



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

*"To inspire and support every learner by challenging minds, building character, sparking creativity, and nurturing passions."*

Becky Foley, Ph.D., Superintendent of Schools  
Rick Kusturin, Director of Finance & Human Resources

Cynthia Alexander, Assistant Superintendent of Schools  
Bonnie Violette, Ph.D., Director of Instructional Support

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September 10, 2021

*Sent via E-Mail to asra@defendinged.org*

Ms. Asra Nomani, Vice President  
Parents Defending Education

Dear Ms. Nomani:

This is to acknowledge receipt of your request under the Maine Freedom of Access Act received on Friday, September 10, 2021.

The information you requested is below, with my response in italics:

- Contracts, purchase orders and agreements the school district has had with Mid-Atlantic Equity Consortium, Inc. - *See attached information*
- A list of outside vendors and educational consultants the district has used since Jan. 1, 2020, through the date of this request in the area of diversity, equity and inclusion and the contracts, purchase orders and agreements for these vendors. - *In addition to Mid-Atlantic Equity Consortium, we have a contract with Great Schools Partnership (see attached). There are no purchase orders for GSP as of 9/10/21*
- Information about where your vendor information can be viewed, including any online databases. *I do not understand this request. The two vendors we are currently working with are Mid-Atlantic Equity Consortium, Inc. and Great Schools Partnership. Their information is attached.*

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Becky Foley".

Becky J. Foley  
Superintendent of Schools

BJF:gbm



**RSU NO. 5**  
 Durham-Freeport-Pownal  
 17 West St  
 Freeport, ME 04032  
 (207) 865-0928

**COPY**

**PURCHASE ORDER**

**PO Number: 2021/46529**

**Date: 08/02/2021**

**Vendor #: 6529**

**Order From**

MID-ATLANTIC EQUITY CONSORTIUM, INC.  
 5272 RIVER ROAD  
 SUITE 340  
 BETHESDA, MD 20816-

**Deliver To:**

RSU No. 5 CENTRAL OFFICE  
 17 WEST ST  
 FREEPORT, ME 04032  
 P (207) 865-0928  
 F (207) 865-2855

TERMS			CUSTOMER #		REQUESTED BY
			6529		Dawn Stevens
ITEM	VENDOR PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1		MAEC CONTRACT-FY21	0	0.00	680.00

**Accounting Distributions**

Account Number	Account Description	Total
1000-0000-2210-56400-900	Curriculum Materials	680.00
<b>Total Distributions</b>		<b>680.00</b>

**Messages:**

<b>SUBTOTAL:</b>	680.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	<b>680.00</b>

*complete 8.2.21*

Authorized Signature:

*[Signature]*

Authorized Signature:



**RSU NO. 5**  
 Durham-Freeport-Pownal  
 17 West St  
 Freeport, ME 04032  
 (207) 865-0928

# PURCHASE ORDER

**PO Number:** 2021/49826

**Date:** 09/28/2020

**Vendor #:** 6529

**Order From**

MID-ATLANTIC EQUITY CONSORTIUM, INC.  
 5272 RIVER ROAD  
 SUITE 340  
 BETHESDA, MD 20816-

**Deliver To:**

RSU No. 5 CENTRAL OFFICE  
 17 WEST ST  
 FREEPORT, ME 04032  
 P (207) 865-0928  
 F (207) 865-2855

TERMS			CUSTOMER #		REQUESTED BY
			6529		Lori Medlen
ITEM	VENDOR PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXTENDED PRICE
1		MAEC CONTRACT - FY21	0	0.00	7300.00
2		MAEC CONTRACT - FY21	0	0.00	17700.00

**Accounting Distributions**

Account Number	Account Description	Total
1000-0000-2210-56400-900	Curriculum Materials	17,700.00
2690-1100-1000-53000-950	Title II Contracted Services	7,300.00
<b>Total Distributions</b>		<b>25,000.00</b>

**Messages:**

*Complete 8.2.21*

<b>SUBTOTAL:</b>	25,000.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	<b>25,000.00</b>

Authorized Signature:

*[Signature]*

Authorized Signature:



COPY

GREAT SCHOOLS PARTNERSHIP, INC.  
CONTRACT FOR SERVICES

**PAYMENTS:**

Total Coaching Cost - \$32,500.00 (\$1,300/day) or (\$162.50/hour)

Invoices will be sent quarterly (Oct 1, 2021, Jan 1, 2022, Apr 1, 2022, and Jun 30, 2022) based on total days of services rendered. A detailed report of time spent on the contract will be provided with each invoice.

