

**RSU 63 Board of Directors  
Monday, February 25, 2019  
6:30pm at Holbrook Middle School  
Agenda**

**Call Meeting to Order**

**Executive Session:** Discussion of Labor Contract Negotiations pursuant to 1 M.R.S.A. § 405(6)(D)

**Public Session will resume at 7:00pm**

**Flag Salute/Moment of Silence**

**Approval of Minutes for January 28, 2019 Board Meeting**

**Recognition and/or Awards of Students, Staff and Others**

1. Spelling Bee Winners
  - a. 1<sup>st</sup> Place: Caleb Allen
  - b. 2<sup>nd</sup> Place: Keegan Allen
  - c. 3<sup>rd</sup> Place: Grace Bartlett
  - d. 4<sup>th</sup> Place: Hunter Pond
2. Winter Scholar Athletes
  - a. Girls B Basketball – Penobscot Valley Middle School League Champions
  - b. Boys A Basketball – Penobscot Valley Middle School League Champions

**Acceptance of Gifts/Donations**

1. \$100 Anonymous Donation to Eddington School Lunch Outstanding Balances

**Presentation**

1. FY 2017- 2018 Audit Report – William Hall, RHR Smith and Company

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. Ad-Hoc Committee: Sunday, March 3, 2019 at 1:00pm, at Holbrook
2. Policy Committee: Monday, March 4, 2019 at 5:30pm, at Holbrook
3. Curriculum Committee: Monday, March 11, 2019 at 3:30pm, at Holbrook
4. **Board Workshop: Monday, March 11, 2019 at 6:00pm, at Holbrook**
5. Budget & Finance Committee: Tuesday, March 13, 2019 at 3:00pm, at Holbrook
6. FY20 Budget Workshop: Monday, March 18, 2019 at 3:00pm, at Holbrook
7. FY20 Budget Workshop: Tuesday, March 19, 2019 at 12:00pm, at Holbrook

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee
3. FY20 Budget Update

**Superintendent's Report**

**RSU 63 Chair's Report**

**Acceptance of Reports**

(written and verbal Committee, Administrative, Budget and Finance, Superintendent, and Board Chair's Reports)

## **Old Business**

1. Facilities Update

## **New Business**

1. 2019-2020 School Year Calendar
2. Possibly Hosting CISV Village Program Summer 2020
3. Policies for Approval
  - a. AC – Nondiscrimination Equal Opportunity and Affirmative Action
  - b. ACAA – Harassment & Sexual Harassment of Students
  - c. ACAA-R – Student Discrimination Complaint Procedures
  - d. ACAB – Anti-Harassment & Sexual Harassment of School Employees
  - e. ACAB-R – Employee Discrimination Complaint Procedures
  - f. BBBDA – Board Declared Vacancy Caused by Absenteeism
  - g. GBGAA – Exposure Control Plan
4. Policy to Rescind
  - a. ACA – Gender Neutral Language

## **Personnel Actions**

1. Resignations - None
2. Reassignments
  - a. Marie Baillargeon – From Holbrook Cook to Holden Cook
  - b. Jessica Gray – From Holden Cook to Holbrook Cook
  - c. Terry Farren – Remaining as Cook at Holbrook, adding One Hour/Day Custodial Work
  - d. Jan Logan – From Day Custodian to Night Custodian at Holbrook
  - e. Nichole Foster – From Night Custodian to Day Custodian at Holbrook
3. Elections - None
4. Appointments (for Board Information) - None
5. Searches
  - a. Substitutes
  - b. Holbrook Drama Advisor
  - c. Track and Field Coach
  - d. Track and Field Assistant Coach

## **Questions and Comments from the Public**

## **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: January 28, 2019  
Location: Eddington Elementary School  
Minutes

**Members Present:**

*Town of Eddington:* Rusty Gagnon, Christina McLeod, and Steven Carr

*Town of Holden:* Gavin Robinson, John Hutchins, Heather Charity, and Jennifer Newcomb

*Town of Clifton:* Linda Graban

*Superintendent of Schools:* Susan M. Smith

Board Chair, Rusty Gagnon called the meeting to order at 6:31pm.

At 6:32pm John Hutchins made the motion with a second by Heather Charity to enter into Executive Session to discuss Labor Contract Negotiations pursuant to 1 M.R.S.A §405(6)(D).

**Roll Call Vote: 8 Yes; 0 No**

Public session resumed at 7:00pm. A flag salute was conducted and a moment of silence was observed.

Motion by Jenn Newcomb with a second by John Hutchins to adopt the amended agenda, as presented by the Board Chair and Superintendent.

**Vote: 8 Approved; 0 Opposed**

**Approval of Minutes:** Motion by Jenn Newcomb with a second by John Hutchins to approve the minutes from the November 26, 2019 Board Meeting.

**Vote: 8 Approved; 0 Opposed**

Motion by Steve Carr with a second by Heather Charity to approve the amended minutes from the January 7, 2019 Board Meeting with the attorneys' recommendation and other additions.

**Vote: 8 Approved; 0 Opposed**

**Recognition and/or Awards of Students, Staff and Others:** Superintendent Smith thanked Mr. Morgan. The district has been short staffed with bus drivers and custodians this past month. Mr. Morgan has worked very hard to make sure all of the sports trips are covered.

**Acceptance of Gifts/Donations:** \$450.00 Anonymous Donation for school lunch support (\$350.00 from a Holden business and \$100.00 from a Clifton resident). The North Brewer-Eddington United Methodist church gave a \$853.00 donation to support the Healthy Snacks program for students in need at the Eddington School. Courageous Steps provided a rug and some seating for the Guidance Room at the Eddington School. The Cole Foundation donated an interactive projector to the Holbrook School that has been installed in the Art Room.

**Chair's Opening Remarks:** The Chair opened by assuring members of the public that taxpayer impact has always been considered by the Board regarding any recommended budget issue during her tenure. Ms. Gagnon advised everyone agreed some expensive infrastructure projects are needed at each of the District's schools. She pointed out the Board and Superintendent regularly consult with the District's attorneys in addition to reviewing state and existing education law. Ms. Gagnon encouraged anyone with questions regarding any reports to the Board to contact their Board representative or the Superintendent. She concluded with an apology for what some considered abrupt or confrontational remarks she had made at the January 7, 2019 meeting.

**Questions and Comments from the Public:** None

**Personnel Actions:**

**Resignations:** Emily Havey, Occupational Therapist; Jennifer Barker, Pre-Kindergarten Teacher; Mindy Perry, Eddington School Secretary; and Alexandria Hafford, Special Education Teacher.

**Reassignments:** None

**Elections:** Motion by John Hutchins with a second by Christina McLeod to approve Kasha Robertson as Special Education Teacher.

**Vote: 8 Approved; 0 Opposed**

Motion by Christina McLeod with a second by Heather Charity to approve Hannah Cote as Occupational Therapist.

**Vote: 8 Approved; 0 Opposed**

**Appointments:** Tina Ferrill, Eddington School Secretary; Leanne McCutcheon, Pre-Kindergarten Long-Term Substitute Teacher; Richelle Pratt, Substitute; Stephanie Chesley, Substitute; Heather Benner, Substitute; and Chelsea McKay, Substitute.

**After-School Staff:** Nikki Goss, Guided Study; Sam Bedore, Grade 4 and 5 Math Masters; Peter Walsh, Robotics (2 sessions); Brandy Walsh, Art; and Desiree Doughty, National History Day.

**Searches:** Searches continue for Substitutes, After School Grade 3 Math Masters Instructor, and Holbrook Drama Advisor.

**Dates of Next Committee Meeting:**

Policy Committee: Monday, February 4, 2019 at 6:00pm, at Holbrook Middle School

Budget & Finance Committee: Tuesday, February 5, 2019 at 3:00pm, at Holbrook

Curriculum Committee: Monday, February 11, 2019 at 3:30pm, at Holbrook

**Budget and Finance:** Nothing to add to Business Manager Report or Budget and Finance Committee Report.

**Superintendent's Report:** Nothing to add to Superintendent's Report.

**RSU #63 Chair's Report:** Nothing to add from the Board Chair.

**Acceptance of Reports:** Motion to approve written and verbal reports from Administrators, Committees, and Superintendent, by Heather Charity with a second by Christina McLeod.

**Vote: 8 Approved; 0 Opposed**

**New Business:**

**Budget Cost Center Transfer for FY18:** Susan Smith advised this is a recommendation from the auditor and Budget and Finance Committee to transfer \$21,000.00 from FY18 regular instruction to FY18 special education instruction cost center.

Motion by Gavin with a second by Steve Carr pursuant to Title 20-A, Section 1485, subsection 4, the Board authorizes the transfer of funds from the FY18 approved regular education instruction cost center to the FY18 approved special education instruction cost center in the amount of \$21,000.00.

**Vote: 8 Approved; 0 Opposed**

**Policies to Approve:** Motion by John Hutchins with a second by Christina McLeod to approve policy GBGE – Return to Work and Light Duty Assignment.

**Vote: 8 Approved; 0 Opposed**

Motion by Heather Charity with a second by Christina McLeod to approve policy JLFA – Child Sexual Abuse Prevention and Response.

**Discussion on Policy JLFA:** Ms. Newcomb asked if this policy ties in with the Sex Offender Registry. Superintendent Smith advised the Sex Offender Registry is part of a different law and RSU #63 policy.

**Vote: 8 Approved; 0 Opposed**

Motion by John Hutchins with a second by Christina McLeod to approve policy JLCEA – Students with Diagnosed Allergies and Sensitivities and policy JLCEA-R – Students with Diagnosed Allergies and Sensitivities – Administrative Procedures.

**Discussion on Policy JLCEA and JLCEA-R:** Superintendent Smith thanked the parents that brought the need for this policy to her attention and for their input in creating this policy. Ms. Newcomb stated she is pleased to see the policy be district-wide so all schools have the same procedures in place.

**Vote: 8 Approved; 0 Opposed**

**Old Business:**

**Facilities and ESG (Energy Systems Group):** Ms. Gagnon called for a motion to enter into Executive Session to discuss this topic. Superintendent Smith added, due to the recent questions and feedback they want to make sure that everyone has a clear understanding of

ESG's work, other options, and timelines. She received some legal advice that needs to be shared with the Board.

At 7:37pm a motion was made by Jenn Newcomb with a second by Christina McLeod to enter into Executive Session for discussion regarding the legal rights and duties of a school unit pursuant to 1 M.R.S.A. section 405 (6)(E)

**Roll Call Vote: 8 Yes; 0 No**

Public session resumed at 8:32pm

Motion by Christina McLeod with a second by John Hutchins to continue the Board meeting past 8:30pm

**Vote: 8 Approved; 0 Opposed**

Motion by Jenn Newcomb with a second by Linda Graban to direct the Superintendent to notify ESG we are suspending work with them effective immediately and to direct the Superintendent to negotiate new terms, scope, and timeline with ESG.

**Vote: 6 Approved; 2 Opposed (Steve Carr and John Hutchins)**

Ad-Hoc Committee for Proceeding Toward One Campus: John Hutchins suggested we suspend the formation of an Ad-Hoc Committee until the Board has a clearer understanding of what is going on with ESG.

Rusty Gagnon advised the Ad-Hoc committee could start the EPA and DOT review and approval process for the three existing sites. Preliminary results could help the Board make their decision on which direction is best.

Jenn Newcomb feels deciding what our direction is and how we are moving impacts what we do with ESG or any energy company.

Gavin Robinson stated the Ad-Hoc committee is not just about ESG. It will help develop the vision and direction the Board wants to go.

Mrs. Smith shared information from Deer Isle Stonington schools. She felt putting together a packet of information for the community on cost parameters for one campus (low and high), energy cost savings that would happen each year (low and high), and the cost of the bond along with other costs and benefits of having one campus (transportation, etc.) would help educate the communities so the Board could have a straw-vote in June. This vote would help guide the Board in making their decision on the direction they should move that the towns would support.

Motion by Steve Carr with second by John Hutchins to form an Ad-Hoc Committee with a focus on moving toward one campus. Duties include developing a list of pros and cons prior to a public straw vote in June, potentially moving forward with a formal referendum vote in November.

**Vote: 8 Approved; 0 Opposed**

Motion by Steve Carr with a second by Jenn Newcomb for the initial membership of the Ad-Hoc Committee to be comprised of Linda Graban, Heather Charity, and John Hutchins. The committee will vote on who will chair and deliver the first report at the February Board Meeting.

**Vote: 8 Approved; 0 Opposed**

Community Communication and Outreach: Heather Charity expressed concern and the need for the Board Meetings to be publicized more. She felt it should be posted on Facebook, Twitter, Instagram, town websites, school websites, etc. to spread the word more about the meetings.

Superintendent Smith advised the meetings and agendas are posted on the school website. She will start posting it on Facebook, however we don't have staffing to do more social media posting. She also advised the towns do share and post the agendas for school board meetings.

Discussion took place on other ways to spread the word about upcoming Board Meetings

**Questions and Comments from the Public:**

Bill Rand, Town of Clifton Selectman, mentioned that controversy is a great way to bring people and attention to meetings. Mr. Rand questioned if the Board's agenda was to move to one campus. Ms. Gagnon advised it was the direction the Board voted to move at the January 7, 2019 meeting. Mr. Rand asked if at the time of the straw vote, would the Board have the potential cost to the towns or the impact on the mill rates. Superintendent Smith advised the Board would look to the towns for guidance on how the mill rates would be affected with low end and high-end estimates. Ms. Gagnon advised the movement to one campus would be paid for with a bond. Mr. Rand stated the towns will want concrete figures at the time of the straw vote. Mr. Rand asked for clarification on the Board's vote to suspend work with ESG and what that meant in regards to the \$100,000.00 re-payment to ESG. Steve Carr advised the Board hoped the full amount would not be due to ESG.

**Adjournment:**

At 9:05pm a motion was made by Steve Carr with a second by John Hutchins to adjourn the meeting.

**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,

Susan M. Smith  
RSU #63 Superintendent/Director of Curriculum and Instruction

Approved:

## **POLICY COMMITTEE MINUTES**

Meeting: February 4, 2019

**Members Present:** Heather Charity, John Hutchins (Committee Chair) Christina McLeod

**Also Present:** Susan Smith (Superintendent)

**I. Call to Order:** The meeting began at 6:06 PM.

**II. The following new policies were reviewed and discussed:**

AC- Nondiscrimination Equal Opportunity and Affirmative Action

ACAA- Harassment & Sexual Harassment of Students

ACAA-R- Student Discrimination Complaint Procedures

ACAB- Anti-Harassment & Sexual Harassment of School Employees

ACAB-R- Employee Discrimination Complaint Procedures

BBBDA – Board Declared Vacancy Caused by Absenteeism

GBGAA – Exposure Control Plan

Minor edits were suggested. Once these changes are made, Supt. Smith will share them with the Policy Committee members. They can then go to the full Board of Directors for the February 25<sup>th</sup> meeting.

It is the Policy Committee's recommendation that Policy ACA- Gender Neutral Language be rescinded. This language has been incorporated into Policy AC- Nondiscrimination Equal Opportunity and Affirmative Action

**III. Recommendation of Policies for Next Meeting (March):**

EBABA – Chemical Hygiene Plan (annual review required by May 21, 2019)

**Additional Policies Needing Review (April):**

DIDA – Fixed Assets

EEAEE – School Vehicle Operating Procedures

BID – Board of Directors Compensation

BBA – School Board Powers and Responsibilities

BIA – New Board Member Orientation

**IV. Next Meeting:** Monday, March 4, 2019 at 5:30 PM in the Holbrook Conf. Room

The meeting adjourned at 6:45PM.





EDDINGTON ELEMENTARY SCHOOL

HOLDEN ELEMENTARY SCHOOL

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F: 207-843-4317

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F: 207-843-4329

Don Spencer, principal dspencer@rsu63.org  
Tina Ferrill, secretary tferrill@rsu63.org  
Janet Nichols, school counselor jnichols@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

Don Spencer, principal dspencer@rsu63.org  
Heather Kiley, secretary hkiley@rsu63.org  
Janet Nichols, school counselor jnichols@rsu63.org  
Dawna Bickford, school nurse dbickford@rsu63.org

**"RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life"**



I submit my February board report on behalf of the students and staff at the Eddington & Holden Elementary Schools. We head into winter break with 32 students in PK, 42 in K and 46 in 1<sup>st</sup> for a total of 120 students at the Eddington School and 38 students in 2<sup>nd</sup>, 48 in 3<sup>rd</sup> and 51 in 4<sup>th</sup> for a total of 137 students in Holden. (257 total) The weather has certainly been "unique" in this part of the state. The students and staff are excited about vacation, but not crazy about adding on 3 days (possibly more) at the end.

Our Holden play participants continue to be busy with their rehearsals and only one day missed due to the weather; making Mrs. Egolf happy to say the least. She has several parents helping her out and our thanks to them all.

The Holden 4<sup>th</sup> graders will have the opportunity on March 6<sup>th</sup> to experience the annual "Band O Rama" with the Holbrook band. The students will be introduced to school band instruments that they can play next year at Holbrook. They will get an "up close and personal" experience with a flute, clarinet, saxophone, trumpet, trombone, and percussion. This has always been a fun and educational time for our 4<sup>th</sup> graders. Thanks Mrs. Jellison & Mrs. Davis Spencer©

The Student Success Team from the district continue to recognize and encourage students to improve their attendance at the elementary schools. At the end of each month students will be recognized for their attendance at Friday assemblies and their names placed on a bulletin board in the schools' hallway. **Gold medal: 95-100% Attendance, Silver Medal: 90-94% Attendance, and Bronze 85-89% Attendance.** Go for the Gold!!!!!! I see many smiling faces at assemblies as I announce the "attendance" medalists.

Our thanks to the PTG for hosting a "Family Valentine's Dance" on Feb. 8 and also have students/parents busy collecting box tops for kids during the months of January and February. A talent show and dessert auction may be on tap for March.

Students and staff are preparing for the end of the 2<sup>nd</sup> trimester, MEA testing for grades 3 & 4 in mid-March, and so much more. The break will be nice to get some rest, rid themselves of colds and flu's, and get ready for the hard work ahead. March looks to be a busy month for sure at both schools and for students, staff, and administrators.

Once again, I chair the State Indoor Track Committee on behalf of the Maine Principals' Association and will head to Southern Maine on Monday for the Class A track meet.

Respectfully submitted,

Don Spencer

Principal Holden & Eddington Elementary Schools

**Regional School Unit No. 63  
Special Services Office  
Jesse Gauthier, Director  
202 KIDDER HILL ROAD  
HOLDEN, ME 04429**

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

Tel: (207) 843-0702

Fax: (207) 843-6403

**Director of Special Services Report – February 2019**

Although we are just now half-way through the school year, 8<sup>th</sup> graders and their parents are turning their attention to the Fall. The 8<sup>th</sup> graders have visited the high schools that they are interested in attending. I have given the high school my anticipated service needs for next year's Freshmen. We will set up meetings with each high school in the coming months to give students a chance to meet their high school special education teachers and to discuss any changes needed to their plans to align with high school expectations.

The biggest struggle students have is with the acquisition of credits. In our setting, each trimester brings with it a blank grade book but that is not the case at the high school level. Students who do poorly in the first or second quarters are having to go back and complete assessments in order to get their grades up to passing and earn their credits. It is quite an adjustment for students to focus on an entire academic year (and beyond) when they have become used to just focusing on the end of a trimester in middle school. It's a conversation we have at IEP team meetings quite often. When a student misses earning their credit in a class or two, it generally can be recovered successfully through summer school or credit recovery. However, when a student misses multiple credits, it has a ripple effect that can lead to adding a 5<sup>th</sup> year onto their school plan, which is never a popular option.

Finally, there is a bill, LD 240, that if passed, would allow teachers to negotiate education policies. Examples of educational policies that could be negotiated if the law changed in the area of special education (list provided by Eric Herlan from Drummond and Woodsum):

- 1) Attendance at IEP meetings by educators or by educational technicians
- 2) Implementation of classroom accommodations
- 3) Grading policies (regular and special education issues)
- 4) IEP content
- 5) Exclusion of students from regular classroom given nature of disability
- 6) Exclusion of students generally, based on perception of danger
- 7) Participation in and delivery of extended school year services, including length
- 8) Participation in and delivery of extended school day services
- 9) Team ordered observations in the regular education classroom
- 10) Preparation of reports for the IEP team on student progress
- 11) When and whether to have educational technicians with students in the classroom
- 12) Issuance of diplomas to students with disabilities
- 13) Participation of students with disabilities in extracurricular activities

This will be discussed next week in Augusta and I will follow up with any updates.

Respectfully Submitted,

Jesse Gauthier, Director of Special Services



George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

To: RSU 63 Board of Directors  
From: George Cummings  
Date: February 14, 2019  
Re: Monthly Report

---

I submit this report to the School Board of Directors for February 2019.

#### **Holbrook School BrightBytes Data Collection**

In its effort to continually evaluate and improve student learning, the MLTI program has partnered with Clarity to provide all middle schools in Maine with a unique technology data collection and analytical tool called BrightBytes. BrightBytes is an online software platform that quickly and easily gathers data about technology use and its impact on teaching and student learning.

BrightBytes uses survey response data from teachers and students to provide detailed reports and insights on the following technology areas.

##### **Classroom**

- Teacher/Student use of the 4c's (Communication, Collaboration, Critical Thinking, Creativity)
- Digital Citizenship
- Assessment
- Assistive Technology

##### **Access**

- School/Home

##### **Skills**

- Teacher/Student foundational Skills
- Teacher/Student Online Skills
- Teacher/Student Multimedia Skills

##### **Environment**

- Policies, Procedures and Practices
- Support
- Professional Learning
- Beliefs

Holbrook School opened up the BrightBytes survey to 7th and 8th grade teachers and students on January 24th. The survey takes less than 15 minutes to complete and is 100% anonymous. The data gathered from this survey will be used to guide professional development, technology initiatives, and curriculum.

Respectfully submitted,

---

202 Kidder Hill Road • Holden, Maine 04429

**Regional School Unit #63**  
202 KIDDER HILL ROAD  
HOLDEN, ME 04429

**Susan Smith**  
SUPERINTENDENT OF SCHOOLS

TELEPHONE 843-7851  
FAX 843-7295

**Date:** February 14, 2019

**From:** Kelly Theriault

**RE:** February Board Report

- 
- Budget & Finance committee met on February 5, 2019. The January financials were reviewed by the committee. The committee made a final review of support wages and benefits; this will continue next month with the committee reviewing the entire handbook and the changes recommended. Policy DIDA was reviewed as well and recommendation was made to send to policy committee. The next meeting is March 13 @ 3 o'clock at the Holbrook School.
  - Supt Smith & I have had budget meetings with all the Administrators. Budget work is in progress, and going well. ED279's are expected to be released by DOE on Friday 2/15/19.
  - Last month the lunch program received another lunch donation of \$100.00 to help pay some accounts struggling to pay balances. Thank you to these generous sponsors!
  - The audits are in. Mr. Bill Hall will be at our Feb board meeting for a brief presentation of the FY18 audit.
  - Last month RSU63 served 1,882 breakfasts; 5,872 lunches for a total of 7,754 meals for the month of January. This is an average of over 387 meals per day!
  - Reports completed in the business office this month; MePERS, Hot lunch Details and Claims, W2s (120), 1099s (26), 1095-C (120) -ACA required reports and 1094-C (120)- ACA required report and Bureau of Labor statistics Multiple Worksite report.

