsipkes  
Committee Members in attendance: Candy deCsipkes, Maddy Vertenten, Kate Brown, Cynthia Alexander  
Guests: none

Review/Revise Policies:

The following policies were reviewed with no changes recommended.

- JCA Assignment to School Within the District
- JGAA Assignment of Students to Classes- Five Year Olds
- JGAB Assignment of Students to Classes- Transfer Students and Home Schooling Students
- JFAA Admission of Resident Students
- JHCB Release Time for Religious Instruction

The following policy was revised and referred to the B-Team for further discussion on November 20, 2018.

- JJE Student Fundraising Activities

The following policy will be brought back to the Committee on December 14, 2018.

- KHB Advertising in the Schools

The next meeting will be held on, December 14, 2018 at 8:30 a.m.

Submitted by: Cynthia Alexander
The following policies were reviewed by the Policy Committee with no recommended revisions and require no Board action.

1. JCA – Assignment to Schools Within the District
2. JFAA – Admission of Resident Students
3. JGAA – Assignment of Students to Classes – Five-Year Olds
4. JGAB – Assignment of Students to Classes: Transfer Students and Home Schooling Students
5. JHCB – Release Time for Religious Instruction