Travel: Estimated at \$1,500 to be invoiced separately

School/district personnel responsible to processing payments:

Name: Dawn Stevens

Email: stevensd@rsu5.org

Title: Accounts Payable Coordinator

Invoices shall be sent to:

RSU 5  
17 West St.  
Freeport, ME 04032

**SPECIAL TERMS AND CONDITIONS:**

Due to the continued threat of COVID-19 it is the expectation that GSP staff and the school and/or district will continue to follow CDC guidelines with regards to in person meetings and gatherings. If in their judgement GSP staff believes CDC guidelines are not being met, they will notify the school or district regarding a requirement to meet CDC guidelines and the expectation that actions will be taken to address these concerns. If the corrective actions are not taken, GSP staff will have the right and authority to vacate the premises. All time and travel will remain the obligation of the school/district.

IN WITNESS WHEREOF, GSP and the District have executed this contract.

FOR THE DISTRICT: RSU 5, Freeport, ME

FOR THE GREAT SCHOOLS PARTNERSHIP, INC.:

Cynthia Alexander 7.20.21  
Authorized Signature Date

David J. Ruff 07/20/2021  
Authorized Signature Date

Cynthia Alexander, Assistant Superintendent  
17 West Street  
Freeport, ME 04032  
EIN#

David J. Ruff, Executive Director  
482 Congress Street, Suite 500  
Portland, ME 04101  
EIN#: 26-3834610

END OF ATTACHMENT A

## ATTACHMENT A

**AGREEMENTS:** The District, RSU 5, and the Great Schools Partnership, Inc., do mutually agree to the following:

**SPECIFICATIONS OF WORK TO BE PERFORMED:**  
25 days (on and off site) of school coaching

**Focus of coaching support:** Articulate an overall coherent, K-12 vision for social studies, ensure alignment to the State's updated standards, and review and revise curriculum and related resources so that they are inclusive of diverse perspectives and identities.

**GSP Coaching supports will include, but not be limited to, the following:**

1. Help identify a district K-12 coordination team that would help coordinate the revision. This would be the group, for instance, that would articulate a vision, help inform and finalize the structure and templates to be revised by grade span teams, review drafts and provide feedback, and help identify needs, professional development supports, and other resources needed to support implementation;
2. Design and facilitate the meetings of the K-12 coordination team;
3. Design and help facilitate (with the relevant grade level district team representative) the revision work to be done by grade span teams (which would most likely be organized by building) with particular emphasis on alignment with updated standards and a critical examination to ensure diverse perspectives and resources are incorporated in the revision of materials;
4. Develop, curate, and share relevant resources to help inform the revision work of each team;
5. Help coordinate and connect with Joe Schmidt, the Maine Department of Education Social Studies Content Specialist as needed (GSP has supported similar work in other districts across the state and Joe Schmidt has been a great resource for social studies teachers and GSP would ensure that any particular question related to the new standards would benefit from his wisdom and guidance);
6. Serve as a critical friend to district leaders with particular focus on implementation supports, equity and diversity, and strategic roll out.

**The days of the contract include time spent in the following three areas:**

- **Direct support (in-person and virtual):** Skill, knowledge, and capacity-building for teachers and leaders particularly around curriculum, instruction, assessment, and student learning supports as well as GSP'S work to help build the development of systems and leadership moves to sustain the improvement efforts.
- **Design of learning and development of professional learning resources and meeting materials:** Building of materials and resources specifically grounded in the unique needs of the school in GSP'S direct support with educators.
- **Travel:** Time spent traveling to and from the school (or other agreed upon location) in order to provide direct support.



**GREAT SCHOOLS PARTNERSHIP, INC.  
CONTRACT FOR SERVICES**

arising out of or in connection with the performance of GSP's obligations under this contract, except nothing in this section shall require GSP to indemnify the District for any liability arising out of the District's own negligence. This provision shall survive the expiration or termination of this contract.

9. This contract may be amended only in writing with the mutual consent of both parties.
10. This contract may be terminated with ten days written notice by either party to the other party at the address provided in the signature lines below.
11. This contract may not be assigned in whole or in part without prior written consent from the other party.
12. This contract shall be governed by and construed in accordance with the laws of the State of Maine. Both parties agree to comply with applicable laws, rules, ordinances, regulations, and any grant requirements in performance of their obligations under this contract.