RSU 63 Ad-Hoc Committee Meeting  
Thursday, February 7, 2019, 6:30 pm  
Holbrook School  
MINUTES

**Members present:**

Superintendent Susan Smith, John Hutchins, Heather Charity, Linda Graban

**Call to Order:**

Meeting was called to order at 6:30 pm by Susan Smith

**Election of Chair:**

Heather Charity and John Hutchins agreed to be Co-chairs, Linda Graban agreed to take notes/minutes

**Scope of work:**

Purpose/Goal: Gather as much information as possible on projected cost of one campus and report information to the Board/towns for Informational Meeting in late May and for a Public Straw Vote on June 11<sup>th</sup>

Demographic Study

Transportation – Request information from Jake

Parent/Group input – (invite after March 3<sup>rd</sup> meeting)

Financial cost (from Oak Point) discussing 4 options for consolidating into one campus; at Eddington, at Holden, at Holbrook, and at a new property without a building on it yet

Annual Savings – Request information from Kelly

Summary of problems at current schools

Mill Rate impact – from towns

Bond cost per year – from Kelly

**Timeline:**

Parent Focus Group- Invite after March 3<sup>rd</sup> meeting (*who to invite??, how many??*)

Cost/savings –

March 21<sup>st</sup>, 6:00 pm - Parent Focus Group (Holbrook School Cafeteria)

April 10 – Ballot language to towns (wording)

Early May – Report done, posted and shared

Late May – Informational Meeting

June 11 – Public Straw Vote

**Next Steps:** Invite Jake and Kelly to attend next meeting to share information on expected transportation savings to put in report. Gather any other information obtained to put in report

**Other:** Susan will have Shelley make template in Google docs for report

**Next Meetings:**

Sunday, March 3<sup>rd</sup>, 1:00 pm – 4:00 pm at Holbrook School

Sunday, April 7<sup>th</sup>, 1:00 pm – 4:00 pm at Holbrook School

**Adjourn:** Meeting was adjourned at 7:35 pm

**Budget & Finance Committee 2/5/19**

**Board Members Present: Steve Carr, Gavin Robinson**

**Also Present: Superintendent Susan Smith, Finance Manager Kelly Theriault**

**Called into session 3:12**

- 1. Committee Officers**
  - a. Discussed possible change in Chair and/or Warrant Officers. Will put on Agenda for discussion at March meeting when Chair is present.**
- 2. Financial Review**
  - a. General Fund**
    - i. Misc. Revenues; Asked what encompasses the 26K. Largest part is fuel dividend, and sometimes unemployment refunds.**
    - ii. Holden Revenue; Looks low but it was just not posted yet.**
    - iii. Facilities; Maintenance projects, total % used at 29% versus 41%**
    - iv. Transportation; New Bus, total % used at 39% rather than 41%**
  - b. Hot Lunch**
    - i. Not ready yet this month. Kelly will email to committee members**
- 3. DIDA Policy review**
  - i. Discussed thresholds for Capitalization Thresholds, depreciation schedules for assets and leased assets, adjusted language in Safeguarding and Controlling Fixed Assets with goal to work internally towards a fixed asset data sheet at some point in procedures. This policy can now go to the Policy Committee.**
- 4. Support Scales and Benefits**
  - a. Discussed potential changes to benefits. Will bring handbook and scales to next meeting with projected impact for Committee consideration.**
- 5. Audit**
  - a. Reviewed draft audit, which will be going to the State this week. The Auditor will be at the February Board meeting to present the final audit.**
- 6. Other - Nothing**
- 7. Next Meeting – Wednesday March 13<sup>th</sup>, 3:30 at the Holbrook School**

**Meeting was adjourned at 4:17**

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
<b>Local Revenue</b>						
1 100-0000-00000-112100-20 Transportation for other Units-Dalhousie	(78,500.00)	0.00	(21,496.30)	(57,003.70)	72.80%	150.00
2 100-0000-00000-112100-21 Transportation for other Units-Hampden	(12,000.00)	0.00	(3,150.00)	(8,850.00)	73.75%	0.00
3 100-0000-00000-112100-22 Transportation for other Units-Atlantic	(5,000.00)	0.00	(2,110.23)	(2,889.78)	57.79%	0.00
4 100-0000-00000-112100-23 Transportation for other Units-Beg	(3,237.50)	0.00	(3,300.00)	62.50	(1.93)%	0.00
5 100-0000-00000-119100-95 RENT	0.00	(540.00)	(2,160.00)	2,160.00	---	0.00
6 100-0000-00000-119140-90 INSURANCE CLAIM	0.00	0.00	(5,578.16)	5,578.16	---	0.00
7 100-0000-10000-111100-91 REQUIRED LOCAL TAXES - CLIFTO	(627,199.75)	(52,283.31)	(365,983.17)	(261,416.58)	-41.66%	0.00
8 100-0000-10000-111100-92 REQUIRED LOCAL TAXES - EDDINGTO	(1,427,978.00)	(118,998.17)	(713,989.02)	(713,988.98)	-49.99%	0.00
9 100-0000-10000-111100-93 REQUIRED LOCAL TAXES -HOLDE	(2,387,986.00)	(198,992.17)	(1,193,953.02)	(1,193,952.98)	-49.99%	0.00
10 100-0000-10000-111300-91 ADDITIONAL LOCAL TAXES - CLIFTO	(122,235.34)	(10,193.77)	(71,356.39)	(50,868.95)	-41.66%	0.00
11 100-0000-10000-111300-92 ADDITIONAL LOCAL TAXES - EDDING	(378,415.41)	(33,201.28)	(139,207.68)	(139,207.73)	-50.00%	0.00
12 100-0000-10000-111300-93 ADDITIONAL LOCAL TAXES - HOLDE	(463,574.27)	(38,797.86)	(232,787.16)	(232,787.11)	-49.99%	0.00
13 100-0000-10000-112100-90 Transportation for other Units	0.00	0.00	(2,431.30)	2,431.30	---	0.00
14 100-0000-10000-115100-90 INTEREST INCOME	(8,000.00)	0.00	(8,158.36)	158.36	(1.97)%	0.00
15 100-0000-10000-119000-90 MISCELLANEOUS REVENUES	(26,360.00)	(12.00)	(1,919.16)	(24,440.84)	92.71%	0.00
16 100-0000-10000-119020-90 INSURANCE TRUST DIVIDENDS	0.00	0.00	(2,219.96)	2,219.96	---	0.00
17 100-0000-10000-150000-90 UNDESIGNATED SURPLUS	(759,703.00)	0.00	0.00	(759,703.00)	100.00%	0.00
18 100-0000-10000-150000-91 UNDESIGNATED SURPLUS-Spec ED	(78,000.00)	0.00	0.00	(78,000.00)	*100.00%	0.00
Subtotal Local Revenue	\$16,280,399.17	\$143,018.56	\$12,769,799.90	\$13,510,599.27	55.90%	\$150.00
<b>State Revenue</b>						
19 100-0000-10000-131100-90 STATE FOUNDATION ALLOCATION	(4,061,274.62)	(339,411.97)	(2,376,593.44)	(1,684,681.18)	-41.48%	0.00
20 100-0000-20000-131200-90 STATE AGENCY CLIENT TUITION	(80,000.00)	(937.64)	(10,848.09)	(69,159.91)	86.41%	0.00
Subtotal State Revenue	\$4,141,274.62	\$130,349.61	\$2,387,441.53	\$1,753,831.09	-42.35%	\$0.00
Total Revenue	\$10,421,673.79	\$173,368.17	\$15,157,241.43	\$15,264,430.36	50.51%	\$150.00

2/1/2019 9:25:50AM

Page 1 of 27

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
<u>System Administration</u>						
21 100-0000-23100-5150000-90 BOD - STIPENDS	1,100.00	0.00	0.00	1,100.00	100.00%	0.00
22 100-0000-23100-5150020-90 FICA/MAID	84.50	0.00	0.00	84.50	100.00%	0.00
23 100-0000-23100-5145000-90 BOD - LEGAL FEES	11,500.00	0.00	2,005.64	9,494.36	40.85%	-4,796.00
24 100-0000-23100-5146000-90 BOD - AUDIT	10,000.00	3,900.00	9,900.00	100.00	0.00%	100.00
25 100-0000-23100-5150000-90 BOD - DISTRICT BOND INSURANCE	5,000.00	0.00	5,800.00	(800.00)	(16.00)%	0.00
26 100-0000-23100-5150010-90 BOD - PUNISH SERV OTHER - LIAB.	500.00	0.00	328.00	172.00	34.40%	0.00
27 100-0000-23100-5150000-90 BOD - PRINTING & OTHER	3,100.00	0.00	2,207.30	892.70	13.32%	-475.62
28 100-0000-23100-5810000-90 BOD - MEMBERSHIP IN NSBA	2,400.00	0.00	2,272.00	128.00	5.33%	0.00
29 100-0000-23100-5814000-90 BOD - CONFERENCES	573.00	0.00	271.62	301.38	14.37%	219.00
30 100-0000-23140-5110000-90 BOD - REFERENCE COSTS	1,625.00	0.00	0.00	1,625.00	100.00%	0.00
31 100-0000-23100-5104000-90 SUPT OFFICE (SUPT) - SALARY	61,200.00	7,082.83	37,810.56	23,389.44	38.21%	0.00
32 100-0000-23200-5118000-90 Admin Asst Salary	37,555.00	-4,019.13	21,987.92	15,567.08	41.45%	0.00
33 100-0000-23200-5204000-90 SUPT OFFICE (SUPT) - BENEFITS	1,488.00	35.82	1,086.47	-401.53	26.98%	0.00
34 100-0000-23200-5204010-90 SUPT OFFICE (SUPT) - HEALTH	10,815.00	839.70	5,877.90	4,937.10	45.65%	0.00
35 100-0000-23200-5204015-90 SUPT OFFICE (SUPT) - DENTAL	201.00	16.76	117.32	83.68	41.63%	0.00
36 100-0000-23200-5204020-90 SUPT OFFICE (SUPT) - NCR	887.00	99.25	524.10	362.90	40.91%	0.00
37 100-0000-23200-5206000-90 SUPT OFFICE (A/A) - BENEFITS	4,790.00	16.08	766.08	-4,023.92	84.00%	0.00
38 100-0000-23200-5206010-90 SUPT OFFICE (A/A) - HEALTH	1,500.00	0.00	0.00	1,500.00	100.00%	0.00
39 100-0000-23100-5208020-90 SUPT OFFICE (A/A) - OASDI/MCR	2,873.00	307.45	1,682.06	1,190.94	41.45%	0.00
40 100-0000-23100-5234000-90 SUPT OFFICE (SUPT) - RETIREMEN	2,262.00	280.41	1,495.52	766.48	33.88%	0.00
41 100-0000-23200-5238000-90 RETIREMENT CONT/REGULAR EYE	1,127.00	0.00	0.00	1,127.00	100.00%	0.00
42 100-0000-23200-5312000-90 SUPT OFFICE SERVICES-CONTRACTE	15,000.00	0.00	0.00	15,000.00	0.00%	0.00
43 100-0000-23200-5330000-90 SUPT OFFICE - EE TRAINING & DEVE	1,201.00	135.00	14,438.43	541.57	0.00%	541.57
44 100-0000-23200-5445000-90 SUPT OFFICE - COPIER LEASE	4,500.00	0.00	1,067.00	134.00	11.15%	0.00
45 100-0000-23200-5500000-90 SUPT OFFICE - LIABILITY INSURANC	710.00	0.00	3,432.89	1,067.11	19.93%	170.11
46 100-0000-23200-5532000-90 SUPT OFFICE - TELEPHONES	2,760.00	14.30	0.00	750.00	100.00%	0.00
47 100-0000-23200-5580000-90 SUPT OFFICE - STAFF TRAVEL	2,750.00	241.84	1,382.29	1,377.71	49.91%	0.00
48 100-0000-23200-5600000-90 SUPT OFFICE - OFFICE SUPPLIES	3,180.00	0.00	1,367.97	1,812.03	53.89%	0.00
49 100-0000-23200-5600030-90 SUPT OFFICE - POSTAGE	3,720.00	0.00	1,702.61	1,477.39	41.53%	156.64
		0.00	2,133.58	1,586.42	33.64%	336.12

2/1/2019 9:25:50AM



# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Fwdg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
50 100-0000-23300-5405000-90 SUPT OFFICE - REPLACEMENT OF E	600.00	0.00	0.00	600.00	100.00%	0.00
51 100-0000-23300-5410000-90 MEMBERSHIPS & DUES - SUPT OFF	1,475.00	0.00	839.60	645.40	43.75%	0.00
52 100-0000-25000-5118000-90 Business Office WAGES	99,329.00	11,238.44	60,369.34	38,859.76	39.16%	0.00
53 100-0000-25000-5208000-90 Business office BENEFITS	700.00	63.04	188.68	511.32	73.04%	0.00
54 100-0000-25000-5208010-90 C/S - HEALTH INSURANCE	24,506.00	2,598.06	18,185.90	10,320.10	36.20%	0.00
55 100-0000-25000-5208030-90 C/S - DASHDAKTR	8,518.00	805.19	4,236.37	4,111.63	49.25%	0.00
56 100-0000-25000-5218015-90 Dental	670.00	55.84	390.88	279.12	41.65%	0.00
57 100-0000-25000-5218000-90 C/S - RETIREMENT CONTRIBUTION	2,922.00	336.45	1,806.17	1,115.83	38.18%	0.00
Subtotal System Administration	\$334,891.50	\$33,085.99	\$205,587.10	\$131,304.40	36.95%	\$6,799.06

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
School Administration						
58 100-0000-21000-5104000-11 PRINCIPAL SALARY - HOLBROOK	87,344.00	10,108.50	53,962.58	33,381.42	38.21%	0.00
59 100-0000-21000-5104000-12 PRINCIPAL SALARY - EDDINGTON	45,087.50	5,202.39	27,746.08	17,341.42	38.46%	0.00
60 100-0000-21000-5104000-13 PRINCIPAL SALARY - HOLDEN	45,087.50	5,202.42	27,746.24	17,341.26	38.46%	0.00
61 100-0000-21000-5118010-11 SECRETARIAL WAGES - HOLBROOK	33,048.00	3,561.84	19,937.84	13,110.16	39.67%	0.00
62 100-0000-21000-5118010-12 SECRETARIAL WAGES - EDDINGTON	22,935.00	2,883.48	12,766.25	10,168.75	44.33%	0.00
63 100-0000-21000-5118010-13 SECRETARIAL WAGES - HOLDEN	25,985.00	2,975.15	14,307.35	11,597.65	44.76%	0.00
64 100-0000-21000-5304000-11 PRINCIPAL BENEFITS - HOLBROOK	700.00	16.02	112.12	587.88	83.98%	0.00
65 100-0000-21000-5304000-12 PRINCIPAL BENEFITS - EDDINGTON	350.00	30.93	216.50	133.50	4.94%	116.20
66 100-0000-21000-5304000-13 PRINCIPAL BENEFITS - HOLDEN	350.00	30.94	216.59	133.41	4.90%	116.25
67 100-0000-24000-5304010-11 PRINCIPAL HEALTH - HOLBROOK	2,500.00	703.82	1,953.82	546.18	21.84%	0.00
68 100-0000-24000-5304010-12 PRINCIPAL HEALTH - EDDINGTON	6,990.00	591.68	4,141.50	2,848.50	40.75%	0.00
69 100-0000-24000-5304010-13 PRINCIPAL HEALTH - HOLDEN	6,990.00	591.92	4,143.18	2,846.82	40.72%	0.00
70 100-0000-24000-5304015-12 PRINCIPAL DENTAL - EDDINGTON	167.50	13.96	97.72	69.78	41.65%	0.00
71 100-0000-24000-5304015-13 PRINCIPAL DENTAL - HOLDEN	167.50	13.96	97.72	69.78	41.65%	0.00
72 100-0000-21000-5304020-11 PRINCIPAL ACR - HOLBROOK	1,266.00	144.99	778.22	487.78	38.53%	0.00
73 100-0000-21000-5304020-12 PRINCIPAL ACR - EDDINGTON	654.00	73.98	392.15	261.85	40.03%	0.00
74 100-0000-21000-5304020-13 PRINCIPAL ACR - HOLDEN	654.00	73.99	392.18	261.82	40.03%	0.00
75 100-0000-21000-5304040-11 PRINCIPAL UNEMPLOYMENT - HOLBROOK	125.00	40.00	40.00	85.00	68.00%	0.00
76 100-0000-21000-5304040-12 PRINCIPAL UNEMPLOYMENT - EDDIN	62.50	40.81	40.81	21.69	34.70%	0.00
77 100-0000-21000-5304040-13 PRINCIPAL UNEMPLOYMENT - HOLDEN	62.50	0.00	0.00	62.50	100.00%	0.00
78 100-0000-21000-5304050-11 PRINCIPAL WORKERS COMP - HOLBROOK	432.00	0.00	309.82	122.18	28.28%	0.00
79 100-0000-21000-5304050-12 PRINCIPAL WORKERS COMP - EDDIN	223.00	0.00	164.09	58.91	26.41%	0.00
80 100-0000-21000-5304050-13 PRINCIPAL WORKERS COMP - HOLDEN	223.00	0.00	164.09	58.91	26.41%	0.00
81 100-0000-24000-5308000-12 SECRETARIAL BENEFITS - EDDINGTON	0.00	0.00	0.00	(30.99)	—	0.00
82 100-0000-24000-5308010-11 SECRETARIAL HEALTH - HOLBROOK	1,000.00	703.82	1,234.81	(234.81)	(23.48)%	0.00
83 100-0000-24000-5308010-12 SECRETARIAL HEALTH - EDDINGTON	1,000.00	0.00	500.00	500.00	50.00%	0.00
84 100-0000-24000-5308010-13 SECRETARIAL HEALTH - HOLDEN	8,468.00	844.58	4,335.72	4,132.28	48.79%	0.00
85 100-0000-24000-5308015-12 SECRETARIAL DENTAL - EDDINGTON	335.00	0.00	0.00	334.05	99.74%	0.00
86 100-0000-24000-5308020-11 SECRETARIAL DENTAL - HOLBROOK	2,528.00	269.30	1,259.57	998.43	39.49%	0.00

2/1/2019 9:25 58AM

# MSAD63

## FY19 Financial Statement

Account Number /Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		
87 100-0000-24000-5208070-12 SECRETARIAL OASDI/ACR - EDDINGT	1,755.00	220.59	983.95	771.05	43.93%	0.00					
88 100-0000-24000-5208070-13 SECRETARIAL OASDI/ACR - HOLDE	1,982.00	114.72	475.38	1,506.62	76.01%	0.00					
89 100-0000-24000-5208040-11 SECRETARIAL UNEMPLOYMENT - II	125.00	14.10	14.10	110.90	88.72%	0.00					
90 100-0000-24000-5208040-12 SECRETARIAL UNEMPLOYMENT - E	125.00	11.54	12.79	112.21	89.76%	0.00					
91 100-0000-24000-5208040-13 SECRETARIAL UNEMPLOYMENT - II	125.00	6.00	27.80	97.20	77.76%	0.00					
92 100-0000-24000-5208050-11 SECRETARIAL WORKERS COMP - II	164.00	0.00	119.01	44.99	27.43%	0.00					
93 100-0000-24000-5208050-12 SECRETARIAL WORKERS COMP - E	114.00	0.00	82.97	31.03	27.21%	0.00					
94 100-0000-24000-5208050-13 SECRETARIAL WORKERS COMP - II	128.00	0.00	92.85	35.15	27.46%	0.00					
95 100-0000-24000-5218015-11 Dental-SS	0.00	27.92	27.92	(27.92)	—	0.00					
96 100-0000-24000-5218015-12 Dental	0.00	33.35	183.06	(183.06)	—	0.00					
97 100-0000-24000-5234000-11 RETIREMENT CONTRIBUTIONS/ADMINIS	3,468.00	400.11	2,133.92	1,334.08	38.46%	0.00					
98 100-0000-24000-5234000-12 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	206.49	1,101.28	688.72	38.47%	0.00					
99 100-0000-24000-5234000-13 RETIREMENT CONTRIBUTIONS/ADMINIS	1,790.00	206.58	1,101.76	688.24	38.44%	0.00					
100 100-0000-24000-5238000-11 SECRETARIAL RETIREMENT - HOLBR	991.00	0.00	0.00	991.00	100.00%	0.00					
101 100-0000-24000-5238000-12 SECRETARIAL RETIREMENT - EDDIN	648.00	0.00	0.00	648.00	100.00%	0.00					
102 100-0000-24000-5238000-13 SECRETARIAL RETIREMENT - HOLDE	777.00	0.00	0.00	777.00	100.00%	0.00					
103 100-0000-24000-5238010-11 RETIREMENT	0.00	106.85	613.11	(613.11)	—	0.00					
104 100-0000-24000-5330080-11 PRIM. TRAINING & DEVELOPMENT	400.00	0.00	25.00	375.00	93.75%	0.00					
105 100-0000-24000-5330080-12 PRIM. TRAINING & DEVELOPMENT	600.00	0.00	275.00	325.00	54.16%	0.00					
106 100-0000-24000-5330080-13 PRIM. TRAINING & DEVELOPMENT	600.00	0.00	275.00	325.00	54.16%	0.00					
107 100-0000-24000-5441500-11 COPER LEASE - HOLBROOK	11,500.00	0.00	9,204.00	2,296.00	19.96%	0.00					
108 100-0000-24000-5441500-12 COPER LEASE - EDDINGTON	6,500.00	0.00	5,103.00	1,397.00	21.49%	0.00					
109 100-0000-24000-5441500-13 COPER LEASE - HOLDEN	7,500.00	0.00	5,103.00	2,397.00	31.96%	0.00					
110 100-0000-24000-5532000-11 TELEPHONE - HOLBROOK	4,400.00	10.73	2,025.78	2,374.22	53.95%	0.00					
111 100-0000-24000-5532000-12 TELEPHONE - EDDINGTON	2,300.00	17.56	1,143.33	1,056.67	48.03%	0.00					
112 100-0000-24000-5532000-13 TELEPHONE - HOLDEN	2,900.00	9.45	1,825.53	1,074.47	37.05%	0.00					
113 100-0000-24000-5580000-11 PRINCIPAL OFFICE TRAVEL - HOLBR	500.00	0.00	0.00	500.00	100.00%	0.00					
114 100-0000-24000-5580000-12 PRINCIPAL OFFICE TRAVEL - EDDIN	300.00	0.00	46.55	253.45	84.48%	0.00					
115 100-0000-24000-5580000-13 PRINCIPAL OFFICE TRAVEL - HOLDE	300.00	0.00	46.55	253.45	84.48%	0.00					
116 100-0000-24000-5600010-11 OFFICE SUPPLIES - HOLBROOK	1,200.00	0.00	521.94	678.06	46.58%	119.09					

2/1/2019 8:25:59AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Carry	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
117 100-0000-24000-5600010-12 OFFICE SUPPLIES - EDDINGTON	1,150.00	0.00	0.00	1,150.00	100.00%	0.00
118 100-0000-24000-5600010-13 OFFICE SUPPLIES - HOLDEN	1,300.00	0.00	128.88	1,171.12	87.09%	38.86
119 100-0000-24000-5600030-15 POSTAGE - HOLBROOK	1,300.00	0.00	500.00	700.00	58.37%	0.00
120 100-0000-24000-5600030-12 POSTAGE - EDDINGTON	1,150.00	-46.49	143.47	1,006.53	51.47%	414.53
121 100-0000-24000-5600030-13 POSTAGE - HOLDEN	1,250.00	-46.48	393.43	856.57	35.36%	414.57
122 100-0000-24000-5810000-11 MEMBERSHIP'S & DUES - HOLBROOK	795.00	0.00	645.00	20.00	2.43%	0.00
Subtotal School Administration	\$354,332.00	\$35,997.56	\$211,774.15	\$142,557.85	39.88%	\$1,319.50