**ATTACHMENT A AND SIGNATURES FOLLOW**



**GREAT SCHOOLS PARTNERSHIP, INC.  
CONTRACT FOR SERVICES**

THIS CONTRACT was made and entered into by and between RSU 5, Freeport, ME (hereinafter referred to as the "District") and The Great Schools Partnership, Inc., a 501(c)(3) non-profit corporation (hereinafter referred to as "GSP").

WHEREAS GSP AND THE DISTRICT DO MUTUALLY AGREE THAT:

1. This contract shall not exceed Thirty Four Thousand Dollars (\$34,000.00). This includes \$32,500 for coaching plus \$1,500 for travel expenses to be invoiced separately.
2. The Period of Performance is from July 1, 2021 through June 30, 2022.
3. Contract Specifications are contained in Attachment A which is attached hereto and incorporated herein by reference.
4. Special Terms and Conditions contained in Attachment A shall take precedence in this Contract.
5. GSP shall furnish all personnel, materials, supplies, and services, excluding travel related expenses (mileage, lodging, and meals); necessary for the completion of this contract.
6. GSP is committed to continuous improvement and as such regularly collects, analyzes, and reflects on data in order to ensure the quality of GSP's work. GSP uses the data to help gauge GSP's progress and inform GSP's coaching support strategies. Data gathering strategies will vary from site to site and could include exit tickets from sessions, surveys, participant counts, and non-personally identifiable student learning data such as proficiency scores and graduation rates.
7. GSP shall perform as an independent contractor for whom no federal or state income tax will be deducted by the District; and for whom no retirement benefits, social security benefits, group life insurance, vacation and sick leave, workmen's compensation and similar benefits available to District employees will accrue. GSP will be responsible for compliance with all applicable laws, rules, and regulations involving, but not limited to, employment, labor, hours of work, working conditions, payment of wages, payment of taxes, such as unemployment, social security and other payroll taxes including other applicable contributions from such persons when required by law. GSP further understands that annual information returns as required by the Internal Revenue Code and Maine's income tax law will be filed by the District with copies being sent to GSP.
8. GSP shall indemnify and hold the District, its trustees, officers, agents and employees harmless from and against any and all claims, damages, lawsuits, judgments and expenses, including reasonable attorney's fees, that the District may become liable to pay or defend as the result of publication, translation, reproduction, delivery, performance, use or disposition of any data or information furnished by GSP under this contract, or based on any libelous, infringing, or other unlawful matter contained in such data, or as a result of the negligent acts or omissions of GSP, its employees, agents and subcontractors,



COPY

**Proposal for Technical Assistance and Professional Development for Maine Regional School Unit 5**

Date	Services Performed By:	Services Performed For:
August 25, 2020	Mid-Atlantic Equity Consortium, Inc. 5272 River Road Suite 340 Bethesda, MD 20816	Regional School Unit 5 17 West Street Freeport, ME 04032

The Mid-Atlantic Equity Consortium, Inc. (MAEC) is a private, education non-profit whose mission is to promote excellence and equity in education to achieve social justice. MAEC has a 26-year record of providing high-quality technical assistance and training to states, districts, and schools to increase access, educational opportunities, and academic achievement for ethnically, economically, culturally, and linguistically diverse students. MAEC served as the U.S. Department of Education’s Equity Assistance Center for Region III (District of Columbia, Delaware, Maryland, Pennsylvania, and West Virginia) for 21 years.

MAEC’s breadth of expertise includes:

- Implementing culturally responsive pedagogy and practice for educators, including administrators and teachers.
- Providing policy recommendations and developing trainings and tools to create equitable and safe learning environments for all students.
- Supporting schools and districts to meet civil rights compliance, including addressing disproportionality in discipline and access to rigor for racially, culturally, and linguistically diverse students.
- Using data to advance culturally competent leadership and promote equitable decision-making and practices.
- Developing strategies for the identification and placement for English Learners.
- Building capacity on high-impact family, school, and community engagement.
- Promoting youth development through after-school programs.

**Period of Performance**

The Services shall commence on September 1, 2020, and shall continue through June 30, 2022.