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal. Fwdg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019		1/1/2019 - 1/31/2019		7/1/2018 - 1/31/2019			7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	
Regular Instruction											
123 100-1000-51000-95 PURCHASED PROF SERVICES	2,200.00		0.00		0.00		2,200.00	100.00%		0.00	
124 100-100-10000-510100-11 TEACHER SALARIES - HOLBROOK	913,404.00		98,768.54		431,493.17		481,910.83	52.75%		0.00	
125 100-100-10000-510100-13 TEACHERS SALARIES - HOLDEN	331,844.00		42,385.83		182,002.82		149,841.18	45.15%		0.00	
126 100-100-10000-510200-13 ED TECH - WAGES	24,412.50		3,150.01		12,911.76		11,500.74	47.11%		0.00	
127 100-100-10000-512300-11 SUBSTITUTE WAGES - HOLBROOK	29,700.00		2,655.00		18,223.03		11,476.97	38.64%		0.00	
128 100-100-10000-512300-13 SUBSTITUTE WAGES - HOLDEN	6,700.00		1,035.00		3,342.50		3,357.50	50.11%		0.00	
129 100-100-10000-515600-11 TEACHER LEADER STIPENDS - HOL	1,500.00		0.00		750.00		750.00	50.00%		0.00	
130 100-100-10000-515600-12 TEACHER LEADER STIPENDS - EDD	2,500.00		0.00		1,000.00		1,500.00	60.00%		0.00	
131 100-100-10000-515600-13 TEACHER LEADER STIPEND - HOLDE	2,500.00		0.00		1,000.00		1,500.00	60.00%		0.00	
132 100-100-10000-520100-11 TEACHER - (HEALTH) INSURANCE -	219,282.00		15,973.24		117,508.59		101,373.71	46.22%		0.00	
133 100-100-10000-520100-13 TEACHER - (HEALTH) INSURANCE -	81,260.00		6,071.41		43,220.12		38,039.88	46.81%		0.00	
134 100-100-10000-520100-13 TEACHER - (HEALTH) INSURANCE -	8,606.00		483.04		3,400.07		5,205.93	60.49%		0.00	
135 100-100-10000-520100-13 TEACHER - DENTAL INSURANCE -	2,447.50		228.62		1,591.44		1,256.06	44.11%		0.00	
136 100-100-10000-520100-13 TEACHER - DENTAL INSURANCE -	13,774.00		1,285.05		5,531.57		8,242.43	59.84%		0.00	
137 100-100-10000-520100-12 TEACHER - NCR - EDDINGTON	0.00		0.00		14.05		(14.05)	---		0.00	
138 100-100-10000-520100-13 TEACHER - NCR - HOLDEN	4,812.00		599.05		2,563.58		2,248.42	46.72%		0.00	
139 100-100-10000-520100-11 TEACHER - UNEMPLOYMENT - HO	2,895.00		381.10		506.18		2,388.82	82.91%		0.00	
140 100-100-10000-520100-13 TEACHER - UNEMPLOYMENT - HO	10,050.00		165.23		165.23		9,884.77	98.35%		0.00	
141 100-100-10000-520100-11 TEACHER - WORKERS COMP - HOL	4,702.00		0.00		2,200.33		2,501.67	318.86%		1,144.23	
142 100-100-10000-520100-13 TEACHER - WORKERS COMP - HOL	1,643.00		0.00		1,215.09		427.91	26.04%		0.00	
143 100-100-10000-520200-13 ED TECH - (HEALTH)	8,468.00		844.58		4,318.49		4,149.51	49.00%		0.00	
144 100-100-10000-520200-13 ED TECH - DENTAL	335.00		31.92		158.95		176.05	52.55%		0.00	
145 100-100-10000-520200-13 ED TECH - OASDI/ACR	354.00		44.32		180.26		173.74	49.07%		0.00	
146 100-100-10000-520200-13 UNEMPLOYMENT	125.00		12.23		12.23		112.77	90.21%		0.00	
147 100-100-10000-520200-13 ED TECH - W/C	156.00		0.00		89.39		66.61	42.69%		0.00	
148 100-100-10000-520300-11 SUBSTITUTE BENEFITS - HOLBROO	2,272.00		201.17		967.78		1,304.22	57.40%		0.00	
149 100-100-10000-520300-13 SUBSTITUTE BENEFITS - HOLDEN	513.00		55.42		176.82		336.18	65.53%		0.00	
150 100-100-10000-523100-11 RETIREMENT	34,766.00		3,673.80		16,127.16		18,638.84	53.61%		0.00	
151 100-100-10000-523100-13 RETIREMENT	12,145.00		1,682.74		7,213.71		4,931.29	40.60%		0.00	

2/1/2019 8:25:59AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		
152. 100-1100-10000-5233000-13 ED TECI1 - RETIREMENT	893.00	893.00	125.06	125.06	512.63	512.63	380.37	42.59%	0.00	0.00	
153. 100-1100-10000-5233000-11 RETIREMENT	0.00	0.00	0.00	0.00	3.38	3.38	(3.38)	---	0.00	0.00	
154. 100-1100-10000-5251000-11 TEACHER TUITION - HOLBROOK	5,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	27.50%	3,625.00	3,625.00	
155. 100-1100-10000-5251000-13 TEACHER TUITION - HOLDEN	2,500.00	2,500.00	0.00	0.00	790.00	790.00	1,710.00	68.40%	0.00	0.00	
156. 100-1100-10000-5330000-11 TEACHER TRAINING & DEV. - HOLBROOK	7,600.00	7,600.00	0.00	0.00	1,749.36	1,749.36	5,850.64	73.83%	239.00	239.00	
157. 100-1100-10000-5330000-13 TEACHER TRAINING & DEV. - HOLDEN	4,000.00	4,000.00	0.00	0.00	529.02	529.02	3,470.98	86.33%	26.48	26.48	
158. 100-1100-10000-5433000-11 CONTRACTED SERVICES	25,764.00	25,764.00	2,865.00	2,865.00	11,460.00	11,460.00	14,304.00	(11.20)%	17,190.00	17,190.00	
159. 100-1100-10000-5490000-13 OTHER PURCHASES SERVICES	1,800.00	1,800.00	1,680.00	1,680.00	1,680.00	1,680.00	120.00	6.66%	0.00	0.00	
160. 100-1100-10000-5610000-11 TEACHING SUPPLIES - HOLBROOK	16,620.00	16,620.00	55.74	55.74	9,506.88	9,506.88	7,113.12	33.60%	1,538.65	1,538.65	
161. 100-1100-10000-5610000-13 TEACHING SUPPLIES - HOLDEN	10,200.00	10,200.00	663.52	663.52	5,718.13	5,718.13	4,481.87	43.93%	0.00	0.00	
162. 100-1100-10000-5610510-11 SPECIALISTS SUPPLIES-HOLBROOK	9,669.00	9,669.00	144.46	144.46	4,366.51	4,366.51	5,302.49	29.93%	2,407.65	2,407.65	
163. 100-1100-10000-5610510-12 SPECIALISTS SUPPLIES - EDD	3,500.00	3,500.00	0.00	0.00	1,985.03	1,985.03	1,514.97	43.28%	0.00	0.00	
164. 100-1100-10000-5610510-13 SPECIALISTS SUPPLIES -HOLDN	3,500.00	3,500.00	0.00	0.00	2,512.44	2,512.44	987.56	26.56%	57.90	57.90	
165. 100-1100-10000-5611010-11 NEW INSTRUCTIONAL EQUIP - HHO	800.00	800.00	0.00	0.00	0.00	0.00	800.00	78.75%	169.99	169.99	
166. 100-1100-10000-5640000-11 TEXTBOOKS - HOLBROOK	8,285.00	8,285.00	421.20	421.20	6,716.19	6,716.19	1,568.81	18.89%	3.23	3.23	
167. 100-1100-10000-5640000-13 TEXTBOOKS - HOLDEN	4,340.00	4,340.00	0.00	0.00	3,281.31	3,281.31	458.69	10.56%	0.00	0.00	
168. 100-1100-10000-5733000-11 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	---	1,719.9%	1,719.9%	
169. 100-1100-10000-5733000-13 FURNITURE & FIXTURES	1,350.00	1,350.00	0.00	0.00	0.00	0.00	1,350.00	81.77%	246.05	246.05	
170. 100-1100-10000-5890000-11 OTHER INSTRUCTIONAL EXP - HOLBROOK	750.00	750.00	0.00	0.00	729.00	729.00	21.00	2.80%	0.00	0.00	
171. 100-1120-10000-5101010-12 K-2 TEACHER SALARIES- EDDINGTO	397,140.00	397,140.00	45,823.87	45,823.87	198,204.31	198,204.31	198,935.69	50.09%	0.00	0.00	
172. 100-1120-10000-5101010-13 K-2 TEACHING SALARIES - HOLDE	164,500.00	164,500.00	16,442.31	16,442.31	71,855.79	71,855.79	92,644.21	56.31%	0.00	0.00	
173. 100-1120-10000-5102000-12 K-2 ED. TECH. WAGES - EDDINGTO	53,236.00	53,236.00	7,321.14	7,321.14	30,550.22	30,550.22	22,685.78	42.61%	0.00	0.00	
174. 100-1120-10000-5123000-12 K-2 SUBSTITUTE WAGES - EDDINGTO	8,812.00	8,812.00	1,485.00	1,485.00	2,385.00	2,385.00	6,427.00	72.93%	0.00	0.00	
175. 100-1120-10000-5123000-13 K-2 SUBSTITUTE WAGES - HOLDE	2,250.00	2,250.00	225.00	225.00	675.00	675.00	1,575.00	78.00%	0.00	0.00	
176. 100-1120-10000-5201010-12 K-2 TEACHER HEALTH - EDDINGTO	91,006.00	91,006.00	8,142.36	8,142.36	55,711.29	55,711.29	35,294.71	38.78%	0.00	0.00	
177. 100-1120-10000-5201010-13 K-2 TEACHER HEALTH - HOLDEN	16,936.00	16,936.00	1,403.28	1,403.28	9,842.61	9,842.61	7,093.39	41.88%	0.00	0.00	
178. 100-1120-10000-5201015-12 K-2 TEACHER DENTAL - EDDINGTO	2,512.50	2,512.50	209.40	209.40	1,373.49	1,373.49	1,039.01	41.35%	0.00	0.00	
179. 100-1120-10000-5201015-13 TEACHER DENTAL - HOLDEN	670.00	670.00	55.67	55.67	390.45	390.45	279.55	41.72%	0.00	0.00	
180. 100-1120-10000-5201020-12 K-2 TEACHER MCR - EDDINGTON	5,750.00	5,750.00	643.97	643.97	2,758.16	2,758.16	3,000.84	52.10%	0.00	0.00	
181. 100-1120-10000-5201020-13 TEACHER MEDICARE - HOLDEN	2,385.00	2,385.00	235.25	235.25	1,034.45	1,034.45	1,350.55	57.04%	0.00	0.00	

2/1/2019 9:25:59AM

# MSAD63 FY19 Financial Statement

Report # 22286

Account Number / Description	Adopted Budget		Current Period		Reported Period	Bal Rmg	Percent Remaining	Encumbrances	
	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019				7/1/2018 - 1/31/2019	
182. 100-1120-10000-5301000-12 K-2 TEACHER UNEMPLOYMENT - E	1,375.00	177.67	177.67	196.16	1,178.84	85.73%	0.00	0.00	
183. 100-1120-10000-5301000-13 TEACHER UNEMPLOYMENT - HOLDE	500.00	64.90	64.90	120.56	379.44	75.88%	0.00	0.00	
184. 100-1120-10000-5301050-12 K-2 TEACHER WORKERS COMP - E	1,966.00	0.00	0.00	1,454.18	511.82	26.03%	0.00	0.00	
185. 100-1120-10000-5301050-13 TEACHER WORKERS COMPENSATIO	814.00	0.00	0.00	602.34	211.66	26.00%	0.00	0.00	
186. 100-1120-10000-5302000-12 K-2 ED. TECH. BENEFITS-EDDINGTO	0.00			492.42	(492.42)	---	0.00	0.00	
187. 100-1120-10000-5302010-12 ED TECH - HEALTH	17,476.00	1,689.16	1,689.16	8,824.77	8,611.23	49.38%	0.00	0.00	
188. 100-1120-10000-5302015-12 ED TECH - DENTAL	670.00	105.28	105.28	545.94	124.06	18.51%	0.00	0.00	
189. 100-1120-10000-5302020-12 ED TECH - OASDI/ACR	772.00	0.00	0.00	0.00	772.00	100.00%	0.00	0.00	
190. 100-1120-10000-5303000-12 Ed Tech UNEMPLOYMENT	312.50	0.00	0.00	0.00	312.50	100.00%	0.00	0.00	
191. 100-1120-10000-5303000-12 K-2 SUBSTITUTE BENEFITS - EDDING	675.00	58.17	58.17	107.56	567.44	84.06%	0.00	0.00	
192. 100-1120-10000-5303000-13 K-2 SUBSTITUTE BENEFITS - HOLDE	172.00	12.54	12.54	44.16	127.84	74.32%	0.00	0.00	
193. 100-1120-10000-5331010-12 Retirement	14,535.00	1,819.23	1,819.23	7,856.84	6,678.16	45.94%	0.00	0.00	
194. 100-1120-10000-5331010-13 RETIREMENT	6,021.00	652.77	652.77	2,852.75	3,168.25	52.61%	0.00	0.00	
195. 100-1120-10000-5332000-12 ED TECH - RETIREMENT	2,113.00	290.64	290.64	1,212.85	900.15	42.60%	0.00	0.00	
196. 100-1120-10000-5333000-12 RETIREMENT	0.00			14.29	(14.29)	---	0.00	0.00	
197. 100-1120-10000-5351000-12 K-2 TEACHER TUITION - EDDINGTO	2,500.00	0.00	0.00	3,068.00	(568.00)	(56.11)%	834.75	834.75	
198. 100-1120-10000-5330000-12 K-2 EE TRAINING & DEV - EDDINGTO	4,000.00	0.00	0.00	446.50	3,553.50	86.33%	100.00	100.00	
199. 100-1120-10000-5610000-12 K-2 INSTRUCTIONAL SUPPLIES - E	12,550.00	0.00	0.00	7,840.91	4,709.09	35.57%	244.92	244.92	
200. 100-1120-10000-5610000-13 K-2 INSTRUCTIONAL SUPPLIES - H	4,500.00	0.00	0.00	1,358.35	3,141.65	69.81%	0.00	0.00	
201. 100-1120-10000-5640000-12 K-2 TEXTBOOKS - EDDINGTON	8,450.00	0.00	0.00	3,120.24	5,329.76	58.79%	362.00	362.00	
202. 100-1120-10000-5640000-13 K-2 TEXTBOOKS - HOLDEN	1,750.00	0.00	0.00	2,750.01	(1,000.01)	(57.14)%	0.00	0.00	
203. 100-1120-10000-5733000-12 FURNITURE & FIXTURES	1,350.00	0.00	0.00	0.00	1,350.00	100.00%	0.00	0.00	
204. 100-2900-10000-5101010-95 SALARIES	40,250.00	4,307.72	4,307.72	15,796.01	24,453.99	60.75%	0.00	0.00	
205. 100-2900-10000-5121000-95 GIFTED & TALENTED - SUBSTITUTE	900.00	0.00	0.00	75.00	825.00	91.66%	0.00	0.00	
206. 100-2900-10000-5301000-95 PROFESSIONAL BENEFITS	9,315.00	76.01	76.01	231.48	9,083.52	97.51%	0.00	0.00	
207. 100-2900-10000-5323000-95 GIFTED & TALENTED - SUBSTITUT	70.00	0.00	0.00	1.09	68.91	98.44%	0.00	0.00	
208. 100-2900-10000-5323020-95 MEDICARE	0.00	0.00	0.00	4.65	(4.65)	---	0.00	0.00	
209. 100-2900-10000-5330000-95 GIFTED & TALENTED - EMPLOYEE	4,800.00	0.00	0.00	150.00	4,650.00	96.87%	0.00	0.00	
210. 100-2900-10000-5600000-95 GIFTED & TALENTED - OTHER SUPP	3,575.00	323.57	323.57	323.57	3,251.43	90.94%	0.00	0.00	
211. 100-2900-10000-5640000-95 GIFTED & TALENTED - TEXTBOOK	0.00	324.06	324.06	423.86	(423.86)	---	551.15	551.15	

2/1/2019 9:25 99AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
Subtotal Regular Instruction	\$2,716,913.00	\$277,721.00	\$1,345,200.36	\$1,371,714.64	49.34%	\$38,450.96
Regular Instruction 9-12						
212 100-1200-10000-5561000-99 9-12 TUITION PAID TO OTHER RSUP	1,997,439.17	118,367.60	648,061.88	1,349,377.29	67.55%	0.00
213 100-1200-10000-5563000-99 9-12 PRIVATE SCHOOL TUITION	986,753.27	112,823.81	539,221.55	447,531.72	45.35%	0.00
214 100-1200-10000-5568000-99 INSURED VALUE FACTOR	59,205.30	7,201.67	34,418.49	24,786.71	41.86%	0.00
215 100-1200-10000-5900000-39 OTHER - CONTINGENCY	25,000.00	0.00	0.00	25,000.00	100.00%	0.00
Subtotal REG 9-12	\$3,068,397.64	\$238,395.08	\$1,221,701.92	\$1,846,695.72	60.18%	\$38.00



# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
Special Education						
216. 100-2200-10000-5101010-11 RR SALARIES	62,250.00	8,682.69	34,125.00	28,125.00	45.18%	0.00
217. 100-2200-10000-5101010-12 RR SALARIES	37,750.00	4,355.77	17,355.75	20,394.25	54.02%	0.00
218. 100-2200-10000-5101010-13 RR SALARIES	61,988.00	7,152.46	30,955.53	31,032.47	50.06%	0.00
219. 100-2200-10000-5102000-11 RR ED TECH - WAGES	45,245.00	7,161.02	32,835.41	12,409.59	27.42%	0.00
220. 100-2200-10000-5102000-12 RR ED TECH - WAGES	30,832.00	2,630.25	9,929.81	10,902.19	52.33%	0.00
221. 100-2200-10000-5102000-13 RR ED TECH - WAGES	0.00	3,024.00	12,402.50	(12,402.50)	—	0.00
222. 100-2200-10000-5123000-95 SPECIAL ED. (RR) SUBSTITUTE - WA	5,250.00	720.00	3,232.50	2,017.50	38.12%	0.00
223. 100-2200-10000-5201000-95 SPECIAL ED. (RR) TEACHER BENEFIT	0.00	62.60	108.17	(108.17)	—	0.00
224. 100-2200-10000-5201010-11 TCIR HEALTH INSURANCE	12,404.00	1,282.24	8,794.24	13,609.76	69.74%	0.00
225. 100-2200-10000-5201010-12 TCIR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
226. 100-2200-10000-5201010-13 TCIR HEALTH INSURANCE	2,500.00	0.00	0.00	2,500.00	100.00%	0.00
227. 100-2200-10000-5201010-95 SPECIAL ED. (RR) TEACHER - HEALTH	0.00	0.00	2,940.15	(2,940.15)	—	0.00
228. 100-2200-10000-5201015-11 TCIR DENTAL INSURANCE	670.00	41.88	251.28	418.72	62.40%	0.00
229. 100-2200-10000-5201015-12 TCIR DENTAL INSURANCE	335.00	27.92	195.44	139.56	41.65%	0.00
230. 100-2200-10000-5201015-13 TCIR DENTAL INSURANCE	335.00	27.92	204.60	130.40	38.92%	0.00
231. 100-2200-10000-5201015-95 SPECIAL ED. (RR) TEACHER - DENTA	0.00	0.00	4.80	(4.80)	—	0.00
232. 100-2200-10000-5201020-11 FICA/MEDICARE	2,047.00	123.11	479.75	1,567.25	76.50%	0.00
233. 100-2200-10000-5201020-12 FICA/MEDICARE	302.00	63.15	251.64	50.36	16.67%	0.00
234. 100-2200-10000-5201020-13 FICA/MEDICARE	283.00	103.71	448.85	(163.85)	(58.60)%	0.00
235. 100-2200-10000-5201040-11 UNEMPLOYMENT COMP INSURANC	250.00	0.00	0.00	250.00	100.00%	0.00
236. 100-2200-10000-5201040-12 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.00	125.00	100.00%	0.00
237. 100-2200-10000-5201040-13 UNEMPLOYMENT COMP INSURANC	125.00	11.72	11.90	113.10	9.048%	0.00
238. 100-2200-10000-5201040-95 SPECIAL ED. (RR) TEACHER - UNEMP	0.00	0.00	1.66	(1.66)	—	0.00
239. 100-2200-10000-5201050-11 WORKERS COMP INSURANCE	411.00	0.00	227.94	183.06	44.54%	0.00
240. 100-2200-10000-5201050-12 WORKERS COMP INSURANCE	308.00	0.00	226.98	81.02	26.30%	0.00
241. 100-2200-10000-5201050-13 WORKERS COMP INSURANCE	183.00	0.00	138.23	44.77	24.46%	0.00
242. 100-2200-10000-5202000-95 SPECIAL ED. (RR) ED TECH - BENEF	0.00	17.43	17.43	(17.43)	—	0.00
243. 100-2200-10000-5202010-11 ED TECH - HEALTH	10,516.00	439.80	1,293.01	9,223.99	87.73%	0.00
244. 100-2200-10000-5202010-12 ED TECH - HEALTH	8,546.00	0.00	56.41	8,489.59	99.33%	0.00

2/1/2019 9:25:59AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Rmng	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019
345 100-2300-10000-5203010-13 ED TECH - HEALTH	17,092.00	844.58	4,284.39	12,807.61	74.93%	0.00
246 100-2200-10000-5203010-95 SPECIAL ED (RR) ED TECH -HEALT	0.00	0.00	2,551.16	(2,551.16)	—	0.00
247 100-2200-10000-5203015-11 ED TECH - DENTAL	670.00	49.37	242.81	427.19	63.75%	0.00
248 100-2300-10000-5203015-12 ED TECH - DENTAL	670.00	0.00	0.00	670.00	100.00%	0.00
249 100-2300-10000-5203015-13 ED TECH - DENTAL	0.00	33.50	152.84	(152.84)	—	0.00
250 100-2200-10000-5203020-11 ED TECH - OASDI/ACR	656.00	103.13	474.06	181.94	27.73%	0.00
251 100-2300-10000-5203020-12 ED TECH - OASDI/ACR	490.00	38.14	143.93	346.07	70.62%	0.00
252 100-2200-10000-5203020-13 ED TECH - OASDI/ACR	283.00	42.48	172.93	110.07	38.89%	0.00
253 100-2200-10000-5203040-11 ED TECH - UNEMPLOYMENT	230.00	28.46	58.22	191.78	76.71%	0.00
254 100-2200-10000-5203040-12 ED TECH - UNEMPLOYMENT	125.00	10.53	35.12	89.88	71.90%	0.00
255 100-2200-10000-5203040-13 ED TECH - UNEMPLOYMENT	125.00	0.00	0.00	125.00	100.00%	0.00
256 100-2200-10000-5203040-95 SPECIAL ED (RR) ED TECH - UNEMP	0.00	0.00	2.00	(2.00)	—	0.00
257 100-2300-10000-5203050-11 ED TECH - WORKERS COMP	224.00	0.00	165.67	58.33	26.04%	0.00
258 100-2200-10000-5203050-12 ED TECH - WORKERS COMP	103.00	0.00	76.28	26.72	25.94%	0.00
259 100-2200-10000-5203050-13 ED TECH - WORKERS COMP	168.00	0.00	0.00	168.00	100.00%	0.00
260 100-2200-10000-5203060-95 SPECIAL ED (RR) SUBSTITUTE - UE	405.00	57.95	207.76	197.24	48.70%	0.00
261 100-2300-10000-5231010-11 TCHR RETIREMENT	2,278.00	344.70	1,354.77	923.23	40.52%	0.00
262 100-2300-10000-5231010-12 TCHR RETIREMENT	1,382.00	172.02	689.02	692.98	50.14%	0.00
263 100-2300-10000-5231010-95 RETIREMENT	0.00	0.00	66.13	(66.13)	—	0.00
264 100-2300-10000-5232000-11 ED TECH - RETIREMENT	1,656.00	159.24	779.35	876.65	52.93%	0.00
265 100-2300-10000-5232000-12 ED TECH - RETIREMENT	762.00	104.41	394.21	367.79	48.26%	0.00
266 100-2300-10000-5232000-13 ED TECH - RETIREMENT	1,620.00	120.05	492.36	1,127.64	69.60%	0.00
267 100-2200-10000-5330000-95 SPECIAL ED (RR) TEACHER - TRAIN	2,000.00	0.00	846.84	1,153.16	14.20%	869.00
268 100-2200-10000-5344000-95 SPECIAL ED (RR) PURCH. PROF S	64,000.00	0.00	1,979.00	62,021.00	84.32%	8,050.00
269 100-2300-10000-5600010-95 SPECIAL ED (RR) TEACHING SUPPL	1,800.00	184.80	1,240.95	559.05	31.6%	502.00
270 100-2300-10000-5640000-95 SPECIAL ED (RR) TEXTBOOKS	780.00	0.00	8,554.09	(7,774.09)	(996.67)%	0.00
271 100-2300-10000-5690000-95 SPECIAL ED (RR) OTHER SUPPLIE	2,450.27	0.00	2,383.58	66.69	2.72%	0.00
272 100-2300-10000-5101010-11 SC SALARIES	56,990.00	6,571.15	28,378.85	28,571.15	50.16%	0.00
273 100-2300-10000-5101010-13 SC SALARIES	41,730.00	4,730.77	20,432.67	21,317.33	51.05%	0.00
274 100-2300-10000-5102000-11 SC ED TECH - WAGES	46,546.50	1,323.02	7,397.04	39,149.46	84.10%	0.00

2/1/2019 9:25 56AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
273. 100-2300-10000-5102000-13 SC ED TECH - WAIVES	19,530.00	0.00	42.00	19,488.00	99.78%	0.00
276. 100-2300-10000-5102000-95 SPECIAL ED (SCC) ED. TECH. - WA	0.00	5,568.56	21,556.13	(21,556.13)	—	0.00
277. 100-2300-10000-5123000-95 SPECIAL ED (SCC) SUBSTITUTE - W	3,750.00	225.00	900.00	2,850.00	76.00%	0.00
278. 100-2300-10000-5201000-95 SPECIAL ED (SCC) TEACHER BENEF	0.00	42.83	42.83	(42.83)	—	0.00
279. 100-2300-10000-5201010-11 TCHR HEALTH INSURANCE	18,350.00	1,522.96	10,660.72	7,689.28	41.90%	0.00
280. 100-2300-10000-5201010-13 TCHR HEALTH INSURANCE	8,546.00	771.29	5,216.80	3,329.20	38.95%	0.00
281. 100-2300-10000-5201015-11 TCHR DENTAL INSURANCE	335.00	27.92	195.44	139.56	41.65%	0.00
282. 100-2300-10000-5201015-13 TCHR DENTAL INSURANCE	335.00	27.92	195.44	139.56	41.65%	0.00
283. 100-2300-10000-5201020-11 FICA/MEDICARE	826.00	87.82	370.45	455.55	55.15%	0.00
284. 100-2300-10000-5201020-13 FICA/MEDICARE	605.00	0.00	0.00	605.00	100.00%	0.00
285. 100-2300-10000-5201040-13 UNEMPLOYMENT COMP INSURANC	125.00	0.00	0.15	124.85	99.88%	0.00
286. 100-2300-10000-5201050-11 WORKERS COMP INSURANCE	283.00	0.00	208.53	74.47	26.31%	0.00
287. 100-2300-10000-5201050-13 WORKERS COMP INSURANCE	206.00	0.00	152.87	53.13	25.79%	0.00
288. 100-2300-10000-5202010-11 ED TECH - HEALTH	2,000.00	439.98	1,293.36	706.64	35.33%	0.00
289. 100-2300-10000-5202010-13 ED TECH - HEALTH	16,916.00	0.00	112.82	16,803.18	99.37%	0.00
290. 100-2300-10000-5202010-95 SPECIAL ED (SCC) ED. TECH. - HE	0.00	1,748.00	6,009.01	(6,009.01)	—	0.00
291. 100-2300-10000-5202015-11 ED TECH - DENTAL	0.00	17.45	51.31	(51.31)	—	0.00
292. 100-2300-10000-5203015-13 ED TECH - DENTAL	670.00	0.00	0.00	670.00	100.00%	0.00
293. 100-2300-10000-5203015-95 SPECIAL ED (SCC) ED. TECH. - DE	0.00	34.12	135.78	(135.78)	—	0.00
294. 100-2300-10000-5203020-11 ED TECH - OASDI/ACR	675.00	18.48	105.19	569.81	84.41%	0.00
295. 100-2300-10000-5203030-13 ED TECH - OASDI/ACR	243.00	0.00	0.42	282.58	99.85%	0.00
296. 100-2300-10000-5203030-95 SPECIAL ED (SCC) ED. TECH. - OA	0.00	77.95	302.90	(302.90)	—	0.00
297. 100-2300-10000-5203040-11 ED TECH - UNEMPLOYMENT	230.00	5.09	20.00	230.00	92.00%	0.00
298. 100-2300-10000-5203040-13 ED TECH - UNEMPLOYMENT	125.00	0.00	0.00	125.00	100.00%	0.00
299. 100-2300-10000-5203040-95 SPECIAL ED (SCC) ED. TECH. - UN	0.00	21.51	89.51	(89.51)	—	0.00
300. 100-2300-10000-5203050-11 ED TECH - WORKERS COMP	230.00	0.00	170.44	59.56	25.89%	0.00
301. 100-2300-10000-5203050-13 ED TECH - WORKERS COMP	148.00	0.00	71.51	76.49	51.68%	0.00
302. 100-2300-10000-5203050-95 SPECIAL ED (SCC) SUBSTITUTE - B	290.00	12.53	53.10	236.90	81.68%	0.00
303. 100-2300-10000-5231010-11 TCHR RETIREMENT	2,084.00	260.88	1,126.66	957.34	45.93%	0.00
304. 100-2300-10000-5231010-13 TCHR RETIREMENT	1,528.00	187.80	811.13	716.87	46.91%	0.00

2/1/2019 9:25:58AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
305 100-2300-10000-5233000-11 ED TECH - RETIREMENT	1,704 00	52.52	293.66	1,410.34	82.76%	0.00
306 100-2300-10000-5233000-13 ED TECH - RETIREMENT	715 00	0.00	1.67	713.33	99.76%	0.00
307 100-2300-10000-5233000-95 SPECIAL ED (SCC) - ED. TECH. RET	0.00	221.07	855.79	(855.79)	—	0.00
308 100-2300-10000-5300002-95 PURCHASED PROF SERVICES	1,000 00	0.00	160.00	840.00	(16.00)%	1,000.00
309 100-2300-10000-5330000-95 SPECIAL ED (SCC) TEACHER - TRAI	1,000 00	0.00	35.00	965.00	38.80%	577.00
310 100-2300-10000-5410010-95 SPECIAL ED (SCC) - INST. SUPPLIE	600 00	0.00	505.95	94.05	(19.19)%	209.24
311 100-2400-10000-5121000-95 SPECIAL ED HOMIE INST. TUTOR - W	8,400 00	109.30	316.96	8,083.04	9% 22%	0.00
312 100-2400-10000-5201000-95 SPECIAL ED. HOMIE INST. TUTOR - B	430 00	1.25	6.18	423.82	98.56%	0.00
313 100-2400-10000-5233000-95 RETIREMENT	372.50	2.68	7.74	314.76	97.60%	0.00
314 100-2500-23300-5104000-90 SPECIAL ED - DIRECTOR SALARY	70,000.00	8,076.93	43,076.96	26,923.04	38.46%	0.00
315 100-2500-23300-5118000-90 SPECIAL ED - SECRETARY WAGE	29,811.00	2,644.63	13,709.14	16,101.86	54.01%	0.00
316 100-2500-23300-5204000-90 SPECIAL ED - DIRECTOR BENEFIT	2,598.00	139.93	602.81	1,995.19	76.79%	0.00
317 100-2500-23300-5204010-90 ADMINISTRATION - HEALTHI	18,438.00	1,631.86	11,423.02	7,004.98	38.01%	0.00
318 100-2500-23300-5204015-90 ADMINISTRATION - DENTAL	315.00	27.92	195.44	139.56	41.65%	0.00
319 100-2500-23300-5208000-90 SPECIAL ED - SECRETARY BENEFIT	1,120.00	197.70	962.84	157.16	14.03%	0.00
320 100-2500-23300-5208010-90 REGULAR E/E - HEALTHI	18,025.00	1,070.88	7,097.21	10,927.79	60.62%	0.00
321 100-2500-23300-5218015-90 Dental	315.00	19.96	132.26	202.74	60.51%	0.00
322 100-2500-23300-5234000-90 RETIREMENT CONTRIBUTIONS/ADMINI	2,587.00	320.64	1,710.08	876.92	33.89%	0.00
323 100-2500-23300-5330000-90 SPECIAL ED - EE TRAINING & DE	2,500.00	0.00	1,188.12	1,311.88	52.47%	0.00
324 100-2500-23300-5345000-90 LEGAL SERVICES	2,500.00	0.00	0.00	2,500.00	60.00%	1,000.00
325 100-2500-23300-5444000-90 SPECIAL ED - PURCHASED PROF S	3,100.00	0.00	2,687.50	412.50	9.27%	125.00
326 100-2500-23300-5444500-90 SPECIAL ED - OFFICE COPIER LEAS	4,500.00	0.00	2,603.00	1,897.00	42.15%	0.00
327 100-2500-23300-5512000-90 SPECIAL ED - OFFICE TELEPHONE	1,500.00	9.40	783.57	716.43	47.76%	0.00
328 100-2500-23300-5561000-90 SPECIAL ED - TUITION/OUTSIDE P	861,182.50	48,656.19	203,021.99	638,160.51	76.42%	0.00
329 100-2500-23300-5580000-90 SPECIAL ED - OFFICE TRAVEL	2,000.00	0.00	754.25	1,245.75	62.28%	0.00
330 100-2500-23300-5600000-90 SPECIAL ED - OFFICE SUPPLIES	1,000.00	0.00	677.37	322.63	23.15%	91.99
331 100-2500-23300-5810000-90 DUES & FEES - SPED OFFICE	605.00	0.00	415.00	190.00	31.40%	0.00
332 100-2500-23300-5900000-90 CONTINGENCY SPEC ED	78,000.00	0.00	0.00	78,000.00	100.00%	0.00
333 100-2800-21500-5101010-95 SPECIAL ED. SPEECH TEACHER - S	50,000.00	7,980.00	33,420.00	16,580.00	33.16%	0.00
334 100-2800-21500-5201000-95 SPECIAL ED. SPEECH TEACHER - B	250.00	147.63	516.51	(266.51)	(106.60)%	0.00

2/1/2019 9:25 58AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period		Reported Period	Bal Remg	Percent Remaining		Encumbrances	
		1/1/2019 - 1/31/2019	1/31/2019			7/1/2018 - 1/31/2019	1/31/2019	7/1/2018 - 1/31/2019	1/31/2019
335 100-2800-21500-5201015-95 GROUP DENTAL INSURANCE	335.00	0.00	0.00	0.00	335.00	100.00%	100.00%	0.00	0.00
336 100-2800-21500-5201020-95 FICA/MEDICARE	725.00	0.00	0.00	0.00	725.00	100.00%	100.00%	0.00	0.00
337 100-2800-21500-5202040-95 UNEMPLOYMENT	120.00	0.00	0.00	0.00	120.00	100.00%	100.00%	0.00	0.00
338 100-2800-21500-5231010-95 RETIREMENT	1,680.00	316.81	1,366.77	1,366.77	353.23	21.02%	21.02%	0.00	0.00
339 100-2800-21500-5610010-95 INSTRUCTIONAL SUPPLIES	600.00	0.00	1,253.77	1,253.77	(633.77)	(105.62)%	(105.62)%	0.00	0.00
340 100-1100-10000-5340000-95 PURCHASED PROF SERVICES	500.00	0.00	0.00	0.00	500.00	100.00%	100.00%	0.00	0.00
341 100-1300-10000-5121000-95 SUMMER PROGRAMMING - TUTO	2,349.00	0.00	2,071.38	2,071.38	277.62	11.81%	11.81%	0.00	0.00
342 100-1300-10000-5200000-95 SUMMER TUTOR - BENEFITS	114.00	0.00	31.26	31.26	82.74	72.57%	72.57%	0.00	0.00
343 100-1300-10000-5221000-95 Employer Benefits	0.00	0.00	8.18	8.18	(8.18)	--	--	0.00	0.00
Subtotal Special Education	\$1,779,501.77	\$133,564.26	\$621,770.89	\$621,770.89	\$1,157,730.88	64.36%	64.36%	\$12,433.33	\$12,433.33

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period	Reported Period	Bal Rmng	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019				7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		
Staff & Student Support									
344 100-0000-21200-5101010-11 GUIDANCE SALARIES - HOLBROOK	48,000.00	5,538.46		23,863.37	24,134.63		50.28%		0.00
345 100-0000-21200-5101010-12 GUIDANCE SALARIES - EDDINGTO	34,189.00	2,365.38		10,757.25	23,431.75		68.53%		0.00
346 100-0000-21200-5101010-13 GUIDANCE SALARIES - HOLDEN	34,189.00	2,365.39		10,757.27	23,431.73		68.53%		0.00
347 100-0000-21200-5201010-11 GUIDANCE - HEALTH BENEFITS - H	2,500.00	0.00		0.00	2,500.00		100.00%		0.00
348 100-0000-21200-5201010-12 GUIDANCE - HEALTH BENEFITS - E	4,234.00	0.00		1,328.76	2,905.24		68.61%		0.00
349 100-0000-21200-5201010-13 GUIDANCE - HEALTH BENEFITS - H	4,234.00	0.00		1,328.88	2,905.12		68.61%		0.00
350 100-0000-21200-5201015-11 GUIDANCE - DENTAL BENEFITS - H	315.00	27.92		187.89	127.11		43.91%		0.00
351 100-0000-21200-5201015-12 GUIDANCE - DENTAL BENEFITS - E	167.50	0.00		27.92	139.58		83.33%		0.00
352 100-0000-21200-5201015-13 GUIDANCE - DENTAL BENEFITS - H	167.50	0.00		27.92	139.58		83.33%		0.00
353 100-0000-21200-5201020-11 GUIDANCE - MCR - HOLBROOK	696.00	80.31		346.08	349.92		50.27%		0.00
354 100-0000-21200-5201020-12 GUIDANCE - MCR - EDDINGTON	496.00	34.30		155.72	340.28		68.60%		0.00
355 100-0000-21200-5201020-13 GUIDANCE - MCR - HOLBROOK	496.00	34.31		155.74	340.26		68.60%		0.00
356 100-0000-21200-5201040-11 GUIDANCE - UNEMPLOYMENT - HO	125.00	22.14		22.14	102.86		82.28%		0.00
357 100-0000-21200-5201040-12 GUIDANCE - UNEMPLOYMENT - E	62.50	9.47		34.63	27.87		44.59%		0.00
358 100-0000-21200-5201040-13 GUIDANCE - UNEMPLOYMENT - H	62.50	9.46		34.60	27.90		44.64%		0.00
359 100-0000-21200-5201050-11 GUIDANCE - WORKERS COMP - HO	238.00	0.00		177.76	60.24		25.31%		0.00
360 100-0000-21200-5201050-12 GUIDANCE - WORKERS COMP - ED	169.00	0.00		125.18	43.82		25.92%		0.00
361 100-0000-21200-5201050-13 GUIDANCE - WORKERS COMP - HO	169.00	0.00		125.18	43.82		25.92%		0.00
362 100-0000-21200-5231010-11 RETIREMENT	1,757.00	219.87		947.44	809.56		46.07%		0.00
363 100-0000-21200-5231010-12 RETIREMENT	1,251.00	93.89		427.02	823.98		65.86%		0.00
364 100-0000-21200-5231010-13 RETIREMENT	1,251.00	93.91		427.06	823.94		65.86%		0.00
365 100-0000-21200-5610010-11 GUIDANCE SUPPLIES - HOLBROOK	815.00	0.00		430.02	384.98		47.23%		0.00
366 100-0000-21200-5610010-12 GUIDANCE SUPPLIES - EDDINGTO	690.00	0.00		407.71	282.29		40.91%		0.00
367 100-0000-21200-5610010-13 GUIDANCE SUPPLIES - HOLDEN	690.00	0.00		453.71	236.29		30.30%		27.18
368 100-0000-21300-5101010-50 NURSING SALARIES	56,663.00	6,538.03		28,293.06	28,369.94		50.06%		0.00
369 100-0000-21300-5201010-50 NURSING - HEALTH BENEFITS - HO	8,468.00	703.82		4,926.74	3,541.26		41.81%		0.00
370 100-0000-21300-5201015-50 NURSING - DENTAL BENEFITS	335.00	27.92		195.44	139.56		41.65%		0.00
371 100-0000-21300-5201020-50 NURSING - MCR	822.00	93.66		404.00	418.00		50.85%		0.00
372 100-0000-21300-5201040-50 NURSING - UNEMPLOYMENT	125.00	25.84		25.84	99.16		79.32%		0.00

2/1/2019 9:25:59AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Rong	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
373. 100-0000-21300-5201050-90 NURSING - WORKERS COMP	280.00	0.00	207.47	72.53	24.90%	0.00
374. 100-0000-21300-5231010-90 RETIREMENT	2,074.00	239.56	1,123.23	934.77	45.84%	0.00
375. 100-0000-21300-5300033-90 HEALTH - OTHER PURCHASES	700.00	0.00	228.00	472.00	67.12%	0.00
376. 100-0000-21300-5430010-90 NURSING EQUIPMENT REPAIR	100.00	0.00	0.00	100.00	25.00%	75.00
377. 100-0000-21300-5600000-90 NURSING SUPPLIES	3,720.00	0.00	628.23	3,091.77	0.58%	3,070.00
378. 100-0000-21100-5104000-90 CURRICULUM COORDINATOR SAL	49,800.00	5,021.87	26,938.17	22,861.83	45.90%	0.00
379. 100-0000-21100-5201030-90 FICA/MEDICARE	722.00	70.37	373.35	348.65	48.28%	0.00
380. 100-0000-22100-5201010-90 UC & WC	383.00	19.43	158.88	224.12	38.51%	0.00
381. 100-0000-22100-5204000-90 CURRICULUM COORDINATOR BEN	680.00	5.64	39.47	640.53	94.19%	0.00
382. 100-0000-22100-5204010-90 ADMINISTRATION - HEALTH	7,210.00	571.91	3,967.81	3,242.19	44.96%	0.00
383. 100-0000-22100-5204015-90 ADMINISTRATION - DENTAL	134.00	11.65	80.34	53.66	40.04%	0.00
384. 100-0000-22100-5331000-90 RETIREMENT CONTRIBUTIONS/ADMINI	1,823.00	198.72	1,065.12	757.88	41.57%	0.00
385. 100-0000-22100-5330000-90 PROFESSIONAL FEE TRAINING	500.00	0.00	25.00	475.00	93.00%	0.00
386. 100-0000-22100-5380000-90 STAFF TRAVEL	900.00	0.00	0.00	900.00	100.00%	0.00
387. 100-0000-22100-5600010-90 OFFICE SUPPLIES - CURR.	500.00	0.00	454.04	45.96	(1.20)%	51.96
388. 100-0000-22100-5810000-90 DUES & FEES	200.00	0.00	150.00	50.00	25.00%	0.00
389. 100-0000-22200-5102000-11 LIBRARY AIDE WAGES	18,648.00	2,823.57	11,017.33	7,630.67	40.91%	0.00
390. 100-0000-22200-5202010-11 LIBRARY AIDE HEALTH	8,468.00	860.22	3,484.97	4,983.03	38.84%	0.00
391. 100-0000-22200-5202015-11 LIBRARY AIDE - DENTAL	335.00	0.00	0.00	335.00	100.00%	0.00
392. 100-0000-22200-5202020-11 LIBRARY AIDE - FICA/MEDICARE	270.00	39.55	154.14	115.86	42.91%	0.00
393. 100-0000-22200-5202030-11 LIBRARY AIDE - UNEMPLOYMENT	125.00	10.90	45.12	79.88	63.90%	0.00
394. 100-0000-22200-5202050-11 LIBRARY AIDE - WORKERS COMP	92.00	0.00	68.28	23.72	25.78%	0.00
395. 100-0000-22200-5223000-11 ED TECH - RETIREMENT	740.00	112.10	437.40	302.60	40.89%	0.00
396. 100-0000-22200-5640000-11 LIBRARY BOOKS - HOLBROOK	5,490.00	0.00	1,919.29	3,570.71	27.12%	1,863.09
397. 100-0000-22200-5640000-12 LIBRARY BOOKS - EDDINGTON	500.00	0.00	0.00	500.00	100.00%	0.00
398. 100-0000-22200-5640000-13 LIBRARY BOOKS - HOLDEN	500.00	0.00	483.60	16.40	3.28%	0.00
399. 100-0000-22200-5735000-11 TECHNOLOGY SOFTWARE	1,748.00	0.00	582.60	1,165.40	66.67%	0.00
400. 100-0000-22300-5104000-90 TECHNOLOGY COORDINATOR SAL	70,815.00	8,195.59	43,750.88	27,064.20	38.21%	0.00
401. 100-0000-22300-5204000-90 TECHNOLOGY COOR. - BENEFITS	1,100.00	9.80	177.81	922.19	83.83%	0.00
402. 100-0000-22300-5204010-90 TECHNOLOGY COOR. - HEALTH	13,981.00	703.82	7,804.90	6,176.10	44.17%	0.00

2/1/2019 @ 2:58AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
403 100-0000-22300-5204015-90 TECHNOLOGY COOR. - DENTAL	335 00	27 92	195 44	139 56	-41.65%	0 00
404 100-0000-22300-5204030-90 TECHNOLOGY COOR. - OASDUAC	5,418 00	619 10	3,235 70	2,182 30	-40.27%	0 00
405 100-0000-22300-5204040-90 TECHNOLOGY COOR. - UNEMPLOYAEN	125 00	33 37	32 37	92 63	74.10%	0 00
406 100-0000-22300-5204050-90 TECHNOLOGY COOR. - WORKERS C	331 00	0 00	259 20	91 70	-76.12%	0 00
407 100-0000-22300-5211000-90 TECHNOLOGY COOR. - RETIREMEN	2,124 00	245 13	1,307 26	816 64	38.44%	0 00
408 100-0000-22300-5610000-11 TECHNOLOGY SUPPLIES - IOLBROO	4,255 00	67 00	1,654 79	2,600 21	38.00%	982 99
409 100-0000-22300-5610000-12 TECHNOLOGY SUPPLIES - EDINGTO	2,760 00	0 00	1,364 77	1,395 23	35.83%	406 22
410 100-0000-22300-5610000-13 TECHNOLOGY SUPPLIES - HOLDE	2,715 00	0 00	1,471 71	1,243 29	26.00%	537 22
411 100-0000-22300-5650000-11 TECHNOLOGY TEACHING SOFTWARE	5,830 00	0 00	4,586 50	1,243 50	21.32%	0 00
412 100-0000-22300-5650000-12 TECHNOLOGY TEACHING SOFTWARE	1,820 00	0 00	1,530 30	269 70	14.81%	0 00
413 100-0000-22300-5650000-13 TECHNOLOGY TEACHING SOFTWARE	2,320 00	0 00	1,199 45	1,120 55	-48.29%	0 00
414 100-0000-22300-5650000-90 TECHNOLOGY OTHER - DISTRICT	21,050 00	0 00	8,690 00	14,360 00	62.29%	0 00
415 100-0000-22300-5734000-11 TECHNOLOGY HARDWARE - HOLBR	19,300 00	0 00	18,102 52	1,197 48	6.20%	0 00
416 100-0000-22300-5734000-12 TECHNOLOGY TEACHING HARDWAR	12,745 00	0 00	10,163 94	2,581 06	20.25%	0 00
417 100-0000-22300-5734000-13 TECHNOLOGY TEACHING HARDWAR	19,249 00	0 00	18,138 70	1,110 30	5.45%	60 33
418 100-0000-22400-5600000-90 ACADEMIC ASSESSMENT SUPPLIE	6,150 00	0 00	5,419 00	731 00	11.95%	0 00
Subtotal Staff & Student Spent	\$504,102.00	\$38,190.30	\$349,329.53	\$235,052.47	-45.21%	\$7,073.99



# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019		1/1/2019 - 1/31/2019		7/1/2018 - 1/31/2019			7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	
Subtotal Other Instruction											
419 100-9100-10000-5150000-11 CO-CURRICULAR STIPENDS - HOLLBR	2,140.00		0.00		2,740.00		4,400.00	61.62%		9.00	
420 100-9100-10000-5200000-11 CO-CURRICULAR STIPEND BENEFIT	929.00		0.00		14.02		914.98	98.49%		0.00	
421 100-9100-10000-5300000-11 RETIREMENT	0.00		0.00		39.30		(39.30)	--		0.00	
422 100-9100-10000-5350015-11 Dental	0.00		0.00		4.52		(4.52)	--		0.00	
423 100-9200-10000-5154000-11 ATHLETIC DIRECTOR STIPEND	3,500.00		0.00		0.00		3,500.00	100.00%		0.00	
424 100-9200-10000-5154010-11 COACHING STIPEND - HOLLBROOK	24,760.00		0.00		5,270.00		19,490.00	78.71%		0.00	
425 100-9200-10000-5200000-11 COACHING STIPENDS - BENEFITS	1,990.00		0.00		234.04		1,755.96	88.23%		0.00	
426 100-9200-10000-5204010-11 ADMINISTRATION - HEALTH	0.00		0.00		426.21		(426.21)	--		0.00	
427 100-9200-10000-5234010-11 Retirement	0.00		0.00		182.24		(182.24)	--		0.00	
428 100-9200-10000-5254015-11 DENTAL	0.00		0.00		10.85		(10.85)	--		0.00	
429 100-9200-10000-5500000-11 DUES & FEES	8,445.00		0.00		2,448.00		5,997.00	47.32%		2,000.00	
430 100-9200-10000-5600000-11 ATHLETIC SUPPLIES	2,450.00		0.00		0.00		2,450.00	51.02%		1,200.00	
Subtotal Other Instrum	549,314.00		50.00		511,368.18		\$37,844.82	70.39%		\$3,200.00	