**Engagement Resources**

**MAEC STAFF**

- Susan Shaffer
- Charo Basterra
- Karmen Rouland



- **Nyla Bell**
- **Daryl Williams**
- **Kasia Razynska**

#### **CONSULTANTS**

- **Pamela Harris**
- **Michelle Nutter**

### **Scope of Work**

The Mid-Atlantic Equity Consortium is pleased to provide Regional School Unit 5 with professional development and technical assistance. Overall, we will provide 37 days of work, onsite and offsite, including travel. Contractor shall provide the Services and Deliverable(s) as follows:

1. **Conduct an equity audit and needs assessment, including focus groups and review of existing data.**
2. **Provide expert consultation, training, and technical assistance in the development and implementation of educational practices designed to increase equity and reduce disproportionality in discipline.**
3. **Provide policy and procedural recommendations.**
4. **Develop trainings and tools to create equitable and safe learning environments for all students.**
5. **Through coaching, support training participants in using equitable decision-making, procedures, and practices.**

#### **Key learning outcomes increased:**

1. **Increased understanding of equity in education.**
2. **Increased cognitive knowledge and ability to implement school practices that are culturally responsive and equitable.**

## Deliverables and Associated Costs

Task	Number of Days	Costs
<p><b>Focus Groups:</b></p> <ul style="list-style-type: none"> <li>➤ Prepare for focus groups (including development of questions, protocols, and materials.)</li> <li>➤ Conduct focus groups to gain an understanding of student, parent, staff, and community member perceptions of issues related to equity in RSU5. These focus groups will provide a safe space for participants to explore the factors that create barriers to an equitable education. These conversations will enable the community and schools to recognize, examine, and gain an understanding of systemic, institutionalized, and structural issues and challenges.</li> <li>➤ Work with district staff to schedule forums and recruit participants.</li> <li>➤ “Listening tour” with admin and staff, which will include an agreed upon sampling of schools, classes, and/or other areas of agreed upon importance.</li> <li>➤ Focus groups should include representation from some combination of the following stakeholders: students, parents, community members, administrators, teachers, and community-based organizations.</li> <li>➤ In addition to typical focus group schedule, we will include equity focused discussions with Social Studies, ELA, and library staff.</li> <li>➤ Please note conversations will be recorded for transcription purposes.</li> </ul>	<p>Preparation: 5 days</p> <p>Conducting focus groups: 7 days</p> <p>Total: 12 days</p>	<p>(The Center for Education Equity at MAEC, Inc. will provide this service (\$18,000) free of charge)</p>
<p><b>Data Analysis and Reporting</b></p> <ul style="list-style-type: none"> <li>➤ Analyze focus group data, identify inequities and barriers to learning</li> <li>➤ Provide recommendations to address inequities</li> <li>➤ Prepare report, and report on key findings</li> </ul>	<p>Data analysis, cleaning, and coding: 8 days</p> <p>Preparation and developing recommendations: 8 days</p> <p>Total: 16 days</p>	<p>\$24,000</p>
<p><b>Equity Training and Professional Development</b></p> <ul style="list-style-type: none"> <li>➤ Development and delivery of equity trainings.</li> <li>➤ Creation of PowerPoint presentations and other materials.</li> </ul>	<p>Total: 15 days</p>	<p>\$22,500</p>

<b>Policy Review</b> ➤ Review RSU5 policies and documents through an equity lens. ➤ Develop recommendations for policy revisions. ➤ Submit final report to RSU 5.	<b>Total: 15 days</b>	(The Center for Education Equity at MAEC, Inc. will provide this service (\$22,500) free of charge)
<b>Subtotal</b>		<b>\$46,500</b>
<b>Project Management Fee (7%)</b>		<b>\$3,255</b>
<b>Total Proposed</b>		<b>\$49,755</b>


**Points of Contact**

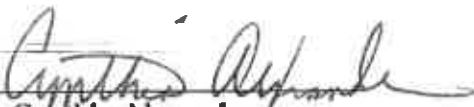
- MAEC
  - Susan Shaffer, President, [sshaffer@maec.org](mailto:sshaffer@maec.org)
  - Maria del Rosario Basterra, Vice President and Director of Evaluation, [basterra@maec.org](mailto:basterra@maec.org)
  - Karmen Rouland, Associate Director, [karmen@maec.org](mailto:karmen@maec.org)
  - Kasia Razynska, Associate Director, [kasia@maec.org](mailto:kasia@maec.org)
  - Paul Smith, Project Manager, [paul@maec.org](mailto:paul@maec.org)

Agreed by:

Mid-Atlantic Equity Consortium, Inc.  
 5272 River Road, Suite 340  
 Bethesda, MD 20816  
 301-657-7741

Regional School Unit 5  
 17 West Street  
 Freeport, Maine 04032  
 207-865-0928

By:   
 Susan Shaffer, President MAEC

By:   
 Cynthia Alexander,  
 Assistant Superintendent RSU5

Date: 09/09/2020

Date: 9.9.20