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Reported Period	Bal Remg	Percent Remaining		Encumbrances	
		1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019			7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		
Facilities									
431 100-0000-26000-5430010-11 CONTRACTED SERVICES & REPAIR	53,000.00	842.77		46,634.07	6,365.98	122.97%		18,540.41	
432 100-0000-26000-5430010-12 CONTRACTED SERVICES & REPAIR	34,200.00	305.73		14,595.98	19,604.02	28.69%		9,788.92	
433 100-0000-26000-5430010-13 CONTRACTED SERVICES & REPAIR	40,000.00	199.00		18,717.54	21,282.46	32.10%		8,438.75	
434 100-0000-26000-5431020-11 SNOW REMOVAL - HOLBROOK	4,964.00	993.00		2,978.67	1,985.33	0.00%		1,985.33	
435 100-0000-26000-5431020-12 SNOW REMOVAL - EDDINGTON	4,963.00	993.00		2,978.67	1,984.33	0.00%		1,984.33	
436 100-0000-26000-5431020-13 SNOW REMOVAL - HOLDEN	4,963.00	992.00		2,976.66	1,986.34	0.00%		1,986.34	
437 100-0000-26000-5431025-11 TRASH REMOVAL - HOLBROOK	4,490.00	0.00		2,235.00	2,255.00	0.00%		2,235.00	
438 100-0000-26000-5431025-12 TRASH REMOVAL - EDDINGTON	2,912.50	0.00		1,456.00	1,456.50	0.01%		1,456.00	
439 100-0000-26000-5431025-13 TRASH REMOVAL - HOLDEN	2,912.50	0.00		1,316.50	1,576.00	8.22%		1,316.50	
440 100-0000-26001-5118000-90 Mgmt Dir Wages	31,853.50	3,675.42		19,602.24	12,251.26	38.46%		0.00	
441 100-0000-26001-5208000-90 OTHER EE BENEFITS	2,907.00	316.03		1,699.78	1,207.22	40.23%		37.70	
442 100-0000-26001-5208010-90 REGULAR E/E - HEALTH	4,195.00	351.98		2,463.86	1,731.14	41.26%		0.00	
443 100-0000-26001-5218015-90 Dental	167.50	13.96		97.72	69.78	41.65%		0.00	
444 100-0000-26001-5238000-90 RETIREMENT CONT/REGULAR E/E	1,283.00	110.28		588.16	694.84	54.15%		0.00	
445 100-0000-26100-5118020-11 CUSTODIAL WAGES - HOLBROOK	100,761.20	10,918.63		61,288.49	39,472.71	39.17%		0.00	
446 100-0000-26100-5118020-12 CUSTODIAL WAGES - EDDINGTON	58,585.60	7,387.32		37,519.44	21,036.16	35.90%		0.00	
447 100-0000-26100-5118020-13 CUSTODIAL WAGES - HOLDEN	58,650.00	7,402.30		37,006.45	21,643.55	36.70%		0.00	
448 100-0000-26100-5208010-11 CUSTODIAL HEALTH - HOLBROOK	25,404.00	2,232.87		13,619.84	9,784.16	38.51%		0.00	
449 100-0000-26100-5208010-12 CUSTODIAL HEALTH - EDDINGTON	16,936.00	1,395.37		8,327.74	8,408.26	49.64%		0.00	
450 100-0000-26100-5208010-13 CUSTODIAL HEALTH - HOLDEN	16,936.00	1,407.64		8,484.13	8,451.87	49.90%		0.00	
451 100-0000-26100-5208020-11 CUSTODIAL OASD/ACR - HOLBROOK	7,708.00	817.17		4,555.75	3,152.25	40.89%		0.00	
452 100-0000-26100-5208020-12 CUSTODIAL OASD/ACR - EDDINGTON	4,482.00	552.97		2,806.33	1,675.67	37.38%		0.00	
453 100-0000-26100-5208020-13 CUSTODIAL OASD/ACR - HOLDEN	4,487.00	554.32		2,788.04	1,728.96	38.53%		0.00	
454 100-0000-26100-5208040-11 CUSTODIAL UNEMPLOYMENT - HO	375.00	42.75		47.93	327.07	87.21%		0.00	
455 100-0000-26100-5208040-12 CUSTODIAL UNEMPLOYMENT - ED	250.00	28.89		62.66	187.34	74.93%		0.00	
456 100-0000-26100-5208040-13 CUSTODIAL UNEMPLOYMENT - HO	250.00	28.99		74.70	175.30	70.12%		0.00	
457 100-0000-26100-5208050-11 CUSTODIAL WORKERS COMP - HO	5,338.00	0.00		2,069.50	3,468.50	30.75%		1,765.50	
458 100-0000-26100-5208050-12 CUSTODIAL WORKERS COMP - ED	3,220.00	0.00		1,190.00	2,030.00	30.09%		1,061.00	
459 100-0000-26100-5208050-13 CUSTODIAL WORKERS COMP - HO	3,223.00	0.00		1,190.00	2,033.00	30.15%		1,061.00	

2/1/2019 8:25:58AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
460 100-0000-26100-5218015-11 Dental	1,095.00	87.67	618.72	386.28	38.43%	0.00
461 100-0000-26100-5218015-12 Dental	670.00	28.07	238.08	411.92	61.48%	0.00
462 100-0000-26100-5218015-13 Dental	670.00	55.84	336.56	333.44	49.76%	0.00
463 100-0000-26100-5218000-11 CUSTODIAL RETIREMENT - HOLBROO	2,122.00	20.28	189.33	1,932.67	91.07%	0.00
464 100-0000-26100-5218000-12 CUSTODIAL RETIREMENT - EDDINGT	1,738.00	0.00	30.36	1,727.64	98.27%	0.00
465 100-0000-26100-5218000-13 CUSTODIAL RETIREMENT - HOLDE	860.00	0.00	0.00	860.00	100.00%	0.00
466 100-0000-26100-5218030-11 retirement	0.00	234.38	1,307.05	(1,307.05)	---	0.00
467 100-0000-26100-5218030-13 retirement	0.00	103.20	544.06	(544.06)	---	0.00
468 100-0000-26100-5218000-11 BUILDING INSURANCE	19,070.00	0.00	15,038.00	4,042.00	21.19%	0.00
469 100-0000-26100-5600000-11 CUSTODIAL SUPPLIES - HOLBROO	8,000.00	339.47	6,662.14	1,337.86	10.21%	520.84
470 100-0000-26100-5600000-12 CUSTODIAL SUPPLIES - EDDINGT	5,300.00	0.00	5,174.61	125.39	2.36%	0.00
471 100-0000-26100-5600000-13 CUSTODIAL SUPPLIES - HOLDEN	5,700.00	1,082.66	5,833.38	(123.38)	(2.16)%	0.00
472 100-0000-26100-5622000-11 ELECTRICITY - HOLBROO	46,000.00	0.00	18,799.10	27,200.90	59.13%	0.00
473 100-0000-26100-5622000-12 ELECTRICITY - EDDINGTON	28,000.00	0.00	8,513.37	19,486.63	69.59%	0.00
474 100-0000-26100-5622000-13 ELECTRICITY - HOLDEN	26,500.00	0.00	9,944.82	16,555.18	62.47%	0.00
475 100-0000-26100-5624024-11 HEATING OIL - HOLBROO	40,000.00	3,949.98	24,472.22	15,527.78	0.00%	15,527.78
476 100-0000-26100-5624024-12 HEATING OIL - EDDINGTON	25,000.00	2,116.70	15,062.81	9,937.19	0.00%	9,937.19
477 100-0000-26100-5624024-13 HEATING OIL - HOLDEN	24,700.00	190.63	9,781.36	14,918.44	0.00%	14,918.44
478 100-0000-26100-5900000-90 OTHER - CONTINGENCY	10,000.00	(25,500.16)	(12,407.79)	22,407.79	(71.46)%	5,261.17
479 100-0000-26200-5430010-11 SPECIAL BUILDING REPAIRS - HOLB	3,000.00	0.00	3,166.59	(166.59)	(8.95)%	102.00
480 100-0000-26200-5430010-12 SPECIAL BUILDING REPAIRS - HOLD	800.00	0.00	0.00	800.00	100.00%	0.00
481 100-0000-26200-5430010-13 SPECIAL BUILDING REPAIRS - HOLBRO	34,000.00	1,733.45	35,067.95	(11,067.95)	(46.11)%	0.00
482 100-0000-26200-5430013-11 MAINTENANCE PROJECTS - HOLBRO	9,200.00	0.00	3,446.60	5,753.40	62.53%	0.00
483 100-0000-26200-5430013-12 MAINTENANCE PROJECTS - HOLDE	3,000.00	0.00	0.00	3,000.00	100.00%	0.00
484 100-0000-26200-5430013-13 MAINTENANCE PROJECTS - HOLBROO	7,900.00	26.93	4,138.24	3,761.76	33.04%	1,151.39
485 100-0000-26200-5600010-11 MAINTENANCE SUPPLIES - HOLBROO	6,300.00	0.00	5,260.64	1,039.36	(40.52)%	1,072.52
486 100-0000-26200-5600010-12 MAINTENANCE SUPPLIES - EDDINGT	5,400.00	0.00	4,069.04	1,330.96	(5.06)%	1,604.52
487 100-0000-26200-5600010-13 MAINTENANCE SUPPLIES - HOLDE	7,689.80	0.00	4,359.13	3,330.67	(40.09)%	247.50
488 100-0000-26200-5605000-11 SUPPLIES - ATHLETIC FIELDS - HOL	300.00	0.00	284.05	15.95	5.31%	0.00
489 100-0000-26200-5636026-90 MAINT EQUIPMENT - HOLDEN	500.00	0.00	263.51	236.49	(47.29)%	0.00

2/1/2019 9:25:59AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period		Reported Period		Bal Remg	Percent Remaining		Encumbrances	
		7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019	1/31/2019		7/1/2018 - 1/31/2019	1/31/2019	7/1/2018 - 1/31/2019	1/31/2019
Subtotal Facilities	\$813,021.60		\$76,031.61	\$471,775.93		\$341,245.67	29.42%		\$102,070.13	

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget		Current Period		Reported Period		Bal Rmtg	Percent Remaining		Encumbrances	
	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019		
Transportation											
490 100-0000-27000-5118040-90 TRANSPORTATION - SALARIES & W	225,230.28	225,230.28	22,397.88	22,397.88	98,018.89	98,018.89	127,211.39	56.48%	0.00	0.00	0.00
491 100-0000-27000-5118050-90 TRANSPORTATION - MAINTENANC	45,816.00	45,816.00	-4,687.43	-4,687.43	24,975.58	24,975.58	20,840.42	45.48%	0.00	0.00	0.00
492 100-0000-27000-5302300-90 UNEMPLOYMENT	0.00	0.00	0.61	0.61	0.61	0.61	(0.61)	--	0.00	0.00	0.00
493 100-0000-27000-5308010-90 TRANSPORTATION - HEALTH	62,377.00	62,377.00	5,427.91	5,427.91	29,501.66	29,501.66	32,775.34	52.62%	0.00	0.00	0.00
494 100-0000-27000-5308015-90 TRANSPORTATION - DENTAL	2,010.00	2,010.00	0.00	0.00	0.00	0.00	2,010.00	100.00%	0.00	0.00	0.00
495 100-0000-27000-5308020-90 TRANSPORTATION - DASH/ICR	20,715.00	20,715.00	2,013.45	2,013.45	9,122.73	9,122.73	11,612.27	56.00%	0.00	0.00	0.00
496 100-0000-27000-5308030-90 TRANSPORTATION - UNEMPLOYMEN	1,625.00	1,625.00	103.81	103.81	187.49	187.49	1,437.51	88.46%	0.00	0.00	0.00
497 100-0000-27000-5308050-90 TRANSPORTATION - WORKERS CO	21,336.00	21,336.00	2,759.00	2,759.00	14,390.73	14,390.73	6,845.27	16.95%	3,244.27	0.00	0.00
498 100-0000-27000-5318015-90 Dental	0.00	0.00	148.46	148.46	823.60	823.60	(823.60)	--	0.00	0.00	0.00
499 100-0000-27000-5328000-90 TRANSPORTATION - RETIREMENT	4,573.00	4,573.00	0.00	0.00	0.00	0.00	4,573.00	100.00%	0.00	0.00	0.00
500 100-0000-27000-5338040-90 RETIREMENT	0.00	0.00	109.82	109.82	564.64	564.64	(564.64)	--	0.00	0.00	0.00
501 100-0000-27000-5338050-90 RETIREMENT	0.00	0.00	241.21	241.21	1,096.82	1,096.82	(1,096.82)	--	0.00	0.00	0.00
502 100-0000-27000-5445000-90 LEASE OF GARAGE	23,635.00	23,635.00	0.00	0.00	17,718.75	17,718.75	5,906.25	0.00%	5,906.25	0.00	0.00
503 100-0000-27000-5445100-90 Utilities-Bus Garage	8,240.00	8,240.00	852.01	852.01	2,938.39	2,938.39	5,301.61	37.15%	2,240.00	0.00	0.00
504 100-0000-27000-5445200-90 Trash	0.00	0.00	0.00	0.00	120.06	120.06	(120.06)	--	120.06	0.00	0.00
505 100-0000-27000-5500000-90 OTHER PURCHASED TRANS EXPENS	2,125.00	2,125.00	0.00	0.00	1,239.27	1,239.27	885.73	34.66%	149.16	0.00	0.00
506 100-0000-27000-5500010-90 PHYSICALS & RANDOM DRUG TES	3,700.00	3,700.00	0.00	0.00	1,298.00	1,298.00	2,402.00	33.16%	1,175.00	0.00	0.00
507 100-0000-27000-5510000-90 FLEET INSURANCE	9,000.00	9,000.00	0.00	0.00	7,429.00	7,429.00	1,571.00	17.45%	0.00	0.00	0.00
508 100-0000-27000-5532020-90 TELEPHONE - BUS GARAGE	1,600.00	1,600.00	0.00	0.00	775.77	775.77	824.23	(14.52)%	1,056.37	0.00	0.00
509 100-0000-27000-5626000-90 FLEET FUEL	72,500.00	72,500.00	0.00	0.00	32,039.73	32,039.73	40,460.27	55.77%	0.00	0.00	0.00
510 100-0000-27000-5670000-90 VEHICLE PARTS & SUPPLIES	58,000.00	58,000.00	911.04	911.04	31,638.46	31,638.46	26,361.54	19.34%	15,131.17	0.00	0.00
511 100-0000-27000-5831000-90 PURCHASE OF VEHICLES - PRINCIP	117,366.00	117,366.00	0.00	0.00	100,716.94	100,716.94	16,549.06	(2.20)%	19,132.90	0.00	0.00
512 100-0000-27000-5832000-90 PURCHASE OF VEHICLES - INTERES	3,000.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00	100.00%	0.00	0.00	0.00
513 100-0000-27001-5118000-90 Trans Dir Wages	31,853.50	31,853.50	3,675.59	3,675.59	19,602.08	19,602.08	12,251.42	38.46%	0.00	0.00	0.00
514 100-0000-27001-5308000-90 OTHER EE BENEFITS	2,907.00	2,907.00	315.90	315.90	1,739.85	1,739.85	1,167.15	38.85%	37.70	0.00	0.00
515 100-0000-27001-5308010-90 REGULAR EYE - HEALTH	4,195.00	4,195.00	351.84	351.84	2,462.88	2,462.88	1,732.12	41.29%	0.00	0.00	0.00
516 100-0000-27001-5318015-90 Dental	167.50	167.50	13.96	13.96	97.72	97.72	69.78	41.65%	0.00	0.00	0.00
517 100-0000-27001-5328000-90 RETIREMENT CONT./REGULAR E/	1,283.00	1,283.00	110.35	110.35	588.00	588.00	695.00	54.16%	0.00	0.00	0.00
518 100-0000-27500-5118000-90 SEE TRANSPORTATION - WAGES	43,544.00	43,544.00	-4,938.15	-4,938.15	24,067.33	24,067.33	19,476.67	-44.72%	0.00	0.00	0.00

2/1/2019 9:25:36AM

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget	Current Period	Reported Period	Bal Remg	Percent Remaining	Encumbrances
	7/1/2018 - 6/30/2019	1/1/2019 - 1/31/2019	7/1/2018 - 1/31/2019		7/1/2018 - 1/31/2019	7/1/2018 - 1/31/2019
519 100-0000-27500-520000-90 S/E TRANSPORTATION - BENEFITS	4,126.00	365.29	1,715.68	2,410.32	58.41%	0.00
520 100-0000-27500-520010-90 S/E TRANSPORTATION - HEALTH	16,936.00	1,045.22	6,357.99	10,578.01	62.45%	0.00
521 100-0000-27500-5218015-90 Dental	670.00	24.01	156.24	513.76	76.68%	0.00
522 100-0000-27500-5230000-90 S/E TRANSPORTATION - RETIREMEN	978.00	138.78	676.10	301.90	30.86%	0.00
Subtotal Transportation	5789,218.38	850,631.42	5,437,080.99	5357,137.29	39.14%	548,192.08

352

4166.793

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
<b>ALL Other</b>						
523 100-0000-00000-59000000-90 CONTINGENCY FUND	10,000.00	0.00	0.00	10,000.00	100.00%	0.00
Subtotal All Other	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%	\$0.00
<b>TOTAL ALL EXPENSES</b>	\$10,421,673.79	\$332,219.82	\$4,790,390.05	\$5,631,283.74	52.00%	\$211,370.05
<b>NET REVENUE OVER EXPENSE</b>	\$0.00	\$48,851.65	\$1366,813.38	\$366,543.38	---	\$211,530.05

# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Fwdg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
<u>Adult Education</u>						
524 150-0000-10000-4111-000-91 ADULT EDUCATION - LOCAL ONL	(505.79)	(42.15)	(295.05)	(210.74)	-11.66%	0.00
525 150-0000-10000-4111-000-92 ADULT EDUCATION - LOCAL ONL	(1,151.20)	(95.93)	(575.58)	(575.62)	50.00%	0.00
536 150-0000-10000-4111-000-93 ADULT EDUCATION - LOCAL ONLY	(1,925.04)	(160.41)	(962.46)	(962.60)	50.00%	0.00
537 150-4300-10000-556-000-40 UTC - REGIONAL ADULT ASSESSMEN	3,382.05	298.50	2,083.50	1,492.55	0.00%	1,492.55
<b>Subtotal Adult Education</b>	<b>\$0.00</b>	<b>\$0.01</b>	<b>\$356.41</b>	<b>\$756.41</b>	<b>-</b>	<b>\$1,492.55</b>



# MSAD63

## FY19 Financial Statement

Account Number / Description	Adopted Budget 7/1/2018 - 6/30/2019	Current Period 1/1/2019 - 1/31/2019	Reported Period 7/1/2018 - 1/31/2019	Bal Remg	Percent Remaining 7/1/2018 - 1/31/2019	Encumbrances 7/1/2018 - 1/31/2019
<u>Transportation for Other Units</u>						
528 100-0000-27000-5118040-20 DRIVER WAGES-DEDHAM	0.00	5,585.60	35,273.77	(25,273.77)	--	0.00
529 100-0000-27000-5118040-21 DRIVER WAGES	0.00	390.71	1,656.52	(1,656.52)	--	0.00
530 100-0000-27000-5118040-23 DRIVER WAGES	0.00	180.60	765.40	(765.40)	--	0.00
531 100-0000-27000-5202040-20 UNEMPLOYMENT	0.00	101.85	398.44	(398.44)	--	0.00
532 100-0000-27000-5202040-21 UNEMPLOYMENT	0.00	5.52	23.37	(23.37)	--	0.00
533 100-0000-27000-5202040-23 UNEMPLOYMENT	0.00	0.72	1.40	(1.40)	--	0.00
534 100-0000-27000-5208010-20 REGULAR E/E - HEALTH (DEDHAM)	0.00	734.06	4,197.92	(4,197.92)	--	0.00
535 100-0000-27000-5208010-21 REGULAR E/E - HEALTH	0.00	66.35	293.82	(293.82)	--	0.00
536 100-0000-27000-5208020-20 REGULAR E/E - OASD/MAICR (D)	0.00	318.40	1,517.15	(1,517.15)	--	0.00
537 100-0000-27000-5208020-21 REGULAR E/E - OASD/MAICR	0.00	23.19	103.98	(103.98)	--	0.00
538 100-0000-27000-5218015-20 Dental	0.00	29.24	153.92	(153.92)	--	0.00
539 100-0000-27000-5218015-21 Dental	0.00	4.38	19.43	(19.43)	--	0.00
540 100-0000-27000-5218020-23 FICA/MAIDI	0.00	13.82	58.54	(58.54)	--	0.00
541 100-0000-27000-5238040-20 RETIREMENT	0.00	76.34	253.05	(253.05)	--	0.00
Sub Total Trans for Other Units	50.00	57,552.48	534,716.71	\$134,716.71	--	50.00



## Regional School Unit 63

*RSU 63 engages all students in high quality academic and co-curricular programs in a safe and supportive learning environment so they may succeed in school and reach their fullest potential in life.*

**TO:** RSU 63 BOARD of DIRECTORS

**FROM:** SUSAN SMITH, SUPERINTENDENT/DIRECTOR of CURRICULUM & INSTR.

**RE:** MONTHLY REPORT

**DATE:** FEBRUARY 2019

The following items correspond to those under "Old Business" and "New Business" on the agenda for our meeting on Monday, February 25, 2019.

### **Old Business:**

#### **Facilities Update**

##### **Keeping the Doors Open and Facilities Safe**

**Facility Issues:** Holden - We had some minor flooding in the basement of the Holden School a couple of weeks ago. This has not happened for many years, but followed a heavy rainstorm when the ground was frozen. We lost a few cases of toilet paper and paper towels. The custodial staff at Holden has built some shelves to keep these items higher off the floor. We will keep a close eye on this area.

Eddington - The gym roof in the Eddington School continues to have minor leaks that will need to be repaired over the summer. The basement and boiler room have continued to have water seepage. The small generator we purchased was effective in keeping the sump pump going when we recently lost electricity at the Eddington School.

Holbrook - The roof over the Grade 7 wing at the Holbrook School does not appear to be leaking at this time. Williams Roofing made some repairs recently and will help us keep an eye on that area. There continue to be leaks in some other roofs at Holbrook, particularly over the downstairs handicapped bathroom and other flat and metal roof areas. The heating controls continue to be a major issue. We lost heat in one section of Holbrook recently and are working to have that area re-wired.

**ESG (Energy Systems Group):** I would like to thank Rusty Gagnon and John Hutchins for their time and help with negotiating a new agreement with ESG. If RSU 63 does not move forward with ESG, we will *not* owe ESG \$100,000 for their efforts. We look forward to continuing the process exploring options for improving our facilities.

**Energy Service Companies (ESCOs):** Ads requesting qualifications from Energy Service Companies were placed in the Bangor Daily News and the Kennebec Journal. RFQs (Requests for Qualifications) were also emailed to five companies and placed on our website. We received three telephone inquiries and two complete packets; one from ESG and one from Siemens. Both companies were interviewed by Rusty Gagnon, John Hutchins, Jake Morgan, Susan Smith, and Kelly Theriault. While we were impressed with Siemens and both companies are valid ESCO competitors, it is our recommendation that RSU 63 continue to work with ESG. We appreciate the time both organizations put into getting to know RSU 63 and presenting their qualifications. The RSU 63 Board of Directors will make a final

decision about whether or not to enter into a contract with ESG during the regularly scheduled Board Meeting on March 25, 2019.

**Board Workshop:** An RSU 63 Board Workshop will be held on **March 11, 2019 at 6:00p.m. in the Holbrook Cafeteria**. This Workshop will provide the RSU 63 Board of Directors the opportunity to learn about, consider, and prioritize the options provided by ESG so Board Members can make an informed decision/vote at the March 25th Board Meeting.

**Security Meeting:** We held a Security Meeting with our local law officers and fire fighters on Tuesday, February 5<sup>th</sup>. I appreciate Don Spencer's help in organizing and facilitating that meeting. We discussed evacuation plans, security cameras, and other issues. We determined we should focus time and effort on our procedures for "Family Reunification" after an incident. We have found good resources to help with this issue and will be adding to our Emergency Binders. I thank everyone who participated and really appreciate them giving up their evening to meet and discuss these important issues. This meeting was reassuring in several regards and a great opportunity for us to get to know each other better.

### **Moving to One Campus**

**Ad-Hoc Committee:** This committee met for the first time on Thursday, February 7<sup>th</sup>. We developed an outline for our report as well as a timeline for work to be done from now through June 11<sup>th</sup>. Our next meetings will be held at 1:00 on Sunday afternoons; March 3<sup>rd</sup> and April 7<sup>th</sup>. We will gather information from parents through a Focus Group meeting at 6:00pm on Thursday, March 21<sup>st</sup> and a survey.

### **New Business:**

**2019-2020 School Year Calendar:** The Draft 2019-2020 Calendar in your Board packet closely matches the 2019-20 Calendar for the United Technology Center (UTC). Area high schools try to match the UTC calendar. I have shared this Draft with the RSU 63 Teachers' Association. We are recommending a few slight changes to what has traditionally been our RSU 63 Calendar. In order to have the fall be less disjointed, we will move Parent-Teacher Conferences to earlier in October and move the October Professional Development Day to March 20<sup>th</sup>. This change also aligns with a regional Professional Development Day being planned by PREP (Penobscot River Educational Partnership) and SPRPCE (Southern Penobscot Regional Program for Children with Exceptionalities) for March 20, 2020.

**Hosting Children's International Summer Village (CISV) Program:** We have been asked to host CISV during the summer of 2020 (a year and a half from now). CISV provides an opportunity for youth from different countries to live and play together for a month to "educate and inspire for a more just and peaceful world." Holbrook School has been a host site in the past. While it is a disruption to the summer facility cleaning and maintenance, we feel we could accommodate this group. One of the positive surprises from CISV's last visit here was the open house/talent show open to the public. Included in the Board Packet is information regarding the requirements of CISV. This organization needs a decision from the Board prior to April 1, 2019.

**Policy to Rescind:** It is the Policy Committee's recommendation that Policy ACA- Gender Neutral Language be rescinded. This language has been incorporated into Policy AC- Nondiscrimination Equal Opportunity and Affirmative Action.

# **RSU #63 DRAFT** **2019-2020 School Calendar**

JULY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
Summer Vacation III						

AUGUST						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	N	24
25	P	P	FD	29	30	31
Student Days = 3 Teacher Days = 5 First Day School: August 28th						

SEPTEMBER						
S	M	T	W	TH	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
Student Days = 20 Teacher Days = 20						

OCTOBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	*9	*ER	*P	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Student Days = 21 Teacher Days = 22 *Parent Teacher Conferences: October 9th, 10th & 11th						

NOVEMBER						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	P	P	X	H	V	30
Student Days = 15 Teacher Days = 17						

DECEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	ER	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	V	V	H	V	V	28
29	V	V				
Student Days = 15 Teacher Days = 15 1st Trimester Ends: December 6th						

JANUARY						
S	M	T	W	TH	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	
Student Days = 21 Teacher Days = 21						

FEBRUARY						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	V	V	V	V	22
23	24	25	26	27	28	29
Student Days = 15 Teacher Days = 15						

MARCH						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	ER	14
15	16	17	18	19	P	21
22	23	24	25	26	27	28
29	30	31				
Student Days = 21 Teacher Days = 22 2nd Trimester Ends: March 13th						

APRIL						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	V	V	V	V	25
26	27	28	29	30		
Student Days = 17 Teacher Days = 17						

MAY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						
Student Days = 20 Teacher Days = 20						

JUNE						
S	M	T	W	TH	F	S
	1	4	3	4	ER	6
7	8	10	P	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
Student Days = 7 Teacher Days = 8 3rd Trimester Ends: June 5th						

Key	
N	New Staff Day
FD	First Day Students
V	Vacation Day
H	Holiday
ER	Early Release
X	Exchange Day
P	Professional Day
LD	Last Day of School

*Parent Teacher Conferences	
October 9	3:30pm-6:00pm All Schools
October 10	12:00pm-6:00pm All Schools
October 11	8:00am-3:00pm Holbrook
October 11	8:00am-12:00pm Elementary
Workshop	12:30pm-3:00pm Elementary

No snowdays are built in.  
Add one day for each snowday to the last day of school. Early release day scheduled for June 5th may change depending on number of snowdays needed.

Progress/Report  
Cards Out  
December 16  
March 23  
Last Day of School

175 Pupil Days  
4 Early Release Days  
7 Workshop Days  
1 Exchange Day

## **CISV VILLAGE PROGRAM HOSTING VILLAGE SITE NEEDS**

### **Abbreviated version of Program Planning**

#### **Facility Site / Space Needs**

**Classrooms = bedrooms**

**4 bedrooms for delegates (12 to a room)**

**1 bedroom for adult females (9-12)**

**1 bedroom for adult males (6-9)**

**1 bedroom for female JCs**

**1 bedroom for male JCs**

**1 bedroom for staff (5)**

**Gym/locker rooms and showers**

**Cafeteria/Kitchen (use of freezer, fridge and/or coolers)**

**Leaders' lounge (space off limits to delegates)**

**Art room (sufficient tables and chairs for the children)**

**Office (a room the staff can use for an office with phone/answering machine, computer, safe, etc.)**

**First aid room**

**Extra room to be used as a lullaby room**

**Storage room (for school's desks and Chapter's storage bins)**

**70 lockers with combinations (optional)**

#### **Important Information Needed for Site**

**Sleeping rooms will need smoke detectors**

#### **Indoor and Outdoor space**

**Space for Open Day including (sound system, tables and seating)**

**Other school summer programs going on in facility need to be separate from the Village program. (including bathroom usage)**

**Discussion needed for on Site cleaning requirements.**

- **Program participants are usually a part of the cleaning process.**
- **Will cleaning products and equipment be provided? Or chapter provides or be billed?**
- **Will site require that they do own cleaning**

**Toilet paper/towels and soap in bathrooms provided. Or chapter provides or be billed?**

**Kitchen access for meals.**

- **Trays for serving**
- **We have a caterer**
- **Delegations will need space to prepare snack.**
- **Dishwashing capabilities**

Leaders lounge (one of requested rooms) food access or not?

Office needs: Access to photocopier (chapter will supply paper)

Security (keys are distributed to only staff)

Technology: Wifi passwords and tech support, printer unless can be connected to photocopier  
Facebook and other social media will be requested to be turned off.

Letter of intent by the end of March

Site contract reviewed and explained with deadlines

**ADMINISTRATIVE TEAM MEETING AGENDA**  
**HOLBROOK MIDDLE SCHOOL – CONFERENCE ROOM**

***Tuesday, February 12, 2019***

**Don will bring snacks.                      Jake will take notes.**

***9:00 A.M. - 11:00 A.M***

**Superintendent Items**

**Food Allergy Policy (JLCEA and JLCEA-R)**

**Preparing for the Zombie Pandemic**

- Lockdowns
- Evacuations
- Family Reunification

**After School Child Care (2019-20)**

**Consideration of Hosting CISV (Summer of 2020)**

**Scheduling Secretary “Get Together”**

**Transportation and Facilities**

**Buses**

- Discipline/ “Volunteer” Monitor

**Buildings**

- ESCO (Energy Service Company) Next Steps
- Ad-Hoc Committee
- Safety Committee

**Technology**

**Tyler SIS, Pulse**

**Human Resources and Professional Development**

**Staffing**

**Training**

**Food Service, Business, Budget & Finance**

**2019-20 (FY20) Budget**

**Special Education**

**Budget Items**

**New Hires**

**Round Table Discussion, Other Business, Future Agenda Items**

**Next Admin. Team Meeting: Tuesday, March 12th (Holbrook)**  
**Academic Council: Wednesday, February 27<sup>th</sup> (at Eddington)**

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: AC
- b. Title: Nondiscrimination/ Equal Opportunity and Affirmative Action
- c. Author: Superintendent/ Board of Directors
- d. Replaces Policy:
- e. Date Approved: ~~11/20/2013 CSD #8, 11/18/2013~~            RSU #63
- f. Previously Approved: ~~05/19/2008~~ **11/18/2013**
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Superintendent/Board of Directors
- i. Date Reviewed: **02/04/2019 Policy Committee**
- j. References: EEO Act of 1972 (P.L. 92-261) amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.) Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) Title VI of the Civil Rights Act of 1964 (P.L.88-352) Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.) Equal Pay Act of 1963 (29 U.S.C. § 206) Vocational Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.) Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) Maine Human Rights Act of 1972 (5 MRSA § 4571), as amended

**k. Narrative:**

**~~NONDISCRIMINATION/EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION~~**

~~Both CSD #8 and~~ **The** RSU #63 Boards of Directors (the Board) ~~are~~ **is** committed to maintaining a workplace and learning environment that is free from illegal discrimination and harassment.

- I. In accordance with applicable Federal and/or State **civil rights** laws and regulations, ~~CSD #8 and~~ RSU #63 **(the District)** prohibits discrimination ~~against and~~ **and** harassment of employees, candidates for employment, students, and others ~~with rights to admission or access to school programs, activities, or premises~~ on the basis of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. For the purpose of this policy, "sexual orientation" means a person's actual or perceived bisexuality, homosexuality, ~~or~~ gender identity, or expression.
- II. ~~The Board of Directors delegates to~~ **It is the responsibility of** the Superintendent ~~the responsibility for~~ **to** implementing this policy. The ~~District's~~ Affirmative Action Plan will include designation of an Affirmative Action Officer who will be responsible for ensuring compliance with all Federal and State requirements related to nondiscrimination. The Affirmative Action Officer ~~shall~~ **will** be appointed by the



Superintendent, identified on the District website, and be a person with direct access to the Superintendent.

- III.** The Superintendent/Affirmative Action Officer ~~shall~~ will be responsible for ensuring that notice of compliance with applicable Federal and/or State civil rights laws and regulations is provided to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

- IV.** The Board urges all staff members to be especially alert to and avoid the use of sexist or other discriminatory language in all communications, both oral and written.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA CODE: ACAA
- b. Title: Harassment and Sexual Harassment of Students
- c. Author: Superintendent
- d. Replaces Policy: ~~ACAA-1~~
- e. Date Approved: ~~11/20/2013 CSD #8~~ 11/18/2013 RSU #63
- f. Previously Approved: ~~11/26/2012~~ 11/18/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Policy Committee
- i. Date Reviewed: 02/04/2019 Policy Committee
- j. References: Title IX of the Education Amendments of 1972 (20 USC § 1681, et seq.) Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553, ~~Policy JCI~~ Policy JICIA – RSU #63 Weapons, Violence, and School Safety ~~Policy GBAA~~ Policy GBEBB – RSU #63 Staff Conduct with Students
- k. Narrative:

**~~HARASSENT AND SEXUAL HARASSMENT OF STUDENTS~~**

- I. Harassment of students because of race, color, gender, sexual orientation, religion, ancestry or national origin, ~~or~~ physical or mental disability is prohibited. Such conduct is a violation of ~~the~~ RSU #63 Board of Directors (the Board) policy and may constitute illegal discrimination under Federal and State laws.
- II. Harassment includes, but is not limited to, verbal abuse based on race, color, gender, sexual orientation, religion, ancestry or national origin, ~~or~~ physical or mental disability. Harassment that rises to the level of physical assault, battery, mental or physical abuse is also addressed in the Board policy ~~JCI – Weapons in School~~ JICIA – RSU #63 Weapons, Violence, and School Safety. For the purpose of this policy, “sexual orientation” means a person’s actual or perceived bisexuality, homosexuality, gender identity, or expression.
- III. Sexual harassment includes, but is not limited to, unwelcome sexual advances; requests for sexual favors, ~~or~~ pressure to engage in sexual activity; ~~unwelcome sexual or~~ physical contact ~~of a sexual nature~~; gestures; comments; or other gender-based physical, written, or verbal conduct, ~~that interferes with a student’s welfare and education. School District~~ employees, fellow students, volunteers, and visitors to the school, as well as other persons with whom students may interact, ~~in order to pursue school activities~~, are required to refrain from such conduct.

- IV. Harassment of any form, including sexual harassment, of students by school employees is considered grounds for disciplinary action, up to and including ~~discharge~~ **termination of employment**. Harassment of students by other students is considered grounds for disciplinary action, up to and including expulsion. The Superintendent ~~shall~~ **will** ~~determine appropriate sanctions for~~ **report** the harassment of students by persons other than school employees and students **to the appropriate law and state authorities**.
- V. The Superintendent, or the employee designated as the Affirmative Action Officer **(identified on the District website)**, ~~shall~~ **will** investigate complaints of harassment in accordance with the Student Harassment Complaint Procedure. ~~School~~ **District** employees, students, and parents ~~shall~~ **will** be informed of this policy/procedure through handbooks and/or other means selected by the school administration.

AOS #81  
(Comprised of CSD #8 and RSU #63)

- a. NEPN/NSBA Code: ACAA- R
- b. Title: Student Discrimination and Harassment  
Complaint & Administrative Procedures
- c. Author: Superintendent
- d. Replaces Policy: ~~ACAA-2~~
- e. Date Approved: ~~11/20/2013 CSD #8~~ 11/18/2013 RSU #63
- f. Previously Approved: ~~11/26/2012~~ 11/18/2013
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Policy Committee/Superintendent
- i. Date Reviewed: 02/04/2019 Policy Committee  
02/04/2019 Superintendent
- j. References: Americans with Disabilities Act (28 CFR § 35.07;  
Section 504 of the Vocational Rehabilitation Act  
(34 CFR § 104.7); Title IX of the Education  
Amendments of 1972 (20 SC § 1681 et seq.); Title  
VI of the Civil Rights Act of 1964 (PL 88-352);  
20 USC § 1232g; 34 CFR Part 99; 5 MRSA §§  
4571; 4602; 4681 et seq; 20-A MRSA §§ 6001 et  
seq; Policies AC – **Nondiscrimination/Equal  
Opportunity and Affirmative Action,**  
**Policy ACA – Gender Neutral Language,**  
**Policy ACAA – Harassment and Sexual  
Harassment**  
**20-A MRSA §13001-A, sub-§11-A**
- k. Narrative:

**~~STUDENT DISCRIMINATION AND HARASSMENT COMPLAINT AND  
ADMINISTRATIVE PROCEDURES~~**

- I. This procedure has been adopted by the **RSU #63** Board of Directors (**the Board**) in order to provide a method of prompt and equitable resolution of student complaints of discrimination or discriminatory harassment as described in policies AC – Nondiscrimination/Equal Opportunity and Affirmative Action, ACA – Gender Neutral Language, and ~~ACAA-1~~ **ACAA – Harassment and Sexual Harassment of Students.**
- II. Definitions: For purposes of this procedure:
- A. A “Complaint” is defined as an allegation that a student has been discriminated against or harassed on the basis of race, color, gender, sexual orientation, religion, ancestry, national origin, ~~or physical and~~ **or mental disability.** ~~;~~ ~~and~~

- B. "Discrimination or harassment" means discrimination or harassment based on race, color, gender, sexual orientation, religion, ancestry, national origin, or physical and or mental disability.
- C. "Sexual Orientation" means a person's actual or perceived bisexuality, homosexuality, gender identity, or expression.

**III. How to Make a Complaint:-**

- A. Any student who believes he/she has been discriminated against, or harassed should report his/her concern promptly to the School Principal. Students who are unsure whether discrimination, or harassment has occurred are encouraged to discuss the situation with the School Principal or guidance School Counselor.
- B. School staff is expected to report possible incidents of discrimination or harassment of students to either the Principal, guidance School Counselor, or Superintendent. Parents and other adults are also encouraged to report any concerns about possible discrimination, or harassment of students.
- C. ~~Students and others~~ Any complaint will not be retaliated. ~~against for making a complaint.~~ Any retaliation by students or school District staff shall will result in disciplinary measures, up to and including expulsion or dismissal termination of employment.
- D. Students are encouraged to utilize RSU #63's (the District's) school-unit's complaint procedure. However, students are hereby notified that they also have the right to report harassment/sexual harassment complaints to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal office for Civil Rights, Regional Director, U.S. Department of Education, SW McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622).

**IV. Complaint Handling and Investigation:-**

- A. The School Principal shall will promptly inform the Superintendent and the person(s) who is the subject of the complaint that a complaint has been received.
- B. The School Principal may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who shall will consider whether the informal resolution is in the best interest of the District school-unit in light of the particular circumstances and follows applicable policies and laws in respect to the particular circumstances.
- C. The complaint shall will be investigated by the School Principal, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position shall will be investigated by the Superintendent. ~~a person who is not subject to that supervisor's authority.~~ Any complaint about the Superintendent should be submitted to the Board

~~Chair of the School Board~~, who should consult with legal counsel concerning the handling and investigation of the complaint.

1. The person who is the subject of the complaint ~~shall~~ **will** be provided with an opportunity to be heard as part of the investigation. **The Superintendent will notify the Maine Department of Education within 15 days of RSU #63 initiating an investigation into a credential holder of a credential. The Superintendent will notify the Maine Department of Education immediately if the credential holder is put on administrative leave, suspended, or terminated as part of an investigation.**
  2. If the complaint is against an employee of the ~~District school unit~~, **all applicable state and federal laws and any applicable individual or collective bargaining contract provisions shall will** be followed.
  3. Privacy rights of all parties to the complaint ~~shall~~ **will** be maintained in accordance with applicable state and federal laws.
  4. The **School Principal** or any person investigating a complaint ~~shall~~ **will** keep a written record of the investigation process.
  5. The **School Principal** ~~or person investigating may~~ **will** take interim remedial measures to reduce the risk of further discrimination or harassment while the investigation is pending.
  6. The **School Principal** ~~or person investigating shall~~ **will** consult with the Superintendent concerning the investigation, conclusion, and any remedial and/or disciplinary actions.
  7. The investigation ~~shall~~ **will** be completed within 21 calendar days of receiving the complaint, if practicable. **Within 5 business days after completion of an investigation, the Superintendent will notify the Maine Department of Education of the final outcome of the investigation, including, but not limited to, any actions taken and any final report produced.**
- D. If the **School Principal** determines that discrimination or harassment has occurred, he/she ~~shall~~ **will**, in consultation with the Superintendent:
1. Determine what remedial action is required, if any;
  2. Determine what disciplinary action should be taken, ~~against person(s) who engaged in the violating behavior~~, if any.
  3. Inform the student who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the complaining student's parent(s)/legal guardian(s) are dissatisfied with the resolution, an appeal may be made in writing to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent ~~shall~~ **will** review the investigation report and may conduct further investigation, if deemed appropriate. If the student's parent(s)/legal guardian(s) are dissatisfied with the Superintendent's decision, they may file an appeal with the ~~governing School Board~~ by sending a written letter to the

~~Chairperson of the Board~~ **Chair** requesting a hearing of the full Board.  
Otherwise, the Superintendent's decision ~~shall~~ **will** be final.

## RSU #63

- a. NEPN/NSBA Code: ACAB
- b. Title: **Anti-Harassment Policy**
- c. Author: Superintendent
- d. Replaces Policy: NA
- e. Date Approved: \_\_\_\_\_ RSU #63
- f. Previously Approved: **11/18/2013**
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Policy Committee/Superintendent
- i. Date Reviewed: **02/04/2019 Policy Committee**  
**02/04/2019 Superintendent**
- j. References: Title IX of the Education Amendments of 197 (20 USC § 1681 et seq.), Title VI of the Civil Rights Act of 1964 (42 USC § 2000d), Americans with Disabilities Act (42 USC § 12101 et seq.), Section 504 of the Vocational Rehabilitation Act of 1973 (29 USC § 794 et seq.), Title VII (42 USC § 2000e-2; 29 CFR § 1604.11), Age Discrimination in Employment Act USC § 623(29) 5 MRSA §§ 4602; 4681 et seq. 20-A MRSA § 6553 26 MRSA §§ 806-807, **Policy ACAB-R - School Employee Discrimination and Harassment Complaint Procedure,**  
**Policy AC – Nondiscrimination/Equal Opportunity and Affirmative Action,**  
**Policy ACAD - Hazing**

k. Narrative: ~~Anti-Harassment Policy~~

- I. Harassment of **any** school **employee on account** of race, color, gender, sexual orientation, **gender expression, gender identity**, religion, ancestry, national origin, age, or physical or mental disability is prohibited **by RSU #63. In addition, per** the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation **is** illegal. "Sexual orientation" means a person's actual or perceived heterosexuality, bisexuality, homosexuality, gender identity, or **gender** expression.

**The occurrence of any** of the above forms of harassment is a violation of the RSU #63 Board of Directors' (the Board) **Anti-Harassment Policy** and may constitute illegal discrimination under state and federal laws.

II. Definitions:

A. Harassment



Harassment includes, but is not limited to, verbal abuse, threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability.

**B. Sexual Harassment**

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and/or unwelcome contact constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
2. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

**III.** Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including termination of employment.

**IV.** All complaints of harassment will be investigated in accordance with the Employee Discrimination and Harassment Complaint Procedure (ACAB-R).

**V. Notice and Training**

**A.** Annually, each employee will receive a copy of this policy and the Employee Discrimination and Harassment Complaint Procedure (ACAB-R). This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees **must attend** training **regarding** sexual harassment, in accordance with Maine law.

**B.** The Superintendent is responsible for ensuring that **all school units in** RSU #63 (the District) **comply** with all legal requirements for posting, notification, and training of employees regarding harassment and sexual harassment.

**VI.** Sexual or intimate relationships – whether regarded as consensual – between individuals in inherently unequal positions should in general be avoided and in many circumstances are strictly prohibited by this Anti-Harassment Policy. Since these relationships can occur in multiple contexts, this Policy addresses certain contexts specifically. However, the Policy covers all sexual and intimate relationships involving individuals in unequal positions, even if not addressed explicitly.

**A.** Supervisor - Employee Relationships: RSU #63 does not wish to intrude upon employees' personal lives. However, a personal relationship between a supervisor and an employee that reports to the supervisor has the potential to result in

**DRAFT**

misunderstandings, actual or potential conflicts of interest, complaints of favoritism, sexual harassment, and/or dissension, and may negatively impact employee morale. Accordingly, supervisors are prohibited from dating or having sexual relationships and/or cohabitating with any employee supervised directly by them or anyone who is employed within their chain of command. This includes all employees within a supervisor's functional area of control (i.e. the department, school, unit, team, etc.) or employees over whom they have responsibility for supervising, directing, evaluating, or influencing employment status or decisions. Whenever this type of relationship occurs, the supervisor must disclose the relationship to their supervisor or the superintendent. A supervisor who engages in this type of relationship with an employee and does not disclose the relationship may face disciplinary action up to and including termination of employment. In addition, any failure to disclose the relationship in a timely fashion will itself be considered a violation of this Policy. RSU #63 understands that sexual or intimate relationships are often private in nature and treats such information sensitively and (to the extent possible) confidentially.

**AOS #81**  
**(Comprised of CSD #8 and RSU #63)**

- a. **NEPN/NSBA Code:** ACAB-R
- b. **Title:** Employee Discrimination and Harassment Complaint Procedures
- c. **Author:** Superintendent
- d. **Replaces Policy:** ACAA-2
- e. **Date Approved:** ~~11/20/2013~~ CSD #8 ~~11/18/2013~~ RSU #63
- f. **Previously Approved:** ~~11/26/2012~~ 11/18/2013
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Policy Committee/Superintendent
- i. **Date Reviewed:** 02/04/2019 Policy Committee  
02/04/2019 Superintendent
- j. **References:** Americans with Disabilities Act (28 CFR § 35.07); Section 504 of the Vocational Rehabilitation Act (34 CFR § 104.7); Title IX of the Education Amendments of 1972 (34 CFR § 106.8(b); Age Discrimination in Employment Act (34 CFR § 110.25); Maine Human Rights Act; 5 MRSA §§ 4571 et seq., 4681 et seq.)  
20-A MRSA §13001-A, sub-§11-A
- k. **Narrative:**

**~~EMPLOYEE DISCRIMINATION AND HARASSMENT COMPLAINT AND~~**  
**~~ADMINISTRATIVE PROCEDURES~~**

- I. This procedure has been adopted by the RSU #63 Boards of Directors (the Board) in order to provide a method of prompt and equitable resolution of employee complaints of discrimination and harassment as described in policies AC - Nondiscrimination/Equal Opportunity and Affirmative Action, ACA - Gender Neutral Language, and ACAB – Harassment and Sexual Harassment of School Employees.
- II. For purposes of this procedure:
  - A. “Complaint” is defined as an allegation that an employee has been discriminated against or harassed on the basis of race, color, sex, ~~sexual orientation, age,~~ religion, sex, ancestry, national origin, or physical disability, or mental disability, age, or sexual orientation. ~~and~~

- B. "Discrimination or harassment" means discrimination or harassment on the basis of race, color, ~~sex, sexual orientation, age,~~ religion, ~~sex,~~ ancestry, national origin, ~~or physical disability, or mental disability, age, or sexual orientation.~~
- C. "Sexual Orientation" means a person's actual or perceived bisexuality, homosexuality, gender identity, or expression.

III. Making a Complaint will include the following:

- A. Any employee who believes he/she has been harassed or discriminated against is encouraged to try to resolve the problem by informing the individual(s) that the behavior is unwelcome or offensive and by requesting that the behavior stop. This ~~shall~~ **will** not prevent the employee, however, from making an immediate formal complaint.
- B. Any employee who believes he/she has been discriminated against or harassed should report their concern in writing promptly to the Principal, ~~or supervising administrator,~~ ~~. If the employee is uncomfortable reporting concerns to the Principal or supervising administrator, he/she may report the concern to~~ **or** the Affirmative Action Officer (identified on the District website).
- C. Employees who are unsure as to whether unlawful discrimination or harassment has occurred are encouraged to discuss their concerns with the Principal **or supervising administrator**. Employees will not be retaliated against for reporting suspected discrimination or harassment.
- D. Any employee who believes he/she has been discriminated against or harassed is encouraged to utilize **RSU #63's (the District's)** ~~school unit's~~ complaint procedure. However, employees are hereby notified that they also have the right to report incidents of discrimination or harassment to the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333 (telephone: 207-624-6050) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, S.W. McCormack POCH Room 222, Boston, MA 02109-4557 (telephone: 617-223-9622, TDD: 877-521-2172; fax: 617-289-0150).

IV. The Complaint Handling and Investigation will consist of the following:

- A. The Principal, ~~or supervising administrator,~~ **or Affirmative Action Officer** will promptly inform the Superintendent and the person who is the subject of the complaint that a complaint has been received.
- B. The Principal, ~~or supervising administrator,~~ **or Affirmative Action Officer** may pursue an informal resolution of the complaint with the agreement of the parties involved. The informal resolution is subject to the approval of the Superintendent, who ~~shall~~ **will** consider whether the informal resolution **follows applicable policies and laws in**

respect to the particular circumstances. is in the best interest of the school unit in light of applicable policies and law.

- C. The complaint will be investigated by the Affirmative Action Officer, unless the Superintendent chooses to investigate the complaint or designates another person to investigate it on his/her behalf. Any complaint about an employee who holds a supervisory position ~~shall~~ will be investigated by the Superintendent. ~~a person who is not subject to that supervisor's authority.~~ Any complaint about the Superintendent should be submitted to the Board Chair of the School Board, who should consult with legal counsel concerning the handling and investigation of the complaint.
1. The person who is the subject of the complaint will be provided with an opportunity to be heard as part of the investigation. The Superintendent will notify the Maine Department of Education within 15 days of RSU #63 initiating an investigation into a credential holder of a credential. The Superintendent will notify the Maine Department of Education immediately if the credential holder is put on administrative leave, suspended, or terminated from employment as part of an investigation.
  2. If the complaint is against an employee of the District school unit, all applicable state and federal laws and any rights conferred under an applicable collective bargaining agreement will shall be applied.
  3. Privacy rights of all parties to the complaint shall will be maintained in accordance with applicable state and federal laws.
  4. The Affirmative Action Officer shall will keep a written record of the investigation process.
  5. The Affirmative Action Officer may take interim remedial measures (consistent with all applicable state and federal laws and any applicable collective bargaining agreement provisions) to reduce the risk of further harassment while the investigation is pending.
  6. The Affirmative Action Officer shall will consult with the Superintendent concerning the investigation, conclusions, and any remedial and/or disciplinary actions.
  7. The investigation shall will be completed within 21 calendar days of receiving the complaint, if practicable. Within 5 business days after completion of an investigation, the Superintendent will notify the Maine Department of Education of the final outcome of the investigation, including, but not limited to, any actions taken and any final report produced.
- D. If the Affirmative Action Officer determines that discrimination or harassment occurred, he/she shall will, in consultation with the Superintendent:

1. Determine what remedial action is required, if any;
  2. Determine what disciplinary action should be taken against the person(s) who engaged in harassment, if any; and
  3. Inform the employee who made the complaint in writing of the results of the investigation and its resolution (in accordance with applicable state and federal privacy laws).
- E. If the employee who made the complaint is dissatisfied with the resolution, he/she may appeal to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent will review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision will be final pending an appeal to the Board, if any.
- F. Any appeal to the Board will be considered in executive session, at its next regular meeting or a special meeting.
1. The Superintendent will submit to the Board his/her decision, the complaint, any responses, the investigation report, and related documents.
  2. The complainant will be allowed to be heard.
  3. The person(s) against whom the complaint was made will be invited and allowed to be heard. If present, the complainant's representative and the representative of the person(s) against whom the complaint was made will also be given the opportunity to be heard.
  4. \*-After reviewing the Superintendent's submissions and hearing from the parties, the Board will make a decision as to whether to affirm or modify the Superintendent's conclusion. The Board's decision will be final.
  - ~~4. If the employee who made the complaint is dissatisfied with the resolution, he/she may appeal to the Superintendent within 14 calendar days after receiving notice of the resolution. The Superintendent shall **will** review the investigation report and may conduct further investigation if deemed appropriate. The Superintendent's decision shall **will** be final pending an appeal to the Board, if any.~~
  - ~~5. The Board shall **will** consider the **any** appeal **to the Board** in executive session, at its next regular meeting or a special meeting. The Superintendent shall **will** submit to the Board his/her decision, the complaint, any responses, the investigation report, and related documents. The complainant shall **will** be allowed to be heard. The person(s) against whom the complaint was made shall **will** be invited and allowed to be heard. If present, the complainant's representative and the representative of the person(s) against whom the complaint was made will also be given the opportunity to be heard.~~



6. ~~After reviewing the Superintendent's submissions and hearing from the parties, the Board shall **will** make a decision as to whether to affirm or modify the Superintendent's conclusions. The Board's decision shall **will** be final.~~

## RSU #63

- a. NEPN/NSBA Code: BBBDA
- b. Title: Board-Declared Vacancy Caused by Absenteeism
- c. Author:
- d. Replaces Policy: NEW
- e. Date Approved: \_\_\_\_\_ RSU #63
- f. Previously Approved:
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Policy Committee and Superintendent
- i. Date Reviewed: 02/04/2019 Policy Committee  
02/04/2019 Superintendent
- j. Reference: 20-A MRSA § 1474 (RSU)
- k. Narrative:

I. When a **Board Member** ~~must will~~ be absent from a regular meeting of the RSU #63 Board of Directors (the Board), ~~for any reason, that the~~ member will:

A. Contact the Board Chair and request to be excused from the meeting. If the **Board Chair** ~~must will~~ be absent, he/she will contact the Vice Chair.

B. The Chair ~~or Vice Chair~~ will determine whether or not the request will be granted, ~~unless otherwise ruled by a majority of the Board.~~

1. An absence for any of the following reasons will be routinely considered an excused absence if advance notification is provided to the Board Chair via phone call or District email. Absences for reasons other than those identified will be considered by the Board Chair on an individual basis.

i. Illness of the Board member or immediate family

ii. Death in the family

iii. A short-term family obligation

iv. An unavoidable commitment related to the member's employment (so long as such a commitment is not of the type which prevents the member from attending on a regular basis)

C. The minutes of each meeting will reflect the names of the members present, those absent ~~with excused or unexcused. (if any), and those absent without excuse (if any).~~

II. The Board **Chair (or designee)** will take the following action when a member is absent without excuse:

A. After two (2) consecutive unexcused absences from regular meetings, the **Board Member** will be notified **through District email and** in writing via certified mail



~~(no signature required) by the Board informing him/her that.~~ that a third consecutive unexcused absence from a regular meeting will constitute cause for the Board to consider declaring his/her **Board** seat on the Board vacant.

- B. After three (3) consecutive unexcused absences from regular meetings, the **Board Member** will ~~be notified said member in~~ **through District email and in** writing via certified mail ~~(no signature required)~~ that the Board will consider declaring his/her seat vacant at the next regular meeting of the Board or at a special meeting called for the purpose of considering this matter.

III. At the meeting where the declaration of a vacancy, in accordance with this policy, is being considered, the Board Member who is the subject of the action will be provided the opportunity to present his/her reasons why the Board should not declare a vacancy.

- A. ~~The Board will vote whether or not to declare a vacancy. Following the deliberation outlined in sections B and C of this policy, the Board will vote whether or not to declare a vacancy.~~
- B. Should a vacancy be declared ~~in accordance with this policy~~, the vacancy will be filled in accordance with the appropriate provisions of MRSA Title 20-A.
- C. ~~An absence for any of the following reasons will be routinely considered an excused absence:~~
- ~~1. Illness of the member or members of his/her immediate family.~~
  - ~~2. Death in the member's family.~~
  - ~~3. A short term family obligation.~~
  - ~~4. An unavoidable commitment related to the member's employment (so long as such a commitment is not of the type which prevents the member from attending on a regular basis).~~

~~Absences for reasons other than those identified above will be considered by the Board~~ **Chair** on an individual basis.

## RSU #63

- a. NEPN/NSBA Code: GBGAA
- b. Title: Exposure Control Plan
- c. Author:
- d. Replaces Policy:
- e. Date Approved: 03/26/2018 \_\_\_\_\_ RSU #63
- f. Previously Approved: 02/27/2017 03/26/2018
- g. Policy Expiration: Annual Review Required
- h. Responsible for Review: Superintendent, Policy Committee,  
Transportation and Facilities Director,  
Business Manager
- i. Date Reviewed: 02/06/2018 02/04/2019 Superintendent  
02/06/2018 02/04/2019 Policy Committee  
01/29/2018 02/05/2019 Transportation and Facilities  
Director  
01/29/2018 02/04/2019 Business Manager
- j. References: OSHA Standard 29 CFR 1910.1030  
Occupational Exposure to Bloodborne Pathogens  
The Hazard Communication Standard (29 CFR 1910.1200)  
National Institute of Occupational Safety & Health  
(NIOSH)  
Cross References:  
Policy EBCF-R – Automated External Defibrillators-  
Administrative Procedure  
Policy EBCA-Comprehensive Emergency Management Plan
- k. Narrative:

RSU #63 (the District) is committed to providing a safe and healthful work environment for our entire staff. This includes protection from the daily potential for injury to students and staff by exposure to contamination from bloodborne pathogens. The Occupational Safety and Health Administration (OSHA) issued a standard to reduce the risk and protect employees from this threat. This District Bloodborne Pathogens Exposure Control Plan is adopted to meet this standard.

# I. Purpose:

The Purpose of this Exposure Control Plan is to provide and maintain a safe working environment for all employees by eliminating and/or minimizing occupational exposure to bloodborne pathogens, including, but not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). It is the responsibility of the employer to provide and maintain appropriate engineering controls and personal protective equipment (PPE), and to develop, establish, and promote safe work practices, ongoing training, and education for its employees. It is also expected that employees will practice and follow the guidelines set forth by this plan.

## II. Scope:

This plan covers all employees who could be “reasonably anticipated” as a result of the performance of their job duties, to come into contact with blood or other potentially infectious materials. (See **Exposure Determination: Category I** – section IV).

“Good Samaritan” acts, such as assisting a co-worker with a nosebleed, would not be considered an occupational exposure.

## III. Background:

The Center for Disease Control (CDC) has recognized the following as linked to the potential transmission of HBV, HIV, and other bloodborne pathogens in the occupational setting:

- A. blood/blood products,
- B. semen,
- C. vaginal secretions,
- D. amniotic fluid,
- E. saliva (in dentistry),
- F. any body fluid visibly contaminated with blood,
- G. pleural fluid,
- H. peritoneal fluid,
- I. cerebrospinal fluid,
- J. all body fluids in situations where it may be difficult or impossible to differentiate between fluids

These substances shall be collectively referred to as blood or “other potentially infectious material” (OPIM) for the remainder of this document.

## IV. Exposure Determination:

- A. **Category I:** Employees who *are likely* to have occupational exposure as part of their normal work routine. **Identified staff:** Bus Driver, Coach, School Nurse, Custodians/Maintenance, Cooks; Pre-Kindergarten and Kindergarten Teachers, ~~Teachers in Physical Ed~~ **Physical Education Teachers**, Special Ed Teachers and Ed Techs, Mechanics, and School Secretaries.
- B. **Category II:** Employees who *do not* have occupational exposure as part of their normal work. **Identified staff:** All other staff.

## V. Hepatitis B Vaccine:

All District employees defined as Category I personnel will be offered the vaccine for HBV, which is a life-threatening bloodborne pathogen. Informed consent as per standard medical regulations will be used. (Appendix A)

The vaccination will be done at no cost to the employees and is provided as a precaution for personnel safety. **Vaccinations will be provided by a health care provider approved by the District. Concentra.** If an employee chooses not to receive a **the** HBV vaccination, the employee must sign a letter of declination (Appendix A). A copy will be placed in the employee's file.

**VI. Universal Precautions, Engineering Controls, and Work Practice Controls:**

The following procedures will be followed by all staff:

- A. Universal precautions (Appendix B) will be followed by all employees at all times. All blood and OPIM will be considered potentially infectious.
- B. Employees are advised to wear gloves and safety glasses when exposed to blood and OPIM.
- C. If an employee becomes contaminated, wash the area immediately with soap and water. If running water is not available, employees will be provided an appropriate hand wash substitute, such as antiseptic foam cleanser or towelettes until an appropriate handwashing facility can be utilized.
- D. All waste containers will be lined with a plastic bag. Waste containers in the health/school nurse offices will be double bagged and emptied each school day by custodians.
- E. Plastic needle containers will be kept in each School Nurse's office. All needle-like contaminated "sharps" and first aid equipment will be deposited in designated containers. Full "sharps" containers will be taken by the School Nurse to the school physician's office for disposal.
- F. If clothing should become contaminated with OPIM, it should be double-bagged and placed in a designated container for proper cleaning.
- G. Contaminated surfaces or areas will be decontaminated with an appropriate disinfectant immediately after exposure.
- H. When a spill occurs, the building administrator will limit access to areas of potential exposure and notify the custodian immediately.
- I. All work tasks will be performed in a manner that will reduce the risk of exposure. Employees in areas where exposure hazards exist are expected to adhere to the following:
  - 1. Eating, drinking, applying lipstick or balm, and/or handling contact lenses are prohibited in work areas where there is reasonable anticipated exposure.
  - 2. Food and drink will not be kept in refrigerators, shelves, or cabinets where blood or OPIM are stored or present.

**VII. Personal Protective Equipment:**

- A. Personal Protective Equipment (PPE), including but not limited to gloves and protective eye wear, will be provided by the District and kept in each School Nurse's office and custodial closet.
- B. Non-latex gloves and Band-Aids will be provided by the School Nurse to each classroom. School bus supplies will be provided by the Transportation Department at the beginning of the year and replenished as used.
- C. Training in the use of the appropriate PPE for the tasks or procedures the employee will perform will be provided by the School Nurse and/or an appropriate course.

**VIII. Training for Exposure Control:**

- A. Employees in Category I will, upon hire, be initially trained on the precautions, risks, and actions to take if exposure to bloodborne pathogens occur.
- B. Employees in Category I who perform tasks which have been determined to have a potential for exposure will be provided training annually.
- C. Training will include explanation and location of 29 CFR 1910.1030, Bloodborne Pathogens Standard and location of this plan.
- D. Custodians will be provided annual cleaning procedures for exposure to bloodborne pathogens.
- E. Certification of training will be maintained with copies in the employee's file.

**IX. Post-Exposure Procedures and Evaluation:**

Employees who come in contact with OPIM in the performance of their job will take steps necessary to safeguard their health. "Contact" will be considered as having said fluids enter one's body through cuts in the skin or splashes of fluids into eyes, mouth, nose, or other mucous membranes. If exposed:

- A. Immediate first aid – Employees will wash the exposure site thoroughly with soap or disinfectant and water. Flush eyes and/or mucous membranes with water immediately.
- B. Employee will immediately report the injury to the School Nurse and his/her own immediate supervisor. When school is not in session, the employee is to be referred to **Concentra a health care provider approved by the District** or a hospital Emergency Room. Report the incident to the **Business Manager** within 24 hours.
- C. The School Nurse will arrange for a medical post-exposure evaluation and follow-up. This evaluation and follow-up is to be provided by **Concentra a health care**

**provider approved by the District or the employee's personal health care provider. If the School Nurse is not available, the Business Manager or Transportation and Facilities Director will arrange for the evaluation.**

- D. ~~The School Nurse~~ or immediate supervisor will complete a Supervisor's Incident Report (provided by Maine School Management Association [MSMA]), which will include the circumstances under which the incident occurred and documentation of the route of exposure (skin, mucous membrane, etc.) and should be submitted to the Business Manager within 24 hours of the accident. This report will be forwarded along with the Employee's Incident Report (provided by MSMA) to MSMA as required.
- E. If the source individual is known, the School Nurse will attempt to obtain consent and assist in making arrangements to have the source individual tested as soon as possible to determine HIV, HBV, and HCV infectivity. Results of the testing will be sent to the employee's medical provider.
- G. Flow of forms:
  - 1. Original forms to Business Manager for filing in the Worker's Compensation files.
  - 2. Copies of forms to be kept in the employee's file for further follow-up.

## APPENDIX A

**RSU #63**  
**INFORMED CONSENT/REFUSAL FOR HEPATITIS B VIRUS VACCINE**  
**(Mandatory if employee refuses vaccination)**

I, the undersigned employee, have read the portion of this two-page form regarding information about Hepatitis B and the Hepatitis Vaccine. I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection in the workplace. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself.

I further understand the risks involved in making this decision and I agree that RSU #63, its agents and employees, who are required by law or regulation to make the Hepatitis B Vaccine available to me, are not legally responsible or liable for the side effects that may occur as a result of my accepting/not accepting the Hepatitis Vaccine.

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I have already had the Hepatitis B Vaccine.

\_\_\_\_\_ I agree to accept the Hepatitis B Vaccine, given in three (3) doses over the next 6 months. (If you are pregnant or breast feeding, it is advisable that you consult with your doctor before taking the Hepatitis B Vaccine series.)

\_\_\_\_\_ I have opted to decline the Hepatitis B Vaccine at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Print Name: \_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School/Location: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

*Reference: Occupational Safety Health  
Administration Fact Sheet,  
Hepatitis B Vaccine Protection*

**RSU 63  
HEPATITIS B VIRUS VACCINE**

**For Your Information – Please Read Carefully**

**The Disease** – Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1% to 2% of patients infected. Most people with Hepatitis B recover completely but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic hepatitis or cirrhosis. Carriers face other problems, too. They run a high risk of developing primary liver cancer and pregnant carriers transmit the HBV through the placenta with some 90% of infected infants becoming carriers.

**Simple, Effective Solution** – Fortunately, now, there is a simple way to prevent HBV infection. The Center for Disease Control (CDC) recommends vaccination for anyone frequently exposed to blood or other body fluids in the workplace. If you fall into this category, the CDC says that 15% to 25% of these above specified healthcare workers will contract Hepatitis B during their careers. Your individual risk is directly related to how often you are exposed to blood and other body fluids.

**The Vaccine** – The Hepatitis B Vaccine currently used is a noninfectious vaccine made from bread yeast (*Saccharomyces cerevisiae*). When injected into the deltoid muscle, the hepatitis vaccine has induced protection levels of antibodies in more than 90% of the healthy individuals who received the recommended three doses of the vaccine. Persons with immune-system abnormalities, such as dialysis patients, have less response to the vaccine; but over half of those receiving it do develop antibodies. Full immunization requires three doses of vaccine over a six-month period although some persons may not develop immunity even after three months. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with Hepatitis B virus prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

**Possible Adverse Side Effects** – the incidence of side effects is very low. No serious side effects have been reported with the vaccine. A few persons have experienced:

- A. Soreness, swelling, warmth, itching, redness, bruising, and nodule formation at the injection site,
- B. Fever + 100 degrees F and malaise,
- C. Tiredness/weakness,
- D. Headache,
- E. Nausea and/or diarrhea,
- F. Sore throat and/or upper respiratory infection,
- G. Dizziness,
- H. Muscle aches, and/or
- I. Joint pain.



**APPENDIX B - RSU 63**

*Reference: Occupational Safety  
Health Administration  
Standard 29 CFR 1910-1030*

**UNIVERSAL PRECAUTIONS**

In order to provide a consistent approach in managing body substances from all students and staff, and reduce the risks of exposure to bloodborne pathogens, the practice of Universal Precautions will be followed by all employees at all times, regardless of the situation. All blood and body fluids will be considered potentially infectious.

Universal Precautions will apply to all blood/blood components and body fluids including semen, vaginal secretions, breast milk, amniotic fluids, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, and wound drainage.

Each job classification may be required to formulate and revise as necessary, separate procedures regarding the use of personal protective equipment (PPE) and development of work practices for the protection of employees. Compliance with Universal Precautions will be monitored by the School Nurse and building administrators.

**A. Hand Washing**

Hand washing continues to be an important means of interrupting disease transmission.

1. Wash hands often and thoroughly, with soap and water.
2. Wash hands after removing gloves or other PPE.
3. Wash hands after contact with blood or other potentially infectious material.
4. In the event hand washing facilities are not immediately available, a substitute antiseptic hand cleaner or towelette can be used. Hands will be washed with running water and soap as soon as possible.

**B. Gloves**

1. Gloves will be worn when there is anticipated or potential contact with blood or body fluids.
2. Gloves will be worn when the employee has non-intact skin (cuts, abrasions, dermatitis, etc.).
3. Gloves will be worn by the person responsible for the transportation of soiled lines, clothing, or waste materials containing potentially infectious materials.
4. Gloves will be worn when cleaning any surfaces soiled with blood or body fluids,
5. Gloves will be worn when handling/cleaning rooms and/or areas where there are potentially infectious materials.
6. Gloves will be changed when visibly soiled or damaged.

**C. Gowns**

Remove clothing if saturated with blood and place in a doubled bag for proper cleaning. Personal protective gowns are available in the School Nurse's office if deemed necessary.

**D. Needles/Sharps**

1. Needles will not routinely be recapped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
2. Equipment with sharp edges (art supplies, staplers, etc.) will be properly cleaned if exposed to blood.
3. All needles will be disposed of in puncture-proof containers specifically manufactured for this purpose. These containers will be located in the School Nurse's office in each school under the direction of the School Nurse and changed when full.
4. **Sharps (knife blades, guidewires, etc.):** Place the sharp object on a piece of sturdy cardboard and carefully tape the sharp object to the cardboard. Place another piece of cardboard over the taped object and tape the two pieces of cardboard together. Write on both sides of the cardboard – "SHARP OBJECT" – (blade, etc.).

**E. Waste**

All waste should be properly packaged to prevent spill or leakage and labeled for disposal by the area generating the waste.

**F. Blood or Body Fluid Spills**

In the event of a blood or body fluid spill, all visible organic matter must first be removed and then the area decontaminated.

**G. Resuscitation Equipment**

Automated External Defibrillators (AEDs) will be strategically located to provide personnel with immediate access for emergency situations.

**H. Hepatitis B Vaccine Program**

All employees who work in job Category I are likely or may have occupational exposure to OPIM, will be offered the Hepatitis B Vaccine at no cost to the employee. These workers will be vaccinated or if they choose, decline. Any employee who initially declines the vaccine may, at any time, request the vaccine at a later date.

**I. Exposure Incidents**

All exposure incidents and OPIM contacts must be reported to the School Nurse or building administrator within one hour of occurrence.

**J. Education**

All Employees will receive training in Universal Precautions, pertinent to their job classification and will review the Universal Precautions annually through staff development.

**RECOMMEND TO RESCIND**

**AOS #81**

**(Comprised of CSD #8 and RSU #63)**

- a. NEPN/NSBA Code: ACA
- b. Title: Gender Neutral Language
- c. Author: Board of Directors
- d. Replaces Policy:
- e. Date Approved: ~~11/20/2013~~ CSD #8 ~~11/18/2013~~ \_\_\_\_\_ RSU #63
- f. Previously Approved: ~~11/01/2004~~ **11/18/2013**
- g. Policy Expiration: Review as Needed
- h. Responsible for Review: Board of Directors
- i. Date Reviewed: ~~11/04/2013~~ \_\_\_\_\_ **Policy Committee**
- j. References: Policy AC - **RSU #63** Nondiscrimination/Equal Opportunity and Affirmative Action
- k. Narrative:

**GENDER NEUTRAL LANGUAGE**

- I. The Boards of Directors (**the Board**) directs all staff members to be especially alert to, and avoid, the use of sexist or other discriminatory language in all communications, both oral and written.

**\*RECOMMEND TO RESCIND –  
LANGUAGE IN  
POLICY AC  
SECTION V.**

January 2019  
UTC Board Report

So much has been happening thanks to our amazing UTC team. Together our small group has accomplished so much. The school year is almost half over and it seems like we just began.

**Cert.... Business, Auto, Computer Repair, Coding**

- As we outlined briefly we have been working on major agreements with EMCC and our Business program allowing our students to earn up to 39 college credits prior to high school graduation. This an incredible opportunity for our UTC students and is a trail breaking agreement. Because of the success of this arrangement we are now delighted to announce that we have signed 3 additional agreements that offer students the option of completion of 30 college credits, which are one year certificates that scaffold completely into each programs respective Associate's degrees. UTC students who fully participate in these opportunities will be able to complete an Associate's degree in one year after high school graduation!

There is a fabulous additional opportunity for our students who care enrolled in these EMCC/UTC certificate programs. Many UTC students may also choose to enroll in the Bridge Academy program offering the opportunity to complete 4 dual enrolled college general education courses each during both their Junior and Senior years. The Bridge Academy courses when coupled with the one-year content specific course certificates from EMCC will enable the ambitious and capable student to be able to complete their Associates degree in Liberal Studies from EMCC prior to high school graduation!

**EMCC/UTC Signing Ceremony**

- We have scheduled a signing ceremony on January 17<sup>th</sup> at 5:30, for students and parents to celebrate the EMCC/UTC 30 credit certificate opportunities. We are inviting any MVR# 4 Board members who wish to attend.

**MACTE and Bridge Academy**

- The Maine CTE Director's Association has taken over responsibility for the Bridge Academy program and has exciting plans to re-energize the effort. This will be very important with the EMCC/UTC 30 credit certificate option available for many UTC students and who may want to pursue completing her/his Associate's degree prior to high school graduation.

**Digital Badging**

- We are continuing to make progress on the badging efforts in collaboration with UMaine and EMCC. It appears that UMaine will potentially be offering student scholarships based on badging levels achieved here at UTC and at EMCC

**Welding Lab**

- We have made some significant upgrades in the Welding lab this year, including painting the lab for the 1<sup>st</sup> time in 40 years and did it need it! We are very pleased with many of the new equipment purchases and few more to come which will set the lab up for many years to come.

**Maine CTE Work Force Development Conference**

- On December 11th we hosted the 1<sup>st</sup> Maine CTE Workforce Development Conference with over 250 guest in attendance. Eighteen CTE schools joined us and dozens of employers both large

and small. Bath Iron Works brought an eleven-person contingent to assist them in their need to hire 1500 hundred employees in 2019. Pratt and Whitney, Quirk, Darlings, HE Sargent, PVEA and dozens of other companies toured the school, saw student demonstrations and participated in a student panel that comprised of CTE alumni, present students and one future CTE student. This was a huge effort to pull together and our staff did an amazing job showcasing the best of Maine CTE.

#### Holiday Banquet

- Our Culinary Arts students and faculty did a wonderful job as usual hosting a two-day Holiday banquet. Our many guests enjoyed a beautiful meal and the great positive energy and service our students provide.

#### Health Occupations Holiday Party

- This year the Health Occupations students and faculty outdid themselves hosting a truly beautiful and emotional Holiday event for many of the wheelchair bound elderly residents at a local nursing home. The students raised all of the funds to produce this event, including the transportation to and from UTC for the event. It was a major undertaking to pay for and organize the many required vans to move the residents safely and comfortably. The students had caroling, food, games, a photo booth and best of all laughter and Holiday joy for many of these folks who may not have family around. I am very proud of them.

#### New UTC Course of Studies Book

- We are busily working on the newest version of our course book, which is looking amazing so far. Beth Dempsey one of our Business Leadership program students is doing a truly professional job visually creating an engaging a beautiful communication tool for the school. After the books completion, Beth is going to tackle the website! Beth is using In-Design, which is a complex and powerful program that is allowing her to bring a strong artistic flair to the book as we update our branding.

#### Middle School Projects

- We have been actively working on developing innovative middle school options to help students explore experiential education. We have several projects under way, with flyers for the Board to review. The projects are designed to help students explore and connect the importance of related academics through the relevance of real life projects.

#### Freshman and Sophomore Mentor project

- Another great project to help students explore experiential learning and CTE is the Peer to Peer mentoring project we are about to begin. We be inviting the local high schools to select 5 – 7 motivated students who would like to spend half a day here at UTC up to twice a month in a program of interest working alongside one of our Skills USA or NTHS students serving as a mentor. This is an exciting project and we are looking forward to moving this one forward quickly.

#### Maine Maps

- Our Fine Wood Working/Building Construction students did an amazing job creating, designing and constructing two 3D back lit maps of Maine, one of which is presently in the Egers Auditorium. What a wonderful addition.

#### **New Programs Next Year (Work Experience Coordinator)**

- Next year we have been approved to add a Work Experience Coordinator who will provide work experience placements through a variety of options including job shadows, internships, cooperative education and pre-apprenticeships. This variety of options will allow students throughout the building to participate in actual work sites usually as a capstone element.

#### **New Program Next Year (Medical Assistant)**

- Medical Assistants are in high demand and the job opportunities will continue to grow especially with Maine's aging demographic. We are expecting that this program will be well enrolled with incoming Juniors and that most of the students will continue on for a second year of Health Occupations earning their CNA, CRMA, First Aid/CPR and Phlebotomy certifications, in addition to their Medical Assisting certification. What an amazing package of certifications students will have at their disposal after two years and many options for further education.

#### **Work on TV Station**

- We have begun the work on our revamped TV studio and new engineering room. All of the equipment has been purchased and plans completed with the nail pounding beginning. This will give a wonderful new option for the students in the program.

#### **ADA Bathroom Renovation on 1<sup>st</sup> Floor**

- We needed to update and make our bathroom fully ADA compliant, the work is just about complete after working on it over the holiday break.

#### **New Brunswick Educators Visits**

- In December we had a large group of educators from New Brunswick make their semi-annual pilgrimage to UTC to collaborate and see which aspect of how we educate students can be utilized in NB. What a wonderful group of colleagues we have to the North.

#### **Supers Meeting**

- We held our 2<sup>nd</sup> Superintendents Advisory Committee meeting in December and discussed the revision of the Cooperative Agreement and the middle school and 9-10 initiatives. The Committee was extremely supportive of our efforts and a pleasure to work with.

#### **Experiential Learning Pilot Proposal**

- We are working with our faculty and another talented educator to create a pilot model that interested middle schools in Region 4 can choose to participate in. We will bring the plan to the MR#4 Board shortly for consideration, but the project will require outside funding if it is to move forward. At the very least we will stimulate some interesting conversations that may hopefully lead to some exciting opportunities for students.

#### **Maine Community College Academic Office**

- I met with Mercedes Pour of the MCCS academic office to discuss other new pathways between UTC and the system. We are making good progress including an exciting change coming up at the MCCS that will make more varied math options available to students. This will be important for our CTE students.

## 2<sup>nd</sup> Critical Drill

- We held our 2<sup>nd</sup> Critical Incident Drill in December and the students and staff did a very good job. The building was secured in under 1 minute and importantly helping everyone get into muscle memory the things each need to do to allow for the best outcomes possible.

## Sophomore Presentations

- We are continuing to prepare for the Sophomore presentation season with new presentations and of course our new course books. Our goal continues to have all sophomores join us for a tour so at the very least all students understand and respect what students who choose to attend UTC do.

## New sign

- The new sign is up and the solid letter portion is in process. It should be completed soon, weather permitting. We are also adding a large (200) to the brick portion of the sign for use by emergency personnel for location purposes.

**Present:** Hans Peterson, Chair, Adrienne Carmack, Rich Crowe, Sande Curtis, Pat Gaetani, Earle Hannigan, Kevin Kelly, Jim Lacadie, Mel MacKay, Susan MacKay, Kim Meagher, Tony Pellegrini, Tom Stone, James Strout, Dan Wellington

**Also Present:** Dave Armistead, Beth Campbell, Kyle Casburn, Bill Meier

**Not Present:** Benita Deschaine, Paul Hannigan

### CALL TO ORDER

Chair Hans Peterson called the meeting to order at 7 a.m.

**Motion:** To approve the November 13, 2018 minutes as presented.

Curtis/Stone

Approved without opposition.

### HEAD OF SCHOOL REPORT

Mel MacKay welcomed questions on his previously distributed head's report. Currently there are 498 students enrolled at the school. Sande Curtis acknowledged the lack of day student attrition this year, and Admission Director Beth Campbell spoke to such influences as the ninth grade advisory program that may be contributing to strong retention. On the international side, Beth reported on the value of agent relationships. As a result of one such relationship, the school is expecting three students from Italy next semester. Beth is travelling to Seoul and Tokyo in February for agent meetings/events. Mel remarked on the anticipated mid-year growth of the school; eight new boarding students are expected in January. He also pointed out that the boarding program is in a steady state despite the world's political climate. In response to Tony Pellegrini's question about the attrition of international students, it is typically small but predictable (there was zero attrition last year; all international students eligible to return did). On a question regarding how much financial aid is awarded to boarding students, most students from China are full-pay, while Korean and Vietnamese students are subsidized up to 40%. Susan MacKay's questions of how mid-year international transfer students hear about us tied back to Beth's point about strong agent relationships, as most come through their educational consultant, or "agent." Day admission season is underway with middle school visits scheduled throughout January and Step-Up Day scheduled for January 31. Given the size of area eighth grade classes (over 300, based on numbers provided by the nine schools visited by Beth and student ambassadors), a large ninth grade class is expected next year.

### DEVELOPMENT

Chair Adrienne Carmack opened her report with gratitude to the board for purchasing three bricks since the last meeting. Thanks to Kevin Kelly for spearheading that effort. A successful alumni holiday gathering was attended by about 40 people last week at Frank's Bakery's East Room.

Martha Dudman and Gary Friedmann were introduced and referred to the previously distributed final report from campaign counsel. The school's contract with the firm ends at the end of December. Martha shared key recommendations (as listed in the report) for staff, including:

- focus on face-to-face meetings with existing and prospective major donors
- strengthen and solidify alumni relations
- recruit class agents
- build networks of parents and past parents;
- follow up immediately.

The consultants emphasized that the work of the school and the Board will continue. The campaign has reached just under \$4 million, enough to begin the gym/fitness center project but not yet enough to undertake



years and is treated like a mortgage. The bank will require a GMP, a complete set of plans, and builder's risk insurance documentation before it will issue a commitment letter to the school. Until the commitment letter is signed, the bank is not bound to loaning the school money. Hans reiterated that the bank's position is that once it loans the school this money, the school's borrowing capacity will be at its limit.

Mel reminded the board that in the midst of all the financial activity around the project, the school's administration needs to maintain awareness of other institutional priorities like better pay for teachers and annual maintenance.

**Motion:**

To accept the Term Sheet dated November 30, 2018 as prepared by Bangor Savings Bank, and to authorize Mel MacKay, as Head of School, to sign it on behalf of the school.

**Peterson /Crowe**

**Approved without opposition.**

**ENDOWMENT**

In Chair Paul Hannigan's absence, Mel MacKay reported that the school's endowment portfolio continues to do well. Questions and attendance at meetings are always welcome.

**NEXT BOARD OF TRUSTEES MEETING**

The board meets next at 7 a.m. on Tuesday, February 12, 2019 in the school library.

**ADJOURNMENT**

The meeting adjourned at 8:36 a.m.

*Respectfully submitted by Adrienne Carmack, Secretary*

**DRAFT  
MINUTES**

**BANGOR SCHOOL COMMITTEE  
REGULAR MEETING  
7:00 p.m., Wednesday, January 2, 2019**

School Committee members present: Vice Chair Sue Sorg, John Hiatt, Marlene Susi, Tim Surette, and Carin Sychterz. Chair Sue Hawes and Member Warren Caruso were unable to attend.

- A. 1. & 2.     The meeting was called to order at 7:00 p.m. by Vice Chair Sue Sorg, and the Pledge of Allegiance followed.
- D. 2. a.       Director of Food Services Noelle Scott updated the Committee on the Food Services program.
- Members asked questions and thanked Noelle and her staff for their work.
- b.     Director Greg Leavitt reviewed the Bangor Adult and Community Education programs.
- Members asked questions and praised Greg's work and the offerings provide to community members.
- c.     Superintendent Webb reported the following teacher retirement(s):
- Patricia Bernhardt     Grade 7 Science Teacher     James F. Doughty School
- E. 1. a. 1.     VOTED 5-0 to approve the Minutes of the December 19, 2018 Regular School Committee Meeting.
- b. 1.    Superintendent Webb recommended approval of the December Bid & Quotation Report. Superintendent Webb reviewed the School Committee's unanimous vote on October 23<sup>rd</sup> to go out to RFP for a facilities assessment to aid in planning for the next strategic plan.
- VOTED 5-0 to approve the report as presented.
2.     The Bangor School Committee voted to award Oak Point Associates a contract to conduct a facilities assessment and make recommendations on the future of existing Bangor School Department buildings. The study and recommendations will not exceed \$170,000 and will be completed by May 3, 2019. The City of Bangor, on behalf of the Bangor School Department, maintains a reserve fund with a balance of \$263,000, comprised of unused funds from prior projects. Both the Bangor School Department and Bangor City Council must vote to allow expenditures to be made from this fund. Superintendent Webb recommended authorizing the City of Bangor and Bangor School Department to expend up to \$170,000 from the School Construction Reserve Fund for the purpose of conducting a facilities assessment.

VOTED 5-0 to authorize the use of the reserve funds up to \$170,000 to hire Oak Point Associates to conduct the facilities assessment.

Committee members expressed support for this assessment and the need to have consultation on managing the facilities into the future.

- c. Committee Member John Hiatt shared the following donation(s):

To Downeast School from Betty Vontobel: 50 hat and mitten sets, having a total dollar value of \$500.

To William S. Cohen School from Mrs. Marlene Susi and Mr. Frank Susi: a cash donation to support students during the holiday season, having a total dollar value of \$250.

To William S. Cohen School from Kristen and Jason Cyr: a cash donation to support students during the holiday season, having a total dollar value of \$300.

To Vine Street School from Janice's Summer Day Camp for Girls: a door hand painted by local artist Lynn Hempin, having a total dollar value of \$250.

To Abraham Lincoln School from the University of Maine at Augusta – Bangor Campus: winter hats, scarves and a cash donation to support students, having a total dollar value of \$120.

- d. 1. Superintendent Webb recommended approval of the second reading of revised Policy GDB-9 Supplemental Compensation Guide.

VOTED 5-0 to approve the revised policy as presented.

- F. There were no Committee updates.

- H. 1. Vice Chair Sorg reviewed the important dates.

- I. Member Surette wished the retiring teacher the best and thanked her for her service and her mentoring of him.

- J. The meeting adjourned at 7:34 p.m.

Respectfully Submitted,



Betsy M. Webb, Ed.D.  
Superintendent of Schools

**DRAFT  
MINUTES**

**BANGOR SCHOOL COMMITTEE  
SPECIAL MEETING  
5:15 p.m., Thursday, January 10, 2019**

School Committee members present: Chair Sue Hawes, Vice Chair Sue Sorg, Warren Caruso (arrived at 5:17 p.m.), John Hiatt, Marlene Susi, Tim Surette (arrived at 5:26 p.m.), and Carin Sychterz (arrived at 5:17 p.m.).

The meeting was called to order at 5:15 p.m. by Chair Hawes, and the Pledge of Allegiance followed.

Superintendent Webb updated the Committee on a recent alert message.

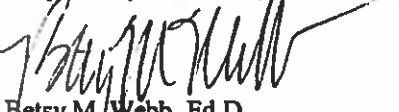
1. By roll call vote (VOTED 6-0) entered executive session at 5:24 p.m. for the purpose of discussion regarding negotiations with the Administrators', Teachers', Ed Techs', and Support Staff Bargaining Units pursuant to 1 MRSA subsection 405(6)(D).

Member Surette arrived just after executive session began.

Returned to public session at 6:32 p.m.

The meeting adjourned at 6:33 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Betsy M. Webb', with a long horizontal flourish extending to the right.

Betsy M. Webb, Ed.D.  
Superintendent of Schools

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
Thursday, January 3, 2019  
9:30 AM  
D. Lee Building Conference Room  
261 Center Street, Brewer, ME 04412

Committee members present: Mr. Forrest, Chairman; Mr. Canders, Vice Chair; and Mr. Farley

A. The meeting was called to order at 9:31 AM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment - None

D. Executive Session

- I. Mr. Canders moved to exit public session at 9:32 AM and enter into executive session for discussion of student expulsion in accordance with 1 M.R.S.A. § 405(6)(B)<sup>2</sup>; Mr. Farley seconded;

Dr. Towle called roll call vote:

Mr. Forrest - Yes

Mr. Canders - Yes

Mr. Farley - Yes

Entered into executive session at 9:32 AM

Mr. Farley moved to exit executive session and re-enter public session at 10:35 AM; Mr. Canders seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

E. Action as a Result of Non-Public Session

Mr. Canders moved to allow for student X to return to Brewer High School within the ALPHA program following the Superintendent's guidelines and all school rules and policies; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.

F. Future Meetings

Monday, January 7, 2019, Regular Meeting, 6:30 PM, Brewer High School Lecture Hall

N. Public Comment - None

Adjournment

Mr. Canders moved to adjourn; Mr. Farley seconded - VOTED: 3 in favor, 0 opposed, and 0 abstained.  
Meeting adjourned at 10:40 AM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: February 4, 2019

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES

Monday, January 7, 2019

6:30 pm

Brewer High School Lecture Hall

Committee members present: Mr. Forrest, Chairman; Mr. Canders, Vice Chair; Mr. Farley, Mr. Umel, Ms. Small, and Student Representatives Ms. Cattin and Ms. Philbrick

A. The meeting was called to order at 6:32 PM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment

Angela Suzcs, BHS teacher and resident of Brewer had questions on Policy IKF and ICA. Chairman Forrest noted that public comment is not a question/answer forum and Dr. Towle invited Ms. Suzcs to meet with her to review the policy IKF and noted that Policy ICA will be reviewed taking into consideration the E-Days on Orange/Black day schedule.

D. Adjustments to Agenda - N/A

E. Executive Session

1. Mr. Farley moved to exit public session at 6:36 PM and enter into executive session for discussion of legal rights and duties of school unit in accordance with 1 M.R.S.A. § 405(6)(E); Mr. Umel seconded;

Dr. Towle called roll call vote:

Ms. Small - Yes  
Mr. Canders - Yes  
Mr. Forrest - Yes  
Mr. Farley - Yes  
Mr. Umel - Yes

Entered into executive session at 6:38 PM

Ms. Small moved to exit executive session and re-enter public session at 6:53 PM; Mr. Farley seconded -  
VOTED: 5 in favor, 0 opposed, and 0 abstained.

F. Action as a Result of Non-Public Session - N/A

G. Executive Session

1. Mr. Umel moved to exit public session at 6:54 PM and enter into executive session for discussion of labor contract issue in accordance with 1 M.R.S.A. § 405(6)(D); Mr. Farley seconded;

Dr. Towle called roll call vote:

Ms. Small - Yes  
Mr. Canders - Yes  
Mr. Forrest - Yes  
Mr. Farley - Yes  
Mr. Umel - Yes

Entered into executive session at 6:54 PM

Ms. Umel moved to exit executive session and re-enter public session at 7:55 PM; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.

H. Action as a Result of Non-Public Session

Mr. Canders moved for denial and asked the Superintendent to draft a letter for the school committee chairman to sign to be sent stating reasons for the denial to the BEA; Ms. Small seconded - VOTED: 5 in favor, 0 opposed and 0 abstained.

I. Presentations/Awards

1. Dr. Towle and Ms. Ward-Downer presented Framework of Proficiency-Based Practices

J. Minutes

Mr. Forrest, without objection and by unanimous consent, proposed that the minutes of the regular meeting minutes of December 3, 2018 be approved.

K. Reports

1. United Technologies Center  
Ms. Small - No report.
2. Southern Penobscot Regional Program for Children with Exceptionalities  
Mr. Umel reported no meeting to date.
3. Student Representatives  
Ms. Cattam and Ms. Philbrick reported school athletic and extracurricular events to date.
4. Trustees  
Mr. Canders reported the December 18, 2018 meeting results.

5. Administration

- a. Dr. Towle reported the following:
  1. Mr. McGrath Turkey Drive (10 yrs - raised just over \$10,200)
  2. BCS final count for Food Drive and Coats for Kids
  3. BCS Action Plan 2018-2019 Positive Behavior Interventions and Supports
  4. Vape Night and Parent Letter
  5. UTC Middle School Programs and Developments
  6. New DOE Reporting Law
  7. November Brewer Pride Nominees/Recipients
    - a. Meghan Snook, Suzette Pelletier, William Leithiser
  8. Brewer School Department Report Cards Released
  9. TRUST Program
  10. Supt Appointments/Resignations (none)
    - a. Hired Robert Troupe as Custodian I at BCS effective December 26, 2018.
  11. Enrollment Numbers (enclosure)
  12. Non-Monetary Donations:
    - a. Donation of a significant amount of food to the National Honor Society Backpack Program from Girls Scout Troop 727 in Orrington.

- b. Donation of a SNOPRO 12FT Trailer invoice value \$1,795 from Greenway Equipment, Attn: Tyler Smith to Brewer High School Athletic Dept. (This trailer is invaluable to the operation of home track meets as it allows us to freely move hurdles and other track equipment around, in and out of our storage garage, which leads to better care and longevity of our products, specifically our hurdles, jumping mats, high jump equipment and timing equipment.)

- b. Business Manager

- Ms. Gardner provided FY19 Quarter 2 year-to-date revenues and expenses

- c. Director of Pupil Services - No Report
  - d. Director of Instruction - No Report
  - e. Principals - No Reports
  - f. Athletic Director - No Report

L. New Business

- 1. Acceptance of gifts

- a-d. Mr. Farley moved to accept the donations of \$871 from Lifetouch to Brewer High School from their 2018-2019 rebate program, \$50 from L. Thomas and Margaret Schwamb and \$20 from William and Bonita St. Dennis to Brewer High School JROTC, \$400 from Brewer High School Hockey Boosters to Brewer High School for Hockey access to Hudl, \$120 from The Fiddlehead Restaurant to Brewer High School for purchase of two yearbooks for students who are experiencing financial issues; Mr. Umel seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)
- 2. Ms. Small moved to approve the out of state overnight field trips for Robotics to attend STEM Competitions in Salem, NH from February 28 to March 2, 2019 and to Auburn, NH Aprils 10 to April 13, 2019 for New England Champions; Mr. Umel seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)
- 3. Mr. Umel moved to approve the in-state overnight field trip for Robotics to attend STEM Competition in Lewiston, ME from April 4 to April 6, 2019; Ms. Small seconded - VOTED: 5 in favor, 0 opposed and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)
- 4. Mr. Farley moved to approve the first reading revision of Policy IKF, *PBE Graduation Requirements*; Ms. Small seconded - VOTED: 4 in favor, 1 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)
- 5. Mr. Umel moved to approve the revision of Policy DFF, *Student Activities Funds*; Mr. Farley seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)
- 6. Ms. Small moved to approve the first reading revision of Policy ICA, *School Calendar 2019-2020*; Mr. Farley seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained. (Ms. Cattan and Ms. Philbrick in favor)

M. Future Meetings

Monday, February 4, 2019, Regular Meeting, 6:00 PM, Brewer High School Lecture Hall



N. Public Comment - None

Adjournment

Mr. Umel moved to adjourn; Ms. Small seconded - VOTED: 5 in favor, 0 opposed, and 0 abstained.  
(Ms. Cattan and Ms. Philbrick in favor)

Meeting adjourned at 8:50 PM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: February 4, 2019

BREWER SCHOOL COMMITTEE  
REGULAR MEETING MINUTES  
Thursday, January 24, 2019  
8:30 AM  
D. Lee Building Conference Room  
261 Center Street, Brewer, ME 04412

Committee members present: Mr. Forrest, Chairman; Mr. Canders, Vice Chair; Mr. Farley, and Ms. Small

A. The meeting was called to order at 8:32 AM by Chairman Forrest.

B. Pledge of Allegiance

C. Public Comment - None

D. New Business

1. Mr. Canders moved to approve the ratification of the Ed Technician Collective Bargaining Agreement 2018-2020; Mr. Farley seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.

F. Future Meetings

Monday, February 4, 2019, Regular Meeting, 6:30 PM, Brewer High School Lecture Hall

N. Public Comment - None

Adjournment

Ms. Small moved to adjourn; Mr. Farley seconded - VOTED: 4 in favor, 0 opposed, and 0 abstained.  
Meeting adjourned at 8:37 AM.

Respectfully submitted,

Cheri Towle, Ed.D.  
Secretary

Approved: February 4, 2019